



PUBLIC NOTICE

The Interlochen Public Library Regular Board Meeting scheduled for August 16, 2021 at 10:00am IPL Community Room

**Interlochen Public Library
9411 Tenth Street
231-276-6767
Regular Board Meeting Agenda
8-16-2021**

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 6-21-21 regular meeting
5. Public Comment (5 minutes per person)
6. Treasurer's Report
 - Review the treasurer's reports for June & July 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
 - Board vacancy and possible change of day and time board meetings are held.
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)
6/21/2021**

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 L. Bouwman, 2nd, M. Hardwicke., Motion carried.

Minutes -

- Motion made to approve Minutes from 5/17/2021. Motion made by M. Hardwicke, 2nd R. Baker. Motion carried.

Public Comment - No comment

Treasurer's Report

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

Director's Report - Jennifer Thomet

- Summer Reading Club begins June 30, 2021
- Norte Bikes
- Nuts and Bolts Guessing Game/Free Golf
- June 21 New Hours
- Food Support Program/Meal Kits
- Regular programming events are in full swing.

Friend's Report - Sara Thompson-

- Annual Book Sale will be June 26, 27, 2021
- September 20 Annual Pot-luck/Meeting
- The Friends are accepting jewelry donations
- \$5,000 was raised from the plant sale
- September 20 Annual PotLuck

TADL Report - No report

Health and Wellness Report—

- ALA program is going well and is well attended by the community. Representatives from area agencies are attending and getting the word out about the services this area can provide.
- Janette has programs each month scheduled. Two with MSU Extension Office, and a program for youth.

Unfinished Business -

- Update on the acoustic panels in the community room. Option of personalizing the panel is being discussed or color choice.
- TADL service contract committee will meet with TADL board members.

New Business –**Adjournment**

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

- Next meeting will be Monday, August 16, 2021 at 10:00 a.m.

Interlochen Public Library

Balance Sheet

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	143,307.87
101.000.002 MM Gen ChemB 1180	130,782.05
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	411.06
Total Bank Accounts	\$274,625.98
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	\$274,625.98
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	\$274,625.98

	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	124,514.64
Total Equity	\$238,424.25
TOTAL LIABILITIES AND EQUITY	\$274,625.98

Interlochen Public Library

Profit and Loss

January - June, 2021

	TOTAL
Income	
101.000.540 State Aid	2,487.02
101.000.581 TADL Millage	201,006.00
101.000.655 Fines	
101.000.661 Overdue Book Fines	280.95
Total 101.000.655 Fines	280.95
101.000.665 Interest	
101.000.665.01 Endowment	0.00
101.000.665.02 MML Dividend	392.00
101.000.665.03 Money Market and CD's	32.92
Total 101.000.665 Interest	424.92
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	8,008.54
Total 101.000.672 Donations & Grants	34,008.54
Total 101.000.671 Other	34,008.54
101.000.676 Operations & Reimbursements	
101.000.676.01 Copier & Fax	1,566.90
101.000.676.05 Rental Space	45.00
101.000.676.06 TADL Insurance	900.00
Total 101.000.676 Operations & Reimbursements	2,511.90
Total Income	\$240,719.33
GROSS PROFIT	\$240,719.33
Expenses	
101.790.701 Personnel Services	
101.790.703 Salaries	
101.790.702 Director	20,061.89
101.790.704 Staff	46,174.10
Total 101.790.703 Salaries	66,235.99
101.790.709 Employer Taxes	5,203.25
Total 101.790.701 Personnel Services	71,439.24
101.790.750 Supplies	
101.790.752 Office & General Supplies	1,915.61
Total 101.790.750 Supplies	1,915.61
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	
101.790.807.01 Spring & Fall Clean-up	350.00
101.790.807.02 Plowing	1,990.00
101.790.807.04 Waste Removal	165.00
Total 101.790.807 Exterior Bldg. Maintenance	2,505.00
101.790.808 Interior Bldg Maintenance	
101.790 Water Testing	135.05
101.790.808.01 Cleaning Service	3,740.82
101.790.808.05 Mechanical	2,490.83
Total 101.790.808 Interior Bldg Maintenance	6,366.70
101.790.810 Payroll Fees	841.20
101.790.816 Contingency	377.79
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	567.61
101.790.901 Wellness & Nutrition Program	213.07
Total 101.790.900 Programs & Public Relations	780.68
101.790.910 Staff Development	74.12
101.790.915 Memberships & Dues	373.82
101.790.916 Utilities	
101.790.920 Electric	1,913.76
101.790.921 Gas	3,768.73
Total 101.790.916 Utilities	5,682.49
Total 101.790.800 Other Services and Charges	33,543.59
101.790.970 Capital Outlay	
101.790.980 Furniture & Equipment	1,418.90
101.790.982 Books	7,453.37
101.790.985 Audio Visual Materials	270.03
101.790.986 Periodicals	163.95
Total 101.790.970 Capital Outlay	9,306.25
Total Expenses	\$116,204.69
NET OPERATING INCOME	\$124,514.64
NET INCOME	\$124,514.64

