

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 20– 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 – Treasurer & Director (see agenda packet)
8. Director Report (see agenda packet)
9. Unfinished Business - Items for Discussion
 - a. Board Strategic Planning, 4/27, 6-8 pm
 - b. Staff Compensation Committee – next steps (review materials at <https://www.michigan.gov/libraryofmichigan/libraries/admin/statistics> for information from across Michigan).
 - c. BTPL Emergency Policy
10. Unfinished Business – Items for Action
 - a.
11. New Business - Items for Discussion
 - a. Changing May meeting to the 11th.
 - b. Additional Closure on Federal Holidays (MLK, President's Day, Veteran's Day)
 - c. Moving email domain from GoDaddy to Microsoft – ASK Quote provided for project
12. New Business - Items for Action
 - a.
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is May 18, 2022, 6 p.m. (or 11th pending vote)

Bath Township Public Library

Meeting Minutes

Wednesday, February 16, 2022

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

Absent: Lynn Bergen

Public Present: Lynn Bergen (attending as public, via zoom)

Next meeting: Wednesday April 20, 2022 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:01pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda with the addition of New Business, Item B - the addition of the BTPL Emergency Policy, Larry supports, all in favor.
- d. Public comment: Treasurer's Report given by Lynn. The budget is in great shape, and on February 1st the township provided the expected monies.
- e. Disclosures of conflict of interest: none
- f. Sue **motions** to approve the minutes. Theresa supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in the February meeting packet. Kristie is preparing for the audit, solving discrepancies mainly due to switching to a new record-keeping system. There are some fluctuations due to the start of a new year and seasonal expenses. Ken **motions** to accept the financial report, Larry supports, all in favor.

III. Director Report

Please see the full Director's Report in the February meeting packet. Kristie and Joana are fine-tuning onboarding policies and procedures. In-person programs are revving up, with the expectation of increased attendance as the pandemic lessens. Take-home and virtual programs are successful.

Kristie continues to work with the Safe Routes to School group, which will soon submit the grant application(s). This has been a great community building experience! She's also working with a Library of Michigan Foundation, building relationships and assisting in much-needed organization.

There are great plans for the coming year, including increased programming, technology upgrades, and more ways to assist in the community. BTPL will soon become a Class 4 library.

IV. Unfinished Business – Items for Discussion

- a. Board Orientation Training – The training session earlier this month, with Kate from Woodlands, was a refresher and reminder for the best practices for board members, Friends, the cooperative, and the library staff. An informative review with helpful slides and linked resources.
- b. Strategic Planning: Next Steps – Moving forward, looking at April 27th for an in-person session with Kate for the early stages of planning.
- c. Property Tax Refund: Update – This has been resolved! The township's refund was issued earlier this month.

V. Unfinished Business – Items for Action

- a.

VI. New Business - Items for Discussion

- a. Staff Compensation Committee – In an effort to assist Kristie with planning and trajectory, care for the BTPL staff, gather information and remain financially competitive with similar libraries, establishing a 2-person committee was initially suggested by Larry and discussed by the board at this meeting. The first steps are to research and gather information, with plans to begin meeting in the summer.
- b. BTPL Emergency Policy – To be reviewed by the board, and ideally voted on in May.

VII. Items for Action

- a. .

VIII. Closing

- a. Public Comment: Lynn comments that it was a great meeting and looks forward to her triumphant return to Michigan.
- b. Board Member Comments:
- c. Theresa **motions** to adjourn the meeting at 6:55. Ken seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer's Report 03/10/2022

As of February, 2022 2 month = 17%

MSUFCU Savings	\$ 95,227.95
MSUFCU Checking	\$ 177,591.06

Notes:

- All February expenses were verified using Kristie's Reconciliation and the MSUFCU Statement.
- Tax revenue from Bath Charter Township has been received in the amount of \$188,327.50. This amount includes \$9,008.56 from previous years. Therefore, \$9,008.56 will be moved by journal voucher to previous years. Budget transfer should be realized soon.
- The Dividend line under income on the Budget vs. Actuals sheet is profit from MML, Michigan Municipal League at 75%. The amount is \$238.00.
- Overall expenses are at 15.96% which is well within our two months percent at 17%.

