

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, January 13, 2022
115 State Street
Luther, MI 49656**

CALL TO ORDER

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

Present:	President:	L. Langenburg
	Secretary:	K. Frankfort (Late)
	Treasurer:	D. Long
	Trustee:	K. Goodlein
	Director:	A. Shank

Absent:	Vice-President:	J. Trimberger
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VISITOR COMMENTS

Via: FaceTime. Elena Bair, Senior Quality Consultant with MPRO (Michigan Peer Review Organization) to discuss the *Libraries as Mental Health Hubs Initiative*. Her focus is medical review+. They have a large contract with Medicare – Medicaid and with the Michigan Department of Health and Human Services (MDHHS). The original submission deadlines have been extended. Their ultimate goal is to “hit” all the libraries in Mecosta, Osceola and Lake Counties. Because the variable is the library size, they then hope to replicate the program throughout Michigan. There *may* be some give-and-take on the partnership requirements. The program details she explained are as presented in the packet.

BOARD COMMENTS

President Langenburg would like to add under **OLD BUSINESS**, The Little Free Library.

APPROVAL OF MINUTES

Regular Meeting of November 11, 2021.

Director Shank, President Langenburg, Treasurer Long and Trustee Goodlein noted that the date was incorrect.

Director Shank noted that on page 2 the word *damage* should be inserted (Fines are waived if the damaged book is returned).

Motion and seconded made by President Langenburg and Trustee Goodlein to approve the regular meeting minutes of November 11, 2021 with the above corrections.

All in Favor: (3) AYES – Goodlein, Langenburg, Long
(0) NAYS

Motion Carried

TREASURER'S REPORT

Director Shank made a comment that the November and December Treasurer's Reports were being discussed at this time because there was no meeting in December due to adverse weather.

Motion and seconded made by President Langenburg and Trustee Goodlein to approve the November 2021 & December 2021 Treasurer's Report.

All in Favor: (3) AYES – Goodlein, Langenburg, Long
(0) NAYS

Motion Carried

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- The Library has just now received funding from the federal Emergency Connectivity Fund (ECF) to purchase 6 hotspots. The grant was for the period June 2021 – June 2022 with service fees included. Treasurer Long stated this needs to be on the May Agenda to discuss who will pay for monthly service fees after June 2022.
- The Library received three kits that were applied for:
 1. Three Chrome Books
 2. Outdoor speaker system with tarps
 3. Blue screen with video recording
- The Pilcrow Foundation 2:1 matching grant allows her to spend \$1200.00 on children's books and she is choosing them from an extensive list.
- She wrote mini-grants for:
 1. A new cart
 2. Bean Bags for the Children's area

3. An extender for WIFI connection to reach in the other room.
Motion and seconded made by President Langenburg and Secretary Frankfort to approve the November 2021 & December 2021 Librarian's Report.

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

Motion Carried

OLD BUSINESS

A patron told President Langenburg that the Little Free Library out front of the library is warping. We will look into it.

NEW BUSINESS

The *Libraries as Mental Health Hubs Initiative* was discussed by Director Shank and the Board. The Board has questions concerning the partnership requirements and will get them to Director Shank.

The Board reviewed changes to the Internet Safety Policy. Motion and seconded made by President Langenburg and Secretary Frankfort to accept the new policy.

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

Motion Carried

Contingent on Librarian Theresa Laughlin's successful completion of her 90-day probation period on February 22, 2022, Motion and seconded made by President Langenburg and Trustee Goodlein to add Theresa Laughlin to the Lake Osceola State Bank Accounts and Deposit Box, and Debit Card and remove Jody Lucas from the Lake Osceola State Bank Accounts and Deposit Box, and Debit Card.

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

Motion Carried

The January 29th story hour will have a Fire Department theme. The Fire Department will have a fire truck outside and hold a bake sale with proceeds to

benefit the Fire Department Rescue Sled. Donations of baked goods by Board members are welcome.

Director Shank stated that when the December Budget spreadsheet was split onto two pages, The Actual Total column grabbed the Original and Amended column amounts in columns L & M and counted those as part of the actual expenses, which increased the Actual Total by those two amounts. It was corrected with the January spreadsheet.

TRUSTEE COMMENTS

None.

BUDGET AMENDMENTS

None.

NEXT MEETING DATE

February 10, 2022 at 4:30 p.m.

ADJOURNMENT

Motion and seconded made by Treasurer Long and Secretary Frankfort to adjourn the meeting at 5:50 p.m.

Respectfully submitted,

Karin Goodlein, Trustee

Luther Area Public Library
1/1/22 thru 1/31/22

Check Balance 1/1/22

\$182,683.82

Income

1/3 cp/fn - 4.30 }
bk - 5.50 } 219.80
fd - 1.00 }
Y bags - 84,
B bags - 125.

