

## Bath Township Public Library Board of Trustees

Sue Garrity, President  
Ryan Fewins-Bliss, Treasurer  
Lynn Bergen

Theresa Kidd, Vice President  
Shannon Vlastic, Secretary  
Ken Jensen

### AGENDA, SEPTEMBER 19, 2019 – 6 P.M.

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
7. Presentation on Cyber Security – ASK, our IT services vendor
8. Financial Report – Treasurer
9. Director’s Report
10. Unfinished Business - Items for Discussion
  - a. Bylaws
    - i. Article IV, Section 7 Treasurer – Closed Session re: attorney letter
  - b. Strategic Planning Workshop – activities
    - i. Signage
    - ii. Donors
    - iii. RFID
    - iv. Prioritize Needs
    - v. Kesler Meeting report
    - vi. Family Resource Center
    - vii. Library Information in surrounding public areas
  - c. Performance Review for Director
11. New Business - Items for Discussion
  - a. Presentation from Paychex (payroll vendor) at next meeting
12. Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

**Reminder: Next Meeting is October 23, 2019 – Change from original schedule!**

## Bath Township Public Library

### Meeting Minutes

Wednesday, August 20, 2019

Board present: Sue Garrity, Ken Jensen, Ryan Fewins-Bliss, Theresa Kidd, Lynn Bergen

Board not present: Shannon Vlassic (with notice)

Next meeting: Regular Meeting, Wednesday, September 18 @ 6:00 pm

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Meeting called to order at 6:00 PM

Moment of civic reflection

Ryan moves to approve agenda as written, Ken seconds, all in favor

Public comment on agenda: None

Disclosure of conflict of interests: None

Review and Approval of Minutes: Attached. Lynn asked to amend a comment that is toward the end of the minutes to add the words “**on line**” at the end of the sentence that says “Lynn attended EDI class.” Theresa asked to include the words associated with the acronym ACH, but only after the first time the ACH acronym is used - ACD (Automated Clearing House). Theresa moves to approve the minutes as amended, Lynn seconds, all in favor.

Financial Report: Attached. Kristie presented the financial report. She has added account numbers for each category. *Kristie filed letter to Michigan Treasury. We are one of the only libraries in the state that actually received more penal fines. There is no state aid included in financial report because there is a two-year lag time before receiving state aid.* Budget adjustments will come this October. Lynn moved to approve budget as written, Ken seconds, all in favor.

Director’s Report: Attached. Kristie shared that the DeWitt/Bath Review newspaper has included us in two spots in their new community phone directory. See attached for complete report. Something not included in the report is that Leon Puttler knows a youth librarian in California he has been in touch with related to youth services. *Lynn will be on a committee there and will talk about youth services.* The Youth Report is also attached.

### Unfinished Business:

- Our FOIA Policy needs to be reviewed. *Kristie would like FOIA requests to go to her. See her recommendations to the FOIA request. We need to pass this resolution to meet and approve FOIA procedures and guidelines.*

- Investment Policy states what we can and cannot do to make an investment of our funds. *Kristie recommended we pass this policy and then Ryan can look for ways to invest. Lynn moves to accept the Investment Policy so Ryan can begin looking at where we will consider investing library money, Ryan seconds, all in favor.*

Ryan moved that we now move into closed session to review attorney letter related to our Bylaw – Article IV, Section 7, Treasurer. Theresa seconds, all in favor.

Closed Session – see separate minutes

Presentation of Final Version of Strategic Planning Workshop:

- Kristie spoke with Jack Phillips, Superintendent, Bath Board of Trustees, about road signage. An agreement was made that we will get signage this week or next.
- Ryan and Sue will get together on donors.
- Kristi would like to see RFID (radio frequency identification) added to our to-do list. Lynn and Theresa will check into that.
- Some things on our strategic plan list may not be necessary to move to a larger space. We will need to categorize the list for what we need right now related to opening new library space and then put them into phases.
- We should all come prepared with our list of priorities for what we will need to move into new space. It will be important to check with Darrell Kessler (landlord) about what he is able and willing to do related to this move. Lynn, Theresa, and Kristie agreed to meet with Kessler before our September meeting.
- *Kristie referred to the Family Resource Center that she is beginning to put together, as well as enhanced special needs by creating libraries we can rotate out of . . . . ??? This is another way we can enhance our outreach services.*
- We need to check out our township student complexes and golf courses about placing library information.

New Business:

- Director evaluation – Each board member is asked to fill out the director evaluation form and get to Sue by Wednesday, September 4.
- Future meeting schedule dates – Our September meeting will remain the 3<sup>rd</sup> Wednesday, September 18. However, the October meeting is being changed to the 4<sup>th</sup> Wednesday, October 23 where discussion of our budget will be on the agenda.
- Kristie shared with us some patron thank you notes.

