

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

DRAFT

1) CALL TO ORDER: R. Lucyk at 10:01 am

2) ATTENDANCE/INTRODUCTIONS:

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

3) ADOPTION OF AGENDA:

**MOTION by Cook, that the agenda be approved as presented.
SECOND by Moran
MOTION CARRIED**

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

This action item moved to February meeting

5) CALL FOR PUBLIC COMMENT: None

6) REPORTS

- a) Financial report/Approval of bills
Treasurer's Report, January 22, 2019

Year End 2018 finds Total Library Fund balance at \$841,381. We opened the year last January with \$820,595, so the fund grew by \$20,786. The 271 fund declined from \$404,835 to \$403,415, or just \$1,410, small despite a Revenue shortfall of \$12,921, mostly due to a \$17,000 shortfall in penal fines for the year. But through diligence and thrift, expenditures were held to \$11,828 below budget. The two other funds, 471 and 472 ended up at \$106,903 and \$331,063 respectively, and either grew or held nearly constant for the year. (Numbers rounded to nearest dollar.)

As previously noted, the 271 fund balance is more than required, and during 2019 we will act to transfer some of it to 472 to help in our mission to build a new Library.

December closed with just three line-items overspent: Salary/Wage, FICA taxes, and Books. A budget amendment has been put through to shift excess budget from Retirement and Health Insurance lines into those other three. All expenditures lines are now in the black with slight surpluses. These numbers may be adjusted somewhat as the books finally close in March.

**MOTION by Moran to accept Treasurer's Report as presented.
SECOND by Cook
MOTION CARRIED**

MOTION by Cook to approve expenditures in the amount of \$32,275.60.

SECOND by Moran

MOTION CARRIED by Roll Call: Cook, Moran, Lucyk (All ayes)

- b) Director's report (see attached)
- c) Friends of the Library report (No written report)
- d) Board of Commissioners Liaison communication: J. Sweet update
- e) DDA report: Cook update
- f) Committee reports:
 - i) Strategic Planning: Roberts update
 - ii) Millage: Roberts update

7) UNFINISHED BUSINESS

- a) KCL/County Contract—Otsego's Seuryck model: no report
- b) Liability insurance (actual risk or formula): Roberts will report to Board in February
- c) 2019 Board and staff retreats: Roberts update

8) NEW BUSINESS

- a) SPC chairperson appointment discussion
- b) Fundraising consultant RFP

MOTION BY Cook to approve the posting of the fundraising consultant RFP, with two highlighted dates to be filled in by Roberts as necessary, to be posted on the appropriate ListSrvs.

SECOND by Moran

MOTION CARRIED BY Roll Call: Cook, Moran, Lucyk (All ayes)

9) OTHER BUSINESS

- a) None

10) ITEMS FOR FUTURE AGENDA:

- a) Approval of December Minutes
- b) Millage Renewal Resolution

11) CALL FOR PUBLIC COMMENT: None

12) Next meeting scheduled for: February 26 at 10:00am

13) ADJOURNMENT AT: 12:00 p.m.

Respectfully Submitted,

Debbie Payne
Recording Secretary

Revenues, 2018

Line Item	Description	Budgeted	November YTD Target	November YTD Actual	November Difference	December YTD Target	December YTD Actual	December Difference
403	Current Tax Rev	\$189,849.00	\$189,849.00	\$188,166.55	(\$1,682.45)	\$189,849.00	\$188,166.55	(\$1,682.45)
570	State Aide Rev	\$12,500.00	\$12,500.00	\$12,578.68	\$78.68	\$12,500.00	\$12,578.68	\$78.68
571	St.Aid Salary Reimb	\$2,300.00	\$2,300.00	\$2,648.65	\$348.65	\$2,300.00	\$3,601.18	\$1,301.18
580	Grant Revenue	\$7,600.00	\$7,600.00	\$5,150.00	(\$2,450.00)	\$7,600.00	\$5,150.00	(\$2,450.00)
630	Donations, Fines, Fees	\$8,000.00	\$7,333.33	\$8,786.33	\$1,453.00	\$8,000.00	\$9,396.18	\$1,396.18
660	Penal Fines	\$105,000.00	\$96,250.00	\$87,998.91	(\$8,251.09)	\$105,000.00	\$87,998.91	(\$17,001.09)
664	Interest Rev	\$1,500.00	\$1,375.00	\$2,041.22	\$666.22	\$1,500.00	\$2,466.60	\$966.60
692	Misc. Revenue	\$0.00	\$0.00	\$4,439.31	\$4,439.31	\$0.00	\$4,469.26	\$4,469.26
699	Approp. Fund Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$326,749.00	\$317,207.33	\$311,809.65	(\$5,397.68)	\$326,749.00	\$313,827.36	(\$12,921.64)

