



www.BranchDistrictLibrary.org

MEMORANDUM

COLDWATER BRANCH
(Main Library)
10 E. Chicago St.
Coldwater MI 49036
(517) 278-2341
Fax (517) 279-7134

ALGANSEE BRANCH
580-B S. Ray-Quincy Rd.
Quincy MI 49082
(517) 639-9830

BRONSON BRANCH
207 N. Matteson St.
Bronson MI 49028
(517) 369-3785

QUINCY BRANCH
11 N. Main St.
Quincy MI 49082
(517) 639-4001

SHERWOOD BRANCH
118 Sherman St.
Sherwood MI 49089
(517) 741-7976

LUCILLE E. DEARTH
UNION TWP. BRANCH
195 N. Broadway St.
Union City MI 49094
(517) 741-5061

TO: Branch District Library Board of Trustees
FROM: Linda Lyshol, Library Director
DATE: August 21, 2017
RE: Changes to existing Plan of Service

The Public Services Committee met on August 1, 2017 to discuss needed changes to the Plan of Service. The existing Plan of Service sets the percentages the branches receive in capital funding. Per the current Plan of Service, Section IV, 0.1 mill (or equivalent) should go to capital:

“This fund will be maintained by setting aside 1/10 mill (or comparable portion if millage varies) SEV each year.”

2/7 of millage 1 is almost double this (0.17 mills). In other words, our capital set-aside has been too high in recent years, especially considering our Headlee reduction.

The Committee proposes changes to the Plan of Service which will put more useable funds into the operating budget. Capital funds will, from 2018 on, only be used for capital improvements. Attachment A, Current Breakdown, shows the budgeted breakdowns; the higher percentages of capital improvement funds was useful to the branches when funding was low. Attachment B, Proposed Breakdown, decreases the amount of capital funding available to the branches.

However, the proposed breakdown puts more into the operating budget.

The Planning Committee feels this new distribution of funds will enable the BDL to grow with the needs of the communities we serve.

Plan of Service for Branches

February 19, 2002

Last Updated September 16, 2013

Updated August 21, 2017

COLDWATER BRANCH
(Main Library)
10 E. Chicago St.
Coldwater MI 49036
(517) 278-2341
Fax (517) 279-7134

ALGANSEE BRANCH
580-B S. Ray-Quincy Rd.
Quincy MI 49082
(517) 639-9830

BRONSON BRANCH
207 N. Matteson St.
Bronson MI 49028
(517) 369-3785

QUINCY BRANCH
11 N. Main St.
Quincy MI 49082
(517) 639-4001

SHERWOOD BRANCH
118 Sherman St.
Sherwood MI 49089
(517) 741-7976

LUCILLE E. DEARTH
UNION TWP. BRANCH
195 N. Broadway St.
Union City MI 49094
(517) 741-5061

Introduction

This Plan of Service is devised to spell out the intentions of all parties involved in the BDL branch service. The original contract with each municipality is in effect and controls. This plan of service confirms the current policy of the BDL Board, after consultation with each municipality, to implement the terms of the contract.

Originally drafted in 1993, this plan of service includes the five branches in Algansee, Bronson, Quincy, Sherwood, and Union Townships. Contracts for this service are on file.

All branches furnish basic information services; leisure reading needs, audio-visual materials, Internet service, including wifi, and have computer service available. Algansee and Sherwood are funded by BDL to be open a minimum of nine (9) hours per week. Bronson, Quincy, and Union Township are funded by BDL to be open a minimum of twenty-five (25) hours a week.

BDL currently furnishes all branches with a collection materials budget (see Section VIII). All materials in the collection are available to all patrons.

Branches have access to programming services located in the Coldwater Branch. BDL furnishes all supplies such as cartridges, paper, forms, etc. Computers, printers, etc, with a shared online catalog, Evergreen, is available in all branches.

Professional librarians spend time on a regular basis in each branch servicing computers and computer catalogs, providing programming advice and consultations, weeding assistance and giving other professional guidance as needed. Other Coldwater Library staff may also spend time at the branches at the discretion of the Director. Staff meetings are held each month and on an as need basis. Continuing education opportunities are offered to all staff.

Services and circulation figures from each branch are reported monthly and are included in the Library Board packet.

Special Role of the Branch Manager

The Branch Manager functions as the everyday representative of the BDL in the local community. Communication with the community, networking with the community agencies and groups, as well as active promotion of the library are an important part of the Branch Manager's duties.

While BDL has legal authority over branch operations, that authority is exercised in consultation with the Branch Manager and Advisory Board. In the development of the BDL programs, the setting of policies, and the response to local needs, BDL seeks input from the Branch Manager and any local Advisory Board.

Since the needs of one community differ from the needs of another community, the Branch Manager is the first link in communicating these differences to BDL. Conversely, they must also be able to communicate the need for general overall procedures and policies to their Advisory Board, if one exists, and to their local community.

