

## 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, MARCH 24, 2021 – 6 P.M.

Kreynolds@bathtownshippubliclibrary.org is inviting you to a scheduled Zoom meeting.

Topic: Library Board of Trustees

Join Zoom Meeting

<https://woodlands.zoom.us/j/93676455978?pwd=V3d2T0tUdGlnSEZ0ZkRKUEhhQXBYUT09>

Meeting ID: 936 7645 5978

Passcode: 943956

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 (attachment)
7. Financial Report – Treasurer & Director (attachments)
8. Director Report (attachment)
9. Unfinished Business - Items for Discussion
  - a. Charging for Community Rooms
  - b. Millage (see attached items from last millage regarding geography of precincts, permanent absentee list makeup and votes on school bond issues)
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
  - a. Board Meetings – Back to In-Person?
  - b. Michigan Library Association memberships/activities for trustees
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

**Reminder: Next Meeting is April 21, 2021, 6 p.m.**

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, February 17, 2021 (Remote Meeting via Zoom)*

*Present:* (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen, Audrey Barton  
(Library Director & Staff) Kristie Reynolds

*Absent:* Larry Fewins-Bliss, Theresa Kidd

*Public Present:* Anne Elsenheimer

*Next meeting: Wednesday March 17, 2021 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:05pm
- b. Moment of civic reflection.
- c. Ken moves to approve the agenda with the addition of New Business a. New Millage, Lynn 2nd, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn moves to approve the minutes, with a spelling change. Audrey 2nds, all in favor.

### **II. Financial Report**

Attached. Preparing for the audit, which commences February 22<sup>nd</sup>. Budget report looks good, with a few imbalances expected to be reconciliated in the coming months. Ken moves to accept the report, Sue 2<sup>nd</sup>, all in favor.

### **III. Director Report**

Attached. Reopening has gone smoothly for staff and patrons. Increasing in-person capacity and online presence. Community interaction is up, and more programs are in development.

### **IV. Unfinished Business**

- a. Kanopy Usage Discussion. Discussion contract, expectations and services provided and funding for this potential subscription service. Kristie plans to move forward.

### **V. New Business – Items for Discussion**

- a. Room Rental Discussion. Discussion of the possibility of charging for-profit groups interested in renting space, and the potential need scheduling software.

- b. Millage Discussion. Looking ahead to upcoming elections, and what needs to be done.

#### **VI. Items for Action**

- a. Sue will reach out to community members interested in supporting and helping organize for the upcoming millage.
- b. Sue will provide useful information about the previous millage.

#### **VII. Closing**

- a. Public Comment:

Anne Elsenheimer says that the new YouTube channel sounds interesting. She will share this with friends and family.

- b. Board Member Comment: none
- c. Ken moves to adjourn the meeting. Sue 2<sup>nd</sup>, all in favor.

Meeting adjourned at 6:58pm.

## Treasurer's Report

Lynn Bergen <lbergen@bathtownshippubliclibrary.org>

Wed 3/10/2021 3:43 PM

To: Suzanne Garrity <sgarrity@bathtownshippubliclibrary.org>

Cc: Kristie Reynolds <kreynolds@bathtownshippubliclibrary.org>

### Treasurer's Report March 10, 2021

As of February 28, 2021 Two months = 17%

MSUFCU Savings \$ 79,969.89

MSUFCU Checking \$185,850.76

#### Notes:

\* All February expenses were verified using Kristie's reconciliation and the MSUFCU statement.

\* Total Tax Revenue received to date: \$194,175.48

\* Utilities and Interest expenditures at 21%+(of budget) - Consumers Energy expenditures higher than expected - Kristie to follow-up

