

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, APRIL 19, 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. Switching Circulation Systems from Apollo by Biblionix (<https://www.biblionix.com/apollo-ils-only-for-public-libraries/>) to Atrium by Book Systems (<https://booksys.com/atrium>)
 - b. Benefits Changes
 - c. Handbook Updates
 - d. Strategic Planning Initiatives
10. Unfinished Business – Items for Action
 - a. Vote on moving forward with circulation system changes.
 - b.
11. New Business - Items for Discussion
 - a. Update on benefits from Woodlands Cooperative
 - b. Changing Hours of Operation for the library
12. New Business - Items for Action
 - a. No vote needed
 - b. Vote to approve
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is May 17, 2023, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, February 15, 2023

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

Absent: Theresa Kidd

Public Present: Joana Bancroft

Next meeting: Wednesday April 19, 2023 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:00pm
- b. Moment of civic reflection.
- c. Larry **motions** to approve the agenda, Ken supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Sue **motions** to approve the minutes. Larry supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in January meeting packet.
The budget is in good shape for the first month of 2023. Tax revenue will be reflected on the February report. The BTPL Audit begins next week, on February 22, 2023. Transparent Bookkeeping will be available to assist as needed.
Ken **motions** to accept the financial report, Audrey supports, all in favor.

III. Director Report

Please see the full Director's Report in January meeting packet.

Kristie brings plenty of good news in this month's report. She has been working on employee benefits updates, and she will present the information once it's fully prepared. New staff benefits will begin March 1st.

Preparations for the Summer Reading Program are under way. The Safe Routes to School project will soon be presented, and the library looks forward to celebrating this and revealing the new story walk. The walk's focus will be 'safety' and the stories will change periodically.

Kristie has accepted the Chair position for the Library of Michigan Board for a second year. She continues to be a strong leader and advocate for libraries at the state level. She shared with the Board that the annual ALA conference will take place in Chicago this summer.

A different software is under consideration for circulation and the library's catalog system – Atrium, which Kristie, Joana and Jana have considered at length. Kristie is waiting for a response regarding pricing from the team behind Apollo, our current program. Using Atrium would improve the patron experience, with more information provided in the catalog search. It would also improve the way that staff interact and maintain the catalog system. The Board is interested to learn more, especially regarding the initial and ongoing costs, and will keep it in mind for the future. The Eaton Rapids Area District Library uses Atrium, and those interested can explore the catalog functions through their website.

Library statistics look great! Visitation, community involvement, and the use of the collection continues to increase.

The library will welcome dancers and storytellers from McCartney Irish Dance on Saturday, March 18th, beginning at 1pm. The library welcomes all to join us for Irish Day!

Beginning in March, the library will provide more mindfulness crafts for patrons of all ages. Later in 2023, BTPL will begin hosting coffee chat events.

IV. Unfinished Business – Items for Discussion

- a. Benefits Changes – to be discussed further in April
- b. Handbook Updates - to be discussed further in April
- c. Strategic Planning Initiatives – to be discussed further in April

V. Unfinished Business – Items for Action

- a. none

VI. New Business - Items for Discussion

- a. Adoption of a Mascot – Kristie presented a rough mascot concept brought forward by staff. The Board discussed the use and implementation of a mascot for the children's department, the library as a whole, and its potential impact on the library's community outreach.

VII. Items for Action

- a. Adoption of a Mascot – no motion made

VIII. Closing

- a. Public Comment: Joana shared with the Board about attending the Scholastic conference. As a result, BTPL will host multiple workshops on family early literacy this summer, and again this fall.
- b. Board Member Comments:
- c. Larry **motions** to adjourn the meeting at 6:53. Sue seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer's Report March 17, 2023

As of February 28, 2023 2 months = 16.7%

MSUFCU Savings	\$ 115,849.02
MSUFCU Checking	\$ 217,263.25

Notes:

- All February expenses were reviewed and verified using Kristie's Reconciliation and the MSUFCU Statement.
- Overall expenses were 15.5%
- We expect a clean audit from Maner Costerisan in April. They indicated that we were much more organized this year.
- March lease payment is not reflected as it did not clear our February MSUFCU statement. The check was written on February 22, 2023.

Lynn Bergen, Treasurer

Treasurer's Report April 12, 2023

As of March 31, 2023 3 months = 25%

MSUFCU Savings	\$ 115,853.94
MSUFCU Checking	\$ 290,912.84

Notes:

- All March expenses were reviewed and verified using Kristie's Reconciliation and the MSUFCU Statement.
- Overall expenses were 24.6% per our 2023 Budget vs. Actuals Report.

