



## PUBLIC NOTICE

**The Interlochen Public Library Regular Board Meeting  
scheduled for March 20<sup>th</sup>, 2023 at 10:00am  
IPL Conference Room, Interlochen Public Library  
9411 Tenth Street  
231-276-6767**

### **Regular Board Meeting Agenda 3-20-23**

**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 1-16-23
5. Public Comment (5 minutes per person)
6. Treasurer's Report
  - Review the treasurer's reports for January and February 2023
7. Director's Report
8. Friends Report
9. TADL Report
10. Health and Wellness Report
11. Facilities Report
  - Interior design update.
12. Unfinished Business
13. New Business
  - Electronic sign
  - Donor bricks and donor recognition opportunities
  - Art Donation
  - Endowment
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)  
1/16/2023**

**Call to Order:** At 10:0 a.m. by President Pat Thompson

**Roll Call -**

Present: Laurie Bouwman, Sue Egelus, Ethan Fitzpatrick, Mary Beth Hardwicke,  
Pat Thompson

Absent: Rory Baker (excused)

**Approval of Agenda -**

- Motion to approve the Agenda. Motion made by M. Hardwicke, 2nd, S. Egelus;  
Motion carried.

**Minutes -**

- Motion made to approve Minutes of 12/19/2022. Motion made by M. Hardwicke; 2nd L.  
Bouwman: Motion carried.

**Annual Meeting -**

- Election of Officers- Motion to maintain current Officers for 2023 made by M.  
Hardwicke, 2nd L. Bouwman; Motion carried.
- Committee Appointments- Motion to continue with the current Committee  
Appointments. Motion made by E. Fitzpatrick, 2nd L. Bouwman: Motion carried.
- Approval of Board Meeting Schedule as presented: Motion made by L. Bouwman,  
2nd by M. Hardwicke: Motion carried.
- Closure Dates- Motion to follow closure dates with correction of All District  
Inservice. Motion made by M. Hardwicke, 2nd E. Fitzpatrick: Motion carried.

**Public Comment -** No comment

**Treasurer's Report -**

- The board reviewed and discussed the Treasurer's report for December 2022.
- Motion to transfer funds of end of year balance into the general fund. Motion made by  
M. Hardwicke, 2nd L. Bouwman. Roll call vote: L. Bouwman: Yes, S. Egelus: Yes, E.  
Fitzpatrick: Yes, M. Hardwicke: Yes, P. Thompson: Yes. Motion carried.

**Director's Report -** Jennifer Thomet

- See Attached

**Friend's Report -**

- Souper Saturday, Saturday January 28, 2023 11 am to 2 pm

**TADL Report -**

- Michele is pleased to report they have a new sign outside of the library.
- Woodmere also has completed a Story Walk that wraps around the building.
- Their next project will be updating restrooms and the front yard.
- SRC program planning is in progress.

**Health and Wellness Report -**

- The current grant runs out soon. We will re-apply for another grant to continue our ongoing programs.
- Our emphasis on Health and Wellness is on being active, nutritional education, cooking and learning.
- We are hoping to add another teen cooking class as well.

**Facilities Report -**

- Ethan and Jennifer are pleased with the security/ fire alarm system updates. The system alerted us to a need with the furnace.
- We are looking at the AV system and other options for our sound system.

**Unfinished Business -****New Business -**

**Public Comment -** no public comment

**Adjournment -**

- Motion to adjourn 10:45 a.m. Motion made by: S. Egelus, 2nd M. Hardwicke; Motion carried.
- Next meeting will be held March 20, 2023.

# Interlochen Public Library

## Balance Sheet

As of February 28, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	91,508.25
101.000.002 MM Gen ChemB 1180	311,117.84
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	431.61
<b>Total Bank Accounts</b>	<b>\$403,182.70</b>
Accounts Receivable	
101.000.040 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
101.000.011 Undeposited Funds	0.00
101.000.123 Prepaid Expenses	3,043.33
<b>Total Other Current Assets</b>	<b>\$3,043.33</b>
<b>Total Current Assets</b>	<b>\$406,226.03</b>
Fixed Assets	
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>\$406,226.03</b>
<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
101.000.220 Unearned Revenue	0.00
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
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>

