**Elk Rapids District Library Board of Trustees**

**Meeting Agenda**
**June 9, 2022, 5:00 pm**
**@ the Government Center, 315 Bridge St., Elk Rapids**

1) Call to Order

2) Approval of Agenda [Action]

3) Public Comment - Any citizen who wishes to address the Library Board on a matter may speak at this time. Persons addressing the Board may state their name, address and if applicable, their affiliation. A three-minute limitation applies.

4) Trustee Education – Working with Friends [Discussion]

5) Consent Agenda - *The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any item on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action.*

    a) Minutes – May 12, 2022

    b) Treasurer's Report and Approval of Bills

    c) Director Search Committee Notes – May 11, 18, 15, June 1, 8

6) Correspondence

7) Unfinished Business

    a) Library of Things Policy [Action]

    b) Mortimore Consulting LLC [Action]

8) New Business

    a) FOIA Policy [Discussion]

    b) Internet Use Policy [Discussion]

    c) Director's Salary [Discussion]

    d) Strategic Planning - Community Meetings [Discussion]

9) Director's Report

10) Standing Committee Reports

    a) Personnel Committee – Pollister Amos, Atkinson, Stephenson

    b) Financial Committee – Atkinson, Pollister Amos, Weber

11) Ad Hoc Committee Reports

    a) Building Committee – Hults, Stephenson, Atkinson

    b) Director Search Committee – Pollister Amos

    c) Strategic Planning Committee – Stephenson, Weber

12) Friends Report

13) Public Comment

14) Board Comments

15) Adjourn

# Working Effectively with Friends

# *Resource Guide*

# TABLE OF CONTENTS

# Working Together: Roles and Responsibilities Guidelines

| Responsibilities of | Library Director | Library Board | Friends |
|---|---|---|---|
| **General Administrative** | Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups. | Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter. | Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library. |
| **Policy** | Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board. | Identify and adopt written policies to govern the operation and program of the library. | Support the policies of the library as adopted by the library board. |
| **Planning** | Coordinate and implement a strategic plan with library board, Friends, staff and community. | Ensure that the library has a strategic plan with implementation and evaluation components. | Provide input into the library's strategic plan and support its implementation. |
| **Fiscal** | Prepare an annual budget for the library in accordance with town charter. | Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter. | Conduct fund raising to support the library's mission and plans. |
| **Advocacy** | Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library. | Promote the mission of the library within the community. Advocate for the library to legislators. | Promote the mission of the library within the community. Advocate for the library to legislators. |
| **Meetings** | Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa. | Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends. | Maintain a liaison to the library board. |
| **Networking** | Encourage City Board and Friends to join state and national professional organizations and make them aware of educational opportunities. | Join the Association of Connecticut Library Boards as a resource for policies, operations and advocacy for libraries. | Join the Friends of Connecticut Libraries as a resource to better support the library. |

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# THE ROLE OF LIBRARY TRUSTEES

It is not uncommon for the role of the Friends and the role of the public library Trustees to become confused. What authority and responsibilities do the Friends have? What is the role of the Trustees? Should an individual serve on both boards? If either of these groups is unsure of the limits of their respective authorities, conflicts can, and often do, arise. Tip Sheets #1 and #2 outline the roles of the Trustees and the role of the Friends, specifically indicating where their work and communication should overlap or complement each other.

There are typically two types of Trustee Boards - a) a governing board or b) an advisory board.

1. The **Governing Board** is either elected by the general population or is appointed by the city or town's elected council. This type of board has full authority over the governance of the library. This Board hires the library director, sets policy, and works closely with the director in establishing and presenting the library's budget to the city.

2. The **Advisory Board** typically exists where the library is a city department, the library director is hired by the city, and the library director reports directly to the city manager or mayor. The Advisory Board typically has less governing authority though it may be an appointed or elected Board. By law in most states, this Board still has responsibility for policy setting, but does not have responsibility for the budget or the direct oversight of the library director.

3. In both cases, the library Board of Trustees has the authority for developing and implementing the policies that govern library services.

4. In both cases, the library Board of Trustees works with the library administration in planning and goal setting for the library.

5. In both cases, the library Board of Trustees should meet at least monthly with the library administration in an open meeting where a Friends liaison should be present and have an opportunity on the agenda to update the Board of Trustees on the Friends' activities.

6. In both cases, a member of the library Board of Trustees should be appointed to act as a liaison to the Friends and attend their meetings and as many of their functions as possible.

7.   In both cases, all members of a library Board of Trustees should become personal members of the Friends at the highest level they are able.

8.   Individually and collectively, Trustees should act as advocates of libraries and present the library point of view to their locally- and nationally-elected legislators and leaders.

9.   At least yearly, the library board should plan a joint meeting to discuss mutual concerns with Friends. This can be done in conjunction with a breakfast or dinner meeting.

Should a member of the library Board of Trustees also serve as a member of the Friends of the Library Board? The generally accepted wisdom is "no." There are a number of reasons for this:

1.   It can imbue a single member with more power and authority than his or her peers on each of the boards.

2.   There can be a perceived conflict if a member of the policy making Board is also in a decision making role on the Friends Board that helps fund the library's services.

3.   There can be a potential conflict of interest when a policy the library Board of Trustees is proposing might not be considered to be in the best interest of the Friends. For example, deciding to give discarded library materials to an outsourced agency or proposing the establishment of a foundation for fundraising.

Even if your Trustee Board and Friends Board are working in perfect harmony right now, no precedent should be set that will allow possible conflicts in the future. Though it is the case that a Trustee Board member may take a leadership role in creating a new Friends group and therefore have a decision making role in both for awhile; this should be considered a temporary necessity and the new Friends should elect officers (other than library Trustees) as soon as possible.

For more information, see United for Libraries' Toolkit #3, "Friends and Libraries: Working Effectively Together" in the Friends and Foundations Zone at www.ala.org/united. In addition, see the chapter on "Organizational Effectiveness" in *101+ Great Ideas for Libraries and Friends*, available in the Friends & Foundations Zone and the Trustee Zone.

*updated 5/13*

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## THE ROLE OF THE FRIENDS BOARD

It is not uncommon for the role of the Friends and the role of the public library Trustees to become confused. What authority and responsibilities do the Friends have? What is the role of the Trustees? Should an individual serve on both boards? If either of these groups is unsure of the limits of their respective authorities, conflicts can, and often do, arise. Tip Sheets #1 and #2 outline the roles of the Friends board and the role of the Trustees, specifically indicating where their work and communication should overlap or complement each other.

Friends are citizens who value the service of libraries and volunteer to help them. Friends usually operate with a self-elected board of directors representing the community.

1. Friends may be future Trustees, and Trustees future Friends; however, there should be no overlapping boards (see below).

2. Friends are kept informed of the library's plans, progress, and challenges by the library director.

3. A Friends board member should be appointed as a liaison to the library's board of Trustees. This liaison should attend all Trustee meetings, be prepared to report Friends issues and activities to the Trustees, and report back to the Friends.

4. Friends recognize that they do not perform a policy-making role for the library, but should feel that their opinions are valued by the Trustees.

5. Friends support policies set by the library Board of Trustees.

6. Friends serve as "connecting links" between the library and community, interpreting one to the other.

7. Friends funds supplement the library's operating budget to provide materials and programs that enhance the library's service. Friends funds should not replace money that is normally provided by the city or institution for library operations. Friends decide how to spend their money after conferring with the library director and library Board.

8. Fundraising by the Friends is done with the knowledge of the Trustees and in coordination with the library director.

9.   Individually and collectively, Friends use their influence to assist the library in obtaining desired financial support from the community or institution by representing the library point of view to local government, academic leadership, legislators and the media.

Should a member of the library board also serve as a member of the Friends of the Library board? The generally accepted wisdom is "no." There are a number of reasons for this:

1.   It can imbue a single member with more power and authority than his or her peers on each of the boards.

2.   There can be a perceived conflict if a member of the policy making Board is also in a decision making role on the Friends Board that helps fund the library's services.

3.   There can be a potential conflict of interest when a policy the library Board is proposing might be considered not in the best interest of the Friends. For example, deciding to give discarded library materials to an outsourced agency, or proposing the establishment of a foundation for fundraising.

Even if your Trustee Board and Friends Board are working in perfect harmony right now, no precedent should be set that will allow possible conflicts in the future. Though it is the case that a Trustee Board member may take a leadership role in creating a new Friends group and therefore have a decision making role in both for awhile, this should be considered a temporary necessity, and the new Friends should elect officers (other than library Trustees) as soon as possible.

For more information, see United for Libraries' Toolkit #3, "Friends and Libraries: Working Effectively Together" in the Friends and Foundations Zone at www.ala.org/united. In addition, see the chapter on "Organizational Effectiveness" in *101+ Great Ideas for Libraries and Friends*, available in the Friends & Foundation Zone and the Trustee Zone.

