



## PUBLIC NOTICE

**The Interlochen Public Library Regular Board Meeting  
scheduled for March 15, 2021 at 10:00am  
will be held remotely and In-person (up to ten people)  
due to Coronavirus Outbreak and  
in the Interest of the Public, Health Safety and Welfare.**

Time: March 15, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81844544962?pwd=NWprV29VQ1FOcHIBZkZsU20wbGJCU>

T09

Meeting ID: **818 4454 4962**

Passcode: **457097**

\*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](mailto: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 10<sup>th</sup> St. Interlochen, MI 49643; email ~ [interlochenpubliclibrary@gmail.com](mailto: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](http://interlochenpubliclibrary.org) and consists of the following items:



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**Interlochen Public Library**  
**9411 Tenth Street**  
**231-276-6767**  
**Regular Board Meeting Agenda**  
**3-15-21**

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

1. Call to Order
2. Roll call-Secretary will record members
3. Introduce new board member, Rory Baker
4. Approve Agenda Minutes
  - Approve the minutes from the 1-18-2021
5. Public Comment (5 minutes per person)
6. Treasurer's Report
  - Review the treasurer's reports for January 2021 and February 2021
7. Director's Report
8. Friends Report
9. TADL Report
10. Health and Wellness Program Report
11. Unfinished Business
  - Facilities Committee Appointment
12. New Business
  - Remove Renee Kelchak from IPL's TCF bank account and add Jennifer Thomet as an administrator.
13. Public Comment (5 minutes per person)
14. 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)  
1/18/2021**

**Call to Order:** At 10:15 a.m. by Laurie Bouwman

**Swearing-In Of Officers-** GL Township, Judy Kramer

**Roll Call -**

Present: Laurie Bouwman, Mary Beth Hardwicke, Heather Kelto, Pat Thompson

Absent: Sue Egelus

**Approval of Agenda -**

- Motion to approve the agenda. Motion made by P. Thompson, 2nd, M. Hardwicke.

Roll call vote: L. Bouwman: Yes, M. Hardwicke: Yes, H. Kelton: Yes, P. Thompson: Yes.

Motion carried.

**Minutes -**

- Motion made to approve Minutes from 12/21/2020. Motion made by M. Hardwicke, 2nd P. Thompson.

Roll call vote: L. Bouwman: Yes, M. Hardwicke: Yes, Heather Kelto: Yes, P. Thompson: Yes, Motion carried.

- Motion made to approve Election of Officers—motion made by M. Hardwicke, 2nd P. Thompson. Officers are as follows: President: P. Thompson, Vice President: L. Bouwman, Secretary: M. Hardwicke, Treasurer: S. Egelus.

Roll call vote: L. Bouwman: Yes, M. Hardwicke: Yes, Heather Kelton: yes, P. Thompson: Yes, Motion carried.

- Committee Appointments were reviewed and discussed. Policy: M. Hardwicke, Personnel: L. Bouwman. Finance: S. Egelus
- Motion made to approve Board Meeting Schedule Dates. Motion made by P. Thompson, 2nd M. Hardwicke.

Roll call vote: L. Bouwman: Yes, M. Hardwicke: Yes, H. Kelto: Yes, P. Thompson: Yes. Motion carried.

- Motion to approve IPL 2021 Closure dates, motion made by P. Thompson, 2nd M. Hardwicke.

- Roll call vote: L. Bouwman: Yes, M. Hardwicke: Yes, H. Kelto: 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 -**

- IPL has been selected to be a part of the ALA's Libraries Transforming Communities: Focus on Small and Rural Libraries. This \$3,000 grant will provide a four-part book discussion on addiction.
- Our Curbside hours have been extended, and our services have been well received.
- TV 9 & 10 featured our Friends Mitten Tree fundraiser.
- IPL has applied for a mini-grant through Michigan Center for the Book.
- IPL is now a Great Michigan Read partner.
- Miss Ann's virtual story hour has a regular following, and we passed out 162 story hour craft kits and 98 Craft Kits for Make a Gift, and 10 Children's Activity Kits each month.

**Friend's Report - Sara Thompson-**

- Over 300 donations of hats, gloves, and socks came in for the Mitten Tree.
- The Friends received the Annual Appeal Letter donations with a 20 % increase from last year and many new first-time donors. This is a tribute to the library and staff, and our community.
- The Friends are proceeding with the plant sale fundraiser.

**TADL Report - Michele Howard**

- TADL is in the process of strategic planning, which will be including the community as well as staff and library directors.
- TADL has received a grant from the NEA.
- TADL negotiation team will be contacting IPL soon and is hoping to move forward with the budget allotments.

