

Luther Area Library

Board Minutes Jan. 14, 2021

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

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

There were no visitors.

Comments. Jan brought up the internet survey for Lake Co. Requested that we fill them out.

Sect. minutes. Minutes were reviewed.

Lois motioned to pass minutes. Jan second. All were in favor.

Tres. report.

Private donations amounted to \$5,089.22

Reviewed CARES act \$

Budget approved. @ checks were adjusted on line 14 and 15. See budget report.

Motion by Jan, second by Kees. All were in favor.

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

The overall count is down due to Covid restrictions.

Crafts are ongoing and themed around the holidays.

Gingerbread house made available. Candy guess jar. Scarlett Squir was the closest guess and won the candy jar. Congrats.

We are reviewing the E rates bids.

We are changing over to the Apollo system from the Verso system We are going live on Jan. 20.

Got a mini grant to get desktop computers and to set them up.

Positive Chimney will be out soon to inspect the fireplace.

State aid report is due on Feb. 1.

We continue to discuss, monitor our ability to remain open during the Covid crisis. Staff are doing a great job keeping the library safe and open. We will stay in touch with other libraries and follow recommendations as they apply.

Lois motion to accept, Kees second.

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. The front step issue was discussed.

We are covered for front ramp issues.

ICHAT is slowly moving forward. Fed. ID is required (letter). Working with State to secure No Fee status.

Smoke detectors were installed.

Exit lights will be installed by electrician, Brian Kanoush.

Order a Debit card for Shane to do shopping.

Looking at 2 locked filing systems may include a safe. To secure documents. Motion to accept Donna, second Jan. Roll call

Jan Y

Lois Y

Diane Y

Donna Y

Kees Y

New Business.

Merrit bill Internet is \$4,872

E rate 20% \$1,218

Motion to Pay Bill Lois, second Jan.

Jan Y

Lois Y

Diane Y

Donna Y

Kees Y

Merrit bill is for 1,2,3 years with some discount. \$300 for Erate consultant. 3 year agreement.

Motion Lois, second Kees.

Jan Y

Lois Y

Diane Y

Donna Y

Kees Y

MMLL bill for E books

Up North Digital subscription

Motion Kees, second Diane.

Jan Y

Lois Y

Diane Y

Donna Y

Kees Y

Employee evals in the mail. Please fill out.
The Donation money of \$2,350 will be used
for beginning reading books,
Building and setting up Mini libraries in at
least 5 township locations.

Pine River class has agreed to build the
mini libraries. Plans on the Web.

Line 5 exp. \$1,350 books

Line 20 exp. \$1,000 Misc.

Motion Lois, second Jan

Jan Y

Lois Y

Diane Y

Donna Y

Kees Y

Shout out for a great job on the Christmas decorations.

Next mtg will be Feb. 11, 2021, Zoom at 4:30 pm

Mtg. adjourned at 5:50 pm

Submitted by Kees Frankfort

Luther Area Public Library

1-1-21 thru 1-31-21

Check Balance 1-1-21

\$172,726.79

Income

		<u>37.25</u>		
1/8	cp/finer/fax	101.25	}	137.25
	Bk sales	18.00		
	funds	2.00		
	B bags	50.00		
	Plat bk.	30.00		
1/13	cp/fax	23.20	}	106.20
	bk. sale	9.00		
	Y bags	49.00		
	B bags	25.00		
1/22	cp/fax	17.25	}	175.25
	bk. sale	1.00		
	fundr.	2.00		
	Y bags	70.00		
	B bags	85.00		
1/31	LOS B interest	11.57		11.57

430.27 + 430.27

expense

#5128	1/7 Chase Card ^{- Books -} Amazon - 242.93	419.93		
	(Jr. Library Lg - 177.00)			
29	1/8 A. Shank	438.66		
	38 hr (475. - 29.45 - 6.89)			
30	1/8 J. Lucas	304.75		
	36 hr (330 - 20.46 - 4.79)			
31	1/8 S. Hillman	203.17		
	22 hr (220. - 13.64 - 3.19)			
32	1/8 CLS (rugs)	49.04		
33	1/14 D. Long	73.88		
	Jan. meet (80 - 4.96 - 1.16)			
34	1/14 IRWS (b. bags)	460.00		
35	1/14 Auto Owners Ins. (bldg)	1147.00		
36	1/15 MMLL (E-books)	843.32		
37	1/15 Merit (network)	1218.00		
38	1/15 Elite Fund (E-rate support)	150.00		
		<u>5307.75</u>		- 5307.75

5139	1/20	U.S. Treasury (2nd qt bal.)	456.32	
40	1/22	A. Shank	588.73	
		51 hr (637.50 - 39.53 - 9.24)		
41	1/22	J. Lucas	386.02	
		38 hr (418 - 25.92 - 6.06)		
42	1/22	S. Hillman	221.64	
		24 hr (240 - 14.88 - 3.48)		
43	1/20	St of Mi / UIA (4 th qt.)	5.00	
44	1/20	US Treasury (4 qt)	1288.73	
45	1/21	Xerox (copier)	122.98	
46	1/26	1 RWS (B. bags)	460.00	
47	1/28	Consumer's	169.31	
#511748	1/20	Positive Chimney	205.00	
			<u>3903.73</u>	- 3903.73

Debits

1/5	Luther Grocery (salt, drano)	11.53	
1/6	Office Max	21.19	
1/29	Crystal Flash Propane	<u>452.92</u>	
		485.64	- 485.64

