

## 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, OCTOBER 23, 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. Financial Report – Treasurer & Director
8. Director's & Youth Services Reports
9. Unfinished Business - Items for Discussion
  - a. Bylaws
    - i. Article IV, Section 7 Treasurer – Closed Session re: attorney letter
  - b. Strategic Planning
    - i. Signage
    - ii. Donors
    - iii. RFID
    - iv. The move – meeting with architect from Peabody.
    - v. Family Resource Center
    - vi. Library Information in surrounding public areas
  - c. Performance Review for Director
10. New Business - Items for Discussion
11. Items for Action
12. Public Comment – Limited to 3 minutes
13. Board Member Comments
14. Adjournment

**Reminder: Next Meeting is November 20, 2019**

## **Bath Township Public Library**

### Meeting Minutes

September 18, 2019

Board present: Sue Garrity, Lynn Bergen, Ken Jensen, Theresa Kidd

Board absent: Ryan Fewins-Bliss (with notice), Shannon Vlastic (with notice) Ryan and Shannon

Staff present: Kristie Reynolds

Next Meeting: Wednesday, October 23, 2019 @ 6:00 PM (Change from original schedule)

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Meeting called to order at 6:03 PM

Moment of civic reflection

Approval of Agenda: Ken moved to approve the minutes as written, Lynn seconded, all in favor

Public comment: None

Disclosure of conflict of interest: None

Review and approval of minutes: Postponed until after ASK presentation

Presentation: Our IT services vendor ASK's President and CEO, Mike Maddox, and ASK's Virtual CIO, Brian Benveniste, presented on how to keep our on-line data safe and backed up. Kristie will begin working with Brian on how to best move forward.

Review and approval of minutes: Minutes were reviewed and amended. Ken moved to accept the minutes as amended, Lynn seconded, all in favor. Amended minutes will be sent to Kristie for posting.

Financial Report: Treasurer's report was reviewed. Ken moved to accept the report as written, Lynn seconded, all in favor.

Director's Report: See Director's report attached.

Unfinished business – Items for discussion

- A. Bylaws – Article IV, Section 7 Treasurer – Closed Session re: attorney letter (see Closed Session minutes)
- B. Strategic Planning Workshop – activities
  - a. Signage: One sign has been installed and another will be soon.
  - b. Donors: Discussed donor look up list and how it might help us identify donors. We discussed the donor lookup list and how that might help to identify potential donors.

Programs published for local events might be another means. Also, there are probably people in our local area who might consider being patron donors. Sue and Ryan will sit down with Carrie and come up with ideas and dollar amounts for our move to the new space.

- c. RFID: Postponed to September meeting.
  - d. Prioritize needs and Kesler meeting report: Discussed the importance of prioritizing our needs for move to larger space. Mr. Kesler stressed in our (Kristie, Lynn, Theresa) August meeting that he wants an idea of what we plan to spend on the move. That has not been determined. We need to get that information as soon as possible so we can begin negotiations with Mr. Kesler.
  - e. Family Resource Center: Postponed to September meeting.
  - f. Library information in surrounding public areas: Postpone to September meeting.
- C. Performance Review for Director – Sue will add Shannon’s review with the rest of the Board reviews and will make necessary changes on the totals. We are tabling Kristie’s performance review for final discussion at next month’s meeting.

#### New Business – Items for Discussion

- A. Presentation from Paychex (payroll vendor) will be postponed until September meeting.

#### Adjournment

Lynn moved to adjourn the meeting, Theresa seconded, all in favor.

