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

Annual Meeting Approved Minutes | 27 January 2026
Held at the Kalkaska County Library

1. Call to order: Needham at 10:02 a.m.

2. Attendance:

   Trustees: D. Needham, R. Lucyk, C. Cook, R. Wesley, R. Heitmeyer
   Commissioner liaison: J. Sieting – absent
   Friends' Liaison: M.R. Gillooly – absent
   Staff: J. Roberts, J. Velez
   Public: None

3. Approval of agenda:

   MOTION by WESLEY to approve the agenda as presented
   SECOND by COOK
   MOTION CARRIED - all ayes (5 / 0)

4. Election of 2026 officers:

   MOTION by COOK to approve the 2025 officers as the 2026 slate of officers: Chairperson Needham, Vice-Chair Lucyk, Secretary Cook, Treasurer Heitmeyer
   SECOND by LUCYK
   MOTION CARRIED by roll call - all ayes (5 / 0)

5. Approval of minutes:

   MOTION by HEITMEYER to approve the minutes of the 16 December 2025 regular meeting as amended [Next meeting January 27th, not 26th]
   SECOND by COOK
   MOTION CARRIED - all ayes (5 / 0)

6. Public comment: None

7. Treasurer's report / approval of expenditures:

   Regarding the 2025 budget: As of January 22nd, when I pulled the reports, we took in $478,186.80 in 271 revenue and spent $501,679.85, a difference of $23,493.05. It's bad but not as bad as we had projected. We had estimated appropriating $60,108.74 from 271 fund balance. Penal fines were $13,898 below our budget estimate and tax revenue came in at $5,307.12 below budget. We also had to transfer $2,563.74 from fund balance for our liability insurance. We'll know what we owe for 2026 around June or July.

   I've included an end-of-year statement for our MI CLASS accounts, showing nearly $59,000 in earned interest.

   And then going forward in 2026 I'll include a monthly Remaining in Budget sheet that will look similar to the sheets our erstwhile–and fondly remembered–treasurer Mike Moran would prepare for us. A mistake not to include them in our 2025 reports; an easily readable tool for board members to see where we are in spending throughout the year.

   [271 ending fund balance $51,792.89; 482 ending fund balance $1,270,343.99]

   MOTION by COOK to approve the treasurer's report as presented
   SECOND by WESLEY
   MOTION CARRIED by roll call — all ayes (5 / 0)

   MOTION by LUCYK to approve expenditures for January 2026 in the amount of $20,971.74 as amended
   SECOND by HEITMEYER
   MOTION CARRIED by roll call — all ayes (5 / 0)

8. Director's report: Placed on file

MOTION by WESLEY to approve the December 2026/2027 holiday closures as presented
SECOND by LUCYK
MOTION CARRIED - all ayes (5 / 0)

MOTION by HEITMEYER to approve the 2026 Board of Trustees meeting schedule as amended
SECOND by COOK
MOTION CARRIED - all ayes (5 / 0)

9. Friends of the Library report: No report

10. DDA report: Habitat for Humanity will proceed with an 8-unit townhouse project on Court Street; Safe Streets for All Grant was approved; Lift station grant and loan has advanced to the next stage

11. New building working group: Discussion:

MOTION by WESLEY to appoint Cook and Roberts to a New Building Committee
SECOND by LUCYK
MOTION CARRIED - all ayes (5 / 0)

12. Commissioner liaison report: No report

13. Unfinished business:
    a. Cook: term renewal: Appointed to 5-year term

    b. Circ. Desk safety upgrade:

MOTION by COOK to approve up to $1000.00 for Circulation Desk Safety Upgrade
SECOND by LUCYK
MOTION CARRIED by roll call — all ayes (5 / 0)

14. New business:
    a. Attachment A:

MOTION by LUCYK to approve the 2026 wage schedule (Attachment A) as presented
SECOND by WESLEY
MOTION CARRIED by roll call — all ayes (5 / 0)

    b. Bylaws review: Proposed changes, if any, to be discussed at February meeting [include revision footer]

15. Items for future agenda:
    a. Bylaws Review
    b. Circ Desk Safety Update

16. Public comment: Roberts: Board retreat, Wednesday, May 6th, 12:00 p.m., KPS admin building

Next meeting scheduled for: Tuesday, February 24th, 2026 at 10:00 a.m.

17. Adjournment: Needham at 10:50 a.m.

Respectfully Submitted,
Jackie Velez, Recording Secretary