Lynn Bergen, Treasurer

Treasurer's Report

April 7, 2022

As of March 31, 2022

3 month = 25%

MSUFCU Savings	\$ 95,231.99
MSUFCU Checking	\$ 269,364.69

Notes:

- All March expenses were reviewed and verified using Kristie's Reconciliation and the MSUFCU Statement.
- Large revenue transfer from Bath Charter Township was realized on March 31st in the amount of \$131,461.31. Refer to increased checking account balance above.
- Overall expenses were above 25%. However, a few audit journal voucher entries yet to come.
- Utilities and Interest expenses were underestimated for this year. Utility expenses will modify a bit as the warmer months approach. A budget adjustment will be requested later this year.

Overall we are in good shape.

Lynn Bergen, Treasurer

Bath Township Public Library
Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes
January - February, 2022

	Actual	Total Budget	% of Budget
Income			
4000 Donation	32.70	2,500.00	1.31%
4100 Grant Income		5,000.00	0.00%
4200 State Aid		10,000.00	0.00%
4300 Tax Revenue	188,527.30	307,440.00	61.32%
4500 Penal Fines		35,000.00	0.00%
4600 Service Fees	123.58	1,000.00	12.36%
4700 Interest	7.69	50.00	15.38%
4710 Dividend	238.00	100.00	238.00%
Total Income	\$ 188,929.27	\$ 361,090.00	52.32%
Gross Profit	\$ 188,929.27	\$ 361,090.00	52.32%
Expenses			
6000 Capital Expenses		7,000.00	0.00%
6010 Collection Acquisitions	5,061.63	25,000.00	20.25%
6020 Library Programming	855.44	6,000.00	14.26%
6200 Advertising & Marketing	86.76	3,000.00	2.89%
6310 Contractual Services	4,233.60	28,000.00	15.12%
6320 Legal & Professional Services	399.00	2,000.00	19.95%
6400 Payroll	21,906.66	140,000.00	15.65%
6410 Payroll Taxes/Benefits	2,546.35	16,000.00	15.91%
6430 Benefits	3,212.57	14,000.00	22.95%
6500 Bank Charges & Fees	69.57	200.00	34.79%
6510 Insurance	621.66	4,000.00	15.54%
6530 Meals	26.75	1,000.00	2.68%
6540 Membership	85.00	8,500.00	1.00%
6550 Office Supplies & Software	1,085.42	7,000.00	15.51%
6560 Professional Development	250.00	1,000.00	25.00%
6580 Rent & Lease	7,646.00	45,900.00	16.66%
6590 Repairs & Maintenance	1,307.07	9,000.00	14.52%
6620 Technology	1,990.28	11,000.00	18.09%
6630 Travel		2,000.00	0.00%
6640 Utilities & Internet	3,603.68	14,000.00	25.74%
Total Expenses	\$ 54,987.44	\$ 344,600.00	15.96%
Net Operating Income	\$ 133,941.83	\$ 16,490.00	812.26%
Net Income	\$ 133,941.83	\$ 16,490.00	812.26%

Bath Township Public Library
Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes
January - March, 2022

	Actual	Total Budget	% of Budget
Income			
4000 Donation	116.55	2,500.00	4.66%
4100 Grant Income	2,000.00	5,000.00	40.00%
4200 State Aid		10,000.00	0.00%
4300 Tax Revenue	317,988.61	307,440.00	103.43%
4500 Penal Fines		35,000.00	0.00%
4600 Service Fees	213.31	1,000.00	21.33%
4700 Interest	11.73	50.00	23.46%
4710 Dividend	238.00	100.00	238.00%
Total Income	\$ 320,568.20	\$ 361,090.00	88.78%
Gross Profit	\$ 320,568.20	\$ 361,090.00	88.78%
Expenses			
6000 Capital Expenses	813.39	7,000.00	11.62%
6010 Collection Acquisitions	7,537.27	25,000.00	30.15%
6020 Library Programming	1,409.72	6,000.00	23.50%
6200 Advertising & Marketing	130.14	3,000.00	4.34%
6310 Contractual Services	11,503.83	28,000.00	41.09%
6320 Legal & Professional Services	624.00	2,000.00	31.20%
6400 Payroll	33,149.57	140,000.00	23.68%
6410 Payroll Taxes/Benefits	3,796.69	16,000.00	23.73%
6430 Benefits	4,379.92	14,000.00	31.29%
6500 Bank Charges & Fees	94.57	200.00	47.29%
6510 Insurance	932.49	4,000.00	23.31%
6530 Meals	26.75	1,000.00	2.68%
6540 Membership	85.00	8,500.00	1.00%
6550 Office Supplies & Software	1,704.49	7,000.00	24.35%
6560 Professional Development	250.00	1,000.00	25.00%
6580 Rent & Lease	19,115.00	45,900.00	41.64%
6590 Repairs & Maintenance	2,043.07	9,000.00	22.70%
6620 Technology	2,625.28	11,000.00	23.87%
6630 Travel	186.73	2,000.00	9.34%
6640 Utilities & Internet	5,484.27	14,000.00	39.17%
Total Expenses	\$ 95,892.18	\$ 344,600.00	27.83%
Net Operating Income	\$ 224,676.02	\$ 16,490.00	1362.50%
Net Income	\$ 224,676.02	\$ 16,490.00	1362.50%

