

Reed City Area District Board Meeting Agenda

Tuesday, June 14th, 2022 at 6:00pm

829 S. Chestnut Street | Reed City, MI | 49677

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Consent Agenda
 - A. Prior meeting(s) minutes:
 - a. *April 5th, 2022* – denoted in pink highlighter
 - b. *May 3rd, 2022*
 - B. Approval of Bills and Financial Statements
 - a. Re-approval: *February and March 2022* financials – denoted in pink highlighter; we are awaiting April and May 2022
 - b. Expense Report for previous month's expenses
4. Citizen's request and/or comments
5. Board President Comments
6. Standing Committee Reports
 - A. Budget and Finance Committee: Met to discuss Budget Proposal; see New Business
 - B. Digital Sign Committee
 - C. Building Committee
 - D. Strategic Plan Committee: Met to discuss Mission Statement; see New Business
 - E. Millage Committee: Rescheduled meeting times with Shirley Bursema
 - F. HR Committee
7. Director's Report
8. Ongoing Business
 - A. Window Update: *tabbed until July Meeting*
 - B. Floor Discussion: *tabled until July Meeting*
 - C. Garden Discussion: *tabled until July meeting*
 - D. Shed Discussion: *tabled until July meeting*
9. New Business
 - A. Mission Statement Approval
 - B. 2022/2023 Proposed Budget
10. Board Dynamics
11. Adjournment

**The next Library Board Meeting is scheduled for July 5th, 2022 at 6:00pm
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

April 5, 2022; 6 p.m.

RCADL Community Room

829 S. Chestnut St. Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Twp.

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Twp.

Laura Dahlquist, Trustee, Richmond Twp.

Cecile Slywka, Trustee, Richmond Twp.

Irene Balowski, Green Township Liaison

Melissa Rohen, Director

Absent:

Cedar Township Liaison, OPEN

1. Call to Order and Attendance

The meeting was called to order at 6:03 p.m. by M. Tonn. The attendance was noted by B. Newell.

L. Eccles arrived at this time to take over the meeting.

2. Approval of Agenda

A motion was made by B. Newell and seconded by C. Slywka to approve the agenda as presented. It passed.

3. Approval of Consent Agenda

A motion was made to approve the Consent Agenda consisting of March 21, 2022 minutes and the available bills and the financial statement as of January 31, 2022, by M.

Tonn and seconded by B. Newell. It passed. Our accountant is still behind on getting us our financial statements due to injury.

4. Citizen's request and/or comments

B. Newell reported that she was approached by a patron giving compliments to the library on its programs and what it is doing in our community.

5. Board President Comments

L. Eccles stated she would like all Board Members to write up something addressing the topic, "What do you see our library as in 5 years."

6. Standing Committee Reports

A. Budget and Finance Committee-will schedule a meeting when they receive the updated financial statements.

B. Digital Sign Committee-M. Rohen sent the approved quote back to R. Steig to see what he could do about possible funding grants. We haven't heard back from him.

C. Building Committee- did meet.

Decided to see if it was possible to find electrical components that would work with our current globes/shades, for the above circulation desk lighting. L. Eccles will look into this.

M. Rohen will seek some other quotes so we can more closely compare the pricing of a possible shed for storage behind the library.

The idea of holding a shredding event for the public along with the library shredding a lot of outdated materials was discussed. M. Rohen will seek out quotes and details for this.

A meeting was set for April 13, 2022 at 10 a.m. for a spring walk around.

D. Strategic Plan Committee-a meeting is planned on April 11, 2022 at 2 p.m. to work on the Mission Statement.

E. Millage Committee- did not meet. B. Newell will try to contact Shirley Bursima so a meeting can be planned.

F. HR Committee-

M. Rohen will check the policies to see that they reflect that the minutes are on file with the library, not the secretary. A meeting will be set when the a satisfactory time can be scheduled.

L. Eccles suggests that the Committee meet for evaluation of the director, as a true evaluation has not been done at 6 months as planned.

7. Director's Report

Complete report file at the library.

Toilet backups were again reported. Staff is brainstorming preventative measures.

8. Ongoing Business

A. Window Update

M. Rohen provided the RFP letter she prepared for contractors for window repair or replacement. There was no objection.

B. Floor Discussion: Still waiting for additional quotes.

C. Garden/Memorial Tree discussion

M. Rohen will try to engage the lady from Evart with the native plant expertise to attend our next meeting. The yard landscaping will be discussed at the upcoming spring walk around.

D. Grant Opportunities

The possibility of a locked, small, upright display case for collections was discussed. Providing opportunities for trips to historical, cultural and gardening events and venues was discussed. The possibility of joining with other groups in this endeavor was discussed.

K. Nix requested that a Plan of Action for SRP be provided for the RCADL Board.

9. New Business

Sheryl Mase will provide a short Library Trustee training at our next meeting.

10. Board Dynamics

There was no discussion.

11. Adjournment

A motion was made by M. Tonn and seconded by Cecile Slywka to adjourn the meeting. It passed. Meeting was adjourned at 7:51 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board

The next meeting of the RCADL Board will be May 3, 2022 at 6 p.m. in the RCADL Community Room.

Reed City Area District Library Board Meeting

May 3, 2022; 6 p.m.

829 S. Chestnut Street, Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Township

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Cecile Slywka, Trustee, Richmond Township

Irene Balowski, Green Township Liaison

Melissa Rohen, Director

Jenn Thorson, Assistant Director

Amy Shank, Library Clerk

Sheryl Mase, Mid Michigan Library League

Dan Burchett, Citizen

Absent:

Cedar Township Liaison, OPEN

1. Call to Order

The meeting was called to order by Lyndsey Eccles at 6 p.m. A quorum was present.
Attendance was noted by B. Newell

2. Approval of Agenda

A motion was made by C. Slywka and seconded by M. Tonn to approve the agenda as presented.
It passed.

3. Approval of Consent Agenda

A motion was made by L. Dahlquist and seconded by K. Nix to approve the minutes of April 5, 2022 as amended and the bills and financial statements presented contingent upon further review with reapproval in June. It passed.

4. Citizen's Request and/or Comments

None

5. Board President Comments

L. Eccles asked for Board Comments as requested at the last meeting pertaining to what Board members wished to see in the next five years at library. Some of comments given include:

upgrade of backyard, more involvement with senior center, connecting more with schools, including Trinity, continue and improve programming to community, expand footprint and outreach, continue to maintain and enhance physical plant, trips for community members to historical and cultural places of interest.

6. Standing Committee Reports

A. Budget and Finance Committee-did meet for Budget Amendment. Next meeting to be decided.

B. Digital Sign Committee- L. Eccles reported that the contact person for the sign company is out and will continue to be out on sick leave for several weeks so no further information has been received.

C. Building Committee-meeting to be decided to discuss ongoing projects and future projects, as identified in walk through last month.

D. Strategic Plan Committee-to meet on May 13, 2022 at 3 p.m.

E. Millage Committee-June 16 and June 28 as possible dates will be presented to Shirley B. to have her come to Reed City and speak to us about passing a millage.

F. HR Committee-meeting to be decided to discuss policy and director evaluation.

7. Director's Report

On file at the library

8. Ongoing Business

A. Window Updates-RFP's have been sent out and now waiting for replies.

B. Floor Discussion-some discussion was had about the community floor situation, and put off further until the July Meeting. K. Nix suggested a table be prepared with side by side pricing for floor maintenance and floor replacement.

C. Garden Discussion-tabled until June meeting

D. Shed Discussion-tabled until June meeting

E. Grant Opportunities-let M. Rohen know if you have suggestions for grants.

9. New Business

A. Extra hours to allow for purging.

A motion was made by M. Tonn and seconded by C. Slywka to approve 30 hours of staff pay to work on purging the library of unnecessary paperwork and general clutter. A roll call vote was taken. Yeas: M. Tonn, K. Nix, L. Dahlquist, C. Slywka, B. Newell, L. Eccles. Nays: None It passed.

B. L-4029

The L-4029 was presented by M. Rohen for signature. It will be signed at the end of the meeting.

C. June 7, 2022 Board Meeting: Community Room unavailable

The June meeting of the RCADL Board will be held on June 14, 2022 at 6 p.m. to ensure a quorum. Discussions will be prioritized so the meeting can end at 7:30 p.m.

D. Little Libraries and Story Walk

K. Nix will speak with GFWC about sponsoring a Little Library. It was mentioned about providing one at the depot and Rambadt Park. L. Eccles reported that a new story will be installed soon in the Story Walk. A new kiosk has been installed and it is the plan to have the kiosks stained this summer with possible help from the boy scouts.

