

Luther Library Board Mtg

Board Minutes 11/12/ 2020

The regular board meeting was called to order by President Lois Langenburg at 4:35 p.m.

Present were Lois, Diane, Jan, Donna and Kees. The Director, Amy was present. Meeting was conducted on Zoom.

There were no visitors.

Sect. minutes. Minutes were reviewed. Issue of Background check was asked. It was addressed in the Business section of the meeting. Donna motioned to pass minutes as amended. Jan second.

Tres. report. Computer protection plan called Deep Freeze was discussed as part of the budget. Budget approved.

Motion by Lois, second by Kees.

Librarians report. Doing passive programs that allow kids and adults to join while maintaining staying safe.

- Pumpkin coloring and decorating.
- Hidden ghost clues in the library that let people be eligible for prize.
- Turkey coloring for Thanksgiving.

Planning Dec. events as long as the library is open. Snowflakes, stockings and starlight candies.

After the presentation on the current AT&T plan we went to a cheaper plan and had call forwarding and conference calls deleted. The new system meets our needs and is cheaper/mo.

Erates. We will consult with Larry Lewis regarding ongoing fiber optics.

The millage distribution was discussed as Pathfinder will send out millage portions.

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Discussion on new law regarding open meetings act. No new changes needed currently.

Motion to approve report by Lois, second Kees.

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.

Ins. The front step issue was discussed. We are not covered for front ramp issues. We have new signs asking kids to not use the front ramp for skateboarding.

New Business. Donna will call to clarify our gov't status as a 990 tax exempt with Baird Cotter, and Bishop. Cost of \$250.

Motion to pay \$250 by Lois, Second Donna

Diane Yes, Donna Yes, Lois Yes, Jan Yes, Kees Yes. Motion passed.

Library friends are disbanding. We want to thank them for their work and service to the library.

Amy raised the issue of smoke alarms and related issues. Fire pros gave us a quote. The fire pros quote was over \$1500. This was tabled pending next mtg. We will call the Fire chief to draw up a plan. We will buy retail. Kees will assess and install 10 year Lithium battery units. Donna will follow through with an electrician to fix Exit signs.

Covid and closing was discussed. The library is doing a great job staying safe. Amy will stay in stouce with MMLL and other libraries during these times. We will remain open with all precautions in place .Numbers are down at the library so this will help. We will follow state regulations. Motion to review staying open and reviewing every month. Kees, second Jan.

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Director was not present for this part of the board meeting. Amy had her 90 day review. Recommend that she met initial requirements as director and get a .50 raise to \$12.50

Motion Diane, second Jan.

Diane Yes, Jan Yes, Kees Yes, Lois Yes, Donna Yes.

Amy returned to the board meeting and was informed of the decision. Donna will talk to schools about internet issues and our role to play. Possible grants to boost access for students.

Budget amendments were discussed and changes recommended to the board. Because of increase in sales, the budget need to be adjusted to reflect the increases. The following were made.

Line 7 Blue bags increased to \$4000

Line 13 Expenditures increased to \$4000

\$460/box at 20 packs/box

profit of \$43.75 /box

Motion to accept line item changes Lois, second Kees

Lois Yes, Kees Yes, Donna Yes, Diane Yes, Jan Yes.

Motion passed.

Line 6 Yellow bags increased to \$7000

Line 14 Expenditures increased to \$7000

\$831.25/box at 25 packs/box

profit \$43.25/box

Motion to accept changes. Diane, second Jan

Lois Yes, Kees Yes, Donna Yes, Diane Yes, Jan Yes.

Motion passed

Line 12 grants increased to \$4000

Line 19 expenditures increased to \$4000

Motion by Donna to amend budget lines, second by Lois.

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Lois Yes, Kees, Yes, Donna Yes, Diane Yes, Jan Yes.
Motion passed.