Meeting adjourned at 7:35 PM

# Bath Township Public Library

## BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - September, 2019

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4000 Donation	923.19	3,750.03	-2,826.84	24.62 %
4100 Grant Income	1,900.00		1,900.00	
4200 State Aid		3,449.97	-3,449.97	
4300 Tax Revenue	285,716.05	214,499.97	71,216.08	133.20 %
4500 Penal Fines	64,595.46	40,500.00	24,095.46	159.49 %
4600 Service Fees	1,283.02	900.00	383.02	142.56 %
4700 Interest	33.10		33.10	
4900 Uncategorized Income		1,350.00	-1,350.00	
4910 Miscellaneous	22.00	150.03	-128.03	14.66 %
<b>Total Income</b>	<b>\$354,472.82</b>	<b>\$264,600.00</b>	<b>\$89,872.82</b>	<b>133.97 %</b>
<b>GROSS PROFIT</b>	<b>\$354,472.82</b>	<b>\$264,600.00</b>	<b>\$89,872.82</b>	<b>133.97 %</b>
<b>Expenses</b>				
6000 Capital Expenses	2,147.42	2,999.97	-852.55	71.58 %
6010 Collection Acquisitions	20,756.15	25,650.00	-4,893.85	80.92 %
6020 Library Programming	5,312.77	9,450.00	-4,137.23	56.22 %
6030 Miscellaneous Expense	60.00		60.00	
6200 Advertising & Marketing	3,208.91	5,249.97	-2,041.06	61.12 %
6300 Contractors	169.89		169.89	
6310 Contractual Services	20,350.94	17,550.00	2,800.94	115.96 %
6320 Legal & Professional Services	10,860.00	5,249.97	5,610.03	206.86 %
6400 Payroll	82,827.18	101,250.00	-18,422.82	81.80 %
6410 Payroll Taxes/Benefits	39,732.92	24,374.97	15,357.95	163.01 %
6500 Bank Charges & Fees	44.00	187.47	-143.47	23.47 %
6510 Insurance	549.00	2,625.03	-2,076.03	20.91 %
6540 Membership	5,834.49	5,962.50	-128.01	97.85 %
6550 Office Supplies & Software	5,775.67	5,249.97	525.70	110.01 %
6560 Professional Development	1,628.35	4,500.00	-2,871.65	36.19 %
6580 Rent & Lease	7,790.31	7,875.00	-84.69	98.92 %
6590 Repairs & Maintenance	4,284.09	7,049.97	-2,765.88	60.77 %
6620 Technology	3,222.15	16,087.50	-12,865.35	20.03 %
6630 Travel	2,244.07	3,750.03	-1,505.96	59.84 %
6640 Utilities & Internet	4,720.08	4,950.00	-229.92	95.36 %
<b>Total Expenses</b>	<b>\$221,518.39</b>	<b>\$250,012.35</b>	<b>\$ -28,493.96</b>	<b>88.60 %</b>
<b>NET OPERATING INCOME</b>	<b>\$132,954.43</b>	<b>\$14,587.65</b>	<b>\$118,366.78</b>	<b>911.42 %</b>
<b>NET INCOME</b>	<b>\$132,954.43</b>	<b>\$14,587.65</b>	<b>\$118,366.78</b>	<b>911.42 %</b>

# 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	929.19	5,000.00	-4,070.81	18.58 %
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	1,341.05	1,200.00	141.05	111.75 %
4700 Interest	33.10		33.10	
4900 Uncategorized Income		1,800.00	-1,800.00	
4910 Miscellaneous	22.00	200.00	-178.00	11.00 %
<b>Total Income</b>	<b>\$354,536.85</b>	<b>\$352,800.00</b>	<b>\$1,736.85</b>	<b>100.49 %</b>
<b>GROSS PROFIT</b>	<b>\$354,536.85</b>	<b>\$352,800.00</b>	<b>\$1,736.85</b>	<b>100.49 %</b>
<b>Expenses</b>				
6000 Capital Expenses	2,147.42	4,000.00	-1,852.58	53.69 %
6010 Collection Acquisitions	22,191.37	34,200.00	-12,008.63	64.89 %
6020 Library Programming	5,412.72	12,600.00	-7,187.28	42.96 %
6030 Miscellaneous Expense	77.41		77.41	
6200 Advertising & Marketing	3,208.91	7,000.00	-3,791.09	45.84 %
6300 Contractors	405.65		405.65	
6310 Contractual Services	20,710.70	23,400.00	-2,689.30	88.51 %
6320 Legal & Professional Services	10,860.00	7,000.00	3,860.00	155.14 %
6400 Payroll	86,991.53	135,000.00	-48,008.47	64.44 %
6410 Payroll Taxes/Benefits	41,094.23	32,500.00	8,594.23	126.44 %
6500 Bank Charges & Fees	44.00	250.00	-206.00	17.60 %
6510 Insurance	689.00	3,500.00	-2,811.00	19.69 %
6540 Membership	5,834.49	7,950.00	-2,115.51	73.39 %
6550 Office Supplies & Software	6,040.30	7,000.00	-959.70	86.29 %
6560 Professional Development	1,628.35	6,000.00	-4,371.65	27.14 %
6580 Rent & Lease	7,790.31	10,500.00	-2,709.69	74.19 %
6590 Repairs & Maintenance	4,566.84	9,400.00	-4,833.16	48.58 %
6620 Technology	3,823.17	21,450.00	-17,626.83	17.82 %
6630 Travel	2,306.73	5,000.00	-2,693.27	46.13 %
6640 Utilities & Internet	4,720.08	6,600.00	-1,879.92	71.52 %
<b>Total Expenses</b>	<b>\$230,543.21</b>	<b>\$333,350.00</b>	<b>\$ -102,806.79</b>	<b>69.16 %</b>
<b>NET OPERATING INCOME</b>	<b>\$123,993.64</b>	<b>\$19,450.00</b>	<b>\$104,543.64</b>	<b>637.50 %</b>
<b>NET INCOME</b>	<b>\$123,993.64</b>	<b>\$19,450.00</b>	<b>\$104,543.64</b>	<b>637.50 %</b>

