

Bath Township Public Library Board of Trustees

Sue Garrity, President
Ryan Fewins-Bliss, Treasurer
Lynn Bergen

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, SEPTEMBER 19, 2019 – 6 P.M.

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
7. Presentation on Cyber Security – ASK, our IT services vendor
8. Financial Report – Treasurer
9. Director’s Report
10. Unfinished Business - Items for Discussion
 - a. Bylaws
 - i. Article IV, Section 7 Treasurer – Closed Session re: attorney letter
 - b. Strategic Planning Workshop – activities
 - i. Signage
 - ii. Donors
 - iii. RFID
 - iv. Prioritize Needs
 - v. Kesler Meeting report
 - vi. Family Resource Center
 - vii. Library Information in surrounding public areas
 - c. Performance Review for Director
11. New Business - Items for Discussion
 - a. Presentation from Paychex (payroll vendor) at next meeting
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is October 23, 2019 – Change from original schedule!

- Investment Policy states what we can and cannot do to make an investment of our funds. *Kristie recommended we pass this policy and then Ryan can look for ways to invest. Lynn moves to accept the Investment Policy so Ryan can begin looking at where we will consider investing library money, Ryan seconds, all in favor.*

Ryan moved that we now move into closed session to review attorney letter related to our Bylaw – Article IV, Section 7, Treasurer. Theresa seconds, all in favor.

Closed Session – see separate minutes

Presentation of Final Version of Strategic Planning Workshop:

- Kristie spoke with Jack Phillips, Superintendent, Bath Board of Trustees, about road signage. An agreement was made that we will get signage this week or next.
- Ryan and Sue will get together on donors.
- Kristi would like to see RFID (radio frequency identification) added to our to-do list. Lynn and Theresa will check into that.
- Some things on our strategic plan list may not be necessary to move to a larger space. We will need to categorize the list for what we need right now related to opening new library space and then put them into phases.
- We should all come prepared with our list of priorities for what we will need to move into new space. It will be important to check with Darrell Kessler (landlord) about what he is able and willing to do related to this move. Lynn, Theresa, and Kristie agreed to meet with Kessler before our September meeting.
- *Kristie referred to the Family Resource Center that she is beginning to put together, as well as enhanced special needs by creating libraries we can rotate out of ??? This is another way we can enhance our outreach services.*
- We need to check out our township student complexes and golf courses about placing library information.

New Business:

- Director evaluation – Each board member is asked to fill out the director evaluation form and get to Sue by Wednesday, September 4.
- Future meeting schedule dates – Our September meeting will remain the 3rd Wednesday, September 18. However, the October meeting is being changed to the 4th Wednesday, October 23 where discussion of our budget will be on the agenda.
- Kristie shared with us some patron thank you notes.

Ryan moved to adjourn the meeting, Lynn seconds, all in favor.

