



PUBLIC NOTICE

**The Interlochen Public Library Regular Board Meeting
scheduled for January 16-2023 at 10:00am
IPL Conference Room, Interlochen Public Library
9411 Tenth Street
231-276-6767**

Regular Board Meeting Agenda 1-16-23

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 12-19-22
5. Annual Meeting
 - Election of Officers
 - Committee Appointments
 - Approval of Board Meeting Schedule February 2023 – January 2024
 - Discuss/Approve IPL 2023 Closure dates & January 2024 Closure dates
6. Public Comment (5 minutes per person)
7. Treasurer's Report
 - Review the treasurer's reports for December 2022
8. Director's Report
9. Friends Report
10. TADL Report
11. Health and Wellness Report
12. Facilities Report
13. Unfinished Business
14. New Business
15. Public Comment (5 minutes per person)
16. 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)
12/19/2022**

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

Roll Call -

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

Absent:

Approval of Agenda -

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

Minutes -

- Motion made to approve Minutes of 11/21/2022 continue . Motion made by E.
Fitzpatrick; 2nd M. Hardwicke: Motion carried.

Public Comment - No comment

Treasurer's Report -

- The board reviewed and discussed the Treasurer's report for November 2022.

Director's Report - Jennifer Thomet

Caroling party at IPL was a lot of fun. We had 35 in attendance. We reached all generations. A new mother stayed with her infant and an elderly couple enjoyed the program. A lady approached Sharon after and said this "really made my holiday." She was a gifted singer, and stayed to make ornaments with kids. The gingerbread houses were a hoot. A little girl made a beach house instead. The kids could show their creativity.

Art with Heart was a great opportunity for both the group and for the community. About 10 paintings were sold. The patrons loved this, we received many wonderful comments. They are donating some of the proceeds to IPL.

Upcoming Programs

Santa is Coming to Tot Time on December 22nd. Santa will arrive at 10 am. Families are welcome to join these tots for a special visit to IPL's Tot Time.

Tween and STEAM I am working with staff on creating Tween Mystery Boxes similar to what TADL offers, but specialized to our community and patrons. These boxes will have a craft or activity the tweens can complete, but also a book or audio book. They will return the box and the books, but keep the rest. I believe this will help us reach a demographic that is underserved, either by not having access to the library or scheduling conflicts.

Sushi classes with Brian will start next year. I think a three part Asian cuisine courses will be fun. And a possible beer tasting program this summer.

Friend's Report –

- Light Up Interlochen 275 goodie bags were passed out.
- Holiday Book Sale is going well.
- Seasonal Appeal letter is finished.
- Souper Saturday is on for January 2023
- Plant Sale is being planned for May 27th, changing presale and pick up two weeks early here at IPL.
- Online Book Sale.
- Collecting for the Mitten Tree.

TADL Report - No report

Health and Wellness Report -

H&W Be Healthy, Be Active Community Cooking Workshops
Reader Chef, Jr programs are going strong with 7 in attendance, with a few last minute cancelations.

Facilities Report -

I am going to make an appointment with the sound engineers and figure out how to update the mics in the community room. We need a better system for the friends Zoom meetings.

We did have an issue with a device in the community room, so going forward all outside devices must be plugged into a surge protector. I have talked to the Zumba ladies and we're working on getting a better solution.

Unfinished Business -

- Light Up Interlochen had a great kickoff. It was expanded to include all of the trees in the front of Tom's Market. There are plans to expand it even more next year, which will include more marketing for the event.

New Business –

- Meeting adjourned to go into closed session at 10:33, opened 10:35, adjourned 10:51. Motion by R. Baker, 2nd M. Hardwicke.
- Reopened the session at 10:55. Motion to reopen by R. Baker and 2nd M. Hardwicke.

Public Comment - no public comment

Adjournment -

- Motion to adjourn 11:01 a.m. Motion made by: S. Egelus, 2nd L. Bouwman; Motion carried.
- Next meeting will be held January 16, 2023.