The Branch Manager is employed by the Library Director, who has authority over that employment. BDL employment is governed by the BDL Personnel Rules & Regulations. However, in the case of either hiring or firing, the Library Director will consult with the Personnel Committee and with the local Advisory Board, if one exists, or pursuant to a contract with township or village officials in the absence of an Advisory Board.

The Branch Manager reports to and receives direction from the BDL Library Director in all operating procedures and policies such as, but not limited to:

Audio-visual	Inter-Library Loan	Reference	Library Conduct
Book Selection	Personnel	Children’s and Teen Services	
Circulation	Programming	Promotions	

The Board aims for consistency in application of Board policy and procedures throughout the system. Special donations and grants to a Branch must be included in the BDL’s annual report to the Library of Michigan.

In addition, the Branch Manager may report to the Advisory Board, if one exists, on a monthly basis and is responsible to the Board for the expenditures of any local funds and matters pertaining to the building, grounds, furnishings, utilities, etc., as well as local funds expended for materials. They should also keep the Advisory Board, if one exists, informed as to changes in BDL policies and procedures.

The BDL Agreement sets forth the authority of the BDL Board to establish, maintain and operate public libraries for the district, even to the point of acquiring property and erecting buildings. However, the District Library Study Committee clearly recommended that the Township retain control of their buildings as had been spelled out in past contracts with Branch County Library. All contracts previously held by Branch County Library were transferred to BDL (See III and IV below).

I. Advisory Boards

Branch County Advisory Boards may be established at the discretion of the local governmental unit(s). They may be responsible for the branch buildings, grounds, and their furnishings. These boards act as liaison between the local governmental unit(s) and the BDL. They may administer gift monies, memorial funds, and local governmental appropriations of their township. (While these funds may not be part of the BDL budget, they need to be reported to BDL annually for inclusion in the State Report.)

A. Bronson Township

1. Bronson Advisory Board

- a. Bronson has a separate Board of Trustees appointed to oversee the maintenance of the Bronson Branch, three (3) members from Bronson Township and three (3) members from the city of Bronson.
- b. Board members representing Bronson Township serve for two (2) years. Board members representing the city of Bronson serve for three (3) years.
- c. Board members are appointed at township and city organizational meetings, as required, to fill terms.

2. Board Functions

- a. An agenda for the monthly Advisory Board meeting is prepared by the Branch Manager.
- b. Local branch policy or by-laws were written in 1999.
- c. The Advisory Board receives a report from the liaison on the District Library Board.
- d. Local needs are communicated to the BDL :
 - i. From Branch Manager to district library staff.
 - ii. From Advisory Board to liaison on the BDL Board.
- e. The Bronson Advisory Board is consulted in all formal actions taken pertaining to branch personnel by the BDL Director or BDL Board and/or may recommend specific actions be taken in regards to Bronson branch personnel.

3. Expenditures

- a. Township Board repairs and maintains the building.
- b. Township and City pay utilities.

B. Coldwater

1. Coldwater Advisory Board to BDL

- a. Coldwater has a separate board for the library.
- b. There are five (5) members on the board.
- c. Board members serve for five (5) year terms.
- d. The mayor appoints board members.

2. Board Functions

- a. As a co-sponsor of the Agreement to establish the BDL, the Coldwater Library Board shall be an advisory body to the BDL Board and recommendations thereto

shall be considered in respect to the library services for the citizens of the City of Coldwater.

- b. The board is responsible for the Coldwater Public Library Memorial Fund, its investment and expenditure.
- c. Local needs may be communicated to the BDL from the Advisory Board to their liaisons on the BDL Board.

3. Budget Procedures

- a. The Coldwater Public Library Memorial Fund is invested by the City of Coldwater and the interest is used to purchase materials for the Holbrook Heritage Room.
- b. The Library Director orders materials.
- c. Bills from the Coldwater Library Advisory Board are sent to the Financial Manager at BDL and are paid through that office.
- d. Accounting:
 - i. Once a month, the Library Director gives monthly financial statements and reports to the Coldwater Library Board. The report shows what was paid for the month and a revenue report is also given on a monthly basis.
 - ii. Copies of these two reports are sent to the City of Coldwater.
 - iii. Once a month, the BDL pays the City of Coldwater for income earned by the Coldwater Library Board.
 - iv. Once a month, the City of Coldwater pays the BDL for expenses incurred by the Coldwater Library Board such as wages, equipment, supplies, etc.
 - v. A yearly report is given to the BDL for reporting to the State Library.

C. Quincy Township

1. Quincy Advisory Board to BDL

- a. Quincy has a separate Board of Trustees appointed by the Quincy Township Board to maintain that branch in addition to serving as an Advisory Board to the BDL.
- b. There are six (6) members of the Quincy Advisory Board.
- c. Board members serve for three (3) years, on a rotating basis 2,2,2
- d. The Library Board suggests names. Nominations may also be made from the floor of the annual meeting of the township board.