E. Budget Amendment

A motion was made by M. Tonn and seconded by K. Nix to approve the Budget Resolution by the Reed City Area District Library to Amend the 2021/2022 budget as presented in this meeting. A roll call vote was taken. Yeas: K. Nix, L. Dahlquist, C. Slywka, B. Newell, M. Tonn, L. Eccles. Nays: None. Motion passed.

F. Board Training with Sheryl Mase

Sheryl took us through a discussion of a Board of Trustees Roles and Responsibilities and Open Meetings Act. Thank you Sheryl!

10. Board Dynamics

B. Newell reported that the reason she contacted Carl Owinga for a floor quote was because M. Rohen reported at the last meeting that she had not received a quote from Carl. This situation was misunderstood by both the above parties, as neither recognized that Carl Owinga was providing a quote under CADILLAC JANITORIAL.

11. Adjournment

A motion was made by M. Tonn and seconded by K. Nix to adjourn the meeting. It passed. The meeting was adjourned at 8:52 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board

Next meeting of the RCADL Board will be on June 14, 2022 at 6 p.m. in the RCADL Community Room

BALANCE SHEET

As of Feb. 28, 2022

Page: 1

5/2/2022

1:52 pm

City of Reed City

As of: 2/28/2022

Balances

Fund: 971 - REEDCITY AREA DISTRICT LIBRARY

Assets

001.000 CASH	246,641.74
004.000 CHANGE DRAWER	55.00
123.000 PREPAID EXPENSES	2,754.48

Total Assets

249,451.22

Liabilities

339.000 UNEARNED REVENUES	1,009.00
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Total Liabilities

1,009.00

Reserves/Balances

390.000 FUND BALANCE	244,918.56
398.000 CHANGE IN FUND BALANCE	3,523.66

Total Reserves/Balances

248,442.22

Total Liabilities & Balances

249,451.22

REVENUE/EXPENDITURE REPORT

As of Feb. 28, 2022

Page: 1

5/2/2022

1:51 pm

City of Reed City

For the Period: 7/1/2021 to 2/28/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
Dept: 000.000							
402.010 REAL PROP TAX - LINCOLN TWP	37,500.00	37,500.00	33,021.23	22,829.41	0.00	4,478.77	88.1
402.020 REAL PROP TAX - RICHMOND TWP	44,245.00	44,245.00	26,851.42	26,851.42	0.00	17,393.58	60.7
402.030 REAL PROP TAX - REED CITY	37,525.00	37,525.00	31,899.47	26,269.98	0.00	5,625.53	85.0
410.010 PERS PROP - LINCOLN TWP	20,200.00	20,200.00	16,081.74	15,981.87	0.00	4,118.26	79.6
410.030 PERS PROP TAX - REED CITY	2,456.00	2,456.00	3,863.99	3,852.67	0.00	-1,407.99	157.3
412.000 DELINQ. PERS PROP TAXES	75.00	75.00	57.45	0.00	0.00	17.55	76.6
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	2,125.00	180.00	0.00	-625.00	141.7
539.000 STATE GRANT	7,000.00	7,000.00	3,735.96	0.00	0.00	3,264.04	53.4
651.000 COPY MACHINE MONEY	2,300.00	2,300.00	1,564.35	281.80	0.00	735.65	68.0
651.500 FAX MACHINE MONEY	500.00	500.00	367.36	50.50	0.00	132.64	73.5
655.100 LIBRARY BOOK FINES	650.00	650.00	406.19	27.45	0.00	243.81	62.5
656.200 PENAL FINES - MECOSTA	2,200.00	2,200.00	2,040.58	2,040.58	0.00	159.42	92.8
656.300 PENAL FINES - OSCEOLA	33,000.00	33,000.00	10,447.81	10,447.81	0.00	22,552.19	31.7
664.000 INTEREST INCOME	186.00	186.00	65.84	7.46	0.00	120.16	35.4
671.000 OTHER REVENUE	855.00	855.00	509.89	36.20	0.00	345.11	59.6
675.100 CONTR - SUMMER READING PROGRAM	4,800.00	4,800.00	573.92	0.00	0.00	4,226.08	12.0
675.150 CONTRIB. - PROGRAMMING	0.00	0.00	5,201.64	70.54	0.00	-5,201.64	0.0
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	7,300.00	0.00	0.00	-5,300.00	365.0
675.300 CONTRIB. FROM PRIV. SOURCES	5,000.00	5,000.00	6,183.64	0.00	0.00	-1,183.64	123.7
677.100 REIMBURSEMENT FOR LOST BOOKS	126.00	126.00	140.00	28.00	0.00	-14.00	111.1
685.500 OTHER-BOOK SALE	1,000.00	1,000.00	926.75	32.00	0.00	73.25	92.7
692.100 FUND RESERVE-OPERATING	9,292.00	14,292.00	0.00	0.00	0.00	14,292.00	0.0
Dept: 000.000	212,410.00	217,410.00	153,364.23	108,987.69	0.00	64,045.77	70.5
Revenues							
	212,410.00	217,410.00	153,364.23	108,987.69	0.00	64,045.77	70.5
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
702.000 SALARIES & WAGES	85,528.00	85,528.00	52,643.18	6,678.06	0.00	32,884.82	61.6
715.000 SOCIAL SECURITY	5,500.00	5,500.00	4,027.20	510.86	0.00	1,472.80	73.2
721.000 WORKER'S COMP	380.00	380.00	351.00	0.00	0.00	29.00	92.4
726.000 UNEMPLOYMENT	250.00	250.00	87.91	18.04	0.00	162.09	35.2
740.100 BOOKS	12,000.00	12,000.00	7,551.45	1,054.44	0.00	4,448.55	62.9
740.200 AUDIOVISUAL	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.0
740.300 SUMMER READING	4,800.00	4,800.00	3,265.95	0.00	0.00	1,534.05	68.0
740.400 MAGAZINES	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.0
740.500 NEWSPAPERS	730.00	730.00	879.94	70.30	0.00	-149.94	120.5
751.000 OFFICE SUPPLIES	2,000.00	2,000.00	1,094.78	140.44	0.00	905.22	54.7
752.000 OPERATING SUPPLIES	2,500.00	3,505.00	6,232.01	1,892.60	0.00	-2,727.01	177.8
755.000 OPER. SUPPLIES-PROGRAMMING	0.00	3,995.00	4,123.22	2,177.90	0.00	-128.22	103.2
801.000 PROFESSIONAL SERV.	4,500.00	4,500.00	981.70	143.20	0.00	3,518.30	21.8
802.000 LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
804.000 JANITORIAL SERVICES	6,704.00	6,704.00	3,581.21	578.40	0.00	3,122.79	53.4
806.000 BANK CHARGES	30.00	30.00	34.92	5.84	0.00	-4.92	116.4
808.000 INDEPENDANT AUDIT	3,550.00	3,550.00	3,700.00	0.00	0.00	-150.00	104.2
818.000 CONTRACTUAL SERVICE	6,604.00	6,604.00	7,668.67	675.00	0.00	-1,064.67	116.1
850.000 TELEPHONE	1,440.00	1,440.00	943.76	119.97	0.00	496.24	65.5
851.000 POSTAGE	170.00	170.00	113.00	0.00	0.00	57.00	66.5
852.000 INTERNET SERVICE	432.00	432.00	369.66	0.00	0.00	62.34	85.6
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	483.95	66.39	0.00	1,016.05	32.3
907.000 ADVERTISING	300.00	300.00	0.00	0.00	0.00	300.00	0.0
915.000 MEMBERSHIPS AND DUES	3,875.00	3,875.00	2,088.05	0.00	0.00	1,786.95	53.9
918.000 UTILITIES - WATER	380.00	380.00	215.82	38.70	0.00	164.18	56.8
920.000 UTILITIES - ELECTRIC	3,400.00	3,400.00	2,218.06	433.07	0.00	1,181.94	65.2
921.000 UTILITIES-HEAT	2,500.00	2,500.00	945.30	293.15	0.00	1,554.70	37.8
930.000 LAND & BUILDING REPAIRS	750.00	750.00	2,365.28	0.00	0.00	-1,615.28	315.4
940.000 LIABILITY/PROPERTY INSURANCE	2,726.00	2,726.00	2,860.75	0.00	0.00	-134.75	104.9
940.000 EQUIPMENT RENT	1,216.00	1,216.00	709.10	101.30	0.00	506.90	58.3
960.000 EDUCATION & TRAINING	200.00	200.00	85.00	0.00	0.00	115.00	42.5
970.000 CAPITAL OUTLAY	0.00	0.00	4,219.70	2,421.70	0.00	-4,219.70	0.0

