

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

### 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                 |
| <b>Total Income</b>                   | <b>\$156.87</b>      |
| GROSS PROFIT                          | <b>\$156.87</b>      |
| 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               |
| <b>Total 6400 Payroll</b>             | <b>12,212.46</b>     |
| 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                |
| <b>Total Expenses</b>                 | <b>\$23,532.32</b>   |
| NET OPERATING INCOME                  | <b>\$ -23,375.45</b> |
| NET INCOME                            | <b>\$ -23,375.45</b> |

### 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       |
| <b>Income</b>                             |                     |                     |                       |                   |
| 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               |                   |
| <b>Total Income</b>                       | <b>\$219,065.89</b> | <b>\$391,762.00</b> | <b>\$ -172,696.11</b> | <b>55.92 %</b>    |
| <b>GROSS PROFIT</b>                       | <b>\$219,065.89</b> | <b>\$391,762.00</b> | <b>\$ -172,696.11</b> | <b>55.92 %</b>    |
| <b>Expenses</b>                           |                     |                     |                       |                   |
| 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            |                   |
| <b>Total 6400 Payroll</b>                 | <b>19,587.77</b>    | <b>189,500.00</b>   | <b>-169,912.23</b>    | <b>10.34 %</b>    |
| 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                |                   |
| <b>Total Expenses</b>                     | <b>\$36,871.15</b>  | <b>\$373,600.00</b> | <b>\$ -336,728.85</b> | <b>9.87 %</b>     |
| <b>NET OPERATING INCOME</b>               | <b>\$182,194.74</b> | <b>\$18,162.00</b>  | <b>\$164,032.74</b>   | <b>1,003.16 %</b> |
| <b>NET INCOME</b>                         | <b>\$182,194.74</b> | <b>\$18,162.00</b>  | <b>\$164,032.74</b>   | <b>1,003.16 %</b> |

## 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  |

