

Interlochen Public Library
9411 Tenth Street
231-276-6767
Regular Board Meeting Agenda
4-19-2021

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 3-15-2021 regular meeting
5. Public Comment (5 minutes per person)
6. Treasurer's Report
 - Review the treasurer's reports for March 2021
7. Director's Report
8. Friends Report
9. TADL Report
10. Unfinished Business

11. New Business
 - Planning a retirement celebration for former library director Renee Kelchak.
 - Close the "Imprest" checking account.
12. Public Comment (5 minutes per person)
13. 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)
3/15/2021**

Call to Order: At 10:05 a.m. by President Pat Thompson

Roll Call -

Present: Rory Baker, Laurie Bouwman, Sue Egelus, Mary Beth Hardwicke, Pat Thompson
Absent: Heather Kelto

Approval of Agenda -

- Motion to approve the agenda. Motion made by M. Hardwicke, 2nd, L. Bouwman.
Roll call vote: Rory Baker: Yes, L. Bouwman: Yes, S. Egelus: Yes, M. Hardwicke: Yes, Motion carried.

Minutes -

- Motion made to approve Minutes from 1/18/2021. Motion made by M. Hardwicke, 2nd S. Egelus.
Roll call vote: Rory Baker: Yes, L. Bouwman: Yes, S. Egelus: Yes, M. Hardwicke: Yes, Motion carried.

Public Comment - No comment.

Treasurer's Report

- The board reviewed the treasurer's report for January 2020 and February 2020.

Director's Report – Jennifer Thomet

- With the Northland Coop Enhancement Grant, will be evaluating and replacing the Children's Nonfiction collection.
- Summer Reading Club planning is in full swing.
- February's Health and Wellness Program resource guide is available on our website.
- Worked with members on the Strategic Planning Committee for TADL.

Friend's Report - Sara Thompson-

- March 21 is our first fundraiser, thanks to Ciceros Pizzeria, who will contribute 25 % of donations to the IPL Friends group.
- The Plant Sale fundraiser has been receiving orders online and has had good response thus far. Online orders will continue through April.

TADL Report - Michele Howard

- The Strategic Planning Report findings will be available shortly.
- TADL has applied for a grant from our local Rotary association requesting a possible Bookmobile with Hot Spots, a printer, books and future outreach to the community.
- TADL negotiation team will be contacting IPL soon and is hoping to move forward with the budget allotments.

Unfinished Business -

- Welcome Rory Baker to the IPL Board. Rory comes with many years of experience and community involvement with Interlochen. Rory has offered to serve on the Facilities Committee.

New Business -

- Motion made by M. Hardwicke, 2nd by S. Egelus to remove Renee Kelchak from IPL's TCF bank account and add Jennifer Thomet as an administrator.
Roll call: R. Baker: Yes, L. Bouwman: Yes, S. Egelus: Yes, M. Hardwicke: Yes, Motion carried.

Adjournment

- Motion to adjourn, motion made by L. Bouwman, 2nd by M. Hardwicke.
Roll call vote: Rory Baker: Yes, S. Egelus: Yes, L. Bouwman: Yes, M. Hardwicke: Yes Motion carried. Meeting adjourned at 10:40.

- Next meeting will be virtual on Monday, April 19, 2021 at 10:00 a.m.

Interlochen Public Library

Balance Sheet

As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	187,200.40
101.000.002 MM Gen ChemB 1180	130,765.74
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	411.06
Total Bank Accounts	\$318,502.20
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	\$318,502.20
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	\$318,502.20

	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	168,390.86
Total Equity	\$282,300.47
TOTAL LIABILITIES AND EQUITY	\$318,502.20

Interlochen Public Library

Profit and Loss
January - March, 2021

	TOTAL
Income	
101.000.581 TADL Millage	201,006.00
101.000.655 Fines	
101.000.661 Overdue Book Fines	44.95
Total 101.000.655 Fines	44.95
101.000.665 Interest	
101.000.665.01 Endowment	0.00
101.000.665.03 Money Market and CD's	16.61
Total 101.000.665 Interest	16.61
101.000.671 Other	6.00
101.000.672 Donations & Grants	650.00
101.000.673 Nutrition Program	20,000.00
101.000.679 General	4,120.00
Total 101.000.672 Donations & Grants	24,770.00
Total 101.000.671 Other	24,776.00
101.000.676 Operations & Reimbursements	
101.000.676.01 Copier & Fax	667.50
Total 101.000.676 Operations & Reimbursements	667.50
Total Income	\$226,511.06
GROSS PROFIT	\$226,511.06
Expenses	
101.790.701 Personnel Services	
101.790.703 Salaries	
101.790.702 Director	9,446.51
101.790.704 Staff	23,298.31
Total 101.790.703 Salaries	32,744.82
101.790.709 Employer Taxes	2,641.16
Total 101.790.701 Personnel Services	35,385.98
101.790.750 Supplies	
101.790.752 Office & General Supplies	503.30
Total 101.790.750 Supplies	503.30
101.790.800 Other Services and Charges	
100.790.812 Rentals and Equipment Lease	696.43
101.790.801 Accounting & Auditing	4,810.00
101.790.804 Cataloging Services	323.41
101.790.807 Exterior Bldg. Maintenance	
101.790.807.02 Plowing	1,855.00
101.790.807.04 Waste Removal	99.00
Total 101.790.807 Exterior Bldg. Maintenance	1,954.00

