

# Luther Area Public Library Board Meeting

## Luther Area Library

Board Minutes Mar. 11, 2021

The regular board meeting was called to order by President Lois Langenburg at 4:30 pm.

Present were Lois, Jan, Donna and Kees. The Director Amy was also present also Jodi.

Meeting was held in person at the Library and Diane joined us on Zoom.

There were no visitors.

**Comments.** Donna noted that the gutters at the front entrance are leaking. This will be added to new business.

**Sect. minutes.** Minutes were reviewed. Diane motioned to pass minutes. Jan second. All were in favor.

### **Tres. report.**

See budget report.

Motion to accept by Lois, second by Jan.

Jan Y

Lois Y

Diane Y

Donna Y

Kees Y

All were in favor.

**Librarians report.** In Feb. we had a Presidents hunt and a scavenger hunt in the library.

Valentines day crafts for about 30 patrons.

Also have a feature of Read it and Rate it..

Two gift certificates were drawn to encourage more reading involvement.

Library has changed over to the Apollo program talked about in earlier meetings.

All records are now switched over.

Amy and staff note that it is a much better integrated program and allows us integrated access to other libraries.

Printer, color. Lease is up in June need to decide on new lease. Looking at two competing bids. Look at 3 year lease.

Grant for a 20 hour senior volunteer thru AARP.

Newsletter is getting out.

# Luther Area Public Library

## Board Meeting

Grant written to MMLL \$900 for another computer, 3 handheld scanners for staff and 1 printer.

Looking at movie and summer reading grant.

Also a CD cleaning machine to clean and repair our CD's.

Kees motion to accept, Jan second. All in favor.

**Old Business.** Reviewed library hours in context of ongoing Covid concerns. Hours will remain the same for next month. Staff are doing a good job of managing safety issues. Exit signs up and working, may need to add a sign at the double doors. No response from State of Michigan on approval of ICHAT status. Email was sent out.

### **New Business.**

Budget for 20-21.

Blue bags selling well.

Line 13 has been eliminated, \$1500 put back into checking.

Motion to accept budget Lois, second Jan.

Jan	Y
Lois	Y
Diane	Y
Donna	Y
Kees	Y

Staff requested that the Library close on good Friday and Easter Saturday..

Motion Donna, second Lois.

Jan	Y
Lois	Y
Diane	Y
Donna	Y
Kees	Y

Gutters need cleaning and repair. New section does not have gutters. Need quotes.

# Luther Area Public Library

## Board Meeting

Motion was made to close meeting to discuss evals and salaries..

Jan	Y
Lois	Y
Diane	Y
Donna	Y
Kees	Y

Motion to reopen meeting

Roll call

Jan	Y
Lois	Y
Diane	Y
Donna	Y
Kees	Y

Next mtg. will be April 9, 2021, In person and zoom meeting at 4:30 pm

Mtg. adjourned at 5:20 pm

Submitted by Kees Frankfort

# Luther Area Public Library

3/1/21 thru 3/31/21

Check Balance 3/1/21

\$158,039.50

## income

3/10 cp - 16.75 }  
 bk sales - 4.00 } 115.25  
 fundr. - 32.00 }  
 B bags - 62.50 }

3/19 cp - 11 }  
 bk - 14 } 138.50  
 iam - 2. }  
 fundr - 70 }  
 Y bags - 14 }  
 B bags 27.50 }

3/24 cp - 14.75 }  
 fx - 2.00 } 216.75  
 bks - 10.00 }  
 don - 190.00 (Ryan) }

3/29 B bags 650.00

3/31 cp/fx/fn - 21.50 }  
 bk - 11.00 } 157.00  
 im - 2.00 }  
 Y bags - 70. }  
 B bags - 52.50 }

3/31 LOSB - interest 10.66

1288.16

+ 1288.16

## expenses

#5172 3/15 A. Shank 404.03

35 hr (437.50 - 27.13 - 6.34)

73 3/15 J. Lucas 304.75

30 hr (330 - 20.46 - 4.79)

74 3/15 S. Hillman 258.58

28 hr (280 - 17.36 - 4.06)

75 3/11 D. Long 73.88

Mar meet (80 - 4.96 - 1.16)

76 3/11 CLS (rugs) 49.04

77 3/11 IRWS (B bags) 460.00

78 3/19 A. Shank 496.38

43 hr (537.50 - 33.33 - 7.79)

