

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

**REGULAR MEETING DRAFT MINUTES | 26 September 2023 AT 10:00AM**  
**Held at the Kalkaska County Library**

1. **Call to order:** Needham at 10:00am

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:** K. Mengebier, J. Hay, A. Armbruster

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 COOK to approve minutes of 22 August 2023 as presented**

**SECOND by WESLEY**

**MOTION CARRIED (all ayes)**

5. **Public comment:** None

6. **Fundraising working group: HKM & Associates report:** Discussion included state and federal funding, meetings with state legislators, public opinion polling, MEDC RAP 2.0 award announcement expected in October

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

Total Fund balance as of end of August was \$1,219,769.78, and the Total bank balance from the Standard Budget report was within seven or eight thousand, at \$1,227,781.14. Fund balance declined by about \$23,818.

The library earned interest of \$3,959.51 in August, bringing total YTD to \$22,142.04.

We did not get a separate penal fines report from the county last month, but the Standard Budget Report shows an apparent increase of \$9,484.50, bringing the total YTD to \$45,882.55, which is just \$780 shy of the target for the end of August.

Revenues: There will probably be a \$22,800 shortfall of tax revenues from what was budgeted. We received the second installment of State Aid, but that leaves us \$1800 short of the budgeted amount. We are ahead though, on Donations, and on-track with School Program Revenues.

Expenditures: Office Supplies are nearly maxed out. About \$1400 remains in the E-Collection budget, Library Co-op dues are done for the year and within budget, Tech is maxed out, and the Copier Maintenance budget is near max for the year. There is a \$2000 cushion in the budget for the health insurance buyout that could be used to cover potential shortfalls requiring budget amendments.

**MOTION by WESLEY to accept treasurer's report as presented**

**SECOND by COOK**

**MOTION CARRIED by roll call (4 / 0, LUCYK absent)**

**MOTION by COOK to approve expenditures for September 2023 in the amount of \$16,135.00 as presented**

**SECOND by MORAN**

**MOTION CARRIED by roll call (4 / 0, LUCYK absent)**

8. **Director's report:** Placed on file; request that director verify upcoming board appointment
9. **Friends of the Library report:** Placed on file
10. **DDA Director report:** Pursuing funding for Cedar Street (131) "road diet;" Gentelia in NY to accept award for North Country Trail work
11. **Millage working group:** No action
12. **Unfinished business:**
  - a. **Library master plan:** Consultant submitted draft for review
  - b. **Township libraries:** Community Foundation (GTRCF), verbal affirmation that \$20,000 has been awarded; establishing branch libraries will commence
13. **New Business:**
  - a. None
14. **Commissioner liaison report:** Maintenance person has been replaced; 3-person committee to select county administrator

**15. Items for future agenda:**

- a. None

**16. Public comment:** None

**Next meeting scheduled for:** 24 October 2023 at 10:00am

**17. Adjournment:** 11:12am

**Respectfully Submitted,  
Debra Payne  
Recording Secretary**