

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

- 1) CALL TO ORDER: Needham at 10:00 am
- 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, D. Payne
 - e) Public present: V. Thornburg

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 Moran to approve minutes of 26 February 2019 as amended
SECOND by Lucyk
MOTION CARRIED**

5) CALL FOR PUBLIC COMMENT:

- a) V. Thornburg

6) REPORTS

- a) Financial report/Approval of bills

As of February 28, our total fund balance was \$784,224, a decrease of \$12,521 from the previous month. This agrees pretty well with our calculated Total Bank Balance, of \$786,096.

We are earning approximately \$1,025 a month interest on our various holdings.

Penal Fines are still running lower than we even estimated with our conservative budget. February's fines were only \$4,404. The penal fines are now \$10,000 behind budgeted target.

There was about \$545 in Tax Revenue from PILT and Forest taxes; we won't see our millage money until May or Jun.

Turning to Expenditures, our only concern is that we have red ink in 717 State Unemployment Tax, 719 Health and Dental Insurance. We estimate those costs when budgeting, and if we estimate wrong, it eventually makes us have to amend our budget. Spending is ahead of target in 740 Books and 831 Legal, but under control since they are just against a "targeted" amount for this point in the year.

We continue to move non-millage amounts of fund balance from 271 to 472 as they become available.

MOTION by Peress to accept Treasurer's Report as presented, with exception of resolving the question of FAFCU Account #340

SECOND by Cook

MOTION CARRIED by roll call: (All ayes)

MOTION by Moran to approve expenditures in the amount of \$7,511.19

SECOND by Peress

MOTION CARRIED by roll call: (All ayes)

- b) Director's report: (attached)
- c) Friends of the Library report: (attached)
- d) Board of Commissioners Liaison communication: J. Sweet communicated Kaliseum-related information.
- e) DDA report: Cook update
- f) Committee reports:
 - i) Millage: Roberts update

7) UNFINISHED BUSINESS

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

8) NEW BUSINESS

- a) c2ae update: Cook and Roberts

MOTION by Lucyk to grant approval for c2ae to spend up to \$4500 to create a \$4 million library project rendering on the existing site with funds coming from the 472 account

SECOND by Cook

MOTION APPROVED by roll call: (All ayes)

- b) Fundraising and communications update: Roberts

9) OTHER BUSINESS

- a) None

10) ITEMS FOR FUTURE AGENDA:

- a) Fundraising and communications update

11) CALL FOR PUBLIC COMMENT:

- a) V. Thornburg

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

13) ADJOURNMENT AT: 11:55 am

Respectfully Submitted,

Debbie Payne
Recording Secretary

Director Report

26 March 2019

- **Statistics for 2015 to 25 March 2019 are attached. We're not seeing anything surprising as far as overall trends, and I'm pleased to see that our juvenile/teen circulation is continuing to outpace our adult circulation.**

- **I nominated Marta, our assistant librarian in children's services, as the Kaskaska County Librarian of the Year. She was recognized as such at the Kiwanis Community Heroes award banquet on March 19th.**

- **Sarah Southwell and I will be conducting a breakout session at an NLC-sponsored conference in April, "Small Libraries, Big Impact." Our session looks to assist small/rural libraries to original catalog archival and manuscript collections.**

- **Sarah Maddox is tentatively slated to attend a Make Magazine "World Maker Faire" September 21st and 22nd in New York City, contingent upon a \$1,600 professional development grant.**

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

As of February 26, 2019 ---

Total assets (not counting New Library Savings/Checking)	\$ 8,760.93
New Library Saving/Checking	\$66,172.94

***Old Business:**

- Planning has started on the annual Golf Outing, which will be scheduled for a Friday in August. (More information to follow)
- John mentioned to the Friends that assistance/support regarding the Millage Renewal in August will be greatly appreciated.
- Included for your information/review are: 2018 Final Budget Results, Income Sources (General Accounts), and Fund Raising Report (New Library Accounts).

***New Business:**

- A Motion was passed to purchase (at a cost of \$2,875.00) two more tables, a coffee table, and two chairs.
- Besides the June Wine Party, the Friends are also planning a second Wine Party in October.
- The Friends will be selling Kayak Raffle tickets at Northland on April 13th and 20.
- The Friends Annual Book Sale is scheduled for May 2nd through the 4th.
- Upcoming Classes: -Painting Classes, March 20th and 27th.
 - Basket Classes, last week in March (date not finalized)
- The "31" Presentation by Danielle Hamernick was well received. The fundraiser will start on March 5, and end on March 26. All of Danielle's commissions will be donated to the Friends.
- Local author Tom Carr will be visiting the Library on Thursday, March 21, at 5:30 P.M. His latest book is MI Bad: Robbers, Cutthroats and Thieves in Michigan's Past and Present.

***The next regular Friends of the Kalkaska County Library Meeting is scheduled for Tuesday, April 23, 2019, at 4:00 P.M.**

**Friends of Kalkaska County Library
Final Results-Budget 2018
February 26, 2019**

	<u>BUDGET</u>	<u>SPENT</u>	<u>BALANCE</u>
Non Profit Corporation	\$20.00	\$20.00	\$0.00
Friends of Michigan Libraries Dues (FOML)	\$45.00	\$45.00	\$0.00
Postage, Envelopes, Checks	\$300.00	\$150.00	\$150.00
Books for Babies	\$600.00	\$499.56	\$100.44
Library Gardens	\$500.00	\$500.00	\$0.00
Calendars	\$120.00	\$0.00	\$120.00
Library Programs	\$3,000.00	\$2,366.74	\$633.26
Raffle License	\$50.00	\$30.00	\$20.00
Marketing/BookPages	\$500.00	\$324.00	\$176.00
Discretionary	<u>\$250.00</u>	<u>\$68.05</u>	<u>\$181.95</u>
Total	\$5,385.00	\$4,003.35	\$1,381.65

Prepared by Becky Wesley, Treasurer

2018 FOL INCOME SOURCES

Memberships	\$1,475.00
Totebags, Mugs, Shirts	\$ 27.00
Used Book Sales in the Library	\$ 252.00
Amazon Smile	\$ 78.00
Annual Book Sale	\$2,178.00
Cookie Sale	\$ 782.00
FOML Award of Merit	\$ 400.00
Academea Club	<u>\$ 300.00</u>
	\$5,492.00

FRIENDS OF THE KALKASKA COUNTY LIBRARY

Fund Raisers

	<u>2018</u>	<u>2017</u>
Golf Outing *	\$4320	\$2455
Silent Auction, summer	\$1080	\$1090
Silent Auction, Christmas	\$3365	\$2110
Raffle- kayak* / quilt	\$1732	\$884
Christmas Raffle *	\$1179	\$1187
Garage Sale	\$1927	\$1488
Donations / Memorials	\$3073	\$1733
Classes	\$1675	\$1295
Read-a-Thon	\$445	\$782
Salina's Book	\$280	-
Wine Party	-	\$1112
	\$19,076	\$14,136

* costs have been deducted