

Betsie Valley District Library Board Meeting Agenda

December 8, 2020

Call to Order:

Roll Call:

Approval of Agenda:

Communications:

Approval of Minutes:

Treasurer's Report:

Librarian's Report:

OLD BUSINESS:

1. 2 Dell Laptops were purchased with the CARES ACT monies, available for patron usage

2. _____

3. _____

4. _____

NEW BUSINESS:

1. Board members who term expires in 2021, Michelle Lonoconus January 2021, Anne Kaminski February 2021, Richard Hitchingham May 2021

2. _____

3. _____

4. _____

Public Comment:

Adjournment

Betsie Valley District Library Board Meeting Minutes

November 10, 2020

Julie Lonn, President, representing Weldon Township; Anne Kaminski, Vice-President, representing Cleon Township; Richard Hitchingham, Treasurer, representing Springdale Township; Marlene Robinson, Secretary, representing Cleon Township (virtual); Theol Wasco, Trustee, representing Springdale Township, Michele Lonoconus, Trustee, representing Colfax Township (virtual); Sally Bobek, Trustee, representing Weldon Township (virtual); and Librarian, Michelle Guerra. Absent: Empty seat for Colfax Township representative; .

CALL TO ORDER: 6:00 PM

APPROVAL OF AGENDA: Hitchingham made a motion to approve the November agenda. Kaminski seconded. All ayes -- motion passed.

COMMUNICATIONS: Under New Business.

APPROVAL OF MINUTES: Kaminski made a motion to accept the October 2020 meeting minutes. Bobek seconded. All ayes -- motion passed.

TREASURER'S REPORT: Hitchingham presented the Operating Statement, the Balance Sheet, and the Check Detail report with the expenses paid since the last meeting. Bobek asked why there was a check written to the North American Cleaning, and Hitchingham explained that this was payment for the library's carpet cleaning. Robinson made a motion to accept the November 2020 Treasurer's Report and pay pending bills until audited. Hitchingham seconded. All ayes -- motion passed.

LIBRARIAN'S REPORT: Guerra presented the October 2020 Librarian's Report. She explained that library usage has remained steady since the library reopened, and the Overdrive usage is consistent. The Halloween story hour is up and running on the website, and the librarians will start working on the November school program presentation. Because of Covid restrictions, the school programs will be on video, and boxes of books will be delivered to the school. The librarians dressed up and socially- distanced to pass out candy on Halloween. The librarians will keep a close eye on requirements for state covid regulations and adjust policies in the library according to our covid plan.

OLD BUSINESS:

CARPET CLEANING - Guerra reported that the company that cleaned the carpet did an excellent job and helped move furniture and shelving back when the carpet was done. She said they would definitely be a company to use again.

BVDL CREDIT CARD/DEBIT CARD POLICY REVIEW - A motion was made by Hitchingham to accept the BVDL Credit/Charge Card/Debit Card Policy document. Seconded by Bobek. Roll call vote - Lonn, yes; Hitchingham, yes; Kaminski, yes; Wasco, yes; Bobek, yes, Lonoconus, yes; Robinson, yes; - all ayes, motion passed. Guerra will present the final copy at the next meeting.

NEW BUSINESS:

NEWTON'S ROAD STEM KITS - Guerra reported that BVDL was included in an opportunity through Newton's Road Stem Kits as part of a Regional Libraries Program grant. The program seeks to provide stem kits to rural libraries who may not have these resources. The library has received our kits. They will be packaged and ready for checkout in November. The kits will be sanitized between uses.

PUBLIC COMMENT: None.

ADJOURNMENT: A motion for adjournment was made by Wasco and seconded by Kaminski.. All ayes - motion passed. Meeting adjourned at 6:25 p.m.

Submitted for approval by,

Marlene Robinson, Secretary
Betsie Valley District Library Board

Next meeting is Tuesday, December 8, 2020, at 6:00 p.m.

