

# **Betsie Valley District Library Board Meeting Agenda**

**January 12, 2021**

**Call to Order:**

**Roll Call:**

**Approval of Agenda:**

**Communications:**

**Approval of Minutes:**

**Treasurer's Report:**

**Librarian's Report:**

**OLD BUSINESS:**

1. Michele Lonoconus, Colfax Representative Appointment expires January 2021, Anne Kaminski February 2021, Richard Hitchingham May 2021

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**NEW BUSINESS:**

1. Donation of Minolta Digital Camera with accessories by Lauren Johnson, in honor of her parents Cindi and Alan Helisek
2. Reminiscence Therapy Library Packs, (Summer, Autumn, Winter and Spring), each kit includes DVD and Photo/Activity Cards

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Public Comment:**

**Adjournment**

## Betsie Valley District Library Board Meeting Minutes

December 8, 2020

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

CALL TO ORDER: 6:00 PM

APPROVAL OF AGENDA: Hitchingham made a motion to approve the December agenda. Robinson seconded. All ayes -- motion passed. (Hitchingham, Robinson)

COMMUNICATIONS: None.

APPROVAL OF MINUTES: Hitchingham made a motion to accept the November 2020 meeting minutes. Robinson seconded. All ayes -- motion passed. (Hitchingham, Robinson)

Theol Wasco entered the meeting.

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 out of the tax and penal fine collection season, and so, our deposits will not be as robust. Hitchingham asked Guerra if there was still a use for newspaper subscriptions, and Guerra explained that patrons do have a need for some parts of the paper (such as job ads). He reported that our Balance Sheet totals in Savings and Checking look very comfortable. He noted that the Check Detail sheet shows the normal expenditures. Robinson made a motion to accept the December 2020 Treasurer's Report and pay pending bills until audited. Wasco seconded. All ayes -- motion passed. (Wasco, Hitchingham, Robinson)

LIBRARIAN'S REPORT: Guerra presented the November 2020 Librarian's Report. She explained that the library, because of the rise in area covid cases, has had to scale back our patron visiting policies. Many libraries have gone back to curbside service only, but BVDL and a few other libraries in the area have a modified visitation policy. Our patrons must make an appointment to enter the library and to use the computers. Only three patrons are allowed in the library for a certain time frame. The staff is monitoring social distancing and sanitizing appropriately. Guerra reported that check outs and Overdrive are keeping a steady pace. The librarians will have the stem kits catalogued and ready in two weeks. They are also still working on the video story hours for the Betsie Valley Elementary School students.

OLD BUSINESS:

DELL COMPUTER PURCHASE - Guerra notified us that two Dell laptops were purchased with the funds appropriated to the library through the Cares Act. They are up and running, and Guerra will work to have the library be reimbursed.

NEW BUSINESS:

2021 BOARD MEMBERS RENEWAL - Guerra alerted us to the fact that the following board members will need to contact their township boards to officially renew their board member status. Lonoconus = February 2021; Kaminski = January 2021; Hitchingham = May 2021.

PUBLIC COMMENT: None. However, Guerra let us know that the Thonmpsonville tree has been trimmed and the library holiday lights are up!

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

Submitted for approval by,

Marlene Robinson, Secretary  
Betsie Valley District Library Board

Next meeting is Tuesday, January 12, 2021, at 6:00 p.m.



