

**PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING**  
**DECEMBER 19, 2018**  
**10 AM**  
**MINUTES**

**CALL TO ORDER @ 10:10am**

Present: Kate Pratt, President; Patti Nicholson, Secretary; Laura Burwell, Trustee; Kate Robertson, Trustee; Hope Siasoco, Director and Acting Treasurer; Debbie Stewart, Staff Member; Jennifer Brennan, Note Taker. **PUBLIC:** Judith Wismont, Kenneth Hammer  
Absent: Karen Diaz, Trustee

**PUBLIC COMMENT** Judy Wismont posed a few questions regarding the proposed 2019 Budget: Why are maintenance cost dropping? The proposed budget looked random in areas where there are steep drops to budgeted account lines. Salary question: Rather than going with a percent increase for 2019 wages, why not do a flat amount so that it's fair for every employee? President Kate Pratt thanked Judy Wismont for her comments and stated that there will be time for discussion during the regular part of the meeting.

**CORRECTIONS/ADDITIONS TO AGENDA** Laura Burwell made a motion to accept the agenda as presented and Patti Nicholson seconds. All approved and motion passes.

**READING OF MINUTES FROM NOVEMBER 14, 2018 BOARD MEETING** Kate Pratt made a motion to accept the minutes as presented and Kate Robertson seconds. All approved and motion passes.

**PRESENTATION OF BILLS:**

- December 2018 Operations Bills for Review: Patti Nicholson made a motion to accept the Operations Bills for December as presented and Laura Burwell seconds. All approved and motion passes.
  - Charles Schwab & Journey RPS—Hope mentioned that there had been certain months when the library was late in paying the HRA bills due to technical difficulties (these invoices are sent through email). As this is an employee benefit, she would like to have the fees automatically withdrawn from Operations Account to be certain that both Charles Schwab and Journey RPS receive our payments on time.
  - Kate Pratt made a motion that ACH be set up with Journey RPS for the HRA Benefits; Kate Robertson seconds. All approved and motion passes.

**OLD BUSINESS:**

- 2018 Budget Readjustments/Adoption of 2019 Annual Budget
  - Laura made a motion to accept the 2018 Budget Readjustment and Patti seconds. All approved and the motion passes.
  - Kate Pratt opened the floor for discussion regarding comments on the 2019 Budget Proposal brought up during Public Comments and Kate Robertson asked Judy Wismont's questions for the record. Hope explained that it is due to the library's ability to renegotiate contracts for better prices. Also the 2018 budget was based on a recommendation from retiring Treasurer, Joan McCloskey, to raise the budget amount annually to cover increasing costs by a

flat percentage rate. This % amount was larger than actually used, so has been reduced to be more in line with actual historical expenses, which also accounts for the difference.

- Payroll Allowance keep at \$220,000.00 or drop to \$215,000.00
  - Laura made a motion to move \$5,000.00 from 703 Employee Wages to 997.0 Non-budgeted Operational Expenses and Kate Pratt seconds. All approved and motion passes.
- Laura made a motion to accept the 2019 Annual Budget with changes and Patti seconds. All approved and the motion passes.
- 2019 Minimum Wage & Library Page
  - Kate Pratt opened the floor to discussion regarding questions brought up during Public Comment; Kate Robertson posed the question regarding 2019 employee wage increase brought up by Judy Wismont.
  - Judy Wismont asked if the hourly wage could be increased to a flat amount rather than the 3.4% increase passed during the November meeting or to give the employees at the lower end of the pay scale more percentage increase than 3.4%.
  - After much consideration, and given that this issue requires more thought and planning time than the meeting will allow, the Board decided to remain with the 3.4% increase for all employees, except the newest library page, Bridget.
  - Hope presented to the library board the new State minimum wage amount for the coming years.
    - New State Minimum Wage Rate:
    - 2019: \$9.45; 2020: \$9.65; 2021: \$9.87; 2022: \$10.10; 2023: \$10.33; 2024: \$10.56; 2025: \$10.80; 2026: \$11.04; 2027: \$11.29; 2028: \$11.54; 2029: \$11.79; and 2030: \$12.05
  - Kate Pratt made a motion to raise the newest library page, Bridget's wage to reflect the new 85% of minimum wage for minor workers (\$8.03) as passed by the State Legislature in November 2018 and Patti seconds. All approved and motion passes.
  - The Board asked Hope to adjust the Wage Scale in the Employee Handbook, to reflect the changes to State Minimum Wage for 2019.
  - See attachment with corrections
- Building Signage
  - Hope presented the library board with the email from Michelle Brunner, Village Zoning Administrator, regarding ordinance on building signs.
  - Once the library board approves the building sign's design, a permit needs to be requested from the Village Council and Zoning Board before it can be installed.
  - Village will allow for building signs unless it's over 4 feet tall.
  - Lighted signs are allowed, with certain minimum restrictions regarding when lights can remain on during evening hours.
  - Signage Wording: Pinckney Community Library
  - We're hoping to install the building sign on the arch over main front doors or South Wall left of front doors
  - Hope will continue to research and library will get quotes for the next meeting
- Event Signs -- TABLED

