

## **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, JUNE 16, 2021 – 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 (attachment)
7. Financial Report – Treasurer & Director (attachments)
8. Director Report (attachment)
9. Unfinished Business - Items for Discussion
  - a. Millage
    - i. Sample Language for vetting by attorney
    - ii. Subcommittee for planning
10. Unfinished Business – Items for Action
  - a. Resolution to submit millage for approval to Clinton County Clerk
11. New Business - Items for Discussion
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

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

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, May 19, 2021 (Remote Meeting via Zoom)*

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

*Absent:* Ken Jensen (excused)

*Public Present:* none

*Next meeting: Wednesday June 20, 2021 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:04pm
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda, Lynn 2nd, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Larry moves to approve the minutes. Lynn 2nd, all in favor.

### **II. Financial Report**

Attached. Right on track with the budget, to date. Anticipating the arrival of penal fines funds in early August. Theresa moves to approve the report, Larry seconds, all in favor.

### **III. Director Report**

Attached. Lots of good things happening in the past month! Great community participation in programs and thoughtful donations from multiple individuals. In early May, the library began opening earlier in the morning. Hoping to restart in-person programs in July, in moderation. Statistically, the library is far busier, and making a greater positive impact in the community. More visible exterior signage will be installed within the month.

### **IV. Unfinished Business - Items for Discussion**

- a. Charging for Community Rooms
  - i. Policy (draft attached)

ii. Application Form (draft attached)

b. Millage

i. Sample Language for vetting by attorney - Language will be fine-tuned, and a few details will be sought regarding the special election requirements.

ii. Subcommittee for planning (not discussed)

**V. Unfinished Business – Items for Action**

a. Approval of community room policy. Audrey moves to approve with minor changes discussed, Larry seconds, all in favor.

b. Resolution to submit millage for approval to Clinton County Clerk

**VI. New Business – Items for Discussion**

a. Purchase of Bibliotheca Self-Check (quote included in meeting packet). An interesting addition to the circulation desk, could be helpful in times of high traffic. Board requests to revisit this in the future.

**VII. Items for Action**

none

**VIII. Closing**

**Public Comment:** none

**Board Member Comments:**

Next month's meeting will be held in person, in the new space for the first time!

Kristie mentions that Rep. Graham Filler visited the library and chatted with her for about 45 minutes.

Larry moves to adjourn the meeting. Lynn 2<sup>nd</sup>, all in favor.

Meeting adjourned at 7:22pm.

## Treasurer's Report for the month of May 2021

Lynn Bergen <lbergen@bathtownshippubliclibrary.org>

Sat 6/12/2021 9:23 AM

To: Suzanne Garrity <sgarrity@bathtownshippubliclibrary.org>

Cc: Kristie Reynolds <kreynolds@bathtownshippubliclibrary.org>

Sue,

Please include the May 2021 Treasurer's Report with the June 16 meeting board packet.

Thanks.

Lynn

Treasurer's Report	June 12, 2021
As of May 31, 2021	5 months = 42%

MSUFCU	Savings	\$120,252.17
MSUFCU	Checking	\$179,160.71

### Notes:

- \* All May expenses were verified using Kristie's Reconciliation and the MSUFCU statement.
- \* Overall expenses within budget - 41%
- \* Anticipated Penal Fines in August

Lynn Bergen - Treasurer

	A	B	C	D	F	G	
1	<b>Bath Township Public Library</b>						
2	<b>Budget vs. Actuals: FY2021 - FY21 P&amp;L</b>						
3	<b>January - May, 2021</b>						
4							
5		<b>Total</b>					
6		<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>			
7	<b>Income</b>						
8	4000 Donation	6,001.06	2,500.00	240.04%			
9	4100 Grant Income	3,892.73	5,000.00	77.85%			
10	4200 State Aid	4,986.96	9,200.00	54.21%			
11	4300 Tax Revenue	314,002.51	310,670.00	101.07%			
12	4500 Penal Fines		45,000.00	0.00%			
13	4600 Service Fees	368.00	600.00	61.33%			
14	4700 Interest	18.49					
15	4910 Miscellaneous	99.00	200.00	49.50%			
16	<b>Total Income</b>	<b>\$ 329,368.75</b>	<b>\$ 373,170.00</b>	<b>88.26%</b>			
17	<b>Gross Profit</b>	<b>\$ 329,368.75</b>	<b>\$ 373,170.00</b>	<b>88.26%</b>			
18	<b>Expenses</b>						
19	6000 Capital Expenses	10,151.57	11,000.00	92.29%			
20	6010 Collection Acquisitions	11,642.79	22,600.00	51.52%			
21	6020 Library Programming	3,039.98	6,000.00	50.67%			
22	6030 Miscellaneous Expense		2,000.00	0.00%			
23	6200 Advertising & Marketing	437.37	7,000.00	6.25%			
24	6310 Contractual Services	17,205.18	33,140.00	51.92%			
25	6320 Legal & Professional Services		2,000.00	0.00%			
26	6400 Payroll	49,406.26	120,000.00	41.17%			
27	6410 Payroll Taxes/Benefits	6,178.51	15,300.00	40.38%			
28	6430 Benefits	7,132.75	17,200.00	41.47%			
29	6500 Bank Charges & Fees	0.32	200.00	0.16%			
30	6510 Insurance	410.00	3,700.00	11.08%			
31	6530 Meals		3,000.00	0.00%			
32	6540 Membership	3,448.05	8,600.00	40.09%			
33	6550 Office Supplies & Software	2,874.84	7,000.00	41.07%			
34	6560 Professional Development	237.50	1,000.00	23.75%			
35	6580 Rent & Lease	15,292.00	45,900.00	33.32%			
36	6590 Repairs & Maintenance	2,629.99	12,000.00	21.92%			
37	6620 Technology	3,548.06	10,500.00	33.79%			
38	6640 Utilities & Internet	5,213.61	10,100.00	51.62%			
39	<b>Total Expenses</b>	<b>\$ 138,848.78</b>	<b>\$ 338,240.00</b>	<b>41.05%</b>			
40	<b>Net Operating Income</b>	<b>\$ 190,519.97</b>	<b>\$ 34,930.00</b>	<b>545.43%</b>			
41	<b>Net Income</b>	<b>\$ 190,519.97</b>	<b>\$ 34,930.00</b>	<b>545.43%</b>			
42							
43							
44							
45	Friday, Jun 11, 2021 12:16:51 PM GMT-7 - Accrual Basis						