2. Board Functions

- a. An agenda for the monthly Advisory Board meeting is prepared by the President of the board.
- b. Local branch policy or by-laws were written in 1983.
- c. The Advisory Board receives a monthly activity report from the Branch Manager for the local branch.
- d. The Advisory Board receives a report from the Branch Manager on BDL programming on a monthly basis.
- e. Local needs are communicated to the BDL:
 - i. From the Branch Manager to headquarters staff.
 - ii. From the Advisory Board to liaison on the BDL Board.
 - iii. Direct communication between the President of the Advisory Board to BDL Director.
- f. The Quincy Advisory Board is consulted in all formal actions taken pertaining to branch personnel by the BDL Director or BDL Board and may recommend specific actions be taken in regards to Quincy Branch personnel.

3. Expenditures

- a. Township Board repairs and maintains the building.
- b. The Quincy Library Board pays utilities from the Township appropriation.
- c. Allen Township penal fines are expended by BDL at the direction of the Quincy Advisory Board for library materials as well as staff time for the Quincy Public Library.
- d. Advisory Board oversees distributions of the Quincy Library Foundation Fund.

D. Algansee, Sherwood, Union Townships

1. Under contract with the Township Board or Village Council.
2. Consists of the Supervisor, Clerk, Treasurer, and two (2) Trustees.
3. Elected every four (4) years—(began in 1980)
4. Serve for four (4) years.
5. Meeting time and place:
 - a. Algansee-1st Monday of every month in township hall
 - b. Union Twp.—2nd Tuesday of every month in library/township hall

- c. Village of Sherwood –1st Monday of every month
- 6. The township or village boards are consulted in all formal actions taken pertaining to Branch personnel by the BDL Director or BDL Board and/or may recommend specific actions be taken in regards to branch personnel.
- 7. The township board pays all contracted expenses. They are reported to BDL annually for inclusion in the State Report. Local government will provide satisfactory heat, light, and janitor service. BDL will pay phone bills when attributable to library business.

II. Premises

The local governmental unit(s) shall continue to provide the physical facilities at the present location or such other facilities as are adequate and agreeable to the BDL Board and the governmental unit(s), for use as a branch library, together with adequate parking space for employees and patrons. Earlier contracts with Branch County Library state “the township shall provide suitable quarters and provide satisfactory heat and light as well as exterior maintenance of the facility.” The Board interprets this contractual language to include the full climate control, water, and other necessary utilities, and cleaning services as the responsibility of the local governmental unit.

III. Premises Maintenance and Capital Improvement

The governmental unit(s) and BDL shall cooperate in the maintenance of the premises, including but not limited to, paint, carpet, and other internal maintenance and repair. BDL will furnish advice and appropriate labor and materials as mutually agreed in each case. Monies for such projects shall come from BDL Capital Improvement Fund. This fund will be maintained by setting aside 1/10 mill (or comparable portion if millage varies) SEV each year.

At the end of each fiscal year, that year’s remaining balance shall be credited to a separate account for each branch.

Each branch will be credited with the following percentage, providing there are no additional or closed units:

	2017	2018 proposed
Alganssee	9.375%	1.375%
Bronson	18.75%	15.75%
Coldwater	25%	50%
Quincy	18.75%	15.75%
Sherwood	9.375%	1.375%
Union	18.75%	15.75%

Yearly “shares” may be “banked” to gather enough monies for a large project.

Beginning no later than October 1, 2010, and no later than October 1 of each subsequent year, Branch Managers, after consultation with their respective Advisory Boards, may present to the Director a plan with clear cost estimates to transfer up to 80% of the upcoming years' capital funds to cover specifically identified branch capital expenses. The Director shall review each Branch Manager's proposed transfer plan to verify the accuracy of the numbers included in it and the consequences of such transfer on the overall budget for the District. The Director shall report each Branch Manager's plan to

the Board at its next regularly scheduled monthly meeting, together with the Director's recommendation for Board action on the plan. All proposed plans shall be presented to the BDL Board no later than the October Board meeting each year, so that any proposed transfers from capital to operating can be included in the operating budget for the coming year.

No Branch or Branch Manager is required to propose any transfer from capital to operating expenses in any given year. The BDL Board shall consider all proposed transfers in light of the Library's long-range plan and current budgetary consequences. Upon approval by the BDL Board, the transfer shall occur as tax dollars are received the following year, and all funds so transferred shall be expended as provided in the approved plan before the end of the year. There shall be no carry-over from year to year for branch funds transferred from capital to operating expenses pursuant to an approved plan as described above.

The Branch Manager may bring forth ideas from the Advisory Boards for capital fund expenditures and discuss these proposals with the Director, who shall then forward them to the BDL Board and consider them in light of the strategic plan.

Beginning in fiscal year 2014, ~~50%~~ 30% of the Capital Improvement Fund shall be reserved for the branches, to be spent as the branches propose for local needs as specified above in this Section IV and approved by the BDL Board. The remaining ~~50%~~ 70% of the Capital Improvement Fund shall be further divided three ways:

- 45% for major district projects
- 35% for IT needs
- 20% for a future automation fund that is not to be touched except as the Board approves for major Library software upgrades.