## **NEW BUSINESS:**

### **Reports:**

- Library Progress Report
  - 2018 Monetary Donors
    - Second Disbursement Check from Elizabeth & John Colone Foundation for the Pinckney Library--\$361.50
    - Jennifer Cornwell – \$200 in memory of Paulla Jean MacSteaphan
    - Daniel Schultz -- \$100 in memory of Paulla MacSteaphan
    - Evie & Mike Bitondo -- \$35
    - Hilda & Butch Ely -- \$50 in memory of Aunt Betty Rossiter towards book purchases
    - Colleen & Robert Mitchell -- \$100
    - Judy Mullholand -- \$250 in annual gift giving
    - Kristi Kidd -- \$100 in annual gift giving
  - Staff Holiday Party on Saturday, January 19, 2019 at Arctic Breakaway in Chelsea
    - Patti made a motion to give \$25 per employee for the Holiday Party and Laura seconds. All agree and motion passes.
  - Update on Holiday Donation Fundraiser
    - Cards have been mailed out and we are seeing a few return donations
    - Donation request was also sent out as a MailChimp e-Card as a separate mailing in mid-December
    - Donorbox button is now installed on Library Website's main page
  - New Circulation Policy Change starting January 1st
    - Library Board reviewed the new Circulation Policy Revisions and the New Library Trifold Brochures – see attachment
    - No questions or corrections were made so Hope will be ordering copies of the new brochures soon for handing out to the public
    - Newly revised Circulation Policy will be updated on the Library Website and in the Policy Manual at the library circulation desk
  - Inventory Update
    - The Library Senior Staff members have started Inventory in earnest the week of December 3rd
  - Update on New Payroll Company
    - The library will officially move from using Reuters MyPay Solutions to Paylocity Payroll Service. The first payroll with the new service will be the January 4<sup>th</sup> payroll
    - Kaitlyn Anderson is the library's Implementation Consultant, who is currently working with Dianne, our bookkeeper, and Hope
    - A conference call is scheduled for Database Review on 12/26/18 and Payroll Processing on 1/02/19
    - Employee W-2 forms will come from the old payroll company, MyPay Solutions
  - Upcoming Events & Programs at the Library—see December 2018 Calendar of Events. Hope reported that the first 2019 Quarterly Calendar was submitted for printing and mailing to Econoprint on December 18th
- Friends Group Report- Reviewed and on file.

- Treasurer's Report- Reviewed and on file.
  - End of Year/Beginning of Year Money Transfers from General Fund to Operations Account--\$31,000 from Huntington Debt Service Account and \$4,800 from Huntington PayPal Checking Account was moved into the PNC Operations Account on December 18 to cover the Operations Expenses for the rest of the year
- Bookkeeper Report- Reviewed and on file.

**Issues:**

- Board Term Expiration for 2019: Kate Pratt for Putnam Township (11/1/2019) and Kate Robertson (9/1/2019) They will both need to submit a letter of renewal before their term expiration to be re-appointed by their respective appointing bodies.
- Library Board Annual Officer Elections
  - Patti made a motion to accept the recommendation of the board as to the appointment of the Board positions as follows, and Kate Pratt seconds. All approved and motion passes.
    - Kate Pratt - President
    - Patti Nicholson - Secretary
    - Kate Robertson - Treasurer
    - Laura Burwell – Vice-President
    - Karen Diaz - Trustee
- Board Meeting Schedule 2019 & 2019 Board Calendar
  - Kate Pratt made a motion to keep the board meetings the 3<sup>rd</sup> Thursday of the month at 10AM and Laura seconds. All agree and motion passes.
  - Kate Pratt made a motion to accept the 2019 Board Calendar with corrections and Laura seconds. All agree and motion passes.

**NEW AND ONGOING BOARD ISSUES**

- Staff Development
  - Request to close from 2pm-6pm on a Friday in late January or early February for MeL Training
  - Kate Pratt made a motion to close the library at 2pm on a date to be announced for the purpose of MeL training for library staff and Kate R seconds. All approved and motion passes.

**CALL TO THE PUBLIC:** None

**ADJOURNMENT @ 12:34pm**

Laura made a motion to adjourn and Kate R. seconds. All approved and motion passes.

