



## Reed City Area District Library Board Meeting Agenda

Tuesday, February 4th, 2025 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. Board Follow-Up Discussion (**max limit of 10 min. total**)
  - B. Prior meeting(s) minutes:
    - a. Regular Meeting: January 7th, 2025
  - C. Approval of Bills and Financial Statements
    - i. Expense Report for previous month's expenses: **January 2025**
    - b. Financial Statements: Budget view available for up till now FY in QB, H&S Partnership will help set up account
4. Citizen's Requests and/or Comments
5. Friends of the Reed City Area District Library Comments
6. Board President Comments
7. Standing Committee Reports
  - A. Budget and Finance Committee
  - B. Digital Sign Committee
  - C. Building Committee
  - D. Strategic Plan Committee
  - E. HR Committee - PTO/Collections Library Assistant, MEST Act, Holiday Closures
  - F. Ad Hoc Committee
8. Director's Report and Goals
9. Ongoing Business
  - A. H&S Advisory and Maintenance Services
  - B. Library Mortgage Paid December 2024
10. New Business
11. Board Dynamics
12. Citizen's Requests and/or Comments
13. Adjournment: the next Library Board Meeting is scheduled for March 4th, 2025 at 6:00pm in the Reed City Area District Library Community Room.

**Public notice and our agenda are posted Thursday before the scheduled meeting in the Library Lobby and on our website at [www.reedcitylibrary.org/meetings](http://www.reedcitylibrary.org/meetings)**

**Posted: January 30th, 2025**

Reed City Area District Library Board Meeting  
January 7, 2025  
825 S. Chestnut Reed City, Mi 49677

1. Call to Order and Attendance

The meeting was called to order by Treasurer S. Thompson at the request of Vice President K. Nix at 6:01 pm.

Attendance was noted:

Present:

A. Herrera Reed City trustee  
K. Nix Reed City, Vice President  
S. Thompson Richmond Township, Treasurer  
L. Dahlquist Richmond Township, Secretary  
K. Feguer Library Executive Director

R. Stieg, Friends of RCADL President  
J. Cooper, Lincoln Township, sitting in until approved as a trustee  
M. Martinez, RCADL employee  
C. Heemstra, RCADL employee

Absent:

1 Lincoln Township vacancy

2. Approval of Agenda

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

3. Approval of Consent Agenda

- A. Board Follow-Up Discussion
- B. Prior meeting minutes (December 3, 2024)
- C. Approval of Bills and Financial Statements

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

An introduction of board members was made due to having new people at the table.

4. Citizen's Request and/or Comments

5. Board President Comments

Elections will be tabled until February due to new board members being added.

6. Friends of the RCADL Report

A Trivia Night fundraiser is scheduled for February 4th at Sunny's.  
A flyer was presented to promote membership.  
A 5013-C is to be filed.

7. Standing Committee Reports

A. Budget and Finance Committee

Will meet after board elections and new committees are established.

K. Feguer gave an update on bookkeeping progress.

B. Digital Sign Committee

On hold until spring/summer after the parking lot issue is resolved.

C. Building Committee

Two rejections received for parking lot work. Suggestions made to try Do It All Doug to help with some of the work.

D. Strategic Plan Committee

A motion was made by A. Herrera to approve the Strategic Plan, seconded by L. Dahlquist. Motion carried.

E. HR Committee

A discussion was held on Municipal accounting practices and use of Quick Books. K. Feguer is consulting with a CPA C. Hervey in Cadillac. The HR Committee shall Meet to discuss New laws pertaining to staff. The meeting was set for January 22 at 4pm.

F. Ad Hoc Committee

No need at this time.

8. Director's Report

This report is on file in the board packet for January 7, 2025.

9. Ongoing Business

10. New Business

10. Board Dynamics

L. Dahlquist resigned from the RCADL Board.

11. Citizen's Requests/Comments

12. Adjournment

A motion was made by K. Nix and seconded by L. Dahlquist to adjourn at 7:12pm.  
Motion carried.

The next meeting will be held on February 4, 2025 at 6pm in the Reed City Area District Library Community Room.

