



**Branch District
Library**

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: BDL Board of Trustees
FROM: Linda Lyshol, Library Director
DATE: August 16, 2018
RE: Plan of Service Proposal

At the Board meeting on Monday, July 16, 2018, an updated Plan of Service was presented to the Board. Questions arose about the exact changes made to the Plan, and also, whether the township supervisors knew about the updated document. As it had not been presented to the supervisors, the Board tasked me with sending letters to the township supervisors in which the branches are located. The Board also asked for a clearer explanation of the proposed changes.

From the public comments at the meeting, it was clear that some people felt that the plan would negatively affect what capital funds the branches receive. I've attached a response to one person's concerns; I asked John Rucker to compose it because of my other pressing matters (budget).

As we work on the changes our Strategic Plan will demand, I feel this updated Plan of Service will help us be even more responsible and more transparent in the wise use of our communities' resources.

Plan of Service for Branches

February 19, 2002
Last Updated September 16, 2013

Introduction

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

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

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

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.

Edited and moved to §1

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

Algansee, Bronson, Quincy, Sherwood and Union Township furnish basic information services; leisure reading needs some audio-visual materials, Internet service and has computer service available. Algansee and Sherwood are funded by Branch District Library System to be open a minimum of nine (9) hours per week. Bronson, Quincy and Union Township are funded by BDLS to be open a minimum of twenty-five (25) hours a week.

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

Branch District Library System currently furnishes these branches with a book budget (see Section VIII) plus exchange books from the Central Library collection each month if requested. Therefore most of their books and salaries are paid from the Branch District Library System budget. They may exchange books monthly with Central Library and new books are sent out as requested. They all have active summer reading programs.

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

They may also request books by computer both from Central Library and the Cooperative, with delivery made twice weekly.

LUCILLE E. DEARTH
UNION TWP. BRANCH
195 N. Broadway St.
Union City MI 49099
(517) 741-5061

Branches have access to programming services from Central Library. Branch District Library System furnishes all supplies such as cartridges, paper, forms, etc.

Computers, printers, etc. with a database of Woodlands Library Cooperative holdings are available in all branches. These libraries also have Print Shop, a program for making colored signs and flyers.

Professional librarians from Central spend time on a request basis in each branch servicing computers and computer catalogs, discarding and giving other professional guidance as needed. Other Central Library staff may also spend time at the branches at the discretion of the Director. Staff meetings are held, as needed, several times a year. Continuing education opportunities are offered to branch staff, especially those at Woodlands Cooperative in Albion.

Services and circulation figures from each branch are reported monthly to Branch District Library System and are included in the Branch District System Service Report.

I. Special Role of the Branch Manager

Edited and moved to §10

The Branch manager functions as the everyday representative of the Branch District Library System 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 Branch District Library System has legal authority over branch operations, that authority is exercised in consultation with the Branch Manager and Advisory Board. In the development of the Branch District Library System programs, the setting of policies and the response to local needs, Branch District Library 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 Branch District Library System. Conversely, they must also be able to communicate the need for general overall procedures and policies to their Advisory Board, if one exists, and local community.

The Branch Manager is employed by the Branch District Library System Board, which has authority over that employment. Branch District Library employment is governed by the Branch District Library Personnel Rules & Regulations. However, in the case of either hiring or firing, the Branch District Library System will consult 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 Branch District Library System Director in all operating procedures and policies such as, but not limited to:

- | | | |
|----------------|--------------------|---------------------|
| Audio-visual | Inter-Library Loan | Reference |
| Book Selection | Personnel | Children’s 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 Branch District Library System’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 Branch District Library System policies and procedures.

The Branch District Library Agreement sets forth the authority of the Branch District Library System 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 System. All contracts previously held by Branch County Library System were transferred to Branch District Library System. (See III and IV below.)

II. Advisory Boards Edited and moved to §11

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 Branch District Library System. They may administer gift monies, memorial funds and local governmental appropriations of their township. (While these funds may not be part of Branch District Library System budget, they need to be reported to Branch District Library System annually for inclusion in the State Report.)

