

**LUTHER AREA PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Thursday, September 8, 2022**  
**115 State Street**  
**Luther, MI 49656**

**CALL TO ORDER**

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

**Present:**

<b>President:</b>	L. Langenburg
<b>Vice-President:</b>	J. Trimberger
<b>Treasurer:</b>	D. Long
<b>Secretary:</b>	K. Goodlein
<b>Trustee:</b>	K. Frankfort *Arrived a few minutes after meeting started
<b>Director:</b>	A. Shank

**VISITOR COMMENTS**

No visitors.

**BOARD COMMENTS**

Trimberger had a garage sale. One customer's children had attended the Summer Reading Program and raved about it. The customer's family loves the library.

**APPROVAL OF MINUTES**

Motion and seconded made by Trimberger and Frankfort to approve the regular meeting minutes of August 11, 2022. **Motion CARRIED.**

**TREASURER'S REPORT**

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

**LIBRARIAN'S REPORT**

Director Shank confirmed her written report and added the following:

- They finished the Summer Reading Program. They had a big outdoor party planned but rain moved it inside. There was lots of food, people, and fun.

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

- a. **Light Fixtures** – The work will be done by September 30th.
- b. **Reader Board Sign** – The sign is up.
- c. **Doors Replaced** – The contractor called Long yesterday. He will still be able to adjust the locks, so the doors close properly.
- d. **Garden** – It is quite overgrown. We need a management plan.
- e. **Directors & Officers Liability Insurance** – Discussion. Topic to be placed on next month's agenda.
- f. **Employee Resignation** – Discussion. A staff member applied for the job. Director Shank will set up the interview.

## 2

- e. **Tuesday and Thursday Hours** – Continue with them. We will discuss them at the October meeting.

### TRUSTEE COMMENTS

Long read in the Community Newsletter that the library's 6 new Verizon hotspots are enjoying lots of use and asked if we could get some more. Discussion on costs and funding options.

Frankfort suggested developing a 4-question survey for the recipients (i.e.: how they are using them/what they like about them/etc.). The feedback might be helpful in developing programs for patrons.

Long also asked about patrons taking home the computers/Chromebooks. Director Shank will affix a barcode so they can be checked out.

## **BUDGET AMENDMENTS**

Motion and seconded made by Langenburg and Goodlein regarding the purchase of an additional Certificate of Deposit (CD) to:

- Increase the Receipts, line 13 Checking/Fund Balance: adding \$20,000.00 for a new balance of \$27,000.00
- Increase the Expenditures, line 20 Programming/Misc.: adding \$20,000.00 for a new balance of \$22,000.00

**Roll Call Vote:** (5) **AYES** – Frankfort, Goodlein, Langenburg, Long, Trimberger

**(0) NAYS**

**Motion CARRIED.**

**NEXT MEETING DATE**

October 13, 2022, at 4:30 p.m.

**ADJOURNMENT**

President Langenburg adjourned the meeting at 5:25 p.m.

Respectfully submitted,  
Karin Goodlein, Secretary

# Luther Area Public Library

9/1/22 thru 9/30/22

Checking Balance 9/1/22

\$199,548.66

## Income

9/8 cp/fx - 15.00	}	332.00
fndr. - 31.00		
Y bags - 36.00		
B bags - 220.00		
pl. bk - 30.00		

9/12 Campbell memorial 300.00

9/19 cp - 2.75	}	263.25
bksale - 1.00		
fndr - 7.00		
B bags - 192.50		
pl bk - 60.00		

9/30 LOSB - interest 8.06

903.31

+ 903.31

\$200,451.97

## expense

#5518 9/2 A. Shank 23 mi (12.88)  
42 hr (588 - 36.46 - 8.53) 555.89

19 9/2 S. Hillman  
36 hr (200 - 12.40 - 2.90) 203.17  
2 hr (20 - 1.24 - .29)

20 9/2 T. Laughlin 382.33  
36 hr (414 - 25.67 - 6.00)