*updated 5/13*

# tip sheet #4
## Tools for Trustees

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## SAMPLE MEMORANDUM OF UNDERSTANDING

Sample Memorandum of Understanding Between Friends and Libraries

The following will constitute an operating agreement between the Friends of the Anytown Public Library (Friends) and the Anytown Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Anytown Public Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

**The Library** agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

**The Library** agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

**The Library** agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

**The Library** agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

**The Library** agrees to provide public space for Friends membership brochures and promotional materials.

**The Library** agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

**The Friends** agree to publicly support the Library and its policies.

**The Friends** agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

**The Friends** agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

**The Friends** agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

**The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

**The Friends** agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

*updated 5/13*

tip sheet #5
**Tools for Trustees**

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## LIBRARY SUPPORT FOR FRIENDS ACTIVITIES

United for Libraries is often asked if library staff should spend some of their time working with Friends, or if a library should share some of its resources to help a group be successful. Some have even wondered if staff time or library resources spent on Friends is a conflict of interest or a misuse of tax dollars! What we have found is that some of the best and most successful Friends groups do, indeed, receive support from the library. Some larger libraries whose Friends groups raise hundreds of thousands or even millions of dollars actually have a library staff member hired expressly to support the work of the Friends. It's called development! It's hard to argue that it's not in the library's best interest to spend, for example, $2,000 of library time and materials on Friends promotion and development when they get back $25,000 in gifts from the group each year!

Below are some frequently asked questions that can help guide the library in deciding just how much time and materials should be devoted to the Friends' work.

**Is there a formula we should follow to know exactly how much library time and how many resources should be spent helping the Friends?**

There really isn't any set formula, but some "common sense" rules can guide you. For example, the amount of library support should just be a fraction of the amount the Friends donate to the library each year. In addition, the amount may vary over time. Often, new Friends groups are created by the library staff or Trustees, and in the first year, this fledgling group will no doubt need a lot of support in terms of planning meetings, promotion, copies, flyers, brochures, and membership recruitment mailings. Once the group is up and running, however, it will be able to operate with less staff time (in meetings, for example) and perhaps in support for flyers and postcards.

Other groups will work more closely with the library by creating joint programs, working on grants together, sharing library and Friends promotional campaigns, or printing a joint newsletter. Staff interaction with Friends may spike significantly depending on circumstances; for example, if the library is trying to pass a bond issue or make the case for a new building and the Friends are on the front lines of promotion.

For every library, the support will vary based on the Friends' needs, the staff's time, and the benefit coming back to the library in terms of annual donations by the Friends.

**Are there circumstances under which a library should withhold some level of support?**

Certainly if a Friends group is not contributing back to the library on an appreciable and regular basis, the library should discuss with the Friends the level of financial contributions the Friends should make in exchange for staff and library support.

Also, beware of "creep!" A Friends group is an autonomous organization with its own 501(c)(3) status. The group should be self-sustaining to a large degree, and should be running its own organization and planning its own fundraising events. A library staff that pitches in too freely with the work may be lessening the engagement by the group's members, and this is not sustainable over the long term.

**Are there other benefits to the library besides money that supporting Friends provides?**

Absolutely. Friends are called "Friends" for a reason. The best libraries in the country have tremendous community support. When the library works actively with Friends, it is creating powerful community advocates and promoters. Nobody knows better than a library Friend the importance of the library in the community. The more closely the library and Friends work together, the stronger the message, and the better that message gets out to the community.

United for Libraries strongly recommends that Friends and libraries develop a Memorandum of Understanding (MOU) so that as the players change, the commitment from the library and the Friends stays stable.

For further information on Friends donations and a sample of a MOU, see Fact Sheet for Friends and Foundations #23, "Guidelines for Giving," and Tip Sheet #4, "Sample Memorandum of Understanding."

*updated 5/13*

**United for Libraries**

**Minutes of the Elk Rapids District Library Board of Trustees Meeting**
**May 12, 2022, 3:00 pm**
**Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629**

<span style="color:red">**DRAFT**</span>                                                              <span style="color:red">**DRAFT**</span>

**1. Call to Order:** By President Tom Stephenson at 2:59pm

**Members Present**: Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Karen Simpson, Dick Hults, Nancy Wonch, and Mike Weber. Absent: Dave Kopkau

Also Present: Interim Director Aaron Hill. This meeting is being held in person at the Elk Rapids Governmental Center. There are 2 people in audience at the start of the meeting

**2. Approval of Agenda**:
**MOTION:** by Pollister Amos/Wonch to approve the agenda as amended to remove #4; clarify 7b as concerning option 2; and add update signatures at all banks
Motion carried

**3. Public Comment:**
No one wished to speak

**4. Consent Agenda**
The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any items on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action

A. Minutes: April 14, 2022
B. Treasurer's Report and Approval of Bills
C. Director Search Committee Notes: April 20, April 25, May 4 and May 11
**MOTION:** by Simpson/Atkinson to approve the consent agenda.
Pollister Amos: Yes
Simpson: Yes
Hults: Yes
Stephenson: Yes
Weber: Yes
Kopkau - Absent
Atkinson: Yes
Wonch: Yes
Motion carried

**6. Correspondence**:
Stephenson discussed the survey correspondence sent to donors and regarding the Becky Travis Memorial. There was a survey report. The schools haven't sent their out yet. We are over 22 with

the paper surveys. Right now we aren't getting the age diversity we were hoping for. It was in the ER News last week and again this week. Pearlman handed our 76 paper surveys at the Village Market. The Friends have sent it out. Hill discussed how the survey is being handed out at the library. Stephenson will follow up with the school concerning them sending it out.

**7. Unfinished Business:**
A. Emergency Management Policy
**MOTION:** by Pollister Amos/Wonch to approve the Emergency Management Policy as presented at the April 14, 2022 meeting.
 Motion carried

B. MCLS ( Midwest Collaborative for Library Services)  addition of option 2 Contract Approval
**MOTION:** by Wonch/Atkinson to approve adding Option 2 to the MCLS Contract
Simpson: Yes
Stephenson: Yes
Kopkau – Absent
Amos: Yes
Hults: Yes
Weber: Yes
Wonch: Yes
Atkinson: Yes
Motion carried

**8. New Business**:
A. Library of Things Policy
Hill discussed this in his report and expects to have a policy for the board to review in June.

**9. Director's Report**
As presented by Hill
Hill discussed a waiver for those 18 and older on the Library of Things signing out certain things.  Things like beach balls etc may not require that.  That revision will be made for the next meeting. Update on personnel. Update on terms with Amazon so we don't need a credit card. Library Quest for Teens which will be a summer program. Update on recording of meetings. Update on annual audit scheduled for late June.

**10. Standing Committee Reports**
A. Personnel Committee: Pollister Amos, Atkinson, Stephenson
Did not meet

B. Financial Committee: Atkinson, Pollister Amos, Weber
Did not meet and nothing scheduled. But, if you look at the treasurer's report, we need to update the signature cards at all of the banks to remove Miller from those.

**MOTION:** by Atkinson/Wonch to approve updating the signature cards at all the banks with Atkinson, Pollister Amos and Stephenson as signers.
Hults: Yes

Pollister Amos: Yes
Simpson: Yes
Weber: Yes
Wonch: Yes
Atkinson: Yes
Stephenson: Yes
Kopkau – Absent
Motion carried

**11. Ad Hoc Committee Reports**
A. Building Committee: Hults, Stephenson, Atkinson
No meeting

B. Director Search Committee: Pollister Amos
Discussion of interviews that have taken place with Lyn Weick and Bradberry Miller Associates. Next week their Wednesday meeting is at noon for another Zoom interview with Pyramind Consulting.

C. Strategic Planning Committee: Stephenson, Weber
June 8th is the next meeting.

**12. Friends Report**
As presented by Camille Campbell
The Friends didn't meet due to illness. They will meet May 28th

**13. Public Comment: Same rules as previous public comment**
No one wished to speak

**14. Board Comments:**
Pollister Amos said she feels things are on track.

**15. Adjournment**
Meeting adjourned by order of the chair at 3:23 pm.


Respectfully,


Julia Pollister Amos
Secretary, Elk Rapids District Library Board


LibBdMin5.12.22DRAFT

# Treasurer's Report
# Elk Rapids District Library
# May 2022
#### Meeting Date 6/9/22

<u>5/31/22 Reports</u>
Balance Sheet 5/31/22
General Fund Profit & Loss, May 2022
General Fund Profit & Loss Budget vs. Actual
Budget Comparison through 9/30/21
Expansion Fund Balance Sheet 5/31/22
Expansion Fund Profit & Loss, May 2022

Pending Actions/goals:

- Integrated Payroll Company forms to be submitted.  Timing of conversion to new service to be determined.
- All signature have been updated at all financial institutions; Huntington Bank, Independent Bank, Alden State Bank & Fifth Third Bank
- Discussions pending with new bookkeeper, Laura Savoie, to discuss best practices.  Laura has graciously stepped into this position.  It's important to recognize that it takes several accounting cycles to identify/evaluate any issues for potential change.  Laura has done a wonderful job in maintaining the accuracy and conformity of financial statements in a timely manner.  As with any change over in positions, I expect some new procedures, and will keep the board updated as they are identified/implemented.  A focus on Audit reports in order to streamline the audit process in pending.