Betsie Valley District Library
Check Detail
November 11 through December 7, 2020

Num	Date	Name	Account	Paid Amount
28853	11/15/2020	Guerra, Michelle A	Checking Acct.	
			Salaries and Wages	-866.25
			Salaries and Wages	-252.00
			Federal Withholding	62.00
			Social Security/Medicare	-69.33
			Social Security	69.33
			Social Security	69.33
			Social Security/Medicare	-16.21
			Medicare	16.21
			Medicare	16.21
			MI-Withholding	47.43
TOTAL				<u>-923.28</u>
28854	11/15/2020	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-441.00
			Federal Withholding	50.00
			Social Security/Medicare	-27.34
			Social Security	27.34
			Social Security	27.34
			Social Security/Medicare	-6.39
			Medicare	6.39
			Medicare	6.39
			MI-Withholding	10.46
TOTAL				<u>-346.81</u>
28855	11/15/2020	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-356.50
			Federal Withholding	50.00
			Social Security/Medicare	-22.10
			Social Security	22.10
			Social Security	22.10
			Social Security/Medicare	-5.17
			Medicare	5.17
			Medicare	5.17
			MI-Withholding	15.13
TOTAL				<u>-264.10</u>
dc111720	11/17/2020	Faronics	Checking Acct.	
INUS0203363	11/16/2020		Software	-48.00
			Software	-120.00
TOTAL				<u>-168.00</u>

Betsie Valley District Library

Check Detail

November 11 through December 7, 2020

Num	Date	Name	Account	Paid Amount
	11/27/2020	Copemish Market	Petty Cash	
			Supplies	-11.99
TOTAL				<u>-11.99</u>
28856	11/30/2020	Guerra, Michelle A	Checking Acct.	
			Salaries and Wages	-945.00
			Salaries and Wages	-126.00
			Federal Withholding	58.00
			Social Security/Medicare	-66.40
			Social Security	66.40
			Social Security	66.40
			Social Security/Medicare	-15.53
			Medicare	15.53
			Medicare	15.53
			MI-Withholding	45.39
TOTAL				<u>-885.68</u>
28857	11/30/2020	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-499.50
			Federal Withholding	50.00
			Social Security/Medicare	-30.97
			Social Security	30.97
			Social Security	30.97
			Social Security/Medicare	-7.24
			Medicare	7.24
			Medicare	7.24
			MI-Withholding	12.84
TOTAL				<u>-398.45</u>
28858	11/30/2020	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-511.50
			Federal Withholding	50.00
			Social Security/Medicare	-31.71
			Social Security	31.71
			Social Security	31.71
			Social Security/Medicare	-7.42
			Medicare	7.42
			Medicare	7.42
			MI-Withholding	21.59
TOTAL				<u>-400.78</u>

Betsie Valley District Library
Check Detail
 November 11 through December 7, 2020

Num	Date	Name	Account	Paid Amount
eftps121520	12/07/2020	AcenTek	Checking Acct.	
11743259	12/02/2020		Internet Access Fee	-59.95
			Internet Access Fee	-14.95
			Internet Access Fee	-5.00
			Telephone	-40.65
TOTAL				<u>-120.55</u>
28859	12/07/2020	Applied Imaging, Solution Center	Checking Acct.	
1623984	10/21/2020		Supplies	-54.71
			Supplies	-54.27
			Delivery In	-3.27
1642007	11/23/2020		Supplies	-54.71
			Supplies	-18.41
			Delivery In	-2.19
TOTAL				<u>-187.56</u>
28860	12/07/2020	Baker & Taylor Books	Checking Acct.	
2035596262	11/02/2020		Books	-23.53
			Books	-50.10
2035622098	11/16/2020		Books	-44.33
2035642549	11/24/2020		Books	-16.43
TOTAL				<u>-134.39</u>
28861	12/07/2020	Betsie Valley Irrigation	Checking Acct.	
3763	09/26/2020		Maintenance & Repair	-85.00
TOTAL				<u>-85.00</u>
28862	12/07/2020	Blarney Castle Oil Co.	Checking Acct.	
126051-IN	11/02/2020		Gas	-176.59
			Gas	-6.00
TOTAL				<u>-182.59</u>
28863	12/07/2020	Demco, Inc.	Checking Acct.	
03360457	12/01/2020		Furniture and Equipment	-149.99
			Supplies	-115.06
			Delivery In	-18.00
TOTAL				<u>-283.05</u>
28864	12/07/2020	Gale/ CENGAGE Learning	Checking Acct.	

Betsie Valley District Library
Check Detail
November 11 through December 7, 2020

Num	Date	Name	Account	Paid Amount
72598584	11/05/2020		Books	-91.97
TOTAL				<u>-91.97</u>
28865	12/07/2020	MidAmerica Books	Checking Acct.	
521560	10/28/2020		Books	-162.60
TOTAL				<u>-162.60</u>
28866	12/07/2020	Staples	Checking Acct.	
2677561271	10/26/2020		Supplies	-29.69
			Supplies	-26.99
			Supplies	-4.52
			Supplies	-5.69
			Supplies	-16.64
2678166380	10/27/2020		Supplies	-15.29
2686780541	11/05/2020		Supplies	-84.30
TOTAL				<u>-183.12</u>
28867	12/07/2020	TransWorld Network, Corp.	Checking Acct.	
14964354-0229	11/25/2020		Telephone	-15.51
TOTAL				<u>-15.51</u>
eftps121120	12/07/2020	United States Treasury	Checking Acct.	
			Federal Withholding	-320.00
			Social Security	-247.85
			Social Security	-247.85
			Medicare	-57.96
			Medicare	-57.96
TOTAL				<u>-931.62</u>