21 9/2 Krazy Kats Signs 1918.96

22 9/6 Mi Municipal League (dues) 200.00

23 9/7 CLS (rugs) (2x) 121.30

24 9/8 D. Long 73.88  
Sept (80 - 4.96 - 1.16)

25 9/16 A. Shank 611.89  
42 hr (588 - 36.46 - 8.53)  
123 mi (68.88)

26 9/16 S. Hillman 193.93  
16 hr (200 - 12.40 - 2.90)  
1 hr (10 - .62 - .15)

4261.35 - 4261.35

#5527	9/14	T. Laughlin	4261.35
		43.5 hr (500.25 - 31.02 - 7.25)	461.98
28	9/15	Baird, Bishop, Cotter (audit)	4000.00
29	9/15	Fire Pros (inspects & updates)	315.98
30	9/22	US/LeRoy Postmaster (rental)	76.00
31	9/28	Consumers	221.02
32	9/28	ATT	210.36
33	9/28	IRWS (8 bags)	460.00
34	9/28	Xerox (copier)	136.68
35	9/28	Chase Card (195.65 Dermco-office)	261.05
		(65.40 Amy-book)	
36	9/30	A. Shank	530.09
		41 hr (574 - 35.59 - 8.32)	
37	9/30	S. Hillman	286.28
		24 hr (300 - 18.60 - 4.35)	
		1 hr (10 - .62 - .15)	
38	9/30	T. Laughlin	382.33
		36 hr (414 - 25.67 - 6.00)	

11,603.12

- 11,603.12

### Debits

9/7	Amazon (DVD) Movie	19.96
9/13	Amazon (DVD) Movie	19.99
9/19	D.G. (food) Movie	6.20
9/20	D.G. (4 envelopes) Office	12.00
9/23	D.G. Bldg supplies	14.50
9/23	Amazon (DVD) Movie	19.95
9/26	Amazon (DVD) Movie	19.96
		<u>112.56</u>

- 112.56

total expense

- 11,715.68

9/30/22 Check balance

\$ 188,736.29

Donna Long  
Treasurer

CD balance

\$ 54,737.19

9/30/22 Total Assets

\$ 243,473.48

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	262	0	0	0	0	0	0	1895
Children Attendance	143	104	188	445	232	147	0	0	0	0	0	0	1259
Total Attendance	385	347	495	963	555	409	0	0	0	0	0	0	3154
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	18	0	0	0	0	0	0	35
Movie Program - Adults	2	2	2	0	0	5	0	0	0	0	0	0	11
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	119	0	0	0	0	0	0	873
Children Books Loaned	101	97	107	283	115	108	0	0	0	0	0	0	811
Music CDs, DVD's and Video's Loaned	311	198	365	155	204	191	0	0	0	0	0	0	1424
E-Book Used	32	40	42	49	45	49	0	0	0	0	0	0	257
Computer Use	26	33	61	61	100	99	0	0	0	0	0	0	380
Laptop/wifi Use	27	28	41	24	28	32	0	0	0	0	0	0	180
New Registers	4	6	0	9	4	11	0	0	0	0	0	0	34
Books/DVD/Tapes Etc. Added	110	60	122	90	50	93	0	0	0	0	0	0	525
Mel-cat Borrowed (Received for patrons)	97	102	104	81	83	100	0	0	0	0	0	0	567
Mel-cat Loaned (Out to other libraries)	52	26	52	28	32	48	0	0	0	0	0	0	238
Website visits	86	36	133	59	88	56	0	0	0	0	0	0	458

# **Luther Area Public Library**

## **Chromebook Lending Program/Borrower Agreement**

The Luther Area Public Library offers Chromebook for patron checkout. A Chromebook is a laptop that gives the user access to many different features including personal or business uses. Chromebooks are portable, so you can connect your device to any WI-FI connection, like at home, in town or in the park. The Chromebook does require an internet connection to be online, and are filtered to meet CIPA (Children Internet Protection Act) requirements.

