

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, October 13, 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
	Secretary:	K. Goodlein
	Director:	A. Shank
Absent:	Trustee:	K. Frankfort

VISITOR COMMENTS

No visitors.

BOARD COMMENTS

Motion and seconded made by Langenburg and Goodlein to remove **Board Comments** and replace it with **Approving The Agenda**, so additional items can be added. **Motion CARRIED.** Goodlein added *Library Hours* under **Old Business**.

APPROVAL OF MINUTES

Motion and seconded made by Trimberger and Langenburg to approve the regular meeting minutes of September 8, 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:

- They continue taking inventory.
- She has been to 5 townships so far, discussing how the library can better serve their residents. A letter was drafted that the townships will put on their website detailing the services the library offers.

- Additional locations as to the placement of paper copies of the Community Newsletter were discussed with the Board.
- The Reader Board Sign is up.

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

OLD BUSINESS

- Light Fixtures** – The work will be done in January.
- Doors** – The contractor called Long last week. He will be down when he has time. Director Shank asked about the possibility of swapping handles on two of the doors, and if he can adjust the springs on the entrance and exit doors so they close completely.
- Garden** – Discussion of salary, source of salary, hours of work and candidates for part-time garden manager. Director Shank will contact potential candidates.
- Flagpole** – The wooden flagpole out front is secured to a base with bolts. Wood appears rotten by one bolt. Long will have Bob look at it.
- Directors & Officers Liability Insurance** – Discussion. Topic will be tabled.
- Library Hours** – Motion and seconded by Langenburg and Goodlein to continue the Tuesday and Thursday hours as they are now and to reevaluate them at the December Board Meeting to determine if they will continue in the New Year. **Motion CARRIED.**

NEW BUSINESS

- Chromebook Lending Program/Borrower Agreement** – Motion and seconded by Langenburg and Trimberger to accept the new Chromebook Lending Program/Borrower Agreement. **Motion CARRIED.**
- E-rates** – Director Shank is checking on E-rates regarding purchasing more hotspots and service.
- Thanksgiving Break** – They are closed Thursday and would like to be closed Friday. They will be open Saturday. Approved.
- Unplanned Closed Days** – Director Shank wants to place in the Policy & Procedures Manual that the library will be closed when the school has a snow day. Approved.

- e. **Homeschoolers Paying for Copies** – Motion and seconded by Langenburg and Goodlein that homeschoolers receive a daily maximum of ten (10) free black and white photocopies with additional copies being ten cents (.10) each and may also receive a daily maximum of five (5) free color photocopies with additional copies being twenty cents (.20) each. Military veterans may receive unlimited copies. **Motion CARRIED.**

TRUSTEE COMMENTS

None.

BUDGET AMENDMENTS

Motion and seconded made by Langenburg and Trimberger regarding the Campbell Memorial and paying for the Reader Board Sign to:

- Increase the Receipts, line 9 Donations Balance: adding \$2,675.00 for a new balance of \$4675.00
- Increase the Expenditures, line 20 Programming/Misc.: adding \$2,675.00 for a new balance of \$24,675.00

Roll Call Vote: (3) **AYES** – Goodlein, Langenburg, Trimberger
(1) **NAYS** - Long **Motion CARRIED.**

Motion and seconded made by Langenburg and Goodlein regarding the audit coming in under budget to:

- Reduce the Expenditures, line 7 Auditor by \$2,000.00 for a new balance of \$4,000.00
- Increase the Expenditures, line 20 Programming/Misc.: by \$2,000.00 for a new balance of \$26,675.00

Roll Call Vote: (3) **AYES** – Goodlein, Langenburg, Trimberger
(1) **NAYS** - Long **Motion CARRIED.**

NEXT MEETING DATE

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

ADJOURNMENT

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

Karin Goodlein, Secretary

Luther Area Public Library

10/1/22 thru 10/31/22

Checking Balance 10/1/22

#188,736.29

income

10/3	cp/fx - 25.50	}	245.00
	lcm - 5.00		
	fundr - 19.00		
	Y bags - 105.00		
	B bags - 87.50		
	don. - 3.00		

10/11	cp/fn - 20.60	}	411.35
	bk - 1.00		
	fund - 14.00		
	Y bags - 14.00		
	B bags - 327.50		
	pl. bk - 30.00		
	don - 4.25		

