

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

**REGULAR MEETING APPROVED MINUTES | 24 October 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, 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 COOK**

**MOTION CARRIED (all ayes)**

**4. Approval of minutes:**

**MOTION by COOK to approve minutes of 26 September 2023 as presented**

**SECOND by WESLEY**

**MOTION CARRIED (all ayes)**

**5. Public comment:** None

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

Total Fund Balance from the Standard Budget Report reached \$1,201,858.48 at the end of September. This is in reasonable agreement with the Total Bank balance, \$1,219,769.78, obtained from the on-line sources of our investments. Fund balance declined by \$17,911.30 from the previous month. The balance at Huntington National 471 account has dipped to minus \$4,189, but the other balances there are over \$80,000, so we probably don't need to take action.

The library earned \$3,875.90 interest in the month of September, bringing year-to-date interest earnings to \$26,017.94. Our holdings in Michigan CLASS accounted for most of that, at \$3,542.72 for the month.

Penal Fines revenues took an unexpected leap for the month of September, coming in at \$13,306.50. We have no way to explain why there was this huge change. YTD penal fines are now at \$59,189.05, just less than \$11,000 short of our annual budgeted amount.

Revenues are well ahead of target YTD. (>\$40,000). Expenditures are in control, except for the unusual: Tax Tribunal Refund of \$26.02, not expected or budgeted for! Will this trivial amount require a budget amendment? We have not yet transferred non-tax penal fines amount from 271 to 472, which would be like making a \$59,000 “expenditure,” against a current surplus of just \$52,063. We’ll wait until year end to see where that ends up.

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

**SECOND by LUCYK**

**MOTION CARRIED by roll call (5/0)**

**MOTION by MORAN to approve expenditures for October 2023 in the amount of \$7,287.04 as presented**

**SECOND by COOK**

**MOTION CARRIED by roll call (5/0)**

**a. 2024 budget / employee wage scale:**

**MOTION by COOK to approve the 2024 budget and employee wage scale to be presented for approval at the county commissioners’ meeting, 1 November 2023**

**SECOND by MORAN**

**MOTION CARRIED by roll call (5/0)**

**7. Director’s report: Placed on file**

**MOTION by LUCYK to close the library Saturday, December 23<sup>rd</sup>, and Saturday, December 30<sup>th</sup>, for the Christmas and New Year’s holidays**

**SECOND by MORAN**

**MOTION CARRIED (all ayes)**

**MOTION by LUCYK to recommend Trustee Rebecca Wesley to the county commissioners for a full term, to commence 1 January 2024**

**SECOND by COOK**

**MOTION CARRIED (all ayes)**

**MOTION by COOK to approve voucher presented by Director Roberts for conference expenses totaling \$895.04**

**SECOND by MORAN**

**MOTION CARRIED by roll call (5/0)**

8. **Friends of the Library report:** Placed on file; cookie sale December 7<sup>th</sup> and 8<sup>th</sup>, basket auction November 27<sup>th</sup> to December 8<sup>th</sup>; new library savings account \$173,807.32
9. **DDA Director report:** Successful presentation at Michigan Library Conference in Kalamazoo—using collaboration to overcome funding challenges (panelists included the DDA, c2ae, KPS, and KCL
10. **Fundraising working group:** Roberts to draft op/ed for print and digital distribution on current state of new library project
11. **Millage working group:** No action

**12. Unfinished business:**

- a. **Library master plan:** Expected final draft in late October

**13. New Business:**

- a. **Danbrook Adams Raymond PLC**

**MOTION by COOK to engage Danbrook Adams Raymond PLC as presented  
SECOND by LUCYK  
MOTION CARRIED by roll call (5/0)**

14. **Commissioner liaison report:** Subjects included lodging and food reimbursement, eighteen candidates have applied for county finance officer position

**15. Items for future agenda:**

- a. Director annual review
- b. “Omnibus” budget amendment

**16. Public comment:** None

**Next meeting scheduled for:** 28 November 2023 at 10:00am

**17. Adjournment:** 11:06am

**Respectfully Submitted,  
Debra Payne  
Recording Secretary**