

## 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, OCTOBER 20, 2021 – 6 P.M.

#### Meeting In Person at BTPL

Zoom Link: Sue Garrity is inviting you to a scheduled Zoom meeting.

Topic: BTPL Board Meeting

Time: Oct 20, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/74865705172?pwd=QkFPNDV6a3laNHdMS2xwYkIJN2lNz09>

Meeting ID: 748 6570 5172

Passcode: r88BP8

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. Refresh of Strategic Plan – Update
  - b. Property Tax Refund
  - c. Budget Adjustments (see agenda packet)
10. Unfinished Business – Items for Action
  - a. Refresh of Strategic Plan
  - b. Budget Adjustments
11. New Business - Items for Discussion
  - a. Director Evaluation (see agenda packet)
  - b. Proposed 2022 Budget for review
  - c. Makeup of meeting packet and web postings
12. Items for Action
  - a. Director Evaluation
  - b. Makeup of meeting packet and web postings
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

**Reminder: Next Meeting is November 17, 2021, 6 p.m.**

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

## Meeting Minutes

### Bath Township Public Library Board Meeting

September 15, 2021

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

Moment of Civic Reflection

Review and Approval of Agenda: Larry moved to approve agenda as written, Ken seconded, all approved

Review and Approval of Minutes: Larry moved to approve minutes as written, Ken seconded, all approved

Public Comment: None

Conflict of interest: None

Financial Report: See Lynn's Treasurer's Report in September Agenda Packet

Kristie will be working on budget adjustments before October meeting.

Sue moved to approve the financial report, Larry seconded, all in favor

Library Manager Report:

See full Library Manager Report in September Agenda Packet.

A Halloween carnival is being planned for October. They will need help with cookie donations.

The Library is due a property tax refund from the township for 2018, 2019, 2020. Kristie is checking with Steve Wiswasser, former Bath Township Supervisor. She will follow up with him and get back with us at October meeting. She will also forward to us the letter she sent to Bath Township staff.

Kristie shared wage information with us for library staff at 1%, 2%, 3% raises to consider annual salary increases. Raises will take place during staff annual reviews.

#### Amendments to Library Manager Report:

- Change date of report from July to August.
- Correct spelling on the word Ancestry in report

#### Millage Election Update:

Audrey reported that planning for millage election is going well.

Polling locations for millage election will be reduced to three locations: Bath Township office, Bath Community Center, Bath Middle School

#### Circulation Policy Discussion:

Revisions were discussed to this policy that will better fit into library operations.

Sue moved that we accept the new Circulation Policy with the changes suggested but leaving "Item II" for Kristie to research.

- Drop the word "Fines" under Item C.
- We also understand that "receiving a library card" under Item A is still under review by Kristie.

Lynn seconded, all in favor.

#### Strategic Plan Discussion:

Discussion centered on if we want someone to help us with another strategic plan and, if so, how will that happen. Kristie will contact Kate from Woodlands Cooperative and see if she can help facilitate our efforts. This process will be done with just us first and then with the community. This topic will be carried over to next month's meeting.

#### Prepare for Library Director Evaluation:

Evaluation will take place at October board meeting. Board members are to complete Kristie's evaluation form and then submit to Sue. October 15 will be deadline in getting our evaluations to Sue.

Budget discussion will take place at October meeting.

Larry will attend the MLA conference on October 13-14.

MLA has changed how they structure memberships. Board Members memberships will be free if they don't want to vote. Kristie will sign us up for the free memberships.

Audrey suggested we indicate "see agenda packet" in minutes instead of "attached," making it clearer on where people can find information not included in minutes. All in agreement.

