

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, January 12, 2023
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

No visitors.

APPROVING AGENDA

Long added *Biblionix and Mid-Michigan Library League Bills* under **New Business**.
Langenburg approved the agenda.

APPROVAL OF MINUTES

Motion and seconded made by Langenburg and Frankfort to approve the regular meeting minutes of December 8, 2022. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Goodlein and Langenburg 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 is almost finished with the State Aid Report. It is due February 1.

- She wrote the monthly Community Newsletter.
- It was suggested to her that the library could post information about library services in the Little Free Libraries.

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

OLD BUSINESS

BUILDING MAINTENANCE

- Sign above front entrance needs repair** – Langenburg looked at it. The frame is still good, but the center needs to be repainted. Gail Ganger originally painted it. We will take it down in warmer weather and either fix it or replace it.
- Doors and doorknobs** – Long hasn't heard from the contractor.
- Flagpole** – No news on a replacement yet.
- Light fixtures** – The lights will be replaced in the Spring.
- Directors and Officers Liability Insurance** – Discussed the proposal from Cole Insurance Agency. The Board will generate a list of questions for Director Shank to forward on to the insurance agent. Topic will be placed on next month's agenda.
- School closing early and events closed** – If the school closes early, then the library will also close early.

NEW BUSINESS

- Hotspot funding** – We are still waiting to hear about federal funding.
- Hire new person** – There is a need for a third person in the library for redundancy. When the Librarian or Director is off on sick leave or personal time, that leaves only one person to perform all the duties and responsibilities. An ad will be placed in the *Cadillac News* and the *Lake County Star*, as well as posted on the Library's Facebook page and website. Application cut-off date is February 3.
- Yellow bags (Republic Service)** – Republic raised the cost of their bags as of January 1. Our price to the public will stay the same until our existing supply is exhausted.
- New wage/sick time Acts** – Director Shank wanted us to be aware of the new Acts. However, litigation is pending in the Court of Appeals. She will advise us when the Court makes its decision.

- [illegible]

TRUSTEE COMMENTS

Long said the display tables for the paperback book sale currently underway take up a lot of space. She wondered about additional ideas to distribute the paperback books to their new owners. One suggestion was giving them away and taking a donation.

BUDGET AMENDMENTS

None.

NEXT MEETING DATE

February 9, 2023, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:24 p.m.

Karin Goodlein, Secretary

Luther Area Public Library

1/1/23 thru 1/31/23

Checking Balance 1/1/23

\$179,389.12

Income

1/3 Hansen Family - 3000.00	}	3200.00
Wingquist memorial - 100.00		
Gray memorial - 100.00		

1/5 op/fn - 38.25	}	282.25
bk/fnd - 3.50		
B bags - 207.50		
Pl. bk - 30.00		
donation - 3.00		

1/11 Keyser dona. - 25.00	25.00
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1/26 op/fn 28.70	}	277.45
bk sales - 34.25		
lam. - 14.00		
fundr - 30.00		
Y bags - 44.00		
B bags - 122.50		
don - 4.00		

1/31 LOSB - interest - 7.61	7.61
	3792.31

3792.31

\$183,181.43

expenses

#5590	1/4 D. Coykendall (prg. supplies)	42.50
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91	1/6 A. Shank	491.31
	38 hr (532. - 32.98 - 7.71)	

92	1/6 S. Hillman	46.59
	2 hr (20 - 1.24 - .15)	
	3 hr (30.30 - 1.88 - .44)	

93	1/6 T. Laughlin	488.53
	46 hr (529 - 32.80 - 7.67)	

94	1/6 D. Domingo	15.00
	1x shovel	

95	1/7 J. Lucas	53.10
	5 hr (57.50 - 3.57 - .83)	

96	1/7 Chase Card Service	1026.38
	(bks - 849.59 / movies - 176.79)	
	grant	2163.41

