

Luther Area Public Library
Board Minutes, Oct. 14, 2021

November 11, 2021

The regular board meeting was called to order by President Lois Langenburg at 4:30 pm. There were no guests.

Present were Lois, Jan, Kees, Karen, Donna. Library Director Amy .

Minutes

Bullet pt. #3 "at certain times" correction.
from the Oct. mtg. were reviewed and approved. Motion by Jan seconded by Karen.. All in favor. Yes 5, No 0 Motion passed Passed

Treasurer's report

Received a donation from the Pine River Assoc.
Report was reviewed and approved.
Motion to approve by Kees, second by Jan. All in favor, Yes 5 No 0

Library Director's report

Movies started back up again.
Pilcrow foundation matching grant of \$800, Match by Boosters \$400.
Money will be used to buy children's books.
9 possible staff were interviewed for the open staff position.
Jodi is still helping out until we reach full staffing.

Motion by Lois and second by Kees.
All in favor Yes 5 No 0 Approved

Old business.

Doors are old and working poorly and are in need of replacement.
So far, Amy has not been able to find anyone to do the work. Will continue to search for someone to do the work.
We will need to find someone to do the cleaning, Shane no longer wants to do the extra work. Need 2 hrs of cleaning time per week.
Need steps and ramps cleared of snow this winter.

New Business

Amy presented policy changes regarding Borrowing books, late fees.
After some discussion the board adopted the changes to the policy manual

Fines are waived if the book is returned. Update any books that are damaged
Motion by Lois, second by Kees.

All in favor. Yes 5 No 0

Holiday closing is

Nov. 25

Nov 26

Dec. 24

Dec. 25

Dec. 31

Jan. 1.

Motion on Holiday closing by Lois, second by Kees.

All in favor. Yes 5 No 0

Motion to close meeting to discuss finances

Motion by Lois, second by Jan.

Motion to open mtg. By Lois, second Kees.

Meeting ended at 6:00 by Lois

Next meeting is Dec. 9, 2021

Submitted by

Kees Frankfort

Luther Area Public Library

11/1/21 thru 11/30/21

checking Balance 11/1/21

\$189,798.11

income

11/8	cp/fn/print	44.50	}	180.00
	bk/fnd	3.50		
	Y bags	24.50		
	B bags	77.50		
	PI bk	30.00		

11/17	cp	15.00	}	239.75
	bk/lam/fnd	30.25		
	Y bags	42.00		
	B bags	152.50		

11/17	B bags	500.00	}	600.00
	don - M. Goetz	100.00		

11/24	cp/fn/fx	18.25	}	288.75
	bk/fnd	10.25		
	B bags	180.00		
	PI bk's(2)	60.00		
	don	20.25		

11/30	LOS B - interest	7.78	
		<u>1316.28</u>	

+ 1316.28

expenses

#5335 11/5 Cadillac News (ad) 160.70

36 11/11 Republic Services (Ybags) 831.25

37 11/11 Xerox (copier) 144.88

38 11/11 D. Long (Nov-80-446-1.16) 73.88

39 11/12 A. Shank 456.21

38 hr (494-30.63-7.16)

40 11/12 S. Hillman 350.47

38.5 hr (379.50-23.53-5.50)

5333 11/12 J. Lucas 180.55

17 hr (195.50-12.12-2.83)

2197.94

		2197.94	
5341	11/18 CLS (rugs)	51.49	
42	11/22 MML Comp Fund	2.00	
43	11/26 A. Shank	598.42	
	48hr(648-40.18-9.40)		
44	11/26 J. Lucas	302.68	
	28.5hr(327.75-20.32-4.75)		
45	11/26 S. Hillman	299.21	
	27 hr(324-20.09-4.70)		
46	11/26 T. Laughlin	101.58	
	10hr(110-6.82-1.60)		
47	11/26 ATT	201.83	
48	11/26 Consumers	151.64	
	<u>Debits</u>	3906.79	-3906.79
	11/8 DG (papertowels, ^{trash} bags)	9.81	
	11/17 Home Depot (light fixture)	29.12	
	11/24 Demco (bk, DVD covers)	124.69	
	11/30 DG (salt, clean supplies)	24.12	
		187.74	-187.74