**Respectfully Submitted by Jennifer Brennan**

**PINCKNEY COMMUNITY PUBLIC LIBRARY**  
**018 Budget Readjustment & 2019 Budget Proposal**  
**Actuals vs Budget January - December 2018**

	Total		2018 Budget Readjustment	2019 Budget Proposal
	Actual	2018 Budget		
<b>Income</b>				
<b>401.0 Property Taxes</b>				
401.1 Property Taxes - Chargeback	-77.89			
401.2 Property Taxes - .9562 Millage	459,281.62	473,165.00	459,204.00	500,000.00
401.3 Property Taxes - .6000 Debt				
<b>Service</b>	188,835.53	211,379.00	188,835.00	200,000.00
401.5 Property Taxes - Delinquents	29,564.28		29,564.28	
<b>Total 401.0 Property Taxes</b>	\$ 677,603.54	\$ 684,544.00	677,603.28	700,000.00
574.0 State Aid	8,435.40	7,674.48	8,435.00	8,500.00
575.0 Penal Fines	31,986.05	50,000.00	31,986.00	30,000.00
<b>600.0 Charges for Services</b>				
600.1 Copier	614.30		600.00	600.00
600.15 JAMEX Copier Income	3,464.19	5,000.00	5,000.00	5,000.00
600.2 Fax Income	1,745.46	2,500.00	2,500.00	2,500.00
600.3 Overdues [Lost/Damage Reimbursement]	3,227.50	3,500.00	3,500.00	1,500.00
600.4 Video Income [will be deleted in 2019 budget]	683.20	600.00	700.00	
600.5 Misc Receipts / Other	4.50		4.00	5.00
600.6 Reimbursements	345.41	200.00	400.00	600.00
600.8 Charges for Accessories	74.00	60.00	80.00	100.00
<b>Total 600.0 Charges for Services</b>	\$ 10,158.56	\$ 11,860.00	12,784.00	10,305.00
<b>665.0 Investment Income</b>				
665.1 Interest - General Fund	503.06	150.00	510.00	500.00
665.4 Interest - Debt Service	126.93		127.00	100.00
<b>Total 665.0 Investment Income</b>	\$ 629.99	\$ 150.00	637.00	600.00
<b>670.0 Special Events</b>				
670.1 Book Sale	6.90	50.00	50.00	50.00
670.3 Fees for Room Usage	193.10	100.00	200.00	200.00
670.4 Annual Fundraiser Event	8,268.82	6,000.00	8,269.00	9,000.00
670.5 Annual Special Events	1,108.00	800.00	1,108.00	3,000.00
670.9 Other Programs	432.77	500.00	500.00	500.00
<b>Total 670.0 Special Events</b>	\$ 10,009.59	\$ 7,450.00	10,127.00	12,750.00
<b>674.0 Contributed Support</b>				
674.2 Colone Endowment	361.50	750.00	750.00	750.00
674.3 Donations	5,801.57	1,000.00	6,000.00	5,000.00
674.4 Donations from special groups	3,433.99	3,000.00	5,000.00	3,000.00
674.5 Memorials	85.00		85.00	
674.6 Events & Programs	2,583.21	700.00	3,000.00	3,000.00
674.8 Replacements	556.52			
<b>Total 674.0 Contributed Support</b>	\$ 12,821.79	\$ 5,450.00	14,835.00	11,750.00
<b>680 Restricted Income</b>		4,000.00	4,000.00	2,500.00
<b>Total Income</b>	\$ 751,644.92	\$ 771,128.48	760,407.28	776,405.00