Sue moved to adjourn the meeting, Audrey seconded, all in favor

**Bath Township Public Library**  
**Budget vs. Actuals: FY2021 - FY21 P&L**  
 January - September, 2021

	Actual	Total Budget	% of Budget
<b>Income</b>			
4000 Donation	6,837.70	1,874.97	364.68%
4100 Grant Income	55,743.65	3,750.03	1486.49%
4200 State Aid	10,058.92	6,900.03	145.78%
4300 Tax Revenue	307,522.80	233,002.53	131.98%
4500 Penal Fines	34,703.27	33,750.00	102.82%
4600 Service Fees	729.32	450.00	162.07%
4700 Interest	38.35		
4910 Miscellaneous	99.00	150.03	65.99%
<b>Total Income</b>	<b>\$ 415,733.01</b>	<b>\$ 279,877.59</b>	<b>148.54%</b>
<b>Gross Profit</b>	<b>\$ 415,733.01</b>	<b>\$ 279,877.59</b>	<b>148.54%</b>
<b>Expenses</b>			
6000 Capital Expenses	12,275.39	8,250.03	148.79%
6010 Collection Acquisitions	20,604.39	16,949.97	121.56%
6020 Library Programming	4,544.89	4,500.00	101.00%
6030 Miscellaneous Expense		1,500.03	0.00%
6200 Advertising & Marketing	2,167.17	5,249.97	41.28%
6310 Contractual Services	20,716.59	24,855.03	83.35%
6320 Legal & Professional Services	1,176.00	1,500.03	78.40%
6400 Payroll	95,216.44	90,000.00	105.80%
6410 Payroll Taxes/Benefits	11,425.48	11,475.00	99.57%
6430 Benefits	11,782.53	12,899.97	91.34%
6500 Bank Charges & Fees	75.61	150.03	50.40%
6510 Insurance	3,466.48	2,774.97	124.92%
6530 Meals	140.59	2,250.00	6.25%
6540 Membership	5,802.54	6,450.03	89.96%
6550 Office Supplies & Software	5,118.78	5,249.97	97.50%
6560 Professional Development	120.00	749.97	16.00%
6580 Rent & Lease	34,407.00	34,425.00	99.95%
6590 Repairs & Maintenance	5,385.24	9,000.00	59.84%
6620 Technology	8,001.55	7,875.00	101.61%
6640 Utilities & Internet	8,016.31	7,575.03	105.83%
<b>Total Expenses</b>	<b>\$ 250,442.98</b>	<b>\$ 253,680.03</b>	<b>98.72%</b>
<b>Net Operating Income</b>	<b>\$ 165,290.03</b>	<b>\$ 26,197.56</b>	<b>630.94%</b>
<b>Net Income</b>	<b>\$ 165,290.03</b>	<b>\$ 26,197.56</b>	<b>630.94%</b>

Directors Report

- Legal & Professional
- Staffing
  - We advertised for a part time clerk and did not receive any applicants. We are trying again.
- Scheduling
  - We were closed for Labor Day weekend
- Upcoming Programs
- Community outreach
  - Staff attended the Farmers Market to celebrate “Talk Like a Pirate Day”
  - I spoke at the Lions Club
  - I walked with the Friends in the Homecoming Parade
  - Met with members of the Library of Michigan Foundation for onboarding
  - Attended the Library of Michigan Board Meeting
  - Met with Taylor Reeves about Safe Routes to School
- Technology
- Policy
- Continuing Education
  - I finished the Internal Controls Class
  - Took a Refresher course on how to fill out the annual report for state aid
  - Had a quickbooks lesson about journal reports
- Projects
  - Having the new shelves installed
  - Decorating for Halloween
  - Finalizing Plaque for Library Center
- Statistics

September	2020	2021
Visit	80	556
Items Checked out	578	1185
Computer Use	N/A	66 users for 52 hours
Wireless use	94	125
Hoopla	123	155
Overdrive	225	218
Kanopy	N/A	8
New Cards	13	48
Renewal Cards	N/A	39
Virtual Program Attendance	7	74
Events	N/A	88
Story Time Attendance	N/A	19
Passive Program Attendance	N/A	49

