

# **Betsie Valley District Library Board Meeting Agenda**

**June 2, 2020**

**1. Call to Order:**

**2. Roll Call:**

**3. Meeting Process Explanation:**

**4. Betsie Valley District Library RESOLUTION Establishing Rules for Remote Attendance by Board and Committee Members and Members of the Public at Meetings Due to Coronavirus Pandemic**

**5. Public Comment \* :**

**6. Approval of Agenda:**

**7. Communications:**

**8. Approval of Minutes (March 10, 2020:**

**9. Treasurer's Report:**

**Board Approval for Treasurer to pay pending bills as needed**

**10. Librarian's Reports:**

## **OLD BUSINESS:**

**1. Library Closure due to Pandemic**

**2. Review Betsie Valley District Library Gift and Donation Policy,  
Review Materials Selection / Collection Development Policy of the Betsie Valley District Library,  
Betsie Valley District Library Patron Conduct and Responsibility Policy**

**3. \_\_\_\_\_**

**4. \_\_\_\_\_**

## **NEW BUSINESS:**

**1. Betsie Valley District Library Covid-19  
Exposure, Prevention, Preparedness and Response Plan \_\_\_\_\_**

**2. Betsie Valley District Library Pandemic Reopening Policy \_\_\_\_\_**

**3. \_\_\_\_\_**

**4. \_\_\_\_\_**

**Public Comment \* :**

## **Adjournment**

\* If you wish to speak during the Public Comment section of the meeting, please (1) wait until you are recognized by name or last four digits of your phone number; (2) you will be unmuted by the moderator; (3) while not required, state your name and the county and township or city in which you reside; and (4) limit your comments to 5 minutes. Please keep all comments respectful. Pursuant to the bylaws of the BVDL any person addressing the Board who becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting may be limited by the President.

The meeting will be recorded and posted following the meeting. Members of the public needing accommodation due to a disability should contact Library Director Michelle Guerra at [bvdlibrary@acegroup.cc](mailto:bvdlibrary@acegroup.cc).



**Betsie Valley District Library RESOLUTION Establishing Rules for Remote Attendance by Board and Committee Members and Members of the Public at Meetings Due to Coronavirus Pandemic**

Date \_\_\_\_\_

WHEREAS, on March 10, 2020, Governor Whitmer declared a state of emergency as a result of the Coronavirus outbreak; and WHEREAS, on March 11, 2020, the World Health Organization declared the Coronavirus outbreak a pandemic; and

WHEREAS, on March 13, 2020, the President declared a National Emergency as a result of the Coronavirus outbreak; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has issued Interim Recommendations for COVID-19 Community Mitigation Strategies; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, on March 18, 2020, Governor Whitmer issued Executive Order 2020-15 to suspend rules and procedures relating to physical presence at meetings and hearings of public bodies to allow for public bodies to continue to conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, to that end, it is reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency, including actions to respond to COVID-19, and the general public must be able to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, Executive Order 2020-15 provided this limited and temporary relief from certain rules and procedures. Executive Order 2020-48 (which superseded EO 2020-15) clarified and extended the duration of that relief. Furthermore, Executive Order 2020-75 extended the duration of that relief further, as it remains reasonable and necessary to suppress the spread of COVID-19 and protect the public health and safety of this state and its residents. With this order, Executive Order 2020-48 was rescinded; and

WHEREAS, to implement MDHHS's mitigation strategies, allow the Board and its appointed committees to continue public business, and to allow the public to attend meetings of the Betsie Valley District Library (BVDL) Board and its appointed committees remotely if they desire,

consistent and in compliance with Executive Order 2020-75, the Board desires to establish rules to authorize and allow its members and members of the public to attend meetings of the Board and its appointed committees by telephone or other electronic means as set forth in this Resolution;

WHEREAS, on May 6, 2020, Governor Whitmer with Executive Order 2020-75 extended all previous orders until June 30, 2020; and

NOW THEREFORE BE IT RESOLVED, that the Board immediately authorizes its members and members of its committees, and members of the public to attend all meetings of the Board or its committees by telephone or other electronic means and establishes rules as follows:

**A. NOTICE OF MEETINGS:**

1. For every meeting to be held remotely pursuant to this Resolution, the Library Director or designee shall post on the homepage of BVDL's website in a conspicuous location and at BVDL, the following:

- a. An explanation of why the Board or committee is meeting remotely.
- b. Contact information for all members along with information about how the public may contact the member(s) to provide input on any business that will come before the Board or committee.
- c. The dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.
- d. The agenda for the meeting at least 18 hours prior to the meeting.
- e. Procedures by which persons with disabilities may participate in the meeting.

2. If any meeting includes a public hearing, all material that will be considered by the Board or committee at the public hearing shall be posted or linked on the homepage of BVDL's website in a conspicuous location as well as available for inspection at the BVDL, not less than 18 hours prior to the public hearing or as otherwise required by law. This provision shall not apply to written public comments received by the Board or committee for the public hearing.

**B. CONDUCT OF THE MEETING BY MEMBERS:**

1. The telephone or other electronic technology being utilized shall allow the member to communicate to any other member in attendance and any member of the public or staff attending and shall allow any member, any member of the public, or staff attending to communicate with any member attending.

2. A members' remote attendance shall be considered attendance for the purpose of establishing

a quorum.

3. Any vote by a member participating remotely pursuant to this resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a member remotely.

4. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.

5. Adjournment of a meeting shall occur only on a roll call vote of the Board or committee.

6. A member participating remotely shall disclose any person or persons present in the same room as the member during their remote attendance. For closed sessions conducted under this policy, each member and authorized attendee of the closed session shall not allow anyone else to hear or view the closed session. All members and authorized attendees of the closed session shall affirm, before the closed session begins, that they are in compliance with this subsection.

7. Emails, texting, or other forms of electronic communication by or between members during the meeting shall not be allowed.

8. If an email, text or other form of electronic communication is received by a member, the Board or committee prior to the meeting or during the meeting related to any item on the agenda for the meeting, the email, text, or other electronic communication shall be read by the Board or committee or the member receiving the communication during the agenda item and it shall be addressed by the Board or committee as appropriate during the meeting.

#### C. ATTENDANCE BY MEMBERS OF THE PUBLIC:

1. Immediately after calling the meeting to order, the chair of the meeting shall insure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.

2. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public. If the number of persons in attendance, including Board or committee members, exceeds 100 the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.

3. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during a public comment portion of the agenda pursuant to the rules of the Board or committee on public comment. Such opportunity shall be given by the chair of the meeting or such other person as designated by the chair asking each individual attending by name whether they have any public comment (the “Roll Call Method”) or such other method to ensure each member of the public attending has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.

a. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.

b. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.

4. If any member of the public is attending, and a closed session is called by the Board or committee as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the Board or committee to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the Board or committee or provide comment during the closed session, and the Board or committee shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

This Resolution is intended to establish rules for and authorize participation by remote access by members of BVDL’s Board and BVDL’s appointed committees and attendance by remote access by members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak while preserving meaningful access to meetings and communication for the Board and its appointed committee members and members of the public, including members of the press and other news media. In the event of a conflict between this Resolution and the rules of TADL or its appointed committees, the terms of this Resolution shall control.

This Resolution shall be effective immediately and shall remain in effect until June 30, 2020 at 11:59 pm or so long as Executive Order 2020-75 is in effect, whichever is longer.

Roll Call Vote:

Ayes:

Opposed:

I, Marlene Robinson, Secretary of the Betsie Valley Library Board, do hereby certify that on -  
\_\_\_\_\_ the preceding resolution was adopted by the Betsie Valley District Library.

Motion to adopt the resolution was introduced by: \_\_\_\_\_

And supported by: \_\_\_\_\_

Motion adopted Yes / No \_\_\_\_\_  
(date)

\_\_\_\_\_  
M. Robinson, Board Secretary





# **Betsie Valley District Library Covid-19 Exposure, Prevention, Preparedness and Response Plan**

Adopted \_\_\_\_\_

The Betsie Valley District Library takes the health and safety of employees very seriously and will remain vigilant in efforts to mitigate workplace exposure to the Covid 19 virus. This plan was developed in accordance with Governor Whitmer's Executive Order 2020-59, the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) Guidance on Preparing Workplaces for Covid-19 (OSHA 3390-03-2020) and recommendations of the Centers for Disease Control (CDC). It is also acknowledged that the Covid-19 Pandemic is an evolving situation as more is learned about the virus. As a result, these guidelines are subject to change and modification pursuant to legal requirements. The provisions of this Exposure Prevention, Preparedness and Response Plan shall apply to all employees and any person entering or providing services to City facilities. The Plan will remain in effect until rescinded by the Betsie Valley District Library Board.

Coronavirus Disease 2019 (Covid-19) is a respiratory disease caused by the Sars-CoV2 virus. It is considered highly contagious. To mitigate the impact of Covid-19, provisions have been put in place to reduce exposure to employees and citizens. It is important to understand how Covid-19 spreads. The virus is thought to spread mainly from person to person including:

- Between people who are in close contact with one another (within about six (6) feet);
- Through respiratory droplets produced when an infected person coughs or sneezes;
- It may also be possible to contract Covid-19 by touching a surface or object that has Covid-19 on it and then touching your mouth, nose, or eyes.

**Responsibilities of the Library Director:** It is the responsibility of Library Director to be knowledgeable of the Betsie Valley District Library Covid-19 Exposure, Prevention, Preparedness and Response Plan; to implement the plan within the Library; to be aware of the specific risk level of employees based on their job responsibilities and to implement measures to mitigate that risk; and to be available to answer questions and concerns from employees. It is expected that the Library Director shall set a good example and follow this Plan at all times. This includes practicing good personal hygiene and job site safety practices to prevent the spread of the virus.

**Responsibilities of Employees:** It is a condition of employment for all employees to comply with the requirements of the Betsie Valley District Library Covid-19 Exposure, Prevention, Preparedness and Response Plan. As set out in this plan, the Betsie Valley District Library Board has instituted various housekeeping, social distancing, requirements for personal protection equipment, and other best practices to reduce exposure to Covid-19. Employees are required to comply with the following provisions:

- Remain home if sick and notify the Director accordingly. Employees exhibiting signs of illness will be sent home.