# Betsie Valley District Library

## Operating Statement

October 2020 through January 2021

Operating				Oct 20	Nov 20	Dec 20	Jan 21	TOTAL
Ordinary Income/Expense								
	Income							
	Local							
	Tax							
		Cleon		0.00	0.00	1,925.40	2,291.79	4,217.19
		Springdale		0.00	0.00	806.94	2,899.49	3,706.43
		Weldon		0.00	0.00	5,294.92	5,178.43	10,473.35
	Total Tax			0.00	0.00	8,027.26	10,369.71	18,396.97
	Grants			250.00	0.00	0.00	0.00	250.00
	Donations							
		Patron, etc.		169.15	42.42	12.91	0.30	224.78
	Total Donations			169.15	42.42	12.91	0.30	224.78
	Fines							
		Book		20.40	0.20	0.00	0.00	20.60
	Total Fines			20.40	0.20	0.00	0.00	20.60
	Services							
		Computer Copies		0.00	12.25	6.00	0.00	18.25
		Copy Machine		32.90	15.10	17.60	0.90	66.50
		Fax		23.00	24.00	27.00	10.00	84.00
	Total Services			55.90	51.35	50.60	10.90	168.75
	Interest			0.40	11.01	5.25	0.00	16.66
	Total Local			495.85	104.98	8,096.02	10,380.91	19,077.76
	Total Income			495.85	104.98	8,096.02	10,380.91	19,077.76
	Gross Profit			495.85	104.98	8,096.02	10,380.91	19,077.76
	Expense							
	Wages and Benefits							
		Salaries and Wages		4,407.50	3,997.75	4,025.13	0.00	12,430.38
		Social Security/Medicare		337.18	305.81	307.91	0.00	950.90
	Total Wages and Benefits			4,744.68	4,303.56	4,333.04	0.00	13,381.28
	Furniture and Equipment			1,158.00	0.00	149.99	0.00	1,307.99
	Library Materials							
		Books		1,165.21	226.36	625.98	104.87	2,122.42
		Subscriptions		0.00	409.80	-17.00	0.00	392.80
		Videos/DVD		52.90	0.00	58.48	0.00	111.38
	Electronic Access							
		Internet Access Fee		228.96	79.90	79.90	79.90	468.66
		Software		0.00	168.00	0.00	0.00	168.00
	Total Electronic Access			228.96	247.90	79.90	79.90	636.66
	Total Library Materials			1,447.07	884.06	747.36	184.77	3,263.26
	Maintenance & Repair			0.00	405.00	50.00	150.00	605.00
	Postage & Delivery							
		Delivery In		3.27	2.19	19.85	0.00	25.31
		Postage		0.00	55.00	0.00	0.00	55.00
	Total Postage & Delivery			3.27	57.19	19.85	0.00	80.31
	Promotion							

**Betsie Valley District Library**  
**Operating Statement**  
**October 2020 through January 2021**

				Operating	Oct 20	Nov 20	Dec 20	Jan 21	TOTAL
				Activities					
				Youth	59.09	0.00	0.00	0.00	59.09
				Total Activities	59.09	0.00	0.00	0.00	59.09
				Total Promotion	59.09	0.00	0.00	0.00	59.09
				Supplies	219.05	169.41	212.39	0.00	600.85
				Utilities					
				Electric	62.19	100.48	94.85	0.00	257.52
				Gas	0.00	182.59	0.00	0.00	182.59
				Telephone	52.51	56.16	52.80	137.43	298.90
				Total Utilities	114.70	339.23	147.65	137.43	739.01
				Total Expense	7,745.86	6,158.45	5,660.28	472.20	20,036.79
				Net Ordinary Income	-7,250.01	-6,053.47	2,435.74	9,908.71	-959.03
				Net Income	-7,250.01	-6,053.47	2,435.74	9,908.71	-959.03

# Betsie Valley District Library Balance Sheet

Balance Sheet						
				Dec 31, 20	Nov 30, 20	\$ Change
<b>ASSETS</b>						
Current Assets						
Checking/Savings						
	Checking Acct.			21,011.27	3,789.94	17,221.33
	Savings			92,934.97	107,930.08	-14,995.11
	Petty Cash			66.15	58.13	8.02
	Total Checking/Savings			114,012.39	111,778.15	2,234.24
Other Current Assets						
	Prepaid Expense			233.25	233.25	0.00
	Total Other Current Assets			233.25	233.25	0.00
	Total Current Assets			114,245.64	112,011.40	2,234.24
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			456,454.10	454,219.86	2,234.24
<b>LIABILITIES &amp; EQUITY</b>						
Liabilities						
Current Liabilities						
Accounts Payable						
	Accounts Payable			1,160.59	1,522.15	-361.56
	Total Accounts Payable			1,160.59	1,522.15	-361.56
Other Current Liabilities						
	Accrued Payroll Liabilities			1,414.70	1,254.64	160.06
	Total Other Current Liabilities			1,414.70	1,254.64	160.06
	Total Current Liabilities			2,575.29	2,776.79	-201.50
	Total Liabilities			2,575.29	2,776.79	-201.50
Equity						
	Retained Earnings			376,075.04	376,075.04	0.00
	Fund Balance - Unrestricted			46,468.93	46,468.93	0.00
	Investment in Gnl Fixed Assets			41,617.00	41,617.00	0.00
	Opening Bal Equity			585.58	585.58	0.00
	Net Income			-10,867.74	-13,303.48	2,435.74
	Total Equity			453,878.81	451,443.07	2,435.74
	TOTAL LIABILITIES & EQUITY			456,454.10	454,219.86	2,234.24