Meeting adjourned at 7:16 PM

Bath Township Public Library

BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - December 2019

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Donation	917.24	5,000.00	-4,082.76	18.34 %
4100 Grant Income	1,900.00		1,900.00	
4200 State Aid		4,600.00	-4,600.00	
4300 Tax Revenue	285,716.05	286,000.00	-283.95	99.90 %
4500 Penal Fines	64,595.46	54,000.00	10,595.46	119.62 %
4600 Service Fees	1,190.47	1,200.00	-9.53	99.21 %
4700 Interest	23.64		23.64	
4900 Uncategorized Income		1,800.00	-1,800.00	
4910 Miscellaneous	389.46	200.00	189.46	194.73 %
Total Income	\$354,732.32	\$352,800.00	\$1,932.32	100.55 %
GROSS PROFIT	\$354,732.32	\$352,800.00	\$1,932.32	100.55 %
Expenses				
6000 Capital Expenses	2,013.49	4,000.00	-1,986.51	50.34 %
6010 Collection Acquisitions	20,013.54	34,200.00	-14,186.46	58.52 %
6020 Library Programming	4,661.05	12,600.00	-7,938.95	36.99 %
6030 Miscellaneous Expense	60.00		60.00	
6200 Advertising & Marketing	3,208.91	7,000.00	-3,791.09	45.84 %
6310 Contractual Services	19,315.27	23,400.00	-4,084.73	82.54 %
6320 Legal & Professional Services	10,860.00	7,000.00	3,860.00	155.14 %
6400 Payroll	74,055.45	135,000.00	-60,944.55	54.86 %
6410 Payroll Taxes/Benefits	35,550.12	32,500.00	3,050.12	109.38 %
6500 Bank Charges & Fees	44.00	250.00	-206.00	17.60 %
6510 Insurance	549.00	3,500.00	-2,951.00	15.69 %
6540 Membership	5,368.90	7,950.00	-2,581.10	67.53 %
6550 Office Supplies & Software	5,795.25	7,000.00	-1,204.75	82.79 %
6560 Professional Development	1,169.35	6,000.00	-4,830.65	19.49 %
6580 Rent & Lease	6,924.72	10,500.00	-3,575.28	65.95 %
6590 Repairs & Maintenance	3,978.68	9,400.00	-5,421.32	42.33 %
6620 Technology	2,077.01	21,450.00	-19,372.99	9.68 %
6630 Travel	2,244.07	5,000.00	-2,755.93	44.88 %
6640 Utilities & Internet	4,312.32	6,600.00	-2,287.68	65.34 %
Total Expenses	\$202,201.13	\$333,350.00	\$ -131,148.87	60.66 %
NET OPERATING INCOME	\$152,531.19	\$19,450.00	\$133,081.19	784.22 %
NET INCOME	\$152,531.19	\$19,450.00	\$133,081.19	784.22 %

Bath Township Public Library

BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - August, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Donation	915.99	3,333.36	-2,417.37	27.48 %
4100 Grant Income	900.00		900.00	
4200 State Aid		3,066.64	-3,066.64	
4300 Tax Revenue	285,703.25	190,666.64	95,036.61	149.84 %
4500 Penal Fines	64,595.46	36,000.00	28,595.46	179.43 %
4600 Service Fees	1,104.15	800.00	304.15	138.02 %
4700 Interest	23.64		23.64	
4900 Uncategorized Income		1,200.00	-1,200.00	
4910 Miscellaneous	389.46	133.36	256.10	292.04 %
Total Income	\$353,631.95	\$235,200.00	\$118,431.95	150.35 %
GROSS PROFIT	\$353,631.95	\$235,200.00	\$118,431.95	150.35 %
Expenses				
6000 Capital Expenses	1,605.52	2,666.64	-1,061.12	60.21 %
6010 Collection Acquisitions	17,709.75	22,800.00	-5,090.25	77.67 %
6020 Library Programming	4,581.57	8,400.00	-3,818.43	54.54 %
6030 Miscellaneous Expense	60.00		60.00	
6200 Advertising & Marketing	3,108.91	4,666.64	-1,557.73	66.62 %
6310 Contractual Services	19,203.96	15,600.00	3,603.96	123.10 %
6320 Legal & Professional Services	10,860.00	4,666.64	6,193.36	232.72 %
6400 Payroll	74,055.45	90,000.00	-15,944.55	82.28 %
6410 Payroll Taxes/Benefits	35,550.12	21,666.64	13,883.48	164.08 %
6500 Bank Charges & Fees	44.00	166.64	-122.64	26.40 %
6510 Insurance	549.00	2,333.36	-1,784.36	23.53 %
6540 Membership	5,368.90	5,300.00	68.90	101.30 %
6550 Office Supplies & Software	5,632.89	4,666.64	966.25	120.71 %
6560 Professional Development	1,169.35	4,000.00	-2,830.65	29.23 %
6580 Rent & Lease	6,059.13	7,000.00	-940.87	86.56 %
6590 Repairs & Maintenance	3,978.68	6,266.64	-2,287.96	63.49 %
6620 Technology	1,558.03	14,300.00	-12,741.97	10.90 %
6630 Travel	2,244.07	3,333.36	-1,089.29	67.32 %
6640 Utilities & Internet	4,212.32	4,400.00	-187.68	95.73 %
Total Expenses	\$197,551.65	\$222,233.20	\$ -24,681.55	88.89 %
NET OPERATING INCOME	\$156,080.30	\$12,966.80	\$143,113.50	1,203.69 %
NET INCOME	\$156,080.30	\$12,966.80	\$143,113.50	1,203.69 %