Carry over 2163.41

#5597	1/13	D. Long	73.88
		Jan. meet. (80-4.96-1.16)	
98	1/13	MML League	919.11
		overdrive (E-books)	
99	1/13	Biblionix (bk. cataloging)	1200.00
5600	1/13	U.S. Postmaster (2 rolls stamps)	120.00
01	1/18	Bernie's Locksmith	45.00
		(repair back door lockset)	
02	1/20	A. Shank	504.23
		39 hr (546-33.85-7.92)	
03	1/20	T. Laughlin	536.32
		50 1/2 hr (580.75-36.01-8.42)	
04	1/20	S. Hillman	46.64
		5 hr (50.50-3.13-.73)	
05	1/19	Auto Owners (Bldg. ins.)	1267.00
06	1/23	St. of MI/Unemployment Ins. Agcy (4th)	1.00
07	1/23	U.S. Treasury Dept (4 qt)	1257.13
08	1/23	CLS (rugs)	66.22
09	1/23	Consumers Energy	194.04
10	1/23	ATT	209.18
11	1/28	Mich. Office Supply (copy overages)	87.80
12	1/29	Chase Card Service	64.94
		(Movie Grant)	8755.90

- 8755.90

Debits

1/4	DG	(Bldg supplies)	21.25
1/10	GFS	(fundraiser candy)	49.99
1/11	Book Nook	(Books)	10.19
1/20	Amazon	(Supplies) Chlorox wipes	74.56
1/27	DG	(prg supplies)	8.50
1/31	DG	(Programming)	16.60
1/31	Amazon	(Movie Grant)	42.97
		3 DVDs	224.06

Debits

1/1 Crystal Flash (utilities)
1/31 Crystal Flash (utilities)

224.06
635.24
701.62
1560.92

-1560.92
-8755.90
10,316.82

Jan. total expense

1/31/23 Check Balance \$172,864.61*

CD Balance 54,737.19*

1/31/23 Total Assets \$227,601.80*

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	262	325	239	228	206	0	0	2893
Children Attendance	143	104	188	445	232	147	195	153	181	160	0	0	1948
Total Attendance	385	347	495	963	555	409	520	392	409	366	0	0	4841
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	18	3	15	0	0	91
Movie Program - Adults	2	2	2	0	0	5	18	6	1	7	0	0	43
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	29	0	0	0	60
Special Program - Adults	0	0	5	0	0	0	16	0	29	0	0	0	50
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	11	0	0	0	0	23
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	7	63	0	0	70
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
Free Bag of Books	0	0	0	0	0	0	0	0	0	13	0	0	13
Adult Books Loaned	156	131	137	129	201	119	157	110	114	123	0	0	1377
Children Books Loaned	101	97	107	283	115	108	149	128	113	43	0	0	1244
Music CDs, DVD's and Video's Loaned	311	198	365	155	204	191	192	168	405	297	0	0	2486
E-Book Used	32	40	42	49	45	49	58	37	57	57	0	0	466
Computer Use	26	33	61	61	100	99	77	79	93	60	0	0	689
Laptop/wifi Use	27	28	41	24	28	32	27	13	12	2	0	0	234
New Registers	4	6	0	9	4	11	7	8	2	2	0	0	53
Books/DVD/Tapes Etc. Added	110	60	122	90	50	93	106	159	128	56	0	0	974
Mel-cat Borrowed (Received for patrons)	97	102	104	81	83	100	117	97	101	95	0	0	977
Mel-cat Loaned (Out to other libraries)	52	26	52	28	32	48	44	23	29	34	0	0	368
Website visits	86	36	133	59	88	56	64	144	145	102	0	0	913

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
Monday	104	133	61	168	67	50	109
Tuesday	65	70	46	41	73	44	0
Wednesday	208	147	78	68	98	98	93
Thursday	56	38	55	69	42	59	0
Friday	289	83	120	77	40	68	76
Saturday	241	84	49	97	72	90	88
	963	555	409	520	392	409	366

September was Labor Day and Bank Robbery (Thurs.)

November was Bake Sale (Sat.), Thanksgiving (Th. & F),
and Power Outage (Wed. morn)

December was Snow Day (Thurs., Fri. and Sat.)

Christmas Closed (Mon.)

January was New Years Day (Mon.)