DRAFT

**2023 IPL Board of Trustees
Regular Meeting Dates
Third Monday of each month
Library conference room
10:00 am**

January 16, 2023

February--No Meeting

March 20, 2023

April 17, 2023

May 15, 2023

June 19, 2023

July --No Meeting

August 21, 2023

September 18, 2023

October 16, 2023

November 20, 2023/ Budget Hearing & Regular Meeting

December 18, 2023

January 15, 2024

IPL Closure Dates 2023

*January 1, 2023 - New Year's Day, Sunday No Closure

*May 29, 2023 - Memorial Day, Monday

*July 4, 2023 - Fourth of July, Tuesday

*September 4, 2023 - Labor Day, Monday

November 10, 2023 - TADL In-Service, Friday

November 22, 2023, - Close at 1:00 pm, Wednesday

*November 23, 2023 - Thanksgiving Day, Thursday

December 24, 2023- Christmas Eve, Sunday No closure

*December 25, 2023 - Christmas Day, Monday

December 31, 2023 - Close at 1:00 pm New Year's Eve,
Sunday No Closure

*January 1, 2024 – New Year's Day, Monday

*Official Holidays

Interlochen Public Library

Balance Sheet

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101.000.001 General Ckng ChemB 0420	28,794.62
101.000.002 MM Gen ChemB 1180	181,017.15
101.000.004 Petty Cash	125.00
101.000.005 Imprest Checking	269.25
Total Bank Accounts	\$210,206.02
Accounts Receivable	
101.000.040 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
101.000.011 Undeposited Funds	0.00
101.000.123 Prepaid Expenses	3,214.00
Total Other Current Assets	\$3,214.00
Total Current Assets	\$213,420.02
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
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$213,420.02
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
101.000.220 Unearned Revenue	20,132.90
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
Total Other Current Liabilities	\$20,132.90
Total Current Liabilities	\$20,132.90
Total Liabilities	\$20,132.90

Interlochen Public Library

Balance Sheet

As of December 31, 2022

	TOTAL
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
101.000.388 Expendable Endowment	1,000.00
101.000.390 Unrestricted Fund Balance	160,486.09
101.000.399 Opening Balance Equity	0.00
Net Income	31,801.03
Total Equity	\$193,287.12
TOTAL LIABILITIES AND EQUITY	\$213,420.02

Interlochen Public Library

Profit and Loss

January - December 2022

	TOTAL
Income	
101.400.401 Taxes	
101.400.402 TADL Millage	235,000.00
Total 101.400.401 Taxes	235,000.00
101.400.539 State Grants	
101.400.540 State Aid	6,587.87
Total 101.400.539 State Grants	6,587.87
101.400.580 Contributions from Local Units	
101.400.582 Green Lake Township	6,000.00
101.400.583 Northland Co-op	3,980.00
101.400.584 Nutrition Program	20,000.00
101.400.585 TADL Insurance	900.00
Total 101.400.580 Contributions from Local Units	30,880.00
101.400.600 Charges for Services	
101.400.601 Copier & Fax	3,111.30
101.400.602 Rental Space	890.00
Total 101.400.600 Charges for Services	4,001.30
101.400.655 Fines	
101.400.656 GT County	9,287.37
101.400.657 Overdue Book Fines	415.06
Total 101.400.655 Fines	9,702.43
101.400.664 Interest	
101.400.666 MML Dividend	623.00
101.400.667 Money Market and CD's	219.63
Total 101.400.664 Interest	842.63
101.400.672 Donations and Other Income	
101.400.673 Friends of IPL	21,244.86
101.400.674 General Donation	29,555.82
101.400.675 Endowment	0.00
Total 101.400.672 Donations and Other Income	50,800.68
Total Income	\$337,814.91
GROSS PROFIT	\$337,814.91
Expenses	
101.750.701 Personnel Services	
101.750.702 Salaries	
101.750.702.01 Director	49,226.04
101.750.702.02 Staff	114,110.09
Total 101.750.702 Salaries	163,336.13
101.750.703 Employer Taxes	12,538.33