Check Balance 11/30/21 \$187,019.86 *

CD's Balance 34,381.79 *

Real Assets 11/30/21 \$221,401.65 *
Donna Long, treasurer

Utter Area Public Library
12/1/21 thru 12/31/21

Checking Balance 12/1/21

\$187,019.86

Income

12/03	copies - 8.25 fundr - 3.00 Y Bags - 7.00 B bags - 240.00 Pl. Bk - 30.00	}	288.25				
12/3	Trimberger don - 150.00 Anonymous don - 200.00			}	350.00		
12/11	copies/print - 33.25 bk sales - 9.00 fundr - 9.00 Y bags - 52.50 B bags - 58.00 Pl. bk - 30.00 Don - Campbell - 70.00					}	266.75
12/13	Donations - Ryan - 1000 ⁰⁰ Horman - 500 ⁰⁰			}	1500 ⁰⁰		
12/22	copies/fax/fines - 34.77 bk. sales - 5.25 fundr. - 1.00 Y bags - 35 ⁰⁰ B bags - 142.50 Don. - 13.00						

12/31 LOSB - interest

7.91

5639.43

+ 2639.43

expense

5349	12/16 Chase Card (books)	437.71
50	12/9 D. Long	73.88
	Dec. meet. (80 - 4.96 - 1.16)	
51	12/10 J. Lucas	276.12
	26 hr (299. - 18.54 - 4.34)	
52	12/16 S. Hillman	299.21
	27 hr (324 - 20.09 - 4.70)	1086.92

		~ Carry over	1086.92
#5354	12/10	A. Shank	467.52
		37.5 hr (506.25 - 31.39 - 7.34)	
54	12/10	T. Laughlin	253.96
		25 hr (275 - 17.05 - 3.99)	
55	12/10	G. Davis (3x shovels)	45.00
56	12/9	1 RWS (blue bags)(2x)	920.00
57	12/10	MSU (10 plat bks)	283.00
58	12/10	CLS (B bags)	52.26
59	12/15	Xerox (copier)	144.88
#5360	12/23	A. Shank	566.10
		38 hr (513 - 31.81 - 7.44)	
		(100 - 6.20 - 1.45)	
61	12/23	S. Hillman	245.65
		18 hr (216 - 13.39 - 3.13)	
		(50 - 3.10 - .73)	
62	12/23	T. Laughlin	302.90
		28 hr (308 - 19.10 - 4.47)	
		2 hr (20 - 1.24 - .29)	
63	12/23	LOS B - Box rental	18.00
64	12/23	J. Lucas	46.17
		(50 - 3.10 - .73)(Christmas)	
65	12/23	A T T	211.43
66	12/22	Elsie Public Library (damaged bk)	21.77
67	12/22	Consumers	164.09
68	12/29	G. Davis (2x shovel)	30.00
69	12/29	Biblionix (book catalog)	1200.00
#5370	12/29	Chase Card (Books)	376.28
			5349.01
			- 6435.93

expenses

-6435.93

Debits

12/2	Crystal Flash - (Propane)	421.79
12/6	Marathon Gas ^{Careville} (Blue Bags)	50.00
12/14	GFS (candy)	42.99
12/16	Dollar Gen. (supplies)	8.96
12/20	Walmart (3 calendars)	<u>15.80</u>
		539.54

- 539.54

Checking Balance 12/31/21 \$182,683.82 **

CD Balance \$34,381.79 *

Real Assets 12/31/21 \$217,065.61 *

Donna Long,
Treasurer

LIBRARIAN'S REPORT - 2021-2022													
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Adult Attendance	169	183	176	418	255	250	242	207	214				2114
Children Attendance	68	95	81	216	132	46	76	99	92				905
Total Attendance	237	278	257	634	387	296	318	306	306				3019
Story Hour Attendance - Kids	0	0	0	0	0	0	0	0	0	0	0	0	0
Story Hour Attendance - Adults	0	0	0	0	0	0	0	0	0	0	0	0	0
Movie Program - Adults	0	0	0	0	0	0	5	3	0	0	0	0	8
Movie Program- Kids	0	0	0	0	0	0	4	2	4	0	0	0	10
Craft Club	0	0	0	0	0	0	0	0	0	0	0	0	0
Summer Reading Program - Kids				50	24								74
Summer Reading Program - Adults				21	9								30
Summer Reading Program--Extra People													0
Special Program - All ages						16							16
Take It & Make It - All ages	24	16	10				4	27	48				129
Read It & Rate It - All ages	4	8	0										12
Gamers Club													0
Passive Library Programs - Both									79				79
Passive Library Programs - Kids	3	32	0			30	25	30	22				142
Passive Library Programs - Adults	26	1	0			7	13		3				50
Adult Books Loaned	89	145	133	149	193	150	112	110	156				1237
Children Books Loaned	74	102	102	84	109	50	52	38	67				678
Music CDs, DVD's and Video's Loaned	139	159	167	161	185	121	276	289	367				1864
E-Book Used	39	43	40	46	36	37	46	72	57				416
Computer Use	37	43	32	44	41	35	43	31	38				344
Laptop/wifi Use	35	36	41	65	46	39	41	36	30				369
New Registers	2	3	6	7	6	3	0	2	6				35
Books/DVD/Tapes Etc. Added	129	54	42	68	101	74	79	90	206				843
Mel-cat Borrowed (Received for patrons)	41	67	58	53	62	47	55	76	27				486
Mel-cat Loaned (Out to other libraries)	34	26	25	29	39	38	27	35	43				296
Website visits	54	350	341	236	91	52	89	109	79				1401

