



PUBLIC NOTICE

**The Interlochen Public Library Regular Board Meeting
scheduled for January 18, 2021 at 10:00am
will be held remotely
due to Coronavirus Outbreak and
in the Interest of the Public, Health Safety and Welfare.**

Time: January 18, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83884531081?pwd=VEQyZW8yc09YTm5hYWtENIFDeENpZz09>

Meeting ID: **613 395 4178**

Passcode: **799545**

*Access code may change without notice, please verify updates by going to the Interlochen Public Library website at the following link:

<https://www.interlochenpubliclibrary.org> .

Due to the high number of users utilizing remote meeting platforms, you may experience delays or difficulties in calling in or accessing the online meeting platform. IPL will make reasonable efforts to ensure the platform is open and accessible before conducting a remote meeting.

Anyone wishing to give public comment will need to call in and wait in a "virtual waiting room" where their microphones will be muted until they are called upon.

Members of the IPL Board of Trustees may be contacted by members of the public by using the following email address: www.interlochenpubliclibrary@gmail.com to provide input or ask questions on any business that will come before the IPL Board of Trustees at this meeting.

In addition, you may submit any comments that you have prior to the close of the public hearing and meetings to the following address: Interlochen Public Library, 9411 10th St. Interlochen, MI 49643; email ~ interlochenpubliclibrary@gmail.com

Any written public comments received by mail or email prior to the close of the meeting will be read into the record. The AGENDA is available at interlochenpubliclibrary.org and consists of the following items:

Interlochen Public Library
9411 Tenth Street
231-276-6767
Regular Board Meeting Agenda
1-18-21

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

1. Call to Order
2. Roll call-Secretary will record members
3. Swearing in new IPL Board of Trustees.
4. Approve Agenda
5. Minutes
 - Approve the minutes from the 12-21-2020
6. Annual Meeting
 - Election of Officers
 - Committee Appointments
 - Approval of Board Meeting Schedule February 2021 – January 2022
 - Discuss/Approve IPL 2021 Closure dates & January 2022 Closure dates
7. Public Comment (5 minutes per person)
8. Treasurer's Report
 - Review the treasurer's reports for December 2020
9. Director's Report
10. Friends Report
11. TADL Report
12. Unfinished Business
13. New Business
 - Moving 2020 excess funds to Unrestricted or Endowment fund to bring up to \$30,000.00.
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)
12/21/2020**

Call to Order: At 10:02 a.m. by Laurie Bouwman

Roll Call -

Present: Kellie Beaton, Sue Egelus, Mary Beth Hardwicke, Patricia Tallman, Pat Thompson

Approval of Agenda -

- Motion to approve the agenda. Motion made by P. Thompson, 2nd, M. Hardwicke. Roll call vote: K. Beaton: yes, L. Bouwman: yes, S. Egelus: yes, M. Hardwicke: yes, P. Tallman: yes, P. Thompson: yes. Motion carried.

Minutes -

- Motion made to approve Minutes from 11/16/2020. Motion made by M. Hardwicke , 2nd P. Tallman. Roll call vote: K. Beaton: yes, L. Bouwman: yes, S. Egelus: yes, M. Hardwicke: yes, P. Tallman: yes, P. Thompson: yes, Motion carried.
- Motion made to approve 2020 Budget Hearing Minutes of 11/16/2020. Motion made by P. Thompson, 2nd S. Egelus. Roll call vote: K. Beaton: yes, L. Bouwman: yes, S. Egelus: yes, M. Hardwicke: yes, P. Tallman: yes, P. Thompson: yes, Motion carried.
- Motion made to approve Special Meeting Minutes from 11/20/2020. Motion made by P. Tallman, 2nd M. Hardwicke. Roll call vote : K. Beaton: yes, S. Egelus: yes L. Bouwman: yes, M. Hardwicke: yes, P. Tallman: yes, P. Thompson: yes. Motion carried.

Public Comment - No comment.

Treasurer's Report

- The board reviewed the treasurer's report for December 2020.

