

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, NOVEMBER 20, 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. Financial Report – Treasurer & Director
8. Director & Youth Services Reports
9. Unfinished Business - Items for Discussion
 - a. Bylaws
 - i. Article IV, Section 7 Treasurer – Closed Session re: attorney letter
 - b. Strategic Planning
 - i. Donors
 - ii. The move – meeting with architect from Peabody.
 1. Renovation & move expenses
 - iii. Library Information in surrounding public areas
10. New Business - Items for Discussion
11. Items for Action
12. Public Comment – Limited to 3 minutes
13. Board Member Comments
 - a. Sue – remotely – great PR with news article from MSU reporter and TV spot on our Frozen Tea!!
14. Adjournment

Reminder: Next Meeting is December 18, 2019

Bath Township Public Library

Meeting Minutes

Wednesday, October 23, 2019

Present: (Board Members) Lynn Bergen, Ken Jensen, Shannon Vlastic, Theresa Kidd, Ryan Fewins-Bliss, Sue Garrity

Board not present:

(Library Director & staff) Kristie Reynolds

Public:

Next meeting: Wednesday November 20, 2019 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:05pm
- b. Moment of civic reflection.
- c. Lynn moves to approve the agenda with the addition of Budget Changes under Items for Action, Theresa 2nd, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Shannon moves to approve the minutes as amended with elimination of redundancy under Bb, Change the word "program" under B to "brochure," and update the word "September" under e, f, and New Business A, to October. Lynn 2nd. All in favor.

II. Financial Report

Attached. We are in good shape! Theresa moves to approve financial report as presented. Lynn 2nd, all in favor. Payroll category of proposed budget is to sustain current status. This amount does not consider any raises or additional employees. Ryan and Kristie will meet and discuss proposed numbers prior to next meeting and will present to board in November.

III. Director's & Youth Services Reports

Attached.

IV. Unfinished Business

Ryan moved to go into closed session, Ken 2nd, all in favor
Strategic Planning Workshop;

1. Signage; we have signs!
2. Donors; Sue and Ryan are still working on this. We do have a policy for specified gifts.
3. RFID; table for future due to cost vs. benefit.
4. The move; potential design presented, drafted by Kesler architect (Peabody.) We need idea of potential costs to build space out. Lynn and Theresa will meet with Kristie to work on costs of fixtures and interior components.
5. Family Resource Binder; complete and available to the public.

6. Library info in surrounding public areas; staff is slowly working on this. Kristie will start a master list of locations we have disbursed info too.
- b. Performance Review; Kristie will figure out raises and salaries for her staff and board will approve through budget. Ryan recommends a 5% raise for Kristie based on outstanding performance. Lynn moves to give Kristie a 5% raise, Theresa 2nd, all in favor.

V. New Business – Items for Discussion

- a. None.

VI. Items for Action:

- a. Budget Changes; Ken moves to accept proposed budget changes for current fiscal year, Shannon 2nd, all in favor.

VII. Closing

- a. Public Comment: None.
- b. Board Comment: Theresa states that she is very grateful for Kristie and her hard work. We all agree!
- c. Shannon moves to adjourn the meeting, Ryan 2nd, all in favor.

Meeting adjourned at 8:06pm.

Bath Township Public Library

BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - October, 2019

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Donation	930.99	4,166.70	-3,235.71	22.34 %
4100 Grant Income	1,900.00		1,900.00	
4200 State Aid		3,833.30	-3,833.30	
4300 Tax Revenue	285,716.05	238,333.30	47,382.75	119.88 %
4500 Penal Fines	64,595.46	45,000.00	19,595.46	143.55 %
4600 Service Fees	1,411.65	1,000.00	411.65	141.17 %
4700 Interest	42.88		42.88	
4900 Uncategorized Income		1,500.00	-1,500.00	
4910 Miscellaneous	22.00	166.70	-144.70	13.20 %
Total Income	\$354,619.03	\$294,000.00	\$60,619.03	120.62 %
GROSS PROFIT	\$354,619.03	\$294,000.00	\$60,619.03	120.62 %
Expenses				
6000 Capital Expenses	2,147.42	3,333.30	-1,185.88	64.42 %
6010 Collection Acquisitions	23,748.14	28,500.00	-4,751.86	83.33 %
6020 Library Programming	6,026.96	10,500.00	-4,473.04	57.40 %
6030 Miscellaneous Expense	77.41		77.41	
6200 Advertising & Marketing	3,382.91	5,833.30	-2,450.39	57.99 %
6310 Contractual Services	22,154.04	22,000.00	154.04	100.70 %
6320 Legal & Professional Services	10,900.00	11,666.70	-766.70	93.43 %
6400 Payroll	109,599.91	112,500.00	-2,900.09	97.42 %
6410 Payroll Taxes/Benefits	25,608.21	27,083.30	-1,475.09	94.55 %
6500 Bank Charges & Fees	44.00	208.30	-164.30	21.12 %
6510 Insurance	689.00	2,916.70	-2,227.70	23.62 %
6540 Membership	5,834.49	6,625.00	-790.51	88.07 %
6550 Office Supplies & Software	6,292.57	6,250.00	42.57	100.68 %
6560 Professional Development	1,628.35	5,000.00	-3,371.65	32.57 %
6580 Rent & Lease	7,790.31	8,750.00	-959.69	89.03 %
6590 Repairs & Maintenance	4,661.54	7,833.30	-3,171.76	59.51 %
6620 Technology	3,763.17	9,125.00	-5,361.83	41.24 %
6630 Travel	3,238.56	4,166.70	-928.14	77.72 %
6640 Utilities & Internet	5,123.31	5,500.00	-376.69	93.15 %
Total Expenses	\$242,710.30	\$277,791.60	\$ -35,081.30	87.37 %
NET OPERATING INCOME	\$111,908.73	\$16,208.40	\$95,700.33	690.44 %
NET INCOME	\$111,908.73	\$16,208.40	\$95,700.33	690.44 %