- Report to the Library Director if they are experiencing any signs or symptoms of Covid-19 or if a member of their household has been diagnosed with Covid-19. Signs and symptoms of Covid-19 include coughing, fever, shortness of breath, difficulty breathing, chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, loss of sense of smell or taste, and profound fatigue.
- Employees must practice good hygiene, which includes frequently washing hands with soap and water for at least 20 seconds. When soap and water is not available, use an alcohol based hand sanitizer with at least 60% alcohol content.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering your nose and mouth with a tissue or the inside of your elbow when you cough or sneeze. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Whenever possible and unless required by your job, avoid close contact with people that are sick.
- Follow the social distancing and personal protection equipment guidelines contained in this plan.
- Regularly clean and maintain personal protective equipment provided to employees by the Betsie Valley District Library.
- Regularly clean and sanitize work areas and equipment as provided for in this plan.

**Workplace Protective Measures:** The following measures shall be implemented at the Betsie Valley District Library and adhered to by all employees.

- Any employee showing symptoms of Covid-19 will be asked to leave the workplace and will not be allowed to return until symptom free for a minimum of three consecutive days or until the employee can document that they are experiencing a non-contagious medical condition.
- If needed, the Betsie Valley District Library may implement a Covid-19 screening process which may include temperature checks and questions about any symptoms employees are experiencing and potential contact with any persons diagnosed with Covid-19.
- Whenever possible, the Betsie Valley District Library business shall be conducted electronically via e-mail, phone or through meeting platforms such as Zoom. If an in-person meeting is required, participants must observe social distancing measures and the meeting room must be sanitized at the conclusion of the meeting.
- Employees must avoid physical contact with others and shall direct others, including co-workers, citizens, and contractors, to maintain social distancing standards where possible.
- Employees shall stagger breaks and lunches whenever possible to reduce the size of any group at any one time to less than ten (10) people in break rooms. Social distancing shall be observed during lunches and breaks.
- To the extent possible, sharing of office supplies, tools and equipment shall be prohibited. If sharing is necessary, the office supplies, tools and equipment should be cleaned with alcohol based wipes before and after each use. Employees should consult with manufacturing recommendations for the proper cleaning techniques and restrictions.
- Whenever possible, equipment shall be limited to one employee. If this is not possible, all users of the equipment shall be required to wear facemasks and should minimize time together in the equipment usage space.

- Employees shall be required to wear facemasks in public spaces and in areas where social distancing is not possible. For purposes of this policy, public spaces shall mean any area in which the public has frequent access or any space in which social distancing cannot be achieved. Social distancing shall be defined as maintaining a distance of at least six (6) feet between parties. Private offices and work areas are not considered public spaces unless other individuals enter the office and social distancing cannot be achieved.

#### **Employee Illness or Exposure to Covid-19:**

- **Illness:** Employees that are ill are required to stay home and seek appropriate medical attention. Said employees must notify the Library Director as soon as possible of the illness via phone, text message or e-mail. Employees reporting to work ill shall be sent home. During the pandemic event, full-time and regular part-time employees that become ill with Covid-19 will be compensated for their regular wages/shifts for the first fourteen calendar days. If their illness extends beyond the initial fourteen calendar days, the employee shall use accumulated paid leave time and if available. Once all leave time benefits are exhausted, the employee may take unpaid leave. Before returning to work, employees with Covid-19 must be symptom free for at least three (3) consecutive days or be cleared to return to work by their physician.

- **Notification of Exposure:** The Library Director will notify employees of any known exposure to Covid-19. Employees are required to comply with any quarantine recommendations after being exposed to the pandemic event.

- **Exposure & Quarantine:** Employees that have been exposed to an infected or quarantined individual and are advised by their medical provider to stay home and self-quarantine. During the quarantine period, the Betsie Valley District Library will compensate full-time and regular part-time employees for their regular wages/shifts for the first fourteen calendar days of the quarantine. If the quarantine extends beyond fourteen calendar days, the employee may use any accumulated paid leave time to continue their regular compensation during the quarantine event. Before returning to work after a quarantine, employees may be required to obtain clearance to return to work by the employee's medical provider.

**Social Distancing:** Social distance shall be observed at the Betsie Valley District Library until otherwise determined by the County, State, or Federal government. Social distancing requires that each employee:

- maintain a distance of at least six (6) feet from other people;
- do not gather in groups;
- stay in assigned work area and within individual workspaces as much as possible except when entering/leaving the building, using restrooms, kitchens and break rooms or to complete a job task;
- whenever possible refrain from traveling through the work areas of other employees;
- No attending or hosting of in-person meetings.

**Employees Required to Enter Non-Library Facilities:** Employees required to enter into buildings as part of their regular workday should evaluate specific hazards and exposures and determine if it is safe to proceed. Employees shall use their discretion and can refuse to enter the premises if they have concerns on the condition of either the premises or the occupants. Employees entering said premises may ask the occupants about their potential exposure to

Covid-19 and require that social distancing requirements be observed. Employees entering premises shall be required to wear the appropriate facemasks, gloves, and other PPE as required by their position.

**Personal Protective Equipment & Work Practice Controls:** To mitigate the exposure risk to Covid-19, the Betsie Valley District Library will provide the following personal protective equipment. The specifications of this equipment shall be determined by the nature of the job performed.

- **Gloves:** The type of glove to be worn will be determined by the nature of the tasks to be performed. If gloves are not typically required for a task, then any type of glove is acceptable, including latex or vinyl gloves. Employees should not share gloves.
- **Face Masks:** Employees will be provided with reusable washable facemasks. Employees shall be required to wear facemasks in public spaces and in areas where social distancing is not possible. Employees who must enter non-public spaces such as a private office or workspace of other employees will be required to wear facemasks. For purposes of this policy, public spaces shall mean any area in which the public has frequent access or any space in which social distancing cannot be achieved. Social distancing shall be defined as maintaining a distance of at least six (6) feet between parties. Private offices and work areas are not considered public spaces unless other individuals enter the office and social distancing cannot be achieved.

**Workplace Modifications:** All work areas must be evaluated to determine risk exposure and modifications that should be implemented to mitigate this risk. These modifications may include:

- installation of barriers/sneeze guards at customer service counters
- removal of all publications, information, fliers, etc. in public areas;
- removal of furniture from lobbies and waiting areas;
- Installation of signage to direct the public on social distancing requirements, hand sanitizing stations, etc.
- Restructuring of work areas, work shifts, and/or work tasks to ensure social distancing measures are possible.

**Workplace Cleaning & Disinfecting:** All Betsie Valley District Library facilities, including common areas, will be properly cleaned and sanitized prior to reintroducing staff to the facility. All offices will be provided with cleaning and sanitizing products to use to fulfill employee responsibilities as described below. All common areas will be cleaned and sanitized on a regular basis utilizing products identified by OSHA & the CDC as effective for eliminating Covid-19.

Common areas include, but are not limited to, the following:

- o doors
- o doorknobs, push bars, handles, and panels
- o light switches
- o stair rails
- o drinking fountains
- o restrooms
- o conference rooms including tables and chairs
- o employee break rooms/kitchens to include microwaves, refrigerators, beverage machines, tables & chairs;
- o Plexiglas barriers/sneeze guards

- o Countertops
- o Shared office equipment such as copiers

**Employee Cleaning & Sanitizing Responsibilities:** Employees shall be responsible for cleaning and sanitizing their personal work areas as per the following:

- Clean personal work spaces on a regular basis. Specifically, the following surface areas should be cleaned at least daily and more frequently if shared:
  - o phone
  - o computer keyboard & mouse
  - o desk surface and drawers
  - o chairs
  - o For employees with their own offices: light switches, doors, and door handles.
- Avoid using other employee's supplies, equipment, phones, etc. If it is necessary to share equipment, clean before and after each use.
- Clean common areas after each use. For example, wipe down counter after servicing a customer, tables & chairs in conference rooms, etc.
- When using copy machine, wipe down before and after each use.
- If eating in break room, wipe down all surfaces used (chair, table, countertop, microwave buttons, fridge handle, etc.). Do not provide communal food and beverages and refrain from sharing serving utensils.
- Utilize gloves or sanitizing wipes when filling vehicles and equipment with fuel.

**Reintroduction of Employees and the Public into the Betsie Valley District Library:** The Betsie Valley District Library Board shall determine when employees return to the Betsie Valley District Library and when the BVDL facilities are reopened to the public. It is anticipated that the return to work and public access to the Betsie Valley District Library will be achieved in stages based on State and Federal mandates and the ability to achieve social distancing requirements.

Prior to employees returning to work, any necessary measures to reduce risk exposure shall be implemented. Prior to commencing work, employees returning to work, shall clean and sanitize all work areas, and equipment. Employees will be advised of mandatory social distancing practices, use of personal protection equipment, and other measures implemented to reduce risk exposure. These measures may include staggered shifts, staggered breaks and lunches, continuation of remote work arrangements, and other strategies to limit the number of employees working together.

Before allowing access to the public, Betsie Valley District Library shall implement the following measures:

- Post signage with social distancing requirements and directions including the requirement to wear masks.
- Provide social distancing markings at counters and service areas.
- Installation of barriers at counters and service areas. Once the Library is reopened to the public, facemasks will be required to enter as long as social distancing measures are required. In addition, at the Library Director's discretion, the following measures may also be required:
  - Screening of visitors through observation of Covid-19 symptoms. All concerns regarding symptomatic visitors or unsafe behavior shall be reported to the Library Director.
  - May require temperature checks of visitors entering the facility.

- Limiting/regulating the number of visitors permitted to enter. The number of individuals permitted to enter could change periodically based upon the incidents of Covid-19 in the community and on changes in recommended practices.

**On-site Meetings:** Whenever possible, the Betsie Valley District Library business shall be conducted via e-mail, phone and electronic meeting platforms. When on-site meetings are required, social distancing measures shall be strictly enforced. The number of persons allowed at an onsite meeting shall be determined by State social distancing measures in effect at the time of the meeting. Meeting sites shall be cleaned and sanitized before and after the meeting and hand sanitizer shall be made available to all in attendance.

**Offsite Meetings & Business Travel:** Unless specifically authorized by the Betsie Valley District Library Board, no off-site meetings or business travel shall be allowed while this Plan is required. When offsite meetings and business travel are deemed necessary, the employee shall observe social distancing measures.

This Exposure, Prevention, Preparedness and Response Plan will be provided to all employees via e-mail prior to returning to work and will be available in the Betsie Valley District Library Policy Manual. Any questions regarding any provisions of the plan should be directed to the Library Director.

# **Betsie Valley District Library Pandemic Reopening Policy Adopted**

The Betsie Valley District Library Board will have Library staff implement this Reopening Policy in conjunction with the **Betsie Valley District Library Covid-19 Exposure, Prevention, Preparedness and Response Plan**.