<b>Gross Profit</b>	<b>\$</b>	<b>751,644.92</b>	<b>\$</b>	<b>771,128.48</b>	<b>760,407.28</b>	<b>776,405.00</b>
<b>Expenses</b>						
<b>701 Payroll Expenses</b>						
702 Director's salary		78,834.77		89,302.50	89,302.50	92,785.30
703 Employee wages		168,599.06		214,200.00	201,000.00	215,000.00
704 Payroll taxes		20,705.03		27,000.00	27,000.00	27,000.00
706 Benefits - HRA		31,439.20		46,000.00	46,000.00	46,200.00
707 Benefits-Vacation/Pers/Holiday		20,832.92		25,000.00	25,000.00	25,000.00
710 Employee 401-K				3,000.00		
716 Employee group insurance		7,261.45		8,400.00	8,400.00	8,500.00
<b>Total 701 Payroll Expenses</b>	<b>\$</b>	<b>327,672.43</b>	<b>\$</b>	<b>412,902.50</b>	<b>396,702.50</b>	<b>414,485.30</b>
726.0 Library Supplies		467.19		3,000.00	800.00	2,000.00
<b>727.0 Office Expense</b>						
727.1 Office Supplies		2,282.26		6,500.00	3,000.00	5,000.00
727.2 Postage, shipping, delivery		235.92		500.00	500.00	500.00
<b>Total 727.0 Office Expense</b>	<b>\$</b>	<b>2,518.18</b>	<b>\$</b>	<b>7,000.00</b>	<b>3,500.00</b>	<b>5,500.00</b>
730.0 Equip rental		7,059.82		9,400.00	8,000.00	9,400.00
<b>801.0 Accounting fees</b>						
801.2 Audit		3,400.00		4,400.00	3,400.00	4,400.00
801.3 Bookkeeper		6,050.00		6,500.00	6,500.00	6,500.00
801.5 Consultant/Outside PR Service		1,900.44		1,500.00	2,000.00	1,600.00
<b>Total 801.0 Accounting fees</b>	<b>\$</b>	<b>11,350.44</b>	<b>\$</b>	<b>12,400.00</b>	<b>11,900.00</b>	<b>12,500.00</b>
<b>805.0 Bank charges</b>						
805.6 Interest - Credit Card		763.47		400.00	800.00	400.00
-32.98		-32.98				
<b>Total 805.0 Bank charges</b>	<b>\$</b>	<b>730.49</b>	<b>\$</b>	<b>400.00</b>	<b>800.00</b>	<b>400.00</b>
<b>806.0 Janitorial</b>						
806.6 Janitorial Supplies		6,258.22				
806.9 Janitorial - Other		1,780.24		1,500.00	2,000.00	1,500.00
6,500.00				6,500.00	6,500.00	6,500.00
<b>Total 806.0 Janitorial</b>	<b>\$</b>	<b>8,038.46</b>	<b>\$</b>	<b>8,000.00</b>	<b>8,500.00</b>	<b>8,000.00</b>
807.0 Legal fees		60.00		500.00	100.00	500.00
808.0 Outside services				50.00	20.00	50.00
850.0 Telephone & telecommunications		3,927.93		3,500.00	4,000.00	3,500.00
<b>880.0 Marketing &amp; Promotion</b>						
880.1 Postage & Mailing		431.05		100.00	500.00	500.00
880.2 Library Newsletter/Events Calen		6,557.24		6,500.00	6,500.00	6,500.00
880.9 Marketing & Promotion - Other		1,485.61		2,000.00	1,500.00	1,500.00
<b>Total 880.0 Marketing &amp; Promotion</b>	<b>\$</b>	<b>8,473.90</b>	<b>\$</b>	<b>8,600.00</b>	<b>8,500.00</b>	<b>8,500.00</b>
882.0 Fundraiser Expense		1,108.50		2,000.00	1,200.00	2,000.00
<b>884.0 Program Funding &amp; Development</b>						
884.4 Public Programming		899.29				
884.9 Program Funding & Dev - Other		568.16				
7,105.16		7,105.16		10,000.00	10,000.00	8,000.00
<b>Total 884.0 Program Funding &amp; Development</b>	<b>\$</b>	<b>8,572.61</b>	<b>\$</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>8,000.00</b>
<b>910.0 Insurance</b>						
910.1 Workers comp		838.00		1,050.00	1,050.00	1,050.00
910.2 Liability		8,103.00		8,200.00	8,200.00	8,200.00
<b>Total 910.0 Insurance</b>	<b>\$</b>	<b>8,941.00</b>	<b>\$</b>	<b>9,250.00</b>	<b>9,250.00</b>	<b>9,250.00</b>
<b>920.0 Utilities</b>						