Ancestry.com	N/A	
Tutor.com	N/A	0
Reference Calls	126	117
Outreach	0	80

	A	B	C	D	E	F
1		<b>Bath Township Public Library</b>				
2		<b>January - December 2021</b>				
3						
4		<b>Original Budget</b>	<b>Subtract</b>	<b>Other Source</b>	<b>Add</b>	<b>Adjusted Budget</b>
5	<b>Income</b>					
6	<b>4000 Donation</b>	2,500.00				2,500.00
7	<b>4100 Grant Income</b>	5,000.00			50,000	55,000.00
8	<b>4200 State Aid</b>	9,200.00				9,200.00
9	<b>4300 Tax Revenue</b>	310,670.00				310,670.00
10	<b>4500 Penal Fines</b>	45,000.00				45,000.00
11	<b>4600 Service Fees</b>	600.00				600.00
12	<b>4700 Interest</b>					
13	<b>4910 Miscellaneous</b>	200.00				200.00
14	<b>Total Income</b>	<b>\$ 373,170.00</b>				<b>\$ 423,170.00</b>
15	<b>Gross Profit</b>	<b>\$ 373,170.00</b>				<b>\$ 423,170.00</b>
16	<b>Expenses</b>					
17	<b>6000 Capital Expenses</b>	11,000.00		58,280	2,500	71,780.00
18	<b>6010 Collection Acquisitions</b>	22,600.00			4,000	26,600.00
19	<b>6020 Library Programming</b>	6,000.00				6,000.00
20	<b>6030 Miscellaneous Expense</b>	2,000.00	-2,000			0.00
21	<b>6200 Advertising &amp; Marketing</b>	7,000.00	-4,200			2,800.00
22	<b>6310 Contractual Services</b>	33,140.00	-7,000			26,140.00
23	<b>6320 Legal &amp; Professional Services</b>	2,000.00	-200			1,800.00



	A	B	C	D	E	F
24	<b>6400 Payroll</b>	120,000.00			15,000	135,000.00
25	<b>6410 Payroll Taxes/Benefits</b>	15,300.00			1,000	16,300.00
26	<b>6430 Benefits</b>	17,200.00	-3,000			14,200.00
27	<b>6500 Bank Charges &amp; Fees</b>	200.00				200.00
28	<b>6510 Insurance</b>	3,700.00			100	3,800.00
29	<b>6530 Meals</b>	3,000.00	-2,700			300.00
30	<b>6540 Membership</b>	8,600.00	-2,000			6,600.00
31	<b>6550 Office Supplies &amp; Software</b>	7,000.00				7,000.00
32	<b>6560 Professional Development</b>	1,000.00	-500			500.00
33	<b>6580 Rent &amp; Lease</b>	45,900.00				45,900.00
34	<b>6590 Repairs &amp; Maintenance</b>	12,000.00	-5,000			7,000.00
35	<b>6620 Technology</b>	10,500.00				10,500.00
36	<b>6640 Utilities &amp; Internet</b>	10,100.00			4,000	13,200.00
37	<b>Total Expenses</b>	<b>\$ 338,240.00</b>	<b>-26600</b>		<b>26,600</b>	<b>\$ 395,620.00</b>
38	<b>Net Operating Income</b>	<b>\$ 34,930.00</b>				<b>\$ 27,550.00</b>
39	<b>Net Income</b>	<b>\$ 34,930.00</b>				<b>\$ 27,550.00</b>
40						
41						
42						
43						

## Director Annual Evaluation Form for Trustees

**Director's Annual Evaluation**

Date: 10/20/21

*Form Instructions:*

- 1) *each board member should individually respond to this form.*
- 2) *In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources from the year.*
- 3) *Submit this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.*

