

Bath Township Public Library
Meeting Minutes

Tuesday, October 16, 2018; special budget meeting called to order at 5:06pm

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen,
Shannon Vlastic, Theresa Kidd, Ryan Fewins-Bliss
(Library Director & staff) Kristie Reynolds
(Public) none.

Next meeting: Regular Meeting: Tuesday November 06, 2018 @ 6:00pm.

I. Regular Business

- a. Moment of civic reflection.
- b. Lynn moves to approve the agenda as presented, Theresa 2nd, all in favor.
- c. Public comment on agenda items: none.
- d. Disclosures of conflict of interest: none.

II. Presentation of Budget Proposal

- a. Income:
 1. Penal fines will continue to decrease due to way that they are collected, so room was intentionally left in the budget to account for this.
 2. State Aid will come in 2 payments. 2,300 in each payment. Half will go directly to Woodlands
 3. Donations, Gifts, Memorials – based on what we have received so far. We are not counting on this money as it is not steady.
 4. Fines are calculated a little high because we have not started fining for some things, such as faxing.
- b. Expenses:
 1. Collection development is largest category due to necessary updating of our collection. eBooks are most requested item through MEL and are expensive to purchase. Hoopla is expensive because it is a pay as you go service that requires a down payment. There is a way to restrict these

Hoopla checkouts and cap them due to. Woodlands exclusively offers downloadable books. Woodlands and eBooks should be in same category. Strike \$2,000 off Woodlands as Woodlands is already paid for in State Aid. This decreases spending on collection development to \$46,100.

2. Contractors went into respective categories unless they didn't fit. Paychex was rounded up as fees increased recently. Ryan believes that Paychex is a fee per pay, not per month. It looks like fees go up \$8 per employee. We just added two employees to our team, so fees will be near \$100/ pay. Taking the \$2,000 from Collection Development that we were over after removing the Woodlands fees from that category and moving it to this category – New budget is \$3,000 for Paychex, upping Contractor's to \$6,344.00.
3. Insurance is slightly padded as our employee health insurance is still in the works.
4. Rent & Lease amount is off because January – Sept. (9 months) will be \$865.59 and October – December (3 months) will be \$891.56. Budget should be \$10,500, down from 11,331.00, adding \$831 to final budget surplus.
5. Legal & Professional is reserved for “just incase” something comes up legally (contractual, policy & procedure, audit, etc...) No regular legal expenses needed at this time.
6. Programming budget has increased in order to provide funds to have authors come for speaking and book signings. Shannon suggests that if any categories can be increased, increase the library programming as that is what brings people here. Ryan suggests that this is a great area for using grants and memorial funding. Sue suggests that the Friends may help here as well.
7. Continuing Education, \$1,000 per employee for continuing education. Ryan states that “travel and meals” under conferences should be moved to the travel & meals category.
8. Membership - Woodlands needs to be verified with Woodlands because amounts are believed to be incorrect at this time due to unclear payment structure. Kristie will check into this for clarification. MCLS fees should go under income, instead of expenses as they will be a refund. ALA category will increase slightly to provide membership for Carrie.
9. Supplies are based on first quarter spending.
10. Payroll – Ryan will look at this because the formula left some cells out and things are not adding up. Unemployment is only taxed on first \$9,000 per Kristie. Ryan believes we are NOT taxed on first \$9,000. This will make a difference and needs to be checked into further. FICA should be higher, Ryan believes around \$11,000.00. IRA has to be offered to all employees – this is in place of 401k, per Sarah at Financial Tech. Simple IRA is a matching fund and is one option of many. Kristie will do more

checking into this. We need to know what the structure is regarding matching – do we have to match? Do we have to offer this to all employees? IRA & Health Insurance should go under new “Benefits” category. Some re-structuring will be needed here. Payroll category includes enough for a 3% raise for each employee. This part is still being figured out.

11. Repair & Maintenance – Other repairs should include deductible amount in case of necessary insurance claim.
12. Technology – all computers need to be replaced, will vote on this at next meeting, but general consensus is that this is necessary and important. Ancestry.com is new and begins this year. \$600.00 for hotspots is contract. Quickbooks is ONE license we have to pay for, but there may be others, so the budget here is padded. Envisionware tracks statistics for computer usage based on library card sign in.
13. IT Right is internet service. Verizon is new charge and seems low. We will monitor amounts for increases.

III. Closing

In conclusion, Kristie will be sending updates for review prior to next meeting. Think about bigger philosophical questions. What is our strategic vision? Do we want to set aside funds for a move Do we want a rainy-day fund? Do we want a zero budget? Plan to vote on Dec. 2nd.

- a. Public Comment: None.
- b. Board Comment: None.
- c. Shannon moves to adjourn the meeting, Theresa 2nd, all in favor.

Meeting adjourned at 6:34pm.