

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, FEBRUARY 19, 2020 – 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 – with new resolution can we finish bylaw updates? Attorney opinion.
 - b. Strategic Planning
 - i. The move – meeting with Daryl Kesler
 1. Renovation & move expenses
 2. Ongoing lease expense
 - ii. Donor/Fundraising Update
 - 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
14. Adjournment

Reminder: Next Meeting is March 18, 2020, 6 p.m.

Bath Township Public Library
Meeting Minutes

Wednesday, January 15, 2019

Present: (Board Members) Lynn Bergen (via Skype), Ken Jensen, Shannon Vlastic, Theresa Kidd, Sue Garrity, Ryan Fewins-Bliss
(Library Director & staff) Kristie Reynolds

Public:

Next meeting: Wednesday February 19, 2019 @ 6:00pm

I. Regular Business

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

II. Financial Report

Attached. Still have not received funds from the township; Kristie will follow up.
Kudos to Kristie and team for great fund balance! Shannon moves to approve the EOY financials as presented, Ryan 2nd, all in favor.

III. Director's & Youth Services Reports

Welcome to Shae Stoddard!

IV. Unfinished Business

- a. Bylaws; Ryan moves to approve edited bylaws as presented, Theresa 2nd, all in favor.
- b. Strategic Planning;
 - i. The move; Ryan and Kristie negotiated an agreement with Kessler's on \$65,000 cash payment to get lease started, 15 years lease, \$7 / sq. foot rent price. .015% increase / year for first 5 years, and .03% increase / year thereafter. Ryan moves to authorize the board president to sign a lease with the terms listed in attached handout as presented, Shannon 2nd, all in favor.
 - ii. Donors; draft letter presented for library update and fundraising opportunities. Review and send suggestions or comments to Sue in the next week. If we are sending this letter out, it should go out prior to the move.
 - iii. Library info in surrounding public areas; some info at Somerset Park. Perhaps library card drive.

V. New Business – Items for Discussion

- a. Election of officers for 2020; Lynn will take over as treasurer for Ryan. Ryan moves to approve the slate of officers as currently utilized with the exception of Lynn taking over for Ryan, Theresa 2nd, all in favor.

VI. Items for Action:

- a. None.

VII. Closing

- a. Public Comment: None.
- b. Board Comment: Sue will be out for April meeting. Theresa will be out for February meeting.
- c. Shannon moves to adjourn the meeting, Ken 2nd, all in favor.

Meeting adjourned at 6:56pm

Bath Township Public Library

BUDGET VS. ACTUALS: BUDGET FY 2020 - FY20 P&L

January - December 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Donation	260.62	2,500.00	-2,239.38	10.42 %
4100 Grant Income		5,000.00	-5,000.00	
4200 State Aid		4,600.00	-4,600.00	
4300 Tax Revenue	164,164.13	298,000.00	-133,835.87	55.09 %
4500 Penal Fines		60,000.00	-60,000.00	
4600 Service Fees	108.55	1,200.00	-1,091.45	9.05 %
4700 Interest	9.78	45.00	-35.22	21.73 %
4710 Dividend	48.00		48.00	
4910 Miscellaneous		200.00	-200.00	
Total Income	\$164,591.08	\$371,545.00	\$ -206,953.92	44.30 %
GROSS PROFIT	\$164,591.08	\$371,545.00	\$ -206,953.92	44.30 %
Expenses				
6000 Capital Expenses	39.99	3,000.00	-2,960.01	1.33 %
6010 Collection Acquisitions	4,575.61	31,450.00	-26,874.39	14.55 %
6020 Library Programming	785.48	13,000.00	-12,214.52	6.04 %
6030 Miscellaneous Expense		2,000.00	-2,000.00	
6200 Advertising & Marketing	530.84	8,150.00	-7,619.16	6.51 %
6310 Contractual Services	2,288.14	33,000.00	-30,711.86	6.93 %
6320 Legal & Professional Services	100.00	7,000.00	-6,900.00	1.43 %
6400 Payroll	16,940.64	144,000.00	-127,059.36	11.76 %
6410 Payroll Taxes/Benefits	2,457.19	19,000.00	-16,542.81	12.93 %
6430 Benefits	2,723.54	16,000.00	-13,276.46	17.02 %
6500 Bank Charges & Fees		250.00	-250.00	
6510 Insurance		4,000.00	-4,000.00	
6540 Membership		8,420.00	-8,420.00	
6550 Office Supplies & Software	715.07	9,000.00	-8,284.93	7.95 %
6560 Professional Development	1,145.00	4,000.00	-2,855.00	28.63 %
6580 Rent & Lease	891.56	11,000.00	-10,108.44	8.11 %
6590 Repairs & Maintenance	695.90	10,700.00	-10,004.10	6.50 %
6620 Technology		10,500.00	-10,500.00	
6630 Travel	-281.44	6,000.00	-6,281.44	-4.69 %
6640 Utilities & Internet	939.84	7,500.00	-6,560.16	12.53 %
Total Expenses	\$34,547.36	\$347,970.00	\$ -313,422.64	9.93 %
NET OPERATING INCOME	\$130,043.72	\$23,575.00	\$106,468.72	551.62 %
NET INCOME	\$130,043.72	\$23,575.00	\$106,468.72	551.62 %

