

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, February 8, 2024
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

John Trimberger said that Michigan Secretary of State Jocelyn Benson just created two voluntary grant programs that could help bring school-based driver's education programs back to more public school districts. The programs would improve access to driver's education and benefit students in underserved geographic areas such as ours. He urged both the Library and individual trustees to support the grant programs. Theresa Laughlin addressed the Board on the Luther Days Carnival, the Summer Reading Program, and Garden Care.

APPROVING AGENDA

Trimberger added *Mini-Math Workshop* under **New Business**. Long added *Thank You Notes* under **Trustee Comments**. Motion and seconded made by Langenburg and Goodlein to approve the agenda. **Motion CARRIED.**

APPROVAL OF MINUTES

Motion and seconded made by Frankfort and Trimberger to approve the regular meeting minutes of January 11, 2024. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Goodlein and Trimberger to approve the January 2024 Treasurer's Report as presented. **Motion CARRIED.**

Theresa Laughlin's Back Pay – Discussion. Laughlin obtained a Level 4 Public Librarian Certification on September 15, 2023. Motion and seconded made by Frankfort and Langenburg to have her new hourly rate be retroactive to that date.

Roll Call Vote: (5) AYES – Frankfort, Goodlein, Langenburg, Long, Trimberger
(0) NAYS Motion CARRIED.

New Staff Member – Shane Hillman wants to change from casual clerk to part-time clerk. According to the Personnel Policy, the job opening needs to be posted in the library staff area. She can then apply for the position.

Director's Evaluation – Distributed. Return it to Langenburg at the March meeting.

Mini-Math Workshop – Trimmerger is considering creating a small workshop for preschoolers (ages 3-5 years old) and their parents but would like to see if there is sufficient interest before developing it. Discussed posting information about it in the Community Newsletter and on the Library's Facebook page.

TRUSTEE COMMENTS

Long shared Thank You notes written to the library.

BUDGET AMENDMENTS

Shank wanted to make note of the mistake/correction that was made to the spreadsheet found this month in regard to the Checking/Fund Balance change to the budget regarding the new Certificates of Deposits purchased in September for the last few months. It is now corrected on the spreadsheet.

NEXT MEETING DATE

Special Meeting: February 13, 2024, at 3:00 p.m. to discuss E-Rates and Category 2.

Regular Meeting: March 14, 2024, at 4:30 p.m.

ADJOURNMENT

President Langenburg adjourned the meeting at 6:15 p.m.

Karin Goodlein, Secretary

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF SPECIAL BOARD MEETING
Tuesday, February 13, 2024
115 State Street Luther, MI 49656**

CALL TO ORDER

President Langenburg called the meeting to order at 2:55 p.m.

Present:	President:	L. Langenburg
	Vice-President:	J. Trimberger
	Treasurer:	D. Long
	Secretary:	K. Goodlein
	Director:	A. Shank

Absent:	Trustee:	K. Frankfort
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Background:

The meeting was to discuss the three proposals that Shank obtained to upgrade our network infrastructure inside the library (referred to as Category 2). Shank wanted to use E-Rates to pay for the upgrade, and their deadline for approval was before our next regular meeting.

Shank advised the Board that Eric Smith, Director of the Mason County District Library, examined our network infrastructure today and said everything was working fine. The issues with MelCat and Apollo have nothing to do with the infrastructure. Consequently, it is now Shank's recommendation to leave things as they are. There was a consensus among Trustees to agree with Shank's conclusion and no formal vote occurred. Shank will contact Missy, our E-Rates consultant, of this decision.

VISITOR COMMENTS

Theresa Laughlin and her son Michael McKee Jr., a CompTIA A+ IT Technician, briefly discussed our infrastructure and the merits of wireless vs. wired connections.

ADJOURNMENT

President Langenburg adjourned the meeting at 3:10 p.m.

Karin Goodlein, Secretary

Luther Area Public Library

2/1/24 thru 2/29/24

Checking Balance 2/1/24

#132,377.95

income

2/3 Hansen - \$3000.00 3100.00
Gray - 100.00

2/14 Build a Bear Fundr. 420.00

2/16 Build a Bear Fundr. 160.00

2/19 Surrey Twp (lost book) 15.00

2/12 cp/fx - 42.50 } 166.00
bk. spic - 8.00
candy - 14.00
Yellow bags - 22.50
B bags - 78.00
donat - 1.00

2/23 cp/fx - 35.80 } 225.80
Y bags - 30.00
B bags - 144.00
donat - 4.00

2/29 LSB - interest 5.27
4092.07

+ 4092.07

#136,470.02*

expense

#5844 2/2 A. Shank 554.65
42 hr (600.60 - 37.24 - 8.71)

45 2/2 T. Laughlin 553.41
51 hr (599.25 - 37.15 - 8.69)

46 2/2 C. Marvin 38.16
4 hr (41.32 - 2.56 - .60)

47 2/2 R. Williams (3x shovels) 60.00

48 2/2 D. Long (office supplies/post) 17.63

49 2/2 MSU (5 plat bks) 141.50

50 2/2 T. Laughlin 94.20
\$2 raise/51 hr (102. - 6.32 - 1.48)

51 2/5 Chase Card (vacuum filters) 11.99

52 2/8 D. Long 73.88

Feb meet* (90-4,96-1.16)

