



Bigger than Books!

Reed City Area District Library Board Meeting
Monday, January 31st, 2022; 6:00 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: *December 20th, 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 – in contact with Philip Noreen
 - B. Grant Opportunities
 - a. Ideas for future grant purchases
8. New Business
 - A. 2022 RCADL Board Meeting Schedule
 - B. Election of Officers
 - C. Strategic Plan 2022-2025
9. Adjournment

**The next Library Board Meeting is scheduled for February 28th at 6:00pm
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

December 20, 2021 5:30 p.m.

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

Present:

Lyndsey Eccles, President, Reed City

Cecile Slywka, Vice President, Richmond Township

Bette Newell, Secretary, Reed City

Laura Dahlquist, Trustee, Richmond Township

Absent:

Kylene Nix, Treasurer, Reed City

Lincoln Township Trustee, Open

Cedar Township Liaison, Open

Green Township Liaison, Open

1. Call to order and attendance

The meeting was called to order by Lyndsey Eccles at 5:31 p.m. Attendance was noted by Bette Newell. A quorum was present.

2. Approval of Agenda

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

3. Approval of Consent Agenda

A motion was made by Laura Dahlquist and seconded by Cecile Slywka to approve the consent agenda, consisting of November 29, 2021 minutes and November Bills and Financial statements up to September 2021. It passed.

4. Citizen's request and/or comments

No citizens were present but Jenn reported that she received a call from a Hersey Township resident, complimenting the library on what it is doing in our community.

5. Standing Committee Reports

- A. Budget and Finance- did not meet.
- B. Digital Sign Committee-meeting scheduled on January 11, 2022 at 4:30 p.m. at the library.
- C. Building committee-did not meet.
- D. Strategic Plan Committee- meeting set for January 11, 2022 at 3 p.m. at the library.
- E. Millage Committee- Lyndsey will contact Shirley from Kent Area District Library Friends to arrange a meeting in January.
- F. HR Committee-meet in February, time to be determined.

6. Director's Report

Metrics and overview are available at the library or on the library's website.

7. Ongoing Business

- A. Window Update- an update will be given in January.
- B. Grant Opportunitis
 - i. Great Lakes Energy grant for the October cycle was received for technology items totaling \$3,404.64
 - ii. OCCF grant was received for Second Saturday programming through May for \$4,900.

8. New Business

A. A letter was received from Foster Swift Collins and Smith PC, informing us that their hourly rate was increased to \$225, effective 2/1/2022. Lyndsey will sign and return the letter recognizing that our library board is aware of the change.

B. Ancestry.com

A motion was made by Cecile Slywka and seconded by Bette Newell to renew the Ancestry.com subscription for one year for \$1,200. A roll call vote was taken. Yeas: Laura Dahlquist, Cecile Slywka, Bette Newell, Lyndsey Eccles. Nays: None It passed.

C. January 17th/MLK Jr. Closing

A motion was made by Laura Dahlquist and seconded by Cecile Slywka to change the policy to show that the RCADL will be open on President's Day and MLK Jr. Day. It passed.

9. Adjournment

A motion was made by Bette Newell and seconded by Cecile Slywka to adjourn the meeting. It passed. Meeting adjourned at 6:25 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board

The next meeting of the RCADL Board will be on January 31, 2022 at 6 p.m. at the RCADL.

Monthly Expense Report

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>Ingram</i>	\$1,527.79
	10 invoices #56652136; #56802948; #56836336; #56846922 #56561620; #56561619; #56561618; #56620523 #56894388; #57151046	
	<i>Mid-Michigan Library League</i>	\$ 2,088.73
	Overdrive for January - December 2022 Invoice #: 13090	
		\$3,616.52
751.000 - Office Supplies		
	<i>Integrity</i>	\$89.47
	Paper, pen refills, construction paper, etc. Invoice #: 2301618-0; #2301618-1	
<i>Credit Card</i>	<i>Staples</i>	\$84.78
	Printer Ink Order #: 9838985561	
		\$174.25
755.000 - Programming		
<i>Credit Card</i>	<i>Joann Fabrics</i>	\$61.10
	Winter Programming: Scarves	
	<i>Reimbursement for Cyndi McCain</i>	\$55.05
	Story Hour supplies and prizes Staples: 21.99; Dollar Tree: 12.72; Hobby Lobby: 20.34	
<i>Credit Card</i>	<i>Amazon</i>	\$27.08
	Story Hour/Little Explorers	
<i>Credit Card</i>	<i>Amazon</i>	\$215.93
	Bath Bomb programming	
<i>Credit Card</i>	<i>Walmart</i>	\$19.70
	Crafting programming supplies	
<i>Credit Card</i>	<i>Dollar Tree</i>	\$54.33
	Crafting programming supplies	
<i>Credit Card</i>	<i>Meijer</i>	\$68.76
	Crafting programming supplies	
<i>Credit Card</i>	<i>Joann Fabrics</i>	\$226.69
	Cricket supplies for programming and promotion	
<i>Credit Card</i>	<i>Amazon</i>	\$30.73
	Crafting programming supplies	

Monthly Expense Report

<i>Credit Card</i>	Amazon	\$114.43
	Crafting programming supplies (body scrubs)	
<i>Credit Card</i>	Amazon	\$73.52
	Crafting programming supplies (body scrubs)	
		\$947.32
801.000 Professional Services		
<i>Credit Card</i>	Google	\$54.00
	G-suites	
	Invoice #: 4044210949	
	Total	\$54.00
804.000 - Janitorial Services		
	Cintas	\$ 33.70
	Mats and Soap on 12/27/2021	
	Invoice #: 4105800564	
	McCloud Pest Solutions	\$50.00
	Integrated Pest Management 12/13/2021	
	Invoice #: 49010500	
	ServiceMaster	\$ 461.00
	Janitorial Program Clening & Disinectant	
	Invoice #: 22230	
	Total	\$ 544.70
818.000 - Contractual Services		
	ProQuest	\$1,238.64
	Ancestry.com subscription	
	Invoice #: 70713180	
	Do All Doug	\$ 835.00
	Snowplowing 12/5, 12/9, 12/22, 12/23, 12/27, 12/29	
	Invoice #: RCL6	
	Total	\$2,073.64
850.000- Telephone		
	Charter Communication/Spectrum	\$119.97
	Service from 12/27/2021 to 1/26/2022	
	Invoice #: 0049947122721	
	Total	\$119.97
900.000 - Printing and Publishing		
	Xerox Corporation	\$82.53
	Black/White printing and copying	
	Invoice #: 015181343	
	Total	\$82.53

