

Betsie Valley District Library Board Meeting Agenda

March 9, 2021

Call to Order:

Roll Call:

Approval of Agenda:

Communications:

Approval of Minutes:

Treasurer's Report:

Librarian's Report:

OLD BUSINESS:

1. _____
2. _____
3. _____

NEW BUSINESS:

1. **Public Act 315 of 2020, which amends the Library Privacy Act, law goes into effect March 29, 2021. The greatest change to the Michigan Library Privacy Act is clarifying that a library record does not include video surveillance and that video surveillance can be turned over to law enforcement without a court order if it shows no identifying records. We will need to amend our policies.**
2. **New Trustee Manuals available to Board members**
3. _____
4. _____
5. _____

Public Comment:

Adjournment

Betsie Valley District Library Board Meeting Minutes

February 9, 2021

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

CALL TO ORDER: 6:01 PM

APPROVAL OF AGENDA: Robinson made a motion to approve the February 2021 agenda with the addition of the Diamond Crossing information and Q-Sac in Old Business. Bobek seconded. All ayes -- motion passed.

COMMUNICATIONS: Covered in other agenda topics.

APPROVAL OF MINUTES: Hitchingham made a motion to accept the January 2021 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. Hitchingham reported that we are now starting to get tax money and that the annual Overdrive bill payment is listed in this month's data. He reported that our Balance Sheet shows comfortable balances in both our checking and savings accounts. He noted that the Check Detail sheet shows no unusual expenditures. Bobek made a motion to accept the February 2021 Treasurer's Report and pay pending bills until audited. Robinson seconded. All ayes -- motion passed.

LIBRARIAN'S REPORT: Guerra presented the January 2021 Librarian's Report. Overdrive participation and in-person attendance are steady. The Reminiscence Packets have arrived and are ready for check out. Guerra hopes to create an article for the Record Patriot to advertise their availability. The librarians are gearing up for the Read Across America event. They will incorporate the Cat in the Hat in their activities.

OLD BUSINESS:

ANNE KAMINSKI, POSITION RENEWAL, FEBRUARY 2021 - Anne received acknowledgement from the Cleon Township Board of her renewal as a trustee for the Betsie Valley District Library. Guerra thanked her - and all board members - for their continued service to the library.

COMMUNITY CONVERSATION/DIAMOND CROSSING HISTORICAL MARKER - Guerra sent information to board members and reminded all that there is a virtual meeting to discuss the purchase of the former Thompsonville railroad depot. In past years, the building was moved to Copemish and then to Glen Arbor. It is now for sale. Hitchingham suggested that the Betsie Valley Trail group should be contacted, because they may be interested in helping.

Q-SAC - Guerra reported that it is her goal to continue to work with the board to update our library policies. This is one of the "essential markers" in the certification process for Q-Sac

NEW BUSINESS:

GUERRA REGISTERED LIBRARY STAFF FOR VACCINATION WAITLIST - Guerra reported that the librarians are registered for a vaccination opportunity with the Benzie-Leelanau Health Department. They are on the waitlist and hope to get a call with an appointment time.

PUBLIC COMMENT: None.

ADJOURNMENT: A motion for adjournment was made by Robinson and seconded by Bobek. All ayes - motion passed. Meeting adjourned at 6:24 p.m.

Submitted for approval by,

Marlene Robinson, Secretary
Betsie Valley District Library Board

Next meeting is Tuesday, March 9, 2021, at 6:00 p.m.

Betsie Valley District Library February 2021 Report

The total patron count for February 2021 was 214. 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 February 2021:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Others</u>	<u>Total Patrons</u>
23	40	32	62	57	214

****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>
1	1	2	5	2	0	11

Materials (totaling 293) 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>	<u>CDROM</u>
145	60	10	4	AD: 58 J: 8	AD: 0 J: 0	AD: 6 J: 2	AD: 0 J: 0

Additional Information: We had 1 new patrons signed up for Library accounts in February 2021.

We had WIFI 28 users and 24 Library computer users during February 2021.

Overdrive (Up North Digital Usage)

February 2021: 11 BVDL patrons used Up North Digital on 33 visits, checking out 38 items (26 EBooks, 12 EAudiobooks).

LIBRARY 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.

***During these unprecedented times, we are striving to encourage our patrons to utilize our online

Betsie Valley District Library February 2021 Report

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.

***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 have been working on getting them catalogued and they are now available for check out-please pass the word!

***The Betsie Valley District Library is now offering Reminiscence Therapy Library Packs, (Summer, Autumn, Winter and Spring), each kit includes a DVD and Photo/Activity Cards for loved ones with Dementia and also for their caregivers. This new collection of materials is oriented specifically toward dementia patients. These four unique Memory Care Kits are designed to trigger special memories of life experiences and encourage interaction between patients and caregivers.

