

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 26, 2017

1. Call to order: Meeting called to order by D. Needham at 10:02
2. Attendance/Introductions
BOT present: D. Needham, C. Cook, R.. Lucyk, M. Moran
BOC present: none
Friends of the Library Representative: M.R. Gillooly
Others present:
Staff present: J. Roberts, D. Bull
3. Adoption of Agenda
MOTION: by Cook to approve agenda as amended (3a. 8a)
Second by Lucyk
Motion approved

3a. Demolition activity discovery – after conversations with A-1, a change order will be generated.
4. Acceptance and Approval of previous Minutes
MOTION: by Cook to approve Minutes
Second by Moran
Motion approved
5. Call for Public comment: Jennifer Lake of Brand Tonic presentation – 5-Year plan will be delivered to J. Lake to integrate.
Motion by Lucyk to accept the project proposal dated September 5th for brand messaging services with Brand Tonic
Second by Cook
Motion passed: Luckyk, Cook, Moran, Needham

Election of officers (see 8a.)
6. Reports
6a. Financial Report/Approval of Bills
Library bank balances as of the end of August totaled \$896,515.28, which is about \$4,156 more than the previous month due to a \$10,000 revenue item (Trans-Canada Grant) in 472. Total Fund balances agree, reasonably closely.

271 Revenues are ahead of target for the year by about \$2,430 so far. Penal fines are running behind projections by about \$2,900 but are offset by other revenue streams that are running ahead of projections. Penal fines seem to be catching up to projection somewhat, and are now only about \$2,900 behind target YTD.

Total 271 Expenditures are more than \$42,000 below YTD projections: \$193,702 so far. Our State Aid Contractual line looks to be in the red, but only because we were billed and paid for it before we expected to. There are some other line items that are running ahead of projections, but the County has reported no departmental line

item overages, which means that none of our budgeted items have been overspent.

The Director and Treasurer presented the proposed budget for 2018 to the KBOC on September 25th.

MOTION: by Cook to accept Treasurer's Report

Second by Lucyk

Motion approved

MOTION: by Lucyk to pay bills (\$5499.98)

Second by Moran

Motion approved by Lucyk, Moran, Cook, Needham

6b. Director's report (see attached)

Motion by Lucyk to approve MLA Conference fees

Second by Moran

Motion approved Lucyk, Moran, Cook, Needham

6c. Friends of the Library report (see attached)

6d. Board of Commissioners Liaison (absent) - Lucyk to contact Liaison

6e. DDA report: none

6f. Committee reports

i) Strategic Planning

ii) Communications subcommittee

iii) Grant subcommittee will need attention

7. Unfinished Business

7a. TIFF: Foster Swift legal opinion. No Board action will be required re: TIFF.

7b. Employee handbook - legal

7c. Otsego's Seurnyck contract model – no action

7d. Penal Fines – no action

7e. Board member applications – no action

8. New Business

8a. Election of officers

Slate of nominations by Moran: Needham for Chair, Lucyk for Vice Chair, Cook for Secretary, Moran for Treasurer

