

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

1) **CALL TO ORDER** at 10:00



**APPROVED**

2) **ATTENDANCE/INTRODUCTIONS**

BOT: M. Moran, K. Peress, D. Needham, C. Cook, R. Lucyk

BOC: J. Sweet

FRIENDS:

STAFF: J. Roberts, D. Bull

GUESTS/PUBLIC: L. Clark, L. McCallum



3) **ADOPTION OF AGENDA:**

**MOTION** by Moran to approve agenda, with changes: move L. Callum presentation\* to Immediately following Adoption of Agenda; add CD renewal to 7a.; eliminate item 8c

**SECOND** by Peress

**MOTION PASSED**

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

**MOTION** by Lucyk to approve September 25, 2018 minutes as presented

**SECOND** by Cook

**MOTION PASSED**

5) **PUBLIC COMMENT:** Candidate Forum, 7pm at the Kalkaska High School Wednesday Oct 24

6) Fundraising presentation: Leah McCallum of Blue/Orange.

7) **REPORTS**

a) Financial report/Approval of bills

At the end of September, our total Library fund balance was \$890,518, vs. \$906,958 the month before, a decline of just \$16,440. The three sub-fund balances are (rounded) 271: \$450,292 471: \$106,924 472: \$333,302 and we continue to earn in the neighborhood of \$670 a month on our CDs. It is pleasing to note that as of September 30, our fund balances agree exactly with the BANK balances obtained on-line from the financial institutions' websites, with the exception of the \$250 discrepancy in 271, which is the "petty cash" that we never bother to account for in these reports.

Our Revenues picture has only a small shortfall in current tax revenues, but penal fines did not get credited to us this month, which explains our being increasingly behind target there. Other Revenue lines failed to offset those two shortfalls, and so it appears that we are \$2411.96 in red on revenue, but aren't concerned due to pending penal fine revenue yet to be posted.

Our September YTD expenditures look good with only small and declining YTD overages.

Looking back to the Banking analysis, we note that there is a balance of \$327,211 in Huntington Bank. This is the sum of the Cash balances in each of our 3 sub-funds: (\$281,199 + \$1507+ \$44,505) and it is not earning us much of anything. Interest rates are going up, and we should take advantage of that for the Library. Would like a Board Action to buy an interest-bearing CD with some of this money.

**MOTION** by Moran to instruct the County Treasurer to purchase on or before October 31, 2018 at Huntington Bank a 3 month Certificate of Deposit in the amount of \$200,000:

**SECOND** by Cook

**MOTION PASSED:** Moran, Cook, Peress, Lucyk, Needham

**MOTION** by Moran to investigate options for re-investment of 4Front Certificates of Deposit #S105 and S601 at their maturity in November and reinvest the funds to the optimal benefit to the library.

**Second** by Peress

**Motion passed: Moran, Peress, Cook, Lucyk, Needham**  
**MOTION by Cook to accept Treasurer's Report**  
**SECOND by Lucyk**  
**MOTION PASSED: Needham**

**MOTION by Lucyk to approve expenditures in the amount of \$11,139.23**  
**SECOND by Cook**  
**MOTION PASSED: Lucyk, Cook, Moran, Peress, Needham**

- b) Director's report (see attached)
- c) Friends of the Library report (see attached)
- d) Board of Commissioners Liaison communication: budgets are under review. No word back on Library handbook
- e) DDA report: 340 passengers for rail color tour went very smoothly;
- f) Committee reports
  - i) Strategic Planning: brochure easily updateable, and is ready except for local photographs. Robert's believes that Green/Orange has skills that compliment SPC Chair's skills and which BOT needs to move fundraising forward. Needham would like to see a specific proposal with estimated costs/fees, timeframe.
  - ii) Communications: no action
  - iii) Grants: no action
  - iv) Millage: no action

**8) UNFINISHED BUSINESS**

- a) KCL/County Contract—Otsego's Seuryck model: no action
- b) County non-union policy; definitions of full- and part-time statuses- no action
- e) ~~High School athletic sign—update~~
- d) Library CD renewals – next month's meeting (see motion above in Treasurer's report)
- e) Director evaluation – Bull to assist Needham in using Survey Monkey software to evaluate director.