**Unfinished Business -**

- No unfinished business

**New Business -**

- The board discussed the addition of the 6th Board Member, Motion made by P. Thompson 2nd by M. Hardwicke to follow the board's recommendations.

Roll call: L. Bouwman: Yes, M. Hardwicke: Yes, H. Kelto: P. Thompson: Yes. Motion carried.

- **The board discussed moving excess funds to the Unrestricted or Endowment fund. Motion made by M. Hardwicke, 2nd P. Thompson to move the money into Unrestricted Funds. The Members of the board would like to meet with the Friends to discuss**

Strategies, create guidelines, new programs, and endowments for the future with these funds and keep emergency operating expenses on hand.

Roll call vote: L. Bouwman: Yes, M. Hardwicke: Yes, H. Kelto: Yes, P. Thompson: Yes. Motion carried.

**Adjournment**

- Motion to adjourn, motion made by M. Hardwicke, 2nd by P. Thompson.

Roll call vote: L. Bouwman: Yes, M. Hardwicke: Yes, H. Kelton: Yes, P. Thompson: Yes.

Motion carried. Meeting adjourned at 11:00.

- The next meeting will be virtual on Monday, March 15, 2021, at 10:00 a.m.

# Interlochen Public Library

## Balance Sheet

As of February 28, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	204,640.77
101.000.002 MM Gen ChemB 1180	130,760.19
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	411.06
<b>Total Bank Accounts</b>	<b>\$335,937.02</b>
Accounts Receivable	
101.000.040 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
101.000.010 Undeposited Funds	0.00
101.000.123 Prepaid Expenses	2,955.86
<b>Total Other Current Assets</b>	<b>\$2,955.86</b>
<b>Total Current Assets</b>	<b>\$338,892.88</b>
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
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$338,892.88</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
101.000.202 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
101.000 Audit Accounts Payable	0.00
101.000.214 Due to Building Fund	0.00
101.000.220 Unearned Revenue	56,201.73
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
<b>Total Other Current Liabilities</b>	<b>\$56,201.73</b>
<b>Total Current Liabilities</b>	<b>\$56,201.73</b>
<b>Total Liabilities</b>	<b>\$56,201.73</b>
Equity	
101.000.373 Investment in Fixed Assets	0.00
101.000.376 Restricted Fund Balance	
101.000.377 Restricted Endowment	0.00
<b>Total 101.000.376 Restricted Fund Balance</b>	<b>0.00</b>
101.000.385 Building Fund	
101-000-386 Assigned Fund Balance Carryover	0.00
101.000.387 Restricted Fund Bal - Donations	0.00
<b>Total 101.000.385 Building Fund</b>	<b>0.00</b>
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	168,781.54
<b>Total Equity</b>	<b>\$282,691.15</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$338,892.88</b>



# Interlochen Public Library

## Profit and Loss

January - February, 2021

	TOTAL
Income	
101.000.581 TADL Millage	201,006.00
101.000.655 Fines	
101.000.661 Overdue Book Fines	44.95
<b>Total 101.000.655 Fines</b>	<b>44.95</b>
101.000.665 Interest	
101.000.665.01 Endowment	0.00
101.000.665.03 Money Market and CD's	11.06
<b>Total 101.000.665 Interest</b>	<b>11.06</b>
101.000.671 Other	6.00
101.000.672 Donations & Grants	
101.000.679 General	4,120.00
<b>Total 101.000.672 Donations &amp; Grants</b>	<b>4,120.00</b>
<b>Total 101.000.671 Other</b>	<b>4,126.00</b>
101.000.676 Operations & Reimbursements	
101.000.676.01 Copier & Fax	567.50
<b>Total 101.000.676 Operations &amp; Reimbursements</b>	<b>567.50</b>
<b>Total Income</b>	<b>\$205,755.51</b>
<b>GROSS PROFIT</b>	<b>\$205,755.51</b>
Expenses	
101.790.701 Personnel Services	
101.790.703 Salaries	
101.790.702 Director	5,908.05
101.790.704 Staff	15,171.02
<b>Total 101.790.703 Salaries</b>	<b>21,079.07</b>
101.790.709 Employer Taxes	1,748.77
<b>Total 101.790.701 Personnel Services</b>	<b>22,827.84</b>
101.790.750 Supplies	
101.790.752 Office & General Supplies	503.30
<b>Total 101.790.750 Supplies</b>	<b>503.30</b>
101.790.800 Other Services and Charges	
100.790.812 Rentals and Equipment Lease	464.80
101.790.801 Accounting & Auditing	4,740.00
101.790.807 Exterior Bldg. Maintenance	
101.790.807.02 Plowing	965.00
101.790.807.04 Waste Removal	66.00
<b>Total 101.790.807 Exterior Bldg. Maintenance</b>	<b>1,031.00</b>