Second by Lucyk

Support: Moran, Lucyk, Cook, Needham. Opposed: nay

9. Other Business: none

10. Items for future agenda

10a. Employee handbook

10b. Otsego Seurnyck contract model

10c. Penal fines

10d. Credit Card pre-approval

10e. 2018 Budget - final approval

11. Call for Public Comment: none

12. Adjournment at 11:23

Respectfully submitted,
Deb Bull
Recording Secretary

Treasurer's Report

EXPENDITURES, 2017

Line Item	Description	Annual Amt	YTD target	YTD Actual	Diff.	July	YTD target	YTD Actual	Diff.	August	August
704	Salaries/Wage	\$178,000.00	\$103,833.33	\$91,601.90	\$12,231.43	\$0.00	\$118,666.67	\$103,453.63	\$15,213.04	\$0.00	\$0.00
707	Health Insur Buyout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
715	Employer Medicare Tax	\$2,600.00	\$1,516.67	\$1,288.07	\$228.60	\$228.60	\$1,733.33	\$1,458.94	\$274.39	\$1,458.94	\$274.39
716	Employer FICA Tax	\$11,100.00	\$6,475.00	\$5,507.62	\$967.38	\$967.38	\$7,400.00	\$6,238.14	\$1,161.86	\$6,238.14	\$1,161.86
717	State Unemplmt Tax	\$3,000.00	\$1,750.00	\$2,077.44	-\$327.44	-\$327.44	\$2,000.00	\$2,309.83	-\$309.83	\$2,309.83	-\$309.83
719.600	Payroll Fringe,Health Ins.	\$38,000.00	\$22,166.67	\$6,610.23	\$15,556.44	\$15,556.44	\$25,333.33	\$7,189.77	\$18,143.56	\$7,189.77	\$18,143.56
719.700	Payroll Fringe, Dental	\$1,000.00	\$583.33	\$328.35	\$254.98	\$254.98	\$666.67	\$349.00	\$317.67	\$349.00	\$317.67
719.800	Payroll Fringe, Life Ins	\$1,300.00	\$758.33	\$207.60	\$550.73	\$550.73	\$866.67	\$291.28	\$575.39	\$291.28	\$575.39
719.900	Payroll Fringe, Retirem	\$13,000.00	\$7,583.33	\$5,295.53	\$2,287.80	\$2,287.80	\$8,666.67	\$6,743.80	\$1,922.87	\$6,743.80	\$1,922.87
720	Postage	\$150.00	\$87.50	\$78.50	\$9.00	\$9.00	\$100.00	\$78.50	\$21.50	\$78.50	\$21.50
727	Office Supplies	\$5,000.00	\$2,916.67	\$1,974.91	\$941.76	\$941.76	\$3,333.33	\$2,624.20	\$709.13	\$2,624.20	\$709.13
740	Books	\$13,000.00	\$7,583.33	\$8,368.66	-\$785.33	-\$785.33	\$8,666.67	\$10,066.89	-\$1,400.22	\$10,066.89	-\$1,400.22
741	State Aid Books	\$5,600.00	\$3,266.67	\$0.00	\$3,266.67	\$3,266.67	\$3,733.33	\$1,153.34	\$2,579.99	\$3,733.33	\$2,579.99
745	Periodicals	\$2,000.00	\$1,166.67	\$343.39	\$823.28	\$823.28	\$1,333.33	\$343.39	\$989.94	\$343.39	\$989.94
746	Aud-Vis Mat'ls	\$5,000.00	\$2,916.67	\$2,150.93	\$765.74	\$765.74	\$3,333.33	\$2,300.93	\$1,032.40	\$3,333.33	\$1,032.40
748	E-Collection	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00
749	Outreach	\$200.00	\$116.67	\$0.00	\$116.67	\$116.67	\$133.33	\$0.00	\$133.33	\$133.33	\$0.00
827	State Aid Contractual	\$5,650.00	\$2,800.00	\$2,785.57	\$14.43	\$14.43	\$2,800.00	\$5,609.86	-\$2,809.86	\$2,800.00	\$133.33
828	Contractual Services	\$16,000.00	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$16,000.00	\$0.00	\$16,000.00	\$0.00
830	Programs	\$3,000.00	\$1,750.00	\$1,147.23	\$602.77	\$602.77	\$2,000.00	\$1,636.74	\$363.26	\$2,000.00	\$363.26
831	Legal Fees	\$3,000.00	\$1,750.00	\$687.55	\$1,062.45	\$1,062.45	\$2,000.00	\$687.55	\$1,312.45	\$2,000.00	\$1,312.45
860	Travel	\$1,500.00	\$875.00	\$300.64	\$574.36	\$574.36	\$1,000.00	\$300.64	\$699.36	\$1,000.00	\$699.36
864	Profes.Services/Edu	\$2,000.00	\$1,166.67	\$1,974.95	-\$808.28	-\$808.28	\$1,333.33	\$1,974.95	-\$641.62	\$1,333.33	-\$641.62
880	Public Relations	\$500.00	\$291.67	\$315.42	-\$23.75	-\$23.75	\$333.33	\$315.42	\$17.91	\$333.33	\$17.91
910	Liability Ins	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
920	Utilities	\$9,000.00	\$5,250.00	\$4,860.35	\$389.65	\$389.65	\$6,000.00	\$5,824.36	\$175.64	\$6,000.00	\$175.64
931	Maintenance, Bldg/Grds	\$11,000.00	\$6,416.67	\$6,667.48	-\$250.81	-\$250.81	\$7,333.33	\$7,453.50	-\$120.17	\$7,333.33	-\$120.17
932	Copier Maintenance	\$1,500.00	\$875.00	\$1,158.81	-\$283.81	-\$283.81	\$1,000.00	\$1,158.81	-\$158.81	\$1,000.00	-\$158.81
933	Computer Maintenance	\$3,000.00	\$1,750.00	\$1,508.51	\$241.49	\$241.49	\$2,000.00	\$1,716.56	\$283.44	\$2,000.00	\$283.44
962	Miscellaneous	\$1,500.00	\$875.00	\$382.15	\$492.85	\$492.85	\$1,000.00	\$438.42	\$561.58	\$1,000.00	\$561.58
970	Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
974	Building Improvements	\$2,000.00	\$1,166.67	\$0.00	\$1,166.67	\$1,166.67	\$1,333.33	\$0.00	\$1,333.33	\$1,333.33	\$0.00
977	Furniture/Equipment	\$2,920.00	\$1,703.33	\$1,567.26	\$136.07	\$136.07	\$1,946.67	\$1,983.96	-\$37.29	\$1,946.67	-\$37.29
	Totals	\$349,520.00	\$209,390.83	\$169,189.05	\$40,201.78	\$40,201.78	\$236,046.67	\$193,702.41	\$42,344.26	\$236,046.67	\$42,344.26

