

KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
24 July 2018, 10:00a.m.

1. Call to order by D. Needham at 10:04
2. Attendance/Introductions
BOT present: D. Needham, C. Cook. M. Moran, K. Peress, (Lucyk absent)
BOC Liaison present: J. Sweet
Friends of the Library Representative present: M.R. Gillooley, L. Clark
Staff present: J. Roberts, D. Bull
SPC representative: S. Hurd
Public present: none
3. Adoption of Agenda
MOTION: by Cook to approve agenda
Second by Peress
Motion approved (Lucyk absent)
4. Acceptance and Approval of previous Minutes
MOTION: by Peress to approve 26 June 2018 Minutes
Second by Cook
Motion approved (Lucyk absent)
5. Call for public comment: none
6. Reports
6a. Financial Report/Approval of Bills
At the end of June, our total Library fund balance was \$739,865, vs \$747,763 at end of May, a decline of about \$7900. Bank balance total was \$741,836, about \$1,970 different from Fund Balance, and we assume the discrepancy is due to timing of accounting entries.
The three fund balances are:
(271) \$307,434 (471) \$106,454 (472) \$325,977
Our CDs earned about \$675 during the month.

DRAFT

Revenues for the year to date indicate we are now only \$10,336 behind in penal fines. That's an improvement over last month because we ALSO received the once a year settlement from the Clerk's office, which didn't show in the monthly activity. That was only \$8,347, which is much lower than historical figures, and we should undoubtedly plan on reduced amounts from penal fines going forward. The acting comptroller has now posted the current tax revenues, so the \$189,849 current tax revenue will show next month.

June Expenditures show increased levels of spending in Salary/Wage, Books, A/V and Professional Services, B/G Maintenance and Technology, but we are within acceptable budget levels for this point in the year.

MOTION: by Treasurer that the Library Board establish an expenditures budget for the 471 Library Building Fund for 2018 in the amount of \$10,000, by appropriating \$10,000 from the 471 fund balance, and for the Director to present the necessary budget amendment paperwork to the proper Kalkaska County Department.

Second by Cook

Motion approved: Moran, Cook, Peress, Needham (Lucyk absent)

MOTION: by Cook to accept Treasurer's Report

Second by Peress

Motion approved (Lucyk absent)

MOTION: by Moran to approve expenditures in the amount of \$11,013.06

Second by Peress,

Motion approved by Moran, Peress, Cook, Needham (Lucyk absent)

6b. Director's report (**see attached**)

MOTION: by Peress to approve the closing of the library on Friday September 7th for a staff workshop.

Second by Cook

Motion approved (Lucyk absent)

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

6d. Board of Commissioners Liaison communication: Kaliseum renovation bids are coming in. Possible Sheriff department expansion 2019. KCL Staff Handbook is with County's attorney for review. Sweet believes Library is doing a good job.

6e. DDA report – Addendum to Library Master Plan (Roberts update).

MOTION: by Peress to an addendum to the Community Development Objective Action Items portion of the Kalkaska County Library Master Plan. 1) *Provide resources and support – for example a watering station, maps and guides- to connect the library to the proposed enhanced trail system. 2) Coordinate children- and family-oriented library programming with the revitalized Railroad Square initiative*

Second by Moran

Motion approved Peress, Moran, Cook, Needham (Lucyk absent)

6f. Committee reports

- I.) Strategic Planning – Brand Tonic update, "Friend-raiser event" planning
- II.) Communications – no report
- III.) Grant – no report
- IV.) Millage – no report

7. Unfinished Business

7a. KCL/County Contract – Otsego's Seurnyck model - no action

7b. County non-union policy; definitions of full-and part-time statuses – no action

7c. Merit/fiber optic installation – boring for installation will begin this week.

