

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING AGENDA  
26 JUNE 2018, 10:00AM**

**1) CALL TO ORDER: D. Needham 10:01**

**2) ATTENDANCE/INTRODUCTIONS:**

- a) *BoT present: D. Needham, K. Peress, M. Moran, R. Lucyk, C. Cook*
- b) *BoC present: J. Sweet*
- c) *Friends of the Library Representative: M.R. Gillooly*
- d) *Staff present: J. Roberts, D. Payne*
- e) *Public present: None*

**DRAFT**

**3) ADOPTION OF AGENDA:**

**MOTION: by Peress to approve agenda.  
Second by Moran  
Motion Carried**



**APPROVED**

**4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES**

**MOTION: by Lucyk to approve minutes as presented.  
Second by Cook  
Motion Carried**

**5) CALL FOR PUBLIC COMMENT: None**

**6) REPORTS**

a) **Financial report/Approval of bills**

*Notes on Treasurer's Report, June 26, 2018*

Banking analysis shows that the total library fund balance stands at \$747,763 (and change.) The actual Bank balances with interest included up to May 31 total \$751,124, made up of: 271 = \$317,465, 471 = \$106,298, and 472 = \$327,361.

The total is approximately \$8,983 less than last month. Difference between what county shows as Fund Balance and what we know Bank balance to be is about \$3,361, about \$1,248 of which is interest on our CD's. Can't explain the other \$1,100.

Turning to the Revenues and Expenditures reports: Expenditures are \$24,013 for the month, and \$122,718 YTD. Penal Fines are very slow, at only \$28,170 YTD, which is \$15,580 less than targeted.

We've still not received expected State Aid, and are about \$6500 behind on that. We earned almost \$650 last month on our CD's at the two Credit Unions. Interest revenue should show up in the SBR when the County receives the statement at the end of the quarter in June.

We are pretty much staying on target for expenses; B/G maintenance is now back in line, and Professional Serv/Edu difference is coming down. For some reason, our attempt to establish a budget in 471 has not yet registered.

The Treasurer is cautiously optimistic that our new policy of submitting bills for payment as they arrive instead of holding for Board approval is having a positive effect on our ability to reconcile *submitted versus reported back* amounts.

**MOTION: by Peress to accept the report as presented.**

**Second by Lucyk**

**Motion Carried.**

**MOTION: by Moran to pay bills of 9,824.66 as presented.**

**Second by Cook**

**Motion approved by roll call [Moran, Cook, Lucyk, Peress, Needham, all ayes]**

- b) Director's report (attached)
- c) Friends of the Library report (attached)
- d) Board of Commissioners Liaison communication – No report
- e) DDA report: Cook
- f) Committee reports:
  - i) Strategic Planning:

**MOTION: by Lucyk to allow the expenditure of \$2400 for development of a trifold brochure.**

**Second by Moran**

**Motion Carried (Lucyk, Moran, Cook, Peress, Needham, all ayes)**

- ii) Communications: No report
- iii) Grants: No report
- iv) Millage: No report

**7) UNFINISHED BUSINESS**

- a) KCL/County Contract—Otsego's Seuryck model: no report
- b) County non-union policy; definitions of full- and part-time statuses: discussion, to be further addressed at next meeting
- c) Merit/fiber-optic installation: Cook update
- d) Gardening maintenance: Roberts update
- e) North property name ideas: Roberts update
- f) Local resources re. opioid crisis: Lucyk update – Living Well Kalkaska – needs volunteers

**8) NEW BUSINESS**

- a)
- b)

**9) OTHER BUSINESS**

- a)
- b)

**10) ITEMS FOR FUTURE AGENDA:**

- a) Overdrive/Digital Book Usage

**11) CALL FOR PUBLIC COMMENT: None**

**12) ADJOURNMENT AT: Lucyk, supported by Cook at 11:21 a.m.**

**Respectfully Submitted,  
Debra Payne**

**Next Meeting: July 24 at 10 a.m.**

## Director's Report

26 June 2018

- Circulated items year-to-date (print, audiobooks, and DVDs) are 15,914 compared to 16,359 in 2017. Our inter-library loans were 154 this past month, and there have been 3,043 digital downloads to date this year, compared to 2,822 in 2017. Individual computer sessions are 3,627 to date, which is virtually unchanged from last year. We're lagging behind ~65 adult print titles per month, although our print circulation is up in all other areas of the collection. We're continually making adjustments to how we allocate funds for collection purchases, but it's generally the case that we're struggling against space and budget constraints in order to meet patron demand.
- Attendance at library programs or outreach events was 745 this-past month. Our summer reading kickoff was attended by 136, and feedback from parents was very positive. Several parents commented to the effect that they were pleased the library is neither offering prizes nor tracking children via reading logs. They appreciated the focus on reading for pleasure and the summer reading journals we're distributing.
- Birch Street 2<sup>nd</sup>- and 3<sup>rd</sup>-graders, Cherry Street 4<sup>th</sup>-graders, the entire Rapid City student body, and the KPL summer school students, visited the library this past month.
- We're seeing a marked increase in student tutors using the library this month. We're also hosting area teens with disabilities.
- The library made the front page of the June 25<sup>th</sup> Record Eagle, with a nice article featuring Dawn Moses and Sarah Genereaux's summer "Adulting" classes.
- I was appointed to the board of the Kalkaska Conservation District this past month.