REVENUE/EXPENDITURE REPORT

As of Feb. 28, 2022

Page: 2

5/2/2022

1:51 pm

City of Reed City

For the Period: 7/1/2021 to 2/28/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
991.600 PRINCIPAL	48,475.00	48,475.00	33,182.40	4,166.65	0.00	15,292.60	68.5
992.000 INTEREST	6,370.00	6,370.00	2,817.60	333.35	0.00	3,552.40	44.2
LIBRARY OPERATIONS	212,410.00	217,410.00	149,840.57	21,919.36	0.00	67,569.43	68.9
Expenditures	212,410.00	217,410.00	149,840.57	21,919.36	0.00	67,569.43	68.9
Net Effect for REEDCITY AREA DISTRICT LIBRARY	0.00	0.00	3,523.66	87,068.33	0.00	-3,523.66	0.0
Change in Fund Balance:			3,523.66				
Grand Total Net Effect:	0.00	0.00	3,523.66	87,068.33	0.00	-3,523.66	

BALANCE SHEET

As of March 31, 2022

Page: 1

5/3/2022

2:41 pm

City of Reed City

As of: 3/31/2022

Balances

Fund: 971 - REEDCITY AREA DISTRICT LIBRARY

Assets

001.000 CASH	227,897.42
004.000 CHANGE DRAWER	55.00
123.000 PREPAID EXPENSES	2,754.48

Total Assets

230,706.90

Liabilities

339.000 UNEARNED REVENUES	1,009.00
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Total Liabilities

1,009.00

Reserves/Balances

390.000 FUND BALANCE	244,918.56
398.000 CHANGE IN FUND BALANCE	-15,220.66

Total Reserves/Balances

229,697.90

Total Liabilities & Balances

230,706.90

REVENUE/EXPENDITURE REPORT
As of March 31, 2022

Page: 1
5/3/2022
2:42 pm

City of Reed City

For the Period: 7/1/2021 to 3/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
Dept: 000.000							
402.010 REAL PROP TAX - LINCOLN TWP	37,500.00	37,500.00	33,579.53	558.30	0.00	3,920.47	89.5
402.020 REAL PROP TAX - RICHMOND TWP	44,245.00	44,245.00	26,851.42	0.00	0.00	17,393.58	60.7
402.030 REAL PROP TAX - REED CITY	37,525.00	37,525.00	32,249.65	350.18	0.00	5,275.35	85.9
410.010 PERS PROP - LINCOLN TWP	20,200.00	20,200.00	16,082.25	0.51	0.00	4,117.75	79.6
410.030 PERS PROP TAX - REED CITY	2,456.00	2,456.00	4,002.51	138.52	0.00	-1,546.51	163.0
412.000 DELINQ. PERS PROP TAXES	75.00	75.00	57.45	0.00	0.00	17.55	76.6
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	2,125.00	0.00	0.00	-625.00	141.7
539.000 STATE GRANT	7,000.00	7,000.00	3,735.96	0.00	0.00	3,264.04	53.4
651.000 COPY MACHINE MONEY	2,300.00	2,300.00	1,715.80	151.45	0.00	584.20	74.6
651.500 FAX MACHINE MONEY	500.00	500.00	394.36	27.00	0.00	105.64	78.9
655.100 LIBRARY BOOK FINES	650.00	650.00	469.59	63.40	0.00	180.41	72.2
656.200 PENAL FINES - MECOSTA	2,200.00	2,200.00	2,040.58	0.00	0.00	159.42	92.8
656.300 PENAL FINES - OSCEOLA	33,000.00	33,000.00	10,447.81	0.00	0.00	22,552.19	31.7
664.000 INTEREST INCOME	186.00	186.00	76.08	10.24	0.00	109.92	40.9
671.000 OTHER REVENUE	855.00	855.00	509.89	0.00	0.00	345.11	59.6
675.100 CONTR - SUMMER READING PROGRAM	4,800.00	4,800.00	573.92	0.00	0.00	4,226.08	12.0
675.150 CONTRIB. - PROGRAMMING	0.00	0.00	5,404.99	203.35	0.00	-5,404.99	0.0
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	7,300.00	0.00	0.00	-5,300.00	365.0
675.300 CONTRIB. FROM PRIV. SOURCES	5,000.00	5,000.00	6,183.64	0.00	0.00	-1,183.64	123.7
677.100 REIMBURSEMENT FOR LOST BOOKS	126.00	126.00	140.00	0.00	0.00	-14.00	111.1
685.500 OTHER-BOOK SALE	1,000.00	1,000.00	931.75	5.00	0.00	68.25	93.2
692.100 FUND RESERVE-OPERATING	9,292.00	14,292.00	0.00	0.00	0.00	14,292.00	0.0
Dept: 000.000	212,410.00	217,410.00	154,872.18	1,507.95	0.00	62,537.82	71.2
Revenues							
	212,410.00	217,410.00	154,872.18	1,507.95	0.00	62,537.82	71.2
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
702.000 SALARIES & WAGES	85,528.00	85,528.00	62,707.77	10,064.59	0.00	22,820.23	73.3
715.000 SOCIAL SECURITY	5,500.00	5,500.00	4,797.13	769.93	0.00	702.87	87.2
721.000 WORKER'S COMP	380.00	380.00	351.00	0.00	0.00	29.00	92.4
726.000 UNEMPLOYMENT	250.00	250.00	113.13	25.22	0.00	136.87	45.3
740.100 BOOKS	12,000.00	12,000.00	7,616.61	65.16	0.00	4,383.39	63.5
740.200 AUDIOVISUAL	2,400.00	2,400.00	11.99	11.99	0.00	2,388.01	0.5
740.300 SUMMER READING	4,800.00	4,800.00	3,265.95	0.00	0.00	1,534.05	68.0
740.400 MAGAZINES	1,100.00	1,100.00	661.43	661.43	0.00	438.57	60.1
740.500 NEWSPAPERS	730.00	730.00	879.94	0.00	0.00	-149.94	120.5
751.000 OFFICE SUPPLIES	2,000.00	2,000.00	1,307.50	212.72	0.00	692.50	65.4
752.000 OPERATING SUPPLIES	2,500.00	3,505.00	6,245.59	13.58	0.00	-2,740.59	178.2
755.000 OPER. SUPPLIES-PROGRAMMING	0.00	3,995.00	5,488.11	1,364.89	0.00	-1,493.11	137.4
801.000 PROFESSIONAL SERV.	4,500.00	4,500.00	1,124.90	143.20	0.00	3,375.10	25.0
802.000 LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
804.000 JANITORIAL SERVICES	6,704.00	6,704.00	3,614.91	33.70	0.00	3,089.09	53.9
806.000 BANK CHARGES	30.00	30.00	38.71	3.79	0.00	-8.71	129.0
808.000 INDEPENDANT AUDIT	3,550.00	3,550.00	3,700.00	0.00	0.00	-150.00	104.2
818.000 CONTRACTUAL SERVICE	6,604.00	6,604.00	8,458.67	790.00	0.00	-1,854.67	128.1
850.000 TELEPHONE	1,440.00	1,440.00	1,063.73	119.97	0.00	376.27	73.9
851.000 POSTAGE	170.00	170.00	171.00	58.00	0.00	-1.00	100.6
852.000 INTERNET SERVICE	432.00	432.00	369.66	0.00	0.00	62.34	85.6
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	602.49	118.54	0.00	897.51	40.2
907.000 ADVERTISING	300.00	300.00	0.00	0.00	0.00	300.00	0.0
915.000 MEMBERSHIPS AND DUES	3,875.00	3,875.00	2,088.05	0.00	0.00	1,786.95	53.9
918.000 UTILITIES - WATER	380.00	380.00	256.12	40.30	0.00	123.88	67.4
920.000 UTILITIES - ELECTRIC	3,400.00	3,400.00	2,691.26	473.20	0.00	708.74	79.2
921.000 UTILITIES-HEAT	2,500.00	2,500.00	1,226.06	280.76	0.00	1,273.94	49.0
930.000 LAND & BUILDING REPAIRS	750.00	750.00	2,765.28	400.00	0.00	-2,015.28	368.7
940.000 LIABILITY/PROPERTY INSURANCE	2,726.00	2,726.00	2,860.75	0.00	0.00	-134.75	104.9
940.000 EQUIPMENT RENT	1,216.00	1,216.00	810.40	101.30	0.00	405.60	66.6
960.000 EDUCATION & TRAINING	200.00	200.00	85.00	0.00	0.00	115.00	42.5
970.000 CAPITAL OUTLAY	0.00	0.00	4,219.70	0.00	0.00	-4,219.70	0.0