Ryan moved to adjourn the meeting, Lynn seconds, all in favor.

Meeting adjourned at 7:16 PM

# Bath Township Public Library

## BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - December 2019

|                                    |                     | TOTAL               |                       |                 |
|------------------------------------|---------------------|---------------------|-----------------------|-----------------|
|                                    | ACTUAL              | BUDGET              | OVER BUDGET           | % OF BUDGET     |
| <b>Income</b>                      |                     |                     |                       |                 |
| 4000 Donation                      | 917.24              | 5,000.00            | -4,082.76             | 18.34 %         |
| 4100 Grant Income                  | 1,900.00            |                     | 1,900.00              |                 |
| 4200 State Aid                     |                     | 4,600.00            | -4,600.00             |                 |
| 4300 Tax Revenue                   | 285,716.05          | 286,000.00          | -283.95               | 99.90 %         |
| 4500 Penal Fines                   | 64,595.46           | 54,000.00           | 10,595.46             | 119.62 %        |
| 4600 Service Fees                  | 1,190.47            | 1,200.00            | -9.53                 | 99.21 %         |
| 4700 Interest                      | 23.64               |                     | 23.64                 |                 |
| 4900 Uncategorized Income          |                     | 1,800.00            | -1,800.00             |                 |
| 4910 Miscellaneous                 | 389.46              | 200.00              | 189.46                | 194.73 %        |
| <b>Total Income</b>                | <b>\$354,732.32</b> | <b>\$352,800.00</b> | <b>\$1,932.32</b>     | <b>100.55 %</b> |
| <b>GROSS PROFIT</b>                | <b>\$354,732.32</b> | <b>\$352,800.00</b> | <b>\$1,932.32</b>     | <b>100.55 %</b> |
| <b>Expenses</b>                    |                     |                     |                       |                 |
| 6000 Capital Expenses              | 2,013.49            | 4,000.00            | -1,986.51             | 50.34 %         |
| 6010 Collection Acquisitions       | 20,013.54           | 34,200.00           | -14,186.46            | 58.52 %         |
| 6020 Library Programming           | 4,661.05            | 12,600.00           | -7,938.95             | 36.99 %         |
| 6030 Miscellaneous Expense         | 60.00               |                     | 60.00                 |                 |
| 6200 Advertising & Marketing       | 3,208.91            | 7,000.00            | -3,791.09             | 45.84 %         |
| 6310 Contractual Services          | 19,315.27           | 23,400.00           | -4,084.73             | 82.54 %         |
| 6320 Legal & Professional Services | 10,860.00           | 7,000.00            | 3,860.00              | 155.14 %        |
| 6400 Payroll                       | 74,055.45           | 135,000.00          | -60,944.55            | 54.86 %         |
| 6410 Payroll Taxes/Benefits        | 35,550.12           | 32,500.00           | 3,050.12              | 109.38 %        |
| 6500 Bank Charges & Fees           | 44.00               | 250.00              | -206.00               | 17.60 %         |
| 6510 Insurance                     | 549.00              | 3,500.00            | -2,951.00             | 15.69 %         |
| 6540 Membership                    | 5,368.90            | 7,950.00            | -2,581.10             | 67.53 %         |
| 6550 Office Supplies & Software    | 5,795.25            | 7,000.00            | -1,204.75             | 82.79 %         |
| 6560 Professional Development      | 1,169.35            | 6,000.00            | -4,830.65             | 19.49 %         |
| 6580 Rent & Lease                  | 6,924.72            | 10,500.00           | -3,575.28             | 65.95 %         |
| 6590 Repairs & Maintenance         | 3,978.68            | 9,400.00            | -5,421.32             | 42.33 %         |
| 6620 Technology                    | 2,077.01            | 21,450.00           | -19,372.99            | 9.68 %          |
| 6630 Travel                        | 2,244.07            | 5,000.00            | -2,755.93             | 44.88 %         |
| 6640 Utilities & Internet          | 4,312.32            | 6,600.00            | -2,287.68             | 65.34 %         |
| <b>Total Expenses</b>              | <b>\$202,201.13</b> | <b>\$333,350.00</b> | <b>\$ -131,148.87</b> | <b>60.66 %</b>  |
| <b>NET OPERATING INCOME</b>        | <b>\$152,531.19</b> | <b>\$19,450.00</b>  | <b>\$133,081.19</b>   | <b>784.22 %</b> |
| <b>NET INCOME</b>                  | <b>\$152,531.19</b> | <b>\$19,450.00</b>  | <b>\$133,081.19</b>   | <b>784.22 %</b> |