Monthly Expense Report

918.000 - Utilities Water		
	City of Reed City	\$29.26
	Service date 12/3/2021 - 1/10/2022	
	Account number: SCHAT-000829-0000-01	
	Total	\$29.26
920.000 - Utilities Electric		
	Consumer's Energy	\$373.84
	Service date 12/06/2021-1/05/2022	
	Account: 1030 187 9792	
	Total	\$373.84
921.000 - Utilities Gas/Heat		
	DTE	\$233.13
	Service dates 12/07/2021 - 1/05/2022	
	Account Number: 9100 394 8255 9	
	Total	\$233.13
930.000 - Land & Building Repair		
	<i>Credit Card</i> Advanced Drain Line Solutions	\$250.00
	Service Call on 12/22/2021	
	Urinal blocked due to crystal formation	
	Total	\$250.00
940.000 Equipment Rental		
	Xerox Corporation	\$101.30
	Equipment Rental for December 2021	
	Invoice #: 015181343	
	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 12/23/2021	\$ 3,619.96
	Check Date 1/06/2022	\$ 3,509.06
	Check Date 1/20/2022	\$ 3,627.76
	Total	\$ 10,756.78
	Expenses Grand Total	\$ 23,857.24

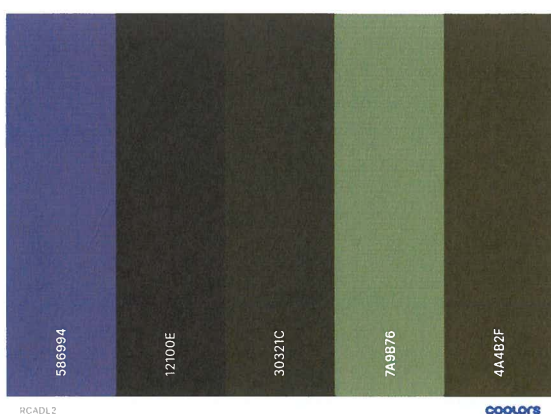
Logo:



Slogan:

Building Community Connections

Color Schemes:



Highlights

- We were awarded an amazing selection of programming kits from the the MI-83 Technology, Libraries, and Communities (MI-83 TLC Kits) Project. This is an ARPA Grant funded project that provides technologies to libraries to support improved programing and services and reduce the digital divide in Michigan. The kits are of no cost to the libraries that receive them. We were awarded three kits:
 - o Five (5) Laptops for in-house circulation which will, per federal regulation, be CIPA compliant and will be available to patrons to use while in the library only; a policy and procedure will need to be created before they are put into circulation
 - o Online Programming Kit which includes a new Dell Laptop to be used only for online programming, a video camera, a microphone, a tripod, a greenscreen, a webcam, a kit container for storage; this is to be used exclusively by staff and not to be available to patrons, for the express purpose of creating engaging online programming. Our first project goal is to create a series of engaging How-To videos (how to use MelCat, how to navigate our library; how to use ancestry, etc.) to be posted on our website.
 - o Outdoor Programming Kit which includes a speaker/sound system, a microphone, and a weather canopy
 - o The item are valued at approximately: \$6136.12
 - o All items should arrive by late April or early May
- We received a small MMLL Mini-grant to develop a passive birdwatching activity that includes the purchase of some bird feeders to be placed in our yard.
- I applied for my Level 3 Library Certification
- Mr. Duke of Hersey donated \$1,000 to be used to purchase library cards for Hersey residents. Jen created a button on our Square system for this purpose and tracking the expenditures in a spreadsheet. We have had two Hersey residents receive library cards through this donation so far. The Dukes wish to remain anonymous and do not wish to advertise. If there is a high demand as word of mouth spreads, the Dukes are open to donating additional funding.
- Met with Jen and planned all of February events, and continued the discussion for projects for the first quarter of 2022 including starting to develop a plan for working on the budget.
- Began planning Summer Reading programming. This year's theme is "Oceans of Possibility." All of our events will be themed similarly. Ideas discussed include some speakers on Lake Michigan (our very own little ocean), Outdoor Summer movies with oceanic themes, a Titanic escape room, and a guest speaker who is a Titanic reenactor. These have not yet been finalized or secured. Jen is working on a schedule and reaching out to performers. More details will be made available at upcoming meetings.
- The Sign Committee met on Tuesday, January 18th and finalized the logo design – a sample of the logo is included in this packet. Plans for a reveal are in development – we may do so at an event or through a social media/passive display campaign.
- The Strategic Planning committee met and updated our Strategic Plan and the Library Survey, both are included in this packet. The Library Survey will run from February to the end of April.
- We are moving forward with the new sign project; a request for an updated proposal has been sent to Valley Sign; Optic has also provided an updated proposal.
- Have been in contact with the Reed City Area Chamber of Commerce – we are planning a Business After 5 event. This will be held on February 24th, 2022 – a set time is yet to be

determined. We are considering catering options from Reed City Brewery Company, Pierre Marquette, or Ebels. Details will be shared as they are developed.

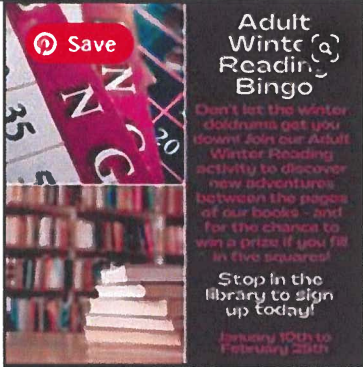
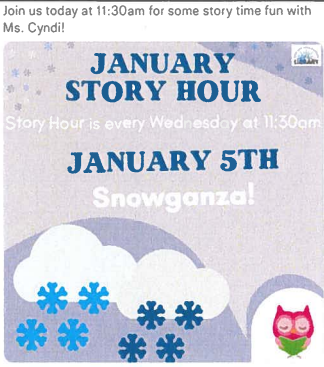

- Took a phone call with Philip Noreen – he is interested in offering insight and suggestion for the continued window problem. We are working on securing a meeting date based on his availability.
- Finished and submitted the State Aid Report.
- Continued reviewing the policies and procedures for suggested changes.
- Revamped the Staff Evaluations; staff has been given their portion to complete; I will finalize evaluations as soon as possible.
- Developed, planned, and posted all event social media through February 28th.
- Updated website events through February 28th.

Website Updates

- We are continuing to update pages as we are able and have scheduled time to build the pages currently in development
- Between December 16th, 2021 and January 26th, 2022:
 - o 324 unique visitors with 542 site sessions; 272 are new visitors and 52 are returning; each session lasts approximately 4 minutes and 4 seconds
 - o Visitors are finding our site primarily through the direct URL www.reedcitylibrary.org (278) and Google (191) and accessing mostly through their desktop (326) and mobile devices (216)
 - o The Homepage is the most frequently visited (493), with Events (72) and e-Resources (40) the second and third most frequently visited
 - o The majority of our visitors come from the United States, though we have had three visitors from Canada, two from the UK, and a few from Europe and Asia
- We have had 1528 site session with 856 unique visitors since transitioning to Wix; visitors stay an average of 4 minutes and 51 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 February 2022.

