

# Luther Area Library

## Board Minutes, Sept. 10, 2020

The regular board meeting was called to order by President Lois Langenburg at 4:40 pm. Mtg was conducted on Zoom.

Present were Kees, Lois, Jan, and Donna. Also present was the Library director, Amy Shank. Jody was also present.

No visitors.

New board comments. Jan thanked the library for providing census forms.

**Minutes** were reviewed, amended to reflect that there were no programs during the summer.

Motion by Jan to accept the minutes, second Lois

### **Treasurer's report**

July 2020 report see report. Delayed due to auditors

4 computers show on budget.

\$900 Lake Co. Endowment foundation received.

Aug. 2020 report.

Computer funds now back on budget.

3 New phones added to the budget.

Masks and gloves. Will get reimbursed from the State.

Audit cost was ~~\$8,470~~ \$3,900

We have CDs set aside for big projects such as a new roof for the library, etc.

Motion to accept July and Aug report Kees, second Jan

## Luther Area Library

### **Library Director's report -**

No programming due to Covid.

Added Feb. and March attendance to spreadsheet.

We were closed Mar 16, Apr, May, and June.

Interlibrary loans none.

MelCat is functioning.

Got last year's numbers including what had not previously been recorded.

Motion by Lois, second by Kees. Passed.

### **Old business:**

There are additions to Covid plan.

What guidelines to follow. What to do if a person is symptomatic.

Table until next month to sort out. Continue with current guidelines and procedures.

Regarding changes in Library hours and days, Lois suggested we wait until the end of month to see what the rats are in the carea. Covid.

MelCat is up and running again.

No movie program.

New Library signs have come in 4. Thanks Lois.

No bikes or skateboard allowed on ramps and steps.

Background checks are still pending.

Audit books available.

Audit recommendations included.

No Trustee comments.

Casiar wants a survey of possible internet use. Larry Lewis is conducting.

## Luther Area Library

Budget amendments.

Increase (Expenditure) line 13 by ~~\$2,000~~ \$1,800

Reduce (Expenditure) line 14 by \$1,500

Reduce (Expenditure) line 7 by \$300

Motion to accept amendment of budget Lois, Second Jan.

Jan            Y

Kees          Y

Donna       Y

Lois          Y

Budget amendment motion passed.

Next mtg. is Oct. 8, 2020

Adjourn 5:30 pm

Zoom mtg.