5853	2/9 A. Shank (reimburse ^{for} computer work)	50.00
54	2/9 Verizon Wireless (hot spots not shot off)	464.64
55	2/9 CLS (rugs) 3808-171-00	71.99
56	2/14 ARK, Birds of Prey - SRP	150.00
57	2/16 A. Shank 46.75 hr (648.53 - 41.45 - 9.69)	617.39
58	2-16 T. Laughlin 46.5 hr (627.75 - 38.92 - 9.10)	579.73
59	2-16 C. Marvin 4 hr (41.32 - 2.56 - .60)	38.16
60	2-16 T. Laughlin (680.31 - 42.18 - 9.86) 388.75 hrs retro to 9/13/23	629.27
61	2-20 Noah's Ark Animal Wkshop (Build a Bear - 2)	673.50
62	2-20 Consumers	161.55
63	2-20 Xerox Financial (5346391) copter	136.88
64	2-22 ATT	258.75
65	2-22 MML Worker's Fund (late pymt b/c I didn't receive)	3.00
		<u>5379.28</u>

Debits

2/1	Office Max (office paper)	54.94	
2/16	DG (grant - movie)	19.95	-5379.28
		<u>\$74.89</u>	- 74.89
	checking balance 2/29/24		\$131,015.85 *
	CD balance		\$111,717.96 *
	total current assets		\$242,733.81 *

*Donna Long
Treasurer*

	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	94	81	
Tuesday	0	0	0	0	0	0	0	0	0	0	0	
Wednesday	103	129	106	190	148	130	122	143	138	83	102	
Thursday	0	0	43	36	60	33	34	57	0	0	0	
Friday	88	72	152	100	84	122	81	63	118	94	110	
Saturday	67	41	200	86	55	64	52	57	76	39	67	
	373	356	618	502	437	393	364	409	393	310	360	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)

January - New Year (Mon), Weather Closing (1 time everyday open)

February - Sat (North Bar Event)

	A	B	C
1		Luther Area Public Library	
2		2024-2025 Budget	
3		General Fund	Original
4		Receipts	2024-2025
5	1	Library Millage	\$ 51,500.00
6	2	Local Government Support	
7	3	Penal Fines	\$ 17,000.00
8	4	State Aid	\$ 3,000.00
9	5	Plat Book Sales	\$ 500.00
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	\$ 2,000.00
15	11	Miscellaneous Fundraising	\$ 1,500.00
16	12	Grants/Endowment	\$ 6,000.00
17	ending 13	Checking/Fund Balance	111,717.96
18		Total Receipts	\$ 101,000.00
19			\$ 212,717.96
20		Expenditures	
21	1	IRS Employer (Escrow)	
22	2	IRS Paid	\$ 7,000.00
23	3	Wages	\$ 36,000.00
24	4	UIA/Workers Comp.	\$ 300.00
25	5	Books & Movies	\$ 5,000.00
26	6	Supplies Exp.	\$ 1,000.00
27	7	Auditor	\$ 600.00
28	8	Utilities	\$ 7,000.00
29	9	Building Insurance/D&O Liability	\$ 2,400.00
30	10	Education/Travel	\$ 200.00
31	11	Equipment/Software/Biblionix	\$ 7,000.00
32	12	Office Exp.	\$ 4,000.00
33	13	IRWS Blue Bags	\$ 10,000.00
34	14	Shoreline Yellow Bags	\$ 3,000.00
35	15	Plat Books	\$ 500.00
36	16	Building Maintenance	\$ 3,000.00
37	17	Internet/Phone/E-Rates	\$ 5,000.00
38	18	Mid Michigan Library League/Dues	\$ 2,500.00
39	19	Grant Expenditures	\$ 6,000.00
40	20	Programming/Misc	\$ 2,700.00
41		Total Expenditures	\$ 103,200.00

	A	B	C	D	E	F	G	H	I	J
1		Luther Area Public Library								
2		2023-2024 Budget								
3		General Fund								
4		Receipts	Original	Amended						
5		1 Library Millage	2023-2024	2023-2024	April	May	June	July	August	September
6		2 Local Government Support	\$ 51,500.00	\$ 51,500.00			\$ 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				\$ 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	\$ 127,850.00	\$ 2,858.07	\$ 693.11	\$ 61,750.39	\$ 20,610.88	\$ 4,136.28	\$ 1,267.73
19										
20		Expenditures								
21		1 IRS Employer (Escrow)								
22		2 IRS Paid			\$ (190.04)	\$ (199.43)	\$ (202.03)	\$ (206.97)	\$ (202.75)	\$ (290.95)
23		3 Wages	\$ 7,000.00	\$ 7,000.00	\$ 1,314.36			\$ 1,182.97		
24		4 UIA/Workers Comp.	\$ 34,000.00	\$ 34,000.00	\$ 2,484.18	\$ 2,606.88	\$ 2,640.83	\$ 2,706.05	\$ 2,655.23	\$ 3,806.48
25		5 Books & Movies	\$ 200.00	\$ 200.00	\$ 31.00		\$ 153.00	\$ 28.00		
26		6 Supplies Exp.	\$ 5,400.00	\$ 5,400.00	\$ 2,291.87	\$ 394.53		\$ (595.24)	\$ 145.20	
27		7 Auditor	\$ 1,000.00	\$ 1,000.00	\$ 44.11	\$ 32.52	\$ 37.90	\$ 38.12	\$ 29.20	
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	\$ 157,481.49
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	\$ 269,199.45
48										

