

## **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, JULY 21, 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 (attachments – last regular meeting and special meeting)
7. Financial Report – Treasurer & Director (attachment – coming soon)
8. Director Report (attachment)
9. Unfinished Business - Items for Discussion
  - a. Millage
    - i. Resolution & ballot language vetted by attorney
    - ii. Subcommittee for planning
10. Unfinished Business – Items for Action
  - a. Resolution to submit millage for approval to Clinton County Clerk and Bath Charter Township 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 August 18, 2021, 6 p.m.**

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, June 16, 2021 (in person meeting at BTPL)*

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

*Absent (Excused):* Larry Fewins-Bliss, Theresa Kidd

*Next meeting: Wednesday July 21, 2021 @ 6:00pm*

### **I. Regular Business**

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

### **II. Financial Report**

Attached. Everything looks good and is on track. Penal fines are anticipated in August, and state aid later this year. Staff received a grant that provides reimbursement for programming purchases. The facility suffered two leaks, both resolved quickly and easily. Ken moves to accept the financial report, Audrey 2<sup>nd</sup>, all in favor.

### **III. Director Report**

Attached. Plenty of good things happening at BTPL! The Summer Reading Program has begun, for children, teen and adult patrons. Community outreach is going well. A new mural created by Melissa Eggleston was installed in the youth section, and it's marvelous. A handicap door was installed at the library entrance.

The library will be closed July 3 – 5<sup>th</sup> in observance of Independence Day.

### **IV. Unfinished Business**

- a. Millage
  - i. Sample Language for vetting by attorney  
Edits suggested by BTPL's lawyer are helpful. Next step is to have the resolution

studied by the lawyer, and then report back to the Board.

Treasurer Bergen suggests that the millage cost (Estimated to be about \$12,000) should be paid for by the MSUFCU Savings Account.

ii. Lynn moves to pay the cost of millage renewal from the MSUFCU savings, Sue 2<sup>nd</sup>, all in favor in a roll call vote.

iii. Subcommittee for planning discussion – moving forward as a board, for now.

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

- a. none

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

- a. none

#### **VII. Closing**

- a. Public Comment: none
- b. Board Member Comment: All board members are pleased to be meeting in the new library, after much work and waiting.
- c. Audrey moves to adjourn the meeting at 6:48. Sue 2<sup>nd</sup>, all in favor.

Meeting adjourned at 6:48 pm.

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, June 30, 2021 (Special Meeting via Zoom)*

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

*Next meeting: Wednesday July 21, 2021 @ 6:00pm*

### **I. Regular Business**

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

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

- a. Order for shelving – overage beyond grant money (attachments)

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

- a. Approval of unbudgeted shelving order - \$8280.12. The \$49999.92 grant covers other shelving. Note – there is another quote that will be covered by donation money. Lynn moves to approve, Theresa seconds, all in favor.

### **VII. Closing**

- a. Public Comment: none
- b. Audrey moves to adjourn the meeting at 6:12. Theresa 2<sup>nd</sup>, all in favor.

Meeting adjourned at 6:12 pm.

Treasurer's Report 7/19/2021

As of June 30, 2021 6 months = 50%

MSUFCU Savings	\$120,257.11
MSUFCU Checking	\$154,953.70

Notes:

- All June expenses were verified using Kristie's Reconciliation and the MSUFCU Statement.
- Penal Fines are anticipated in August.
- Grant for bookcases will be reflected on our July Treasurer's report.
- Expenses for bookcases will be recorded after bookcases are installed and invoice paid. Installation and payment expected in August.
- Overall expenses are 51.07% - Explanations are as follows:
  - Capital Expenses - Includes unbudgeted handicap accessibility expense.
  - Collection Acquisitions - Includes overdrive "quarterly" payments.
  - Library Programming - Up for summer reading program.
  - Contractual Services - Includes some once-a-year payments.
  - Benefits - Paid through July.
  - Insurance - Budget was based on last year. Insurance rates are up.
  - Professional Development - Anticipate \$1,000 reimbursement.
- Budget adjustments will be brought before the Board in October.
- Overall, we are in good shape.