Luther Area Public Library  
2020-2021 Budget

Luther Area Public Library 2020-2021 Budget											
General Fund	Original 2020-2021	Amended 2020-2021	April	May	June	July	August	September	TOTALS		
Receipts											
1 Library Millage	\$ 54,000.00	\$ 54,000.00			\$ 54,300.05				\$ 54,300.05		
2 Local Government Support	\$ 2,500.00	\$ 2,500.00									
3 Penal Fines	\$ 18,000.00	\$ 18,000.00									
4 State Aid	\$ 2,500.00	\$ 2,500.00									
5 Plat Book Sales	\$ 400.00	\$ 400.00			\$ 1,643.52	\$ 22,469.42			\$ 22,469.42		
6 Shoreline Yellow Bags	\$ 3,000.00	\$ 3,000.00	\$ 149.00	\$ 180.00	\$ 398.00	\$ 308.00	\$ 52.50	\$ 542.00	\$ 3,315.24	\$ 90.00	
7 IRWS Blue Bags	\$ 1,200.00	\$ 1,200.00	\$ 365.00	\$ 625.00	\$ 622.50	\$ 476.00	\$ 35.00	\$ 1,021.50	\$ 1,629.50		
8 Copies, Fines, Faxes & Sales	\$ 1,000.00	\$ 1,000.00			\$ 244.50	\$ 90.56	\$ 86.95	\$ 188.40	\$ 3,145.00		
9 Donations	\$ 2,000.00	\$ 2,000.00						\$ 6.05	\$ 610.41		
10 Interest/Checking & CD	\$ 100.00	\$ 100.00	\$ 19.35	\$ 19.00	\$ 21.59	\$ 27.94	\$ 29.55	\$ 26.02	\$ 6.05	\$ 6.05	
11 Miscellaneous Fundraising	\$ 1,500.00	\$ 1,500.00				\$ 14.00		\$ 11.75	\$ 143.45		
12 Grants	\$ 3,000.00	\$ 3,000.00				\$ 2,822.00	\$ 1,000.00		\$ 25.75		
Total Receipts	\$ 89,200.00	\$ 89,200.00	\$ 533.35	\$ 824.00	\$ 57,230.16	\$ 27,939.64	\$ 1,204.00	\$ 1,825.72	\$ 3,822.00	\$ 89,556.87	
Expenditures											
1 IRS Withholding (escrow)	\$ 2,500.00	\$ 2,500.00									
2 IRS Paid	\$ 5,000.00	\$ 5,000.00	\$ 936.20			\$ 444.08			\$ -		
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	\$ 1,380.28		
4 UA	\$ 400.00	\$ 400.00	\$ 4.00	\$ 0.49		\$ 3.00			\$ 11,344.56		
5 Books & Movies	\$ 4,000.00	\$ 4,000.00	\$ 1,173.96	\$ 300.00					\$ 7.49		
6 Supplies	\$ 900.00	\$ 900.00							\$ 1,473.96		
7 Audit	\$ 4,200.00	\$ 3,900.00					\$ 3,900.00		\$ -		
8 Utilities	\$ 5,000.00	\$ 5,000.00	\$ 444.00	\$ 98.80	\$ 432.89	\$ 203.98	\$ 222.88	\$ 182.64	\$ 3,900.00		
9 Building Insurance	\$ 1,500.00	\$ 1,500.00							\$ 1,585.19		
10 Education/Travel	\$ 1,000.00	\$ 1,000.00							\$ -		
11 Equipment/Verso Server	\$ 6,000.00	\$ 6,000.00							\$ -		
12 Office	\$ 1,500.00	\$ 1,500.00	\$ 172.89	\$ 113.64	\$ 262.78	\$ 194.50	\$ 426.18	\$ 252.734	\$ 2,527.34		
13 IRWS Blue Bags	\$ 1,600.00	\$ 3,400.00	\$ 460.00	\$ 460.00	\$ 920.00		\$ 460.00	\$ 284.38	\$ 1,454.37		
14 Shoreline Yellow Bags	\$ 3,000.00	\$ 1,500.00				\$ 831.25		\$ 460.00	\$ 2,760.00		
15 Plat Books	\$ 750.00	\$ 750.00							\$ 831.25		
16 Building Maintenance	\$ 4,000.00	\$ 4,000.00	\$ 1,912.04	\$ 1,862.42	\$ 141.50	\$ 49.04	\$ 10.05	\$ 94.04	\$ -		
17 Internet/Phone	\$ 3,000.00	\$ 3,000.00	\$ 196.06	\$ 1,709.90		\$ 596.60	\$ 236.62	\$ 259.91	\$ 4,069.09		
18 Mid Michigan Library League/Dues	\$ 2,500.00	\$ 2,500.00				\$ 835.86		\$ 200.00	\$ 2,999.09		
19 Grant Expenditures	\$ 3,000.00	\$ 3,000.00	\$ 124.49		\$ 368.24	\$ 1,131.00	\$ 1,263.41		\$ 1,989.62		
20 Misc	\$ 1,100.00	\$ 1,100.00		\$ 58.29	\$ 164.66	\$ 50.00			\$ 2,887.14		
Total Expenditures	\$ 82,950.00	\$ 82,950.00	\$ 6,771.76	\$ 6,780.09	\$ 5,153.91	\$ 6,002.06	\$ 8,470.94	\$ 6,303.57	\$ 272.95	\$ 39,482.33	
Beginning Checking Balance			\$ 132,816.01	\$ 126,577.60	\$ 120,621.51	\$ 172,697.76	\$ 194,635.34	\$ 187,368.40			
Ending Checking Balance			\$ 126,577.60	\$ 120,621.51	\$ 172,697.76	\$ 194,635.34	\$ 187,368.40	\$ 182,890.55			
Transfer In/Out CD											
CD Balance			\$ 33,544.05	\$ 33,544.05	\$ 33,544.05	\$ 34,279.67	\$ 34,279.67	\$ 34,279.67			
Total Ending Balance			\$ 160,121.65	\$ 154,165.56	\$ 206,241.81	\$ 228,915.01	\$ 221,648.07	\$ 217,170.22			

IRS Withholding (Escrow) \$192.37

# WYMER TREA PUBLIC LIBRARY

9/1/20 thru 9/30/20

Check Balance 9/1/20

\$187,368.40

## income

9/2	cp/laminate	55.55	}	165.55
	fax	2.00		
	fundr/bk	1.50		
	Y bags	44.00		
	B bags	57.50		
9/4	Y bags	335.50	}	944.50
	B bags	409.00		
9/14	copy	54.25	}	223.25
	fax	1.00		
	bk	4.50		
	Y bags	108.50		
	B bags	55.00		
9/23	cp/print	28.25	}	389.10
	fax	1.00		
	finer	1.85		
	bk	11.00		
	fundr	3.00		
	Y bags	14.00		
	B bags	300.00		
	pl. bk	30.00		
9/30	cp/print	24.00	}	77.30
	fax	4.00		
	bk	1.00		
	fundraise	7.25		
	Don.	6.05		
	Y bags	35.00		

9/30 LOSB (interest)