Directors Report

- Legal & Professional
- Staffing
 - Reviewed two staff members
 - Updated schedule for fall to accommodate staffing changes
- Scheduling
 - I will be gone several days in October for conferences.
 - October 10 and 11 I will be in St. Ignace for the leadership academy
 - October 16-18 I will be in Novi for the MLA
 - I am taking a short vacation Friday November 1 and Monday November 5
- Upcoming Programs
 - We are rolling out our Library of Things on Friday, September 27th from 6-8
 - We are hosting a month-long Ghost Book Club
 - We are doing a Day of the Dead Program honoring the Bath Disaster Victims
- Community outreach
 - Carrie attended Back to School Backpack event
- Technology
 - Purchased a monitor to highlight our programs
 - Purchased a chrome book for inhouse circulation
- Policy
 - Next month I plan to tackle the handbook
- Continuing Education
 - I am applying for Small and Rural Library Academy
 - I am working on a presentation for Small and Rural Library Conference
 - I am looking at applying for a QuickBooks course.
- Projects
 - Rearranging collection
- Statistics

July	2018	2019	Difference	% difference
Visit	698	1090	up 392	56%
Items checked out	790	1739	up 949	120%
Computer use	176	284	up 108	61%
New Cards	47	31	down 16	34%
Program Attendance	137	368	up 231	169%
Storytime Attendance	60	33	down 27	45%

Youth Services August 2019 Report

Programs

July had 14 Youth and Teen programs with a total attendance of 245: 94 early literacy, 9 teens, and 142 that were neither early literacy nor teen specific.

1000 Books Before Kindergarten

This program is still slow, but steady. Eight logs were turned in during August, bringing the total to 32 logs (3200 books read).

Meetings/Conferences

Attended the Library of Michigan Grant programs and Grant Application Tips webinar.

Outreach/Community Partnerships

The library continued to partner with the Bath Schools Meet Up & Eat Up program, by providing activities, and library PR during the Thursday lunch times. During August we were able to interact with 67 kids and parents/caretakers.

Youth Services joined the Bath UMC's Back to School Picnic at Couzens Park and assisted the Friends Group in passing out free children's books to participants. It was estimated that the library interacted with approximately 75 community members.

Grant

The LSTA Public Library Services Grant's final report/financial reimbursement for the Robots to-go Kit was completed. An EFT for the \$1954.26 reimbursement was sent to the library's MSUFCU account on August 15. The Robots to-go kit will continue to be used for programming and outreach, some of the items will be used in the Early Literacy and STEM Backpacks that are in the works.

Marketing

Ordered a branded library banner for use at events and 250 branded tote bags, some of which were paid for and used by the Friends at the Bath UMC Back to School Picnic.

Donor Lookup

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Displaying records **1 - 26** of 26.

(Note: We only display the first 500 records. Need more? Please contact us requests@crp.org.)

Category	Contributor	Occupation	Date	Amount	Recipient
Money to Candidates	CAPPO, CAROLYN MRS BATH, MI 48808	RETIRED	06-25-2015	\$2,700.00	Bush, Jeb (R)
Money to Parties	KOOB, THOMAS J MR BATH, MI 48808	TIAA - CREF	08-22-2016	\$500.00	Republican National Cmte (R)
Money to Candidates	DAVIES, ETHAN C BATH, MI 48808	HANTZ FINANCIAL SERVICES	11-13-2015	\$250.00	Stabenow, Debbie (D)
Money to Candidates	BATTAGLIEN, TERI BATH, MI 48808	DELTA DENTAL	09-02-2016	\$500.00	Stabenow, Debbie (D)
Money to Candidates	WRIGLEY, MARY DONOGHUE BATH, MI 48808	RETIRED	12-16-2015	\$250.00	Sanders, Bernie (D)
Money to Candidates	WRIGLEY, MARY DONOGHUE BATH, MI 48808	NOT EMPLOYED	09-09-2015	\$250.00	Sanders, Bernie (D)
Money to PACs	SCHONFELD, PETER J MR BATH, MI 48808	MICHIGAN HEALTH & HOSPITAL ASSOCIATION	03-09-2015	\$525.00	American Hospital Assn
Money to Candidates	DERKSEN, FREDERIK BATH, MI 48808	MSU	09-27-2016	\$500.00	Clinton, Hillary (D)
Money to Candidates	OLSZEWSKI, JANET D BATH, MI 48808	HEALTH CARE	09-24-2016	\$250.00	Clinton, Hi



