

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
18 DECEMBER 2018, 3:00PM**

DRAFT

1) CALL TO ORDER: 3:00 pm

2) ATTENDANCE/INTRODUCTIONS:

- a) BoT present: K. Peress, M. Moran, R. Lucyk, D. Needham (Cook Absent)
- b) BoC present: None
- 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 Moran that the agenda be approved as amended.**

**SECOND by Lucyk**

**MOTION CARRIED**

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by Peress to approve 27 November 2018 minutes as amended.**

**SECOND by Moran**

**MOTION CARRIED**

5) CALL FOR PUBLIC COMMENT: None

6) REPORTS

a) Financial report/Approval of bills

At the end of November, our Total Library fund balance was \$861,890, vs. \$883,662 the month before, a decline of \$21,772. The three sub-fund balances are (rounded):

271	\$424,275
471	\$106,724
472	\$330,891

We can confirm about \$547 earned in interest on funds in 4 Front and FAFCU; Still do not have access to the statements at Huntington Bank, so we're unsure of how much the new special rate CD's there have earned. But \$200,000 at 2.2%/yr would figure out to about \$366 per month, and \$112,244 at 2.5% would be about \$233 per month.

Our Revenues picture looks OK; we're now over \$8,000 off pace on Penal Fines, at about \$88,000 YTD, but are \$5,400 behind in total target revenue, YTD, because we are behind in Grant Revenues as well as Penal Fines now. Our November YTD expenditures look pretty good, except we've suddenly gone over on Salary/Wage and FICA; this is a distinct surprise, because it went from +\$2,315 to -\$2,923 in just one month, from an average of \$13,500 a month to around \$19,000 in November. We are looking into this. Everything else looks good.

In 2019 we plan to transfer some fund balance from 271 to 472, in amounts that we can tie to penal fines (i.e. non-millage) money.

**MOTION by Lucyk to accept Treasurer's Report as presented.**  
**SECOND by Peress**  
**MOTION CARRIED**

**MOTION by Moran to approve expenditures in the amount of \$7,585.75.**  
**SECOND by Peress**  
**MOTION CARRIED**

- b) Director's report (see attached)
- c) Friends of the Library report (see attached)
- d) Board of Commissioners Liaison communication: no report
- e) DDA report: no report
- f) Committee reports:
  - i) Strategic Planning: Fundraising/Communications discussion:

**MOTION by Lucyk to authorize Roberts to engage Brand Tonic at a cost of up to \$5,000 to continue the library's communications plan, with non-millage funds to be used.**  
**SECOND by Peress.**  
**MOTION CARRIED**

- ii) Communications: no report
- iii) Grants: no report
- iv) Millage: no report

**7) UNFINISHED BUSINESS**

- a) KCL/County Contract—Otsego's Seuryneck model
- b) High school digital sign: discussion re. Brand Tonic

**8) NEW BUSINESS**

- a) Liability insurance (actual risk or formula): document on file
- b) Approve 2019 meeting schedule

**MOTION BY Moran to approve the 2019 meeting schedule as amended.**  
**SECOND by Peress**  
**MOTION CARRIED**

- c) Approve 2019 slate of officers:

**MOTION by Peress to elect the following slate of officers:**  
**Needham—President; Lucyk—Vice-President; Moran—Treasurer; Cook—Secretary;**  
**Peress—Trustee.**  
**SECOND by Lucyk**  
**MOTION CARRIED**

- d) 2019 Board and Staff retreats: scheduled for 8 June 2019 at 10:00am
- e) Office of Civil Rights Directed Investigation: Roberts will contact OCR

9) OTHER BUSINESS

- a) Director Evaluation: Needham update

10) ITEMS FOR FUTURE AGENDA:

- a) KCL/County Contract – Otsego’s Seuryck model
- b) High school digital sign

11) CALL FOR PUBLIC COMMENT: None

12) Next meeting scheduled for: January 22, 2019 at 10:00am

13) ADJOURNMENT AT: 4:52 pm

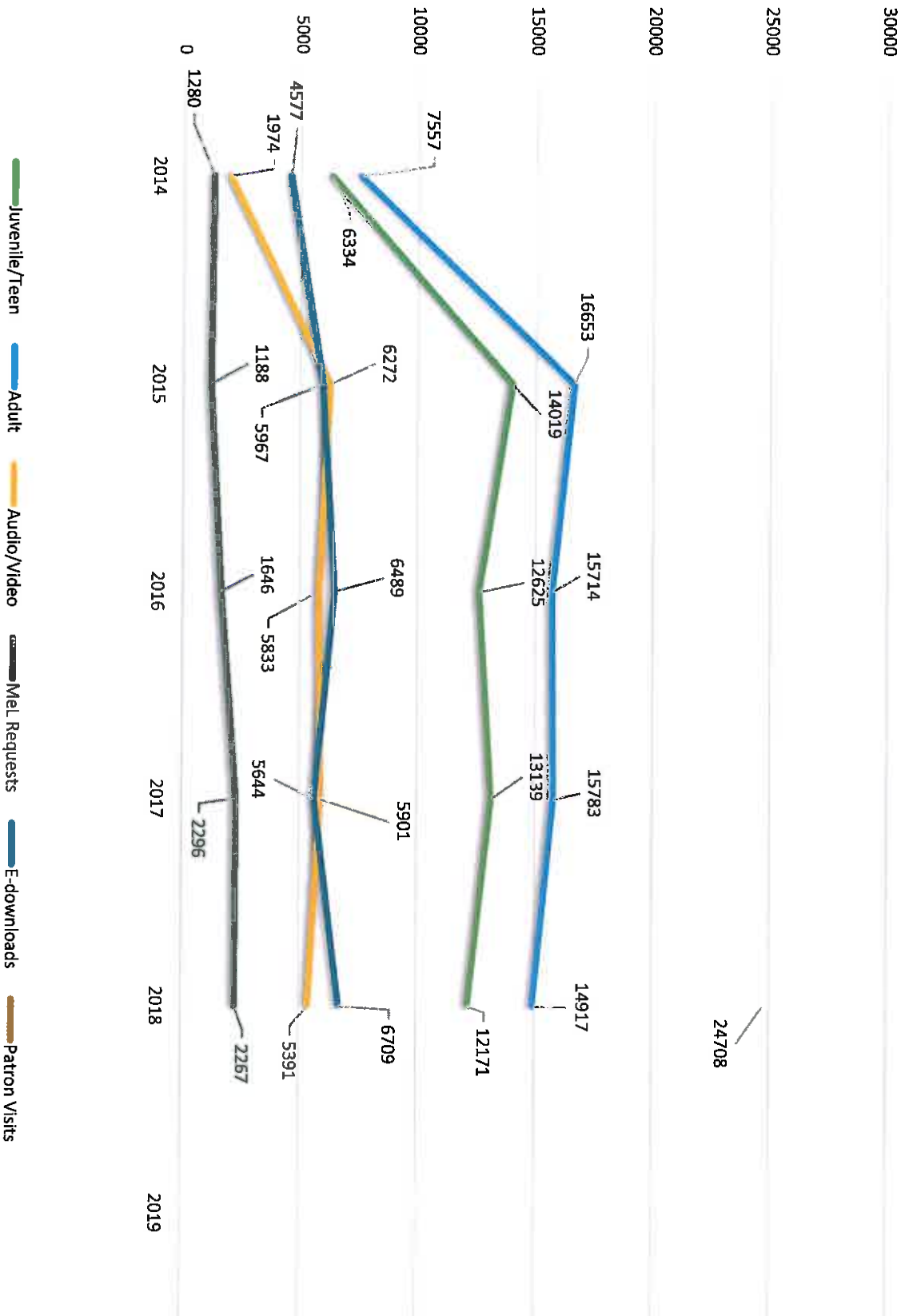
Respectfully Submitted,

Debbie Payne  
Recording Secretary

**Director's Report**  
**18 December 2018**

- November's year-to-date statistics are attached. I've included a new item that we've begun systematically tracking—patron visits. This past month 2,230 patrons visited the library. I've estimated our 2018 patron visits as 24,708, but this represents a very conservative estimate, as we are typically busier other times of the year. As 2019 progresses our accuracy will improve. Our computer sessions are tracking consistently at a little over 6,000 sessions this year, and our wi-fi log-ins are at a little over 7,100 for the year.
- To date, we've conducted 296 programs and outreach activities, with an attendance of 6,379.
- Marta and I, in collaboration with Ryan Moore, principal at Cherry Street, conducted our first book delivery. Fifty-three children requested books—far exceeding our expectations.
- Earlier this month I was sworn in as a board member of the Kaskaska DDA.

# Statistics 2014 - 13 December 2018



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

As of November 27, 2018 ---

Total assets (not counting New Library Savings/Checking)	\$ 8,586.85
New Library Saving/Checking	\$60,469.27

**\*Old Business:**

- An update on the "100+ Women" Donation:
  - Funds spent through 11-30-18, \$7,388.61
  - Funds remaining from the donation, \$371.39
- A generous donation of \$500 was received from Robert Cushman.
- Memorials, earmarked for the New Library, totaling \$1,380.00 were made to honor the memory of Ron Coville,
- Marilyn has taken care of the purchase of a 10' kayak for the Spring Raffle.

**\*New Business:**

- Upcoming Fundraising Events will include:
  - Christmas Silent Auction and Raffle, beginning Nov. 24, and ending December 21. (The Friends will be selling Raffle Tickets at Northland On December 8<sup>th</sup> & 9<sup>th</sup>, and 15<sup>th</sup> & 16<sup>th</sup>.
  - Christmas Cookie Sale, December 13<sup>th</sup> and 14<sup>th</sup>
- Santa will be visiting the Library on December 8<sup>th</sup>.
- The Friends will be purchasing four tables (approx. cost: \$3,000) for the Library.
- Craft Classes:
  - Glass Etching, December 10<sup>th</sup>, 6:00 P.M.
  - Snowman Painting, December 15<sup>th</sup>, 10:00 A.M.
- The Library's Annual Christmas Get-together will be held on December 18, at 5:00 P.M.

**\*The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, January 22, 2019, at 4:00 P.M.**