

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

REGULAR MEETING DRAFT MINUTES | 25 July 2023 AT 10:00AM
Held at the Kalkaska County Library

1. **Call to order:** Needham at 10:01am

2. **Attendance:**

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

Commissioner liaison: J. Sweet (**absent**)

Friends' liaison: M.R. Gillooly

Staff: J. Roberts, J. Schut

Public: None

3. **Approval of agenda:**

MOTION by WESLEY to approve agenda as presented

SECOND by COOK

MOTION CARRIED (all ayes)

4. **Approval of minutes:**

MOTION by MORAN to approve minutes of 27 June 2023 as presented

SECOND by LUCYK

MOTION CARRIED (all ayes)

5. **Public comment:** None

6. **Treasurer's report / approval of expenditures:**

As of June 30, Total Fund Balance was \$1,034,902.52. Total Bank Balance calculates out as about \$1,152,070. We received money, spent money, and moved money around, and with the usual uncertainties about the timing of accounting entries, agreement between those numbers was not particularly good. We closed out the Pre-Grant Gift accounts at MSUFCU and 4Front, and moved the combined amount into our new Pre-Grant account at Michigan CLASS. All of that happened in July, after we closed books in June, so all that will settle out in next month's report. CLASS 472 is now up to about \$304,000, which will earn

about \$1270/month. We earned about \$14,860 interest on all library funds YTD, and \$2,780 in June alone.

June penal fines numbers are suspect. Last month, the YTD total of penal fines in the SBR had not been updated since March. I keep a running total based on the numbers given me by the County Treasurer, and thought the correct number was \$23,750, but the SBR showed only \$11,617, the MARCH year-to-date. The June numbers would indicate that June penal fines of \$8,583 brought YTD total to only \$24,533, while that would bring my running total to \$32,333.

271 Revenues are still way behind, until we get credit for our current tax revenue, which didn't come in June as I expected. As outlined above, our penal fines deficit may not be as large as it looks in the Expenditures page.

271 Expenditures seem to be running close to budget, with several line items spent ahead of target, but so far we have not had to do any budget amendments. We did have to increase budget for expenditures in 472 by \$20,000. There is something odd going on with our Health Insurance buyout. The budget appears to be \$5,000/year which would figure at \$416 a month, yet they are paying only \$250, so I guess our budget number is wrong.

MOTION by COOK to accept treasurer's report as presented

SECOND by LUCYK

MOTION CARRIED by roll call (5 / 0)

MOTION by LUCYK to approve expenditures for July 2023 in the amount of \$6,219.35 as presented

SECOND by COOK

MOTION CARRIED by roll call (5 / 0)

a. Budget amendment 2023 – 2:

MOTION by WESLEY to approve budget amendment 2023 – 2, increasing CO LIBRARY BUILDING EXPENSE (471-790-962.000) by \$10,000 and appropriating \$10,000 from 471 fund balance

SECOND by MORAN

MOTION CARRIED by roll call (5 / 0)

7. Director's report: Placed on file

8. Friends of the Library report: Placed on file

9. DDA Director report: DDA the recipient of the North Country Trail Association's annual Trail Blazer Award, a national recognition

10. Millage working group: Discussion; ballot language to be reviewed by counsel

11. Fundraising working group: Result of MEDC RAP 2.0 application expected in early fall; potential to apply for a Community center/Capital Funds Grant in August

12. Unfinished business:

a. **Security cameras:** Installation in process

b. **Library master plan:** Completed, and expected to be distributed in July

13. New Business:

a. **Policy review:**

MOTION by LUCYK to approve Policy 3.3.2 as presented, replacing Policy 3.3

SECOND by MORAN

MOTION CARRIED by roll call (5 / 0)

14. Commissioner liaison report: No report

15. Items for future agenda: None

16. Public comment: None

Next meeting scheduled for: 22 August 2023 at 10:00am

17. Adjournment: 11:04am

Respectfully Submitted,

Jadyn Schut

Recording Secretary