

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, NOVEMBER 16, 2022, 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 – Lynn Bergen, Treasurer and Transparent Bookkeeping – (see agenda packet)
8. Director Report (see agenda packet)
9. Unfinished Business - Items for Discussion
 - a. Strategic Planning – are we ready for session this Friday?
 - b. Budget Adjustments
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
 - a. Do we need a December meeting?
12. New Business - Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is December 21, 2022, 6 p.m.

Bath Township Public Library Board of Trustees Meeting

October 19, 2022

Meeting was called to order at 6:04 PM.

Present: (Board Members) Sue Garrity, Lynn Bergen, Ken Jensen, Theresa Kidd (Library Staff) Director, Kristie Reynolds

Absent: Audrey Barton and Larry Fewins-Bliss

Next Meeting will be on November 16 @ 6:00 PM

Approval of Agenda: Lynne moved to accept the agenda as written, Sue seconded, approved by all.

Public Comment: None

Board Member Disclosures:

Sue is involved with Friends of the Bath Township Public Library and she wants us to know that she is mindful of the possible conflict of interest and that she will never share information from the BTPL Board that should not be shared with them.

Approval of Minutes: Sue moved to accept the minutes as written, Lynn seconded, approved by all.

Treasurer's Report:

Lynn shared the financial report which is included in the meeting packet. Kristie will request budget adjustments for the 2022 budget. She will also propose the 2023 budget. Lynn feels we are in good shape going into the third quarter.

Financial report from Transparent was reviewed – Lynn wants to adjust the PayPal account to reflect the service fee they charge. With that, we will begin seeing the amount we take in, but also the fee that they charge. We are also spending a little bit more with the carnival. Sue moved to approve the financial report from transparent and Ken seconded.

Director's Report: Kristie shared her report that is included in the meeting packet. Wagner Financial is the company that will be handling our staff retirement investments. December 6 is when the Christmas Tree Lighting will take place at Couzens Park. Library numbers are up and they keep rising.

Unfinished business: Kristie will outreach to the Bath Senior Center about the Library Strategic Planning meetings, and will also create an information flyer for people who visit the library.

Director Evaluation: Kristie received her Director Evaluation Report and we discussed.

Budget Adjustments: Budget adjustments are in the meeting packet with the financial information. Kristie explained the budget adjustment. Lynne moved to accept the budget adjustments, Sue seconded, all approved.

Pay Adjustments: Kristie explained the proposed staff pay adjustments. See meeting packet for this information. Lynne moved to approve the pay adjustments for next year's budget that will begin now, Ken seconded, all approved.

Proposed Budget for 2023: Kristie explained the proposed budget for 2023. See meeting packet for this information. Kristie will make adjustments and send out. We will vote on it at our next meeting.

Board Member comments: Lynne went to the Spanish class that was offered at the library. Fourteen people attended. Joana did a marvelous job keeping things under control with all the age range. Lynne will share that comment with Joana. And, the Lego class was attended by fourteen young people.

Sue moved to adjourn the meeting, Ken seconded, all approved. Meeting adjourned at 6:55 PM

Minutes taken by Theresa Kidd, BTPL Vice Chair

Bath Township Public Library

Balance Sheet

As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 MSUFCU Checking	118,683.04
1010 MSUFCU Savings	113,530.08
1020 PayPal	1.26
Total Bank Accounts	\$232,214.38
Accounts Receivable	
1200 Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1400 prepaid expenditures	2,777.48
1500 Uncategorized Asset	0.00
Undeposited Funds	25.20
Total Other Current Assets	\$2,802.68
Total Current Assets	\$235,017.06
TOTAL ASSETS	\$235,017.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	-382.18
Total Accounts Payable	\$ -382.18
Other Current Liabilities	
2110 Accrued Wages payable	0.00
2120 Accrued Payroll taxes payable	0.00
2300 Unavailable Revenue	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$ -382.18
Total Liabilities	\$ -382.18
Equity	
3000 Opening Balance Equity.	0.67
3500 Retained Earnings	147,191.71
Net Income	88,206.86
Total Equity	\$235,399.24
TOTAL LIABILITIES AND EQUITY	\$235,017.06

