

## **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 19, 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 sessions in last week of October?
  - b. Director Evaluation
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion (see agenda packet .pdfs – if you'd like the Excel spreadsheet it's also available)
  - a. Budget Adjustments
  - b. 2023 Budget Recommendations
  - c. Wage Recommendations
12. New Business - Items for Action
  - a. Budget Adjustment vote
  - b. 2023 Budget Recommendation vote
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

**Reminder: Next Meeting is November 16, 2022, 6 p.m.**

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, September 21, 2022*

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

*Public Present:* Joana Bancroft

*Next meeting: Wednesday October 19, 2022 @ 6:00pm*

### **I. Regular Business**

- a. Meeting called to order at 6:00pm
- b. Moment of civic reflection.
- c. Audrey **motions** to approve the agenda with the addition of discussion of Kristie's evaluation and the book challenge procedures within New Business, Larry supports, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Theresa **motions** to approve the minutes. Lynn supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in September meeting packet. Lynn provided a positive report. Kristie and Lynn are beginning to prepare the new budget. Sue encouraged Trustees to keep this in mind, moving forward.

Reports from Transparent Bookkeeping look fine. BTPL will begin printing checks, rather than writing them by hand. Receipts will also be printed and presented in a different, clear way within the monthly receipts folder that Trustees review. Transparent continues to adjust and tidy up the records in a beneficial way.

Ken **motions** to accept the financial report, Sue supports, all in favor.

### **III. Director Report**

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

August was a quieter, transitional month as fall begins. Many staff members were ill, but the

library remained open for regular hours. BTPL was represented at the summer party at Wiswasser Park, a Back to School event, and continues to work on the Safe Routes to School project. Eggleston Gallery generously donated art supplies and art to the library, in preparation for the gallery's closing later this year. Thank you, Melissa! Statistically, the library's in-person and virtual programming and services are doing well, with most categories increasing in comparison to last year. September will be a busier month at BTPL, with more programming and events and new programs including Yarn Buddies and Spanish Time for Beginners.

#### **IV. Unfinished Business – Items for Discussion**

- a. Strategic Planning – The community survey received just over 80 responses. The next step is to plan for informal group research and data collection. The more information we gather, the better we'll be able to serve the community.
- b. Staff compensation options – There are no updates for the PTO/sick time split. After further research, Kristie has settled on a better (and less expensive) option for health care.

#### **V. Unfinished Business – Items for Action**

- a.

#### **VI. New Business - Items for Discussion**

- a. Discussion of evaluation procedures – the evaluation form is adequate as-is. Trustees are encouraged to include comments alongside the basic checked boxes/scores. Please post responses to Sue at least a week before the next meeting.
- b. Discussion of book challenge procedures – The policy and process for challenged materials is clear and concise. The Board considers this helpful and adequate.

#### **VII. Items for Action**

- a.

#### **VIII. Closing**

- a. Public Comment: none
- b. Board Member Comments: Lynn asks for an updates about the recent leak and plumbing issues. Kristie was told by the landlord that the roof leak was due to a plugged drain, and shouldn't happen again. New toilets will be installed soon, solving the back-up issue. The replacement of 2 handicap toilets is quoted to be \$1050, including installation.  
Sue comments that the Friends are preparing to rewrite their bylaws and refresh their board of directors. Friends of BTPL is recruiting new volunteers – what a great opportunity to serve in a fun, low-stress community group!
- c. Audrey **motions** to adjourn the meeting at 6:59. Larry seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)

Treasurer's Report                      October 13, 2022

As of September 30, 2022              9 months = 75%

MSUFCU Savings	\$ 113,525.26
MSUFCU Checking	\$ 149,983.01

Notes:

- All September expenses were reviewed and verified using Kristie's Reconciliation and the MSUFCU Statement.
- Overall expenses were 74.09%.
- Adjustments to our 2022 budget will be requested at our meeting; as well as, the proposed 2023 budget.

We are in good shape as we close out our year with our final quarter.

