

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: October 3rd, 2023
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: *October 2023*
 - b. Financial Statements – currently unavailable
4. Citizen's request and/or comments
5. Board President Comments
 - A. Standing Committee Reports
 - B. Budget and Finance Committee
 - C. Digital Sign Committee
 - D. Building Committee
 - E. Strategic Plan Committee
 - F. Millage Committee
 - G. HR Committee
6. Director's Report
7. Ongoing Business
 - a. Environmental Project
8. New Business
 - a. None at this time
9. Board Dynamics
10. Citizen's Comments
11. Adjournment

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

Reed City Area District Library Board Meeting

October 3, 2023 6 p.m.

829 S. Chestnut Street, Reed City, MI 49677

Present:

Melissa Tonn, Vice President, Lincoln Township

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Shay Thompson, Trustee, Richmond Township

Irene Balowski, Green Township Liaison

Absent:

Lyndsey Eccles, President, Reed City

Cedar Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order at 6:35 p.m. by M. Tonn. A quorum was present. Attendance was noted by B. Newell.

2. Approval of Agenda

A motion was made by S. Thompson and seconded by L. Dahlquist to approve the agenda as presented. It passed.

3. Approval of Consent Agenda

A motion was made by L. Dahlquist and seconded by S. Thompson to approve the consent agenda as presented consisting of regular meeting minutes of September 5, 2023 and special meeting minutes of September 8, 2023 and the expense report for September 2023. It did not contain current financials. It passed.

4. Citizen's request and/or comments

None

5. Board President Comments

M. Tonn reported that her term would be up in December and she will not be renewing her position on the Board.

6. Standing Committee Reports

- A. Budget and Finance-will plan a meeting in the next couple weeks.
- B. Digital Sign Committee-no updates to report
- C. Building Committee-will try to schedule a meeting for next week.
- D. Strategic Plan Committee-no updates to report
- E. Millage Committee-met in September to discuss fundraising.
- F. HR Committee-There has been one applicant for the executive position
- G. Evergreen Festival Committee-did meet. Decided on a float with the theme "Make New Friends, READ BOOKS!"

7. Director's Report

Compiled by the Assistant Director with support from M. Rohen, Consultant.

The entire Director's report is available at the library or online.

Highlights of the report are the Book Sale netted \$840.00. The Graphic Novel collection is being processed and will be on the shelves soon. The Braille Story Walk has been temporarily installed in the library proper. December Silent auction is being planned.

8. Ongoing Business

- A. Environmental Project-to be added to agenda next month. L. Eccles to contact Brad Smith at the high school.

9. New Business

None

10. Board Dynamics

No discussion

11. Citizen's Comments

None

12. Adjournment

A motion was made by S. Thompson and seconded by K.Nix to adjourn the meeting. It passed.

Meeting was adjourned at 7:12 p.m.

Respectfully Submitted,

Bette Newell

The next regular meeting of the RCADL Board is scheduled for November 7, 2023 at 6 p.m. in the Community Room.

2023: November Report reflecting October Expenses

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>KDL: Kent District Library</i>	\$61.97
	Book replacement fees Invoice #: 8245, 8246, 8244	
	<i>Brandon Township Public Library</i>	\$15.00
	Book replacement fees Invoice #: 13	
		\$76.97
751.000 - Office Supplies		
	<i>Amazon</i>	\$59.95
	Order #s: 11-0143520-7831470; 111-1040008-772581 Thank you cards, pens, Date of Receipt or Services: 10/11; 10/24	
		\$59.95
752.000 - Operating Supplies		
	<i>Amazon</i>	\$82.23
	Order #s: 112-1313412-0141843; 112-4474866-9627431 111-1767313-1507443; 111-6518024-6877825 key identifier rings, canned air; printer cleaner kit & supplies Date of Receipt or Services: 10/04; 10/09	
	<i>Amazon</i>	\$641.41
	Order #s: 111-8327550-4621818; 111-1662636-9538603 111-5230359-5851449; 111-9148999-1951450 Book cleaner; sign holders (walls); storage boxes; replacement cords & monitors (6) Date of Receipt or Services: 10/09; 10/10; 10/11; 10/12	
	<i>Amazon</i>	\$872.24
	Order #s: 112-1166414-5271435; 112-0322488-8177827 112-3996823-9409811; 111-3769986-7601867 Book repair supplies; surface cleaner; tape dispenser; pencil sharpener; photo supplies including framework and backgrounds; lamp; kleenex; command hanging strips Date of Receipt or Services: 10/24; 10/17; 10/04	
	<i>Amazon</i>	\$540.62
	Order #s: 111-1266875-3342642; 111-3379644-3511455 111-9112765-5678657; 111-8664124-2847443 Replacement phones; USB cables; card reader & memory cards for camera; utility cart Date of Receipt or Services: 10/25; 10/30	
	<i>MMLL</i>	\$40.00
	Annual Meeting attendance Date of Receipt or Service: 9/27/2023	
<i>Debit Card</i>	<i>Social Schedules</i>	\$20.93
	Monthly usage Date of Receipt or Service: 10/25/2023	