920.12 Gas, Elec, Sewer, Water- Putnam	16,097.33	16,000.00	16,000.00	16,000.00
920.22 Trash Removal - Putnam	540.00	650.00	650.00	650.00
<b>Total 920.0 Utilities</b>	<b>\$ 16,637.33</b>	<b>\$ 16,650.00</b>	<b>16,650.00</b>	<b>16,650.00</b>
<b>930.0 Repairs &amp; Maintenance</b>				
930.12 Building Maintenance - Putnam	13,088.20	10,000.00	13,000.00	10,000.00
930.2 Equipment Repair & Maint	2,945.00	500.00	3,000.00	1,000.00
930.32 Grounds Care & Maint - Putnam	8,267.00	10,000.00	10,000.00	8,000.00
<b>Total 930.0 Repairs &amp; Maintenance</b>	<b>\$ 24,300.20</b>	<b>\$ 20,500.00</b>	<b>26,000.00</b>	<b>19,000.00</b>
933.0 Security Monitoring	2,481.65	1,500.00	2,500.00	2,500.00
934.0 Subcontractors		50.00		50.00
960.0 Board Meeting Expenses	315.00	500.00	500.00	500.00
<b>965.0 Automation</b>				
965.1 Automation Equipment	13,605.41	10,000.00	15,000.00	8,000.00
965.2 Automation Support	11,923.96	20,000.00	13,000.00	10,000.00
<b>Total 965.0 Automation</b>	<b>\$ 25,529.37</b>	<b>\$ 30,000.00</b>	<b>28,000.00</b>	<b>18,000.00</b>
968.0 Meeting Expenses	250.00	1,500.00	1,200.00	1,000.00
968.1 Meeting Travel Expense	32.65			
968.4 Training & Conferences	916.58			
<b>Total 968.0 Meeting Expenses</b>	<b>\$ 1,199.23</b>	<b>\$ 1,500.00</b>	<b>1,200.00</b>	<b>1,000.00</b>
969.0 Memberships & Dues	1,542.85	1,500.00	1,500.00	1,500.00
971.0 Mileage Reimbursement	287.28	500.00	500.00	500.00
<b>985.10 Books</b>				
985.10 Books	3,066.06	10,000.00	4,000.00	8,000.00
985.11 Children's Books	7,594.55	10,000.00	8,000.00	8,000.00
<b>Total 985.10 Books</b>	<b>\$ 10,660.61</b>	<b>\$ 20,000.00</b>	<b>12,000.00</b>	<b>16,000.00</b>
<b>985.20 Audiobooks</b>				
985.20 Audiobooks	2,716.78	4,500.00	4,000.00	4,000.00
985.21 Children's Audiobooks	1,942.47	4,500.00	2,000.00	2,000.00
<b>Total 985.20 Audiobooks</b>	<b>\$ 4,659.25</b>	<b>\$ 9,000.00</b>	<b>6,000.00</b>	<b>6,000.00</b>
985.40 Electronic Database Subscriptions	4,235.83	5,000.00	5,000.00	5,000.00
985.50 Fregal Music Downloads	1,200.00	1,200.00	1,200.00	1,200.00
985.60 Music CD Expense	115.69	300.00	300.00	300.00
985.70 Video Expense	2,270.39	5,000.00	3,000.00	4,000.00
985.71 Children's Videos	1,948.80	5,000.00	2,000.00	4,000.00
<b>Total 985.70 Video Expense</b>	<b>\$ 4,219.19</b>	<b>\$ 10,000.00</b>	<b>5,000.00</b>	<b>8,000.00</b>
985.80 Periodicals & Newsletters	2,800.21	3,550.00	3,000.00	3,550.00
985.81 Children's Periodicals	79.95	100.00	100.00	100.00
<b>Total 985.80 Periodicals &amp; Newsletters</b>	<b>\$ 2,880.16</b>	<b>\$ 3,650.00</b>	<b>3,100.00</b>	<b>3,650.00</b>
<b>986.10 Interlibrary Loan</b>				
986.12 Interlibrary - Fees	2,441.93	3,500.00	3,000.00	3,500.00
986.13 Interlibrary - Postage & Handli	9.99			
986.14 Interlibrary-Supplies/Materials	198.41			
<b>Total 986.10 Interlibrary Loan</b>	<b>\$ 2,650.33</b>	<b>\$ 3,500.00</b>	<b>3,000.00</b>	<b>3,500.00</b>
<b>987.10 eBooks</b>				
987.10 eBooks	5,664.42			
987.11 eBooks - Children	4,086.17	10,000.00	6,000.00	5,000.00
987.9 eBooks - Other	750.96	10,000.00	8,000.00	5,000.00
<b>Total 987.10 eBooks</b>	<b>\$ 10,501.55</b>	<b>\$ 20,000.00</b>	<b>14,000.00</b>	<b>10,000.00</b>
<b>990.0 Debt Service Expense</b>				
990.2 Bank Fees - Debt Service	250.00	250.00	250.00	250.00

990.4 Interest Expense - Debt Service	97,547.00	97,548.00	97,547.00	95,586.00
990.6 Principle Payment - Debt Service	70,000.00	70,000.00	70,000.00	75,000.00
<b>Total 990.0 Debt Service Expense</b>	<b>\$ 167,797.00</b>	<b>\$ 167,798.00</b>	<b>167,797.00</b>	<b>170,836.00</b>
997.0 Non-budgeted Operational Expens		8,000.00	1,000.00	7,000.00
<b>Total Expenses</b>	<b>\$ 670,133.47</b>	<b>\$ 808,150.50</b>	<b>758,519.50</b>	<b>775,271.30</b>
<b>Net Operating Income</b>	<b>\$ 81,511.45</b>	<b>-\$ 37,022.02</b>	<b>1,887.78</b>	<b>1,133.70</b>
<b>Other Income</b>				
672 Other Income		50,000.00		
7000 General Fund for Capital Outlay		150,000.00		
<b>Total Other Income</b>	<b>\$ 0.00</b>	<b>\$ 200,000.00</b>		
<b>Net Other Income</b>	<b>\$ 0.00</b>	<b>\$ 200,000.00</b>		
<b>Net Income</b>	<b>\$ 81,511.45</b>	<b>\$ 162,977.98</b>		
		<b>\$ 162,977.98</b>		



**II. C. WAGE AND SALARY SCALE**

Your starting salary will be explained to you prior to the date of your employment. The following is an outline of the wage and salary scale for each library position. This pay scale is re-evaluated annually.