Lynn Bergen, Treasurer

# Bath Township Public Library

## Balance Sheet

As of September 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 MSUFCU Checking	149,813.78
1010 MSUFCU Savings	113,525.26
1020 PayPal	0.48
<b>Total Bank Accounts</b>	<b>\$263,339.52</b>
Accounts Receivable	
1200 Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1400 prepaid expenditures	2,777.48
1500 Uncategorized Asset	0.00
Undeposited Funds	79.25
<b>Total Other Current Assets</b>	<b>\$2,856.73</b>
<b>Total Current Assets</b>	<b>\$266,196.25</b>
<b>TOTAL ASSETS</b>	<b>\$266,196.25</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	-382.18
<b>Total Accounts Payable</b>	<b>\$ -382.18</b>
Other Current Liabilities	
2110 Accrued Wages payable	0.00
2120 Accrued Payroll taxes payable	0.00
2300 Unavailable Revenue	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$ -382.18</b>
<b>Total Liabilities</b>	<b>\$ -382.18</b>
Equity	
3000 Opening Balance Equity.	0.67
3500 Retained Earnings	147,191.71
Net Income	119,386.05
<b>Total Equity</b>	<b>\$266,578.43</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$266,196.25</b>

# Bath Township Public Library

## Profit and Loss

September 2022

	TOTAL
Income	
4000 Donation	612.63
4600 Service Fees	141.40
<b>Total Income</b>	<b>\$754.03</b>
GROSS PROFIT	<b>\$754.03</b>
Expenses	
6000 Capital Expenses	437.75
6010 Collection Acquisitions	1,805.88
6020 Library Programming	417.52
6200 Advertising & Marketing	392.50
6310 Contractual Services	2,400.17
6400 Payroll	10,170.09
6410 Payroll Taxes/Benefits	797.24
6420 Employer Retirement Contribution	155.66
6430 Benefits (Employer Health Insurance)	1,167.35
<b>Total 6400 Payroll</b>	<b>12,290.34</b>
6500 Bank Charges & Fees	7.78
6510 Insurance	351.50
6520 Interest Paid	-4.97
6530 Meals	50.96
6550 Office Supplies & Software	442.73
6560 Professional Development	-879.00
6580 Rent & Lease	3,823.00
6590 Repairs & Maintenance	948.49
6620 Technology	235.00
6630 Travel	179.98
6640 Utilities & Internet	1,247.90
7000 Cash Over/Short	-3.00
<b>Total Expenses</b>	<b>\$24,144.53</b>
NET OPERATING INCOME	<b>\$ -23,390.50</b>
NET INCOME	<b>\$ -23,390.50</b>

# Bath Township Public Library

Budget vs. Actuals: Fiscal Year 2022

January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4000 Donation	1,130.24	2,500.00	-1,369.76	45.21 %
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 %
4500 Penal Fines	40,588.28	35,000.00	5,588.28	115.97 %
4600 Service Fees	1,082.08	1,000.00	82.08	108.21 %
4700 Interest	35.03	50.00	-14.97	70.06 %
4710 Dividend	238.00	100.00	138.00	238.00 %
4910 Miscellaneous		8,300.00	-8,300.00	
<b>Total Income</b>	<b>\$377,624.23</b>	<b>\$369,390.00</b>	<b>\$8,234.23</b>	<b>102.23 %</b>
<b>GROSS PROFIT</b>	<b>\$377,624.23</b>	<b>\$369,390.00</b>	<b>\$8,234.23</b>	<b>102.23 %</b>
<b>Expenses</b>				
6000 Capital Expenses	5,047.80	7,000.00	-1,952.20	72.11 %
6010 Collection Acquisitions	21,145.17	25,000.00	-3,854.83	84.58 %
6020 Library Programming	5,824.97	6,000.00	-175.03	97.08 %
6200 Advertising & Marketing	2,741.56	3,000.00	-258.44	91.39 %
6310 Contractual Services	26,282.56	28,000.00	-1,717.44	93.87 %
6320 Legal & Professional Services	450.00	2,000.00	-1,550.00	22.50 %
6400 Payroll	101,957.77	140,000.00	-38,042.23	72.83 %
6410 Payroll Taxes/Benefits	8,629.65	16,000.00	-7,370.35	53.94 %
6420 Employer Retirement Contribution	1,478.77		1,478.77	
6430 Benefits (Employer Health Insurance)	11,947.02	14,000.00	-2,052.98	85.34 %
<b>Total 6400 Payroll</b>	<b>124,013.21</b>	<b>170,000.00</b>	<b>-45,986.79</b>	<b>72.95 %</b>
6500 Bank Charges & Fees	282.47	200.00	82.47	141.24 %
6510 Insurance	2,851.52	4,000.00	-1,148.48	71.29 %
6520 Interest Paid	-4.97		-4.97	
6530 Meals	154.02	1,000.00	-845.98	15.40 %
6540 Membership	6,930.04	8,500.00	-1,569.96	81.53 %
6550 Office Supplies & Software	5,493.42	7,000.00	-1,506.58	78.48 %
6560 Professional Development	0.00	1,000.00	-1,000.00	0.00 %
6580 Rent & Lease	34,407.00	45,900.00	-11,493.00	74.96 %
6590 Repairs & Maintenance	6,354.98	9,000.00	-2,645.02	70.61 %
6620 Technology	7,758.70	19,300.00	-11,541.30	40.20 %
6630 Travel	376.71	2,000.00	-1,623.29	18.84 %
6640 Utilities & Internet	11,339.96	14,000.00	-2,660.04	81.00 %
7000 Cash Over/Short	-2.80		-2.80	
<b>Total Expenses</b>	<b>\$261,446.32</b>	<b>\$352,900.00</b>	<b>\$ -91,453.68</b>	<b>74.09 %</b>
<b>NET OPERATING INCOME</b>	<b>\$116,177.91</b>	<b>\$16,490.00</b>	<b>\$99,687.91</b>	<b>704.54 %</b>
<b>NET INCOME</b>	<b>\$116,177.91</b>	<b>\$16,490.00</b>	<b>\$99,687.91</b>	<b>704.54 %</b>