850.000 - Telephone

Debit Card *Spectrum/Charter* \$119.97

Invoice #: 005324801102123

Date of Receipt or Services: 9/29/2023-10/28/2023

Total **\$119.97**

900.000 - Printing and Publishing

Xerox Corporation \$104.61

Black/White printing and copying

Invoice #: 019800814

Total **\$104.61**

921.000 - Utilities Gas/Heat

Debit Card *DTE* \$50.06

Account #: 9100 394 8255 9

Date of Receipt or Service: 39/06 - 10/04

Total **\$50.06**

927.000 - Utilities Water

City of Reed City \$49.68

Account number: SCHAT-000829-0000-01

Date of Receipt or Service: 9/05 - 10/05

Total **\$49.68**

930.00 - Land and Building Repairs

Debit *Amazon* \$399.99

Order #: 111-5261661-9061056

Fireplace replacement

Date of Receipt or Service: 10/10

Tradition Electric \$542.59

Invoice: 1025

Date of Receipt or Service: 10/10

Total **\$942.58**

927.000 - Utilities Water

Accident Fund Insurance Company of America \$55.00

Invoice Number: 1001010705

Date of Receipt or Service: 10/16/23

Total **\$55.00**

940.000 Equipment Rental

Xerox Corporation \$101.30

Equipment Rental

Invoice #: 019800814

Total **\$101.30**

991.600 LOSB Loan Payment

Lake Osceola State Bank Principal Balance \$5,250.00

Budget and Finance Committee

No updates presented to report at the time of this writing.

Digital Sign Committee

No updates presented to report at the time of this writing.

Building Committee

No updates presented to report at the time of this writing.

Strategic Plan Committee

No updates presented to report at the time of this writing.

Millage Committee

No updates presented to report at the time of this writing.

HR Committee

No updates presented to report at the time of this writing.

Parade (Evergreen Festival) Committee – Ad Hoc

No updates presented to report at the time of this writing.

Ad Hoc Committee

Is there a need for an additional ad hoc committee at this time?

Please note: The discussion of activities, metrics, and expenses reflect the prior month's goings on. For example, this June Director's Report reflects what was accomplished for the month of October.

Compiled by the Assistant Director with support from the Consultant

This report is brief due to the difficulties of this month. Please reach out for specific details or more information.

Graphic Novel Collection

The graphic novel collection is fully processed and most of our new titles have been circulating already!

Hersey

Hersey Non-Resident Fee donations have been replenished.

Staffing Updates

A. Shank's position was terminated on October 5th, 2023, due to continued complaints of harassment from patrons.

C. McCain passed away unexpectedly on October 16th.

As a result of these separations, the Assistant Director interviewed candidates from our application pool and hired two new employees: S. Stange and M. Martinez.

The new, new staff is working well together, everyone is collaborating well.

Weeding Update

All the adult non-fiction and juvenile non-fiction collections have been weeded. Several of our shelves have shifted for a more engaging aesthetic.

December Silent Auction

We are in the preliminary planning stages for the December Silent Auction. We hope to follow the same set up as last year. We are discussing where the money raised would best be spent. Possibilities include updating furniture in the community room, dynamic shelving for the kids' section, or updated furniture in the teens section. **If the Board is planning on participating, the Assistant Director or Consultant must be notified of the number of baskets and the themes of the baskets. The baskets need to be delivered to the library, completed, no later than Thursday, November 30th.**

Grants

- GLE Grant – we received a grant for a storage shed for \$2500, which is about half of what the sheds previously researched cost. As a reminder, the grant was written with a specific quote from a specific vendor

Website Statics

- Between October 1st and October 31st:
 - o 650 unique visitors with 880 site sessions; 575 are new visitors and 75 are returning; each session lasts approximately 3 minutes and 25 seconds.
 - o Visitors are finding our site primarily through the direct URL www.reedcitylibrary.org
 - o The Homepage is the most frequently visited, with Events and e-resources the second and third most popular pages.
 - o Tuesday is once again the most trafficked day
- Within the last year, we have had approximately 10260 session with 4398 unique visitors; visitors stay an average of 5 minutes and 50 seconds.

