REED CITY AREA DISTRICT LIBRARY

Bigger than Books!

Reed City Area District Library Board Meeting
Monday, December 20th, 2021; 5:30 pm
829 S. Chestnut St., Reed City, MI 49677; (231) 832-2131

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Consent Agenda
   A. Prior meeting(s) minutes: *November 29th, 2021*
   B. Approval of Bill and Financial Statements
4. Citizen's request and/or comments
5. Standing Committee Reports
   A. Budget and Finance Committee
   B. Digital Sign Committee
   C. Building Committee
   D. Strategic Plan Committee
   E. Millage Committee
   F. HR Committee
6. Director's Reports
7. Ongoing Business
   A. Window Update (update in January)
   B. Grant Opportunities
      a. Great Lakes Energy grant – Awarded, items being purchased
8. New Business
   A. Attorney Letter re: hourly rate increase (to be signed)
   B. Ancestry.com – renewal
   C. January 17th/MLK Jr. Closing – Policy states we are closed
9. Adjournment

The next Library Board Meeting is scheduled for January 31st, 2022 at 6:00pm in the Reed City Area District Library Community Room.

Reed City Area District Library Board Meeting

November 29, 2021 6 p.m.

829 S. Chestnut St., Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Cecile Slywka, Acting Vice President, Richmond Twp.

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Twp.

Laura Dahlquist, Trustee, Richmond Twp.

Melissa Rohen, Director

Doug Vredeveld of Vredeveld Haefner LLC

Absent:

Lincoln Twp. Trustee, vacancy

Green Twp. Liaison, vacancy

Cedar Twp., Liaison, vacancy

1. Call to Order and Attendance

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

2. Approval of Agenda

   A motion was made by Laura Dahlquist and seconded by Cecile Slywka to approve the agenda as amended. It passed.

3. Approval of Consent Agenda

   A motion was made by Cecile Slywka and seconded by Kylene Nix to approve the consent agenda consisting of the bills for October and financial statements of August 2021 and the minutes of October 25th, 2021 as amended. It passed.

4. Citizen's Request/or comments

   None

5. Standing Committee Reports

A. Budget and Finance Committee did meet. They discussed the budget amendment that is presented tonight.

B. Digital Sign Committee- did meet. They will meet again in December and plan to present to the Board in January.

C. Building Committee-did not meet.

D. Strategic Plan Committee- Did meet. Melissa redid the format so it is easier to use. Hopefully a patron survey will be out in January. They will meet in January .

E. Millage Committee- were scheduled to meet, but could not. Lyndsey reported that Shirley from the Kent Library Friends has been in touch with her and would like to meet. The committee will plan to meet with her in January.

F. HR Committee-Melissa reported that she has been reviewing some policy and the committee will plan to meet in February.

6. Director's Report

Metrics available at Library.

A complete listing of highlights is available at the library or on the website under the meetings tab and then under the meeting in question, tap on board packet.

7. Ongoing Business

A. Window Update-Melissa reported they are reaching out to local businesses as well as Grand Rapids and Cadillac for estimates.

B. ARPA Grant-A letter was received advising us we did not receive this grant funding.

C. Grant Opportunities

a. Great Lakes Energy Grant Application was approved for new catalog computers, CD players for computers, and catalog stands.

b. Penguin Random House Grant for Small and Rural Libraries-has been applied for to supplement our current Graphic Novel collection.

8. New Business

A. Audit Presentation by Doug Vredeveld- Doug reviewed our audit for the year ending June 30, 2021. He said there were no major problems and that the accounting principles were correctly applied in accordance with generally accepted principles in the United States of America. A deficiency letter was received from the state because our expenditures exceeded our revenue

by $2,818. The library has a fund balance to cover this, so no extra debt was incurred. A copy of the library's reply to the deficiency letter was circulated at the meeting and seen by all members.

B. Rejoining Chamber of Commerce- A motion was made by Laura Dahlquist and seconded by Bette Newell to rejoin the Chamber of Commerce. A roll call vote was taken. Yeas: Laura Dahlquist, Cecile Slywka, Kylene Nix, Lyndsey Eccles, Bette Newell. Nays: None. It passed.

C. Budget Amendment-a motion was made by Kylene Nix and seconded by Cecile Slywka to approve the resolution to add a line to the budget for programming. This line will be for $5,000 which will be pulled from fund balance. A roll call vote was taken. Yeas: Bette Newell, Laura Dahlquist, Cecile Slywka, Kylene Nix, Lyndsey Eccles. Nays: None. It passed.

D. Christmas and New Years Closure Dates: The library will be closed on December 24, 25, 31, 2021 and January 1, 2022.

9. Adjournment

A motion was made by Kylene Nix to adjourn the meeting and seconded by Bette Newell. It passed. The meeting was adjourned at 7:33 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board

The next meeting of the RCADL Board will be on December 20, 2021 at 6 p.m. in the RCADL Community Room.