Lynn Bergen, Treasurer

<b>Bath Township Public Library</b>			
<b>Budget vs. Actuals: FY2021 - FY21 P&amp;L</b>			
<b>January - June, 2021</b>			
	<b>Total</b>		
	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Income</b>			
4000 Donation	6,612.76	2,500.00	264.51%
4100 Grant Income	3,892.73	5,000.00	77.85%
4200 State Aid	4,986.96	9,200.00	54.21%
4300 Tax Revenue	307,553.52	310,670.00	99.00%
4500 Penal Fines		45,000.00	0.00%
4600 Service Fees	512.32	600.00	85.39%
4700 Interest	23.43		
4910 Miscellaneous	99.00	200.00	49.50%
<b>Total Income</b>	<b>\$ 323,680.72</b>	<b>\$ 373,170.00</b>	<b>86.74%</b>
<b>Gross Profit</b>	<b>\$ 323,680.72</b>	<b>\$ 373,170.00</b>	<b>86.74%</b>
<b>Expenses</b>			
6000 Capital Expenses	11,599.57	11,000.00	105.45%
6010 Collection Acquisitions	13,989.25	22,600.00	61.90%
6020 Library Programming	3,615.84	6,000.00	60.26%
6030 Miscellaneous Expense		2,000.00	0.00%
6200 Advertising & Marketing	1,709.42	7,000.00	24.42%
6310 Contractual Services	19,027.62	33,140.00	57.42%
6320 Legal & Professional Services	84.00	2,000.00	4.20%
6400 Payroll	58,614.44	120,000.00	48.85%
6410 Payroll Taxes/Benefits	7,272.77	15,300.00	47.53%
6430 Benefits	9,921.30	17,200.00	57.68%
6500 Bank Charges & Fees	1.60	200.00	0.80%
6510 Insurance	3,774.00	3,700.00	102.00%
6530 Meals		3,000.00	0.00%
6540 Membership	3,673.05	8,600.00	42.71%
6550 Office Supplies & Software	3,620.31	7,000.00	51.72%
6560 Professional Development	721.50	1,000.00	72.15%
6580 Rent & Lease	22,938.00	45,900.00	49.97%
6590 Repairs & Maintenance	3,395.99	12,000.00	28.30%
6620 Technology	3,548.06	10,500.00	33.79%
6640 Utilities & Internet	5,224.64	10,100.00	51.73%
<b>Total Expenses</b>	<b>\$ 172,731.36</b>	<b>\$ 338,240.00</b>	<b>51.07%</b>
<b>Net Operating Income</b>	<b>\$ 150,949.36</b>	<b>\$ 34,930.00</b>	<b>432.15%</b>
<b>Net Income</b>	<b>\$ 150,949.36</b>	<b>\$ 34,930.00</b>	<b>432.15%</b>
Monday, Jul 19, 2021 12:41:27 PM GMT-7 - Accrual Basis			

Directors Report July 2021

- Legal & Professional
  - I spoke with Anne Seurynk about the Resolution language
- Staffing
  - We are fully staffed
- Scheduling
  - We are planning on Pre-Covid hours starting July 6
- Upcoming Programs
  - We started Summer Reading and it is going well
  - Teen Book Club (Books to Movie theme)
- Community outreach
  - Visited the Food Bank
  - Working with the township on the Millage and Account software
- Technology
- 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
  - Attended an ARPA grant workshop
- Projects
  - Working on the donor board
  - Working on the thank you plaque for the library center members.
- Statistics

May	2020	2021
Visit	N/A	793
Items Checked out	564	1930
Computer Use	0	99

Wireless use	90	114
Hoopla	119	135
Overdrive	182	295
Kanopy		5
New Cards		45
Renewal Cards		89
Virtual Program Attendance	22	286
Events	N/A	270
Story Time Attendance	N/A	0
Passive Program Attendance	N/A	250
Ancesrty.com	N/A	128
Tutor.com	N/A	0
Reference Calls	81	130
Summer Reading		118
Outreach		258

### **Meetings and Conferences**

Fall Book Preview for Kids  
References for Reference Staff  
Introduction to the Michigan Learning Channel  
Best New Picture Books for Ages 1-6

### **Marketing/Outreach Programing**

Participating in the Bath Schools Meet Up and Eat Up program. Weekly, on Wednesdays, activity kits and library information are passed out to participant. This provides a chance to talk to families as they are waiting for their food, and personally invite them to the library. During June I passed out a total of 252 kits to children and teens.

### **Collection Development**

I won a \$60 gift card during the Introduction to the Michigan Learning Channel, which was agreed could be put in collection development fund.

