

**Interlochen Public Library
9411 Tenth Street
231-276-6767
Regular Board Meeting Agenda
5-17-21**

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 4-19-21 regular meeting
5. Public Comment (5 minutes per person)
6. Treasurer's Report
 - Review the treasurer's reports for April 2021
7. Director's Report
8. Friends Report
9. TADL Report
10. Health and Wellness Report
11. Facilities Report
 - Rory's Acoustic Panel update
12. Unfinished Business
 - Renee's Retirement Party and Open House
13. New Business
 - Review and Approve IPL's Audit.
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)
4/19/2021**

Call to Order: At 10:04 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.
Motion carried.

Minutes -

- Motion made to approve Minutes from 3/15/2021. Motion made by M. Hardwicke, 2nd S. Egelus. Motion carried.

Public Comment - No comment.

Treasurer's Report

- The board reviewed the treasurer's report for March 2021.

Director's Report -

- Circulation numbers are down, but there are many new programs coming up. We're celebrating March is Reading Month with pizza prizes and will have a guessing game. Have Book Will Travel was a fun passive program that encouraged patrons to read material they might not have considered before.

Friend's Report - Sara Thompson-

- Annual Plant Sale will be May 29,2021
- White Elephant Trunk Sale May 29, 2021
- August Book Sale

TADL Report - Michele Howard

- TADL is currently working on strategic planning.
- Patron volume is currently down but volume of circulation has capped.

Unfinished Business -

- Mary Beth Hardwicke gave an update with the Health and Wellness Program.

New Business -

- Motion to close the Imprest Checking account, motion made by M. Hardwicke, 2nd L. Bouwman. Motion carried.
- The board discussed the best way to open the library to honor Renee Kelchak's retirement.

Adjournment

- Motion to adjourn, motion made by S.Egelus, 2nd by M. Hardwicke. Motion carried. Meeting adjourned at 10:34.

- Next meeting will be Monday, May 17, 2021 at 10:00 a.m.

Interlochen Public Library

Balance Sheet
As of April 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	169,385.69
101.000.002 MM Gen ChemB 1180	130,771.12
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	411.06
Total Bank Accounts	\$300,692.87
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	\$300,692.87
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	\$300,692.87

	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	150,581.53
Total Equity	\$264,491.14
TOTAL LIABILITIES AND EQUITY	\$300,692.87

Interlochen Public Library

Profit and Loss
January - April, 2021

	TOTAL
Income	
101.000.581 TADL Millage	201,006.00
101.000.655 Fines	
101.000.661 Overdue Book Fines	220.95
Total 101.000.655 Fines	220.95
101.000.665 Interest	
101.000.665.01 Endowment	0.00
101.000.665.02 MML Dividend	6.00
101.000.665.03 Money Market and CD's	21.99
Total 101.000.665 Interest	27.99
101.000.671 Other	
101.000.672 Donations & Grants	
101.000.673 Nutrition Program	20,000.00
101.000.676.03 Green Lake Township	6,000.00
101.000.679 General	5,400.00
Total 101.000.672 Donations & Grants	31,400.00
Total 101.000.671 Other	31,400.00
101.000.676 Operations & Reimbursements	
101.000.676.01 Copier & Fax	1,141.40
Total 101.000.676 Operations & Reimbursements	1,141.40
Total Income	\$233,796.34
GROSS PROFIT	\$233,796.34
Expenses	
101.790.701 Personnel Services	
101.790.703 Salaries	
101.790.702 Director	12,984.97
101.790.704 Staff	31,484.09
Total 101.790.703 Salaries	44,469.06
101.790.709 Employer Taxes	3,538.07
Total 101.790.701 Personnel Services	48,007.13
101.790.750 Supplies	
101.790.752 Office & General Supplies	1,157.15
Total 101.790.750 Supplies	1,157.15
101.790.800 Other Services and Charges	
100.790.812 Rentals and Equipment Lease	814.21
101.790.801 Accounting & Auditing	4,880.00
101.790.804 Cataloging Services	323.41

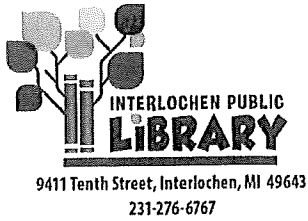
	TOTAL
101.790.807 Exterior Bldg. Maintenance	
101.790.807.02 Plowing	1,990.00
101.790.807.04 Waste Removal	132.00
Total 101.790.807 Exterior Bldg. Maintenance	2,122.00
101.790.808 Interior Bldg Maintenance	
101.790 Water Testing	44.05
101.790.808.01 Cleaning Service	2,828.62
101.790.808.05 Mechanical	669.27
Total 101.790.808 Interior Bldg Maintenance	3,541.94
101.790.810 Payroll Fees	593.00
101.790.816 Contingency	360.81
101.790.840 Insurance	9,088.86
101.790.850 Communications & Software	485.45
101.790.900 Programs & Public Relations	235.74
101.790.901 Wellness & Nutrition Program	174.76
Total 101.790.900 Programs & Public Relations	410.50
101.790.910 Staff Development	74.12
101.790.915 Memberships & Dues	0.00
101.790.916 Utilities	
101.790.920 Electric	1,441.04
101.790.921 Gas	3,244.31
Total 101.790.916 Utilities	4,685.35
Total 101.790.800 Other Services and Charges	27,379.65
101.790.970 Capital Outlay	
101.790.980 Furniture & Equipment	9.99
101.790.982 Books	6,385.17
101.790.985 Audio Visual Materials	152.76
101.790.986 Periodicals	122.96
Total 101.790.970 Capital Outlay	6,670.88
Total Expenses	\$83,214.81
NET OPERATING INCOME	\$150,581.53
NET INCOME	\$150,581.53