Liz Atkinson
ERDL Treasurer

# Elk Rapids District Library
# Balance Sheet
### As of May 31, 2022

|  | May 31, 22 |
|---|---:|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| 1106 · 5/3 Bank General Fund/Checking | 18,364.27 |
| 1108 · 5/3 Bank General Fund/Savings | 417,702.50 |
| 1112 · Huntington Bank CD | 210,772.82 |
| 1113 · Alden Money Market | 200,873.28 |
| **Total Checking/Savings** | 847,712.87 |
| **Other Current Assets** | |
| 1130 · Taxes Receivable | 121,121.39 |
| 1220 · Prepaid expenses | 8,545.74 |
| **Total Other Current Assets** | 129,667.13 |
| **Total Current Assets** | 977,380.00 |
| **TOTAL ASSETS** | **977,380.00** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Current Liabilities** | |
| **Accounts Payable** | |
| 2001 · Payables | 212.67 |
| **Total Accounts Payable** | 212.67 |
| **Other Current Liabilities** | |
| **2100 · Payroll Liabilities** | |
| 403(b) Pension Plan | 918.12 |
| Federal Withholding | 5,746.00 |
| Medicare Withholding | |
| Company | 740.08 |
| Employee | 740.08 |
| **Total Medicare Withholding** | 1,480.16 |
| Michigan Withholding | 2,010.30 |
| Social Security Withholding | |
| Company | 3,164.52 |
| Employee | 3,164.52 |
| **Total Social Security Withholding** | 6,329.04 |
| **Total 2100 · Payroll Liabilities** | 16,483.62 |
| 2107 · Michigan Withholding | -1,505.92 |
| 2200 · Accrued Salaries & Wages | 4,351.50 |
| **Total Other Current Liabilities** | 19,329.20 |
| **Total Current Liabilities** | 19,541.87 |
| **Total Liabilities** | 19,541.87 |
| **Equity** | |
| 3000 · Open Bal Equity | 148,200.27 |
| 3900 · Fund Balance | 824,455.52 |
| Net Income | -14,817.66 |
| **Total Equity** | 957,838.13 |
| **TOTAL LIABILITIES & EQUITY** | **977,380.00** |

# Elk Rapids District Library
## Profit & Loss
### May 2022

|  | May 22 |
|---|---:|
| **Ordinary Income/Expense** | |
| **Income** | |
| **101-402 · Millage** | |
| 101-404 · Milton Town. | 7,173.47 |
| **Total 101-402 · Millage** | 7,173.47 |
| 101-600 · Copy Fees | 81.00 |
| **101-671 · Donations** | |
| 101-675 · Designated Donations | 30.00 |
| **Total 101-671 · Donations** | 30.00 |
| **Total Income** | 7,284.47 |
| **Gross Profit** | 7,284.47 |
| **Expense** | |
| **101-701 · Payroll** | |
| 101-702 · Salaries/Wages | 13,505.75 |
| 101-703 · FICA | 837.34 |
| 101-704 · Medicare | 195.82 |
| **Total 101-701 · Payroll** | 14,538.91 |
| 101-705 · Pension | 767.98 |
| 101-726 · Operating Supplies | 271.66 |
| 101-728 · Equipment | 548.89 |
| 101-801 · Professional/Contractual | 100.00 |
| 101-900 · Postage | 3.19 |
| 101-901 · Publicity | 92.00 |
| **101-920 · Utilities** | |
| 101-921 · Electricity | 171.88 |
| 101-922 · Water | 95.73 |
| 101-923 · Natural Gas | 410.18 |
| 101-924 · Internet/Telephone | 371.15 |
| **Total 101-920 · Utilities** | 1,048.94 |
| 101-930 · Building Facilities | 1,201.61 |
| 101-942 · Copier | 51.28 |
| 101-955 · Periodicals | 325.17 |
| 101-956 · Membership/Dues | 228.00 |
| **101-957 · Programs** | |
| 101-958 · Youth | 137.95 |
| **Total 101-957 · Programs** | 137.95 |
| 101-965 · Audio Visual | 554.74 |
| 101-971 · Books | 1,778.36 |
| 101-975 · Library of Things | 1,520.31 |
| 101-998 · Grant Expense | 1,394.96 |
| 6560 · *Payroll Expenses | 0.00 |
| **Total Expense** | 24,563.95 |
| **Net Ordinary Income** | -17,279.48 |
| **Net Income** | **-17,279.48** |

# Elk Rapids District Library
## Profit & Loss Budget vs. Actual
### March through May 2022

| | Mar - May 22 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | |
| **Income** | | | | |
| **101-402 · Millage** | | | | |
| 101-403 · E.R.Town. | 42,338.79 | 144,445.00 | -102,106.21 | 29.3% |
| 101-404 · Milton Town. | 33,535.49 | 188,545.00 | -155,009.51 | 17.8% |
| **Total 101-402 · Millage** | 75,874.28 | 332,990.00 | -257,115.72 | 22.8% |
| 101-405 · T.L.Town. | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| 101-575 · State Aid | 2,675.10 | 4,500.00 | -1,824.90 | 59.4% |
| 101-600 · Copy Fees | 227.00 | 1,200.00 | -973.00 | 18.9% |
| 101-655 · Book Fines/Fees | 83.99 | 300.00 | -216.01 | 28.0% |
| 101-656 · Penal Fines | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 101-657 · Non-resident Fees | 0.00 | 200.00 | -200.00 | 0.0% |
| 101-664 · Interest | -2.12 | 100.00 | -102.12 | -2.1% |
| **101-671 · Donations** | | | | |
| 101-674 · General Use | 50.00 | 0.00 | 50.00 | 100.0% |
| 101-675 · Designated Donations | 30.00 | 0.00 | 30.00 | 100.0% |
| **Total 101-671 · Donations** | 80.00 | 0.00 | 80.00 | 100.0% |
| 101-676 · Reimbursements | 0.00 | 0.00 | 0.00 | 0.0% |
| 101-677 · Grants | 0.00 | 9,000.00 | -9,000.00 | 0.0% |
| 101-678 · Transfer from Heffer Gift | 0.00 | 0.00 | 0.00 | 0.0% |
| 101-696 · Miscellaneous | 4,424.28 | 0.00 | 4,424.28 | 100.0% |
| **Total Income** | 83,362.53 | 361,790.00 | -278,427.47 | 23.0% |
| **Gross Profit** | 83,362.53 | 361,790.00 | -278,427.47 | 23.0% |
| **Expense** | | | | |
| **101-701 · Payroll** | | | | |
| 101-702 · Salaries/Wages | 54,577.43 | 221,995.00 | -167,417.57 | 24.6% |
| 101-703 · FICA | 4,240.86 | 13,765.00 | -9,524.14 | 30.8% |
| 101-704 · Medicare | 991.78 | 3,220.00 | -2,228.22 | 30.8% |
| **Total 101-701 · Payroll** | 59,810.07 | 238,980.00 | -179,169.93 | 25.0% |
| 101-705 · Pension | 1,279.98 | 3,350.00 | -2,070.02 | 38.2% |
| 101-706 · Health Insurance | 237.00 | 4,650.00 | -4,413.00 | 5.1% |
| 101-726 · Operating Supplies | 1,470.24 | 5,000.00 | -3,529.76 | 29.4% |
| 101-727 · Software | 670.00 | 5,000.00 | -4,330.00 | 13.4% |
| 101-728 · Equipment | 548.89 | 8,000.00 | -7,451.11 | 6.9% |
| 101-763 · Misc. | 4,517.93 | 500.00 | 4,017.93 | 903.6% |
| 101-801 · Professional/Contractual | 780.40 | 12,000.00 | -11,219.60 | 6.5% |
| 101-851 · Insurance | 0.00 | 3,700.00 | -3,700.00 | 0.0% |
| 101-860 · Mileage | 0.00 | 500.00 | -500.00 | 0.0% |
| 101-871 · Worker's Comp. | 0.00 | 700.00 | -700.00 | 0.0% |
| 101-900 · Postage | 3.19 | 300.00 | -296.81 | 1.1% |
| 101-901 · Publicity | 362.00 | 500.00 | -138.00 | 72.4% |
| **101-920 · Utilities** | | | | |
| 101-921 · Electricity | 538.69 | 3,200.00 | -2,661.31 | 16.8% |
| 101-922 · Water | 296.81 | 1,500.00 | -1,203.19 | 19.8% |
| 101-923 · Natural Gas | 1,510.72 | 3,200.00 | -1,689.28 | 47.2% |
| 101-924 · Internet/Telephone | 1,114.27 | 5,000.00 | -3,885.73 | 22.3% |
| **Total 101-920 · Utilities** | 3,460.49 | 12,900.00 | -9,439.51 | 26.8% |
| 101-930 · Building Facilities | 2,848.21 | 12,000.00 | -9,151.79 | 23.7% |
| 101-940 · Leased Books | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| 101-942 · Copier | 168.91 | 1,000.00 | -831.09 | 16.9% |
| 101-955 · Periodicals | 326.17 | 3,500.00 | -3,173.83 | 9.3% |
| 101-956 · Membership/Dues | 228.00 | 4,000.00 | -3,772.00 | 5.7% |
| **101-957 · Programs** | | | | |
| 101-958 · Youth | 369.87 | 3,500.00 | -3,130.13 | 10.6% |
| 101-959 · Adult Programs | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 101-960 · Board of Trustees | 0.00 | 500.00 | -500.00 | 0.0% |
| 101-961 · Volunteer | 0.00 | 0.00 | 0.00 | 0.0% |
| **Total 101-957 · Programs** | 369.87 | 7,000.00 | -6,630.13 | 5.3% |
| 101-962 · Education/Training | 104.68 | 1,000.00 | -895.32 | 10.5% |
| 101-965 · Audio Visual | 570.48 | 3,500.00 | -2,929.52 | 16.3% |
| 101-969 · E-books | 0.00 | 3,000.00 | -3,000.00 | 0.0% |