Interlochen Public Library

Check Detail

June 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
06/01/2021	Bill Payment (Check)	7959	D & W Mechanical			-1,771.46
						-1,771.46
06/01/2021	Bill Payment (Check)	7960	Integrity Business Solutions	941466		-89.53
						-89.53
06/01/2021	Bill Payment (Check)	7961	Michigan Municipal League Liability			-375.00
						-375.00
06/18/2021	Bill Payment (Check)	7962	AT&T Mobility	287301829183		-72.68
						-72.68
06/18/2021	Bill Payment (Check)	7963	Center Point Large Print			-91.08
						-91.08
06/18/2021	Bill Payment (Check)	7964	Delta Township District Library			-16.98
						-16.98
06/18/2021	Bill Payment (Check)	7965	L.A. Professional Cleaning			-560.00
						-560.00
06/18/2021	Bill Payment (Check)	7966	Pure Water Works			-25.05
						-25.05
06/18/2021	Bill Payment (Check)	7967	Amazon.com	6045787810451621		-1,959.66
						-1,959.66
06/18/2021	Bill Payment (Check)	7968	Michigan Library Association	7808		-373.82
						-373.82

Interlochen Public Library

Balance Sheet
As of July 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	150,174.98
101.000.002 MM Gen ChemB 1180	130,787.60
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	411.06
Total Bank Accounts	\$281,498.64
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	\$281,498.64
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	\$281,498.64

	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	131,387.30
Total Equity	\$245,296.91
TOTAL LIABILITIES AND EQUITY	\$281,498.64

Interlochen Public Library

Profit and Loss
January - July, 2021

	TOTAL
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Income	
101.000.540 State Aid	2,487.02
101.000.581 TADL Millage	201,006.00
101.000.655 Fines	
101.000.659 GT County	9,815.23
101.000.661 Overdue Book Fines	368.78
Total 101.000.655 Fines	10,184.01
101.000.665 Interest	
101.000.665.01 Endowment	0.00
101.000.665.02 MML Dividend	392.00
101.000.665.03 Money Market and CD's	38.47
Total 101.000.665 Interest	430.47
101.000.671 Other	
101.000.672 Donations & Grants	
101.000.673 Nutrition Program	20,000.00
101.000.676.02 Friends of IPL	20,000.00
101.000.676.03 Green Lake Township	6,000.00
101.000.679 General	8,297.24
Total 101.000.672 Donations & Grants	54,297.24
Total 101.000.671 Other	54,297.24
101.000.676 Operations & Reimbursements	
101.000.676.01 Copier & Fax	1,865.36
101.000.676.05 Rental Space	120.00
101.000.676.06 TADL Insurance	900.00
Total 101.000.676 Operations & Reimbursements	2,885.36
Total Income	\$271,290.10
GROSS PROFIT	\$271,290.10
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Expenses	
101.790.701 Personnel Services	
101.790.703 Salaries	
101.790.702 Director	25,369.58
101.790.704 Staff	57,830.56
Total 101.790.703 Salaries	83,200.14
101.790.709 Employer Taxes	6,500.99
Total 101.790.701 Personnel Services	89,701.13
101.790.750 Supplies	
101.790.752 Office & General Supplies	2,367.38
Total 101.790.750 Supplies	2,367.38