Betsie Valley District Library Balance Sheet

		Nov 30, 20	Oct 31, 20	\$ Change
ASSETS				
Current Assets				
Checking/Savings				
	Checking Acct.	3,789.94	11,219.97	-7,430.03
	Savings	107,930.08	107,919.26	10.82
	Petty Cash	58.13	134.35	-76.22
	Total Checking/Savings	111,778.15	119,273.58	-7,495.43
Other Current Assets				
	Prepaid Expense	233.25	233.25	0.00
	Total Other Current Assets	233.25	233.25	0.00
	Total Current Assets	112,011.40	119,506.83	-7,495.43
Fixed Assets				
	Library Building	300,213.00	300,213.00	0.00
	Leasehold Improvements	13,011.00	13,011.00	0.00
	Furnishings and Equipment	28,984.46	28,984.46	0.00
	Total Fixed Assets	342,208.46	342,208.46	0.00
	TOTAL ASSETS	454,219.86	461,715.29	-7,495.43
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
	Accounts Payable	1,522.15	3,062.21	-1,540.06
	Total Accounts Payable	1,522.15	3,062.21	-1,540.06
Other Current Liabilities				
	Accrued Payroll Liabilities	1,254.64	1,156.54	98.10
	Total Other Current Liabilities	1,254.64	1,156.54	98.10
	Total Current Liabilities	2,776.79	4,218.75	-1,441.96
	Total Liabilities	2,776.79	4,218.75	-1,441.96
Equity				
	Retained Earnings	376,075.04	376,075.04	0.00
	Fund Balance - Unrestricted	46,468.93	46,468.93	0.00
	Investment in Gnrl Fixed Assets	41,617.00	41,617.00	0.00
	Opening Bal Equity	585.58	585.58	0.00
	Net Income	-13,303.48	-7,250.01	-6,053.47
	Total Equity	451,443.07	457,496.54	-6,053.47
	TOTAL LIABILITIES & EQUITY	454,219.86	461,715.29	-7,495.43

Betsie Valley District Library
Operating Statement
October through December 2020

	Oct 20	Nov 20	Dec 20	TOTAL
Ordinary Income/Expense				
Income				
Local				
Grants	250.00	0.00	0.00	250.00
Donations				
Patron, etc.	169.15	42.42	0.50	212.07
Total Donations	169.15	42.42	0.50	212.07
Fines				
Book	20.40	0.20	0.00	20.60
Total Fines	20.40	0.20	0.00	20.60
Services				
Computer Copies	0.00	12.25	0.00	12.25
Copy Machine	32.90	15.10	2.70	50.70
Fax	23.00	24.00	10.00	57.00
Total Services	55.90	51.35	12.70	119.95
Interest	0.40	11.01	0.00	11.41
Total Local	495.85	104.98	13.20	614.03
Total Income	495.85	104.98	13.20	614.03
Gross Profit	495.85	104.98	13.20	614.03
Expense				
Wages and Benefits				
Salaries and Wages	4,407.50	3,997.75	0.00	8,405.25
Social Security/Medicare	337.18	305.81	0.00	642.99
Total Wages and Benefits	4,744.68	4,303.56	0.00	9,048.24
Furniture and Equipment	1,158.00	0.00	149.99	1,307.99
Library Materials				
Books	1,165.21	226.36	139.25	1,530.82
Subscriptions	0.00	409.80	0.00	409.80
Videos/DVD	52.90	0.00	0.00	52.90
Electronic Access				
Internet Access Fee	228.96	79.90	79.90	388.76
Software	0.00	168.00	0.00	168.00
Total Electronic Access	228.96	247.90	79.90	556.76
Total Library Materials	1,447.07	884.06	219.15	2,550.28
Maintenance & Repair	0.00	405.00	0.00	405.00
Postage & Delivery				
Delivery In	3.27	2.19	18.00	23.46
Postage	0.00	55.00	0.00	55.00
Total Postage & Delivery	3.27	57.19	18.00	78.46
Promotion				
Activities				
Youth	59.09	0.00	0.00	59.09
Total Activities	59.09	0.00	0.00	59.09
Total Promotion	59.09	0.00	0.00	59.09

