

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Consent Agenda
 - A. Board Follow-Up Discussion (**max limit of 10 min. total**)
 - B. Prior meeting(s) minutes:
 - a. Regular Meeting: August 6th, 2024
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: **August 2024**
 - b. Financial Statements: Last FY documents with Auditor
4. Citizen's requests and/or comments
5. Board President Comments
6. Standing Committee Reports
 - A. Budget and Finance Committee
 - B. Digital Sign Committee
 - C. Building Committee
 - D. Strategic Plan Committee - Met August 26th 4:00pm - New meeting date TBD
 - E. Millage Committee - Bank Account for Friend's Group
 - F. HR Committee
 - G. Ad Hoc Committee
7. Director's Report and Goals
8. Ongoing Business
 - A. Millage Verification and Tax Rate Request Form
 - B. Signing Authority Resolution
8. New Business
9. Board Dynamics
10. Citizen's Requests and/or Comments
11. Adjournment: the next Library Board Meeting is scheduled for October 1st, 2024 at 6:00pm in the Reed City Area District Library Community Room.

Public notice and our agenda are posted Thursday before the scheduled meeting in the Library Lobby and on our website at www.reedcitylibrary.org/meetings

Posted: August 29th, 2024

Reed City Area District Library Board Meeting
August 6, 2024
829 South Chestnut Reed City, Michigan 49677

Present:

Lyndsey Eccles, President, Reed City
Kylene Nix, Vice President, Reed City
Shay Thompson, Treasurer, Richmond Township
Laura Dahlquist, Secretary, Richmond Township
Kristie Feguer, Executive Director

Other:

Charles Lupo, Sesquicentennial Committee, Reed City
C. Heemstra, RCADL Collections Library Assistant

Absent: Irene Balowski, Green Township Liaison

We are still in need of two Lincoln Township members.

1. Call to Order and Attendance

The meeting was called to order at 6:01 pm by L. Eccles. Attendance was noted.

2. Approval of Agenda

A motion was made by S. Thompson and seconded by K. Nix to approve the agenda.
Motion carried.

3. Approval of Consent Agenda including Special Meeting minutes, bills and financial statements.

A motion was made by K. Nix and seconded by S. Thompson to approve the consent agenda. Motion carried.

A discussion was held on financial access to the bank, information required to be in the meeting minutes, and holiday closures.

4. Citizen's Request/Comments

C. Lupo informed those present of the plans for the Sesquicentennial Celebration (150 years) in Reed City in 2025. The dates are July 17-20, 2025. A letter will be received shortly outlining participation opportunities for the library. A meeting will be held at the Reed City Fire Hall on September 17 at 6 pm.

5. Board President Comments

6. Standing Committee Reports

A. Budget and Finance

No action taken.

B. Digital Sign

On hold until after the millage election.

C. Building

The gutters and parking lot are on hold until after the millage election.

D. Strategic Plan

A meeting will be held on August 26, at 4 pm to discuss the 3 year plan and devise a new one, as well as revisit the survey results and implementation of suggestions, and library day and hours of operation.

E. Millage

A meeting will be scheduled after the election results are in. Hopefully this committee will become a Friends of the Library group.

F. HR

The results of the director's evaluation were discussed and a document provided, as well as letters of support from each of the employees. A discussion was held on background check information, the Exempt Employee determination for wages, and The promotion of employees. A motion was made by S. Thompson and seconded by L. Dahlquist to approve the director's increase in wages after a satisfactory Evaluation as previously approved by the board. A unanimous roll call vote was held approving this measure.

G. Ad Hoc Parade

The Crossroads parade is themed Neon Glow and will be held on August 16th. No action taken.

H. Ad Hoc Environmental Project

No action at this time.

6. Director's Report

This report is part of the board packet available for August 6, 20024.

A discussion was held on a new storywalk, to be implemented as soon as possible. A driveway quote was obtained, with 2 more needed before action can be taken. The city will be contacted to discuss the easement, as well as the school.

7. Ongoing Business

See above.

8. New Business

9. Board Dynamics

A thank you card was received from Grace Jacobson, who is leaving for college.

10. Citizen's Request /Comments

11. Adjournment

A motion was made by S. Thompson and seconded by L. Dahlquist. Motion carried. The meeting was adjourned at 7:40 pm.

Respectfully submitted,

Laura Dahlquist, Secretary, RCADL Board

The next meeting will be held on September 3, 2024 at 6 pm in the Reed City Area District Library Community Room.

