

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: November 12th, 2024
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: **November 2024**
 - b. Financial Statements:
4. Citizen's Requests and/or Comments
5. Friends of the Reed City Area District Library Comments
6. Board President Comments
7. Standing Committee Reports
 - A. Budget and Finance Committee
 - B. Digital Sign Committee
 - C. Building Committee
 - D. Strategic Plan Committee - Ready to be Approved - In Packet for Viewing
 - E. HR Committee - Met November 18th, 2024 about Accounting Services, need another meeting
 - F. Ad Hoc Committee
8. Director's Report and Goals
9. Ongoing Business
 - A. Kanopy to replace Ancestry? 12 tickets = est. \$1,500/year, 10 tickets = est. \$1,400/year and 8 tickets = est. \$1,300/year. Ancestry/Swank total is \$1636.67
10. New Business - Approve Strategic Plan
11. Board Dynamics
12. Citizen's Requests and/or Comments
13. Adjournment: the next Library Board Meeting is scheduled for January 7th, 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: November 27th , 2024

Reed City Area District Library Board Meeting
November 12, 2024
825 S. Chestnut Reed City, Mi 49677

1. Call to Order and Attendance

The meeting was called to order by President L. Eccles at 6:08 pm.

Attendance was noted:

Present:

L. Eccles City of Reed City, President
S. Thompson Richmond Township, Treasurer
L. Dahlquist Richmond Township, Secretary
K. Feguer Library Executive Director

Rene Stieg, Friends of RCADL President

Absent:

K. Nix of Reed City, Vice President
2 Lincoln Township vacancies

2. Approval of Agenda

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

3. Approval of Consent Agenda

- A. Board Follow-Up Discussion
- B. Prior meeting minutes (October 1, 2024)
- C. Approval of Bills and Financial Statements

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

Some discussion was held on bookkeeping, as the city will no longer do our bookkeeping as of January 1, 2025.

4. Citizen's Request and/or Comments

5. Board President Comments

6. Friends of the RCADL Report

Two baskets were donated to the silent auction by the Friends.

The Friends will provide cookies for the Santa event on Dec. 10, as well as volunteer.

The Friends are planning fundraising and programming.

A draft of a Memorandum of Understanding between the Friends and the RCADL was presented.

The Secretary and Vice President positions were filled.

7. Standing Committee Reports

A. Budget and Finance Committee

B. Digital Sign Committee

New quotes shall be obtained.

C. Building Committee

Met and discussed paving the parking lot (rear) and the easement, as well as attending to the front parking lot and clearing the broken asphalt from the rear of the building. A sidewalk shall be put in from the door to the parking lot and to the shed. Quotes shall be obtained.

Gutter needs to be installed on one end of the building.

D. Strategic Plan Committee

Copies of the Strategic Plan will be available for the December meeting for board approval.

E. HR Committee

Will meet Monday, November 18 to draft the necessary documents for K. Feguer to take over bookkeeping duties.

F. Ad Hoc Committee (Parade)

G. Ad-Hoc Environmental Project

This will commence in the spring. Possible committee members B. Smith, K. Fiebig, Sarah Spruit.

H. Ad Hoc Sesquicentennial Committee

A committee will be formed with the library staff (M. Martinez, C. Heemstra), the Friends group, and the library board (S. Thompson).

8. Director's Report

This report is on file in the board packet for November 12, 2024.

9. Ongoing Business

The Ancestry membership will be dropped. K. Feguer will look further into Kanopy.

10. New Business

10. Board Dynamics

L. Eccles will be leaving the area and not returning to the board in January.

L. Dahlquist will continue for another term.

11. Citizen's Requests/Comments

12. Adjournment

A motion was made by L. Dahlquist and seconded by S. Thompson to adjourn at 8:00.

Motion carried.

The next meeting will be held on December 3, 2024, at 6pm in the Reed City Area District Library Community Room, following the meeting of the Friends of the Reed City Area District Library at 5pm.

Respectfully submitted,
L. Dahlquist, secretary

Total \$8,548.67

Expenses Grand Total \$14,304.26

Total Donations

Total Grants \$0.00

Total \$0.00

Total Actual Expenses \$ 14,304.26

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

Staff Highlights

Gavin prepared baskets for the Silent Auction. He has also started learning book repairs on top of circulation duties.

Megan got the baskets out the door, prepped take and make kits for December, and has been preparing for Santa's visit on the 11th.

Cindy has been leading Abby and Gavin to clean up for running inventory. They plan to start with the Junior Leveled Readers.

Abby has been helping with inventory and staying on top of MeL.

Julia is quick to work and finish her tasks. She has library organization down. She has learned a lot since starting.

Auditor

Still working with Kadee and the Auditors to complete this year's audit.

Santa

December 11th Santa is coming to town, we expect a large turn out. Over 300 people have shown interest on FB. Friends of the Library will be helping with the event.

Silent Auction

Thank you for donating baskets and participating in the auction. We appreciate you. Total revenue was \$1152.00. We also received \$7000 in private donations this holiday season.

