

Interlochen Public Library
9411 Tenth Street
231-276-6767

Regular Board Meeting Agenda

12-20-21

Regular meetings scheduled the third Monday of the month at 10 AM

1. Call to Order
2. Roll call-Secretary will record members
3. Approve Agenda
4. Minutes
 - Approve the minutes from the 11-15-21 regular meeting
5. Public Comment (5 minutes per person)
6. Treasurer's Report
 - Review the treasurer's reports for November 2021
7. Director's Report
8. Friends Report
9. TADL Report
10. Health and Wellness Report
11. Facilities Report
12. Unfinished Business
 - TADL Service Contract
 - Employee Wage Increase
 - Director's Evaluation
13. New Business
 - Fire and Security Upgrade
14. Public Comment (5 minutes per person)
15. Adjournment

**Interlochen Public Library
Mission Statement**

To provide the
information, resources and services that our diverse and changing population need in its
lifelong search for intellectual, recreational and vocational information and enrichment.

**IPL BOARD MEETING
Interlochen Public Library
9411 Tenth Street, 231-276-6767
Board of Trustees Minutes(draft)
11/15/2021**

Call to Order: At 10:00 a.m. by President Pat Thompson

Roll Call -

- Present: Rory Baker, Laurie Bouwman, Ethan Fitzpatrick, Mary Beth Hardwicke, Pat Thompson, Absent: Sue Egelus

Approval of Agenda -

- Motion to approve the agenda. Motion made by M. Hardwicke, 2nd, L. Bouwman. Motion carried.

Budget Resolution 2022 -

- Motion to approve the Budget Resolution 2022. Motion made by R. Baker, 2nd, E. Fitzpatrick. Motion carried.
- Roll call vote: R. Baker: Yes; L. Bouwman: Yes; E. Fitzpatrick: Yes; M. Hardwicke: yes; P. Thompson: Yes.

Minutes -

- Motion made to approve Minutes of 10/18/2021 with changes, moving Friends Report to the top of the list. Motion made by M. Hardwicke, 2nd L. Bouwman. Motion carried.

Public Comment - No comment

Treasurer's Report

- The board reviewed and discussed the treasurer's report for October 2021.

Director's Report - Jennifer Thomet

- Michigan Copper Country from Great Michigan Reads is now available.
- Panels for acoustics have been ordered.
- Michigan Center for the Books mini-grant will offer children's books for families to encourage reading during the Holiday Break.

Friend's Report - Helen Morgan

- The Annual Appeal Letter is being prepared.
- Pre-orders for the cookbooks have been successful.
- We will need volunteers for the Holiday party, held this year at Tom's.

TADL Report -

- TADL continues to work on their budget.
- Through grants, TADL plans to team up with Habitat of Humanities and Career Tech Center to provide books for families who have received these new homes.
- Another grant was received with the funds updating the youth services room.

Health and Wellness Report -

- Sharon Newuman held the Grief and Bereavement class last month; we hope to continue this program.

Unfinished Business -

- No unfinished business

New Business -

- Motion to accept TADL Service Agreement Contract, Motion made by M. Hardwicke, 2nd by L. Bouwman. Motion carried.
- Roll call vote: Rory Baker: Yes; Laurie Bouwman: Yes; Ethan Fitzpatrick: Yes; Mary Beth Hardwicke: Yes, Pat Thompson: Yes.

Public Comment -

- No public comment

Adjournment

- Motion to adjourn, motion made by M. Hardwicke , 2nd by L. Bouwman,. Motion carried. Meeting adjourned at 10:37.
- Next meeting will be Monday, December 20, 2021 at 10:00 a.m.