### Budget Adjustment Recommendations FY19 - Updated 10/23/19

Category	Approved Budget	Spent through 10/23/19	Proposed Change	Updated Budget
6310 Contractual Svc	\$23,400.00	\$20,714.70	\$3,000.00	\$26,400.00
6320 Legal and Professional	\$7,000.00	\$10,900.00	\$7,000.00	\$14,000.00
6550 Office Supplies	\$7,000.00	\$6,043.30	\$500.00	\$7,500.00
6620 Technology	\$21,450.00	\$3,823.17	(\$10,500.00)	\$10,950.00
<b>Total</b>	<b>\$58,850.00</b>		<b>0</b>	<b>\$58,850.00</b>

Directors Report 10/23/19

- Legal & Professional
  - Looked at the Handbook
- Staffing
  - Hired Charles Paape
  - Working on two more evaluations
- Scheduling
  - I am taking a short vacation Friday November 1 and Monday November 5
- Upcoming Programs
  - Crochet for Charity
  - True Crimes Author Toby Buhk
- Community outreach
  - I went to Dan W.'s goodbye luncheon
  - I am planning on meeting with Karen Hildebrant
  - The local library directors will be meeting at the library in early November
- Technology
  - Purchased smart board as part of the grant from Woodlands cooperative
  - Purchased an AirMac for my use at the Small and Rural Academy
- Policy
  - Next month I plan to tackle the handbook
- Continuing Education
  - I am working on a presentation for Small and Rural Library Conference
  - I was appointed to the Board of Trustees for the Library of Michigan
- Projects
  - Working on the budget
  - Working on the move
- Statistics

September	2018	2019	Difference	% difference
Visit	590	846	up 256	43%
Items checked out	630	1435	up 805	128%
Computer use	122	169	up 47	39%
New Cards	39	35	down 4	10%
Program Attendance	41	173	up 132	322%
Storytime Attendance	41	44	up 3	7%

# Youth Services September 2019 Report

## **Programs**

September had 9 Youth and Teen programs with a total attendance of 94.

While programing was light in September, the following programs were being developed:

Baby Storytime, which will begin in October

Early Literacy and STEM Backpacks, which will be available for checkout in October

Delightfully Frightful October Reading Program.

## **Meetings/Conferences**

Attended the Early Childhood Literacy Coalition September meeting. Monthly meetings will resume September – April.

Attended two webinars: Creating a Tween Collection from the Library of Michigan  
Coding and Robotics for Youth Librarians from Woodlands Cooperative

## **Outreach/Community Partnerships**

Met with Mariah Martinez from Potter Park Zoo. The library has joined the zoo as a community partner. This partnership is free to the library and provides four free park passes, that are available for “check-out” and two free Zoo in Your Neighborhood programs. The park passes will be available January 1, 2020 to December 31, 2020. The Zoo in Your Neighborhood programs must be booked between January 1, 2020 and June 30, 2020. I will meet with Jeannine Brown from Bright Bee-ginnings/BeeHive and Tanya Sullivan from Rockin House to involve them in the Zoo in Your Neighborhood programs.

Working with Maryanne Boylan to schedule Fall Freshman English Tours of the library.

## **Marketing**

Kristie purchased and Alex installed a monitor for the lobby. This provides a more professional and consistent format to display program and library resources information.

Worked emails with Sarah Torok from the Bath Soccer Club regarding displaying a library banner at the Gary Lane Soccer field. However, their information references these banners as sponsorships and donors, as opposed to advertising. The Friends Group will fund the banner for the library.