# LUTHER AREA PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING Thursday, September 14, 2023 115 State Street Luther, MI 49656

### **CALL TO ORDER**

President Langenburg called the meeting to order at 4:33 p.m.

Present:

President:

L. Langenburg

**Vice-President:** 

J. Trimberger

Treasurer:

D. Long

Secretary:

K. Goodlein K. Frankfort

Trustee:
Director:

A. Shank

### **VISITOR COMMENTS**

No visitors.

### **APPROVING AGENDA**

Frankfort added *Update Shank's November Status* under **Old Business**. Motion and seconded made by Frankfort and Trimberger to approve the agenda. **Motion CARRIED**.

### **APPROVAL OF MINUTES**

Motion and seconded made by Langenburg and Long to approve the regular meeting minutes of August 10, 2023. **Motion CARRIED.** 

### **TREASURER'S REPORT**

Motion and seconded made by Trimberger and Frankfort to approve the July 2023 Treasurer's Report as presented. **Motion CARRIED.** Long stated a Certificate of Deposit came due for renewal. She renewed it on September  $5^{th}$  in the amount of \$20,040.03, paying 4.75% interest for 11 months.

### **LIBRARIAN'S REPORT**

Director Shank confirmed her written report and added the following:

- They continue taking inventory.
- They resolved the computer problems with MelCat.

- She wrote the final report for the use of the grant money on the Summer Reading Program.
- The Librarian has met the requirements for the Level 4 Public Librarian Certification and submitted the documentation to the State.

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

### **OLD BUSINESS**

### **BUILDING MAINTENANCE**

- a. Flagpole The flag and pole were delivered Saturday. The total cost was \$93.96. It will be installed in a couple of weeks on the north porch column.
- b. Door Locks Bernie (Bernie's Lock Shop) fixed the door.
- c. Dumb waiter/Stairlift This was settled last month.

**Unattended Children Policy and Patron Code of Conduct for a Child** – Discussion. This topic can be incorporated into a new Patron Code of Conduct Policy.

**Update Shank's November Status –** She will meet the requirements for her Public Teacher's Pension in October. She may get her first check November 1 and will let the Board know soon after that date whether she will submit her resignation.

### **NEW BUSINESS**

- a. **Patron Code of Conduct Policy** Discussion. Shank and Goodlein will draft a revised policy for review next month.
- b. Luther Days Assoc. Access to Water/Electrical for Carnival Next Year Luther Days is hosting a Carnival next year and would like the library to provide access to water and electricity. They can make a donation to cover costs. We need specifics such as the type of power, amount of power, length of use, etc.

### **TRUSTEE COMMENTS**

Trimberger is looking for people interested in working on the Ballot Question Committee for next year's Library Millage.

### **BUDGET AMENDMENTS**

For additional CDs (June 2023)-

Increase Receipts, Spreadsheet Line 17, Checking/Fund Balance \$27,500.00 Increase Expenses, Spreadsheet Line 40, Programming/Misc. \$27,500.00 Motion and seconded made by Langenburg and Frankfort to approve the above transfer.

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

(0) NAYS Motion CARRIED.

Motion and seconded made by Langenburg and Goodlein that we accept the Clerk's Performance Review and that she gets her increase.

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

(0) NAYS Motion CARRIED.

### **NEXT MEETING DATE**

October 12, 2023, at 4:30 p.m.

### **ADJOURNMENT**

President Langenburg adjourned the meeting at 5:40 p.m.

Karin Goodlein, Secretary

# Luther Area Public Library 9/1/23 thru 9/30/23

(	Check Balance 9	1123	\$162,556.49
	Income		
	9/1 Jurik memorial - 25.00	25.00	
	9/1 cp/fn - 10.30 bk sale - 9.00 fondr 19.00 y bags - 90.00 B bags - 187.50 pl. bk - 30.00	345,80	
	9/18 cp/fn - 19.95 bk sale - 25.50 fond - 30.00 Y bags - 45.00 B bage - 107.50 donation - 20.81	248.76	
	9/27 cpjfn/fx- 19.50 fundr- 6.00 Y bags- 1441.00 B bags- 160.00 donate 2.05	#31.55	
	9/29 S.Maka donation for Harry Potter Program	310.00	
	Alao LOSB - interest	<u>6.62</u> 1267,73	+ 1267.73 #163,824.22 *
	expense		,
#574o	9/1 A. Shank 41.75 hr (597.03-37.02-8.66	551.35	
Ål	9/1 T. Laughlin 29.25 hr (343.69-21.31-4.98)	317.40	
	9/1 C. Marvin 22,5 hr (227,25-14,09-3,30)	247,17	
1.2	4hr(40.40-2.5059) Grant GII MMLL - movie license	f)	
	·		
	9/1 U.S. Postal Service (box rent)	) 82.00 [38,44	
	9/11 CLS (rugs)(2x) 9/11 Fire Pros (extinguisher	109.00	
70	inspect and update)	104700	1/5006
	mspect and operate)		1660.36

