

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, March 14, 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

No visitors.

APPROVING AGENDA

Long added *Approve Liability Insurance* under **Trustee Comments**.

APPROVAL OF MINUTES

Motion and seconded made by Frankfort and Trimberger to approve both the regular meeting minutes of February 8, 2024, and the special meeting minutes of February 13, 2024. **Motion CARRIED.**

TREASURER'S REPORT

Motion and seconded made by Langenburg and Frankfort to approve the February 2024 Treasurer's Report as presented. **Motion CARRIED.**

LIBRARIAN'S REPORT

Director Shank confirmed her written report and added the following:

- They are still having computer problems with *MelCat* and *Apollo*. They have ordered a new scanner.
- A reporter from the *Ludington Daily News* wrote an article on our library two Saturdays ago.
- She wrote the Movie grant and the Summer Reading Program grant.

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF SPECIAL BOARD MEETING
Monday, March 25, 2024
115 State Street Luther, MI 49656**

CALL TO ORDER

President Langenburg called the meeting to order at 11:04 a.m.

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

BUDGET AMENDMENTS

Budget Amendments FY 2023-2024 –

- Clerical mistake in June - Move \$153.00 from Spreadsheet Line 24, UIA/Workers Comp to Spreadsheet Line 38, Mid-Michigan Library League/Dues.
- Decrease Spreadsheet Line 35, Plat Books by \$100.00 for a new total of \$500.00. Increase Spreadsheet Line 30, Education/Travel by \$100.00 for a new total of \$300.00. Motion and seconded made by Langenburg and Frankfort to accept the amendment amount made today to the FY 2023-2024 Budget.

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

- Decrease Spreadsheet Line 39, Grant Expenditures by \$1,000.00 for a new total of \$6,250.00. Increase Spreadsheet Line 37, Internet/Phone/E-Rates by \$1,000.00 for a new total of \$5,000.00. Motion and seconded made by Langenburg and Frankfort to accept the amendment amount made today to the FY 2023-2024 Budget.

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

	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	13	Checking/Fund Balance	\$ 7,600.00
18		Total Receipts	\$ 108,600.00
19			
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	\$ 6,000.00
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	\$ 5,000.00
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	\$ 7,000.00
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	\$ 108,600.00
42			

Luther Area Public Library

3/1/24 thru 3/31/24

Checking Balance 3/1/24

\$130,461.20

Income

3/16	cp/fx/ fines - 30.80 bks - 3.00 laminat - 2.00 candy - 7.50 Y bags - 33.00 B bags - 120.00 don. - .50	226.80	
3/16	Lake Co. Chamber/Comm - 250.00 Reimburse Noah's Ark - 284.79	534.79	
3/8	MMLL Reimburse Legal Work -	245.00	
3/15	cp/fr/px - 62.90 bk - 1.00 candy - 16.00 Y bags - 58.50 B bags - 126.00 don - 6.00	270.40	
3/15	State Aid (1st) - 1990.74	1990.74	
3/15	Goetz donation - 250.00	250.00	
3/25	cp/fr - 133.05 bk - 9.00 candy - 3.50 Y bags - 148.50 B bags - 129.00 don - 3.75	426.80	
3/31	LOS B - interest	5.50	

3950.03

+ 3950.03

\$134,411.23

#5866

Amy Shank
42 hr (660.60 - 37.24 - 8.71) \$554.65
expenses

#5867

3/1 T. Laughlin 598.42
48 hr (648 - 40.13 - 9.40)

68

3/1 C. Marvin 38.16
4 hr (41.32 - 2.56 - .60)

5869 2128 Xerox (copier) 161.68

70 3/11 Book Farms (135 bks) ^{-11/13/23-} 1498.66

71 3/15 A. Shank 554.65

42 hr (600.60 - 37.24 - 8.71)

72 3/15 T. Laughlin 461.29

37 hr (499.50 - 30.97 - 7.24)

73 3/15 C. Marvin 38.17

4 hr (41.32 - 2.56 - .60)

74 VOID

75 3/14 D. Long 73.88

Mar. meet (80 - 4.96 - 1.16)

76 3/15 R. Williams (1x shovel) 20.00

77 3/15 R. Williams (1x shovel+) 5.00

78 3/18 U.S. Liability Ins. Co. 920.00

79 3/20 Bernie's Lock Shop 45.00

(install new lockset/Check)

80 3/20 CFS (rugs) ^{#3855074} 92.03

81 3/29 Consumers 135.15

82 3/29 A. Shank 567.86

43 hr (614.90 - 38.12 - 8.92)

83 3/29 T. Laughlin 374.02

30 hr (405 - 25.11 - 5.87)

84 3/29 C. Marvin 99.11

4 hr (41.32 - 2.56 - .60)

6 hr (66 - 4.09 - .96)

5653.08

-5653.08

\$ 134,411.23

expenses

5653.06

Debits

3/1	Crystal Flash Propane (utilities)	580.76	
3/4	Home Depot (equipmt) - lockset	29.97	
3/13	Chase Card 3merics (60.23)	79.22	
	donor (office)	18.99	
3/14	Demco paper (office)	91.67	
3/15	DG (bldg maint)	17.75	
3/19	Walmart (office) 17.66	34.06	
	(prg) 16.40		
3/22	OfficeMax (SRP) Paper	117.35	?
3/29	DG (SRP) paints	13.50	
3/29	DG (Bldg maint) 2 sprays	8.50	
		1002.78	1002.78

3/31/24 check balance \$ 127,755.37 *

CD balance \$ 111,717.96 *

total assets \$ 239,473.33 *

Bonnie 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	79
Tuesday	0	0	0	0	0	0	0	0	0	0	0	0
Wednesday	103	129	106	190	148	130	122	143	138	83	102	122
Thursday	0	0	43	36	60	33	34	57	0	0	0	0
Friday	88	72	152	100	84	122	81	63	118	94	110	73
Saturday	67	41	200	86	55	64	52	57	76	39	67	79
	373	356	618	502	437	393	364	409	393	310	360	353

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)

March - Fri (Good Friday)

Memo Date: 4/6/2024
From: Theresa Laughlin.
Subject: Hotspots

Background: As of 2024, the grant paying for the hotspots expired. After a brief discussion, it was decided the library would continue to pay for 4 out of the 6 hotspots. At this time, Librarian Assistant Theresa Laughlin disagreed with the decision, believing the library would be paying for the same individuals internet bill due to the history of hotspot renewals.

Problem: For patrons' privacy, we will refer to patrons by number.

- Hotspot #1 went out on February 19, with a renewal on March 13 to Patron #1. Patron #1 brought back the hotspot on April 5th and immediately checked the item back out. Patron has 1 renewal.
- Hotspot #2 is deactivated.
- Hotspot #3 went out on February 16, with a renewal on March 8 to Patron #2. Patron #2 returned the hotspot on March 30 and immediately checked it back out. Patron has 1 renewal.
- Hotspot #4 went out on February 16 to Patron #3. Patron #3 did not bring the hotspot back and the library was force to deactivate it. Once the hotspot was returned it was reactivated and checked out to Patron #4. Patron has 1 renewal.
- Hotspot #5 went out on February 21 is currently in a problem state and deactivated.
- Hotspot #6 is currently deactivated.
- There are no pending reserves for hotspots.

Request: The board to consider dropping down to 2 hotspots.

