

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, August 10, 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
Vice-President:	J. Trimberger
Treasurer:	D. Long
Secretary:	K. Goodlein
Trustee:	K. Frankfort
Director:	A. Shank

VISITOR COMMENTS

Mary McNamara arrived at 4:42 p.m. and expressed some concerns regarding the Librarian's (Theresa Laughlin) resignation. The Library Board decided to take a two minute break at 4:55 p.m. and the meeting resumed at 4:57 p.m.

APPROVING AGENDA

Motion and seconded made by Langenburg and Trimberger to approve the agenda.
Motion CARRIED.

APPROVAL OF MINUTES

Motion and seconded made by Long and Langenburg to approve the regular meeting minutes of July 13, 2023. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Langenburg and Trimberger to approve the July 2023 Treasurer's Report as presented. **Motion CARRIED.** Long will look into putting the money from the penal fines into another Certificate of Deposit (CD).

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- The Librarian submitted her resignation.
- They continue taking inventory.

- They have been experiencing computer problems with *MelCat* (the Michigan eLibrary Catalog and Resource Sharing System) and *Apollo* (the Library Circulation System).
- The Summer Reading Program is over, and it went well.
- She needs to write a final report for the use of the grant money on the Summer Reading Program.

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

OLD BUSINESS

BUILDING MAINTENANCE

- a. **Flagpole** – Long ordered a flag (made in the USA) for the porch column.
- b. **Garden** – Garden work continues. It looks very nice.
- c. **Door Locks** – Still waiting for Bernie (Bernie's Lock Shop).
- d. **Dumb waiter/Stairlift** – Shank called Acorn Stairlifts. Because the library is zoned commercial and has public access, the basement must be 57 inches wide, handrail to handrail, at its narrowest point. It is not. Discussion. Many of the books on the shelves come from donations and we are very grateful for them. But the donated books need to be screened at the front door and not just accepted in bulk so that many languish in the basement. Additionally, we can hire people to haul the books up when the need arises.

Unattended Children Policy and Patron Code of Conduct Policy – This has been referred to our legal counsel.

NEW BUSINESS

None.

TRUSTEE COMMENTS

Long said the new Clerk is coming up on her 90th day of employment. Director Shank needs to do an employee evaluation and then the Personnel Committee needs to meet.

BUDGET AMENDMENTS

NOTE: Director Shank wanted it noted regarding the Chase Credit Card internal record-keeping problems, as stated in the May 11, 2023 corrected Board minutes, that movies that are purchased with Movie Grant money are considered an Expenditures, Spreadsheet Line 39, Grant Expenditure. A number of movies were purchased recently,

to use up the rest of last year's Movie Grant, which eliminated the Chase Credit Card credit. The Budget spreadsheet will reflect this correction in the near future date.

NEXT MEETING DATE

September 14, 2023, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:27 p.m.

Karin Goodlein, Secretary

Luther Area Public Library

8/1/23 thru 8/31/23

Check Balance 8/1/23

\$165,209.27 *

income

8/4	2 Campbell don(500x2)	\$ 1000.00
8/4	cp/fincs - 43.95	350.30
	bk sales - 5.50	
	fundraise - 33.00	
	Y bags - 90.00	
	B bags - 170.00	
	doni - 7.85	
8/4	State Aid	2018.88
8/11	Morris (donation)(SRP)	73.50
8/23	MMLL (Grant)	291.76
8/25	cp/fn/fx - 79.30	394.80
	bk sale - 1.00	
	fundr - 24.50	
	Y bags - 135.00	
	B bags - 155.00	
8/31	LOSB - interest	7.04
		4136.28

