

**LUTHER AREA PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
Thursday, October 14, 2021  
115 State Street  
Luther, MI 49656**

**CALL TO ORDER**

President Langenburg called the meeting to order at 4:40 p.m.

<b>Present:</b>	<b>President:</b>	L. Langenburg
	<b>Secretary:</b>	K. Frankfort
	<b>Treasurer:</b>	D. Long
	<b>Trustee:</b>	K. Goodlein
	<b>Director:</b>	A. Shank

<b>Absent:</b>	<b>Vice-President:</b>	J. Trimberger
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**VISITOR COMMENTS**

None.

**BOARD COMMENTS**

None.

**APPROVAL OF MINUTES**

Regular Meeting of September 9, 2021.

Motion and seconded made by Treasurer Long and President Langenburg to approve the regular meeting minutes of September 9, 2021.

**All in Favor:       (4) AYES – Frankfort, Goodlein, Langenburg, Long  
                          (0) NAYS**

**Motion Carried**

**TREASURER’S REPORT**

Motion and seconded made by President Langenburg and Secretary Frankfort to approve the Treasurer’s Report as corrected.

**All in Favor:           (4) AYES – Frankfort, Goodlein, Langenburg, Long  
                              (0) NAYS**

**Motion Carried**

**LIBRARIAN’S REPORT**

Director Shank confirmed her written report and added the following:

- They provided a lot of passive programs for September so patrons could maintain social distance.
- An October movie program is scheduled.
- They are having staffing issues. The new librarian quit; they have placed advertisements in the *Cadillac News* and *The Lake County Star* as well as posted the position on the Library’s Facebook page and Website. They will soon begin reviewing applications as well as re-examine applications from the original posting in early summer. Although Jody is now a casual employee and has worked since retiring, she is temporarily unable to work. Therefore, while the library is still open for its normal hours, only one person will be working.
- The Budget spreadsheet and September Income and Expenses statement don’t match up and Director Shank made a full explanation of the accounting discrepancy and wanted it placed in the minutes for auditing purposes. In July the Treasurer wrote a check for \$165.00 to purchase stamps. The stamps were not purchased and the check was held to purchase them at a later date. The \$165.00 was debited as an Office Expense on the Budget Spreadsheet. The Treasurer added the \$165.00 back into the Income on the September Income and Expenses Statement and voided the check in October. Director Shank, conversely, credited the amount back to the Office Expenses line. In summary, The Director had credited the money to the Office Expense whereas the Treasurer had credited it to the Income.

Motion and seconded made by President Langenburg and Trustee Goodlein to approve the Librarian’s Report as presented.

**All in Favor:           (4) AYES – Frankfort, Goodlein, Langenburg, Long  
                              (0) NAYS**

**Motion Carried**

**OLD BUSINESS**

Regarding the COVID Response Plan Update, Motion and seconded made by President Langenburg and Secretary Frankfort to accept the Epidemic/Pandemic Policy as the new update.

All in Favor:       **(4) AYES – Frankfort, Goodlein, Langenburg, Long**  
                              **(0) NAYS**

**Motion Carried**

Because the back door presents problems with locking and the bottom of the door appears rotten it was decided that Director Shank should obtain replacement estimates for all four doors. Director Shank said that the companies she has called say they either are too busy or don't have the employees. She has additional leads and will continue the search.

**NEW BUSINESS**

Director Shank would like to ask the Pine River shop class to make five more Little Free Libraries. She wants to place them in townships closer to the library. Several locations were discussed such as Bristol Store, Carrieville Gas Station, campgrounds, and churches with food pantries. When Director Shank publishes the November Community Newsletter she will include a post asking the public if they have suggestions for potential locations.

**TRUSTEE COMMENTS**

None.