State Aid

State Aid was completed and submitted for the library. The report with details is available for viewing.

Posted: November 27th, 2024

December Goals

- Get accounting services set up by end of January (Sage50 is affordable and recommended) otherwise BS&A (still awaiting communication) - accountant suggestions include Corrina Hervey with H&S in Cadillac, UHY in Cadillac (expensive)
- Get Teen/Kid's Page Live
- Continue Policy prep for Board
- Add more pictures of Library to website
- Finish Audit Process
- Have successful visit with Santa
- Enjoy holidays

November Goals

- Complete State Aid Report for the Library
- Find Lawyer for Employee Manual/Policy—speaking with consulting Director about lawyers/collection item additions policy Friday November 8th
- Get more Friends Group Members (always in progress)
- Begin in-house cleaning of collection starting with inventory and weeding during slower seasons

Posted: November 27th, 2024

Reed City Area District Library: A Three (3) Year Plan for 2025 to 2028

2025 Proposed Plan

Category 1: GOVERNANCE AND ADMINISTRATION

1.1 Maintain Strong Relationships between RCADL and district partner boards

Actions

- a. Trustees/liasons attend township and city council meetings Spring and Fall
- b. Provide townships and City Council with annual strategic Plan Updates

Time Line Biannually

Notes:

SP Meeting 9/24/2024: Reach out to Lincoln Township

1.2 Maintain RCADL's Policy Manual

Actions

- a. Adopt updates, initial review completed in 2024
- b. Additional updates to be completed every two years (2026, 2028, 2030, etc.)

Time Line: Annually

Notes:

Reviewed 9/24/2024 by Strategic Planning Committee

1.3 Participate in relevant Library of Michigan and Mid Michigan Library League activities

Actions

- a. Staff and trustees to attend relevant conferences and meetings throughout the year
- b. Funds to be set aside in budget for expenses

Time Line: Ongoing

Notes:

1.4 Maintain a balanced budget

Actions

- a. Review budget status at Board meetings

Time Line: Ongoing

Notes:

1.5 Review and update Board By-Laws

Actions

- a. Adopt updates, initial review completed in 2024
- b. Additional updates to be completed every two years (2026, 2028, 2030, etc.)

Time Line: Annually

Notes:

1.6 Review and evaluate status of RCADL's three (3) year plan

Actions

- a. Review strategic plan progress biannually at board meetings
- b. Strategic Planning Committee to continue meeting twice a year

Time Line: Biannually

Notes:

1.7 Update and maintain accounting practices

Actions

- a. Continue bookkeeping practices with the City of Reed City

Time Line: Ongoing

Notes: To be determined...

1.8 Retire Renovation Debt Early

Actions

- a. Continue to pay accelerated amount

Time Line: Ongoing

Notes: \$51,225 leftover 24/25 FY, \$15,750 paid by Sep 2024, \$35,475.00 remaining

Category 2: PERSONNEL AND HUMAN RESOURCES

2.1 Staff the library for maximum efficiency and continuity

Actions

- a. Continue to assess needs for additional staffing
- b. Continue to research funding possibilities to support expanding staff

Time Line: Ongoing

Notes: 9/2024 hired Gavin and Julia via Michigan Works Program

2.2 Provide ongoing professional development opportunities for paid staff

Actions

- a. Virtual and in person workshops and conferences
- b. Develop a plan or schedule for regular/routine training

Time Line: Ongoing

Notes: Free MeL eResources In-Person Training Scheduled October 22nd 2024 with Cindy and Abby

2.3 Recruit, train, and recognize library volunteers

Actions

- a. Hold annual volunteer recognition event - Friends group
- b. Develop volunteer orientation package
- c. Recruit and maintain new volunteers annually - if no volunteer positions available, mention friends group

Time Line: Ongoing Annually

Notes: Current Volunteers doing well, shelf reading and working on crafts materials as needed

2.4 Conduct annual service evaluations with staff**Actions**

- a. Director to review staff members

Time Line: Annually

Notes: Annual Reviews Performed in June 2024, continued constructive criticisms provided with time

2.5 Formation of "Friends of RCADL" group**Actions**

- a. Develop RCADL Friends Group
- b. Work with other local Friends Groups for assistance

Time Line Ongoing

Notes: Currently working on Memorendum of Understanding

2.6 Conduct annual Board of self-evaluation**Actions**

- a. Meet annually to evaluate Board via outside tools and resources

Time Line: Annually

Notes: Director will perform Board Evaluation after 1 year of employment

Category 3: SERVICES TO THE PUBLIC

3.1 Continue to assess patron needs**Actions**

- a. Patron suggestions box
- b. Conduct community survey online and by hard copy at the library to be conducted every two years (last completed Spring 2024)

Time Line: Ongoing Biannually

Notes:

3.2 Expand services and information for community members with special needs**Actions**

- a. Information posters
- b. Braille and talking book library

Time Line: Ongoing

Notes: Look online for free resources to add to the library including braille signs, etc...