Removed, consult contracts for details.

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 Branch District Library System:
 - i. From Branch Manager to Central library staff.
 - ii. From Advisory Board to liaison on the Branch District Library System Board.
- e. The Bronson Advisory Board is consulted in all formal actions taken pertaining to branch personnel by the Branch District Library System Director or Branch District Library System 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.

Removed, consult contracts for details.

B. Coldwater City

1. Coldwater Advisory Board to Branch District Library System
 - 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 Branch District Library System, the Coldwater Library Board shall be an advisory body to the Branch District Library 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 Branch District Library System from the Advisory Board to their liaisons on the Branch District Library 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 Branch District Library System headquarters library for the Holbrook Heritage Room.
 - b. The Library Director orders materials.
 - c. Bills from the Coldwater Library Advisory Board are sent to the Bookkeeper at Branch District Library System 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 BDLS pays the City of Coldwater for income earned by the Coldwater Library Board.
 - iv. Once a month, the City of Coldwater pays the BDLS for expenses incurred by the Coldwater Library Board such as wages, equipment, supplies, etc.

- v. A yearly report is given to the BDLS for reporting to the State Library.

C. Quincy Township

Removed, consult contracts for details.

1. Quincy Advisory Board to Branch District Library System

- 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 Branch District Library System.
- 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 Branch District Library System programming on a monthly basis.
- e. Local needs are communicated to the Branch District Library System:
 - i. From the Branch Manager to headquarters staff.
 - ii. From the Advisory Board to liaison on the Branch District Library System Board.
 - iii. Direct communication between president of the Advisory Board to Branch District Library System Director.
- f. The Quincy Advisory Board is consulted in all formal actions taken pertaining to branch personnel by the BDLS Director or BDLS 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 Branch District Library System at the direction of the Quincy Advisory Board for books and 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

Removed, consult contracts for details.

- 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 BDLS Director or BDLS 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 Branch District Library System annually for inclusion in the State Report. Local government will provide satisfactory heat, light, and janitor service. Branch District Library will pay phone bills when attributable to library business.

III. Premises

Removed, consult contracts for details.

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 Branch District Library System 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 System 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.

Edited and moved to §15

IV. Premises Maintenance and Capital Improvement

The governmental unit(s) and Branch District Library System shall cooperate in the maintenance of the premises, including but not limited to, paint, carpet and other internal maintenance and repair. Branch District Library System will furnish advice and appropriate labor and materials as mutually agreed in each case. Monies for such projects shall come from Branch District Library System 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:

| | |
|--------------|--------|
| Algansee | .09375 |
| Bronson | .1875 |
| Headquarters | .25 |
| Quincy | .1875 |
| Sherwood | .09375 |
| Union | .1875 |

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 operating expenses, such as but not limited to, additional hours or additional materials and supplies. The plan must include a budget detailing the assignment designation of the money to the appropriate operating budget line(s). 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 Branch District Library 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.

Removed

No Branch or Branch Manager is required to propose any transfer from capital to operating expenses in any given year. The Branch District Library Board shall consider all proposed transfers in light of the Library's long-range plan and current budgetary consequences. Upon approval by the District Library 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.

Removed

The Branch Manager may bring forth ideas from the Advisory Board for expenditures from capital funds, and discuss these proposals with the Director, who shall then forward them to the Branch District Library Board and consider them in light of the long-range plan.

Removed

Beginning in fiscal year 2014, 50% 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 BDLS Board. The remaining 50% of the Capital Improvement Fund shall be further divided three ways:

Removed

Edited, moved to §15

- 45% for major projects that are not typically Information Technology (IT)-related
- 35% for our IT needs

Removed, this item will go to the operating budget

Edited,
moved to
§15

- 20% for a future automation fund that is not to be touched except as the Board approves for major library system software upgrades.

V. Insurance Removed, consult contracts for details.

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. Branch District Library System shall provide, at its own expense, such insurance as it deems necessary to protect library personnel and property.