#5747 48	9/11 IRWS-bluebags (BB-4577) 9115 D. Long	52 <i>0.00</i> 73.88
49	Sept. mees. (80-4.96-1.14). 9115 A. Shank 40hr (572-34,46-8.29	529.25
50	9/15 T. Laughlin 35 hr (411.25-25.50-5.96)	374,79
51	9115 C. Marvin 20hr (202.–12.52–2.93) 4hr (40.40-2.50-,59)	223,86
53	9/15 D. Long (flag and pole) 9/14 Lake Co. Treasurer (charge backmilg	93,96
55	9/14 MSU Extension (5 platbks) 9/14 Sunshine Carpet Cleaning VOID	141.50 300.00
	9/15 C. Marvin (backpay) 48.5hr & .90 = 43 65 ) 2hr & 22' (65.65 - 4.0795)	60.63
,	9/26 ATT	250,39
60	9126 Consumers Energy VOID	163.32
	9/26 Xerox Financial (copier)	
62	9129 A. Shank 46hr (657.80-40.78-9.54)	607.48
<b>43</b>	9129 T. Laughlin 36.75hr (431.81-26.77-6.26) Loninus \$5 overpd)	393.78
64	9/29 S. Hillman 4hr (50-3.10-,73)	46.17
Ĺ5	9/29 C. Marvin 7hr(77-4:77-1:12) 2hr(20:20-1:25-:29)	89,77
	2hr(20.20-1,2529) <b>5</b> 9.	46.74

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Debits
9/6 DG (foodforprg.)
                                   8.45
9/7 Chargeback
                                  25,00
9/7 Chargeback fee Jaminate rolls 3.00
9/11 Amazon (books/office) 85.25
9/11 orc Brands (prg-Halloween)
                                 44.49
9/13 DG (food for prg)
                                 16.95
9/18 GFS (gloves-bldg mt)
                                 20,12
9/20 DG (food-prg)
                                 10,00
9/25 Walmart (3 movies)
                                 49.88
9/25 Walmart (movie)
                                 19.96
9/26 DG (office)
                                 24.00
9/27 DG (food-prg)
                                 5,90
9/28 Amazon (MOVIES)
                                                -5946,74
                                 72,99
9/28
     DG (bldg maint)
                                 10,00
                               395,99
                                              - 395,99
       Check Balance 9/30/23
                                              $157,481,49 *
               CD
                     1032
                             19,664,48
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                             10,639.90
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8         211         369         274         256         231         0 <td< th=""><th>LIBRARIAN'S REPORT - 2023-2024</th><th>APRIL</th><th>MAY</th><th>JUNE J</th><th>JULY</th><th>AUG</th><th>SEPT</th><th>OCT</th><th>NOV</th><th>DEC</th><th>JAN</th><th>FEB</th><th>MAR</th><th>MAR TOTAL</th><th>Γ</th></td<>	LIBRARIAN'S REPORT - 2023-2024	APRIL	MAY	JUNE J	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	MAR TOTAL	Γ
188   211   369   274   256   231   0   0   0     185   145   249   235   181   162   0   0   0     185   145   249   235   181   162   0   0   0     185   145   249   235   181   162   0   0   0     195   145   249   235   181   162   0   0   0     195   145   249   235   181   162   0   0   0     195   145   249   235   0   0   0   0   0     195   145   145   145   145   145   0   0   0     195   145   145   145   145   145   0   0   0     195   145   145   145   145   145   0   0   0     195   145   145   145   145   145   0   0   0     195   145   145   145   145   145   0   0   0     195   145   145   145   145   145   0   0   0     195   145   145   145   145   145   0   0   0     195   145   145   145   145   145   0   0   0     195   145   145   145   145   145   0   0   0     195   195   145   145   145   145   0   0   0     195   195   145   145   145   145   0   0   0     195   195   195   145   145   145   0   0   0     195   195   145   145   145   145   0   0   0     195   195   195   145   145   145   0   0   0     195   195   195   145   145   145   0   0   0     195   195   195   195   145   145   0   0   0     195   195   195   195   195   195   195   195   195   195   195     195   19															
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dults  or Notice  or Not Notice  or Notice  or Notice  or Notice  or Notice  or Notice	Total Attendance	373	356	618	509	437	393	0		0	°				2686
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dults	Story Hour Attendance - Kids	0	0	25	0	0	31	0		0	0	0	0		56
O	Story Hour Attendance - Adults	0	0	13	0	0	8	0	0	0	0	0			21
- Kids	Movies Shown	0	1	Ħ	0	0	0	0	0	O	0	O			1
- Kids	Movie Program - Kids	0	4	23	0	0	0	0	0	0	0	0			27
- Kids	Movie Program - Adults	0	က	4	0	0	0	0	0	0	0	0			1
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193 119 87 NA  N/A  N/A  N/A  N/A  N/A	Website Visits	193	119	87 Z		$\neg$	$\neg$		П		N/A	N/A	N/A	399	စ္ခ

