

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 15 – 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. Presentation by Waggoner Financial re: 401K program
 - b. Introduction of Carrie Johnson from Transparent Bookkeeping
 - c. Strategic Planning – next steps
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
12. New Business - Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is July 20, 2022, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, May 25, 2022

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

Public Present: none

Next meeting: Wednesday, June 15, 2022 @ 6:00 pm

I. Regular Business

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

II. Financial Report

Please see the full Treasurer's Report in the May meeting packet.

Overall, the budget is in good shape. Kristie worked with Consumers, adjusting the payment schedule for utilities. The audit is finished and was very positive. Two grants have been secured, resulting in a laminator and furniture for the children's room, and sponsorship for the summer reading program.

Audrey **motions** to accept the financial report, and Ken supports it, all in favor.

III. Director Report

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

The emergency and whistleblower policies are updated and ready to be instated. Kristie met with Kevin Douglas of BTFD to discuss emergency exits. Staff meetings are productive and positive. Preparations for the summer reading program are coming along well, and the kick-off party is greatly anticipated by the staff and patrons.

Kristie continues to be involved in the community, working on the Safe Routes to School project, and lead the Library of Michigan board last week. Strategic planning is another focus, with the intent of developing a new 5-year plan and community survey.

Kristie would like to hire a bookkeeper, ideally working 3 to 4 hours a month at a rate of approximately \$53/hour. Their role would be to help in preparing a monthly report for the board and treasurer, access QuickBooks, journal entries, and reconciliation. The contractual candidate being considered is bonded and insured, and she is detail-oriented and very well-prepared. Kristie presented a proposal from Carrie Johnson of Transparent Bookkeeping, which is based in Haslett. Kristie will look into her references further but provided a great deal of information about Ms. Johnson during the discussion.

Lynn **motions** to allow Kristie to hire Ms. Johnson if their references are positive. Theresa seconds. Aye: Ken, Audrey, Sue, Lynn. Nay: Larry. Motion passes.

Kristie has looked further into the established staff retirement plans/policy (Safe Harbor), which lacks some details and foresight. It is currently out of compliance. In her research, she contacted Waggoner Financial for insight and advice. She suggests that their oversight and expertise would be very helpful, moving forward. Their fee would be paid by the staff through their contributions, so the library budget would see no change. The matching is currently based on the payroll, and some employees are ineligible due to their age or hours worked. The proposed changes would be more inclusive for the staff, and easier to manage and adapt in the future. Waggoner Financial is invited to present to the board at the June meeting. Theresa **motions** to support moving ahead, and Larry seconds, all in favor.

IV. Unfinished Business – Items for Discussion

- a. BTPL Emergency Policy
- b. Whistleblower Policy (Basic policy provided by Anne Seurynk, from MLA)

V. Unfinished Business – Items for Action

- a. BTPL Emergency Policy (already approved at a previous meeting)
- b. Whistleblower Policy – Sue **motions** to accept it as written, and Ken seconds, all in favor.

VI. New Business - Items for Discussion

- a. .

VII. Items for Action

- a. .

VIII. Closing

- a. Public Comment: none
- b. Board Member Comments: Sue appreciates the efficient, positive meeting. Larry and others look forward to the kick-off party for summer reading.

c. Sue **motions** to adjourn the meeting at 6:45. Larry seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer's Report June 8, 2022

As of May 31, 2022 4 months = 42%

MSUFCU Savings	\$ 95,239.94
MSUFCU Checking	\$ 232,211.87

Notes:

- All May expenses were reviewed and verified using Kristie's Reconciliation and the MSUFCU Statement.
- Overall expenses were 42.7%.
- Advertising & Marketing was a bit high this month due to outreach and a one-time new tent purchase.
- The December 31, 2021 year-end balance of \$26,565.00 will be moved from checking to savings. Our July Treasurer's Report will show this transfer.
- Thank you, Kristie, for your excellent financial management.

Lynn Bergen, Treasurer

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

	Actual	Total Budget	% of Budget
Income			
4000 Donation	416.70	2,500.00	16.67%
4100 Grant Income	2,000.00	5,000.00	40.00%
4200 State Aid	6,486.22	10,000.00	64.86%
4300 Tax Revenue	316,951.19	307,440.00	103.09%
4500 Penal Fines		35,000.00	0.00%
4600 Service Fees	419.53	1,000.00	41.95%
4700 Interest	19.68	50.00	39.36%
4710 Dividend	238.00	100.00	238.00%
Total Income	\$ 326,531.32	\$ 361,090.00	90.43%
Gross Profit	\$ 326,531.32	\$ 361,090.00	90.43%
Expenses			
6000 Capital Expenses	3,821.09	7,000.00	54.59%
6010 Collection Acquisitions	12,183.37	25,000.00	48.73%
6020 Library Programming	3,076.92	6,000.00	51.28%
6200 Advertising & Marketing	2,004.72	3,000.00	66.82%
6310 Contractual Services	13,565.65	28,000.00	48.45%
6320 Legal & Professional Services	624.00	2,000.00	31.20%
6400 Payroll	55,970.15	140,000.00	39.98%
6410 Payroll Taxes/Benefits	6,675.65	16,000.00	41.72%
6430 Benefits	7,480.83	14,000.00	53.43%
6500 Bank Charges & Fees	94.57	200.00	47.29%
6510 Insurance	1,336.49	4,000.00	33.41%
6530 Meals	26.75	1,000.00	2.68%
6540 Membership	3,809.45	8,500.00	44.82%
6550 Office Supplies & Software	3,008.07	7,000.00	42.97%
6560 Professional Development	604.00	1,000.00	60.40%
6580 Rent & Lease	19,115.00	45,900.00	41.64%
6590 Repairs & Maintenance	2,789.82	9,000.00	31.00%
6620 Technology	3,540.28	11,000.00	32.18%
6630 Travel	186.73	2,000.00	9.34%
6640 Utilities & Internet	7,275.36	14,000.00	51.97%
Total Expenses	\$ 147,188.90	\$ 344,600.00	42.71%
Net Operating Income	\$ 179,342.42	\$ 16,490.00	1087.58%
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Directors Report June 2022

