

## **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, JULY 20 – 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 – Transparent Bookkeeping – New Format! (see agenda packet)
8. Director Report (see agenda packet)
9. Unfinished Business - Items for Discussion
  - a. Strategic Planning – next steps
10. Unfinished Business – Items for Action
11. New Business - Items for Discussion
  - a. Upcoming state budget re: library services/grants
  - b. Shirts! Merch!!
12. New Business - Items for Action
13. Public Comment – Limited to 3 minutes
14. Board Member Comments
15. Adjournment

**Reminder: Next Meeting is August 17, 2022, 6 p.m.**

## **Bath Township Public Library**

### *Meeting Minutes*

*Wednesday, June 15, 2022*

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

*Public Present:* Kylie Eory of Waggoner Financial, Joana Bancroft, and  
Carrie Johnson of Transparent Bookkeeping (via Zoom)

*Next meeting: Wednesday, July 20, 2022 @ 6:00 pm*

### **I. Regular Business**

- a. Meeting called to order a 6:02 pm
- b. Moment of civic reflection.
- c. Sue **motions** to approve the agenda with the amendment of items 9. a. and 9. b. moved to item 4 on the agenda. Theresa supports, all in favor.
- d. Presentation by Ms. Eory, to introduce the services and resources provided by Waggoner Financial and provide information to the Board.
- e. Introduction of Carrie Johnson of Transparent Bookkeeping, and an explanation of the services she can provide to BTPL for monthly reports, records, and bookkeeping. Help from Ms. Johnson would help lighten the load for Kristie, as well as assist in preparation for the annual audit.
- f. Public comment: none
- g. Disclosures of conflict of interest: none
- h. Theresa **motions** to approve the minutes. Lynn supports, all in favor.

### **II. Financial Report**

Please see the full Treasurer's Report in June meeting packet. We're 42% through the fiscal year (four months) and overall expenses are verified to total to 42.7% -- that's great! The Dec 2021 year-end balance of \$26,565.00 will be moved from checking to savings. Penal fine monies are expected in late summer. Kristie intends to compare current health care policies to other options before renewal in February 2023. Audrey **motions** to accept the financial report, Sue supports, all in favor.

### III. Director Report

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

May was a month of preparation at BTPL, gearing up for summer! Community interaction has increased, most notably with children's story time, movie viewings, and the big kick-off party for the summer reading program, Oceans of Possibilities. Community outreach has resulted in strengthened relationships with local preschools, schools, and community groups.

### IV. Unfinished Business – Items for Discussion

- a. Presentation by Waggoner Financial re: 401k program (see above)
- b. Introduction of Carrie Johnson from Transparent Bookkeeping (see above)
- c. Strategic Planning: Next Steps – A work session will be scheduled, to review the last survey and create a new survey.

### V. Unfinished Business – Items for Action

- a.

### VI. New Business - Items for Discussion

- a.

### VII. Items for Action

- a.

### VIII. Closing

- a. Public Comment: none
- b. Board Member Comments:
- c. Theresa **motions** to adjourn the meeting at 6:59. Sue seconds, all in favor.

(Minutes recorded by Audrey Barton, Secretary)



Bath Township Public Library

Financial Reports

June 30, 2022

To the Board of Trustees of  
Bath Township Public Library  
Lansing, Michigan

Management is responsible for the accompanying financial statements of Bath Township Public Library (a governmental organization), which comprise the balance sheet as of June 30, 2022 and the related profit and loss, and profit and loss budget vs actual for the one month ended June 30, 2022 then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AIPCA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

Management has elected to omit substantially all disclosures required by the governmental accounting standards generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

### **Supplementary Information**

The accompanying supplementary information of profit and loss with previous year comparison, profit and loss actual vs budget summarized for the year, profit and loss year to date with prior year comparison is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement; we have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

