LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, DECEMBER 14, 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 (Arrived 4:40 p.m.)
	Director:	A. Shank
Absent:	**Vice-President:**	J. Trimberger

VISITOR COMMENTS
Theresa Laughlin asked about and received clarification on the Holiday Pay rate listed in the Personnel Policy.

APPROVING AGENDA.
Motion and seconded made by Langenburg and Goodlein to approve the agenda. **Motion CARRIED.**

APPROVAL OF MINUTES
Motion and seconded made by Long and Langenburg to approve the regular meeting minutes of November 9, 2023. **Motion CARRIED.**

TREASURER'S REPORT
Motion and seconded made by Langenburg and Frankfort to approve the November 2023 Treasurer's Report as presented. **Motion CARRIED.**

LIBRARIAN'S REPORT
Director Shank confirmed her written report and added the following:
- The inventory is finished. The next step is to cross-check titles and call numbers.
- They are having computer problems with *MelCat*, *Apollo*, and MERIT (our internet provider).

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

OLD BUSINESS
BUILDING MAINTENANCE

a. **Flagpole –** On hold.
b. **Picnic Table –** On hold.
c. **Front Light – On left side of porch –** Frankfort will replace.
d. **Back Door Light – In workroom, towards back of building –** Frankfort will replace.

Hotspot Funding – Grant funding will end December 31. All hotspots will be collected by that deadline and four will rollover to the new plan under our own name.

NEW BUSINESS
PAYMENT APPROVAL

- **Foster Swift Invoice (Behavior Policy) –** $775.50 for 3.30 hours. We will submit the receipt to MMLL for reimbursement of 1 hour's work ($245.00) per the agreement with MMLL and Foster Swift. Motion and seconded made by Langenburg and Frankfort to approve payment.

Roll Call Vote: **(4) AYES** – Frankfort, Goodlein, Langenburg, Long
(0) NAYS **Motion CARRIED.**

- **Enfold Ploud (Website) Invoice –** $212.40. Motion and seconded made by Langenburg and Goodlein to approve payment.

Roll Call Vote: **(4) AYES** – Frankfort, Goodlein, Langenburg, Long
(0) NAYS **Motion CARRIED.**

- **Micro Service (Septic Pumped) Invoice –** $240.00. Motion and seconded made by Langenburg and Frankfort to approve payment.

Roll Call Vote: **(4) AYES** – Frankfort, Goodlein, Langenburg, Long
(0) NAYS **Motion CARRIED.**

- **Republic Services (Yellow Bags) Invoice –** 1 case @ $1,068.75. Motion and seconded made by Langenburg and Goodlein to approve payment.

Roll Call Vote: **(4) AYES** – Frankfort, Goodlein, Langenburg, Long
(0) NAYS **Motion CARRIED.**

- **Independent Rural Waste Services (Blue Bags) Invoice –** 2 cases @ $520.00 each for a total of $1,040.00. Motion and seconded made by Langenburg and Frankfort to approve payment.

Roll Call Vote: **(4) AYES** – Frankfort, Goodlein, Langenburg, Long
(0) NAYS **Motion CARRIED**.

- **MERIT Invoice –** Total MERIT Bill: $5,670.00.
  E-Rate USAC Credited Amount: $4,536.00 (80%)
  Amount to be Paid by Library: $1,134.00 (20%)
  Motion and seconded made by Langenburg and Frankfort to approve payment.

Roll Call Vote: **(4) AYES** – Frankfort, Goodlein, Langenburg, Long
(0) NAYS **Motion CARRIED**.

E-Rates - Category 2 Needs - Request for Proposal – Category 2 refers to the computer network infrastructure inside the library, as well as basic maintenance of it. Elite Funds is our E-Rates consultant. We pay them a fee to do all our paperwork dealing with the federal government. We asked for help in putting together a bid sheet for a Request for Proposal (RFP) and Elite Funds arranged for someone to assist us. Elite Funds sent the RFP to a list of contractors, and we are waiting for bids to come back. Our internet provider (MERIT) will stay the same. If we do the upgrade, we pay the full price and get reimbursed 80%.

TRUSTEE COMMENTS

Long would like the Treasurer's Report emailed to Trustees prior to the meeting. Frankfort inquired about increasing the limit on our Standards for Procurement. It currently requires Board approval for purchases in excess of $200.00. Put on hold until all Board members are present.