### **Guidelines for Borrowing and Use**

To be eligible to check out a Chromebook from the Luther Area Public Library, a user must:

1. Be a library card holder in good standing with no outstanding charges and have a current account.
2. Be at least 18 years of age with a valid driver's license or state ID with current name and address.
3. Read, understand and sign the Chromebook Lending/Borrower Agreement.

### **Borrower Agreement:**

Prior to borrowing a Chromebook, the patron will be asked to sign an agreement acknowledging responsibility for the device once it has been checked out to them, and that they will be financially responsible for any damage/loss/theft of the device that occurs during their loan period. The agreement will also state that the borrowing patron will not alter the device in any way, including (but not limited to): deleting content from the device or altering the settings of the device. Damage to the Chromebook will be assessed by Library staff, who will have the authority to assess damages.

**Rules for Use:**

1. Users are expected to read, understand, and sign the Chromebook Lending/Borrowing Agreement.
2. Chromebooks may be taken out of the Library for a period of 3 weeks with up to one renewal if there is NOT a waiting list. Otherwise, users will be placed at the bottom of the waiting list.
3. If the Chromebook is lost or damaged, charges to the patron's account will be assessed accordingly.
4. Users agree to immediately report any hardware or software problems to the Library staff.
5. Users understand that the Library is not responsible for content accessed on the internet.
6. The Library is not responsible for information accessed while using the device, for personal information that is shared over the internet, or for any computer viruses that may be transferred to user devices.

**Returning Devices:**

1. Chromebooks can only be returned to the Circulation Desk during normal Library open hours. They cannot be deposited into the afterhours book drop.
2. If the Chromebook is not returned when it's due, the Chromebook will be considered stolen and a report will be filed with the Lake County Sheriff's Dept.

**Helpful Hints:****What comes in a Chromebook kit?**

- 1 Chromebook
- 1 Charger

**My device will not connect to the internet/will not stay connected. What do I do?**  
Your Chromebook device needs to connect to a WI-FI device to access the internet.  
Signal strength will vary based on the physical location of your modem/hotspot.



#### Troubleshooting connection issues:

- Move the Chromebook to a different location. For example, try setting it by a window or taking it to a different side of the house, so it can more easily connect with a modem/hotspot.
- Check to see that the Wi-Fi connection on your personal device is turned on.
- Make sure the Chromebook is not more than 30 feet away from your personal device. The connection strength will be weaker if your device is farther away from the modem/hotspot.
- Reset your modem/hotspot connection by turning it off and on.

#### **What if I return a Chromebook kit late or lose it?**

- Borrowers are responsible for costs associated with the loss or damage of the Chromebooks, chargers and/or cords.
- If individual parts of the kit are lost or damaged, the following replacement costs will be the responsibility of the borrower:

Chromebook replacement fee: \$350.00

Charger cord replacement fee: \$22.00

Total kit replacement is \$372.00

**LUTHER AREA PUBLIC LIBRARY**  
**CHROMEBOOK BORROWING/LENDING AGREEMENT**  
*Terms of Loan and Statement of Liability*

<b>Chromebook</b>	<b>Borrower Initials</b>
<b>DUE DATE:</b>	
I acknowledge that the replacement value of this Chromebook is \$350.00. I acknowledge that the replacement value of electric cord or plug is \$22.00.	
I acknowledge that the Chromebook does have content filtering and the Library is not responsible for content that is accessed on the internet.	
I understand that I will be the exclusive user of the Chromebook during my checkout period and that I will not loan, sell, lease, transfer to anyone else, or "hack" it in any manner.	
A late fee of \$5.00 will be charged for each day it is late. <u>I understand that if the Chromebook is not returned it will be considered stolen and a report filed with the Lake County Sheriff's Dept.</u>	
I agree to be responsible for repair or replacement of any and all parts that are damaged, lost, or stolen during my checkout period, or if Library staff identifies any such damage during inspection upon my return of the Chromebook.	