2024: September Board Packet - Reflects August Expenses

Expense Line Item	Expense Description	Amount
740.100 - Books		
<i>Debit Card</i>	Ingram Book Order Remainder June/July Paid: 08/06/2024	\$88.81
		\$88.81
740.300 - Summer Reading Program		
<i>OCCF Grant Books</i>	Baker & Taylor	\$233.42
<i>Debit Card</i>	SRP Adventure - Book order for Collection Paid: 08/10/2024	
<i>OCCF Grant Books</i>	Ingram	\$48.33
<i>Debit Card</i>	SRP Adventure - Book order for Collection Paid: 08/05/2024	
<i>OCCF Grant Books</i>	Ingram	\$302.58
<i>Debit Card</i>	SRP Adventure - Book order for Collection Paid: 08/06/2024	
<i>OCCF Swag</i>	VistaPrint	\$162.16
<i>Debit Card</i>	Swag for SRP - Pens Purchased 8/5/2024	
<i>OCCF Grant Books</i>	Baker & Taylor	\$29.49
<i>Debit Card</i>	SRP Adventure - Book order for Collection Paid: 8/13/2024	
		\$775.98
752.000 - Operating Supplies		
<i>Debit Card</i>	Amazon Patron counter for programming and door post Purchased: August 8th, 2024	\$14.94
<i>Debit Card</i>	JoAnns ModgePodge for Staff Purchased: August 22nd, 2024	\$35.48
		\$50.42
801.000 - Professional Services		
<i>Debit Card</i>	G-Suites	\$158.85
<i>Auto-Pay</i>	Account #: 3184-3454-8781-2148 Date of Receipt or Service: 06/01/2024	
Check #3592 printed 8/29	City of Reed City Tax Rate Adjustments 2023 Check Printed 08/06/2024	\$14.29
Check #3588 printed 8/06	City of Reed City Tax Rate Adjustments 2023 Check Printed 08/06/2024	\$35.64
		\$194.49
804.000 - Janitorial Services		
Check #3591 printed 8/29	K&R Cleaning LLC Invoice #: 6004 Received bill on 8/26/2024	\$600.00
<i>Debit Card</i>	Cintas Invoice #: 5224925628 and 4201631484 Date of Receipt or Service: 6/17/2024	\$46.74

Debit Card	McCloud	\$56.18
	Invoice #: 49063399	
	Date of Invoice: 08/21/2024	
		\$702.92

818.000 - Contractual Services

Check #3590 printed 8/29	<i>Do All Doug</i>	\$250.00
	July Mowing	
	07/1, 07/08, 07/15, 07/22, 07/29	
Check #3593 printed 8/29	Apollo Substcription	\$1,887.00
	Invoice #: 10356	\$2010.00 Last Year
	Recieved 08/19/2024	
		\$2,137.00

850.000 - Telephone

Debit Card	Spectrum/Charter	\$119.97
	Invoice #: 005324801062124	
	Date of Receipt or Services: 07/27/2024-08/26/2024	
		\$119.97

900.000 - Printing and Publishing

Debit Card	Affordable Prints	\$80.00
	Story Walk Printing for Westerburg Park	
	Invocie 13115	
Check #3594 printed 8/29	Xerox Corporation	\$71.52
	Black/White printing and copying	
	Invoice #: 021812490	
	Total	\$151.52

920.000 - Utilities Electric

Debit Card	Consumers Energy	\$410.08
	Account #: 1030 187 9792	
	Date of Receipt or Service: 6/29/2024 - 07/28/2024	
	Total	\$410.08

921.000 - Utilities Gas/Heat

Debit Card	DTE	\$57.05
	Account #: 9100 394 8255 9	
	Date of Receipt or Service: 07/06/2024 - 08/05/2024	
	Total	\$57.05

927.000 - Utilities Water

Debit Card	City of Reed City	\$44.51
	Account number: SCHAT-000829-0000-01	
	Date of Receipt or Service: 08/10/2024 - 09/05/2024	
	Total	\$44.51

930.000 Land and Building Improvement

Check # 3595 printed 8/29	<i>Ayden Eccles - Lowe's Reimbursment</i>	\$95.46
	Reimbursment for Concrete for Chess Table	
	Purchased: 7/26/2024	
	Total	\$95.46

940.000 Equipment Rental

Check #3594 printed 8/29	<i>Xerox Corporation</i>	\$101.30
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Black/White printing and copying
Invoice #: 021812490