## **I. Purpose:**

Michigan public libraries have been closed to the public pursuant to a series of executive orders due to the COVID-19 Pandemic. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens. The Library may revert to any previous step based on conditions and any federal, state, or local restrictions. During all phases, staff are encouraged to follow CDC guidelines, to wash their hands often with soap, and not to touch their faces. The good news about this virus is it is not likely to re-aerosolize (return to the air) once it is on a surface. This means we are able to protect ourselves by washing our hands and not touching our eyes, nose or mouth. This would include handling returned library materials.

## **II. Resuming Library Service.**

Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:

**A. Cleaning Protocols.** The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.

**1. PPE.** Staff will be provided with: Gloves, masks, hand sanitizer, and disinfecting products. Plexiglass sneeze guards will be at the Library's main desk to help reduce the interaction with patrons. Washable masks will be available to patrons to use and keep. Supplies will be replenished as needed.

**2. Staff will be trained on effective use of PPE.** Staff will keep their masks and will wash and sterilize their masks at home. Staff will put their masks on as they enter the library, using the straps only, and not touch the front of the mask.

**B. Returned Material.** The Library Director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.

**C. Assess Needs.** The Library Director and staff will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.

**D. Physical Distancing.** The Library Director will take steps to implement physical distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain physical distancing. The Physical Distancing protocols will be established in the Reopening Plan for each stage.

**E. Notice to Patrons.** The Library Director shall post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan.

### **III. Reopening Stages.**

The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan and to establish related procedures and guidelines. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

### **IV. Library Director’s Role; Authority.**

The Library Director and his/her designee(s) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

**A. Contact/Spokesperson:** The Library Director will be authorized by the Library Board as the main contact/spokesperson for media and public health contacts.



**B. Modifications; Reopening Stages.** The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part, or to revert to a previous stage.

**C. Staffing Levels.** The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.

**D. Cancel or Limit Services.** Even after the Library reopens, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.

**E. Library Closure.** The Library affirms that they will comply with any federal, state, or local mandates to close the library. In addition, the Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the Chair of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph, pursuant to Board approval.

**F. Consultation.** The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols which may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), State of Michigan, local health officials, the Library Board, Library of Michigan, Michigan Library Association, American Library Association, or other reputable sources.

## **V. STAFF**

### **A. Comfort level**

- Staff are urged to come to Librarian Director Michelle Guerra with any concerns and questions about how the Library will be reopening.
- The Library Board and Library Director will ensure staff return on a timeline they feel comfortable with.

## **B. Flexibility.**

Staff will need to be extremely flexible during this time frame:

- Staff workload, job duties, and schedules will vary according to need.
- Staff can communicate with the Librarian Director, who is available, transparent, and open to staff concerns.
- The Library Board and the Library staff ALL want to succeed, be safe, and lead by example in reestablishing the Library's full services to the community and patrons.
- Each staff member will be provided copies of the Betsie Valley District Library Re-Opening Plan Policy and the Betsie Valley District Library Covid-19 Exposure, Prevention, Preparedness and Response Plan. These documents will be posted in the Betsie Valley District Library Policy Book.

## **C. Staff Continuity.**

- In the event that the Librarian Director becomes unable to fulfill her functions, the Library First Assistant may be asked take over some duties temporarily.
- If the Librarian Director and the Library First Assistant become unable to fulfill their functions, the Library Secondary Assistant may be asked take over some duties temporarily.

## **V. Public services**

### **A. MeL**

- Currently, requesting and the label maker are turned off, meaning NO MeL Work can be done. When things start up again, Mel will reopen in 3 phases.
  - **Phase 1 – Outgoing.**
    - Will begin when 80% of libraries report that MeL staff is returning to work.
    - Check in OUR items that were to be sent to borrowing libraries. This was done already
    - Check in and send out items to their owning libraries. This will take a long time and there will not be enough space in RIDES delivery vans to get things out all at once.
    - Some libraries MAY choose to circulate items that had remained on Holds shelf during this time. BVDL cleared Holds shelf so this will not apply.
    - The Library Director will designate the front entryway as the pickup and drop off area for the RIDES delivery driver to minimize his or her interaction with Library staff and patrons.
  - **Phase 2 – Incoming**

- Bins have been in storage at hubs and will be coming in. Items will be sent back to owning libraries, probably.
- Incoming returns will be processed and quarantined and reshelfed.
- **Phase 3 – Requests turned on**
  - This will happen once the majority of libraries are open and the backlog has been reduced. It could be months before a plan to allow requests is in place.

#### **B. Programming.**

- Decreased programming planned for the foreseeable future.
- Staff will work on producing online programs to be available virtually.
- Staff will work on the Summer Reading Program and how to promote with social media and our website.

## **VI. Building**

### **A. Quarantine area**

- The Library will consider the back hall area (near the exit door) to be considered a quarantine zone for anything that needs to decompress for a set period of time (24 hours up to 72 hours).

### **B. Unavailable services at opening**

To be reevaluated weekly

- Meeting rooms.
- MeL.
- In person browsing.
- Computer usage.
- Reading table in main area.
- Book donations.

### **C. Behavior Policy.**

- Patrons will be expected to adhere to the Betsie Valley District Library Pandemic and Reopening Policy. The Library staff will inform patrons that we have masks available for them to use and keep. Staff will protect themselves and, hopefully, be an example of protecting our community with the proper precautions that we are taking.

### **D. Drop Box procedure.**

- The drop box will be checked at the beginning of each day and at the end of the day. Items will be put in a quarantine bin in the quarantine area for 24 to 72 hours.
- Each day, the bin in quarantine will be checked in and shelved. We will have a secondary bin to put in the quarantine area for incoming materials needing quarantine. All returns will be cleaned following CDC guidelines before returning to the shelf. This means that

all plastic, laminated, taped, or solid surfaces must be wiped down. Alternatively, a staff person wearing gloves would use a laptop on a cart to check in items and leave them in quarantine.

## **VI. Enforcement.**

Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

## **VII. Right of Appeal.**

Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.

## **VIII. Applicability.**

Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

## **Exhibit A**

### **Betsie Valley District Library Reopening Plan**

The following is the reopening plan approved by the Library Board (“Reopening Plan”). If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

#### ***Requirements During All Stages.***

A. Per the CDC guidelines, Library staff and patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.

B. Library staff and patrons should not enter the Library with symptoms of an infectious disease.

C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.

D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.

E. The Library Director shall determine the cleaning protocols for all stages.

#### ***Stage 1. Closed to the Public.***

During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

**A. Employees.** Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.

#### **B. Activities Permitted:**

1. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material.

2. The Library will address any policy or temporary measures involving fee forgiveness or suspension, library card renewals, issuance of new library cards, or extended due dates for

materials.

3. Review upcoming programs and meeting room rentals that may need to be cancelled or modified and review any contracts related to such.

4. Landscaping and other outside maintenance activities may resume if permitted by executive order.

5. Inside maintenance activities may also resume if permitted by executive order.

6. The Library can continue providing WIFI in the parking lot areas.

7. Continuing essential functions.

### **C. Physical Distancing and Safety Protocols.**

1. The Library Director will take steps to implement physical distancing protocols.

2. The staff workspace and/or work station assignments may be reconfigured to maintain physical distancing requirements of six (6) feet if possible.

3. The Library will begin to implement physical distancing protocols in the Library in anticipation of patrons returning which may include:

a. Removing or rearranging chairs and tables.

b. Assessing what computer terminals may be used.

c. Blocking off areas/furniture.

d. Adding plastic screens.

e. Mark waiting areas to show the six (6) foot spacing.

f. Provide “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain physical distancing.

### **D. Hours of Operation.**

The Library will not have any public hours of operation.

## ***Stage 2. Staff Returning; Patron In-Person Services Still Suspended.***

### **A. Employees.**

All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual scheduled hours may vary based on the Library’s operational needs and the need to maintain physical distancing.

### **B. Activities Permitted:**

1. Updating collections, including collection management functions and resumption of

ordering Library materials.

2. Updating the patron database and resolving account issues.
3. Shelving materials.
4. Information Technology upgrades, migrations, and changes to hardware and software configurations and setups to facilitate the next stages, including making technology purchases that facilitate remote work and physical distancing.
5. Transferring materials and bibliographic records to the Library databases/catalog to the extent they were stored separately while working at home.
6. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.

### **C. Physical Distancing and Safety Protocols.**

The protocols for Stage 1 will remain in place.

### **D. Hours of Operation.**

The Library will not have any public hours of operation.

## ***Stage 3: Materials Pick Up and Limited Patron Services.***

Library Building Still Closed to the Public.

**A. Employees.** All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.

### **B. Activities Permitted.**

In addition to previously authorized activities, the Library may include the following activities:

1. Materials pick up is permitted and the Library Director may explore alternate methods of materials access for patrons.
  - a. Material Pickup may include Curb-side service. For curb-side service, patrons would call or email Library staff for their requested items from the materials located physically at the BVDL. Staff will select, check out and then prepare the items for the patron by placing them in a plastic bag. When the patron arrives, the patron will call the Library staff to announce their arrival. Staff will deliver the items in a cart or basket to the patron with no physical contact either to them via through their car window or staff will leave their items in a box outside on the front porch for them to pick up.
  - b. Patrons will be asked to return any items to the drop box themselves to avoid cross contamination.

2. The Library will address any policy or temporary measures involving fine forgiveness or suspension, library card renewals, issuance of new library cards, or extended due dates for materials.

3. Resume the interlibrary loan process (if practical or possible). 4. Answer phones and respond to patrons' reference questions.

### **C. Physical Distancing and Safety Protocols.**

The protocols for Stage 1 will remain in place. In addition:

1. Patrons and staff shall remain six (6) feet apart.
2. Patrons shall be required to wear a mask when engaging in materials pickup.
3. The Library shall mark waiting areas for patrons and other materials pickup issues.

### **D. Hours of Operation.**

The Library Board authorizes the Library Director to determine the hours of operation for materials pickup based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

## ***Stage 4: Limited Opening.***

**A. Employees.** All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual daily scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.

### **B. Activities Permitted.**

In addition to previously authorized activities, the Library may include the following activities:

1. Patrons may enter the Library but will be limited to a specific area in the Library.
2. Patrons may have in-person conversations with Library staff, provided that physical distancing and Safety Protocols are followed.
3. The Library may provide access by appointment to computers, printer/copier/scanner, and fax machine.

### **C. Physical Distancing and Safety Protocols.**

The protocols for the prior stages will remain in place. In addition,

1. Patrons will be required to wear masks; the Library will provide masks if supplies are



available.

2. Patrons must stay six (6) feet away from all staff and other patrons. Physical distancing rules apply. The Library will provide a barrier for in-person discussions if a barrier can be obtained.