Director's Report -

Facility Update:

Dan Kelchak will be finishing the trim on the bookshelves, he also repaired the rain chain.

The library joined in for the "Light Up Interlochen" this year. We received a nice donation to purchase new decorations.

Financial:

Our annual audit is scheduled for January 19, 2021.

Pandemic Response:

Woodmere closed on 12/14/2020 due to the Virus outbreak. They will reopen Dec. 28.

Website, Facebook, Newsletter:

Jan 5 we will hear news of the ALA grant. Next year's grant season is open now.

December's newsletter will be out on the 22nd of December. It will highlight

Renee's library career. Once we are able to, we will have a goodbye party for the public to recognize her.

Lighting up Interlochen was a huge success. 175 bags were passed out to families.

Our craft kits are going out at a fast pace.

Friend's Report - Sara Thompson-

- The annual appeal letter has brought in some very nice donations. Thank you to all who contributed. It is great to see the response of our community.
- The mitten tree is still in progress.
- Thank you to Patty West and Sue Shipman and Santa for the great holiday event preparing all the bags with goodies for children with books and playdough and chocolate.

TADL Report - Michele Howard

- Several people from the TADL board will be reaching out to our board concerning agreement negotiations.
- The library and branches will be closing several more days over the holiday because of the virus.

Unfinished Business -

- No unfinished business

New Business -

- Motion made to recommend we close and follow the same schedule as TADL to the end of the new year. Motion made by M. Hardwicke, 2nd P. Tallman.
Roll call vote: K. Beaton: yes, S. Egelus: yes, L. Bouwman: yes, M. Hardwicke: yes, P. Tallman: yes, P. Thompson: yes. Motion carried.

Adjournment

- Motion to adjourn, motion made by M. Hardwicke, 2nd by P. Tallman.
Roll call vote: K. Beaton: yes, S. Egelus: yes, L. Bouwman: yes, M. Hardwicke: yes, P. Tallman: yes, P. Thompson: yes. Motion carried. Meeting adjourned at 10:30.
- Next meeting will be virtual on Monday, January 18, 2021 at 10:00 a.m.

**2021 IPL Board of Trustees
Regular Meeting Dates
Third Monday of each month
Library Conference Room
10:00 am**

January 18, 2021

February--No Meeting

March 15, 2021

April 19, 2021

May 17, 2021

June 21, 2021

July --No Meeting

August 16, 2021

September 20, 2021

October 18, 2021

November 15, 2021/ Budget Hearing & Regular Meeting

December 20, 2022

January 17, 2022

Proposed IPL Closure Dates 2021

*January 1, 2021 - New Year's Day

January 2, 2021- (TADL Closed)

February 15, 2021 - IPL In-Service (President's Day), Monday

*May 31, 2021 - Memorial Day, Monday

July 5, 2021 – Fourth of July Observed, Monday

*September 6, 2021 - Labor Day, Monday

November 25, 2021, Close at 1:00 pm, Wednesday

*November 26, 2021 - Thanksgiving Day, Thursday

December 24, 2021 Christmas Eve, Friday

*December 25, 2021 - Christmas Day, Saturday

December 31, 2021 – Close at 1:00 pm New Year's Eve,
Friday

*January 1, 2022 - New Year's Day, Saturday

*Official Holidays

Interlochen Public Library

BALANCE SHEET

As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	16,626.65
101.000.002 MM Gen ChemB 1180	150,749.13
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	411.06
Total Bank Accounts	\$167,911.84
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	2,867.27
Total Other Current Assets	\$2,867.27
Total Current Assets	\$170,779.11
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	\$170,779.11