Total **\$101.30**

991.600 LOSB Loan Payment

Check #3289 printed 8/29 Lake Osceola State Bank Principal Balance \$5,250.00

Total **\$5,250.00**

Monthly Payroll

Check Date: 8/13/2024 \$4,665.38

Check Date: 08/27/2024 \$4,451.07

Total **\$9,116.45**

Expenses Grand Total \$19,295.96

Total Donations \$0.00

Total Grants \$775.98

Total **\$775.98**

Total Actual Expenses \$ 18,519.98

Total Expenses by Line

Expense Line	Total Amount
740.100 - Books	\$88.81
740.101 - Ebooks	
740.200 - Audiobooks	
740.250 - Videos/DVDs	
740.300 - SRP	\$775.98
740.400 - Magazines	
740.500 - Newspapers	
751.000 - Office Supplies	
752.000 - Operating Supplies	\$50.42
755.000 - Programming	\$0.00
801.000 - Professional Services	\$194.49
802.000 - Legal Fees	\$0.00
804.000 - Janitorial Services	\$702.92
806.000 - Bank Charges	
808.000 - Independent Audit	
818.000 - Contractual Services	\$2,137.00
850.000 - Telephone	\$119.97
851.000 - Postage	\$0.00
900.000 - Printing & Publishing	\$151.52
907.000 - Advertising	
915.000 - Memberships & Dues	
920.000 - Utilities Electric	\$410.08
921.000 - Utilities Gas/Heat	\$57.05
927.000 - Utilities Water	\$44.51
930.000 - Land & Building Improvemen	\$95.46
935.000 - Liability/Property Insurance	
940.000 - Equipment Rental	\$101.30
956.100 - Education & Training	
970.000 - Capital Outlay	
991.600 - Principle/LOSB Loan Paymen	\$5,250.00
992.000 - Interest	
Monthly Payroll	\$9,116.45
	\$19,295.96

[illegible]

- ☐ Work with Rene to get the friends group a Memorandum of Understanding
- ☐ Start QSAC (Quality Service Audit) Checklist w/ Megan
- ☐ Make changes to the website (add tailored pages for kids and teens)
- ☐ Attend Non-Profits Meeting for Sesquicentennial
- ☐ Get Abby and Megan working on certifications and training - already in progress
- ☐ Begin Digitizing training and process w/ Abby
- ☐ Begin LibPass training for State Aid to be completed in October

Goals Completed in August

The Summer Reading program came to a close. The story walk was printed and installed. Discussions were held with Rene for the friends group. Megan and staff have begun planning for Silent Auction, Christmas, Summer Reading, and the upcoming sesquicentennial. Grant follow up was completed for MMLL mini grant and follow up will be completed for the OCCF grant this month.

Posted: August 29th, 2024

Please note: The discussion of activities, metrics, and expenses reflects the prior month's goings-on.

Staff Highlights

Steve has been keeping up on MeL and enjoyed a nice vacation this month. He will be removing the tree on the fence outside for us on Friday.

Megan got the story walk printed with Eric at Affordable Prints in Evart, it is up. She scheduled story time, junk journaling, butter candle program, and the book sale.

Cindy has been developing the collection with me - with slower winter months ahead, it gives us time to inventory, weed, and for her to clean up library labels.

Abby learned how to process MeL. We discussed library certification and training in digitizing through niche academy.

Story Walk

Story walk was completed and installed the week of August 20th, 2024 and is available for view at Westerburg park. The total cost was \$80 for the new story walk. Megan and Steve will be looking into upkeep for the posts.

Michigan Works Program

The library has the opportunity to host a work site along with Michigan Works which will allow us to hire students from the schools through Michigan Works at no cost to the library. This agreement is flexible.

Easement and Parking Lot Update

The parking lot has been postponed till spring when we can get three valid quotes before the busy season for contractors. This gives Megan and I time to meet with the school when they start their budget planning in spring.