Instagram	Twitter	Facebook
 <p>Top Ranking Post: 17 people viewed</p>	 <p>Top ranking Tweet: 11 Impressions</p>	 <p>Top Ranking Post: 901 people viewed</p>
<p>New Posts: 23 Total Reach: 165 Followers: 181 Likes: 9</p>	<p>Impressions: 153 Profile Visits: 5 Total Tweets: 11 Followers: 8</p>	<p>Likes/Reactions: 210 Comments: 74 Shares: 9 Total Reach: 4231 Total Clicks: 295</p>

Outreach and Programming Highlights (for December)

We had 10 different in-library programs including:

- Scrabble Hour
- Story Hour
- Reed City Readers Book Club
- Cookbook Club
- Wreath making
- Card Making
- Rustic Snow Globe
- Second Saturday
- Holiday Break Movies (2)

There was a total of 154 patrons in attendance for these programs.

We also had several passive programs, including tree decoration, Share the Gift of Reading, and Letters to Santa.

Questions/Thoughts

- I encourage the Board to email both Jen and I with any ideas, topics of concern, or anything else that needs my attention so that we have a trackable line of communication. This will allow me to schedule proposed activities, address concerns, and lead my staff in a more timely and consistent manner.
- Please do not give out my personal/cell phone number to members of the public or other institutions.
- A reminder of the Library Bill of Rights, as developed by the American Library Association, and something all libraries must strive to uphold:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

	December 2020	December 2021
Books-Cass-CD-Magazines	1,106	1,643
MelCat Inbound	238	310
MelCat Outbound	129	108
Videos	83	199
RB Digital Audiobooks (purchased by Overdrive)		-
RB Digital Magazines (purchased by Overdrive)		-
Overdrive E-books (now includes magazines)	193	185
Total	1,749	2,445
FY YTD Total	13,231	16,866
Public Access Computer Sessions	20	97
New Library Cards Members	5	8
Library Operation Revenue		
Non-Resident Fees	\$0.00	\$225.00
Copies	\$85.65	\$151.85
Fines	\$26.40	\$43.60
Book Sale	\$10.00	\$36.00
Fax	\$34.50	\$61.50
Lost Books	\$0.00	\$37.00
Summer Reading Program	\$0.00	\$0.00
Donation - Programming	\$0.00	\$40.60
Totals	\$156.55	\$595.55
Facebook Page Engagement		
Post Reach Unique User Screens	1,988	6,380
Facebook Page Likes	285	672
Library Visits		
Total Inbound	801	1,397
6 Hour Day Avg. Daily Inbound	38	65
8 Hour Day Avg Daily Inbound	44	69
3 Hour Day Avg Daily Inbound	0	13
Program		
Scrabble Hour		5
Story Hour	2 programs (634 total vie	90
Family Movie		
Teen Movie		
Reed City Readers		4
Cookbook Club		10
Other Movie Series		
Other Programs		45
Other Programs		
Total Program Attendance		154
Community Room Use		
		Second Sat. - 8
		Holiday Break Movie- 3
		Holiday Break Movie- 5
		Scarf Wreath- 14
		Card Making - 6
		Rustic Snowglobe - 9



Bigger Than Books!

Reed City Area District Library Board Meeting Schedule:

Monday, February 28, 2022

***Monday, March 21, 2022**

Monday, April 25, 2022

***Monday, May 23, 2022**

Monday, June 27, 2022

Monday, July 25, 2022

Monday, August 29, 2022

Monday, September 26, 2022

Monday, October 31, 2022

Monday, November 28, 2022

***Monday, December 19, 2021 at 5:30pm**

Monday, January 30, 2023

Monday, February 27, 2023

*Board Meetings are held in the RCADL Community Room the last Monday of the month at 6:00 p.m. unless otherwise noted

Reed City Area District Library: A Three (3) Year Plan for 2022 to 2025

2022 Proposed Plan

Category 1: GOVERNANCE AND ADMINISTRATION

1.1 Maintain Strong Relationships between RCADL and district partner boards

Actions

- a. Trustees/liaisons attend township and city council meetings quarter at minimum
- b. Provide townships and City Council with annual strategic Plan Updates

Time Line	Quarterly	Annually		
<i>1st Quarter Goal:</i>	Monthly reports at meetings	Status:		Comments:
<i>2nd Quarter Goal:</i>	Monthly reports at meetings	Status:		Comments:
<i>3rd Quarter Goal:</i>	Monthly reports at meetings	Status:		Comments:
<i>4th Quarter Goal:</i>	Monthly reports at meetings	Status:		Comments:
<i>Annual Review:</i>				

1.2 Maintain RCADL's Policy Manual

Actions

- a. Adopt updates, initial review completed in 2019
- b. Additional updates to be completed every two years (2022, 2024, 2026, etc.)

Time Line:	Biannually			
<i>1st Quarter Goal:</i>	HR committee to have initial meeting	Status:		Comments:
<i>2nd Quarter Goal:</i>	Continue meeting and report to Board	Status:		Comments:
<i>3rd Quarter Goal:</i>	Finalize revie and adopt updates	Status:		Comments:
<i>4th Quarter Goal:</i>	n/a	Status:		Comments:
<i>Annual Review:</i>				

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

Actions

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

Time Line:	Ongoing			
<i>1st Quarter Goal:</i>	As relevant	Status:		Comments:
<i>2nd Quarter Goal:</i>	As relevant	Status:		Comments:

3rd Quarter Goal: As relevant	Status:	Comments:
4th Quarter Goal: As relevant	Status:	Comments:
Annual Review:		

1.4 Maintain a balanced budget

Actions

- a. Review budget status at Board meetings

Time Line: Ongoing		
1st Quarter Goal: Monthly reports at meetings	Status:	Comments:
2nd Quarter Goal: Monthly reports at meetings	Status:	Comments:
3rd Quarter Goal: Monthly reports at meetings	Status:	Comments:
4th Quarter Goal: Monthly reports at meetings	Status:	Comments:
Annual Review:		

1.5 Review and update Board By-Laws

Actions

- a. Adopt updates, initial review completed in 2019
- b. Additional updates to be completed every two years (2022, 2024, 2026, etc.)