Bath Township Public Library

Profit and Loss

October 2022

	TOTAL
Income	
4000 Donation	84.53
4400 Sales	4.25
4600 Service Fees	84.60
4700 Interest	4.82
Total Income	\$178.20
GROSS PROFIT	\$178.20
Expenses	
6000 Capital Expenses	-117.34
6010 Collection Acquisitions	3,315.22
6020 Library Programming	625.15
6200 Advertising & Marketing	100.00
6310 Contractual Services	2,300.31
6400 Payroll	9,883.61
6410 Payroll Taxes/Benefits	773.42
6420 Employer Retirement Contribution	155.66
6430 Benefits (Employer Health Insurance)	1,167.35
Total 6400 Payroll	11,980.04
6500 Bank Charges & Fees	6.02
6530 Meals	45.21
6550 Office Supplies & Software	655.82
6580 Rent & Lease	7,646.00
6590 Repairs & Maintenance	754.00
6620 Technology	1,227.37
6630 Travel	141.25
6640 Utilities & Internet	2,660.10
7000 Cash Over/Short	-0.15
PayPal Fees	-1.41
Total Expenses	\$31,337.59
NET OPERATING INCOME	\$ -31,159.39
NET INCOME	\$ -31,159.39

Bath Township Public Library

Budget vs. Actuals: Fiscal Year 2022

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Donation	1,217.57	2,500.00	-1,282.43	48.70 %
4100 Grant Income	4,400.00	5,000.00	-600.00	88.00 %
4200 State Aid	13,063.72	10,000.00	3,063.72	130.64 %
4300 Tax Revenue	317,086.88	307,440.00	9,646.88	103.14 %
4400 Sales	4.25		4.25	
4500 Penal Fines	40,588.28	35,000.00	5,588.28	115.97 %
4600 Service Fees	1,165.38	1,000.00	165.38	116.54 %
4700 Interest	44.82	50.00	-5.18	89.64 %
4710 Dividend	238.00	100.00	138.00	238.00 %
4910 Miscellaneous		8,300.00	-8,300.00	
Total Income	\$377,808.90	\$369,390.00	\$8,418.90	102.28 %
GROSS PROFIT	\$377,808.90	\$369,390.00	\$8,418.90	102.28 %
Expenses				
6000 Capital Expenses	4,930.46	6,000.00	-1,069.54	82.17 %
6010 Collection Acquisitions	22,863.30	25,000.00	-2,136.70	91.45 %
6020 Library Programming	6,372.95	7,000.00	-627.05	91.04 %
6200 Advertising & Marketing	2,841.56	3,000.00	-158.44	94.72 %
6310 Contractual Services	28,471.56	33,000.00	-4,528.44	86.28 %
6320 Legal & Professional Services	450.00	1,000.00	-550.00	45.00 %
6400 Payroll	117,482.49	140,000.00	-22,517.51	83.92 %
6410 Payroll Taxes/Benefits	9,843.33	13,000.00	-3,156.67	75.72 %
6420 Employer Retirement Contribution	1,721.74	3,000.00	-1,278.26	57.39 %
6430 Benefits (Employer Health Insurance)	13,114.37	15,200.00	-2,085.63	86.28 %
Total 6400 Payroll	142,161.93	171,200.00	-29,038.07	83.04 %
6500 Bank Charges & Fees	288.49	300.00	-11.51	96.16 %
6510 Insurance	2,851.52	4,000.00	-1,148.48	71.29 %
6530 Meals	199.23	500.00	-300.77	39.85 %
6540 Membership	6,930.04	7,500.00	-569.96	92.40 %
6550 Office Supplies & Software	5,957.36	7,000.00	-1,042.64	85.11 %
6560 Professional Development	0.00	500.00	-500.00	0.00 %
6580 Rent & Lease	42,053.00	45,900.00	-3,847.00	91.62 %
6590 Repairs & Maintenance	7,108.98	9,000.00	-1,891.02	78.99 %
6620 Technology	8,986.07	19,300.00	-10,313.93	46.56 %
6630 Travel	537.76	1,000.00	-462.24	53.78 %
6640 Utilities & Internet	12,834.06	17,000.00	-4,165.94	75.49 %
7000 Cash Over/Short	-2.80		-2.80	
PayPal Fees	-1.41		-1.41	
Total Expenses	\$295,834.06	\$358,200.00	\$ -62,365.94	82.59 %
NET OPERATING INCOME	\$81,974.84	\$11,190.00	\$70,784.84	732.57 %
NET INCOME	\$81,974.84	\$11,190.00	\$70,784.84	732.57 %