+ 4136.28

\$ 169,345.55 *

expense

#5724	8/1	Chase Visa Card (2bks + postage)	28.88
25	8/1	Consumer's	240.75
26	8/4	A. Shank	554.65
		42 hr (600.60 - 37.24 - 8.71)	
27	8/4	T. Laughlin	330.96
		30.5 hr (358.38 - 22.22 - 5.20)	
28	8/4	C. Marvin	303.14
		4 hr (40.40 - 2.50 - .59)	
		28.5 hr (287.85 - 17.85 - 4.17)	
29	8/2	B. Rothig (SRP - music DJ)	125.00
5730	8/10	D. Long	73.88
		Aug meet (80 - 4.96 - 1.16)	
31	8/11	IRWS (B bags)	520.00
32	8/11	Republic Services (25 pkg)(Y)	1068.75
33	8/18	A. Shank	629.88
		46 hr (657.80 - 40.78 - 9.54)	
		40 mi (22.40)	

3875.89

		3875.89
5734	8/18 T. Laughlin	330.53
	30 hr (352.50-21.86-5.11)	
35	8/18 C. Marvin	251.84
	23 hr (232.30-14.40-3.37)	
	4 hr (40.40-2.50-.59)	
36	8/22 A T T	250.39
37	8/22 M M L L - 1/2 State Aid	1009.44
38	8/26 Consumers (acct)	143.17
39	8/29 Chase Visa (5 Books)	<u>116.32</u>
		-6027.58

Debits

8/1	Walmart (SRP-food, prg, prize)	94.86
8/1	Hobby Lobby (SRP-crafts)	15.87
8/1	G&T Cadillac 4 (SRP-gift prizes)	175.00
8/2	DG (SRP-balloons)	20.30
8/2	DG (SRP-prizes)	50.00
8/3	DG (office-mailers)	7.30
8/4	North Bar (SRP-Food)	55.12
8/7	Amazon ?	43.46
8/10	Demco (Book & Movie supp)	156.04
8/10	A T T	110.33
8/24	DG (Bldg supp)	16.70
8/29	DG (12.50 Bldg supp 4.00 prg)	<u>16.50</u>
		761.48
		- 761.48

total expense - 6789.06

8/31/23	check balance	* 162,556.49 *
	CD balance	* 112,237.19 *

	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Monday	115	114	117	90	90							
Tuesday	0	0	0	0	0							
Wednesday	103	129	106	190	148							
Thursday	0	0	43	36	60							
Friday	88	72	152	100	84							
Saturday	67	41	200	86	55							
	373	356	618	502	437	0	0	0	0	0	0	0

April - 2 Girls Scouts (Mon) and PR Assoc. (Sat.)

May - 2 Girls Scouts (Mon) and Memorial Day (Mon)

June - 2 Girls Scouts (Mon), Movie (Wed), Story Hour (Sat) and Luther Days (Fri/Sat)

July - July 3 (Mon), Luther Days (Sat. with guess on numbers: 50A/15C), SRP (Wed.)

August - Pine River Assoc. (Sat), and Power Outage (Wed.)

Luther Area Public Library Patron Code of Conduct

To allow all patrons of the Luther Area Public Library to use its facilities to the fullest extent during regularly scheduled hours, the Library Board of Trustees has adopted the following rules and regulations:

1. Patrons shall respect the rights of other patrons. Patrons shall not harass or annoy other through noisy or boisterous activities, by following another person about the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others or in monologues, or by displaying print or non-print materials of an offensive nature to others, or by behaving in a manner that can reasonably be expected to disturb others.
2. The Library is committed to maintaining an alcohol and illicit drug free environment.
3. Food or drink is not to be consumed near computers.
4. Patrons shall not interfere with the use of the library by other patrons, or interfere with library employees' performance of their duties.
5. Patrons utilizing electronic devices, including cell phones and pagers, will be asked to place them on silent ring or vibrate while in the library. Patrons limit phone conversations to such areas as the entrance foyer so as not to disturb other patrons.
6. Patrons shall not use roller skates, roller blades, or skateboards on Library property and will be asked to leave the premises if they do.
7. Patrons shall not loiter in the Library under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
8. All campaigning, petitioning, interviewing, survey taking, soliciting, sales or engaging in speech or conduct, which results in the disruption of normal library activities is prohibited.
9. Luther Area Public Library reserves the right to establish and implement policies and procedures as needed, including, but not limited to: user registration; scheduling and regulating usage of audio, video, and computer equipment; scheduling public use of library facilities for meetings; regulating usage of any other specialized equipment and/or services provided by the library and made available to the public. Such policies and procedures are intended to make such equipment and/or services available to all patrons.