Time Line: Biannually		
1st Quarter Goal: HR committee have initial meeting	Status:	Comments:
2nd Quarter Goal: Continue meeting and report to Board	Status:	Comments:
3rd Quarter Goal: Continue meeting and report to Board	Status:	Comments:
4th Quarter Goal: Finalize, review and update Board by-laws	Status:	Comments:
Annual Review:		

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

Actions

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

Time Line: Quarterly Biannually		
1st Quarter Goal: SPC to meet, review 4th quarter progress	Status:	Comments:
2nd Quarter Goal: Review 1st Quarter progress in April	Status:	Comments:
3rd Quarter Goal: Review 2nd Quarter progress in July	Status:	Comments:
4th Quarter Goal: Review 3rd Quarter progress in December	Status:	Comments:

Annual Review:

1.7 Create Yearly Goal sheet to implement Strategic Plan

Actions

- a. Initial goals identified at a first quarter meeting
- b. Review yearly goal sheet at monthly Board meetings

Time Line: Ongoing Annually

<i>1st Quarter Goal:</i> SPC to meet, review 4th quarter progress	Status:	Comments:
<i>2nd Quarter Goal:</i> Monthly assessment at Board meeting	Status:	Comments:
<i>3rd Quarter Goal:</i> Monthly assessment at Board meeting	Status:	Comments:
<i>4th Quarter Goal:</i> Monthly assessment at Board meeting	Status:	Comments:

Annual Review:

1.8 Pursue Library of Michigan's Quality Service Audit Checklist (QSAC) status

Actions

- a. Obtain and maintain essential QSAC status
- b. QSAC Committee to be developed and meet regularly

Time Line: Ongoing Annually

<i>1st Quarter Goal:</i> Create a QSAC committee	Status:	Comments:
<i>2nd Quarter Goal:</i>	Status:	Comments:
<i>3rd Quarter Goal:</i>	Status:	Comments:
<i>4th Quarter Goal:</i>	Status:	Comments:

Annual Review:

1.9 Update and maintain accounting practices

Actions

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

Time Line: Ongoing

<i>1st Quarter Goal:</i> Monthly communications and follow thru	Status:	Comments:
<i>2nd Quarter Goal:</i> Monthly communications and follow thru	Status:	Comments:
<i>3rd Quarter Goal:</i> Monthly communications and follow thru	Status:	Comments:
<i>4th Quarter Goal:</i> Monthly communications and follow thru	Status:	Comments:

Annual Review:

1.10 Retire Renovation Debt Early

Actions

- a. Continue to pay accelerated amount

Time Line: Ongoing			
1st Quarter Goal:	Finance Committee to meet, plan and report	Status:	Comments:
2nd Quarter Goal:	Report to the Board	Status:	Comments:
3rd Quarter Goal:	Report to the Board	Status:	Comments:
4th Quarter Goal:	Report to the Board	Status:	Comments:
Annual Review:			

Category 2: PERSONNEL AND HUMAN RESOURCES

2.1 Staff the library for maximum efficiency and continuity

Actions

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

Time Line: Ongoing			
1st Quarter Goal:	On-going assessment	Status:	Comments:
2nd Quarter Goal:	On-going assessment	Status:	Comments:
3rd Quarter Goal:	On-going assessment	Status:	Comments:
4th Quarter Goal:	On-going assessment	Status:	Comments:
Annual Review:			

2.2 Provide ongoing professional development opportunities for paid staff

Actions

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

Time Line: Ongoing			
1st Quarter Goal:	As available	Status:	Comments:
2nd Quarter Goal:	As available	Status:	Comments:
3rd Quarter Goal:	As available	Status:	Comments:
4th Quarter Goal:	As available	Status:	Comments:
Annual Review:			

2.3 Recruit, train, and recognize library volunteers

Actions

- a. Hold annual volunteer recognition event
- b. Develop volunteer orientation package
- c. Recruit and maintain new volunteers annually

Time Line: **Ongoing** **Annually**

1st Quarter Goal:	Status:	Comments:
2nd Quarter Goal:	Status:	Comments:
3rd Quarter Goal:	Status:	Comments:
4th Quarter Goal:	Status:	Comments:
Annual Review:		

2.4 Conduct annual service evaluations with staff

Actions

- a. Director to review staff members annually in January

Time Line: **Annually**

1st Quarter Goal: Administer evaluations	Status:	Comments:
2nd Quarter Goal: Follow up as necessary	Status:	Comments:
3rd Quarter Goal: Follow up as necessary	Status:	Comments:
4th Quarter Goal: Follow up as necessary	Status:	Comments:
Annual Review:		

2.5 Formation of "Friends of RCADL" group

Actions

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

Time Line: **Ongoing**

1st Quarter Goal: Research process	Status:	Comments:
2nd Quarter Goal: Begin recruiting	Status:	Comments:
3rd Quarter Goal: Continue recruiting	Status:	Comments:
4th Quarter Goal: Plan next steps	Status:	Comments:
Annual Review:		

2.6 Conduct annual Board of self-evaluation

Actions

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

Time Line: **Annually**

<i>1st Quarter Goal:</i> Board review and training	Status:	Comments:
<i>2nd Quarter Goal:</i>	Status:	Comments:
<i>3rd Quarter Goal:</i>	Status:	Comments:
<i>4th Quarter Goal:</i>	Status:	Comments:
<i>Annual Review:</i>		

2.7 Identify potential Board member candidates

Actions

- a. Cultivate a bench of potential Board candidates to fill vacancies as they arise

Time Line: **Ongoing**

<i>1st Quarter Goal:</i> Cultivate list of potential candidates for Board	Status:	Comments:
<i>2nd Quarter Goal:</i> Cultivate list of potential candidates for Board	Status:	Comments:
<i>3rd Quarter Goal:</i> Cultivate list of potential candidates for Board	Status:	Comments:
<i>4th Quarter Goal:</i> Cultivate list of potential candidates for Board	Status:	Comments:
<i>Annual Review:</i>		

Category 3: SERVICES TO THE PUBLIC

3.1 Continue to assess patron needs

Actions

- a. Patron suggestions box
- b. Conduct community survey online and by hard copy at the library to be conducted every two years (last completed 8/18)

Time Line: **Ongoing** **Biannually**

<i>1st Quarter Goal:</i> Finalize and implement survey	Status:	Comments:
<i>2nd Quarter Goal:</i>	Status:	Comments:
<i>3rd Quarter Goal:</i>	Status:	Comments:
<i>4th Quarter Goal:</i>	Status:	Comments:
<i>Annual Review:</i>		

3.2 Expand services and information for community members with special needs

Actions

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

Time Line: Ongoing

<i>1st Quarter Goal:</i>	Status:	Comments:
<i>2nd Quarter Goal:</i>	Status:	Comments:
<i>3rd Quarter Goal:</i>	Status:	Comments:
<i>4th Quarter Goal:</i>	Status:	Comments:
<i>Annual Review:</i>		

3.3 Expand community programming and special group activities

Actions

- a. Continue to expand the summer reading Program (SRP)
- b. Further explore partnership with RCAPS
- c. Continue to offer new, relevant community programs annually
- d. Explore mobile delivery to senior center and/or home delivery for homebound patrons by 2020

Time Line: Ongoing

<i>1st Quarter Goal:</i> Staff led	Status:	Comments:
<i>2nd Quarter Goal:</i> Staff led	Status:	Comments:
<i>3rd Quarter Goal:</i> Staff led	Status:	Comments:
<i>4th Quarter Goal:</i> Staff led	Status:	Comments:
<i>Annual Review:</i> Ongoing		