	2019 - current	
Position	Minimum	Maximum
Under 18 Page	\$8.03	\$15.00
Library Page	\$9.45	\$20.00
Library Assistant	\$10.50	\$21.00
Senior Lib. Asst. (certified)	\$13.25	\$25.00
Librarian (entry level)	\$18.50	\$40.00
Senior Librarian	\$20.50	\$50.00
Substitute	\$9.50	\$20.00

**II. D. YOUTH EMPLOYMENT AT THE LIBRARY**

The Pinckney Community Public Library employs minors only for Library Page positions. In compliance with the **Michigan Child Internet Protection Act (MCIPA)** and **Federal CIPA** laws, minors employed by the library are not allowed to use any of the computers connected to the Internet. Library Pages must be 16-years-old or older and must have in their file a completed work permit along with a copy of some form of legal identification such as State I.D. card, birth certificate, passport, etc. Wages are calculated based on a yearly, Library Board approved wage and salary scale (refer to the Wage and Salary Scale and Employee's Benefits as outlined in the Employment Handbook for further information).

The Pinckney Community Public Library will comply with the **Federal Fair Labor Standards Act** and the **Youth Employment Standards Act** with regards to minors employed by the library.

**II. F. RECORDING HOURS AT WORK**

Every day that you work you are required to fill in a time sheet provided by the library. You should fill in your start and end times under the appropriate day you

## **CIRCULATION POLICY**

### **STATEMENT OF PURPOSE**

In order to provide wide access to Library materials through maximum use of the collection in a uniform matter, the Pinckney Community Public Library Board will set policies for length of loan period, renewals, reserves, fines, fees and limits. The Library will determine who is eligible to borrow materials and will provide for the return and replacement of such material.

### **LIBRARY CARD – ELIGIBILITY AND TYPE**

The Pinckney Community Public Library issues a Library card at no charge to any resident or property owner with required identification.

### **REGISTRATION OF LIBRARY CARDS**

Required registration information, as applicable, includes: name, address, business address, contact phone number, email address, driver's license or State ID and birthday. Parents or legal guardians must assume financial responsibility for anyone seventeen (17) years of age and under.

A driver's license or State identification card will be accepted as proof of current residency and verification of identity.

### **RECIPROCAL BORROWING ARRANGEMENTS**

The Pinckney Community Public Library believes in resource sharing through reciprocal borrowing arrangements with other libraries. Reciprocal borrowing has been arranged with the Michigan eLibrary (MeL) as well as with The Library Network (TLN). Reciprocal borrowing arrangements provide expanded access to materials for Pinckney Community Public Library and are subject to the regulations of the Michigan eLibrary and The Library Network.

### **THE LIBRARY NETWORK (TLN)**

As a member of The Library Network, the Pinckney Community Public Library will accept Library cards from member libraries of The Library Network subject to fair use guidelines, as outlined in the TLN Cooperative Plan. The TLN cardholders are subject to all the local circulation policies and procedures established by the Pinckney Community Public Library. The Pinckney Community Public Library will not, however, accept Library cards issued from TLN member libraries that indicate they are valid only at the issuing Library.

In turn, Pinckney Community Public Library cardholders will receive reciprocal borrowing privileges at TLN member libraries, subject to the fair use guidelines, as outlined in the TLN Cooperative Plan and the member Library's local policies and procedures.

## **PRESENTATION OF LIBRARY CARD**

While it is preferred that a Library card be presented when checking out materials, the Library recognizes that there will be times when a patron does not have their library card available. A registered patron may check out materials without a library card upon presentation of proof of identification. (NOTE: Library Cards MUST be presented, along with a Driver's License or State ID card in order to borrow Mobile Wifi Hotspots.)

## **STANDARD LOAN PERIOD**

The Library establishes standard loan periods for the various materials in the collection:

- A. *New Materials General Collection Items*—i.e. books, audiobooks, music CDs, Playaway Pre-Loaded Audiobooks, and TV Series (excluding DVD movies)—have a standard loan period of two (2) weeks unless otherwise indicated, with no renewals. Items are designated as new for 90 days.
- B. *New Materials DVD Movies* have a standard loan period of three (3) days, with no renewals. Items are designated as new for 90 days.
- C. *Regular General Collection Items* after being removed as NEW will have a standard loan period of three (3) weeks unless otherwise indicated, with 1 renewal.
- D. *Regular DVD Movies* after being removed as NEW will have a standard loan period of three (3) days, with 1 renewal.
- E. *Nontraditional Items and Non-Circulating Collection Materials* – i.e. Laptops, Hotspots, and other equipment—have varied loan periods. Check the appropriate section of the policy for loan periods on these types of materials.
- F. Due to the small size of our collection, we are limiting book circulation to 10 items per person (not exceeding 30 per family), with a limit of 5 items for popular materials and formats.

The Library reserves the right to make exceptions.

## **NON-CIRCULATING MATERIALS**

Reference materials, local history items, newspapers, new issues of magazines, and filmstrips do not circulate.

## **RENEWAL OF MATERIALS**

The renewal of library materials may be done in person, online or by telephone. New materials or an item that has a reserve on it will not be renewed. An overdue item may be renewed in person or by telephone as long as there is no reserve on it. There is a limit of 10 books renewed at one time.