10. This policy does not prohibit quiet conversations between patrons and/or staff members, or conversations required to carry on library programs or business. It is designed to preserve a reasonable quiet atmosphere where the library patrons may study and otherwise use library materials without disturbance.

Persons who violate the above ordinances are subject to prosecution and withholding of library privileges as follow:

First Offense: The patron must leave the library for the rest of the day.

Second Offense: The patron must leave the library and library privileges will be revoked for one week.

Third Offense: The patron must leave the library and library privileges will be revoked for one month.

Subsequent Offenses: The patron must leave the library and library privileges will be revoked for one year. Additionally, the patron will be reported to the Luther Area Public Library Board of Trustees. All incidents will be documented and kept on file.

In addition, on Library premises no person shall:

1. Commit an assault, or an assault and battery upon any person.
2. Engage in any fight.
3. Commit the offense of larceny.

These additional offenses will be turned over to local law enforcement immediately.

Adopted by the Luther Area Public Library board on: February 16, 2012

Luther Area Public Library

Unattended Children Policy

1. For the safety and welfare of young children, they should not be left unattended in the library.
2. The library is not responsible for the safety and welfare of these children.
3. All children under the age of 8 must be accompanied at all times by a person at least 14 years old.
4. Upon discovering an unattended child, staff will attempt to locate the person responsible for that child. If the proper person cannot be located within one-half hour, authorities will be called to take the child into custody.

Pet Policy

1. Pets are not allowed in the building unless they are service animals assisting people with disabilities.
2. Animals used in conjunction with Library programs will be announced beforehand.