3.4 Increase services offered to District and Contracted service areas

Actions

- a. Bring on contract libraries as full partners if possible by 2024
- b. Add additional township members as possible by 2024
- d. Reinstate Hersey as a District partner

Time Line: Ongoing

<i>1st Quarter Goal:</i>	Status:	Comments:
<i>2nd Quarter Goal:</i>	Status:	Comments:
<i>3rd Quarter Goal:</i>	Status:	Comments:
<i>4th Quarter Goal:</i>	Status:	Comments:

<i>1st Quarter Goal:</i>	Continue current communications	Status:	Comments:
<i>2nd Quarter Goal:</i>	Continue current communications	Status:	Comments:
<i>3rd Quarter Goal:</i>	Continue current communications	Status:	Comments:
<i>4th Quarter Goal:</i>	Continue current communications	Status:	Comments:
<i>Annual Review:</i>			

4.3 Ensure Public Relations is a priority for the library

Time Line:

- a. Continue with media relations and outbound marketing
- b. Facetime in the community

Time Line: Ongoing

<i>1st Quarter Goal:</i>	Continue current communications	Status:	Comments:
<i>2nd Quarter Goal:</i>	Continue current communications	Status:	Comments:
<i>3rd Quarter Goal:</i>	Continue current communications	Status:	Comments:
<i>4th Quarter Goal:</i>	Continue current communications	Status:	Comments:
<i>Annual Review:</i>			

Category 5: FACILITIES AND EQUIPMENT

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

Actions

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

Time Line: Annually

<i>1st Quarter Goal:</i>	Staff efforts continue	Status:	Comments:
<i>2nd Quarter Goal:</i>	Staff efforts continue	Status:	Comments:
<i>3rd Quarter Goal:</i>	Staff efforts continue	Status:	Comments:
<i>4th Quarter Goal:</i>	Staff efforts continue	Status:	Comments:
<i>Annual Review:</i>			

5.2 Conduct annual review of physical grounds and landscape

Actions

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

Time Line: Annually				
<i>1st Quarter Goal:</i> Building Improvement Committee inspection	Status:	Completed	Comments:	
<i>2nd Quarter Goal:</i> n/a	Status:		Comments:	
<i>3rd Quarter Goal:</i> Building Improvement Committee inspection	Status:		Comments:	
<i>4th Quarter Goal:</i> n/a	Status:		Comments:	
<i>Annual Review:</i>				

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

Actions

- a. Develop back yard into an engaging learning space
- b. Develop side yard
- c. Remove pinetrees and stumps

Time Line: Ongoing			
<i>1st Quarter Goal:</i>	Status:		Comments:
<i>2nd Quarter Goal:</i>	Status:		Comments:
<i>3rd Quarter Goal:</i>	Status:		Comments:
<i>4th Quarter Goal:</i>	Status:		Comments:
<i>Annual Review:</i>			

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

Actions

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

Time Line: Ongoing			
<i>1st Quarter Goal:</i>	Status:		Comments:
<i>2nd Quarter Goal:</i>	Status:		Comments:
<i>3rd Quarter Goal:</i>	Status:		Comments:
<i>4th Quarter Goal:</i>	Status:		Comments:
<i>Annual Review:</i>			

Category 6: TECHNOLOGY

6.1 Update and maintain website design and functionality

Actions

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

Time Line: Quarterly

<i>1st Quarter Goal:</i> Continue upkeep on website	Status:	Comments:
<i>2nd Quarter Goal:</i> Continue upkeep on website	Status:	Comments:
<i>3rd Quarter Goal:</i> Continue upkeep on website	Status:	Comments:
<i>4th Quarter Goal:</i> Continue upkeep on website	Status:	Comments:
<i>Annual Review:</i>		

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

Actions

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

Time Line: Annually

<i>1st Quarter Goal:</i> Cultivate Technology Plan	Status:	Comments:
<i>2nd Quarter Goal:</i>	Status:	Comments:
<i>3rd Quarter Goal:</i>	Status:	Comments:
<i>4th Quarter Goal:</i>	Status:	Comments:
<i>Annual Review:</i>		

6.3 Upgrade Broadband Access to Fiber

Actions

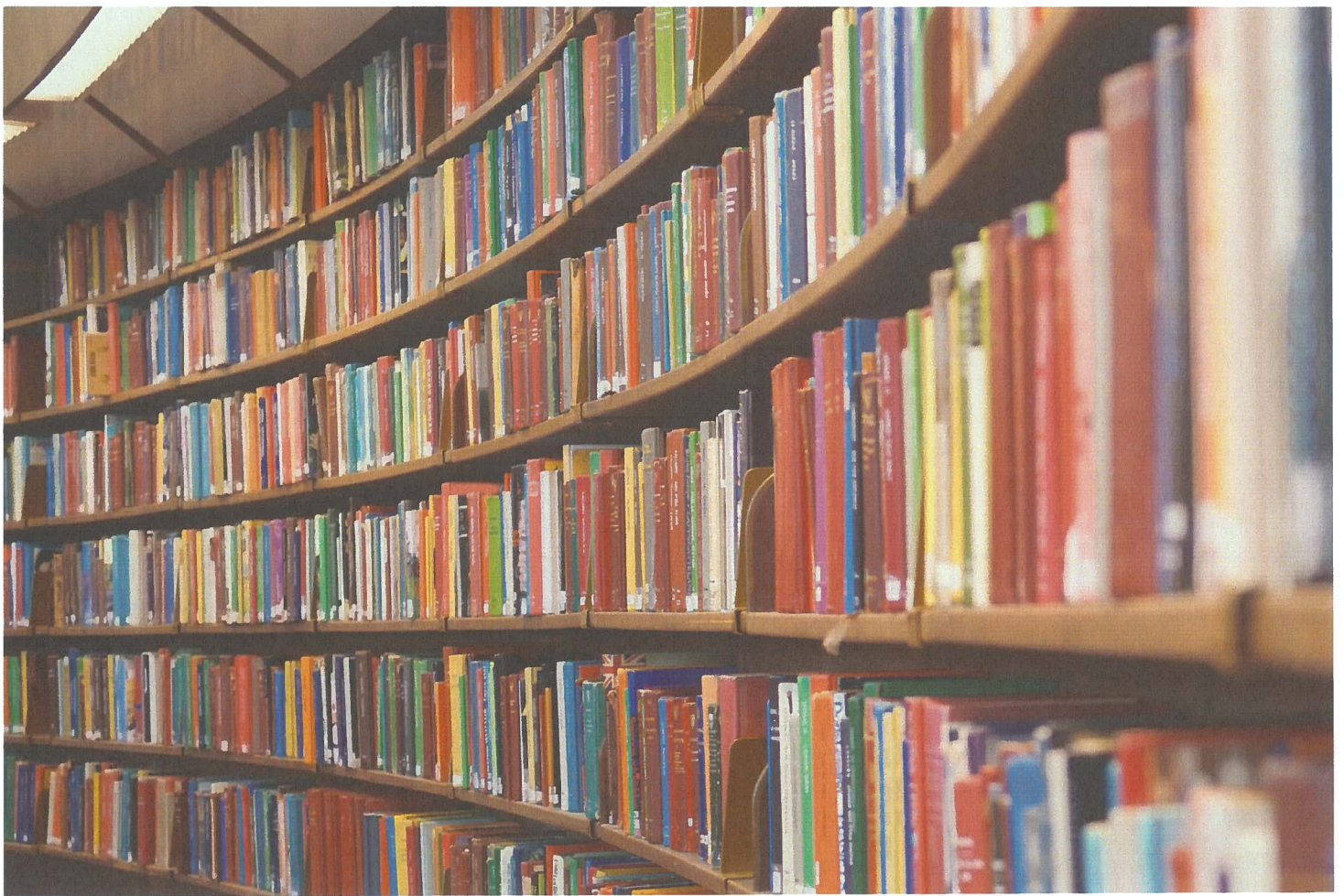
- a.

