

Bath Township Public Library Board of Trustees

Sue Garrity - President
Lynn Bergen - Treasurer
Larry Fewins-Bliss

Theresa Kidd – Vice President
Audrey Barton - Secretary
Ken Jensen

AGENDA, FEBRUARY 15, 2023, 6 P.M. Meeting In Person at BTPL

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes (see agenda packet) -
7. Financial Report – Lynn Bergen, Treasurer and Transparent Bookkeeping – (see agenda packet)
8. Director Report (see agenda packet)
9. Unfinished Business - Items for Discussion
 - a. Benefit Changes
 - b. Handbook Updates
 - c. Strategic planning initiatives
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
 - a. Adoption of a mascot
12. New Business - Items for Action
 - a. Adoption of a mascot
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is April 19, 2023, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, January 18, 2023

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Theresa Kidd, Larry Fewins-Bliss, Audrey Barton
(Library Director & Staff) Kristie Reynolds

Public Present: none

Next meeting: Wednesday February 15, 2023 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:05pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda, Theresa supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn **motions** to approve the minutes with suggested amendment of fixing one typo. Sue supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in January meeting packet. BTPL rounded out 2022 with a healthy budget and treasurer's report. Assistance from Transparent Bookkeeping has been a great benefit to the organization, and Carrie's work is greatly appreciated. The audit begins in the week of February 22, 2023.

Larry **motions** to accept the financial report, Theresa supports, all in favor.

III. Director Report

Please see the full Director's Report in January meeting packet.

BTPL is fully staffed, heading into 2023! Welcome, Harrison, to the Circulation Desk team. November was a quiet but busy month, and in December the library participated in the township's Christmas tree lighting ceremony. Kristie continues to be involved with Library of Michigan at the state level. In Bath, she and the staff are preparing to install a story walk near Couzins Park, funded by the Safe Routes to School grant monies. The BTPL Board completed a series of strategic planning meetings. The Friends of BTPL book sale room underwent some serious organizational improvements, and it looks great.

IV. Unfinished Business – Items for Discussion

- a. Strategic Planning Update – Kate from Woodlands has provided the Board with a summary of the strategic planning events. The key objectives are laid out, and include:
Strengthen the connections already formed.

Explore new connections.

Expand the Volunteer Program

Connect with neighboring libraries

The Board will look over and consider this information, and return in February to discuss further. The possibility of forming a district library in the future was discussed, with many questions about how to best serve Bath Twp.

V. Unfinished Business – Items for Action

- a. .

VI. New Business - Items for Discussion

- a. Benefits Changes – Kristie provided information about changes to policy regarding accrued PTO for the staff, longevity, and 401K. These are a result of changes at the state level. A benefits opt-out stipend of 50% was suggested, and after deliberation Larry suggests a set stipend amount of \$100 per paycheck.
- b. Handbook Updates – Changes to the handbook related to the item above. Kristie also suggests handbook changes regarding overdue fees (which are no longer collected) and the employee dress code.

VII. Items for Action

- a. Annual Election of Officers (President, VP, Treasurer & Secretary). Sue **motions** to retain the same officer slate, Lynn seconds, all in favor.
- b. Confirm 2023 Meeting Dates - Meetings will continue on the 3rd Wednesday of each month, barring a schedule conflict. Meeting dates are available on the library website.
- c. Benefits Changes - Larry **motions** to offer a stipend for employees that opt-out of health insurance benefits equaling \$100 per paycheck for 26 paychecks annually, Sue seconds, all in favor.
- d. Handbook Updates – Changes to “6.5 Other” in the Handbook, regarding overdue fees and employee dress code. Lynn **motions** to accept the changes, Sue second, all in favor.

VIII. Closing

- a. Public Comment: none
- b. Board Member Comments:
- c. Theresa **motions** to adjourn the meeting at 7:39. Ken seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer's Report February 11, 2023

As of January 31, 2023 1 month = 8.3%

MSUFCU Savings	\$ 115,844.58
MSUFCU Checking	\$ 25,079.09

Notes:

- All January expenses were reviewed and verified using Kristie's Reconciliation and the MSUFCU Statement.
- Expenses for January were 9.87%. Refer to Budget vs. Actuals Report.
- Tax Revenue for 2023 will be reflected next month. Revenue was realized on February 9, 2023 in the amount of \$218,885.96. Additional revenue is expected.
- We pay our lease in advance. Two payments cleared our checking account in January. These payments were for January and February.

Lynn Bergen, Treasurer

Bath Township Public Library

Balance Sheet

As of January 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 MSUFCU Checking	24,960.11
1010 MSUFCU Savings	115,844.58
1020 PayPal	4.37
Total Bank Accounts	\$140,809.06
Accounts Receivable	
1200 Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1400 prepaid expenditures	5,970.13
1500 Uncategorized Asset	0.00
Undeposited Funds	18.50
Total Other Current Assets	\$5,988.63
Total Current Assets	\$146,797.69
TOTAL ASSETS	\$146,797.69
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	-382.18
Total Accounts Payable	\$ -382.18
Other Current Liabilities	
2110 Accrued Wages payable	0.00
2120 Accrued Payroll taxes payable	0.00
2300 Unavailable Revenue	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$ -382.18
Total Liabilities	\$ -382.18
Equity	
3000 Opening Balance Equity.	0.67
3500 Retained Earnings	170,554.65
Net Income	-23,375.45
Total Equity	\$147,179.87
TOTAL LIABILITIES AND EQUITY	\$146,797.69

Note

NOTE: This report is a DRAFT until the audit is complete and the journal entries added to the file.