BUDGET AMENDMENTS

None.

NEXT MEETING DATE

January 11, 2024, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 5:15 p.m.
Karin Goodlein, Secretary

Luther Area Public Library
12/1/23 thru 12/31/23

Checking 12/1/23 Balance $148,595.32

income

12/4 cp/fn/fx - 29.90
bk sale - 2.00
laminate - 1.00
candy - 4.50
Y bags - 18.00
B bags - 203.00
Plat bk - 30.00
donations - 12.25
300.65

12/11 cp - 3.00
bk sale - 6.00
candy - 4.00
Y bags - 67.50
B bags - 210.00
311.50

12/20 Hillman - 20.00
Trimberger - 200.00
Horman - 500.00
720.00

12/29 cp/fn/fx - 23.65
bk sale - 2.00
candy - 9.00
Y bags - 40.50
B bags - 149.00
donations - 30.00
254.25

12/31 LOSB - interest 6.24

1592.64

+ 1592.64
$150,187.96 ★

expenses

#5799 12/5 Foster, Swift, Collins, Smith (millage services) 177.06

5800 12/5 Foster, Swift, Collins, Smith (professional services) 775.50

04 12/8 A. Shank 435.80
33hr (471.90 - 29.26 - 6.84)

05 12/8 T. Laughlin 520.85
48 hr (564 - 34.97 - 8.18)

06 12/8 C. Marvin 37.31
4hr (40.40 - 2.50 - .59)

5807	12/5	Enfold Sysrems (Pload-Web)	212.40
08	12/8	R. Williams 3x shovels	45.00
09	12/8	T. Marvin 2x shovels	30.00
10	12/12	LOSB – safety box rental	18.00
11	12/14	D. Long Dec meet. (80 – 4.96 – 1.16	73.88
12	12/15	iRWS (Blue bags) (2x) 4698 4699	1040.00
13	12/15	Merit (network)	1134.00
14	12/15	Republic (Y bags)	1068.75
15	12/22	A. Shank 43 hr (614.90 – 38.12 – 8.92) Xmas (100 – 6.20 – 1.45)	660.21
16	12/22	T. Laughlin 43.5 hr (511.13 – 31.69 – 7.41) Xmas (100 – 6.20 – 1.45)	564.38
17	12/22	C. Marvin 4 hr clean (40.40 – 2.50 – .59) 2 hr desk (22 – 1.36 – .32) Xmas (50 – 3.10 – .73)	103.80
18	12/22	S. Hillman Xmas (50 – 3.10 – .73)	46.17
19	12/22	T. marvin (1x shovel)	15.00
20	12/28	Consumers	142.54
21	12/28	CLS (rugs) (raised)	71.99
			7172.64

−7172.64

Debits

12/6	DG – prg supplies (coffee)	8.70
12/7	DG – bldg. maint.	8.50
12/18	Crystal Flash (propane)	638.19
12/19	DG – bldg supplies (6.00 water) (5.75 toilet paper) (3.50 dryeraser)	25.25

12/20	DG prg. (food snax)	13.60	
12/28	DG prg (food snax)	6.00	
12/29	North Bar (HP prog, (pizza)	58.43	
		758.67	- 758.67
			- 7172.64
			- $7931.31

