

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, – SEPTEMBER 21, 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 – survey results thus far and next steps
 - b. Staff compensation options
 - i. Update on PTO/sick time split
 - ii. Health Care options
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 October 19, 2022, at 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, August 23, 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, September 21, 2022 @6:00 pm

I. Regular Business

- a. Meeting called to order at 6:01 pm
- b. Moment of civic reflection.
- c. Larry **motions** to approve the agenda as amended, Theresa supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Lynn **motions** to approve the minutes. Theresa supports, all in favor.

II. Financial Report

Please see the full Treasurer's Report in the August meeting packet. A positive report, with no concerns from the Treasurer or Director. Penal fines arrived in late August, coming in approximately \$5,000 more than expected. As Carrie Johnson settles into her role as a bookkeeper, Kristie is guiding her to fine-tune her reports and their presentation to the Board.

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

III. Director Report

Please see the full Director's Report in the August meeting packet. July was a busy month at BTPL! Statistics show a huge increase in patron visits to the library, borrowed materials, and virtual interaction. Summer programming is wrapping up as the new school year begins. Kristie and the staff continue to work with the local school, and the Safe Routes to School project. Kristie continues to work with the MLA and connect with local organizations, like the library in Laingsburg.

IV. Unfinished Business – Items for Discussion

- a. Strategic Planning – Next Steps: The survey is live! The library and Board hope for much more input from the community. It has been shared with patrons, at various community events, and at the Senior Center. The survey will remain active into mid-September.
- b. Ongoing discussion of staff compensation options: Discussion of upcoming state-wide minimum wage increase, expected to begin in February 2023. Kristie continues to hone library expenses, supporting her staff and community and seeking the best services, hours of operation, technology, and programming.

V. Unfinished Business – Items for Action

- a.

VI. New Business - Items for Discussion

- a. Federal Holidays: Currently, BTPL does not close for MLK Jr Day, Presidents' Day, or Veterans' Day. Surrounding area libraries and schools tend to be closed on these days. Theresa **motions** to add these three Federal Holidays to the list of days that BTPL is closed. Lynn supports, all in favor.
- b. Discussion of Staff Benefits: Currently, BTPL offers 3 weeks PTO. A new law will require changes to the amount of sick time offered. Kristie will seek clarification about this new law and is considering splitting PTO and sick time to find a good balance. Her current thought is to offer two weeks of each, with increases based on seniority/longevity. Kristie continues to investigate health care options, seeking the right plan and matching funds.
- c. Facility plumbing of public restrooms: After weeks of repeatedly clogged toilets and a leaky sink, Kristie asked a plumber to investigate plumbing issues. The plumber says the Mansfield toilets are known issues and are not typically used in public settings due to this issue. He recommended Kohler fixtures. Three require replacement. The next steps include seeking a second opinion and quotes and approaching the building landlords about possible discounts at the time of purchase. Kristie and the Board also shared concerns about the recent flood, likely caused by a rainstorm roof leak and the HVAC system requiring maintenance. This is the fourth water issue. Sue **motions** to authorize Kristie to spend up to \$3000 from savings to replace the toilets. Ken seconds, all in favor.

VII. Items for Action

- a. .

VIII. Closing

- a. Public Comment: none
- b. Board Member Comments: Kristie mentions that the process of moving/changing staff emails has taken longer than anticipated. The Board had already approved the expense for this year, but it may not happen until 2023. Sue suggests that we wait a while longer and see, rather than changing the approved funds now. Lynn suggests that the Board hadn't included a deadline for the expense. Kristie will persevere and push for more responses from Ed at ASK.

c. Audrey **motions** to adjourn the meeting at 7:18. Larry seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer's Report September 12, 2022

As of August 31, 2022, 7 months = 67%

MSUFCU Savings	\$ 121,820.29
MSUFCU Checking	\$ 167,376.96

Notes:

- All August expenses were reviewed and verified using Kristie's Reconciliation and the MSUFCU Statement.
- Overall expenses were 72.3%.