2022

Name Hire Date 2017 2018 2020 2022 Avg hrs 2022

Part Time Employees

SHARON L. SILADKE	02-22-99	14.68	14.98	15.27	18	35	\$630.00
ANN M. WALLACE	02-09-99	14.68	14.98	15.27	18	35	\$630.00
SHERRI DITTMAN	02-26-13	13.67	13.95	14.22	16.25	50	\$812.50
SUSANNE REDBURN	03-24-14	12.49	12.75	13.00	15.00	40	\$600.00
PAMI HERBERT	09-14-14	12.24	12.50	12.75	16.25	42	\$682.50
MICHELE ENSIGN	04-24-17	10.00	10.00	12.00	15.00	50	\$750.00
JANETTE RANSOM				20.00	20.00		\$600.00
Average Total						282 hrs	\$4704.50
Annual Staff TOTAL PAY				(staff payroll) \$4704.5*26=\$122,317.00			

Part Time Substitute Employees

LYDIA JAY	04-02-15	10.20		N/A			N/A
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Salaried

JENNIFER THOMET (4-6-15) \$48000.00 (director) + \$122,317.00 (staff) = (total) \$170,317.00

Library is open 54 hours per week @ 52 weeks per year. There are 26 payrolls per year.
The 2022 budget line for salaries is \$177,100.00

Interlochen Public Library

Balance Sheet

As of November 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	100,633.13
101.000.002 MM Gen ChemB 1180	130,796.41
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	401.06
Total Bank Accounts	\$231,955.60
Accounts Receivable	
101.000.040 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
101.000.010 Undeposited Funds	0.00
101.000.123 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$231,955.60
Fixed Assets	
101.000.132 Land Improvements	0.00
101.000.136 Leasehold Improvements	0.00
101.000.137 Accumulated Depreciation	0.00
101.000.146 Library Equipment	0.00
101.000.150 Books and Collection Items	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$231,955.60

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
101.000.202 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
101.000 Audit Accounts Payable	0.00
101.000.214 Due to Building Fund	0.00
101.000.220 Unearned Revenue	36,201.73
101.000.231 Federal W/H & FICA Payable	0.00
101.000.237 State W/H Payable	0.00
101.000.257 Accrued Payroll	0.00
101.000.361 Deferred Building Donations	0.00
Total Other Current Liabilities	\$36,201.73
Total Current Liabilities	\$36,201.73
Total Liabilities	\$36,201.73
Equity	
101.000.373 Investment in Fixed Assets	0.00
101.000.376 Restricted Fund Balance	
101.000.377 Restricted Endowment	0.00
Total 101.000.376 Restricted Fund Balance	0.00
101.000.385 Building Fund	
101-000-386 Assigned Fund Balance Carryover	0.00
101.000.387 Restricted Fund Bal - Donations	0.00
Total 101.000.385 Building Fund	0.00
101.000.388 Expendable Endowment	35,150.00
101.000.390 Unrestricted Fund Balance	78,759.61
101.000.399 Opening Balance Equity	0.00
Net Income	81,844.26
Total Equity	\$195,753.87
TOTAL LIABILITIES AND EQUITY	\$231,955.60

Interlochen Public Library

Profit and Loss

January - November, 2021

	TOTAL
Income	
101.000.540 State Aid	5,016.43
101.000.581 TADL Millage	201,006.00
101.000.655 Fines	
101.000.659 GT County	9,815.23
101.000.661 Overdue Book Fines	432.63
Total 101.000.655 Fines	10,247.86
101.000.665 Interest	
101.000.665.01 Endowment	0.00
101.000.665.02 MML Dividend	460.00
101.000.665.03 Money Market and CD's	47.28
Total 101.000.665 Interest	507.28
101.000.671 Other	
101.000.672 Donations & Grants	
101.000.673 Nutrition Program	20,000.00
101.000.676.02 Friends of IPL	23,250.00
101.000.676.03 Green Lake Township	6,000.00
101.000.676.04 Northland Co-op	3,400.00
101.000.679 General	16,852.45
Total 101.000.672 Donations & Grants	69,502.45
Total 101.000.671 Other	69,502.45
101.000.676 Operations & Reimbursements	
101.000.676.01 Copier & Fax	3,046.81
101.000.676.05 Rental Space	790.50
101.000.676.06 TADL Insurance	900.00
Total 101.000.676 Operations & Reimbursements	4,737.31
Total Income	\$291,017.33
GROSS PROFIT	\$291,017.33
Expenses	
101.790.701 Personnel Services	
101.790.703 Salaries	
101.790.702 Director	39,523.42
101.790.704 Staff	88,581.55
Total 101.790.703 Salaries	128,104.97
101.790.709 Employer Taxes	9,936.21
Total 101.790.701 Personnel Services	138,041.18
101.790.750 Supplies	
101.790.752 Office & General Supplies	4,438.13
Total 101.790.750 Supplies	4,438.13