1/3 Hansen don. - 3000.00 }
Gray - 100.00 } 3130.00
Acton - 30.00 (Wingvist)

1/12 cp/fx/fn - 25.35 }
bk - 2.50 } 215.85
fd - 7.50 }
YB - 10.50
BB - 155.00
don. ? - 15.00

1/26 cp/fx/fn - 38.75 }
bk - 1.00 } 251.75
fd - 2.00 }
YB - 7.00
BB - 209.50
don. - .50

1/31 cp/fx - 31.50 }
bk - 1.00 } 263.00
fd - 6.00 }
YB - 10.50
BB - 180.00
pl. bk - 30.00
don. - 4.00

1/31 Bakesale - 271.25

1/31 LOSB - interest 7.85

4359.50

+ 4359.50

187,043.32

expense

#5371 1/7 A. Shank 473.75

38 hr (513 - 31.81 - 7.44)

72 1/7 S. Hillman 199.48
18 hr (216 - 13.39 - 3.13)

#5373	1/7	T. Laughlin	240.11
		20hr (220-13.64-3.19)	
		4 hr clean (40-2.48-.58)	
74	1/7	G. Davis - 1 shovel	15.00
75	1/7	CLS (rugs)	55.62
76	1/7	S. Hillman	
		4 hr/holiday (48-2.98-.70)	44.32
77	1/11	Xerox (copier)	144.88
78	1/13	D. Long	73.88
		Jan meet. (80-4.96-1.16)	
79	1/17	Pilcrow Foundation (grant ^{book} match)	400.00
80	1/21	A. Shank	
		43.5 hr (587.25-36.41-8.52)	542.32
81	1/21	S. Hillman	
		23.5 hr (282-17.48-4.09)	260.43
82	1/21	T. Laughlin	
		37 hr (407-25.23-5.90)	412.81
		4 hr (40-2.48-.58)	
83	1/21	Auto Owners Ins. (bldg)	1263.00
84	1/21	Consumer's	162.56
85	1/21	G. Davis (2x shovel)	30.00
86	1/22	CLS (rugs)	52.26
87	1/22	St. of MI / UIA 4th qt	3.00
88	1/22	US Treasury 4th qt	1303.98
89	1/27	Merit Network (internet)	<u>1134.00</u>
			6811.40

		6811.40	
5390	1/27 ATT	211.43	
91	1/27 MMLL (E-books)	<u>980.34</u>	
		-8003.17	-8003.17

Debits

1/7	Crystal Flash	439.10	
1/14	Dollar General (bidg supplys)	8.06	
1/14	Office Max (copy paper/off)	74.19	
1/24	Dollar General (office ^{3 envelopes} - 2 duct tapes)	21.20	
1/28	Dollar General (5 giftcards)	<u>25.00</u>	
		- 567.55	- <u>567.55</u>

- total expense -- 8570.72

1/31/22 Check bal. #178,472.60★

CD balance #34,381.79★

1/31/22 total assets #212,854.39★

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	207	214	235			2349
Children Attendance	68	95	81	216	132	46	76	99	92	101			1006
Total Attendance	237	278	257	634	387	296	318	306	306	336			3355
Story Hour Attendance - Kids	0	0	0	0	0	0	0	0	0	8	0	0	8
Story Hour Attendance - Adults	0	0	0	0	0	0	0	0	0	32	0	0	32
Movie Program - Adults	0	0	0	0	0	0	5	3	0	5	0	0	13
Movie Program- Kids	0	0	0	0	0	0	4	2	4	4	0	0	14
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	16			145
Read It & Rate It - All ages	4	8	0										12
Gamers Club										13			13
Passive Library Programs - Both									79	17			96
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	267			1504
Children Books Loaned	74	102	102	84	109	50	52	38	67	83			761
Music CDs, DVD's and Video's Loaned	139	159	167	161	185	121	276	289	367	385			2249
E-Book Used	39	43	40	46	36	37	46	72	57	71			487
Computer Use	37	43	32	44	41	35	43	31	38	34			378
Laptop/wifi Use	35	36	41	65	46	39	41	36	30	31			400
New Registers	2	3	6	7	6	3	0	2	6	0			35
Books/DVD/Tapes Etc. Added	129	54	42	68	101	74	79	90	206	102			945
Mel-cat Borrowed (Received for patrons)	41	67	58	53	62	47	55	76	27	20			506
Mel-cat Loaned (Out to other libraries)	34	26	25	29	39	38	27	35	43	50			346
Website visits	54	350	341	236	91	52	89	109	79	85			1486