Transparent Bookkeeping, LLC

Haslett

# Bath Township Public Library

## Balance Sheet As of June 30, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 MSUFCU Checking	169,836.75
1010 MSUFCU Savings	121,809.95
<b>Total Bank Accounts</b>	<b>\$291,646.70</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	5,330.00
1500 Uncategorized Asset	-9.89
<b>Total Other Current Assets</b>	<b>\$5,320.11</b>
<b>Total Current Assets</b>	<b>\$296,966.81</b>
<b>TOTAL ASSETS</b>	<b>\$296,966.81</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	
3500 Retained Earnings	147,179.98
Net Income	150,169.01
<b>Total Equity</b>	<b>\$297,348.99</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$296,966.81</b>

# Bath Township Public Library

## Profit and Loss Comparison

June 2022

	TOTAL	
	JUN 2022	JUN 2021 (PY)
Income		
4000 Donation	83.20	611.70
4100 Grant Income	2,400.00	
4300 Tax Revenue	135.69	143.01
4600 Service Fees	306.11	144.00
4700 Interest	5.01	4.94
<b>Total Income</b>	<b>\$2,930.01</b>	<b>\$903.65</b>
GROSS PROFIT	<b>\$2,930.01</b>	<b>\$903.65</b>
Expenses		
6000 Capital Expenses	803.13	2,655.00
6010 Collection Acquisitions	1,673.57	1,803.46
6020 Library Programming	2,266.99	579.68
6200 Advertising & Marketing		1,282.64
6310 Contractual Services	4,409.61	1,619.25
6320 Legal & Professional Services	225.00	84.00
6400 Payroll	15,669.58	10,932.18
6410 Payroll Taxes/Benefits	904.19	1,258.26
6430 Benefits	1,573.77	1,426.55
6500 Bank Charges & Fees		0.64
6530 Meals	61.88	
6540 Membership	-128.34	225.00
6550 Office Supplies & Software	1,038.99	785.38
6560 Professional Development		130.00
6580 Rent & Lease	3,823.00	3,823.00
6590 Repairs & Maintenance	1,215.30	766.00
6620 Technology	3,230.60	495.00
6640 Utilities & Internet	1,345.73	914.03
<b>Total Expenses</b>	<b>\$38,113.00</b>	<b>\$28,780.07</b>
NET OPERATING INCOME	<b>\$ -35,182.99</b>	<b>\$ -27,876.42</b>
NET INCOME	<b>\$ -35,182.99</b>	<b>\$ -27,876.42</b>

# Bath Township Public Library

## Profit and Loss Comparison

January - June, 2022

	TOTAL	
	JAN - JUN, 2022	JAN - JUN, 2021 (PP)
Income		
4000 Donation	499.90	6,612.76
4100 Grant Income	4,400.00	3,892.73
4200 State Aid	6,486.22	4,986.96
4300 Tax Revenue	317,086.88	307,553.52
4600 Service Fees	725.64	512.32
4700 Interest	24.69	23.43
4710 Dividend	238.00	
4910 Miscellaneous		99.00
<b>Total Income</b>	<b>\$329,461.33</b>	<b>\$323,680.72</b>
GROSS PROFIT	<b>\$329,461.33</b>	<b>\$323,680.72</b>
Expenses		
6000 Capital Expenses	4,624.22	11,599.57
6010 Collection Acquisitions	12,461.92	13,986.25
6020 Library Programming	5,303.42	3,524.29
6200 Advertising & Marketing	2,004.72	1,825.97
6310 Contractual Services	17,901.39	16,129.04
6320 Legal & Professional Services	450.00	84.00
6400 Payroll	68,610.20	58,614.44
6410 Payroll Taxes/Benefits	7,579.84	7,272.77
6430 Benefits	9,054.60	9,921.30
6500 Bank Charges & Fees	94.57	1.60
6510 Insurance	1,336.49	3,364.00
6530 Meals	88.63	
6540 Membership	3,681.11	3,673.05
6550 Office Supplies & Software	4,047.06	3,620.31
6560 Professional Development	604.00	721.50
6580 Rent & Lease	22,938.00	22,938.00
6590 Repairs & Maintenance	4,005.12	3,395.99
6620 Technology	6,770.88	5,033.06
6630 Travel	186.73	
6640 Utilities & Internet	7,549.42	5,224.64
<b>Total Expenses</b>	<b>\$179,292.32</b>	<b>\$170,929.78</b>
NET OPERATING INCOME	<b>\$150,169.01</b>	<b>\$152,750.94</b>
NET INCOME	<b>\$150,169.01</b>	<b>\$152,750.94</b>