Lynn Bergen, Treasurer

Bath Township Public Library

Balance Sheet As of August 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 MSUFCU Checking	163,149.87
1010 MSUFCU Savings	121,820.29
1020 PayPal	0.00
Total Bank Accounts	\$284,970.16
Accounts Receivable	
1200 Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1400 prepaid expenditures	3,670.11
1500 Uncategorized Asset	0.00
Undeposited Funds	5.55
Total Other Current Assets	\$3,675.66
Total Current Assets	\$288,645.82
TOTAL ASSETS	\$288,645.82
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	141,835.62
Total Equity	\$289,028.00
TOTAL LIABILITIES AND EQUITY	\$288,645.82

Bath Township Public Library

Profit and Loss

August 2022

	TOTAL
Income	
4000 Donation	16.06
4500 Penal Fines	40,588.28
4600 Service Fees	109.60
4700 Interest	5.17
Total Income	\$40,719.11
GROSS PROFIT	\$40,719.11
Expenses	
6010 Collection Acquisitions	2,098.30
6020 Library Programming	604.87
6200 Advertising & Marketing	43.38
6310 Contractual Services	3,588.85
6400 Payroll	10,250.49
6410 Payroll Taxes/Benefits	808.40
6420 Employer Retirement Contribution	155.66
6430 Benefits (Employer Health Insurance)	1,167.35
Total 6400 Payroll	12,381.90
6500 Bank Charges & Fees	145.37
6510 Insurance	313.50
6530 Meals	14.43
6540 Membership	3,373.93
6550 Office Supplies & Software	702.77
6560 Professional Development	275.00
6580 Rent & Lease	3,823.00
6590 Repairs & Maintenance	632.12
6620 Technology	1,172.82
6630 Travel	5.00
6640 Utilities & Internet	1,025.16
7000 Cash Over/Short	0.35
Total Expenses	\$30,200.75
NET OPERATING INCOME	\$10,518.36
NET INCOME	\$10,518.36

Bath Township Public Library

Budget vs. Actuals: FY 2022 Budget - FY22 P&L Classes

January - December 2022

	NOT SPECIFIED				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
4000 Donation	860.79	2,500.00	-1,639.21	34.43 %	\$860.79	\$2,500.00	\$ -1,639.21	34.43 %
4100 Grant Income	4,400.00	5,000.00	-600.00	88.00 %	\$4,400.00	\$5,000.00	\$ -600.00	88.00 %
4200 State Aid	13,063.72	10,000.00	3,063.72	130.64 %	\$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 %	\$317,086.88	\$307,440.00	\$9,646.88	103.14 %
4400 Sales	257.45		257.45		\$257.45	\$0.00	\$257.45	0.00%
4500 Penal Fines	40,588.28	35,000.00	5,588.28	115.97 %	\$40,588.28	\$35,000.00	\$5,588.28	115.97 %
4600 Service Fees	918.28	1,000.00	-81.72	91.83 %	\$918.28	\$1,000.00	\$ -81.72	91.83 %
4700 Interest	35.03	50.00	-14.97	70.06 %	\$35.03	\$50.00	\$ -14.97	70.06 %
4710 Dividend	238.00	100.00	138.00	238.00 %	\$238.00	\$100.00	\$138.00	238.00 %
Total Income	\$377,448.43	\$361,090.00	\$16,358.43	104.53 %	\$377,448.43	\$361,090.00	\$16,358.43	104.53 %
GROSS PROFIT	\$377,448.43	\$361,090.00	\$16,358.43	104.53 %	\$377,448.43	\$361,090.00	\$16,358.43	104.53 %
Expenses								
6000 Capital Expenses	5,047.80	7,000.00	-1,952.20	72.11 %	\$5,047.80	\$7,000.00	\$ -1,952.20	72.11 %
6010 Collection Acquisitions	19,612.35	25,000.00	-5,387.65	78.45 %	\$19,612.35	\$25,000.00	\$ -5,387.65	78.45 %
6020 Library Programming	6,074.66	6,000.00	74.66	101.24 %	\$6,074.66	\$6,000.00	\$74.66	101.24 %
6200 Advertising & Marketing	2,363.56	3,000.00	-636.44	78.79 %	\$2,363.56	\$3,000.00	\$ -636.44	78.79 %
6310 Contractual Services	23,883.22	28,000.00	-4,116.78	85.30 %	\$23,883.22	\$28,000.00	\$ -4,116.78	85.30 %
6320 Legal & Professional Services	450.00	2,000.00	-1,550.00	22.50 %	\$450.00	\$2,000.00	\$ -1,550.00	22.50 %
6400 Payroll	96,948.28	140,000.00	-43,051.72	69.25 %	\$96,948.28	\$140,000.00	\$ -43,051.72	69.25 %
6410 Payroll Taxes/Benefits	8,237.32	16,000.00	-7,762.68	51.48 %	\$8,237.32	\$16,000.00	\$ -7,762.68	51.48 %
6420 Employer Retirement Contribution	1,400.94		1,400.94		\$1,400.94	\$0.00	\$1,400.94	0.00%
6430 Benefits (Employer Health Insurance)	10,779.67	14,000.00	-3,220.33	77.00 %	\$10,779.67	\$14,000.00	\$ -3,220.33	77.00 %
Total 6400 Payroll	117,366.21	170,000.00	-52,633.79	69.04 %	\$117,366.21	\$170,000.00	\$ -52,633.79	69.04 %
6500 Bank Charges & Fees	274.69	200.00	74.69	137.35 %	\$274.69	\$200.00	\$74.69	137.35 %
6510 Insurance	2,851.52	4,000.00	-1,148.48	71.29 %	\$2,851.52	\$4,000.00	\$ -1,148.48	71.29 %
6530 Meals	103.06	1,000.00	-896.94	10.31 %	\$103.06	\$1,000.00	\$ -896.94	10.31 %
6540 Membership	6,930.04	8,500.00	-1,569.96	81.53 %	\$6,930.04	\$8,500.00	\$ -1,569.96	81.53 %
6550 Office Supplies & Software	4,932.20	7,000.00	-2,067.80	70.46 %	\$4,932.20	\$7,000.00	\$ -2,067.80	70.46 %
6560 Professional Development	879.00	1,000.00	-121.00	87.90 %	\$879.00	\$1,000.00	\$ -121.00	87.90 %
6580 Rent & Lease	34,407.00	45,900.00	-11,493.00	74.96 %	\$34,407.00	\$45,900.00	\$ -11,493.00	74.96 %
6590 Repairs & Maintenance	5,534.85	9,000.00	-3,465.15	61.50 %	\$5,534.85	\$9,000.00	\$ -3,465.15	61.50 %
6620 Technology	7,523.70	11,000.00	-3,476.30	68.40 %	\$7,523.70	\$11,000.00	\$ -3,476.30	68.40 %
6630 Travel	196.73	2,000.00	-1,803.27	9.84 %	\$196.73	\$2,000.00	\$ -1,803.27	9.84 %
6640 Utilities & Internet	10,712.83	14,000.00	-3,287.17	76.52 %	\$10,712.83	\$14,000.00	\$ -3,287.17	76.52 %
7000 Cash Over/Short	0.35		0.35		\$0.35	\$0.00	\$0.35	0.00%
Total Expenses	\$249,143.77	\$344,600.00	\$ -95,456.23	72.30 %	\$249,143.77	\$344,600.00	\$ -95,456.23	72.30 %
NET OPERATING INCOME	\$128,304.66	\$16,490.00	\$111,814.66	778.08 %	\$128,304.66	\$16,490.00	\$111,814.66	778.08 %
NET INCOME	\$128,304.66	\$16,490.00	\$111,814.66	778.08 %	\$128,304.66	\$16,490.00	\$111,814.66	778.08 %