# Bath Township Public Library

## BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - August, 2019

|                                    | TOTAL               |                     |                      |                   |
|------------------------------------|---------------------|---------------------|----------------------|-------------------|
|                                    | ACTUAL              | BUDGET              | OVER BUDGET          | % OF BUDGET       |
| <b>Income</b>                      |                     |                     |                      |                   |
| 4000 Donation                      | 915.99              | 3,333.36            | -2,417.37            | 27.48 %           |
| 4100 Grant Income                  | 900.00              |                     | 900.00               |                   |
| 4200 State Aid                     |                     | 3,066.64            | -3,066.64            |                   |
| 4300 Tax Revenue                   | 285,703.25          | 190,666.64          | 95,036.61            | 149.84 %          |
| 4500 Penal Fines                   | 64,595.46           | 36,000.00           | 28,595.46            | 179.43 %          |
| 4600 Service Fees                  | 1,104.15            | 800.00              | 304.15               | 138.02 %          |
| 4700 Interest                      | 23.64               |                     | 23.64                |                   |
| 4900 Uncategorized Income          |                     | 1,200.00            | -1,200.00            |                   |
| 4910 Miscellaneous                 | 389.46              | 133.36              | 256.10               | 292.04 %          |
| <b>Total Income</b>                | <b>\$353,631.95</b> | <b>\$235,200.00</b> | <b>\$118,431.95</b>  | <b>150.35 %</b>   |
| <b>GROSS PROFIT</b>                | <b>\$353,631.95</b> | <b>\$235,200.00</b> | <b>\$118,431.95</b>  | <b>150.35 %</b>   |
| <b>Expenses</b>                    |                     |                     |                      |                   |
| 6000 Capital Expenses              | 1,605.52            | 2,666.64            | -1,061.12            | 60.21 %           |
| 6010 Collection Acquisitions       | 17,709.75           | 22,800.00           | -5,090.25            | 77.67 %           |
| 6020 Library Programming           | 4,581.57            | 8,400.00            | -3,818.43            | 54.54 %           |
| 6030 Miscellaneous Expense         | 60.00               |                     | 60.00                |                   |
| 6200 Advertising & Marketing       | 3,108.91            | 4,666.64            | -1,557.73            | 66.62 %           |
| 6310 Contractual Services          | 19,203.96           | 15,600.00           | 3,603.96             | 123.10 %          |
| 6320 Legal & Professional Services | 10,860.00           | 4,666.64            | 6,193.36             | 232.72 %          |
| 6400 Payroll                       | 74,055.45           | 90,000.00           | -15,944.55           | 82.28 %           |
| 6410 Payroll Taxes/Benefits        | 35,550.12           | 21,666.64           | 13,883.48            | 164.08 %          |
| 6500 Bank Charges & Fees           | 44.00               | 166.64              | -122.64              | 26.40 %           |
| 6510 Insurance                     | 549.00              | 2,333.36            | -1,784.36            | 23.53 %           |
| 6540 Membership                    | 5,368.90            | 5,300.00            | 68.90                | 101.30 %          |
| 6550 Office Supplies & Software    | 5,632.89            | 4,666.64            | 966.25               | 120.71 %          |
| 6560 Professional Development      | 1,169.35            | 4,000.00            | -2,830.65            | 29.23 %           |
| 6580 Rent & Lease                  | 6,059.13            | 7,000.00            | -940.87              | 86.56 %           |
| 6590 Repairs & Maintenance         | 3,978.68            | 6,266.64            | -2,287.96            | 63.49 %           |
| 6620 Technology                    | 1,558.03            | 14,300.00           | -12,741.97           | 10.90 %           |
| 6630 Travel                        | 2,244.07            | 3,333.36            | -1,089.29            | 67.32 %           |
| 6640 Utilities & Internet          | 4,212.32            | 4,400.00            | -187.68              | 95.73 %           |
| <b>Total Expenses</b>              | <b>\$197,551.65</b> | <b>\$222,233.20</b> | <b>\$ -24,681.55</b> | <b>88.89 %</b>    |
| <b>NET OPERATING INCOME</b>        | <b>\$156,080.30</b> | <b>\$12,966.80</b>  | <b>\$143,113.50</b>  | <b>1,203.69 %</b> |
| <b>NET INCOME</b>                  | <b>\$156,080.30</b> | <b>\$12,966.80</b>  | <b>\$143,113.50</b>  | <b>1,203.69 %</b> |