Libraries as Mental Health Hubs Initiative

January 2022 - August 2023

Orientation Packet

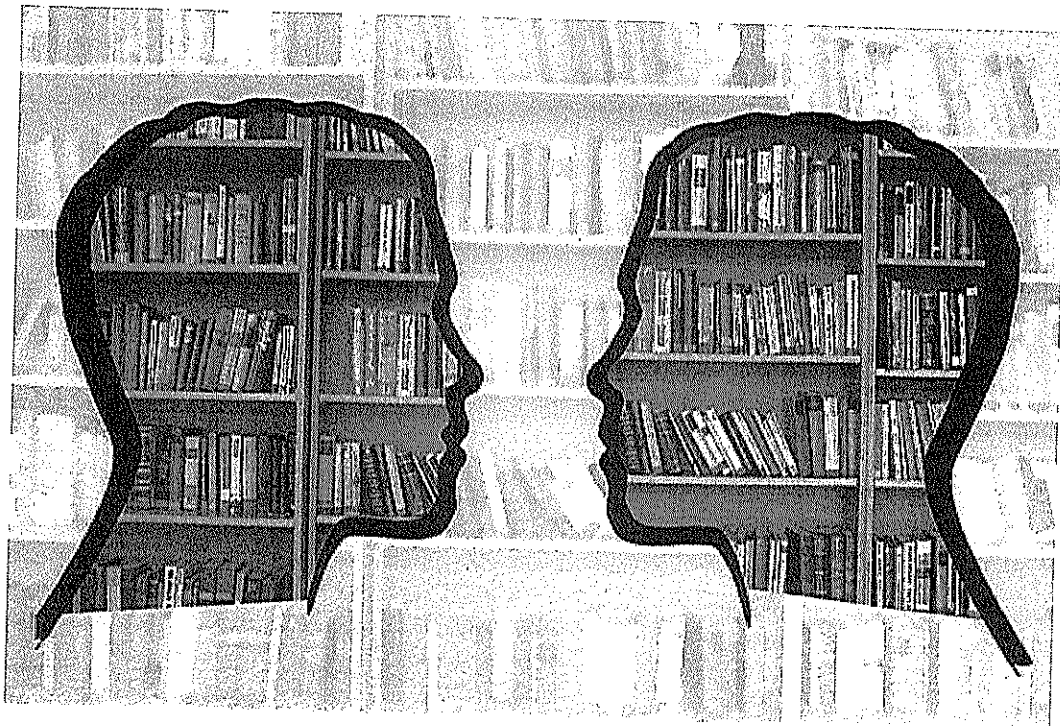
**MICHIGAN HEALTH
ENDOWMENT FUND**



About the Initiative

MPRO's Libraries as Mental Health Hubs initiative will address barriers to mental health care access in rural communities (e.g., availability of providers, cost, lack of anonymity and stigma) by making mental health services more accessible to the public. Using an evidence-based model, we will train librarians in mental health first aid, connect library patrons to social work services, equip libraries with naloxone boxes to address overdoses, train library staff to administer naloxone, and host community awareness events centered around mental health education for both children and older adults.

MPRO received a behavioral health grant through the Michigan Health Endowment Fund. The Health Fund works to improve the health and wellness of Michigan residents and reduce the cost of healthcare, with a special focus on children and seniors.



Questions?

For more information or to join the initiative, contact:

Elena Bair, MPH, CPHQ, Senior Quality Consultant | ebair@mpro.org | 248-465-1466
Jane Lozen, RN, PMHCNS-BC, Quality Consultant | jlozen@mpro.org | 248-465-7376

Libraries as Mental Health Hubs Initiative

Mental Health First Aid Training

Mar. 2022 - April 2022

Local crisis services training

Mar. 2022 - April 2022

Provide tablets and hotspots for patrons

Mar. 2022 - May 2022

Educational videos about mental health

June 2022

Naloxone administration training

June 2022

Partnership meetings | January 2022 - August 2023

Program Opportunities and Timeline

Mental Health First Aid Training

March 2022 - April 2022

Mental Health First Aid training "teaches you how to identify, understand and respond to signs of mental health and substance use challenges." This training will help library staff de-escalate situations within the library and assist patrons with getting help. See this flyer for more information. The MPRO team will coordinate and pay for this training for all staff members.