IV. Insurance

The local governmental unit(s) shall carry at its own expense, such insurance as is required by law on related public properties and to protect its own interests. BDL shall provide, at its own expense, such insurance as it deems necessary to protect library personnel and property.

V. Destruction or Casualty

In the event of fire or other casualty resulting in the destruction of the premises provided for the library services by the local governmental unit(s), either:

- A. The local governmental unit shall repair the premises promptly.
- B. The local governmental unit shall provide as soon as possible, other premises adequate for library purposes and acceptable to BDL. If no repairs are made, or alternative premises provided, BDL will have no obligation to continue this Agreement.

VI. Public Service Hours

BDL will provide salaries of at least one Branch Manager for twenty-six (26) hours per week as funds permit and one Branch Clerk for twenty-one (21) hours per week as funds permit, for Bronson, Quincy, and Union Twp. The Library Director, in consultation with the branch library's Advisory Board, shall appoint such employees, if one exists, or pursuant to a contract with township or village officials in the absence of an Advisory Board.

The branch libraries in Bronson, Quincy, and Union City shall be open to the public at least twenty-five (25) hours in each week as funds permit and such additional hours as the patronage warrants and funds permit, at the discretion of the BDL Board, in consultation with the branch's Advisory Board if one exists, or pursuant to a contract with township or village officials in the absence of an Advisory Board, subject to the state regulations.

Any changes will be made at the discretion of the BDL Board in consultation with the branch Advisory Board, if one exists, or pursuant to a contract with township or village officials in the absence of an Advisory Board. Generally such changes will be pro-rated based on the amount of service generated by each service unit.

BDL will provide salary for one (1) Branch Manager or Branch Clerk nine (9) hours per week, as funds permit for Alganssee and Sherwood. The Library Director in consultation with the branch library's Advisory Board shall appoint such employees, if one exists, or pursuant to a contract with township or village officials in the absence of an Advisory Board.

The branch libraries in Alganssee and Sherwood shall be open to the public at least nine (9) hours in each week, as funds permit, and such additional hours as the patronage warrants and funds permit, at the discretion of the BDL Board in consultation with the branch Advisory Board, if one exists, or pursuant to a contract with township or village officials in the absence of an Advisory Board, subject to state regulations.

Any changes will be made at the discretion of the Library Director in consultation with the branch Advisory Board, if one exists, or pursuant to a contract with township or village officials in the absence of an Advisory Board. Generally, such changes will be pro-rated based on the amount of service generated by each service unit

VII. Purchase of Materials

The BDL will provide an annual budget for the purchase of materials at all branches and will provide help with the technical processing of such materials. All these materials will be on permanent loan to the branch, but shall remain the property of the BDL. BDL will provide professional library guidance so as to keep branch operations up-to-date and most useful to the community.

VIII. Expenditures for Branch Operations

Branch Managers will make known to the Library Director their budget needs each year. This will become part of BDL's budget planning for the coming fiscal year. The request may be for operational or capital outlay expenses.

All monies collected in the name of the BDL or its Branches and those endowment funds delivered to the BDL, but designated for a specific branch, shall be administered by the BDL Board. These monies may be deposited or invested, subject to laws governing the same, with a financial institution chosen by the BDL Board, provided that endowment funds designated for a specific branch shall be accounted for separately. No expenditures from endowment funds designated for a specific branch shall be made without the approval of the Branch Advisory Board for which the endowment funds are designated.

Financial reports will be available quarterly to each Branch Advisory Board with designated endowment funds.

IX. Furniture and Fixtures

The materials, furniture and equipment now belonging to the branch shall remain the property of that branch and all future gifts to the branch shall become the property of that branch unless the donor specifies otherwise. Trade fixtures placed upon the branch library premises by the BDL shall remain the property of the BDL and may be installed or removed by the BDL at its pleasure. In the event the installation or removal shall cause any damage to the structure itself, the same will be repaired at the expense of the BDL.

X. Expansion of Library Services

If either the local governmental unit(s) or BDL deems it appropriate to expand library services, or library premises, they shall make such a proposal or request in writing and enter into mutual discussion with the opposite party. No expense for such expansion will be submitted by either party to the other unless both parties have agreed thereon.

