

**KALKASKA COUNTY LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
28 MAY 2019, 9:00AM**

- 1) CALL TO ORDER: Needham at 9:00am
- 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. Gillooly
  - d) Staff present: J. Roberts
  - e) Public present: K. Zeits

DRAFT

3) ADOPTION OF AGENDA:

**MOTION by MORAN that the agenda be approved as presented  
SECOND by COOK  
MOTION CARRIED**

- 4) MILLAGE PRESENTATION: Karrie Zeits, Sondee, Racine & Doren  
Zeits presented on acceptable campaign practices and on campaign violations

5) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by PERESS to approve minutes of 23 April 2019 as presented  
SECOND by MORAN  
MOTION CARRIED**

- 6) CALL FOR PUBLIC COMMENT:
  - a) None

7) REPORTS

- a) Financial report/Approval of bills

Banking Report shows that our total fund balance as of April 30 is \$943,794, which includes two guess-timated amounts in green, the approximated values of two CDs at Huntington Bank. This balance is a lot bigger than last month, due mostly to the fact that we are suddenly credited with the \$186,000 + of current property tax revenues. (Covered later). I cannot explain why our total BANK balance is so different than our Total FUND balance. It appears to mostly be due to the discrepancy between 271 fund bank- and fund balances.

The report on Revenues indicates we are \$12,750 underfunded by current tax revenues. I don't know if this means those are delinquent taxes or what. We once believed that the county borrowed money to make up for the lack of millage money below the expected revenue, so we always got the full amount budgeted. Nothing we can do about this anyway, we have budgeted to appropriate \$26,130 from our fund balance if necessary. We know we are earning over \$450

a month in interest on funds in 271, so the number in “interest” is not current. Still no State Aid revenue reported. Penal fines still running behind.

Expenditures are mostly on track, but the questions remain as to the Health- and Dental insurances. They were supposed to be looking into something in error there. “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. We’re only a third of the way into the year, so there is plenty of time to adjust expenditures to stay on budget.

**MOTION by COOK to accept Treasurer’s Report as presented**

**SECOND by PERESS**

**MOTION CARRIED by roll call: (All ayes)**

**MOTION by COOK to approve expenditures in the amount of \$13,337.23 and supply an updated bills report for \$1,349.85 at the June Trustees meeting.**

**SECOND by LUCYK**

**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 – None
- e) DDA report: C. Cook reported on streetscape donation
- f) Committee reports:
  - i) Millage: Roberts reported on voter perceptions
  - ii) Fundraising: Roberts reported on campaign committee composition

**8) UNFINISHED BUSINESS**

- a) KCL/County Contract—Otsego’s Seuryneck model: appointment with Maureen Derenzy of Otsego County Library
- b) Naxolone
- c) Committee to update policy manual: Moran and Lucyk appointed to committee

**9) NEW BUSINESS**

- a)
- b)

**10) OTHER BUSINESS**

- a)

**11) ITEMS FOR FUTURE AGENDA:**

- a) Schedule of township meetings to board
- b)
- c)

**12) CALL FOR PUBLIC COMMENT:**

**13) Next meeting scheduled for: June 15 at 10:00am, Commission on Aging**

14) ADJOURNMENT AT:

Respectfully Submitted,

John Roberts  
Recording Secretary

## **Director Report**

**28 May 2019**

- To date this year we're at 9,977 for patron attendance and 2,401 for program attendance. We've logged 300 book orders to Cherry Street and Rapid City, with circulation of well over 1,000. General circulation is on pace to be stronger in most areas this year.
- Building improvements this month include new 3 new OPAC computers and a new west-facing window in the adult area. Over the summer I'd like to get a fresh coat of paint in our reference and public computer areas.
- Jan Parker has been struggling with a chronic foot condition that has required home rest for the last six weeks. We're hoping her doctor clears her for work this week.
- Recent professional development: Sarah Southwell completed the State of Michigan's Beginner Workshop for her initial certification. Sarah Genereaux is slated to attend the 2019 Maker Faire in Brooklyn, New York, this-coming September. We've obtained a \$1,600 grant to help offset the cost.
- Attached is our summer reading kickoff announcement. Three of our four major events will be held at the high school cafeteria, and Kalkaska Public Schools will be providing free lunches at all of our summer reading programs.
- Our native landscaping fundraiser has earned a little over \$300. With \$500 donated by the Friends we're close to the half-way point. To accomplish everything I'd like to this year would be about \$2,000.