26.02  
1825.72

+ 1825.72

## expenses

#5055	9/4	A. Shank	476.53
		43hr(516.-31.99-7.48)	
56	9/4	J. Lucas	492.68
		30hr(330.-20.46-4.79)	
		18hr.vac.(203.50-;2.62-2.95)	
M.O.	9/4	S. Hillman	285.96
		1 hr(9.65-.60-.14)	
		30 hr(300-18.60-4.35)	
57	9/9	D. Eichenberg	45.00
		4 1/2 hr garden	
58		VOID	
			1300.17

			1300.17	
#5059	9/10	AutoGraphics (Verso)	2527.34	
ETF		Harland Checks	143.40	
60	9/11	D. Long		
		Sept (80.-4.96-1.16)	73.88	
61	9/10	Ml Municipal League (dues)	200.00	
62	9/12	IRWS	460.00	
63	9/12	CLS (rugs)	49.04	
64	9/12	Xerox (copier)	122.98	
65	9/18	A. Shank	398.96	
		36 hr (432.-26.78-6.26)		
66	9/18	J. Lucas	318.39	
		34 hr (374-23.19-5.42)		
67	9/18	SHillman	248.86	
		25.5 hr (255-15.81-3.70)		
		1 1/2 hr (14.48-.90-.21)		
68	9/18	S. Lucas (paper towels)	18.00	
69	9/21	ATT	259.91	
70	9/21	Consumers	182.64	
			<u>6303.57</u>	-6303.57

Check Balance 9/30/20

#182,890.55★

CD	16253	5,190.73
	16601	10,171.25
	16847	10,488.42
	16889	8,429.27
		<u>34,279.67★</u>

total assets 9/30/20 • 217,170.22★

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							661
Children Attendance	0	0	23	99	75	78							275
Total Attendance	0	0	103	285	272	276							936
Story Hour Attendance - Kids	0	0	0	0	0	0							0
Story Hour Attendance - Adults	0	0	0	0	0	0							0
Movie Program - Adults	0	0	0	0	0	0							0
Movie Program- Kids	0	0	0	0	0	0							0
Craft Club	0	0	0	0	0	0							0
Summer Reading Program - Kids	0	0	0	45	0	0							45
Summer Reading Program - Adults	0	0	0	0	0	0							0
Summer Reading Program--Extra People	0	0	0	0	0	0							0
Special Program - Kids	0	0	0	0	0	0							0
Special Program - Adults	0	0	0	0	0	0							0
Passive Library Programs - Adults						12							12
Passive Library Programs - Kids						17							17
Adult Books Loaned	0	0	64	118	86	57							325
Children Books Loaned	0	0	21	71	64	73							229
Music CDs, DVD's and Video's Loaned	0	0	25	125	252	251							653
E-Book Used	39	43	20	58	62	53							275
Computer Use	0	0	0	40	51	71							162
Laptop/wifi Use	0	0	27	39	52	61							179
New Registers	0	0	3	1	3	2							9
Books/DVD/Tapes Etc. Added	0	0	41	57	98	73							269
Mel-cat Borrowed - in	0	0	0	0	14	9							23
Mel-cat Lending - out	0	0	0	0	22	34							56

## **Luther Area Public Library Proposed Positive Case Protocol Policy**

**\*NOTE – Depending on circumstances of exposure, quarantine length and method of counting may change. See CDC Guidance on Quarantine in order to identify exact quarantine period.**

### **Scenario 1:**

- Staff member lives with a family member who has a positive diagnosis.
- Staff member travels to a “hot” location of COVID-19 infection.
- Staff member is notified that they have been exposed to someone who has tested positive (outside their family).

### **Action Steps:**

Immediately (following CDC guidelines\*):

- Notify employee that they must self-quarantine for 14 days if asymptomatic\*
  - Notify employee of possible work-from-home options.
  - Notify employee, in writing, of benefits available during quarantine (Paid leave)
  - Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.
- If symptoms develop, self-isolation starts for 14 days since symptoms appear and
  - 24 hours with no fever without fever-reducing medication and
  - Symptoms have improved.

### **Scenario 2:**

- Staff member exhibits symptoms of COVID-19 or fails health screening.



## **Action Steps:**

Immediately:

- If employee falls ill at workplace, SEPARATE employee from other employees
- Send employee home/arrange transportation, if necessary.
- Provide employee with following instructions:
  - Encourage employee to seek medical advice/attention.
    - Notify employee to follow CDC steps
  - Employee must self-isolate/quarantine (following CDC guidelines) UNTIL:
    - At least 14 days since symptoms first appeared and
    - At least 24 hours with no fever without fever-reducing medication and
    - Symptoms have improved
  - Notify employee, in writing, of benefits available during quarantine (Paid leave)
  - Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.
- Maintain normal cleaning/sanitizing routine

## **Scenario 3:**

- Employee has a POSITIVE DIAGNOSIS of COVID-19

## **Action Steps:**

Immediately:

- All of the above steps, PLUS:
- NOTIFY LOCAL HEALTH DEPARTMENT
- Close off affected employee's workspace and areas they used for prolonged (15 minutes or more) periods of time.