# Elk Rapids District Library
## Profit & Loss Budget vs. Actual
### March through May 2022

|  | Mar - May 22 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **101-970 · Capital Outlay** | 362.50 | 5,000.00 | -4,637.50 | 7.3% |
| **101-971 · Books** | 3,321.91 | 12,000.00 | -8,678.09 | 27.7% |
| **101-975 · Library of Things** | 1,520.31 |  |  |  |
| **101-998 · Grant Expense** | 1,394.96 | 9,000.00 | -7,605.04 | 15.5% |
| **101-999 · Contingency** | 0.00 | 2,210.00 | -2,210.00 | 0.0% |
| **6560 · *Payroll Expenses** | 13,824.00 |  |  |  |
| **Total Expense** | 98,180.19 | 361,790.00 | -263,609.81 | 27.1% |
| **Net Ordinary Income** | -14,817.66 | 0.00 | -14,817.66 | 100.0% |
| **Net Income** | **-14,817.66** | **0.00** | **-14,817.66** | **100.0%** |

# ERDL Expansion
# Balance Sheet
### As of May 31, 2022

|  | May 31, 22 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| Heffer at Huntington | 304,129.67 |
| Independent Bank | 576,497.64 |
| **Total Checking/Savings** | 880,627.31 |
| **Total Current Assets** | 880,627.31 |
| **TOTAL ASSETS** | **880,627.31** |
| **LIABILITIES & EQUITY** | |
| **Equity** | |
| 32000 · Unrestricted Net Assets | 896,632.04 |
| Net Income | -16,004.73 |
| **Total Equity** | 880,627.31 |
| **TOTAL LIABILITIES & EQUITY** | **880,627.31** |

# ERDL Expansion
# Profit & Loss
## May 2022

|  | May 22 |
|---|---|
| **Ordinary Income/Expense** | |
| **Expense** | |
| **471-764 · Refund** | 3,050.00 |
| **Total Expense** | 3,050.00 |
| **Net Ordinary Income** | -3,050.00 |
| **Net Income** | **-3,050.00** |

## Invoice

**Northland Library Cooperative**
c/o Linda Adams, Director
900 Evergreen Court
Petoskey, MI 49770
231-330-0548
ladams@northland.lib.mi.us

**DATE: May 20, 2022**

**TO:**
**Elk Rapids District Library**

**INSTRUCTIONS**
Please pay within 30 days

| NLC Account | DESCRIPTION | UNIT PRICE | TOTAL |
|---|---|---|---|
| 101-791-566.2 | Indirect State Aid - first payment | | $1,337.55 |
| | A second invoice will be sent after you receive the second payment from the Library of Michigan | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | TOTAL DUE | $1,337.55 |

**Thank you**

# LYNCH LAW

May 16, 2022

**Via USPO**
Village of Elk Rapids Library
300 Isle of Pines Drive
Elk Rapids, MI 49629

Dear Village of Elk Rapids Library,

I have had the opportunity to review your survey regarding the use and appreciation of the Village of Elk Rapids Library.

In today's digital age, the use of the library has definitely transformed. However, the grounds which surround the library and the view from the library are very much appreciated and something I use each and every time I take a walk outside, which, during the summer, is almost daily.

The peaceful scene and serenity that your venue offers cannot be discounted by the number of people who pass through your doors. Perhaps, utilizing your outdoor venue to host outdoor events such as reading sessions, club meetings, and other social activities to enable children to open their eyes to the other wonders of the library contained within its walls.

I was unable to answer the questions on your survey because my use of the library has significantly changed over the last 30 years. I suspect that is true for many of us. Notwithstanding, we need you and I support you and I hope you preserve the charm and history and value that you offer to our community.

Sincerely,

LYNCH LAW

*Deborah Lynch*

Deborah Lynch

DL/aw
c:\users\user\lynchlaw dropbox\office documents\documents\documents\dl-misc\correspondence to er library 5.16.2022.docx

Library Expansion Proposal

I have been a proponent of preserving the Elk Rapids Library Building "as it is" since the "Expand the Library" movement began. I have had "Save the Library" yard signs in my front yard. I have sent letters to the editor. I have attended the public meeting concerning the expansion, speaking out against the expansion.

I have given much thought to the possibility of a middle ground. The library basement is constructed of stone. Waterproofing it has proved to be an endless futile task. Can it be waterproofed? As an engineer, I can say yes it could, but at a great deal of expense and time. In addition bathrooms in the basement are not practical. I suggest that the library be moved easterly into the parking lot, beyond the existing foundation and placed on a new foundation, without a basement. A simple task for experienced building moving experts. (I had a brick bicycle shop moved to make way for one of my past projects, a difficult task which was performed without incident.) The existing basement walls should be removed and the void filled with compacted granular material.

The expansion would then take place where the existing library stands. This would reduce the number of trees that would be required to be removed to make way for the expansion. The architecture should not be modernistic, but match the architecture of the existing library structure, connected to it, housing the meeting rooms, restrooms and other spaces to meet the needs of the library to serve the community. There would be space remaining for dropping off patrons/books and a few parking places. The Library property includes a portion of the parking lot below the library. The lost parking places can be accommodated in that area.

What would that accomplish? I predict that there would be a "buy-in" from the groups that are opposed to the library expansion.

How can this be accomplished? Construction cost are escalating at an alarming rate. Any previous cost estimate for an expansion is out the window. I do dare suggest that a "renewable millage" be placed on the ballot to fund construction and operate the expansion. A renewable millage would ensure accountability. More space will require increased operating costs. To assist in defraying operating costs, I suggest that the hiring of paid staff be frozen and that more volunteer staff be utilized. The area is rich with retired individuals, many with school and professional experience, who are more than willing to serve the community. In the past the Elk Rapids Library was operated with volunteers. At some point it was decided to engage "Paid Staff" complete with benefits, in lieu of using volunteers. It is time to reverse that policy.

Obviously, this suggestion cannot be accomplished without cooperation between the "Library Preservationists" and the "Library Expansionists." I suggest that both groups digest what I have suggested and then representatives from both groups meet to negotiate terms of an agreement. What I have presented, preserving the existing structure, expanding it with compatible architecture, and implementing a renewable tax, is to the benefit of both groups and the Elk Rapids Community,

**Elk Rapids District Library**
**Library of Things Policy and Agreement**

**Guidelines for Borrowing and Use**

- The Library will provide a current list of "Things" but the list may be changed from time to time.
- Library of Things must be checked out at the Circulation Desk.
- Library of Things MUST be returned to the Circulation Desk, not to the book drop. Library of Things returned in the book drop or left somewhere outside or inside the Library will have a $20 fine added to the Library borrower's account.
- A valid Elk Rapids District Library card and no outstanding fines over $10.00 is required to borrow a Thing.
- **Borrowers must be 18 years or older for restricted Things. Borrowers may not lend the Thing to another person without the Library's consent.**

**Checkout Limits**

- A Thing may be borrowed for 1 week.
- Library of Things items may be renewed one time for 7 days unless another patron has a hold on the Thing.
- Borrowers may only check out one Thing at a time. However, the patron may check out up to two tools.
- Borrowers may reserve a Thing in advance by reserving the Thing on OPAC, or by reserving the item at the Circulation desk in person or over the phone.

**Fines and Liability**

- If the Thing is more than 30 days overdue, it is considered lost or converted to your own use and the borrower will receive a bill to cover the replacement cost plus a $10 processing fee. If a billed item is returned in good condition, the bill will be removed from the borrower's account, but the borrower will be responsible for all processing fees.
- The borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with any damage or loss of a Thing and/or accessories.
- A list of replacement costs of Things is maintained by the Library and is available for viewing upon request.
- The Elk Rapids District Library is not responsible for the loss of data, manufacturing defects in quality of workmanship or materials inherent in any borrowed Thing, or any damage caused while using a Thing.
- Borrowers must sign the Borrower's Agreement for restricted items.
- Borrowers are responsible for any damage to the Thing and/or its accessories. Borrowers must cease using the Thing immediately and notify the Library if the Borrower has any concerns about the safety or state of repair of a Thing.
- Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provides that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor.

**Care and Operation**

- The Thing may only be used and operated in compliance with the Library's policies and manufacturer's guidelines.
- Borrower shall not make any modifications or alterations to the Thing.

- All Things shall be returned in the same or better condition as they were when issued, excluding normal wear and tear.  All Things that are tools shall be returned clean.  Any item that must be cleaned by staff will result in a $10 cleaning fee.
- Use care when handling and using the Thing.
- Return the Thing with all parts, components, and accessories.

### Violations and Appeals

- The Library Director or designee may refuse to lend any of the Things if a patron has violated this Policy, including losing or damaging any Thing.
- The Borrower may appeal the Library Director or Designee's decision to the Library Board by filing a written appeal with the Library Board President within 10 business days of the notice of refusal.