**BUDGET AMENDMENTS**

To pay for the new roof:

Motion and seconded made by President Langenburg and Trustee Goodlein to:

- Increase Receipts, line 13, Checking/Fund Balance (Column D) by \$21,970.00; for a new total of \$23,100.00 and
- Increase Expenditures, line 16, Building Maintenance (Column D) by \$21,970.00; for a new total of \$26,970.00

**Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long  
(0) NAYS**

**Motion Carried**

**Adjustment to Mid-Michigan Library League/Dues:  
Motion and seconded made by Treasurer Long and President Langenburg to:**

- Decrease Expenditures, line 6, Supplies Exp. (Column D) by \$200.00; for a new total of \$1,800.00 and
- Increase Expenditures, line 18, Mid-Michigan Library League/Dues (Column D) by \$200.00; for a new total of \$2,200.00

**Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long  
(0) NAYS**

**Motion Carried**

**Adjustments for Grants/Endowment Receipts:  
Motion and seconded made by Treasurer Long and Secretary Frankfort to:**

- Increase Receipts, line 12, Grants/Endowment (Column D) to \$5,650.00 and
- Increase Expenditures, line 19, Grant Expenditures (Column D) to \$4,800.00 (the amount of approved grants received)

**Roll Call Vote: (4) AYES – Frankfort, Goodlein, Langenburg, Long  
(0) NAYS**

**Motion Carried**

**NEXT MEETING DATE**

November 11, 2021 at 4:30 p.m.

**ADJOURNMENT**

Motion and seconded made by President Langenburg and Secretary Frankfort to adjourn the meeting at 5:30 p.m.

Respectfully submitted,

Karin Goodlein, Trustee

# Luther Area Public Library

10/1/21 thru 10/31/21

Checking Balance 10/1/21

\$ 196,203.43

income

10/6	cp/fns - 43.25	}	165.75
	bk sale - 5.00		
	fd raising - 5.00		
	B bags - 52.50		
	plat bk - 60.00		

10/15	cp/fn/fx - 33.95	}	234.95
	bk sales - 31.00		
	fd rg - 7.00		
	Y-bags - 98.00		
	B-bags - 65.00		

10/22	cp/fn - 18.20	}	208.20
	bk sale - .50		
	fd raising 26.00		
	Y bags - 126.00		
	B bags - 37.50		

10/27	cp/fn - 11.75	}	273.25
	bk sale - 1.00		
	fd rais 5.00		
	Y bags - 35.00		
	B bags - 15.00		
	donation - 205.50		

10/30	LOS B - interest	8.25
		890.40

+ \$890.40

expenses

#5311	10/1 A. Shank	540.25
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45 hr (585. - 36.27 - 8.48)

12	10/1 J. Lucas	207.10
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19.5 hr (224.25 - 13.90 - 3.25)

13	10/1 S. Hillman	190.93
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17 hr (187 - 11.59 - 2.71)

2 hr (19.74 - 1.22 - .29)

14	10/1 VOID	
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15	10/5 Chase Card	310.79
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Demeo - Labels, ink pads, stamp (21.50)  
CDX Govt - toner cartridge (127.19)

16	10/5 Xerox (copier)	144.88
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1393.95

			1398.95	
5317	10/15	IRWS B bags	920.00	
18	10/14	D. Long	73.88	
		Oct meet (80-4.96-1.16)		
19	10/15	A. Shank	540.25	
		45 hr (585.-36.27-8.48)		
20	10/15	J. Lucas	53.10	
		5 hr (57.50-3.57-.83)		
21	10/15	Shane Hillman	325.08	
		32 hr (352.-21.82-5.10)		
22	10/14	CLS (rugs)	51.49	
23	10/19	Enfold Systems (Ploud)	212.00	
24	10/21	St. of Mi/UA (3rd qt)	5.00	
25	10/21	US Govt/ IRS (3rd qt)	1333.80	
26	10/24	A. Shank (popcorn)	15.36	
27	10/24	MOS (overages/copier)	23.17	
28	10/24	Consumers (utilities)	150.01	
29	10/26	ATT (utilities)	201.65	
30	10/26	IRWS B. bags	460.00	
31	10/26	Chase Card	543.89	
		LC paper-ad (27.00)		
		Amazon-books (516.89)		
32	10/29	A. Shank	564.26	
		47 hr (611-37.88-8.86)		
34	10/29	S. Hillman	389.03	
		36.5 hr (401.50-24.89-5.82)		
		2 hr (19.74-1.22-.20)		
		<u>Debits</u>		
	10/12	GFS (candy)	35.98	
	10/21	USPS (postage)	3.82	
			39.80	
			7295.72	
				-7295.72
		ckg. balance 10/31/21		\$189,798.11