3. The Library will mark places where people are likely to gather in line to identify the proper physical distancing. This includes “traffic.”

4. The Library reserves the right to limit the number of patrons allowed into the Library at a time, and all others must wait outside the Library.

5. Patrons will use their best efforts to come to the Library with the least number of people.

6. Computer terminals will be located six (6) feet from any other computer or work station. The Library will make its best effort to either clean computer terminals and equipment between uses, or provide supplies for patrons to do so.

7. Food and beverage is not permitted unless necessary for medical reasons.

#### **D. Hours of Operation.**

The Library Board authorizes the Library Director to determine the hours of operation based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

### ***Stage 5: Library Open to Public With Conditions.***

#### **A. Employees.**

All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual daily scheduled hours may vary based on the Library’s operational needs and the need to maintain physical distancing.

#### **B. Activities Permitted.**

In addition to previously authorized activities, the Library may open for additional activities:

1. Programming that is in-person. Limits may be placed on attendance to maintain physical distancing requirements and per any federal, state, or local regulations.

2. Meeting room use for Library-only sponsored events.

3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance.

4. The Library Director may open up additional parts the library building for public use.

**C. Physical Distancing and Safety Protocols.**

The protocols for the prior stages will remain in place.

**D. Hours of Operation.**

The Library Board authorizes the Library Director to determine the hours of operation based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

***Stage 6: Library Open for Regular Business.***

At this stage, the Library can reopen with the same services as normal. All Library services can resume without restrictions.

## **Betsie Valley District Library Gift and Donation Policy**

### **Adopted**\_\_\_\_\_

The Betsie Valley District Library adheres to the State of Michigan, Gifts and Donations – Act 136 of 1921 and encourages the interest and involvement of citizens and organizations through contributions of books or non-book materials, real or personal property, gifts that will enhance the physical environment of the Library, and bequests, trusts, or other donations of monetary value. It is the policy of the Betsie Valley District Library to accept gifts based on the following principles:

#### **A. General Principles**

1. Gifts may be accepted on the condition that the Library retains the right to dispose of the gift in the way the staff deems most beneficial to the Library. The wishes of the donor will be followed insofar as they align with the mission of the Library. The Library Board of Trustees reserves the right to make the final decision on the disposition of any gift.
2. The Library Director will assist patrons in devising a giving plan to direct funds so a planned gift meets the mission of the Library. We ask that patrons wishing to make a donation to the Betsie Valley District Library, Friends of the Betsie Valley District Library, or to the Betsie Valley District Library Endowment Fund please fill out a Betsie Valley District Library Donation Form. The donation form may be obtained from staff or found on the Library's website.
3. All donations (money or materials) become the sole property of the Library. The Library may or may not put materials into the collection based on their physical condition and usefulness to Library patrons. The Library is not obligated to keep donated materials for any designated length of time.
4. The Library staff will not appraise items, but will provide, on request, a receipt to the donor for the gift.
5. The Library retains documentation of donations that exceed \$1,000 for seven years. Documentation of art donations over \$3,000 will be kept permanently.
6. Prior to disposal of a donated item, where value exceeds \$1,000, the item will be presented for discussion on a Library Board of Trustee meeting agenda.
7. A personal note from the Director to the donor shall acknowledge all gifts.

#### **B. Books or other Library materials**

1. Books or other Library materials purchased by the donor for presentation to the Library will be gratefully accepted, provided they meet the Library's selection policies and procedures.
2. Accepted gift items will be integrated into the regular Library collection and made available to all Library patrons, and otherwise handled as any other material belonging to the Library.

3. Materials that do not meet the Library's selection criteria will be disposed of at the discretion of the Library staff. Items not added to the Library's collection may be delegated for sale for a donation on the Library's item sale shelf.

4. A minimum of \$25 may be donated for the purpose of purchasing a book in honor or in memory of a someone. Once completed, the book donation form should be turned in to staff. The gift book form may be obtained from staff or found on the Library's website. A gift bookplate will be affixed to those materials.

5. The Betsie Valley District Library welcomes the donation of gently used materials in good, clean condition with the understanding that the Library may use the items as it sees fit. Items may be added to the collection, given to other Libraries or agencies, or delegated for a used book sale. For large donations of used materials, donors should call in advance to discuss with the Director the suitability of such a donation. The Library reserves the right to decline donations of certain materials, including but not limited to:

- a. Condensed books, text books, encyclopedias, or magazines,
- b. Outdated informational books,
- c. VHS and cassette tapes,
- d. Any material with a musty odor or dusty appearance.

6. Donors who would like a receipt for tax purposes should have an accurate count of hardcover, softcover, and media items donated.

### **C. Art donations**

1. Authorization to accept art gifts lies with the Library Board. An Art Committee, as defined by the Library Board and Library Director, may make recommendations on the acceptance or refusal of such gifts.

2. Circumstances under which a gift may be refused include but are not limited to:

- a. cost to manage the asset will exceed the benefit of the gift,
- b. gift is not the appropriate size,
- c. gift or gift purpose does not meet the mission of the Library.

3. Art gifts are subject to appraisal by an appraiser approved by both the Library Director and donor and paid for by the donor.

4. All nameplates are to be purchased through the Library

### ***Betsie Valley District Library Gift Book Program Form***

Complete the information below and send this form with your donation. All gifts will be recorded in the Library Gift Register and appropriate acknowledgements will be sent. Checks should be made payable to the **Betsie Valley District Library** and sent to: **Gift Book Program · Betsie Valley District Library · PO Box 185, 14744 Thompson Ave., · Thompsonville, MI 49863**. Also, your request may be dropped off at the Library during regular hours.

Donor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Gift Amount: \_\_\_\_\_

#### ***Type of Gift***

\_\_\_\_\_ **Birthday**                      \_\_\_\_\_ **Graduation**                      \_\_\_\_\_ **Anniversary**

\_\_\_\_\_ **Memorial**                      \_\_\_\_\_ **Other** \_\_\_\_\_

**Suggested subject area:** \_\_\_\_\_

#### **Please Notify:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

We will put a bookplate inside an item chosen by the Library or one that you are donating. Complete the information below as you would like it to appear on the bookplate. If you do not want a person's last name or year of birth on the book plate, do not include that information.

#### ***Book Plate Information***

##### ***Birthday Book***

Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

##### ***Gift Books***

In honor of: \_\_\_\_\_

OR

In memory of: \_\_\_\_\_

Presented by: \_\_\_\_\_

***Betsie Valley District Library Donation Form***

**DONOR INFORMATION**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**GIFT AMOUNT AND PURPOSE**

Enclosed is my gift of \$ \_\_\_\_\_ to  
support Betsie Valley District Library services.

Please choose one of the following organizations  
to receive your gift:

- ☐ Betsie Valley District Library  
☐ Friends of the Betsie Valley District Library  
☐ Betsie Valley District Library Endowment  
Fund

I would like to direct my gift to:

- ☐ Where the need is greatest  
☐ Programs for Library users  
☐ Books and materials  
☐ Other: \_\_\_\_\_

**Memorials & Tributes**

This is a special gift:

☐ In Memory of: \_\_\_\_\_

☐ In Honor of: \_\_\_\_\_

Please send an acknowledgement to the honoree  
or next of kin listed:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

**GIFT PAYMENT**

☐ My check is enclosed payable to the Gift Recipient indicated above.

☐ Please bill my credit card: (Visa, Master Card, Discover or American Express)

Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on the card (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

**OTHER INFORMATION**

☐ Please keep my gift anonymous. I understand that I will not be included in donor listings.

*Please mail to:*

**Betsie Valley District Library, PO Box 185, Thompsonville, MI 49683**

*Thank you for supporting Betsie Valley District Library. Your gift may be tax-deductible: please consult  
with your tax advisor.*

## **Betsie Valley District Library Patron Conduct and Responsibility Policy**

### **Adopted \_\_\_\_\_**

The Mission of the Betsie Valley District Library is to provide dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment. The Betsie Valley District Library Board has authority to establish and enforce reasonable regulations for the benefit of patrons of the Library, in keeping with its mission. The Library Director and his or her representatives shall be responsible for enforcing this policy.

In observance of its mission and to make Library facilities and services available to everyone on a safe and equitable basis, to ensure the ability of staff members to conduct Library business and to safeguard Library property against misuse or abuse, the following rules for behavior are established by the Betsie Valley District Library Board.

Patrons shall be engaged in activities associated with the use of the Library while in the building. Patrons not engaged in reading, studying, or using Library materials and Library computers may be asked to leave the Library.

The Library requires all Library patrons to conform to acceptable standards of hygiene and cleanliness in order to prevent the disturbance of other Library users and their enjoyment of the Library. A Library patron who displays a lack of bodily hygiene or whose odor initiates a complaint from or unduly interferes with the other patrons' and/or staff members' use and enjoyment of the Library shall be asked to leave the Library until they can meet acceptable standards of hygiene and cleanliness. Lack of hygiene includes offensive body odor, open runny sores, lice infestation, or unclean clothing, hands or feet which may soil, stain, deface or damage Library property. When such problems are corrected, the patron may re-enter the library. The Library also requires patrons whose perfumes or other scents may trigger allergic reactions to refrain from wearing such scents in the future.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging or destroying Library property.

Any patron displaying any of these behaviors will be instructed to leave the Library immediately. Police will be called and appropriate legal action will follow. In addition, based on the severity of the situation, a suspension of Library privileges for a given amount of time determined by the Library staff will be applied without advanced warning or prior suspension.

The following behaviors are also prohibited:

- Using harassing or insulting language.
- Leaving children aged under seven and younger unattended by a parent or authorized adult.
- Blocking Library entrances or exits, with bicycles, strollers, etc., or leaving animals unattended on Library property.
- Participating in any activity in the Library or at public entrances/exits which interferes with any person's comfort or safety.
- Entering Library with animals other than service animals authorized by law.
- Entering Library with bicycles (a bike rack for public use is located on the east side of the Library building).
- Riding skates, roller shoes, scooters, skateboards, or other similar devices.
- Eating or drinking in the Library (except during specifically permitted events).
- Smoking inside the Library and anywhere on Library property (smokers must refrain from littering with cigarette butts). This also includes electronic cigarettes and vaporizers.
- Possessing, selling, distributing, or consuming any alcoholic beverage, illegal drug, or drug paraphernalia.
- Unreasonable use of rest rooms, including laundering, bathing, and shaving.
- Failing to wear shirt/top, pants/skirt, and shoes.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including but not limited to excessive screaming or crying, using electronic equipment or mobile telephones at a volume that disturbs others (mobile telephones must be set to vibrate while inside the Library and calls must be taken outside).
- Carrying weapons of any type, except officers of government jurisdictions or individuals with a lawful permit.
- Petitioning, soliciting or selling merchandise or services without permission from the Library Director.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to use Library computers.
- Refusal to follow reasonable direction from Library staff, including but not limited to leaving the Library during normal closing procedures or during an emergency evacuation.
- Interfering with the library staffs' performance of duties in the library or on library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- Any use of Library facilities, computers, or other equipment to engage in illegal or criminal activities or to avoid detection by law enforcement of such activities on the user's own personal electronic equipment, such as the distribution of child pornography and/or other illegal behavior.