12/31/24 Checking balance $142,256.65 *

CD Balance $111,717.96 *

12/31/23 Total Assets $253,974.61 *

Donna Long, treasurer

LIBRARIAN'S REPORT - 2023-2024	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Adult Attendance	188	211	369	274	256	231	253	299	258	0	0	0	2339
Children Attendance	185	145	249	235	181	162	111	110	135	0	0	0	1513
Total Attendance	373	356	618	509	437	393	364	409	393	0	0	0	3852
Story Hour Attendance - Kids	0	0	25	0	0	31	34	25	31	0	0	0	146
Story Hour Attendance - Adults	0	0	13	0	0	8	11	5	4	0	0	0	41
Movies Shown	0	1	1	0	0	0	1	0	0	0	0	0	3
Movie Program - Kids	0	4	23	0	0	0	7	0	0	0	0	0	34
Movie Program - Adults	0	3	4	0	0	0	2	0	0	0	0	0	9
Craft Club	0	0	0	0	0	0	0	0	0	0	0	0	0
Summer Reading Program - Kids	0	0	0	75	30	0	0	0	0	0	0	0	105
Summer Reading Program - Adults	0	0	0	42	15	0	0	0	0	0	0	0	57
Special Program - Kids	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Program - Adults	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Program - All ages	0	0	0	0	0	0	0	0	0	0	0	0	0
Take It & Make It - All ages	11	4	0	0	0	14	13	45	58	0	0	0	145
Number of meetings held in library	2	0	0	0	0	0	0	2	0	0	0	0	4
Attendance of meeting held in library	26	0	0	0	0	0	0	8	0	0	0	0	34
Passive Library Programs - Kids	0	15	0	0	0	0	0	0	0	0	0	0	15
Passive Library Programs - Adults	0	6	0	0	0	0	0	0	0	0	0	0	6
Passive Library Programs - All Ages	100	0	0	0	0	0	0	111	0	0	0	0	211
Girl Scouts	26	26	49	0	0	0	0	0	0	0	0	0	101
Adult Books Loaned	123	162	174	196	130	114	146	97	108	0	0	0	1250
Children Books Loaned	97	62	104	85	90	101	101	117	137	0	0	0	894
Music CDs, DVD's and Video's Loaned	203	197	167	118	299	122	164	227	255	0	0	0	1752
E-Book Used	33	48	59	66	43	120	70	53	55	0	0	0	547
Computer Use	80	79	109	97	80	92	63	52	56	0	0	0	708
Laptop/wifi Use	2	19	16	7	24	15	19	12	9	0	0	0	123
New Registers	4	6	7	7	6	3	5	3	4	0	0	0	45
Books/DVD/Tapes Etc. Added	72	125	19	56	133	74	57	101	118	0	0	0	755
Mel-cat Borrowed by patrons	14	15	17	13	31	66	82	128	54	0	0	0	420
Mel-cat Loaned to libraries	31	44	29	18	20	41	35	31	37	0	0	0	286
Website visits	193	119	87	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	399

	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	44	75	89	61			
Tuesday	0	0	0	0	0	0	0	0	0			
Wednesday	103	129	106	190	148	130	122	143	138			
Thursday	0	0	43	36	60	33	34	57	0			
Friday	88	72	152	100	84	122	81	63	118			
Saturday	67	41	200	86	55	64	52	57	76			
	373	356	618	502	437	393	364	409	393	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.)
September - Labor Day (Mon) and Harry Potter SH (Wed)
October - Interviews (Mon), Harry Potter SH (Wed) and PR Assoc. (Sat)
November - Thanksgiving (Thurs/Fri)
December - Christmas (Mon)