## Directors Report

- Legal & Professional
- Staffing
  - Reviewed two staff members
  - Updated schedule for fall to accommodate staffing changes
- Scheduling
  - I will be gone several days in October for conferences.
  - October 10 and 11 I will be in St. Ignace for the leadership academy
  - October 16-18 I will be in Novi for the MLA
  - I am taking a short vacation Friday November 1 and Monday November 5
- Upcoming Programs
  - We are rolling out our Library of Things on Friday, September 27<sup>th</sup> from 6-8
  - We are hosting a month-long Ghost Book Club
  - We are doing a Day of the Dead Program honoring the Bath Disaster Victims
- Community outreach
  - Carrie attended Back to School Backpack event
- Technology
  - Purchased a monitor to highlight our programs
  - Purchased a chrome book for inhouse circulation
- Policy
  - Next month I plan to tackle the handbook
- Continuing Education
  - I am applying for Small and Rural Library Academy
  - I am working on a presentation for Small and Rural Library Conference
  - I am looking at applying for a QuickBooks course.
- Projects
  - Rearranging collection
- Statistics

| July                 | 2018 | 2019 | Difference | % difference |
|----------------------|------|------|------------|--------------|
| Visit                | 698  | 1090 | up 392     | 56%          |
| Items checked out    | 790  | 1739 | up 949     | 120%         |
| Computer use         | 176  | 284  | up 108     | 61%          |
| New Cards            | 47   | 31   | down 16    | 34%          |
| Program Attendance   | 137  | 368  | up 231     | 169%         |
| Storytime Attendance | 60   | 33   | down 27    | 45%          |

# Youth Services August 2019 Report

## **Programs**

July had 14 Youth and Teen programs with a total attendance of 245: 94 early literacy, 9 teens, and 142 that were neither early literacy nor teen specific.

## **1000 Books Before Kindergarten**

This program is still slow, but steady. Eight logs were turned in during August, bringing the total to 32 logs (3200 books read).

## **Meetings/Conferences**

Attended the Library of Michigan Grant programs and Grant Application Tips webinar.

## **Outreach/Community Partnerships**

The library continued to partner with the Bath Schools Meet Up & Eat Up program, by providing activities, and library PR during the Thursday lunch times. During August we were able to interact with 67 kids and parents/caretakers.

Youth Services joined the Bath UMC's Back to School Picnic at Couzens Park and assisted the Friends Group in passing out free children's books to participants. It was estimated that the library interacted with approximately 75 community members.

## **Grant**

The LSTA Public Library Services Grant's final report/financial reimbursement for the Robots to-go Kit was completed. An EFT for the \$1954.26 reimbursement was sent to the library's MSUFCU account on August 15. The Robots to-go kit will continue to be used for programming and outreach, some of the items will be used in the Early Literacy and STEM Backpacks that are in the works.

## **Marketing**

Ordered a branded library banner for use at events and 250 branded tote bags, some of which were paid for and used by the Friends at the Bath UMC Back to School Picnic.

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| Category            | Contributor                                 | Occupation                             | Date       | Amount     | Recipient                    |
|---------------------|---|--|------------|------------|------------------------------|
| Money to Candidates | CAPPO, CAROLYN<br>MRS<br>BATH, MI 48808     | RETIRED                                | 06-25-2015 | \$2,700.00 | Bush, Jeb (R)                |
| Money to Parties    | KOOB, THOMAS J<br>MR<br>BATH, MI 48808      | TIAA - CREF                            | 08-22-2016 | \$500.00   | Republican National Cmte (R) |
| Money to Candidates | DAVIES, ETHAN C<br>BATH, MI 48808           | HANTZ FINANCIAL SERVICES               | 11-13-2015 | \$250.00   | Stabenow, Debbie (D)         |
| Money to Candidates | BATTAGLIEN, TERI<br>BATH, MI 48808          | DELTA DENTAL                           | 09-02-2016 | \$500.00   | Stabenow, Debbie (D)         |
| Money to Candidates | WRIGLEY, MARY<br>DONOGHUE<br>BATH, MI 48808 | RETIRED                                | 12-16-2015 | \$250.00   | Sanders, Bernie (D)          |
| Money to Candidates | WRIGLEY, MARY<br>DONOGHUE<br>BATH, MI 48808 | NOT EMPLOYED                           | 09-09-2015 | \$250.00   | Sanders, Bernie (D)          |
| Money to PACs       | SCHONFELD, PETER<br>J MR<br>BATH, MI 48808  | MICHIGAN HEALTH & HOSPITAL ASSOCIATION | 03-09-2015 | \$525.00   | American Hospital Assn       |
| Money to Candidates | DERKSEN, FREDERIK<br>BATH, MI 48808         | MSU                                    | 09-27-2016 | \$500.00   | Clinton, Hillary (D)         |
| Money to Candidates | OLSZEWSKI, JANET<br>D<br>BATH, MI 48808     | HEALTH CARE                            | 09-24-2016 | \$250.00   | Clinton, Hi                  |