10/31/21 Check balance

\$189,798.11 \*

CD balance

34,381.79 \*

\$224,179.90 \*

Bonna 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						1693
Children Attendance	68	95	81	216	132	46	76						714
Total Attendance	237	278	257	634	387	296	318						2407
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	0	0	0	0	0	5
Movie Program- Kids	0	0	0	0	0	0	4	0	0	0	0	0	4
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						54
Read It & Rate It - All ages	4	8	0										12
Passive Library Programs - Kids	3	32	0			30	25						90
Passive Library Programs - Adults	26	1	0			7	13						47
Adult Books Loaned	89	145	133	149	193	150	112						971
Children Books Loaned	74	102	102	84	109	50	52						573
Music CDs, DVD's and Video's Loaned	139	159	167	161	185	121	276						1208
E-Book Used	39	43	40	46	36	37	46						287
Computer Use	37	43	32	44	41	35	43						275
Laptop/wifi Use	35	36	41	65	46	39	41						303
New Registers	2	3	6	7	6	3	0						27
Books/DVD/Tapes Etc. Added	129	54	42	68	101	74	79						547
Mel-cat Borrowed (Received for patrons)	41	67	58	53	62	47	55						383
Mel-cat Loaned (Out to other libraries)	34	26	25	29	39	38	27						218
Website visits	54	350	341	236	91	52	89						1213



**Luther Area Public Library  
Borrowing Privileges Policy**

Current  
Policy

1. Those residents of the Luther Area Public Library service area and of the area covered by the Mid-Michigan Library League, with interest in borrowing materials from the Luther Area Public Library are required to apply for a borrower's card.
2. There is no annual fee for a borrower's card of use of the Library.
3. In addition, we participate in the state's MichiCard program, which is a cooperative and voluntary program among libraries in the State to offer reciprocal book borrowing privileges among their respective cardholders.
4. Library materials may be only borrowed by patrons utilizing their own accounts.
5. If a registered borrower does not have his or her card, items may be borrowed with valid identification.
6. We do not distinguish between a child's card and an adult card. Children are permitted to borrow any type of library material. A parent or guardian signature is required for children under 18 on the application. We consider the parent as the best judge of what is appropriate for their child.
7. Materials are due by the end of the day on which they are due. Loan periods are varied based on demand for material. The Library Director is authorized to establish and enforce loan parameters for highest utilization. Notices are to be issued to inform borrowers of delinquent accounts.
8. The Library Director is authorized to enforce loan periods through establishment of fines accruing daily for delinquent accounts. Borrowing privileges may be suspended for extremely delinquent accounts.
9. If the overdue items are returned, the price of the items will be waived. However, the fines will still be owed. Once a replacement fee has been paid by a patron, there will be no refund even if the item is found at a later date.
10. Items per patron shall be limited to 20 per account. All items may be renewed according to Luther Area Public Library parameters.
11. New applicants must furnish name and complete street address, a picture ID and telephone number if possible.
12. Interlibrary loans-patrons will be given ten (10) days from the date of notification to pick-up the loaned material. Luther Area Public Library's ILLs may be renewed if approved by the lending library.
13. Borrowing privileges will be suspended if the patron's account balance exceeds \$10.00 in fines, fees or charges.