Any patrons displaying these behaviors will be addressed in the following manner:



- FIRST VIOLATION: Initial warning, given copy of Library Rules of Conduct.
- SECOND VIOLATION: Library privileges suspended for one to seven days as determined by the staff.
- THIRD VIOLATION: Library privileges suspended for seven to fourteen days to be determined by the staff.
- FOURTH VIOLATION: Library privileges suspended for an amount of time longer than 30 days and up to a year.

Persons whose Library privileges are withheld for more than 30 days pursuant to the above rules may appeal to the Betsie Valley District Library Board of Trustees by appearing in person during the Public Comment portion of the agenda at a special or regularly scheduled Board meeting. This appearance must be within sixty days after the Library's notice withholding privileges. The Board shall hear the appeal and respond in writing within 10 days.

Any criminal activity, including theft or vandalism of Library property, shall be immediately reported to law enforcement officials by Library staff.

## **Betsie Valley District Library Safety and Well Being of Children Policy**

### **Adopted** \_\_\_\_\_

This policy is written for the safety and well-being of children, and to provide for the general welfare of all Library patrons. Parents, whether present or not, are responsible for their children's behavior, including damage to materials, equipment, and furnishings and for injury to themselves and others. The staff is not expected to assume responsibility for the care of unsupervised children.

#### **A. Use of the Library by Children**

Parents/guardians and caregivers are encouraged to share the Library with their children. In the interest of maintaining a safe and effective Library environment, children seven (7) years of age and younger may not be left unattended at the Library. Children seven (7) years of age and younger must be accompanied by a parent, guardian, or caregiver who is at least twelve (12) years of age. Caregivers or parents of children four (4) years of age and younger must be in the immediate vicinity of and in visual contact with the child. If the accompanying caregiver is under eighteen (18) years of age, he/she may not be responsible for more than two (2) children. Children ages eight (8) to twelve (12) must have the telephone number of a parent/guardian so that if necessary, they can be contacted. Library staff may take action they deem appropriate and necessary when a child is unattended.

#### **B. Children's Program Attendance**

Children attending story hours or other children's programs must be accompanied by a parent/guardian or caregiver, and must have immediate contact with that parent/guardian or caregiver.

#### **C. Children Choosing to Leave the Library**

The Library is not responsible if minors leave the Library for any reason.

#### **D. Unattended Children at Closing**

If a child is left unattended in the Library when the Library is closing, the staff will attempt to locate his/her parents. Staff members are not permitted to remain after hours with an unattended child or to give him/her a ride home. For the safety of the child, the staff will not leave a child the age of seven (12) or under outside to wait for a ride. The police will be called to escort the child home or keep the child until the parent/guardian can be reached. A staff member must stay with the child until the police or parent/guardian has arrived to take custody of the child.

# **Materials Selection / Collection Development Policy of the Betsie Valley District Library Adopted \_\_\_\_\_**

This policy sets broad guidelines for the selection of Library materials that correspond to the Library's mission and identified roles. It is also used to guide its Librarians and to inform the public about the principles upon which selections are made.

## **Goal of Collection Development**

The Library's major goal for collection development is to provide access to information resources in the pursuit of knowledge, education, enlightenment, and recreation.

## **Objectives**

To accomplish the above goals, the Library has established the following objectives for material selection:

- To collect materials of both contemporary significance and permanent value. The Library will be guided by a sense of responsibility to both current and future patrons in adding materials that will enrich the collection and maintain an overall balance.
- The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.
- The Library will provide, too, a representative sampling of experimental and ephemeral material, but will not always attempt to develop an exhaustive collection of such material(s). The Library considers it neither necessary nor desirable to acquire all materials on a given subject if such materials are duplicative.

## **Definitions**

- "Selection" refers to the decision to add, retain, or withdraw materials from the Library's collection. It does not refer to reader guidance.
- The words "book," "Library materials," or other synonyms as they occur in the policy have the widest possible meaning. This policy covers all items in the Library's collections regardless of format.
- "Access" refers to the availability of materials in a variety of formats for users of all ages and abilities.

## **Responsibility for Selection**

- Final responsibility for material selection rests with the Library Director, who operates within the framework of policies determined by the Board of Trustees. The Library Director delegates material selection to Library staff with professional education and training in the principles and practices of material selection.
- Both the general public and staff members may recommend materials for consideration.

## **Use of the Library's Collections**

- The Library recognizes that some materials are controversial, and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval but solely on the merits of the work in relation to the building of the collections and to serving the interests of Library patrons.
- Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.
- Some materials, however, may be marked for in-library use only (such as reference materials) or as items belonging to the Library staffs' professional collection. Access to the use of rare and scholarly items of great value will be controlled to the extent required to preserve them from harm.
- Responsibility for the material content choices of minors rests with their parents and legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minors. However, parents and/or legal guardians may inform Library staff that they want to restrict the materials their children can check out. This can be added as a message on their children's electronic patron account and will pop up when staff bring up their account to check materials out.

## **Criteria for Selection**

- The Library supports intellectual freedom and has adopted as policy: the American Library Association (ALA) Freedom to Read Statement and the ALA Library Bill of Rights (included as addendums to this policy).
- Each type of material will be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the literacy, informational, recreational, or educational interests of the community.
- The selection of an item does not imply the Library's endorsement of the opinions expressed by its creator, nor does the failure to purchase an item imply Library disapproval of those opinions.
- All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.
- Reviews from professionally recognized resources are a primary source for material selection, but not the exclusive source. Other sources will include, but not be limited to, standard bibliographies, book lists by recognized authorities, the advice of competent people in specific subject areas, and the judgment of the professional staff.
- The Library keeps its collections vital and useful by retaining or replacing essential materials and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.
- The Library acknowledges a particular interest in local and state history. Therefore, it will seek to acquire state and municipal public documents and it will take a broad view of

works by and about Michigan authors as well as general works relating to the State of Michigan, whether or not such materials meet the standards of selection in other respects. However, the Library is under no obligation to add everything about Michigan (or produced by authors, printers, or publishers with Michigan connections) to its collections if it does not seem to be in the public interest to do so.

### **Interlibrary Loan**

- Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection.
- In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Betsie Valley District Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### **Gifts**

- The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the Library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. Book selection will be made by the Director if no specific book is requested. The Betsie Valley District Public Library encourages and appreciates gifts and donations.
- By law, the Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

### **Weeding**

- An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **Reconsideration Procedure**

- The patron's choice of Library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he/she cannot exercise censorship to restrict access to the materials by others.
- Any adult patron in the Library's service area who objects to the presence of a work must present that objection by completing a [Patron's Request For Reconsideration of Library Resource](#) form. The Library will not consider the request if the reconsideration form has not been completed fully, and if the item in question has not been completely read, listened to, or viewed. The patron will receive a notice of receipt of their reconsideration form. The Library Director and the professional staff will review the request and the resulting written decision will be followed by a formal discussion with the concerned party.
- If a satisfactory resolution is not reached during the formal discussion the patron may request an appeal within 60 days of receiving the written decision. The reconsideration form submitted by the patron, a written summary of the review and discussion, and the recommendation of the Library Director will be forwarded to the Library Board of Trustees for consideration and formal action at the next regularly scheduled public meeting.
- No item under reconsideration will be removed without a formal directive from the Board of Trustees.
- The decision by the Board of Trustees is final. Once an item has been reconsidered and either retained or removed, it will not be reconsidered again. A permanent file will be kept of all records pertaining to any challenged item.

# The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*



It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## Patron's Request For Reconsideration of Library Resource

The Betsie Valley District Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director.

**Your Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Please answer the following questions (Y or N). Please be advised that all conditions must be met for your request to proceed.**

**Are you 18 years of age or older? Yes or No** \_\_\_\_\_  
**Do you live in in the Betsie Valley District Library Service Area?** \_\_\_\_\_  
**Did you read, view, or listen to the ENTIRE work?** \_\_\_\_\_

**Title of Item:** \_\_\_\_\_

**Author/Composer/Director:** \_\_\_\_\_

**Format (circle one)**

Book   CD   Video   Magazine   Audio Recording   Newspaper   Electronic Resource

**What brought this resource to your attention?**

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**What concerns you about this resource?**

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Admin use only   \_\_\_\_\_   Rec'd date by \_\_\_\_\_  
\_\_\_\_\_   Receipt letter sent to patron  
\_\_\_\_\_   Item reviewed date by \_\_\_\_\_  
\_\_\_\_\_   Library response completed by \_\_\_\_\_  
\_\_\_\_\_   Meeting date with patron \_\_\_\_\_   Meeting summary completed



## Betsie Valley District Library March 2020 Report

The total patron count for March 2020 was 243. It was lower than February 2020, which was 353. The Library was closed due to the Governor's executive order on March 16, 2020 due to the Covid 19 pandemic. As of March 23, 2020, we were no longer able to check materials out to patrons, either through curbside service or through the MeLCat system. Library staff were only allowed to go into the Library to check mail, empty the drop box, and answer any voicemails. As a result, we stopped keeping daily totals for the Library's patron and materials' totals on March 23, 2020. The total patron usage for March 2020 was as follows:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Others</u>	<u>Total Patrons</u>
24	56	28	93	42	243

**\*\*Please note that the Other Category includes anyone outside our service area of the four townships (Cleon, Colfax, Springdale, and Weldon). Other can include for example Benzonia, Traverse City, etc. and includes other libraries' patrons requesting books from our library through interlibrary loan.**

### Overdrive Patrons:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Benzie Co. (Other)</u>	<u>Manistee Co. (Other)</u>	<u>Total</u>
2	1	4	8	1	0	16

Materials (totaling 287) borrowed during the month were as follows:

<u>Fic/ Adult</u>	<u>Fic/Juv.</u>	<u>NonF/ Adult</u>	<u>NonF/ Juv.</u>	<u>Videos</u>	<u>Mags</u>	<u>Audio</u>
102	62	20	7	AD: 75	AD: 0	AD: 21
				J: 0	J: 0	J: 0

**Additional Information: We had 5 new patrons signed up for Library accounts in March 2020!**

**31 people used the library computers and 31 people used the library wireless service in March 2020 during open hours.**

### Overdrive (Up North Digital Usage)

**February 2020: 16 BVDL patrons used Up North Digital on 51 visits, checking out 61 items (42 EBooks, 19 EAudiobooks).**

### HAPPENINGS:

#### Library programs:

\*\*\*We have been collaborating with the Betsie Valley Elementary school in participating with the 5toOne Neighborhood Center at the school. The playgroup is for families with young children so that they may meet for socialization and learn about resources. The playgroups meet from 10AM-11:30AM, the first and third Fridays at the school. We visit and read with the children during their snack time and it gives us the opportunity to inform the families about the Library's programs and resources. However, because of the Governor's executive order all playgroups were cancelled. We hope to resume reading with the children when the playgroups are rescheduled.