Respectfully submitted,  
L. Dahlquist, Secretary

# YOUR INVESTMENT

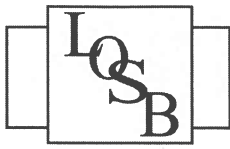
## OUR PROPOSED SERVICES

### ADVISORY SERVICES

\$2,275 Training and Advisory Fee (upfront)

### MAINTENANCE SERVICES

\$600 Monthly Maintenance (July-June)



Lake-Osceola State Bank  
 790 N. Michigan Ave  
 PO Box A  
 Baldwin, MI 49304-9001  
 231-745-4601



REED CITY AREA DISTRICT LIBRARY  
 829 S CHESTNUT ST  
 REED CITY MI 49677

LOAN STATEMENT	
ACCOUNT NUMBER	6070460001
STATEMENT CLOSING DATE	12/05/24
PAYMENT DUE DATE	0/00/00
PAST DUE AMOUNT	0.00
CURRENT DUE AMOUNT	0.00
MINIMUM PAYMENT DUE	0.00
NEW BALANCE	0.00

ACCOUNT NUMBER	6070460001
CREDIT LIMIT	0.00
PAYMENT DUE DATE	0/00/00
CHECKS & ADVANCES	0.00
OTHER CHARGES	0.00

STATEMENT CLOSING DATE	12/05/24
AVAILABLE CREDIT	0.00
MINIMUM PAYMENT DUE	0.00
PAYMENTS & CREDITS	180,405.44

DATE	CHECK #	DESCRIPTION OF TRANSACTIONS	AMOUNT	RUNNING BALANCE
9/23/21		PREVIOUS PRINCIPAL BALANCE		177,754.73
5/10/24		Principal Payment Split Out	5,227.98	34,404.61
6/12/24		Interest Payment Split Out	78.85	34,404.61
6/12/24		Principal Payment Split Out	5,171.15	29,233.46
7/05/24		Interest Payment Split Out	46.69	29,233.46
7/05/24		Principal Payment Split Out	5,203.31	24,030.15
8/12/24		Interest Payment Split Out	63.41	24,030.15
8/12/24		Principal Payment Split Out	5,186.59	18,843.56
9/06/24		Interest Payment Split Out	32.72	18,843.56
9/06/24		Principal Payment Split Out	2,311.49	16,532.07
9/06/24		Principal Curtailment	2,905.79	13,626.28
10/07/24		Interest Payment Split Out	29.33	13,626.28
10/07/24		Principal Payment Split Out	5,220.67	8,405.61
11/20/24		Interest Payment Split Out	25.68	8,405.61
11/20/24		Principal Payment Split Out	5,224.32	3,181.29
12/04/24		Principal Payment Split Out	3,181.29	0.00
12/04/24		Interest Payment Split Out	3.10	0.00

"Privacy Notice": Our privacy policy has not changed and may be reviewed on our website at [www.losb.com](http://www.losb.com) or you may request a mailed copy by calling 231-745-4601. Our privacy policy is also available at any LOSB location.



Category	Payee	Notes	Amount
<b>702.000 Salary and Wages</b>			<b>\$8,183.67</b>
1/28/2025	ADP	--Split-- (Medicare, SS, Local Taxes)	\$3,943.79
1/17/2025	ADP	RUN ADP W2 Year End Service Fee	\$126.50
1/14/2025	ADP	--Split-- (Medicare, SS, Local Taxes)	\$4,060.88
1/3/2025	ADP	RUN ADP Service Fee	\$52.50
<b>740.250 Videos/DVDs</b>			<b>\$448.24</b>
1/24/2025	Amazon	New DVD Order for Collection	\$448.24
<b>751.000 Office Supplies</b>			<b>\$26.40</b>
01/14/2025	Amazon	Address Labels	\$26.40
<b>752.000 Operational Supplies</b>			<b>\$30.35</b>
01/24/2025	Amazon	Sanitizer wipes for public areas	\$12.35
01/02/2025	Forbush LLC	Check #: 3618 staff shirt	\$18.00
<b>755.000 Programming</b>			<b>\$49.03</b>
01/16/2025	Megan Martinez - check stopped and reprinted	Check #: 3625	\$49.03
<b>804.000 Janitorial Services</b>			<b>\$719.31</b>
1/2/2025	K & R Cleaning	Check #: 3619 cleaning services	\$600.00
1/6/2025	Cintas	Soap/Rug Replacements	\$119.31
<b>808.000 Independent Audit</b>			<b>\$2,000.00</b>
1/2/2024	Vredeveld Haefner LLC	Check #: 3621 Audit Services	\$2,000.00
<b>818.000 Contractual Services</b>			<b>\$4,814.76</b>
1/2/2025	Do All Doug	Check #: 3624 - Plowing Services	\$1,365.00
1/2/2025	Mid-Michigan Library League	Check #: 3622 - UN Live Sub	\$2,520.76
1/2/2025	Networking Butler	Check #: 3620 - New switch Install	\$929.00
<b>850.000 Telephone</b>			<b>\$119.97</b>
1/14/2025	Spectrum	Phone Bill	\$119.97
<b>918.000 Water</b>			<b>\$47.22</b>
1/27/2025	City of Reed City	Water Bill	\$47.22
<b>920.000 Electricity</b>			<b>\$310.52</b>
1/8/2025	Consumers	Electricity Bill	\$310.52
<b>921.000 Gas Utility</b>			<b>\$490.12</b>
1/15/2025	DTE	Gas Bill	490.12
<b>940.000 Equipment Rental</b>			<b>\$427.06</b>
1/2/2025	Xerox Corporation	Check #: 3623 -split- w/printingpub	\$296.56
1/14/2025	Cintas	AED Rental	\$130.50
		<b>Total Donations</b>	<b>\$0.00</b>
		<b>Total Grants</b>	<b>\$0.00</b>
		<b>TOTAL EXPENSES</b>	<b>\$17,666.65</b>

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

---

### Staff Highlights

Gavin continues to develop his book repair skills.