Approved by the Luther Area Public Library on: b February 16, 2012

**Luther Area Public Library  
Borrowing Privileges Policy Draft**

1. Those residents of the Luther Area Public Library service area, with interest in borrowing materials from the Luther Area Public Library, are required to apply for a borrower's card. There is no annual fee. New applicants must present a State issued picture ID and/or proof of current address to receive a borrower's card.
2. In addition, we participate in the State's MelCat program, which is a voluntary program among libraries in the State to offer reciprocal borrowing privileges among their respective cardholders. A patron's card must be in good standing to use the MelCat program.
3. Library materials must only be borrowed by a patron, utilizing their own account. If a patron does not have his or her card, items may be borrowed with a State issued picture ID.
4. We do not distinguish between a child's card and an adult's card. Children are permitted to borrow any type of library material. A parent's or guardian's signature is required for children under the age of 18 on the application and is liable for payment or return of any materials. We consider the parent or guardian to be the best judge of what is appropriate for their child.
5. Materials are due by the end of the day on which they are due. Loan periods are varied based on demand for material. The Library Director is authorized to establish and enforce loan parameters for highest utilization. Notices are to be issued to inform borrowers of delinquent accounts.
6. The Library Director is authorized to enforce loan periods through establishment of fines, accruing daily, for delinquent accounts. A maximum fine of \$3.00 per item is established. Borrowing privileges may be suspended for extremely delinquent accounts.
7. If the overdue items are returned, the price of the items will be waived. However, the fines will still be owed. Once a replacement fee has been paid by a patron, there will be no refund even if the item is found at a later date.
8. Total items per patron shall be limited to 20 per account. Limits may be increased with Library Director's approval upon request and if the account is in good standing. All items may be renewed according to Luther Area Public Library parameters.
9. Interlibrary loans-patrons will be given ten (10) days from the date of notification to pick-up the loaned material. Luther Area Public Library's ILLs may be renewed if approved by the lending library.
10. Borrowing privileges will be suspended if the patron's account balance exceeds \$10.00 in fines, fees or charges.

Approved by the Luther Area Public Library on: DRAFT

**Luther Area Public Library  
Damage to Library Materials**

Current  
Policy

A borrower is charged a fine for damaging library materials when we are reasonably certain that the damage was incurred while the material was in his or her possession. The fine is based on the degree of damage and the cost to repair it. If an item is damaged beyond repair we charge the title's retail price to the patron. If there is no retail price a default value is charged.

The current default values are:

List price of item or as follows is price is unavailable:

1. Children's Book	\$15.00
2. Adult Book	\$25.00
3. Audio Book	\$30.00 per tape or disc
4. DVD	\$20.00
5. VHS	\$5.00 (will not be replaced)
6. Reference Book	\$50.00

Payment of a damage charge does not convey the right of ownership for the damaged item to the person doing the damage. The damage charge is a monetary penalty for damaging or destroying public property. Items not returned 45 days past the due date are defined as lost. Overdue fines are over-ridden by replacement cost.

Adopted by the Luther Area Public Library board on: February 16, 2012

**Luther Area Public Library  
Damage to Library Materials Draft**

A borrower is charged a fine for damaging library materials when we are reasonably certain that the damage was incurred while the material was in his or her possession. The fine is based on the degree of damage and the cost to repair it. If an item is damaged beyond repair we charge the title's replacement cost to the patron. If there is no retail price available, a default value is charged.

The current default values are:

1. Children's Book	\$15.00
2. Adult Book	\$25.00
3. Audio Book	\$30.00
4. DVD/Blu-ray	\$20.00
5. Reference Book	\$50.00

Payment of a damage charge does not convey the right of ownership for the damaged item to the person doing the damage. The damage charge is a monetary penalty for damaging or destroying public property. Overdue fines are over-ridden by the replacement cost and will be waived.