\*\*\*We are excited to announce that Marie Wohadlo has designed a FotoMosaic for the Betsie Valley District Library! It is 20 inches wide and seven feet long! The design is of autumn leaves. Marie designed a grid, where when all of the boxes are colored-the mural will be complete! We are inviting anyone who would like to work on it to please stop in the Library any time during our open hours and help create this Community Creation. We had seven adults work on the project in March. We will resume the mosaic work when the Library reopens.

\*\*\*Because of the Library's closure, we have postponed Don and Cecelia visiting with their service dogs. When we reopen, Don and Cecelia Williams plan on visiting with their service dogs on the third Wednesday of the month at from 5-

## Betsie Valley District Library March 2020 Report

6PM at the Library. We are trying to get the word out about this wonderful program, please pass the word! Reading with the therapy dog is a great way for beginning readers and children who have reading difficulties to build their reading skills as well as their confidence.

\*\*\*Ms. Herban's fourth grade class visited on March 10, 2020. We presented a program on medieval inventions; the children made a family crest and were able to check out a book to read in the classroom. We had 2 adults and 22 children attend.

### **Library Programs:**

\*\*\*We had to cancel the following programs due to the Governor's executive order:

Northwest Michigan Works Learning Lab on March 19, 2020.

Fun Day Carnival on March 21, 2020 at the Mills Community House.

The Great Benzie Read was cancelled on April 9, 2020 at the Darcy Library of Beulah.

All classroom visits from the Betsie Valley Elementary were also cancelled.

\*\*\*During these unprecedented times, we are striving to encourage our patrons to utilize our online resources. We are also encouraging Benzie or Manistee county residents to sign up for a temporary library account if they do not have one so that they can also utilize those services. We are striving to promote a variety of online resources to all ages of our community through our Facebook and webpage. We will remain a beacon of hope for all of our community!

## Betsie Valley District Library April 2020 Report

The total patron count for April 2020 was 1. The Library was closed due to the extension of the Governor's executive order until May 28, 2020 due to the Covid 19 pandemic. As of March 23, 2020, we were no longer able to check materials out to patrons, either through curbside service or through the MeLCat system. Library staff were only allowed to go into the Library to check mail, empty the drop box, and answer any voicemails. As a result, we stopped keeping daily totals for the Library's patron and materials' totals on March 23, 2020. The total patron usage for April 2020 was as follows:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Others</u>	<u>Total Patrons</u>
1					1

**\*\*Please note that the Other Category includes anyone outside our service area of the four townships (Cleon, Colfax, Springdale, and Weldon). Other can include for example Benzonia, Traverse City, etc. and includes other libraries' patrons requesting books from our library through interlibrary loan.**

### Overdrive Patrons:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Benzie Co. (Other)</u>	<u>Manistee Co. (Other)</u>	<u>Total</u>
2	2	2	9	0	0	15

Materials (totaling 10) borrowed during the month were as follows:

<u>Fic/ Adult</u>	<u>Fic/Juv.</u>	<u>NonF/ Adult</u>	<u>NonF/ Juv.</u>	<u>Videos</u>	<u>Mags</u>	<u>Audio</u>
10				AD: 0	AD: 0	AD: 0
				J: 0	J: 0	J: 0

**Additional Information: We had 0 new patrons signed up for Library accounts in April 2020.**

**We could not keep track of WIFI users during April 2020.**

### Overdrive (Up North Digital Usage)

**April 2020: 15 BVDL patrons used Up North Digital on 60 visits, checking out 64 items (59 EBooks, 15 EAudiobooks).**

### HAPPENINGS:

#### Library programs:

\*\*\*We have been collaborating with the Betsie Valley Elementary school in participating with the 5toOne Neighborhood Center at the school. The playgroup is for families with young children so that they may meet for socialization and learn about resources. The playgroups meet from 10AM-11:30AM, the first and third Fridays at the school. We visit and read with the children during their snack time and it gives us the opportunity to inform the families about the Library's programs and resources. However, because of the Governor's executive order all playgroups were cancelled. We hope to resume reading with the children when the playgroups are rescheduled.

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\*\*\*Because of the Library's closure, we have postponed Don and Cecelia visiting with their service dogs. When we reopen, Don and Cecelia Williams plan on visiting with their service dogs on the third Wednesday of the month at from 5-6PM at the Library. We are trying to get the word out about this wonderful program, please pass the word! Reading with

## Betsie Valley District Library April 2020 Report

the therapy dog is a great way for beginning readers and children who have reading difficulties to build their reading skills as well as their confidence.

### **Library Programs:**

\*\*\*We are coordinating a plan to reopen when we are allowed to do so by the Governor. We are considering curbside pickup, online story hour, and planning for the summer reading program. We will be instituting protocols set forth by the Benzie-Leelanau Health Department in reopening to keep staff and our patrons safe while opening to help fight the spread of the COVID19 virus. We have a wonderful staff and we will do our utmost to serve our community safely and resourcefully!

\*\*\*During these unprecedented times, we are striving to encourage our patrons to utilize our online resources. We are also encouraging Benzie or Manistee county residents to sign up for a temporary library account if they do not have one so that they can also utilize those services. We are striving to promote a variety of online resources to all ages of our community through our Facebook and webpage. We will remain a beacon of hope for all of our community!



**Betsie Valley District Library**  
**Operating Statement**  
October 2019 through May 2020

	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	TOTAL
<b>Ordinary Income/Expense</b>									
Income									
State Grants									
State Aid	0.00	0.00	0.00	0.00	0.00	0.00	1,165.66	0.00	1,165.66
Total State Grants	0.00	0.00	0.00	0.00	0.00	0.00	1,165.66	0.00	1,165.66
Local									
Tax									
Cleon	0.00	0.00	1,693.64	0.00	7,724.59	670.16	0.00	1,294.15	11,382.54
Colfax	0.00	0.00	0.00	3,550.66	3,693.75	455.04	670.36	0.00	8,369.81
Springdale	0.00	0.00	2,864.13	3,216.89	6,754.47	156.72	0.00	1,277.71	14,269.92
Weldon	0.00	0.00	0.00	11,269.38	14,181.71	2,684.90	2,447.58	0.00	30,583.57
Total Tax	0.00	0.00	4,557.77	18,036.93	32,354.52	3,966.82	3,117.94	2,571.86	64,605.84
Donations									
Patron, etc.	521.21	9.35	6.50	17.74	91.80	14.19	0.00	0.00	660.79
Total Donations	521.21	9.35	6.50	17.74	91.80	14.19	0.00	0.00	660.79
Fines									
Book	2.90	2.90	1.60	1.20	0.40	0.00	0.00	0.00	9.00
Video	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00
Total Fines	6.90	2.90	1.60	1.20	0.40	0.00	0.00	0.00	13.00
Services									
Computer Copies	18.75	0.00	29.00	1.25	0.50	0.00	0.00	0.00	49.50
Copy Machine	68.30	43.30	23.80	42.60	27.60	16.00	0.00	0.00	221.60
Fax	48.00	27.00	23.00	89.00	35.00	33.00	0.00	0.00	255.00
Total Services	135.05	70.30	75.80	132.85	63.10	49.00	0.00	0.00	526.10
Interest	22.64	0.00	27.62	13.90	13.08	8.91	6.28	6.49	98.92
Total Local	685.80	82.55	4,669.29	18,202.62	32,522.90	4,038.92	3,124.22	2,578.35	65,904.65
Other	0.00	0.00	0.00	24.72	0.00	0.00	0.00	128.73	153.45
Total Income	685.80	82.55	4,669.29	18,227.34	32,522.90	4,038.92	4,289.88	2,707.08	67,223.76
Gross Profit	685.80	82.55	4,669.29	18,227.34	32,522.90	4,038.92	4,289.88	2,707.08	67,223.76
Expense									
Wages and Benefits									
Salaries and Wages	4,347.38	4,090.38	4,356.50	4,288.13	4,021.00	3,457.31	1,249.20	1,249.20	27,059.10
Social Security/Medicare	332.59	312.92	333.25	328.03	307.61	264.47	95.56	95.56	2,069.99
Workmans Comp	0.00	0.00	0.00	0.00	0.00	0.00	304.00	0.00	304.00
Total Wages and Benefits	4,679.97	4,403.30	4,689.75	4,616.16	4,328.61	3,721.78	1,648.76	1,344.76	29,433.09
Furniture and Equipment	0.00	0.00	0.00	0.00	135.99	0.00	0.00	0.00	135.99
Insurance, Building	0.00	0.00	0.00	0.00	1,453.00	0.00	0.00	0.00	1,453.00
Library Materials									
Books	532.25	435.60	225.69	81.29	713.21	103.93	30.39	0.00	2,122.36
E Books	0.00	572.36	772.19	0.00	0.00	0.00	0.00	0.00	1,344.55
Subscriptions	76.77	336.37	0.00	-7.97	0.00	352.83	0.00	0.00	758.00
Videos/DVD	0.00	71.78	38.24	0.00	42.54	0.00	0.00	0.00	152.56
Electronic Access									
Internet Access Fee	251.49	79.90	79.90	236.54	929.94	79.90	228.96	159.80	2,046.43
Software	0.00	0.00	0.00	0.00	0.00	49.99	0.00	0.00	49.99
Total Electronic Access	251.49	79.90	79.90	236.54	929.94	129.89	228.96	159.80	2,096.42
Total Library Materials	860.51	1,496.01	1,116.02	309.86	1,685.69	586.65	259.35	159.80	6,473.89
Maintenance & Repair	160.00	240.00	190.00	40.00	385.00	190.00	0.00	135.39	1,340.39
Postage & Delivery									
Delivery In	30.28	5.42	17.55	35.49	108.72	2.22	1.48	1.48	202.64
Postage	27.50	55.00	0.00	55.00	0.00	0.00	0.00	16.80	154.30
Shipping Out	4.08	0.00	0.00	2.61	2.66	2.66	0.00	0.00	12.01
Total Postage & Delivery	61.86	60.42	17.55	93.10	111.38	4.88	1.48	18.28	368.95
Professional Services	0.00	0.00	2,695.00	0.00	0.00	0.00	582.83	0.00	3,277.83