- Determine whether to close, using protocol devised by Board. Discuss with Board if necessary, within library's protocols. It may not be necessary to close facility. See CDC guidance for suspected or confirmed cases. However, if multiple employees development symptoms or there are multiple positive diagnoses, library must consider closing and implementing top-to bottom clean in accordance with EO 2020-145 sec. 1(q).
  - If Library closes and employees are sent home, work from home options should be considered for asymptomatic employees.
  - If workers sent home, employers should be notified in writing of benefits options. (Paid leave)

Within 24 hours:

- NOTIFY co-workers, contractors, vendors who may have had prolonged contact (15 minutes or more of sustained contact – within 6 feet) that an employee has tested positive.
  - Maintain ill employee confidentiality
- Issue general statement to patrons/public on social media (“Employee has tested positive; library is working with Health Department and completing necessary cleaning/disinfecting.”)

After 24 hours or as long as possible:

- Thoroughly clean and disinfect previously closed-off affected employee's workspace and other areas where employee had a prolonged (15 minutes or more) presence, following CDC cleaning and disinfection recommendations:
  - If it has been 7 days or more since employee has been in workspace, closing off/extra cleaning is unnecessary per CDC.

## **Employees Return to Work:**

**\*\*NOTE: CDC no longer recommends mandatory testing for return to work. (See What Should I Do If an Employee Comes to Work With COVID-19 Symptoms?)**

### **Employees with no exposure sent home due to closing as part of deep-cleaning procedures:**

- Employees may return 24 hours after the completion of facility/building deep clean
  - Employees must be asymptomatic
  - Employees must not be considered “exposed” to virus by local Health Department

### **Employees with exposure but no symptoms\*\*:**

- Employees may return to work 14 days after initial exposure, or notification of exposure following CDC Guidance
- Employees must have approval of local Health Department for return to work, per EO 2020-145, sec.1 (o)
- Employees must contact their supervisor at least 24 hours before their planned return. Contact can be via phone, text or e-mail.

### **Employees with a positive diagnosis\*\*:**

- Employees may return to work in accordance with the CDC Guidance for Discontinuation of Home Isolation, provided that the employee has documentation from their health provider return to work.
  - Employees must contact their supervisor at least 24 hours before their planned return. Contact can be via phone, text or e-mail.
  - Once back at work, employee should be prepared to discuss any accommodations that may be required upon their return.



# Biblionix

Amy Shank  
Luther Area Public Library  
115 State St.  
Luther, MI 49656

AutoGraphics \$2,527.34  
Syndetics \$ 185.79  
\$2,713.13

October 2, 2020  
Q201002-21

YOUR NUMBER OF ITEMS	YOUR ANNUAL CIRCULATION	PREVIOUS ILS	NUMBER OF LOCATIONS
19,734	5,200	Verso	1

BASE SERVICES	DESCRIPTION	AMOUNT
Apollo ILS/LSP	Annual Subscription. Hosted Service: Includes server capabilities and storage for all automation data, backups, upgrades, on-line training, customer service, and all current features except current and future extra cost options. As an Apollo customer this base price would be guaranteed for 3 years.	\$900
Migration Fee	One Time Fee: Fee to receive and import your data into Apollo. Including analysis, MARC format error correction, and one-on-one help for policy and options settings.	\$1,200

OPTIONAL FEATURES	DESCRIPTION	AMOUNT
Gabbie	Annual Subscription. Two-way texting with renewal capability. Unlimited number of SMS messages.	\$100
Syndetics Unbound Basic	Annual Subscription. Catalog enrichment on most titles. Some mix of full-color jacket images and summaries.	\$300
Syndetics Unbound Enhanced	Annual Subscription. Catalog Readers Advisory on most titles, with indexing to the library's own collection. Includes some mix of: You May Also Like, About the Author, Series, Professional Reviews, Reader Reviews, Also Available As, Tags, Book Profile, Reading Level and Awards.	\$500
Auto-Calling	Per call. Auto-calling feature for patron notifications. No phone line or hardware needed.	\$0.10 per call

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## E-Rate Consultants

### Category 1

Sound E-Rate  
Jeannene Hurley

\$500.00

E-Rate Central

Too small to service

WMISD – MiSEN  
Josh Hayes

Need to get connected to Pine River Schools  
add Category 2 funding

Elite Fund, Inc.  
Janelle Morgan

\$300.00

Convergent Tech Partners  
Marie Zuk

Didn't respond back