Each of the kits, contains a DVD, Photo cards and activity cards. Each kit has a different theme, including Spring, Summer, Autumn and Winter. The kits can be checked out for two weeks.

Please pass the news!

***We will be presenting a "Cat in the Hat" Story Hour online March 6, 2021 at 2PM on the BVDL Youtube channel. We will be having a "Cat in the Hat" Reading Challenge through the month of March, National Reading Month! We are challenging children to pick up a reading log and to read five books in the month of March. When they complete the challenge, they will receive a book bag filled with goodies!

***We are really looking forward to this and hope you can join us! Thank you Michigan Humanities and Benzonia Public Library! We are so excited to announce that the Author Talk with Dr. Mona Hanna-Attisha that was scheduled for last spring has been rescheduled!

Please join us via Zoom on Sunday, March 21st at 5pm as Dr. Mona Hanna-Attisha discusses her book, What the Eyes Don't See-A Story of Crisis, Resistance and Hope in an American City. The

Betsie Valley District Library February 2021 Report

conversation will be facilitated by Liz Kirkwood, Executive Director of FLOW (For Love of Water), Traverse City.

Attendees will have an opportunity to enter questions at the time of registration.

Registration is available here: <https://tinyurl.com/1t7n6q8e>

The discussion is part of the 2019-20 Great Michigan Read presented by Michigan Humanities and supported by national, statewide, and local partners, including the National Endowment for the Humanities and the Meijer Foundation. We are so excited to announce that the Author Talk with Dr. Mona Hanna-Attisha that was scheduled for last spring has been rescheduled!

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Betsie Valley District Library Operating Statement October 2020 through March 2021

	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	TOTAL
Ordinary Income/Expense							
Income							
Local							
Tax							
Cleon	0.00	0.00	1,925.40	3,482.81	4,050.15	0.00	9,458.36
Colfax	0.00	0.00	0.00	0.00	5,051.17	0.00	5,051.17
Springdale	0.00	0.00	806.94	6,187.56	4,585.67	0.00	11,580.17
Weldon	0.00	0.00	5,294.92	8,508.10	10,035.17	0.00	23,838.19
Total Tax	0.00	0.00	8,027.26	18,178.47	23,722.16	0.00	49,927.89
Grants	250.00	0.00	0.00	0.00	0.00	0.00	250.00
Donations							
Patron, etc.	169.15	42.42	12.91	7.50	5.15	0.40	237.53
Total Donations	169.15	42.42	12.91	7.50	5.15	0.40	237.53
Fines							
Book	20.40	0.20	0.00	0.00	0.00	0.00	20.60
Total Fines	20.40	0.20	0.00	0.00	0.00	0.00	20.60
Services							
Computer Copies	0.00	12.25	6.00	0.00	3.00	0.00	21.25
Copy Machine	32.90	15.10	17.60	15.90	17.40	5.30	104.20
Fax	23.00	24.00	27.00	12.00	59.00	20.00	165.00
Total Services	55.90	51.35	50.60	27.90	79.40	25.30	290.45
Interest	0.40	11.01	5.25	5.57	5.52	0.00	27.75
Total Local	495.85	104.98	8,096.02	18,219.44	23,812.23	25.70	50,754.22
Total Income	495.85	104.98	8,096.02	18,219.44	23,812.23	25.70	50,754.22
Gross Profit	495.85	104.98	8,096.02	18,219.44	23,812.23	25.70	50,754.22
Expense							
Wages and Benefits							
Salaries and Wages	4,407.50	3,997.75	4,025.13	4,145.75	3,657.63	0.00	20,233.76
Social Security/Medicare	337.18	305.81	307.91	317.15	279.79	0.00	1,547.84
Total Wages and Benefits	4,744.68	4,303.56	4,333.04	4,462.90	3,937.42	0.00	21,781.60
Furniture and Equipment	1,158.00	0.00	149.99	0.00	0.00	0.00	1,307.99
Insurance, Building	0.00	0.00	0.00	0.00	1,566.00	0.00	1,566.00
Library Materials							
Books	1,165.21	226.36	625.98	195.50	766.21	83.99	3,063.25
E Books	0.00	0.00	0.00	700.99	0.00	0.00	700.99
Subscriptions	0.00	409.80	15.99	0.00	0.00	0.00	425.79
Videos/DVD	52.90	0.00	58.48	0.00	62.78	0.00	174.16
Electronic Access							
Internet Access Fee	228.96	79.90	79.90	79.90	79.90	129.59	678.15
Software	0.00	168.00	0.00	0.00	0.00	0.00	168.00
Total Electronic Access	228.96	247.90	79.90	79.90	79.90	129.59	846.15
Library Materials - Other	0.00	0.00	0.00	0.00	31.18	0.00	31.18
Total Library Materials	1,447.07	884.06	780.35	976.39	940.07	213.58	5,241.52
Maintenance & Repair	0.00	405.00	50.00	224.74	100.00	0.00	779.74
Postage & Delivery							