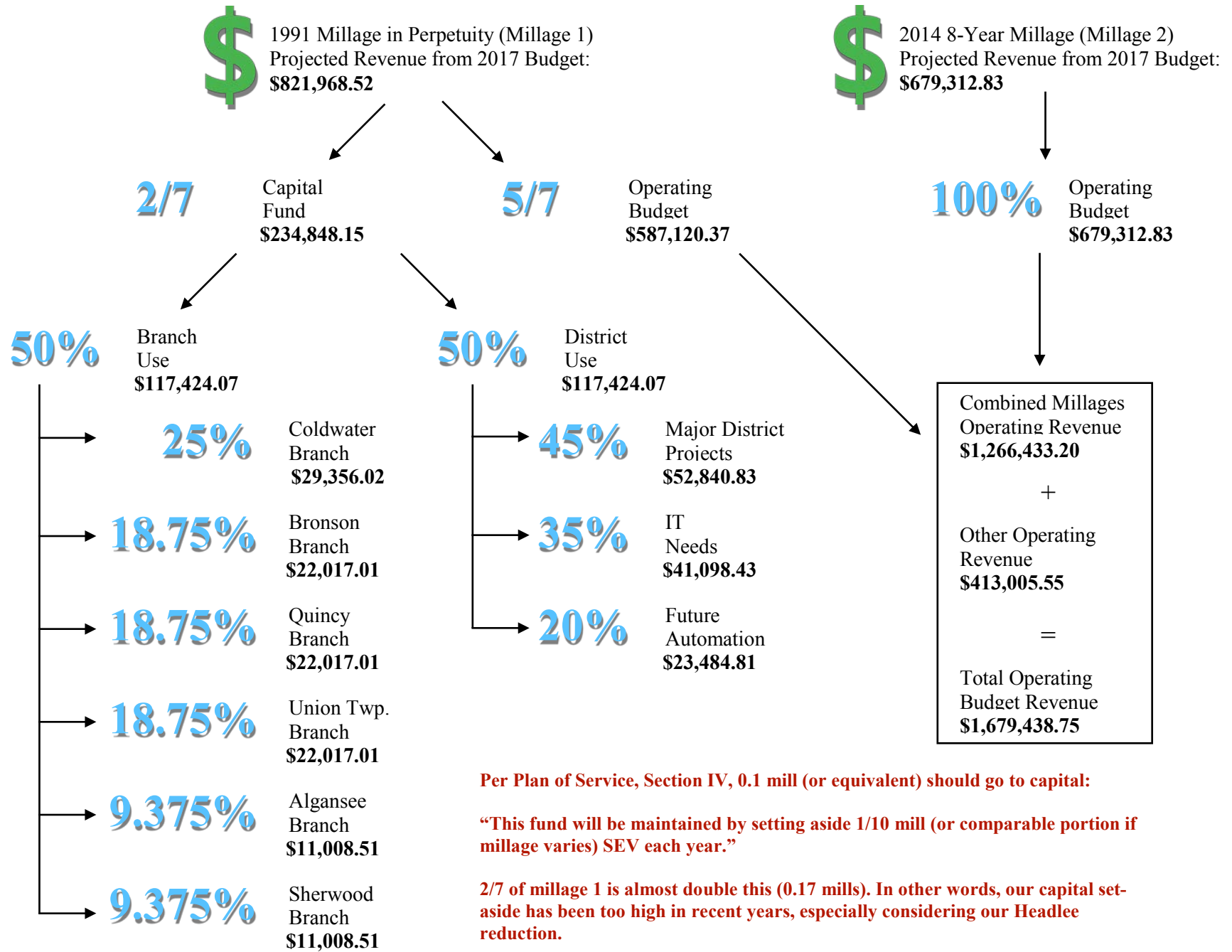
XI. Library Services

Any person registered and in good standing at any branch may, upon presentation of their library card, borrow materials from any facility of the BDL.

XII. Discontinuance of Library Services

In the event either BDL or the local governmental unit(s) shall determine that it is desirable or necessary to discontinue the library that party shall give the opposite party at least ninety (90) days written notice of such intent. Both BDL and the local governmental unit(s) agree that such action would be precipitous without mutual discussion and general agreement on the terms of such discontinuance, and in the event such intent to discontinue shall be noticed, each party shall, by its respective board, conduct such discussions with the opposite party, as will ensure that all reasonable alternatives have been fully explored. Final determination of any proposed discontinuance shall remain, however, with the party giving notice of intent to discontinue.