# Library of Things
## BORROWER AGREEMENT

Patron Name: _____

Library Card #: _____ Phone #:_____

Item(s) Borrowed:

| ITEM | ITEM BARCODE |
|------|--------------|
|      |              |
|      |              |
|      |              |

Check-out Date _____ Due Date: _____

**Note: the item(s) must be returned on the due date before closing time.**

I understand that I am fully responsible for the item(s) borrowed above (the term "Item" includes the item referenced above and all of the accessories for that item) and for the safe and timely return of the Item(s) to a Library staff member. **If the Item(s) or any part of the Item(s) are damaged, lost, or stolen, or late fees are incurred, I understand that I am responsible for all applicable charges.** My signature below indicates that I have read, understand, and agree to the terms of the Borrower Agreement and to pay for any items that are damaged, lost or stolen as determined by the Library. I agree to return the Item(s) by the due date and time listed on this Borrower Agreement. If the Item(s) are not returned by the due date, I understand that the Library has the authority to contact law enforcement to recover the Item(s) and that I may be subject to criminal charges. In addition, I grant my written consent for the Library to provide any information to law enforcement that is necessary to recover or assist in the prosecution regarding the Item(s) not returned by the due date.

In being permitted to borrow the Item(s), I hereby voluntarily waive, release, and discharge and covenant not to sue the Elk Rapids District Library, its successors, assignees, officers, agents, employees and volunteers (the "Releasees") for any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages of death, personal injury, property damage and loss of data, and from any and all liabilities, damage, injuries, actions or causes of action either at law or in equity, whether caused by any defect in the Item, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing or use of the Item.

This is a legally binding release, waiver, discharge, and covenant not to sue, made voluntarily by me, the undersigned releaser, on my own behalf, and on my behalf of my heirs, executors, administrators, legal representatives and assigns.

I have read the entire document and my signature below indicates my agreement with the above statements

**Signature of Borrower:_____ Date:_____**

## List of Things

| Thing | Lending Period | Daily Fine |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

80628:00001:6257000-1

# Mortimore Consulting, LLC

Elk Rapids, May 20, 2022

## Proposal

This Statement of Work details the type and extent of the services proposed by Brian Mortimore (Mortimore Consulting, LLC) to provide for a director search on behalf of the Elk Rapids District Library Board of Trustees. Brian will work primarily with one or more designated members of the Personnel Search Committee.

## EXECUTIVE SUMMARY

Julia Pollister Amos requested a proposal for assistance from Brian Mortimore, to facilitate a search for a library director.

Brian Mortimore has over 25 years of experience directing HR functions and has experience managing library director searches, addressing labor relations, labor negotiations (UAW, Teamsters, MEA, SEIU, AFSME), compensation reviews, job analysis, employee dispute resolution, performance management, at-will and just-cause discharge, leadership coaching, HRIS, benefit, policy, job description design/management, pension/retirement plan administration, staffing design, executive searches, and has been published on HR-related topics in the library industry. Brian serves as the Director of Human Resources and Organizational Development for Kent District Library and consults on human resource matters for library leaders and trustees throughout the Midwest. Recently Brian collaborated with industrial organizational psychologists and convened over five-hundred library workers throughout the United States and Canada to participate in research that lead to the library industry's first employment assessment screening tool (see *BookmarkHR.com*) contributing to his being named a 2020 "Mover and Shaker" by Library Journal. Brian has been with KDL for 18 years and has helped lead the organization to be named one of the Best & Brightest Companies to Work For in 2019 in both West Michigan and National categories. Brian holds a Master's Degree in Organizational Communications and Human Resources Management from Michigan State University, certifications from the Society of Human Resource Management, MSU's School of Labor and Industrial Relations, and is a registered leadership consultant with Management Research Group in Portland Maine.

## SCOPE OF WORK

The services delivered under this statement of work include the following:

**1) Project Kick-Off Meeting:**  Consultant will meet with the Board of Trustees to glean insights and feedback which will enable the development of a target candidate profile.

**2) Development of the job posting:** This document will be used for circulation to prospective candidates.  The announcement of the vacancy will occur across multiple venues, both formal (i.e., job boards) and informal (networking).

**3) Searching:**  Using active search techniques, consultant will network through social media to discover and encourage passive job seekers who are reflected in the target candidate profile.

**4) Phone Intake Interviews:**  Consultant will conduct phone intake interviews to establish qualifications of high potential candidates and compile written summaries for review by the search committee.

**5) Presentation of Candidate Portfolios:**  Consultant will meet with the Board of Trustees (i.e., designated Search Committee) to share written candidate portfolios and make recommendations for next steps towards selection.

Following the above, the client is anticipated to have a field of qualified candidates for which to conduct informal 'meet & greet' style meetings, ultimately followed by formal interviews and selection.

**6)  Interview Agenda and Questions Design:**  Consultant will develop a sample agenda, along with interview questions, and facilitate informal meetings via teleconference in collaboration with members of the search committee. These questions will reflect the strategic needs of the library and will be approved by the Personnel Search Committee in advance.

Consultant will provide on-site interview facilitation, conducting the interviews so that the trustees are able to focus on candidate performance.  Following the interview, the consultant will support the Board Chair in making the offer/closing of the search in support of the Trustees' decision.

Consultant will meet via phone/teleconference with the search committee and Board of Trustees at the beginning and end of the engagement or as deemed necessary.


# PROJECT EXECUTION

All work will be conducted remotely unless otherwise noted.

Work will be billed at 50% upon execution of contract, and 50% upon completion. Payment terms are net 30 days.

The consultant assumes no liability. No work will be considered as legal advice and the library indemnifies the consultant and acknowledges this by signing below.  No other services are included in this statement of work unless agreed in writing by both parties and attached to this document and either party may cancel future work/services at any time if necessary for any reason with written notice to the other.  Should the process not reach its natural completion following the first effort, additional search fees may apply and would be agreed upon by both parties before proceeding.  (Note: such an event would be rare, far from the norm, and is not anticipated.)

PAYMENT INFORMATION

| EMPLOYER INFORMATION | |
|---|---|
| Billing Information | Site Information |
| Company: Elk Rapids District Library | Company: SAME |
| Address:<br>300 Isle of Pines Dr.<br>Elk Rapids, MI 49629 | Address: SAME |
| Contact: Julia Pollister Amos | Contact: SAME |
| Phone: 231-620-4300 | Phone: |
| Fax: | Fax: |
| Email:  erlib.pollisteramos@gmail.com | Email: |

Price, Payment & Delivery

| PRICE, PAYMENT & DELIVERY | |
|---|---|
| Fee Structure: | Fees will be billed upon execution of the statement of work.<br><br>The parties agree that the library is responsible for all forms of insurance and liability. |

| | |
|---|---|
| | Fees are $16,000.  Should the search process not reach its normal conclusion within a reasonable period of time, the parties may consider appropriate fees for additional work. |
| Payment Terms: | Net 30 |
| Travel and Expenses | N/A |

AUTHORIZATION

Mortimore Consulting:

Signed By:

Brian L. Mortimore

Elk Rapids District Library
Signed by:

Print Name:

Title

Date

Please scan and send one signed copy of this Statement of Work to Brian Mortimore at; blmortimore@hotmail.com. Brian will return a signed copy.

## COMPUTER AND INTERNET USE POLICY

**I.    General Statements Regarding Internet.**

A.    <u>Internet Access</u>.  The Elk Rapids District Library ("Library") provides access to a broad range of information resources, including those available through the Internet.  Access to the Internet enables the Library to expand its information services significantly.  This Policy applies to both the Library owned computers and wireless access available at the Library.

B.    <u>Validity of Information</u>.  The Internet offers access to a wealth of information and Internet sites including useful ideas, information, and opinions from around the world.  However, not all sources on the Internet provide information that is accurate, complete, or legal.  Internet Users will need to evaluate for themselves the validity of the information found.

C.    <u>Library Does Not Endorse Information on Internet</u>.  The Library provides a home site on its public computers pointing to a variety of quality Internet sites.  However, because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria and collection development policies.  The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

D.    <u>View Internet at Own Risk</u>.  The Internet may contain information that is controversial, sexually explicit, or offensive.  Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory.  Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk.  Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.

E.    <u>No Liability</u>.  The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet.  Users shall use Library computer hardware and software at their own risk.  The Library is not responsible for equipment malfunction, loss of data, any damages to the User's disks, data or electronic transactions of any type.  The Library is not responsible for the loss of any portable media.

**II. Nature of the Public Library Setting.**

    A.    <u>Respect Others</u>.  Because Library patrons are of all ages, backgrounds and sensibilities are using the computers, Library Internet Users are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images

    B.    <u>Use with Caution of Risks</u>.  Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, accounts, and communications are vulnerable to unauthorized access and use.  Users should be cautious about using the public computers or public Internet Access for sensitive, private or valuable information or transactions because safety from unauthorized access and use cannot be guaranteed.  The Library is not responsible for any damages or loss that results from unauthorized access or use of User's files, accounts, communications or similar documents.

**III. Internet Filtering; Children Under 18**

    A.    <u>Internet Filtering – General</u>.

        1.    *Filtered Access.*  To comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered.  Further, the Library's wireless access is also filtered.  Filtered access means the computer or wireless system has a program installed that is designed to restrict minors[1] from receiving obscene materials or sexually explicit materials that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet.  Children under the age of 18 shall only use the Library computers designated and posted for use by minors.

        2.    *Safety of Minors Regarding E-Mail.*  The Library does not filter e-mail or other direct electronic communications.  It is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.