Time Line: Ongoing

<i>1st Quarter Goal:</i>	Status:	Comments:
<i>2nd Quarter Goal:</i>	Status:	Comments:
<i>3rd Quarter Goal:</i>	Status:	Comments:
<i>4th Quarter Goal:</i>	Status:	Comments:
<i>Annual Review:</i>		

REED CITY AREA DISTRICT LIBRARY

Library Experience Questionnaire



829 South Chestnut | Reed City, MI | 49677
www.reedcitylibrary.org

GENERAL QUESTIONS

How often do you use the library on average (in person or online)?

- More than once a week Once a week One to three times a month
 Less than once a month Never Other: _____
-

When you come into the library, are you greeted in a warm and friendly manner?

- Always Most of the time Sometimes
 Never Doesn't apply to me I only use online services
-

Do you feel the staff are well-trained and knowledgeable about library events and services?

- Always Most of the time Sometimes
 Never Doesn't apply to me I only use online services
-

If you have a question, are the library staff willing to help and can recommend the appropriate resources?

- Always Most of the time Sometimes
 Never Doesn't apply to me (I only use online services)
-

*What, if anything, impacts you using the library more frequently?
Please check all that apply.*

- Hours do not fit my schedule I am too busy I can't easily get to the library
 I get what I need elsewhere Programs conflict with my schedule Programs don't interest me or meet my needs
 Other: _____
-

LIBRARY SERVICES

*Which in-person library services have you used in the past year?
Please check all that apply.*

- | | | |
|---|--|---|
| <input type="radio"/> Convenience services
(copying, faxing, etc.) | <input type="radio"/> Wireless internet
(personal device) | <input type="radio"/> Reference services/
staff assistance |
| <input type="radio"/> Public computer access | <input type="radio"/> Genealogy services | <input type="radio"/> Book Sale |
| <input type="radio"/> Check out materials | <input type="radio"/> Attend library programs | <input type="radio"/> Curbside delivery |
| <input type="radio"/> Doesn't apply to me (I only use online services) <input type="radio"/> Other: _____ | | |

How do you browse for library materials?

- | | | |
|---|--|--|
| <input type="radio"/> I browse the new title wall/
section | <input type="radio"/> I use the online catalog | <input type="radio"/> I do not browse, I know exactly
what I want |
| <input type="radio"/> I go straight to my favorite
section and brows | <input type="radio"/> I do not check out materials
from the library | |
| <input type="radio"/> Other: _____ | | |

*The RCADL offers these FREE digital services to cardholders?
Please check any you are aware of..*

- | | | |
|--|---|--|
| <input type="radio"/> e-books | <input type="radio"/> College prep | <input type="radio"/> Resume building and career
prep |
| <input type="radio"/> Interlibrary Loan/Me | <input type="radio"/> Foreign language learning | <input type="radio"/> Ancestry.com and other
genealogy services |
| <input type="radio"/> GED Testing prep | | |

*Do you feel the library offers a satisfactory number of digital
services to meet your needs?*

- | | | |
|---|--|------------------------------|
| <input type="radio"/> Yes | <input type="radio"/> Does not apply/I do not use digital services | <input type="radio"/> Unsure |
| <input type="radio"/> No; if no, why not? _____ | | |

Which of the following digital services would you be interested in if the library offered them? Please check all that apply.

- Rosetta Stone - language learning software Scholastic - a curated eBook collection
- Tumblebooks - a digital collection of animated children's books Chilton Database - auto repair database
- Other: _____
-

Have you had any frustrations or difficulties working with or accessing the free online services provided by RCADL?

- Yes No Unsure
- Does not apply/I do not use digital services

If you have had trouble with accessing our online services, can you please tell us more about your experiences?

Are you able to accomplish what you want or need to do on the library's public access computers?

- Yes I need instruction to use the library's public access computers No, I am not able to accomplish what I want/need to do
- Does not apply/I do not use the library's public access computers

If you are not able to accomplish what you want or need to do, can you please tell us more about your experiences?

LIBRARY COLLECTIONS, PROGRAMMING & EVENTS

Does the library have a satisfactory selection of books within your favorite genres?

- Yes No Unsure
- Does not apply/I do not check out books

What types/genres of books do you enjoy most? Please check all that apply.

- | | | |
|---|---|---|
| <input type="radio"/> General Fiction | <input type="radio"/> Western | <input type="radio"/> Biography |
| <input type="radio"/> Mystery | <input type="radio"/> Science Fiction | <input type="radio"/> Historical Fiction |
| <input type="radio"/> Christian Fiction | <input type="radio"/> Children/Family | <input type="radio"/> Romance |
| <input type="radio"/> Fantasy | <input type="radio"/> Non-Fiction History | <input type="radio"/> Non-Fiction Self Help |
| <input type="radio"/> Other: _____ | | <input type="radio"/> Large Print |

Does the library have a satisfactory selection of movies within your favorite genres?

- Yes No Unsure
- Does not apply/I do not check out movies

What types/genres of movies do you enjoy most? Please check all that apply.

- | | | |
|---|---|---------------------------------------|
| <input type="radio"/> Action/Adventure | <input type="radio"/> BBC and/or PBS Series | <input type="radio"/> Independent |
| <input type="radio"/> Comedy | <input type="radio"/> Documentary | <input type="radio"/> Drama |
| <input type="radio"/> International/Foreign | <input type="radio"/> Romance | <input type="radio"/> Science Fiction |
| <input type="radio"/> Children/Family | <input type="radio"/> Fantasy | |
| <input type="radio"/> Other: _____ | | |

Does the library have a satisfactory selection of magazines within your favorite genres?