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

### **General Administration & Management**

Areas of Responsibility	Rating
• Formulation of policies recommended to the library board	2 S, 4 E
• Implementation of library policies and procedures	6 E
• Timely submission of annual budget to the library board	6 E
• Directing & monitoring expenditures throughout the year	6 E
• Monthly provision of financial statements to assist in establishing long term and short term priorities	6 E
• Identifies new revenue sources, collaborating with other organizations in the business community with a profit-centered approach to services to the community	3 E, 3 S
• Orientation of new trustees, serving as a resource for trustee activities	1 S, 1 N, 4 E
• Demonstrates effective management techniques in directing, planning, organization, staffing, coordinating, budgeting and evaluating library operations	1 S, 5 E
• Direction of maintenance of library building and grounds, recommending future space needs	1 S, 5 E
• Establish and maintain a staff manual of library procedures	1 U, 1 S, 4 E
• Demonstrate leadership within organization, taking initiative, solving problems, effecting change through the action of others, encouraging staff development through positive work environment	6 E

### **Planning, Organization & Evaluation**

Areas of Responsibility	Rating
• Plans, organizes, coordinates and directs a balanced program of library services to meet the immediate and long-range goals of the library and community	2 S, 4 E
• Identifies the standards of excellence for all operation	1 S, 5 E

<ul style="list-style-type: none"> <li>Evaluates the effectiveness of library services in relation to the changing needs of the community</li> </ul>	2 S, 4 E
<ul style="list-style-type: none"> <li>Analyzes data affecting the library operations such as legal, physical and statistical factors</li> </ul>	1 U, 2 S, 3 E
<ul style="list-style-type: none"> <li>Investigates new trends and specific library programs and facilitates testing of new techniques, materials and equipment to improve the operation of the library</li> </ul>	1 U, 2 S, 3 E

### **Personnel Management**

Areas of Responsibility	Rating
<ul style="list-style-type: none"> <li>Develops staff job descriptions, recommends, and administers personnel policies</li> </ul>	2 S, 4 E
<ul style="list-style-type: none"> <li>Hires, evaluates, promotes and terminates staff (except when library board consultation is required)</li> </ul>	6 E
<ul style="list-style-type: none"> <li>Defines expectations for staff performance and sets goals for service and programming</li> </ul>	2 S, 4 E
<ul style="list-style-type: none"> <li>Works to promote high staff morale</li> </ul>	2 S, 4 E
<ul style="list-style-type: none"> <li>Supervises planning for optimum utilization of personnel</li> </ul>	2 S, 4 E
<ul style="list-style-type: none"> <li>Provides in-service programs for employee training &amp; development, encouraging staff input</li> </ul>	1 U, 2 S, 3 E
<ul style="list-style-type: none"> <li>Encourage staff professional growth at all levels by supporting participation in professional associations, workshops, seminars and activities</li> </ul>	1 U, 2 S, 3 E
<ul style="list-style-type: none"> <li>Ensure that staff performance appraisals are done on a regular schedule</li> </ul>	1 S, 5 E
<ul style="list-style-type: none"> <li>Act as consultant, mediator and facilitator for staff</li> </ul>	6 E

### **Community & Professional Development**

Areas of Responsibility	Rating
<ul style="list-style-type: none"> <li>Recommends and administers public relations programs</li> </ul>	1 S, 5 E
<ul style="list-style-type: none"> <li>Represents the library and speaks before community, civic and other groups regarding the objectives and activities of the library</li> </ul>	2 S, 4 E
<ul style="list-style-type: none"> <li>Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public</li> </ul>	6 E
<ul style="list-style-type: none"> <li>Serves as official representative of the library in actions that legally bind or politically influence the library</li> </ul>	1 S, 5 E
<ul style="list-style-type: none"> <li>Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature</li> </ul>	6 E

<ul style="list-style-type: none"> <li>• Supports and facilitates the work of the Friends of the Library</li> </ul>	1 S, 5 E
<ul style="list-style-type: none"> <li>• Attends professional and other meetings to maintain contact with other professional and library-related agencies</li> </ul>	1 S, 5 E
<ul style="list-style-type: none"> <li>• Participates in professional development opportunities to enhance managerial skills and maintain awareness of new trends and developments in the library field</li> </ul>	1 S, 5 E

Comments:

Lynn – I believe Kristie has done a remarkable job steering us through a very difficult time by moving us to a new space and dealing with Covid uncertainty. Thus, I believe she is deserving of a 3% raise, and I suggest the board considers this.