	A	B	C	D	E	F	G	H	I	J
1		**Luther Area Public Library**								
2		**2023-2024 Budget**								
3		**General Fund**	**Original**	**Amended**						
4		**Receipts**	**2022-2023**	**2022-2023**	**April**	**May**	**June**	**July**	**August**	**September**
5	1	Library Millage	$ 51,500.00	$ 51,500.00			$ 54,692.40			
6	2	Local Government Support								
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				$ 2,018.88	
9	5	Plat Book Sales	$ 400.00	$ 400.00						$ 30.00
10	6	Shoreline Yellow Bags	$ 3,000.00	$ 3,000.00	$ 98.00	$ 273.00	$ 119.00	$ 262.00	$ 225.00	$ 279.00
11	7	IRWS Blue Bags	$ 10,000.00	$ 10,000.00	$ 550.00	$ 253.50	$ 527.50	$ 245.00	$ 325.00	$ 455.00
12	8	Copies, Fines, Faxes & Sales	$ 1,500.00	$ 1,500.00	$ 161.85	$ 77.30	$ 109.96	$ 834.23	$ 129.75	$ 84.25
13	9	Donations	$ 5,000.00	$ 5,000.00	$ 7.00	$ 25.00	$ 990.00	$ 0.25	$ 1,081.35	$ 357.86
14	10	Interest/Checking & CD	$ 200.00	$ 200.00	$ 5.48	$ 5.31	$ 5.03	$ 7.32	$ 7.04	$ 6.62
15	11	Miscellaneous Fundraising	$ 1,000.00	$ 1,000.00	$ 45.00	$ 59.00	$ 56.50	$ 23.00	$ 57.50	$ 55.00
16	12	Grants/Endowment	$ 3,000.00	$ 8,250.00			$ 5,250.00		$ 291.76	
17	13	Checking/Fund Balance								$ 27,500.00
18		**Total Receipts**	**$ 95,100.00**	**$ 100,350.00**	**$ 2,858.07**	**$ 693.11**	**$ 61,750.39**	**$ 20,610.88**	**$ 4,136.28**	**$ 28,767.73**
19										
20		**Expenditures**								
21	1	IRS Employer (Escrow)			$ (190.04)	$ (199.43)	$ (202.03)	$ (206.97)	$ (202.75)	$ (290.95)
22	2	IRS Paid	$ 7,000.00	$ 7,000.00	$ 1,314.36			$ 1,182.97		
23	3	Wages	$ 34,000.00	$ 34,000.00	$ 2,484.18	$ 2,606.88	$ 2,640.83	$ 2,706.05	$ 2,655.23	$ 3,806.48
24	4	UIA/Workers Comp.	$ 200.00	$ 200.00	$ 31.00		$ 153.00	$ 28.00		
25	5	Books & Movies	$ 5,400.00	$ 5,400.00	$ 2,291.87	$ 394.53		$ (595.24)	$ 145.20	
26	6	Supplies Exp.	$ 1,000.00	$ 1,000.00	$ 44.11	$ 32.52	$ 37.90	$ 38.12	$ 29.20	
27	7	Auditor								
28	8	Utilities	$ 6,000.00	$ 6,000.00	$ 770.99	$ 133.79	$ 145.39		$ 433.92	$ 163.32
29	9	Building Insurance/D&O Liability	$ 2,500.00	$ 2,500.00	$ 868.00					
30	10	Education/Travel	$ 200.00	$ 200.00		$ 28.00	$ 35.78	$ 71.74	$ 22.40	
31	11	Equipment/Software/Biblionix	$ 3,000.00	$ 3,000.00			$ 60.00			
32	12	Office Exp.	$ 5,000.00	$ 5,000.00	$ 218.46	$ 234.78	$ 245.84	$ 338.10	$ 50.76	$ 601.29
33	13	IRWS Blue Bags	$ 10,000.00	$ 10,000.00	$ 920.00	$ 460.00	$ 460.00		$ 520.00	$ 520.00
34	14	Shoreline Yellow Bags	$ 3,000.00	$ 3,000.00					$ 1,068.75	
35	15	Plat Books	$ 600.00	$ 600.00						$ 141.50
36	16	Building Maintenance	$ 5,000.00	$ 5,000.00	$ 501.55	$ 1,300.94	$ 283.56	$ 69.22		$ 671.52
37	17	Internet/Phone/E-Rates	$ 4,000.00	$ 4,000.00		$ 366.95		$ 574.37	$ 360.72	$ 250.39
38	18	Mid Michigan Library League/Dues	$ 2,500.00	$ 2,500.00		$ 995.37			$ 1,009.44	
39	19	Grant Expenditures	$ 3,000.00	$ 7,250.00	$ 671.43	$ 25.51	$ 415.13	$ 1,998.65	$ 692.19	$ 357.83
40	20	Programming/Misc	$ 2,700.00	$ 31,200.00	$ 226.88	$ 11.25		$ 27,629.98	$ 4.00	$ 121.35
41		**Total Expenditures**	**$ 95,100.00**	**$ 127,850.00**	**$ 10,152.79**	**$ 6,391.09**	**$ 4,275.40**	**$ 33,834.99**	**$ 6,789.06**	**$ 6,342.73**
42										
43		Beginning Checking Balance			$ 133,951.09	$ 126,656.37	$ 120,958.39	$ 178,433.38	$ 165,209.27	$ 162,556.49
44		Ending Checking Balance			$ 126,656.37	$ 120,958.39	$ 178,433.38	$ 165,209.27	$ 162,556.49	$ 184,981.49
45		Transfer In/Out CD								
46		CD Balance			$ 84,737.19	$ 84,737.19	$ 84,737.19	$ 112,237.19	$ 112,237.19	$ 111,717.96
47		Total Ending Balance			$ 211,393.56	$ 205,695.58	$ 263,170.57	$ 277,446.46	$ 274,793.68	$ 296,699.45
48										