3.3 Expand community programming and special group activities**Actions**

- a. Continue to expand the summer reading Program (SRP)
- b. Further explore partnership with RCAPS
- c. Continue to offer new, relevant community programs annually
- d. Explore mobile delivery to senior center and/or home delivery for homebound patrons by 2024

Time Line: Ongoing

Notes:

Actions

- a. gather quotes for new sign in 2024/2025

Time Line: Ongoing

Notes:

4.2 Continue to maintain communications with the public

Actions

- a. Advertise library workshops and events via media and the website
- b. Continue with media relations and outbound marketing
- c. Facetime in the community
- d. Create and maintain patron email list to distribute monthly program calendar and board packet
- e. Display signs in partner townships and around Reed City - post in businesses

Time Line: Ongoing

Notes: Megan posted for Silenct Auction, posting online is regular on the website and facebook. Additional word of mouth and programming can be done for better PR especially with helps from friends group.

Attended Sesqucentennial

Category 5: FACILITIES AND EQUIPMENT

5.1 Continue to assess interior layout of library to better accommodate growing collection and patron needs

Actions

- a. Continue collection weeding process by staff
- b. Walk througth to evaluate layout of collection

Time Line: Annually

Notes: Inventory and Weeding planned for slow months this winter layout changes to be determined as items added

3.4 Increase services offered to District and Contracted service areas

Actions

- a. Bring on contract libraries as full partners if possible by 2028
- b. Add additional township members as possible by 2028
- d. Reinstate Hersey as a District partner

Time Line: **Ongoing**

Notes:

3.5 Assessment of Collection

Actions

- a. Inventory collection
- b. Assess collection for circulation use, wear and tear, relevency, and diversity
- c. Weed the collection as necessary (see also: Goal 5.1).
- d. Add to collection focussing on updated information, trends, and diversity and inclusivity

Time Line: **Ongoing**

Notes: Continued by Cindy and I. Staff will run inventory of sections during winter 2024. Weeding will be done as necessary.

Additions to collection focus on updated information (in non-fic), trends, diversity and inclusivity.

I also will buy some left and right political things but not anything super off the wall mainly based off requests

Category 4: PUBLIC RELATIONS

4.1 RCADL Outdoor Sign

5.2 Conduct annual review of physical grounds and landscape

Actions

- a. Walk grounds and assess every Spring
- b. Walk ground and assess every Fall

Time Line: **Annually**

Notes: Building meeting done by Megan, Lyndsey, and Shay beginning of October. Filled out checksheet.

5.3 Conduct annual maintenance of exterior, interior, and outdoor areas

Actions

- a. Develop back yard into an engaging learning space
- b. Develop side yard

Time Line: **Ongoing**

Notes: Tree removed by Steve that was on fence on back side of building

5.4 Continue to assess library square footage and possibility of expansion needs in future

Actions

- a. Consider expansions after loan is satisfied within ten years - approx. by 2034

Time Line: **Ongoing**

Notes:

Category 6: TECHNOLOGY

6.1 Update and maintain website design and functionality

Actions

- a. Work with peer libraries to stay current on website development and trends

Time Line: **Quarterly**

Notes: Ongoing - Recently updated website September 2024

Staff taking eresource training during October

6.2 Write a Library Technology Plan that addresses upgrading service and replacement of equipment on a regular basis

Actions

- a. Staff will develop and maintain a Technology Plan and present to Board Annually

Time Line: **Annually**

Notes: Hotspots, e-rate

6.3 Upgrade Broadband Access to Fiber

Actions

- a.

Time Line: **Ongoing**

Notes: Currently provided by the ISD at no cost to the library via jointed filing of E-Rate from the USAC Form 479 to be sent from and returned to the ISD

December 2024



Library Hours:

Mon 9-5
 Tues 11-7
 Wed 11-5
 Thurs 11-5
 Friday 11-5

2nd Saturday of the month
 9-12

NATIONAL READ A NEW BOOK MONTH



Mon	Tues	Wed	Thurs	Fri	Sat
2 	3 <i>Friends of the Library Meeting</i> 5pm Library Board Meeting 6pm	4 Story Time with Ms. Abby 11:30am	5 International Ninja Day 	6	7 Pearl Harbor Remembrance Day
9 Scrabble 1pm	10 National Dewey Decimal System Day 	11 Santa Claus is Coming to Town 4pm 	12	13 National Cocoa Day 	14 Library Open 9am-12pm
16 National Chocolate Covered Anything Day 	17	18 Craft time with Miss Abby 11:30am 	19 Reed City Readers Book Club 6pm The Frozen River by Ariel Lawhon	20 	21 National Short Story Day
23 Scrabble 1pm	24 CLOSED	25 <i>Merry Christmas</i> CLOSED	26 CLOSED	27	28
30	31 <i>New Year's Eve</i> CLOSED	 "I will honor Christmas in my heart, and try to keep it all the year. I will live in the Past, the Present, and the Future. The Spirits of all Three shall strive within me. I will not shut out the lessons that they teach." — Charles Dickens, A Christmas Carol			

Color Key: All Ages Kids Adults Misc. Closures



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