Check Balance 1/31/21 \$163,459.94★
 CD's 34,381.79★

\$197,841.73★

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			1375
Children Attendance	0	0	23	99	75	78	84	109	89	86			643
Total Attendance	0	0	103	285	272	276	297	263	256	266			2018
Story Hour Attendance - Kids	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
Movie Program - Adults	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
Craft Club	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			45
Summer Reading Program - Adults	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
Special Program - All ages	0	0	0	0	0	0	98	15	72	11			196
Passive Library Programs - Adults						12	0	0	8				20
Passive Library Programs - Kids						17	0	19	9				45
Adult Books Loaned	0	0	64	118	86	57	106	116	81	122			750
Children Books Loaned	0	0	21	71	64	73	71	73	82	68			523
Music CDs, DVD's and Video's Loaned	0	0	25	125	252	251	262	236	234	241			1626
E-Book Used	39	43	20	58	62	53	80	73	86	72			586
Computer Use	0	0	0	40	51	71	50	37	28	34			311
Laptop/wifi Use	0	0	27	39	52	61	72	53	46	62			412
New Registers	0	0	3	1	3	2	2	1	5	4			21
Books/DVD/Tapes Etc. Added	0	0	41	57	98	73	10	57	68	29			433
Mel-cat Borrowed - in	0	0	0	0	14	9	14	7	7	19			70
Mel-cat Loaned - out	0	0	0	0	22	34	40	32	23	31			182

USED OFFICE FURNITURE - FILE CABINETS

From: Diane G. Roberts [REDACTED]

To: lutherlibrary@att.net

Date: Friday, January 15, 2021, 01:45 PM EST

I sent inquiries to the links listed below. I'll let you know if I receive any responses. I am amazed at the amount of used office furniture available.

It might be worthwhile to check the various marketplace listings, as well. I am not a participant in listing or purchasing items from marketplaces, so someone else may want to check these out.

Another idea - area colleges / universities / county court houses. I think the Lake County TRV had some used furniture following their recent closing.

<https://www.excelofficefurnishings.com/contact>

<http://www.taylorofficefurniture.com/#Filing%20&%20Storage>

<https://www.kentwoodoffice.com/>

Diane Roberts

Forwarded message -----

From: **Excel Office Furnishings LLC** <excelofficefurnishings@gmail.com>

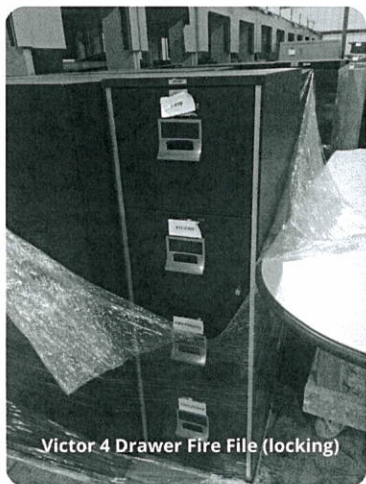
Date: Sat, Jan 23, 2021, 6:35 PM

Subject: Excel Office Furnishings LLC sent you a new message

To: [REDACTED]



You've got a new message



To respond, hit reply to this email.

Re: Libraries

From: Andrew Eichelberger [REDACTED]

To: lutherlibrary@att.net

Date: Monday, February 8, 2021, 08:38 AM EST

Amy,

So far I have spent \$429.32

We will see how many libraries can be made with what I have.

We were shut down last week with Covid so it has been slow going.

thanks

On Mon, Feb 8, 2021 at 8:06 AM luther area public library <lutherlibrary@att.net> wrote:

Hi Andrew,

I have a Board meeting on Thursday and any bill over \$200 I need to get approval before it can be paid. I don't need the actual bill or receipt until I hand over the money. Do you have an amount so I can get approval from the Board? Since it's out of your pocket, I want you to get paid in a timely manner.

Thanks!
Amy Shank

Sent from AT&T Yahoo Mail for iPad

100 Congress Ave. Suite 2000
Austin, TX 78701
(877) 800-5625
billings@biblionix.com
<https://www.biblionix.com/w-9>

INVOICE

Biblionix

BILL TO
Amy Shank
Luther Area Public Library
115 State Street
Luther, MI 49656

COPY

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
6917	01/20/2021	\$2,400.00	02/19/2021	

ACCOUNT #
101573

ACTIVITY	AMOUNT
Migration Fee for Apollo From Verso (one-time)	1,200.00
Apollo(R) Automation Annual Subscription From January 20, 2021 through January 19, 2022 (~20,000 items and ~5,000 annual circ) Your 3 year Apollo price guarantee is valid through January 19, 2024 (Includes server capabilities and storage for all automation data, backups, free upgrades, customer service, and all features except current and future extra-cost options)	900.00
Unbound Basic Syndetics Unbound Basic Catalog Content (same one-year term as Apollo ILS above) Cover images and and summaries for most books/DVDs.	300.00

Terms

**Please remit to: Biblionix
 100 Congress Ave.
 Suite 2000
 Austin, Texas 78701

W-9 is here: [biblionix.com/w-9](https://www.biblionix.com/w-9) Tax ID is 26-0632613 1099 is not required.

Subscription terms are available at the bottom of the Dashboard/staff home page

BALANCE DUE **\$2,400.00**

Thank you for your business!