

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, August 11, 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
	Treasurer:	D. Long
	Secretary:	K. Goodlein
	Trustee:	K. Frankfort
	Director:	A. Shank
Absent:	Vice-President:	J. Trimberger

VISITOR COMMENTS

None.

BOARD COMMENTS

None.

APPROVAL OF MINUTES

Motion and seconded made by Frankfort and Langenburg to approve the regular meeting minutes of July 14, 2022. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Langenburg and Goodlein to approve the Treasurer's Report as presented. **Motion CARRIED.**

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- Staff are still taking inventory; they finished *Fiction* and *Mysteries*.

- Motion and seconded by Langenburg and Frankfort to approve the Librarian's Report. **Motion CARRIED.**

- a. **Light Fixtures** – This was just left on the agenda because the work is not done yet.
- b. **Patch Front Step** – There is a hole on the front step. Tim can fix it when he installs the lights. The hole is covered until it gets fixed.
- c. **Reader Board Sign** – A memorial plaque will be placed outside on the sign.
- d. **Sunshine Carpet Cleaning** – The actual bill was \$325.00. The company claimed the square footage was larger than they thought.
- e. **Directors & Officers Liability Insurance** – Discussion. Director Shank will attempt to get more quotes and the Board will make a decision next month.
- f. **Employee Resignation** – Discussion. Job opening will be posted in the library.

Selection and Reconsideration Policy. Discussion. Motion and seconded made by Langenburg and Goodlein to approve the Selection and Reconsideration Policy. Long voted No. **Motion CARRIED.**

None.

- Increase the Receipts, line 12 Grants/Endowment to \$6270.49
- Increase the Expenditures, line 19 Grant Expenditures to \$6270.49

2

NEXT MEETING DATE

September 8, 2022, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:55 p.m.

Respectfully submitted,

Karin Goodlein, Secretary

Luther Area Public Library
8/1/22 thru 8/31/22

Check Balance 8/1/22

\$206,548.31

income

8/3	Lake Co Chamber - 100.00 Campbell memorials - 175.00	275.00
8/3	State Aid - 1956.61	1956.61
8/15	SRP donations - 513.50 Karczycki, Lions Nixon	513.50
	2023 SRP (425.00)	
8/18	cp/fx - 13.00 bk sale - 11.00 fund - 20.00 Y bags - 57.50 B bags - 307.50 pl. bk - 60.00 don - 1.00	500.00
8/29	cp/fx - 31.25 bk - 8.00 fund - 13.00 Y bags - 42.00 B bags - 180.00 pl. bk - 30.00 don. - 4.00	308.25
8/29	Penal Fines - 16,325.20	16,325.20
8/31	LOSB - interest	8.82

19,887.38 + 19,887.38
226,435.69

expenses

#5495	8/2 Xerox (copier)	136.68
96	8/5 A. Shank	452.51
	35 hr (490 - 30.38 - 7.11)	
97	8/5 S. Hillman	300.14
	26 hr (325 - 20.15 - 4.71)	
98	8/5 T. Laughlin	488.30
	42.5 hr (488.75 - 30.30 - 7.02)	
	4 hr (40 - 2.48 - .58)	
99	8/4 Advanced Mechanical (AC inspects filter eng)	257.64
5500	8/4 Sunshine Carpet (clean carpets)	325.00
01	8/8 D. Long (envelopes)	6.36
02	8/11 T. Laughlin (SRP - coins)	20.00
03	8/11 D. Long	73.88
	Aug (80. - 4.96 - 1.16)	2060.51

	Carry over	2060.51
5504 8/17	C. Pulasky (SRP photos)	150.00
05 8/17	B. Rothig (SRP D.J.)	100.00
06 8/17	CLS (rugs)	61.09
07 8/17	MMLL (movie license)	204.00
08 8/17	MOS (toners)	65.00
09 8/19	A. Shank	594.73
	46 hr (644-39.93-9.34)	
10 8/19	S. Hillman	409.81
	35 1/2 hr (448.75-27.51-6.43)	
11 8/19	T. Laughlin	396.18
	36 hr (414-25.67-6.)	
	1 1/2 hr (15-.93-.22)	
12 8/23	Consumers	262.80
13 8/23	ATT	210.53
14 8/23	MMLL (1/2 staid)	978.36
15 8/23	Emergency Geek (computer work)	82.80
16 8/31	Xerox	136.68
17 8/31	Chase Card (misc. bags) \$162.76	199.80
	Labels \$37.04 (office Exp.)	-5912.29
		-5912.29