Betsie Valley District Library
Operating Statement
October 2020 through March 2021

	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	TOTAL
Delivery In	3.27	2.19	19.85	2.14	23.77	0.00	51.22
Postage	0.00	55.00	0.00	0.00	0.00	55.00	110.00
Total Postage & Delivery	3.27	57.19	19.85	2.14	23.77	55.00	161.22
Promotion							
Activities							
Youth	59.09	0.00	0.00	0.00	118.62	0.00	177.71
Total Activities	59.09	0.00	0.00	0.00	118.62	0.00	177.71
Total Promotion	59.09	0.00	0.00	0.00	118.62	0.00	177.71
Supplies	219.05	169.41	212.39	184.65	80.50	0.00	866.00
Utilities							
Electric	62.19	100.48	94.85	0.00	218.28	0.00	475.80
Gas	0.00	182.59	0.00	525.89	0.00	0.00	708.48
Telephone	52.51	56.16	52.80	178.58	71.09	41.10	452.24
Total Utilities	114.70	339.23	147.65	704.47	289.37	41.10	1,636.52
Total Expense	7,745.86	6,158.45	5,693.27	6,555.29	7,055.75	309.68	33,518.30
Net Ordinary Income	-7,250.01	-6,053.47	2,402.75	11,664.15	16,756.48	-283.98	17,235.92
Net Income	-7,250.01	-6,053.47	2,402.75	11,664.15	16,756.48	-283.98	17,235.92

Betsie Valley District Library Balance Sheet

	Feb 28, 21	Jan 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Checking Acct.	33,068.90	15,098.51	17,970.39
Savings	111,158.62	111,153.53	5.09
Petty Cash	74.11	54.55	19.56
Total Checking/Savings	144,301.63	126,306.59	17,995.04
Other Current Assets			
Prepaid Expense	233.25	233.25	0.00
Total Other Current Assets	233.25	233.25	0.00
Total Current Assets	144,534.88	126,539.84	17,995.04
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	486,743.34	468,748.30	17,995.04
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	3,316.79	2,120.73	1,196.06
Total Accounts Payable	3,316.79	2,120.73	1,196.06
Other Current Liabilities			
Accrued Payroll Liabilities	1,160.10	1,117.60	42.50
Total Other Current Liabilities	1,160.10	1,117.60	42.50
Total Current Liabilities	4,476.89	3,238.33	1,238.56
Total Liabilities	4,476.89	3,238.33	1,238.56
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	17,519.90	763.42	16,756.48
Total Equity	482,266.45	465,509.97	16,756.48
TOTAL LIABILITIES & EQUITY	486,743.34	468,748.30	17,995.04

Betsie Valley District Library
Check Detail

February 10 through March 9, 2021

Num	Date	Name	Account	Paid Amount
dc021121	02/11/2021	Cherryland Electric Cooperative	Checking Acct.	
11/28-12/28/2020	02/10/2021		Electric	-102.82
			Electric	-9.88
1/28-2/28/2021	02/10/2021		Electric	-105.58
TOTAL				<u>-218.28</u>
28896	02/15/2021	Guerra, Michelle A	Checking Acct.	
			Salaries and Wages	-1,023.75
			Federal Withholding	52.00
			Social Security/Medicare	-63.47
			Social Security	63.47
			Social Security	63.47
			Social Security/Medicare	-14.84
			Medicare	14.84
			Medicare	14.84
			MI-Withholding	43.35
TOTAL				<u>-850.09</u>
28897	02/15/2021	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-495.00
			Federal Withholding	50.00
			Social Security/Medicare	-30.69
			Social Security	30.69
			Social Security	30.69
			Social Security/Medicare	-7.18
			Medicare	7.18
			Medicare	7.18
			MI-Withholding	12.50
TOTAL				<u>-394.63</u>
28898	02/15/2021	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-414.63
			Federal Withholding	50.00
			Social Security/Medicare	-25.71
			Social Security	25.71
			Social Security	25.71
			Social Security/Medicare	-6.01
			Medicare	6.01
			Medicare	6.01
			MI-Withholding	17.51
TOTAL				<u>-315.40</u>
	02/17/2021	Copemish Pro Hardware & Auto Parts	Petty Cash	
			Supplies	<u>-12.99</u>