	TOTAL
101.790.808 Interior Bldg Maintenance	
101.790 Water Testing	20.00
101.790.808.01 Cleaning Service	1,040.00
101.790.808.05 Mechanical	595.12
<b>Total 101.790.808 Interior Bldg Maintenance</b>	<b>1,655.12</b>
101.790.810 Payroll Fees	342.60
101.790.816 Contingency	392.07
101.790.850 Communications & Software	173.85
101.790.900 Programs & Public Relations	217.77
101.790.901 Wellness & Nutrition Program	73.16
<b>Total 101.790.900 Programs &amp; Public Relations</b>	<b>290.93</b>
101.790.910 Staff Development	74.12
101.790.915 Memberships & Dues	-85.00
101.790.916 Utilities	
101.790.920 Electric	945.68
101.790.921 Gas	2,495.59
<b>Total 101.790.916 Utilities</b>	<b>3,441.27</b>
<b>Total 101.790.800 Other Services and Charges</b>	<b>12,520.76</b>
101.790.970 Capital Outlay	
101.790.980 Furniture & Equipment	9.99
101.790.982 Books	851.30
101.790.985 Audio Visual Materials	134.80
101.790.986 Periodicals	40.98
<b>Total 101.790.970 Capital Outlay</b>	<b>1,037.07</b>
<b>Total Expenses</b>	<b>\$36,888.97</b>
NET OPERATING INCOME	<b>\$168,866.54</b>
NET INCOME	<b>\$168,866.54</b>

# Interlochen Public Library

## Check Detail

February 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
02/02/2021	Bill Payment (Check)	7898	Card MemberServices(L)	4798 5100 4823 8915		-106.38
						-106.38
02/02/2021	Bill Payment (Check)	7899	DTE Energy	4603-183-0001-5		-861.28
						-861.28
02/02/2021	Bill Payment (Check)	7900	L.A. Professional Cleaning			-650.00
						-650.00
02/02/2021	Bill Payment (Check)	7901	Michigan Library Association	Voided - 7808		0.00
						0.00
02/08/2021	Bill Payment (Check)	7902	American Waste	25192		-33.00
						-33.00
02/08/2021	Bill Payment (Check)	7903	Grand Traverse Nursery Sales, Inc.			-380.00
						-380.00
02/08/2021	Bill Payment (Check)	7904	Pure Water Works			-24.05
						-24.05
02/08/2021	Bill Payment (Check)	7905	Cherryland Electric	7930010		-484.55
						-484.55
02/08/2021	Bill Payment (Check)	7906	Cintas	Payer #14604792		-58.89
						-58.89
02/22/2021	Bill Payment (Check)	7907	Amazon.com	6045787810451621		-1,150.17
						-1,150.17
02/22/2021	Bill Payment (Check)	7908	Baird, Cotter & Bishop, P.C.			-4,600.00
						-4,600.00
02/22/2021	Bill Payment (Check)	7909	U.S. Bank Equipment Finance			-174.28
						-174.28
02/22/2021	Bill Payment (Check)	7910	Card MemberServices(L)	4798 5100 4823 8915		-163.33
						-163.33
02/22/2021	Bill Payment (Check)	7911	Figura, Richard J.			-360.00
						-360.00
02/22/2021	Bill Payment (Check)	7912	Integrity Business Solutions	941466		-49.98

# Interlochen Public Library

## BUDGET OVERVIEW: 2021 IPL BUDGET APPROVED - FY21 P&L

January - December 2021

	TOTAL
Income	
101.000.540 State Aid	4,700.00
101.000.581 TADL Millage	197,115.00
101.000.655 Fines	11,120.00
101.000.665 Interest	599.81
101.000.671 Other	57,400.00
101.000.676 Operations & Reimbursements	3,500.00
<b>Total Income</b>	<b>\$274,434.81</b>
GROSS PROFIT	<b>\$274,434.81</b>
Expenses	
101.790.701 Personnel Services	178,143.72
101.790.750 Supplies	6,200.00
101.790.800 Other Services and Charges	71,991.09
101.790.970 Capital Outlay	18,100.00
<b>Total Expenses</b>	<b>\$274,434.81</b>
NET OPERATING INCOME	<b>\$0.00</b>
NET INCOME	<b>\$0.00</b>



9411 Tenth Street, Interlochen, MI 49643  
231-276-6767

## FEBRUARY DIRECTOR'S REPORT—JENNIFER THOMET

January was a great month at IPL! Staff is still busy with curbside deliveries and finding new and creative ways to serve our patrons. I am very proud of the good work my staff is doing, most of which is out of their “normal” duties. The ladies at IPL have rallied during this epidemic and gone out of their comfort zone into new territories--the virtual world.