# Interlochen Public Library

## Balance Sheet

As of February 28, 2023

	TOTAL
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>
101.000.388 Expendable Endowment	1,000.00
101.000.390 Unrestricted Fund Balance	186,350.16
101.000.399 Opening Balance Equity	0.00
Net Income	218,875.87
<b>Total Equity</b>	<b>\$406,226.03</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$406,226.03</b>

# Interlochen Public Library

## Profit and Loss

January - February, 2023

	TOTAL
<b>Income</b>	
101.400.401 Taxes	
101.400.402 TADL Millage	231,953.00
<b>Total 101.400.401 Taxes</b>	<b>231,953.00</b>
101.400.580 Contributions from Local Units	
101.400.584 Nutrition Program	22,535.03
<b>Total 101.400.580 Contributions from Local Units</b>	<b>22,535.03</b>
101.400.600 Charges for Services	
101.400.601 Copier & Fax	642.40
101.400.602 Rental Space	260.00
<b>Total 101.400.600 Charges for Services</b>	<b>902.40</b>
101.400.655 Fines	
101.400.657 Overdue Book Fines	188.56
<b>Total 101.400.655 Fines</b>	<b>188.56</b>
101.400.664 Interest	
101.400.667 Money Market and CD's	100.69
<b>Total 101.400.664 Interest</b>	<b>100.69</b>
101.400.672 Donations and Other Income	
101.400.674 General Donation	4,358.30
<b>Total 101.400.672 Donations and Other Income</b>	<b>4,358.30</b>
<b>Total Income</b>	<b>\$260,037.98</b>
<b>GROSS PROFIT</b>	<b>\$260,037.98</b>
<b>Expenses</b>	
101.750.701 Personnel Services	
101.750.702 Salaries	
101.750.702.01 Director	6,448.08
101.750.702.02 Staff	15,362.07
<b>Total 101.750.702 Salaries</b>	<b>21,810.15</b>
101.750.703 Employer Taxes	1,668.47
101.750.704 Payroll Fees	347.60
<b>Total 101.750.701 Personnel Services</b>	<b>23,826.22</b>
101.750.726 Supplies	124.68
101.750.727 Office & General Supplies	702.34
<b>Total 101.750.726 Supplies</b>	<b>827.02</b>
101.750.800 Other Services and Charges	
101.750.801 Rentals and Equipment Lease	639.45
101.750.802 Accounting & Auditing	85.00

# Interlochen Public Library

Profit and Loss  
January - February, 2023

	TOTAL
101.750.804 Exterior Bldg. Maintenance	
101.750.804.02 Plowing	1,435.00
101.750.804.04 Waste Removal	37.24
<b>Total 101.750.804 Exterior Bldg. Maintenance</b>	<b>1,472.24</b>
101.750.805 Interior Bldg Maintenance	
101.750.805.01 Cleaning Service	1,862.64
101.750.805.02 Mechanical	563.22
101.750.805.04 Fire Suppression	305.00
<b>Total 101.750.805 Interior Bldg Maintenance</b>	<b>2,730.86</b>
101.750.807 Communications & Software	367.86
101.750.808 Bank Fees & Post Office	103.92
101.750.809 Programs & Public Relations	1,621.63
101.750.809.01 Wellness & Nutrition Program	1,025.05
<b>Total 101.750.809 Programs &amp; Public Relations</b>	<b>2,646.68</b>
101.750.810 Memberships & Dues	59.45
101.750.811 Utilities	
101.750.811.01 Electric	477.70
101.750.811.02 Gas	1,378.80
<b>Total 101.750.811 Utilities</b>	<b>1,856.50</b>
<b>Total 101.750.800 Other Services and Charges</b>	<b>9,961.96</b>
101.750.970 Capital Outlay	
101.750.971 Furniture & Equipment	189.66
101.750.972 Books	6,178.15
101.750.973 Audio Visual Materials	101.61
101.750.974 Periodicals	77.49
<b>Total 101.750.970 Capital Outlay</b>	<b>6,546.91</b>
<b>Total Expenses</b>	<b>\$41,162.11</b>
<b>NET OPERATING INCOME</b>	<b>\$218,875.87</b>
<b>NET INCOME</b>	<b>\$218,875.87</b>