Betsie Valley District Library
Operating Statement
October through December 2020

	Oct 20	Nov 20	Dec 20	TOTAL
Supplies	219.05	169.41	115.06	503.52
Utilities				
Electric	62.19	100.48	0.00	162.67
Gas	0.00	182.59	0.00	182.59
Telephone	52.51	56.16	40.65	149.32
Total Utilities	114.70	339.23	40.65	494.58
Total Expense	7,745.86	6,158.45	542.85	14,447.16
Net Ordinary Income	-7,250.01	-6,053.47	-529.65	-13,833.13
Net Income	-7,250.01	-6,053.47	-529.65	-13,833.13

Betsie Valley District Library November 2020 Report

The total patron count for November 2020 was 237 and was lower October 2020 with 504; October's count includes the visited the Library for Halloween. On June 29, 2020, the Library opened up for patrons to be able to do in-person visits to select materials, for computer use, and to come in for copy, fax and printing services, as well as offering curbside service. Library staff are following the BVDL's Covid19 Pandemic Reopening Policy and BVDL Covid 19 Exposure, Prevention, Preparedness, Response Plan. Staff are following the CDC's guidelines for PPE and disinfecting the Library's surfaces. In addition, we are asking patrons to wear masks if medically capable and to use social distancing. On November 18, 2020, due to the rise in area cases, we began asking patrons to make appointments for material selection, service sessions and computer use. We are maintaining our Covid19 Reopening protocols to continue to serve our community safely and resourcefully!

Patron usage of the Library during November 2020:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Others</u>	<u>Total Patrons</u>
25	45	33	64	70	237

****Please note that the Other Category includes anyone outside our service area of the four townships (Cleon, Colfax, Springdale, and Weldon). Other can include for example Benzonia, Traverse City, etc. and includes other libraries' patrons requesting books from our library through interlibrary loan.**

Overdrive Patrons:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Benzie Co. (Other)</u>	<u>Manistee Co. (Other)</u>	<u>Total</u>
0	2	2	7	1	0	12

Materials (totaling 311) borrowed during the month were as follows:

<u>Fic/ Adult</u>	<u>Fic/Juv.</u>	<u>NonF/ Adult</u>	<u>NonF/ Juv.</u>	<u>Videos</u>	<u>Mags</u>	<u>Audio</u>
132	61	23	13	AD: 70 J: 4	AD: 0 J: 0	AD: 4 J: 1

Additional Information: We had 4 new patrons signed up for Library accounts in November 2020.

We had WIFI 24 users and 39 Library computer users during November 2020.

Overdrive (Up North Digital Usage)

November 2020: 12 BVDL patrons used Up North Digital on 34 visits, checking out 43 items (39 EBooks, 4 EAudiobooks).

HAPPENINGS:

***Because of the Library's closure, we have postponed Don and Cecelia visiting with their service dogs. When we reopen, Don and Cecelia Williams plan on visiting with their service dogs on the third Wednesday of the month at from 5-6PM at the Library. We are trying to get the word out about this wonderful program, please pass the word! Reading with the therapy dog is a great way for beginning readers and children who have reading difficulties to build their reading skills as well as their confidence.

Betsie Valley District Library November 2020 Report

***During these unprecedented times, we are striving to encourage our patrons to utilize our online resources. We are also encouraging Benzie or Manistee county residents to sign up for a library account if they do not have one so that they can also utilize those services. The Betsie Valley District Library is currently offering many services to our area community. We offer WIFI 24/7 outside of the building. We are encouraging our patrons to utilize our online resources through the Up North Digital online service, where they can download Ebooks, EAudiobooks and movies.

***We wish to thank the Friends of the Betsie Valley District Library for helping the Betsie Valley District Library to be able to participate in the Born to Read Program. If you know of any families with a newborn, please have them come and pick up their Born To Read bag at the Library.

***Please pass the word to all of our area families to please come and pick up their Power Book Bags at the Library! All children to teens can pick six books to keep and will receive a PoWer Book Bag! We are so proud to say that we had 75 children and teens receive PoWer Book Bags, please pass the word! We do have a few books left, please pass the word!

***We will continue to work on our online Story Hour.

***Thanks to a collaborative effort by Traverse Area District Library, Newton's Road and funding from the Institute of Museum and Library Services, STEM kits are coming to local libraries, including the Betsie Valley District Library! We will be working on getting them catalogued and hope to have them available for checkout by early December!

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