Lynn Bergen, Treasurer

# Bath Township Public Library

## Budget vs. Actuals: FY2021 - FY21 P&L

January - February, 2021

	Actual	Total Budget	% of Budget
<b>Income</b>			
4000 Donation	3,023.21	2,500.00	120.93%
4100 Grant Income	2,000.00	5,000.00	40.00%
4200 State Aid		9,200.00	0.00%
4300 Tax Revenue	194,175.48	310,670.00	62.50%
4500 Penal Fines		45,000.00	0.00%
4600 Service Fees	69.59	600.00	11.60%
4700 Interest	6.47		
4900 Uncategorized Income		200.00	0.00%
4910 Miscellaneous	99.00		
<b>Total Income</b>	<b>\$ 199,373.75</b>	<b>\$ 373,170.00</b>	<b>53.43%</b>
<b>Gross Profit</b>	<b>\$ 199,373.75</b>	<b>\$ 373,170.00</b>	<b>53.43%</b>
<b>Expenses</b>			
6000 Capital Expenses	2,719.47	11,000.00	24.72%
6010 Collection Acquisitions	3,192.52	22,600.00	14.13%
6020 Library Programming	501.33	6,000.00	8.36%
6030 Miscellaneous Expense		2,000.00	0.00%
6200 Advertising & Marketing	-1,146.28	7,000.00	-16.38%
6310 Contractual Services	5,839.78	33,140.00	17.62%
6320 Legal & Professional Services		2,000.00	0.00%
6400 Payroll	18,985.94	120,000.00	15.82%
6410 Payroll Taxes/Benefits	2,501.44	15,300.00	16.35%
6430 Benefits	2,853.10	17,200.00	16.59%
6500 Bank Charges & Fees		200.00	0.00%
6510 Insurance		3,700.00	0.00%
6530 Meals		3,000.00	0.00%
6540 Membership	265.00	8,600.00	3.08%
6550 Office Supplies & Software	1,197.47	7,000.00	17.11%
6560 Professional Development		1,000.00	0.00%
6580 Rent & Lease	7,646.00	45,900.00	16.66%
6590 Repairs & Maintenance	630.00	12,000.00	5.25%
6620 Technology	1,195.00	10,500.00	11.38%
6640 Utilities & Internet	2,163.16	10,100.00	21.42%
<b>Total Expenses</b>	<b>\$ 48,543.93</b>	<b>\$ 338,240.00</b>	<b>14.35%</b>
<b>Net Operating Income</b>	<b>\$ 150,829.82</b>	<b>\$ 34,930.00</b>	<b>431.81%</b>
<b>Net Income</b>	<b>\$ 150,829.82</b>	<b>\$ 34,930.00</b>	<b>431.81%</b>

## Directors Report

- Legal & Professional
- Staffing
- Scheduling
- Upcoming Programs
  - Working on online programming
  - Purchased Filmora editing software to edit videos for YouTube channel.
- Community outreach
  - Still working on the community calendar
  - Invited the Bath Charter Township Staff to visit the library.
  - Working on setting up community room sign up rental.
- Technology
  - Worked with ASK to fix tech problems.
  - Added Kanopy to the website
  - Working on adding a PayPal account
  - Connect Apollo to Melcat through NCIP
- Policy
  - Looking into policy for a PayPal account
- Continuing Education
  - Learned what NCIP is and how it works with Melcat and our circulation system.
  - Took a Millage webinar
  - Learned about the Michigan Humanities Grants through a workshop
- Projects
  - Working on adjusting to the new space and letting people in
- Statistics

January	2020	2021
Visit	848	283
Items Checked out	1525	1008
Computer Use	N/A	11
Wireless use	NA	92
Hoopla	N/A	151
Overdrive	N/A	246
New Cards	32	14
Renewal Cards	N/A	58
Virtual Program Attendance	N/A	32*
Story Time Attendance	N/A	3
Passive Program Attendance	N/A	11

\*Includes the Storytime on the YouTube channel

## Youth Services/Marketing Report – February 2021

### Meetings and Conferences

All meetings and conferences have been moved to virtual. February meetings were:

MI Youth and Teen meeting, MI PR Group meeting, MI Youth and Teen Quest, Celebrate “Black History Month with Gale” Collaborative through the Library of Michigan, Summer Reading “Tales and Tails”, Early Childhood Literacy Coalition, Ploud Drop-in Help, Best of Children’s Books 2020, Local Hops Room Reservations, Engaging Non-Library Users, Michigan Humanities Grant, Hootsuite How to Get Customers Using Social.