Current Breakdown

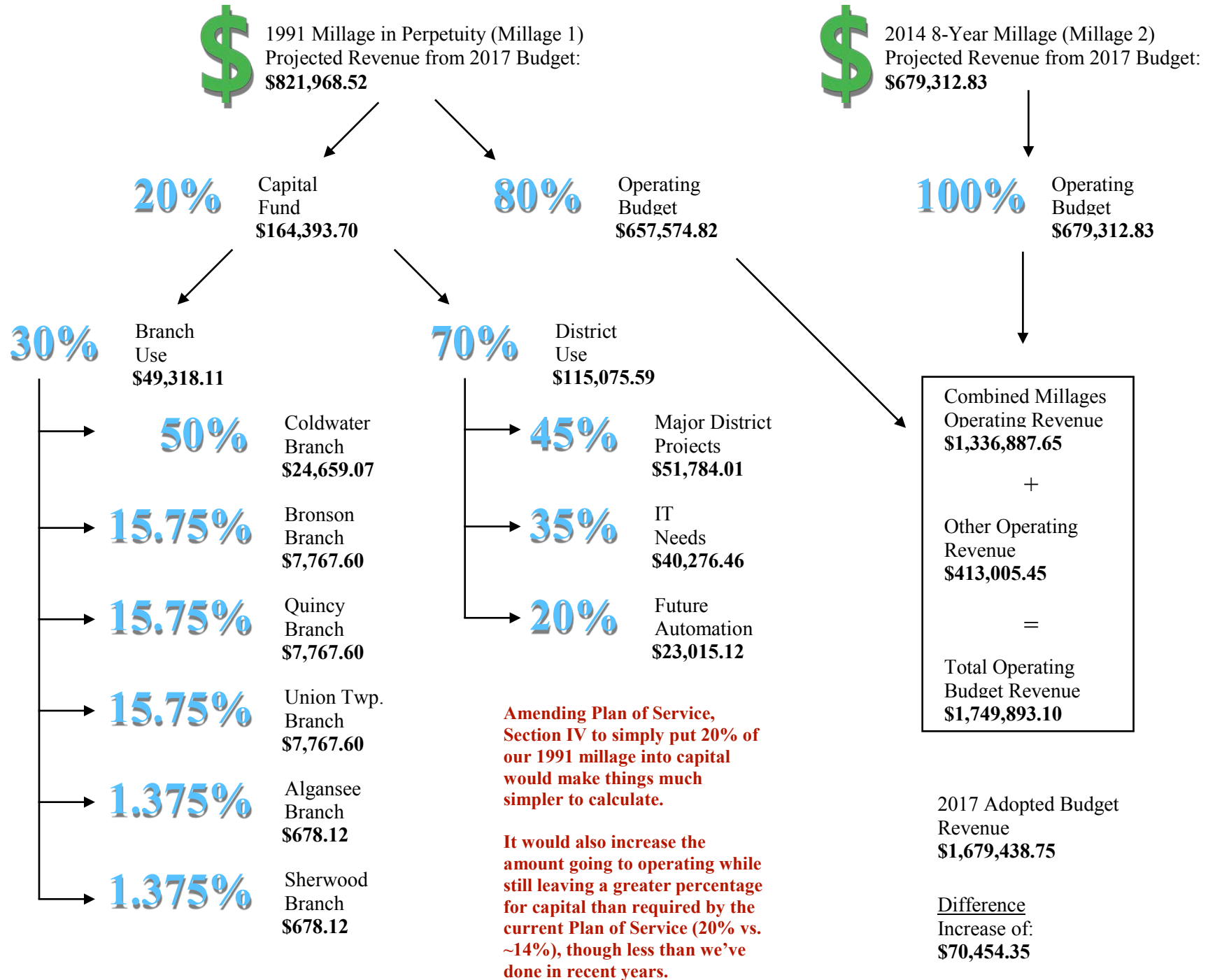


Per Plan of Service, Section IV, 0.1 mill (or equivalent) should go to capital:

“This fund will be maintained by setting aside 1/10 mill (or comparable portion if millage varies) SEV each year.”

2/7 of millage 1 is almost double this (0.17 mills). In other words, our capital set-aside has been too high in recent years, especially considering our Headlee reduction.

Proposed Breakdown



DRAFT

Attorney Andy VanDoren

Went over a list of written questions and general comments.

The first specific question was - Is the 1993 Plan of Service agreement incorporated into the 1993 contracts between the Branch District Board and each of the municipalities? The answer is no!

A quick background on the creation of a District Library and some of the state laws that govern the District Library's operation. The District Library was created by an agreement between the county of Branch and the City of Coldwater. That was authorized by the District Library Establishment Act which is a state law. That agreement was signed in May 30, 1991. That agreement was contingent on - or I should say the continuation of that agreement was contingent on the adoption and passage of a millage, a specific District Library millage. That passed in August in 1991. Pursuant to that initial agreement there was in September of 1991 a lease signed between the City of Coldwater and the District Library for the District Library's use of this building, which is actually owned by the City of Coldwater. In that lease, which runs for 25 years, requires that in exchange for the basically free use of the facilities that the District Library is to maintain at its expense the building. In 1992, I drafted a number of agreements between the District Library and the five Branches. I think sometime by 1993 they were all signed.

Now concerning specifically the capital improvement fund. That is where most of the questions are directed for me to comment on. The District Library Act, the state law does not contain any mention about a capital improvement fund. It doesn't speak to this issue at all. The District Library agreement (that creates the District Library) between the City and the County also doesn't talk about the capital improvement fund. The various branch agreements do contain a mention of it in one section that says "parties shall cooperate in the internal maintenance and repair of the facility." By the facility, it refers to each particular building where each branch is located. "Including, but not limited to, wall covering and carpeting as shall be mutually agreed. Monies for such projects shall come from the BDLS Capital Improvement Fund." It is in the Plan of Service where the Capital Improvement Fund is more particularly spelled out.

**BDLS Board Minutes
June 19, 2000**

DRAFT

The first question concerning the Capital Improvement Fund was: Was it stated on the ballot at the time the District Library voted in 1991 that 1/7 of the millage should go into the capital fund? I don't believe it was. I drafted the ballot language. If it appeared on the ballot as I drafted it 'no.' Mary Hutchins has verified that the ballot language did not mention the capital improvement fund. The answer to the question is "is there a way of changing that short of a re-vote?" The answer is "yes," certainly it is not required to go back to the voters to change the allocations of that millage into the Capital Fund. Because there really was nothing that required there to be a creation of a capital fund in the ballot language.