SRP Finale

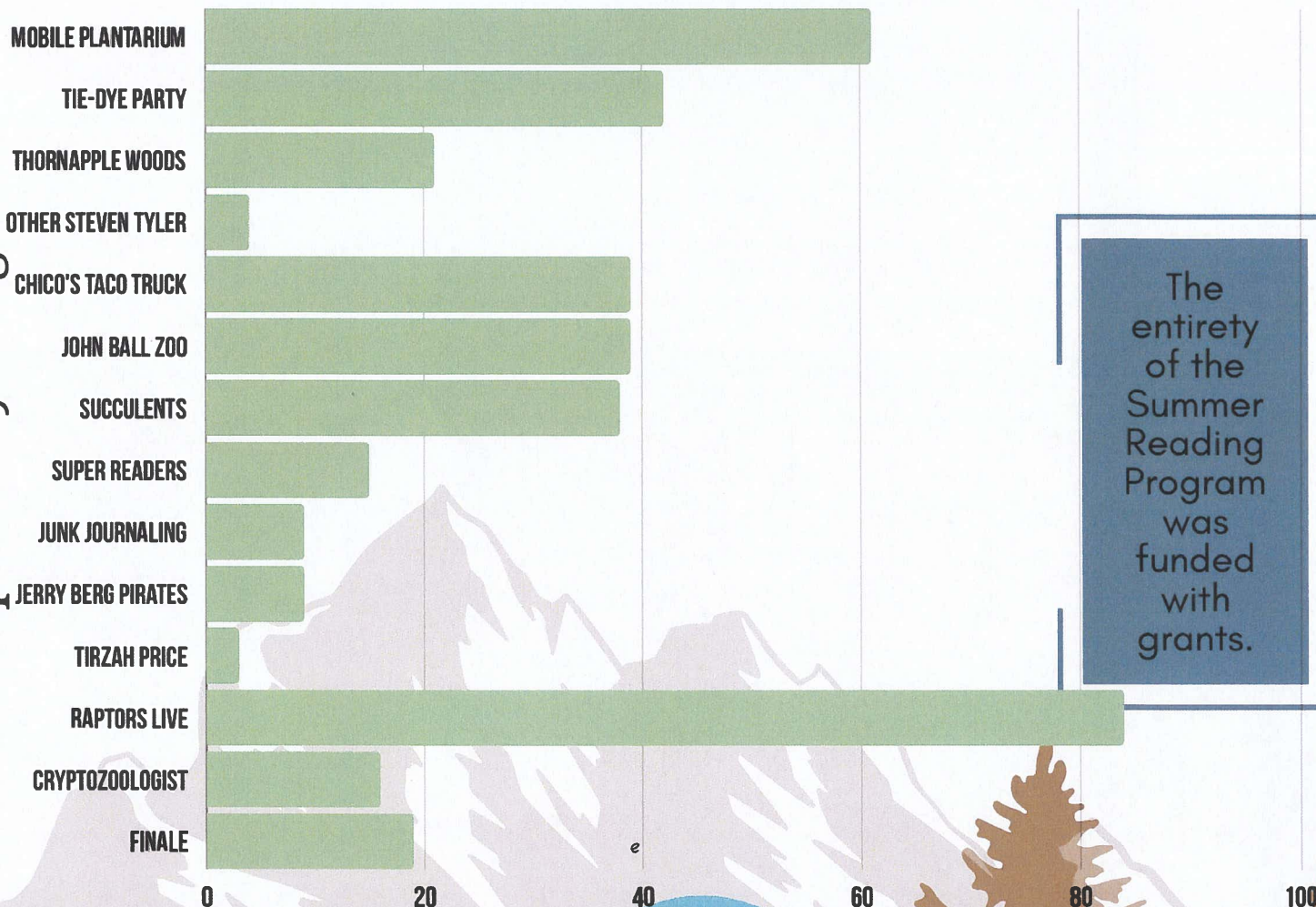
With the report is coverage of the Summer Reading Program.

Invitation to Celebrate the Sesquicentennial

We obtained the invitation for the Reed City Sesquicentennial. Megan and I will be attending the nonprofit meeting on September 17th, 2024 and continue to plan for the event.

Posted: August 29th, 2024

Participants by Program



The entirety of the Summer Reading Program was funded with grants.

ADVENTURE

Summer Reading Program 2024

Passive Participation 446

Logs Completed 1,573

121 Individuals signed up for the READSquared program and 73 actively participated.

Minutes Read 39,934

Themed Books Added 70

Take and Make Kits 220

Circulated Items 956

Bid to Give **Silent Auction**

All donations for the Reed City Area District Library Annual Silent Auction go directly towards the children's section of the library. Supporting local businesses will be advertised throughout November and December. We are asking for donations in the form of items, gift baskets, gift cards or monetary donations.

**Bidding will be in the Library
between November 5th -
November 15th, 2024**

All Donations need to
be received by
October 29th, 2024.

**Please reach out for
additional information**



231-832-2131



programming@reedcitylibrary.org

September 2024 @



Library Hours:

Mon 11-5

Tues 11-7

Wed 11-5

Thurs 11-5

Friday 11-5

2nd Saturday of the month

11 - 2

September is National Library Card Sign Up Month



Mon	Tues	Wed	Thurs	Fri	Sat
2 Labor Day Library Closed 	3 <i>Library Board Meeting</i> 6pm	4 National Wildlife Day 	5 National Cheese Pizza Day 	6 National Read a Book Day	7 Buy a Book Day
9 BOOK SALE 	10 	11 Patriot Day 	12 MSU Extension Story Time 1:30 	13 Last Day of Book Sale 	14 Library Open 11am-2pm
16 	17	18 Two-Bite Club Story Time 1:30pm 	19 National Talk Like a Pirate Day 	20	21 National Chai Day
23 Scrabble 1pm 	24 Junk Journaling 430pm -6:30pm 	25 Story Time with Ms. Abby 11:30am-12pm	26 Understanding Alzheimers and Dementia 2pm-3pm 	27 	28 National Ghost Hunting Day
30 National Love People Day	<div> <p>"A library card is the start of a lifelong adventure."</p> <p>— Lilian Jackson Braun</p> </div>				

Color Key: All Ages

Kids

Adults

Misc.

Closures



MAKE SURE TO CHECK OUR SOCIAL MEDIA FOR UP-TO-DATE SCHEDULE AND EVENT INFORMATION.