Directors Report

- Legal & Professional
 - Contacted Anne about an Emergency Management Policy
- Staffing
 - With the schedule set and the staffing full we have been working on training and streamlining procedures
 - We have started monthly staff meetings from 7-8 pm on Tuesday
- Scheduling
 - We had to close on Wednesday and Thursday February 2&3 because of weather
- Upcoming Programs
 - The staff held a Take Your Child to the Library Program that was well attended
 - A Senior Citizen Card Making Valentine Program
- Community outreach
 - Working on the Safe Routes to School
 - Attended the Library of Michigan Foundation Board Meeting
- Technology
 - Received 5 Microsoft Surface Laptops from a Grant provided by Woodlands Co-op and MCLS (Midwest Collaborative for Library Services)
- Policy
 - Emergency Management Policy
- Continuing Education
 - Finished Financial Policy Class
 - Online Grant Class through the University of Michigan
- Projects
 - Prepping for strategic Planning
- Statistics

February	2021	2022
Visit	283	483
Items Checked out	1008	979
Computer Use	11	38 (41 hours)
Wireless use	92	141
Hoopla	N/A	198
Overdrive	239	258
New Cards	14	24
Renewal Cards	58	46
Kanopy	0	8
Event Attendance	22	135
Virtual Program Attendance	32	88
Story Time Attendance	3	22

Passive Program Attendance	11	120
Ancesrty.com	N/A	
Tutor.com	N/A	0
Reference Calls	N/A	119
Outreach	N/A	115

Directors Report

- Legal & Professional
 - Wrote two policies one on internal controls and a whistleblower policy
- Staffing
 - We started one on one direct meetings
- Scheduling
- Upcoming Programs
 -
- Community outreach
 - The Programming Staff and I met with Rebech Slocum, the Parks and Rec Coordinator
 - Charles and Jana visited the Beehive and a new preschool
 - Visited the Capitol for Night of Notables Reception
- Technology
 - Received 5 Microsoft Surface Laptops from a Grant provided by Woodlands Co-op and MCLS (Midwest Collaborative for Library Services)
- Policy
 - Emergency Management Policy
- Continuing Education
 - Jana attended Spring Institute
 - Online Grant Class through the University of Michigan
- Projects
 - Prepping for strategic Planning
- Statistics

March	2021	2022
Visit	460	691
Items Checked out	1261	1409
Computer Use	66	79 (68.15) Hours
Wireless use	101	116
Hoopla	130	176
Overdrive	162	266
New Cards	35	32
Renewal Cards	57	52
Kanopy	N/A	11
Event Attendance	0	95
Virtual Program Attendance	127	285
Story Time Attendance	6	38
Passive Program Attendance	44	40
Ancesrty.com	N/A	N/A



316 Moor es River Dr., Lansing, MI 48910
 t. 517- 676 -6633 f. 517 -676 6730
www.iustask.net sales@justask.net

QUOTE

ASKQ9038

Mar 11, 2022

Quote Expires: Apr 10, 2022

Quoted To:

Bath Township Public Library
 Kristie Reynolds
 14051 webster rd
 Bath Township, Michigan 48808
 United States

Phone (517) 641-7111
Fax

Prepared By:

Ed Pryor
 Account Manager
 epryor@justask.net
 517-676-6633

Here is the quote you requested.