The next item mentioned in the memo that Mary sent me was one suggestion for how the Capital Revolving Fund can be changed to be used. The suggestion was 1/3 be used for Branch Enhancement; 1/3 used for what the Board and Branches wish; 1/3 for the use of space which the municipalities could use to up-date the facilities. What is being suggested is possible. It involves revising the Plan of Service and also the Branch agreements. I think when the Branch agreements are revised, the Plan of Service should be incorporated in so that becomes a part of the Branch agreements.

Mary has indicated to me that Dave Rumsey of Rumsey & Watkins, the library's auditor have suggested that perhaps the way you have been doing the budget, and the Plan of Service could be amended to provide for actually the less dedicated funds going into that capital improvement fund. I think Rumsey's point was that once you place monies into a designated capital improvement fund it is locked in to spending the funds for just that purpose. Where as more is allocated to operating budget, there is a lot more flexibility in using those funds. And, I think it will be a matter of your agreements with the branches as to how much is going to be made available for improvements to the various buildings the branches are housed in. There really isn't any restriction in the District Library Act on using District Library funds for improvements to buildings owned by other municipalities. The key is I think, in the language of the Act where it talks about the powers of the District Library Board. It says the Board may do one or more of the following: acquire real or personal property for use for library purposes by purchase, land contract, installment purchase, "lease." I want to emphasize "lease." It is also within your power to enter into a contract to give library-related service to a municipality inside or outside the District's boundaries, and a broad grant of authority to do "all other things necessary for conducting the District Library service, the cost of which shall be charged against the District Library fund. Monies for the District Library shall be paid to the Board and deposited into a fund known as the District Library fund." In other words, all the monies coming into the library initially go into what is referred to as the District Library fund. "The Board shall exclusively control expenditure of money deposited in the District Library fund." I think particularly the language that says "do all things necessary" gives you a good deal of flexibility. In effect, your branch agreements are authorized by the provision that says you can enter into leases for use to carry out your purposes, and, #2 that you can enter into contracts to provide library service to a

DRAFT

**BDLS Board Minutes
June 19, 2000**

municipality. A municipality is defined as being a township, village, city, county or school district. Again, that broad authority to do all that is necessary does mean if you have entered into an agreement with one of the townships to provide library service within their building, then you can use District Library funds for improvements to that building provided they do benefit or are related in some way with the providing library services. I don't think it means it has to be exclusively for the benefit of the library services. I have been in several of the branches, Union in particular because I live in Union Twp. I know those buildings are used for other purposes. Quincy is another good example where the basement is used for Township meeting purposes. But, I think you would not just allocate a pot of money to each township and say you can spend this on building improvements. I think the language that I read last out of the Act, that says the Board should exclusively control the expenditure of money deposited into the District Library fund, means that this Board would still have to approve specific expenditures.

You should include in your budget the improvements to the branches. Therefore, I think you can do what is being suggested that you be allowed to do. The other issue that Mary raised was the criticism from the townships about the fact, as I mentioned earlier to the Board, about the lease of this building. The lease with the City of Coldwater requires the District Library at its expense to maintain the building. I was not involved in the negotiations nor a party to the agreement. I did draft agreements for District and the Branches that were negotiated in 1991. And, to do something different, it would take this Board approaching the City. I'm aware of the problems and certainly the long term financial problems you have had from lack of adequate funding. It probably needs to be addressed, but that is something that is not going to be changed without the consent of both the board and the City. Any questions?

Cherry: If the District Library Board should exclusively control the money paid into the library fund - we are getting proposals for fixing the windows at Union, for example, and awning but do you have any suggestions as what the Board's guidelines should be in determining whether or not to approve a capital improvement? (Since it has to be for library services.)

Van Doren: Again, the argument for using District Library fund for those purposes is to keep the buildings where your branches are housed in good condition, maybe to make them better service your patrons. I think you could draft guidelines, types of things that would properly be funded. One thing I could think of was handicapped accessibility. Getting further from bettering the service to the library patron, get further from that it's a fuzzy line. Some things will clearly not benefit the library patrons.

Cherry: We had the same Plan of Service since 1993. No one here even now can recall how percentages between central and the branches came about, and used all these years. We have monies for each municipality carried over since 1999 and then money accrued in 2000 as well. Well, the Plan since I came on the Board in 1999 was that the Board had to look at this Plan of

DRAFT

**BDLS Board Minutes
June 19, 2000**

Service and try to come up with some change in it, of some variety whether based on usage, or something. That this was not working out in 1993, changed in some way. Assuming we come up with a formula better than the one in place since 1993. When we adopt a resolution should we make that prospective only.

Van Doren: I should talk to Dave Rumsey, because I think there maybe some accounting and budgeting standards that I'm not really well versed in.

Cherry: I spoke with Rumsey: Change 2000 but leave 1999 alone.