#5179	3/19	J. Lucas	289.51	
		28.5 hr (313.50-19.44-4.55)		
80	3/19	S. Hillman	244.49	
		24.5 hr (245-15.19-3.55)		
		2 hr (19.74-1.22-.29)		
81	3/18	Xerox (copier)	122.98	
82	3/22	A T T	202.56	
83	3/22	Consumers	174.78	
84	3/22	Modern Marketing (SRP)	170.78	
85	3/29	MOS (copier overages)	<u>97.33</u>	
			3349.09	- 3349.09

Debits

3/4	Crystal Flash (utilities)	394.25	
3/12	USPS (postage/office)	4.00	
3/24	Merchandise Outlet <sup>papertowels</sup> masks	8.46	
3/29	Walmart (popcorn)	<u>6.13</u>	
		412.84	- 412.84

Checking Balance 3/31/21 \$155,565.73 \*

CD's 34,381.79 \*

Total Assets 3/31/21 \$189,947.52 \*

Donna Long, treasurer









LIBRARIAN'S REPORT - 2020-2021	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Adult Attendance	0	0	80	186	197	198	213	154	167	180	175	205	1755
Children Attendance	0	0	23	99	75	78	84	109	89	86	69	128	840
Total Attendance	0	0	103	285	272	276	297	263	256	266	244	333	2595
Story Hour Attendance - Kids	0	0	0	0	0	0	0	0	0	0	0	0	0
Story Hour Attendance - Adults	0	0	0	0	0	0	0	0	0	0	0	0	0
Movie Program - Adults	0	0	0	0	0	0	0	0	0	0	0	0	0
Movie Program- Kids	0	0	0	0	0	0	0	0	0	0	0	0	0
Craft Club	0	0	0	0	0	0	0	0	0	0	0	0	0
Summer Reading Program - Kids	0	0	0	45	0	0	0	0	0	0	0	0	45
Summer Reading Program - Adults	0	0	0	0	0	0	0	0	0	0	0	0	0
Summer Reading Program--Extra People	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Program - All ages	0	0	0	0	0	0	98	15	72	11	19	36	251
Passive Library Programs - Adults						12	0	0	8	6		3	29
Passive Library Programs - Kids						17	0	19	9	28	28	12	113
Adult Books Loaned	0	0	64	118	86	57	106	116	81	122	98	114	962
Children Books Loaned	0	0	21	71	64	73	71	73	82	68	62	85	670
Music CDs, DVD's and Video's Loaned	0	0	25	125	252	251	262	236	234	241	242	184	2052
E-Book Used	39	43	20	58	62	53	80	73	86	72	65	65	716
Computer Use	0	0	0	40	51	71	50	37	28	34	31	32	374
Laptop/wifi Use	0	0	27	39	52	61	72	53	46	62	51	62	525
New Registers	0	0	3	1	3	2	2	1	5	4	5	5	31
Books/DVD/Tapes Etc. Added	0	0	41	57	98	73	10	57	68	29	50	39	522
Mel-cat Borrowed - in	0	0	0	0	14	9	14	7	7	19	20	37	127
Mel-cat Loaned - out	0	0	0	0	22	34	40	32	23	31	30	35	247



LIBRARIAN'S REPORT	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
Adult Attendance	1755	4099	4329	5108	5489	5638
Children Attendance	840	2688	3315	3328	4068	3634
Total Attendance	2595	6787	7644	8436	8888	9261
Story Hour Attendance - Kids	0	100	320	247	169	96
Story Hour Attendance - Adults	0	68	173	175	150	75
Movie Program - Adults	0	54	80	103	80	126
Movie Program- Kids	0	77	119	131	109	74
Craft Club	0	23	54	98	52	121
Tutoring - Students					16	53
Tutoring- Tutors					16	36
Summer Reading Program - Kids	45	56	66	95	98	199
Summer Reading Program - Adults	0	22	17	53	109	48
Summer Reading Program--Extra People	0	0	4	0		
Special Program - All ages	* 251	72	0	317		
Passive Library Programs - Adults	29					
Passive Library Programs - Kids	113					
Quilt Club		18	39	13		
Adult Books Loaned	962	1726	1501	3127	5458	5290
Children Books Loaned	670	1043	1231	899	372	490
Music CDs, DVD's and Video's Loaned	2052	2379	3249	3527	3658	3194
E-Book Used	716	533	717	11		
Computer Use	374	1516	1895	1992	2849	2961
Laptop/wifi Use	525	889	1088	2060	1962	1672
New Registers	31	62	69	72	58	68
Books/DVD/Tapes Etc. Added	522	1073	983	1223	940	1104
Mel-cat Borrowed - in	127					
Mel-cat Loaned - out	247					
Inter-Library Books Loaned In/Out	374	386	98	7	30	37