	TOTAL
101.790.800 Other Services and Charges	
100.790.812 Rentals and Equipment Lease	2,714.27
101.790.801 Accounting & Auditing	5,400.00
101.790.804 Cataloging Services	323.41
101.790.807 Exterior Bldg. Maintenance	
101.790.807.01 Spring & Fall Clean-up	1,442.00
101.790.807.02 Plowing	1,990.00
101.790.807.03 Mowing	875.00
101.790.807.04 Waste Removal	330.00
Total 101.790.807 Exterior Bldg. Maintenance	4,637.00
101.790.808 Interior Bldg Maintenance	
101.790 Water Testing	353.45
101.790.808.01 Cleaning Service	8,430.35
101.790.808.05 Mechanical	4,298.58
Total 101.790.808 Interior Bldg Maintenance	13,082.38
101.790.810 Payroll Fees	1,534.20
101.790.816 Contingency	-117.27
101.790.840 Insurance	9,463.86
101.790.850 Communications & Software	743.04
101.790.851 Bank & Post Office	10.00
101.790.861 Travel Reimbursement	265.13
101.790.900 Programs & Public Relations	1,850.55
101.790.901 Wellness & Nutrition Program	1,409.93
Total 101.790.900 Programs & Public Relations	3,260.48
101.790.910 Staff Development	267.35
101.790.915 Memberships & Dues	2,882.08
101.790.916 Utilities	
101.790.920 Electric	5,536.86
101.790.921 Gas	4,824.84
Total 101.790.916 Utilities	10,361.70
101.790.940 Green Lake Township Lease	250.00
Total 101.790.800 Other Services and Charges	55,077.63
101.790.970 Capital Outlay	
101.790.980 Furniture & Equipment	1,418.90
101.790.982 Books	8,376.29
101.790.985 Audio Visual Materials	1,195.74
101.790.986 Periodicals	625.20
Total 101.790.970 Capital Outlay	11,616.13
Total Expenses	\$209,173.07
NET OPERATING INCOME	\$81,844.26
NET INCOME	\$81,844.26

Interlochen Public Library

Check Detail
November 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
11/13/2021	Bill Payment (Check)	8022	Center Point Large Print			-93.48
						-93.48
11/13/2021	Bill Payment (Check)	8023	Integrity Business Solutions	941466		-68.14
						-68.14
11/13/2021	Bill Payment (Check)	8024	Janette Ransom			-11.48
						-11.48
11/13/2021	Bill Payment (Check)	8025	Pure Water Works			-66.77
						-66.77
11/13/2021	Bill Payment (Check)	8026	Sharon Neumann			-100.00
						-100.00
11/13/2021	Bill Payment (Check)	8027	Universal Cleaners, LLC			-869.05
						-869.05
11/17/2021	Bill Payment (Check)	8028	Amazon.com	6045787810451621		-814.99
						-814.99
11/17/2021	Bill Payment (Check)	8029	Ebsco	CG-S-80007-00		-15.45
						-15.45
11/23/2021	Bill Payment (Check)	8030	U.S. Bank Equipment Finance			-172.74
						-172.74
11/23/2021	Bill Payment (Check)	8031	AT&T Mobility	287301829183		-73.08
						-73.08
11/23/2021	Bill Payment (Check)	8032	Card MemberServices(L)			-1,839.00
						-1,839.00
11/23/2021	Bill Payment (Check)	8033	Great Lakes Water Quality Laboratory, Inc			-76.00
						-76.00
11/23/2021	Bill Payment (Check)	8034	Joe Shipman			-105.00
						-105.00
11/23/2021	Bill Payment (Check)	8035	Redburn, Susanne			-123.23
						-123.23
11/23/2021	Bill Payment (Check)	8036	Spence Brothers			-21,925.00
						-21,925.00
11/29/2021	Bill Payment (Check)	8037	D & W Mechanical			-1,625.70
						-1,625.70
11/29/2021	Bill Payment (Check)	8038	DEMCO, Inc.			-161.63
						-161.63
11/29/2021	Bill Payment (Check)	8039	X-Chemical Specialties North LLC			-145.64
						-145.64

