

Interlochen Public Library
9411 Tenth Street
231-276-6767
Regular Board Meeting Agenda
6-21-21

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 5-17-21 regular meeting
5. Public Comment (5 minutes per person)
6. Treasurer's Report
 - Review the treasurer's reports for May 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
13. New Business
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)

5/17/2021

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

Roll Call -

Present: Rory Baker, Laurie Bouwman, Mary Beth Hardwicke, Pat Thompson

Absent: Sue Egelus, 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 4/19/2021. Motion made by M. Hardwicke, 2nd L. Bouwman. Motion carried.

Public Comment - No comment

Treasurer's Report

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

Director's Report - Jennifer Thomet

- GL Twp ground breaking ceremony
- Children's room updates and interactive play stations
- Community Mental Health Art Display
- Health and Wellness bread-making class with Bread Lady
- Tea Guessing Game
- June 21 New Hours

Friend's Report - Sara Thompson-

- Annual Plant Sale will be May 29,2021
- Book Sale date to be announced
- The Friends are accepting jewelry donations

TADL Report - No report

Unfinished Business -

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

- The board discussed possible grants to address technology in the community room.

New Business -

- The board discussed Renee Kelchak's retirement luncheon/open house.
- Motion to approve the IPL Audit, motion made by M. Hardwicke, 2nd L. Bouwman. Motion passed.

Adjournment

- Motion to adjourn, motion made by L. Bouwman, 2nd by M. Hardwicke. Motion carried. Meeting adjourned at 10:35.

- Next meeting will be Monday, June 21, 2021 at 10:00 a.m.

Interlochen Public Library

Balance Sheet
As of May 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	156,434.71
101.000.002 MM Gen ChemB 1180	130,776.67
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	411.06
Total Bank Accounts	\$287,747.44
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	\$287,747.44
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	\$287,747.44

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
101.000.202 Accounts Payable	2,235.99
Total Accounts Payable	\$2,235.99
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	\$38,437.72
Total Liabilities	\$38,437.72
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	135,400.11
Total Equity	\$249,309.72
TOTAL LIABILITIES AND EQUITY	\$287,747.44

Interlochen Public Library

Profit and Loss
January - May, 2021

	TOTAL
Income	201,006.00
101.000.581 TADL Millage	
101.000.655 Fines	220.95
101.000.661 Overdue Book Fines	
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	27.54
Total 101.000.665 Interest	33.54
101.000.671 Other	
101.000.672 Donations & Grants	20,000.00
101.000.673 Nutrition Program	6,000.00
101.000.676.03 Green Lake Township	7,733.54
101.000.679 General	33,733.54
Total 101.000.672 Donations & Grants	33,733.54
Total 101.000.671 Other	33,733.54
101.000.676 Operations & Reimbursements	
101.000.676.01 Copier & Fax	1,258.90
Total 101.000.676 Operations & Reimbursements	1,258.90
Total Income	\$236,252.93
GROSS PROFIT	\$236,252.93
Expenses	
101.790.701 Personnel Services	
101.790.703 Salaries	16,523.43
101.790.702 Director	38,446.98
101.790.704 Staff	54,970.41
Total 101.790.703 Salaries	54,970.41
101.790.709 Employer Taxes	4,341.43
Total 101.790.701 Personnel Services	59,311.84
101.790.750 Supplies	
101.790.752 Office & General Supplies	1,482.21
Total 101.790.750 Supplies	1,482.21
101.790.800 Other Services and Charges	
100.790.812 Rentals and Equipment Lease	1,227.22
101.790.801 Accounting & Auditing	4,950.00
101.790.804 Cataloging Services	323.41

	TOTAL
101.790.807 Exterior Bldg. Maintenance	350.00
101.790.807.01 Spring & Fall Clean-up	1,990.00
101.790.807.02 Plowing	165.00
101.790.807.04 Waste Removal	2,505.00
Total 101.790.807 Exterior Bldg. Maintenance	2,505.00
101.790.808 Interior Bldg Maintenance	135.05
101.790 Water Testing	3,180.82
101.790.808.01 Cleaning Service	2,465.78
101.790.808.05 Mechanical	5,781.65
Total 101.790.808 Interior Bldg Maintenance	5,781.65
101.790.810 Payroll Fees	716.00
101.790.816 Contingency	360.81
101.790.840 Insurance	9,463.86
101.790.850 Communications & Software	574.02
101.790.851 Bank & Post Office	3.28
101.790.900 Programs & Public Relations	475.99
101.790.901 Wellness & Nutrition Program	213.07
Total 101.790.900 Programs & Public Relations	689.06
101.790.910 Staff Development	74.12
101.790.915 Memberships & Dues	0.00
101.790.916 Utilities	1,913.76
101.790.920 Electric	3,768.73
101.790.921 Gas	5,682.49
Total 101.790.916 Utilities	5,682.49
Total 101.790.800 Other Services and Charges	32,350.92
101.790.970 Capital Outlay	219.90
101.790.980 Furniture & Equipment	7,053.97
101.790.982 Books	270.03
101.790.985 Audio Visual Materials	163.95
101.790.986 Periodicals	7,707.85
Total 101.790.970 Capital Outlay	7,707.85
Total Expenses	\$100,852.82
NET OPERATING INCOME	\$135,400.11
NET INCOME	\$135,400.11