- Yes No Unsure
 Does not apply/I do not check out magazines

What types/genres of magazines do you enjoy most? Please check all that apply.

- Health Political Children/Family
 Cooking Celebrity
 Other: _____

Do you feel the library offers a satisfactory number of programs within your interests?

- Yes No Unsure
 Does not apply/I do not attend library programs

What type of programming do you enjoy most? Please check all that apply.

- Crafts Children/Family Outdoor movies
 Escape rooms History Health
 Author discussions Book clubs
 Other: _____

What is the best day of the week for adult library events or programs? Please check all that apply.

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

What is the best time for adult library events or programs? Please check all that apply.

- Morning: 10:00am to 12:00pm Early Afternoon: 1:00am to 3:00pm Late Afternoon: 4:00pm to 5:00pm Evening: 6:00pm to 8:00pm

COMMUNICATION, HOURS & IMPROVEMENTS

How do you prefer to be notified of upcoming events offered by the library?

- Posters/Flyers in the library Newspapers Email
 Facebook/Social Media Text Radio
 Other: _____

If the library was able to add additional hours, which hours would benefit you the most?

- Mornings: 9:00am to 11:00am Saturday hours No additional hours
 Evenings: 5:00pm to 7:00pm Sunday hours
 Other: _____

Which of the following improvements do you feel should be priorities for the RCAD Board? Please check all that apply.

- Expanding services and programming Installing new, updated signs
 Improving the backyard space (adding a pavilion, expanding seating, etc.)
 Adding onto the building (study rooms, section expansion, etc.)
 Expanding the collections
 Other: _____

Do you have any additional comments for us?

TELL US A LITTLE BIT ABOUT YOURSELF

Please select where you reside:

- | | | |
|---------------------------------------|---|--|
| <input type="radio"/> Reed City | <input type="radio"/> Richmond Township | <input type="radio"/> Lincoln Township |
| <input type="radio"/> Cedar Township | <input type="radio"/> Green Township | <input type="radio"/> Hersey |
| <input type="radio"/> Chase | <input type="radio"/> Ewart | <input type="radio"/> Leroy |
| <input type="radio"/> Pinora Township | <input type="radio"/> Other: _____ | |

Please select your age range:

- 12 to 17 18 to 25 26 to 35 36 to 45 46 to 55 66 to 75 75+

Do you have a library card?

- Yes No Not sure

If you do not have a library card, please let us know why:

* There is a Google Survey to Post on Social Media: the website with the same questions.

Thank you!

Your opinion is important to us. If you would like to talk about anything in further detail, Please call us at (231) 832-2131 or email our Director at mrohen@reedcitylibrary.org

February Events

Month Theme: Carnivals and Games

Story Hour:

February 2nd: Did I see my Shadow?

February 9th: Kindness, Caring & Friendship

February 16th: Spicy Painting

February 23rd: Squishy! Squishy!

April 6th: Paws

April 13th: Colored Eggs

April 20th: our Beautiful Earth

April 27th: Spring is Sprung

March 2nd: Music Madness

March 9th: Lucky Days

March 16th: White stone Bakery

March 23rd: Playdough

March 30th: Flowers and Rain

May 5th: Transpiration

May 11th: Fishing

May 18th: Just Having Fun

May 25th: Parachute Day (Last Day)

Little Explorers:

February 14th & 28th – 11:30 to 12:00pm

March 14th & 28th – 11:30 to 12:00pm

April 11th & 28th – 11:30 to 12:00pm

May 7th & 21st – 11:30 to 12:00pm

Cookbook Club:

Thursday, February 10th: Country Favorites with The Complete Cook's Country TV Show Cookbook

Thursday, March 10th: A Taste of Home with the Taste of Home's Favorites 25th Anniversary Cookbook

Scrabble:

Monday, February 14th

Monday, February 28th

Monday, March 14th

Monday March 28th

Reed City Readers Book Club

Thursday, February 17th: *Pull of the Stars* by Emma Donoghue

Thursday, March 17th: *Magic Strings of Frankie Presto* by Mitch Albom

Adult Craft Evenings

Tuesday, February 22nd: Fired Ink Art at 6:00pm

- Registration begins February 15th at 11:00am

Kid Craft Afternoon

Monday, February 21st: Perler Beads 11:00am and 2:00pm

- Registration begins February 20th at 11:00am

Movie Nights at the RCADL

Tuesday, February 8th: TBD

Second Saturday: Winter Carnival – Rescheduled from January

Saturday, February 12th, 11:30pm to 2:00pm

- Carnival Games
- Board Games
- 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!

Whenever RCAPS are closed, we will have an event or movie at 1:00pm depending on road conditions

Passive Activities/Displays

Guess the Gaming Dice

- Prize is a complete set of dice including dice bag

Blind Date with a Book

- February 7th to February 18th

Palindrome Display celebrating 2/22/22

- February 22nd, 2022

Crosswords in the Library

- Throughout the month

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

Take Home Activities

Zen Garden Kit for Adults

- Available on February 7th, 2022

Multi-Medium Literary Jewelry Kit for Tweens

- Available on February 7th, 2022

Closures

- None in February

Business After 5pm

Scheduled for February 24th – more details to come as available.

Entryway Display Case

A collection of board games with information and suggestions for accessing books/information via the website and MeLCat



ANNUAL PERFORMANCE EVALUATION

Evaluation Period: January 2021 to December 2021

Name: _____ Job Title: _____

Date of Evaluation: _____

Performance Evaluation Process

- ✓ Team Member completes their portion of:
Part I: Assessment of Job-Related Skills and Knowledge

- ✓ Director completes:
Part I: Assessment of Job-Related Skills and Knowledge
Part II: Overall Performance Rating

- ✓ Team Member and Director meet to discuss evaluation results and create a personal performance improvement plan if necessary.

- ✓ Team Member and Director complete:
Part III: Acknowledgment and Signatures

- ✓ Evaluation is scanned and filed in Team Member's employee records.

Appraisal Ratings:

Outstanding: Demonstrates performance often exceeding expectations with substantive achievements going above and beyond assigned duties.

Good: Demonstrates consistently good performance fully attaining the high standards expected with commendable effort to all assigned duties.

Needs Improvement: Demonstrates performance not meeting expectations and future progress towards Good/Outstanding is expected. A personal performance improvement plan may be developed to clarify standards, support, education/training opportunities, and a timetable for improvement.

Not Applicable: This factor does not apply based on the requirements of the position.

Part I: Team Member Assessment of Job-Related Skills and Knowledge

Please check the applicable Appraisal Rating and provide additional detail in the space provided.

Patron Services: Manages patron interactions in a polite and professional manner. Is proactive, goes “above and beyond” to provide excellent patron service.