Adopted by the Luther Area Public Library board on: DRAFT

Luther Area Public Library  
2021-2022 Budget

A	B	C	D	E	F	G	H	I	J	K	Q
1	Luther Area Public Library										
2	2021-2022 Proposed Budget										
3	General Fund	Original	Amended								
4	Receipts	2021-2022	2021-2022	April	May	June	July	August	September	October	Actual
5	1 Library Millage	\$ 54,000.00	\$ 54,000.00				\$ 57,147.01				\$ 57,147.01
6	2 Local Government Support	\$ 2,500.00	\$ 2,500.00					\$ 2,500.00			\$ 2,500.00
7	3 Penal Fines	\$ 18,000.00	\$ 18,000.00					\$ 22,072.42			\$ 22,072.42
8	4 State Aid	\$ 2,500.00	\$ 2,500.00				\$ 3,591.47				\$ 3,591.47
9	5 Flat Book Sales	\$ 400.00	\$ 400.00								\$ 180.00
10	6 Shoreline Yellow Bags	\$ 4,000.00	\$ 4,000.00	\$ 87.50	\$ 136.50	\$ 17.50	\$ 290.50	\$ 56.00	\$ 120.00	\$ 60.00	\$ 903.00
11	7 IRWS Blue Bags	\$ 7,000.00	\$ 18,000.00	\$ 490.00	\$ 182.50	\$ 872.50	\$ 1,540.00	\$ 191.00	\$ 1,094.50	\$ 170.00	\$ 4,540.50
12	8 Copies, Fines, Faxes & Sales	\$ 1,000.00	\$ 1,000.00	\$ 61.50	\$ 97.65	\$ 85.25	\$ 79.85	\$ 108.50	\$ 133.70	\$ 144.65	\$ 711.10
13	9 Donations	\$ 2,000.00	\$ 9,370.00	\$ 5,185.00	\$ 260.00	\$ 2,159.00			\$ 1,592.83	\$ 205.50	\$ 9,402.33
14	10 Interest/Checking & CD	\$ 100.00	\$ 100.00	\$ 10.27	\$ 9.10	\$ 6.26	\$ 7.97	\$ 9.20	\$ 8.52	\$ 8.25	\$ 59.57
15	11 Miscellaneous Fundraising	\$ 500.00	\$ 500.00	\$ 3.00	\$ 12.00	\$ 6.00	\$ 285.00	\$ 15.15	\$ 83.55	\$ 43.00	\$ 447.70
16	12 Grants/Endowment	\$ 3,000.00	\$ 5,650.00	\$ 2,024.80		\$ 3,624.89					\$ 5,649.69
17	13 Checking/Fund Balance		\$ 23,100.00			\$ 1,130.00					\$ 23,100.00
18	14 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	\$ 890.40	\$ 130,304.79
19	Expenditures										
20	1 IRS Employer (Escrow)										
21	2 IRS Paid	\$ 5,000.00	\$ 5,000.00	\$ (259.48)	\$ (175.81)	\$ (168.32)	\$ (256.61)	\$ (197.93)	\$ (212.36)	\$ (246.50)	\$ (1,517.01)
22	3 Wages	\$ 32,000.00	\$ 32,000.00	\$ 1,078.48			\$ 1,207.15			\$ 1,333.80	\$ 3,619.43
23	4 UIA/Workers Comp.	\$ 400.00	\$ 400.00	\$ 3,391.49	\$ 2,297.99	\$ 2,200.00	\$ 3,354.23	\$ 2,587.31	\$ 2,776.11	\$ 3,130.38	\$ 19,737.51
24	5 Books & Movies	\$ 5,000.00	\$ 10,130.00	\$ 4.00	\$ 154.00		\$ 5.00			\$ 5.00	\$ 168.00