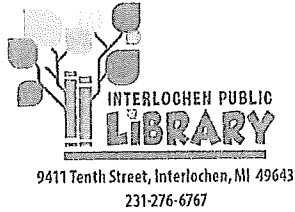
	TOTAL
101.790.800 Other Services and Charges	
100.790.812 Rentals and Equipment Lease	1,737.59
101.790.801 Accounting & Auditing	5,090.00
101.790.804 Cataloging Services	323.41
101.790.807 Exterior Bldg. Maintenance	
101.790.807.01 Spring & Fall Clean-up	1,027.00
101.790.807.02 Plowing	1,990.00
101.790.807.03 Mowing	210.00
101.790.807.04 Waste Removal	198.00
Total 101.790.807 Exterior Bldg. Maintenance	3,425.00
101.790.808 Interior Bldg Maintenance	
101.790 Water Testing	135.05
101.790.808.01 Cleaning Service	4,634.70
101.790.808.05 Mechanical	2,504.85
Total 101.790.808 Interior Bldg Maintenance	7,274.60
101.790.810 Payroll Fees	1,029.00
101.790.816 Contingency	411.16
101.790.840 Insurance	9,463.86
101.790.850 Communications & Software	605.80
101.790.851 Bank & Post Office	3.28
101.790.900 Programs & Public Relations	1,039.30
101.790.901 Wellness & Nutrition Program	213.07
Total 101.790.900 Programs & Public Relations	1,252.37
101.790.910 Staff Development	74.12
101.790.915 Memberships & Dues	373.82
101.790.916 Utilities	
101.790.920 Electric	2,957.90
101.790.921 Gas	4,333.07
Total 101.790.916 Utilities	7,290.97
Total 101.790.800 Other Services and Charges	38,354.98
101.790.970 Capital Outlay	
101.790.980 Furniture & Equipment	1,418.90
101.790.982 Books	7,544.45
101.790.985 Audio Visual Materials	270.03
101.790.986 Periodicals	245.93
Total 101.790.970 Capital Outlay	9,479.31
Total Expenses	\$139,902.80
NET OPERATING INCOME	\$131,387.30
NET INCOME	\$131,387.30

Interlochen Public Library

Check Detail

July 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
07/02/2021	Bill Payment (Check)	7972	Card MemberServices(L)			-943.38
						-943.38
07/02/2021	Bill Payment (Check)	7973	Integrity Business Solutions	941466		-165.77
						-165.77
07/02/2021	Bill Payment (Check)	7969	U.S. Bank Equipment Finance			-172.74
						-172.74
07/02/2021	Bill Payment (Check)	7974	L.A. Professional Cleaning			-560.00
						-560.00
07/23/2021	Bill Payment (Check)	7975	DEMCO, Inc.			-286.00
						-286.00
07/23/2021	Bill Payment (Check)	7976	U.S. Bank Equipment Finance			-219.85
						-219.85
07/23/2021	Bill Payment (Check)	7977	AT&T Mobility	287301829183		-72.68
						-72.68
07/23/2021	Bill Payment (Check)	7978	Center Point Large Print			-91.08
						-91.08
07/23/2021	Bill Payment (Check)	7979	Joe Shipman			-210.00
						-210.00
07/23/2021	Bill Payment (Check)	7980	Pure Water Works			-14.02
						-14.02
07/23/2021	Bill Payment (Check)	7981	Redburn, Susanne			-16.43
						-16.43
07/23/2021	Bill Payment (Check)	7982	Universal Cleaners, LLC			-205.80
						-205.80
07/23/2021	Bill Payment (Check)	7983	X-Chemical Specialties North LLC			-128.08
						-128.08
07/23/2021	Bill Payment (Check)	7984	Card MemberServices(L)			-2,162.59
						-2,162.59



AUGUST DIRECTOR'S REPORT—JENNIFER THOMET

Have you ever felt as if you've been hit by a truck?