Monthly Expense Report

Expense Line Item	Expense Description	Amount
740.100 - Books		
	Ingram	$446.97
	3 invoices	
	#55939961; #56111436	
	Mark Jager	$ 10.00
	1 STARBOARD Quest book	
	Local artist	
	Total	**$ 456.97**
752.000 - Operating Supplies		
	Melissa Rohen	$23.89
	Reimbursement for winter activity	
	Walmart	
Credit Card	*Meijer*	$94.26
	Pens, Wall Calendar, Icemelt	
		$118.15
755.000 - Programming		
Credit Card	*Joanns*	$110.85
	Winter/December supplies	
Credit Card	*Hobby Loby*	$189.44
	Winter/December supplies	
Credit Card	*White Stone Bakery*	$35.82
	December Christmas Cookies	
Credit Card	*Amazon*	$63.51
	December crafting suplies	
	Order #:113-4611245-9613010	
		$399.62
801.000 Professional Services		
Credit Card	*Google*	$54.00
	G-Suite	
	Invoice #: 4023993313	
	Total	**$54.00**
804.000 - Janitorial Services		
	Cintas	$ 33.70
	Mats and Soap on 11/29/2021	
	Invoice #4103027661	
	McCloud Pest Solutions	$50.00
	Integrated Pest Management 11/22/2021	
	Invoice #49007879	
	Total	**$ 83.70**

Monthly Expense Report

818.000 - Contractual Services		
	Do All Doug	$420.00
	Snow Removal/Salt: 11/15, 11/19, 11/22, 11/28, 11/30	
	Invoice #: RCL5	
	City of Reed City	$600.00
	Accounting Services 04/2021 - 062021	
	Invoice # 2021/04	
	City of Reed City	$1,100.00
	Accounting Services 07/20021 - 09/2021	
	Invoice # 2021/01	
	Total	**$2,120.00**
850.000- Telephone		
	Charter Communication/Spectrum	$119.97
	Service from 11/27/21 to 12/26/21	
	Invoice #: 0049947112721	
	Total	**$119.97**
851.00 - Postage		
Credit Card	*United States Postal Service*	$58.00
	US Flag Coil -100 stamps	
	Total	**$58.00**
900.000 - Printing and Publishing		
	Xerox Corporation	$60.13
	Black/White printing and copying	
	Invoice #: 014935689	
	Total	**$60.13**
915.000 - Memberships and Dues		
	Reed City Area Chamber of Commerce	$95.00
	Non Profit Busines Membership	
	Renews Annually	
	Total	**$95.00**
918.000 - Utilities Water		
	City of Reed City	$28.47
	Service date 11/2/2021 - 12/02/2021	
	Account number: SCHT-000829-0000-01	
	Total	**$28.47**
920.000 - Utilities Electric		
	Consumer's Energy	$273.03
	Service date 10/05 to 11/03; 11/04 to 12/05	

Monthly Expense Report

	Account: 1030 187 9792	
	Total	**$273.03**
921.000 - Utilities Gas/Heat		
	DTE	$208.91
	Service dates 11/04/2021 - 12/06/2021	
	Account Number: 9100 394 8255 9	
	Total	**$208.91**
930.000 - Land & Building Repair		
	Bonham	$665.28
	Furnace inspection/service call	
	Invoice #: 12679-1	
	Advanced Drain Line Solutions	$350.00
	Service Call on 12/15/2021	
	Mainline backup	
	Total	**$1,015.28**
940.000 Equipment Rental		
	Xerox Corporation	$101.30
	Equipment Rental for November 2021	
	Invoice #: 014935689	
	Total	**$101.30**
991.600 LOSB Loan Payment		
	Lake Osceola State Bank Principal Balance	$ 4,500.00
	Total	**$ 4,500.00**
Monthly Payroll		
	Check Date 11/24/2021	**$ 3,469.44**
	Check Date 12/09/2021	**$ 3,488.09**
	Total	**$ 6,957.53**
	Expenses Grand Total	**$ 16,650.06**

BALANCE SHEET

As of Sept. 30, 2021

City of Reed City

As of: 9/30/2021		Balances
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY		
Assets		
001.000	CASH	195,551.25
004.000	CHANGE DRAWER	55.00
022.000	TAXES REC-PERS PROP-CURRENT	2,605.97
123.000	PREPAID EXPENSES	1,074.31
	Total Assets	199,286.53
Liabilities		
202.000	ACCOUNTS PAYABLE	600.00
339.000	UNEARNED REVENUES	1,009.00
	Total Liabilities	1,609.00
Reserves/Balances		
390.000	FUND BALANCE	244,918.56
398.000	CHANGE IN FUND BALANCE	-47,241.03
	Total Reserves/Balances	197,677.53
	Total Liabilities & Balances	199,286.53