Library staff training on using local crisis services

March 2022 - April 2022

Did you know that your local Community Mental Health (CMH) agency offers a 24/7 crisis service that can assist with stabilizing an individual in crisis and help them obtain appropriate services? In this training, our team will teach library staff how and when to reach out for crisis services.

Provide tablets and hotspots for patrons to 'check out' for virtual social worker services

March 2022 - May 2022

This project plans to connect community members with social workers through virtual appointments. The MPRO team will ensure that each participating library has the technology needed to provide these services, including a tablet and hotspot available for patrons to check out.

Educational videos about mental health and how to schedule time with the social worker

June 2022

The MPRO team will provide short videos on mental health topics and instructional videos on "booking a social worker appointment" at the library.

Naloxone administration training

June 2022

Naloxone is a lifesaving medication used to reverse opioid overdose; it has no effect if opioids are absent. MPRO will coordinate naloxone administration training for library staff, helping them feel prepared to administer naloxone if an overdose is suspected. This [website](#) shows how safe and easy it is to save a life by giving naloxone.

Libraries as Mental Health Hubs Initiative

Naloxone box
June 2022

**Caring for the
Mind training**
July 2022 - Aug. 2022

**Virtual social
worker
services**
begins Aug. 2022

**Community
awareness
events**
May 2022;
Oct. 2022 - Aug. 2023

Naloxone box

June 2022

Naloxone boxes contain the tools needed to reverse the effects of opioid overdose. Typically, these boxes are placed in the same area that an AED (automatic external defibrillator) is located and can be used in the event of an emergency. The MPRO team will provide the naloxone boxes and the information on sustaining the program. See this [website](#) for more information on naloxone boxes.

Caring for the Mind training for library staff

July 2022 - August 2022

Caring for the Mind: Providing Mental Health Information at Your Library is a resource for library staff to better assist patrons with access to health information and health and wellness programming. See this [website](#) for more information. The MPRO team will identify courses for participating library staff to build their healthcare knowledge and connect with resources.

Virtual social worker services for library patrons with a Spectrum Health social worker begins August 2022

Patrons will be able to follow the simple process for scheduling an appointment with a social worker. An educational video will detail how to seek out services. We will also educate library staff on this process, empowering them to show patrons how to access these services.

Monthly community awareness events in the library centered around mental health education for children and older adults

Hosted by MPRO and other partners

Mental Health Awareness Month | May 2022 & May 2023

MPRO will assist library staff with topic suggestions.

Monthly mental health events | October 2022 - August 2023

The MPRO team will coordinate monthly mental health events with the assistance of local community organizations.

Partner calls with participating organizations

January 2022 - August 2023

The MPRO team will coordinate meetings with all partners (library staff, subject matter experts, CMH agencies, social workers, etc.) to provide project updates and identify barriers.

\$3000 stipend for participation

Distribution schedule to be determined

The MPRO team will provide a \$3,000 stipend to participating libraries to use for resources (e.g., time spent on project activities, materials).

Partnership meetings | January 2022 - August 2023

Libraries as Mental Health Hubs Initiative

Commitment to Collaborate

MPRO and _____ agree to collaborate on the Libraries as Mental Health Hubs initiative. MPRO is charged with providing assistance and support to participating libraries. Participation in the initiative is **free** and can help improve the mental health of community members by increasing awareness and improving access to care.

Participating library commitment

As part of this agreement, I commit my library's participation in the Libraries as Mental Health Hubs initiative. My library agrees to the following:

- Participate in staff training (Mental Health First Aid, Caring for the Mind, naloxone administration).
- Refer patrons to social work services.
- Participate in partner calls.
- Track data (e.g., number of attendees at mental health events, check-out of tablet/hotspot).
- Coordinate assistance with scheduling events and posting promotional material.
- Promote patron participation in program activities.

MPRO's commitment

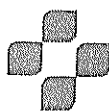
MPRO commits to providing assistance and support, including but not limited to:

- Provide participating libraries a \$3,000 stipend.
- Provide a tablet and hotspot for patrons to use for social work appointments.
- Provide naloxone boxes.
- Coordinate social work appointments, trainings, meetings and mental health awareness events.
- Provide processes, promotional materials and educational videos.

Signature of authorized representative: _____ Date: _____

Contact information

Primary contact name:	Title:
Email:	Organization:
Phone number:	Fax number:
Secondary contact name:	Title:
Email:	



Mental Health FIRST AID

from NATIONAL COUNCIL FOR MENTAL WELLBEING

MENTAL HEALTH FIRST AID

WHY MENTAL HEALTH FIRST AID?