## Betsie Valley District Library

## Check Detail

December 8, 2020 through January 12, 2021

Num	Date	Name	Account	Paid Amount
Check Detail Report				
	12/11/2020	Copemish Market	Petty Cash	
			Supplies	-6.00
				<u>-6.00</u>
	12/14/2020	Dollar General Store	Petty Cash	
			Supplies	-22.50
				<u>-22.50</u>
28868	12/15/2020	Guerra, Michelle A	Checking Acct.	
			Salaries and Wages	-1,081.50
			Federal Withholding	58.00
			Social Security/Medicare	-67.05
			Social Security	67.05
			Social Security	67.05
			Social Security/Medicare	-15.68
			Medicare	15.68
			Medicare	15.68
			MI-Withholding	46.07
				<u>-894.70</u>
28869	12/15/2020	Schaub, Elizabeth J	Checking Acct.	
			Salaries and Wages	-508.50
			Federal Withholding	50.00
			Social Security/Medicare	-31.53
			Social Security	31.53
			Social Security	31.53
			Social Security/Medicare	-7.37
			Medicare	7.37
			Medicare	7.37
			MI-Withholding	13.18
				<u>-406.42</u>
28870	12/15/2020	Ufer, Lynn	Checking Acct.	
			Salaries and Wages	-310.00
			Federal Withholding	50.00
			Social Security/Medicare	-19.22
			Social Security	19.22
			Social Security	19.22
			Social Security/Medicare	-4.50

**Betsie Valley District Library**  
**Check Detail**  
**December 8, 2020 through January 12, 2021**

Medicare	4.50
Medicare	4.50
MI-Withholding	13.09
	-223.19

12/28/2020 Copemish Pro Hardware &amp; Auto Parts

Petty Cash

Supplies	-6.99
	-6.99

28871 12/30/2020 Guerra, Michelle A

Checking Acct.

Salaries and Wages	-997.50
Salaries and Wages	-136.50
Federal Withholding	64.00
Social Security/Medicare	-70.31
Social Security	70.31
Social Security	70.31
Social Security/Medicare	-16.44
Medicare	16.44
Medicare	16.44
MI-Withholding	48.11
	-935.14

28872 12/30/2020 Schaub, Elizabeth J

Checking Acct.

Salaries and Wages	-607.50
Federal Withholding	50.00
Social Security/Medicare	-37.66
Social Security	37.66
Social Security	37.66
Social Security/Medicare	-8.81
Medicare	8.81
Medicare	8.81
MI-Withholding	17.26
	-493.77

28873 12/30/2020 Ufer, Lynn

Checking Acct.

Salaries and Wages	-329.38
Salaries and Wages	-54.25
Federal Withholding	50.00
Social Security/Medicare	-23.78
Social Security	23.78
Social Security	23.78
Social Security/Medicare	-5.56



**Betsie Valley District Library**  
**Check Detail**  
**December 8, 2020 through January 12, 2021**

Medicare	5.56
Medicare	5.56
MI-Withholding	16.15
	-288.14

dc123020	12/30/2020 MEternally	Checking Acct.
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11425ME	12/29/2020	Books
		-223.97
		-223.97

eftps011221	01/12/2021 United States Treasury	Checking Acct.
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Federal Withholding	-322.00
Social Security	-249.55
Social Security	-249.55
Medicare	-58.36
Medicare	-58.36
	-937.82

eftps011221	01/12/2021 Michigan Dept. of Treasury	Checking Acct.
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MI-Withholding	-476.88
	-476.88

eftps011521	01/12/2021 AcenTek	Checking Acct.
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11765669	01/01/2021	Internet Access Fee
		-59.95
		Internet Access Fee
		-14.95
		Internet Access Fee
		-5.00
		Telephone
		-41.10
		-121.00

28874	01/12/2021 Applied Imaging, Solution Center	Checking Acct.
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1657166	12/21/2020	Supplies
		-54.71
		Supplies
		-7.13
		Delivery In
		-1.85
		-63.69

28875	01/12/2021 Baker & Taylor Books	Checking Acct.
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2035649883	12/01/2020	Books
		-139.25
2035669147	12/11/2020	Books
		-14.57
		Books
		-28.81
2035700663	12/31/2020	Books
		-10.25
		Books
		-115.56