The magic is happening at IPL



For a second year, IPL is handing out Make A Gift, Jr crafts. Each week kiddos can pick up a kit that includes all the supplies needed to make one gift for a special person.



Light Up Interlochen is this Friday, December 10, at Tom's Food Market. Festivities will be from 3-7 pm and will include sleigh rides, a beer and wine tent, a grilling tent, and the Friends of IPL will be passing out goody bags.



We have a Make and Take craft available for adults and teens on December 17. It is a necklace or keychain holder made with wine corks.



December 18 is a Harp and Viola concert by Joan and Dave Holland. This concert is in memory of Lois Driscoll. Christmas readings for the kiddos will take place before the show in the library by the Christmas Tree.



Our Christmas tree is decorated with Memory Snowflakes. Anyone who has lost a loved one or friend is invited to make a Memory Snowflake to add to our tree or take home.



IPL is closed Friday, December 24th and 25th. We will be closing at 1 pm on Friday, December 31, and will be closed all day on January 1st.

All of us here at IPL wish you a happy and healthy holiday!

It is the most wonderful time of the year.

But sometimes bad things happen. The shootings at Oxford High School were the first shooting in Michigan in decades and the first since the pandemic to claim the lives of multiple students. Our local children and families are still processing what happened in Oxford and how that tragedy will affect our school safety measures, our stance on mental illness, and how we respond to trauma.

Events like this can trigger our trauma, and it's ok to acknowledge this.

Everyone has experienced some trauma in their lives, and being aware of our own personal trauma can help us understand our kiddos' fears and anxiety each day as they return to school. The CDC and other reporting agencies see a sharp increase in childhood trauma and major depressive episodes. According to the [2021 Mental Health America](#) report 13.84 percent of youth (age 12-17) report suffering from at least one major depressive episode (MDE) in the past year. That is an increase of 206,000 from last year's dataset. An equivalent to over 47 million Americans, or 19 percent, of adults, experienced a mental illness.

We are here to help you find the information you need.

Local resources are available to the public for trauma, grief, and other mental health needs. If you or a loved one struggle to find or access information about locally available resources, please call or come into IPL.

Available on IPL's website is *Communicating with your kids about Traumatic events* by youth services counselor Kathryn Flannery, LLP, along with downloadable resources. Anyone in Michigan, including students concerned about a school safety issue, should contact the [OK2SAY Tip Line](#) at 1-855-565-2729, text 652729, or email ok2say@mi.gov.

Circulation Nov 2021: 4,882; (Nov 2019: 5,260)
Hold Transit Counts Nov 2021: 619 to other libraries; 1102 from other libraries to IPL
Programs: Nov 2021: 59 programs, 517 General Attendance;
Patron Count: November 2021: 2,939
Curbside Pickup: November: 2021: 3
Questions Answered: November: 794
Computer Use: November: 109
Total New Library Cards Issued in Nov: 16