Next mtg will be Dec. 10, 2020 Zoom at 4:30 pm
Mtg. adjourned at 6:05 pm

Submitted by Kees Frankfort

Luther Area Public Library
2020-2021 Budget

A	B	C	D	E	F	G	H	I	J	K	L	Q
	Luther Area Public Library 2020-2021 Budget											
	General Fund	Original 2020-2021	Amended 2020-2021	April	May	June	July	August	September	October	November	Actual Total
1	Receipts	\$ 54,000.00	\$ 54,000.00		\$ 54,300.05							\$ 54,300.05
2	1 Library Millage	\$ 2,500.00	\$ 2,500.00									\$ 2,500.00
3	2 Local Government Support	\$ 18,000.00	\$ 18,000.00									\$ 18,000.00
4	3 Penal Fines	\$ 2,500.00	\$ 2,500.00									\$ 2,500.00
5	4 State Aid	\$ 400.00	\$ 400.00									\$ 400.00
6	5 Plat Book Sales	\$ 3,000.00	\$ 7,000.00	\$ 149.00	\$ 180.00	\$ 398.00	\$ 308.00	\$ 52.50	\$ 542.00	\$ 150.50	\$ 77.00	\$ 1,857.00
7	6 Shoreline Yellow Bags	\$ 1,200.00	\$ 4,000.00	\$ 365.00	\$ 625.00	\$ 622.50	\$ 476.00	\$ 35.00	\$ 1,021.50	\$ 530.50	\$ 462.50	\$ 4,138.00
8	7 IRWS Blue Bags	\$ 1,000.00	\$ 1,000.00			\$ 244.50	\$ 90.56	\$ 86.95	\$ 188.40	\$ 87.85	\$ 64.25	\$ 762.51
9	8 Copies, Fines, Faxes & Sales	\$ 2,000.00	\$ 2,000.00							\$ 6.05	\$ 3.30	\$ 9.35
10	9 Donations	\$ 100.00	\$ 100.00	\$ 19.35	\$ 19.00	\$ 21.59	\$ 27.94	\$ 29.55	\$ 26.02	\$ 12.22	\$ 11.51	\$ 167.18
11	10 Interest/Checking & CD	\$ 1,500.00	\$ 1,500.00				\$ 14.00			\$ 11.75	\$ 18.00	\$ 66.10
12	11 Miscellaneous Fundraising	\$ 3,000.00	\$ 4,000.00				\$ 2,822.00	\$ 1,000.00				\$ 3,822.00
13	12 Grants	\$ 89,200.00	\$ 97,000.00	\$ 533.35	\$ 824.00	\$ 57,230.16	\$ 27,939.64	\$ 1,204.00	\$ 1,825.72	\$ 832.37	\$ 637.61	\$ 91,026.85
14	Total Receipts											
15	Expenditures											
16	1 IRS Withholding (escrow)	\$ 2,500.00	\$ 2,500.00							\$ 995.82		\$ 2,376.10
17	2 IRWS Paid	\$ 5,000.00	\$ 5,000.00	\$ 936.20			\$ 444.08			\$ 3,070.88	\$ 2,141.23	\$ 16,556.67
18	3 Wages	\$ 32,000.00	\$ 32,000.00	\$ 1,348.12	\$ 2,176.55	\$ 1,910.08	\$ 1,662.75	\$ 1,951.80	\$ 2,295.26	\$ 4.00	\$ 11.49	\$ 11,490.00
19	4 UA	\$ 400.00	\$ 400.00	\$ 4.00	\$ 0.49		\$ 3.00					\$ 407.49
20	5 Books & Movies	\$ 4,000.00	\$ 3,000.00	\$ 1,173.96	\$ 300.00				\$ 18.00	\$ 82.29	\$ 72.38	\$ 1,628.63
21	6 Supplies	\$ 900.00	\$ 900.00								\$ 14.83	\$ 32.83
22	7 Audit	\$ 4,200.00	\$ 3,900.00					\$ 3,900.00			\$ 250.00	\$ 4,150.00
23	8 Utilities	\$ 5,000.00	\$ 5,000.00	\$ 444.00	\$ 98.80	\$ 432.89	\$ 203.98	\$ 222.88	\$ 182.64	\$ 125.64	\$ 488.78	\$ 2,199.61
24	9 Building Insurance	\$ 1,500.00	\$ 1,500.00									\$ -
25	10 Education/Travel	\$ 1,000.00	\$ 1,000.00						\$ 2,527.34			\$ 2,527.34
26	11 Equipment/Verso Server	\$ 6,000.00	\$ 6,000.00									\$ -
27	12 Office	\$ 1,500.00	\$ 1,500.00	\$ 172.89	\$ 113.64	\$ 262.78	\$ 194.50	\$ 426.18	\$ 266.38	\$ 380.81	\$ 232.98	\$ 2,050.16
28	13 IRWS Blue Bags	\$ 1,600.00	\$ 4,000.00	\$ 460.00	\$ 460.00	\$ 920.00		\$ 460.00	\$ 460.00	\$ 460.00	\$ 920.00	\$ 4,140.00
29	14 Shoreline Yellow Bags	\$ 3,000.00	\$ 7,000.00				\$ 831.25			\$ 831.25		\$ 1,662.50
30	15 Plat Books	\$ 750.00	\$ 750.00									\$ -
31	16 Building Maintenance	\$ 4,000.00	\$ 5,000.00	\$ 1,912.04	\$ 1,862.42	\$ 141.50	\$ 49.04	\$ 10.05	\$ 94.04	\$ 57.50	\$ 138.08	\$ 4,264.67
32	17 Internet/Phone	\$ 3,000.00	\$ 3,000.00	\$ 196.06	\$ 1,709.90		\$ 596.60	\$ 236.62	\$ 259.91	\$ 519.02	\$ 238.00	\$ 3,756.11
33	18 Mid Michigan Library League/Dues	\$ 2,500.00	\$ 2,500.00			\$ 953.76	\$ 835.86		\$ 200.00			\$ 1,989.62
34	19 Grant Expenditures	\$ 3,000.00	\$ 4,000.00	\$ 124.49		\$ 368.24	\$ 1,131.00	\$ 1,263.41		\$ 290.00	\$ 1,155.31	\$ 4,332.45
35	20 Misc	\$ 1,100.00	\$ 1,100.00		\$ 58.29	\$ 164.66	\$ 50.00			\$ 19.70	\$ 107.92	\$ 400.57
36	Total Expenditures	\$ 82,950.00	\$ 90,050.00	\$ 6,771.76	\$ 6,780.09	\$ 5,163.91	\$ 6,002.06	\$ 8,470.94	\$ 6,303.57	\$ 6,836.91	\$ 5,759.51	\$ 52,078.75
37	Beginning Checking Balance			\$ 132,816.01	\$ 126,577.60	\$ 120,621.51	\$ 172,697.76	\$ 194,635.34	\$ 187,368.40	\$ 182,890.55	\$ 176,886.01	
38	Ending Checking Balance			\$ 126,577.60	\$ 120,621.51	\$ 172,697.76	\$ 194,635.34	\$ 187,368.40	\$ 182,890.55	\$ 176,886.01	\$ 171,764.11	
39	Transfer In/Out CD											
40	CD Balance			\$ 33,544.05	\$ 33,544.05	\$ 33,544.05	\$ 34,279.67	\$ 34,279.67	\$ 34,279.67	\$ 34,279.67	\$ 34,279.67	\$ 34,279.67
41	Total Ending Balance			\$ 160,121.65	\$ 154,165.56	\$ 206,241.81	\$ 228,915.01	\$ 221,648.07	\$ 217,170.22	\$ 211,165.68	\$ 206,043.78	
42	Total Gross Wages			\$ 1,379.80	\$ 2,356.85	\$ 2,068.33	\$ 1,800.50	\$ 2,193.48	\$ 2,514.63	\$ 3,325.80	\$ 2,318.60	
43	Employee paid to IRS (Matching for Escrow)			\$ 105.56	\$ 178.30	\$ 158.25	\$ 137.75	\$ 167.80	\$ 192.37	\$ 254.01	\$ 177.37	