Treasurer's Report

REVENUES, 2017

LINE (to County Library Fund)	Ann. Budget	July Target, YTC	July Actual YTD	July Difference	August Target, YTC	August Actual YTD	August Difference
403 Current Tax Revenues	\$184,395.00	\$184,395.00	\$186,120.86	\$1,725.86	\$184,395.00	\$186,120.86	\$1,725.86
570 State Aid Revenue	\$11,000.00	\$5,500.00	\$6,350.65	\$850.65	\$11,000.00	\$11,999.23	\$999.23
571 State Aid Salary Reimb.	\$3,000.00	\$1,500.00	\$2,159.02	\$659.02	\$1,500.00	\$2,159.02	\$659.02
580 Grant Revenue	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
630 Donations, Copy fees, Book	\$7,000.00	\$4,083.31	\$5,363.97	\$1,280.66	\$4,666.64	\$5,918.98	\$1,252.34
660 Penal Fines Revenues	\$125,000.00	\$77,500.00	\$72,485.83	-\$5,014.17	\$87,000.00	\$84,088.23	-\$2,911.77
664 Interest on 271 Fund	\$600.00	\$350.00	\$1,049.89	\$699.89	\$400.00	\$1,104.30	\$704.30
692 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
699 Appropriated from Fund Bal:	\$16,525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$349,520.00	\$273,328.31	\$273,530.22	\$201.91	\$288,961.64	\$291,390.62	\$2,428.98

Sept 1 2017

Financial Institution	Account # (Bank)	County Account	Interest Rate	Start Date	Start Amount	Type	Term	Matures	Present Value	(Date)
FAFCU	165337-000	472-000-003.000	N/A	03/18/14	\$10.00	share	N/A	N/A	\$3,576.34	09/01/17
FAFCU	165337-335	471-000-001.000	1.75%	03/22/16	\$20,000.00	CD	60 month	03/22/21	\$20,501.73	09/01/17
FAFCU	165337-336	471-000-001.000	1.75%	03/22/16	\$20,000.00	CD	60 month	03/22/21	\$20,501.73	09/01/17
FAFCU	165337-337	471-000-001.000	1.75%	03/22/16	\$20,000.00	CD	60 month	03/22/21	\$20,501.73	09/01/17
FAFCU	165337-338	471-000-001.000	1.75%	03/22/16	\$20,000.00	CD	60 month	03/22/21	\$20,501.73	09/01/17
FAFCU	165337-339	471-000-001.000	1.75%	03/22/16	\$20,905.14	CD	60 month	03/22/21	\$21,429.58	09/01/17
FAFCU	165337-340	472-000-001.000	1.66%	06/28/16	\$102,303.19	CD	60 month	06/28/21	\$51,454.14	09/01/17
FAFCU	165337-341	472-000-001.000	1.66%	06/28/16	\$102,303.19	CD	60 month	06/28/21	\$104,288.51	09/01/17
FAFCU	165337-342	472-000-001.000	1.66%	06/28/16	\$110,049.75	CD	60 month	06/28/21	\$112,185.37	09/01/17
4Front	S000 271	271-000-004.000	N/A		\$5.00	share	N/A	N/A	\$23.41	09/01/17
4Front	S105 271	271-000-003.105	1.00%	11/21/14	\$50,000.00	CD	48 month	11/21/18	\$51,393.88	09/01/17
4Front	S106 271	271-000-003.106	0.75%	11/21/14	\$25,000.00	CD	36 month	11/21/17	\$25,520.93	09/01/17
4Front	S600 271	271-000-003.109	1.31%	06/28/16	\$30,071.30	CD	60 month	06/28/21	\$30,531.51	09/01/17
4Front	S601 271	271-000-003.109	0.65%	11/21/16	\$59,405.77	Business Cert	24 month	11/21/18	\$59,694.31	09/01/17
Chemical Bk	Chem Bk Master	271-000-001.000	N/A	N/A	N/A	Pooled	N/A	N/A	\$284,928.87	09/01/17
Chemical Bk	Chem Bk Master	471-000-001.000	N/A	N/A	N/A	Pooled	N/A	N/A	\$3,522.55	09/01/17
Chemical Bk	Chem Bk Master	472-000-001.000	N/A	N/A	N/A	Pooled	N/A	N/A	\$65,958.96	09/01/17
FACU Total		\$374,940.86			271 Total	Bank Balance	Fund Balance			
4 Front Total		\$167,164.04			471 Total	\$452,092.91	\$452,094.25			
ChemBk Total		\$354,410.38			472 Total	\$106,959.05	\$106,657.29			
		\$896,515.28				\$337,463.32	\$336,726.05			
						\$896,515.28	\$895,477.59			