Friends of the Kalkaska Library Updates

June 26, 2018

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

As of May 27, 2018 ---

Total assets (not counting New Library Savings/Checking)	\$ 8,296.77
New Library Saving/Checking	\$47,761.25

**\*Old Business:**

-The Friends Bank Accounts have increased as follows (not reflected as reported above):

- ~~Annual~~ Book Sale: \$2,175.00 (Gen. Acct.)
- ~~Kayak~~ Raffle: \$1,800.00 (New Library Acct.)
- ~~Annual~~ Garage Sale: \$1,900.00 (New Library Acct.)  
(\$500 more than last year!)

-Our Library hosted a Book Signing (and purchasing) of Celina Castaneda and her Father, Joe's, book on May 15. The event was a success! The duo donated half of the proceeds (\$113.00) to the Library.

-Marilyn is still collecting corks for her Christmas Tree. (She needs them by August.)


**\*New Business:**

-Upcoming classes for July and August will include a:

- Basket Class
- Birdseed/Birdfeeder Class
- Shirt Class - *Aug 6<sup>th</sup>, Monday*
- Glass Class
- Metal People Class

-The Golf Outing at Grandview (18 Holes) is scheduled for Monday, August 20, with a Breakfast start-up, followed by playing, and then Lunch and prizes. The Friends will also have a 50/50 Raffle, and possibly a Bag Raffle. More information to follow!

-Marilyn will be asking for new computers for our Library from the "100+ Women" initiative.

 \*The Friends of the Kalkaska County will be hosting their annual Picnic on Tuesday, July 24, 6:00 P.M., at Sands Park. No regular Meeting --- just come and enjoy!

## **2018 Friends Event Calendar**

### **February-**

**18th Valentine Baskets**

### **March-**

**1<sup>st</sup> Markerspace, Disney Embroidered Bracelet, 3-5 P.M.**

**3<sup>rd</sup> Coaster Set, 10 A.M.**

**10<sup>th</sup> & 14 Quilting, 10 A.M. (10<sup>th</sup>) & 6 P.M. (14<sup>th</sup>)**

**7<sup>th</sup> Maple Leaf, Farm and Creamery, 6 P.M.**

**15<sup>th</sup> Markerspace Leather Dragonseak Poucn, 3-5 P.M.**

**24<sup>th</sup> Easter Baskets, 10 A.M.**

### **April-**

**Kayak Raffle, starts April 1, and ends April 30**

### **May-**

**3<sup>rd</sup>-5<sup>th</sup> Book Sale**

**17<sup>th</sup> Read-A-Thon**

**May 1st-June8th Painted Chair and Fine Art Auction**

**Second Annual Conservation Series:**

**-Soil Health, May 21**

**-Invasive Species, May 9**

**-Understanding the Weather, May 16**

**-Forestry vs. Logging, May 23**

**-Native Species. May 30**

### **June-**

**1<sup>st</sup> & 2<sup>nd</sup> Annual Garage Sale (with Set-up May 31)**

**8<sup>th</sup> Silent Auction (ends)**

**14<sup>th</sup> Healing Touch and Eden Energy, 19:00 A.M.**

**22<sup>nd</sup> Summer Reading Kick-off, 11:00 A.M.**

26<sup>th</sup> Pokémon Walk, 1:00 P.M.

28<sup>th</sup> Pajama Storytime, 6:00 P.M.

29<sup>th</sup> Adulting Class, 4:30 P.M.

Genot "Winter Elk" Picor, 11:00 A.M.

July-

6<sup>th</sup> Adulting Class

Exotic Zoo

11<sup>th</sup> Honeybee Harmony

12<sup>th</sup> Healing Touch and Eden Energy

Pajama Storytime

13<sup>th</sup> War of the Worlds

24<sup>th</sup> Picnic

Classes

August-

9<sup>th</sup> Healing Touch and Eden Energy

20<sup>th</sup> Golf Outing

Classes

September-

Classes

October-

Classes

November-

Silent Auction Baskets & Raffle

December-

Cookie Sale

Baskets and Raffle continue