

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

**Regular Meeting Draft Minutes | 24 July 2024**  
**Held at the Kalkaska County Library**

1. Call to order: Needham at 10:00am

2. Attendance:

Trustees: D. Needham, R. Lucyk [absent], 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 the agenda as corrected [Next meeting is scheduled for Tuesday, 27 August 2024]**

**SECOND by COOK**

**MOTION CARRIED - all ayes (4 / 0 Lucyk absent)**

4. Approval of minutes:

**MOTION by MORAN to approve the minutes of the 26 June 2024 regular meeting as presented**

**SECOND by WESLEY**

**MOTION CARRIED - all ayes (4 / 0 Lucyk absent)**

5. Public comment: None

6. Treasurer's report / approval of expenditures:

As of the end of June, the Library Total Fund Balance stood at \$1,341,188.77, about \$37,500 less than at the end of May. The Total BANK balance looks to be quite a bit higher, by even more than it was previously, at \$1,481,554.15. This is a discrepancy of over \$140,000, and believe we've discovered why: the SBR balance sheet for 472 lists Michigan CLASS Library 0003 as having only \$536,642 in it, while our on-line access clearly shows its

balance at \$640,526. Also on the same page, the SBR shows our account holding the Kellogg pre-grant money as only \$413,659, while we know it contains \$422,990. This is a total variance of \$113,214. We need to point this out to the county and get it corrected.

Meanwhile, we have earned a total of \$5842 interest for the month of June, and a total YTD of \$28,104.16. Penal Fines are at a healthy \$39,273 for the year through the end of June. (Target is only \$35,000).

Revenues look like they are \$13,211 behind our YTD target, but that is because the numbers in the spreadsheet come from the SBR, which we know is off by \$12,500 on penal fines alone. Other red ink is in current tax revenue, State Aid salary reimbursement, and in School Program revenues, which we know we will eventually get.

Expenditures YTD are \$41,000 LESS than targeted. Red ink items--Books, State Aid Purchases, E-Collection and Programs--all still have room in their respective budgets for the rest of the year and are controllable expenses. Co-Op Dues will zero out next month. We do have some over-spending in Utilities and Building/Grounds maintenance. But surprisingly, Electrical is under target! Gas prices and Water/Sewer rates are probably higher than we expected at budget time. All in all, things financial look very good for the library so far.

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

**SECOND by WESLEY**

**MOTION CARRIED by roll call (4 / 0 Lucyk absent)**

**MOTION by MORAN to approve expenditures for July 2024 in the amount of \$25,427.94 as presented**

**SECOND by WESLEY**

**MOTION CARRIED by roll call (4 / 0 Lucyk absent)**

7. Director's report: Placed on file – topics included the literacy benefits to children of new formats, like Playaways; potential necessity of special meeting if August 6<sup>th</sup> millage renewal fails
8. Friends of the Library report: Placed on file; savings \$11,152.80, new library savings \$195,427.45; golf outing scheduled for September 20<sup>th</sup> at Timber Wolf, additional sponsors would be appreciated

9. DDA report: Trailhead project work in progress; Walkability Action Institute, planning in process
10. Fundraising working group: Reassessment of 2017 fundraising feasibility report underway; Rotary Charities planning grant a fall 2024 possibility
11. Millage working group: Grateful to the Friends of the Library for staffing info booths at the Farmers Market and at Northland Foods
12. Unfinished business:
  - a. None
13. New Business:
  - a. Solicitation of new board members: County application form distributed
14. Commissioner liaison report: New hire, county PR person begins August 1<sup>st</sup>
15. Items for future agenda:
  - a. None
16. Public comment: R. Wesley, request for treasurer's concise notes be included in packets or otherwise available during meetings

Next meeting scheduled for Tuesday, 27 August 2024 at 10:00am

17. Adjournment: 10:52am

Respectfully Submitted,  
Debra Payne  
Recording Secretary