# Bath Township Public Library

## Budget vs. Actuals: Jan - June 2022

### January - December 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4000 Donation	503.57	2,500.00	-1,996.43	20.14 %
4100 Grant Income	4,400.00	5,000.00	-600.00	88.00 %
4200 State Aid	6,486.22	10,000.00	-3,513.78	64.86 %
4300 Tax Revenue	317,086.88	307,440.00	9,646.88	103.14 %
4500 Penal Fines		35,000.00	-35,000.00	
4600 Service Fees	779.96	1,000.00	-220.04	78.00 %
4700 Interest	29.70	50.00	-20.30	59.40 %
4710 Dividend	238.00	100.00	138.00	238.00 %
<b>Total Income</b>	<b>\$329,524.33</b>	<b>\$361,090.00</b>	<b>\$ -31,565.67</b>	<b>91.26 %</b>
<b>GROSS PROFIT</b>	<b>\$329,524.33</b>	<b>\$361,090.00</b>	<b>\$ -31,565.67</b>	<b>91.26 %</b>
<b>Expenses</b>				
6000 Capital Expenses	4,624.22	7,000.00	-2,375.78	66.06 %
6010 Collection Acquisitions	13,820.28	25,000.00	-11,179.72	55.28 %
6020 Library Programming	5,395.80	6,000.00	-604.20	89.93 %
6200 Advertising & Marketing	2,004.72	3,000.00	-995.28	66.82 %
6310 Contractual Services	18,276.29	28,000.00	-9,723.71	65.27 %
6320 Legal & Professional Services	450.00	2,000.00	-1,550.00	22.50 %
6400 Payroll	69,402.06	140,000.00	-70,597.94	49.57 %
6410 Payroll Taxes/Benefits	8,018.04	16,000.00	-7,981.96	50.11 %
6430 Benefits	9,257.81	14,000.00	-4,742.19	66.13 %
6500 Bank Charges & Fees	94.57	200.00	-105.43	47.29 %
6510 Insurance	1,336.49	4,000.00	-2,663.51	33.41 %
6530 Meals	88.63	1,000.00	-911.37	8.86 %
6540 Membership	3,681.11	8,500.00	-4,818.89	43.31 %
6550 Office Supplies & Software	4,320.26	7,000.00	-2,679.74	61.72 %
6560 Professional Development	604.00	1,000.00	-396.00	60.40 %
6580 Rent & Lease	22,938.00	45,900.00	-22,962.00	49.97 %
6590 Repairs & Maintenance	4,774.37	9,000.00	-4,225.63	53.05 %
6620 Technology	6,770.88	11,000.00	-4,229.12	61.55 %
6630 Travel	186.73	2,000.00	-1,813.27	9.34 %
6640 Utilities & Internet	8,562.51	14,000.00	-5,437.49	61.16 %
<b>Total Expenses</b>	<b>\$184,606.77</b>	<b>\$344,600.00</b>	<b>\$ -159,993.23</b>	<b>53.57 %</b>
<b>NET OPERATING INCOME</b>	<b>\$144,917.56</b>	<b>\$16,490.00</b>	<b>\$128,427.56</b>	<b>878.82 %</b>
<b>NET INCOME</b>	<b>\$144,917.56</b>	<b>\$16,490.00</b>	<b>\$128,427.56</b>	<b>878.82 %</b>