	K	L	M	N	O	P	Q	R	S	T
1	**Luther Area Public Library**									
2	**2023-2024 Proposed Budget**									
3	**General Fund**	**Original**	**Amended**							
4	**Receipts**	**2022-2023**	**2022-2023**	**October**	**November**	**December**	**January**	**February**	**March**	**Actual Total**
5	Library Millage	$ 51,500.00	$ 51,500.00							
6	Local Government Support	$ -	$ -							$ 54,692.40
7	Penal Fines	$ 17,000.00	$ 17,000.00							$ -
8	State Aid	$ 2,500.00	$ 2,500.00							$ 19,239.08
9	Plat Book Sales	$ 400.00	$ 400.00							$ 4,009.62
10	Shoreline Yellow Bags	$ 3,000.00	$ 3,000.00	$ 60.00						$ 90.00
11	IRWS Blue Bags	$ 10,000.00	$ 10,000.00	$ 166.50						$ 1,422.50
12	Copies, Fines, Faxes & Sales	$ 1,500.00	$ 1,500.00	$ 521.00						$ 2,877.00
13	Donations	$ 5,000.00	$ 5,000.00	$ 163.70						$ 1,561.04
14	Interest/Checking & CD	$ 200.00	$ 200.00	$ 544.50						$ 3,005.96
15	Miscellaneous Fundraising	$ 1,000.00	$ 1,000.00	$ 6.68						$ 43.48
16	Grants/Endowment	$ 3,000.00	$ 8,250.00	$ 49.00						$ 345.00
17	Checking/Fund Balance	$ -	$ -							$ 5,541.76
18	**Total Receipts**	**$ 95,100.00**	**$ 100,350.00**	**$ 1,511.38**						$ 27,500.00
19					**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 120,327.84**
20	**Expenditures**									
21	IRS Employer (Escrow)			$ (207.73)						
22	IRS Paid	$ 7,000.00	$ 7,000.00	$ 1,394.39						$ (1,499.90)
23	Wages	$ 34,000.00	$ 34,000.00	$ 2,715.25						$ 3,891.72
24	UIA/Workers Comp.	$ 200.00	$ 200.00	$ 24.08						$ 19,614.90
25	Books & Movies	$ 5,400.00	$ 5,400.00	$ 4.00						$ 236.08
26	Supplies Exp.	$ 1,000.00	$ 1,000.00	$ 66.43						$ 2,240.36
27	Auditor	$ -	$ -							$ 248.28
28	Utilities	$ 6,000.00	$ 6,000.00	$ 700.16						$ -
29	Building Insurance	$ 2,500.00	$ 2,500.00							$ 2,347.57
30	Education/Travel	$ 200.00	$ 200.00	$ 35.73						$ 868.00
31	Equipment/Software/Biblionix	$ 3,000.00	$ 3,000.00	$ 11.76						$ 193.65
32	Office Exp.	$ 5,000.00	$ 5,000.00	$ 256.06						$ 71.76
33	IRWS Blue Bags	$ 10,000.00	$ 10,000.00							$ 1,945.29
34	Shoreline Yellow Bags	$ 3,000.00	$ 3,000.00							$ 2,880.00
35	Plat Books	$ 600.00	$ 600.00							$ 1,068.75
36	Building Maintenance	$ 5,000.00	$ 5,000.00	$ 138.44						$ 141.50
37	Internet/Phone/E-Rates	$ 4,000.00	$ 4,000.00	$ 260.66						$ 2,965.23
38	Mid Michigan Library League/Dues	$ 2,500.00	$ 2,500.00							$ 1,813.09
39	Grant Expenditures	$ 3,000.00	$ 7,250.00							$ 2,004.81
40	Programming/Misc	$ 2,700.00	$ 31,200.00	$ 407.29						$ 4,160.74
41	**Total Expenditures**	**$ 95,100.00**	**$ 127,850.00**	**$ 5,806.52**						$ 28,400.75
42					**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 73,592.58**
43	Beginning Checking Balance			$ 184,981.49	$ 180,686.35	$ 180,686.35	$ 180,686.35	$ 180,686.35	$ 180,686.35	
44	Ending Checking Balance			$ 180,686.35	$ 180,686.35	$ 180,686.35	$ 180,686.35	$ 180,686.35	$ 180,686.35	
45	Transfer In/Out CD									
46	CD Balance			$ 111,717.96	$ 84,737.19	$ 84,737.19	$ 84,737.19	$ 84,737.19	$ 84,737.19	
47	Total Ending Balance			$ 292,404.31	$ 265,423.54	$ 265,423.54	$ 265,423.54	$ 265,423.54	$ 265,423.54	
48										