Lynn Bergen, Treasurer

Directors Report

- Legal & Professional
 - Working on the benefits package
- Staffing
 - We had several vacations and sick staff however we are still fully staffed.
 - Working on the Summer staffing schedule
- Scheduling
 - We were closed several days in February for weather, carpet cleaning, and a holiday.
- Upcoming Programs
 - The staff held a Take Your Child to the Library Program that was well attended
- Community outreach
 - Working on the Safe Routes to School
- Technology
 - We increased our security by adding two more cameras and a panic button f
- Policy
 - Changes to the benefits package
- Continuing Education
- Projects
 - The Audit
 - Finishing the Strategic Plan
 - Becoming a District Library

- Statistics

February	2022	2023
Visit	483	835
Items Checked out	979	1531
Computer Use	38	81
Wireless use	141	189
Hoopla	198	176
Overdrive	258	355
New Cards	24	39
Renewal Cards	46	43
Kanopy	8	9
Other Event Attendance	135	59
Virtual Program Attendance	88	291
Story Time Attendance	22	110
Passive Program Attendance	120	77

Reference Calls	119	112
Outreach	115	30

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- Statistics

March	2022	2023
Visit	691	1177
Items Checked out	1409	1989
Computer Use	79	75
Wireless use	116	210
Hoopla	176	157
Overdrive	266	395
New Cards	32	40
Renewal Cards	52	54
Kanopy	11	10
Event Attendance	95	148
Virtual Program Attendance	285	150
Story Time Attendance	38	130
Passive Program Attendance	40	228
Reference Calls	131	99
Outreach	56	57



For us, it really is “all about you.”

Bath Township Public Library Sample Atrium Implementation Timeline

When converting to a new automation system, there is a timetable that you need to be aware of. Please see your Project Manager for guidance with this document and additional information. Typically it takes a diligent customer 4 to 5 weeks to be live with our system. Below is a description of the main areas that must be addressed for successful implementation and the timeline for each.

Key Implementation Milestones	<ul style="list-style-type: none"> • Submit Data Management Profile Forms 07/28/2023 • Preliminary Data Extraction 07/28/2023 • Data Review Approval 08/25/2023 • Final Data Extraction 08/30/2023 • Training / “Go Live” 09/01/2023
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Before our Data Transfer process can begin, we need to receive the preliminary data extraction and completed Data Transfer Forms. Our project management staff can walk you through the data extraction from Apollo, or you can provide them with a link to the Apollo ILS with a login, and they can complete the data extraction from their end.

- Completed Data Transfer Forms
- Preliminary Data Extraction files.

Submission Date -07/28/2023

Once we receive these items from you, we will take a few weeks to create your Atrium databases. When the databases are complete, you will receive access to a review site to see how your data has been organized. You use the final time before your training to work one on one with our Data Management Team to make any changes to the data that you need/desire.

Data Review Approval Forms

When our data management department completes the preliminary conversion of the MARC and patron records, they will provide instructions on reviewing the data online. After the data has been reviewed and meets approval, we ask that someone print and fax a copy of the signed conversion approval form back to us. The approval form will be sent with the data review email.

- Sign and Fax Data Approval Form

Submission Date: 08/25/2023

Final Data Extraction

We ask that the final data extraction is completed and submitted to Book Systems on **08/25/2023**. If your assigned project manager has access to the Apollo ILS system, they can perform the final data extraction on their end. We typically export the final MARC and Patron records 1 week before the scheduled training and export the circulation data the day before training. Please arrange to use an alternative checkout method after extracting the circulation data. The staff should only have to use an alternative method for checkouts for 1 day, depending on how many training days are purchased. If 2 or more training days are purchased, our implementation team can export the circulation data on the first day of training so there will not be any downtime for circulation at any point during the migration.

- Final Data Extraction

Submission Date: 08/25/2023

Training / “Go Live” Dates

Training is a requirement for Atrium. A successful implementation will allow you to walk away from your training session and have immediate access to your new Atrium system. Your project manager will assign a trainer during the implementation. Once a trainer is confirmed, the trainer will contact you to discuss the training agenda and coordinate the start time and how to get connected with them online or discuss when they will arrive if on-site training is purchased.

Atrium Training Agenda

1. Administration

- Library
- Patrons
- Circulation
- Catalog
- OPAC

2. Catalog

- Quick Cataloging, Original Cataloging & Brief Records
- Edit/Delete – Item Bibs/Holdings
- Import MARC Records
- Printing Labels
- ILL -Receiving, Sending & Patron Requests

3. Patrons

- Add/Edit/Delete Patron
- Patron History
- Patron Barcodes
- Managing the Patron Database

4. Circulation

- Check Out/In, Renew
- Overrides, Reserves & Marking Lost
- Pay/Waive Fines
- Offline Circulation



For us, it really is “all about you.”

