

## **Luther Area Public Library Board Minutes February 11, 2021**

The regular Board meeting was called to order at 4:42 by President Lois Langenburg. Present via Zoom and phone were Lois, Jan, Donna, Diane, Director Amy and Staff Jody. Secretary Kees was absent.

There were no visitors

**Board comments:** Agenda correction: Under Budget Amendments the word Savings to be changed to Checking. Jan would like to add Publications to New Business if time permits.

**Secretary's Minutes:** reviewed and amended Ask Kees what @ means on page 2 M/S Lois/Jan all were in favor

**Treasurer's Report:** Passive programs were continued during January.

Read it and rate it forms are available for Patrons to fill out about the books they have read.

**Librarian's Report:** Apollo went live January 20, 2021. February Newsletter was completed and sent out. State Aid forms have been completed and sent by February 1, 2021. Library numbers were reported on print out. M/S Lois/Diane all were in favor

**Old Business:** Library hours are to remain the same. Kees sent a report that He is waiting for a Code to come from the State for background checks.

New Exit signs are on backorder, to be installed when Brian receives the shipment. Could he also check the outside light on the South side of the building.

Diane gave information on a fireproof locking 4 drawer file cabinet. Amy will call Excel Office Furnishings to confirm availability and price. A motion was made to allocate \$500.00 for the cost of a file cabinet.

M/S Jan/Lois Roll call vote taken All approved

**New Business:** Pay Andrew Lichtenberger \$430.00 for reimbursement of materials for Little Libraries. The remainder to be paid when additional materials are purchased.

M/S Lois/Jan Roll call vote taken All approved

Pay \$2400.00 invoice for Biblionix (Apollo)

M/S Diane/Lois Roll call vote taken All approved

Publications: Discussion was tabled for next meeting, information will be at Library for Trustees to pick up.