Renewed

RECEIVED
NOV 8 REC'D
By VR 2021

For the Period: 7/1/2021 to 9/30/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
402.010 REAL PROP TAX - LINCOLN TWP	37,500.00	37,500.00	0.00	0.00	0.00	37,500.00	0.0
402.020 REAL PROP TAX - RICHMOND TWP	44,245.00	44,245.00	0.00	0.00	0.00	44,245.00	0.0
402.030 REAL PROP TAX - REED CITY	37,525.00	37,525.00	0.00	0.00	0.00	37,525.00	0.0
410.010 PERS PROP - LINCOLN TWP	20,200.00	20,200.00	0.00	0.00	0.00	20,200.00	0.0
410.030 PERS PROP TAX - REED CITY	2,456.00	2,456.00	0.00	0.00	0.00	2,456.00	0.0
412.000 DELINQ. PERS PROP TAXES	75.00	75.00	0.00	0.00	0.00	75.00	0.0
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	315.00	180.00	0.00	1,185.00	21.0
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	584.25	192.45	0.00	1,715.75	25.4
651.500 FAX MACHINE MONEY	500.00	500.00	174.00	67.50	0.00	326.00	34.8
655.100 LIBRARY BOOK FINES	650.00	650.00	207.25	80.40	0.00	442.75	31.9
656.200 PENAL FINES - MECOSTA	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.0
656.300 PENAL FINES - OSCEOLA	33,000.00	33,000.00	0.00	0.00	0.00	33,000.00	0.0
664.000 INTEREST INCOME	186.00	186.00	28.48	8.69	0.00	157.52	15.3
671.000 OTHER REVENUE	855.00	855.00	439.69	439.69	0.00	415.31	51.4
675.100 CONTR - SUMMER READING PROGRAM	4,800.00	4,800.00	82.82	17.60	0.00	4,717.18	1.7
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
675.300 CONTRIB. FROM PRIV. SOURCES	5,000.00	5,000.00	2,779.00	0.00	0.00	2,221.00	55.6
677.100 REIMBURSEMENT FOR LOST BOOKS	126.00	126.00	45.00	0.00	0.00	81.00	35.7
685.500 OTHER-BOOK SALE	1,000.00	1,000.00	500.25	44.50	0.00	499.75	50.0
692.100 FUND RESERVE-OPERATING	9,292.00	9,292.00	0.00	0.00	0.00	9,292.00	0.0
Revenues	212,410.00	212,410.00	8,891.70	1,030.83	0.00	203,518.30	4.2
Expenditures							
702.000 SALARIES & WAGES	85,528.00	85,528.00	19,500.38	10,197.09	0.00	66,027.62	22.8
715.000 SOCIAL SECURITY	5,500.00	5,500.00	1,491.80	780.08	0.00	4,008.20	27.1
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	35.56	19.96	0.00	214.44	14.2
740.100 BOOKS	12,000.00	12,000.00	2,190.53	940.60	0.00	9,809.47	18.3
740.200 AUDIO/VISUAL	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	762.84	294.84	0.00	-32.84	104.5
751.000 OFFICE SUPPLIES	2,000.00	2,000.00	734.38	0.00	0.00	1,265.62	36.7
752.000 OPERATING SUPPLIES	2,500.00	2,500.00	2,023.97	59.72	0.00	476.03	81.0
801.000 PROFESSIONAL SERV.	4,500.00	4,500.00	298.40	89.20	0.00	4,201.60	6.6
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	1,278.10	955.70	0.00	5,425.90	19.1
806.000 BANK CHARGES	30.00	30.00	9.07	3.59	0.00	20.93	30.2
808.000 INDEPENDANT AUDIT	3,550.00	3,550.00	0.00	0.00	0.00	3,550.00	0.0
818.000 CONTRACTUAL SERVICE	6,604.00	6,604.00	3,860.53	1,558.20	0.00	2,743.47	58.5
850.000 TELEPHONE	1,440.00	1,440.00	343.91	119.97	0.00	1,096.09	23.9
851.000 POSTAGE	170.00	170.00	55.00	0.00	0.00	115.00	32.4
852.000 INTERNET SERVICE	432.00	432.00	215.46	36.00	0.00	216.54	49.9
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	168.03	76.87	0.00	1,331.97	11.2
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	1,993.05	0.00	0.00	1,881.95	51.4
918.000 UTILITIES - WATER	380.00	380.00	60.10	30.05	0.00	319.90	15.8
920.000 UTILITIES - ELECTRIC	3,400.00	3,400.00	657.94	317.13	0.00	2,742.06	19.4
921.000 UTILITIES-HEAT	2,500.00	2,500.00	78.38	34.92	0.00	2,421.62	3.1
930.000 LAND & BUILDING REPAIRS	750.00	750.00	150.00	45.00	0.00	600.00	20.0
935.000 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	202.60	101.30	0.00	1,013.40	16.7
960.000 EDUCATION & TRAINING	200.00	200.00	45.00	15.00	0.00	155.00	22.5
991.600 PRINCIPAL	48,475.00	48,475.00	12,429.03	4,129.76	0.00	36,045.97	25.6
992.000 INTEREST	6,370.00	6,370.00	1,070.97	370.24	0.00	5,299.03	16.8
Expenditures	212,410.00	212,410.00	56,132.73	20,175.22	0.00	156,277.27	26.4
Grand Total Net Effect:	0.00	0.00	-47,241.03	-19,144.39	0.00	47,241.03	

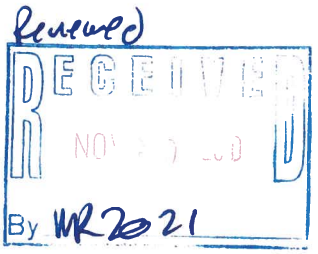
Reviewed
RECEIVED
NOV 30 REC'D
By WC 2021