VI. Destruction or Casualty Removed, consult contracts for details.

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:

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

Edited and moved to §8

VII. Public Service Hours

Branch District Library System 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. The Branch District Library System Board in consultation with the branch library 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 Branch District Library System 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 the state regulations.

Any changes will be made at the discretion of the Branch District Library System 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.

Branch District Library System will provide salary for one (1) Branch Manager or Branch Clerk nine (9) hours per week, as funds permit for Algansee and Sherwood. The Branch District Library System Board in consultation with the branch library 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 Algansee 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 Branch District Library System 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 Branch District Library System 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

VIII. Purchase of Materials

Removed

The Branch District Library System will provide at least \$5,000 annually for the purchase of materials at the Bronson, Quincy and Union 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 Branch District Library System. Branch District Library System may provide some technical library materials and equipment such as CD-ROMS and computers, professional guidance by headquarters personnel and periodic exchanges or rotating collections of materials so as to keep the branch operations up-to-date and most useful to the community at the discretion of the local library Advisory Board.

The Branch District Library System will provide at least \$3,000 annually for the purchase of materials at the Algansee and Sherwood 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 Branch District Library System. Branch District Library System may provide some technical library materials and equipment such as CD-ROMS and computers, professional guidance by headquarters personnel and periodic exchanges or rotating collections of materials so as to keep the branch operations up-to-date and most useful to the community, at the discretion of the local library Advisory Board, if one exists, or pursuant to a contract with township or village officials in the absence of an Advisory Board.

IX. Expenditures for Branch Operations

Edited and moved to §14

The Branch Manager will make known to the director budget needs each year. This will become part of Branch District Library System’s budget planning for the coming fiscal year. The request may be for operational or capital outlay expenses.

Edited and moved to §13

All monies collected in the name of the Branch District Library or its Branches and those endowment funds delivered to the Branch District Library System, but designated for a specific branch, shall be administered by the Branch District Library Board. These monies may be deposited or invested, subject to laws governing the same, with a financial institution chosen by the Branch District Library 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.

Removed

The Branch District Library Board shall forward a financial report quarterly to each Branch Advisory Board with designated endowment funds.

X. Furniture and Fixtures **Removed, consult contracts for details.**

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 Branch District Library System shall remain the property of the Branch District Library System and may be installed or removed by the Branch District Library System 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 Branch District Library System.

XI. Expansion of Library Services **Removed, consult contracts for details.**

If either the local governmental unit(s) or Branch District Library System 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.

XII. Library Services

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

XIII. Discontinuance of Library Services **Removed, consult contracts for details.**

In the event either Branch District Library System 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 Branch District Library System 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.

Draft Plan of Service

Month DD, 2018

1. Introduction

The purpose of this Plan of Service is to describe how the Branch District Library (BDL) provides library services among its branches and how it interacts with cooperating governmental units in the library district. Contracts with each governmental unit continue to be in effect, and copies may be found on the Library's website. This Plan of Service operates in concert with the BDL Strategic Plan.

2. Name

The name of this district library shall be the Branch District Library.

3. Authority

The Branch District Library is established as authorized under the District Library Establishment Act 24 of 1989, as last amended.

4. Governance

The Branch District Library is governed by a seven-member Board of Trustees, as provided for under the Branch District Library Agreement (1991) and the Michigan District Library Establishment Act 24 of 1989. Two Trustees are appointed by the Mayor of Coldwater. The County of Branch appoints five Trustees: two representing the county at large, and one each representing the Bronson, Quincy, and Union Twp. Branches.

The Board of Trustees meets on the third Monday of each month. These meetings are open to the public. Full details are available on the Library's website.

The Board's precise powers and responsibilities are spelled out in the above-mentioned documents, available on the Library's website. Broadly speaking, however, the Board is charged with 1) setting library policy, 2) adopting and implementing budgets, and 3) hiring and evaluating the Library Director.

The Library Director is responsible for implementing the Board's policies and budgets, human resources, and the day-to-day operations of the Branch District Library.

