

Kalkaska County Library | 247 S. Cedar Street, Kalkaska, MI 49646  
(231) 258-9411 | info@kalkaskalibrary.org

**Regular Meeting Draft Minutes | 30 April 2024**  
**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

Staff: J. Roberts, D. Payne

Public: None

3. Approval of agenda:

**MOTION by LUCYK to approve the agenda as presented**

**SECOND by WESLEY**

**MOTION CARRIED - all ayes (5 / 0)**

4. Approval of minutes:

**MOTION by WESLEY to approve the minutes of the 26 March 2024 regular meeting as presented**

**SECOND by COOK**

**MOTION CARRIED - all ayes (5 / 0)**

**MOTION by WESLEY to approve the minutes of the 5 April 2024 special meeting as presented**

**SECOND by COOK**

**MOTION CARRIED - all ayes (5 / 0)**

5. Public comment: None

6. Treasurer's report / approval of expenditures:

As of the end of March, the total library Fund Balance was \$1,187,359.85, which is in pretty good agreement with the total Bank Balance sum (HNB, CLASS and 4Front) of \$1,197,930.64. Most of the concerns I reported last month about large movements of balances among our three funds have been accounted for, with the possible exception of the movement of our 2023 271 Penal Fines transfer into 472 non-tax account. It may still reside in the HNB cash pool, when we would like for it to be in the Michigan CLASS 472 account. The Director and I are pursuing this with Corinna Hervey. We are seeing some

rather significant deficits in the HNB cash pools; however they are expected to be taken care of when we are credited with last year's tax revenues.

A side note: twice in the last month I have been contacted by Arlette at the County Treasurer's office to help her with verifications of certain numbers for auditors working with her on the County books. The latest was regarding the early closing of the large CD at 4Front. They needed some documentation, and as I tried to help, I encountered the usual questions about my access to those monies. I was able to reason that I had "read only" access and thus could be given information about that transaction, which was printed and given to Arlette. But a question still remains at 4Front, which has recently adopted a policy that would require a Library Board member to be a signatory on the accounts. This might violate our Enabling Act rule about access, but at this point Samantha at 4F is looking into the matter.

We earned \$5,564.87 interest in March, for a YTD total of \$15,325.14. Penal fines in March were \$5,861.50, bringing YTD to \$20,099.70 which is \$3000 ahead of target for the year.

Revenues and Expenditures:

Due to the confusion last month in the accounting, I requested new R & E printouts back through November, and noted that there were major swings in a lot of the numbers, as the accountants balanced the county books. I don't plan on going back and re-doing past months. The caution is that the SBR's that we print and use each month are not completely reliable sources if we want to use them to estimate or predict financial trends. They are not very reliable either for trying to control our spending and budgets. However, the tool we invented for the Director's use, the interlocked spreadsheets tab called "Remaining in Budget" DOES do a good job of keeping us on track, because it simply tells how much we have left to spend in each line item. (Share printed version). So in the future, I won't be reporting variations in Revenues and Expense, but will leave it to John to keep control in this way.

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

**SECOND by COOK**

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

**MOTION by MORAN to approve expenditures for April 2024 in the amount of \$17,646.36 as presented**

**SECOND by COOK**

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

a. Budget amendment

**MOTION by LUCYK to approve budget amendment dated 30 April 2024, wherein expenditure line 271-790-933.000 (Technology) is increased by \$30,500.00 and expenditure line 271-790-977.000 (Fixtures & Furnishings) is increased by \$14,000.00, revenue line 271-790-580.000 (Grant Revenue) is increased by \$20,000, and \$24,500.00 is appropriated from 271-790-699.999 fund balance, total increases to expenditures being \$44,500  
SECOND by COOK  
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 report: DDA office moved across from clock tower to the former Quirky Crates building; construction on North Country trailhead begins soon
10. Fundraising working group: Cook and Roberts to meet with Rep. Roth in early May
11. Millage working group: Renewal campaign in process
12. Unfinished business:
  - a. None
13. New Business:
  - a. June 2024 meeting date/time (millage public forum): Three public forums scheduled for county departments on August ballot; June's board meeting rescheduled for Wednesday, June 26<sup>th</sup>
14. Commissioner liaison report: No report
15. Items for future agenda:
  - a. None
16. Public comment: None

Next meeting scheduled for 28 May 2024 at 10:00am

17. Adjournment: Needham at 11:14am

Respectfully Submitted,  
Debra Payne  
Recording Secretary