BALANCE SHEET

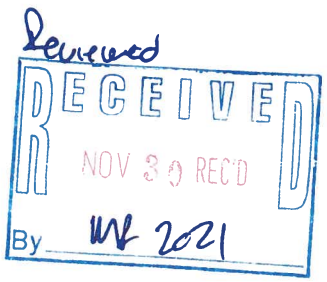
As of October 31, 2021

City of Reed City

As of: 10/31/2021		Balances
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY		
Assets		
001.000	CASH	181,398.56
004.000	CHANGE DRAWER	55.00
123.000	PREPAID EXPENSES	1,074.31
	Total Assets	182,527.87
Liabilities		
202.000	ACCOUNTS PAYABLE	600.00
339.000	UNEARNED REVENUES	1,009.00
	Total Liabilities	1,609.00
Reserves/Balances		
390.000	FUND BALANCE	244,918.56
398.000	CHANGE IN FUND BALANCE	-63,999.69
	Total Reserves/Balances	180,918.87
	Total Liabilities & Balances	182,527.87



For the Period: 7/1/2021 to 10/31/2021	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
402.010 REAL PROP TAX - LINCOLN TWP	37,500.00	37,500.00	0.00	0.00	0.00	37,500.00	0.0
402.020 REAL PROP TAX - RICHMOND TWP	44,245.00	44,245.00	0.00	0.00	0.00	44,245.00	0.0
402.030 REAL PROP TAX - REED CITY	37,525.00	37,525.00	0.00	0.00	0.00	37,525.00	0.0
410.010 PERS PROP - LINCOLN TWP	20,200.00	20,200.00	0.00	0.00	0.00	20,200.00	0.0
410.030 PERS PROP TAX - REED CITY	2,456.00	2,456.00	0.00	0.00	0.00	2,456.00	0.0
412.000 DELINQ. PERS PROP TAXES	75.00	75.00	0.00	0.00	0.00	75.00	0.0
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	495.00	180.00	0.00	1,005.00	33.0
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	758.05	173.80	0.00	1,541.95	33.0
651.500 FAX MACHINE MONEY	500.00	500.00	198.81	24.81	0.00	301.19	39.8
655.100 LIBRARY BOOK FINES	650.00	650.00	228.64	21.39	0.00	421.36	35.2
656.200 PENAL FINES - MECOSTA	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.0
656.300 PENAL FINES - OSCEOLA	33,000.00	33,000.00	0.00	0.00	0.00	33,000.00	0.0
664.000 INTEREST INCOME	186.00	186.00	36.80	8.32	0.00	149.20	19.8
671.000 OTHER REVENUE	855.00	855.00	439.69	0.00	0.00	415.31	51.4
675.100 CONTR - SUMMER READING PROGRAM	4,800.00	4,800.00	538.67	455.85	0.00	4,261.33	11.2
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
675.300 CONTRIB. FROM PRIV. SOURCES	5,000.00	5,000.00	2,779.00	0.00	0.00	2,221.00	55.6
677.100 REIMBURSEMENT FOR LOST BOOKS	126.00	126.00	60.00	15.00	0.00	66.00	47.6
685.500 OTHER-BOOK SALE	1,000.00	1,000.00	521.25	21.00	0.00	478.75	52.1
692.100 FUND RESERVE-OPERATING	9,292.00	9,292.00	0.00	0.00	0.00	9,292.00	0.0
Revenues	212,410.00	212,410.00	9,791.87	900.17	0.00	202,618.13	4.6
Expenditures							
702.000 SALARIES & WAGES	85,528.00	85,528.00	26,228.44	6,728.06	0.00	59,299.56	30.7
715.000 SOCIAL SECURITY	5,500.00	5,500.00	2,006.49	514.69	0.00	3,493.51	36.5
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	46.76	11.20	0.00	203.24	18.7
740.100 BOOKS	12,000.00	12,000.00	2,446.84	256.31	0.00	9,553.16	20.4
740.200 AUDIO/VISUAL	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	809.64	46.80	0.00	-79.64	110.9
751.000 OFFICE SUPPLIES	2,000.00	2,000.00	734.38	0.00	0.00	1,265.62	36.7
752.000 OPERATING SUPPLIES	2,500.00	2,500.00	2,405.81	381.84	0.00	94.19	96.2
801.000 PROFESSIONAL SERV.	4,500.00	4,500.00	387.60	89.20	0.00	4,112.40	8.6
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	1,829.71	551.61	0.00	4,874.29	27.3
806.000 BANK CHARGES	30.00	30.00	12.55	3.48	0.00	17.45	41.8
808.000 INDEPENDANT AUDIT	3,550.00	3,550.00	3,250.00	3,250.00	0.00	300.00	91.5
818.000 CONTRACTUAL SERVICE	6,604.00	6,604.00	3,916.13	55.60	0.00	2,687.87	59.3
850.000 TELEPHONE	1,440.00	1,440.00	463.88	119.97	0.00	976.12	32.2
851.000 POSTAGE	170.00	170.00	55.00	0.00	0.00	115.00	32.4
852.000 INTERNET SERVICE	432.00	432.00	261.66	46.20	0.00	170.34	60.6
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	214.46	46.43	0.00	1,285.54	14.3
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	1,993.05	0.00	0.00	1,881.95	51.4
918.000 UTILITIES - WATER	380.00	380.00	92.50	32.40	0.00	287.50	24.3
920.000 UTILITIES - ELECTRIC	3,400.00	3,400.00	902.99	245.05	0.00	2,497.01	26.6
921.000 UTILITIES-HEAT	2,500.00	2,500.00	122.07	43.69	0.00	2,377.93	4.9
930.000 LAND & BUILDING REPAIRS	750.00	750.00	745.00	595.00	0.00	5.00	99.3
935.000 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	303.90	101.30	0.00	912.10	25.0
960.000 EDUCATION & TRAINING	200.00	200.00	85.00	40.00	0.00	115.00	42.5
991.600 PRINCIPAL	48,475.00	48,475.00	16,567.40	4,138.37	0.00	31,907.60	34.2
992.000 INTEREST	6,370.00	6,370.00	1,432.60	361.63	0.00	4,937.40	22.5
Expenditures	212,410.00	212,410.00	73,791.56	17,658.83	0.00	138,618.44	34.7
Grand Total Net Effect:	0.00	0.00	-63,999.69	-16,758.66	0.00	63,999.69	