Description

	Unit Price	Qty	Ext. Price
Microsoft 365 Migration Software	\$50.00	16	\$800.00
Microsoft 365 Business Premium (Nonprofit Staff Pricing) - Donation	\$0.00	9	\$0.00
	(First Monthly Payment) \$0.00 billed Monthly		
Microsoft 365 Business Essentials (Nonprofit Staff Pricing) - Monthly	\$0.00	7	\$0.00
	{First Monthly Payment) \$0.00 billed Monthly		
Enterprise Mobility + Security E3 (Nonprofit Staff Pricing) - Monthly	\$2.70	7	\$18.90
	{First Monthly Payment) \$18.90 billed Monthly		
SubTotal			\$800.00

Professional Services

ASK Professional Services - Fixed Bid	\$7,500.00	1	\$7,500.00
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Scope of Work:

- + Professional Project Management
- + Set up the migration tool and migrate email from GoDaddy Office 365 to Microsoft 365.
- + Set up Safe Links and Safe Attachments.
- + Set up Microsoft 365 MFA for all users.
- + Decommission the GoDaddy Office 365 tenant and migrate the domain to Microsoft 365.
- + Assist as needed with Outlook/Outlook mobile setups.
- + Assist as needed with any post deployment issues.

PRICES SUBJECT TO CHANGE WITHOUT NOTICE - PRICES BASED UPON ACCEPTANCE OF ALL QUOTED ITEMS OR A SINGLE OPTION - ANY TRAINING OR CONSULTING SERVICES NOT QUOTED WILL BE BILLED AT PUBLISHED BOOK RATES FOR EACH ACTIVITY INVOLVED - WE SPECIFICALLY DISCLAIM ANY AND ALL IMPLIED WARRANTIES ASK SHALL NOT BE HELD LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR DAMAGES RELATED TO THIS AGREEMENT RETURNS ARE AVAILABLE WITH VALID RMA NUMBER FOR 15 DAYS AND WILL HAVE A MINIMUM 20% RESTOCKING FEE WITH ORIGINAL PACKAGING QUOTED PRICES DO NOT INCLUDE TRAVEL, MILEAGE OR LIVING EXPENSES UNLESS OTHERWISE INDICATED

Description	Unit Price	Qty	Ext. Price
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Your investment in addition to the Grand Total:
\$18.90 Billed Monthly (Includes Applicable Tax)

One Time Cost Subtotal	\$8,300.00
One Time Cost Tax	\$0.00
One Time Cost Shipping	\$0.00
One Time Cost Grand Total	\$8,300.00

Please contact me if I can be of further assistance .

**To accept this quote please sign and date below. Please include a PO Number if applicable.
You may then fax to 517-676-6730 or scan and email to sales@justask.net.**

If this quote was accepted online, you do not need to fax or email.

ASK Quote Number: ASKQ9038

Signature: _____ Date: _____ PO: _____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE - PRICES BASED UPON ACCEPTANCE OF ALL QUOTED ITEMS OF A SINGLE OPTION ANY TRAINING OR CONSULTING SERVICES NOT QUOTED WILL BE BILLED AT PUBLISHED BOOK RATES FOR EACH ACTIVITY INVOICE WE SPECIFICALLY DISCLAIM ANY AND ALL IMPLIED WARRANTIES ASK SHALL NOT BE HELD LIABLE OR ANY LOSS OF PROFITS BUSINESS GOODWILL DATA, INTERRUPTION OF BUSINESS NOT FOR DAMAGES RELATED TO THIS AGREEMENT RETURNS AVAILABLE WITH VALUABLE RMA NUMBER FOR 15 DAYS AND WILL HAVE A MINIMUM 20% RESTOCKING FEE WITH ORIGINAL PACKAGING QUOTED PRICES DO NOT INCLUDE TRAVEL, MILEAGE OF LIVING EXPENSES UNLESS OTHERWISE INDICATED

LIBRARY OF MICHIGAN - DEPT OF EDUCATION
CERTIFICATION OF POPULATION REPORT

Library:	Bath Township Public Library		
City:	Bath	County:	Clinton
Cooperative:	Woodlands	Type:	Township
Class:	4	Library Fiscal Year:	01/01 - 12/31

Municipality Served	County	Percent	Legal	Contract	Certified
Bath Township	Clinton	100	13,292	0	13,292
Total			13,292	0	13,292



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☎ 517.323.7500

🖨 517.323.6346

February 24, 2022

Library Board of
Bath Township Public Library
Bath, Michigan

We are engaged to audit the financial statements of the governmental activities and the major fund of the Bath Township Public Library for the year ended December 31, 2021. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated February 14, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis and budgetary comparison information, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free from material misstatement. As part of our audit, we will consider the internal control of the Library. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Library and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Library or to acts by management or employees acting on behalf of the Library. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit in February 2022 and issue our report on or before May 31, 2022. Aaron M. Stevens, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Trustees and management of Bath Township Public Library and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Maney Costeiran PC