

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
August 22, 2017 at 5:30p.m.

1. Call to order: Meeting called to order by D. Needham at 5:30p.m.
2. Attendance/Introductions  
BOT present: C. Cook, M. Moran, D Needham, R. Lucyk (Cervone absent)  
BOC present: none  
Friends of the Library Representative: none  
Others present: D.Bull, S. Hurd, Ken Peress  
Staff present: J. Roberts
3. Adoption of Agenda  
**MOTION: by Needham to approve agenda as amended**  
**Second by Moran**  
**Motion approved**
4. Acceptance and Approval of previous Minutes  
**MOTION: by Cook to approve July 25<sup>th</sup> Meeting minutes**  
**Second by Moran**  
**Motion approved**
5. Call for Public comment: none
6. Reports  
6a. Financial Report/Approval of Bills  
Library bank balances as of the end of July totaled \$892,358.76, which is just \$69 less than the previous month. Total Fund balances agree closely (\$891,975.86) but reflect the fact that interest doesn't appear in SBR until the County receives the paper statements at the end of the quarter.  
The three Library fund totals are: 271= \$458,572.74; 471= \$106,656.57; 472= \$326,746.55

271 Revenues are very close to target for the year so far. Penal fines are running behind projections by \$5,014, but are offset by other revenue streams that are running ahead of projections. There was again confusion over at County about penal fines and although we had a large activity for the month (\$13,699.40) which included the end of fiscal year "balance due" payment from the Clerks office, we are still about \$5,000 short of YTD goal.

Total 271 Expenditures are over \$40,000 below YTD projections, at \$169,000 so far. There are some line items that are running ahead of projections, but we have no departmental line item overages, which means that none of our budgeted items have been overspent.

We have been working closely with the Director to develop a budget for our three funds for 2018. Staffing changes seem to be contributing to a comfortable budget for next year. We are projecting a balance between Revenues and Expenditures at \$320,800 for each.

**MOTION: by Cook to accept Treasurer's Report**

**Second by Lucyk**

**Motion approved**

**MOTION: by Moran to pay bills**

**Second by Cook**

**Motion approved by Moran, Cook, Lucyk, Needham**

6b. Director's report (see attached)

6c. Friends of the Library report [CONTACT M.R.]

6d. Board of Commissioners Liaison communication: none

6e. DDA report: none

6f. Committee reports

I.) Strategic Planning – software database

**MOTION by Cook to grant SPC a budget of up to \$100 per month annually out of 472 to contract with a "donor software" provider**

**Second by Moran**

**Motion approved Cook, Moran, Lucyk, Needham**

Brand-Tonic gave a persuasive and compelling presentation of her services. SPC is waiting for an ala' carte Proposal of Services. There will be a second c2ae conversation as questions are developed.

II.) Communications subcommittee: nothing new to report

III.) Grant subcommittee: nothing new to report

**7. Unfinished Business**

7a. Demolition bids

**MOTION by Cook enlist Northern A-1 Services to perform the North Property demolition at the cost of \$22,015.00 (recognizing the in-kind donation of \$5,000.00) unless Otwell Mawby can demonstrate in writing by noon August 25<sup>th</sup>, the potential for liability to the Library for the selection of Northern A-1 Services.**

**Second by Moran**

**Motion approved by Cook, Moran Lucyk, Needham**

7b. TIFF: Foster Swift legal opinion (see attached)

7c. Employee Handbook – nearly ready for the attorney to review.

7d. KCL/County Contract – Otsego's Seurnyck model

7e. Penal Fines

**7. New Business**

8a. Board member applications – Needham will be the liaison to the process

8b. 2018 Budget

**MOTION by Lucyk to submit to the Board of Commissioners (BOC), the Library's proposed 2018 budget and request the BOC approval.**

**Second by Cook**

**MOTION passed Lucyk, Cook, Moran, Needham**

**8. Other Business: none**

9. Items for future agenda
  - 10a. Employee Handbook
  - 10b. KCL/County Contract – Otsego's Seuryneck model - tabled
  - 10c. Penal fines
  - 10d. Director evaluation

10. Call for Public Comment: none

11. Adjournment at 7:00p.m.

Respectfully submitted,  
Deb Bull  
Recording Secretary

## Treasurer's Report, August 22, 2017

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## Director's Report: Notable July/August 2017:

### Circulation:

2,809 items. (3,211 in 2016). Juvenile checkouts are down; Teen and adult circulation are about the same; Inter-library loans are up  
PC usage is about the same; Wi-Fi use (estimated) is up.

### Programming:

183 adults, 143 children attended programs and/or an Outreach event.

Summer Reading: Sign-ups were 11 infants/toddlers, 94 6 to 12 year olds, 18 teens. Programs were well received, well attended. Positive feedback from parents. Teen architecture challenge was a notable success (4 teams competed). Overall teen participation was slightly up, due to the visual arts and essay challenges, we can assume.

3-D printing classes have begun. We'll be looking to expand/build on our technology/Maker programming in the fall. Integrated (multi-disciplinary) programming becoming increasingly important. Regular tech hours coming in the fall.

Outreach visits to the Street Festival and the Early Childhood Networking Night.

### Staffing:

Marta is now at 35 hours per week (regular part-time status).

Sheryl has nearly recovered from her accident, and has begun working her normal schedule.

Joel's last day is August 26th. (Stop by for some pizza at noon on the 25th)

Deb Bull's position has been internally posted. We envision she will return at irregular part-time status (1 day per week)

### Misc.:

The Library will be closed for staff development Friday, August 25th.

Major topics covered: Reference and circulation activities (better patron reference); updated MEL, Evergreen, copy cataloging and book processing manuals; creation of a marketing manual inc. workflows; programming and outreach strategies/objectives for the fall/winter; records management overhaul (print and digital)

### Misc.:

September 14th, New Director Workshop in Lansing, \$30

September 20th, Performers' Showcase in Grand Blanc, \$65