10/27	cp/fn - 33.90	}	289.15
	bk - 2.00		
	fund - 25.00		
	Y bags - 77.00		
	B bags - 95.00		
	don - 56.25		

10/31	LOSB-interest		8.02
			953.52

expense

#5539	10/17	CLS (rugs)	60.21
40	10/13	D. Long (Oct. 80-4.96-1.76)	73.88
41	10/14	A. Shank	504.23
		39 hr (546. - 33.85 - 7.92)	
42	10/14	S. Hillman	253.96
		19 hr (237.50 - 14.73 - 3.44)	
		3 3/4 hr (37.50 - 2.33 - .54)	
43	10/14	T. Laughlin	594.73
		56 hr (644 - 39.93 - 9.34)	
44	10/15	IRWS (Bags)	460.00
45	10/18	Consumers	182.68
46	10/19	MOS (Mi Office Supply) overg.	104.86
47	10/24	VIA (3rd qt)	5.02
48	10/24	US Treasury (3rd qt)	1519.40
			3758.97

+ 953.52
189,689.81

#5549	10/27	A. Shank	3758.97	
		43 hr (602-37.32-8.73)	555.95	
50	10/27	T. Laughlin	615.98	
		58 hr (667-41.35-9.67)		
51	10/27	S. Hillman	36.94	
		4 hr clean (40-2.48-.58)		
52	10/31	AT&T	207.36	
53	10/28	CLS (rugs)	60.21	
			<u>5235.41</u>	- 5235.41

Debits

10/7	DG	(prgm/crafts)	2.00	
10/14	Aldi	(prgm/candy)	16.98	
10/17	DG	(movie/3.20)(prgm/19.20)	22.20	
10/18	DG	(prgm/supplies)	6.25	
10/19	NorthBar	(movie/pizza)	52.09	
10/21	GFS	(candy/fundr) 49.99)	64.75	
		(supplies/prg) 14.76)		
10/21	Walmart	(Bldg maint)	23.20	
10/21	Walmart	(prgm-feed & craft)	18.60	
10/26	Bristol Store	(Yellow bags)	70.69	
10/27	DG	(Bldg maint)	7.95	
10/28	Meijer	(prgm-popcorn)	17.98	
			<u>302.69</u>	- 302.69
		month's total expense	- 5538.10	
		ckg balance 10/31/22	\$184,151.71	★
		CD Balance	54,737.19	★
		10/31/22 Total Assets	\$238,888.90	★

Bonna 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	262	325	0	0	0	0	0	2220
Children Attendance	143	104	188	445	232	147	195	0	0	0	0	0	1454
Total Attendance	385	347	495	963	555	409	520	0	0	0	0	0	3674
Story Hour Attendance - Kids	11	3	0	32	13	0	16	0	0	0	0	0	75
Story Hour Attendance - Adults	6	3	0	13	7	0	11	0	0	0	0	0	40
Movie Program - Kids	6	7	4	0	0	18	20	0	0	0	0	0	55
Movie Program - Adults	2	2	2	0	0	5	18	0	0	0	0	0	29
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	22	0	0	0	0	0	31
Special Program - Adults	0	0	5	0	0	0	16	0	0	0	0	0	21
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	157	0	0	0	0	0	1030
Children Books Loaned	101	97	107	283	115	108	149	0	0	0	0	0	960
Music CDs, DVD's and Video's Loaned	311	198	365	155	204	191	192	0	0	0	0	0	1616
E-Book Used	32	40	42	49	45	49	58	0	0	0	0	0	315
Computer Use	26	33	61	61	100	99	77	0	0	0	0	0	457
Laptop/wifi Use	27	28	41	24	28	32	27	0	0	0	0	0	207
New Registers	4	6	0	9	4	11	7	0	0	0	0	0	41
Books/DVD/Tapes Etc. Added	110	60	122	90	50	93	106	0	0	0	0	0	631
Mel-cat Borrowed (Received for patrons)	97	102	104	81	83	100	117	0	0	0	0	0	684
Mel-cat Loaned (Out to other libraries)	52	26	52	28	32	48	44	0	0	0	0	0	282
Website visits	86	36	133	59	88	56	64	0	0	0	0	0	522

	Jul-22	Aug-22	Sep-22	Oct-22
Monday	104	133	61	168
Tuesday	65	70	46	41
Wednesday	208	147	78	68
Thursday	56	38	55	69
Friday	289	83	120	77
Saturday	241	84	49	97
	963	555	409	520

September was Labor Day and Bank Robbery (Thurs.)

