

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
25 JUNE 2019, 10:00AM**

1) CALL TO ORDER: Needham at 10:00

2) ATTENDANCE/INTRODUCTIONS:

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



3) ADOPTION OF AGENDA:

**MOTION by Peress that the agenda be approved as presented
SECOND by Cook
MOTION CARRIED (All ayes)**



4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by Lucyk to approve minutes of 28 May 2019 as amended
SECOND by Moran
MOTION CARRIED (All ayes)**

5) CALL FOR PUBLIC COMMENT:

- a) None

6) REPORTS

- a) Financial report/Approval of bills

The Treasurer presented the additional \$1349.85 in bills that did not appear in last month's report but were included in the total amount approved. No action necessary, because the amount of the expenditure was already approved.

The Bank Report shows that our total fund balance is \$923,318 as of May 31. This is a decrease of \$20,476 from prior month. There is still a significant difference between our Total Bank balance and total fund balance (just over \$12,000) and it seems to be a discrepancy between amounts in 271. This will be discussed with Corinna Hervey to see if we can identify the source of the discrepancy. We missed the deadline for the maturing CD at 4 Front on 5/21. If it has been rolled over, Treasurer will check the rate, update the report and/or ask the County Treasurer to move the money to a CD with a better rate.

Expenditures of \$1,178 in 471 changed our negative balance in cash pooled at HNB up to \$7107. Since there is no 471 CD maturing, we should probably transfer some 271 cash into 471. We will discuss that with Corinna as well.

Revenues are now some \$32,000 behind target YTD. Again, mostly due to shortfall in tax revenue. We expect to get some grant revenue to apply toward expenses in P S & E and the revisions to the

architectural concept from C2ae. We've received one installment of State Aid, but it hasn't appeared in SBR yet. Penal fines are looking better, but still \$1750 behind target.

Expenditures are mostly in control. Books, State Aid purchases, programs and technology are all "spent ahead" but have remaining budget dollars through rest of year. Health- and Dental insurance seem to have straightened out and are falling back into line as the year progresses. "Transfer Out" is not really an expenditure—it is just a transfer to 472, between our own funds, so red ink there is not worrisome.

For some reason, 472 is showing no "donations" in its revenue. We know there have been some, and it is probably showing in "revenue". We set this up when adding the donate button to the website.

MOTION by Lucyk to accept Treasurer's Report as presented

SECOND by Cook

MOTION CARRIED by roll call: (All ayes)

MOTION by Moran to approve expenditures in the amount of \$15,174.03.

SECOND by Cook

MOTION CARRIED by roll call: (All ayes)

b) Director's report: (attached)

MOTION to amend the Board meeting schedule from August 20, 2019 to August 27, 2019

SECOND by Moran

MOTION CARRIED (All ayes)

c) Friends of the Library report: (attached)

d) Board of Commissioners Liaison communication: No report

e) DDA report: Cook

f) Committee reports:

i) Millage: Roberts report

ii) Fundraising: Roberts report

7) UNFINISHED BUSINESS

a) KCL/County Contract—Otsego's Seuryneck model: Moran update

b) Naloxone

8) NEW BUSINESS

a)

b)

9) OTHER BUSINESS

a)

10) ITEMS FOR FUTURE AGENDA:

a) Transfer of PayPal account donations to the Friends of the Library

b) Updates on Township Meetings (in July Director's report)

11) CALL FOR PUBLIC COMMENT: None

12) Next meeting scheduled for: 23 July 2019 at 10:00 am

13) ADJOURNMENT AT: 11:05 am

Respectfully Submitted,

Debbie Payne
Recording Secretary

Director Report

25 June 2019

- Year-to-date statistics:
 - Adult: 6649
 - Juvenile / Teen: 7103
 - Audio/Visual: 2216
 - e-Collection: 4051
 - Patron visits: 12285
 - Program attendance: 3214

- 282 total attended our summer reading kickoff, with 166 children and teens registering. We're asking Hawk Hill Raptors to run an additional show to better accommodate the latchkey and daycare children (about 110 kids at any one time). Jenny Patton, the KPS food service director, has done a great job of incorporating the "Meet UP & Eat Up" program into the library's summer programming.

- Attached is a PayPal statement providing an overview of our online donation activity.

- July is necessarily devoted to summer reading activities. August is a bit of a break, aside from the millage vote and Blazer Bash. Going into the fall we'll be working towards the training and service objectives I detailed at the board and staff retreat.

Friends of the Kalkaska Library Updates

June 25, 2019

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

As of May 28, 2019 ---

Total assets (not counting New Library Savings/Checking)	\$ 4,372.54
New Library Saving/Checking	\$67,899.92

***Old Business:**

- The Annual Golf Outing is tentatively scheduled for Friday, August 23, at Timber Wolf Golf Course. More details to come!
- The Wine Party is tentatively scheduled for July. More information coming!
- An enthusiastic group will be attending a Trivia Night at Rare Bird Brewery, to experience the "event", and will be sharing their experience at the next regular Friends Meeting.

***New Business:**

- Marilyn Judge officially became a Member of the Friend of the Library Board of Directors at our May Meeting.
- Updated Kayak Raffle total: \$1,076.00!
- And an updated total for the Annual Book Sale is \$2,455.00! (\$600 more than last year!)
- The Friends of the Library Annual Garage Sale brought in a bit more than \$2,700.00!
- Outstanding items have been donated to the Silent Auction! Be sure to check the Silent Auction out! The Auction will end July 15!
- And a final reminder: the Annual Friends of the Library Picnic will be held on Tuesday, July 23, at Sands Park, 6:00 P.M.

***The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, June 25, 2019, at 4:00 P.M.**