Director's Report December 2021

Highlights

- Had Bonahms come in to assess the heaters; everything is in working condition, however he said that the drain underneath the two furnaces are backed up and water is not draining down and is pooling on the floor.
- Processed Response letter to Treasury regarding "Request for Improvement of Deficiencies" – Barb assisted.
- Worked with Cyndi to implement the Letters to Santa program, which will run from November 30th to December 17th
- Developed a "Little Explorer's" program with Cyndi, which is a toddler story and activity time; she will run it the first and third Mondays from 11:30am to 12:00pm and the age range is limited from 0 – through 2 years (if they are two and a half they can attend; the cut off is 3 year birth date).
- We were awarded the technology grant from OCCF and will begin ordering the components as soon as possible.
- Santa Mike visited on 12/08 to a group of delighted children at Story Time.
- Completed the first draft of the RCADL Survey – I created a Google Form that can be distributed via email and posted on our website. There is also a printable version to be distributed at the library in person. Awaiting discussion/approval before moving forward – it is hoped to have it ready to go at the start of 2022.
- Began reviewing policies/manual with a focus on what needs to be included that is not currently.
- Attended the MiNDs directors meeting via Zoom – much of the discussion was on the inclusion of diverse materials, how that relates to the First Amendment, what the director/board can and cannot do in terms of censorship, and also suggestions for policies. Additional details will be discussed in upcoming meetings as needed.
- Continued working on STEM Grant
- Signed a Memorandum of Understanding with the Retired and Senior Volunteer Program (RSVP) that serves Mecosta, Osceola, and Lake Counties in preparation of seeking volunteers.
- Our plumbing issue started to reoccur and we called the plumber to assess. Essentially what is happening is, there is a y juncture where about an inch of water pools approximately 41 feet from the far toilet (where the urinal is). When there is high usage, coupled with the amount of paper children tend to use, a blockage can quickly build up. He cleaned the lines and recommends watching the issue – if we continue to have regular pipes we may need to take a significant step, possibly replumbing the lines, though this is, at this point, speculation. He recommends we flush the toilet at regular intervals and possibly posting signs discouraging flushing non-paper waste.
- Prepared for Board Meeting early due to upcoming leave time.
- Met with Jen and planned all of January events, and began discussion for projects for the first quarter of 2022. We did receive the grant for Second Saturdays, so our upcoming Second Saturday events will be a bit of a bigger scale; details will be shared as they are developed. January's theme will be : Winter Carnival and will include carnival games, a book giveaway, refreshments, a movie, and coordinating decorations. We hope to include branded merchandise as soon as a logo is agreed upon.
- Continued working on the State Aid Report, the STEM grant, and the procedures manual review.

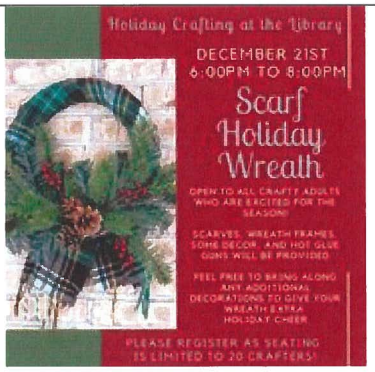
- Developed, planned, and posted all event social media through January 31st.
- Updated website events through January 31st.

Website Updates

- We are continuing to update pages as we are able and have scheduled time to build the pages currently in development
- Between November 23rd, 2021 and December 15th, 2021:
    - 261 unique visitors with 394 site sessions
    - Visitors are finding our site primarily through the direct URL www.reedcitylibrary.org (200) and Google (110) and accessing mostly through their desktop (223) and mobile devices (168)
    - The Homepage is the most frequently visited (375), with Events (65) and e-Resources (21) the second and third most frequently visited
    - The majority of our visitors come from the United States, though we have had two visitors from the UK, one from the Philippines, Russia, and Canada.
- We have had 691 site session with 584 unique visitors since transitioning to Wix; visitors stay an average of 5 minutes and 16 seconds.
- Please email me with specific suggestions or anything you'd like to see on the website

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 have been pre-scheduled through to the end of January 2022.