Consumers Energy

Count on Us®

October 14, 2022

T5 P1 *****AUTO**5-DIGIT 49611 FH_33579 PL-1
Village Of Luther
6662 E Old M 63
Luther, MI 49656-9236



Library



Dear Village Of Luther,

It's fall and, for many businesses, that means booking a tune-up for your HVAC equipment to get it ready for winter and the coming year. But did you know there's another way to help your equipment that also earns you incentives to put back into your business? Enroll in the **Smart Thermostat Program for Business®** by Dec. 15, 2022 and you'll **earn \$300*** (normally \$75) just for joining and reduce strain on your HVAC equipment next summer.

Here's how the program helps your business:

When temperatures climb quickly on summer afternoons, your HVAC system has to work hard and often to beat the heat and maintain your comfort settings. That's why, on select high-temperature days, the Smart Thermostat Program proactively pre-cools your business when outdoor temperatures are lower. This gets ahead of the heat and allows your HVAC equipment to run less often, all while keeping your facility within a degree or two of your preferred temperature. The best part: the program is mostly in effect outside your operating hours, so your team and your customers won't even notice.

Smart Thermostat Program is free to join and, in addition to the \$300 you earn when you enroll, you'll earn another \$25 at the end of each summer season you participate.



Visit **ConsumersEnergy.com/thermostatincentive** to help your HVAC system work smarter, not harder and put an extra \$300 into your bottom line.

Regards,

Jillian Davis

Product Manager, Smart Thermostat Program for Businesses

SCAN HERE
TO ENROLL



Business electric customers are eligible if they have central air from Consumers Energy and have a Wi-Fi enabled Google Nest, Emerson Sensi, or Ecobee smart thermostat with a steady Wi-Fi network. Incentive provided as a Consumers Energy Prepaid Mastercard® redeemable at participating merchants. Visit [MyPrepaidCenter.com/page/mastercard-max](https://www.consumersenergy.com/page/mastercard-max) to learn more. Card is issued by MetaBank®, Member FDIC pursuant to license by Mastercard International Incorporated. Mastercard is a registered trademark and the circles design is a trademark of Mastercard International Incorporated. No cash access or recurring payments. Card expires after six months; unused funds will be forfeited after the expiration date. Card terms and conditions apply. Customers will receive incentives within 6-8 weeks after confirmed eligibility or the end of each season. *Promotion valid Oct 14th-Dec 15th.

Consumers Energy
Smart Thermostat Program for Business

844-887-8063
[ConsumersEnergy.com/thermostatincentive](https://www.consumersenergy.com/thermostatincentive)