Adopted by the Luther Area Public Library board on: February 16, 2012

	A	B	C	D	E	F	G	H	I	J	T
1		Luther Area Public Library									
2		2023-2024 Budget									
3		General Fund									
4		Receipts	Original	Amended							Actual
5	1	Library Millage	2022-2023	2022-2023	April	May	June	July	August	September	Total
6	2	Local Government Support	\$ 51,500.00	\$ 51,500.00			\$ 54,692.40				\$ 54,692.40
7	3	Penal Fines	\$ 17,000.00	\$ 17,000.00				\$ 19,239.08			\$ -
8	4	State Aid	\$ 2,500.00	\$ 2,500.00	\$ 1,990.74						\$ 19,239.08
9	5	Plat Book Sales	\$ 400.00	\$ 400.00							\$ 1,990.74
10	6	Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 98.00	\$ 273.00	\$ 119.00	\$ 262.00			\$ -
11	7	IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00	\$ 550.00	\$ 253.50	\$ 527.50	\$ 245.00			\$ 752.00
12	8	Copies, Fines, Faxes & Sales	\$ 1,500.00	\$ 1,500.00	\$ 161.85	\$ 77.30	\$ 109.96	\$ 834.23			\$ 1,576.00
13	9	Donations	\$ 5,000.00	\$ 5,000.00	\$ 7.00	\$ 25.00	\$ 990.00	\$ 0.25			\$ 1,183.34
14	10	Interest/Checking & CD	\$ 200.00	\$ 200.00	\$ 5.48	\$ 5.31	\$ 5.03	\$ 7.32			\$ 1,022.25
15	11	Miscellaneous Fundraising	\$ 1,000.00	\$ 1,000.00	\$ 45.00	\$ 59.00	\$ 56.50	\$ 23.00			\$ 23.14
16	12	Grants/Endowment	\$ 3,000.00	\$ 8,250.00			\$ 5,250.00				\$ 183.50
17	13	Checking/Fund Balance									\$ 5,250.00
18		Total Receipts	\$ 95,100.00	\$ 100,350.00	\$ 2,858.07	\$ 693.11	\$ 61,750.39	\$ 20,610.88	\$ -	\$ -	\$ 85,912.45
19		Expenditures									
20		IRS Employer (Escrow)									
21	1	IRS Paid	\$ 7,000.00	\$ 7,000.00	\$ (190.04)	\$ (199.43)	\$ (202.03)	\$ (206.97)			\$ (798.47)
22	2	Wages	\$ 34,000.00	\$ 34,000.00	\$ 2,484.18	\$ 2,606.88	\$ 2,640.83	\$ 1,182.97			\$ 2,497.33
23	3	UIA/Workers Comp.	\$ 200.00	\$ 200.00	\$ 31.00		\$ 153.00	\$ 28.00			\$ 10,437.94
24	4	Books & Movies	\$ 5,400.00	\$ 5,400.00	\$ 2,291.87	\$ 394.53		\$ (595.24)			\$ 212.00
25	5	Supplies Exp.	\$ 1,000.00	\$ 1,000.00	\$ 44.11	\$ 32.52	\$ 37.90	\$ 38.12			\$ 152.65
26	6	Auditor									\$ -
27	7	Utilities	\$ 6,000.00	\$ 6,000.00	\$ 770.99	\$ 133.79	\$ 145.39				\$ 1,050.17
28	8	Building Insurance/D&O Liability	\$ 2,500.00	\$ 2,500.00	\$ 868.00						\$ 868.00
29	9	Education/Travel	\$ 200.00	\$ 200.00		\$ 28.00	\$ 35.78	\$ 71.74			\$ 135.52
30	10	Equipment/Software/Biblionix	\$ 3,000.00	\$ 3,000.00			\$ 60.00				\$ 60.00
31	11	Office Exp.	\$ 5,000.00	\$ 5,000.00	\$ 218.46	\$ 234.78	\$ 245.84	\$ 338.10			\$ 1,037.18
32	12	IRWS Blue Bags	\$ 10,000.00	\$ 10,000.00	\$ 920.00	\$ 460.00	\$ 460.00				\$ 1,840.00
33	13	Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00							\$ -
34	14	Plat Books	\$ 600.00	\$ 600.00							\$ -
35	15	Building Maintenance	\$ 5,000.00	\$ 5,000.00	\$ 501.55	\$ 1,300.94	\$ 283.56	\$ 69.22			\$ -
36	16	Internet/Phone/E-Rates	\$ 4,000.00	\$ 4,000.00		\$ 366.95		\$ 574.37			\$ 2,155.27
37	17	Mid Michigan Library League/Dues	\$ 2,500.00	\$ 2,500.00		\$ 995.37					\$ 941.32
38	18	Grant Expenditures	\$ 3,000.00	\$ 7,250.00	\$ 671.43	\$ 25.51	\$ 415.13	\$ 1,998.65			\$ 995.37
39	19	Programming/Misc	\$ 2,700.00	\$ 3,700.00	\$ 226.88	\$ 11.25		\$ 27,629.98			\$ 3,110.72
40	20	Total Expenditures	\$ 95,100.00	\$ 100,350.00	\$ 10,152.79	\$ 6,391.09	\$ 4,275.40	\$ 33,834.99	\$ -	\$ -	\$ 27,868.11
41											\$ 54,654.27
42		Beginning Checking Balance									
43		Ending Checking Balance			\$ 133,951.09	\$ 126,656.37	\$ 120,958.39	\$ 178,433.38	\$ 165,209.27	\$ 165,209.27	
44		Transfer In/Out CD			\$ 126,656.37	\$ 120,958.39	\$ 178,433.38	\$ 165,209.27	\$ 165,209.27	\$ 165,209.27	
45		CD Balance									
46		Total Ending Balance			\$ 84,737.19	\$ 84,737.19	\$ 84,737.19	\$ 112,237.19	\$ 84,737.19	\$ 84,737.19	
47					\$ 211,393.56	\$ 205,695.58	\$ 263,170.57	\$ 277,446.46	\$ 249,946.46	\$ 249,946.46	
48											