Megan prepared her tiny art take and makes, completed the OCCF grant application for the SRP 2025, and her junk journaling program has been doing very well.

Cindy has been processing new books/DVDs, developing the collection, and working together with me on policy regarding printers/computers.

Abby is on top of MeL - craft times do well but we have not seen many kids for story time since I started.

### Kanopy

We have seen 18 new accounts so far with Kanopy, costing us a total of \$34.00 this first month as it is "pay per view"! Patrons seem to be open to and enjoying the service. We will continue to post the webpage/link periodically and tell patrons that it is available in person.

### Advisory and Maintenance Services with H&S

H&S quoted us at \$2,275 for an advisory and training fee that would catch us up on quickbooks, prepare us for the future audit, and make the transition from City to internal accounting a smooth process. They quote maintenance accounting services at \$600 a month that would start in July - if the board chooses that route. Corinna feels that we will not need to go that route.

### OCCF Summer Reading Grant

Megan prepared and wrote the Summer Reading grant from the Osceola County Community Foundation, Cindy and I verified the information and the grant was submitted on 1/28/2025.

Posted: January 30th, 2025

## January Goals

- Meet with Corinna Hervey about accounting services on the 13th
- Launch Kanopy
- Board Self Evaluation (postponed due to changes)
- Pictures for website/teen kids page
- Continue to set up QB account—working with QB bookkeepers to organize chart of accounts and set up reports for the board on Jan 3rd.
- Apply for the Summer Reading OCCF Grant in Jan
- Start tax process with ADP for staff in Jan
- Apply for YoPlaint community grant

## February Goals

- Begin budget notes for next FY
- Finally add some photos to the library's website
- Work with Corinna
- Continue Policy Drafts
- Send MEST policy to lawyers - prepare policy by Feb 21st

## Large Scale Goals (In Progress)

- Parking Lot Quotes
- Accounting (setting up QB account, gauging price of accountants)
- Digital Sign (after parking lot)
- Policy Preparation for Board Review (Drafted so far: Printer, Holidays, Computer Lab)



# February 2025

@ REED CITY AREA  
**RCADL**  
DISTRICT LIBRARY
















## Library Hours:

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

2nd Saturday of the month  
9-12

What a blessing it is, to love books

-Elizabeth von Arnim

Mon	Tues	Wed	Thurs	Fri	Sat
<p>Read a Latte Winter Reading Challenge continues through February Pick up your punch card @the Library! <b>WIN PRIZES!</b></p>  					<p><b>1</b> National Ice Cream for Breakfast Day</p> 
<p><b>3</b></p> 	<p><b>4</b> Friends of the Library Meeting 5pm</p> <hr/> <p>Library Board Meeting 6pm</p>	<p><b>5</b> Story Time with Ms. Abby 11:30am-12pm</p> 	<p><b>6</b></p>	<p><b>7</b> National Bubble Gum Day</p> 	<p><b>8</b> Library Open 9am-12pm</p>
<p><b>10</b> Scrabble 1pm</p> 	<p><b>11</b> National Get Out Your Guitar Day</p> 	<p><b>12</b></p> 	<p><b>13</b> Reed City Readers Book Club 6pm Brain on Fire by Susannah Cahalan</p>	<p><b>14</b> Library Lover's Day</p>  <p>HAPPY Valentine's Day</p>	<p><b>15</b></p>
<p><b>17</b> Library Closed</p> 	<p><b>18</b> Tiny Art Show Kits Available for Pick Up Starting Today</p> 	<p><b>19</b> Craft time with Miss Abby 11:30am</p> 	<p><b>20</b></p> 	<p><b>21</b></p>	<p><b>22</b> National Wildlife Day</p> 
<p><b>24</b> Scrabble 1pm</p> 	<p><b>25</b></p> 	<p><b>26</b></p>	<p><b>27</b> National Pokemon Day</p> 	<p><b>28</b></p>	

COLOR KEY: ALL AGES KIDS ADULTS MEETINGS CLOSURES NATIONAL DAYS

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



## **Earned Sick Time Policy – Front-Loaded**

### **Purpose**

This policy outlines the provisions for accruing and using Earned Sick Time (EST) in accordance with the Michigan Earned Sick Time Act, effective February 21, 2025.