Instagram	Twitter	Facebook
	Join us today at 11:30am for some story time fun with Ms. Cyndi! 	
Top Ranking Post: 18 people viewed	**Top ranking Tweet:** 9 Impressions	**Top Ranking Post:** 1,800 people viewed
New Posts: 26 **Total Reach:** 192 **Followers:** 180 **Likes:** 11	**Impressions**: 157 **Profile Visits:** 38 **Engagements:** 10% engagement rate* total number of clicks/retweets/shares **Followers:** 8	**Likes/Reactions:** 356 **Comments:** 76 **Shares:** 61 **Total Reach:** 12141 **Total Clicks:** 348

Outreach and Programming Highlights (for November)

We had 11 different in-library programs including:

- Scrabble Hour
- Story Hour
- Reed City Readers Book Club
- Cookbook Club
- Second Saturday
- Wreath making

There was a total of 136 patrons in attendance for these programs.

Questions/Thoughts

- Melissa will be off December 17 until December 31st with the exception of December 27th and 28th – she will be in the office those days. She will be working periodically from home on various projects – please text with any important concerns.

	November 2020	November 2021
Books-Cass-CD-Magazines	1,497	1,892
MelCat Inbound	244	332
MelCat Outbound	137	165
Videos	92	220
RB Digital Audiobooks (purchased by Overdrive)		
RB Digital Magazines (purchased by Overdrive)		
Overdrive E-books (now includes magazines)	200	227
Total	2,170	2,836
FY YTD Total	11,482	14,421
Public Access Computer Sessions	63	103
New Library Cards Members	6	14
Library Operation Revenue		
Non-Resident Fees	-	$180.00
Copies	$134.75	$212.95
Fines	$80.00	$43.20
Book Sale	$58.55	$331.50
Fax	$59.50	$13.00
Lost Books	$0.00	$15.00
Summer Reading Program	$0.00	$0.00
Totals	$332.80	$795.65
Facebook Page Engagement		
Post Reach Unique User Screens	489	4,635
Unique People Who Engaged Clicks	35	868
Library Visits		
Total Inbound	997	1,664
6 Hour Day Avg. Daily Inbound	48	83
8 Hour Day Avg Daily Inbound	59	77
3 Hour Day Avg Daily Inbound	-	23
Program		
Scrabble Hour		11
Story Hour	2 programs (138 views)	68
Family Movie		
Teen Movie		
Reed City Readers		4
Cookbook Club		10
Other Movie Series		
Other Programs		43
Other Programs		
Total Program Attendance		136
Community Room Use		
		Second Sat. - 12
		Wreath making - 16
		Super Sat. - 15

Director Availability for January Meetings

I can be available most days except for the following:

- Mondays unavailable after 3:30pm
- Wednesday, January 5th unavailable all day
- Thursday, January 6th unavailable 7:30am to 12:00pm
- Thursday, January 13th unavailable 7:30am to 12:00pm
- Would prefer to not meet on Fridays

January Events

Month Theme: Winter Carnival

Story Hour:
Wednesday, January 5th: Snowganza!
Wednesday, January 12th: Hibernation
Wednesday, January 19th: Feed the Birds
Wednesday, January 26th: Mitten, Mitten, Who's got my mitten?

Wednesday, February 2nd: Did I see my Shadow?
February 9th: Kindness, Caring & Friendship
February 16th: Spicy Painting
February 23rd: Squishy! Squishy!

Little Explorers:
January 10th & 24th – 11:30 to 12:00pm

Cookbook Club:
Thursday, January 13th: Savory Soup

Scrabble:
Monday, January 10th
Monday, January 24th

Reed City Readers Book Club
Thursday, January 20th: The Four Winds

Adult Craft Evenings
Tuesday, January 11th: Bath Bombs at 6:00pm
- Registration begins January 3rd at 11:00am

Tuesday, January 25th: Sugar Scrub Body Care at 6:00pm
- Registration begins on 18th at 11:00am

Second Saturday: Winter Carnival
Saturday, January 8th, 11:30pm to 2:00pm
- Carnival Games
- Snowball Fight
- Movie
- Hot Chocolate, Popcorn, and Cookies
- Carnival Grab Bag of Prizes
- *Currently planned to be outside but will be inside depending on weather conditions*

Snow Days at the Library – start advertising 1/1/2021
Whenever RCAPS are closed, we will have an event or movie at 1:00pm depending on road conditions

Passive Activities/Displays

Guess the Bouncy Balls

- Prize is a big bouncy ball

Gnome scavenger hunt

- Smarties

Winter reading for Adults with a prize January 10th to February 25th

- Sturdy bookmark at sign up
- Custom mug with tea, kisses, and gift certificate to the book sale

Sticker Mosaic Puzzle

Closures

Monday January 17th

Future activities

Passive Bird Watching

FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC | ATTORNEYS

Lansing | Southfield | Grand Rapids | Detroit | Holland | St. Joseph

Anne M. Seurynck
ASeurynck@fosterswift.com
P: 616.726.2240 **F**: 517.367.719

Suite 200
1700 East Beltline, NE
Grand Rapids, MI 49525

December 9, 2021

RECEIVED
DEC 11 REC'D
By MR 2021

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

Re: Hourly Rate

Dear Lyndsey:

Foster Swift Collins & Smith PC is grateful for our ongoing relationship with Reed City District Library and other public sector clients. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

As part of our business plan, we periodically review our billing rates for our clients. Due to increased business expenses, we have found it necessary to adjust our hourly billing rate for Reed City District Library to $225 effective February 1, 2022. The hourly billing rate for employee benefit work will remain capped at $250. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rate for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related work. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We believe that the new rate is still very reasonable, especially given our expertise and experience in providing legal services to Reed City District Library and other libraries throughout Michigan.