By initialing above and signing below, I acknowledge that I have read the Chromebook Borrowing/Lending Agreement and understand the policies of the Luther Area Public Library.

**Borrower name (Print)**

**Date**

**Borrower signature**

**Current Cell or Home Phone #**

**Patron Barcode Number**

Luther Area Public Library  
2022-2023 Budget

A	B	C	D	E	F	G	H	I	J	T
1	Luther Area Public Library									
2	2022-2023 Budget									
3	General Fund									
4	Receipts	Original	Amended	April	May	June	July	August	September	Actual
5	1 Library Millage	2022-2023	2022-2023							Total
6	2 Local Government Support	\$ 54,000.00	\$ 54,000.00			\$ 51,496.47				\$ 51,496.47
7	3 Penal Fines	\$ 2,500.00	\$ 2,500.00							\$ -
8	4 State Aid	\$ 18,000.00	\$ 18,000.00							
9	5 Plat Book Sales	\$ 2,500.00	\$ 2,500.00	\$ 1,929.46				\$ 16,325.20		\$ 16,325.20
10	6 Shoreline Yellow Bags	\$ 400.00	\$ 400.00		\$ 60.00			\$ 1,956.61		\$ 3,886.07
11	7 IRWS Blue Bags	\$ 3,000.00	\$ 3,000.00	\$ 105.00	\$ 63.00	\$ 84.00	\$ 297.50	\$ 90.00	\$ 90.00	\$ 390.00
12	8 Copies, Fines, Faxes & Sales	\$ 10,000.00	\$ 10,000.00	\$ 722.50	\$ 492.50	\$ 292.50	\$ 820.00	\$ 129.50	\$ 36.00	\$ 715.00
13	9 Donations	\$ 1,500.00	\$ 1,500.00	\$ 96.00	\$ 117.50	\$ 147.15	\$ 735.85	\$ 487.50	\$ 412.50	\$ 3,227.50
14	10 Interest/Checking & CD	\$ 2,000.00	\$ 2,000.00	\$ 8.75	\$ 17.91	\$ 2,563.00	\$ 2,201.00	\$ 63.25	\$ 18.75	\$ 1,178.50
15	11 Miscellaneous Fundraising	\$ 200.00	\$ 200.00	\$ 6.86	\$ 6.74	\$ 8.20	\$ 8.93	\$ 793.50	\$ 300.00	\$ 5,884.16
16	12 Grants/Endowment	\$ 750.00	\$ 750.00	\$ 21.00	\$ 36.00	\$ 32.00	\$ 55.00	\$ 8.82	\$ 8.06	\$ 47.61
17	13 Checking/Fund Balance	\$ 3,000.00	\$ 6,270.49			\$ 5,370.49	\$ 900.00	\$ 33.00	\$ 38.00	\$ 215.00
18	Total Receipts	\$ 7,000.00	\$ 27,000.00							\$ 6,270.49
19		\$ 104,850.00	\$ 128,120.49	\$ 2,889.57	\$ 793.65	\$ 59,993.81	\$ 5,168.28	\$ 19,887.38	\$ 903.31	\$ 89,636.00
20	Expenditures									
21	1 IRS Employer (Escrow)									
22	2 IRS Paid	\$ 7,000.00	\$ 7,000.00	\$ (297.79)	\$ (207.59)	\$ (215.17)	\$ (236.53)	\$ (224.95)	\$ (298.24)	\$ (1,480.27)
23	3 Wages	\$ 1,143.53		\$ 1,143.53			\$ 1,441.03			\$ 2,584.56
24	4 UIA/Workers Comp.	\$ 34,000.00	\$ 34,000.00	\$ 3,892.50	\$ 2,713.50	\$ 2,812.50	\$ 3,092.00	\$ 2,940.50	\$ 3,898.25	\$ 19,349.25