RE: Cadillac Garage Door & Seamless Gutters

From: Emily Booth (emily@michigangaragedoor.com)

To: lutherlibrary@att.net

Date: Wednesday, March 31, 2021, 01:59 PM EDT

Hello Amy,

All of that is included in the quote, we just don't break it all down by piece on quotes. The quote I gave you includes the following:

- Replacing the 16' of 5" gutter that was damaged
- Replacing 3 box miters
- Re-caulking all end caps

If you have any other questions on this or this doesn't look right let me know.

Thanks,

**Emily Booth**

Cadillac Garage Door & Seamless Gutters

Email | [emily@michigangaragedoor.com](mailto:emily@michigangaragedoor.com)

Phone: 231-775-3239 | Fax: 231-775-4988

8888 E 34 Rd, Cadillac, MI 49601

[www.michigangaragedoor.com](http://www.michigangaragedoor.com)

**GUTTER PROPOSAL**

**Cadillac Garage Door, Inc.  
& Seamless Gutters**

8888 E. 34 Mile Road Cadillac, Michigan 49601  
Phone (231) 775-3239 Fax (231) 775-4988  
Email: [cgdseamlessgutters@gmail.com](mailto:cgdseamlessgutters@gmail.com)

NAME: Luther Area Public Lib. DATE: 3/31/2021  
STREET: 115 State St  
CITY: Luther ZIP: 49656  
PHONE # 231-797-8006  
JOB NAME: LutherLibrary@Att.net  
JOB ADDRESS: \_\_\_\_\_

We hereby submit specifications and estimates for the following:

Furnish & Install

116' of 5" Green Green seamless Gutters (w/aker dspts)

We propose to furnish material and labor - complete in accordance with above specifications, for the sum of:

\$540<sup>05</sup>

Deposit required before ordering: 100% down (\$300-) ~~Payment due~~ ~~upon completion~~

Note: This proposal may be withdrawn by us if not accepted within 30- days. Payment Due upon Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

ER 3/31/2021  
Authorized Signature Date

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_  
Date of Acceptance \_\_\_\_\_



Estimate Date: 4-7-21

Invoice Date: \_\_\_\_\_

Customer Mailing Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # Am/ Shank  
231 797 8006

Site Address  
Luther Library  
115 State  
Luther, MI

# Lee Rasmussen

LICENSED CONTRACTOR  
**SEAMLESS GUTTERS ★ SIDING**  
ROOFING ★ REMODELING ★ SNOW REMOVAL

Cell Phone: **(231) 843-6288**

5813 Iris Road  
Ludington, MI 49431  
LeeRasmussen70@gmail.com

## SALES CONTRACT

Site Information:		Quantity	Description	Rate	Amount
40	MI	40'	5" Seamless Gutter		
	MO	3	Mitered Corners <i>Box</i>		
	MI		Wedges		
	MO	2	Downspout Under 8 ft.		
	C 207		Downspout Over 8 ft.		
	C 712		Downspout Over 16 ft.		
	A 141		Downspout Extension		
	B		Leaf Guard		
	D				
	+				
	++				
	EX				
	GG				

Five year warranty on aluminum materials and installation, with Leaf Guard 50% down required.  
Full payment must be received upon completion unless otherwise specified.  
There will be 2% added to nonpayment over 60 days.  
Installer is not responsible for rotten fascia board or water erosion around downspouts.

TOTAL \$ 723.00

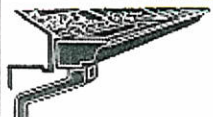
We look forward to your business.  
Signature required to authorize work \_\_\_\_\_  
unless verbal agreement has been reached.