We value our client relationship with Reed City District Library. We will continue to work as efficiently as possible while providing outstanding legal services.

We ask that you present the increased rate to your board and send a signed copy of this letter back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC

Anne M. Seurynck

Anne M. Seurynck

Reed City District Library

By: _____ Title: _____
Signature *Please print title*

Name: _____ Date: _____, 202__
Please print name

Power. Purpose. **You.**

GREAT LAKES ENERGY
1323 Boyne Ave.
Boyne City, MI 49712
1-888-GT-LAKES (485-2537)
gtlakes.com

December 1, 2021

Melissa Rohen
Reed City Area District Library
829 S. Chestnut St.
Reed City, MI 49677

Dear Melissa Rohen,

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 2022. 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

		RCADL Technology Update	
			Projected Buc
Item	***Qty***	***Amount Each***	***Total***
HP All-in-One Desktop PC	2	$899.99	$1,799.98
Samsung Galaxy Tab	3	$229.99	$689.97
Galaxy Tab Enclosure Swing Mount	2	$224.90	$449.80
Galaxy Tab Enclosure Floor Stand	1	$389.90	$389.90
LG- 8x External Double-Layer DVD-RW/CD-RW	1	$74.99	$74.99
Total Project Budget			**$3,404.64**

OSCEOLA COUNTY
COMMUNITY FOUNDATION

An affiliate of
Fremont Area Community Foundation

RECEIVED
DEC 03 REC'D
By

November 24, 2021

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

Dear partners,

The last two years have presented a host of new challenges for all of us. Because of the generosity of people like you, the Community Foundation has been able to maintain its support of local nonprofit organizations as they continue their important work in Osceola County and meet new and increased needs caused by the pandemic.

However, while our support of community organizations has stayed strong, the difficult but necessary decision to cancel our annual auction in 2020 and 2021 has prevented us from raising necessary funds for our own administrative fund. While two grants have allowed us to cover administrative costs in 2021, we have had to explore alternatives as we look toward next year.

For this reason, our spending rate will change for 2022. Beginning January 1, our spending rate will change to 4%, with the remaining 0.1% going to the administrative fund. This change will be applied to all funds of the Community Foundation and will only be for 2022 at this time. We will review where we are in 2022 to determine how we move forward. We project that this will allow us to raise $8,900 for our administrative fund. We also plan to hold our annual auction in May, and the combination of this event and the spending rate change will allow us to get through the year ahead in a stronger position.

If you have any questions, please feel free to contact a Community Foundation trustee or Maria E. Gonzalez at 231.924.5350 or *mgonzalez@facommunityfoundation.org*. We appreciate the generosity and community spirit you have demonstrated over the years and particularly during this challenging season. Thank you for your continued partnership with the Community Foundation!

Sincerely,

Maria E. Gonzalez
Director of Affiliates and Supporting Organizations
Fremont Area Community Foundation

Retired and Senior Volunteer Program
14485 Northland Drive
Big Rapids MI 49307-2368

Mecosta, Osceola, Lake Counties

Memorandum of Understanding

This Memorandum of Understanding (this "MOU") contains basic provisions, which will guide you working relationship between both parties. It is entered into by and between Retired and Senior Volunteer Program (RSVP), sponsored by Mecosta County Council on Aging and the following agency and/or entity (the "Station").

Station Name Reed City Area District Library EIN 46-5024174

Station Site Address 829 S. Chestnut St City Reed City State MI Zip 49677

(Station Mailing Address) Same City _____ State ____ Zip _____

RSVP and the Station may be referred to herein as the "Parties".

This MOU is effective from 12/15/2021 through 12/15/2024.
This MOU may be amended in writing at any time with the concurrence of both parties and must be renegotiated at least every three (3) years.

Basic Provisions

The RSVP's Responsibilities

1. Recruit, enroll, and interview RSVP volunteers.
2. Refer RSVP volunteers to the Station.
3. Review acceptability of volunteer assignments.
4. Instruct RSVP volunteers in proper use of volunteer timesheets, reimbursement guidance, and the RSVP procedures.
5. Provide the RSVP orientation to the Station staff prior to placement of volunteers and at other times as needed.
6. Initiate publicity regarding RSVP.
7. Furnish accident, personal liability, and excess automobile insurance coverage for enrolled volunteers required by the RSVP policies. The insurance provided by the sponsor is secondary coverage and is not primary insurance.
8. Periodically monitor volunteer activities at the Station to assess and/or discuss needs of volunteers and the Station.
9. Staff an Advisory Council to RSVP. Along with the advisory council, arrange for appeals procedure to address problems arising between the volunteer, the Station and/or RSVP.

10. Arrange for appropriate RSVP recognition.
11. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.
12. Reimburse RSVP volunteers for transportation costs between their home and volunteer station in accordance with RSVP policies and availability of funds (if applicable).
13. Arrange with the Station for meals and/or snacks, whenever possible, for volunteers on assignment.
14. Provide photo identification for volunteers if not provided by the station.