				al
	Adult	Children	10	
6/8/2023	9	3	12	
6/15/2023	2	2	4	
6/22/2023	6	5	11	
6/29/2023	8	8	16	
7/6/2023	6	7	13	
7/13/2023	4	9	13	
7/20/2023	4	2	6	
7/27/2023	2	2	4	
8/3/2023	5	3	8	
8/10/2023	12	3	15	Board Mtg.
8/17/2023	3	4	7	
8/24/2023	6	11	17	
8/31/2023	4	9	13	
9/7/2023	6	2	8	
9/14/2023	10	4	14	Board Mtg.
9/21/2023	7	1	8	Ü
9/28/2023	1	2	3	
10/5/2023				

Thursday Counts

	Apr-23	Apr-23 May-23	Jun-23	Jul-23	Jul-23 Aug-23 Sen-23 Oct-23 Nov-23 Dec 23	Sen-23	Oct-23	Nov-23	Dec 22	1	100	7
A A.	1				0		22.00	1101-42	777	Ja11-74	rep-24 Mar-24	Mar-24
Monday	115	114	117	06	96	44						
Tuesday	0	0	0	0	0	0						
Wednesday	103	129	106	190	148	130						
Thursday	(	(				2001						
Tilursday	0	0	43	36	09	33						
Friday	88	72	152	100	84	122						
0.4						777						
Saturday	/.0	41	200	98	55	64						
	272		7	- 0 -								
	0/2	320	819	502	437	393	<del>-</del>	0	_	J	C	
							,		>	5	>	5

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.)

September - Labor Day (Mon)

#### **Luther Area Public Library**

### Patron Code of Conduct Policy

The Luther Area Public Library seeks to provide an enriching environment for its patrons and to protect the property of the library. Behavior which disrupts this environment or that otherwise endangers the health, safety, and welfare of patrons, staff, or library property is prohibited. The following are prohibited in the library:

- Any illegal activity, including, but not limited to, destruction or theft of property.
- Loud, disruptive, or inappropriate behavior.
- Disruptive use of cell phones or other electronic equipment.
- Use of alcohol, controlled substances, or tobacco products, including smoking or vaping in the library building.
- Trespassing or loitering on library property after hours, or after being asked to leave by library staff.
- Entering the library without wearing proper clothing, including a shirt and shoes.
- Using any wheeled recreational devices on library property.
- Failure to follow directions of a library staff member.
- Consuming food or drink near computers.
- Campaigning, petitioning, interviewing, survey-taking, or engaging in speech or conduct which results in the disruption of library services.
- Committing or attempting to commit an activity in violation of federal, state, local law, ordinance, or regulation.

### Failure to Follow Guidelines

The Library Director, his or her designee, and library staff are authorized to enforce this policy with the assistance of the Lake County Sheriff's Office when necessary. Library users who fail to abide by this policy are subject to removal from the library and suspension or revocation of library access and privileges. Illegal activity will be prosecuted to the extent authorized by law.

For every warning and/or suspension, staff will fill out an Incident Report on the day of occurrence and forward it to the Director for logging and review. Repeat disruptive and/or destructive acts will result in increasing suspension periods.

If the suspended person returns to the library before the suspension period has expired, and if they refuse to leave the library when asked to do so, library staff may call the police to have the person removed and/or prosecuted for criminal trespass.

### Appeal

Patrons may appeal the suspension of access by writing to the President of the Library Board within 10 business days of the suspension. The appeal will be discussed at the next regular meeting of the Library Board. The decision of the Library Board is final.