**Betsie Valley District Library**  
**Operating Statement**  
 October 2019 through May 2020

	<u>Oct 19</u>	<u>Nov 19</u>	<u>Dec 19</u>	<u>Jan 20</u>	<u>Feb 20</u>	<u>Mar 20</u>	<u>Apr 20</u>	<u>May 20</u>	<u>TOTAL</u>
Promotion									
Activities									
Adult	0.00	0.00	3.95	0.00	0.00	0.00	0.00	0.00	3.95
Youth	0.00	103.86	12.95	0.00	7.50	72.09	0.00	39.98	236.38
Activities - Other	98.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98.30
Total Activities	98.30	103.86	16.90	0.00	7.50	72.09	0.00	39.98	338.63
Total Promotion	98.30	103.86	16.90	0.00	7.50	72.09	0.00	39.98	338.63
Supplies	171.75	195.48	255.85	82.80	377.49	74.03	245.36	268.38	1,671.14
Training	0.00	0.00	0.00	0.00	375.00	-345.00	0.00	0.00	30.00
Utilities									
Electric	58.82	57.65	58.10	67.22	69.77	71.25	59.78	53.40	495.99
Gas	209.83	0.00	0.00	369.45	340.83	0.00	0.00	293.49	1,213.60
Telephone	60.21	54.15	59.68	56.38	52.57	59.95	69.17	123.00	535.11
Water	0.00	0.00	0.00	0.00	0.00	0.00	408.00	0.00	408.00
Total Utilities	328.86	111.80	117.78	493.05	463.17	131.20	536.95	469.89	2,652.70
Total Expense	6,361.25	6,610.87	9,098.85	5,634.97	9,322.83	4,435.63	3,274.73	2,436.48	47,175.61
Net Ordinary Income	-5,675.45	-6,528.32	-4,429.56	12,592.37	23,200.07	-396.71	1,015.15	270.60	20,048.15
Net Income	<u>-5,675.45</u>	<u>-6,528.32</u>	<u>-4,429.56</u>	<u>12,592.37</u>	<u>23,200.07</u>	<u>-396.71</u>	<u>1,015.15</u>	<u>270.60</u>	<u>20,048.15</u>

# Betsie Valley District Library Balance Sheet

	May 31, 20	Apr 30, 20	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
Checking Acct.	6,554.79	9,560.86	-3,006.07
Savings	122,896.07	122,889.81	6.26
Petty Cash	26.66	83.44	-56.78
Total Checking/Savings	129,477.52	132,534.11	-3,056.59
Other Current Assets			
Prepaid Expense	233.25	233.25	0.00
Undeposited Funds	2,700.59	0.00	2,700.59
Total Other Current Assets	2,933.84	233.25	2,700.59
Total Current Assets	132,411.36	132,767.36	-356.00
Fixed Assets			
Library Building	300,213.00	300,213.00	0.00
Leasehold Improvements	13,011.00	13,011.00	0.00
Furnishings and Equipment	28,984.46	28,984.46	0.00
Total Fixed Assets	342,208.46	342,208.46	0.00
<b>TOTAL ASSETS</b>	<b>474,619.82</b>	<b>474,975.82</b>	<b>-356.00</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	490.00	1,152.82	-662.82
Total Accounts Payable	490.00	1,152.82	-662.82
Other Current Liabilities			
Accrued Payroll Liabilities	463.56	427.34	36.22
Total Other Current Liabilities	463.56	427.34	36.22
Total Current Liabilities	953.56	1,580.16	-626.60
Total Liabilities	953.56	1,580.16	-626.60
Equity			
Retained Earnings	364,946.60	364,946.60	0.00
Fund Balance - Unrestricted	46,468.93	46,468.93	0.00
Investment in Gnrl Fixed Assets	41,617.00	41,617.00	0.00
Opening Bal Equity	585.58	585.58	0.00
Net Income	20,048.15	19,777.55	270.60
Total Equity	473,666.26	473,395.66	270.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>474,619.82</b>	<b>474,975.82</b>	<b>-356.00</b>



05/30/20

## Betsie Valley District Library

## Check Detail

March 11 through May 31, 2020

Num	Date	Name	Account	Paid Amount
	03/11/2020	U.S. Postal Service	Petty Cash	
			Shipping Out	-2.66
TOTAL				-2.66
eftps031320	03/13/2020	United States Treasury	Checking Acct.	
			Federal Withholding	-388.00
			Social Security	-249.31
			Social Security	-249.31
			Medicare	-58.30
			Medicare	-58.30
TOTAL				-1,003.22
28729	03/14/2020	Guerra, Michelle A	Checking Acct.	
			Salaries and Wages	-619.50
			Salaries and Wages	-357.00
			Federal Withholding	49.00
			Social Security/Medicare	-60.54
			Social Security	60.54
			Social Security	60.54
			Social Security/Medicare	-14.16
			Medicare	14.16
			Medicare	14.16
			MI-Withholding	41.65
TOTAL				-811.15
28730	03/14/2020	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-549.00
			Federal Withholding	50.00
			Social Security/Medicare	-34.04
			Social Security	34.04
			Social Security	34.04
			Social Security/Medicare	-7.96
			Medicare	7.96
			Medicare	7.96
			MI-Withholding	14.88
TOTAL				-442.12
28731	03/14/2020	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-515.38
			Federal Withholding	50.00
			Social Security/Medicare	-31.95
			Social Security	31.95
			Social Security	31.95
			Social Security/Medicare	-7.47
			Medicare	7.47
			Medicare	7.47
			MI-Withholding	21.93
TOTAL				-404.03

## Betsie Valley District Library

## Check Detail

March 11 through May 31, 2020

Num	Date	Name	Account	Paid Amount
28732	03/31/2020	Guerra, Michelle A	Checking Acct.	
			Salaries and Wages	-567.00
			Federal Withholding	8.00
			Social Security/Medicare	-35.15
			Social Security	35.15
			Social Security	35.15
			Social Security/Medicare	-8.22
			Medicare	8.22
			Medicare	8.22
			MI-Withholding	23.97
TOTAL				-491.66
28733	03/31/2020	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-324.00
			Salaries and Wages	-194.85
			Federal Withholding	50.00
			Social Security/Medicare	-32.17
			Social Security	32.17
			Social Security	32.17
			Social Security/Medicare	-7.52
			Medicare	7.52
			Medicare	7.52
			MI-Withholding	13.52
TOTAL				-415.64
28734	03/31/2020	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-213.13
			Salaries and Wages	-117.45
			Federal Withholding	50.00
			Social Security/Medicare	-20.50
			Social Security	20.50
			Social Security	20.50
			Social Security/Medicare	-4.79
			Medicare	4.79
			Medicare	4.79
			MI-Withholding	14.11
TOTAL				-241.18
eftps041420	04/10/2020	United States Treasury	Checking Acct.	
			Federal Withholding	-257.00
			Social Security	-214.35
			Social Security	-214.35
			Medicare	-50.12
			Medicare	-50.12
TOTAL				-785.94
eftps041320	04/13/2020	Michigan Dept. of Treasury	Checking Acct.	
			MI-Withholding	-451.26
TOTAL				-451.26

## Betsie Valley District Library

## Check Detail

March 11 through May 31, 2020

Num	Date	Name	Account	Paid Amount
28735	04/15/2020	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-389.70
			Federal Withholding	50.00
			Social Security/Medicare	-24.16
			Social Security	24.16
			Social Security	24.16
			Social Security/Medicare	-5.65
			Medicare	5.65
			Medicare	5.65
			MI-Withholding	8.08
TOTAL				-301.81
28736	04/15/2020	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-234.90
			Federal Withholding	50.00
			Social Security/Medicare	-14.56
			Social Security	14.56
			Social Security	14.56
			Social Security/Medicare	-3.41
			Medicare	3.41
			Medicare	3.41
			MI-Withholding	10.03
TOTAL				-156.90
eftps041620	04/16/2020	Intuit	Checking Acct.	
23557760	04/14/2020		Supplies	-196.08
TOTAL				-196.08
eftps041520	04/22/2020	AcenTek	Checking Acct.	
11533678	04/01/2020		Internet Access Fee	-59.95
			Internet Access Fee	-14.95
			Internet Access Fee	-5.00
			Telephone	-39.94
TOTAL				-119.84
28737	04/22/2020	Accident Fund	Checking Acct.	
5/6/2020-5/6/2021	04/12/2020		Workmans Comp	-304.00
TOTAL				-304.00
28738	04/22/2020	Applied Imaging, Solution ...	Checking Acct.	
1520798	03/24/2020		Supplies	-49.28
			Supplies	-24.75
			Delivery In	-2.22
TOTAL				-76.25
28739	04/22/2020	Baker & Taylor Books	Checking Acct.	
2035164978	03/09/2020		Books	-43.15
TOTAL				-43.15

05/30/20

## Betsie Valley District Library

## Check Detail

March 11 through May 31, 2020

Num	Date	Name	Account	Paid Amount
28740	04/22/2020	Benzie Transportation Auth...	Checking Acct.	
2398	03/31/2020		Youth	-72.09
TOTAL				-72.09
28741	04/22/2020	Cherryland Electric Cooper...	Checking Acct.	
2/28/20-3/28/20	04/08/2020		Electric	-59.78
TOTAL				-59.78
28742	04/22/2020	Gale/ CENGAGE Learning	Checking Acct.	
70079998	03/04/2020		Books	-30.39
70162144	03/24/2020		Books	-30.39
70223412	04/07/2020		Books	-30.39
TOTAL				-91.17
28743	04/22/2020	Nugen Systems Inc	Checking Acct.	
3697	04/16/2020		Internet Access Fee	-149.06
TOTAL				-149.06
28744	04/22/2020	Staples	Checking Acct.	
46185	02/21/2020		Supplies	-9.99
			Supplies	-59.96
			Supplies	-46.98
			Supplies	-8.99
2475020871	03/27/2020		Software	-49.99
TOTAL				-175.91
28745	04/22/2020	TransWorld Network, Corp.	Checking Acct.	
14809773-0223	03/25/2020		Telephone	-19.86
TOTAL				-19.86
28746	04/22/2020	Traverse City Record Eagle	Checking Acct.	
0422-042121	03/23/2020		Subscriptions	-352.83
TOTAL				-352.83
28747	04/30/2020	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-389.70
			Federal Withholding	50.00
			Social Security/Medicare	-24.16
			Social Security	24.16
			Social Security	24.16
			Social Security/Medicare	-5.65
			Medicare	5.65
			Medicare	5.65
			MI-Withholding	8.08
TOTAL				-301.81