## Directors Report June 2021

- Legal & Professional
  - I spoke with Anne Seurnyck about the Millage language
- Staffing
  - Joana came back
  - Held our second staff meeting and our focus this month is on teamwork.
- Scheduling
  - We closed Saturday and Monday of Memorial Day
- Upcoming Programs
  - The staff is working on preparing for Summer Reading
  - We have decided to start in person programs in July
- Community outreach
  - Working on a plan to present opportunities to work with the school and township.
  - Asked for and received money (in June) from the Lions Club for Large Print books
- Technology
  - The tablets are now circulating.
  - The laptops are ready to start circulating.
- Policy
- Continuing Education
  - This month I am working on Governmental Accounting Finance Cohort Program- This month we are working on the budget process.
  - Attended the Library of Michigan's Director Meeting
  - Met with Kristen Shelly, the East Lansing Director.
- Projects
  - We had the handicap accessible door installed.
  - Working on the donor board
  - Working on the thank you plaque for the library center members.

- Statistics

May	2020	2021
Visit	N/A	421
Items Checked out	52	1300
Computer Use	0	41
Wireless use	50	98
Hoopla	174	97
Overdrive	182	229
New Cards	20	21
Renewal Cards	20	36
Virtual Program Attendance	N/A	256*
In person story time	N/A	6
Story Time Attendance	N/A	2
Passive Program Attendance	N/A	20
Ancesrty.com	N/A	82
Tutor.com	N/A	0
Reference Calls	20	96

\*include YouTube 235 Channel views

### Youth Services/Marketing Report – May 2021

#### Meetings and Conferences

Shake Up Your Shelves, Diversity Your Book Collection  
 Engaging Equity Endeavors, Serving Bipoc Communities from the Lobby to the Boardroom  
 MI Library Quest  
 MI Youth and Teen Meeting  
 Early Childhood Coalition Meeting  
 MI PR Group

#### Marketing/Outreach Programing

Prepared Summer Reading Brochure and postcard mailing.

#### Collection Development

Received donations from two patrons. Both patrons had requested books that B&T was not able to fulfill. Patrons personally purchased the books for the library.

### **Social Media/Website**

Summer Reading page is live. Wandoo Reader, the online summer reading option, will allow patrons to register and track on June 14. Print copies of the reading logs will become live on June 14.



Shall the Charter Township of Bath ~~Township Public Library~~, County of Clinton, State of Michigan, be authorized to levy annually an amount not to exceed .6792 mills (\$.6792 on each \$1,000 of taxable value), which is a renewal of the previously authorized millage rate that expires in 2022, against all taxable property within Bath Charter Township for a period of ten (10) years, 2023 to 2032 inclusive, for the purpose of providing funds for operating, maintaining, constructing, equipping and funding the Bath Township Public Library and all ~~township~~ library purposes authorized by law? The estimate of the revenue the ~~Bath~~-Township ~~Public Library~~ will collect in the first year of levy (2023) if the millage is approved and levied by the ~~Bath Charter~~-Township is approximately \$?????.



**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      % day of November, 2017.



Theresa Kidd \_\_\_\_\_  
Vice CHAIRPERSON

Iyla Sjoberg \_\_\_\_\_

Elaine Snyder \_\_\_\_\_

**BOARD  
OF  
CANVASSERS**

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>	319	23.59%

#### Bath Charter Township Proposal (Final)

YES	166	52.04%	
NO	153	47.96%	
	<b>Total...</b>	319	100.00%

### 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>	257	13.11%

#### Bath Charter Township 2 Proposal (Final)

YES	187	72.76%	
NO	70	27.24%	
	<b>Total...</b>	257	100.00%

### 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>	363	27.21%

#### Bath Charter Township 2 Proposal (Final)

YES	207	57.02%	
NO	156	42.98%	
	<b>Total...</b>	363	100.00%

### 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>	304	13.00%

#### Bath Charter Township 2 Proposal (Final)

YES	180	59.21%	
NO	124	40.79%	
	<b>Total...</b>	304	100.00%

### 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>	183	11.96%

#### Bath Charter Township Proposal (Final)

YES	95	52.20%	
NO	87	47.80%	
	<b>Total...</b>	182	100.00%

## 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
Total number of votes given for and against the proposal was:	
<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>

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