Bath Township Public Library

Profit and Loss

January 2023

	TOTAL
Income	
4000 Donation	67.35
4600 Service Fees	84.60
4700 Interest	4.92
Total Income	\$156.87
GROSS PROFIT	\$156.87
Expenses	
6000 Capital Expenses	741.99
6010 Collection Acquisitions	1,793.28
6020 Library Programming	252.80
6200 Advertising & Marketing	31.50
6310 Contractual Services	2,054.86
6400 Payroll	11,012.39
6410 Payroll Taxes/Benefits	913.52
6420 Employer Retirement Contribution	286.55
Total 6400 Payroll	12,212.46
6500 Bank Charges & Fees	3.75
6510 Insurance	315.58
6530 Meals	40.92
6550 Office Supplies & Software	559.87
6580 Rent & Lease	3,823.00
6590 Repairs & Maintenance	896.03
6620 Technology	674.60
6640 Utilities & Internet	139.43
6650 Bad Debt	0.80
7000 Cash Over/Short	-8.55
Total Expenses	\$23,532.32
NET OPERATING INCOME	\$ -23,375.45
NET INCOME	\$ -23,375.45

Note

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Bath Township Public Library

Budget vs. Actuals: Fiscal Year 2023

January - December 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Donation	68.21	1,000.00	-931.79	6.82 %
4100 Grant Income		2,000.00	-2,000.00	
4200 State Aid		13,000.00	-13,000.00	
4300 Tax Revenue	218,885.96	337,429.00	-118,543.04	64.87 %
4500 Penal Fines		37,000.00	-37,000.00	
4600 Service Fees	106.80	1,000.00	-893.20	10.68 %
4700 Interest	4.92	50.00	-45.08	9.84 %
4710 Dividend		283.00	-283.00	
Total Income	\$219,065.89	\$391,762.00	\$ -172,696.11	55.92 %
GROSS PROFIT	\$219,065.89	\$391,762.00	\$ -172,696.11	55.92 %
Expenses				
6000 Capital Expenses	741.99	7,000.00	-6,258.01	10.60 %
6010 Collection Acquisitions	3,744.86	25,000.00	-21,255.14	14.98 %
6020 Library Programming	298.14	7,000.00	-6,701.86	4.26 %
6200 Advertising & Marketing	31.50	3,000.00	-2,968.50	1.05 %
6310 Contractual Services	5,277.78	33,000.00	-27,722.22	15.99 %
6320 Legal & Professional Services		2,000.00	-2,000.00	
6400 Payroll	17,569.48	157,000.00	-139,430.52	11.19 %
6410 Payroll Taxes/Benefits	1,569.39	12,500.00	-10,930.61	12.56 %
6420 Employer Retirement Contribution	448.90	4,000.00	-3,551.10	11.22 %
6430 Benefits (Employer Health Insurance)		16,000.00	-16,000.00	
Total 6400 Payroll	19,587.77	189,500.00	-169,912.23	10.34 %
6500 Bank Charges & Fees	3.75	200.00	-196.25	1.88 %
6510 Insurance	315.58	4,500.00	-4,184.42	7.01 %
6530 Meals	40.92	1,000.00	-959.08	4.09 %
6540 Membership		8,500.00	-8,500.00	
6550 Office Supplies & Software	676.05	8,000.00	-7,323.95	8.45 %
6560 Professional Development		1,000.00	-1,000.00	
6580 Rent & Lease	3,823.00	45,900.00	-42,077.00	8.33 %
6590 Repairs & Maintenance	1,526.03	9,000.00	-7,473.97	16.96 %
6620 Technology	674.60	11,000.00	-10,325.40	6.13 %
6630 Travel		2,000.00	-2,000.00	
6640 Utilities & Internet	139.43	16,000.00	-15,860.57	0.87 %
6650 Bad Debt	0.80		0.80	
7000 Cash Over/Short	-11.05		-11.05	
Total Expenses	\$36,871.15	\$373,600.00	\$ -336,728.85	9.87 %
NET OPERATING INCOME	\$182,194.74	\$18,162.00	\$164,032.74	1,003.16 %
NET INCOME	\$182,194.74	\$18,162.00	\$164,032.74	1,003.16 %

Directors Report

- Legal & Professional
- Worked with Karl Butterer from Foster Swift on updating the employee benefits policy.
- Worked with Waggoner Financial to update the health benefits for full-time staff.
- Staffing
 - We are fully staffed.
 - Had staffing shortages due to vacation and illness.
- Scheduling
 - We closed for Martin Luther King day.
- Upcoming Programs
 - The staff is prepping for The Summer Reading Program.
 - The Wine and Cheese group is hosting a movie night.
- Community outreach
 - Working on the Safe Routes to School, setting up the Story Walk.
 - Attended the Library of Michigan Foundation Board Meeting
 - Accepted the Chair position for The Library of Michigan Board.
- Technology
 - Looking into updating our Circulation System
 -
- Policy
 - Updated employee benefits.
 - Updating policy handouts
- Continuing Education
- Projects
- Statistics

January	2022	2023
Visit	453	927
Items Checked out	1210	1368
Computer Use	61	89
Wireless use	N/A	204
Hoopla	173	232
Overdrive	285	363
New Cards	42	46
Renewal Cards	40	36
Kanopy	8	19
Event Attendance	82	32
Virtual Program Attendance	92	337

Story Time Attendance	15	117
Passive Program Attendance	30	45
Reference Calls	133	123
Outreach	0	27