Luther Area Public Library
2022-2023 Budget

A	B	C	D	E	F	G	H	I	J
1	Luther Area Public Library								
2	2022-2023 Budget								
3	General Fund								
4	Receipts	Original	Amended						
5	1 Library Millage	2022-2023	2022-2023	April	May	June	July	August	September
6	2 Local Government Support	\$ 54,000.00	\$ 54,000.00			\$ 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	
10	6 Shoreline Yellow Bags	\$ 400.00	\$ 400.00		\$ 60.00		\$ 150.00	\$ 90.00	\$ 90.00
11	7 IRWS Blue Bags	\$ 3,000.00	\$ 3,000.00	\$ 105.00	\$ 63.00	\$ 84.00	\$ 297.50	\$ 129.50	\$ 36.00
12	8 Copies, Fines, Faxes & Sales	\$ 10,000.00	\$ 10,000.00	\$ 722.50	\$ 492.50	\$ 292.50	\$ 820.00	\$ 487.50	\$ 412.50
13	9 Donations	\$ 1,500.00	\$ 1,500.00	\$ 96.00	\$ 117.50	\$ 147.15	\$ 735.85	\$ 63.25	\$ 18.75
14	10 Interest/Checking & CD	\$ 2,000.00	\$ 4,675.00	\$ 8.75	\$ 17.91	\$ 2,563.00	\$ 2,201.00	\$ 793.50	\$ 300.00
15	11 Miscellaneous Fundraising	\$ 200.00	\$ 200.00	\$ 6.86	\$ 6.74	\$ 8.20	\$ 8.93	\$ 8.82	\$ 8.06
16	12 Grants/Endowment	\$ 750.00	\$ 750.00	\$ 21.00	\$ 36.00	\$ 32.00	\$ 55.00	\$ 33.00	\$ 38.00
17	13 Checking/Fund Balance	\$ 3,000.00	\$ 6,270.49			\$ 5,370.49	\$ 900.00		
18	Total Receipts	\$ 7,000.00	\$ 27,000.00		\$ 793.65	\$ 59,993.81	\$ 5,168.28	\$ 19,887.38	\$ 903.31
19		\$ 104,850.00	\$ 130,795.49						
20	Expenditures								
21	1 IRS Employer (Escrow)			\$ (297.79)	\$ (207.59)	\$ (215.17)	\$ (236.53)	\$ (224.95)	\$ (298.24)
22	2 IRS Paid	\$ 7,000.00	\$ 7,000.00	\$ 1,143.53			\$ 1,441.03		
23	3 Wages	\$ 34,000.00	\$ 34,000.00	\$ 3,892.50	\$ 2,713.50	\$ 2,812.50	\$ 3,092.00	\$ 2,940.50	\$ 3,898.25
24	4 UIA/Workers Comp.	\$ 400.00	\$ 400.00	\$ 4.00		\$ 132.00	\$ 6.01		
25	5 Books & Movies	\$ 6,000.00	\$ 6,000.00	\$ 2,227.41		\$ (11.73)	\$ 64.88		\$ 65.40
26	6 Supplies Exp.	\$ 1,000.00	\$ 1,000.00		\$ 127.11	\$ 5.50		\$ 49.01	
27	7 Auditor	\$ 6,000.00	\$ 4,000.00						
28	8 Utilities	\$ 5,000.00	\$ 5,000.00	\$ 577.69	\$ 141.49	\$ 162.53	\$ 275.91	\$ 262.80	\$ 4,000.00
29	9 Building Insurance	\$ 1,500.00	\$ 1,500.00						\$ 221.02
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	\$ 81.76
32	12 Office Exp.	\$ 4,500.00	\$ 4,500.00	\$ 705.37	\$ 12.76	\$ 1,022.15	\$ 340.48	\$ 381.76	\$ 420.33
33	13 IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00		\$ 460.00	\$ 920.00	\$ 1,380.00		\$ 460.00
34	14 Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 831.25					
35	15 Plat Books	\$ 600.00	\$ 600.00						
36	16 Building Maintenance	\$ 6,000.00	\$ 6,000.00	\$ 57.87	\$ 88.60	\$ 87.65	\$ 106.21	\$ 657.50	\$ 451.78
37	17 Internet/Phone/E-Rates	\$ 5,000.00	\$ 5,000.00	\$ 149.14	\$ 205.94	\$ 203.75	\$ 300.00	\$ 421.83	\$ 210.36
38	18 Mid Michigan Library League/Dues	\$ 2,500.00	\$ 2,500.00		\$ 964.73			\$ 978.36	\$ 200.00
39	19 Grant Expenditures	\$ 3,000.00	\$ 6,270.49	\$ 1,050.45	\$ 6.30	\$ 235.43	\$ 1,080.92	\$ 1,013.20	\$ 86.06
40	20 Programming/Misc	\$ 2,000.00	\$ 26,675.00	\$ 171.33	\$ 66.99	\$ 176.86	\$ (15.55)	\$ 20,324.22	\$ 1,918.96
41	Total Expenditures	\$ 104,500.00	\$ 130,445.49	\$ 10,512.75	\$ 4,807.83	\$ 5,531.47	\$ 8,486.94	\$ 26,887.03	\$ 11,715.68
42									
43	Beginning Checking Balance			\$ 167,041.99	\$ 159,418.81	\$ 155,404.63	\$ 209,866.97	\$ 206,548.31	\$ 199,548.66
44	Ending Checking Balance			\$ 159,418.81	\$ 155,404.63	\$ 209,866.97	\$ 206,548.31	\$ 199,548.66	\$ 188,736.29
45	Transfer In/Out CD								
46	CD Balance								
47	Total Ending Balance			\$ 34,672.83	\$ 34,672.83	\$ 34,672.83	\$ 34,672.83	\$ 54,737.19	\$ 54,737.19
48				\$ 194,091.64	\$ 190,077.46	\$ 244,539.80	\$ 241,221.14	\$ 254,285.85	\$ 243,473.48