ALL MAJOR CREDIT CARDS ACCEPTED

*Thank You*



# PROPOSAL



## Cadillac SEAMLESS GUTTERS

8611 South 49 Road  
Cadillac, MI 49601

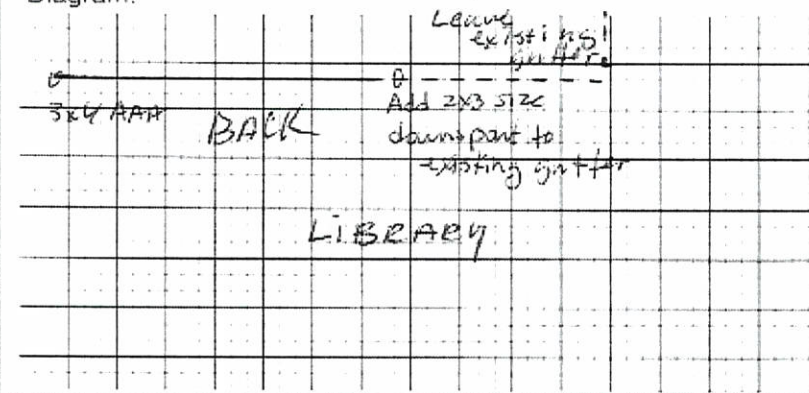
PHONE  
231-779-3578

PROPOSAL SUBMITTED TO: <i>Amy Shank - Luther Library</i>	HOME PHONE: <i>231-779-8006</i>	DATE: <i>April 7, 2021</i>
STREET:	WORK PHONE:	JOB NAME: <i>Luther Library</i>
CITY, STATE AND ZIP CODE: <i>lutherlibrary@att.net</i>		JOB LOCATION: <i>115 State St. Luther</i>

At Cadillac Seamless Gutters, I strive to give each one of my valued customers personalized quality service. To do this, I personally give all my estimates as well as do the installation of every job. I use a heavy .032 gauge seamless aluminum 5" gutter. All of my gutters are water tested to insure proper drainage. If there are any corners to be made, I use a custom made strip miler which is superior to any other on the market. I fasten all downspouts on with stainless steel screws which eliminates the eyesore of rusted or corroded screws.

- To meet the special needs of your home or building, I will do the following:**
- Gutter to be nailed into rafter end or solid fascia with 1" aluminum spikes.
  - Gutter to be clipped & screwed with hidden aluminum bracket.
  - Gutter to be hung from roof with heavy duty Alcoa hangers.
  - Price includes taking down and hauling away old system.
- Colors:     White     Brown     *Green* *Green Gutter, Wicker Downspout*

If you decide to have me install your eavestrough, it will take me approximately 2x3+3x4 week(s) before I can begin the work. Thank you. *Ken & Sandy*



Labor & Materials: \$645.00

*Gutter will be at a different height than existing gutter in order to pitch gutter to the downspout.*

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with above specifications for the sum of: \$645.00 dollars (\$ 645.00 ).

**★ 5 Year One Time Replacement Guarantee ★**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: *Sandy Curtis*

**ACCEPTANCE OF PROPOSAL** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

# PROPOSAL



8611 South 49 Road  
Cadillac, MI 49601

## Cadillac SEAMLESS GUTTERS

PHONE  
231-779-3578

PROPOSAL SUBMITTED TO <i>Amy Shank - Luther Library</i>	HOME PHONE <i>231-797-8006</i>	DATE <i>March 31, 2021</i>
ADDRESS <i>115 State St.</i>	WORK PHONE	JOB NAME
CITY STATE AND ZIP CODE <i>Luther</i>		JOB LOCATION

At Cadillac Seamless Gutters, I strive to give each one of my valued customers personalized quality service. To do this, I personally give all my estimates as well as do the installation of **every** job. I use a heavy .032 gauge seamless aluminum 5" gutter. All of my gutters are water tested to insure proper drainage. If there are any corners to be made, I use a custom made strip miter which is superior to any other on the market. I fasten all downspouts on with stainless steel screws which eliminates the eyesore of rusted or corroded screws.

