

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

**REGULAR MEETING APPROVED MINUTES | 28 November 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 [absent]  
**Friends' liaison:** M.R. Gillooly [absent]  
**Staff:** J. Roberts, D. Payne  
**Public:** None

**3. Approval of agenda:**

**MOTION by COOK to approve agenda as presented**  
**SECOND by MORAN**  
**MOTION CARRIED (all ayes)**

**4. Approval of minutes:**

**MOTION by LUCYK to approve minutes of 24 October 2023 as presented**  
**SECOND by COOK**  
**MOTION CARRIED (all ayes)**

**5. Public comment:** None

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

As of the end of October, the Total Bank Balance was \$1,186,414.73, which is almost \$14,000 higher than the total ending fund balance shown on your copies of the Standard Budget Report. A quick check revealed that updated totals for Michigan CLASS investments were not entered into the SBR from the previous month, which accounts for most of that difference.

Total Bank balance declined about \$33,355 from the previous month. The AVERAGE decline in the past year has only been about \$22,000. The highest previous decline was just about \$32,000, in April. Our balance in the Huntington 271 pooled account is down to \$37,914, so it will soon drop into negative, along with that in the 471 account. At some point, the county may want us to pay back those balances, which we will sadly have to do from our CLASS accounts, which are earning such nice interest.

Total interest earned in October was \$4,012.34, which was \$30,030.28 YTD.

Some odd entries into the month of October in the SBR. A number of things didn't get updated, like Penal Fines and the CLASS closing figures. On several lines which DID get updated, the amounts in the YTD activity seemed to not agree with the amounts shown in the monthly activity: for instance, Books expense increased by \$2700 YTD, but only \$1304

in the month. School Program purchases increased by \$2900, but only show \$1735 of monthly activity. The entries in the accounting software are not made by us, so we assume this is just inconsistency on the part of those making them, but it doesn't make much sense to try to draw conclusions. In any case, John has prepared a budget amendment to make allowance for a few line items which look to need some extra room. We will vote on this later.

October's penal fines amount was \$14,134, which brings our YTD total to \$73,323.05. This means that we have already taken in more than budgeted for the year, with two more months to go.

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

**SECOND by LUCYK**

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

**MOTION by COOK to approve expenditures for November 2023 in the amount of \$11,458.58 as presented**

**SECOND by MORAN**

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

**a. "Omnibus" budget amendment:**

**MOTION by MORAN to approve budget amendment dated 28 November 2023, increasing Salaries & Wages (704) by \$7,000, Retirement (719.900) by \$1,300, Books (740) by \$300, Legal Fees (831) by \$145, Utilities-Gas (920.200) by \$400, Utilities-Water/Sewer by \$150, and Tax Tribunal Refunds by \$27, increasing Penal Fine Revenue (660) by \$6,900, and Appropriation from Fund Balance (699.999) by \$2,422**

**SECOND by COOK**

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

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

**MOTION by COOK to approve Ayers Basement Systems proposal, dated 28 November 2023, budget not to exceed a total project cost of \$5,300**

**SECOND by LUCYK**

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

**8. Friends of the Library report:** No report

**9. DDA Director report:** Met with Rep. Roth, discussed new library building, trail head, lift station, and community walkability

**10. Fundraising working group:** Advised to resubmit RAP grant in 2024; lack of major private sector donors; legislation may begin to explicitly include libraries for funding opportunities

**11. Millage working group:** Discussion of road commission millage outcome

**12. Unfinished business:**

a. **Library master plan:**

**MOTION by COOK to approve resolution dated 28 November 2023—“Resolution Approving the Kalkaska County Library Master Plan” as presented**

**SECOND by MORAN**

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

b. **Director annual review:** Please submit reviews by December 10<sup>th</sup>

c. **Letter of recommendation, R. Wesley:** Submitted to commissioners

**13. New Business:**

a. **NLC reciprocal borrowing agreement:**

**MOTION by COOK to approve of and to request Chair Needham to sign the Northland Library Cooperative Reciprocal Borrowing Agreement as presented, dated 28 November 2023**

**SECOND by WESLEY**

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

**14. Commissioner liaison report:** No report

**15. Items for future agenda:**

a. None

b.

**16. Public comment:** None

**Next meeting scheduled for:** 19 December 2023 at 3:00pm, followed by Christmas potluck

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

**Respectfully Submitted,  
Debra Payne  
Recording Secretary**