As a new library director, I have stumbled, been humbled, and at times been overwhelmed. With a family at home and balancing working life with my personal life (let's not forget the pandemic stress), I often feel like I've been hit by a truck. *Oh, wait, that actually happened.* Well, not to me per se. IPL got hit by a truck. But that sure felt personal.

Why so dramatic, Jennifer?

IPL isn't *just* a beautiful building. It's more than just a structure; it's a haven for a lot of people. It is the center of our community. It is a visual reminder of how hard people worked for our community to grow and prosper. It is the promise to our children that their future is bright and that we can do better and become a stronger, healthier community.

"Look for the helpers. You will always find people who are helping." Fred Rogers

The outpouring of support from our community right after the accident is a real testament to how well-loved our library is. I want to make a HUGE shout-out to our fantastic emergency services and first responders, as well as the great people at Green Lake Township and our Township Supervisor, Marve Radtke. Not to mention the volunteers and staff that helped us secure the building, and Spence Brothers, who came straight away to ensure our building was structurally safe, our patrons called to see if we were alright, and members of TADL and the other member libraries.

Sometimes life changes our narratives for us.

When our situations change dramatically, it can be confusing, upsetting, and challenging. Over the last year and a half, many of our routines have become complicated or obsolete, and we may feel like *we're no longer considered*. But that is not true of our community. We are proving to be very adaptable, strong, and considerate. I am proud of this community and how well everyone responded to our situation. Our patrons showed us nothing but kindness, understanding, and consideration as we *once again* changed how we serve the public.

Things could have been so much worse.

My first thought wasn't regarding the building; it was about the people involved in the crash. Earlier that day was the Pizza Party Kick-Off for Summer Reading and Norte Bikes in the Community Room. My only explanation for why we happened to empty at that time is because it was the first sunny day we'd had in a while. We usually are packed in the library. *I have never been so grateful to have an empty library as I was at that moment.* It is the people that matter most, and luckily no one was seriously hurt. We may have been hit by a truck, both literally and figuratively, but we're still standing. Our building will be repaired, our lawn will grow back, and we will be ok.

Circulation June 2021: 4,366; July 2021: 5,336 (May 2019: 5,604)

Hold Transit Counts (June 2021) July: (667) 579 to other libraries, (1014) 774 from other libraries to IPL

Programs: July 2021: 50; Attendance for July Programs: 424; **Summer Reading Club: 4 Programs, 254 General Attendance**

Patron Count: June 2021: 4058; July 2021: 4116

Curbside Pickup: June 2021: 12; July: 89

Questions Answered: June 1026; July 1118

Computer Use: June 147; July 170

New Library Cards Issued in June 32; July: 35

ALA's Libraries Transforming Community Book Discussion

Thank You to our participants!

In our first discussion, the group shared their personal stories in a judgment-free environment. *These stories were raw, emotional, and very real.* Each participant showed a mutual feeling of respect, allowing the group to continue sharing and diving deeper, making our discussion meaningful and impactful.

July's book series discussion built on the progress we made in June. The group felt comfortable with one another, which led to a discussion that defined terminology based on substance misuse. We were able to discuss more openly and objectively, which promises an exciting meeting for August. We will focus on how substance misuse affects our community and how the library fits in with local resources geared towards recovery and prevention.

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.

Each participant's experience is unique.

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. Thanks to a special grant from ALA: Rural Libraries Transforming Communities. The books are free and yours to keep. We are also thankful to our series participants willing to try and address a very sensitive topic and to the authors who bravely shared their stories. We are so grateful to all that joined our previous discussions and hope you can participate on Thursday, August 19th.

We hope you can join us in our next book in the series, *The Big Hustle* by Jim Wahlberg.

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