#### **LUTHER AREA PUBLIC LIBRARY**

# BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING

Thursday, April 14, 2022 115 State Street Luther, MI 49656

#### **CALL TO ORDER**

President Langenburg called the meeting to order at 4:30 p.m.

Present: President: L. Langenburg

Vice-President: J. Trimberger

Treasurer: D. Long
Trustee: K. Goodlein
Director: A. Shank

Absent: Secretary: K. Frankfort

#### **VISITOR COMMENTS**

There was one visitor – Sue Clark. She did not have any comments.

#### **BOARD COMMENTS**

Vice-President Trimberger said she was glad to be back.

#### **APPROVAL OF MINUTES**

Regular Meeting of March 10, 2022.

Director Shank noted that several paragraphs listed under the Director's Report occurred under New Business and should be moved to that section.

Motion and seconded made by President Langenburg and Trustee Goodlein to approve the regular meeting minutes of March 10, 2022, with the above corrections.

All in Favor: (4) AYES – Goodlein, Langenburg, Long, Trimberger

(0) NAYS

**Motion Carried** 

#### **TREASURER'S REPORT**

Motion and seconded made by President Langenburg and Vice-President Trimberger to approve the Treasurer's Report as presented.

All in Favor: (4) AYES – Goodlein, Langenburg, Long, Trimberger

(0) NAYS

**Motion Carried** 

#### LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- The stats confirm the library is starting to open back up.
- They are doing two movies for April.
- Mr. Marion Spence called last month and wanted to make a donation.
   Upon the staff's recommendation he purchased eight collapsible nylon-covered foam chairs/lounge supports through Amazon. They arrived.
- The new cart and the bean bags arrived.
- She will call the Pine River School to see about getting new artwork for the interior.

Motion and seconded made by Vice-President Trimberger and Trustee Goodlein to approve the Librarian's Report.

All in Favor: (4) AYES – Goodlein, Langenburg, Long, Trimberger

(0) NAYS

**Motion Carried** 

# **OLD BUSINESS**

The new thermostat was installed and is working well.

# **NEW BUSINESS**

The library board received nominations for its officers. Motion and seconded made by President Langenburg and Vice-President Trimberger that the following board members were elected to the respective positions:

President: L. Langenburg Vice-President: J. Trimberger

Treasurer: D. Long
Secretary: K. Goodlein

All in Favor: (4) AYES – Goodlein, Langenburg, Long, Trimberger

#### (0) NAYS

#### **Motion Carried**

The Mid-Michigan Library League (MMLL) is offering a new service to its members -1 hour of free legal service provided by the law firm Foster Swift and one of its attorneys Anne Seurynck. More specifically, they would provide 1 hour for the fiscal year 10/1/2021 - 9/30/2022 and 1 hour for the fiscal year 10/1/22 - 9/30/2023.

Motion and seconded made by Vice-President Trimberger and Trustee Goodlein to accept this offer and authorize President Langenburg to sign the "engagement letter", which serves as an agreement about the nature and scope of the relationship with the Luther Area Public Library and Foster Swift.

All in Favor:

- (4) AYES Goodlein, Langenburg, Long, Trimberger
- (0) NAYS

#### **Motion Carried**

The 5 Chromebooks need to be checked out to be used. But in compliance with the Child Internet Protection Act (CIPA), the Library must filter internet access. Because of this, Google Management requires that each Chromebook be licensed for a one-time fee of \$114 each; \$570 total. Discussion was held. Motion and seconded made by Trustee Goodlein and President Langenburg to start with only three licenses so we can gauge the use of the Chromebooks.

Roll Call Vote:

- (4) AYES Goodlein, Langenburg, Long, Trimberger
- (0) NAYS

#### **Motion Carried**

Director Shank is drafting both the Hotspots Policy and Chromebooks Policy.

Cory Walker from Emergency Geeks did some installation work for the library. Additional work needs to be done. Director Shank will inquire if there are extra hours we can have. If not, she will take his work out of the regular budget.

The staff has proposed looking into obtaining a new reader board sign for the library and submitted photos of several different types from various businesses. Discussion was favorable. Trustee Goodlein suggested contacting Krazy Kat Signs

in Manton as a possible vendor. Treasurer Long would like to focus on getting the exterior doors replaced before we look at buying a new sign. We tabled the project last year due to contractors not bidding the project but Treasurer Long now has two contractors that will come and give bids.

#### **TRUSTEE COMMENTS**

The library is very noisy at times.

#### **BUDGET AMENDMENTS**

None.