REVENUE/EXPENDITURE REPORT

As of March 31, 2022

Page: 2

5/3/2022

2:42 pm

City of Reed City

For the Period: 7/1/2021 to 3/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
991.600 PRINCIPAL	48,475.00	48,475.00	37,452.06	4,269.66	0.00	11,022.94	77.3
992.000 INTEREST	6,370.00	6,370.00	3,047.94	230.34	0.00	3,322.06	47.8
LIBRARY OPERATIONS	212,410.00	217,410.00	170,092.84	20,252.27	0.00	47,317.16	78.2
Expenditures	212,410.00	217,410.00	170,092.84	20,252.27	0.00	47,317.16	78.2
Net Effect for REEDCITY AREA DISTRICT LIBRARY	0.00	0.00	-15,220.66	-18,744.32	0.00	15,220.66	0.0
Change in Fund Balance:			-15,220.66				
Grand Total Net Effect:	0.00	0.00	-15,220.66	-18,744.32	0.00	15,220.66	

Monthly Expense Report

Expenses reflect costs and purchase accrued in the previous month.

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>Ingram</i>	\$298.95
	4 Invoices: #59447012; #59460964; #5699303; #59708644	
	Date of Receipt or Service: 5/23	
<i>Credit Card</i>	<i>Amazon.com</i>	\$27.55
	Titanic #3; 1 Want a Pony	
	Order #: 113-6322861-9400224	
	Date of Receipt or Service: 5/19/2022	
		\$326.50
740.300 - Summer Reading Program		
<i>Brown Donation</i>	<i>Lori Fithian</i>	\$300.00
	Drumcommunity! Rhythmic Fun Activity	
	Scheduled date of event: 6/18/2022 at 6:00pm	
	Check will be given to speaker at the time of the event	
	Date of Receipt or Service: 2/22/2022	
	<i>Ferris Printing Services</i>	\$41.90
	Summer Reading Sign Up Forms	
	Invoice #: 14470	
	Date of Receipt or Service: 5/26/2022	
		\$341.90
752.000 - Operating Supplies		
<i>Sengelaub Donation</i>	<i>Uline</i>	\$491.77
	Outside Trashcans and liners	
	Invoice #: 148743168	
	Date of Receipt or Service: 5/10/2022	
<i>Credit Card</i>	<i>Menards</i>	\$9.08
	Key ID tags	
	Date of Receipt or Service: 5/18/2022	
<i>Credit Card</i>	<i>KeyMe</i>	\$8.45
	Keys for the interior office door	
	Order #: ERCWW1	
	Date of Receipt or Service: 5/18/2022	
<i>Credit Card</i>	<i>Amazon</i>	\$908.36
<i>Sengelaub Donation</i>	Desktop Document Holders; Chairs; Trash Cans	
	Order #: 113-9636479-5502642	
	Date of Receipt or Service: 5/26/2022	
<i>Credit Card</i>	<i>Amazon</i>	\$850.98
<i>Sengelaub Donation</i>	acoustic room wall dividers	
	Order #: 113-3860916-5289009	
	Date of Receipt or Service: 5/27/2022	
	<i>Bette Newell</i>	\$158.39
	Lights and Flowers	
	Date of Receipt or Service: 6/01/2022	
	<i>Woodlands Library Cooperative</i>	\$17.00
	Labor Law posters	

Monthly Expense Report

Expenses reflect costs and purchase accrued in the previous month.

	Invoice #: 8653	
	Date of Receipt or Service: 6/02/2022	
		\$2,444.03
755.000 - Programming		
<i>Credit Card</i>	Family Dollar	\$15.69
	Programming Supplies: Pitchers, batteries	
	Date of Receipt or Services: 5/17/2022	
<i>Credit Card</i>	Ebels	\$12.99
	Tim Bazzett Program supplies	
	Date of Receipt or Services: 5/17/2022	
<i>Credit Card</i>	Cricut Shop	\$9.99
	Monthly Renewal	
	Date of Receipt or Services: 5/24/2022	
	Jennifer Thorson	\$16.96
	Programming supplies for class visits	
	Date of Receipt or Service: 5/20/2022	
	Cyndi McCain	\$91.57
	Programming supplies for Story Hour	
	Date of Receipt or Service: 5/18/2022	
<i>Credit Card</i>	Zoom Video Communications	\$89.94
<i>OCCF Grant</i>	Zoom Business Account	
	Invoice #: INV147745884	
	Date of Receipt or Service: 5/12/2022	
<i>Credit Card</i>	Amazon	\$105.98
<i>OCCF Grant</i>	Second Saturday Supplies (May)	
	Order #: 113-9887951-4287420	
	Date of Receipt or Service: 5/06/2022	
<i>Sengelaub Donation</i>	Demco	\$275.78
	Key Dock for CDS	
	Invoice #: 7130754	
	Date of Receipt or Service: 5/19/2022	
<i>Credit Card</i>	Vista Print	\$777.38
<i>\$447.37 - OCCF Grant</i>	Final programming/branding order (final May event)	
<i>\$330.01 - Brown Donation</i>	Promotional flags	
	Date of Receipt or Service: 5/6/2022	
<i>Credit Card</i>	Insect Lore	\$76.25
	Butterfly and Lady Bug eggs	
	Invoice #: IL720155	
	Date of Receipt or Service: 5/6/2022	
		\$1,472.53
804.000 - Janitorial Services		
	McCloud Pest Solutions	\$50.00
	Invoice #: 49019954	
	Date of Receipt or Service: 5/6/2022	
	Service Master	\$946.00
	Invoice #: 22860	
	Date of Receipt or Service: 5/6/2022	
	Sam's Disposal, LLC	\$ 275.00

Monthly Expense Report

Expenses reflect costs and purchase accrued in the previous month.

	Invoice #: 612880033875	
	Services from 07/2022 to 06/2023	
	Date of Receipt or Service: 6/01/2022	
		\$1,271.00
850.000- Telephone		
	Charter Communication/Spectrum	\$ 119.97
	Invoice #: 0049947052722	
	Date of Receipt or Service: from 5/27 to 6/26	
	Total	\$ 119.97
900.000 - Printing and Publishing		
	Xerox Corporation	\$ 86.36
	Black/White printing and copying	
	Invoice #: 016099808	
	Total	\$ 86.36
905.00 Memberships and Dues		
	Mid Michigan Library League	\$ 1,659.61
	State aid 1st payment to Co-op	
	Invoice #: 13144	
	Total	\$ 1,659.61
918.000 - Utilities Water		
Credit Card	City of Reed City	\$46.63
	Account number: SCHT-000829-0000-01	
	Date of Receipt or Service: 4/01/2022 - 4/30/2022	
	Total	\$46.63
920.000 - Utilities Electric		
Credit Card	Consumer's Energy	\$397.93
	Account #: 1030 187 9792	
	Date of Receipt or Service: 4/05/2022 to 5/04/2022	
	Total	\$397.93
921.000 - Utilities Gas/Heat		
Credit Card	DTE	\$164.66
	Account #: 9100 394 8255 9	
	Date of Receipt or Service: 04/05/2022 to 05/02/2022	
	Total	\$164.66
940.000 Equipment Rental		
	Xerox Corporation	\$ 101.30
	Equipment Rental for April 2022	
	Invoice #: 016099808	
	Total	\$ 101.30
991.600 LOSB Loan Payment		

Monthly Expense Report

Expenses reflect costs and purchase accrued in the previous month.

	Lake Osceola State Bank Principal Balance	\$ 4,500.00
	Total	\$ 4,500.00
Monthly Payroll		
	Check Date: 5/11/2022	\$ 3,539.04
	Check Date: 5/25/2022	\$ 3,379.97
	Check Date: 6/08/2022	\$ 3,301.50
	Total	\$ 10,220.51
	Expenses Grand Total	\$ 23,152.93
	Total Donations	\$3,604.28
	Total Grants	\$643.29
	Total	\$4,247.57
	Total Actual Expenses	\$ 18,905.36

Highlights

Please note: As we now have the meeting the first week of a given month, rather than the last, the notes, activities, and expenses reflect the prior month's goings on. For example, this June Director's Report reflects what was accomplished for the month of May and early June. The June Expense Report reflects the expenses of May and early June. I have made a note within the expense report to reflect this.