### Marketing

Created a Discounts page for the website to organize entertainment discounts, and other special opportunities offered through our cooperative.

### February’s Social Media Promotions Passive Programs

#### **Mi Winter Quest – Mystery Edition**

##### **January 1 through February 14**

The Bath Library joined 126 libraries across the state for a virtual teen scavenger hunt. Teens downloaded the Mystery Edition and gathered clues from library websites to figure out “whodunit” to win a prize.

Out of the 126 libraries offering the MI Winter Quest, 61 libraries had teens participate. The Bath Township Public Library had 3 teens participate, all guessed the “whodunit” correctly and won prizes.

#### **“Show Us Some (social media) Love” Park Lake Creamery Coupons**

##### **February 1 - 14**

Using the remaining purchased coupons from SRP we awarded coupons in exchange for liking, commenting, or sharing the library’s social media posts.

We gave away 43 gift certificates. Our social media increased exponentially during that period, and engagement has increased afterwards.



**BATH TOWNSHIP  
CANVASS OF VOTES CAST  
AND CERTIFICATE OF DETERMINATION  
FOR THE GENERAL ELECTION HELD ON**

**November 7, 2017**

**CANVASSED BY THE BOARD OF CANVASSERS OF  
CLINTON COUNTY, MICHIGAN**

STATE OF MICHIGAN)

)ss.

COUNTY OF CLINTON)

We, the undersigned Board of Canvassers of the County of Clinton, have Canvassed the Votes of said jurisdiction for the above named election do hereby certify and determine that the persons identified on the attached pages were duly elected for each office listed.

We, do further hereby certify that any proposals so appearing on the ballot have been identified in the attached pages as being passed or defeated.

**In Witness Whereof**, We have hereunto set our hands and affixed the Seal of the County of Clinton this 8<sup>th</sup> day of November, 2017.



Theresa Kedd  
Vice CHAIRPERSON

**BOARD  
OF  
CANVASSERS**

Iyla Sjoberg

Elaine Snyder

ATTEST:

Diane Zuker  
Diane Zuker  
Clerk of the Board of Canvassers



### Bath Charter Township Precinct 1

<u>Registration &amp; Turnout</u>		1,352	
Election Day Turnout	0	0.00%	
Election Day Manual Entry Turnout	319	23.59%	
County Clerk Turnout	0	0.00%	
	<b>Total...</b>	<b>319</b>	<b>23.59%</b>
<u>Bath Charter Township Proposal</u>		(Final)	
YES	166	52.04%	
NO	153	47.96%	
	<b>Total...</b>	<b>319</b>	<b>100.00%</b>

### Bath Charter Township Precinct 2

<u>Registration &amp; Turnout</u>		1,961	
Election Day Turnout	0	0.00%	
Election Day Manual Entry Turnout	257	13.11%	
County Clerk Turnout	0	0.00%	
	<b>Total...</b>	<b>257</b>	<b>13.11%</b>
<u>Bath Charter Township Proposal</u>		(Final)	
YES	187	72.76%	
NO	70	27.24%	
	<b>Total...</b>	<b>257</b>	<b>100.00%</b>

### Bath Charter Township Precinct 3

<u>Registration &amp; Turnout</u>		1,334	
Election Day Turnout	0	0.00%	
Election Day Manual Entry Turnout	363	27.21%	
County Clerk Turnout	0	0.00%	
	<b>Total...</b>	<b>363</b>	<b>27.21%</b>
<u>Bath Charter Township Proposal</u>		(Final)	
YES	207	57.02%	
NO	156	42.98%	
	<b>Total...</b>	<b>363</b>	<b>100.00%</b>

### Bath Charter Township Precinct 4

<u>Registration &amp; Turnout</u>		2,339	
Election Day Turnout	0	0.00%	
Election Day Manual Entry Turnout	304	13.00%	
County Clerk Turnout	0	0.00%	
	<b>Total...</b>	<b>304</b>	<b>13.00%</b>
<u>Bath Charter Township Proposal</u>		(Final)	
YES	180	59.21%	
NO	124	40.79%	
	<b>Total...</b>	<b>304</b>	<b>100.00%</b>