	TOTAL
101.790.808 Interior Bldg Maintenance	
101.790 Water Testing	44.05
101.790.808.01 Cleaning Service	1,560.00
101.790.808.05 Mechanical	595.12
Total 101.790.808 Interior Bldg Maintenance	2,199.17
101.790.810 Payroll Fees	467.80
101.790.816 Contingency	360.81
101.790.840 Insurance	2,955.86
101.790.850 Communications & Software	380.79
101.790.900 Programs & Public Relations	226.76
101.790.901 Wellness & Nutrition Program	73.16
Total 101.790.900 Programs & Public Relations	299.92
101.790.910 Staff Development	74.12
101.790.915 Memberships & Dues	0.00
101.790.916 Utilities	
101.790.920 Electric	945.68
101.790.921 Gas	2,495.59
Total 101.790.916 Utilities	3,441.27
Total 101.790.800 Other Services and Charges	17,963.58
101.790.970 Capital Outlay	
101.790.980 Furniture & Equipment	9.99
101.790.982 Books	4,022.62
101.790.985 Audio Visual Materials	152.76
101.790.986 Periodicals	81.97
Total 101.790.970 Capital Outlay	4,267.34
Total Expenses	\$58,120.20
NET OPERATING INCOME	\$168,390.86
NET INCOME	\$168,390.86

Interlochen Public Library

Check Detail

March 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
03/09/2021	Bill Payment (Check)	7918	Cintas	Payer #14604792		-58.89
						-58.89
03/09/2021	Bill Payment (Check)	7919	L.A. Professional Cleaning			-520.00
						-520.00
03/09/2021	Bill Payment (Check)	7920	Pure Water Works			-24.05
						-24.05
03/09/2021	Bill Payment (Check)	7921	Grand Traverse Nursery Sales, Inc.			-890.00
						-890.00
03/09/2021	Bill Payment (Check)	7922	IPL Friends			-96.80
						-96.80
03/24/2021	Bill Payment (Check)	7925	Amazon.com	6045787810451621		-1,645.66
						-1,645.66
03/24/2021	Bill Payment (Check)	7926	U.S. Bank Equipment Finance			-172.74
						-172.74
03/24/2021	Bill Payment (Check)	7927	AT&T Mobility	287301829183		-73.08
						-73.08
03/24/2021	Bill Payment (Check)	7928	Card MemberServices(L)	4798 5100 4823 8915		-128.62
						-128.62
03/24/2021	Bill Payment (Check)	7929	OCLC, Inc.			-323.41
						-323.41
03/24/2021	Bill Payment (Check)	7930	Rosen Publishing			-1,552.61
						-1,552.61



APRIL DIRECTOR'S REPORT—JENNIFER THOMET

IPL's staff and patrons are happy to be open to the public! In-person service has gone very smoothly, and we're pleased to "see" everyone again.

In honor of March is Reading Month, IPL hosted two Blind Bag Book Challenges for adults and children. To some, the challenge may have seemed simple enough, pick out a bag and read what is inside. When you think of how much uncertainty this community has endured in the last year, I can understand why some patrons were leery of inviting more challenges into their lives. Through the challenge, adults traveled the world, and children read our librarians' favorite classic children's books with activities to do at home. Participating patrons received a little sweet treat as a reward for trying something new and branching out of their usual genre. Two children's prizes and one adult prize went to the winners of the drawing. We also gave away two \$20 pizza certificates to the winners of the guessing game we had all month long. The certificates were given by one of our Friends, and Cicero's added one as well.

IPL partnered with Great Start for Peace Meal Solidarity and gave out 32 Swedish Meatball dinners to local families. Each family also received a goody bag with a book and other toys for the family to enjoy. Thank you to Maxbauer's in Traverse City for providing the meat. Families were encouraged to prepare the meal together. The act of preparing and eating a meal together is a great bonding and learning experience for a family to share. This was an entertaining program, and we're so grateful for the opportunity.

The children's library is undergoing a few changes right now, and we appreciate everyone's patience and understanding as we move and shake things up in there. New material was purchased using an Enhancement Grant from Northland Coop, and our goal is to make finding materials easier for patrons and encourage the act of discovery and curiosity.

Suzanne helped Jennifer start red clover and kidney beans with the other libraries participating in Exo Lab 8, and so far, we have kept the seedlings growing! Thanks again to Andy from Woodmere for providing all the materials and the TSO Tots kits--what fun our little ones are having! Make sure to check out our Website at InterlochenPublicLibrary.org for Bite-Sized Baby Time!

Circulation March 2021: 3,820 (March 2020: 2,473)
Hold Transit Counts March: 784 to other libraries, 882 from other libraries to IPL
Programs March 2021: 17
Program Attendance March 2021: 392
Curbside Pickup March 2021: 60
Questions Answered: 572
Computer Use: 83
New Library Card Issued for 2021: 27