01/10/21

**Betsie Valley District Library**  
**Check Detail**  
**December 8, 2020 through January 12, 2021**

-308.44

28876	01/12/2021 Baker & Taylor Entertainment	Checking Acct.	
360900343	12/09/2020	Videos/DVD	-33.48
			<hr/> -33.48
28877	01/12/2021 Cherryland Electric Cooperative	Checking Acct.	
10/28-11/28/	12/11/2020	Electric	-94.85
			<hr/> -94.85
28878	01/12/2021 Clinton-Macomb Public Library	Checking Acct.	
Dec. 18 2020	12/18/2020	Videos/DVD	-25.00
			<hr/> -25.00
28879	01/12/2021 Gale/ CENGAGE Learning	Checking Acct.	
72693627	12/02/2020	Books	-93.57
			<hr/> -93.57
28880	01/12/2021 Guerra, Michelle	Checking Acct.	
Oct, Nov, De	01/04/2021	Telephone	-96.33
			<hr/> -96.33
28881	01/12/2021 JT Outdoors	Checking Acct.	
November '2	12/09/2020	Maintenance & Repair	-50.00
12/12-12/29/	01/04/2021	Maintenance & Repair	-150.00
			<hr/> -200.00
28882	01/12/2021 TransWorld Network, Corp.	Checking Acct.	
14983776-02	12/25/2020	Telephone	-12.15
			<hr/> -12.15

## Betsie Valley District Library December 2020 Report

**The total patron count for December 2020 was 237.** 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 December 2020:

<u>Cleon</u>	<u>Colfax</u>	<u>Springdale</u>	<u>Weldon</u>	<u>Others</u>	<u>Total Patrons</u>
23	52	41	62	59	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>
1	1	2	8	1	0	13

**Materials (totaling 294) 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>
148	42	23	3	AD: 63 J: 12	AD: 0 J: 0	AD: 2 J: 1

**Additional Information: We had 0 new patrons signed up for Library accounts in December 2020.**

**We had WIFI 29 users and 40 Library computer users during December 2020.**

**Overdrive (Up North Digital Usage)**

**December 2020: 13 BVDL patrons used Up North Digital on 38 visits, checking out 48 items (28 EBooks, 20 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.

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



## Betsie Valley District Library December 2020 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.

\*\*\*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 presented our Holiday Story Hour online, please go to the BVDL's youtube channel and check it out! We will continue to work on our online programs.

\*\*\*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!

**Betsie Valley District Library STEM Kits Table of Contents**

STEM KIT #	STEM Kit Name	Description	Rec. Ages	Box Size
1	Rock, Mineral & Fossil Discovery Collection Activity Kit	Find, sort & identify over 250 colorful specimens using identification book and sheet.	3 +	VS
2	Botley 2.0	Learn to code with screen free play!	5+	S
3	Squishy Human Body	Discover how the human body works with realistic model.	8+	L
4	Robot Turtles	Board game that teaches basic programming principles	4+	M
5	Pattern Play	Introduces patterns and spatial and geometric concepts.	3+	L
6	Square Up	2 Player visual thinking game that strengthens logic, focus and problem solving skills.	6+	M
7	Staxis	Fun way to learn planning, calculated risk taking, hand-to-to eye coordination, and special awareness.	6+	S
8	Snap Circuits, Jr.	Build 100+ electronics circuit projects.	8+	L
9	Wooden Marbles Building	Build 100s of unique constructions.	3+	S
10	Tumble Tax Marble Run	Children create daredevil designs with magnetic foam tracks and send plastic marbles through their course.	5+	M
11	QBitz Game	Game that stimulates spatial reasoning and memory skills, 2-4 players.	8+	VS
12	Quirkle	Many family games across ages using 36 colorful wooden tiles to build tactical and strategic thinking skills.	6+	S
13	Likee Wooden Pattern Blocks	Multiple shapes stitch to cultivate geometric cognition.	6+	VS
14	Makey	Connect everyday objects to your computer! Mac/PC/Chromebook	8+	VS
15	Zoomy 2.0	Egg-shaped microscope magnifies anything 54X on a computer screen.	4+	S
16	Arckit Mini Modern	Build your own contemporary modern home.	10+	M
17	Keva Contraptions 200 Planks	Hands-on experience with balance, leverage, geometry and physics.	7+	L
18	Keva Contraptions 200 Planks	Hands-on experience with balance, leverage, geometry and physics.	7+	L
19	Dive Into Shapes	Gain a deeper understanding of geometry basics with colorful shape building.	3+	L
20	Shapino	Introduction to the open source Arduino hardware-software coding.	12+	M
21	Keva Contractions 50 Planks	Hands-one experience with balance, leverage, geometry and physics.	5+	S