8. **New Business:** none
9. **Other Business:** none
10. Items for future agenda
 - 10a. Landscaping recommendations from Traverse City S.E.E.D.S.
11. **Call for Public Comment:** none
12. **Adjournment at 11:01. Next meeting will be August 21st at 10:00a.m.**

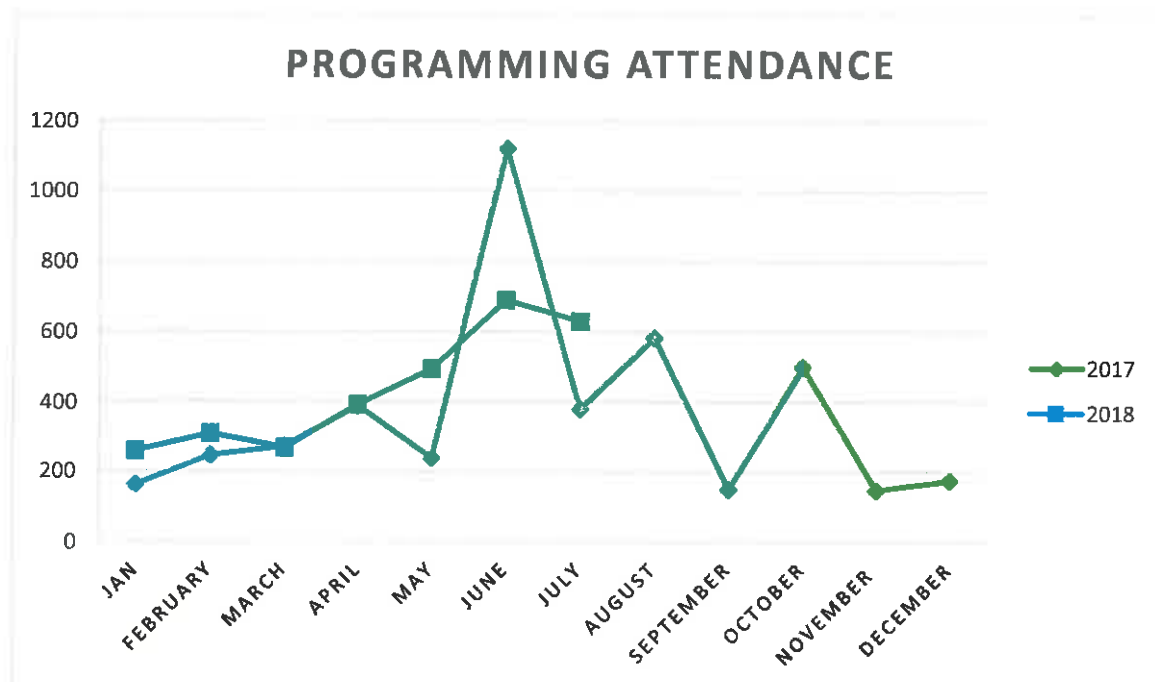
Respectfully submitted,
Deb Bull
Recording Secretary

Director's Report

24 July 2018

We've circulated 31,527 items in the past 12 months, a remarkably strong number for a service population of Kaskaska's size. Our Overdrive downloads are 3,496 to date this year, with 106 individual users. There have been 8,003 computer sessions, and 6,838 wireless sessions (originating from 1,012 devices) in the past 12 months.

The chart below tracks our program attendance since January 2017.



Organizing and cleaning the downstairs staff and makerspace areas, mapping out our programming and outreach initiatives for the coming fall and winter, and incorporating our new marketing materials into our directional signage and workflow—are the main operations tasks in August.

I'm expecting a proposal from Traverse City SEEDS to comprehensively address the "problem areas" of the library grounds.

I'd like to close the library at 2:00pm on Friday, September 7th, for a staff workshop and mixer.

Friends of the Kalkaska Library Updates

July 24, 2018

*Friends of the Library Financial Update:

As of June 26, 2018 ---

Total assets (not counting New Library Savings/Checking)	\$10,022.62
New Library Saving/Checking	\$51,640.00

*Old Business:

- Marilyn attended and spoke at the "One Hundred Women" initiative on Thursday, June 28. Her venture was very successful! The Friends of the Kalkaska Library were awarded \$6,700.00!
- The Golf Outing at Grandview (18 Holes, 18 Teams, 3 Flights – Men's, Women's, and Combined), \$60 per person, is scheduled for Monday, August 20, with Breakfast/Registration at 8:00 A.M. Start-up, followed by Shot-gun Start at 9:00 A.M., and then Lunch and prizes. The Friends will Also have a 50/50 Raffle, and possibly a Bag Raffle.

*New Business:

- Upcoming classes for July and August will include a:
 - Birdseed/Birdfeeder Class
 - Shirt Class (Monday, Aug. 6, 6:00 P.M. --- \$15 Fee)
 - Glass Class (Sept. or Oct. --- 8 student limit)
 - Metal People Class
- Judge Lynne Buday was a guest at the June 26 Friends Meeting.

*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! (And bring a dish to pass!)