

**KALKASKA COUNTY LIBRARY | 247 S. CEDAR STREET, KALKASKA, MI 49646
(231) 258-9411 | info@kalkaskalibrary.org**

**REGULAR MEETING DRAFT MINUTES | 23 May 2023 AT 10:00AM
Held at the Kalkaska County Library**

1. Call to order: Needham at 10:05am

2. Attendance:

Trustees: D. Needham, R. Lucyk (absent), M. Moran, C. Cook, R. Wesley

Commissioner liaison: J. Sweet

Friends' liaison: M.R. Gillooly

Staff: J. Roberts, D. Payne

Public: None

3. Approval of agenda:

MOTION by WESLEY to approve agenda as presented

SECOND by MORAN

MOTION CARRIED (4 / 0)

4. Approval of minutes:

MOTION by WESLEY to approve minutes of 25 April 2023 as presented

SECOND by COOK

MOTION CARRIED (4 / 0)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

As of the end of April, our total Bank Balance was \$993,382.59, down by \$76,892 from last month. Total Fund Balance was \$979,495.01, down only \$31,228.

TBB includes the figures from Huntington which are only reported to us, with no independent verification, and the TFB is taken from the Standard Budget Report, both of which are subject to various timing and accounting issues, which I presume explains the discrepancies that often appear between these two numbers.

Penal fines had an increase last month, to \$7800, which brings YTD total to \$19,417, about \$4000 behind the pace to reach our \$70,000 budget.

The 271 fund revenues look good: the penal fines shortfall would be smaller if accounting had added the April number. State Aid looks like it will fall a little short by year-end. School Program revenue was not yet booked to the SBR; it should have been \$13,333, but nothing was added to the item since last month.

271 Expenses have quite a bit of “red ink” against targeted amounts, but this is largely due to our having spent ahead in State Aid purchases, periodicals, AV collection, E-collection and Technology. All are still within budgeted annual amounts.

We have earned a total of \$9,372.93 interest in all investments through April, \$5,755.93 of which is from our 472 New Construction Fund. Here is an interesting question: is the INTEREST earned by 271 investments considered “non-millage” money, and therefore available for use in construction related purposes? If we could somehow capture this interest and move it into 472, like we do with Penal Fines, it could amount to \$2,382.53 just so far this year.

Further to the subject of Interest: We presently have two “Pre-Grant Donations” from Kellogg, both in the neighborhood of \$100,000, one earning just 1.2% annual, and the other just 2.51%. Meanwhile our Michigan CLASS accounts are earning 5.1789% annually on a daily yield basis. We are about to receive a third pre-grant donation, and in discussion with Sarah Tottenham of the Kellogg Foundation, we have been given permission to lump these three together in a separate CLASS account, which could earn something like \$15,000 a year at the present rate.

MOTION by COOK to accept treasurer’s report as presented

SECOND by WESLEY

MOTION CARRIED by roll call (4 / 0)

MOTION by MORAN to instruct the county treasurer to establish an additional Michigan CLASS account named 472 Pre-Grant Gifts and open that account with \$100,000 donated by the Kellogg Foundation

SECOND by COOK

MOTION CARRIED by roll call (4 / 0)

MOTION by MORAN to approve expenditures for May 2023 in the amount of \$35,204.03 as presented

SECOND by COOK

MOTION CARRIED by roll call (4 / 0)

7. Director’s report: Placed on file

8. Fundraising working group:

- a. Discussion with J. Hay, HKM & Associates; report placed on file

9. Friends of the Library report: Placed on file

10. DDA Director report: MEDC RAP application in process

11. Millage working group:

- a. Discussion: resolution language amended; to be reviewed in June

12. Unfinished business:

- a. **Security cameras:** Submitted \$10,000 grant to FAFCU
- b. **Library master plan:** Draft submitted to board for consideration; to be reviewed in June
- c. **Branch library contracts:**

MOTION by COOK to approve the Coldsprings Township Branch Library Services Agreement and the Garfield Township Branch Library Services Agreement as presented, and authorize board chair to sign

SECOND by WESLEY

MOTION CARRIED by roll call (4 / 0)

- d. **Standard donor receipt form:**

MOTION by COOK to approve the Standard Donor Receipt Form as amended

SECOND by MORAN

MOTION CARRIED by roll call (4 / 0)

13. New Business:

- a. None

14. Commissioner liaison report: Downtown walkability planning, Log Lake improvements

15. Items for future agenda:

- a. None

16. Public comment: None

Next meeting scheduled for: 27 June 2023 at 10:00am

17. Adjournment: 11:51am

**Respectfully Submitted,
Debra Payne
Recording Secretary**