        3.    *Internet Access*.  Patrons wishing to access the Library's terminals must go to the circulation desk and request that a computer be turned on.  Then, the patron must read and accept the Library's Internet Use Policy.  All patrons should be able to show proof of identification if requested by a staff member.

    B.    <u>Internet Filtering – Patrons 18 Years of Age or Older</u>.

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[1] Under Michigan Law, "adults" are 18 years of age or older.  CIPA defines an adult as 17 years of age or older.  As required by CIPA, 17 year olds may have the filter disabled, but only as specifically described in Section C.3 below.

1.     *Disable Filters.*  Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes.  The Library's wireless access cannot be disabled, so any patron who desires to have the filters disabled must use the Library's computers.

2.     *Unblock Sites.*  Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be "unblocked."  A request to unblock should be in writing to the Library Director and signed by the person making the request.  A decision on the site's status will be made by the Director, who will prepare a written reply to the individual submitting the form.

C.     Internet Filtering – Patrons Under 18 years of Age.

1.     Responsibility of Parents and Legal Guardians.  As with other materials in the Library's collection, it is the Library's Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children.  The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.  Parents and youth patrons are encouraged to participate in the Library's training offered on Internet use that explains both the benefits and pitfalls inherent in its use.

2.     Library Card.  Patrons under 18 years of age wishing to access the Library's terminals or wireless access must check in with the circulation desk.

3.     Unfiltering Terminals.  Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and materials that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times.  Patrons under the age of 17 may not ask for the terminal to be unfiltered pursuant to the requirements of CIPA.

4.     Unblocking Websites.  Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit materials deemed harmful to minors or other materials prohibited by law.  The Library Director shall make that determination.

IV.     **Procedure for Use.**

A. <u>Reservation/Time Limits</u>.

    1.    If a User wishes to use the Internet station he or she must first sign the sheet at the Circulation Desk.

    2.    Patrons should only use their first name and the time when signing in.

    3.    The User must show a library card in good standing.

    4.    The User may sign up to use the Internet station for periods of only one (1) hour at a time up to five (5) times per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User may use the terminal for additional 30 minute increments until another User signs up to use the terminal.

    5.    A waiting list will be created at the Circulation Desk of all computers that are in use.

    6.    Users must sign out by noting the sign out time by their name when they leave the computer terminal.

B. <u>Availability</u>. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and are clearly marked. The online public access computers are available on a first come, first served basis.

C. <u>Closing</u>. All computers and printers are shut down ten (10) minutes before the Library closes.

D. <u>Reimbursement for Printing</u>. The User shall reimburse the Library _____cents a page for black and white printing and _____cents a page for color printing. The User shall be responsible for all printing costs, so Users are encouraged to use "print preview" so that they are aware of the number of copies

E. <u>Staff Assistance</u>. Library staff provides limited assistance for basic start-up procedures. Several circulating books on Web searching are available.

**V. Acceptable Use.**

All Users of the Library's Internet connection and terminals are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

A.   Lawful Use.  The Library Internet connection and terminals shall be used in a lawful manner.  The Library's Internet and terminals cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, (1) accessing materials that can be classified as obscene or child pornography; (2) gaining unauthorized access to or use of patron information or accounts; (3) engaging in identity theft; (4) engaging in civil rights violations; or (5) monitoring or capturing information regarding individuals and their use of the computers or Internet illegally, such as by using a keylogger.

B.   Intellectual Property.  Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights.  Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User.  The Library expressly disclaims any liability or responsibility resulting from such use.

C.   Use Must Not be Harmful to Minors.  Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit materials or any other materials deemed harmful to minors.

D.   Compliance with Code of Behavior.  The same rules apply to the use of the Internet as with the use of any other Library materials.  The Library has adopted a Patron Behavior Policy.  All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.

E.   Privacy; Unauthorized Access.  Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.

F.   Time Limit.  Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.

G.   Reimbursement.  The User shall reimburse the Library ten cents ($.10) a page for printing.

H.   Personal Software Prohibited.  Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration.  Users shall also refrain from downloading/uploading files to/from the Library's computers.

I.   System Modifications; Hardware Modifications.  Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer terminal without authorization.

Users are also not permitted to add any hardware or devices to the computer terminal.

J.        <u>Damage</u>.  The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.

K.        <u>Terminal Use</u>.  No more than two (2) Users may sit at a terminal.  No person may stand behind another person while using a terminal.  Upon request, a Library staff member may approve or allow additional Users at a terminal.

L.        <u>Chat Rooms; Instant Messaging</u>.  The use of chat rooms and instant messaging is prohibited.

M.        <u>Personal Information; Unauthorized Release</u>.  No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.

N.        <u>Saving Files and Documents</u>.  Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media.  Library computers do not allow Users to permanently save documents or personal files to the hard drive.

O.        <u>Purposes; Prohibited Uses</u>.  The Library's Internet resources should be used for educational, informational, and recreational purposes only.  The Library's Internet Access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising.  The Library Internet is intended for information gathering only.

## VI.    Violations of Internet Use Policy.

The Library Director or his/her designee may restrict access to Library facilities by (1) terminating or limiting computer, Internet Access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy.  If necessary, the local police may be called to intervene.

A.        <u>Incident Reports</u>.  Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges.  By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review.  The report should include physical descriptions in addition to the name of the patron.  A copy of the suspension of privileges letter should be attached, if applicable.

B.        <u>Violation of the Policy – Suspension of Privileges</u>.  Unless otherwise provided in this Policy (see Section C below), the Library shall handle violations as follows:

1. *Initial Violation.* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.

2. *Subsequent Violations.* The Library Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. <u>Violations That Affect Safety and Security</u>. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other materials deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation.* The police will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. *Subsequent Violations.* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. <u>Reinstatement</u>. The patron whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director or the Director's designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.

E. <u>Civil or Criminal Prosecution</u>. Illegal acts involving the Library's Internet Access service may be subject to civil or criminal prosecution.

**VII.  Right of Appeal.**

Patrons may appeal a decision to (1) limit or revoke privileges or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) working days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.
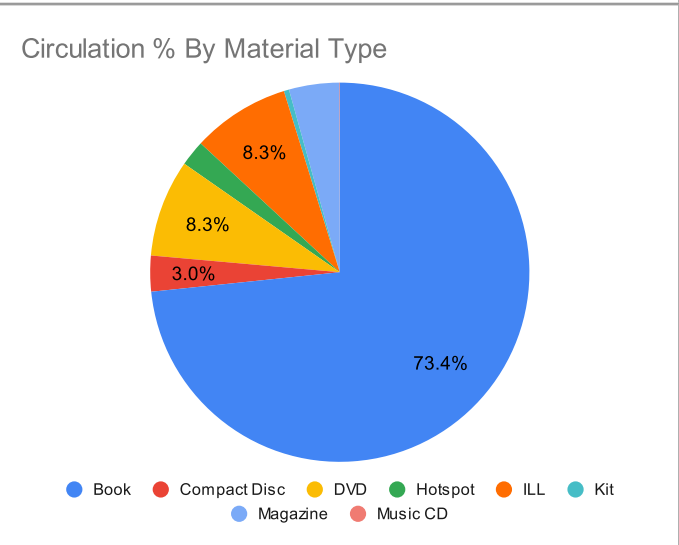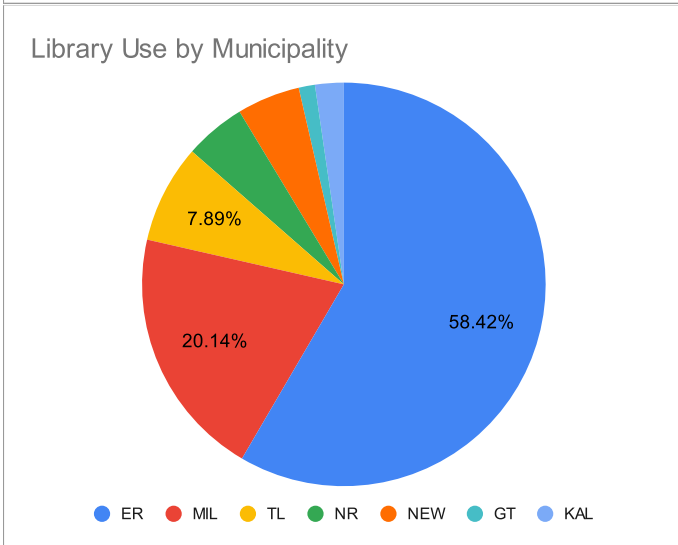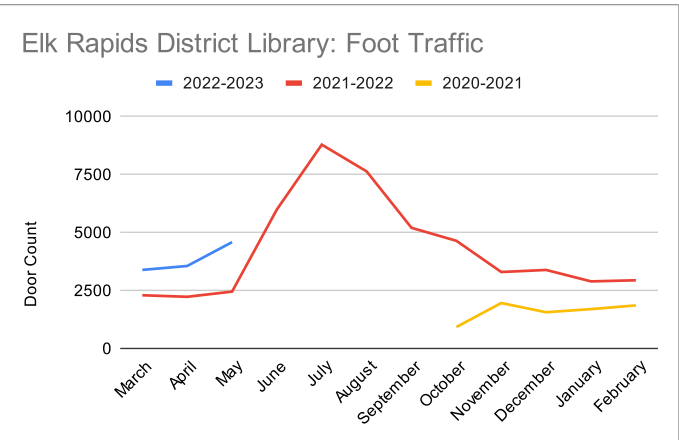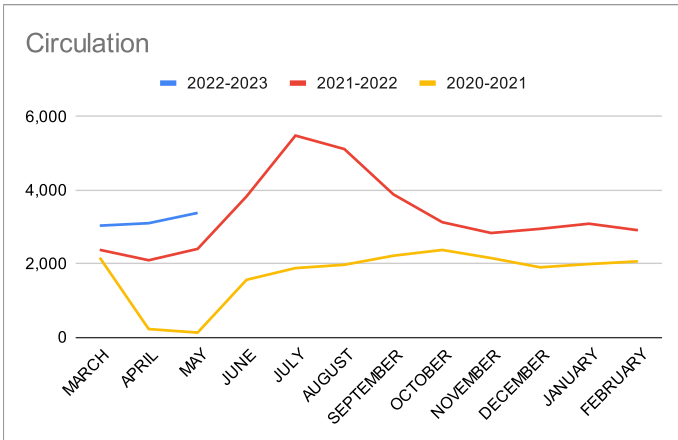
## VIII.   Staff Assistance.