Debits

8/1	Amazon - (Movie Grant)	24.96
8/3	D.G. (SRP-crafts)	6.50
8/4	ATT (Phone)	211.30
8/8	D.G. (water-supplies)-SRP	11.50
8/8	D.G. (gift cards)-SRP	290.00
8/8	Amazon (Movie Grant)	17.96
8/8	Amazon (Movie Grant)	19.96
8/8	Amazon (SRP Prizes)	34.99
8/10	GFS (Food SRP) \$27.99	50.98
8/10	Aldi (Food SRP) Fundraising \$22.99	14.85
8/10	Walmart (Food SRP)	13.44

8/11 DG (SRP-food)	7.35
8/11 Aunt Millies (SRP-food)	13.00
8/15 DG (SRP-food)	37.55
8/15 Dex's Loggers (SRP-food)	30.65
8/18 DG (supplies (flex)) garbage bags	5.25
8/18 Ace Hdw (Bldg maint-cement)	13.77
8/25 DG (supplies water)	11.50
8/29 GFS Food-SRP (Fundraising) \$138.47	159.23
8/31 Withdrawal ckg-CD Supplies \$20.76	20,000.00

-20,974.74 - 20,974.74

- 5912.29

total expense - 26,887.03

CD #7824 (10,610.08)	8/31/22 ck. balance \$199,548.66 *
CD #7825 (\$20,000)	cd balance \$54,737.19
	54,672.83

8/31/22 total assets

~~254,221.49~~
254,285.85

Donna Long, treasurer

LIBRARIAN'S REPORT - 2022-2023													
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Adult Attendance	242	243	307	518	323	0	0	0	0	0	0	0	1633
Children Attendance	143	104	188	445	232	0	0	0	0	0	0	0	1112
Total Attendance	385	347	495	963	555	0	0	0	0	0	0	0	2745
Story Hour Attendance - Kids	11	3	0	32	13	0	0	0	0	0	0	0	59
Story Hour Attendance - Adults	6	3	0	13	7	0	0	0	0	0	0	0	29
Movie Program - Kids	6	7	4	0	0	0	0	0	0	0	0	0	17
Movie Program - Adults	2	2	2	0	0	0	0	0	0	0	0	0	6
Craft Club	0	0	5	0	0	0	0	0	0	0	0	0	5
Summer Reading Program - Kids	0	0	0	103	41	0	0	0	0	0	0	0	144
Summer Reading Program - Adults	0	0	0	35	14	0	0	0	0	0	0	0	49
Summer Reading Program--Extra People	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Program - Kids	0	0	9	0	0	0	0	0	0	0	0	0	9
Special Program - Adults	0	0	5	0	0	0	0	0	0	0	0	0	5
Special Program - All ages	9	0	0	0	0	0	0	0	0	0	0	0	9
Take It & Make It - All ages	12	0	0	0	0	0	0	0	0	0	0	0	12
Gamers Club	41	0	0	0	0	0	0	0	0	0	0	0	41
Passive Library Programs - Kids	0	0	0	0	0	0	0	0	0	0	0	0	0
Passive Library Programs - Adults	0	0	0	0	0	0	0	0	0	0	0	0	0
Passive Library Programs - All Ages	16	0	0	0	0	0	0	0	0	0	0	0	16
Adult Books Loaned	156	131	137	129	201	0	0	0	0	0	0	0	754
Children Books Loaned	101	97	107	283	115	0	0	0	0	0	0	0	703
Music CDs, DVD's and Video's Loaned	311	198	365	155	204	0	0	0	0	0	0	0	1233
E-Book Used	32	40	42	49	45	0	0	0	0	0	0	0	208
Computer Use	26	33	61	61	100	0	0	0	0	0	0	0	281
Laptop/wifi Use	27	28	41	24	28	0	0	0	0	0	0	0	148
New Registers	4	6	0	9	4	0	0	0	0	0	0	0	23
Books/DVD/Tapes Etc. Added	110	60	122	90	50	0	0	0	0	0	0	0	432
Mel-cat Borrowed (Received for patrons)	97	102	104	81	83	0	0	0	0	0	0	0	467
Mel-cat Loaned (Out to other libraries)	52	26	52	28	32	0	0	0	0	0	0	0	190
Website visits	86	36	133	59	88	0	0	0	0	0	0	0	402