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Directors Report

- Legal & Professional
 - None
- Staffing
 - We hired a part-time staff member and a page
 - We had several people on vacation
- Scheduling
 - We did not have any scheduling changes for this month but next, we have a couple of closures
 - We are closed Friday, Veteran’s Day, November 11
 - We are closed Thursday and Friday for Thanksgiving, November 24 & 25
- Upcoming Programs
 - Our big program was the Halloween Carnival, and we are hosting smaller programs for the rest of the year
- Community outreach
 - Visited the schools for Safe Routes to Schools
 - Held Strategic planning forums
 - Jana visited the Briggs Library
 - Jana went to the preschool
- Technology
 - Continued to migrate emails
- Policy
 - None
- Continuing Education
 - Learned how to print checks online
- Projects
 - Strategic Planning
- Statistics

October	2021	2022
Visit	536	1771 (850) was from Halloween Carnival
Items Checked out	1169	1356
Computer Use	81	91
Wireless use	126	233
Hoopla	155	204
Overdrive	211	247
Kanopy	7	7
New Cards	43	43
Renewal Cards	37	66
Virtual Program Attendance	91	1728
Events	694	906

Story Time Attendance	16	45
Passive Program Attendance	48	124
Reference Calls	167	94
Outreach	42	25

Bath Township Public Library
Budget Overview: FY 2023 - FY23 P&L
 January - December 2023

	<u>Total</u>		<u>Budget</u>
Income			
4000 Donation	1,000.00	-1,500	2,500.00
4100 Grant Income	2,000.00	-3000	5,000.00
4200 State Aid	13,000.00	3000	10,000.00
4300 Tax Revenue	337,429.00	30,029	307,440.00
4500 Penal Fines	37,000.00	2000	35,000.00
4600 Service Fees	1,000.00		1,000.00
4700 Interest	50.00		50.00
4710 Dividend	283.00	183	100.00
Misc (removed for 2023)			8,300.00
Total Income	\$ 391,762.00	30,712	\$ 369,390.00
Gross Profit	\$ 391,762.00		\$ 369,390.00
Expenses			
6000 Capital Expenses	7,000.00	1000	6,000.00
6010 Collection Acquisitions	25,000.00		25,000.00
6020 Library Programming	7,000.00		7,000.00
6200 Advertising & Marketing	3,000.00		3,000.00
6310 Contractual Services	33,000.00		33,000.00
6320 Legal & Professional Services	2,000.00	1000	1,000.00
6400 Payroll	144,600.00	4600	140,000.00
6410 Payroll Taxes/Benefits	11,500.00	1500	13,000.00
6420 Employer Retirement Contribution	3,000.00		3,000.00
6430 Benefits (Employer Health Insurance)	16,000.00	800	15,200.00
Total 6400 Payroll	\$ 175,100.00		\$ 171,200.00
6500 Bank Charges & Fees	300.00		300.00
6510 Insurance	4,500.00	500	4,000.00
6530 Meals	1,000.00	500	500.00
6540 Membership	8,500.00	1000	7,500.00
6550 Office Supplies & Software	8,000.00	1000	7,000.00
6560 Professional Development	1,000.00	500	500.00
6580 Rent & Lease	45,900.00		45,900.00
6590 Repairs & Maintenance	9,000.00		9,000.00
6620 Technology	11,000.00	-8300	19,300.00
6630 Travel	2,000.00	1000	1,000.00
6640 Utilities & Internet	20,000.00	3000	17,000.00
Total Expenses	\$ 363,300.00		
Net Operating Income	\$ 28,462.00		
Net Income	\$ 28,462.00		\$ 358,200.00
			\$ 11,190.00
			\$ 11,190.00