# **NEXT MEETING DATE**

May 12, 2022, at 4:30 p.m.

#### **ADJOURNMENT**

Motion and seconded made by President Langenburg and Trustee Goodlein to adjourn the meeting at 5:40 p.m.

Respectfully submitted,

Karin Goodlein, Trustee

# 4/1/22 thru 4/30/22

Check Balance Income  4/4 cp/fn/fx - 22.00 bk sales - 22.50 fd raise - 3.00 Y bags - 14.00 R hass	229.00	\$167,041.99
A/6 St Aid - 1929.46  A/13 B bags (store)  A/18 credit to Prg  A/18 cp/fn/fx - 8.50 bk - 1.00 fd raise - 12.00 Y bags - 84.00 B bags - 287.50  A/27 cp/fn/fx - 33.00 bixs - 9.00 fd raise - 6.00 Y bags - 7.00	1929,46 100.00 9.58 393.00	
#5428 4/1 A. Shank  4/30 Los B interest  expenses  #5428 4/1 A. Shank  40hr (540-33,48-7.83)  29 4/1 S. Hillman  29hr (348-21.58-5.05)  \$61.10 prgming	<b>6.86</b> 2899.15 498.69 382.47	+ <u>2899.15</u> • 169,941,14
40.5 hr (445.50-27.62-6.4 314/11 CLS (rugs) 5306 4/10 Xerox (copier) 07 4/11 Republic (Ybags) 08 4/15 A. Shank 42 hr (588-3646-8.53) 32 4/15 9 1191	57.87 136.64 831.25 543.01	

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5433 4/15 T. Laughlin
                                     416,73
           37.5 hr (431.25-26.74-6,25)
           2hr (26-1,24-18-17)
  34 4/14
          D. Long
                                     73.88
          Apr. meet (80-4,96-1,16)
  35
       VOID
 36 4119 Consumers
 37 4122 UIA/St OF Mi
                                   150,63
                                    4.00
 38 4/22 US Treasury
                                  1143.53
 39 4/22 Demco (bean bagchis)
                                  1030, 49
40 4129 ATT
                        Grant
                                  149, 14
41 4/29
          Xerox (copier)
                                  161.72
42 4/29
         A. Shank
                                  452.51
          35 hr (490-30.38-7.11)
43 4/29
          S. Hillman
                                  184.70
          16 hr (200-12,40-2,90)
44 4/29
          T. Laughlin
                                  357.63
          31.5 hr (362.25-22.46-5,25)
          2,5 hr (25-1,55-,36)
45 4/29 VISA (books - 333734)
                                 25 14,47
               (2 toners - 267,10)
(Grant 19.96)
               (Grant
                                                    -9835.55
       Debits
  4/05 Walmart (prgmg)
                                  39,08
 2/11
       North Bar (pizza/prgmg)
                                  59.53
 4/14
       Crystal Flash (propane)
                                 427.06
       Xerox (printing overages)
 4/20
                                 139.91
 4/28
       Dollar Tree(prama)
                                  21.20
                                 686.78
                                                 - 686.78
               Check Balance 4/30/22
                                              #159,418.81
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Check Balance 4/30/22 \$159,418.81
CD Balance 34,672.83

4/30/22 total assets

\$ 194,091,64

Donna Long

LIBRARIAN'S REPORT - 2022-2023	APRIL MAY	MAY	JUNE	JULY	AUG	SEPT	OCT	ΛΟΝ	DEC	IAN	FFR	MAR	TOTAL	
													70.5	
Adult Attendance	242	0	0	°	l	0	ľ	0	0		0	C		242
Children Attendance	142	0	0	0	0			0						142
Total Attendance	384	0	0	0	0	0		0				L		384
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Story Hour Attendance - Kids	11	0	0	0	0	0	0	0	0	l°	0	0		1
Story Hour Attendance - Adults	9	0	0	0	0	0	0	0	0					٦
Movie Program - Kids	9	0	0	0	0	0		0	С					ی اد
Movie Program - Adults	2	0	0	0	0	0		C						7
Craft Club									ì					1 0
Summer Reading Program - Kids				0	0									٥
Summer Reading Program - Adults				0	0									ग
Summer Reading ProgramExtra People				0	0									0
Special Program - Kids														ा
Special Program - Adults														) (
Special Program - All ages	6													7
Take It & Make It - All ages	12													5
Gamers Club	41													7 -
Passive Library Programs - Kids														7 9
Passive Library Programs - Adults														7
Passive Library Programs - All Ages	16													2 4
Adult Books Loaned	156	0	0	C	Ī	0	٦	٦		٦	٥	٥		0 7
Children Books Loaned	101	0	0	0	0	C	7 0	) =	0 0	0	0	0 0		2 5
Music CDs, DVD's and Video's Loaned	311	0	0	0	0	0	0	0	) =	٦		0		111
E-Book Used	32	0	0	0	0	0	0	0	0	0	0	0		1 6
Computer Use	26	0	0	0	0	0	0	0	C		C	0		1 4
Laptop/wifi Use	27	0	0	0	0	0	0	0	0	0		0		15
New Registers	4	0	0	0	0	0	0	0	0	0	0	C		14
Books/DVD/Tapes Etc. Added	110	0	0	0	0	0	0	0	0	0	0	0		110
	97	0	0	0	0	0	0	0	0	0	0	0		97
Mel-cat Loaned (Out to other libraries)	52	0	0	0	0	0	0	0	0	0	0	0		52
Website visits	98	0	0	0	0	0	0	0	0	0	0	0		98
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Daily Patronage Tally Sheet for Months of:

	January	2	February	ary	March		April		May		June	
	Adult	Adult Child	Adult Child	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
10:30 AM	19	3	25	9	27	11	37	10				
11:00 AM	24		18	15	19	4	18	10				
11:30 AM	20	5	14	3	33	20	22	6				
12:00 PM	14	2	18		22	12	22	11				
12:30 PM	23	4	14	2	17	10	14	2				
1:00 PM	14		19	8	24	7	14	T				
1:30 PM	12	Ţ	13	2	16	1	26	4				
2:00 PM	10	2	11	9	11	3	∞	⊣				
2:30 PM	12	T	14	9	18	1	10					
3:00 PM	14	3	14	2	11	2	13					
3:30 PM	14	10	6	10	13	5	14	15	1			
4:00 PM	22	38	10	16	12	21	12	54				
4:30 PM	17	14	10	5	19	12	11	9				
5:00 PM	13	13	10	3	14	12	4	2				
5:30 PM	9	5	15	19	12	12	13	11				
	234	101	214	103	268	133	238	136				

Luther Area Public Library 2022-2023 Budget

Amended   April   May   June   July	_	⋖	Δ.	_	c			,			
General Euroz-2023 Budget   Chejinal Amended   Receipts   Stations   Conginal   Canner   Euroz-2023   Stations   Statio	1		Luther Area Public Library		3	اد		9	r	_	_
Receipt Fund	2		2022-2023 Budget								
Receipts   April   May   July   Jul	3		General Fund	Original	Amended						
1   Library Milliage   \$ 54,000.00   \$ 1,029.46	4		Receipts	2022-2023	2022-2023	Anril	May	ou il	1.1.		
2   Ecologo   2   1,000   3   1,000   4   Steller Aid   4   Steller Aid   5   2,000   5   1,000   6	2	1	Library Millage	ı			may.	Danie Danie	ouiy	August	September
A State Aid   St	9	2	Local Government Support	ı							
Signature   Sign	7	3	Penal Fines	_							
6 Silvation Vertices         \$ 400.00         \$ 7.25.50           1 / Revive Blue Bags         \$ 1,000.00         \$ 772.50           2 / Revive Blue Bags         \$ 1,000.00         \$ 722.50           2 / Coption Silvations         \$ 1,000.00         \$ 8.75           3 / Local Receiptor         \$ 2,000.00         \$ 2,000           4 / Coption Silvations         \$ 2,000.00         \$ 2,000           5 / Local Receiptor         \$ 2,000.00         \$ 2,000           5 / Local Receiptor         \$ 100 Annual Receiptor         \$ 100 Annual Receiptor           1 / Instance Individual Receiptor         \$ 1,000.00         \$ 1,000.00           1 / Instance Individual Receiptor         \$ 1,000.00         \$ 1,000.00           2 / Revenditures         \$ 1,000.00         \$ 1,000.00           2 / Revenditures         \$ 1,000.00         \$ 1,000.00           2 / Revenditures         \$ 1,000.00         \$ 1,000.00           2 / Author         \$ 1,000.00         \$ 1,000.00           3 / Author         \$ 1,000.00         \$ 1,000.00           4 / Author         \$ 1,000.00         \$ 1,000.00           5 / Author         \$ 1,000.00         \$ 1,000.00           6 / Author         \$ 1,000.00         \$ 1,000.00           1 / Author	8	4	State Aid		-						
Colorest Finest, Faxes, & Sales   \$ 1,000,000   \$ 1,000,	6	5	Plat Book Sales			1					
1   New Step Fixes & Sales   \$ 1,000.00   \$ 7,22.50	10	9	Shoreline Yellow Bags								
2 (a) Copies, Fines, Faxes & Sales         \$ 1,500,00         \$ 8,75	11	7	IRWS Blue Bags	-	-						
10   Indicest/Checking & CD   5   2000.00   5   6.15   6.86	12	80	Copies, Fines, Faxes & Sales	l							
10	13	6	Donations								
