

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 17, 2021 – 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 – Treasurer & Director (see agenda packet)
8. Director Report (see agenda packet)
9. Unfinished Business - Items for Discussion
 - a. Refresh of Strategic Plan – Update
 - b. Property Tax Refund - Update
 - c. Budget Adjustments (see agenda packet)
10. Unfinished Business – Items for Action
 - a. Refresh of Strategic Plan
 - b. Budget Adjustments
11. New Business - Items for Discussion
 - a. Meeting schedule for 2022, including possible cancellation of December 2021 meeting
12. New Business - Items for Action
 - a. Vote on meeting schedule
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

Reminder: Next Meeting is November 17, 2021, 6 p.m.

Bath Township Public Library

Meeting Minutes

Wednesday, October 20, 2021

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 November 17, 2021 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:02pm
- b. Moment of civic reflection.
- c. Larry moves to approve the agenda, Lynn 2nd, all in favor.
- d. Public comment: none
- e. Disclosures of conflict of interest: none
- f. Audrey moves to approve the minutes. Larry 2nd, all in favor.

II. Financial Report

See the full Treasurer's Report in October agenda packet. The current budget looks good, stable and healthy! Ken moves to accept the financial report, Sue 2nd, all in favor.

III. Director Report

See the full Director's Report in October agenda packet. Kristie and the staff have been busy connecting with the community at various events around town. Kristie has also been active in MLA events, serving on committees and attending events. She's also working with the township's Safe Routes to School committee, and the library hosted the group's most recent meeting.

The staff did a wonderful job decorating the library for Halloween. Wow!

IV. Unfinished Business – Items for Discussion

- a. Refresh of the Strategic Plan – Working with Kate from the Woodlands Cooperative to plan for this strategy meeting.
- b. Property Tax Refund - Waiting to hear from the township, in process.

- c. Budget Adjustments – Kristie recommended the fine-tuning adjustments as shown in the meeting packet.

V. Unfinished Business – Items for Action

- a. Refresh of the Strategic Plan - further discussion, waiting to set a date.
- b. Budget Adjustments (see agenda packet) Sue moves to approve, Lynn 2nd, all in favor.

VI. New Business - Items for Discussion

- a. Director Evaluation (see agenda packet) - The consensus is that Kristie has done a very fine job in the last year. In addition to the approved 3% raise (see below), the board plans to incentivize fundraising for the entire staff.
- b. Proposed 2022 Budget for review – Sensible suggested changes, to be revisited at the next meeting.
- c. Makeup of meeting packet and web postings – an opportunity to suggest changes for greater clarity.

VII. Items for Action

- a. Director Evaluation. Based upon the glowing evaluation, Audrey moves to provide Kristie with a 3% raise, Theresa 2nd. Ken, Sue and Theresa: Yes. Larry: No.
- b. Makeup of meeting packet and web postings - will revisit next month.

VIII. Closing

- a. Public Comment: none
- b. Board Member Comment: General discussion about the upcoming Halloween event, ways to improve visibility for new patrons.
- c. Ken moves to adjourn the meeting at 7:18. Theresa 2nd, all in favor.

Treasurer's Report 11/04/2021

As of October 31, 2021 10 months = 83%

MSUFCU Savings	\$111,996.67*
MSUFCU Checking	\$149,895.60**

*Transfer for Millage Renewal will leave just under \$100,000 in our savings account. We anticipate recording and payment to the Township before the end of the year.

**Includes \$50,000 for bookcases. Payment for bookcases will occur in November.

Notes:

- All October expenses were verified using Kristie's Reconciliation and the MSUFCU Statement.
- Even though overall expenses are way under 83% at 68.8%, we have yet to record bookcase expense. See above statement.
- Financially we are in good shape.

Lynn Bergen, Treasurer

Bath Township Public Library
Budget vs. Actuals: FY2021 - FY21 P&L
 January - October, 2021

	Actual	Total Budget	% of Budget
Income			
4000 Donation	7,089.51	2,500.00	283.58%
4100 Grant Income	55,743.65	5,000.00	1114.87%
4200 State Aid	10,058.92	9,200.00	109.34%
4300 Tax Revenue	307,341.40	310,670.00	98.93%
4500 Penal Fines	34,703.27	45,000.00	77.12%
4600 Service Fees	887.19	600.00	147.87%
4700 Interest	43.11	200.00	21.56%
4910 Miscellaneous	340.85	0.00	0.09%
Total Income	\$ 416,207.90	\$ 373,170.00	111.53%
Gross Profit	\$ 416,207.90	\$ 373,170.00	
Expenses			
6000 Capital Expenses	12,100.39	11,000.00	53.54%
6010 Collection Acquisitions	21,476.08	22,600.00	357.93%
6020 Library Programming	4,363.72	6,000.00	218.19%
Missularious	0.00	2,000.00	0.00%
6200 Advertising & Marketing	2,399.67	7,000.00	34.28%
6310 Contractual Services	23,111.93	33,140.00	69.74%
6320 Legal & Professional			
Services	1,176.00	2,000.00	58.80%
6400 Payroll	105,439.07	120,000.00	87.87%
6410 Payroll Taxes/Benefits	12,455.38	15,300.00	81.41%
6430 Benefits	12,345.36	17,200.00	71.78%
6500 Bank Charges & Fees	75.61	200.00	37.81%
6510 Insurance	3,500.64	3,700.00	94.61%
6530 Meals	140.59	3,000.00	4.69%
6540 Membership	5,802.54	8,600.00	67.47%
6550 Office Supplies &			
Software	6,141.12	7,000.00	87.73%
6560 Professional			
Development	120.00	1,000.00	12.00%
6580 Rent & Lease	38,230.00	45,900.00	83.29%
6590 Repairs & Maintenance	6,124.14	12,000.00	51.03%
6620 Technology	8,496.55	10,500.00	80.92%
6640 Utilities & Internet	8,813.26	10,100.00	87.26%