Mental Health First Aid (MHFA) teaches you how to identify, understand and respond to signs of mental health and substance use challenges among adults.

On average,

130

people die by
suicide every day.

*Source: American Foundation
for Suicide Prevention*

From 1999 to 2019,

841,000

people died from
drug overdoses.

*Source: Centers for Disease
Control and Prevention*

Nearly

1 IN 5

in the U.S. lives
with a mental illness.

*Source: National Institute
of Mental Health*

WHO NEEDS TO KNOW MENTAL HEALTH FIRST AID

- Employers.
- Police officers.
- Hospital staff.
- First responders.
- Caring individuals.

WHAT IT COVERS

- Common signs and symptoms of mental health challenges.
- Common signs and symptoms of substance use challenges.
- How to interact with a person in crisis.
- How to connect a person with help.
- Expanded content on trauma, substance use and self-care.

THREE WAYS TO LEARN

- **In-person** – Learners will receive their training as an 8-hour, Instructor-led, in-person course.
- **Blended** – Learners complete a 2-hour, self-paced online course, and participate in a 4.5- to 5.5-hour, Instructor-led training. This Instructor-led Training can be:
 - » A video conference.
 - » An in-person class.

Learn how to respond with the Mental Health First Aid Action Plan (ALGEE):

- A**ssess for risk of suicide or harm.
- L**isten nonjudgmentally.
- G**ive reassurance and information.
- E**ncourage appropriate professional help.
- E**ncourage self-help and other support strategies.

Sources

American Foundation for Suicide Prevention. (n.d.). *Suicide statistics*. <https://afsp.org/suicide-statistics/>

Centers for Disease Control and Prevention. (n.d.). *Drug overdose deaths*. <https://www.cdc.gov/drugoverdose/deaths/index.html>

National Institute of Mental Health (NIMH). (n.d.). *Mental illness*. <https://www.nimh.nih.gov/health/statistics/mental-illness>

To find a course or contact a Mental Health First Aid Instructor in your area, visit MHFA.org or email Hello@MentalHealthFirstAid.org.

Luther Area Public Library DRAFT Internet Safety Policy

Introduction

The Luther Area Public Library provides computers and other electronic devices for public use and wireless internet access based on the mission of the Library for being the information resource center of the community. By choosing this free service you agree to abide by the Library's internet policies and rules.

The Library Board authorizes the Library Director, or designated representative, to develop procedures allowing fair use of the Library's computers, to observe use of public computers for the purposes of enforcing Library's policies, and to suspend or terminate computer privileges for violation of Library policies and rules.

Patron Services

Please note that all users of the Library, regardless of whether that person possesses a Library card, shall be referred to in this policy as a patron or collectively, patrons.

Patrons may bring their own personal electronic devices (laptops, tablets, phones) to access the Library's wireless internet service.

Patrons with a Library card (members) may sign up to learn to use software designed to access free library books, electronic books and magazines on their personal electronic devices.

The Library's computers are filtered for use by minors or adults to meet CIPA, E-rate funding, and Michigan Library Privacy Act requirements. A computer may be unfiltered upon request by an adult within the Library.

The Library has received funding from the federal Emergency Connectivity Fund (ECF) to purchase 6 hotspots. Any ECF supported equipment and services can only be provided to patrons who declare they do not have access to the equipment or service sufficient to access the internet.

Scanning and printing is provided for a fee.

An AWE Learning Center, without internet access, is designed for use by young children.

The Library's website has links to access Michigan electronic Library's databases (MeL). MeL offers: legal, medical, cultural, informational and educational resources for all age groups.

Unacceptable Use

Computing resources may only be used for legal purposes by the public and staff. Examples of unacceptable use include, but are not limited to the following:

1. Uses for any purposes that violate applicable federal, state, or local laws including
2. Interfering with or disrupting other computer users, services, or equipment.
3. Attempting to gain or gaining unauthorized entry or access to communications sources (hacking).
4. Malicious, threatening, harassing, or obscene behavior.
5. Obscene behavior including public display of obscene materials.
6. Misrepresentation of oneself or the computing center.
7. Activities that could cause congestion and disruption of networks and systems.
8. Unsolicited advertising.
9. To access, upload, download, transmit or distribute obscene or sexually explicit material.

Cautions

1. Computers operated on a wireless public network (Wi-Fi) should not be considered secure. Information sent to and from a device may be captured by anyone else with a wireless device and the appropriate software. Patrons using their own laptop computers for wireless access are subject to and must comply with all requirements of this policy.
2. Users are cautioned to guard closely the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
3. Users are cautioned to take steps to protect their systems from computer viruses and other destructive computer programs when downloading programs to disk for use on other computers.