- I have been advised by Sheryl Mase to have an automatic reply to any email received to me from Board members stating that I have received the email and will reply back as soon as possible; and to note that, if appropriate, the email may be forwarded to the Board President for transparency.
- The Second Saturday event for May 14th was rescheduled due to a lack of registered attendees and has been rescheduled this event for Tuesday, June 28th. This date was selected by Viola Shipman's people and cannot be rescheduled despite the conflict of the Board's training for the upcoming millage. Lyndsey encourages possibly rescheduling with Shirley.
- We hired Violet Higley, she started on Monday 6/6/2022. She is a quick learner and I believe will be a good fit for our team.
- Jen and I have finalized the proposed budget; a copy was sent out to Board members on Tuesday, June 7th and is also included in this month's packet.
- We had the unofficial start off for Summer Reading with Mike Fornes coming in to speak on the Great Lakes and Mackinac Island. The official kick-off is Saturday, June 18th. We have implemented a gap reading activity – Bingo – and will offer prizes for patrons who get a Bingo, a Four Corners, and a Black Out
- Bette purchased flowers for the front walk way.
- We have had a few instances of young teen boys (8th graders) come in multiple times a day being quite loud and unruly. They are recording, so we believe it is more of an attention seeking action than any malicious intent. Each time, they have been asked to quite down or leave; they often have multiple outbursts that interfere with patrons, but then do leave when requested to do so. This has occurred four times – we have not done an incident report as they do leave when asked. Jen and I consulted with Trooper Lucha of the State Police and he advised if they do cause a ruckus again to call the Reed City Police Department and have them trespassed and complete the incident report for our records.
- We also conducted the usually day-to-day tasks, including running pay-roll, managing invoices, and updating social media and the website.
- We were awarded and received the check for the Great Lakes Energy grant in the amount of \$2000.00 to be used on the purchase of picnic tables/outdoor games; purchasing is in progress
- We were awarded and received the check for the OCCF Grant in the amount of \$5000.00 to be used on the purchase of SRP supplies and prizes; purchasing is in progress

Website Updates

- Between May 11th to June 9th:
 - o 326 unique visitors with 528 site sessions; 307 are new visitors and 67 are returning; each session lasts approximately 3 minutes and 5 seconds
 - o Visitors are finding our site primarily through the direct URL www.reedcitylibrary.org (342) and Google (146) and accessing mostly through their desktop (361) and mobile devices (167)
 - o The Homepage is the most frequently visited, with Events and e-resources the second and third most popular pages.
 - o Tuesday is the highest trafficked day.
- We have had 3802 site session with 1904 unique visitors since transitioning to Wix; visitors stay an average of 4 minutes and 17 seconds.
- The Summer Reading Program web pages are now live.

Social Media Snapshot

We continue to update and create our social media posting schedules and develop updated visuals and graphics to promote and advertise our regularly scheduled outreach and community activities. Social media posts are being pre-scheduled through to the end of June and the beginning of July 2022.

Instagram	Twitter	Facebook
Analytics unavailable; I am looking into the error and will provide updated analytics at the next opportunity	 <p>Top Ranking Tweet: 14 Impressions</p>	 <p>Top Ranking Post: 1067 people viewed</p>
New Posts: n/a Total Reach: n/a Followers: n/a Likes: n/a	Impressions: 70 Profile Visits: 134 Total Tweets: 12 Followers: 9	New Posts: 22 Likes/Reactions: 84 Comments: 6 Shares: 24 Total Reach: 5257 Total Impressions: 5393

Outreach and Programming Highlights (for May)

We had 11 different in-library programs including:

- Scrabble Hour
- Story Hour
- Tim Bazzett
- Libby How-To
- SRP Summer Visits

There was a total of 423 patrons in attendance for these programs in May. We had two passive activities – Perler Bead and Flowers A to Z Scavenger Hunt – with a total of 95.

Questions/Thoughts

- n/a

	May2021	May 2022
Books-Cass-CD-Magazines	1,402	1,972
MelCat Inbound	215	337
MelCat Outbound	109	208
Videos	168	201
Overdrive E-books (now includes magazines)	158	208
Total	2,052	2,926
FY YTD Total	24,385	31,931
Public Access Computer Sessions	116	124
New Library Cards Members	8	17
Obituary Requests		0
Seed Library		99
Library Operation Revenue		
Non-Resident Fees	\$0.00	\$0.00
Copies	\$141.75	\$206.20
Fines	\$10.60	\$36.40
Book Sale	\$9.50	\$36.00
Fax	\$69.00	\$73.50
Lost Books	\$7.00	\$0.00
Summer Reading Program	\$17.80	\$0.00
Donation - Programming		\$22.25
Totals	\$255.65	\$374.35
Facebook Page Engagement		
Post Reach Unique User Screens	791	3,989
Facebook Page Likes	134	727
Instagram Engagement		
Instagram Reach		11
Instagram Followers		192
Library Visits		
Total Inbound	1,324	1,946
6 Hour Day Avg. Daily Inbound	62	91
8 Hour Day Avg Daily Inbound	82	97
3 Hour Day Avg Daily Inbound	-	11
Program		
Scrabble Hour		9
Story Hour	19	106
Little Explorers		
1,000 Books Before Kindergarten (new sign-ups)		3
Family Movie		
Teen Movie		
Reed City Readers		
Cookbook Club		Did not meet
Other Movie Series		
Other Programs		
Other Programs		
Total Program Attendance	19	423
Community Room Use		
		Tim Bazzett - 12
		Libby How-To: 0
		SRP Class Visits - 293
		Passive Programs:
		Perler Bead: 73
		Flower A to Z: 22



Mission, Vision and Value Statements

As recommended by the Strategic Planning Committee

RCADL MISSION:

"(RCADL is) A pillar in the community promoting resources in an inclusive and welcoming environment."

RCADL VISION:

"To inspire growth within our community through accessible programming, information, and materials."

(afterthought, should it be: "the RCADL will inspire growth...")

RCADL VALUES:

- Innovation
- Diversity & Inclusion
- Literacy & Education

2022/2023 Fiscal Year Proposed Budget				
REVENUES			Notes	
Line Number	Description	Prior Year Budget	Current Year Budget	
402.010	Real Property Tax - Lincoln Township	\$37,500.00	\$37,875.00	take last years and add 1% rounded to the nearest dollar
402.020	Real Property Tax - Richmond Township	\$44,245.00	\$44,688.00	take last years and add 1% rounded to the nearest dollar
402.030	Real Property Tax - Reed City	\$37,525.00	\$37,900.00	take last years and add 1% rounded to the nearest dollar
410.010	Personal Property Tax - Lincoln Township	\$20,200.00	\$20,402.00	take last years and add 1% rounded to the nearest dollar
410.030	Personal Property Tax - Reed City	\$2,456.00	\$2,481.00	take last years and add 1% rounded to the nearest dollar
412.000	Delinquent Personal Property Taxes	\$75.00	\$75.00	Stagnant based on previous years practice
495.000	Non-Resident Fee	\$1,500.00	\$1,500.00	based on expectation of nonresident fees
539.000	State Grant	\$7,000.00	\$7,000.00	Stagnant based on previous years practice
651.000	Copy Machine Money	\$2,300.00	\$2,300.00	based on expectation of usage
651.500	Fax Machine Money	\$500.00	\$500.00	Stagnant; based on expectation of usage
655.100	Library Book Fines	\$650.00	\$650.00	based on the expectation of fees paid assessed from 2021/2022
656.200	Penal Fines - Mecosta	\$2,200.00	\$2,200.00	based on the expectation of fees paid assessed from 2021/2022
656.300	Penal Fines - Osceola	\$33,000.00	\$33,000.00	based on previous years practice
664.000	Interest Income	\$186.00	\$150.00	based on previous years practice
671.000	Other Revenue	\$855.00	\$550.00	dividends, renaissance check
675.100	Cont. Summer Reading Programs	\$4,800.00	\$4,800.00	based on previous years practice
675.150	Cont. Programming	\$0.00	\$750.00	based on estimated donations for 12 events
675.200	Cont./Donate-Bequests-Memorial	\$2,000.00	\$2,000.00	Stagnant based on previous years practice
675.300	Cont.from Private Sources	\$5,000.00	\$7,000.00	Stagnant based on previous years practice
677.100	Reimbursement for Lost Books	\$126.00	\$150.00	based on estimated fees collected assessed on 2021/2022 numbers
685.500	Other - Book Sale	\$1,000.00	\$1,500.00	stagnant based on previous years practice; assess in December
692.100	Fund Reserve Operating	\$9,292.00	\$13,097.00	2500 is just for the minimum wage increase
		\$212,410.00	\$220,568.00	