Category	Contributor	Occupation	Date	Amount	Recipient
Money to Candidates	BATTAGLIERI, LUIGI BATH, MI 48808	DELTA DENTAL	12-09-2015	\$1,000.00	Peters, Gary (D)
Money to Candidates	BATTAGLIERI, LUIGI BATH, MI 48808	DELTA DENTAL OF MICHIGAN	07-22-2016	\$250.00	Driskell, Gretchen (D)
Money to PACs	COOK, ERIC D BATH, MI 48808	SPARTAN INSURANCE AGENCY	12-06-2016	\$2,500.00	Crop Insurance Professionals Assn
Money to Candidates	KOOB, THOMAS J BATH, MI 48808	TIAA - CREF	08-23-2016	\$400.00	Trump, Donald (R)
Money to Candidates	BATTAJLIEN, LU BATH, MI 48808	DELTA DENTAL	09-06-2016	\$1,000.00	Stabenow, Debbie (D)
FEDERAL LAW PROHIBITS THE USE OF CONTRIBUTOR INFORMATION FOR THE PURPOSE OF SOLICITING CONTRIBUTIONS OR FOR ANY COMMERCIAL PURPOSE.					
Money to Candidates	CAPPO, EUGENE MR BATH, MI 48808	RETIRED	06-25-2015	\$2,700.00	Bush, Jeb (R)
Money to Candidates	OLSZEWSKI, JANET D BATH, MI 48808	HEALTH CARE	09-11-2016	\$250.00	Clinton, Hillary (D)
Money to Candidates	MARCOTTE, LAWRENCE BATH, MI 48808	RETIRED	10-26-2016	\$250.00	Rubio, Marco (R)
Money to Candidates	MARZ, ROGER BATH, MI 48808	RETIRED	03-28-2016	\$250.00	Driskell, Gretchen (D)
Money to Parties	SAGER, LARRY BATH, MI 48808	TOWER AUTOMOBILE	07-08-2016	\$220.00	DNC Services Corp (D)
Money to Candidates	DERKSEN, FREDERIK BATH, MI 48808	MSU	08-02-2016	\$1,000.00	Clinton, Hillary (D)
Money to PACs	COOK, ERIC D BATH, MI 48808	SPARTAN INSURANCE AGENCY	06-24-2015	\$1,250.00	Crop Insurance Professionals Assn
Money to Candidates	BECHHOFFER, LAURIE BATH, MI 48808	STATE OF MICHIGAN	02-14-2016	\$250.00	Gilbert, Melissa (D)

Category	Contributor	Occupation	Date	Amount	Recipient
Money to PACs	SCHONFELD, PETER J MR BATH, MI 48808	MICHIGAN HEALTH & HOSPITAL ASSOCIATION	03-09-2016	\$630.00	American Hospital Assn
Money to Candidates	DERKSEN, FREDERIK BATH, MI 48808	MSU	07-19-2016	\$1,000.00	Clinton, Hillary (D)
Money to Candidates	ROSS, BRADLEY BATH, MI 48808	DELTA DENTAL	12-09-2015	\$300.00	Peters, Gary (D)
Money to Candidates	ROSS, BRADLEY M BATH, MI 48808	DELTA DENTAL OF MICHIGAN	08-29-2016	\$500.00	Stabenow, Debbie (D)

* Data on individual contributions downloaded from the Federal Election Commission on August 22, 2019.

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