Director's Report: Notable August/September 2017:

Circulation:

3,143 items, plus 187 inter-library loans. (3,458 in 2016). We circulated fewer DVDs and fewer juvenile items, although we're closing the gap. Our PC usage was about 850 sessions and our digital downloads were 557. We continue to see robust wi-fi usage. We've nearly completed a major cataloging project--leveling our children's Reader collection--and the majority of our State Aid Books funds went to much-needed upgrades to our juvenile and teen nonfiction collections.

Programming:

187 adults, 272 children, and 45 teens attended programs and/or an Outreach event. Marta assisted Early Head Start at a play date event, and her Story Time and Spanish Club programs are at unprecedented attendance levels. Marta and John have been coordinating class visits with teachers, and we will be providing on-site research assistance and materials in October. Sarah's 3-D printer classes and tech help office hours are also going very well. Teen circulation is up, and she's also offering two Halloween-related tech classes. Sarah's LEGO program drew 31 attendees, another record.

Staffing:

Professional Development:

September 14th and 15th, John attended the New Director's and Advanced Director's Workshop in Lansing, and September 20th, the MMLC Performers' Showcase in Grand Blanc.

October 25th through the 27th I received an Independent Sector / Fetzer Institute scholarship to attend the "Our Common Future" conference in Detroit. Broadly, the theme is fostering civil discourse in our democracy.

Misc.:

We've brought on an intern, Kalkaska High-Schooler Keira Crow, who will be developing a 3-D printer-related project, and will be teaching a series of children's drawing classes this fall.

October 9th, the library will be hosting "Chemical Cares Day," when the staff of Chemical Bank will be volunteering a day of service. Projects will include some exterior painting and planting, and some collection shifting indoors.

Staff evaluations are slated for October, and I'll be budgeting time in October to update/write current job descriptions.

Please subscribe to the EveryLibrary newsletter.

***Friends of the Library Financial Update:**

As of August 22, 2017 ---

Total assets (not counting New Library Savings/Checking)	\$8,490.48
New Library Saving/Checking	\$39,644.73

***Old Business:**

-Update: Final figures for:

Garage Sale --- \$1,488.00

Celina's Readathon --- \$782.00

-Scheduled Events/Programs for September:

-Tuesday Tech Help, Tuesdays in September, 11:00 A.M.-Noon

-Spanish Club, (for children Kindergarten to Fifth Grade) meets the 2nd and 4th Tuesday every month, 3:30-4:30 P.M.

-Lego Tech, Sept. 13, 3:30 P.M.

-Poke Walk (Pokeman), Sept. 21, 3:30 P.M.

-Preventing Oak Wilt, Sept. 13, 6:00 P.M.

-also, continuing programs: Book Club, Preschool Story Time

***New Business:**

-The Friends of the Library are planning a number of Fall classes, and are starting to collect items for the Christmas Baskets Silent Auction.

-The Friends of the Kalkaska County Library Annual Meeting is scheduled for Tuesday, September 26, at 4:00 P.M. The Friends will be electing Board Member (Trustees) and Board Officers for the coming year. The Friends are also planning to recognize the long and generous service of two retiring Board Members: Dick Walker after 17 years and Dee Crawford after 13 years. Dick is moving to Minnesota, and Dee feels she need to step away for a time. Both will be greatly missed! Please come and share a bite and wish them well (The actual meeting should be "short and sweet".)

***The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, September 26, 2017, at 4:00 P.M.**