| Category   | Contributor                          | Occupation               | Date       | Amount     | Recipient                         |
|--|--------------------------------------|--------------------------|------------|------------|-----------------------------------|
| Money to Candidates  | BATTAGLIERI, LUIGI<br>BATH, MI 48808 | DELTA DENTAL             | 12-09-2015 | \$1,000.00 | Peters, Gary (D)                  |
| Money to Candidates  | BATTAGLIERI, LUIGI<br>BATH, MI 48808 | DELTA DENTAL OF MICHIGAN | 07-22-2016 | \$250.00   | Driskell, Gretchen (D)            |
| Money to PACs  | COOK, ERIC D<br>BATH, MI 48808       | SPARTAN INSURANCE AGENCY | 12-06-2016 | \$2,500.00 | Crop Insurance Professionals Assn |
| Money to Candidates  | KOOB, THOMAS J<br>BATH, MI 48808     | TIAA - CREF              | 08-23-2016 | \$400.00   | Trump, Donald (R)                 |
| Money to Candidates  | BATTAJLIEN, LU<br>BATH, MI 48808     | DELTA DENTAL             | 09-06-2016 | \$1,000.00 | Stabenow, Debbie (D)              |
| <b>FEDERAL LAW PROHIBITS THE USE OF CONTRIBUTOR INFORMATION FOR THE PURPOSE OF SOLICITING CONTRIBUTIONS OR FOR ANY COMMERCIAL PURPOSE.</b> |                                      |                          |            |            |                                   |
| Money to Candidates  | CAPPO, EUGENE MR<br>BATH, MI 48808   | RETIRED                  | 06-25-2015 | \$2,700.00 | Bush, Jeb (R)                     |
| Money to Candidates  | OLSZEWSKI, JANET D<br>BATH, MI 48808 | HEALTH CARE              | 09-11-2016 | \$250.00   | Clinton, Hillary (D)              |
| Money to Candidates  | MARCOTTE, LAWRENCE<br>BATH, MI 48808 | RETIRED                  | 10-26-2016 | \$250.00   | Rubio, Marco (R)                  |
| Money to Candidates  | MARZ, ROGER<br>BATH, MI 48808        | RETIRED                  | 03-28-2016 | \$250.00   | Driskell, Gretchen (D)            |
| Money to Parties   | SAGER, LARRY<br>BATH, MI 48808       | TOWER AUTOMOBILE         | 07-08-2016 | \$220.00   | DNC Services Corp (D)             |
| Money to Candidates  | DERKSEN, FREDERIK<br>BATH, MI 48808  | MSU                      | 08-02-2016 | \$1,000.00 | Clinton, Hillary (D)              |
| Money to PACs  | COOK, ERIC D<br>BATH, MI 48808       | SPARTAN INSURANCE AGENCY | 06-24-2015 | \$1,250.00 | Crop Insurance Professionals Assn |
| Money to Candidates  | BECHHOFFER, LAURIE<br>BATH, MI 48808 | STATE OF MICHIGAN        | 02-14-2016 | \$250.00   | Gilbert, Melissa (D)              |

| Category               | Contributor                                | Occupation                                | Date       | Amount     | Recipient                 |
|------------------------|--|---|------------|------------|---------------------------|
| Money to PACs          | SCHONFELD, PETER<br>J MR<br>BATH, MI 48808 | MICHIGAN HEALTH &<br>HOSPITAL ASSOCIATION | 03-09-2016 | \$630.00   | American Hospital<br>Assn |
| Money to<br>Candidates | DERKSEN, FREDERIK<br>BATH, MI 48808        | MSU                                       | 07-19-2016 | \$1,000.00 | Clinton, Hillary (D)      |
| Money to<br>Candidates | ROSS, BRADLEY<br>BATH, MI 48808            | DELTA DENTAL                              | 12-09-2015 | \$300.00   | Peters, Gary (D)          |
| Money to<br>Candidates | ROSS, BRADLEY M<br>BATH, MI 48808          | DELTA DENTAL OF<br>MICHIGAN               | 08-29-2016 | \$500.00   | Stabenow, Debbie (D)      |

\* Data on individual contributions downloaded from the Federal Election Commission on August 22, 2019.

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