**No Trustee Comments:**

**Budget Amendments:** First Budget amendment approved as written on the Agenda

M/S Lois/Jan Roll call vote taken All approved

Second Budget amendment approved as written on the Agenda

M/S Lois/Diane Roll call vote taken All approved

**Next Meeting:** March 11, 2021 4:30pm Via Zoom

**Adjourn:** 5:30pm

Luther Area Public Library  
2020-2021 Budget

A	B	C	D	E	F	G	H	I	J
1	Luther Area Public Library								
2	2020-2021 Budget								
3	General Fund	Original	Amended						
4	Receipts	2020-2021	2020-2021	April	May	June	July	August	September
5	1 Library Millage	\$ 54,000.00	\$ 54,000.00			\$ 54,300.05			
6	2 Local Government Support	\$ 2,500.00	\$ 2,500.00						
7	3 Penal Fines	\$ 18,000.00	\$ 18,000.00				\$ 22,469.42		
8	4 State Aid	\$ 2,500.00	\$ 2,500.00				\$ 1,643.52		
9	5 Plat Book Sales	\$ 400.00	\$ 400.00				\$ 60.00		\$ 30.00
10	6 Shoreline Yellow Bags	\$ 3,000.00	\$ 7,000.00	\$ 149.00	\$ 180.00	\$ 398.00	\$ 308.00	\$ 52.50	\$ 542.00
11	7 IRWS Blue Bags	\$ 1,200.00	\$ 4,000.00	\$ 365.00	\$ 625.00	\$ 622.50	\$ 476.00	\$ 35.00	\$ 1,021.50
12	8 Copies, Fines, Faxes & Sales	\$ 1,000.00	\$ 1,000.00			\$ 244.50	\$ 90.56	\$ 86.95	\$ 188.40
13	9 Donations	\$ 2,000.00	\$ 2,000.00						\$ 6.05
14	10 Interest/Checking & CD	\$ 100.00	\$ 100.00	\$ 19.35	\$ 19.00	\$ 21.59	\$ 27.94	\$ 29.55	\$ 26.02
15	11 Miscellaneous Fundraising	\$ 1,500.00	\$ 1,500.00				\$ 14.00		\$ 11.75
16	12 Grants	\$ 3,000.00	\$ 6,500.00				\$ 2,822.00	\$ 1,000.00	
17	13 Checking/Fund Balance		\$ 1,500.00						
18	<b>Total Receipts</b>	<b>\$ 89,200.00</b>	<b>\$ 101,000.00</b>	<b>\$ 533.35</b>	<b>\$ 824.00</b>	<b>\$ 57,230.16</b>	<b>\$ 27,939.64</b>	<b>\$ 1,204.00</b>	<b>\$ 1,825.72</b>
19									
20	Expenditures								
21	1 IRS Withholding (escrow)	\$ 2,500.00	\$ 1,500.00						
22	2 IRS Paid	\$ 5,000.00	\$ 5,000.00	\$ 936.20			\$ 444.08		
23	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
24	4 IJA	\$ 400.00	\$ 400.00	\$ 4.00	\$ 0.49		\$ 3.00		
25	5 Books & Movies	\$ 4,000.00	\$ 4,350.00	\$ 1,173.96	\$ 300.00				
26	6 Supplies	\$ 900.00	\$ 900.00						\$ 18.00
27	7 Audit	\$ 4,200.00	\$ 4,150.00					\$ 3,900.00	
28	8 Utilities	\$ 5,000.00	\$ 5,000.00	\$ 444.00	\$ 98.80	\$ 432.89	\$ 203.98	\$ 222.88	\$ 182.64
29	9 Building Insurance	\$ 1,500.00	\$ 1,500.00						
30	10 Education/Travel	\$ 1,000.00	\$ 250.00						
31	11 Equipment/Veriso Server	\$ 6,000.00	\$ 5,500.00						\$ 2,527.34
32	12 Office	\$ 1,500.00	\$ 3,500.00	\$ 172.89	\$ 113.64	\$ 262.78	\$ 194.50	\$ 426.18	\$ 266.38
33	13 IRWS Blue Bags	\$ 1,600.00	\$ 7,000.00	\$ 460.00	\$ 460.00	\$ 920.00		\$ 460.00	\$ 460.00
34	14 Shoreline Yellow Bags	\$ 3,000.00	\$ 4,000.00				\$ 831.25		
35	15 Plat Books	\$ 750.00	\$ 750.00						
36	16 Building Maintenance	\$ 4,000.00	\$ 5,000.00	\$ 1,912.04	\$ 1,862.42	\$ 141.50	\$ 49.04	\$ 10.05	\$ 94.04
37	17 Internet/Phone	\$ 3,000.00	\$ 6,000.00	\$ 196.06	\$ 1,709.90		\$ 596.60	\$ 236.62	\$ 259.91
38	18 Mid Michigan Library League/Dues	\$ 2,500.00	\$ 2,000.00			\$ 953.76	\$ 835.86		\$ 200.00
39	19 Grant Expenditures	\$ 3,000.00	\$ 6,500.00	\$ 124.49		\$ 368.24	\$ 1,131.00	\$ 1,263.41	
40	20 Misc	\$ 1,100.00	\$ 1,100.00		\$ 58.29	\$ 164.66	\$ 50.00		
41	<b>Total Expenditures</b>	<b>\$ 82,950.00</b>	<b>\$ 96,400.00</b>	<b>\$ 6,771.76</b>	<b>\$ 6,780.09</b>	<b>\$ 5,153.91</b>	<b>\$ 6,002.06</b>	<b>\$ 8,470.94</b>	<b>\$ 6,303.57</b>
42									
43	Beginning Checking Balance			\$ 132,816.01	\$ 126,577.60	\$ 120,621.51	\$ 172,697.76	\$ 194,635.34	\$ 187,368.40
44	Ending Checking Balance			\$ 126,577.60	\$ 120,621.51	\$ 172,697.76	\$ 194,635.34	\$ 187,368.40	\$ 182,890.55
45	Transfer In/Out CD								
46	CD Balance			\$ 33,544.05	\$ 33,544.05	\$ 33,544.05	\$ 34,279.67	\$ 34,279.67	\$ 34,279.67
47	Total Ending Balance			\$ 160,121.65	\$ 154,165.56	\$ 206,241.81	\$ 228,915.01	\$ 221,648.07	\$ 217,170.22
48									
49	Total Gross Wages			\$ 1,379.80	\$ 2,356.85	\$ 2,068.33	\$ 1,800.50	\$ 2,193.48	\$ 2,514.63
50	Employee paid to IRS (Matching for Escrow)			\$ 105.56	\$ 178.30	\$ 158.25	\$ 137.75	\$ 167.80	\$ 192.37