**Betsie Valley District Library**  
**Check Detail**  
 March 11 through May 31, 2020

Num	Date	Name	Account	Paid Amount
28748	04/30/2020	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-234.90
			Federal Withholding	50.00
			Social Security/Medicare	-14.56
			Social Security	14.56
			Social Security	14.56
			Social Security/Medicare	-3.41
			Medicare	3.41
			Medicare	3.41
			MI-Withholding	10.03
TOTAL				-156.90
eftps051120	05/11/2020	United States Treasury	Checking Acct.	
			Federal Withholding	-200.00
			Social Security	-77.44
			Social Security	-77.44
			Medicare	-18.12
			Medicare	-18.12
TOTAL				-391.12
28749	05/14/2020	Applied Imaging, Solution ...	Checking Acct.	
1531248	04/23/2020		Supplies	-49.28
			Delivery In	-1.48
TOTAL				-50.76
28750	05/14/2020	Cherryland Electric Cooper...	Checking Acct.	
3/28/2020-4/28/2020	05/06/2020		Electric	-53.40
TOTAL				-53.40
28751	05/14/2020	Mid Michigan Library League	Checking Acct.	
12747	04/28/2020		Professional Services	-582.83
TOTAL				-582.83
28752	05/14/2020	TransWorld Network, Corp.	Checking Acct.	
14829223-0224	04/25/2020		Telephone	-29.23
TOTAL				-29.23
28753	05/15/2020	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-389.70
			Federal Withholding	50.00
			Social Security/Medicare	-24.16
			Social Security	24.16
			Social Security	24.16
			Social Security/Medicare	-5.65
			Medicare	5.65
			Medicare	5.65
			MI-Withholding	8.08
TOTAL				-301.81



# Betsie Valley District Library

## Check Detail

March 11 through May 31, 2020

05/30/20

Num	Date	Name	Account	Paid Amount
28754	05/15/2020	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-234.90
			Federal Withholding	50.00
			Social Security/Medicare	-14.56
			Social Security	14.56
			Social Security	14.56
			Social Security/Medicare	-3.41
			Medicare	3.41
			Medicare	3.41
			MI-Withholding	10.03
TOTAL				-156.90
eftps051520	05/15/2020	AcenTek	Checking Acct.	
11557618	05/01/2020		Internet Access Fee	-59.95
			Internet Access Fee	-14.95
			Internet Access Fee	-5.00
			Telephone	-39.94
TOTAL				-119.84
	05/27/2020	Gordon Food Service	Petty Cash	
			Youth	-39.98
TOTAL				-39.98
15.103	05/27/2020	U.S. Postal Service	Petty Cash	
			Postage	-16.80
TOTAL				-16.80
	05/30/2020	Applied Imaging, Solution ...	Checking Acct.	
1543828	05/21/2020		Supplies	-49.28
			Delivery In	-1.48
TOTAL				-50.76
	05/30/2020	Betsie Valley Irrigation	Checking Acct.	
3361	05/24/2020		Maintenance & Repair	-85.00
TOTAL				-85.00
	05/30/2020	Blarney Castle Oil Co.	Checking Acct.	
1209835-IN	05/13/2020		Gas	-287.49
			Gas	-6.00
TOTAL				-293.49
	05/30/2020	Guerra, Michelle	Checking Acct.	
INV22236613	05/23/2020		Telephone	-33.85
TOTAL				-33.85

05/30/20

## Betsie Valley District Library

## Check Detail

March 11 through May 31, 2020

Num	Date	Name	Account	Paid Amount
	05/30/2020	Mid Michigan Library League	Checking Acct.	
12759, PPE	05/27/2020		Supplies	-96.00
			Supplies	-27.00
			Supplies	-40.50
			Supplies	-55.60
TOTAL				-219.10
	05/30/2020	Smith, Russell	Checking Acct.	
Lawn Weed & Feed	05/29/2020		Maintenance & Repair	-50.39
TOTAL				-50.39
	05/30/2020	TransWorld Network, Corp.	Checking Acct.	
14848389-0225	05/27/2020		Telephone	-9.27
TOTAL				-9.27
eftps053120	05/31/2020	AcenTek	Checking Acct.	
11581745	05/31/2020		Internet Access Fee	-59.95
			Internet Access Fee	-14.95
			Internet Access Fee	-5.00
			Telephone	-39.94
TOTAL				-119.84
	05/31/2020	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-389.70
			Federal Withholding	50.00
			Social Security/Medicare	-24.16
			Social Security	24.16
			Social Security	24.16
			Social Security/Medicare	-5.65
			Medicare	5.65
			Medicare	5.65
			MI-Withholding	8.08
TOTAL				-301.81
	05/31/2020	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-234.90
			Federal Withholding	50.00
			Social Security/Medicare	-14.56
			Social Security	14.56
			Social Security	14.56
			Social Security/Medicare	-3.41
			Medicare	3.41
			Medicare	3.41
			MI-Withholding	10.03
TOTAL				-156.90

## Betsie Valley District Library May 2020 Report

The total patron count for May 2020 was zero. The Library was closed due to the extension of the Governor's executive order until June 12,, 2020 due to the Covid 19 pandemic. As of March 23, 2020, we were no longer able to check materials out to patrons, either through curbside service or through the MeLCat system. Library staff were only allowed to go into the Library to check mail, empty the drop box, and answer any voicemails. As a result, we stopped keeping daily totals for the Library's patron and materials' totals on March 23, 2020. The total patron usage for May 2020 was as follows:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Others</u>	<u>Total Patrons</u>
					0

**\*\*Please note that the Other Category includes anyone outside our service area of the four townships (Cleon, Colfax, Springdale, and Weldon). Other can include for example Benzonia, Traverse City, etc. and includes other libraries' patrons requesting books from our library through interlibrary loan.**

### Overdrive Patrons:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Benzie Co. (Other)</u>	<u>Manistee Co. (Other)</u>	<u>Total</u>
2	2	5	5	1	0	15

Materials (totaling 10) borrowed during the month were as follows:

<u>Fic/ Adult</u>	<u>Fic/Juv.</u>	<u>NonF/ Adult</u>	<u>NonF/ Juv.</u>	<u>Videos</u>	<u>Mags</u>	<u>Audio</u>
0	0	0	0	AD: 0	AD: 0	AD: 0
				J: 0	J: 0	J: 0

**Additional Information: We had 0 new patrons signed up for Library accounts in May 2020.**

**We could not keep track of WIFI users during May 2020 and no Library computer usage due to being closed.**

### Overdrive (Up North Digital Usage)

**May 2020: 15 BVDL patrons used Up North Digital on 51 visits, checking out 73 items (61 EBooks, 12 EAudiobooks).**

### HAPPENINGS:

#### Library programs:

\*\*\*We have been collaborating with the Betsie Valley Elementary school in participating with the 5toOne Neighborhood Center at the school. The playgroup is for families with young children so that they may meet for socialization and learn about resources. The playgroups meet from 10AM-11:30AM, the first and third Fridays at the school. We visit and read with the children during their snack time and it gives us the opportunity to inform the families about the Library's programs and resources. However, because of the Governor's executive order all playgroups were cancelled. We hope to resume reading with the children when the playgroups are rescheduled.

\*\*\*We are excited to announce that Marie Wohadlo has designed a FotoMosaic for the Betsie Valley District Library! It is 20 inches wide and seven feet long! The design is of autumn leaves. Marie designed a grid, where when all of the boxes are colored-the mural will be complete! We are inviting anyone who would like to work on it to please stop in the Library any time during our open hours and help create this Community Creation. We will resume the mosaic work when the Library reopens.

\*\*\*Because of the Library's closure, we have postponed Don and Cecelia visiting with their service dogs. When we

## Betsie Valley District Library May 2020 Report

reopen, Don and Cecelia Williams plan on visiting with their service dogs on the third Wednesday of the month at from 5-6PM at the Library. We are trying to get the word out about this wonderful program, please pass the word! Reading with the therapy dog is a great way for beginning readers and children who have reading difficulties to build their reading skills as well as their confidence.

### **Library Programs:**

\*\*\*We are coordinating a plan to reopen when we are allowed to do so by the Governor. We are considering curbside pickup, online story hour, and planning for the summer reading program. We will be instituting protocols set forth by the Benzie-Leelanau Health Department, MIOSHA, and Federal, and State guidelines in reopening to keep staff and our patrons safe while opening to help fight the spread of the COVID19 virus. This will done in stages. We will post these services available during these stages on the Library website, Facebook page, and front doors. We have a wonderful staff and we will do our utmost to serve our community safely and resourcefully!

\*\*\*During these unprecedented times, we are striving to encourage our patrons to utilize our online resources. We are also encouraging Benzie or Manistee county residents to sign up for a temporary library account if they do not have one so that they can also utilize those services. The Betsie Valley District Library is currently offering many services to our area community. We offer WIFI 24/7 outside of the building. We are encouraging our patrons to utilize our online resources through the Up North Digital online service, where they can download Ebooks, EAudiobooks and movies. In addition, RBDigital is available to download EAudiobooks as well as Transparent Languages to learn a new language!

\*\*\*We will be offering "Imagine Your Story" Summer Reading 2020 program from June 8, 2020 to Aug. 15, 2020. This program is available to children aged two to Senior in high school. Registration begins June 8, 2020 and we are challenging the participants to read 20 hours over the course of ten weeks, logging 2 hours per week. Parents can read to their preschoolers and beginning readers! When they complete the challenge, they will earn a certificate of achievement and a book bag filled with prizes! If they finish by Aug. 15, 2020, they will be entered into a drawing for extra prizes. Families can call the Library or email the Library to sign them up; we can also mail the registration form and reading log to them. We are working on an online registration to be available for the summer reading program in about two weeks. We will be offering an online story hour on Wednesdays, 11am to 12pm, June 17, 2020 to July 29, 2020. We will have imaginative stories and will show a craft the children can do. We will have make-it craft kits that parents can call the Library to request and pick up by appointment.

\*\*\*The Library is working hard to gradually reopen and we are looking forward to offering curbside service, computer center services, and printing and faxing services as we reach that phase. We appreciate all of our community and their understanding at this time. We are all in this together; we have a great community spirit!

We are striving to promote a variety of online resources to all ages of our community through our Facebook and webpage. We will remain a beacon of hope for all of our community!