

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
21 AUGUST 2018, 10:00AM**

**1) CALL TO ORDER at 10:00a.m.**

**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. Bull,*
- e) *Public present: L. Clark, S. Hurd*

**3) ADOPTION OF AGENDA:**

**MOTION: by Moran to approve agenda as amended**  
**Second by Cook**  
**Motion approved**

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

**MOTION: by Peress to approve July 24 2018 minutes**  
**Second by Cook**  
**Motion approved**

DRAFT

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

**6) REPORTS**

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

At the end of July, our total Library fund balance was \$913,156 vs. \$739,865 at end of June, an INCREASE of about \$173,291. Obvious reason is that the county finally credited us with our current tax revenue. The SBR sent to us this month did not show Cash Pooled balance at Huntington, thus bank balance and fund balance cannot be compared.

The three fund balances are: (rounded)

271	\$471,878
471	\$106,458
472	\$334,820

Our CDs earned about \$675 during the month.

Revenues for the year to date indicate we are now almost \$11,000 behind in penal fines, and have a shortfall of nearly \$1,700 in tax revenues. July Expenditures show we are ahead of target levels of spending in Salary/Wage, Programs, Professional Services, B/G Maintenance and Technology, but most look to be controllable. Transfer out of \$11,100 of fund balance from 271 to 472 was accomplished. We slightly underestimated our Co-op Dues, and had to put through a budget amendment increase of \$39.34, offset by reducing miscellaneous expense by that amount.

The comparisons between line item amounts for bills we submitted to the County and the amounts they reported back in June are still somewhat puzzling. The system, however, is working to show us where the discrepancies arise.

For some reason, our attempt last month to establish a \$10,000 expenditures budget in Building Fund 471 does not seem to have been successful, and 471 is still being reported as "overspent" by the \$2025 cost of the new dehumidifier. Probably will be resolved in time.

Cook pointed out transposed data.

**MOTION: by Lucyk to accept the Treasurer's report**  
**Second by Cook**  
**Motion approved Lucyk, Cook, Peres, Moran Needham**

**MOTION: by Lucyk to pay bills in the amount of \$7782.23**

**Second by Peress**

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

b) Director's report (attached)

**Motion by Cook to promote Sarah Southwell to "Regular part-time technical assistant" status**

**Second by Lucyk**

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

c) Friends of the Library report (attached)

d) Board of Commissioners Liaison communication: Kaliseum issues being addressed; COA is doing well; 2019 Budget meetings will be held on October 1,2,3,4; Lucyk requested copy of County Policy Manual, Bull offered to obtain a copy from County Clerk and distribute to Board.

e) DDA report: 131 Summit went very well. Traffic calming is a concern; passenger train service is a topic conversation.

f) Committee reports

i) Strategic Planning: Hurd has created a Annual Event fundraiser (June 8, 2019); Becky Ewing meeting to be scheduled; Prospective donor meeting and entertainment budget line item for 472 was presented for Board consideration

ii) Communications: No report

iii) Grants: No report

## **7) UNFINISHED BUSINESS**

a) KCL/County Contract—Otsego's Seuryck model – no activity

b) County non-union policy; definitions of full- and part-time statuses – no activity

c) Merit/fiber-optic installation: Cook/Roberts update (boring is finished, installation remains)

## **8) NEW BUSINESS**

a) December meeting date December 18<sup>th</sup>, 3:00p.m.

**Motion by Peress to move the December 2018 meeting to December 18<sup>th</sup> at 3:00, with a potluck dinner to follow at 5:00p.m.**

**Second by Lucyk**

**Motion passed**

## **9) OTHER BUSINESS**

a) SPC recommended that BoT establish a "prospective donor meeting/entertainment budget" funded from the New Building 472 account.

**Motion by Lucyk to establish a credit card account for SPC of \$2000 for the fiscal year 2018 funded via a 472 line item, for a "prospective donor meeting/entertainment budget"**

**Second by Peress**

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

b) New High School athletic field scoreboard: There may be a High School scoreboard advertising opportunity for Public Service Announcements from the Library and/or Friends of the Library