September 2022 Directors Report

- Legal & Professional
None
- Staffing
 - We are a full staff however, Covid has hit many staff members, so we have been dealing with people out sick
- Scheduling
 - Preparing for our new fall schedule
 - Added the extra closed dates to the library
- Upcoming Programs
 - We held our repeating programs and took a break to recover from summer reading. We spent this time planning for our fall programs
- Community outreach
 - Hosted Craft time at Meet UP and Eat Up
 - Met with Safe Routes to School
 - We hosted a booth and participated in the boat races at the Park Lake event
 - We hosted a table at the Methodist Church back-to-school event.
 - Asked to speak during a webinar about our role in the Safe Routes to School
- Technology
 - Ordered the 3-d printer
- Policy
 - Reviewed Employee Manual
 - Working on Benefit rewrites for the staff
 - Looking at pay for staff as well
- Continuing Education
 - Attended Notable Books Committee Meeting
 - Read lots of Michigan authors or themed books
 - Attended the Library of Michigan Foundation Meeting
 - Attended the Woodlands Cooperative meeting
- Projects

August	2021	2022
Visit	675	1070
Items Checked out	1400	1938
Computer Use	99	90
Wireless use	136	179

Hoopla	154	194
Overdrive	189	293
Kanopy	3	9
New Cards	32	33
Renewal Cards	259	62
Virtual Program Attendance	40	
Other program attendance	102	9
Story Time Attendance	40	97
Passive Program Attendance	42	43
Ancesrty.com	176	0
Tutor.com	0	0
Reference Calls	185	119
Summer Reading	0	0
Outreach	173	225