5. Service Area

The legal service area of the Branch District Library is all of Branch County, as well as Allen Township of Hillsdale County. By reciprocal service agreement with the Burlington Township Library of Calhoun County, Burlington Twp. residents may freely use BDL services and vice versa.

6. Physical Locations

A stated goal of the Library in the 2018 Strategic Plan is to be “a destination, with accessible facilities that attract visitors, with ample accommodation for their meetings and programs, and with the necessary infrastructure to support their current and future needs for collections, services, and technology.” To this end, the Library Director will seek to further cooperation with cooperating governmental units to achieve the goals in our Strategic Plan as they pertain to facilities.

The Branch District Library does not own any property or facilities, and as such could not exist without cooperation between BDL and the partnering governmental units. As spelled out in contracts, BDL will provide library services at facilities provided by the partnering governmental units in the communities of Alganssee, Bronson, Coldwater, Quincy, Sherwood, and Union City. These branches are designated as:

- Alganssee Branch Library
- Bronson Branch Library
- Coldwater Branch Library
- Quincy Branch Library
- Sherwood Branch Library
- Lucille E. Dearth Union Township Branch Library

Except when impractical due to space, demand, or other logistical concerns, BDL will strive to offer equivalent services at all branch libraries. BDL provides funding for staffing, library materials, and services, as well as for all interior fixtures and equipment necessary to provide those library services.

BDL will operate branches to be open a certain number of hours each week, based upon population and usage demand, as well as available funding. As demand and funding warrant, hours of operation may be increased or decreased.

BDL and the governmental units cooperate on the maintenance of branch locations, as provided for in the individual contracts. The exact nature of the cooperation varies from branch to branch; consult the contracts for details.

Though currently possessing six physical branches, the Branch District Library is a singular entity. The Library Director will give each branch individualized attention within the framework of furthering a successful and cohesive library system.

7. Administrative Offices

The administrative offices of the Branch District Library will be maintained at the Coldwater Branch Library. The administrative offices include the Director’s office, the Assistant Director’s office, the Director of Public Services office, the Financial Manager’s office, the IT office, the Teen Services office, all Tech Services, and ILL services.

8. Staffing

All branches will be staffed, as determined by the Library Director, to provide the best possible service within the budgetary limits. At a minimum, each branch will have a Branch Manager. Additional staffing may be added as deemed necessary and as funding allows. In accordance with contracts, the Library Director will consult with the partnering governmental units and/or Advisory Boards when

hiring staff at all branches, with the exception of Coldwater Branch staff and district-wide Professional Librarians.

Staff meetings are held throughout the year, typically monthly, where all BDL staff meet in person for training and to stay informed of BDL news. Continuing education opportunities are offered to all staff.

9. Professional Librarians

Professional Librarians, with a Master's degree from an ALA-accredited institution, serve the entire library system and spend time in each branch. They provide training and guidance as needed on all aspects of library services to all library staff. They also represent BDL at local, state, and national events. Currently, as a Class V Public Library in Michigan, BDL is required to have at least 2 Professional Librarians on staff.

Professional Librarians also work closely with the Library Director on all aspects of library operations to ensure that BDL policy and procedures are implemented consistently throughout the library.

10. Branch Managers

In addition to their duties running their local branch libraries, the Branch Managers also function as the everyday representatives of BDL in the local community. Communicating with Advisory Boards, networking with community agencies and groups, as well as actively promoting the library to the community are an important part of the Branch Managers' duties.

A goal of the Strategic Plan is to "reach beyond the library's buildings to provide collections and services to diverse audiences where they are, and will collaborate with schools and other organizations to expand community reach." Branch Managers' exposure in the community is therefore critical to identifying needs and solutions to address them. Since the needs of each community differ, the Branch Managers are the first link in communicating these differences to the Library Director. Conversely, they must also be able to communicate the need for general overall procedures and policies to local community.

