

**LUTHER AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
Thursday, April 14, 2022
115 State Street
Luther, MI 49656**

CALL TO ORDER

President Langenburg called the meeting to order at 4:30 p.m.

Present:	President:	L. Langenburg
	Vice-President:	J. Trimberger
	Treasurer:	D. Long
	Trustee:	K. Goodlein
	Director:	A. Shank
Absent:	Secretary:	K. Frankfort

VISITOR COMMENTS

There was one visitor – Sue Clark. She did not have any comments.

BOARD COMMENTS

Vice-President Trimberger said she was glad to be back.

APPROVAL OF MINUTES

Regular Meeting of March 10, 2022.

Director Shank noted that several paragraphs listed under the Director’s Report occurred under New Business and should be moved to that section.

Motion and seconded made by President Langenburg and Trustee Goodlein to approve the regular meeting minutes of March 10, 2022, with the above corrections.

**All in Favor: (4) AYES – Goodlein, Langenburg, Long, Trimberger
 (0) NAYS**

Motion Carried

TREASURER’S REPORT

Motion and seconded made by President Langenburg and Vice-President Trimberger to approve the Treasurer’s Report as presented.

**All in Favor: (4) AYES – Goodlein, Langenburg, Long, Trimberger
(0) NAYS**

Motion Carried

LIBRARIAN’S REPORT

Director Shank confirmed her written report and added the following:

- The stats confirm the library is starting to open back up.
- They are doing two movies for April.
- Mr. Marion Spence called last month and wanted to make a donation. Upon the staff’s recommendation he purchased eight collapsible nylon-covered foam chairs/lounge supports through Amazon. They arrived.
- The new cart and the bean bags arrived.
- She will call the Pine River School to see about getting new artwork for the interior.

Motion and seconded made by Vice-President Trimberger and Trustee Goodlein to approve the Librarian’s Report.

**All in Favor: (4) AYES – Goodlein, Langenburg, Long, Trimberger
(0) NAYS**

Motion Carried

OLD BUSINESS

The new thermostat was installed and is working well.

NEW BUSINESS

The library board received nominations for its officers. Motion and seconded made by President Langenburg and Vice-President Trimberger that the following board members were elected to the respective positions:

- President: L. Langenburg
- Vice-President: J. Trimberger
- Treasurer: D. Long
- Secretary: K. Goodlein

All in Favor: (4) AYES – Goodlein, Langenburg, Long, Trimberger

(0) NAYS

Motion Carried

The Mid-Michigan Library League (MMLL) is offering a new service to its members – 1 hour of free legal service provided by the law firm Foster Swift and one of its attorneys Anne Seuryneck. More specifically, they would provide 1 hour for the fiscal year 10/1/2021 – 9/30/2022 and 1 hour for the fiscal year 10/1/22 – 9/30/2023.

Motion and seconded made by Vice-President Trimberger and Trustee Goodlein to accept this offer and authorize President Langenburg to sign the “engagement letter”, which serves as an agreement about the nature and scope of the relationship with the Luther Area Public Library and Foster Swift.

**All in Favor: (4) AYES – Goodlein, Langenburg, Long, Trimberger
(0) NAYS**

Motion Carried

The 5 Chromebooks need to be checked out to be used. But in compliance with the Child Internet Protection Act (CIPA), the Library must filter internet access. Because of this, Google Management requires that each Chromebook be licensed for a one-time fee of \$114 each; \$570 total. Discussion was held. Motion and seconded made by Trustee Goodlein and President Langenburg to start with only three licenses so we can gauge the use of the Chromebooks.

**Roll Call Vote: (4) AYES – Goodlein, Langenburg, Long, Trimberger
(0) NAYS**

Motion Carried

Director Shank is drafting both the Hotspots Policy and Chromebooks Policy.

Cory Walker from Emergency Geeks did some installation work for the library. Additional work needs to be done. Director Shank will inquire if there are extra hours we can have. If not, she will take his work out of the regular budget.

The staff has proposed looking into obtaining a new reader board sign for the library and submitted photos of several different types from various businesses. Discussion was favorable. Trustee Goodlein suggested contacting Krazy Kat Signs

in Manton as a possible vendor. Treasurer Long would like to focus on getting the exterior doors replaced before we look at buying a new sign. We tabled the project last year due to contractors not bidding the project but Treasurer Long now has two contractors that will come and give bids.