Line Number	Description	Prior Year Budget		Current Year Budget	
402.010	Real Property Tax - Lincoln Township	\$37,500.00		\$37,875.00	take last years and add 1% rounded to the nearest dollar
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692.100	Fund Reserve Operating	\$9,292.00		\$13,097.00	2500 is just for the minimum wage increase

EXPENDITURES		Current Year		Notes
Line Number	Description	Prior Year Budget	Current Year Budget	
702.000	Salaries and Wages	\$85,528.00	\$88,053.00	Increase based on minimum wage increase; staff changes
715.000	Social Security	\$5,500.00	\$5,600.00	Increase based on past standards of increasing \$100-\$200
721.000	Workers Comp	\$380.00	\$400.00	Increase based on past standards of increasing \$20.00
726.000	Unemployment	\$250.00	\$250.00	stagnant; review in December
740.100	Books	\$12,000.00	\$10,000.00	stagnant but divided between Books and Ebooks/Libby
NEW LINE	E-Books (Libby)		\$2,000.00	
740.200	Audiobooks	\$2,400.00	\$1,000.00	
NEW LINE	Videos/DVDs		\$1,000.00	New line created to accommodate cost and demand
740.300	Summer Reading	\$4,800.00	\$2,600.00	based on projected costs; worked with Assis. Dir. to determine
740.400	Magazines	\$1,100.00	\$1,100.00	stagnant; review in December
740.500	Newspapers	\$730.00	\$650.00	Decrease due to loss of services
751.000	Office Supplies	\$2,000.00	\$2,000.00	Increase based on projected cost; no more than \$500.00
752.000	Operating Supplies	\$2,500.00	\$2,500.00	stagnant; review in December
755.000	Operating Supplies: Programing	\$0.00	\$1,800.00	New line for this year; based on projected/past programming costs (100 per program x 18 programs)
801.000	Professional Services	\$4,500.00	\$4,750.00	Increase based on costs from previous year for bookkeeping, ADP, g-suite, and the accident fund
802.000	Legal Fees	\$100.00	\$100.00	stagnant; review in December
804.000	Janitorial Services	\$6,704.00	\$7,080.00	Increase based on past invoices and projected increase in cost of services rounded up to the nearest \$10.00
806.000	Bank Charges	\$30.00	\$30.00	stagnant; review in December
808.000	Independent Audit	\$3,550.00	\$3,700.00	Increase based on actual charges of previous year.
818.000	Contractual Service	\$6,604.00	\$7,000.00	would necessitate a lighter winter; shoveling by staff maybe and cancelling ancestry
850.000	Telephone	\$1,440.00	\$1,440.00	Based on \$119.97/month rate rounded to the nearest \$10
851.000	Postage	\$170.00	\$174.00	three rolls of stamps at 2022 rate (300 stamps total) and purchase additi
852.000	Internet Service	\$432.00	\$0.00	Decrease due to non-payment/school provided services
900.000	Printing and Publishing	\$1,500.00	\$1,500.00	stagnant; review in December
907.000	Advertising	\$300.00	\$150.00	Reduced due to previous years costs/practices
915.000	Membership and Dues	\$3,875.00	\$3,875.00	stagnant; review in December
918.000	Utilities - Water	\$380.00	\$360.00	Increase \$100 based on average of last 12 months of service (\$30.00 /month rounded to nearest \$10.00)
920.000	Utilities - Electric	\$3,400.00	\$3,810.00	Increase based on average of last 12 months of service (\$317/month rounded to nearest \$10.00)
921.000	Utilities - Heat	\$2,500.00	\$2,500.00	stagnant based on average of last 12 months; review in December
930.000	Land and Building Repairs	\$750.00	\$500.00	stagnant; review in December

935,000	Liability/Property Insurance	\$2,726.00			\$2,860.00	Increase based on policy cost
940,000	Equipment Rental	\$1,216.00			\$1,216.00	stagnant based on contract; review in December
960,000	Education and Training	\$200.00			\$200.00	stagnant based on average of last 12 months; review in December
970,000	Capital Outlay	\$0.00			\$0.00	stagnant; review in December
991,600	Principal	\$48,475.00			\$54,000.00	based on 4500/month
992,000	Interest	\$6,370.00			\$6,370.00	stagnant; review in December
		\$212,410.00			\$220,568.00	
				Total gap	\$0.00	

2022/2023 Fiscal Year Proposed Budget				
REVENUES				Notes
Line Number	Description	Prior Year Budget	Current Year Budget	
402.010	Real Property Tax - Lincoln Township	\$37,500.00	\$37,875.00	take last years and add 1% rounded to the nearest dollar
402.020	Real Property Tax - Richmond Township	\$44,245.00	\$44,688.00	take last years and add 1% rounded to the nearest dollar
402.030	Real Property Tax - Reed City	\$37,525.00	\$37,900.00	take last years and add 1% rounded to the nearest dollar
410.010	Personal Property Tax - Lincoln Township	\$20,200.00	\$20,402.00	take last years and add 1% rounded to the nearest dollar
410.030	Personal Property Tax - Reed City	\$2,456.00	\$2,481.00	take last years and add 1% rounded to the nearest dollar
412.000	Delinquent Personal Property Taxes	\$75.00	\$75.00	Stagnant based on previous years practice
495.000	Non-Resident Fee	\$1,500.00	\$1,500.00	based on expectation of nonresident fees
539.000	State Grant	\$7,000.00	\$7,000.00	Stagnant based on previous years practice
651.000	Copy Machine Money	\$2,300.00	\$2,300.00	based on expectation of usage
651.500	Fax Machine Money	\$500.00	\$500.00	Stagnant; based on expectation of usage
655.100	Library Book Fines	\$650.00	\$650.00	based on the expectation of fees paid assessed from 2021/2022
656.200	Penal Fines - Mecosta	\$2,200.00	\$2,200.00	based on the expectation of fees paid assessed from 2021/2022
656.300	Penal Fines - Osceola	\$33,000.00	\$33,000.00	based on previous years practice
664.000	Interest Income	\$186.00	\$150.00	based on previous years practice
671.000	Other Revenue	\$855.00	\$550.00	dividends; renaissance check
675.100	Contr. Summer Reading Programs	\$4,800.00	\$4,800.00	based on previous years practice
675.150	Contr. Programming	\$0.00	\$750.00	based on estimated donations for 12 events
675.200	Contr./Donate-Bequests-Memorial	\$2,000.00	\$2,000.00	Stagnant based on previous years practice
675.300	Contr.from Private Sources	\$5,000.00	\$7,000.00	Stagnant based on previous years practice
677.100	Reimbursement for Lost Books	\$126.00	\$150.00	based on estimated fees collected assessed on 2021/2022 numbers
685.500	Other - Book Sale	\$1,000.00	\$1,500.00	stagnant based on previous years practice; assess in December
692.100	Fund Reserve Operating	\$9,292.00	\$13,097.00	2500 is just for the minimum wage increase
		\$212,410.00	\$220,568.00	