Libraries as Mental Health Hubs Initiative

January 2022 - August 2023

Orientation Packet

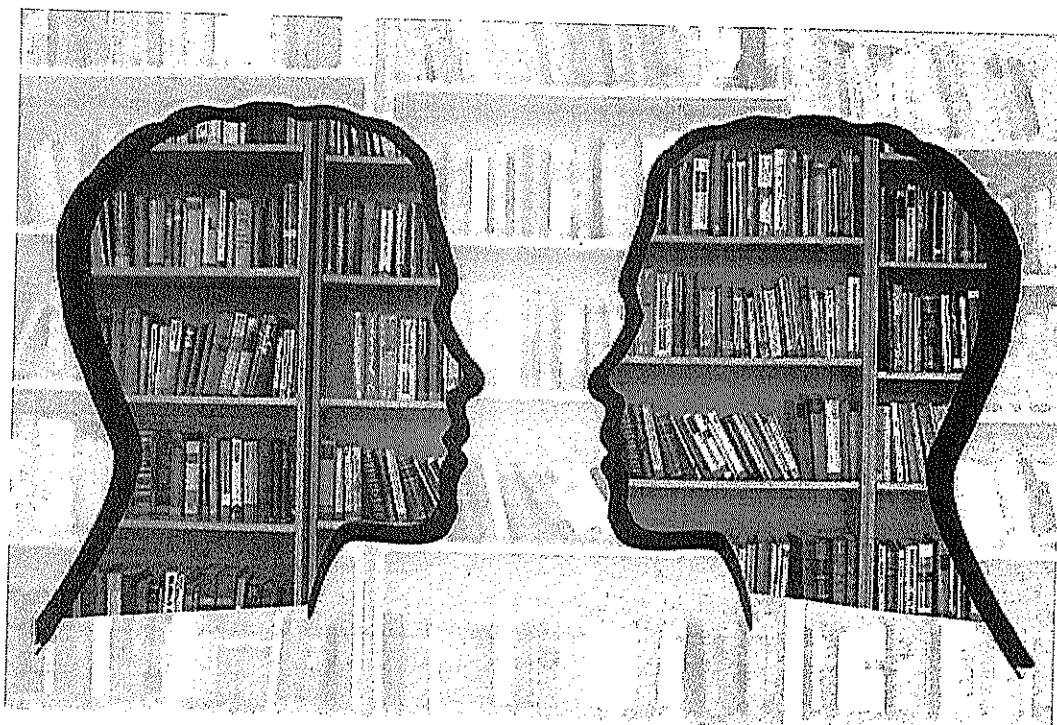
**MICHIGAN HEALTH
ENDOWMENT FUND**

MPRO
Helping Healthcare Get Better

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

Partnership meetings | January 2022 - August 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).

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

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,
341,000
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>

Luther Area Public Library
2022-2023 Budget

	A	B	C
1		Luther Area Public Library	
2		2022-2023 Proposed Budget	
3		General Fund	Original
4		Receipts	2022-2023
5	1	Library Millage	\$ 54,000.00
6	2	Local Government Support	\$ 2,500.00
7	3	Penal Fines	\$ 18,000.00
8	4	State Aid	\$ 2,500.00
9	5	Plat Book Sales	\$ 400.00
10	6	Shoreline Yellow Bags	\$ 3,000.00
11	7	IRWS Blue Bags	\$ 10,000.00
12	8	Copies, Fines, Faxes & Sales	\$ 1,000.00
13	9	Donations	\$ 2,000.00
14	10	Interest/Checking & CD	\$ 100.00
15	11	Miscellaneous Fundraising	\$ 500.00
16	12	Grants/Endowment	\$ 3,000.00
17	13	Checking/Fund Balance	
18		Total Receipts	\$ 97,000.00
19			
20		Expenditures	
21	1	IRS Employer (Escrow)	
22	2	IRS Paid	\$ 5,000.00
23	3	Wages	\$ 32,000.00
24	4	UIA/Workers Comp.	\$ 400.00
25	5	Books & Movies	\$ 6,000.00
26	6	Supplies Exp.	\$ 1,000.00
27	7	Auditor	\$ 6,000.00
28	8	Utilities	\$ 5,000.00
29	9	Building Insurance	\$ 1,500.00
30	10	Education/Travel	\$ 1,000.00
31	11	Equipment/Software/Biblionix	\$ 5,000.00
32	12	Office Exp.	\$ 4,000.00
33	13	IRWS Blue Bags	\$ 10,000.00
34	14	Shoreline Yellow Bags	\$ 3,000.00
35	15	Plat Books	\$ 600.00
36	16	Building Maintenance	\$ 4,000.00
37	17	Internet/Phone/E-Rates	\$ 5,000.00
38	18	Mid Michigan Library League/Dues	\$ 2,500.00
39	19	Grant Expenditures	\$ 3,000.00
40	20	Programming/Misc	\$ 2,000.00
41		Total Expenditures	\$ 97,000.00