## Directors Report

- Legal & Professional
  - None
- Staffing
  - Em Gibson put in her 2 weeks' notice.
  - Hired Kaye Cragg as a circulation clerk.
  - We are still looking for a part-time evening person.
  - Retirement Presentation at the Staff Meeting
- Scheduling
  - We were closed for Labor Day weekend.
- Upcoming Programs
  - We brought back "Tech Time"
  - We held our first Yarn Buddies program
  - We hosted a S.T.E.A.M. Backpack program
  - For Library Sign-up Month we gave free replacement cards and special cards to new patrons
- Community outreach
  - We drove a car in the Homecoming Parade
  - Met with members of the Library of Michigan Foundation
  - Attended the Library of Michigan Board Meeting
  - Toured the Schools and met with Paul Hartsig, the Superintendent
  - Met with the Safe Routes to Schools team to plan promotions
  - Jana and Paul met to finalize school library cards. "B.L.A.S.T."
- Technology
  - Started the migration on Emails
- Policy
  - Reviewed the Materials Challenge Policy
- Continuing Education
  - Met with Biz Gallio from the Library of Michigan to learn about Digitization
  - Met with the Notable Books Program
- Projects
  - Strategic Plan- Setting dates
  - Preparing for Speaking about Safe Routes to School
- Statistics

September	2021	2022
Visit	556	908
Items Checked out	1185	1398
Computer Use	66	97
Wireless use	125	209
Hoopla	155	187
Overdrive	218	225
Kanopy	8	12
New Cards	48	62
Renewal Cards	39	57



Virtual Program Attendance	74	1584
Events	88	34
Story Time Attendance	19	59
Passive Program Attendance	49	72
Reference Calls	117	131
Outreach	80	22

## Budget Adjustment for 2022

	Actual	Budget	Suggested Adjustments	Reason	Adjusted Budget
<b>Income</b>					
4000 Donation	\$ 1,129.09	\$ 2,500.00			\$ 2,500.00
4100 Grant Income	\$ 4,400.00	\$ 5,000.00			\$ 5,000.00
4200 State Aid	\$ 13,063.72	\$ 10,000.00			\$ 10,000.00
4300 Tax Revenue	\$ 317,086.88	\$ 307,440.00			\$ 307,440.00
4500 Penal Fines	\$ 40,588.28	\$ 35,000.00			\$ 35,000.00
4600 Service Fees	\$ 1,070.20	\$ 1,000.00			\$ 1,000.00
4700 Interest	\$ 35.03	\$ 50.00			\$ 50.00
4710 Dividend	\$ 238.00	\$ 100.00			\$ 100.00
4910 Miscellaneous		\$ 8,300.00			\$ 8,300.00
<b>Total Income</b>	<b>\$ 377,611.20</b>	<b>\$ 369,390.00</b>			<b>\$ 369,390.00</b>
<b>Gross Profit</b>	<b>\$ 377,611.20</b>	<b>\$ 369,390.00</b>			<b>\$ 369,390.00</b>
<b>Expenses</b>					
6000 Capital Expenses	\$ 5,047.80	\$ 7,000.00	\$ (1,000.00)	No more capital expenses this year.	\$ 6,000.00
6010 Collection Acquisitions	\$ 19,433.48	\$ 25,000.00			\$ 25,000.00
6020 Library Programming	\$ 5,747.80	\$ 6,000.00	\$ 1,000.00	Need more to finish the year out.	\$ 7,000.00
6200 Advertising & Marketing	\$ 2,741.56	\$ 3,000.00			\$ 3,000.00
6310 Contractual Services	\$ 26,171.25	\$ 28,000.00	\$ 5,000.00	Added two more services on.	\$ 33,000.00
6320 Legal & Professional Services	\$ 450.00	\$ 2,000.00	\$ (1,000.00)	No more legal expenses this year.	\$ 1,000.00
6400 Payroll	\$ 96,948.28	\$ 140,000.00			\$ 140,000.00
6410 Payroll Taxes/Benefits	\$ 8,237.32	\$ 16,000.00			\$ 16,000.00
6420 Employer Retirement Contribution	\$ 1,400.94				
6430 Benefits (Employer Health Insurance)	\$ 11,947.02	\$ 14,000.00	\$ 1,200.00	More then we budgeted for.	\$ 15,200.00
<b>Total 6400 Payroll</b>	<b>\$ 118,533.56</b>	<b>\$ 170,000.00</b>			<b>\$ 171,200.00</b>