	TOTAL
101.790.800 Other Services and Charges	
100.790.812 Rentals and Equipment Lease	2,769.63
101.790.801 Accounting & Auditing	3,988.35
101.790.804 Cataloging Services	323.41
101.790.807 Exterior Bldg. Maintenance	
101.790.807.01 Spring & Fall Clean-up	1,830.00
101.790.807.02 Plowing	2,555.00
101.790.807.03 Mowing	755.00
101.790.807.04 Waste Removal	384.00
Total 101.790.807 Exterior Bldg. Maintenance	5,524.00
101.790.808 Interior Bldg Maintenance	
101.790 Water Testing	375.12
101.790.808.01 Cleaning Service	11,650.00
101.790.808.02 Fire Suppression	291.69
101.790.808.04 Carpets	610.00
101.790.808.05 Mechanical	5,692.94
Total 101.790.808 Interior Bldg Maintenance	18,619.75
101.790.810 Payroll Fees	1,709.30
101.790.840 Insurance	6,354.00
101.790.850 Communications & Software	2,119.96
101.790.851 Bank & Post Office	62.40
101.790.900 Programs & Public Relations	1,064.82
101.790.901 Wellness & Nutrition Program	174.94
Total 101.790.900 Programs & Public Relations	1,239.76
101.790.910 Staff Development	158.77
101.790.915 Memberships & Dues	3,015.42
101.790.916 Utilities	
101.790.920 Electric	5,618.26
101.790.921 Gas	4,827.77
Total 101.790.916 Utilities	10,446.03
101.790.940 Green Lake Township Lease	250.00
Total 101.790.800 Other Services and Charges	56,580.78
101.790.970 Capital Outlay	
101.790.980 Furniture & Equipment	5,065.98
101.790.982 Books	9,430.57
101.790.985 Audio Visual Materials	2,240.95
101.790.986 Periodicals	2,733.88
Total 101.790.970 Capital Outlay	19,471.38
Total Expenses	\$233,073.61
NET OPERATING INCOME	\$91,442.28
NET INCOME	\$91,442.28

Interlochen Public Library

PROFIT AND LOSS

January - December 2020

	TOTAL
Income	
101.000.540 State Aid	4,630.00
101.000.581 TADL Millage	194,115.00
101.000.583 Green Lake Township	6,000.00
101.000.655 Fines	
101.000.659 GT County	11,186.84
101.000.661 Overdue Book Fines	1,076.44
Total 101.000.655 Fines	12,263.28
101.000.665 Interest	
101.000.665.02 MML Dividend	377.00
101.000.665.03 Money Market and CD's	158.10
Total 101.000.665 Interest	535.10
101.000.671 Other	
101.000.672 Donations & Grants	10,025.00
101.000.673 Nutrition Program	60,000.00
101.000.676.02 Friends of IPL	12,000.00
101.000.676.04 Northland Co-op	3,381.41
101.000.679 General	18,366.95
Total 101.000.672 Donations & Grants	103,773.36
Total 101.000.671 Other	103,773.36
101.000.676 Operations & Reimbursements	
101.000.676.01 Copier & Fax	2,249.15
101.000.676.05 Rental Space	50.00
101.000.676.06 TADL Insurance	900.00
Total 101.000.676 Operations & Reimbursements	3,199.15
Total Income	\$324,515.89
GROSS PROFIT	\$324,515.89
Expenses	
101.790.701 Personnel Services	
101.790.703 Salaries	
101.790.702 Director	46,441.43
101.790.704 Staff	93,852.91
Total 101.790.703 Salaries	140,294.34
101.790.709 Employer Taxes	10,714.50
Total 101.790.701 Personnel Services	151,008.84
101.790.750 Supplies	
101.790.752 Office & General Supplies	6,012.61
Total 101.790.750 Supplies	6,012.61

	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
101.000.231 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	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
101.000.373 Investment in Fixed Assets	0.00
101.000.376 Restricted Fund Balance	0.00
101.000.377 Restricted Endowment	0.00
Total 101.000.376 Restricted Fund Balance	0.00
101.000.385 Building Fund	0.00
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	34,150.00
101.000.390 Unrestricted Fund Balance	45,186.83
101.000.399 Opening Balance Equity	0.00
Net Income	91,442.28
Total Equity	\$170,779.11
TOTAL LIABILITIES AND EQUITY	\$170,779.11