Interlochen Public Library

Profit and Loss

January - December 2022

	TOTAL
101.750.704 Payroll Fees	1,730.80
101.750.705 Staff Development	1,801.59
101.750.706 Travel Reimbursement	1,380.00
Total 101.750.701 Personnel Services	180,786.85
101.750.726 Supplies	
101.750.727 Office & General Supplies	6,876.26
Total 101.750.726 Supplies	6,876.26
101.750.800 Other Services and Charges	
101.750.801 Rentals and Equipment Lease	3,005.87
101.750.802 Accounting & Auditing	5,480.00
101.750.803 Cataloging Services	329.88
101.750.804 Exterior Bldg. Maintenance	
101.750.804.01 Spring & Fall Clean-up	730.00
101.750.804.02 Plowing	3,765.00
101.750.804.03 Mowing	840.00
101.750.804.04 Waste Removal	412.28
Total 101.750.804 Exterior Bldg. Maintenance	5,747.28
101.750.805 Interior Bldg Maintenance	
101.750.805.01 Cleaning Service	10,648.24
101.750.805.02 Mechanical	3,669.96
101.750.805.03 Water Testing	371.70
101.750.805.04 Fire Suppression	481.59
101.750.805.05 Windows	1,595.00
101.750.805.06 Carpets	610.00
Total 101.750.805 Interior Bldg Maintenance	17,376.49
101.750.806 Insurance	6,978.00
101.750.807 Communications & Software	481.45
101.750.808 Bank Fees & Post Office	-16.37
101.750.809 Programs & Public Relations	11,188.86
101.750.809.01 Wellness & Nutrition Program	2,152.87
Total 101.750.809 Programs & Public Relations	13,341.73
101.750.810 Memberships & Dues	3,864.30
101.750.811 Utilities	
101.750.811.01 Electric	7,563.15
101.750.811.02 Gas	7,723.90
Total 101.750.811 Utilities	15,287.05
101.750.812 Green Lake Township Lease	250.00
101.750.813 Security	26,459.00
101.750.815 Contingency	236.11
Total 101.750.800 Other Services and Charges	98,820.79

Interlochen Public Library

Profit and Loss

January - December 2022

	TOTAL
101.750.970 Capital Outlay	
101.750.971 Furniture & Equipment	2,716.13
101.750.972 Books	13,054.23
101.750.973 Audio Visual Materials	2,216.85
101.750.974 Periodicals	1,542.77
Total 101.750.970 Capital Outlay	19,529.98
Total Expenses	\$306,013.88
NET OPERATING INCOME	\$31,801.03
NET INCOME	\$31,801.03

Interlochen Public Library

Check Detail
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.000.001	General Ckng ChemB 0420					
12/01/2022	Bill Payment (Check)	8228	Blackstone Publishing			-100.84
						-100.84
12/01/2022	Bill Payment (Check)	8229	D & W Mechanical			-1,741.53
						-1,741.53
12/01/2022	Bill Payment (Check)	8230	TKS Security			-1,131.00
						-1,131.00
12/13/2022	Bill Payment (Check)	8231	Joe Shipman			-70.00
						-70.00
12/13/2022	Bill Payment (Check)	8232	Universal Cleaners, LLC			-788.40
						-788.40
12/13/2022	Bill Payment (Check)	8233	Center Point Large Print			-95.88
						-95.88
12/13/2022	Bill Payment (Check)	8234	Integrity Business Solutions	941466		-68.98
						-68.98
12/13/2022	Bill Payment (Check)	8235	Pure Water Works			-28.00
						-28.00
12/13/2022	Bill Payment (Check)	8236	Redburn, Susanne			-65.25
						-65.25
12/13/2022	Bill Payment (Check)	8237	DEMCO, Inc.			-175.08
						-175.08
12/13/2022	Bill Payment (Check)	8238	Record Eagle	658		-88.60
						-88.60
12/13/2022	Bill Payment (Check)	8239	Grand Traverse Nursery Sales, Inc.			-500.00
						-500.00
12/17/2022	Bill Payment (Check)	8240	Card MemberServices(L)			-2,795.25
						-2,795.25
12/17/2022	Bill Payment (Check)	8241	Thomet, Jennifer.			-265.06
						-265.06
12/17/2022	Bill Payment (Check)	8242	Amazon.com	6045787810451621		-2,137.93
						-2,137.93