# Interlochen Public Library

## Check Detail

January 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
01/04/2023	Bill Payment (Check)	8243	Ann Wallace.			-49.17
						-49.17
01/04/2023	Bill Payment (Check)	8244	Budget Library Supplies			-89.50
						-89.50
01/04/2023	Bill Payment (Check)	8245	D & W Mechanical			-535.00
						-535.00
01/04/2023	Bill Payment (Check)	8246	Integrity Business Solutions	941466		-35.18
						-35.18
01/04/2023	Bill Payment (Check)	8247	Summit Companies			-305.00
						-305.00
01/04/2023	Bill Payment (Check)	8248	Universal Cleaners, LLC			-1,034.80
						-1,034.80
01/04/2023	Bill Payment (Check)	8249	U.S. Bank Equipment Finance			-185.35
						-185.35
01/04/2023	Bill Payment (Check)	8250	Grand Traverse Nursery Sales, Inc.			-715.00
						-715.00
01/31/2023	Bill Payment (Check)	8251	Amazon.com	6045787810451621		-2,380.48
						-2,380.48
01/31/2023	Bill Payment (Check)	8252	DEMCO, Inc.			-91.00
						-91.00
01/31/2023	Bill Payment (Check)	8253	Public Libraries of Saginaw	OCLC019		-16.50
						-16.50
01/31/2023	Bill Payment (Check)	8254	U.S. Bank Equipment Finance			-364.62
						-364.62
01/31/2023	Bill Payment (Check)	8255	Card MemberServices(L)			-2,621.11
						-2,621.11
01/31/2023	Bill Payment (Check)	8256	Center Point Large Print			-95.88
						-95.88
01/31/2023	Bill Payment (Check)	8257	Cherry Lake Publishing			-3,500.00
						-3,500.00
01/31/2023	Bill Payment (Check)	8258	Enfold Systems, Inc.	Interlochen Public Library		-212.40
						-212.40
01/31/2023	Bill Payment (Check)	8259	Mason County District Library			-18.00
						-18.00
01/31/2023	Bill Payment (Check)	8260	Redburn, Susanne			-50.45
						-50.45

1.000.005 Imprest Checking



# Interlochen Public Library

Check Detail

January 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/18/2023	Check	1155 Tom's Foods Market			-41.47
			Food for class		41.47

# Interlochen Public Library

## Check Detail

February 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001 General Ckng ChemB 0420						
02/02/2023	Bill Payment (Check)	8261	Integrity Business Solutions	941466		-142.05
						-142.05
02/02/2023	Bill Payment (Check)	8262	Universal Cleaners, LLC			-827.84
						-827.84
02/15/2023	Bill Payment (Check)	8263	Amazon Capital Services			-1,318.24
						-1,318.24
02/15/2023	Bill Payment (Check)	8264	Center Point Large Print			-95.88
						-95.88
02/15/2023	Bill Payment (Check)	8265	Dynamic School Assemblies			-1,485.00
						-1,485.00
02/15/2023	Bill Payment (Check)	8266	Pure Water Works			-28.22
						-28.22
02/15/2023	Bill Payment (Check)	8267	Redburn, Susanne			-38.09
						-38.09
02/15/2023	Bill Payment (Check)	8268	Grand Traverse Nursery Sales, Inc.			-720.00
						-720.00
101.000.005 Imprest Checking						
02/11/2023	Check	1156	Sam's Club			-96.17
				Food and cleaning wipes for cooking class		96.17



## MARCH DIRECTOR'S REPORT—JENNIFER THOMET

### **The Parking Lot is Full.**

**Interior design update.** I met with Brad and gave him all the information I could. He hoped Cornerstone would release the CAD file, but the blueprints will work out. Brad said we could use some of our metal shelves to lower the price significantly. We're looking at having this done around August and early September. We will not need to shut the library down.

### **Renters**

We have many renters already booked for the spring and summer. ICA is back hosting their writers' workshop here in June. With all these bookings, we lighten up our Saturday programs in the summer.

### **Programs**

#### **H&W Be Healthy, Be Active Community Cooking Workshops & Reader Chef, Jr**

We are going strong with these programs. Susanne and I are working on a Summer Sizzles Cooking Class featuring fun and healthy grilling entries. Kids can Cook will begin every other Thursday during the summer for elementary-aged children.

Jane from MSU is excited to join Susanne for Cooking for One this fall. Jane will provide the nutrition side of the program, and Susanne will lead the cooking portion.