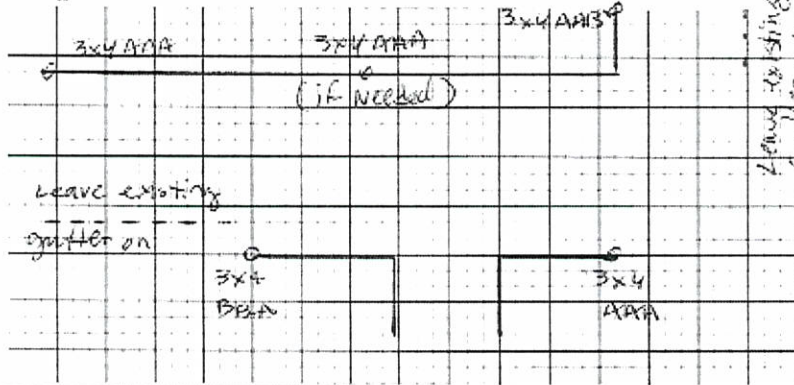
To meet the special needs of your home or building, I will do the following:

- Gutter to be nailed into rafter end or solid fascia with 7" aluminum spikes.
- Gutter to be clipped & screwed with hidden aluminum bracket.
- Gutter to be hung from roof with heavy duty Alcoa hangers.
- Price includes taking down and hauling away old system.

Colors:  White  Brown *as Grecian Green Gutter, 3x4 size w/Color*

If you decide to have me install your eavestrough, it will take me approximately *Downspouts* week(s) before I can begin the work. Thank you.

Diagram:



Labor & Materials: *\$2186.00*

**WE PROPOSE** hereby to furnish material and labor – complete in accordance with above specifications for the sum of: *Twenty one hundred eighty six 20/100* dollars (\$ *2186.00* ).

**★ 5 Year One Time Replacement Guarantee ★**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be indicated only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon no fees, accidents or delays beyond our control. Owner to carry fire, theft and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: *Sandy Curfies*

**ACCEPTANCE OF PROPOSAL** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

**Invoice Number 3/15/2021**

Luther Public Library  
Luther,MI

(1) New 25 foot Flag Pole Delivered and Installed  
Old Flag Pole Removed

TOTAL \$1,500

Payment 50% with order, Balance Due when Job is  
Completed.

Make Checks Payable to Flags for Docks Inc.

**Thank you, for your support**

P.O. Box 251  
Luther,MI 49656

(231) 392-3956





Company: **5506 Sunol Blvd.  
Suite 202  
Pleasanton, CA 94566  
United States**

Created: **16-Mar-2021**  
Expiration: **12-Apr-2021**  
Quote #: **00195683**

Prepared By:	<b>William Jackson</b>	License To:	<b>Amy Shank</b>
Email:	<b>william.jackson@faronics.com</b>	Email:	<b>lutherlibrary@att.net</b>
Phone:	<b>(800) 943-6422 X 4032 x</b>		
FAX:	<b>800-943-6488</b>		

Bill To:	<b>Luther Area Public Library 115 State St. Luther, MI, 49656 United States</b>	Licensee:	<b>Luther Area Public Library 115 State St. Luther, MI, 49656 United States</b>
----------	---	-----------	---

Confirm To:

**End-User Pricing for Luther Area Public Library**  
**Option 1: Three Year Renewal Pricing with 7% Early Renewal Discount**

Part #	Product	QTY	MSRP Price	Extended Price
DFE0.NA1LA.MR3.E03.SN	Deep Freeze ENT NA Maintenance Renewal 3yr 10+ Start Date: 12-Jun-2021 Term: 3 Year(s)	10	\$28.88	\$288.80

Less 7% Early Renewal Discount for order submitted prior to Apr 12, 2021	\$20.21
<b>MSRP Total:</b>	<b>\$268.58</b>

Customers purchasing a Maintenance Renewal can do so within 30 days of the expiration of their Maintenance Agreement. After 30 days have passed the License can be refreshed by purchasing a Version Upgrade with a one-year Maintenance Agreement.

**Optional Items** (may be substituted in main quote above)

**Option 2: Five Year Renewal Pricing with 9% Early Renewal Discount**

Part #	Product	QTY	MSRP Price	Extended Price
DFE0.NA1LA.MR5.E03.SN	Deep Freeze ENT NA Maintenance Renewal 5yr 10+ Start Date: 12-Jun-2021 Term: 5 Year(s)	10	\$46.20	\$462.00

Less 9% Early Renewal Discount for order submitted prior to Apr 12, 2021	\$41.58
<b>MSRP Total:</b>	<b>\$420.42</b>

Applicable taxes depending on your geographical location may be added to your order.  
Promotional pricing applies to the new License being purchased, or the first term of a new Subscription.  
Information on our Maintenance Package can be found here [www.faronics.com/maintenance](http://www.faronics.com/maintenance)  
Visit our Professional Services page for more information: <https://www.faronics.com/ProServices>  
All software will be provided via electronic delivery.