

Kalkaska County Library | 247 S. Cedar Street, Kalkaska, MI 49646

(231) 258-9411 | info@kalkaskalibrary.org

Regular Meeting Draft Minutes | 27 August 2024

Held at the Kalkaska County Library

1. Call to order: Needham at 10:01am

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 COOK to approve the agenda as presented

SECOND by MORAN

MOTION CARRIED - all ayes (5 / 0)

4. Approval of minutes:

MOTION by WESLEY to approve the minutes of the 24 July 2024 regular meeting as presented

SECOND by COOK

MOTION CARRIED - all ayes (5 / 0)

5. Public comment: None

6. Treasurer's report / approval of expenditures:

At the end of July, the Library's Total Bank Balance was \$1,394,018.72. Total Fund Balance is \$1,338,134.59 or about a \$55,884 difference. We can't explain why these numbers don't match more closely, but the bank balance is calculated from current on-line numbers, while Fund Balance is from accounting numbers in the Standard Budget Report.

Our Revenues for July were \$19,534.55. Expenditures for July were \$44,897.35.

Our CLASS funds earned Interest of \$6,080.20 in July, for a YTD total of \$40,027.09. Another major source of revenue is Penal fines, now at \$44,856.70 for the year to date, just over \$4,000 ahead of target.

My Treasurer's Worksheets try to clarify where we stand on revenues and expenditures versus the way they are presented in the Standard Budget Report. It looks like we are overspent because of all the red ink, but that is misleading, because it just means we may be spending ahead of the target. For instance, we've spent \$22,739 on Books so far, but our budget is \$25,000 so we are still on track. None of the YTD expenditure lines are greater than the amounts budgeted for that line.

MOTION by LUCYK to accept treasurer's report as presented

SECOND by COOK

MOTION CARRIED by roll call (5 / 0)

MOTION by WESLEY to approve expenditures for August 2024 in the amount of \$22,218.83 as presented
SECOND by COOK
MOTION CARRIED by roll call (5 / 0)

7. Director's report: Placed on file

[THE ORDER OF AGENDA ITEMS WAS ALTERED AT THIS POINT. ITEMS 13a THROUGH 13d WERE ADDRESSED BY THE TRUSTEES PRIOR TO ITEMS 8 THROUGH 12a]

8. **[13]** New Business:

a. **[13a]** 2025 budget + Attachment A:

MOTION by LUCYK to submit the draft 2025 budget to the county administrator
SECOND by COOK
MOTION CARRIED - all ayes (5 / 0)

MOTION by COOK to accept the 2025 wage scale as presented on Attachment A
SECOND by WESLEY
MOTION CARRIED by roll call - all ayes (5 / 0)

b. **[13b]** Budget amendment:

MOTION by WESLEY to approve budget amendment dated 27 August 2024 as presented, whereby 271-790-704.000 (Salaries & Wages) is increased by \$10,000, 271-790-719.900 (Retirement) is increased by \$1,000, 271-790-740.000 (Books) is increased by \$1,850, 271-790-828.000 (Contractual Services) is increased by \$500, 271-790-920.200 (Utilities – Gas) is increased by \$500, 271-790-920.300 (Utilities – Water & Sewer) is increased by \$400, 271-790-931.000 (Building & Grounds Maint.) is increased by \$1,000, and 271-790-932.000 (Copier Maintenance) is increased by \$1,750; and whereby 271-790-831.000 (Legal Fees) is decreased by \$2,000, 271-790-864.000 (Prof. Services) is decreased by \$2,000, and 271-790-870.000 (Expense) is decreased by \$3,000; and whereby \$10,000 is appropriated from 271-790-699.999 (271 Fund Balance)

SECOND by LUCYK

MOTION CARRIED by roll call - all ayes (5 / 0)

c. **[13c]** 471 budget: Discussion on whether to close out and transfer to either 271 or 471 fund balance

d. **[13d]** Wi-Fi policy:

MOTION by COOK to approve Policy 4.7.1 (Lending of equipment – waiting period) as presented

SECOND by WESLEY

MOTION CARRIED by roll call – (3 / 1) [MORAN Nay, LUCYK absent]

9. **[8]** Friends of the Library report: Placed on file; savings \$12,534.14, new library savings \$195,427.45; golf outing scheduled for September 20th at Timber Wolf, additional sponsors would be appreciated; musical trivia bingo planned for the fall

10. [9] DDA report: Progressive AE gathering input, how to improve Cedar St.

11. [10] Fundraising working group:

Next steps conversations in process

12. Millage working group:

a. [11a] 2019 and 2024 results: General discussion

13. Unfinished business:

a. [12a] None

14. Commissioner liaison report: No report

15. Items for future agenda:

a. None

16. Public comment: None

Next meeting scheduled for Tuesday, 24 September 2024 at 10:00am

17. Adjournment: 11:22am

Respectfully Submitted,

Debra Payne

Recording Secretary