Luther Area Public Library

11/1/20 thru 11/30/20

Checking 11/1/20

176,886.01

income

11/02	Blue Bags	337.50
11/13	cp - 29.75	} 178.10
	fund bk - 21.35	
	Y - 42.00	
	B - 85.00	
11/25	cp/fn - 34.50	} 120.50
	funds - 1.00	
	Y bags - 35.00	
	B bags - 50.00	
11/30	LOSB - interest	11.51
		<u>637.60</u>

+ 637.60

expense

#5094	11/2	Luther Postmaster (2x stamps)	110.00
95	11/13	A. Shank (office)	
		42 hr (504 - 31.25 - 7.31)	465.44
96	11/13	J. Lucas	314.92
		31 hr (341 - 21.14 - 4.94)	
97	11/13	S. Hillman	338.82
		contest prizes (100.) (misc.)	
		4 hr clean. (38.60 - 2.39 - .56)	
		22 hr (220 - 13.64 - 3.19)	
98	11/13	Flags for Dock (flag)	40.00 (Bldg mt.)
99	11/13	Baird, Cotter & Bishop	250.00
		form 990 work (Audit)	
5100	11/13	D. Long	73.88
		Nov. meet (80 - 4.96 - 1.16)	
01	11/19	IRWS (Blue bags)	460.00
02	11/19	CLS (sanitizer items)	257.88
03	11/21	IRWS (Blue bags) and rugs	460.00
04	11/21	Xerox (copier)	122.98
			<u>2893.92</u>