Directors Report

- Legal & Professional
 - Discussed the resolution with the lawyer. She had a couple of questions, but it looked good over all
- Staffing
 - We finally have a full staff, which has been wonderful. All the items on my long list are finally getting done.
 - Inventory for the books
 - Appropriate decorations
 - Policy and procedure manuals being done
- Scheduling
 - The staff started a new schedule the second week of January
 - Shae started the first full week of January
- Upcoming Programs
 - We are starting our winter reading club with mugs as a prize.
- Community outreach
 - I have joined the DDA
 - Sue and I had a networking lunch with Superintendent Karen Hildebrandt
- Technology
 - We replaced a defective hotspot
- Policy
 - There were no updates this month
- Continuing Education
 - Had a meeting with Hoopla representatives to find out what was new
- Projects
 - Working on moving the library
 - I am working on creating Annual Reports
- Statistics

January	2019	2020	Difference	% Difference
Visit	616	848	Up 232	38%
Items Checked out	1132	1640	Up 508	44%
Computer Use	205	155	Down 50	-24%
New Cards	26	32	Up 6	23%
Program Attendance	89	132	Up 43	48%
Story Time Attendance	21	44	Up 23	110%

As we are working on the Annual Report, we are finding fun information. Here is a snippet of what we are finding. The 848 visits were the highest January ever recorded—going back to when library center opened in 2014, AND before 2019, we only had one month ever with more visitors—in August 2017 with 852. The circulation figure of 1640 was the fourth best month ever. From 2014-2018, there was only one month with circulation over 1,000—in October 2018 with 1015. The 1640 now ranks as the fourth best month ever.

Youth Services January 2020 Report

January had 10 youth programs with a total attendance of 88.

Teen Volunteers

Teens put in 30 hours of volunteer time, helping with craft prep, shelf reading, and pulling books for weeding review.

We had seven teens attend the volunteer pizza party.

Winter Reading

January through March we will be featuring a 'Warm Up and Read 2020' Winter Reading Program.

This program is for all ages, reading levels, and library usage. Patron complete a bingo on the 'Warm Up and Read' sheet and receive a coffee/hot chocolate mug with the library logo and reading theme. Ten patrons have completed this program so far.

Meetings/Conferences

Attended the Early Childhood Literacy Coalition's January meeting.

Attended an MCLS Training webinar on MeLCat processing, policies, and procedures.

Outreach/Community Partnerships

Students from Ann Fredrickson's Spanish class joined the library as guest readers for the January's 17th storytime. They read "Viva Frida" by Yuyi Morales in both Spanish and English for the children.

Marketing/Adult Programming

The 'Warm Up and Read 2020' Winter Reading program had seventy-five mugs ordered. An additional seventy-five logo-only mugs are available for promotional purposes.

The Mug Cake program was an older teen and adult program. We had 16 attend and received positive feedback on our Facebook page about the program:

[Dixie Sue Rounds](#) My daughter, granddaughter, and I enjoyed making the cake in a mug last evening. Delicious. Appreciate the recipes you shared. Thank you.

Several of the attendees were not current library users. They took home library card applications to complete.