Theresa – Kristie has been a gift to the Bath Township community in her management of our beloved public library. It is difficult to imagine anyone other than Kristie at the helm. She always seems supportive of staff and the public in meeting their needs as a library manager, as well as being forthcoming and helpful to board members when needed.

Sue – I think in an extraordinary year we’ve been lucky to have a calm and steady leader. I feel perhaps we missed the mark a bit on new trustee orientation due to Covid and so that can be improved. I believe a salary increase is in order as Lynn mentioned.

Audrey –

Kristie has done a commendable job in leading the library through this past year – and what a year it’s been!

I am pleased with how she has directed the staff, served the community and communicated with the Board. In the next year I look forward to seeing her – and the library – grow to become an even greater facet of Bath Twp., especially with increased and innovative ways to connect with and serve patrons.

Her level-headed decision making, creativity, commitment to her staff and patrons, and ideas for the future of the library are what make BTPL a success. Thank you, Kristie!

# Bath Township Public Library

**2022**

January - December 2022

**2021**

	Budget	Difference	Budget
<b>Income</b>			
4000 Donation	2,500.00		2,500.00
4100 Grant Income	5,000.00		5,000.00
4200 State Aid	10,000.00		9,200.00
4300 Tax Revenue	307,440.00	-3,230	310,670.00
4500 Penal Fines	35,000.00	-10,000	45,000.00
4600 Service Fees	1,000.00		600.00
4700 Interest	50.00		0.00
4710 Dividend	100.00		0.00
4910 Miscellaneous	0.00		200.00
<b>Total Income</b>	<b>\$ 361,090.00</b>		<b>\$ 372,970.00</b>
<b>Gross Profit</b>	<b>\$ 361,090.00</b>		<b>\$ 372,970.00</b>
<b>Expenses</b>			
6000 Capital Expenses	7,000.00	-4000	11,000.00
6010 Collection Acquisitions	25,000.00	2400	22,600.00
6020 Library Programming	6,000.00		6,000.00
6030 Miscellaneous Expense	0.00	-2000	2,000.00
6200 Advertising & Marketing	3,000.00	-4000	7,000.00
6310 Contractual Services	30,000.00	-3140	33,140.00
6320 Legal & Professional Services	2,000.00		2,000.00
6400 Payroll	145,000.00	25000	120,000.00
6410 Payroll Taxes/Benefits	16,000.00	700	15,300.00
6430 Benefits	14,000.00	-3200	17,200.00
6500 Bank Charges & Fees	200.00		200.00
6510 Insurance	4,000.00	300	3,700.00
6530 Meals	1,000.00	-2000	3,000.00
6540 Membership	8,500.00	-100	8,600.00
6550 Office Supplies & Software	7,000.00		7,000.00
6560 Professional Development	1,000.00		1,000.00

<b>6580 Rent &amp; Lease</b>	45,900.00		45,900.00
<b>6590 Repairs &amp; Maintenance</b>	9,000.00	-3000	12,000.00
<b>6620 Technology</b>	11,000.00	500	10,500.00
<b>6630 Travel</b>	2,000.00	2000	0.00
<b>6640 Utilities &amp; Internet</b>	14,000.00	3900	10,100.00
<b>Total Expenses</b>	<b>\$ 351,600.00</b>		<b>\$ 338,240.00</b>
<b>Net Operating Income</b>	<b>\$ 9,490.00</b>		<b>\$ 34,730.00</b>
<b>Net Income</b>	<b>\$ 9,490.00</b>		<b>\$ 34,730.00</b>

Wednesday, Oct 13, 2021 12:11:58 PM GMT-7 - Accrual Basis