→ \$98.08 (Rugs) (Bldg mt.)
 \$159.80 (Grant) Sanitizer
\$257.88

			2893.92	
5105	11/21	Consumers	139.34	
06	11/21	ATT	238.00	
07	11/27	J. Lucas	304.75	
		30hr(330.-20.46-4.79)		
08	11/27	S. Hillman	258.58	
		28hr(280-17.36-4.06)		
09	11/27	A. Shank	484.84	
		42hr(525-32.55-7.61)		
ETF	11/10	Chase Card Visa (chromebks)	<u>995.51</u>	
		(Grant)	5314.94	-5314.94

Debits

11/9	Walmart	(Misc.) (Batteries)	7.92	
11/24	Amazon	(Book)	16.98	
11/24	Amazon	(Book)	27.42	
11/24	Amazon	(Book)	13.37	
11/27	Amazon	(Book)	14.61	
11/27	Crystal Flash		349.44	
11/30	Meijer	(Bldg int.)(TP)	<u>14.83</u>	
		(Supplies)	444.57	-444.57
				-5759.51

11/30/20	check balance	\$171,764.11 *
	(H) CD balance	34,279.67 *
	total assets	\$206,043.78 *

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					1028
Children Attendance	0	0	23	99	75	78	84	109					468
Total Attendance	0	0	103	285	272	276	297	263					1496
Story Hour Attendance - Kids	0	0	0	0	0	0	0	0					0
Story Hour Attendance - Adults	0	0	0	0	0	0	0	0					0
Movie Program - Adults	0	0	0	0	0	0	0	0					0
Movie Program- Kids	0	0	0	0	0	0	0	0					0
Craft Club	0	0	0	0	0	0	0	0					0
Summer Reading Program - Kids	0	0	0	45	0	0	0	0					45
Summer Reading Program - Adults	0	0	0	0	0	0	0	0					0
Summer Reading Program--Extra People	0	0	0	0	0	0	0	0					0
Special Program - All ages	0	0	0	0	0	0	98	15					113
Passive Library Programs - Adults						12	0	0					12
Passive Library Programs - Kids						17	0	19					36
Adult Books Loaned	0	0	64	118	86	57	106	116					547
Children Books Loaned	0	0	21	71	64	73	71	73					373
Music CDs, DVD's and Video's Loaned	0	0	25	125	252	251	262	236					1151
E-Book Used	39	43	20	58	62	53	80	73					428
Computer Use	0	0	0	40	51	71	50	37					249
Laptop/wifi Use	0	0	27	39	52	61	72	53					304
New Registers	0	0	3	1	3	2	2	1					12
Books/DVD/Tapes Etc. Added	0	0	41	57	98	73	10	57					336
Mel-cat Borrowed - in	0	0	0	0	14	9	14	7					44
Mel-cat Loaned - out	0	0	0	0	22	34	40	32					128



PUBLIC HEALTH ADVISORY

District Health Department #10 issues the following advisory to protect the health of the public in the 10-county DHD#10 jurisdiction of Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, and Wexford Counties.

On November 15th, 2020, the Director of the Michigan Department of Health and Human Services signed Emergency Order Under MCL 333.2253 – Gatherings and Face Mask Order to contain the spread of COVID-19, as Michigan continues to see a surge in cases, hospitalizations, and deaths. The [new emergency order](#) enacts a three-week pause targeting indoor social gatherings and other group activities in an effort to curb rapidly rising COVID-19 infection rates.

Locally, we have experienced a **138% increase in cases** over the past month. Hospitalizations due to COVID-19 are trending upward. The deaths and hospitalizations due to COVID-19 in our region have reached the highest they have ever been and the COVID-19 risk level for all our counties is now considered **highest risk**, signifying widespread community transmission.

Therefore, District Health Department #10 is issuing this Public Health Advisory to provide heightened guidance for our residents to best protect themselves and others. **This Public Health Advisory will remain in effect until lifted and will replace all previously issued Public Health Advisories.** The cooperation of all businesses and residents in following best practices and safety precautions is needed to prevent an unmanageable surge on our local healthcare systems, to protect the health and safety of citizens, as well as to prevent additional restrictions and closures. District Health Department #10 continues to urge everyone to wear a facial covering in public places, practice social distancing, and exercise good hand hygiene and to comply with the public health orders issued by the Michigan Department of Health and Human Services (MDHHS).

Increased gathering with others, travel, and movement in and about local business establishments during the upcoming holiday celebrations presents additional risk to our hospitals, business, and community members. It is easy to ‘let our guard down’ in what has always been deemed our safe places, our homes and those of our good friends and relatives. Unfortunately, viral transmission is most common, and infection rates are increased, with prolonged exposure times indoors especially when in close proximity to others, which describes typical gatherings with family and close friends.