Approved by Board: Draft, October 2023	Page C-1
Revised:	1 age C 1

### **Luther Area Public Library**

# NOTICE OF PATRON CODE OF CONDUCT POLICY VIOLATION

Patron
Date of Incident
This is notice that you have violated the Luther Area Public Library Patron Code of Conduct Policy.
Your violation(s): (Circle)
Excessive Noise or Disruption Trespass/Loitering Illegal Activity Misuse of Library Materials/Equipment Failure to Follow Directions of Library Staff Other:
As a result of this violation, you are suspended from the library grounds for day(s) beginning, 20, based on the severity of the violation and prior violations, if any.
If patron is a minor, this form must be signed by the patron and their parent or guardian. The parent or guardian must personally meet with the Director to discuss the violation(s) and ways to avoid them in the future before the patron's library privileges are reinstated. The suspension period will begin on the date of the parent/Director meeting. To arrange for a meeting with the Director, call 231-797-8006.
Date
Patron Signature
Parent Signature
(Parent or guardian must sign if patron is a minor)
Staff Member Signature
Any patron that loses library privileges as a result of violations to this policy may file a written appeal to the President of the Library Board within 10 business days of the suspension. The appeal will be discussed at the next regular meeting of the Library Board. The decision of the Library Board is final.
Copies to: Patron (and parent or guardian if patron is a minor) Library Director Library Board President
Approved by Board: Draft, October 2023 Page C-:

## LUTHER AREA PUBLIC LIBRARY INCIDENT REPORT

DATE	D	AY	TIME	····
Person Reporting Staff Person(s) on	Incident Duty			
Reported Incident		[ ] Assault	[ ] Vandalism	
[ ] Maintenance	[ ] Open Door	[ ] Alarm.	[ ] Problem Patron	
[ ] Other				
Persons Involved (i Name and Contact				
Witnesses, Includir Name and Contact				
Brief Description of				
Staff Action Taken				
Library Board Mem	ber(s) Notified, Inclu	ding Date and Ti	me	
Staff Member Comp	oleting Form			

### **Luther Area Public Library**

### **Unattended Children Policy**

The Luther Area Public Library staff members are available to assist children with library materials or services. However, the library is not equipped, and it is not the library's role, to provide long or short-term child-care. Parents and guardians of children using the library must assume responsibility for the safety, behavior, and materials accessed by their children whether the parent or guardian is present in the library or is absent.

Because children develop and mature at different rates, there is no magic age at which all children are ready to cope with the variety of circumstances they may face alone in the library. Children may use the library unattended for an amount of time appropriate to their age and maturity.

However, parents and guardians should be aware that a library is a public facility and individuals from all walks of society make use of the facilities. Staff will not be responsible if unattended children leave the library premises alone or with other persons. Further, staff will not be responsible for children who may be asked to leave the library if the child is in violation of library policy.

### Contact with Parent or Guardian for Unattended Children

Library staff will attempt to contact a parent or guardian when:

- the health or safety of an unattended child is in doubt
- if the child is frightened while alone in the library
- the behavior of the unattended child violates library policy
- when the child is not picked up by closing time and needs assistance procuring transportation

Emergency situations may force the library to close without warning. All children must have the telephone number of someone to call for transportation, if the need arises.

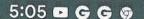
Unattended children must be picked up at least 10 minutes before closing time. If the child's parent or guardian cannot be located within 15 minutes after closing time, the police will be called. Children will not be left alone in the library or on the library grounds. A library staff member will wait with the child until the child's parent or guardian, or the police arrives. The library staff member will fill out an Incident Report to be given to the Director.

UNDER NO CIRCUMSTANCES WILL LIBRARY STAFF TRANSPORT OR TAKE THE UNATTENDED CHILD AWAY FROM THE LIBRARY BUILDING.

### **Pet Policy**

Only service animals directly assisting persons with disabilities are allowed in the library unless they are part of a library program. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the American Disabilities Act and are not allowed in the library.

Approved by Board: Draft, October 2023	Page D-1
Revised:	148001



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It'll be a hose hook up it's for doing our dishes in the food wagons and things like that cleaning the rides we don't use a lot of it but we usually just hook a hose up to the side of the building and then we have a water tree that'll spread off it if they could just give us a outdoor spicket that would be perfect



RCS mess...