Social Media Snapshot

- Between October 1st and October 31st

Instagram	Facebook
 <p data-bbox="347 1218 571 1281">Top Ranking Post: 28 Impressions</p>	 <p data-bbox="890 1218 1136 1281">Top Ranking Post: 2368 people viewed</p>
<p data-bbox="363 1294 571 1442">New Posts: 24 Total Reach: 88 Followers: 198 Likes: 288</p>	<p data-bbox="880 1294 1152 1478">New Posts: 30 Likes/Reactions: 450 Comments: 25 Shares: 40 Total Reach: 1320</p>

	September 2022	September 2023	October 2022	October 2023
Books-Cass-CD-Magazines	2,195	2,715	2,283	2,745
MelCat Inbound	449	530	439	541
MelCat Outbound	211	235	189	229
Videos	283	201	247	200
Overdrive E-books (now includes magazines)	286	438	337	440
Total	3,424	4,119	3,495	4,155
FY YTD Total	11,024	49,835	14,519	53,990
Public Access Computer Sessions	120	230	132	211
New Library Cards Members	28	21	14	20
Obituary Requests	0	0	0	0
Seed Library	8	18	3	24
Library Operation Revenue				
Non-Resident Fees	\$0.00	\$90.00	\$90.00	\$90.00
Copies	\$197.00	\$164.30	\$291.95	\$265.60
Fines	\$56.90	\$88.60	\$55.20	\$79.05
Book Sale	\$32.00	\$871.25	\$35.00	\$21.00
Fax	\$55.00	\$35.50	\$28.00	\$42.50
Lost Books	\$0.00	\$0.00	\$16.99	\$0.00
Summer Reading Program	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Programming	\$51.40	\$34.35	\$19.40	\$49.25
Totals	\$392.30	\$1,284.00	\$536.54	\$547.40
Facebook Page Engagement				
Post Reach Unique User Screens	1,619	3,628	2,288	3,630
Facebook Page Likes	769	459	773	469
Instagram Engagement				
Instagram Reach	15	28	19	29
Instagram Followers	192	199	192	199
Library Visits				
Total Inbound		256		299
6 Hour Day Avg. Daily Inbound	78	138	93	149
8 Hour Day Avg Daily Inbound	93	118	94	120
3 Hour Day Avg Daily Inbound	0	0	0	30
Program				
Scrabble Hour	13	16	7	16
Story Hour	56	19	102	n/a
Little Explorers	6	4	3	n/a
1,000 Books Before Kindergarten (new sign-ups)	8	6		n/a
Family Movie		0		0
Teen Movie		0		0
Reed City Readers	5	7	6	7
Cookbook Club	-	6	6	0
Other Movie Series		0		0
Other Programs		221	18	203
Total Program Attendance	88	279	142	226
Community Room Use				
Scream 1: 0		Book Sale: 125	Pumpkin Craft: 18	Board Game: 4
Hocus Pocus: 0		Kathy Fiebig: 0	Scream 2: 0	Lulu the Wonder Ck: 23
Passive Program:		Bruce Borkavich: 3	Scream 3: 0	Halloween: 50
School Bus: 34			Scream 4: 0	
Pencil Guesses: 55	Passive Programs		Scream 5: 0	
	Leaf Guess: 52			
	Scavenger Hunt: 41			
		Passive Programs:	Passive Programs:	
		Scarecrow: 44	Scavenger Hunt: 57	
		Candy Guesses: 102	Guess the...?: 69	

Board Meeting: Tuesday, October 3rd; Tuesday, November 7th; Tuesday, December 5th at 6:00pm

Story Hour @ 11:30am:

Wednesday, November 15th: Feathered Friends

Wednesday, November 22nd: Turkey's Friends

Wednesday, November 29th: Sparkly 7 Shiny

Wednesday, December 6th: Busy Elves

Wednesday, December 13th: Ho! Ho! Ho!

Wednesday, December 20th: Yummy! Yummy

Wednesday, December 27th: Hibernating

****Please note, Story Hour is still in transition and these themes may change***

Little Explorers @ 2:00pm:

Little Explorers is on hiatus until January 2024

Seasonal Potluck:

This event has been cancelled due to C. McCain's death; the Assistant Director will meet with the staff to determine how to move forward.

Scrabble:

Monday, November 13th at 1:00pm

Monday, November 27th at 1:00pm

Monday, December 11th at 1:00pm

Monday, December 25th at 1:00pm: No Scrabble

Reed City Readers Book Club

Thursday, November 16th at 6:00pm – *Remarkably Bright Creatures* by Shelby Van Pelt

Thursday, December 21st at 6:00pm – *The Marriage Portrait* by Maggie O'Farrell

Active Programming

Fraud Talk: Senior Fraud Prevention with Wexford Community Credit Union

Tuesday, November 7th, 1:00pm to 3:00pm

- A collaboration with the Wexford Community Credit Union
- Talk open to seniors regarding fraud awareness and prevention strategies

Board Game Night at the Library

Tuesday, November 14th, 4:30pm to 6:20pm

- Come and play a board game from our growing collection!
- All ages welcome, no registration