25	5 Books & Movies	\$ 400.00	\$ 400.00	\$ 4.00		\$ 132.00	\$ 6.01			\$ 142.01
26	6 Supplies Exp.	\$ 6,000.00	\$ 6,000.00	\$ 2,227.41		\$ (11.73)	\$ 64.88			\$ 2,345.96
27	7 Auditor	\$ 1,000.00	\$ 1,000.00	\$ 127.11	\$ 5.50			\$ 49.01		\$ 181.62
28	8 Utilities	\$ 6,000.00	\$ 6,000.00							\$ 4,000.00
29	9 Building Insurance	\$ 5,000.00	\$ 5,000.00	\$ 577.69	\$ 141.49	\$ 162.53	\$ 275.91	\$ 262.80	\$ 221.02	\$ 1,641.44
30	10 Education/Travel	\$ 1,500.00	\$ 1,500.00							\$ -
31	11 Equipment/Software/Biblionix	\$ 1,000.00	\$ 1,000.00							\$ 81.76
32	12 Office Exp.	\$ 6,000.00	\$ 6,000.00	\$ 228.00			\$ 368.58	\$ 82.80		\$ 679.38
33	13 IRWS Blue Bags	\$ 4,500.00	\$ 4,500.00	\$ 705.37	\$ 12.76	\$ 1,022.15	\$ 340.48	\$ 381.76	\$ 420.33	\$ 2,882.85
34	14 Shoreline Yellow Bags	\$ 10,000.00	\$ 10,000.00	\$ 460.00	\$ 460.00	\$ 920.00	\$ 1,380.00		\$ 460.00	\$ 3,220.00
35	15 Plat Books	\$ 3,000.00	\$ 3,000.00	\$ 831.25						\$ 831.25
36	16 Building Maintenance	\$ 600.00	\$ 600.00				\$ 283.00			\$ 283.00
37	17 Internet/Phone/E-Rates	\$ 6,000.00	\$ 6,000.00	\$ 57.87	\$ 88.60	\$ 87.65	\$ 106.21	\$ 657.50	\$ 451.78	\$ 1,449.61
38	18 Mid Michigan Library League/Dues	\$ 5,000.00	\$ 5,000.00	\$ 149.14	\$ 205.94	\$ 203.75	\$ 300.00	\$ 421.83	\$ 210.36	\$ 1,491.02
39	19 Grant Expenditures	\$ 2,500.00	\$ 2,500.00	\$ 964.73				\$ 978.36	\$ 200.00	\$ 2,143.09
40	20 Programming/Misc	\$ 3,000.00	\$ 6,270.49	\$ 1,050.45	\$ 6.30	\$ 235.43	\$ 1,080.92	\$ 1,013.20	\$ 86.06	\$ 3,472.36
41	Total Expenditures	\$ 2,000.00	\$ 22,000.00	\$ 171.33	\$ 66.99	\$ 176.86	\$ (15.55)	\$ 20,324.22	\$ 1,918.96	\$ 22,642.81
42		\$ 104,500.00	\$ 127,770.49	\$ 10,512.75	\$ 4,807.83	\$ 5,531.47	\$ 8,486.94	\$ 26,887.03	\$ 11,715.68	\$ 67,941.70
43	Beginning Checking Balance									
44	Ending Checking Balance			\$ 167,041.99	\$ 159,418.81	\$ 155,404.63	\$ 209,866.97	\$ 206,548.31	\$ 199,548.66	
45	Transfer In/Out CD			\$ 159,418.81	\$ 155,404.63	\$ 209,866.97	\$ 206,548.31	\$ 199,548.66	\$ 188,736.29	
46	CD Balance									
47	Total Ending Balance			\$ 34,672.83	\$ 34,672.83	\$ 34,672.83	\$ 34,672.83	\$ 34,672.83	\$ 54,737.19	
48				\$ 194,091.64	\$ 190,077.46	\$ 244,539.80	\$ 241,221.14	\$ 254,285.85	\$ 243,473.48	