- Legal & Professional
- Staffing
 - We had the Narcan Training
 - Staff meeting
 - One-on-ones
- Scheduling
 - We closed Saturday and Monday of Memorial Day
 - Preparing for summer schedule changes
- Upcoming Programs
 - The staff is working on preparing for Summer Reading. We will be holding most of our programs in person. We have programs for all ages: Storytime, sea glass candle jars, teen hang-out time, plus our reading for adults and kids' program.
- Community outreach
 - Jana is visiting local preschools once a month for Storytime
 - Joana met with Judi Gardi and Meg Ritchie about Park Lake Festival on August 9th
 - I met with the Safe Routes to School Team to work on the Mini-Grant.
- Technology
 - ASK is now Convergence Networks
 - ASK is prepping the Surfaces for work
- Policy
 - Worked on the Whistle Blower Policy
- Continuing Education
 - Working on the Grant class
- Projects
 - Working on the donor board

- Statistics

June	2020	2021
Visit	421	778
Items Checked out	1300	1381
Computer Use	41	43
Wireless use	98	140

Hoopla	97	161
Overdrive	229	292
New Cards	21	87
Renewal Cards	36	63
Kanopy	N/A	4
Other Event Attendance	N/A	100
Virtual Program Attendance	256	127
Story Time Attendance	2	19
Passive Program Attendance	20	89
Outreach	N/A	334
Reference Calls	96	116

Thank You

To Our Sponsors

General Donation
Elizabeth Dugan
\$25

General Donation
Rick Hoeksema
\$50

Stacking Chairs
Pizzuti Family
\$25

General Donation
Budd Raymer
\$30

General Donation
Merry Brown Warner
\$25

General Donation
Mike & Theresa Torok
\$25

Stacking Chairs
Pam Meens
\$25

General Donation
Annie Holmes
\$50

General Donation
Charles Palmer
\$50

Stacking Chairs
Sharon Brehmer
\$25

General Donation
Leon Puttler & Laurie Bechhofer
\$100

General Donation
Janis Bails
\$50

Book Shelves
Dr. Elizabeth Wild
\$100

General Donation
Maria Van Atta
\$50

General Donation
Sarah & Steve Torok
\$50

General Donation
Teri Metros
\$50

Book Shelves
Carol & Harold Rappold
\$100

Book Shelves
Tom & Sue Jenks
\$100

General Donation
Martha Mikko
\$50

General Donation
Wendling Family
\$50

General Donation
Dolores Sevenski
\$75

General Donation
Dibert Family
\$100

Book Shelves
The Barton Family
\$100

General Donation
Laura Liebler & Richard Neubig
\$100

Stacking Chairs
Kathryn Hixson
\$25

Stacking Chairs
Joan Forgruve
\$25

Book Shelves
Kim & Mike Wykes
\$100

Couch
In Honor of Sue Garity
\$500

General Donation
Jane Sansote
\$50

General Donation
Jeff & Julia Baker
\$25

Book Shelves
Kim Beattie
\$100

Stacking Chairs
Carl & Ann Chaffee
\$25

Stacking Chairs
Paula Clark
\$25

Book Shelves
Leon & Delores Schmelzer
\$100

Book Shelves
Katie & Cameron Stanulis
\$100

General Donation
Joan Yunnan
\$25

General Donation
Dorothy VanConant & William Blick
\$50

General Donation
Grace Menzel & JB McComb
\$200

General Donation
Jane Sansote
\$50

Book Shelves
Tim & Diane Romel
\$100

Book Shelves
Shirley Garity
\$100

General Donation
Patrick Reid
\$50

Stacking Chairs
Daniel Hayes
\$25

Stacking Chairs
Linda Kibby
\$25

Book Shelves
Judith Snyder
\$100

General Donation
Blake & Naomi Casher
\$50

General Donation
Charlotte Morton
\$50

Stacking Chairs
Cindy & Mike Wilmers
\$25

General Donation
Elizabeth Foster Martin Crimp
\$50

Couch
Bill Selanders
\$500

Book Shelves
Steve, Cari & Sam Godbehere
\$100

General Donation
Bruce Townsley
\$50

General Donation
Roberta Milar
\$100

General Donation
Nick & Linda Pavona
\$100

Book Shelves
Dru, Adam, Lydia & Alison Montri
\$100

General Donation
In Honor of Shirley & Keith Garity
\$100

Stacking Chairs
Cecilia Roccos
\$25

General Donation
Becky Schwarz
\$50

Stacking Chairs
David Eldridge
\$25

Stacking Chairs
Marie McCurdy
\$25

General Donation
Ray & Sue Mather
\$50

General Donation
In Honor of Don Post & Genny Wilson
\$20