

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 17, 2021 – 6 P.M.

Keynolds@bathtownshippubliclibrary.org is inviting you to a scheduled Zoom meeting.

Topic: Library Board of Trustees Meeting

Time: Feb 17, 2021 06:00 PM Eastern Time (US and Canada)

Every month on the Third Wed, until Dec 15, 2021, 11 occurrence(s)

Feb 17, 2021 06:00 PM

Mar 17, 2021 06:00 PM

Apr 21, 2021 06:00 PM

May 19, 2021 06:00 PM

Jun 16, 2021 06:00 PM

Jul 21, 2021 06:00 PM

Aug 18, 2021 06:00 PM

Sep 15, 2021 06:00 PM

Oct 20, 2021 06:00 PM

Nov 17, 2021 06:00 PM

Dec 15, 2021 06:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://woodlands.zoom.us/meeting/tJcrcO-sqz4jHdwhSrKNzo4-t2Us-QwMeYd7/ics?icsToken=98tyKuCrqDwsHtGQuR6PRowqBI_CM-jwmCVEgqdKICz3CA5JbVe7lrB3lf9OB_XV

Join Zoom Meeting

<https://woodlands.zoom.us/j/93676455978?pwd=V3d2T0tUdGlnSEZ0ZkRKUEhhQXBYUT09>

Meeting ID: 936 7645 5978

Passcode: 943956

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 (attachment)
7. Financial Report – Treasurer & Director (attachments)
8. Director Report (attachment)
9. Unfinished Business - Items for Discussion
 - a. Kanopy Usage
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion

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- a. Charging for Community Rooms
- 12. Items for Action
- 13. Public Comment – Limited to 3 minutes
- 14. Board Member Comments
- 15. Adjournment

Reminder: Next Meeting is February 17, 2021, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, January 20, 2021 (Remote Meeting via Zoom)

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

Public Present: none

Next meeting: Wednesday February 17, 2021 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:01pm
- b. Moment of civic reflection.
- c. Larry moves to approve the agenda, Ken 2nd, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn moves to approve the minutes. Ken 2nd, all in favor.

II. Financial Report

Attached. As of the year's end (Dec. 2020), all expenses are verified using Kristie's reconciliation report. Lynn and Kristie have carefully maintained the budget, and it is in good shape. We anticipate receiving multiple checks from the township, from tax revenue. Projections of future revenue and state aid are optimistic. Discussion of anticipated costs ensues, including increasing utility costs, costs related to the move. Sue reminds Trustees to drop in periodically and sign off on expenditures. Larry moves to approve the report, Audrey 2nd, all in favor.

III. Director Report

Attached. New staff member Jana is working on virtual (Zoom) story times, take-home kits, and expanding story time offerings onto Youtube. Engagement statistics are good, across the board. Friday hours have been added to the schedule, which seems popular with patrons. The staff has added a few new ways for the community to engage, especially by submitting book reviews. Melissa Eggleston's work on the mural is progressing well. Plans are under way to commemorate those who helped found the original library center, with a mural in the adult reading room. The new piano has arrived and is freshly tuned.

Discussion of the streaming service Kanopy, which the Board was invited to test, in anticipation of adding this service as an option for the community. It was very well received by the Board and offers valuable educational materials. When compared to the library's Hoopla service, the Board anticipates that Kanopy would be popular and helpful to patrons. Kristie will return to the February meeting with more information about commitment contracts and pricing, to be discussed further.

Discussion of expanding patron capacity to 30% (roughly 12 patrons), beginning February 1st. Staff is preparing sanitization stations.

IV. Unfinished Business

- a. none

V. New Business – Items for Discussion

- a. none

VI. Items for Action

- a. none

VII. Closing

- a. Public Comment: none
- b. Board Member Comments:

Lynn comments on the new piano, best practices in how to retain its value, especially in regard to potential future repairs. Sue mentions the possibility of small musical events featuring community musicians in the future.

Audrey shares a book recommendation for The Library Book by Susan Orlean. Sue seconds this, and mentions the library book club read this together, previously.

- c. Larry moves to adjourn the meeting. Ken 2nd, all in favor.

Meeting adjourned at 6:53 pm.

Treasurer's Report February 11, 2021

As of January 31, 2021

MSUFCU Savings \$ 79,966.82

MSUFCU Checking \$109,032.47

Treasurer's Notes

* I verified all January expenses using Kristie's Reconciliation report and our MSUFCU statement.

* As of February 5, 2021 we have received tax revenue in the amount of \$179,028.53.

* Work by Auditors will commence February 22, 2021.

* The negative amount under Advertising & Marketing "Actual" was for the Friends Group Mailing from 2020.

We anticipate this will be adjusted by journal entry and fixed by April.

Thanks, Kristie. Accounting work well done.