	A	B	C	D	E	F	G	H	I	J	T
1		Luther Area Public Library									
2		2022-2023 Budget									
3											
4		General Fund									
5		Receipts	Original	Amended	April	May	June	July	August	September	Actual
6	1	Library Millage	2022-2023 \$ 54,000.00	2022-2023 \$ 54,000.00			\$ 51,496.47				\$ 51,496.47
7	2	Local Government Support	\$ 2,500.00	\$ 2,500.00							\$ -
8	3	Penal Fines	\$ 18,000.00	\$ 18,000.00							\$ -
9	4	State Aid	\$ 2,500.00	\$ 2,500.00	\$ 1,929.46				\$ 16,325.20		\$ 16,325.20
10	5	Flat Book Sales	\$ 400.00	\$ 400.00					\$ 1,956.61		\$ 1,956.61
11	6	Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 105.00	\$ 60.00	\$ 84.00	\$ 150.00	\$ 90.00		\$ 300.00
12	7	IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00	\$ 722.50	\$ 492.50	\$ 292.50	\$ 820.00	\$ 129.50		\$ 679.00
13	8	Copies, Fines, Faxes & Sales	\$ 1,500.00	\$ 1,500.00	\$ 96.00	\$ 117.50	\$ 147.15	\$ 735.85	\$ 487.50		\$ 2,815.00
14	9	Donations	\$ 2,000.00	\$ 2,000.00	\$ 8.75	\$ 17.91	\$ 2,563.00	\$ 2,201.00	\$ 63.25		\$ 1,159.75
15	10	Interest/Checking & CD	\$ 200.00	\$ 200.00	\$ 6.86	\$ 6.74	\$ 8.20	\$ 8.93	\$ 8.82		\$ 5,584.16
16	11	Miscellaneous Fundraising	\$ 750.00	\$ 750.00	\$ 21.00	\$ 36.00	\$ 32.00	\$ 55.00	\$ 33.00		\$ 39.55
17	12	Grants/Endowment	\$ 3,000.00	\$ 6,270.49			\$ 5,370.49	\$ 900.00			\$ 177.00
18	13	Checking/Fund Balance	\$ 7,000.00	\$ 7,000.00							\$ 6,270.49
19		Total Receipts	\$ 104,850.00	\$ 108,120.49	\$ 2,889.57	\$ 793.65	\$ 59,993.81	\$ 5,168.28	\$ 19,887.38	\$ -	\$ 88,732.69
20		Expenditures									
21	1	IRS Employer (Escrow)			\$ (297.79)	\$ (207.59)	\$ (215.17)	\$ (236.53)	\$ (224.95)		\$ (1,182.03)
22	2	IRS Paid	\$ 7,000.00	\$ 7,000.00	\$ 1,143.53			\$ 1,441.03			\$ 2,584.56
23	3	Wages	\$ 34,000.00	\$ 34,000.00	\$ 3,892.50	\$ 2,713.50	\$ 2,812.50	\$ 3,092.00	\$ 2,940.50		\$ 15,451.00
24	4	UIA/Workers Comp.	\$ 400.00	\$ 400.00	\$ 4.00		\$ 132.00	\$ 6.01			\$ 142.01
25	5	Books & Movies	\$ 6,000.00	\$ 6,000.00	\$ 2,227.41		\$ (11.73)	\$ 64.88			\$ 2,280.56
26	6	Supplies Exp.	\$ 1,000.00	\$ 1,000.00		\$ 127.11	\$ 5.50		\$ 49.01		\$ 181.62
27	7	Auditor	\$ 6,000.00	\$ 6,000.00							\$ -
28	8	Utilities	\$ 5,000.00	\$ 5,000.00	\$ 577.69	\$ 141.49	\$ 162.53	\$ 275.91	\$ 262.80		\$ 1,420.42
29	9	Building Insurance	\$ 1,500.00	\$ 1,500.00							\$ -
30	10	Education/Travel	\$ 1,000.00	\$ 1,000.00							\$ -
31	11	Equipment/Software/Biblionix	\$ 6,000.00	\$ 6,000.00		\$ 228.00		\$ 368.58	\$ 82.80		\$ 679.38
32	12	Office Exp.	\$ 4,500.00	\$ 4,500.00	\$ 705.37	\$ 12.76	\$ 1,022.15	\$ 340.48	\$ 381.76		\$ 2,482.52
33	13	IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00		\$ 460.00	\$ 920.00	\$ 1,380.00			\$ 2,760.00
34	14	Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 831.25						\$ 831.25
35	15	Plat Books	\$ 600.00	\$ 600.00				\$ 283.00			\$ 283.00
36	16	Building Maintenance	\$ 6,000.00	\$ 6,000.00	\$ 57.87	\$ 88.60	\$ 87.65	\$ 106.21	\$ 667.50		\$ 997.83
37	17	Internet/Phone/E-Rates	\$ 5,000.00	\$ 5,000.00	\$ 149.14	\$ 205.94	\$ 203.75	\$ 300.00	\$ 421.83		\$ 1,280.66
38	18	Mid Michigan Library League/Dues	\$ 2,500.00	\$ 2,500.00		\$ 984.73		\$ 978.36			\$ 1,943.09
39	19	Grant Expenditures	\$ 3,								