**MLK STEAM and Book Bags** gave out 30 bags to children. Each bag had a book and a STEAM activity. Newton's Road and United Way provided the materials.

**Winterlochen** was a lot of fun. I quickly ran out of marketing materials and candy. I had two volunteers with me, and we each read a story. Kids stayed and listened to all three stories and even came back later to listen again. This was great exposure for IPL.

**Jewelry Making Workshop** Was a success with 27 people. It was a great pairing with Sue Shipman providing a bead class while other participants had explorative creative time.

**Souper Saturday** was great. 75 people came and over \$800 was donated.

**Family STEAM Day** was terrific. We had over 75 participants. Families stayed for longer than 90 minutes. We had three raffle prizes and one prize for the tallest tower. We had pizza and chips as well. MiSteam Network, MSU Extension Office, and NorthEd were there to help.

Circulation Jan: 5,835 Feb: 5,288

Hold Transit Counts Jan: 706; Feb: 549 to other libraries; Jan:874; Feb: 746 from other libraries to IPL

Programs: Jan:62, 928; Feb: 55 programs, 888 General Attendance

Patron Count: Jan:3554; Feb: 3287

Questions Answered: Jan: 916; Feb:

Computer Use: Jan: 188; Feb:172

Total New Library Cards Issued in Jan: 20; Feb:15

Field Trips IPL is an excellent place for the local private schools to host field trips. We have had several this year for research projects.

Take and Makes are going strong; Kristy is doing a great job working with Sharon to ensure we have enough to go out and that children have art projects in the children's room.

### **Upcoming Programs**

**Autism Awareness presentation on April 13th by NorthEd at 10:30**

**Special Earth Day Take and Make**

**ICA Benefit Concert is Friday, April 21st.**

**Earth day Clay Space program April 22nd**

**Boater's Safety** is April 15th, 9 am-4 pm. Michigan DNR is teaching the class.

**Sushi Class**

### **Other**

- Audit was great.
- I did apply for a 10,000-20,000 ALA Grant.
- I am working with Anne Marie Ooman for another grant opportunity for a writers' series.

Hi Linda,

Here's information regarding the Mills Community House reader board sign. The sign was installed in Jan. 2017 & our costs were as follows.

**\$ 3,053.00 Westcott Masonry, Beulah, 231-882-4966.**  
**For the brickwork.**

\$18,132.00 Amor Sign Studios, Manistee, 1-844-922-2667.

**For electronic sign and back-lighted fixed sign**

**\$ 2,263.75 Glen Lake Electric for hookup**

\$ 100.00 Village of Benzonia sign permit

\$23,548.75 TOTAL

We are very happy with the sign & have gotten very positive feedback from the community. It has also increased attendance at a variety of events at the Mills Community house & the Benzonia Public Library. The sign is programmed via wifi from a laptop in the building. Programming isn't too difficult especially if you're not trying to schedule more than 5 or 6 events in advance.



MILLS  
COMMUNITY HOUSE  
BENZONIA PUBLIC LIBRARY

For  
the  
by  
the

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## Rain Garden Plaque

2 messages

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Robert Russell <robertrussel@gmail.com>  
To: JThomet@tadl.org

Tue, Feb 28, 2023 at 7:18 PM

Good Evening,

I finally got my son to send some examples of his work. I have attached them. Two are without paint and two are with paint. He can make them any size. He can mock up what the current plaque would look like. They are carved on 1/2" Corian.

Let me know what you think,

Robert

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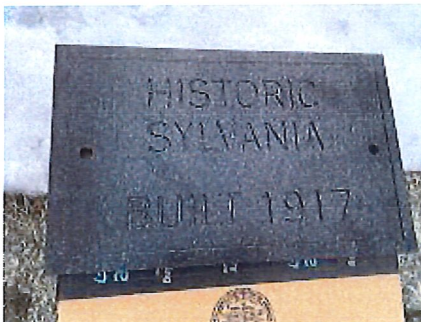
### 4 attachments



corianexamples - 1.jpg  
299K



corianexamples - 2.jpg  
327K



IMG\_4825.jpg  
785K



IMG\_4832.jpg  
803K

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**Jennifer Thomet** <jthomet@tadl.org>  
To: Robert Russell <robertrussel@gmail.com>

Thu, Mar 2, 2023 at 2:04 PM

Thank you so much; these look great! I'm putting this on our March Board meeting agenda, which is March 20th at 10am. I'll be in touch after the meeting. Our meetings are open to the public if you'd like to join.