Total Expenses	\$ 272,312.05	\$ 338,240.00	80.51%
Net Operating Income	\$ 143,895.85	\$ 34,930.00	411.95%
Net Income	\$ 143,895.85	\$ 34,930.00	411.95%

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	A	B	C	D	E	F
1		Bath Townsh	ip Public L	ibrary		
2		January -	December 2	21		
3						
4		Original Budget	Subtract	Other Source	Add	Adjusted Budget
5	Income					
6	4000 Donation	2,500.00				2,500.00
7	4100 Grant Income	5,000.00			50,000	55,000.00
8	4200 State Aid	9,200.00				9,200.00
9	4300 Tax Revenue	310,670.00				310,670.00
10	4500 Penal Fines	45,000.00				45,000.00
11	4600 Service Fees	600.00				600.00
12	4700 Interest					
13	4910 Miscellaneous	200.00				200.00
14	Total Income	\$ 373,170.00				\$ 423,170.00
15	Gross Profit	\$ 373,170.00				\$ 423,170.00
16	Expenses					
17	6000 Capital Expenses	11,000.00		58,280	2,500	71,780.00
18	6010 Collection Acquisitions	22,600.00			4,000	26,600.00
19	6020 Library Programming	6,000.00				6,000.00
20	6030 Miscellaneous Expense	2,000.00	-2,000			0.00
21	6200 Advertising & Marketing	7,000.00	-4,200			2,800.00
22	6310 Contractual Services	33,140.00	-7,000			26,140.00
23	6320 Legal & Professional Services	2,000.00	-200			1,800.00
24	6400 Payroll	120,000.00			15,000	135,000.00
25	6410 Payroll Taxes/Benefits	15,300.00			1,000	16,300.00
26	6430 Benefits	17,200.00	-3,000			14,200.00
27	6500 Bank Charges & Fees	200.00				200.00
28	6510 Insurance	3,700.00			100	3,800.00
29	6530 Meals	3,000.00	-2,700			300.00
30	6540 Membership	8,600.00	-2,000			6,600.00
	6550 Office Supplies & Software	7,000.00				7,000.00
31	6560 Professional Development	1,000.00	-500			500.00
32	6580 Rent & Lease	45,900.00				45,900.00
33	6590 Repairs & Maintenance	12,000.00	-4,000			8,000.00
34						

	A	B	C	D	E	F
35	6620 Technology	10,500.00	-1000			9,500.00
36	6640 Utilities & Internet	10,100.00			4,000	13,200.00
37	Total Expenses	\$ 338,240.00	-26600		26,600	\$ 395,620.00
38	Net Operating Income	\$ 34,930.00				\$ 27,550.00
39	Net Income	\$ 34,930.00				\$ 27,550.00

Directors Report

- Legal & Professional
- Staffing
 - We advertised for a part time clerk and did not receive any applicants. We hired someone but they decided to take a different job so we will try next month.
 - I became ill and was in and out of the office for half the month of the month
 - Jana attended the ARSL leadership training
 - We had several people on vacation
- Scheduling
- Upcoming Programs
 - We are holding several smaller programs
 - Wreath making
 - Cookie decorating
 - Learning the Ukulele
- Community outreach
 - I spoke at the Senior Center
 - Sue spoke to the American Legion
 - Safe Routes to school met at the library
 - Halloween Carnaval
- Technology
- Policy
- Continuing Education
 - I attended the MLA Conference
 - A fund raising to philanthropy webinar
 - Community Impact Reception
- Projects
 - Final Shelves installed
 - Shelves in book sale room installed
 - Finalizing Plaque for Library Center
- Statistics

October	2020	2021
Visit	48	536
Items Checked out	593	1169
Computer Use	N/A	81 for 60.23 hours
Wireless use	84	126
Hoopla	138	155
Overdrive	247	211
Kanopy	N/A	7
New Cards	11	43
Renewal Cards	N/A	37
Virtual Program Attendance	8	91

Events	N/A	694
Story Time Attendance	N/A	16
Passive Program Attendance	N/A	48
Ancesrty.com	N/A	N/A
Tutor.com	N/A	0
Reference Calls	74	167
Outreach	0	42