### **Social Media/Website**

Social media interactions were up in June. Facebook by 97.5%, Instagram by 37%,  
Twitter by 31.1%

Revised the Donate button and page to reflect that the library can accept online  
credit/debit card payments for fines, print, copy, & fax charges, and payment for rental  
of the community room.

Setup a Survey Monkey survey for Pet Photo voting.

## Bath Township Public Library Board of Trustees

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*Resolution on Bath Township Public Library Millage Proposal*

At a regular meeting of the Board of the Bath Township Public Library (“Library Board”), Clinton County, Michigan, held at the Bath Township Public Library, 14051 Webster Road, Bath, Michigan 48808, on July 21, 2021 at 6 p.m.

Present: Sue Garrity, Lynn Bergen, Larry Fewins-Bliss, Theresa Kidd, Audrey Barton, Ken Jensen

Absent: \_\_\_\_\_

The following resolution was offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_:

**WHEREAS**, Bath Township Public Library (“the Library”) is a public library that is currently located in Bath Charter Township.

**WHEREAS**, the Library was established pursuant to Public Act 164 of 1877, MCL 397.201, *et seq.*

**WHEREAS**, the Library Board (Board) is the governing body of the Library pursuant to Public Act 164 of 1877, MCL 397.201, *et seq.*

**WHEREAS**, as required by Section 10c of Act 164, the Library Board may determine by resolution that, if a previously authorized millage was approved for a specific number of years, the millage should be renewed; and

**WHEREAS**, the Board determines that a continuation of revenue be authorized for library purposes; therefore, they have determined to request from voters of Bath Township a renewal of the previously authorized millage rate that has been reduced to .6792 mill subject to applicable Headlee rollbacks, for ten (10) years, beginning with the 2023 levy; and

**WHEREAS**, the Board determines that it is the best interests of the Library that such a millage election be held at a regular election in Bath Township on November 2, 2021.

**NOW, THEREFORE, BE IT RESOLVED THAT:**\_

1. The Library Board of the Bath Township Public Library has determined that a millage rate of .6792 mill, which is a renewal of the millage rate expiring in 2022, is necessary for the support and maintenance of the Library.

2. The Library Board approves the ballot language proposition shown on attached Exhibit A and certifies that the proposition attached as Exhibit A shall be submitted to a Bath Township Public Library, P.O. Box 368, 14051 Webster Road, Bath MI 48808, 517-641-7111

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## Bath Township Public Library Board of Trustees

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Ken Jensen

vote of the qualified electors of Bath Township, County of Clinton, State of Michigan at a regular election to be held on Tuesday, November 2, 2021.

~~2-3.~~ The Secretary of the Board is directed to submit this resolution and ballot language attached as Exhibit A to the Bath Township Clerk to request and the Clerk of Clinton County ~~or whoever is authorized by law to publish notice of the close of registration in the manner required by law.~~

~~3-4.~~ The Secretary is directed to request the Township Clerk and County Clerk Clerk- of Clinton County (or whoever is required by law) to publish notices required by law and to take any other necessary action to present the millage proposal attached as Exhibit A to the voters of Bath Charter Township on November 2, 2021 as of the regular election in the manner required by law.

4-5. The Secretary is hereby directed to file a certified copy of this resolution with the Clinton County Clerk or another entity that is legally responsible for receiving this resolution in the manner required by law.

~~5.~~ The Secretary shall work with the Clinton County Clerk or other person who is legally-responsible for receiving this resolution and preparing the ballots to be printed, as provided by law, (the rest of this clause from the Sunfield resolution makes no sense to me...) spate ballots for submitting said propositions, which ballots shall be in substantially the same for shown on the attached form of Official Ballot (Exhibit A), or said propositions shall be stated as separate propositions on the voting machines.

6. The President of the Board is authorized to make any non-substantive changes to proposed notices or proposal authorized by this resolution if changes are requested by the Clinton County Clerk or other person of entity authorized by law and said changes comply with the Michigan Election law and are consistent with the law governing district libraries.

7. The Treasurer of the Board (in our case, Director of the Library) is hereby direct to pay, to the extent required by law, the costs of conducting the election required by this resolution and by law (if any costs apply).

YEAS:

NAY:

ABSENT:

RESOLUTION ADOPTED

By: \_\_\_\_\_

Audrey Barton

*Bath Township Public Library, P.O. Box 368, 14051 Webster Road, Bath MI 48808, 517-641-7111*

## Bath Township Public Library Board of Trustees

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Ken Jensen

Bath Township Public Library Board of Trustees Secretary

The foregoing resolution was adopted at a regular meeting of the Township Board of the Bath Township Public Library on July 21, 2021.

