

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

1) CALL TO ORDER: Needham at 10:01am

2) ATTENDANCE/INTRODUCTIONS:

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

**DRAFT**

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:

**MOTION by Peress to approve minutes of 18 December 2018 as presented  
SECOND by Lucyk  
MOTION CARRIED**

**MOTION by Lucyk to approve minutes of 22 January 2019 as presented  
SECOND by Cook  
MOTION CARRIED**

5) FUNDRAISING CONSULTANT PROPOSAL: BLUE/ORANGE

- a) Teleconference and discussion

**MOTION by Cook to engage the services of Blue/Orange Consulting to carry out Task/Activity 1 – 4 of said proposal within the estimated timeline and at the hourly rate presented**

**SECOND by Lucyk**

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

6) CALL FOR PUBLIC COMMENT: None

7) REPORTS

- a) Financial report/Approval of bills

Our total fund balance is \$796,745, as computed in the Standard Budget Report. (Sum of Ending fund balances, as of 1/31) This agrees well with the Bank Balances computed using on-line sources (monthly bank balances are not tracked in the SBR). There are unusual negative numbers in two of our bank balances at Huntington. These mean that we spent more than our share of Pooled Cash there, as a result of the \$200,000 CD purchase and a large expenditure for

once a year TADL contract (\$16000) from 271, and Expenditures totaling \$6846 (Fiber Optic installation, emergency exit signs, furnace maintenance) which were more than we had in 471 cash. We just now need to reimburse the county cash pool. (Note that \$200,000 was not spent, just invested temporarily to earn a nice 2.2% rate; we have put back \$110,000+ into Huntington cash, plus re-invested \$90,000 for another good short-term rate.)

The \$796 K total fund balance is a decline of \$44,636 from last month, but the report does not show our revenues from penal fines and our interest earned on the various CD's and deposits at Huntington. These would INCREASE that fund balance number.

Penal fines are still running significantly below estimated target. We were hoping for nearly \$7,200 a month, and both Dec and Jan were in the \$4000's.

We still are being charged for the water/sewer hookup to the North Property; we thought we were told this would go away because the building has been demolished and has no water use now.

This month we were charged the \$5,356 for ultra-high-speed fiber optic hookup. We don't know if this \$5,356 is one-time or a recurring charge. Director is checking with TADL.

Our reconciliation spreadsheet now shows nearly complete agreement in all line items through November. The value of the spreadsheet is that it catches the areas where clerical mistakes are made, which then allows a closer scrutiny, using the monthly activity report, as to where the specific errors occur. Ultimately, it keeps us from being charged with something that is not ours, plus it feeds into a precise tracking of how much we have remaining in budget.

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

**SECOND by Peress**

**MOTION CARRIED**

**MOTION by Cook to approve expenditures in the amount of \$8,593.44**

**SECOND by Moran**

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

- b) Director's report (attached)
- c) Friends of the Library report (attached)
- d) Board of Commissioners Liaison communication: J. Sweet update. Distributed and discussed report relating to Kaliseum renovations, "Kalkaska County: Ameresco Project Scope"
- e) DDA report: Cook update
- f) Committee reports:
  - i) Millage: Roberts update; finalizing ballot language for August election

**8) UNFINISHED BUSINESS**

- a) KCL/County Contract—Otsego's Seurnyck model: report by Peress and Moran
- b) Liability insurance (actual risk or formula): Roberts update
- c) 2019 Board and staff retreats: Roberts update; request moving date of retreat from June 8 to June 15
- d) SPC chairperson appointment discussion: meetings suspended until further notice