Interlochen Public Library

CHECK DETAIL

December 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
12/09/2020	Bill Payment (Check)	7866	American Waste	25192		-32.00 -32.00
12/09/2020	Bill Payment (Check)	7867	L.A. Professional Cleaning			-1,140.00 -1,140.00
12/09/2020	Bill Payment (Check)	7868	Pure Water Works			-112.24 -112.24
12/09/2020	Bill Payment (Check)	7869	T.C. Record-Eagle, INC			-85.85 -85.85
12/15/2020	Bill Payment (Check)	7870	Amazon.com	6045787810451621		-208.88 -208.88
12/15/2020	Bill Payment (Check)	7871	Budget Library Supplies			-79.50 -79.50
12/15/2020	Bill Payment (Check)	7872	Cherryland Electric	7930010		-164.74 -164.74
12/15/2020	Bill Payment (Check)	7874	Ebsco	CG-S-80007-00		-26.02 -26.02
12/15/2020	Bill Payment (Check)	7875	Integrity Business Solutions	941466		-62.47 -62.47
12/15/2020	Bill Payment (Check)	7873	Cintas	Payer #14604792		-58.89 -58.89
12/15/2020	Bill Payment (Check)	7876	Phillips Lifestyles			-225.00 -225.00
12/23/2020	Bill Payment (Check)	7877	AT&T Mobility	287301829183		-79.68 -79.68
12/23/2020	Bill Payment (Check)	7878	Card MemberServices(L)	4798 5100 4823 8915		-246.54 -246.54
12/23/2020	Bill Payment (Check)	7879	DEMCO, Inc.			-148.80 -148.80
12/23/2020	Bill Payment (Check)	7880	Joe Shipman			-35.00 -35.00
12/23/2020	Bill Payment (Check)	7881	U.S. Bank Equipment Finance			-172.74 -172.74



JANUARY DIRECTOR'S REPORT—JENNIFER THOMET

IPL is off to a great start to 2021! The friends group mitten tree was featured on 9 & 10 news and that segment helped collect more items for the mitten tree. Staff at IPL enjoyed an extended holiday this season, the extra time off was practical for Covid purposes and also well-deserved by staff. Curbside is keeping the ladies very busy and it feels like our phone is ringing off the hook! Curbside hours are now extended Monday, Tuesday, Friday, and Saturday 10 am-4 pm. Wednesday and Thursday 10 am - 6 pm.

Miss Ann's virtual story hour has a regular following and we pass out 162 story hour craft kits. Our Make a Gift, Jr craft program was successful with 98 craft kits given out. 10 Kid's Activity kits were circulated. We started giving patrons dog biscuits during curbside pickup and that has been well received by both staff and patrons. Two new social activity programs have started: Yarn Therapy and Yahtzee.

I'm very pleased to announce that IPL was selected to be a part of ALA's Libraries Transforming Communities: Focus on Small and Rural Libraries. This \$3000 grant will provide a four-part book discussion on addiction. Janette Ransom, IPL's Health and Wellness Program Coordinator, and I have selected the first two books. Tiffany Jenkins, *High Achiever* and local author Patricia Steele's *The Gift of Second Chances*. We are very eager to facilitate good community discussion around a topic that has impacted our community.

IPL has applied for a mini-grant through Michigan Center for the Book. I proposed using the funds for a tween book bag giveaway to encourage tween to read Michigan authors. Each book kit will include a novel by a Michigan author and a companion graphic novel. The novels will be paired with similar content. One kit will include the titles "Bud, Not Buddy" by Christopher Paul Curtis and "New Kid" by Jerry Craft. The second kit will include the titles "Homeless Bird" by Gloria Whelan and "Pashmina" by Nadhi Chanani. Along with the two novels, the kit will include a Rubik cube for a stress relief activity, a fun bendy pencil, and a bag of chips to engage the children while they are reading.

IPL is now a Great Michigan Read partner. I requested 30 copies of this year's selected book, *What the Eyes Don't See* by Dr. Mona Hanna-Attisha.

Circulation December 2020: 2,332

Hold Transit Counts December 2020: 755 to other libraries, 1,039 from other libraries to IPL

Programs December 2020: 9

Program Attendance December 2020: 331

Curbside Pickup December 2020: 669