JANUARY DIRECTOR'S REPORT—JENNIFER THOMET

The power of a story.

Libraries are where your imagination can run wild, creativity can flourish, and sometimes, healing can begin. In the pages of a book, you can do anything, be anyone, and live anywhere. Stories transform us into people we may never become and take us to places we may only ever dream of going.

We can only sometimes have a fantasy.

Stories in books have a unique way of teaching us how we fit into this world and how relatable we are to other people. Sometimes we may want to see ourselves in the stories we read, while others may want to see a different world. Emily Style for the National SEED Project and multicultural education scholar Rudine Sims Bishop coined the phrase "windows, mirrors and sliding glass doors" to explain how children see themselves in books. This statement is also true for adults because learning is for more than just students.

Style and Bishop explain, "A window is a resource that offers you a view into someone else's experience. A sliding door allows the reader to enter the story and become a part of the world. A mirror is a story that reflects your own culture and helps you build your identity."

As your library director, I strive for balance and fairness. Providing appropriate accommodations for our community and patrons is my major priority. But, sometimes, I need a little help. So, I invite you to take a library satisfaction survey. The survey should take less than ten minutes to complete, and your thoughtful responses will help me and my staff plan, organize, and provide even better services and resources because the last thing I want to be is a locked safe.



Circulation Dec 2022: 4,955
Hold Transit Counts Dec 2022: 515 to other libraries; 898 from other libraries to IPL
Programs: Dec 2022: 52 programs, 1124 General Attendance
Patron Count: Dec 2022: 3,341
Questions Answered: Dec: 916
Computer Use: Dec: 154
Total New Library Cards Issued in Dec: 21

January Director's Report 2023

Facilities

Ethan is working on updating the sound equipment in the Community Room and a new tv behind the circulation desk.

I'm working with Scott in updating the laptops, patron computers and new self checkouts later this year—adding a new one in the children's library.

Renters We had a Girl Scout event and a private renter so far this year.

Programs

H&W Be Healthy, Be Active Community Cooking Workshops

Reader Chef, Jr programs are going strong. We will be expanding the classes to include younger children, a Saturday class, and possible another tween class.

Art with Heart donated \$240 from their art sale.

Santa is Coming to Tot Time This was a perfect event. The littles met Santa, we had give-a-ways, and a photo opportunity. Around 80 in general attendance. Last minute addition was waffles and hot coco. Over 180 craft kits were given out during the holidays. And had a holiday raffle, a really nice book bag, puzzle, and other donated goodies with 75 participants.

Paper Craft Workshop was great. 13 adults and 10 tweens attended. Sue taught embossing and the participants were able to create their own original pieces. Families and come alone enjoyed the time together.

Game Day Bridge is being rebranded to Game Day. I was asked to accommodate Mahjong and I combined the two.

Upcoming Programs

MLK STEAM and Book Bags are available thanks to Newton's Road and Untied Way.

Jewelry Making Workshop is February 18th

Family STEAM Day will be in March, tentative day March 4th. I'll be working with MSU Extension office North Ed and Mi STEM Network.

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

Other

- My survey is published.
- Audit is Feb 1st.