Approved by the Luther Area Public Library board on: DRAFT

4. Electronic files should not be considered confidential. When required by law, the Library must disclose all files to the extent required by law.
5. The Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use of unavailability of the system.

Violation of Internet Safety Policy Penalties

Violation of any part of the Internet Safety Policy will be handled under these terms:

1. First violation – verbal warning with a note on your Library File
2. Second violation – Library privileges will be revoked for one month. (Parents of minors will receive a notification letter from the Library Director.)
3. Subsequent violations – Library privileges will be revoked for six months. (Parents of minors will receive a notification letter from the Library Director).

Children's Internet Protection Act (CIPA) Compliance

In compliance with the Child Internet Protection Act (CIPA), the Library has taken protection measures to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors. The filters on the Library's computers block most graphic images on computer screens that may be seen easily by passerby of all ages. Adult users may request a computer be unfiltered.

It shall be the responsibility of all members of the Luther Area Public Library staff to supervise usage of the online computer network and access to the internet in accordance with this policy and CIPA to the best of their ability.

Right of Appeal

Patrons may appeal a decision to limit or revoke privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were revoked or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Luther Area Public Library Internet Safety Policy

Introduction

It is the policy of Luther Area Public Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Luther Area Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Luther Area Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act to the best of their ability. Subject to other demands on staff time, the Library staff will make a good faith effort to monitor periodically the use of Library computers by minors (under 18 years of age).

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director or designated representatives.

Cautions

1. Parents are cautioned to monitor children's use of the Internet
 - a. Any user under the ages of 18 must have a parental/guardian (see MCL 700.5204) permission slip signed and turned into the circulations desk before using the internet.
2. Users are cautioned to guard closely the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
3. Users are cautioned to take steps to protect their systems from computer viruses and other destructive computer programs when downloading programs to disk for use on other computers.
4. Electronic files should not be considered confidential. When required by law, the library must disclose all files to the extent required by law.
5. Wireless access provided for laptop computers of patrons is not filtered. Patrons using their own laptop computers for wireless access are subject to and must comply with all requirements of this Policy
6. The Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.

Violation of Acceptable Use Policy Penalties

Violation of any part of the acceptable use policy will be handled under these terms:

1. First violation – verbal warning with a note on your Library File
2. Second violation – Library privileges will be revoked for one month. (Parents of minors will receive a notification letter from the Library Director.)
3. Subsequent violations – Library privileges will be revoked for six months. (Parents of minors will receive a notification letter from the Library Director).

Adopted by the Luther Area Public Library board at a public meeting following normal public notice on: November 17, 2011

CIPA definitions of terms:

MINOR: the term “minor” means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Luther Area Public Library

Internet Permission Slip

Child's Name: _____

Birth Date: _____

Address: _____

Telephone: _____

With this form, I, the parent/legal guardian, agree to allow my child to use the Internet at the Luther Area Public Library and abide by the Luther Area Public Library Internet Safety Policy. I, the parent/legal guardian, have advised my child on the dangers of Internet use.