Luther Area Public Library  
2020-2021 Budget

	K	L	M	N	O	P	Q	R
1	Luther Area Public Library							
2	2020-2021 Budget							
3	General Fund							
4	Receipts	October	November	December	January	February	March	Actual Total
5	Library Millage							\$ 54,300.05
6	Local Government Support							\$ -
7	Penal Fines							\$ 22,469.42
8	State Aid							\$ 3,315.24
9	Plat Book Sales	\$ 30.00		\$ 60.00	\$ 30.00			\$ 210.00
10	Shoreline Yellow Bags	\$ 150.50	\$ 77.00	\$ 217.00	\$ 119.00	\$ 208.50		\$ 2,401.50
11	IRWS Blue Bags	\$ 530.50	\$ 462.50	\$ 1,165.50	\$ 160.00	\$ 1,112.50		\$ 6,576.00
12	Copies, Fines, Faxes & Sales	\$ 87.85	\$ 64.25	\$ 140.40	\$ 105.70	\$ 102.00		\$ 1,110.61
13	Donations	\$ 3.30		\$ 2,671.39				\$ 2,680.74
14	Interest/Checking & CD	\$ 12.22	\$ 11.51	\$ 11.76	\$ 11.57	\$ 10.02		\$ 200.53
15	Miscellaneous Fundraising	\$ 18.00	\$ 22.35	\$ 17.66	\$ 4.00	\$ 25.75		\$ 113.51
16	Grants			\$ 1,305.51				\$ 1,500.00
17	Checking/Fund Balance							\$ 100,005.11
18	Total Receipts	\$ 832.37	\$ 637.61	\$ 5,589.22	\$ 430.27	\$ 1,458.77	\$ -	\$ -
19	Expenditures							
21	IRS Withholding (escrow)							\$ -
22	IRS Paid	\$ 995.82			\$ 1,745.05			\$ 4,121.15
23	Wages	\$ 3,070.88	\$ 2,141.23	\$ 2,639.95	\$ 2,216.85	\$ 2,221.16		\$ 23,634.63
24	UA	\$ 4.00			\$ 5.00			\$ 16.49
25	Books & Movies	\$ 82.29	\$ 72.38		\$ 1,263.25	\$ 22.00		\$ 2,913.88
26	Supplies		\$ 14.83		\$ 11.53	\$ 51.39		\$ 95.75
27	Audit		\$ 250.00					\$ 4,150.00
28	Utilities	\$ 125.64	\$ 488.78	\$ 407.47	\$ 622.23	\$ 197.05		\$ 3,426.36
29	Building Insurance				\$ 1,147.00			\$ 1,147.00
30	Education/Travel							\$ -
31	Equipment/Verso Server					\$ 1,054.51		\$ 3,581.85
32	Office	\$ 380.81	\$ 232.98	\$ 173.87	\$ 144.17	\$ 183.33		\$ 2,551.53
33	IRWS Blue Bags	\$ 460.00	\$ 920.00	\$ 920.00	\$ 920.00	\$ 460.00		\$ 6,440.00
34	Shoreline Yellow Bags	\$ 831.25				\$ 831.25		\$ 2,493.75
35	Plat Books							\$ -
36	Building Maintenance	\$ 57.50	\$ 138.08	\$ 244.03	\$ 254.04	\$ 59.04		\$ 4,821.78
37	Internet/Phone	\$ 519.02	\$ 238.00	\$ 223.22	\$ 1,368.00	\$ 405.16		\$ 5,752.49
38	Mid Michigan Library League/Dues							\$ 1,989.62
39	Grant Expenditures	\$ 290.00	\$ 1,155.31			\$ 965.00		\$ 5,297.45
40	Misc	\$ 19.70	\$ 107.92	\$ 18.00		\$ 429.32		\$ 847.89
41	Total Expenditures	\$ 6,836.91	\$ 5,759.51	\$ 4,626.54	\$ 9,697.12	\$ 6,879.21		\$ 73,281.62
42								
43	Beginning Checking Balance	\$ 182,890.55	\$ 176,886.01	\$ 171,764.11	\$ 172,726.79	\$ 163,459.94		
44	Ending Checking Balance	\$ 176,886.01	\$ 171,764.11	\$ 172,726.79	\$ 163,459.94	\$ 158,039.50		
45	Transfer In/Out CD							
46	CD Balance	\$ 34,279.67	\$ 34,279.67	\$ 34,381.79	\$ 34,381.79	\$ 34,381.79		
47	Total Ending Balance	\$ 211,165.68	\$ 206,043.78	\$ 207,108.58	\$ 197,841.73	\$ 192,421.29		
48								
49	Total Gross Wages	\$ 3,325.80	\$ 2,318.60	\$ 2,778.65	\$ 2,400.50	\$ 2,325.17		
50	Employee paid to IRS (Matching for Escrow)	\$ 254.01	\$ 177.37	\$ 212.58	\$ 183.65	\$ 177.89		