Interlibrary loan materials are only renewable upon the approval of the lending library. The renewal period is also determined by the lending library.

### **RESERVE OF MATERIALS**

As a special service to eligible Library patrons, a reserve may be placed on eligible library materials by telephone or in person. There is no limit to the number of items that a patron may have on reserve. The patron will be notified in compliance with the Michigan Library Privacy Act when the reserve becomes available. The item will be held for pickup for seven (7) days.

### **OVERDUE FINE**

Starting January 1, 2019, the Pinckney Library will no longer charge daily overdue fines. Notifications will be sent out to patrons who have overdue items. It is the responsibility of the cardholder to return all materials on time. Materials that have not been returned 8 weeks past their due date will be declared lost and the cardholder will be required to pay for the replacement of materials, with an additional \$5 administrative fee. (See corresponding policy on *Bill For Replacement of Lost and/or Damaged Material* section below.)

### **DELINQUENT PATRON**

Should a patron be charged a lost and/or damaged material fee that reach a total of \$10 or more, the patron's status will be changed to Delinquent Patron and their circulation privileges will be revoked. The Library reserves the right to turn any delinquent patron's account over \$50 to a collection entity.

### **BILL FOR REPLACEMENT OF LOST AND/OR DAMAGED MATERIALS**

It is the responsibility of the patron to return materials in good condition and on time. If an item is declared lost, the patron must pay the replacement cost of the item. The replacement cost will be the actual cost of the item. The Library will also accept an exact duplicate of the item that has been billed for replacement in lieu of payment.

If an item is damaged to the extent that it can no longer circulate in the collection, the patron is responsible to pay the replacement cost for the item.

A \$5.00 administrative fee will be assessed on all lost and/or damaged material.

### **CLAIMS RETURNED**

When a patron claims an item has been returned, a search will be put on the item. It is expected that the patron will continue to look for the book while the Library searches for it. If the item is not located within thirty (30) days the item will be marked lost and patron will be responsible for the cost of the item. The patron could be considered delinquent until account is settled.

## **CONFIDENTIALITY OF PATRON – REGISTRATION**

All patron registration information shall be treated by the staff of the Pinckney Community Public Library as confidential, including name, address, telephone number and any other information provided on the patron's registration form. This information, however, may be subject to submission to a collection entity should the patron become delinquent and is in default of payment or if the patron has exceeded \$50 in material fines. This policy also prohibits disclosure of whether or not a person has a Library card.

Any employee of the Pinckney Community Public Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.

The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library Director has received the written consent to such release or disclosure from the person(s) identified in the records. Patron registration information is considered by the Library Board to be "information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243(1).

The Library Director shall deny, in writing, any designated "Freedom of Information Act" request for the release or disclosure of confidential patron registration information.

The Library Director, after consultation and advice from an attorney, shall comply with any subpoena or court order to release or disclose patron registration information.

The authority for this policy is the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.243(1)(a) regarding information of a personal nature where the disclosure would constitute a clearly unwarranted invasion of privacy.

## **COMPLIANCE WITH THE MICHIGAN LIBRARY – PRIVACY ACT POLICY**

It is the policy of the Pinckney Community Public Library to preserve the privacy of circulation records of its patrons to the fullest extent permitted by law. Library staff shall not release library records to any person other than the patron named in the record (i.e. the library cardholder) unless the patron is in delinquent standing and information may be shared with the library's collection entity. The Michigan Library Privacy Act prohibits disclosure to all third parties, including parents or other persons who have signed to accept financial responsibility for the cardholder.

## **DISCLOSURE OF LIBRARY RECORDS**

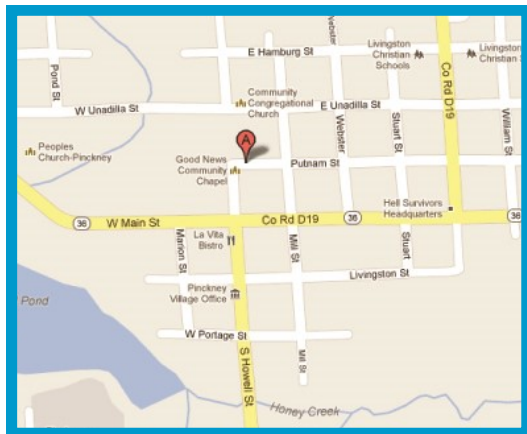
As permitted by the Library Privacy Act (Act 455 of 1982), the Pinckney Community Public Library will disclose library records to a third party(ies) upon the written consent of the cardholder. This includes disclosing a title(s) when performing a renewal of library material.