Parent/Legal Guardian (Print) _____

Parent/Legal Guardian (Signature) _____

Telephone _____ Cell _____

Date _____

Form Approved by Board on November 17, 2011

A	B	C	D	E	F	G	H	I	J
1	Luther Area Public Library								
2	2021-2022 Proposed Budget								
3	General Fund								
4	Receipts	Original	Amended						
5	1 Library Millage	2021-2022	2021-2022	April	May	June	July	August	September
6	2 Local Government Support	\$ 54,000.00	\$ 54,000.00				\$ 57,147.01		
7	3 Penal Fines	\$ 2,500.00	\$ 2,500.00					\$ 2,500.00	
8	4 State Aid	\$ 18,000.00	\$ 18,000.00					\$ 22,072.42	
9	5 Plat Book Sales	\$ 2,500.00	\$ 2,500.00						
10	6 Shoreline Yellow Bags	\$ 400.00	\$ 400.00				\$ 3,591.47		
11	7 IRWS Blue Bags	\$ 4,000.00	\$ 4,000.00	\$ 87.50	\$ 136.50	\$ 17.50	\$ 290.50	\$ 56.00	\$ 120.00
12	8 Copies, Fines, Faxes & Sales	\$ 7,000.00	\$ 18,000.00	\$ 490.00	\$ 182.50	\$ 872.50	\$ 1,540.00	\$ 191.00	\$ 1,094.50
13	9 Donations	\$ 1,000.00	\$ 1,000.00	\$ 61.50	\$ 97.65	\$ 85.25	\$ 79.85	\$ 108.50	\$ 133.70
14	10 Interest/Checking & CD	\$ 2,000.00	\$ 9,370.00	\$ 5,185.00	\$ 260.00	\$ 2,159.00			\$ 1,592.83
15	11 Miscellaneous Fundraising	\$ 100.00	\$ 100.00	\$ 10.27	\$ 9.10	\$ 6.26	\$ 7.97	\$ 9.20	\$ 8.52
16	12 Grants/Endowment	\$ 500.00	\$ 500.00	\$ 3.00	\$ 12.00	\$ 6.00	\$ 285.00	\$ 15.15	\$ 83.55
17	13 Checking/Fund Balance	\$ 3,000.00	\$ 5,650.00	\$ 2,024.80		\$ 3,624.89			
18	Total Receipts	\$ 95,000.00	\$ 139,120.00	\$ 7,862.07	\$ 697.75	\$ 6,771.40	\$ 62,941.80	\$ 24,952.27	\$ 3,089.10
19	Expenditures								
20	1 IRS Employer (Escrow)								
21	2 IRS Paid			\$ (259.48)	\$ (175.81)	\$ (188.32)	\$ (256.61)	\$ (197.93)	\$ (212.36)
22	3 Wages	\$ 5,000.00	\$ 5,000.00	\$ 1,078.48			\$ 1,207.15		
23	4 UIA/Workers Comp.	\$ 32,000.00	\$ 32,000.00	\$ 3,391.49	\$ 2,297.99	\$ 2,200.00	\$ 3,354.23	\$ 2,587.31	\$ 2,776.11
24	5 Books & Movies	\$ 400.00	\$ 400.00	\$ 4.00	\$ 154.00		\$ 5.00		
25	6 Supplies Exp.	\$ 5,000.00	\$ 10,130.00	\$ 1,352.00		\$ 1,126.85	\$ 284.67	\$ 572.22	
26	7 Auditor	\$ 2,000.00	\$ 1,800.00	\$ 30.17		\$ 8.00	\$ 15.71	\$ 21.89	\$ 8.43
27	8 Utilities								
28	9 Building Insurance	\$ 7,000.00	\$ 7,000.00	\$ 150.14	\$ 514.57	\$ 190.02	\$ 204.83	\$ 259.71	\$ 251.93
29	10 Education/Travel	\$ 1,500.00	\$ 1,500.00						\$ 77.00
30	11 Equipment/Software/Bibliolnix	\$ 1,000.00	\$ 1,000.00				\$ 3,296.96		
31	12 Office Exp.	\$ 5,000.00	\$ 8,370.00	\$ 268.58					
32	13 IRWS Blue Bags	\$ 4,000.00	\$ 4,000.00	\$ 242.28	\$ 306.33	\$ 535.48	\$ 201.25	\$ 644.24	\$ 308.78
33	14 Shoreline Yellow Bags	\$ 7,000.00	\$ 18,000.00	\$ 920.00	\$ 460.00	\$ 920.00	\$ 920.00		\$ 3,220.00
34	15 Plat Books	\$ 4,000.00	\$ 4,000.00						
35	16 Building Maintenance	\$ 750.00	\$ 750.00						\$ 283.00
36	17 Internet/Phone/E-Rates	\$ 5,000.00	\$ 26,970.00	\$ 59.63	\$ 69.04	\$ 249.04	\$ 199.04	\$ 11,132.04	\$ 11,036.49
37	18 Mid Michigan Library League/Dues	\$ 6,000.00	\$ 6,000.00	\$ 203.43	\$ 203.40	\$ 203.40	\$ 502.27	\$ 203.22	\$ 203.20
38	19 Grant Expenditures	\$ 2,000.00	\$ 2,200.00			\$ 204.00		\$ 905.49	\$ 1,090.28
39	20 Programming/Misc	\$ 3,000.00	\$ 4,800.00	\$ 938.89	\$ 266.65	\$ 120.86	\$ 1,045.88	\$ 743.06	\$ 59.38
40	Total Expenditures	\$ 2,000.00	\$ 2,000.00	\$ 12.91		\$ 80.94	\$ 561.08		\$ (14.22)
41		\$ 92,650.00	\$ 135,920.00	\$ 8,392.52	\$ 4,096.17	\$ 5,670.27	\$ 11,541.46	\$ 16,871.25	\$ 19,088.02
42	Beginning Checking Balance								
43	Ending Checking Balance			\$					