Miss Ann's virtual story hour has a regular following and we passed out 128 story hour craft kits. Our adult craft kit, Macramé key chains, had 30 participants, 10 Kid's Activity Kits circulated, and our dog treats are very popular--we passed out over 400 dog biscuits! The United Way of Northwest Michigan provided IPL with 30 activity kits in celebration of Martin Luther King, Jr Day! Our STEM kits and our WIFI hotspots are in circulation. Our state aid report was submitted and our annual financial audit is complete.

IPL is now a Great Michigan Read partner, 30 copies of this year's selected book, *What the Eyes Don't See* by Dr. Mona Hanna-Attisha have been given out. We will host a virtual discussion on March 25th at 6 pm via Zoom. We're looking forward to discussing the Flint water crisis with our community.

IPL's Health and Wellness Series: Live Your Best Life kicked off its first virtual program in January. *Resolution: Healthy Eating 2021* featured Chef Laura who demonstrated how to make a healthy meal of Chicken Fettuccine and Skillet Broccoli. The reference guide can be found on our website ([https://www.interlochenpubliclibrary.org/site-assets/files/resolution\\_-\\_healthy-eating-in-2021-class.pdf](https://www.interlochenpubliclibrary.org/site-assets/files/resolution_-_healthy-eating-in-2021-class.pdf)). We are so excited to have Janette Ransom as our Health and Wellness program coordinator! February's feature is *Exercise and Heart Health* on February 16<sup>th</sup>.

All of us at IPL look forward to reopening and seeing our patrons again. We are doing our best to keep the safety and health of our community at the forefront of our minds.

Circulation January 2021: 2,441

Hold Transit Counts January: 1,038 to other libraries, 1,288 from other libraries to Programs  
January 2021: 13

Program Attendance January 2021: 433

Curbside Pickup January 2021: 664

Questions Answered: 383

Computer Use: 38



## MARCH DIRECTOR'S REPORT—JENNIFER THOMET

February at IPL was another great month. Our team spread delight and warmth to our patrons with their exceptional customer service and willingness to please. The team wore funny hats for curbside pickup to help lift the spirits of patrons. Miss Ann's Beach Party was a little different this year, but 40 goodie bags were distributed to children which included sand, sea shells, Gold Fish crackers, juice boxes and craft supplies.

I enjoyed working with the other members of the Strategic Planning Committee for TADL. The interviews I conducted were perspective and fruitful. Hearing the interviewee's responses to what kind of community they wanted to live in provided insight into our community's needs and areas where the library can improve our services. I am interested to hear the summary of the final survey results.

Summer Reading Club planning is in full swing! We will be hosting outdoor performances at the Green Lake Township park on Wednesday mornings. We have a few performers already booked! We are very excited to provide this safe and fun opportunity for our community. We are very grateful for the opportunity to participate in *Talking is Teaching*, supplied by the Great Start Collaboration. Our littlest patrons appreciated the kits and resources that IPL gave out.

Book Clubs are meeting via Zoom. Both groups have active participation, and great discussions have ensued. Our adult craft kits were a huge success, and a big thank you to Sue Shipman for providing an additional craft.

February's Health and Wellness Program, *Exercise and Heart Health* resource guide is available on our website (<https://www.interlochenpubliclibrary.org/site-assets/files/heart-health-reference-guide>).

I am using an enhancement grant from Northland Coop to update IPL's Children's Nonfiction collection. Our current collection is being evaluated and replaced with comprehensive curriculum-based material for ages birth to middle school.

We are pleased to be open to the public once again and look forward to brighter days.

Circulation February 2021: 2,366 (Feb 2020: 5,099)  
Hold Transit Counts February: 922 to other libraries, 1,290 from other libraries to IPL  
Programs February 2021: 15  
Program Attendance February 2021: 352  
Curbside Pickup February 2021: 611  
Questions Answered: 477  
Computer Use: 51  
New Library Card Issued for 2021: 18