[TransparentBK.com](http://TransparentBK.com)

Directors Report July 2022

- Legal & Professional
- Staffing
  - Charles Paape’s last day was the 30<sup>th</sup>.
  - Kasey Horan starts in July
- Scheduling
  - We closed on the 20<sup>th</sup> for Juneteenth
- Upcoming Programs
  - Our programs have been well attended.
- Community outreach
  - We are attending Meet up and Eat up
  - Jana is presenting Storytime for two different daycares
  -
- Technology
  - The Surfaces are set up
- Policy
  - Reviewed the Challenged materials
- Continuing Education
- Projects
  - Working on the donor board
- Statistics

May	2021	2022
Visit	793	1320
Items Checked out	1930	2408
Computer Use	99	89
Wireless use	114	176
Hoopla	135	184
Overdrive	295	281
Kanopy	5	6
New Cards	45	52
Renewal Cards	89	121
Virtual Program Attendance	286	548
Other program attendance	270	18

Story Time Attendance	0	157
Passive Program Attendance	250	124
Ancesrty.com	128	0
Tutor.com	0	0
Reference Calls	130	108
Summer Reading	118	244
Outreach	258	29

**Fwd: \$500,000 added to FY23 State Aid to Libraries**

Lynn Bergen &lt;lbergen@bathtownshippubliclibrary.org&gt;

Tue 7/5/2022 10:36 AM

To: Kristie Reynolds &lt;kreynolds@bathtownshippubliclibrary.org&gt;

Cc: Suzanne Garrity &lt;sgarrity@bathtownshippubliclibrary.org&gt;

What is the library pilot program (partnership between public and school libraries) and are we involved with that?

Begin forwarded message:

**From:** Deborah Mikula <[dmikula+milibraries.org@ccsend.com](mailto:dmikula+milibraries.org@ccsend.com)>**Subject:** \$500,000 added to FY23 State Aid to Libraries**Date:** July 1, 2022 at 11:59:17 AM EDT**To:** [lbergen@bathtownshippubliclibrary.org](mailto:lbergen@bathtownshippubliclibrary.org)**Reply-To:** [dmikula@milibraries.org](mailto:dmikula@milibraries.org)

July 1, 2022

MLA Members and Friends,

Your work to advocate for increased investment in libraries has again been rewarded.

For the third straight year, MLA is proud to announce an additional \$500,000 has been included in the State of Michigan budget for State Aid to Libraries. In addition, \$800,000 was allocated for the library pilot program that addresses a partnership between public and school libraries. Resources were also included for the Poet Laureate (\$100,000), and \$1.2 million was awarded through an enhancement grant to the Inkster Library. (One hundred unique projects were identified to receive \$205 million in the newly released budget.)

The state budget also includes \$25 million for out of school time (OST) grants, split between intermediate school districts (ISD) and community-based organizations (CBO) with at least 60% going to CBO which includes nonprofits, libraries and local municipalities.

No deal was reached between the Governor and the legislature for any major tax cuts or rebates, despite a near \$9 billion state surplus. Federal stimulus packages and unexpectedly high tax collections have created the surplus and there will be further talks taking place this fall. Continued advocacy will be needed with the state legislature to ensure federal COVID relief dollars that remain unspent can be deployed for the benefit of public libraries and Michigan youth and families.

Linked here is a copy of the [General Omnibus Budget](#) for your perusal, as well as the [Education Omnibus Budget](#) which is where the OST grants are listed.

Thank you to Governor Whitmer and to the Michigan Senators and Representatives who continue to recognize the value and importance that libraries bring to every community and campus throughout Michigan.



Deborah E. Mikula  
Executive Director  
Michigan Library Association

*Leading the advancement of all Michigan libraries through advocacy, education and engagement*



Michigan Library Association | 3410 Belle Chase Way, Suite 100, Lansing, MI 48911

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