EXPENDITURES		Current Year		Notes
Line Number	Description	Prior Year Budget	Current Year Budget	
702.000	Salaries and Wages	\$85,528.00	\$88,053.00	Increase based on minimum wage increase; staff changes
715.000	Social Security	\$5,500.00	\$5,600.00	Increase based on past standards of increasing \$100-\$200
721.000	Workers Comp	\$380.00	\$400.00	Increase based on past standards of increasing \$20.00
726.000	Unemployment	\$250.00	\$250.00	stagnant; review in December
740.100	Books	\$12,000.00	\$10,000.00	stagnant but divided between Books and Ebooks/libby
NEW LINE	E-Books (Libby)		\$2,000.00	
740.200	Audiobooks	\$2,400.00	\$1,000.00	
NEW LINE	Videos/DVDs		\$1,000.00	New line created to accommodate cost and demand
740.300	Summer Reading	\$4,800.00	\$2,600.00	based on projected costs; worked with Assis. Dir. to determine
740.400	Magazines	\$1,100.00	\$1,100.00	stagnant; review in December
740.500	Newspapers	\$730.00	\$650.00	Decrease due to loss of services
751.000	Office Supplies	\$2,000.00	\$2,000.00	Increase based on projected cost; no more than \$500.00
752.000	Operating Supplies	\$2,500.00	\$2,500.00	stagnant; review in December
755.000	Operating Supplies: Programing	\$0.00	\$1,800.00	New line for this year; based on projected/past programming costs (100 per program x 18 programs)
801.000	Professional Services	\$4,500.00	\$4,750.00	Increase based on costs from previous year for bookkeeping, ADP, g-suite, and the accident fund
802.000	Legal Fees	\$100.00	\$100.00	stagnant; review in December
804.000	Janitorial Services	\$6,704.00	\$7,080.00	Increase based on past invoices and projected increase in cost of services rounded up to the nearest \$10.00
806.000	Bank Charges	\$30.00	\$30.00	stagnant; review in December
808.000	Independent Audit	\$3,550.00	\$3,700.00	Increase based on actual charges of previous year;
818.000	Contractual Service	\$6,604.00	\$7,000.00	would necessitate a lighter winter; shoveling by staff maybe and cancelling ancestry
850.000	Telephone	\$1,440.00	\$1,440.00	Based on \$119.97/month rate rounded to the nearest \$10
851.000	Postage	\$170.00	\$174.00	three rolls of stamps at 2022 rate (300 stamps total) and purchase additi
852.000	Internet Service	\$432.00	\$0.00	Decrease due to non-payment/school provided services
900.000	Printing and Publishing	\$1,500.00	\$1,500.00	stagnant; review in December
907.000	Advertising	\$300.00	\$150.00	Reduced due to previous years costs/practices
915.000	Membership and Dues	\$3,875.00	\$3,875.00	stagnant; review in December
918.000	Utilities - Water	\$380.00	\$360.00	Increase \$100 based on average of last 12 months of service (\$30.00 /month rounded to nearest \$10.00)
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970.000	Capital Outlay	\$0.00		\$0.00	stagnant; review in December
991.600	Principal	\$48,475.00		\$54,000.00	based on 4500/month
992.000	Interest	\$6,370.00		\$6,370.00	stagnant; review in December
		\$212,410.00		\$220,568.00	
			Total gap	\$0.00	

June Events

Month Theme: Summer Reading: Oceans of Possibility!

Story Hour: 11:30am to 12:30pm

Wednesday, June 8th - Underwater
Wednesday, June 22nd - Our Country

Wednesday, July 13th - My Vacation
Wednesday, July 27th - Friends

Cookbook Club: starting at 6:00pm

Thursday, June 23rd – In a Garden with Ina Garten

Scrabble: 1:00pm to 3:00pm

Monday, June 13th

Monday, July 11th

Monday, August 8th

Monday, June 27th

Monday, July 25th

Monday, August 22nd

Reed City Readers Book Club: starting at 6:00pm

June 16th: *Klara and the Sun* by Kazuo Ishiguro – this will be held at an alternate location

RESCHEDULED "Second Saturday" on Tuesday: Tea and Talks at the Library

Tuesday, June 28th, 6:00pm

Registration opens on June 21st at 11:00am

- This event is intended for adult patrons and will be limited to 24 patrons
- Viola Shipman/Wade Rouse author talk begins at 12:00pm via Zoom
- Delicate cookies and snacks
- Various teas
- Mimosas/white wine is being considered
- Book giveaways
- RCADL swag and passive activities

Passive Activities/Displays

- Scavenger Hunt: Light Houses
 - Candy
 - Monday, June 1st to June 30th
- Guess the ????: Ocean Noodles
 - Pool or Sand item
 - June 1st to June 30th
- Pillar Display: SRP
- Butterflies and Praying Mantises – will be started as soon as the weather improves
- Take and Make: Mini Butterfly Waterer and Butterfly Facts (all ages)
- Survey ends on July 31st; may continue longer if not enough replies

Entryway Display Case

- Oceans of Possibility - SRP/Reading Activities

SUMMER READING PROGRAM

Summer Reading Pre-Program

Tuesday, June 7th starting at 6:00pm

- Mike Fornes will share tales of the Mackinac Bridge
- Small refreshments are being considered

Summer Reading Program Kick-Off

Saturday, June 18th – 12:00pm to 2:00pm

- Registration 12:00pm to 1:00pm
- Drummunity with Lori Fithian

DIY Mermaid Money Craft

Tuesday, June 21st – 1:00pm to 3:00pm

- Ages 9-11
- Registration opens Tuesday, June 14th at 11:00am

Indoor Movie

Friday, June 24th – 1:00pm

- Dolphin Tale – rated PG, 111 minutes
- Wesco Popcorn possible
- Printable tie in

Perler Bead Ocean Buddies Craft

Tuesday, June 28th – 1:00pm to 3:00pm

- Ages 6 - 9
- Registration opens on Tuesday June 21st at 11:00am

Outdoor Movie

Friday, July 1st – 9:30pm

- Jungle Cruise – PG-13; 127 minutes
- Wesco Popcorn possible

Escape Room

July 4th to July 8th

- Registration Required (date TBD)

Outdoor Movie

Friday, July 8th – 9:30pm

- Luca – rated PG, 90 minutes
- Wesco Popcorn possible

Joel Tacey

Monday, July 11th - 1:00pm

- Joel's Page Surfer Magic Show

- www.bigcomedy.com

Indoor Movie

Friday, July 15th – 1:00pm

- Shark Tale – rated G, 90 minutes
- Printable Tie In

Seashell Painting Craft

Tuesday, July 19th – 2:00pm to 4:00pm

- Ages 12 - 16
- Registration opens on Tuesday July 12th at 11:00am

Leslie Goddard

Friday, July 22nd at 6:00pm

- Violet Jessup: Titanic Survivor
- www.lesliegoddard.info
- Printable Tie In
- Perhaps cookies and punch

Ross Richardson

Tuesday, July 26th at 6:00pm

- Michigan Mysteries: Michigan Shipwreck Diver
- www.michiganmyseries.com
- Printable Tie In
- Perhaps cookies and punch
- Display

Indoor Movie

Friday, July 29th at 1:00pm

- Little Mermaid – rated G, 83 minutes
- Printable Tie In

Summer Reading Program Finale

Friday, August 5th – starting at 8:00pm

- 8:00pm to 9:30pm
 - o Outdoor games, bubbles,
 - o Grand prize drawing – must be present to win
 - o Possible food trucks
- 9:30pm
 - o Outdoor Movie: EnCanto
 - Rated PG, 99 minutes

COME JOIN US FOR FUN & LEARNING AT THE LIBRARY!

• JUNE EVENTS

Please note some events require registration; all events are free

@RCADL

Wednesday 6/8 & 6/22 @ 11:30am **STORY HOUR**

Monday 6/13 & 6/27 @ 1:00pm **SCRABBLE**

Thursday 6/16 @ 6:00pm **REED CITY READERS**
Klara and the Sun by Kazuo Ishiguro

Thursday 6/23 @ 6:00pm **COOKBOOK CLUB**
In a Garden with Ina Garten

Tuesday 6/28 @ 6:00pm **TEA & TALKS AT RCADL**
A conversation with Viola Shipman

• Summer Reading Program:

Tuesday 6/7 @ 6:00pm **A TALK WITH MIKE FORNES**
Tales of the Mackinac Bridge

Saturday 6/18 @ Noon to 2:00pm **SRP SIGN-UP/KICK OFF**
Drumminity with Lori Fithian

Tuesday 6/21 @ 1:00pm to 3:00pm **CRAFTING AT THE LIBRARY**
DIY Mermaid Money - for ages 9 to 11

Friday, 6/24 @ 9:30pm **OUTDOOR MOVIE EVENING**
Outdoor games, snacks, & Jungle Cruise (PG-13)

Tuesday 6/28 @ 1:00pm to 3:00pm **CRAFTING AT THE LIBRARY**
Perler Beads Ocean Buddies - for ages 6 to 9

Passive Activities:

SCAVENGER HUNT: LIGHT HOUSES

GUESS THE NUMBER OF: NAUTICAL NOODLES

WATCH FOR OUR UPCOMING BUTTERFLIES AND PRAYING MANTISES



Registration opens the week prior to the event and is accessible on our website: www.reedcitylibrary.org. Reminders will be posted on social media prior to the opening of registration.



Summer Reading Program 2022

The Summer Reading Program at the Reed City Area District Library (RCADL) is a fun way for students of all ages to continue developing their reading skills throughout the summer and participate in programs that are both fun and educational.

Earn books for reading:

PreK-1st: Read 3 books from each colored section to earn a prize!

2nd-3rd: Read 3 books from each colored section to earn a prize!