				\$ 100.00	Changing to printing checks so bought more than expected.	
6500 Bank Charges & Fees	\$	277.74	\$	200.00		\$ 300.00
6510 Insurance	\$	2,851.52	\$	4,000.00		\$ 4,000.00
					Will not spend it all through the end of the year.	
6530 Meals	\$	154.02	\$	1,000.00	\$ (500.00)	\$ 500.00
					There are no more memberships to pay for through this year	
6540 Membership	\$	6,930.04	\$	8,500.00	\$ (1,000.00)	\$ 7,500.00
6550 Office Supplies & Software	\$	5,301.54	\$	7,000.00		\$ 7,000.00
					We were reimbursed for the professional development we paid for this year.	
6560 Professional Development	\$	-	\$	1,000.00	\$ (500.00)	\$ 500.00
6580 Rent & Lease	\$	34,407.00	\$	45,900.00		\$ 45,900.00
6590 Repairs & Maintenance	\$	6,354.98	\$	9,000.00		\$ 9,000.00
6620 Technology	\$	7,758.70	\$	19,300.00		\$ 19,300.00
					We will not spend that much on travel this year.	
6630 Travel	\$	376.71	\$	2,000.00	\$ (1,000.00)	\$ 1,000.00
					To cover the costs of utilities.	
6640 Utilities & Internet	\$	10,173.96	\$	14,000.00	\$ 3,000.00	\$ 17,000.00
7000 Cash Over/Short	\$	(2.65)				
Total Expenses	\$	252,709.01	\$	352,900.00		\$ 358,200.00
Net Operating Income	\$	124,902.19	\$	16,490.00	\$ 5,300.00	\$ 11,190.00
Net Income	\$	124,902.19	\$	16,490.00	Total added	\$ 11,190.00

**Summary:** We will be adjusting the budget by \$5300.00. We did not create a zero budget, but left about \$16,500.00 extra. I still plan to have an excess of approximately \$28,000.00 even though we will be dipping into the extra. That is because we have had more revenue then expected from the milage, penal fines and state aid.

# Budget for 2023

	Adjusted Budget		Budget for 2023
<b>Income</b>			
4000 Donation	2,500.00	-1000	1,500.00
4100 Grant Income	5,000.00	-3000	2,000.00
4200 State Aid	10,000.00	3000	13,000.00
4300 Tax Revenue	307,440.00	29000	336,440.00
4500 Penal Fines	35,000.00	2000	37,000.00
4600 Service Fees	1,000.00	1000	1,000.00
4700 Interest	50.00	50	50.00
4710 Dividend	100.00	280	283.00
4910 Miscellaneous	8,300.00		
<b>Total Income</b>	<b>\$ 369,390.00</b>	<b>31330</b>	<b>\$ 391,273.00</b>
<b>Gross Profit</b>	<b>\$ 369,390.00</b>		<b>\$ 391,273.00</b>
<b>Expenses</b>			
6000 Capital Expenses	6,000.00	1000	7,000.00
6010 Collection Acquisitions	25,000.00	5000	30,000.00
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	1,000.00	1000	2,000.00
6400 Payroll	140,000.00	13000	153,000.00
6410 Payroll Taxes/Benefits	16,000.00	1000	12,500.00
6420 Employer Retirement Contribution			3,000.00
6430 Benefits (Employer Health Insurance)	15,200.00		16,000.00
<b>Total 6400 Payroll</b>	<b>\$ 171,200.00</b>		<b>\$ 184,500.00</b>
6500 Bank Charges & Fees	300.00	100	200.00
6510 Insurance	4,000.00	500	4,500.00
6530 Meals	500.00	500	1,000.00
6540 Membership	7,500.00	1000	8,500.00