11. Advisory Boards

Advisory Boards to local BDL branches may be established at the discretion of the local governmental units. They may administer gift monies, memorial funds, and local governmental appropriations of their township. The structure, responsibilities, and powers of each Advisory Board is up to the discretion of the local government unit, providing they do not interfere with responsibilities and powers statutorily granted to the BDL Board of Trustees under the District Library Establishment Act 24 of 1989. Detailing the specifics of branch Advisory Boards is outside the scope of this document. Contact the Advisory Boards themselves for details.

12. Revenue

The primary source of revenue for BDL is from property taxes. Millage 1 was voter-approved in 1991 in perpetuity. Millage 2, approved in 2014, is strictly for operating expenses, while the first millage may be

split among operating expenses, capital improvements, and special funds. Both millages are subject to reduction by the Headlee Amendment.

Other sources of revenue include Penal Fines (see Public Act 59 of 1964), State Aid, fees, donations, and other miscellaneous income.

13. Donations and Endowments

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 of Trustees. 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 Board of Trustees.

14. Operating Budgets

The Library's fiscal year is the calendar year. The Library Director, after consultation with Professional Librarians and Branch Managers, and with the BDL Board Finance Committee, will present a proposed operating budget to the BDL Board of Trustees no later than November of each year. This proposed budget will be available for public inspection and comment for a full month and will be voted upon no later than the December BDL Board meeting.

This operating budget will prioritize the 4 goals of the 2018 Strategic Plan:

- Future-ready facilities
- Multiple literacies
- Sustainable stewardship
- Community-embedded services

For details, see the full Strategic Plan on the Library's website.

Budgets will ensure that every branch has an appropriate allocation of resources to provide the best service possible to our patrons.

15. Capital Improvement and Special Project Funds

The governmental units and BDL cooperate in the maintenance of the premises. Monies for such projects may come from the BDL Capital Improvement Fund for the Branch Library in question. Special project funds also exist for projects designed to benefit the entire Library.

These funds will be maintained by setting aside 3% of millage 1 each year. At the end of each fiscal year, that year's remaining balance shall be credited to a separate account for each fund.

- Major District Projects (not typically IT-related): 0.375%
- Future Automation Fund (for major library automation system upgrades): 0.125%
- Alganssee Branch Library: 0.125%
- Bronson Branch Library: 0.25%

- Coldwater Branch Library: 1.5%
- Quincy Branch Library: 0.25%
- Sherwood Branch Library: 0.125%
- Lucille E. Dearth Union Twp. Branch Library: 0.25%

16. Adoption

This Plan of Service was officially adopted by the BDL Board of Trustees on Month DD, 2018.

DRAFT



www.BranchDistrictLibrary.org

July 20, 2018

Example of letter

Russell Jennings
Alganssee Township Supervisor
159 Dons Dr.
Quincy, MI 49082

Dear Supervisor Jennings,

The Board of Trustees of the Branch District Library are making changes to the Plan of Service. As a courtesy to you, I am including the original document with these changes marked on it, as well as the updated document. These changes result in a more understandable, useful document, one that the people of the township can refer to when there are library concerns. The Plan of Service will be on the August 20th agenda for a final vote.

If you have any questions about this, please do not hesitate to contact me. My email [REDACTED] and my phone number is 517-278-2341, ext. 116.

Sincerely,

Linda Lyshol
Library Director

COLDWATER BRANCH
10 E. Chicago St.
Coldwater MI 49036
(517) 278-2341
Fax (517) 278-2342

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



Branch District
Library

Linda Lyshol [REDACTED]

Proposed Plan of Service Numbers

John Rucker [REDACTED]

Wed, Aug 15, 2018 at 10:22 AM

To: Erica Ewers [REDACTED]

Cc: Linda Lyshol [REDACTED]

Hi Erica,

Linda is busy preparing for the first budget meeting and asked me to take a stab at answering your question.

Using the 2018 adopted budget numbers, millage 1 was projected to bring in \$829,695.82. The proposed change would set aside 3% of that number for all capital and special project funds. So if that proposed change were in effect this year, you are correct, it would have lowered the amount going into those funds from \$118,527.97 to \$24,890.87.