### **Eligibility**

All employees, including full-time, part-time, and temporary employees, are eligible for earned sick time after a probationary period

### **Sick Time Allocation**

At the start of each benefit year, all eligible employees will be provided with **1 hour of EST for every 30 hours expected to work** as a lump sum (front-loaded). Employees are not required to accrue time throughout the year. Hours will carry over but cannot exceed 72 total. Sick time is allocated after the 6 month probationary period.

### **Permitted Uses**

Earned sick time may be used for the following purposes:

1. The employee's own mental or physical illness, injury, or health condition.
2. Medical diagnosis, care, or treatment of the employee's health condition.
3. Preventive medical care for the employee.
4. Care of a family member with a mental or physical illness, injury, or health condition.
5. Public health emergencies, including:
  - Closure of the employee's workplace by a public official.
  - Care of a child whose school or childcare facility is closed due to a public health emergency.

### **Notice and Documentation Requirements**

- **Notice:** Employees should provide advance notice of their intention to use sick time whenever possible. If the need for sick leave is unforeseeable, staff should notify the Executive Director immediately.
- **Documentation:** For absences exceeding three consecutive days, reasonable documentation (e.g., a note from a healthcare provider) may be required.

### **Carryover**

Sick time will carry over but cannot exceed 72 hours total. Employees will receive allocation at the start of each benefit year.

### **Separation and Reinstatement**

- **Separation:** Unused earned sick time will not be paid out upon separation from employment.

- **Rehire:** If an employee is rehired within six months, previously unused sick time will be reinstated.

### **Prohibition on Retaliation**

The company prohibits retaliation against employees for requesting or using earned sick time. Employees are encouraged to report any concerns to the Executive Director.

### **Recordkeeping**

Employers must retain records documenting hours worked and earned sick time taken by employees following the [Michigan's Public Library Retention Schedule](#).

### **Compliance**

This policy is intended to comply with the Michigan Earned Sick Time Act. In the event of any conflict between this policy and the Act, the provisions of the Act will prevail.

### **References**

[https://www.michamber.com/wp-content/uploads/2024/07/Adopt-and-Amend--What-Needs-to-Change\\_082924.pdf](https://www.michamber.com/wp-content/uploads/2024/07/Adopt-and-Amend--What-Needs-to-Change_082924.pdf)

<https://www.honigman.com/alert-2720>

[https://www.michigan.gov/-/media/Project/Websites/leo/Documents/WAGE-HOUR/WHD-99xx-Information-Sheets/WHD-9911-PMLA-Poster/Paid\\_Medical\\_Leave\\_Act\\_Poster\\_9911\\_English.pdf?rev=85573d330de641cfb503107f1cc7c7b1](https://www.michigan.gov/-/media/Project/Websites/leo/Documents/WAGE-HOUR/WHD-99xx-Information-Sheets/WHD-9911-PMLA-Poster/Paid_Medical_Leave_Act_Poster_9911_English.pdf?rev=85573d330de641cfb503107f1cc7c7b1)

<https://www.ebglaw.com/insights/publications/michigan-employers-get-ready-for-expanded-paid-sick-leave>

## SECTION 11.2: Emergency Closures and Holidays

---

### 11.2 Emergency Closures

*Last Revised: 1.28.2025*

#### 11.2.1 Unhealthy or Unsafe Conditions

The Executive Director is empowered to close the Library due to unhealthy conditions, unsafe conditions, or other emergency conditions that pose a safety concern for patrons and staff.

#### 11.2.2 Weather Conditions

The Executive Director is empowered to close the library due to inclement weather conditions. **The Library will close when RCAPS (Reed City Area Public Schools) closes due to hazardous weather. The Executive Director is responsible for:**

- **Notifying Staff and the Board President**
- **Posting Closure notices on the Library's doors and all social media accounts**

#### 11.2.3 Holidays

The Library will be closed during the following holidays:

- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving Day
- Christmas Eve and Day (with the day after Christmas determined based on practices at other libraries)
- President's Day (closure determined based on practices at other libraries)
- Independence Day (if it falls on a Thursday, the Library will also close Friday; otherwise, the Library will reopen the following day)
- Good Friday (3 day weekend)
- Memorial Day
- New Year's Eve and Day

#### 11.2.4 Newly Recognized or Irregularly Scheduled Holidays

*Last Revised: 1.28.2025*

**Newly recognized federal holidays or holidays that fall irregularly on weekends (e.g., Independence Day) will be addressed by the Executive Director.**

- **The Executive Director has three floating holiday days to use for irregularly scheduled or newly recognized holidays.**
- **The Executive Director must report these holiday closures in advance within the Board packet of the preceding month.**
- **Decisions regarding closures will reference practices of other local libraries (Leroy, Evart, Big Rapids) and the Library of Michigan's holiday calendar.**