# **SUMMER READING 2019**

**Wednesday, June 19th,  
from 9:30am to 12:00pm**

**KALKASKA HIGH SCHOOL CAFETERIA**

**109 N Birch St, Kalkaska, MI 49646**

**Show up anytime between 9:30am and 11:00am  
to explore the universe in a STARLAB mobile planetarium.**

**FREE LUNCH FOR THE KIDDOS**

**Gift totes, fun games, activities, & more**

**Sponsored by the Kalkaska County Library, the Friends of the Library,  
Kalkaska Public Schools, and the Academea Club**

**For more information call the library at 231.258.9411**

Friends of the Kalkaska Library Updates

May 28, 2019

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

As of April 23, 2019 ---

Total assets (not counting New Library Savings/Checking)	\$ 7,352.54
New Library Saving/Checking	\$66,567.94

**\*Old Business:**

- Planning has started on the annual Golf Outing, which will be scheduled for a Friday in August. (More information to follow)
- Updated Library Programs and Friends of the Library Activities:
  - \*Please review attached sheets
- More information on a Friends Trivia Night was garnered, and a “plan of attack” was established! More information to come!
- The May Wine Party may be held in July.
- The Friends Board approved the purchase of shelving for the Friends Closet. The extra shelving will be very helpful when new books come in.
- The Friends will be checking on purchasing more Library Bags.

**\*New Business:**

- Marilyn and Friends will be selling Kayak Raffle tickets at Northland (two days), and during the Trout Festival, near the Trout House (perhaps Friday, April 26, and Saturday, April 27).
- The “31” Sale brought in \$375.00!
- The Friends Annual Book Sale, May 1<sup>st</sup>-4<sup>th</sup>, will again be held at the Northland Plaza. (Wednesday, May 1<sup>st</sup>, is Set-up date.)
- The Friends Annual Garage Sale will be held this year on Thursday, May 30, Friday, May 31, and Saturday, June 1. This will be a “guy friendly” Garage Sale!

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

## **2019 Friends Events Calendar**

### **February-**

**13<sup>th</sup> & 14<sup>th</sup> Eve Club Cookie Sale at the Library**

### **March-**

**5<sup>th</sup> Friends of the Library Meeting, 4:00 P.M.**

**26<sup>th</sup> Friends of the Library Meeting, 4:00 P.M.**

**28<sup>th</sup> "31" Fund Raiser ends**

### **April-**

**Kayak Raffle, starts April 1, and ends April 30**

**23<sup>rd</sup> Friends of the Library Meeting, 4:00 P.M.**

### **May-**

**1<sup>st</sup> -4<sup>th</sup> Annual Friends Book Sale**

**28<sup>th</sup> Friends of the Library Meeting, 4:00 P.M.**

**30<sup>th</sup> & 31<sup>st</sup> Annual Garage Sale, 9 A.M.-6P.M.**

### **June-**

**June 1<sup>st</sup> -July 15<sup>th</sup> Painted Chair and Fine Arts Silent Auction**

**June 19<sup>th</sup>-July 31 Summer Reading, 2019**

**1<sup>st</sup> Annual Garage Sale ends, 9 A.M.-Noon**

**15<sup>th</sup> Library Retreat, COA, 10 A.M.-2 P.M.**

**19<sup>th</sup> Starlab Planetarium, 9:30 A.M.-Noon**

**25<sup>th</sup> Friends of the Library Meeting, 4:00 P.M.**

**26<sup>th</sup> Hawk Hill Raptors, 11 A.M.**

**28<sup>th</sup> Early Child Literacy Story Time, 10:30 A.M.**

### **July-**

**10<sup>th</sup> Spray Paint Space Art, Noon**

**15<sup>th</sup> Silent Auction ends**

**17<sup>th</sup> Steven's Puppets: "Goldilocks and the Three Bears", 11A.M**

**2019 Friends Events Calendar (continued)**

24<sup>th</sup> Escape Room Challenge for Teens and Adults, 5:30 P.M.

26<sup>th</sup> Early Literacy Story Time, 10:30 A.M.

31<sup>st</sup> Baffles Bill the Magician with KYM, 11 A.M.

Annual Friends Picnic, Sands Park

(?) Wine Party

**August-**

Golf Scramble

20<sup>th</sup> Friends of the Library Meeting, 4 P.M.

**September-**

24<sup>th</sup> Friends of the Library Meeting, 4:00 P.M.

**October-**

22<sup>nd</sup> Friends of the Library Meeting, 4:00 P.M.

**November-**

Christmas Silent Auction Baskets & Raffle

26<sup>th</sup> Friends of the Library Meeting, 4:00 P.M.

**December-**

Annual Cookie Sale

Christmas Silent Auction Baskets and Raffle continues

17<sup>th</sup> Friends of the Library Meeting, 4 P.M.