Miscellareous Fundraising   \$ 750.00   1.10 Miscellareous Fundraising   \$ 750.00   1.10 ClarafsEndownent   \$ 3,000.00   1.10 ClarafsEndownent   \$ 3,000.00   1.10 ClarafsEndownent   \$ 7,000.00   \$ 1,045.53   1.20 ClarafsEndownent   \$ 7,000.00   \$ 1,045.53   1.20 ClarafsEndownent   \$ 1,000.00   \$ 1,055.64   1.20 ClarafsEndownent   1.20 ClarafsEnd	14	10	Interest/Checking & CD								
12 CarataleEnclodwment         \$ 3,000,00         \$ 2,889,57         \$ -	15	11	Miscellaneous Fundraising								
13 Checking/Fund Balance   \$ 7,000.00   \$ . \$ 2,889.57   \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$ . \$	16	12	Grants/Endowment	۲۲.							-
Expenditures	17	13	Checking/Fund Balance								
Expenditures	18		Total Receipts	I۳		1					
Expenditures   Expenditures   S	19									·	·
IRS Employer (Escrow)	20		Expenditures								
IRSP Paid	21	1	IRS Employer (Escrow)								
Mighest	72	2	IRS Paid								
High Registration	23	3	Wages		- constitution of the cons	1					
Supplies Exp.   \$ 6,000.00   \$ 2,227.41	24	4	UIA/Workers Comp	5		1					
Supplies Exp.   \$ 1,000.00   \$ 5,77.69   \$ 6,000.00   \$ 5,77.69   \$ 6,000.00   \$ 5,77.69   \$ 6,000.00   \$ 1,500.00   \$ 5,77.69   \$ 6,000.00   \$ 1,500.00   \$ 1,	25	S	Books & Movies	۳							
Auditor	26	9	Supplies Exp.		777	١,					
8 Utilities         \$ 5,000.00         \$ 6,000.00         \$ 6,000.00         \$ 6,000.00         \$ 7,05.37         \$ 1,000.00         \$ 1,000	27	7	Auditor				T T T T T T T T T T T T T T T T T T T				
Building Insurance	78	8	Utilities								-
10 Education/Travel         \$ 1,000,00           11 Equipment/Software/Biblionix         \$ 6,000,00         \$ 705,37           12 Office Exp.         \$ 4,500,00         \$ 705,37           13 IRWS Blue Bags         \$ 10,000,00         \$ 831,25           15 Pata Books         \$ 6,000,00         \$ 57,87           16 Building Maintenance         \$ 6,000,00         \$ 149,14           17 Internet/Phone/E-Rates         \$ 5,000,00         \$ 149,14           18 Mid Michigan Library League/Dues         \$ 2,500,00         \$ 171,33           19 Grant Expenditures         \$ 3,000,00         \$ 171,33         \$ 5           20 Programming/Misc         \$ 2,500,00         \$ 171,33         \$ 5           20 Programming Shalance         \$ 104,500,00         \$ 167,041,99         \$ 159,418.81           Ending Checking Balance         \$ 104,500,00         \$ 157,041,99         \$ 159,418.81           Ending Checking Balance         \$ 104,500,00         \$ 149,14         \$ 159,418.81           Transfer In/Out CD         \$ 159,418.81         \$ 159,418.81         \$ 159,418.81           CD Balance         \$ 34,672.83         \$ 159,418.81         \$ 159,418.81           Total Ending Balance         \$ 140,401.64         \$ 159,418.81         \$ 159,418.81	52 62	6	Building Insurance	İ							
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19 Grant Expenditures       \$ 3,000.00       \$ 1,050.45         20 Programming/Misc       \$ 2,000.00       \$ 177.33         Programming/Misc       \$ 2,000.00       \$ 10,512.75       \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	88	18	Mid Michigan Library League/Dues							,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
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0.011,001	47		Total Ending Balance			194,091.64	5 159 418 81	1	1		
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