In order to protect our residents, visitors, and employees, District Health Department #10 is advising that you abide by the following guidelines:

1. **If you are sick, stay at home.** Do not leave your residence except to get tested for COVID-19 or seek health care. Do not go to work or school.



MEDIA CONTACT

Jeannine Taylor
Public Information Officer
O: 231-876-3823
C: 231-920-4998
E: jtaylor@dhd10.org



COUNTIES SERVED:

Crawford
Kalkaska
Lake
Manistee
Mason
Mecosta
Missaukee
Newaygo
Oceana
Wexford



www.dhd10.org



www.facebook.com/DHD10

2. **If you have symptoms suggestive of COVID-19 seek testing as soon as possible** and isolate at home until your test results come back. Contact your healthcare provider, go to www.mi.gov/coronavirustest, or call 211 to locate a testing location.
3. **If you test positive for COVID-19 immediately isolate yourself** and notify your close contacts to quarantine. Do not wait for instruction from the Health Department as there may be delays due to rapidly rising cases. For more information go to www.dhd10.org/covid-19-now-what/.
4. If you are a **close contact of a confirmed case of COVID-19 self-quarantine for 14 days after** your last contact with them.
5. Residents are urged to **answer all calls, texts, or emails from the State or Local Health Department.**
6. All residents and visitors should **adhere to the required safety precautions** while in business establishments including face coverings, social distancing, and capacity limits posted at business entrances.
7. **Maintain 6-feet of social distance** with those outside your household, and avoid crowding on outdoor trails, parks, and recreational areas.
8. Parents and guardians are strongly encouraged to prevent children from gathering in groups during evenings, weekends, holidays, or during periods of remote education. The benefit achieved by these periods of separation will be eliminated if people continue to gather outside of the school setting.
9. **Comply with limits for social gatherings and events.** See [MDHHS social gathering limitations](#). Note that any gathering is a high risk for COVID-19. Just because it is allowed doesn't mean it is safe.
10. **If you must gather with others, choose a consistent "social pod"** and be comfortable with that group knowing that as the number increases so does risk of transmission. Keep your number under 10 and no more than one other household. This will not eliminate your risk of getting COVID-19. It may decrease your risk some and make it easier to track those that have been exposed.
11. **Consider modified holiday celebrations that are small, local, and encourage wearing of masks, social distancing, and proper hygiene practices** to help slow the spread of the virus. If you must gather with others, stay within your small "social pod" and instead of larger indoor gatherings around a meal consider alternative activities such as meeting outdoors for walks or shorter visits where everyone can mask and maintain distance.
12. **People over the age of 65 and those with underlying health conditions need to be extra cautious.** These individuals should avoid or at least minimize time in public places and gatherings. Others need to take special care to protect those at increased risk by avoiding interactions. Please see the additional recommendations at the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>.
13. **If you decide you must travel to visit with friends or relatives keep the number low.** Consider being very careful in the week or two before travel, make as few stops as possible during your trip, and practice increased caution

during the visit. Upon returning home for the week or two after travelling you should closely monitor for any symptoms and stay home if you become sick. Consider getting tested 5-7 days after travel or visiting and isolating until the results are back. This goes for those travelling and those who are having visitors, especially if anyone in these groups is higher risk.

14. **If you must travel via public transportation protect yourself and others** by wearing a mask, keeping as much distance from others as possible, and regularly washing or sanitizing your hands. Keep your hands away from your face as much as possible. **Do NOT travel if you are ill.**

While indoor spaces present increased risk for coronavirus transmission, schools and businesses currently allowed to remain open should strictly adhere to state and local guidance to maintain lower risk environments. Customers are encouraged to continue to support local businesses but are advised to opt for pickup and delivery whenever possible. Time spent shopping or otherwise inside indoor public spaces should be minimized. Schools are encouraged to continue following their school board approved COVID-19 preparedness and response plans, in addition to utilizing [state](#) and [local](#) guidance as needed.

All residents and businesses are urged to follow all these safety precautions. Failure to do so will perpetuate the spread of COVID-19 and cause prolonged harm to people and businesses. By following these simple guidelines, the risk for spreading COVID-19 lowers significantly, protecting everyone who lives, works, and plays in beautiful northern Michigan.

Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana and Wexford County residents who need resources can call 211 or utilize the Health Department's free Community Connections program by calling 888-217-3904 (option #3).



Health Officer

11/23/2020

Date