**9) NEW BUSINESS**

- a) None

**10) OTHER BUSINESS**

- a) None

**11) ITEMS FOR FUTURE AGENDA:**

- a) None presented

**12) CALL FOR PUBLIC COMMENT: None**

**13) Next meeting scheduled for: March 26 at 10:00am**

**14) ADJOURNMENT AT: 11:53am**

Respectfully Submitted,

John Roberts  
Recording Secretary

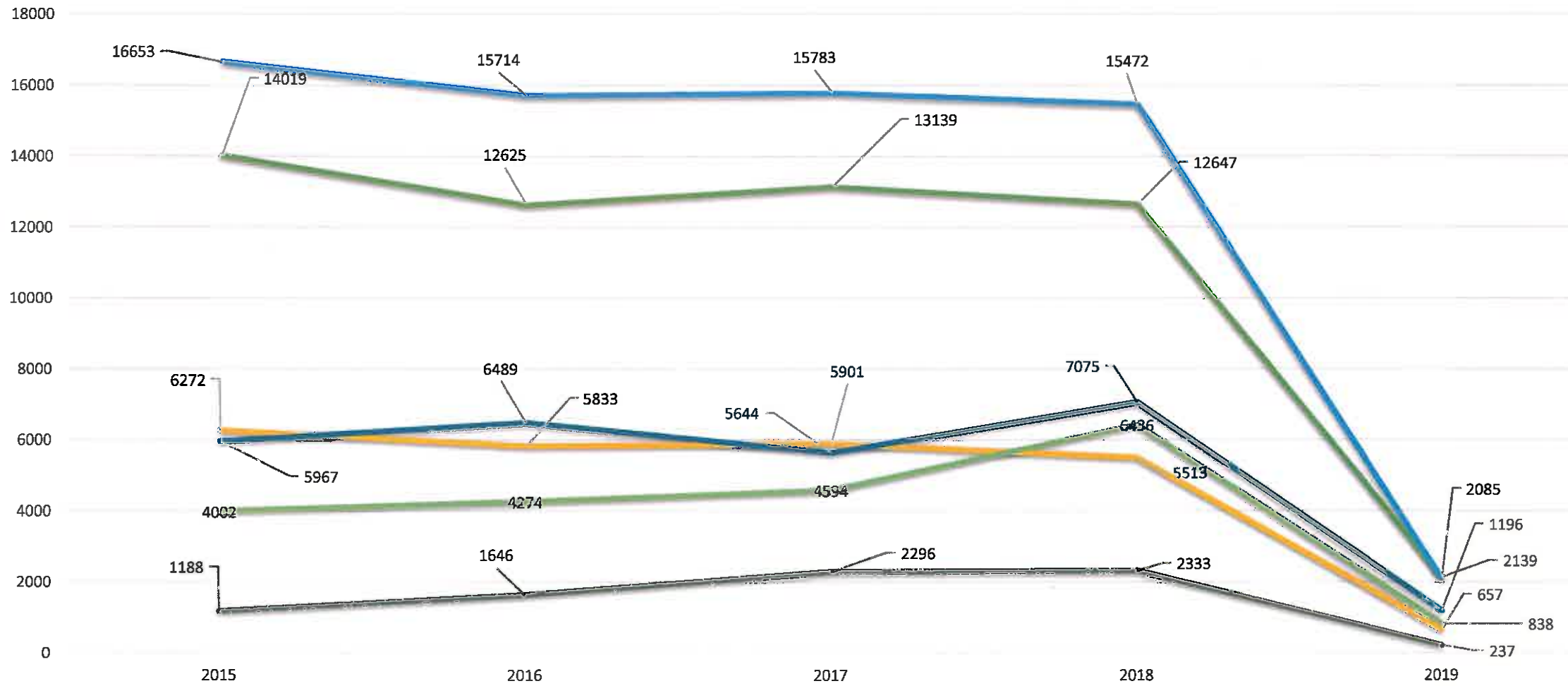
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## Director Report