Luther Area Public Library
2022-2023 Budget

	A	B	C
1		Luther Area Public Library	
2		2023-2024 Proposed Budget	
3		General Fund	Original
4		Receipts	2022-2023
5	1	Library Millage	\$ 51,500.00
6	2	Local Government Support	\$ -
7	3	Penal Fines	\$ 17,000.00
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	\$ 1,500.00
13	9	Donations	\$ 5,000.00
14	10	Interest/Checking & CD	\$ 200.00
15	11	Miscellaneous Fundraising	\$ 1,000.00
16	12	Grants/Endowment	\$ 3,000.00
17	13	Checking/Fund Balance	\$ -
18		Total Receipts	\$ 95,100.00
19			
20		Expenditures	
21	1	IRS Employer (Escrow)	
22	2	IRS Paid	\$ 7,000.00
23	3	Wages	\$ 34,000.00
24	4	UIA/Workers Comp.	\$ 200.00
25	5	Books & Movies	\$ 6,000.00
26	6	Supplies Exp.	\$ 1,000.00
27	7	Auditor	\$ -
28	8	Utilities	\$ 6,000.00
29	9	Building Insurance	\$ 1,900.00
30	10	Education/Travel	\$ 200.00
31	11	Equipment/Software/Biblionix	\$ 3,000.00
32	12	Office Exp.	\$ 5,000.00
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	\$ 5,000.00
37	17	Internet/Phone/E-Rates	\$ 4,000.00
38	18	Mid Michigan Library League/Dues	\$ 2,500.00
39	19	Grant Expenditures	\$ 3,000.00
40	20	Programming/Misc	\$ 2,700.00
41		Total Expenditures	\$ 95,100.00
42			