**9) NEW BUSINESS**

- a) Discussion/approval of 2019 budget – no concerns at County level.  
**MOTION by Moran to approve and adopt 2019 budget**  
**Second by Peress**  
**Motion passed: Moran, Peress, Lucyk, Cook, Needham**
- b) Friends of the Library / Fundraising – no action
- c) Action for staff regarding vacation time - move to future agenda
- d) 2018 Staff evaluations and 2019 payroll - move to future agenda

**10) OTHER BUSINESS - none**

**11) ITEMS FOR FUTURE AGENDA:**

- a) Liability Insurance – actual risk or formula, other?
- b) Blue/Orange proposal
- c) SwipeClock staff benefit clarification
- d) Staff evaluations

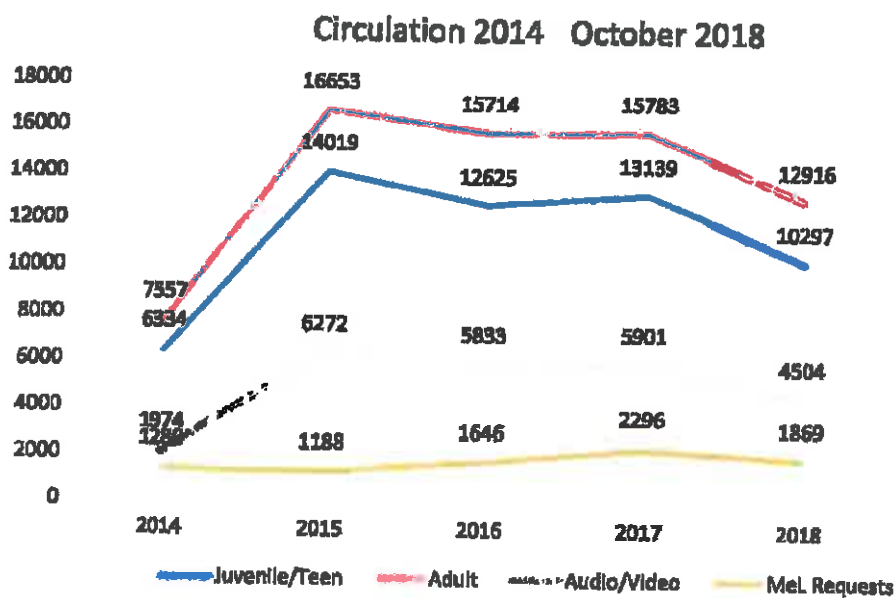
**12) CALL FOR PUBLIC COMMENT: Academia Club Silent Auction will be held at United Methodist Church at 9-am (bidding closes at 10:30) Saturday October 27<sup>th</sup>.**

**13) ADJOURNMENT AT 12:04**

**Respectfully submitted**  
**-Deb Bull**

**Director's Report**  
**23 October 2018**

- Circulation is at 30,692 for the 12 month period. 7,291 computer sessions and 6,884 wi-fi sessions. 1,869 ILL requests to-date this year.
- 5,812 patrons have attended 259 programs or outreach events to-date this year.
- The logistics of on-site book delivery to Kaskaska Public Schools is in process, likely to be in full swing in November.
- Cataloging the genealogy collection is in process.
- Thanksgiving closings: November 22<sup>nd</sup> and 23<sup>rd</sup> (Thursday and Friday)



Friends of the Kalkaska Library Updates

October 23, 2018

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

As of September 25, 2018 ---

Total assets (not counting New Library Savings/Checking)	\$10,139.37
New Library Saving/Checking	(\$53,518.03)

**\*Old Business:**

- The bracketed Total Assets amount is from August. Our Treasurer for the Friends New Library Savings/Checking Accounts was not able to attend the September Friends Meeting.
- Attached you will find the Treasurer's Report for the September Friends of the Library Regular Checking/Savings Account. (Highlighted at the bottom: "100+ Women's" Report as of September 25.)