### Bath Charter Township Precinct 5

<u>Registration &amp; Turnout</u>		1,530	
Election Day Turnout	0	0.00%	
Election Day Manual Entry Turnout	183	11.96%	
County Clerk Turnout	0	0.00%	
	<b>Total...</b>	<b>183</b>	<b>11.96%</b>
<u>Bath Charter Township Proposal</u>		(Final)	
YES	95	52.20%	
NO	87	47.80%	
	<b>Total...</b>	<b>182</b>	<b>100.00%</b>

## STATEMENT OF VOTES – PROPOSAL

### Citizen Initiated Petition for Millage for Public Library

Shall Bath Charter Township levy a new millage, to be used only for the specific purpose of operating and directly funding an independent Public Library in Bath Charter Township as defined under the City, Village and Township Libraries Act, Public Act 164 of 1877, MCL 397.201, et seq, not to exceed the amount of 0.68 mill (\$0.68 per \$1,000.00) on the taxable value of property located in Bath Charter Township for five years beginning with the 2017 tax levy year and continuing through the 2021 tax levy year (inclusive)? The estimated revenue collected by the Township in the first year of such levy is approximately Two Hundred and Seventy-five Thousand Dollars (\$275,000.00).

The votes given for the following proposal:	PUT FIGURES IN THIS COLUMN
<u>Total number of votes given for and against the proposal was:</u>	
<b>One Thousand Four Hundred Twenty Five</b>	<b>1425</b>
of which votes were marked <b>YES:</b>	
<b>Eight Hundred Thirty Five</b>	<b>835</b>
of which votes were marked <b>NO:</b>	
<b>Five Hundred Ninety</b>	<b>590</b>

**Permanent Absentee List**

	<b>Count</b>	<b>Percent</b>	
Total Count	858		<b>Note: Those on absentee list also still appear in other lists.</b>
Bath Schools	572	66.7%	
East Lansing	1	0.1%	
Haslett	278	32.4%	
Laingsburg	7	0.8%	
<b>Year of Birth</b>	<b>Count</b>	<b>Percent</b>	<b>Age</b>
1920-1929	63	7.3%	88-97
1930-1939	207	24.1%	78-87
1940-1949	407	47.4%	68-77
1950-1959	154	17.9%	58-67
1960-1969	11	1.3%	48-57
1970-1979	5	0.6%	38-47
1980-1989	2	0.2%	28-37
1990-1999	9	1.0%	18-27
	858		
<b>Voting Precinct</b>	<b>Count</b>	<b>Percent</b>	<b>Geographic Makeup</b>
1	175	20.4%	<i>Northwest corner, bordered roughly by Center, Angle, Webster (N-S) and Drumheller (E-W)</i>
2	155	18.1%	<i>Bordered by Drumheller on the north, Webster on the west until you get to Park Lake, then Park Lake Road, then Center on the east, down to State Road.</i>
3	116	13.5%	<i>Northeast corner, bordered on the west by Center, Angle, Webster and on the south by Clark, Upton, Stoll</i>
4	255	29.7%	<i>Southeast corner, bordered by Park Lake Road, State, Center, Stoll, Upton, Clark -- includes Pine Hollow and corridor along Coleman</i>
5	157	18.3%	<i>Hawk Hollow, Ann Drive, MSU student housing</i>

**Precinct 1**

Year of Birth	Count	Percent	Age
1920-1929	17	1.3%	88-97
1930-1939	53	4.0%	78-87
1940-1949	164	12.2%	68-77
1950-1959	224	16.7%	58-67
1960-1969	286	21.4%	48-57
1970-1979	227	17.0%	38-47
1980-1989	228	17.0%	28-37
1990-1999	140	10.5%	18-27
	1339		
Gender	Female	Male	Total
	704	635	1339
School District	Count	Percent	
Total Count	1339		
Bath Schools	1339	100.0%	