25	6 Supplies Exp.	\$ 2,000.00	\$ 1,800.00	\$ 1,352.00		\$ 1,126.85	\$ 284.67	\$ 572.22		\$ 516.89	\$ 3,852.63
26	7 Auditor			\$ 30.17		\$ 8.00	\$ 15.71	\$ 21.89	\$ 8.43		\$ 84.20
27	8 Utilities	\$ 7,000.00	\$ 7,000.00	\$ 150.14	\$ 514.57	\$ 190.02	\$ 204.83	\$ 259.71	\$ 251.93	\$ 150.01	\$ 1,721.21
28	9 Building Insurance	\$ 1,500.00	\$ 1,500.00						\$ 77.00		\$ 77.00
29	10 Educational/Travel	\$ 1,000.00	\$ 1,000.00								
30	11 Equipment/Software/Biblionix	\$ 5,000.00	\$ 8,370.00	\$ 268.58			\$ 3,296.96				\$ 3,565.54
31	12 Office Exp.	\$ 4,000.00	\$ 4,000.00	\$ 242.28	\$ 306.33	\$ 535.48	\$ 201.25	\$ 644.24	\$ 308.78	\$ 418.71	\$ 2,857.07
32	13 IRWS Blue Bags	\$ 7,000.00	\$ 18,000.00	\$ 920.00	\$ 450.00	\$ 920.00	\$ 920.00		\$ 3,220.00	\$ 1,380.00	\$ 7,820.00
33	14 Shoreline Yellow Bags	\$ 4,000.00	\$ 4,000.00								
34	15 Flat Books	\$ 750.00	\$ 750.00								
35	16 Building Maintenance	\$ 5,000.00	\$ 26,970.00	\$ 59.63	\$ 69.04	\$ 249.04	\$ 199.04	\$ 11,132.04	\$ 11,036.49	\$ 51.49	\$ 22,796.77
36	17 Internet/Phone/E-Rates	\$ 6,000.00	\$ 6,000.00	\$ 203.43	\$ 203.40	\$ 203.40	\$ 502.27	\$ 203.22	\$ 203.20	\$ 413.65	\$ 1,932.57
37	18 Mid Michigan Library League/Dues	\$ 2,000.00	\$ 2,200.00			\$ 204.00		\$ 905.49	\$ 1,090.28		\$ 2,199.77
38	19 Grant Expenditures	\$ 3,000.00	\$ 4,800.00	\$ 938.89	\$ 266.65	\$ 120.86	\$ 1,045.88	\$ 743.06	\$ 59.38	\$ 80.00	\$ 3,254.72
39	20 Programming/Misc	\$ 2,000.00	\$ 2,000.00	\$ 12.91		\$ 80.94	\$ 561.08		\$ (14.22)	\$ 62.29	\$ 703.00
40	Total Expenditures	\$ 92,650.00	\$ 135,920.00	\$ 8,392.52	\$ 4,096.17	\$ 5,670.27	\$ 11,541.46	\$ 16,871.25	\$ 19,088.02	\$ 7,295.72	\$ 72,955.41
41	Beginning Checking Balance			\$ 155,565.73	\$ 155,018.28	\$ 151,919.83	\$ 152,720.99	\$ 204,121.33	\$ 212,202.35	\$ 196,203.43	
42	Ending Checking Balance			\$ 155,018.28	\$ 151,619.86	\$ 152,720.99	\$ 204,121.33	\$ 212,202.35	\$ 196,203.43	\$ 189,798.11	
43	Transfer In/Out CD										
44	CD Balance			\$ 34,381.79	\$ 34,381.79	\$ 34,381.79	\$ 34,381.79	\$ 34,381.79	\$ 34,381.79	\$ 34,381.79	\$ 34,381.79
45	Total Ending Balance			\$ 189,400.07	\$ 188,001.65	\$ 187,102.78	\$ 238,503.12	\$ 246,584.14	\$ 230,585.22	\$ 224,179.90	