Team Member	<input type="checkbox"/>	Outstanding	<input type="checkbox"/>	Good	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Not Applicable
Director	<input type="checkbox"/>	Outstanding	<input type="checkbox"/>	Good	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Not Applicable

Team Member Comments:

Director Comments:

Job Knowledge: Understands the information and responsibilities pertinent to the job and demonstrates necessary expertise and knowledge of technology. Continues to learn, expand knowledge and apply creativity to seek solutions.

Team Member	<input type="checkbox"/>	Outstanding	<input type="checkbox"/>	Good	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Not Applicable
Director	<input type="checkbox"/>	Outstanding	<input type="checkbox"/>	Good	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Not Applicable

Team Member Comments:

Director Comments:

Organizational Skills and Productivity: Plans and prioritizes work effectively. Coordinates, prepares, and presents projects well and follows through with assignments. Produces quality work and a satisfactory quantity of work.

Team Member	Outstanding	Good	Needs Improvement	Not Applicable
Director	Outstanding	Good	Needs Improvement	Not Applicable

Team Member Comments:

Director Comments:

Communication Skills: Is effective in communicating with others using both the verbal and written skills necessary for the job. Listens well. Articulates well. Comprehends and understands information and explanations. Shares information.

Team Member	Outstanding	Good	Needs Improvement	Not Applicable
Director	Outstanding	Good	Needs Improvement	Not Applicable

Team Member Comments:

Director Comments:

Interpersonal Skills and Professionalism: Cooperates with peers, assistant director, and library director. Shows a high level of professionalism in person, in email, on the telephone, in language, and in dress. Exhibits initiative and self-direction. Maintains a positive and respectful attitude. Accepts feedback well.

Team Member		Outstanding		Good		Needs Improvement		Not Applicable
Director		Outstanding		Good		Needs Improvement		Not Applicable

Team Member Comments:

Director Comments:

Reliability: Dependable. Can be counted on to work as needed, arrives to work for scheduled shifts on time and prepared.

Team Member		Outstanding		Good		Needs Improvement		Not Applicable
Director		Outstanding		Good		Needs Improvement		Not Applicable

Team Member Comments:

Director Comments:

Management and Leadership Skills: Manages own area of responsibility without regularly intruding upon the scheduled time of other Team Members. Understands the goals and needs of the library and its Team Members as a whole.

Team Member	Outstanding	Good	Needs Improvement	Not Applicable
Director	OUTSTANDING	GOOD	NEEDS IMPROVEMENT	NOT APPLICABLE

Team Member Comments:

Director Comments:

Problem Solving and Decision Making: Anticipates and identifies problems. Uses logic and sound judgment to solve problems and make decisions.

Team Member	Outstanding	Good	Needs Improvement	Not Applicable
Director	Outstanding	Good	Needs Improvement	Not Applicable

Team Member Comments:

Director Comments:

PART III: Acknowledgment and Signatures

Team Member Acknowledgment

I have read this review. _____ (initial)

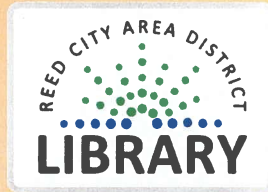
This review has been discussed with me. _____ (initial)

Signature: _____ Date: _____

Director's Signature: _____ Date: _____

YEAR IN REVIEW

20



21

BUILDING COMMUNITY CONNECTIONS



TOTAL \$ SAVED

\$271,850.28

This is how much our community saved by borrowing materials from RCADL vs buying!



OPEN HOURS

1,652

RCADL is here to serve our community!

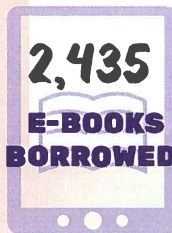
VISITORS

18,890



CIRCULATED MATERIALS

29,650

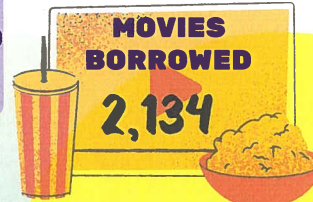


2,435

E-BOOKS BORROWED

MOVIES BORROWED

2,134



ACTIVE CARDHOLDERS

3,297

NEW CARDHOLDERS

127



TOTAL IN-HOUSE MATERIALS AVAILABLE

20,572

Thousands of additional materials available through inter-library loan and electronically!

PUBLIC COMPUTER SESSIONS

1,331

Don't forget we offer free WiFi too!



1,454

PROGRAM ATTENDANCE

Story time, crafts, games, animal visits, book clubs, outdoor movies... there's so many fun programs held at your library!

PROGRAMS OFFERED

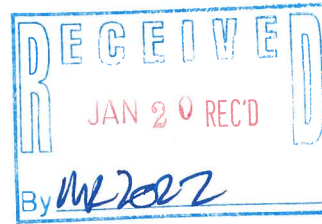
89



FREMONT AREA
COMMUNITY
FOUNDATION

January 17, 2022

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



**Re: Annual Available Amount
Reed City Library Fund**

Dear Jennifer:

Our efforts as a community foundation are, and always will be, driven by compassion. These efforts, though, are also grounded in strategy and forethought. Every decision we make is carefully considered to ensure it serves the best interests of our community. Our investment and asset management strategies reflect these efforts as we carefully steward our gifts and assets to ensure that we are a stronger organization and able to make lasting change in our communities.

We are pleased to share the spendable balance of the Reed City Library Fund. The annual available amount calculated is \$600 for 2022. Additionally, as of December 31, 2021, the fund had an additional \$3,700 available from accumulated unspent money in past years. The total available to grant is \$4,300.

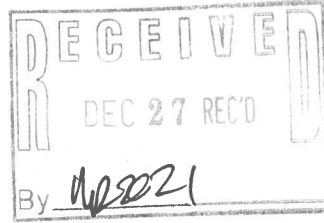
To make a grant recommendation or request, please complete the enclosed form and return to the philanthropic services team in the enclosed self-addressed, stamped envelope. There is no deadline for requesting distributions from the fund, however, please allow approximately 30 days for the Community Foundation to review, approve, and process your request. We are also available if you would like to review your fund agreement or discuss your ideas and philanthropic goals.

Sincerely,

Maria E. Gonzalez
Director of Affiliates and Supporting Organizations

MG:rkc

Enclosure



December 15, 2021

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

Dear Director Rohen:

Thank you for contacting me today regarding our interest in donating money to be used to cover library card fees for Hersey Township residents. As we discussed, in the absence of information about how many cards have been issued to Hersey Township residents since the unfortunate termination of the agreement with RCADL, we will begin with a donation of **\$1,000** and see how far it goes. Sandy and I wish to remain anonymous if it is determined that participation might be boosted by publicity of some kind. Our intent is to maximize the number of our fellow Hersey Township residents taking advantage of the many resources at their local library.

Sincerely,

A handwritten signature in cursive script that reads "Bob & Sandy Duke".

Bob & Sandy Duke
P.O. Box 16
Hersey, MI 49639