**\*New Business:**

- Upcoming Fall Craft Classes will include:
  - Beginning Painting: Birch Trees with Chickadee, Nov. 7
  - Wire People, Nov. 7
  - Decorate Your Christmas Wreath, Nov. 15
  - Christmas Silent Auction and Raffle, beginning in Nov.
  - Christmas Cookie Sale, in December
- Other noteworthy Library Events:
  - Oct. 25 Yarn Spinning Demonstration
  - Oct. 29 MSU Extension Agricultural Innovators Program
  - Oct. 30 Halloween Pumpkin Carving
- Attached you will find the results of the Election of 2018-2019 Board of Directors and Officers. (Marilyn Coville has accepted the role of Chairperson of Fundraising for the New Library.)

**\*The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, October 23, at 4:00 P.M.**

**FOL Treasurer's Report Sept. 2018**

**8-1-18 thru 8-31-18**

	<b>BUDGET</b>	<b>SPENT</b>	<b>BALANCE</b>
Non Profit Corporation	\$20.00	-\$20.00	\$0.00
Friends of Michigan Libraries (FOML)	\$45.00		\$45.00
Postage, Envelopes, Checks	\$300.00	-\$50.00	\$250.00
Books for Babies	\$600.00		\$600.00
Library Gardens	\$500.00	-\$500.00	\$0.00
Calendars	\$120.00		\$120.00
Library Programs	\$3,000.00	-\$2,366.74	\$633.26
Raffle License	\$50.00	-\$15.00	\$35.00
Marketing / Book Pages	\$500.00		\$500.00
Discretionary Spending Fund	\$250.00	-\$45.74	\$204.26
<b>2018 BUDGET TOTALS</b>	<b>\$5,385.00</b>	<b>-\$2,997.48</b>	<b>\$2,387.52</b>

<b>SHARE DRAFT ACCOUNT as of 8-1-18</b>	<u>\$12,147.67</u>
<b>DEPOSITS</b>	
Memberships	\$35.00
Totebags/Mugs/Shirts	
Used Book Sales	
Amazon Smile	
100+ Women Who Care	\$400.00
<b>Total Deposits</b>	<b>\$435.00</b>
<b>Share Draft Account Subtotal</b>	<u><b>\$12,582.67</b></u>
<b>Less Checks Written</b>	<b>-\$5,726.48</b>
<b>SHARE DRAFT ACCOUNT as of 8-31-18</b>	<b>\$6,856.19</b>
<b>SAVINGS ACCOUNT as of 8-31-18</b>	<b>\$3,283.18</b>
<b>TOTAL BOTH ACCOUNTS</b>	<u><b>\$10,139.37</b></u>
<b>Less Budget Balance</b>	<b>-\$2,387.52</b>
<b>AVAILABLE FUNDS</b>	<u><b>\$7,751.85</b></u>

Prepared by Becky Wesley, Treasurer

*Becky Wesley*

**100+ Women Donation & Actual Available Funds**

Total donation thru 8-31-18: \$7,760.00  
 Total 100+ Women Expenses thru 8-31-18: -\$5,676.48  
 Total left from 100+ Women donation: \$2,083.52

Available Funds as reported on Treasurer's Report 8-31-18 \$7,751.85  
 Amount remaining for 100+ Women donation -\$2,083.52  
**Actual Available Funds as of 8-31-18 \$5,668.33**

**Nominating Committee's slate of candidates for the Board of Directors and  
Officers for 2018-2019**

**Valerie Shaw, President**

**Carol DeVries, Vice President**

**Sharon Curell, Secretary**

**Becky Wesley, Treasurer FOL & Asst. Treasure New Library**

**Molly Dolton, Treasurer New Library & Asst. Treasurer FOL**

**Rebecca Barr, Trustee**

**Mickie Castle, Trustee**

**M. R. Gillooly, Trustee**

**Mary LeBlanc, Trustee**

**Ellen Vonalt, Trustee**

**Fred Vonalt, Trustee**

**Lauren Clark, Trustee**

**Lisa Delaney, Trustee**

**Dawn Uranis, Trustee**

**Marilyn Coville, Trustee**