So a before/after look at that page 5 of the 2018 budget if this proposed change had been implemented this year would be something as follows:

| Category | Existing Plan | Proposed Plan |
|--------------------------------|----------------------|---------------------|
| Alganssee | \$ 5,556.00 | \$ 1,037.12 |
| Bronson | \$ 11,112.00 | \$ 2,074.24 |
| Coldwater | \$ 14,816.00 | \$ 12,445.44 |
| Quincy | \$ 11,112.00 | \$ 2,074.24 |
| Sherwood | \$ 5,556.00 | \$ 1,037.12 |
| Union | \$ 11,112.00 | \$ 2,074.24 |
| Future Automation | \$ 11,852.80 | \$ 1,037.12 |
| IT Hardware Purchases | \$ 20,742.40 | \$ - |
| Major District Projects | \$ 26,668.79 | \$ 3,111.36 |
| TOTAL | \$ 118,527.99 | \$ 24,890.87 |

(The computer purchases would be moved to operating, which is why it's zeroed out there.)

The rationale for this to put the tax money to more productive use. Instead of just sitting there forever in Branch funds not doing much, it could be used for hours and programming and materials and such across the district, as the last couple of budgets have shown an emphasis on and as our new Strategic Plan directs.

In recent years, this reduction/reallocation was de facto already happening, since Branches could request up to 80% of their capital to be moved to operating to support all the above goals. Just to use Alganssee as an example, had they used 80% of their \$5,556 this year, they would have had left \$1,111.20. So the proposed change actually potentially leaves a little more money in that regard each year to save for future Alganssee projects.

As of May (last page of https://www.branchdistrictlibrary.org/pdf/board_packets/2018/07/05.C%20-%20June%202018%20Financial%20Statements.pdf), the branch and special funds looked as follows:

**BRANCH DISTRICT LIBRARY
CAPITAL PROJECTS REPORT - May 2018**

| | BEGINNING YEAR BALANCE 2018 | 5-31-18 GENERAL LEDGER | ENCUMBERED | ACTUAL BALANCE AVAILABLE 5-31-18 |
|------------------------------------|--------------------------------------|------------------------------|------------|---|
| BEGINNING BALANCE 2017 | | \$ 411,430.80 | | |
| 2017 Transfer to General Fund | \$ (64,380.08) | \$ (64,380.08) | | |
| ALGANSEE | \$ 51,754.35 | \$ 61,349.31 | | \$ 61,349.31 |
| BRONSON | \$ 37,210.33 | \$ 57,898.24 | | \$ 57,898.24 |
| COLDWATER | \$ 33,937.46 | \$ 61,521.31 | | \$ 61,521.31 |
| QUINCY | \$ 51,288.81 | \$ 43,594.52 | | \$ 43,594.52 |
| SHERWOOD | \$ 34,619.90 | \$ 43,528.13 | | \$ 43,528.13 |
| UNION | \$ 71,760.47 | \$ 92,448.38 | | \$ 92,448.38 |
| FUTURE AUTOMATION | \$ 49,718.94 | \$ 71,786.01 | | \$ 71,786.01 |
| CAPITAL TECHNOLOGY COSTS | \$ 9,476.06 | \$ 48,093.47 | | \$ 48,093.47 |
| OTHER DISTRICT PROJECTS | \$136,044.56 | \$ 186,126.65 | | \$ 186,126.65 |
| ACTUAL MAR CAPITAL PROJ FUND BAL | \$411,430.80 | \$ 601,965.94 | \$ - | \$ 601,965.94 |
| Financial statement balance | | \$ 601,965.94 | | |

There is no plan to touch those existing balances, but if the proposed change were passed the rate of increase would be slower going forward.

So does that help answer your question? Please let me know if you have any follow-ups. I'm taking some time off this week to teach band camp at Coldwater High School, so if I take a bit of time to reply my apologies!

Talk to you later,

John

John Rucker
Asst. Director/Director of Technology
Branch District Library
10 E. Chicago St.
Coldwater MI 49036

<http://www.BranchDistrictLibrary.org>
517-278-2341 ext. 115
FAX 517-278-2342