Interlochen Public Library

Check Detail

April 2021

	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
04/09/2021	Bill Payment (Check)	7923	Center Point Large Print			-67.71
						-67.71
04/09/2021	Bill Payment (Check)	7924	Educational Development Corporation			-1,444.27
						-1,444.27
04/09/2021	Bill Payment (Check)	7931	Integrity Business Solutions	941466		-100.14
						-100.14
04/09/2021	Bill Payment (Check)	7932	L.A. Professional Cleaning			-520.00
						-520.00
04/09/2021	Bill Payment (Check)	7933	Pure Water Works			-74.15
						-74.15
04/09/2021	Bill Payment (Check)	7934	Grand Traverse Nursery Sales, Inc.			-135.00
						-135.00
04/18/2021	Bill Payment (Check)	7935	AT&T Mobility	287301829183		-72.88
						-72.88
04/18/2021	Bill Payment (Check)	7936	Center Point Large Print			-91.08
						-91.08
04/18/2021	Bill Payment (Check)	7937	Janette Ransom			-101.60
						-101.60
04/18/2021	Bill Payment (Check)	7938	Amazon.com	6045787810451621		-948.11
						-948.11
04/18/2021	Bill Payment (Check)	7939	DEMCO, Inc.			-112.67
						-112.67
04/30/2021	Bill Payment (Check)	7940	DEMCO, Inc.			-131.28
						-131.28
04/30/2021	Bill Payment (Check)	7941	Card MemberServices(L)	4798 5100 4823 8915		-1,816.37
						-1,816.37
04/30/2021	Bill Payment (Check)	7942	Metcom			-40.00
						-40.00
04/30/2021	Bill Payment (Check)	7943	Michigan Municipal League Liability			-6,133.00
						-6,133.00
04/30/2021	Bill Payment (Check)	7944	L.A. Professional Cleaning			-560.00
						-560.00



MAY DIRECTOR'S REPORT—JENNIFER THOMET

It has been such a pleasure watching families come in and enjoy our children's library. The kids can play and interact with each other or their parents and caregivers. Interactive play helps families bond with one another, which helps build strong relationships and supports the child and caregiver to understand each other better and have fun together. Interactive play allows children to regulate their emotions and subsequently meet developmental milestones.

April brought in changes and new developments in our community, and we are eager to see what this new chapter has in store. We hosted our first in-person, Covid Safe, Board of Trustees meeting. Board President Patricia and I attended the groundbreaking ceremony for the Green Lake Township Emergency Services Facility. The modernized building will provide many health and safety programs for our community along with better accommodations for our hard-working first responders and fireman.

Every two years we have the honor of hosting an art display from the Community of Mental Health. We were pleased to showcase 14 pieces of original artwork by artists who access Community Mental Health services across Michigan. Michigan's Community Mental Health organizations submitted works of two-dimensional art, including paintings, drawings, prints, fabric, and photography. Entrants supplied written correspondence about what art means to them, including what they like about art, what creating art does for them, and if art helped in their recovery and life skills development.

Summer Reading Programs and planning are in full swing. We have performers booked, we are collecting prizes to give out, and we appreciate any volunteers who would like to help out at our events held at Freedom Park. A detailed calendar of events will be available shortly.

Our Tea Guessing Game was enjoyable, and the winner received a beautiful handmade purse and a jar of teabags. Thank you to Barb and Carol for donating the items.

Our Health and Wellness Series, Live Your Best Life, hosted a bread-making class with The Bread Lady. Rachel and Janette made a loaf of beautiful focaccia bread, and the smell of the baking bread gave the library patrons an aromatic treat. You can view programs online at www.Interlochenpubliclibrary.org and make sure to view the resource guides as well!

Circulation April 2021: 3,833 (April 2019: 5,886)
Hold Transit Counts April: 688 to other libraries, 748 from other libraries to IPL
Programs April 2021: 14; Attendance for April Programs: 231
Patron Count April 2021: 2121
Curbside Pickup April 2021: 22
Questions Answered: 534
Computer Use: 148
New Library Card Issued in April 2021: 19

IPL Acoustic Panels

RT 60 Raw 1.1 second **RT 60 Desired** .8 seconds

Proposal Add absorption to reduce unwanted reflections reducing decay to .8 seconds.

Product	Size	Cost	Qty.	Total
ATS Acoustic Panel	24" X 36"	\$46.95	20	\$939.00
Hanging hardware		\$50	1	\$50
Shipping		\$95.54	1	\$95.54

TOTAL	\$1,084.54
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