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.
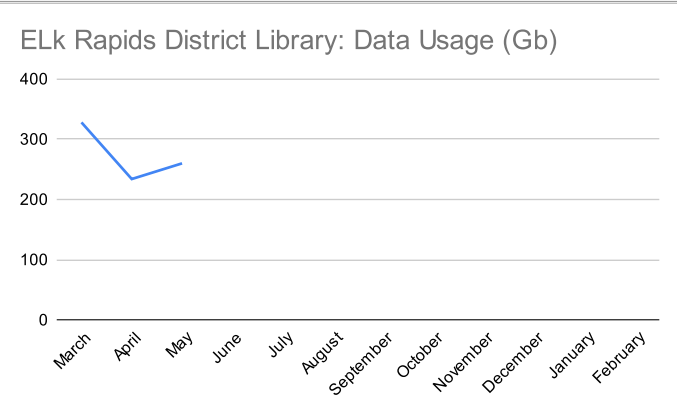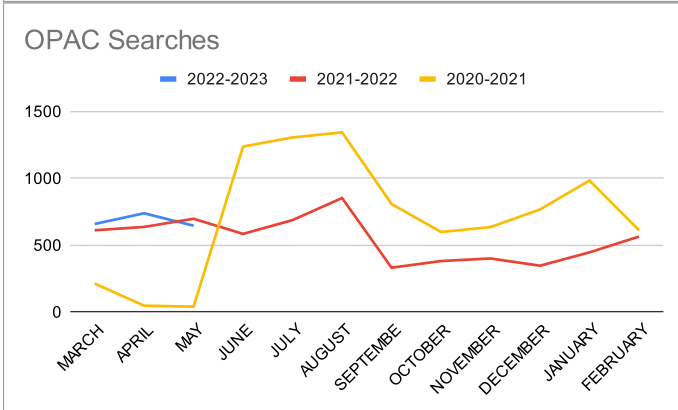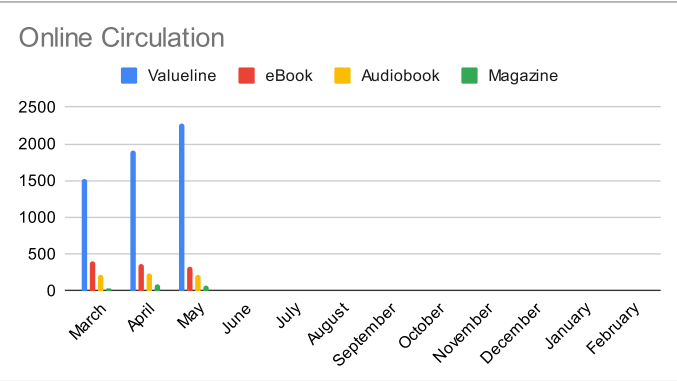
# Directors Report 9, 2022

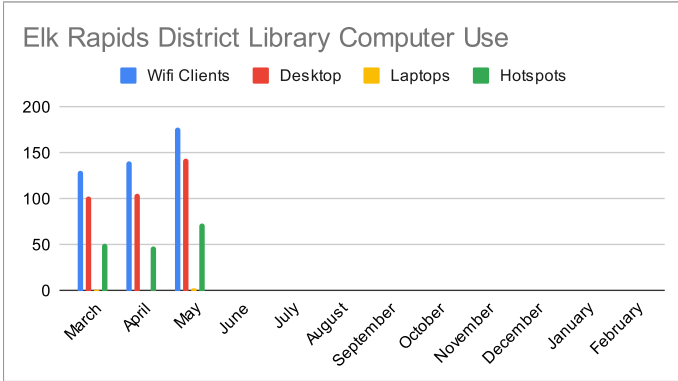## Operations:

- The Library is welcoming back Dianne DelVecchio to the library staff. We are also welcoming Owen Turick to the staff as our new part time library page.
- Sprint is discontinuing service for 11 of our 15 wifi hotspots. As a result, Mobile Beacon, our service provider, is replacing the 11 discontinued units for free.
- Foster and Swift is revising our FOIA and Internet Use policies. The internet use policy will be revised with CIPA compliance in mind.
- Draft of the amended Library of Things Policy is in your Packet.
- Kate will be attending an ALA class "Creating Interactive Storytimes with Music, Play, & More" for staff development
- The library will be closed Sunday June 26th to allow staff to attend a memorial service for Ken Bier
- We are considering providing free coffee to all library guests and patrons. We want the library to be as warm and welcoming as possible.
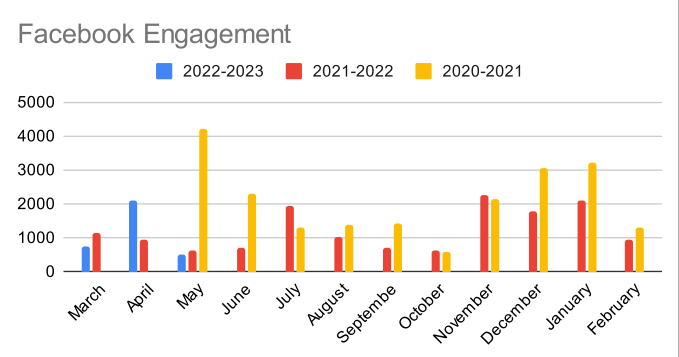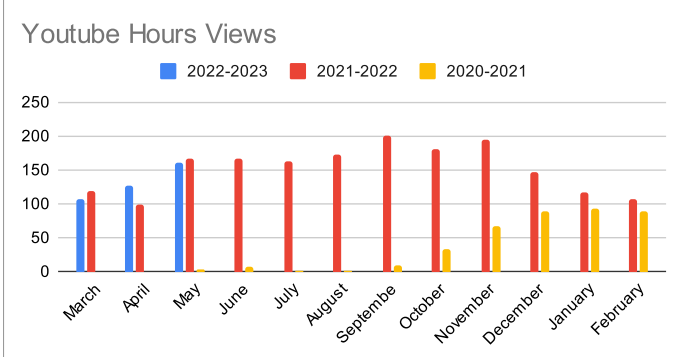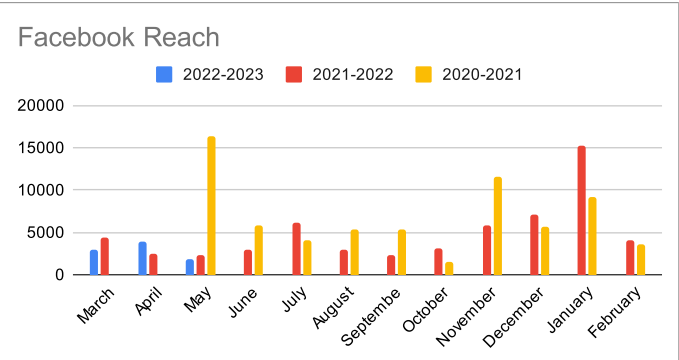
## Circulation

### Circulation



Legend: 2022-2023, 2021-2022, 2020-2021

### Elk Rapids District Library: Foot Traffic



Legend: 2022-2023, 2021-2022, 2020-2021

### Library Use by Municipality



ER 58.42%, MIL 20.14%, TL 7.89%

Legend: ER, MIL, TL, NR, NEW, GT, KAL

### Circulation % By Material Type



Book 73.4%, Compact Disc 3.0%, DVD 8.3%, ILL 8.3%

Legend: Book, Compact Disc, DVD, Hotspot, ILL, Kit, Magazine, Music CD

# Internet and Computer Services

## Elk Rapids District Library Computer Use

Legend: ■ Wifi Clients ■ Desktop ■ Laptops ■ Hotspots



## Online Circulation

Legend: ■ Valueline ■ eBook ■ Audiobook ■ Magazine



## OPAC Searches

Legend: ■ 2022-2023 ■ 2021-2022 ■ 2020-2021



## ELk Rapids District Library: Data Usage (Gb)

# Social Media and Virtual Programs





## Youtube Views
Legend: 2022-2023 (blue), 2021-2022 (red), 2020-2021 (yellow)



## Facebook Reach
Legend: 2022-2023 (blue), 2021-2022 (red), 2020-2021 (yellow)



## Youtube Hours Views
Legend: 2022-2023 (blue), 2021-2022 (red), 2020-2021 (yellow)



## Facebook Engagement
Legend: 2022-2023 (blue), 2021-2022 (red), 2020-2021 (yellow)
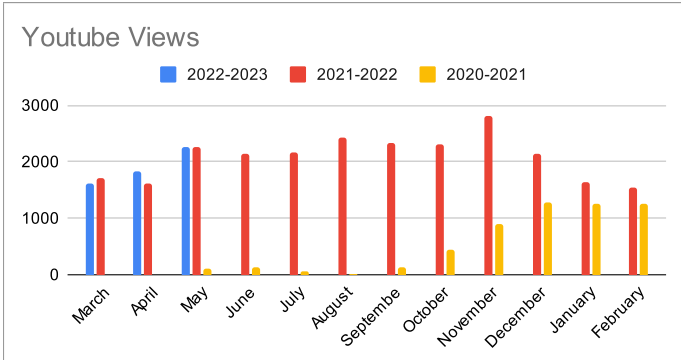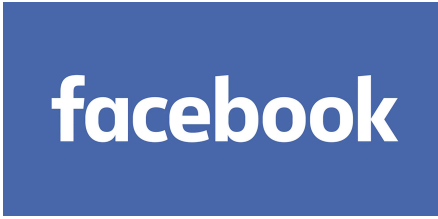
# Q2 Where do you live? (please choose only one answer)