Second Saturday: Family Fun Photographs

Saturday, November 11th, 11:00am to 2:00pm

- Using pretty, seasonal, or fun backdrops, a staff member (Assistant Director) will snap photos of pre-registered groups or individuals; participants will be emailed two (2) to three (3) unedited pictures free of charge
- Patrons will be encouraged to bring props, if they wish, and have fun with this – or to use this opportunity for family pictures

Crafting @ the Library: Button Canvas Craft

Tuesday, November 28th, 4:30pm to 6:30pm

- In this self-led craft, patrons will be encouraged to use our supplies to create festive art using paint, buttons, glitter, and more!
- No registration required, open to all ages

Family Movie Night

Tuesday, November 21st, starting at 5:15pm

- Freebirds
- PG 1hr 31minutes
- *Pardoned by the president, a lucky turkey (Owen Wilson) named Reggie gets to live a carefree lifestyle, until fellow fowl Jake (Woody Harrelson) recruits him for a history-changing mission. Jake and Reggie travel back in time to the year 1621, just before the first Thanksgiving. The plan: Prevent all turkeys from ever becoming holiday dinners. Unfortunately, the two birds encounter colonist Myles Standish (Colm Meaney), out to capture feathered friends for all the hungry Pilgrims. www.kids-in-mind.com/f/freebirds.htm*
- Popcorn and a small craft/take and make will be provided

Passive Programming

Runs throughout the month unless otherwise specified

November: Guess the number...?

- Theme: Candy Corn and Pumpkin Candy Corn
- Prize: 3 in one prize
- Open to all ages

November: Scavenger Hunt

- Theme: Who am I?
 - o Characters from children's books in silhouette or shadow
 - o Participants will be encouraged to name each character and the author/creator
- Prize: Talking Rubix cube

Take and Make: Thanksgiving Stem Kit

- Violet is managing this project

Santas Mailbox

November 20^h to December 15th

- Letters to Santa

Displays

Pillar: Thank a Vet

- 11/01 to 11/18

- Postcards will be made available to patrons to write the name of a vet they would like to honor and will be displayed on the pillars in the library

Glass Case: Cindy H. or Violet H. will create this display

Small Book Displays: Various

- Each staff member will be managing smaller book displays with themes coordinated by the assistant director

Closures

Thursday, November 23rd and Friday, November 24th – Thanksgiving

Monday, December 25th – Christmas Day

Monday, January 1st – New Years Day

December Programming Planning

Active Programming

Second Saturday: Polar Express at the Library

Saturday, December 9th at 12:00pm

- Hot chocolate
- Cookies
- Bells and Golden Tickets
- Polar Express craft

Cool Coloring at the Library: Winter Holiday

Tuesday, December 12th, 4:00pm to 6:30pm

- List of the winter holidays coloring sheets
- Winter wonderland coloring sheets
- Drop in, all ages welcome, no registration

Silent Auction

Monday 12/4 to Friday 12/15 all baskets must be picked up by 12/20 winner will be contacted on 12/18

- Needs to be good to go by December 1st
- Reach out to local businesses for donations
- Monies will be earmarked for programming, furniture, or book development per Assistant Director's pending decision
- New language will be included for any basket with 21+ content such as wine(ex: You must be 21 to bid on this basket and verify your age with ID if you win)
 - o Staff will create the following baskets, though we may do additional
 - Kids – books, swag
 - Date night – wine, game, book, swag
 - Men – jerky, puzzles, book, swag

- **If the Board is creating baskets, the Assistant Director must be informed and the completed baskets need to be at the Library NO LATER THAN WEDNESDAY 11/29**

Passive Programming

Runs throughout the month unless otherwise specified

December: Guess the number...? What book is this

- Run Friday 12/01 to 12/15
- Theme: The Grinch book
- Prize: The book and the classic cartoon DVD
- Open to all ages

December: Scavenger Hunt

- Theme: To be determined
- Prize: \$20.00 gift certificate to Toy Town

Take and Make: Candy Cane Snowmen

- A fun snowmen Stem Take and make
- Using Candy canes, Marshmallows, M&Ms & Hershey Kisses

Displays

Pillar: Make Your Own Charlie Brown Christmas Tree

- A printable template with a template; patrons (and staff) will be encouraged to create their best Charlie Brown Christmas Tree and then return them to the library to display them

Winter/Holiday Tree: Patrons will receive an ornament to hang on our tree when returning a book

Glass Case: Cindy H. or Violet H. will create this display

Staff Stockings w/Favorite Books

- Green display shelves
- Cardstock stockings, decorated, and with the Staff's favorite books

Small Book Displays: Various

- Each staff member will be managing smaller book displays with themes coordinated by the assistant director

TO BE RESCHEDULED – KATHY FIEBIG AND ASSISTANT DIRECTOR MEET AND GREET