Bath Township Public Library

BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Donation	938.69	5,000.00	-4,061.31	18.77 %
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	1,475.85	1,200.00	275.85	122.99 %
4700 Interest	42.88		42.88	
4900 Uncategorized Income		1,800.00	-1,800.00	
4910 Miscellaneous	22.00	200.00	-178.00	11.00 %
Total Income	\$354,690.93	\$352,800.00	\$1,890.93	100.54 %
GROSS PROFIT	\$354,690.93	\$352,800.00	\$1,890.93	100.54 %
Expenses				
6000 Capital Expenses	2,147.42	4,000.00	-1,852.58	53.69 %
6010 Collection Acquisitions	25,232.86	34,200.00	-8,967.14	73.78 %
6020 Library Programming	6,226.96	12,600.00	-6,373.04	49.42 %
6030 Miscellaneous Expense	77.41		77.41	
6200 Advertising & Marketing	3,382.91	7,000.00	-3,617.09	48.33 %
6310 Contractual Services	22,265.35	26,400.00	-4,134.65	84.34 %
6320 Legal & Professional Services	10,900.00	14,000.00	-3,100.00	77.86 %
6400 Payroll	115,146.15	135,000.00	-19,853.85	85.29 %
6410 Payroll Taxes/Benefits	26,708.66	32,500.00	-5,791.34	82.18 %
6500 Bank Charges & Fees	44.00	250.00	-206.00	17.60 %
6510 Insurance	689.00	3,500.00	-2,811.00	19.69 %
6540 Membership	5,834.49	7,950.00	-2,115.51	73.39 %
6550 Office Supplies & Software	6,721.77	7,500.00	-778.23	89.62 %
6560 Professional Development	1,628.35	6,000.00	-4,371.65	27.14 %
6580 Rent & Lease	8,655.90	10,500.00	-1,844.10	82.44 %
6590 Repairs & Maintenance	4,941.54	9,400.00	-4,458.46	52.57 %
6620 Technology	4,601.17	10,950.00	-6,348.83	42.02 %
6630 Travel	3,274.94	5,000.00	-1,725.06	65.50 %
6640 Utilities & Internet	5,123.31	6,600.00	-1,476.69	77.63 %
Total Expenses	\$253,602.19	\$333,350.00	\$ -79,747.81	76.08 %
NET OPERATING INCOME	\$101,088.74	\$19,450.00	\$81,638.74	519.74 %
NET INCOME	\$101,088.74	\$19,450.00	\$81,638.74	519.74 %

Directors Report

- Legal & Professional
- Staffing
 - Joanna is on medical leave until November 25
- Scheduling
 - We will be closed November 28 and 29 for Thanksgiving
 - I would like to discuss opening at 9 instead of 10.
- Upcoming Programs
 - Frozen party
 - Reindeer visit
 - Wreath making
- Community outreach

- Technology

- Policy
 - I will present the handbook for you to look at and approve in December
- Continuing Education
 - Kristie attended a one-day workshop for quickbooks to give her a better understanding of how the program works.
 - Kristie attended her first of four Academy weekends. This weekend focused on grant writing, census and statistics information.
 - Kristie attended MLA many of the breakout sessions she attended were on budgeting. The larger sessions focused on inclusion and diversity.
 - Had a business lunch/meeting with Jennifer, the director of Dewitt Public Library. We discussed how our libraries worked and got to know each other.
- Projects
 - Continued to work on the budget
 - Continued to work on the move
 - Met with Daryl Kesler to talk about the upcoming move
- Statistics

October	2018	2019	Difference	% Difference
Visit	742	906	Up 167	23%
Items Checked out	1015	1654	Up 639	68%
Computer Use	138	213	Up 75	54%
New Cards	32	26	Down 6	18%
Program Attendance	98	508	Up 410	418%
Story Time Attendance	23	44	Up 21	91%

Youth Services October 2019 Report

Programs

October had 11 Youth and Teen programs with total attendance of 479.

Early Literacy Backpacks are finished, cataloged and in circulation.

The Delightfully Frightful October Reading Program had 86 participants, 8 were adults so they are not reflected in the youth numbers. It was well received and is a good indicator that we should offer other reading programs outside of Summer Reading.

Teen Volunteers

Teens put in 7 hours of volunteer time, helping with craft prep, shelf reading, and pulling books to be reviewed for weeding.

Meetings/Conferences

Attended the Early Childhood Literacy Coalition's October meeting.

Attended a Library of Michigan Workshop for Ploud, which hosts the library's website.

Outreach/Community Partnerships

Maryanne Boylan brought 85 students to the library for a Freshman English Tour. I added a Kahoot quiz to this year's tour and it seemed to be a hit with the students.

Kelsey Maccombs from Constellation Cat Café was October's guest reader for storytime. She brought a mother cat and five kittens, which delighted the children.

Joined the Friends group for Trunk or Treat and passed out candy, small prizes, and marketing material to 200+ community children and their families.

Marketing

As Kristie's duties increase, I have begun a more active role in marketing and adult programming.