Betsie Valley District Library
Check Detail

February 10 through March 9, 2021

Num	Date	Name	Account	Paid Amount
TOTAL				-12.99
dc022421	02/24/2021	Zoom Video Communications Inc.	Checking Acct.	
64746001:/23-2/22/21	02/23/2021		Telephone	-29.99
TOTAL				-29.99
28899	02/28/2021	Guerra, Michelle A	Checking Acct.	
			Salaries and Wages	-1,013.25
			Federal Withholding	51.00
			Social Security/Medicare	-62.82
			Social Security	62.82
			Social Security	62.82
			Social Security/Medicare	-14.69
			Medicare	14.69
			Medicare	14.69
			MI-Withholding	43.01
TOTAL				-841.73
28900	02/28/2021	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-432.00
			Federal Withholding	50.00
			Social Security/Medicare	-26.78
			Social Security	26.78
			Social Security	26.78
			Social Security/Medicare	-6.26
			Medicare	6.26
			Medicare	6.26
			MI-Withholding	10.12
TOTAL				-338.84
28901	02/28/2021	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-279.00
			Federal Withholding	50.00
			Social Security/Medicare	-17.30
			Social Security	17.30
			Social Security	17.30
			Social Security/Medicare	-4.04
			Medicare	4.04
			Medicare	4.04
			MI-Withholding	11.73
TOTAL				-195.93
	03/01/2021	U.S. Postal Service	Petty Cash	
			Postage	-55.00
TOTAL				-55.00

Betsie Valley District Library
Check Detail

February 10 through March 9, 2021

Num	Date	Name	Account	Paid Amount
eftps030821	03/08/2021	United States Treasury	Checking Acct.	
			Federal Withholding	-303.00
			Social Security	-226.77
			Social Security	-226.77
			Medicare	-53.02
			Medicare	-53.02
TOTAL				<u>-862.58</u>
eftps031521	03/09/2021	AcenTek	Checking Acct.	
11846487	03/01/2021		Internet Access Fee	-59.95
			Internet Access Fee	-14.95
			Internet Access Fee	-5.00
			Telephone	-41.10
TOTAL				<u>-121.00</u>
28902	03/09/2021	Applied Imaging, Solution Center	Checking Acct.	
1692086	02/22/2021		Supplies	-54.71
			Supplies	-12.80
			Delivery In	-2.02
TOTAL				<u>-69.53</u>
28903	03/09/2021	Baker & Taylor Books	Checking Acct.	
2035754364	02/10/2021		Books	-32.40
			Library Materials	-31.18
2035773490	02/15/2021		Books	-25.05
2035776161	02/17/2021		Books	-5.39
			Books	-70.35
2035797280	03/01/2021		Books	-23.21
TOTAL				<u>-187.58</u>
28904	03/09/2021	Baker & Taylor Entertainment	Checking Acct.	
H54189910	02/15/2021		Videos/DVD	-62.78
TOTAL				<u>-62.78</u>
28905	03/09/2021	Broad Reach	Checking Acct.	
ARU0316224	02/19/2021		Books	-356.21
			Delivery In	-10.00
TOTAL				<u>-366.21</u>
28906	03/09/2021	Demco, Inc.	Checking Acct.	
6909019	02/12/2021		Youth	-25.66
			Youth	-18.98

**Betsie Valley District Library
Check Detail**

February 10 through March 9, 2021

Num	Date	Name	Account	Paid Amount
			Youth	-73.98
			Delivery In	-11.75
TOTAL				<u>-130.37</u>
28907	03/09/2021	Gale/ CENGAGE Learning	Checking Acct.	
73595501	02/10/2021		Books	-31.19
73903930	03/02/2021		Books	-60.78
TOTAL				<u>-91.97</u>
28908	03/09/2021	JT Outdoors	Checking Acct.	
Jan. 2021 Plowing	02/10/2021		Maintenance & Repair	-100.00
TOTAL				<u>-100.00</u>
28909	03/09/2021	Municipal Underwriters of Michigan, I	Checking Acct.	
14973	02/10/2021		Insurance, Building	-1,566.00
TOTAL				<u>-1,566.00</u>
28910	03/09/2021	Nugen Systems Inc	Checking Acct.	
3737	03/01/2021		Internet Access Fee	-49.69
TOTAL				<u>-49.69</u>
28911	03/09/2021	Penworthy Company	Checking Acct.	
0075571	02/23/2021		Books	-245.62
TOTAL				<u>-245.62</u>
28912	03/09/2021	Staples	Checking Acct.	
2761621481	01/26/2021		Supplies	-8.99
			Supplies	-14.49
			Supplies	-8.54
2762255701	01/27/2021		Supplies	-8.02
			Supplies	-4.29
2762533741	01/27/2021		Supplies	-56.98
TOTAL				<u>-101.31</u>