Interlochen Public Library

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
05/07/2021	Bill Payment (Check)	7945	Center Point Large Print			-23.37
						-23.37
05/07/2021	Bill Payment (Check)	7946	Great Lakes Water Quality Laboratory, Inc			-91.00
						-91.00
05/07/2021	Bill Payment (Check)	7947	Integrity Business Solutions	941466		-92.80
						-92.80
05/07/2021	Bill Payment (Check)	7948	Target Pest Control			-350.00
						-350.00
05/07/2021	Bill Payment (Check)	7949	U.S. Bank Equipment Finance			-181.38
						-181.38
05/24/2021	Bill Payment (Check)	7950	Amazon.com	6045787810451621		-1,305.43
						-1,305.43
05/24/2021	Bill Payment (Check)	7951	U.S. Bank Equipment Finance			-172.74
						-172.74
05/24/2021	Bill Payment (Check)	7952	AT&T Mobility	287301829183		-72.68
						-72.68
05/24/2021	Bill Payment (Check)	7953	Card MemberServices(L)			-1,370.75
						-1,370.75
05/24/2021	Bill Payment (Check)	7954	Center Point Large Print			-91.08
						-91.08
05/24/2021	Bill Payment (Check)	7955	Educational Development Corporation			-16.99
						-16.99
05/24/2021	Bill Payment (Check)	7956	Laura McCain			-38.31
						-38.31
05/24/2021	Bill Payment (Check)	7957	Metcom			-142.73
						-142.73
05/24/2021	Bill Payment (Check)	7958	Pure Water Works			-25.05
						-25.05



JUNE DIRECTOR'S REPORT—JENNIFER THOMET

Meet Local Author Patricia Steele!

IPL's family and community discussion series, Long Road to Recovery, has begun. The first book selected is by local author Patricia Steele. Steele recounts her experience with addiction and recovery in her biography, *The Gift of Second Chances: When Shame Isn't Enough: Seeking Freedom From Addiction*. A special grant from ALA is funding this series: Libraries Transforming Communities.

Janette Ransom and I surveyed the community last fall on what topics are most interesting or relevant to our community. The feedback was firmly in favor of addiction and recovery. So, we applied for this grant opportunity to focus on addiction because that is what we feel will have the strongest and lasting impact on our community.

The topic of addiction doesn't have to be personal.

You do not have to be personally affected by addiction to benefit from this book discussion. This discussion series is about starting conversations based on topics that affect the health and future of our community. It is about learning to connect with others and listening to real people's stories about complex and challenging issues in a safe, judgment-free environment.

It is not our intention for this series to end all drug or alcohol addiction or substance abuse. We understand that participants may not be comfortable sharing their experiences with a group. That is ok. We intend to get the conversation started about how our *community* can learn to relate and be aware of what is affecting so many around us. My goal for this series is to engage our community in a meaningful way that fosters reading, learning, and inspiration.

We are very grateful for this opportunity to gift the community with these books.

The books are free and yours to keep. We are also thankful to our series participants who are willing to try to address a very sensitive topic and to the authors who bravely shared their stories. We hope to see you at our first discussion Thursday, June 17th, from 5-7 p.m. in our Community Room. Our next book in the series, *High Achiever* by Tiffany Jenkins, will be available following the discussion. We encourage you to participate in all four discussions.

Circulation May 2021: 3,331 (May 2019: 5,604)
Hold Transit Counts May: 558 to other libraries, 914 from other libraries to IPL
Programs May 2021: 25; Attendance for May Programs: 418
Patron Count May 2021: 2553
Curbside Pickup May 2021: 15
Questions Answered: 638
Computer Use: 150
New Library Cards Issued in 2021: 59