4th-6th: Read 3 books from each colored section to earn a prize!

Teens: Read 3 books from each colored section to earn a prize!



Adults: Read 3 books from each colored section to earn an entry into a drawing for a Amazon Gift Card!

Prizes can be earned at your own pace, no need to come to the library every week to redeem bookmark for prizes. Bookmarks are worth 3 prizes and each book read will receive an entry in the Grand Prize Drawing! Once a bookmark is completed you can receive another bookmark to continue the fun. Only one bookmark can be redeemed for prizes at a time.

Bookmarks must be turned in by August 3rd to be entered into the Grand Prize Drawing!

Earn one entry just for registering for the program!

The Grand Prize Drawing: will occur on Friday August 5th at 8pm. Every book read will earn one entry into the Grand Prize drawing for each age group. ***You must be present to win the Grand Prize for your age group.***

2022 Summer Reading Program Schedule


Tuesday June 7th @ 6pm

Have you ever wondered how the Mackinac Bridge was built? Mackinac Bridge Historian Mike Fornes will share tales of our famous bridge.

KICKOFF

Saturday June 18th @ 12pm – 2pm

12pm-1pm: Register for the Summer Reading Program, Get a Library Card, Check out books!

1pm: Feel the beat of the drums with Drummunity! Lori Fithian will lead everyone in a drum circle. 


Friday July 22nd @ 6pm

Have you ever wanted to meet someone from the past....ask them questions? Leslie Goddard portrays Violet Jessup, the stewardess who survived the sinking of the Titanic and her sister ship the Britannic.

August 5th @ 9pm (Dusk)

Movie Under the Stars!

Join us to watch the newly released family film Jungle Cruise.

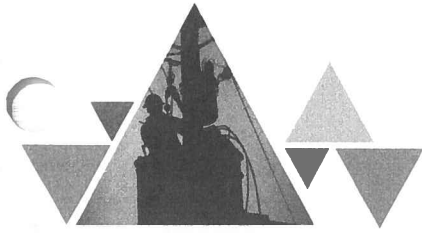
Rated PG-13, 129 min. 

Bring your favorite movie snacks!

More programs can be found in your detailed schedule!



Programs will be held outside, please bring your own seating.



Power. Purpose. You.

June 1, 2022

Lyndsey Eccles
Reed City Area District Library
829 S. Chestnut St.
Reed City, MI 49677

Dear Ms. Eccles,

Enclosed is a check from the Great Lakes Energy People Fund for your recent grant award.

You will be assigned a final report form within the online grant system that is due in April 2023. This form is required to be completed to help us determine that your project is complete.

Please note that your grant monies can only be spent for the project you applied for. Any project delays or a request to utilize the grant funds differently must be approved by me before proceeding. If you do not spend the full grant amount, the leftover funding should be returned to the People Fund unless you receive approval from me to utilize it for something related to the project.

We also remind you to publicize this grant as much as possible in order to encourage more contributions and applications from your community. A news release sample is enclosed.

Please encourage all of your board members, members of your organizations, staff and friends to sign up for the People Fund program. We will be happy to provide you with additional materials to display and distribute if you need them.

Thank you for using the GLE People Fund. We are proud to be able to enhance the quality of life for people in our communities. If you wish to apply for a grant in the future please return to the online system, login to your account, and submit a letter of interest.

If you have any questions, I can be reached at sculver@glenergy.com.

Thank you,

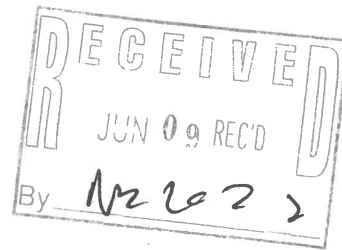
Shari Culver

Shari Culver
Vice President of Communications and Member Services
Enclosures



**GREAT LAKES
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Boyne City, MI 49712
1-888-GT-LAKES (485-2537)
gtlakes.com



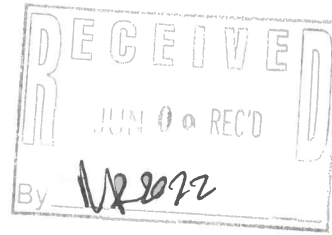
*4 outside furniture
i. games
\$2,000.00*



An affiliate of
Fremont Area Community Foundation

June 3, 2022

Jennifer Thorson, Assistant Director
Reed City Area District Library
829 S Chestnut
Reed City, MI 49677



earmarked for
SLO

Dear Jennifer:

Congratulations! We are pleased to notify you that Reed City Area District Library has been awarded a grant in the amount of \$5,000 from Osceola County Community Foundation, a geographic affiliate of Fremont Area Community Foundation. This award is to be used for the Summer Reading Program 2022

Upon acceptance of the enclosed check in the amount of \$5,000, as grantee, you agree to the following:

- The funds will be used only by the Grantee solely for the purpose described. No change in the purpose of the grant may be made without prior written approval from Fremont Area Community Foundation. During the term of the project, please notify the Community Foundation of changes in key staff or board composition.
- The project start date is June 7, 2022 and project end date is August 5, 2022. A mid-year report of the project must be submitted to the Community Foundation by , and a final report by **September 30, 2022**. Other periodic reports may also be required. The report form can be accessed at facommunityfoundation.org and clicking GRANTEES in the upper left corner of the screen. Please refer to **Grant #47546-OCCF2022** in all correspondence.
- The Grantee will keep and maintain records of expenditures adequate to check readily the use of the grant. The Community Foundation reserves the right to audit, or to engage an independent auditor and/or evaluator, to conduct an audit and/or internal controls review of Osceola County Community Foundation grant funds paid to Reed City Area District Library.
- Significant adjustments to expenditures in any budget line must be pre-approved by Community Foundation staff. Any unused funding from this grant must be returned to the Community Foundation within 30 days of the end of the grant period unless otherwise approved in writing by the Community Foundation.
- The Community Foundation requests that the Grantee refer to the Community Foundation's support in any publicity. The Grantee will send the Community Foundation copies of any printed publicity regarding the awarding of this grant or the project supported by the grant. Please refer to the Grantee Media Kit on our website at facommunityfoundation.org/granteemediakit to find our logo files, ideas for promotion, and instructions on how to properly recognize the Community Foundation.
- None of these funds will be used to attempt to influence legislation of any governmental body other than that which occurs when nonpartisan analysis, study, and research is made available.
- The tax-exempt status verified in the proposal is still valid; any changes in that status, or changes in the organization that could lead to a change in that status, will be reported to Fremont Area Community Foundation immediately.

- Grantee shall comply with all applicable laws, rules, regulations, and orders whether federal, state, county, or municipal, relating in any way to Grantee's use of the funds (including use of any funds to organize or host an event) and shall be responsible for all actual expenses and costs associated with its obligation to comply with all applicable laws, rules, and regulations. For the avoidance of doubt, such obligations shall include compliance with any law, rule, regulation, or order related to public health and safety. Grantee shall defend, indemnify, and hold harmless Grantor and its respective officers, directors, agents, and employees from and against any and all claims, demands, causes of action, losses, damages, or liability resulting from, or in any way connected with, directly or indirectly, Grantee's breach of its obligations under this paragraph. The indemnification obligations set forth in this paragraph shall not be limited and shall survive termination or expiration of the grant or any applicable grant period.
- Fremont Area Community Foundation strongly urges your organization to utilize qualified local vendors/contractors and qualified minority-owned or women-owned vendors/contractors when it is cost effective.
- Material non-compliance with any requirement above, as determined by FACF, may result in the suspension, termination, or repayment of the grant upon demand to the Community Foundation.
- Grantee shall notify the Community Foundation if Grantee is involved with any litigation or legal proceedings that involve Grantee's organization, operations, finances, property, or Grantee's staff, volunteers, officers, or board members (in their respective capacity with Grantee). The Community Foundation may terminate this grant contract immediately and without further liability or penalty in the event a Grantee staff, volunteer, officer, or board member is convicted of a criminal offense or is found liable in a civil proceeding incident to the application for, or performance of, a State, public or private contract or subcontract or grant; convicted of a criminal offense, including any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property; or convicted of any other criminal offense which in the sole discretion of the Community Foundation reflects upon Grantee's business integrity or which does or could negatively reflect on the Community Foundation.

Written acknowledgement of this payment is not necessary. Our cancelled check will serve as notice that payment has been received.

Sincerely,



Mark Petz
Director of Community Investment
Fremont Area Community Foundation

MP:vsc
Grant #47546-OCCF2022

Enclosure