Answered: 413    Skipped: 0
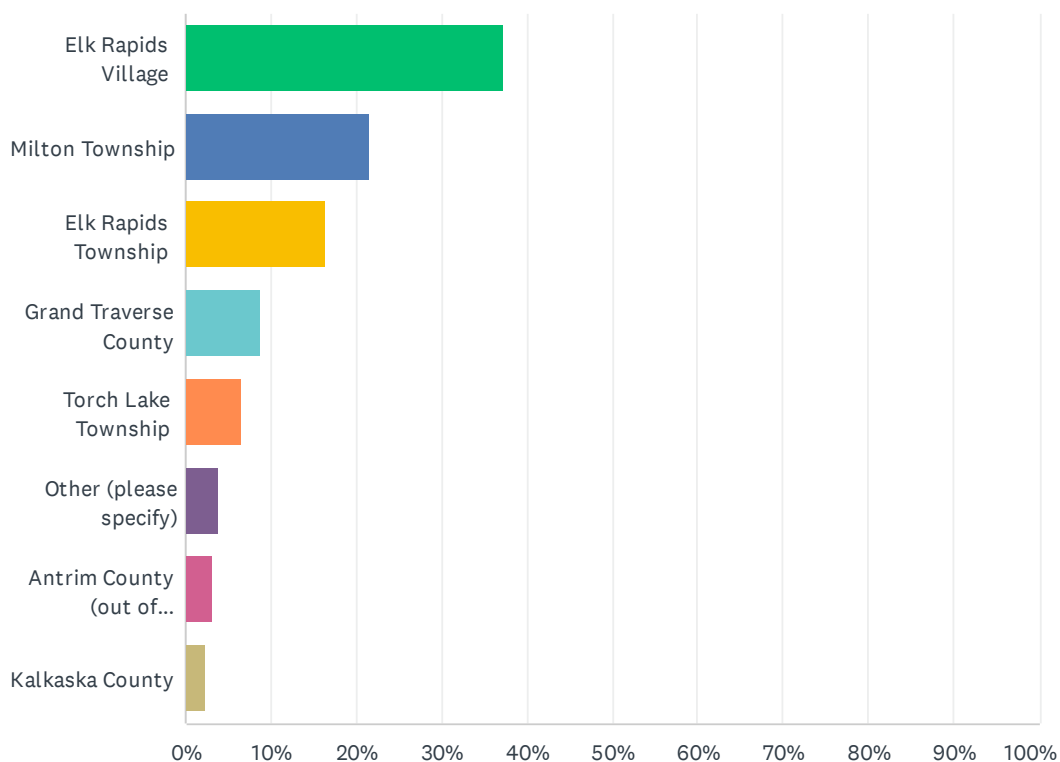


| ANSWER CHOICES | RESPONSES | |
|---|---|---|
| Elk Rapids Village | 37.29% | 154 |
| Milton Township | 21.55% | 89 |
| Elk Rapids Township | 16.46% | 68 |
| Grand Traverse County | 8.72% | 36 |
| Torch Lake Township | 6.54% | 27 |
| Other (please specify) | 3.87% | 16 |
| Antrim County (out of district) | 3.15% | 13 |
| Kalkaska County | 2.42% | 10 |
| Total Respondents: 413 | | |

# Q3 What is your age?

Answered: 410    Skipped: 3
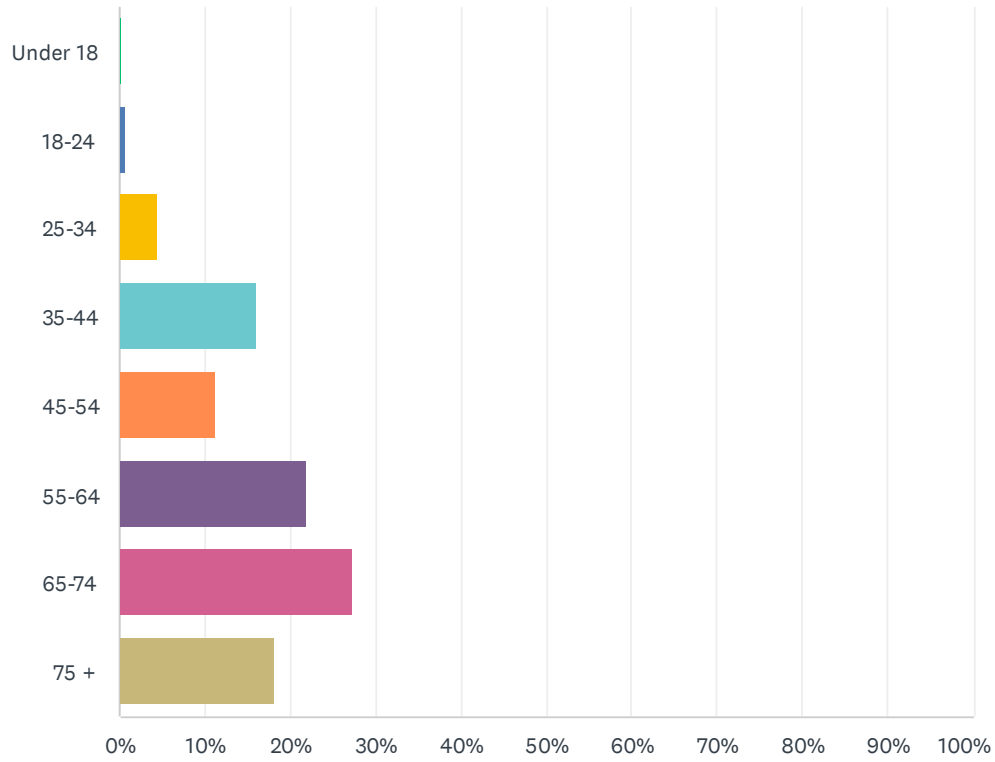


| ANSWER CHOICES | RESPONSES | |
| --- | --- | --- |
| Under 18 | 0.24% | 1 |
| 18-24 | 0.73% | 3 |
| 25-34 | 4.39% | 18 |
| 35-44 | 16.10% | 66 |
| 45-54 | 11.22% | 46 |
| 55-64 | 21.95% | 90 |
| 65-74 | 27.32% | 112 |
| 75 + | 18.05% | 74 |
| TOTAL | | 410 |

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Friends of the Elk Rapids District Library (FOERDL)

Liaison Report for Meeting 5-23-2022

In person meeting was held on May 23, 2022

Voted to approve a third person on the Banking signature cards – Camille Campbell will be added.

Board Chair Sharon Bacon introduced Mary Chenoweth and asked for the Boards support for the appointment, and it was approved.

Vice Chair Camille Campbell reported on the Director Search Committee progress in interviewing Consulting companies to assist in the Director Search.

Book Cellar is going strong and 2 new volunteers have joined the crew.

Public Relations – the website is launched and connection to Quick Books in is progress which will enable the ability to sell event tickets online as well as pay for memberships.
Karin proposed a Volunteer Event – which has been planned and is scheduled – Friends Meet & Greet & Book Swap June 23rd 5-6:00 pm at Art & Connection in Elk Rapids.

Membership – 2 New Members have signed up on the new website.  The Friends will not have a table at Evenings on River Street this year but will be present on June 18th at the Nature Fest.  A QR code was needed for the event and Karin was able to produce one right away.

Fundraising – July 20th at 6:30 pm is the Michigan Author Event Wade Rouse.  The event is being sponsored by Word Love on River Street.  Owner Alissa Winters is paying the $250 author fee.  The Board approved a motion to authorize the committee to pay $247 for liability insurance and another $250 to purchase wine for the event.  Tickets will be sold for $15, and a glass of wine will be included. Capacity is 120 for the Pavilion.

Interim Library Director Report- Aaron gave the Board an update on how well things are going at the Library.  June launch is in the works for the Library of Things. Summer Reading Program is scheduled for July 8 – August 5, Friends are being encouraged to participate. New Programming Director Kate Buckner discussed specific opportunities for the Friends involvement in future events.

Next Meeting June 17, 2022 at 4:00 pm at the Old Council Chambers