Lynn Bergen, Treasurer

Bath Township Public Library
Budget vs. Actuals: FY2021 - FY21 P&L
January 2021

	Total					
	Actual	Budget	over Budget	Remaining	% of Budget	% Remaining
Income						
4000 Donation	13.20	2,500.00	-2,486.80	2,486.80	0.53%	99.47%
4100 Grant Income	2,000.00	5,000.00	-3,000.00	3,000.00	40.00%	60.00%
4200 State Aid		9,200.00	-9,200.00	9,200.00	0.00%	100.00%
4300 Tax Revenue	95,108.08	310,670.00	-215,561.92	215,561.92	30.61%	69.39%
4500 Penal Fines		45,000.00	-45,000.00	45,000.00	0.00%	100.00%
4600 Service Fees	15.20	600.00	-584.80	584.80	2.53%	97.47%
4700 Interest	3.40		3.40	-3.40		
4900 Uncategorized Income		200.00	-200.00	200.00	0.00%	100.00%
Total Income	\$ 97,139.88	\$ 373,170.00	-\$ 276,030.12	\$ 276,030.12	26.03%	73.97%
Gross Profit	\$ 97,139.88	\$ 373,170.00	-\$ 276,030.12	\$ 276,030.12	26.03%	73.97%
Expenses						
6000 Capital Expenses	1,000.00	11,000.00	-10,000.00	10,000.00	9.09%	90.91%
6010 Collection Acquisitions	2,085.11	22,600.00	-20,514.89	20,514.89	9.23%	90.77%
6020 Library Programming		6,000.00	-6,000.00	6,000.00	0.00%	100.00%
6030 Miscellaneous Expense	1,719.47	2,000.00	-280.53	280.53	85.97%	14.03%
6200 Advertising & Marketing	-1,364.25	7,000.00	-8,364.25	8,364.25	-19.49%	119.49%
6310 Contractual Services	1,590.65	33,140.00	-31,549.35	31,549.35	4.80%	95.20%
6320 Legal & Professional Services		2,000.00	-2,000.00	2,000.00	0.00%	100.00%
6400 Payroll	10,033.96	120,000.00	-109,966.04	109,966.04	8.36%	91.64%
6410 Payroll Taxes/Benefits	1,302.93	15,300.00	-13,997.07	13,997.07	8.52%	91.48%
6430 Benefits	1,426.55	17,200.00	-15,773.45	15,773.45	8.29%	91.71%
6500 Bank Charges & Fees		200.00	-200.00	200.00	0.00%	100.00%
6510 Insurance		3,700.00	-3,700.00	3,700.00	0.00%	100.00%
6530 Meals		3,000.00	-3,000.00	3,000.00	0.00%	100.00%
6540 Membership		8,600.00	-8,600.00	8,600.00	0.00%	100.00%
6550 Office Supplies & Software	560.40	7,000.00	-6,439.60	6,439.60	8.01%	91.99%
6560 Professional Development		1,000.00	-1,000.00	1,000.00	0.00%	100.00%
6580 Rent & Lease	3,823.00	45,900.00	-42,077.00	42,077.00	8.33%	91.67%
6590 Repairs & Maintenance	735.45	12,000.00	-11,264.55	11,264.55	6.13%	93.87%
6620 Technology	700.00	10,500.00	-9,800.00	9,800.00	6.67%	93.33%
6640 Utilities & Internet	1,044.02	10,100.00	-9,055.98	9,055.98	10.34%	89.66%
Total Expenses	\$ 24,657.29	\$ 338,240.00	-\$ 313,582.71	\$ 313,582.71	7.29%	92.71%
Net Operating Income	\$ 72,482.59	\$ 34,930.00	\$ 37,552.59	-\$ 37,552.59	207.51%	-107.51%
Net Income	\$ 72,482.59	\$ 34,930.00	\$ 37,552.59	-\$ 37,552.59	207.51%	-107.51%

Directors Report

- Legal & Professional
- Staffing
 - We are fully staffed.
- Scheduling
 - We increased our hours by opening on Friday from 9-4
- Upcoming Programs
 - We are launching our YouTube channel soon. We need 100 likes to go public so be on the look out and like the channel.
- Community outreach
 - We are looking to start a community calendar on our website.
- Technology
 - As we open back up, we have had some technology challenges with needing updates.
 - The server backup has been installed.
- Policy
 - Reviewing the Library of Michigan Policy
- Continuing Education
 - Learning about Kanopy and tutor.com
- Projects
 - Working on adjusting to the new space and letting people in

- Statistics

January	2020	2021
Visit	848	64
Items Checked out	1640	647
Computer Use	155	Around 5
Wireless use	NA	76
Hoopla	N/A	135
Overdrive	N/A	243
New Cards	32	18
Renewal Cards	N/A	31
Virtual Program Attendance	132	11
Story Time Attendance	44	7
Passive Program Attendance	N/A	15

Meetings/Conferences

All meetings and conferences have been moved to virtual, January meetings:

MI Youth and Teen meeting, MI PR Group meeting, Jumpstart Student Projects with Gale, Collaborate through Library of Michigan

Marketing

Created a Community Resource page for our website.

January's Social Media Promotions/Passive Programs

Mi Winter Quest – Mystery Edition

The Bath Library has joined 126 libraries across the state for a virtual teen scavenger hunt. Teens download the Mystery Edition and gather clues from library websites to figure out “whodunit” to win a prize.

-Of the 126 libraries, 52 libraries have teens participating. The Bath Township Public Library has 1 teen participating. Average participation is 1-2 teens..

Book Reviews for Bath Village Diner Coupons

Using the remaining purchased coupons from SRP we are awarding coupons in exchange for a short book review.

-We received several book reviews and are posting them on social media.

February's Social Media Promotions/Passive Programs

Show us Some (social media) Love with Park Lake Creamery

Using the remaining purchased coupons from SRP we are awarding coupons in exchange for Interactions with our social media.