## **EQUAL ACCESS TO MATERIALS**

The Pinckney Community Public Library endorses the Library Bill of Rights (Appendix A), which states, “a person’s right to use a Library should not be denied or abridged because of origin, age, background or views.” The “right to use a Library” includes use of, and access to, all Library materials and services. The Library also endorses the American Library Association’s Free Access to Libraries for Minors; An Interpretation of the Library Bill of Rights Statement. As that document states, “it is the responsibility of the parent or legal guardian to restrict their children from access to Library materials and services. People who would rather their children did not have access to certain materials should advise their children.” It is not the responsibility of the Library or its staff to act in loco parentis. It is the responsibility of the Pinckney Community Public Library and its staff to provide equal access to Library materials and services for all Library users.

**Location:**

**125 Putnam Street  
Pinckney, MI 48169**



**Hours of Operation**

Monday	10:00 am—6:00 pm
Tuesday	10:00 am—8:00 pm
Wednesday	10:00 am—8:00 pm
Thursday	10:00 am—8:00 pm
Friday	10:00 am—6:00 pm
Saturday	10:00 am—4:00 pm
Sunday	Closed

**Contact Information**

Telephone: 734-878-3888  
 Fax: 734-878-2907  
 Website: [www.pinckneylibrary.org](http://www.pinckneylibrary.org)  
 Email: [pincill@pinckneylibrary.org](mailto:pincill@pinckneylibrary.org)

Follow us on



**Pinckney Community Public Library issues library cards to anyone regardless of age or residency at no charge.**

**The library catalog and program information is available online at [www.pinckneylibrary.org](http://www.pinckneylibrary.org).**

**Feel free to call the library with any questions.**

**Stop in and see all that Pinckney Community Public Library has to offer!**

**The library accepts donations of materials all year. Receipts can be issued for tax purposes. Call the library with any questions.**

**We are more than you think!**

**Pinckney Community Public Library**

**Serving the Pinckney Community since 1953**

**DISCOVER**  
**CONNECT**  
**GET INSPIRED**

**125 Putnam Street  
 Pinckney, MI 48169  
 Phone: 734-878-3888  
 FAX: 734-878-2907  
[www.pinckneylibrary.org](http://www.pinckneylibrary.org)**

## Public Use Computers

### Loan Information

- Most materials are borrowed for a period of three weeks and can be renewed once if no one is waiting for the material.
- Renewals can be handled in person, over the phone, or online at [www.pinckneylibrary.org](http://www.pinckneylibrary.org).
- New materials, except for new movies, are checked out for two weeks and can not be renewed.

### New DVD/Video Lending

- New Movies are borrowed for three days and New TV Series are borrowed for two weeks and can not be renewed.
- Movies are borrowed for three days and can be renewed once if no one is waiting for the material.
- Television series are borrowed for three weeks and can be renewed once if no one is waiting for the material.
- Renewals can be handled in person, over the phone, or online at [www.pinckneylibrary.org](http://www.pinckneylibrary.org).

### Copies/Laser Printing/FAX

- Black & White copies/prints are .10 per page.
- Color copies/prints are .25 per page.
- Outgoing Faxes are charged at a rate of 1.00 per page.
- Incoming faxes are charged at a rate of 1.00 for every 5 pages received.

PCPL provides computers for public use. We provide two different platforms to choose from, PC and Mac. Each computer is equipped with Internet Access, Open Office Suite, and the library catalog. Please check in at the circulation desk before using any of the machines.

### Wireless Internet

PCPL has wireless internet throughout the building. Agreement to our Technology Use Policy is necessary before 4 hours of wireless connectivity.

### Michigan e-Library/Interlibrary Loans

PCPL belongs to the Michigan eLibrary and TLN Cooperative. This provides our patrons the opportunity to obtain materials not in our collection from different libraries around the state. There is a link on the PCPL website to the Michigan eLibrary for patrons to search for desired materials. With a current library card and a few clicks, the material can be ordered and delivered to PCPL for the patron to pick-up.

### Group Study Room

PCPL has one private, group study room available for patron use. There is a two hour time limit and advance reservations are not taken. However, patrons can call the same day the room is needed for their name to be added to the usage list. Please inquire at the circulation desk for more information about usage.

### Library Meeting Rooms

The Library Meeting Rooms are available for public use. For availability and fees, please inquire at the Circulation Desk.

### After Hours Holds Locker

The Pinckney Library provides After Hours Holds Lockers for our patrons' convenience. Contact the Circulation Desk for more information.

### Programs at PCPL

PCPL offers a wide variety of programs throughout the year for our patrons of all ages! Some of our ongoing programs include:

- Family Story Time—Every Tuesday at 11:00 am. Children are entertained with stories and a craft project.
- Movie Nights for our patrons 18 and older.
- Knitting—Thursdays at noon.
- Monthly Book Discussion group.
- Summer Reading Programs—Every summer PCPL offers themed programs to patrons of all ages. Come join the fun and earn prizes while doing something you love...reading!

Come and enjoy everything our facility has to offer! From reading in front of our fireplace to enjoying an informative library program, Pinckney Community Public Library has something for everyone!