	K	L	M	N	O	P	Q	R	S	T
1	Luther Area Public Library									
2	2021-2022 Proposed Budget									
3	General Fund	Original	Amended							
4	Receipts	2021-2022	2021-2022	October	November	December	January	February	March	Actual Total
5	Library Millage	\$ 54,000.00	\$ 54,000.00							\$ 57,147.01
6	Local Government Support	\$ 2,500.00	\$ 2,500.00							\$ 2,500.00
7	Penal Fines	\$ 18,000.00	\$ 18,000.00							\$ 22,072.42
8	State Aid	\$ 2,500.00	\$ 2,500.00							\$ 3,591.47
9	Plat Book Sales	\$ 400.00	\$ 400.00	\$ 60.00	\$ 90.00	\$ 60.00				\$ 330.00
10	Shoreline Yellow Bags	\$ 4,000.00	\$ 4,000.00	\$ 259.00	\$ 66.50	\$ 94.50				\$ 1,064.00
11	IRWS Blue Bags	\$ 7,000.00	\$ 18,000.00	\$ 170.00	\$ 910.00	\$ 440.50				\$ 5,891.00
12	Copies, Fines, Faxes & Sales	\$ 1,000.00	\$ 1,000.00	\$ 144.65	\$ 121.75	\$ 90.52				\$ 923.37
13	Donations	\$ 2,000.00	\$ 9,370.00	\$ 205.50	\$ 120.25	\$ 1,933.00				\$ 11,455.58
14	Interest/Checking & CD	\$ 100.00	\$ 100.00	\$ 8.25	\$ 7.78	\$ 7.91				\$ 75.26
15	Miscellaneous Fundraising	\$ 500.00	\$ 500.00	\$ 43.00		\$ 13.00				\$ 460.70
16	Grants/Endowment	\$ 3,000.00	\$ 5,650.00							\$ 5,649.69
17	Checking/Fund Balance		\$ 23,100.00	\$ 21,970.00						\$ 23,100.00
18	Total Receipts	\$ 95,000.00	\$ 139,120.00	\$ 890.40	\$ 1,316.28	\$ 2,639.43	\$ -	\$ -	\$ -	\$ 134,260.50
19										
20	Expenditures									
21	IRS Employer (Escrow)									
22	IRS Paid	\$ 5,000.00	\$ 5,000.00	\$ (246.50)	\$ (195.75)	\$ (209.74)				\$ (1,922.50)
23	Wages	\$ 32,000.00	\$ 32,000.00	\$ 3,130.38	\$ 2,558.75	\$ 2,741.25				\$ 3,619.43
24	UIA/Workers Comp.	\$ 400.00	\$ 400.00	\$ 5.00	\$ 2.00					\$ 25,037.51
25	Books & Movies	\$ 5,000.00	\$ 10,130.00	\$ 516.89		\$ 813.99				\$ 170.00
26	Supplies Exp.	\$ 2,000.00	\$ 1,800.00		\$ 63.05	\$ 8.96				\$ 4,666.62
27	Auditor									\$ 156.21
28	Utilities	\$ 7,000.00	\$ 7,000.00	\$ 150.01	\$ 151.64	\$ 585.88				\$ -
29	Building Insurance	\$ 1,500.00	\$ 1,500.00							\$ 2,458.73
30	Education/Travel	\$ 1,000.00	\$ 1,000.00							\$ 77.00
31	Equipment/Software/Biblionix	\$ 5,000.00	\$ 8,370.00							\$ -
32	Office Exp.	\$ 4,000.00	\$ 4,000.00	\$ 418.71	\$ 269.57	\$ 178.68				\$ 4,765.54
33	IRWS Blue Bags	\$ 7,000.00	\$ 18,000.00	\$ 1,380.00		\$ 970.00				\$ 3,105.32
34	Shoreline Yellow Bags	\$ 4,000.00	\$ 4,000.00		\$ 831.25					\$ 8,790.00
35	Plat Books	\$ 750.00	\$ 750.00							\$ 831.25
36	Building Maintenance	\$ 5,000.00	\$ 26,970.00	\$ 51.49	\$ 51.49	\$ 127.26				\$ 566.00
37	Internet/Phone/E-Rates	\$ 6,000.00	\$ 6,000.00	\$ 413.65	\$ 201.83	\$ 211.43				\$ 22,975.52
38	Mid Michigan Library League/Dues	\$ 2,000.00	\$ 2,200.00							\$ 2,345.83
39	Grant Expenditures	\$ 3,000.00	\$ 4,800.00	\$ 80.00						\$ 2,199.77
40	Programming/Misc	\$ 2,000.00	\$ 2,000.00	\$ 62.29	\$ 160.70	\$ 64.76				\$ 3,254.72
41	Total Expenditures	\$ 92,650.00	\$ 135,920.00	\$ 7,295.72	\$ 4,094.53	\$ 6,975.47	\$ -	\$ -	\$ -	\$ 928.46
42										\$ 84,025.41
43	Beginning Checking Balance			\$ 196,203.43	\$ 189,798.11	\$ 187,019.86				
44	Ending Checking Balance			\$ 18						