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	April	May	June	July	August	September
5	1	Library Millage	\$ 54,000.00	\$ 54,000.00			\$ 51,496.47			
6	2	Local Government Support	\$ 2,500.00	\$ 2,500.00						
7	3	Penal Fines	\$ 18,000.00	\$ 18,000.00						
8	4	State Aid	\$ 2,500.00	\$ 2,500.00	\$ 1,929.46				\$ 16,325.20	
9	5	Plat Book Sales	\$ 400.00	\$ 400.00		\$ 60.00		\$ 150.00	\$ 1,956.61	
10	6	Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 105.00	\$ 63.00	\$ 84.00	\$ 297.50	\$ 129.50	\$ 90.00
11	7	IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00	\$ 722.50	\$ 492.50	\$ 292.50	\$ 820.00	\$ 487.50	\$ 412.50
12	8	Copies, Fines, Faxes & Sales	\$ 1,500.00	\$ 1,500.00	\$ 96.00	\$ 117.50	\$ 147.15	\$ 735.85	\$ 63.25	\$ 18.75
13	9	Donations	\$ 2,000.00	\$ 4,675.00	\$ 8.75	\$ 17.91	\$ 2,563.00	\$ 2,201.00	\$ 793.50	\$ 300.00
14	10	Interest/Checking & CD	\$ 200.00	\$ 200.00	\$ 6.86	\$ 6.74	\$ 8.20	\$ 8.93	\$ 8.82	\$ 8.06
15	11	Miscellaneous Fundraising	\$ 750.00	\$ 750.00	\$ 21.00	\$ 36.00	\$ 32.00	\$ 55.00	\$ 33.00	\$ 38.00
16	12	Grants/Endowment	\$ 3,000.00	\$ 6,270.49			\$ 5,370.49	\$ 900.00		
17	13	Checking/Fund Balance	\$ 7,000.00	\$ 27,000.00						
18		Total Receipts	\$ 104,850.00	\$ 130,795.49	\$ 2,889.57	\$ 793.65	\$ 59,993.81	\$ 5,168.28	\$ 19,887.38	\$ 903.31
19										
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						\$ 4,000.00
28	8	Utilities	\$ 5,000.00	\$ 5,000.00	\$ 577.69	\$ 141.49	\$ 162.53	\$ 275.91	\$ 262.80	\$ 221.02
29	9	Building Insurance	\$ 1,500.00	\$ 1,500.00						
30	10	Education/Travel	\$ 1,000.00	\$ 1,000.00						\$ 81.76
31	11	Equipment/Software/Biblionix	\$ 6,000.00	\$ 6,000.00		\$ 228.00		\$ 368.58	\$ 82.80	
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	\$ 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				\$ 283.00		
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	Original	Amended							
4	Receipts	2022-2023	2022-2023	October	November	December	January	February	March	Actual
5	Library Millage	\$ 54,000.00	\$ 54,000.00							\$ 51,496.47
6	Local Government Support	\$ 2,500.00	\$ 2,500.00							\$ -
7	Penal Fines	\$ 18,000.00	\$ 18,000.00							\$ 16,325.20
8	State Aid	\$ 2,500.00	\$ 2,500.00							\$ 3,886.07
9	Plat Book Sales	\$ 400.00	\$ 400.00	\$ 30.00	\$ 30.00	\$ 154.00	\$ 30.00			\$ 480.00
10	Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 196.00	\$ 84.00	\$ 2,839.50	\$ 44.00			\$ 1,193.00
11	IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00	\$ 510.00	\$ 485.00	\$ 2,839.50	\$ 330.00			\$ 7,392.00
12	Copies, Fines, Faxes & Sales	\$ 1,500.00	\$ 1,500.00	\$ 88.00	\$ 100.41	\$ 83.75	\$ 116.70			\$ 1,567.36
13	Donations	\$ 2,000.00	\$ 4,675.00	\$ 63.50	\$ 617.49	\$ 1,570.50	\$ 3,232.00			\$ 11,367.65
14	Interest/Checking & CD	\$ 200.00	\$ 200.00	\$ 8.02	\$ 7.54	\$ 7.66	\$ 7.61			\$ 78.44
15	Miscellaneous Fundraising	\$ 750.00	\$ 750.00	\$ 58.00	\$ 44.00	\$ 17.00	\$ 32.00			\$ 366.00
16	Grants/Endowment	\$ 3,000.00	\$ 6,270.49							\$ 6,270.49
17	Checking/Fund Balance	\$ 7,000.00	\$ 27,000.00							\$ 20,000.00
18	Total Receipts	\$ 104,850.00	\$ 130,795.49	\$ 953.52	\$ 1,368.44	\$ 4,672.41	\$ 3,792.31	\$ -	\$ -	\$ 120,422.68
19										
20	Expenditures									
21	IRS Employer (Escrow)			\$ (218.33)	\$ (200.83)	\$ (209.64)	\$ (185.45)			\$ (2,294.52)
22	IRS Paid	\$ 7,000.00	\$ 7,000.00	\$ 1,519.40			\$ 1,257.13			\$ 5,361.09
23	Wages	\$ 34,000.00	\$ 34,000.00	\$ 2,854.00	\$ 2,625.00	\$ 2,740.00	\$ 2,426.05			\$ 29,994.30
24	UIA/Workers Comp.	\$ 400.00	\$ 400.00	\$ 5.02		\$ 19.00	\$ 1.00			\$ 167.03
25	Books & Movies	\$ 6,000.00	\$ 6,000.00		\$ 126.99	\$ 158.69	\$ 859.78			\$ 3,491.42
26	Supplies Exp.	\$ 1,000.00	\$ 1,000.00	\$ 21.01	\$ 14.45	\$ 38.76	\$ 95.81			\$ 351.65
27	Auditor	\$ 6,000.00	\$ 4,000.00							\$ 4,000.00
28	Utilities	\$ 5,000.00	\$ 5,000.00	\$ 182.68	\$ 852.43	\$ 180.43	\$ 1,530.90			\$ 4,387.88
29	Building Insurance	\$ 1,500.00	\$ 1,500.00				\$ 1,267.00			\$ 1,267.00
30	Education/Travel	\$ 1,000.00	\$ 1,000.00							\$ 81.76
31	Equipment/Software/Biblionix	\$ 6,000.00	\$ 6,000.00				\$ 2,119.11			\$ 2,798.49
32	Office Exp.	\$ 4,500.00	\$ 4,500.00	\$ 104.86	\$ 558.41	\$ 192.76	\$ 207.80			\$ 3,946.68
33	IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00	\$ 460.00	\$ 460.00					\$ 4,140.00
34	Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 70.69	\$ 831.25					\$ 1,733.19
35	Plat Books	\$ 600.00	\$ 600.00							\$ 283.00
36	Building Maintenance	\$ 6,000.00	\$ 6,000.00	\$ 151.57	\$ 81.71	\$ 96.04	\$ 126.22			\$ 1,906.15
37	Internet/Phone/E-Rates	\$ 5,000.00	\$ 5,000.00	\$ 207.36	\$ 420.15	\$ 1,341.75	\$ 209.18			\$ 3,669.46
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	\$ 19.45		\$ 284.70			\$ 3,856.76
40	Programming/Misc	\$ 2,000.00	\$ 26,675.00	\$ 99.59	\$ 357.37	\$ 99.27	\$ 117.59			\$ 23,316.63
41	Total Expenditures	\$ 104,500.00	\$ 130,445.49	\$ 5,538.10	\$ 6,146.38	\$ 4,657.06	\$ 10,316.82	\$ -	\$ -	\$ 94,600.06
42</										