Precinct 2			
Year of Birth	Count	Percent	Age
1920-1929	32	1.6%	88-97
1930-1939	79	4.0%	78-87
1940-1949	181	9.2%	68-77
1950-1959	286	14.6%	58-67
1960-1969	322	16.5%	48-57
1970-1979	324	16.6%	38-47
1980-1989	506	25.9%	28-37
1990-1999	227	11.6%	18-27
	1957		

Gender	Female	Male	Total
	1066	891	1957
School District	Count	Percent	
Bath Schools	1509	77.1%	
Haslett	448	22.9%	
Total	1957		

Precinct 3			
Year of Birth	Count	Percent	Age
1920-1929	9	0.7%	88-97
1930-1939	53	4.1%	78-87
1940-1949	154	11.8%	68-77
1950-1959	236	18.1%	58-67
1960-1969	282	21.6%	48-57
1970-1979	209	16.0%	38-47
1980-1989	208	15.9%	28-37
1990-1999	155	11.9%	18-27
	1306		
Gender	Female	Male	Total
	674	632	1306
School District	Count	Percent	
Bath Schools	1253	95.9%	
Laingsburg	53	4.1%	
Total	1306		

**Precinct 4**

<b>Year of Birth</b>	<b>Count</b>	<b>Percent</b>	<b>Age</b>
1920-1929	20	0.9%	88-97
1930-1939	97	4.1%	78-87
1940-1949	238	10.1%	68-77
1950-1959	510	21.7%	58-67
1960-1969	471	20.0%	48-57
1970-1979	391	16.6%	38-47
1980-1989	358	15.2%	28-37
1990-1999	265	11.3%	18-27
	2350		
<b>Gender</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
	1213	1137	2350
<b>School District</b>	<b>Count</b>	<b>Percent</b>	
Bath Schools	175	7.4%	
Haslett	2175	92.6%	
Total	2350		

<b>Precinct 5</b>			
<b>Year of Birth</b>	<b>Count</b>	<b>Percent</b>	<b>Age</b>
1920-1929	4	0.3%	88-97
1930-1939	40	2.8%	78-87
1940-1949	178	12.6%	68-77
1950-1959	166	11.8%	58-67
1960-1969	113	8.0%	48-57
1970-1979	102	7.2%	38-47
1980-1989	193	13.7%	28-37
1990-1999	615	43.6%	18-27
	1411		

<b>Gender</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
	763	648	1411
<b>School District</b>	<b>Count</b>	<b>Percent</b>	
Bath Schools	777	55.1%	
East Lansing	634	44.9%	
<b>Total</b>	<b>1411</b>		

2500 Haslett  
voters

1339      1  
1957      2  
1306      3  
2350      4  
1411      5

8363 absentees  
are  
included  
absentee

11/17/17: We have 8363 registered voters (as of the lists that Kathy sent me in August), so we had 17% voter turnout in this off-election year.

	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Total
<b>Yes</b>	166	187	207	180	95	835
<b>No</b>	153	70	156	124	87	590
<b>Total</b>	319	257	363	304	182	1425
<b>%Yes</b>	52%	73%	57%	59%	52%	59%
<b>%No</b>	48%	27%	43%	41%	48%	41%

<b>Voting Precinct</b>	<b>Geographic Makeup</b>
1	Northwest corner, bordered roughly by Center, Angle, Webster (N-S) and Drumheller (E-W)
2	Bordered by Drumheller on the north, Webster on the west until you get to Park Lake, then Park Lake Road, then Center on the east, down to State Road.
3	Northeast corner, bordered on the west by Center, Angle, Webster and on the south by Clark, Upton, Stoll
4	Southeast corner, bordered by Park Lake Road, State, Center, Stoll, Upton, Clark -- includes Pine Hollow and corridor along Coleman
5	Hawk Hollow, Ann Drive, MSU student housing



Bath School Bond passed 706/266 on 5/2/17  
706 266 972  
9/27/2004 gym construction 410/179  
9/27/04 rest of bond 470/130

Bath School District Voters

	Total Voters	Voted in 2017	
Precinct 1	1339		
Precinct 2	1509		
Precinct 3	1253		
Precinct 4	175		
Precinct 5	777		
	5053	972	19%