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<b></b> 1	Luther Area Public Library			,	-	9	r	-	-	F
7	2023-2024 Budget									
m	General Fund	Original	Amended							
4	Receipts	2022-2023	2022-2023	Anril	May	- Francisco	1.18.5			Actual
Ŋ	1/Library Millage	\$ 51,500,00	\$ 51 500 00	┰	undy	Julie 9 74 000 40	July	August	September	Total
9	2 Local Government Support	1			7	9 24,092.4U				\$ 54,692.40
7	3 Penal Fines	\$ 17,000,00	\$ 17,000,00							- \$
œ	4 State Aid	1		6			\$ 19,239.08			\$ 19,239.08
6	5 Plat Book Sales			9 1,990.74			-	\$ 2,018.88		
10	6 Shoreline Yellow Bags	۳	400.00	ŧ						
11	7 IRWS Blue Bads	1	1	<i>A</i>	\$ 273.00	ı			7774	\$ 977.00
12	8 Conjes Fines Faves & Sales		1	n	"	\$ 527.50	\$ 245.00	\$ 325.00		-
13	9 Donations	00.000	1,500.00	19	\$ 77.30	\$ 109.96	86	\$ 129.75		\$ 1.313.09
14	10 Interest/Checking & CD	7	<u>ا</u> ا	<i>A</i>	"	8	\$ 0.25	\$ 1,081.35		
15	11 Miscellaneous Eupdraising			69	-		\$ 7.32			
16	12 Grants/Fodowment			\$ 45.00	\$ 59.00	\$ 56.50	\$ 23.00	\$ 57.50		
1.7	12 Chacking/Eind Dalance	3,000.00	\$ 8,250.00			\$ 5,250.00				S 5 541 76
ę	Total Darance	- 1	- [							
9 0	I Ordi Receipts	\$ 95,100.00	\$ 100,350.00	\$ 2,858.07	\$ 693.11	\$ 61,750.39	\$ 20.610.88	\$ 4136.28	U	
7 8									•	\$ 50,040.73
8	Expenditures							,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
77	1 IRS Employer (Escrow)			(100 04)	(400 42)					
22	2 IRS Paid	2 7 000 00	2 000 00	1	(189.43)	\$ (202.03)	Ì	\$ (202.75)		\$ (1,001.22)
23	3 Wages	15		9 1,314.30			- 1			\$ 2,497.33
24	4 UIAWorkers Comp	1	5	2,4	\$ 2,606.88	\$ 2,640.83	2,7	\$ 2,650.23		7
25	S Books & Movies	u		ľ	- 1	\$ 153.00	\$ 28.00			\$ 212.00
26	6 Supplies Exp	9 2,400.00	5,400.00	\$ 2,291.87	\$ 394.53		\$ (595.24)	\$ 145.20		1
77		00.000,1	1,000.00	\$ 44.11	\$ 32.52	\$ 37.90	\$ 38.12	\$ 29.20		
۶	o I Hillston	-								
9 2	o Cullides	6,000.00	\$ 6,000.00	\$ 770.99	\$ 133.79	\$ 145.39		433.00		
₹	91 Building Insurance/ID&O Liability	2,500.00	\$ 2,500.00		1					
<u>R</u>	10 Education/Travel	200.00			28.00	35.78	74 74			\$ 868.00
31	11 Equipment/Software/Biblionix	3,000.00	c			00.00		4 22.40		,
32	12 Office Exp.	_	]	S 218 46	224 70					
33	13 IRWS Blue Bags	10,000.00	-	920.70	-	40.047	338.10			
34	14 Shoreline Yellow Bags	3.000.00		350.00	400.00	460.00		\$ 520.00		
32	15 Plat Books	+						\$ 1,068.75		\$ 1,068.75
36	16 Building Maintenance	5.000.00	LC	\$ 504 55	1 200 04	02.000				\$
37	17 Internet/Phone/E-Rates	4 000 00		00.100	1,300.94	\$ 283.56	69.22			\$ 2,155.27
38	18 Mid Michigan Library League/Dues	2 500 00					\$ 574.37			\$ 1,302.04
39	19 Grant Expenditures	3,000,00		37.710				\$ 1,009.44		
40	20 Programming/Misc	-	00.002,7	671.43	25.51	\$ 415.13	1,998.65	\$ 692.19	-	
41	Total Expenditures	2,700.00		226.88	11.25		27,629.98	\$ 4.00		1
42			\$ 100,350.00	\$ 10,152.79	6,391.09	\$ 4,275.40	\$ 33,834.99	\$ 6,784.06		\$ 61,438.33
43	Beginning Checking Balance			10.00			1			
44	Ending Checking Balance		701	133,951.09		ſ	178,433.38	\$ 165,209.27	\$ 162,561.49	
45	Transfer In/Out CD			\$ 126,656.37 \$	\$ 120,958.39 \$	\$ 178,433.38	165,209.27	\$ 162,561.49	\$ 162,561.49	
46	CD Balance			01 727 10	04 757 40					77.11.0
47	Total Ending Balance		777		-	84,737.19	112,237.19	\$ 112,237.19	- 1	
48	THE PARTY OF THE P			411,393.50	\$ 205,695,58 \$	263,170.57 \$	277,446.46	274,798.68	\$ 247,298.68	