Brown: Original percentages 25% for Central, 12% Quincy, Union, Bronson, 7% for Algansee & Sherwood. There is money sitting there that Algansee will never use or Sherwood can't use. Library hours, staffing, book collections, can that be changed.

Van Doren: It gets back to accounting and budgeting. There may be some things in the state requirements for accounting and budgeting. You should talk with branches before taking the percentage away from them. I will look at it more and talk with Dave Rumsey just to see if he can point me in the right direction. Rumsey's concern also is if you could go back and change those allocations after the fact.

Guy: Algansee being 3rd party, electrical improvements uncertain about time if they sell the building, would we be reimbursed.

Van Doren: Yes. Whatever amount you spent on building improvements, you could record some kind of a lien for the amount you spent on building improvements. One way to protect your investment.

O'Rouke: Originally the District was formulated between the County & City of Coldwater.

Van Doren: The District Library Act provides that any two municipalities can by entering into an agreement create a District Library. That is a separate legal entity. I mean it isn't the County or the City. It is a separate legal entity. The County Board of Commissioners appoint 5 members, some are which are designated to be from different areas; the City Council appoints the other two.

WELCOME TO NEW BUSINESS MANAGER

Sharland introduced Dan Kaepf our new Business Manager. Welcome!

FINES & FEES POLICY AUGUST 21, 2017

Fines

- The overdue fine for all items is 10 cents per item per day, to a maximum of \$5 per item.
- There are no overdue fines.

Fees

- Non-resident library card fee: \$40/year
- Temporary (3-month) library card fee: \$10
- Photocopies or computer prints, black and white: \$0.15/side
- Photocopies or computer prints, color: \$0.25/side
- Replacement Library Card: \$0.50
- Referral to collection agency: \$15.00
- Credit card processing fee: 2.75%
- Sending fax: No charge
- Receiving fax: \$0.15/page if printed
- Notary service: No charge

Lost or Damaged Material

- \$5 processing charge, plus original retail cost of item.

Adopted by BDL Board on April 18, 2016

Revised by BDL Board on June 19, 2017

Amended by BDL Board on August 21, 2017



The purpose of this Code of Conduct is to allow all patrons of the Branch District Library to use its facilities to the fullest extent during regularly scheduled hours, to protect the rights of others to conduct Library business without interference, and to preserve Library materials and facilities.

On the premises of the Branch District Library, the violation of any federal or state law or local ordinance will also be regarded as a violation of the Code of Conduct.

1. Patrons shall engage in activities associated with the use of the public library. Patrons not reading, studying, or using library materials and/or equipment may be required to leave the building.
2. Shirts and shoes are required to enter the library premises.
3. Patron behavior becomes unacceptable when it infringes on the rights of others, or when it interferes with library employees' performance of their duties. Unacceptable behaviors include, but are not limited to, any form of harassment that could result in physical, emotional, or mental injury to oneself or others.
4. Patrons carrying telephones, or other electronic devices, are expected to turn ringers off, or turn them down to their lowest level while in the library. Phone calls or other noisy electronic communication must be made in designated areas in the Library.
5. Personal possessions should not take up space needed by other library patrons or interfere with the normal operation of the library. The library is not responsible for unattended personal belongings.
6. Patrons may consume food or beverages (beverages must have lids on them) in specially designated places. Smoking, use of tobacco products, and use of any kind of electronic cigarette, are all prohibited.
7. Patrons shall not deface or mar library materials, nor shall they deface, mar or in any way destroy or damage library furnishings, structure, equipment or other library property.
8. The use of any wheeled recreation device is prohibited in the Library.
9. Patrons shall not violate the provisions of the library's "Internet Acceptable Use Policy", including exceeding computer access time limitations or disregarding requests by library staff to terminate computer use.
10. Patrons may not bring pets or animals into the library, other than service animals.
11. Any materials removed from the library must be checked out on a valid library card.
12. Members of the Branch District Library staff and Board are concerned for the safety of juveniles. However, they cannot act as babysitters nor keep watch over juveniles. Juveniles, either accompanied by an adult or left unattended, are the responsibility of their parents or legal guardians who are liable for their juvenile's behavior in the library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.
 - a. Juveniles should be at the library only with the knowledge of a parent or legal guardian and shall be engaged in activities associated with the use of the Library.
 - b. Parents or guardians must pick up their juveniles promptly so that they are not forced to wait for lengthy periods in the Library. Members of the staff are instructed to contact the police before leaving when unattended juveniles are left at the Library at closing time. Staff will wait until police arrive.

- c. Library staff will contact parents if a juvenile's behavior presents problems or if the Code of Conduct Policy is not followed.

Anyone not abiding by these or other rules and regulations of the library may be asked to leave the Library premises and may forfeit their library privileges. Library employees may call the local police if necessary.

Any person denied library privileges may appeal that decision to the Library Board either by contacting the Director or by submitting a written request for review to the Board.

Adopted by BDL Board August 22, 2005
Amended by BDL Board on September 17, 2012
Amended by BDL Board on March 17, 2014
Amended by BDL Board on March 21, 2016
Amended by BDL Board on August 21, 2017