Creating Book Lists
Pull List/Action Items

5. OPAC

Searching
My Items
Book Lists & Watch Lists

6. Reports

Patrons with Items & Patron Notices
Collection & Cataloging Reports
Statistical Reports
Holdings & Patron Summary

- **Atrium Training / “Go Live” Date**

Atrium Training: 09/01/2023

Book Systems is a competing company with significant improvements over, Apollo. Here are a few advantages of switching to Atrium from Apollo:

- Book System's Inc. Atrium's Patron Catalog (Gallery) is more modern, attractive, and mobile responsive OPAC (online public access catalog) interface. Gallery would make searching easier for the patrons to find print, electronic and digital resources.
- On Gallery the Libraries Logo can be added to advertise the library
- Gallery has more information to the viewing patron when searching.
- With Gallery the patrons can see the Accelerated Reader ratings for reading and student testing point levels.
- Atrium has attractive, self-explanatory icons making it more user-friendly and intuitive for library staff and patrons.
- Atrium's Statistic tracking is more sophisticated with a full range of standard reports and the capability to produce customizable reports for all various modules within the software, including drill-down features from within the reports to a specific database record.
- Book Systems offers free mobile apps for searching the library catalog and for library staff to circulate items and do inventory.
- Atrium allows the Library Director to rename the program's user-defined field(s).
- Atrium allows creation of Temporary Worker accounts for volunteers or seasonal staff and allows the Library Director to set when their account expires or never.
- In Atrium, if the patron has "opted-in" for the system to retain their history, they can see a history of the items previously checked out once logged in to their account.
- Atrium offers an online Patron Registration Form accessible from the OPAC for new patrons to register for a patron card. Administrators can set specific fields required and enable patrons to "opt-in" for the system to retain their item circulation history.
- When reserving items through the OPAC, the patron can see the number of people in line ahead of them before finalizing their reserve.
- Atrium allows authorized staff to create a custom reserve message to appear when a patron reserves an item through the OPAC.

- Atrium automatically promotes OverDrive, Hoopla, and other enabled electronic resources when no search results are found.
- Atrium supports blocking patrons from using third-party services that use SIP2 authentication on either individual patron records or patron circulation classes.
- Atrium allows patrons to create Watch Lists of terms related to a favorite author, series, or subject and specify their preferred material type through OPAC. When a new item becomes “active” the system can automatically alert the patron via email and/or text message, notifying them that items matching their terms are available.
- Atrium provides a two different kid-friendly OPACS that are included.
- Facilitates fines and payments via Pay Pal & Square as an options.
- Atriums features can be accessed by Keyboard (setup function keys), mouse and touch screen. Atrium has special barcodes that can be used during circulation without using the mouse or keyboard.
- Atrium supports enhanced content enrichment services that provide dust jacket Cover Images, Table of Contents, Author Notes, Summaries, and more.
- Atrium supports eBook and Audiobook integrated search options for Overdrive®, Axis 360™, Bibliotheca®, Hoopla®, and other digital content providers.
- Atrium permits the electronic marking of the printed spine and barcode labels to avoid costly inadvertent duplication of such processes.
- Atrium is configurable and allows viewing and/or editing of bibliographic records in any of the following views: easy, full, or MARC.
- The system allows for merging and/or enhancement of bibliographic records during batch import of MARC records based on the barcode, LCCN, or ISBN with the same title.

Bath Township Library

Strategic Plan 2023-2028

I. CONNECTIONS

a. Key Objectives

- i. Strengthen the connections already formed.
 - ii. Explore new connections.
 - iii. Expand the Volunteer Program
 - iv. Connect with Neighboring Libraries
-

II. SPACES

a. Key Objectives

- i. Evaluate the use of current interiors.
 - ii. Explore the use of nearby green spaces and gardens.
 - iii. Identify partner spaces in the community for events.
 - iv. Potential for mobile spaces
-

III. PROGRAMS AND SERVICES

a. Key Objectives

- i. Engage community craftspeople.
 - ii. Develop a network of tutors.
 - iii. Grow Early Literacy offerings.
 - iv. Outreach plan
 - v. Enhance digital footprint.
-

IV. FUTURE-PROOFING

a. Key Objectives

- i. Explore district library formation.
- ii. Implement fundraising plan.
- iii. Marketing plan

Woodlands Library Cooperative Member Benefit Guide 10/1/2022 through 9/30/2023

- **RIDES Delivery** & fuel surcharges paid
- \$2000 **Innovation Grants** for enhancing the patron experience
- Up to \$2000 **reimbursed for Continuing Education, Technology, and/or Legal Services** ★
- Consumer Reports Online, tutor.com, and Mango Languages databases
- **Membership** reimbursement for MCLS and MLA
- Use of **SurveyMonkey** team license
- Use of a **Zoom** license
- **Consulting, customized board training, and strategic planning** services
- **E-mail** accounts for staff & board members

Woodlands helps facilitate:

- | | |
|--|---|
| Discounted Labor Law Poster sets | Woodlands Downloadable Library (Libby) |
| Periodicals through WT Cox | Hoopla ★ |
| Packing tape and bulk paper discounts | Ancestry Library Edition |
| Promotional item purchases | Swank Movie Licenses |

Woodlands Library Cooperative

*Enabling our member libraries to maximize
the scope and quality of their services*

woodlands.lib.mi.us