## **10) ITEMS FOR FUTURE AGENDA:**

a) Creation of a Committee to address KCL/County contract per Seuryck model

b) Library CD renewals

c) 2019 Budget

d) Annual meeting & Director evaluation

## **11) CALL FOR PUBLIC COMMENT: none**

## **12) ADJOURNMENT AT: 11:21**

Respectfully Submitted, Deb Bull

## **Director's Report**

**21 August 2018**

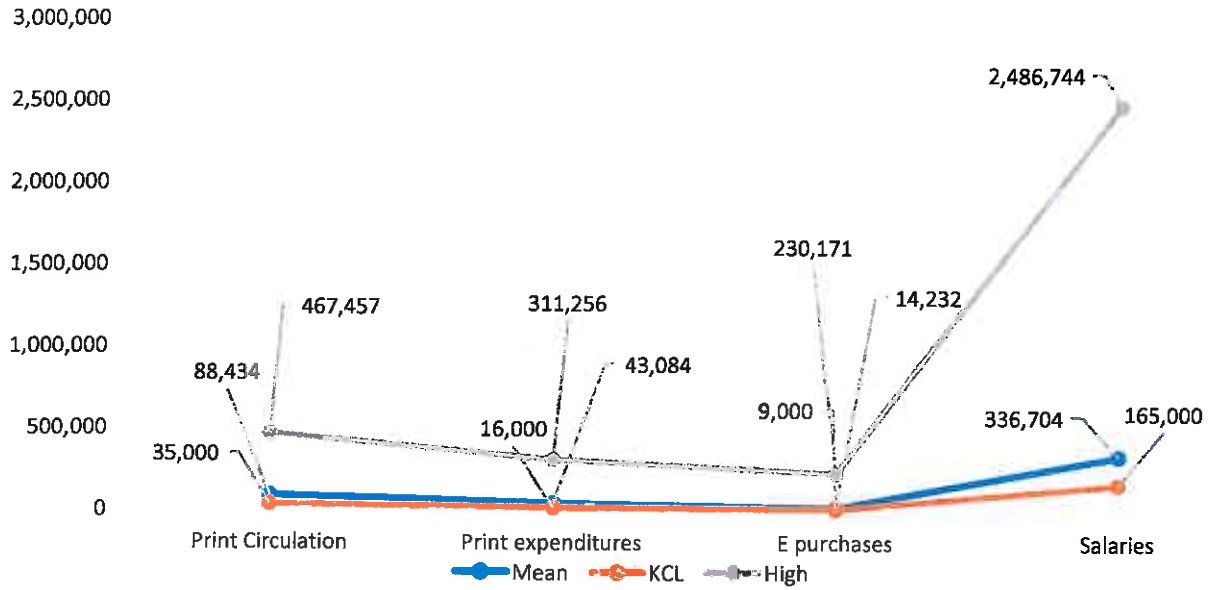
Going into the fall we're on track to circulate about the same number of items as 2017, around 35,000. By December we should see increased circulation in our juvenile and teen collections, and we're consistently seeing increased computer and wi-fi usage. Digital downloads have jumped to 4,062 this year, with 244 unique users. Programming attendance is 3,349 to date this year, which is putting us on track to set a record.

There are staffing changes to report. Marilyn Coville has transitioned to sub status, as will Gay Kasza after Thanksgiving. I'd like to promote Sarah Southwell to a regular part-time library technical assistant (she's earned it). And we should begin searching for an appropriate library assistant candidate to ensure continuity of our services.

Barker Creek and SEEDS have begun coordinating to address our overall landscaping issues. We have \$422 remaining in grant monies to devote to this project, and Barker Creek is assisting me to procure additional funding.

The library's remaining new computers will be installed August 21<sup>st</sup>, and we'll be purchasing a staff printer with the remaining funds. We should anticipate spending (or procuring a grant for) about \$10,000 in 2023 for the next technology upgrade.

### Comparison of Summary Reports for FY 2017 KCL & United States Libraries serving 10,000-24,999



## **2018 Friends Events Calendar (continued)**

### **August-**

- 6<sup>th</sup> Shirt Class, 6:00 P.M.**
- 9<sup>th</sup> Healing Touch and Eden Energy, 9:00 A.M.**
- 18<sup>th</sup> Bracelet Class, 11:00 A.M.**
- 20<sup>th</sup> Golf Outing**
- 25<sup>th</sup> Birdseed/Birdfeeder Class, 6:00 P.M.**
- 28<sup>th</sup> Friends of the Library Meeting, 4:00 P.M.**

### **September-**

- 8<sup>th</sup> Kombuche-Brewing Class, 10:00 A.M.**
- 12<sup>th</sup> Sleepytime Smackdown, 5:30-6:30 P.M.**
- 15<sup>th</sup> Leatherworkers Club, 10:00 A.M. (every 3<sup>rd</sup> Sat.)**
- 25<sup>th</sup> Friends of the Library Meeting, 4:00 P.M.**

### **October-**

#### **Classes**

- 23<sup>rd</sup> Friends of the Library Meeting, 4:00 P.M.**

### **November-**

#### **Silent Auction Baskets & Raffle**

- 27<sup>th</sup> Friends of the Library Meeting, 4:00 P.M.**

### **December-**

#### **Cookie Sale**

- Silent Auction Baskets and Raffle continue**