

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

1) CALL TO ORDER: Needham at 10:00am

2) ATTENDANCE/INTRODUCTIONS:

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

3) ADOPTION OF AGENDA:

DRAFT

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

4) ACCEPTANCE AND APPROVAL OF PREVIOUS MINUTES:

**MOTION by COOK to approve minutes of 23 July 2019 as presented  
SECOND by PERESS  
MOTION CARRIED**

5) CALL FOR PUBLIC COMMENT: None

6) REPORTS

a) Financial report/Approval of bills

Our Total Fund Balance per the SBR is \$908,297, as of July 31. This is down just over \$6000 from the previous month. However, the sum of our various bank balances is \$910,037, the difference largely due to the \$1600 variation between the 271 Bank- and Fund Balances. We never quite know why these vary. Often, seems to be a "due to timing" issue. We are trying to do some budget amendments that will allow us to transfer some cash from 271 into 471 cash to get rid of the negative balance you see in the HNB cash pooled figure. Last month we learned of an investment opportunity called Michigan CLASS that is used for Public Monies and sounds pretty good. We are taking steps to apply for accounts there, which we may or may not take advantage of in the future. Financial markets seem rather unpredictable at the moment. We are presently earning about \$640 per month on our CD investments. Our next maturity date is October 26, followed closely by November 1 and 27<sup>th</sup>.

There is a new puzzle: since last May, we have seen a regular Liability item on the 271 balance sheet of about \$2400 for "Employee Retirement contribution". I have asked Corinna Hervey about this. (It seems to be carried along from month to month, rather than as a recurring expenditure...)

Penal fines have improved a bit, and are just \$936 behind target YTD. We should resume our transfers of penal fines amounts from 271 into 472.

Revenues are rather close to the bone, just \$3560 ahead of target YTD, but another way to look at it is that we have total revenues to our 3 funds of \$279,904 YTD, while total expenditures have been only \$237,487, about \$42,000 less than that. All our line items seem to be in pretty good control, with possible exceptions of Health Insurance, Coop Dues and Water/Sewer charges. Will do budget amendments if necessary.

We all breathed a sigh of relief with the news of our millage passing.

**MOTION by PERESS to accept Treasurer's Report as presented**

**SECOND by MORAN**

**MOTION CARRIED by roll call: All Ayes (Lucyk absent)**

**MOTION by MORAN to approve expenditures in the amount of \$15,188.91**

**SECOND by COOK**

**MOTION CARRIED by roll call: All Ayes (Lucyk absent)**

- b) Director's report: (attached)
  - c) Friends of the Library report: Gillooly update
  - d) Board of Commissioners Liaison communication: Sweet updated on Kaliseum and county emergency plans
  - e) DDA report: Cook report
  - f) Committee reports:
    - i) Millage: Roberts report
    - ii) Fundraising: Roberts report, capital campaign committee
- 7) UNFINISHED BUSINESS
- a) KCL/County Contract—Otsego's Seuryck model: Cook update
  - b) NARCON: Roberts update
  - c)
- 8) NEW BUSINESS
- a) Michigan CLASS: Moran update and discussion
  - b) Grow with Google: Roberts update
- 9) OTHER BUSINESS
- a) None
- 10) ITEMS FOR FUTURE AGENDA:
- a) 271 Employee Retirement Contribution (liability)
  - b) Michigan CLASS

**MOTION by Cook to authorize the Kankaska County Treasurer to enroll the Kankaska County Library in the Michigan Cooperative Liquid Assets Securities System**

**SECOND by MORAN**

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

c)

11) CALL FOR PUBLIC COMMENT: None

12) Next meeting scheduled for: September 24, 2019, 10:00am

13) ADJOURNMENT AT: 11:38am

Respectfully Submitted,

John Roberts  
Recording Secretary

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## Director Report

27 August 2019

- Year-to-date statistics:
  - Adult: 9277
  - Juvenile / Teen: 9993
  - Audio/Visual: 3142
  - e-Collection: 5505
  - Patron visits: 18682
  - Program attendance: 4154
  
- Our overall numbers are unremarkable. I think we're doing a good job of staying on track with past years. We'll likely see at the end of the year that some usage areas seem relatively stagnant, which I believe is due to the constraints of our building size and budget. Our digital items would likely see increased use with additional funding.
  
- Attendance and juvenile/teen circulation in 2018 were 760 and 3,078, respectively; in 2019 they were 866 and 3,537. This is evidence that our focus on reading for pleasure and providing welcoming and inspiring spaces are making a positive difference. All staff deserve our thanks for fostering this top-notch environment.
  
- Beginning in September we'll be providing a "pop-up branch library" twice a month at the Clearwater Township Hall, where we'll be able to circulate items and provide reference and tech assistance. We'd like to be able to provide something similar in either Garfield or Springfield Township.
  
- We're ordering, initially, 2 wi-fi hotspots at \$30 per unit per month (out of our 933 technology budget). One hotspot will be for staff outreach use and one will be to circulate. We'd like to get used to circulating hot-spots to patrons, and iron out any issues, before we commit to circulating a collection.
  
- In partnership with the Sheriff's Department we're researching individualized outreach/reference service to select incarcerated individuals.
  
- I and the staff attended a county-wide critical-incident training earlier in August, mainly having to do with preparedness for active shooter situations.