### Exhibit A

Shall the Charter Township of Bath, County of Clinton, State of Michigan, be authorized to levy annually an amount not to exceed .6792 mill (\$.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 library purposes authorized by law? The estimate of the revenue the Township will collect in the first year of levy (2023) if the millage is approved and levied by the Township is approximately \$???.

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Absent: \_\_\_\_\_

The following resolution was offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_:

**WHEREAS**, Bath Township Public Library (“the Library”) is a public library that is currently located in Bath Charter Township.

**WHEREAS**, the Library was established pursuant to Public Act 164 of 1877, MCL 397.201, *et seq.*

**WHEREAS**, the Library Board (Board) is the governing body of the Library pursuant to Public Act 164 of 1877, MCL 397.201, *et seq.*

**WHEREAS**, as required by Section 10c of Act 164, the Library Board may determine by resolution that, if a previously authorized millage was approved for a specific number of years, the millage should be renewed; and

**WHEREAS**, the Board determines that a continuation of revenue be authorized for library purposes; therefore, they have determined to request from voters of Bath Township a renewal of the previously authorized millage rather than that has been reduced to .6792 mill subject to applicable Headlee rollbacks, for ten (10) years, beginning with the 2023 levy; and

**WHEREAS**, the Board determines that it is in the best interests of the Library that such a millage election be held at a regular election in Bath Township on November 2, 2021.

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Library Board of the Bath Township Public Library has determined that a millage rate of .6792 mill, which is a renewal of the millage rate expiring in 2022, is necessary for the support and maintenance of the Library.
2. The Library Board approves the ballot language attached Exhibit A and certifies that the proposition attached as Exhibit A shall be submitted to a vote of the qualified electors of

***Bath Township Public Library, P.O. Box 368, 14051 Webster Road, Bath MI 48808, 517-641-7111***

## 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

Bath Township, County of Clinton, State of Michigan at a regular election to be held on Tuesday, November 2, 2021.

3. The Secretary of the Board is directed to submit this resolution and ballot language attached as Exhibit A to the Bath Township Clerk and the Clerk of Clinton County
4. The Secretary is directed to request the Township Clerk and County Clerk (or whoever is required by law) to publish notices required by law and to take any other necessary action to present the millage proposal attached as Exhibit A to the voters of Bath Charter Township on November 2, 2021 as required by law.
5. The Secretary is hereby directed to file a certified copy of this resolution with the Clinton County Clerk or another entity that is legally responsible for receiving this resolution in the manner required by law.
6. The President of the Board is authorized to make any non-substantive changes to proposed notices or proposal authorized by this resolution if changes are requested by the Clinton County Clerk or other person of entity authorized by law and said changes comply with the Michigan Election law and are consistent with the law governing district libraries.
7. The Treasurer of the Board (in our case, Director of the Library) is hereby direct to pay, to the extent required by law, the costs of conducting the election required by this resolution and by law (if any costs apply).

YEAS:

NAY:

ABSENT:

RESOLUTION ADOPTED

By: \_\_\_\_\_

Audrey Barton  
Bath Township Public Library Board of Trustees Secretary

The foregoing resolution was adopted at a regular meeting of the Township Board of the Bath Township Public Library on July 21, 2021.

## **Bath Township Public Library Board of Trustees**

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### **Exhibit A**

Shall the Charter Township of Bath, County of Clinton, State of Michigan, be authorized to levy annually an amount not to exceed .6792 mill (\$.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 library purposes authorized by law? The estimate of the revenue the Township will collect in the first year of levy (2023) if the millage is approved and levied by the Township is approximately \$323,443.00.

<b>Bath Township Public Library Millage Collections Matrix</b>					
<b>Voted Yes on 5-Year Millage in November of 2017</b>					
2017 - Paid 2018	2018 - Paid 2019	2019 - Paid 2020	2020 - Paid 2021	2021 - Paid 2022	
We start with the Winter Taxes of 2017	Winter Taxes of 2018	Winter Taxes of 2019	Winter Taxes of 2020	Winter Taxes of 2021	Estimate for 2022 - Used in Ballot Language
\$276,429.67	\$285,716.05	\$292,433.42	\$314,002.51		\$323,443.00
Thru Dec 2018	Thru Oct 2019	Thru Oct 2020	Thru May 2021		

3.36% increase      2.35% increase      7.38% increase