	K	L	M	N	O	P	Q	R	S	T
1	Luther Area Public Library									
2	2022-2023 Proposed Budget									
3	General Fund									
4	Receipts	Original	Amended	October	November	December	January	February	March	Actual
5	Library Millage	\$ 54,000.00	\$ 54,000.00							Total
6	Local Government Support	\$ 2,500.00	\$ 2,500.00							\$ 51,496.47
7	Penal Fines	\$ 18,000.00	\$ 18,000.00							\$
8	State Aid	\$ 2,500.00	\$ 2,500.00							\$ 16,325.20
9	Plat Book Sales	\$ 400.00	\$ 400.00	\$ 30.00						\$ 3,886.07
10	Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 196.00						\$ 420.00
11	IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00	\$ 510.00						\$ 911.00
12	Copies, Fines, Faxes & Sales	\$ 1,500.00	\$ 1,500.00	\$ 88.00						\$ 3,737.50
13	Donations	\$ 2,000.00	\$ 4,675.00	\$ 63.50						\$ 1,266.50
14	Interest/Checking & CD	\$ 200.00	\$ 200.00	\$ 8.02						\$ 5,947.66
15	Miscellaneous Fundraising	\$ 750.00	\$ 750.00	\$ 58.00						\$ 55.63
16	Grants/Endowment	\$ 3,000.00	\$ 6,270.49							\$ 273.00
17	Checking/Fund Balance	\$ 7,000.00	\$ 27,000.00							\$ 6,270.49
18	Total Receipts	\$ 104,850.00	\$ 130,795.49	\$ 953.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
19										\$ 110,589.52
20	Expenditures									
21	IRS Employer (Escrow)			\$ (218.33)						\$ (1,698.60)
22	IRS Paid	\$ 7,000.00	\$ 7,000.00	\$ 1,519.40						\$ 4,103.96
23	Wages	\$ 34,000.00	\$ 34,000.00	\$ 2,854.00						\$ 22,203.25
24	UIA/Workers Comp.	\$ 400.00	\$ 400.00	\$ 5.02						\$ 147.03
25	Books & Movies	\$ 6,000.00	\$ 6,000.00							\$ 2,345.96
26	Supplies Exp.	\$ 1,000.00	\$ 1,000.00	\$ 21.01						\$ 202.63
27	Auditor	\$ 6,000.00	\$ 4,000.00							\$ 4,000.00
28	Utilities	\$ 5,000.00	\$ 5,000.00	\$ 182.68						\$ 1,824.12
29	Building Insurance	\$ 1,500.00	\$ 1,500.00							\$ -
30	Education/Travel	\$ 1,000.00	\$ 1,000.00							\$ 81.76
31	Equipment/Software/Biblionix	\$ 6,000.00	\$ 6,000.00							\$ 679.38
32	Office Exp.	\$ 4,500.00	\$ 4,500.00	\$ 104.86						\$ 2,987.71
33	IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00	\$ 460.00						\$ 3,680.00
34	Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 70.69						\$ 901.94
35	Plat Books	\$ 600.00	\$ 600.00							\$ 283.00
36	Building Maintenance	\$ 6,000.00	\$ 6,000.00	\$ 151.57						\$ 1,601.18
37	Internet/Phone/E-Rates	\$ 5,000.00	\$ 5,000.00	\$ 207.36						\$ 1,698.38
38	Mid Michigan Library League/Dues	\$ 2,500.00	\$ 2,500.00							\$ 2,143.09
39	Grant Expenditures	\$ 3,000.00	\$ 6,270.49	\$ 80.25						\$ 3,552.61
40	Programming/Misc	\$ 2,000.00	\$ 26,675.00	\$ 99.59						\$ 22,742.40
41	Total Expenditures	\$ 104,500.00	\$ 130,445.49	\$ 5,538.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,479.80
42										
43	Beginning Checking Balance			\$ 188,796.29	\$ 184,151.71	\$ 184,151.71	\$ 184,151.71	\$ 184,151.71	\$ 184,151.71	
44	Ending Checking Balance			\$ 184,151.71	\$ 184,151.71	\$ 184,151.71	\$ 184,151.71	\$ 184,151.71	\$ 184,151.71	
45	Transfer In/Out CD									
46	CD Balance			\$ 54,737.19						
47	Total									