TRUSTEE COMMENTS

The library is very noisy at times.

BUDGET AMENDMENTS

None.

NEXT MEETING DATE

May 12, 2022, at 4:30 p.m.

ADJOURNMENT

Motion and seconded made by President Langenburg and Trustee Goodlein to adjourn the meeting at 5:40 p.m.

Respectfully submitted,

Karin Goodlein, Trustee

Wether Area Public Library
4/1/22 thru 4/30/22

Check Balance 4/1/22

\$167,041.99

Income

4/4 cp/fn/fix - 22.00	}	229.00
bk sales - 22.50		
fd raise - 3.00		
Y bags - 14.00		
B bags - 167.50		
4/6 St Aid - 1929.46		1929.46
4/13 B bags (store)		100.00
4/18 credit to Prg		9.58
4/18 cp/fn/fix - 8.50	}	393.00
bk - 1.00		
fd raise - 12.00		
Y bags - 84.00		
B bags - 287.50		
4/27 cp/fn/fix - 33.00	}	231.25
bks - 9.00		
fd raise - 6.00		
Y bags - 7.00		
B bags - 167.50		
4/30 Don. LOSB interest		8.75
		<u>6.86</u>
		2899.15

expenses

+ 2899.15
\$ 169,941.14

#5428 4/1 A. Shank	498.69
40hr (540-33.48-7.83)	
29 4/1 S. Hillman	382.47
29hr (348-21.58-5.05)	
\$61.10 prgming	
30 4/1 T. Laughlin	411.43
40.5 hr (445.50-27.62-6.45)	
31 4/11 CLS (rugs)	57.87
5306 4/10 Xerox (copier)	136.64
07 4/11 Republic (Ybags)	831.25
08 4/15 A. Shank	543.01
42 hr (588-3646-8.53)	
54 32 4/15 S. Hillman	334.76
29 hr (362.50-22.48-5.26)	

5433	4/15	T. Laughlin	416.73
		37.5 hr (431.25 - 26.74 - 6.25)	
		2 hr (26 - 1.24 - 18.47)	
		18.47	
34	4/14	D. Long	73.88
		Apr. meet (80 - 4.96 - 1.16)	
35		VOID	
36	4/19	Consumers	150.63
37	4/22	UIA/St of Mi	4.00
38	4/22	US Treasury	1143.53
39	4/22	Demco (bean bag chrs.)	1030.49
40	4/29	ATT Grant	149.14
41	4/29	Xerox (copier)	161.72
42	4/29	A. Shank	452.51
		35 hr (490 - 30.38 - 7.11)	
43	4/29	S. Hillman	184.70
		16 hr (200 - 12.40 - 2.90)	
44	4/29	T. Laughlin	357.63
		31.5 hr (362.25 - 22.46 - 5.25)	
		2.5 hr (25 - 1.55 - .36)	
45	4/29	VISA (books 2277.41)	2514.47
		(2 toners - 267.10)	
		(Grant 19.96)	
			<hr/>
			9835.55

-9835.55

Debits

4/05	Walmart (prgmg)	39.08
4/11	North Bar (pizza/prgmg)	59.53
4/14	Crystal Flash (propane)	427.06
4/20	Xerox (printing overages)	139.91
4/28	Dollar Tree (prgmg)	21.20
		<hr/>
		686.78

- 686.78

Check Balance 4/30/22 #159,418.81

Check Balance 4/30/22 \$159,418.81

CD Balance 34,672.83

4/30/22 total assets \$194,091.64

Bonna Long

Daily Patronage Tally Sheet for Months of:

	January		February		March		April		May		June	
	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child	Adult	Child
10:30 AM	19	3	25	6	27	11	37	10				
11:00 AM	24		18	15	19	4	18	10				
11:30 AM	20	5	14	3	33	20	22	9				
12:00 PM	14	2	18		22	12	22	11				
12:30 PM	23	4	14	2	17	10	14	2				
1:00 PM	14		19	8	24	7	14	1				
1:30 PM	12	1	13	2	16	1	26	4				
2:00 PM	10	2	11	6	11	3	8	1				
2:30 PM	12	1	14	6	18	1	10					
3:00 PM	14	3	14	2	11	2	13					
3:30 PM	14	10	9	10	13	5	14	15				
4:00 PM	22	38	10	16	12	21	12	54				
4:30 PM	17	14	10	5	19	12	11	6				
5:00 PM	13	13	10	3	14	12	4	2				
5:30 PM	6	5	15	19	12	12	13	11				
	234	101	214	103	268	133	238	136				

Luther Area Public Library
2022-2023 Budget

A	B	C	D	E	F	G	H	I	J
	Luther Area Public Library 2022-2023 Budget								
	General Fund	Original 2022-2023	Amended 2022-2023	April	May	June	July	August	September
1	Receipts								
2	1 Library Millage	\$ 54,000.00							
3	2 Local Government Support	\$ 2,500.00							
4	3 Penal Fines	\$ 18,000.00							
5	4 State Aid	\$ 2,500.00		\$ 1,929.46					
6	5 Plat Book Sales	\$ 400.00							
7	6 Shoreline Yellow Bags	\$ 3,000.00		\$ 105.00					
8	7 IRWS Blue Bags	\$ 10,000.00		\$ 722.50					
9	8 Copies, Fines, Faxes & Sales	\$ 1,500.00		\$ 96.00					
10	9 Donations	\$ 2,000.00		\$ 8.75					
11	10 Interest/Checking & CD	\$ 200.00		\$ 6.86					
12	11 Miscellaneous Fundraising	\$ 750.00		\$ 21.00					
13	12 Grants/Endowment	\$ 3,000.00							
14	13 Checking/Fund Balance	\$ 7,000.00							
15	Total Receipts	\$ 104,850.00	\$ -	\$ 2,889.57	\$ -	\$ -	\$ -	\$ -	\$ -
16	Expenditures								
17	1 IRS Employer (Escrow)			\$ (297.79)					
18	2 IRS Paid	\$ 7,000.00		\$ 1,143.53					
19	3 Wages	\$ 34,000.00		\$ 3,892.50					
20	4 UIA/Workers Comp.	\$ 400.00		\$ 4.00					
21	5 Books & Movies	\$ 6,000.00		\$ 2,227.41					
22	6 Supplies Exp.	\$ 1,000.00							
23	7 Auditor	\$ 6,000.00							
24	8 Utilities	\$ 5,000.00		\$ 577.69					
25	9 Building Insurance	\$ 1,500.00							
26	10 Education/Travel	\$ 1,000.00							
27	11 Equipment/Software/Biblionix	\$ 6,000.00							
28	12 Office Exp.	\$ 4,500.00		\$ 705.37					
29	13 IRWS Blue Bags	\$ 10,000.00							
30	14 Shoreline Yellow Bags	\$ 3,000.00		\$ 831.25					
31	15 Plat Books	\$ 600.00							
32	16 Building Maintenance	\$ 6,000.00		\$ 57.87					
33	17 Internet/Phone/E-Rates	\$ 5,000.00		\$ 149.14					
34	18 Mid Michigan Library League/Dues	\$ 2,500.00							
35	19 Grant Expenditures	\$ 3,000.00		\$ 1,050.45					
36	20 Programming/Misc	\$ 2,000.00		\$ 171.33					
37	Total Expenditures	\$ 104,500.00	\$ -	\$ 10,512.75	\$ -	\$ -	\$ -	\$ -	\$ -
38	Beginning Checking Balance			\$ 167,041.99	\$ 159,418.81	\$ 159,418.81	\$ 159,418.81	\$ 159,418.81	\$ 159,418.81
39	Ending Checking Balance			\$ 159,418.81	\$ 159,418.81	\$ 159,418.81	\$ 159,418.81	\$ 159,418.81	\$ 159,418.81
40	Transfer In/Out CD								
41	CD Balance			\$ 34,672.83					
42	Total Ending Balance			\$ 194,091.64	\$ 159,418.81	\$ 159,418.81	\$ 159,418.81	\$ 159,418.81	\$ 159,418.81