The Station's Responsibilities

1. Interview and make final decisions on assignments of RSVP volunteers.
2. Perform, if required for a particular assignment, background or other screenings.
3. Implement orientation, in-service instruction, and/or special training of volunteers.
4. Furnish volunteers with materials required for assignment. These materials may include station uniform and photo I.D.
5. Provide supervision of volunteers on assignments. (Supervisor name and contact information on next page.)
6. Provide volunteer assignment descriptions for each volunteer opportunity at the Station.
7. Provide for adequate safety of volunteers and submit and annual assurance upon request to ABC County RSVP.
8. Investigate and report any accidents and injuries involving RSVP volunteers immediately to ABC County. All reports shall be submitted in writing.
9. Specify, either by written information or verbally, that RSVP volunteers are participants in the Station's programming in publicity featuring such volunteers. Display an RSVP placard where it may be viewed by the public.
10. *REPORTS:* The Station Representative shall:
    - Timesheets: Report volunteer hours on a monthly basis on or before 10th of the following month (Insurance coverage is only effective with verified records of hours served.)
    - Progress Reports: Stations are requested to complete a short bi-annual survey provided by RSVP documenting the impacts of services provided by volunteers.
    - In-Kind Documentation: Provide documentation of in-kind contribution(s) (meals, uniforms, mileage reimbursement, training expenses) and verification to help RSVP meet its local match of 30%.

Other Provisions

1. Separation from Volunteer Service: The Station may request the removal of an RSVP volunteer at any time. An RSVP volunteer may withdraw from service at the Station or from the RSVP at any time. The RSVP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
2. Letters of Agreement: When in-home assignments of volunteers are made, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service. A blank copy of the letter of agreement shall be accessible at the RSVP office.
3. Religious/Political Activities: The Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.

4. Displacement of Employees: The Station will not assign RSVP volunteers to any assignment which would displace employed workers or impair existing contracts for services.
5. Compensation: Neither the Station nor RSVP will request or receive compensation from the beneficiaries of RSVP volunteers. RSVP volunteers will not receive a fee for service from beneficiaries.
6. Accessibility and Reasonable Accommodation: The Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
7. Prohibition of Discrimination: The Station will not discriminate against RSVP volunteers or in the operation of RSVP on the basis of race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital or parental status, or military service.
8. Termination of MOU: This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three (3) years by the Parties.
9. Signatures: By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become a RSVP station.

For All Stations

Volunteer Supervisor (Station Staff)

Name: Melissa A. Rohen	Title: Executive Director
Phone: (231) 882-2131	Email: MRohen@seedcitylibrary.org

Volunteer Station Primary Type: To qualify as a RSVP Station, an agency/office/department must self-certify that it is one of the following:

(X) Public Non-Profit ( ) Private Non-Profit ( ) Proprietary Health Care Agency ( ) Governmental Agency

Authorized Signatures

12/05/2021

Authorized Station Representative — Date

RSVP Project Director (or other sponsor designated representative) — Date

ancestry library edition

Database Activity Summary

Time Frame - Jan 2021 to Dec 2021				
Client 14575 - REED CITY PUBLIC LIBRARY- MI				
Searches	Database	Citation Image	Text	Total
631	Ancestry Library Edition all databases	264	160	424
631	**Grand Total**	**264**	**160**	**424**
631	**Total Unique Searches (Search Button Pressed)**			

This report provides an overview of database activity. It includes searches and document usage broken out by database . Document usage is further broken out by which format was provided (Citation Image, Text).

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ProQuest

ancestry library edition

Database Activity Summary

Time Frame - Jun 2021 to Dec 2021				
Client 14575 - REED CITY PUBLIC LIBRARY- MI				
Searches	**Database**	**Citation Image**	**Text**	**Total**
156	Ancestry Library Edition all databases	45	43	88
156	**Grand Total**	**45**	**43**	**88**
156	**Total Unique Searches (Search Button Pressed)**			

This report provides an overview of database activity. It includes searches and document usage broken out by database . Document usage is further broken out by which format was provided (Citation Image, Text).

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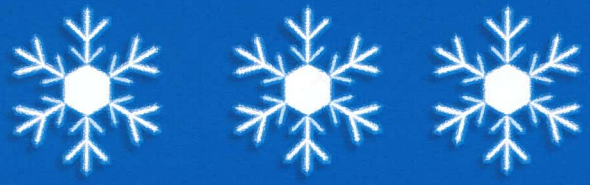
January Story Hour Themes

January 5th – Snowganza!
January 12th – Hibernation
January 19th – Feed the Birds
January 26th – Mitten, Mitten, Who's got My Mitten?



February Story Hour Themes

February 2nd – Did I See My Shadow?
February 9th – Kindness, Caring & Friendship
February 16th – Spicy Painting
February 23rd – Squishy! Squishy!

Story Hour occurs on Wednesdays at 11:30 am at RCADL

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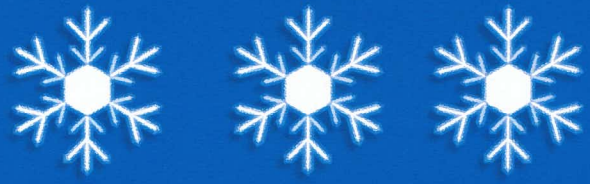

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