Luther Area Public Library  
2/1/21 thru 2/28/21

Checking 2/1/21

\$163,459.94

Income

2/1	cp/fn/fx - 60.25	}	198.25
	fd raising 1.00		
	Y bags 112.00		
	B " 25.00		
2/12	B bags - 281.00		281.00
2/17	return from AutoGraphics		1595.49
2/17	B bags - 584.00		584.00
2/19	cp/fn/fx - 16.50	}	234.00
	bk. sale - 2.50		
	fd raise - 16.00		
	Y bags - 96.50		
	B bags - 102.50		
2/26	cp/fn/fx - 17.75	}	151.50
	bk sale - 5.00		
	fd raise - 8.75		
	B bags - 120.00		
2/28	(int) COSB - 10.02		<u>10.02</u>
			3354.26

+ 3354.26

expense

#5149	2/2	Chase Visa (office supplies)	32.54
49	2/2	ATT	202.58
50	2/5	A. Shank	559.87
		48.5 hr (606.25 - 37.59 - 8.79)	
51	2/5	J. Lucas	304.75
		30 hr (330 - 20.46 - 4.79)	
52	2/5	S. Hillman	239.87
		24 hr (240 - 3.48 - 14.85)	
		2 hr (19.74 - 1.22 - .29)	
53	2/12	Biblionix (Apollo automation)	2400.00
54	2/12	CLS	49.04
55	2/12	Republic Service (Y)	831.25
56	2/12	D. Long	73.88
		Feb (80 - 4.96 - 1.16)	<u>4693.78</u>

		4643.78	
#5157	2/19 A. Shank	496.38	
	43hr(537.50-33.33-7.79)		
58	2/19 J. Lucas	274.28	
	27hr(297-18.41-4.31)		
59	2/17 Excell Office (file cabinet)	500.00	
60	2/19 S. Hillman		
	27hr(270-16.74-3.92)	272.13	
	2½hr(24.68-1.53--36)		
61	2/19 reimbursement (cabinets)	50.00	
62	2/19 J. Robinson (1 shore)	10.00	
63	2/19 Xerox	122.98	
64	2/19 Consumers	197.05	
65	2/19 A. Eichelberger (bldg materials)	429.32	
66	2/19 A. Shank (drano, hooks)	18.85	
68	2/27 ATT	202.58	
69	2/27 IRWS (B)	460.00	
70	2/27 Emergency Geek (3 computers)	965.00	
71	2/27 M. Frederick (1 book)	<u>22.00</u>	
		8224.35	- 8714.35