### 26 February 2019

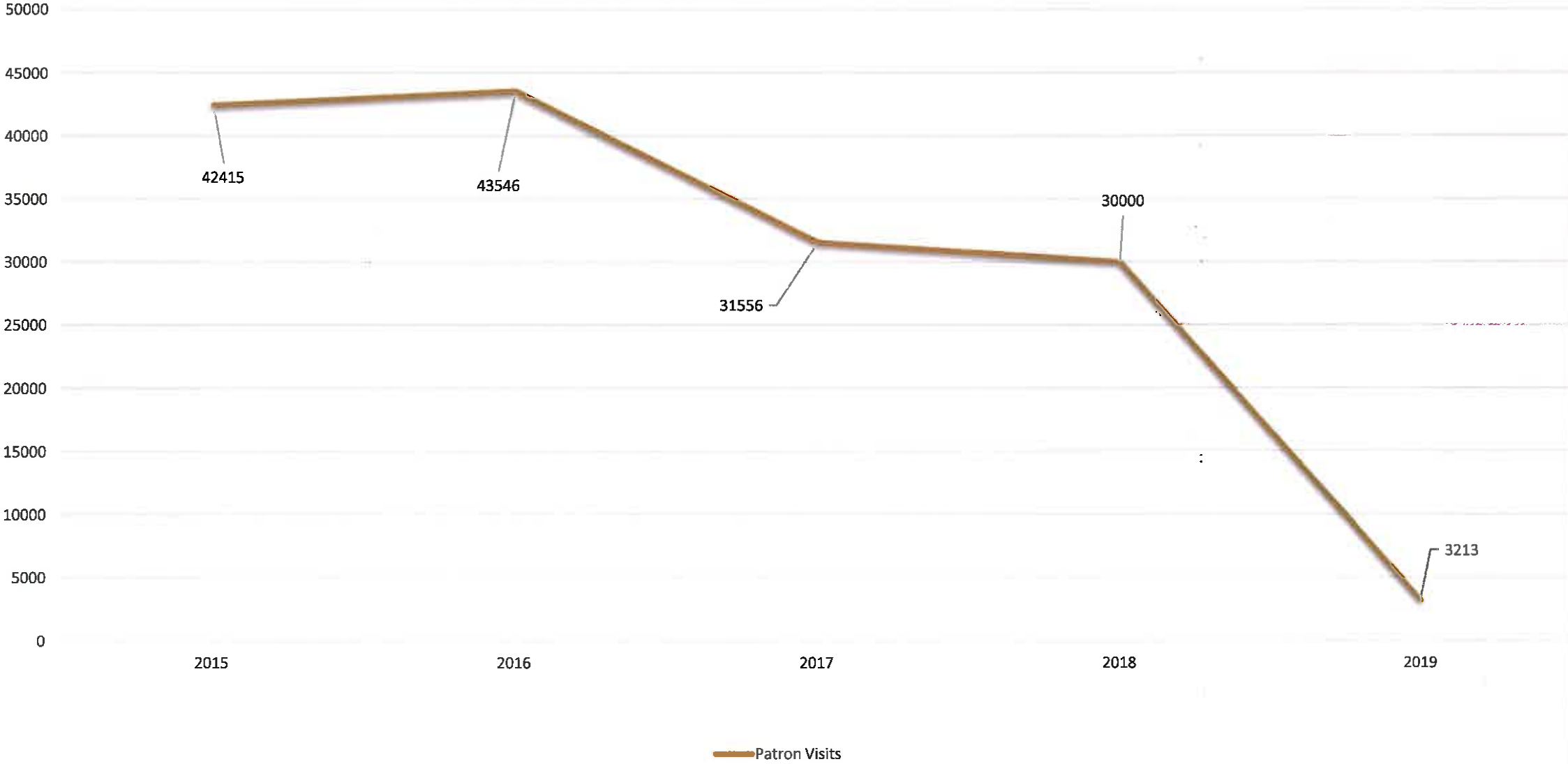
- Statistics for 2015 to 20 February 2019 are attached. January and February have been remarkably slow with the weather, but we've nonetheless logged 32 programs and a programming attendance of 588, since January's meeting. Also, our juvenile and teen circulation outpaced our adult circulation for the first time since at least 2015.
  - Toured the county jail and briefly assessed its print holdings. The library's looking to triage the collection as well as target relevant resources to the inmates.
  - There has been no communication in the past month regarding the ADA investigation.
  - Currently researching Rotary and Community Foundation grants. Will have additional information in March.
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### Statistics 2015 - 20 February 2019



— Juvenile/Teen   
 — Adult   
 — Audio/Video   
 — MeL Requests   
 — E-downloads   
 — Programming

### Statistics 2015 - 20 February 2019



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

As of January 22, 2019 ---

Total assets (not counting New Library Savings/Checking) \$ 8,634.57  
New Library Saving/Checking \$65,586.93

**\*Old Business:**

- The Friends purchased two tables for the Library, for a total of \$1,618.00.
- Marilyn Coville will be putting together a yearly schedule of fundraisers. Upcoming Classes will be announced when they are finalized.

**\*New Business:**

- Upcoming Fundraising Events for 2019 are attached.
- New fundraising idea: "31 Party" (Presentation on Tuesday, February 26, after the Friends Meeting. Catalogs will be available. The sale starts in March.)
- Three Friends Members volunteered for the Nominating Committee to find 2020 Officers.
- The Friends Board will share their 2019 Budget at the Library Board's March Meeting.
- The Friends are adding the availability to sign up for Friends Membership on line.
- The 2018 Fundraising Report submitted by Marilyn Coville is attached.

**\*The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, February 26, 2019, at 3:30 P.M.**

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## Friends of Library 2019 Activities

### March:

31 Party – Chance to order products, bags etc from 31 catalogue- Ends March30

Kayak raffle – Begins

April – Kayak raffle ends April 30

May – 1-4 – Used book sale – Northland Plaza

May 31-June 1 – Annual Garage Sale

*June – Wine Party*

June 1 – July 15 – Fine Art Silent Auction

August – Golf Scramble

November – Christmas Silent Auction

December – Raffle

On going craft classes!!!

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**Friends of Kalkaska Library – New Library Account 2018**

**Christmas Raffle \$1179.00**

**Craft Classes \$1675.00**

**Salina's Book \$280**

**Read A Thon \$445**

**Ron Coville Memoriam \$1480**

**Christmas Silent Auction \$3365.00**

**Summer Silent Auction \$1080.00**

**Kayak Raffle \$1731.76**

**Golf Outing \$3320.11**

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