

**BRANCH DISTRICT LIBRARY SYSTEM**  
**Plan of Service for Branches**  
**February 19, 2009**

Amend February 19, 2002 Plan of Service to add a new paragraph at the end of Section IV, page 7 – December 15, 2003 – BDLS Board Approved January 19, 2004. Paragraph revised & approved by BDLS Board February 20, 2006, minor changes were made in March 2006. Changes were made February 2009 and approved March 16, 2009 to Section IV, page 7.

**Introduction:**

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

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

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

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

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

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

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

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

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

Rev. 02/06

**I. Special Role of the Branch Manager:**

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

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

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

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

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

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

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

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

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

## **II. Advisory Boards:**

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

### **A. Bronson Township:**

#### **1. Bronson Advisory Board:**

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

#### **2. Board Functions:**

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

#### **3. Expenditures:**

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

**B. Coldwater City:**

**1. Coldwater Advisory Board to Branch District Library System**

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

**2. Board Functions:**

- a. As a co-sponsor of the Agreement to establish the Branch District Library System, the Coldwater Library Board shall be an advisory body to the Branch District Library Board and recommendations thereto shall be considered in respect to the library services for the citizens of the City of Coldwater.
  
- b. The board is responsible for the Coldwater Public Library Memorial Fund, its investment and expenditure.
  
- c. Local needs may be communicated to the Branch District Library System from the Advisory Board to their liaisons on the Branch District Library Board.

**3. Budget Procedures:**

**Expenditures:**

- A. The Coldwater Public Library Memorial Fund is invested by the City of Coldwater and the interest is used to purchase materials for the Branch District Library System headquarters library for the Holbrook Heritage Room.
  - 1. The Library Director orders material.
  - 2. Bills from the Coldwater Library Advisory Board are sent to the Bookkeeper at Branch District Library System and are paid through that office.
  - 3. Accounting:
    - a. Once a month, the Library Director gives monthly financial statements and reports to the Coldwater Library Board. The report shows what was paid for the month and a revenue report is also given on a monthly basis.
    - b. Copies of these two reports are sent to the City of Coldwater.
    - c. Once a month, the BDLS pays the City of Coldwater for income earned by the Coldwater Library Board.
    - d. Once a month, the City of Coldwater pays the BDLS for expenses incurred by the Coldwater Library Board such as wages, equipment, supplies, etc.
    - e. A yearly report is given to the BDLS for reporting to the State Library.

**C. Quincy Township:**

**1. Quincy Advisory Board to Branch District Library System:**

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

**2. Board Functions:**

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

**3. Expenditures:**

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

**D. Alganssee, Sherwood, Union Townships**

1. Under contract with the Township Board or Village Council.
2. Consists of the Supervisor, Clerk, Treasurer, and two (2) Trustees.
3. Elected every four (4) years—(began in 1980)
4. Serve for four (4) years.
5. Meeting time and place:
  - a. Alganssee-1<sup>st</sup> Monday of every month in township hall.
  - b. Union Twp.—2<sup>nd</sup> Tuesday of every month in library/township hall
  - c. Village of Sherwood –1<sup>st</sup> Monday of every month
6. The township or village boards are consulted in all formal actions taken pertaining to Branch personnel by the BDLS Director or BDLS Board and/or may recommend specific actions be taken in regards to branch personnel.
7. Expenditures:

The township board pays all contracted expenses. They are reported to Branch District Library System annually for inclusion in the State Report. Local government will provide satisfactory heat, light, and janitor service. Branch District Library will pay phone bills when attributable to library business.-

**III. Premises:**

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

**IV. Premises Maintenance and Capital Improvement:**

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

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

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

Alganssee	.09375
Bronson	.1875
Headquarters	.25
Quincy	.1875
Sherwood	.09375
Union	.1875

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

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

Beginning in fiscal year 2009, the 50% of the Capital Fund shall be reserved for future needs within the district. The remaining 50% of the Capital Improvement Fund shall be spent as the branches propose for local needs as specified above in this Section IV and approved by the BDLS Board. This breakdown of funds shall be reviewed after two (2) years, i.e. for the year commencing January 1, 2011.

**V. Insurance:**

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

**VI. Destruction or Casualty:**

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

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

**VII. Public Service Hours:**

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

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

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

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

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

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

**VIII. Purchase of Materials:**

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

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

**IX. Expenditures for Branch Operations:**

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

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

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

**X. Furniture and Fixtures:**

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

**XI. Expansion of Library Services:**

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

**XII. Library Services:**

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

**XIII. Discontinuance of Library Services:**

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

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