Financial Institution	Account #	County	Interest		Start		Type	Term	Matures	Present	
			Rate	Start Date	Amount	Value				Value	(Date)
FAFCU	165337-000	472-000-003.000	N/A	3/18/2014	\$10.00	share	N/A	N/A		\$1,424.33	12/31/2018
FAFCU	165337-335	471-000-001.000	1.75%	3/22/2016	\$20,000.00	CD	60 month	3/22/2021		\$20,985.64	12/31/2018
FAFCU	165337-336	471-000-001.000	1.75%	3/22/2016	\$20,000.00	CD	60 month	3/22/2021		\$20,985.64	12/31/2018
FAFCU	165337-337	471-000-001.000	1.75%	3/22/2016	\$20,000.00	CD	60 month	3/22/2021		\$20,985.64	12/31/2018
FAFCU	165337-338	471-000-001.000	1.75%	3/22/2016	\$20,000.00	CD	60 month	3/22/2021		\$20,985.64	12/31/2018
FAFCU	165337-339	471-000-001.000	1.75%	3/22/2016	\$20,905.14	CD	60 month	3/22/2021		\$21,935.40	12/31/2018
FAFCU	165337-340	472-000-001.000	1.66%	6/28/2016	\$102,303.19	CD	60 month	6/28/2021		\$52,598.58	12/31/2018
FAFCU	165337-341	472-000-001.000	1.66%	6/28/2016	\$102,303.19	CD	60 month	6/28/2021		\$106,608.20	12/31/2018
FAFCU	165337-342	472-000-001.000	1.66%	6/28/2016	\$110,049.75	CD	60 month	6/28/2021		\$114,680.66	12/31/2018
4Front CU	S000 271	271-000-004.000	N/A		\$5.00	share	N/A	N/A		\$23.41	12/31/2018
4Front CU	S109 271	271-000-003.104	1.31%	11/21/2016	\$30,071.30	Business Cert	60 month	6/28/2021		\$31,066.26	12/31/2018
4Front CU	S602 271	271-000-003.106	1.01%	11/21/2017	\$25,569.21	CD	18 month	5/21/2019		\$25,848.69	12/31/2018
4Front CU	New Money	4 472-000-003.102	2.00%	9/26/2018	\$15,000.00	Sp CD Business	13 month	10/26/2019		\$15,075.71	12/31/2018
Huntington BI	Huntington	271-000-001.000		N/A	N/A	Pooled	N/A	N/A		\$35,975.53	12/31/2018
Huntington BI	Huntington	471-000-001.000		N/A	N/A	Pooled	N/A	N/A		\$1,309.92	12/31/2018
Huntington BI	Huntington	472-000-001.000		N/A	N/A	Pooled	N/A	N/A		\$40,694.10	12/31/2018
Huntington BI	Special Rate	271-000-003.000	2.50%	26-Nov-18	\$112,244.27	CD	12 Month	11/26/2019		\$112,244.27	12/31/2018
Huntington BI	Special Rate	271-000-003.001	2.20%	9-Nov-18	\$200,000.00	CD	3 Month	2/1/2019		\$200,000.00	12/31/2018
Bank Balance Fund Balance											
FAFCU Total	\$	381,189.73		271 Total	\$	405,158.16		\$	403,414.84		
4 Front Total	\$	72,014.07		471 Total	\$	105,877.96		\$	106,902.88		
Huntington Tc	\$	390,223.82		472 Total	\$	331,081.58		\$	331,063.07		
	\$	843,427.62			\$	842,117.70		\$	841,380.79		

Director Report

22 January 2019

- Statistics for 2015 to 17 January 2019 are attached. If we revisit the report I shared with you last year, “Voter Perceptions and Support for Public Libraries Today: Key Overall Results,” we’ll notice statistical concurrence with some of the report’s findings and that we might be performing better in some areas than the average library.
 - “Libraries are increasingly seen as a community hub for human connection and lifelong learning”—*Programming stats*
 - “More voters recognize libraries as a resource for job training and language building”—*Spanish Club & observed computer use*
 - “Voters report visiting the library and its website less frequently”—*Patron visits*
 - “Some traditional library services are used less often”—*Print & A/V circulation; MeL Requests; E-downloads*
 - “Fewer voters are likely to see the library as a resource for children”—*Juvenile/Teen circulation and Programming*
 - “People need technology services at the library more than ever”—*Tuesday Tech Help; Tech Outreach to the COA; Tech-related reference questions/assistance*
 - “Voters today are less enthused about library staff”—*1 patron complaint since March 2017*
 - “The library’s perceived value and relevance to the community has declined”—*2019 millage results*
 - “People are less likely to vote in support of library funding”—*2019 millage results*
- Patron slip-and-fall accident; minor injury sustained
- Seemingly we’re being investigated for non-compliance with the Americans with Disabilities Act.