Debits

2102	Amazon (Packing Tape) (2 boxes HP paper)	60.35	- <u>60.35</u>
			- 8774.70

Checking 2/28/21 Balance \$158,039.50\*

CD'S 34,381.79\*

Total Assets 2/28/21 \$192,421.29\*

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		1550
Children Attendance	0	0	23	99	75	78	84	109	89	86	69		712
Total Attendance	0	0	103	285	272	276	297	263	256	266	244		2262
Story Hour Attendance - Kids	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
Movie Program - Adults	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
Craft Club	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		45
Summer Reading Program - Adults	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
Special Program - All ages	0	0	0	0	0	0	98	15	72	11	19		215
Passive Library Programs - Adults						12	0	0	8	6			26
Passive Library Programs - Kids						17	0	19	9	28	28		101
Adult Books Loaned	0	0	64	118	86	57	106	116	81	122	98		848
Children Books Loaned	0	0	21	71	64	73	71	73	82	68	62		585
Music CDs, DVD's and Video's Loaned	0	0	25	125	252	251	262	236	234	241	242		1868
E-Book Used	39	43	20	58	62	53	80	73	86	72	65		651
Computer Use	0	0	0	40	51	71	50	37	28	34	31		342
Laptop/wifi Use	0	0	27	39	52	61	72	53	46	62	51		463
New Registers	0	0	3	1	3	2	2	1	5	4	5		26
Books/DVD/Tapes Etc. Added	0	0	41	57	98	73	10	57	68	29	50		483
Mel-cat Borrowed - in	0	0	0	0	14	9	14	7	7	19	20		90
Mel-cat Loaned - out	0	0	0	0	22	34	40	32	23	31	30		212

Luther Area Public Library  
2021-2022 Budget

	A	B	C
1		<b>Luther Area Public Library</b>	
2		<b>2021-2022 Proposed Budget</b>	
3		<b>General Fund</b>	<b>Original</b>
4		<b>Receipts</b>	<b>2021-2022</b>
5	1	Library Millage	\$ 54,000.00
6	2	Local Government Support	\$ 2,500.00
7	3	Penal Fines	\$ 18,000.00
8	4	State Aid	\$ 2,500.00
9	5	Plat Book Sales	\$ 400.00
10	6	Shoreline Yellow Bags	\$ 4,000.00
11	7	IRWS Blue Bags	\$ 7,000.00
12	8	Copies, Fines, Faxes & Sales	\$ 1,000.00
13	9	Donations	\$ 2,000.00
14	10	Interest/Checking & CD	\$ 100.00
15	11	Miscellaneous Fundraising	\$ 500.00
16	12	Grants/Endowment	\$ 3,000.00
17		<b>Total Receipts</b>	<b>\$ 95,000.00</b>
18			
19		<b>Expenditures</b>	
20	1	IRS Employer (Escrow)	
21	2	IRS Paid	\$ 5,000.00
22	3	Wages	\$ 32,000.00
23	4	UIA/Workers Comp.	\$ 400.00
24	5	Books & Movies	\$ 5,000.00
25	6	Supplies Exp.	\$ 2,000.00
26	7	Auditor	
27	8	Utilities	\$ 7,000.00
28	9	Building Insurance	\$ 1,500.00
29	10	Education/Travel	\$ 1,000.00
30	11	Equipment/Software/Biblionix	\$ 5,000.00
31	12	Office Exp.	\$ 4,000.00
32	13	IRWS Blue Bags	\$ 7,000.00
33	14	Shoreline Yellow Bags	\$ 4,000.00
34	15	Plat Books	\$ 750.00
35	16	Building Maintenance	\$ 5,000.00
36	17	Internet/Phone/E-Rates	\$ 6,000.00
37	18	Mid Michigan Library League/Dues	\$ 2,000.00
38	19	Grant Expenditures	\$ 3,000.00
39	20	Programming/Misc	\$ 2,000.00
40		<b>Total Expenditures</b>	<b>\$ 92,650.00</b>