

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

REGULAR MEETING DRAFT MINUTES | 14 December 2023 AT 10:00AM
Held at the Kalkaska County Library

1. **Call to order:** Needham at 10:02am

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, D. Payne

Public: None

3. **Approval of agenda:**

MOTION by LUCYK to approve agenda as presented

SECOND by WESLEY

MOTION CARRIED (all ayes)

4. **Approval of minutes:**

MOTION by WESLEY to approve minutes of 28 November 2023 as corrected [Item 6a "SECOND by COOK"]

SECOND by COOK

MOTION CARRIED (all ayes)

5. **Public comment:** None

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

At the end of November, Ending Fund Balance was \$1,204,327.34, based on amounts reported in our on-line sources. The Library Total Fund Balance was \$1,183,474.14, which is \$12,960 MORE than at the end of October. This unusual happening is due mostly to receipt of \$20,000 in grant revenue that month, and some good revenues from the Schools Project.

The Library earned \$3,957.25 interest in November, bringing the YTD total to \$33,987.53.

Penal Fines continue at levels better than we've seen in quite a while: \$8,825 for the month, bringing the total to \$82,148.05 for the year. We are now receiving the actual transmittals of the amounts from the District Court and have exceeded our budgeted revenue by more than \$12,000. Revenues in general are \$50,947 ahead of budget YTD, despite a \$9500 shortfall in tax revenue.

Expenditures: We amended our budget here near the end of the year to cover several line items we were close on. One more amendment will be needed to increase line 970 (Transfer Out) to align with what we plan to take from Penal Fine revenue total at year-end. They are already greater than budget and may go to \$86-90,000 total YTD. We should increase 970 Transfer Out to \$95,000 (from \$70,000) and balance that with an increase in 699 Appropriated Fund Balance to \$101,782. After we see the actual penal fine number in December, we can transfer that amount from 271 fund to 472.

MOTION by WESLEY to accept treasurer's report as presented

SECOND by LUCYK

MOTION CARRIED by roll call (5/0)

MOTION by MORAN that the Board amend the 2023 budget by increasing Library Transfer Out (271-790-970.000) by \$25,000, to a total of \$95,000, offset by an increase to Appropriation from Fund Balance (271-790-699.999) by \$25,000, to a total of \$101,782

SECOND by WESLEY

MOTION CARRIED by roll call (5/0)

MOTION by COOK to allow the director to amend budget as stated in email dated 13 December 2023, specifically items 1 through 4, offset by funds from 271 fund balance

SECOND by LUCYK

MOTION CARRIED by roll call (5/0)

MOTION by MORAN to approve expenditures for December 2023 in the amount of \$6,685.27 as presented

SECOND by WESLEY

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: Several grants in process, to be submitted January and February 2024

10. Fundraising working group: Activities included private sector networking and informal meetings

11. Millage working group: General discussion; campaign activities will commence in January 2024

12. Unfinished business:

a. Director review / contract:

MOTION by COOK to approve director contract, dated 14 December 2023, effective 1 January 2024

SECOND by MORAN

MOTION CARRIED by roll call (5/0)

13. New Business:

a. 2024 meeting schedule:

MOTION by LUCYK to approve the 2024 meeting schedule as amended

SECOND by COOK

MOTION CARRIED by roll call (5/0)

14. Commissioner liaison report: No report

15. Items for future agenda:

- a. Bylaws review
- b.
- c.

16. Public comment: None

Next meeting scheduled for: 22 January 2024 at 10:00am

17. Adjournment: 10:51am

**Respectfully Submitted,
Debra Payne
Recording Secretary**