Budget for 2023

6550 Office Supplies & Software	7,000.00	1000	8,000.00
6560 Professional Development	500.00	1000	1,000.00
6580 Rent & Lease	45,900.00		45,900.00
6590 Repairs & Maintenance	9,000.00		9,000.00
6620 Technology	19,300.00	-8300	11,000.00
6630 Travel	1,000.00	1000	2,000.00
6640 Utilities & Internet	17,000.00	3000	20,000.00
7000 Cash Over/Short			
Total Expenses	\$ 358,200.00	20800	\$ 377,600.00
Net Operating Income	\$ 11,190.00		\$ 13,673.00
Net Income	\$ 11,190.00		\$ 13,673.00

		Hourly		New		1% increase in		New		2% increase		New		3% increase in			
Name	Hours	Wages	Income	1% Hourly	income	2% hourly	in income	3% Hourly	income	update wage							
Beaulieu, El	780	10.2	7956	0.102	10.302		8035.56	0.204	10.404	8115.12	0.306	10.506	8194.68	10.5	\$	8,190.00	
Bancroft, Joana	1430	12.32	17617.6	0.1232	12.4432		17793.776	0.2464	12.5664	17969.952	0.3696	12.6896	18146.128	14.35	\$	20,520.50	
Evans, Elizabeth	559	12	6708	0.12	12.12		6775.08	0.24	12.24	6842.16	0.36	12.36	6909.24	10.5	\$	5,869.50	
Gibson, Christine	455	11.35	5164.25	0.1135	11.4635		5215.8925	0.227	11.577	5267.535	0.3405	11.6905	5319.1775	12.32	\$	5,605.60	
Horan, Kasey	468	14	6552	0.14	14.14		6617.52	0.28	14.28	6683.04	0.42	14.42	6748.56	12.5	\$	5,850.00	
np Day	624	14	8736	0.14	14.14		8823.36	0.28	14.28	8910.72	0.42	14.42	8998.08				
np night	780	10	7800													\$ 46,035.60	
Reynolds, Kristina	48667.5			486.675	49154.18			973.35	49640.85		1460.025	50127.53		1946.7		50614.2	
Slisher, Jana	30000			300	30300			600	30600		900	30900		1200		31200	

[illegible]

Name	Hours	09-21		1%			2%			3%			update wage	
Beaulieu, El	637	10	6370	0.1	10.1	6433.7	0.2	10.2	6497.4	0.3	10.3	6561.1	10.5	6688.5
Bancroft, Joana	1066	11.85	12632.1	0.1185	11.9685	12758.42	0.237	12.087	12884.74	0.3555	12.2055	13011.06	14.35	15297.1
Gibson, EM	1001	10	10010	0.1	10.1	10110.1	0.2	10.2	10210.2	0.3	10.3	10310.3	10.5	10510.5
Gibson, Christine	455	10.92	4968.6	0.1092	11.0292	5018.286	0.2184	11.1384	5067.972	0.3276	11.2476	5117.658	12.32	5605.6
Paape, Charles	1560	11	17160	0.11	11.11	17331.6	0.22	11.22	17503.2	0.33	11.33	17674.8	12.5	19500
np	975	11.5	11212.5	0.115	11.615	11324.63	0.23	11.73	11436.75	0.345	11.845	11548.88		
														57601.7
Reynolds, Kristina	47250			472.5	47722.5		945	48195		1417.5	48667.5			
Slisher, Jana	30000			300	30300		600	30600		900	30900			

	22-Sep		
Beaulieu, El	10.2	0.816	11.016
Bancroft, Joana	12.32	0.9856	13.3056
Gibson, EM	10.2	0.816	11.016
Gibson, Christine	11.35	0.908	12.258
Horan, Kasey	14	1.12	15.12
Evans, Elizabeth	12	0.96	12.96
		0	0
Reynolds, Kristina	48669.5	3893.56	52563.06
Slisher, Jana	30000	2400	32400