Thanks again,  
Jennifer

[Quoted text hidden]

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Interlochen Public Library  
9411 Tenth St  
Interlochen MI 49643  
231-276-6767  
[jthomet@tadl.org](mailto:jthomet@tadl.org)





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## Interlochen Public Library Audit

3 messages

Angie Kopriva <akopriva@bcbcpa.com>

Tue, Feb 7, 2023 at 3:53 PM

To: Jennifer Thomet <jthomet@tadl.org>

Cc: "laurieatIPL@gmail.com" <laurieatIPL@gmail.com>, "patatipl@gmail.com" <patatipl@gmail.com>, "marybethatipl@gmail.com" <marybethatipl@gmail.com>

Hi Jen,

I wanted to follow up with you on our endowment conversation we were having during fieldwork. It sounds like a patron contributes annually, and notes on their check they wish the funds contributed to go to the Library's "endowment fund", which does not exist.

An endowment is setup with paper work from the donor, which is typically a trust document or other written document that lays out the donor's intent of the funds. With the lack of paperwork, these funds I would imagine would be recorded as regular donations, or the Board would have to decide if they need to make contact with the donor who is contributing to the "endowment" asking them if it's a general donation, or if they want to do the paper work to setup an endowment (there is a document you would create that specifies how much is principal and has to be retained, and what earnings can be spent on, etc.). This may be a question for the Library attorney, or the donor may just have intent to have it be a general Library donation, in which case nothing would need to be done, and their donation would just get posted to regular donations.

For 2023, I would recommend the Library decide how they want to handle this in the future. I think there are a few options:

1. Get with the Community Foundation and see what their policies are for setting up an endowment with the Community Foundation for the Interlochen Public Library. They hold endowment funds for many local Organizations (and Library's). They may have minimums in place to setup the endowment, etc. but they would be able to guide the Library on how to get that setup, if the Board is interested. Community Foundations are typically the best option, because Library's are limited on what they can invest funds in by the State of Michigan, whereas a nonprofit like the Community Foundation, is not, and they can get better returns on investments. The earnings likely would be so small (unless you have a significant donation(s) that the cost could potentially far outweigh the benefit of setting one up internally.
2. Check with your local Friends of the Library to see if they accept endowment donations, and pass through grants to the Interlochen Public Library accordingly.
3. Or, if the Library receives a donation for an "endowment fund" in the future, the Library needs to have communication with that donor that the Library does not have an endowment fund, but the donation can have general restrictions on it (for example this is for building improvements and can only be spent on capital improvements). This would be totally acceptable, and the Director would track donations received for "capital improvements" and money spent on "capital improvements". Then we would review those at year end audit time each year. Capital improvements is just an example.

I know there are some local libraries who have endowments setup at the Grand Traverse Regional Community Foundation, that may be a good place to start and inquire, see if it's something the Board wants to proceed with. You could also consult with the Library's attorney, they may be aware of some other options, that I am not when it comes to setting up an endowment. The most common way I've seen in my 20 years is setting it up with the Community Foundation, however.

I wanted to email you and a few board members my thoughts on this, and I'm available for any questions, just let me know! I'm happy to offer any assistance I can in answering endowment related questions, and if I can't answer them, hopefully I can point you in the right direction.

Thank you for all of your help with the audit fieldwork, the audit went great, and we really appreciate you scanning and emailing us documents ahead of time!

*Angie K. Kopriva, CPA*

Baird, Cotter & Bishop, P.C. | Office: 231.775.9789 | Fax: 231.775.9749

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[Click here](#) to upload sensitive files.



**Baird, Cotter & Bishop, P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

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Pat Thompson <patatipl@gmail.com>

Tue, Feb 7, 2023 at 4:38 PM

Cc: Jennifer Thomet <jthomet@tadl.org>, laurieatipl@gmail.com, marybethatipl@gmail.com

Jennifer, looks like a question for our attorney.

Angie was certainly thorough in her explanations. I am impressed with her thoughtfulness for the library. She does a great job on our audits.

Put it on our agenda for March as the board needs to weigh in. Please send the board a copy of her findings in the board packet, they they can read it ahead of time.

Many thanks