

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Consent Agenda
  - A. Prior meeting(s) minutes:
    - a. *Regular Meeting: January 3<sup>rd</sup>, 2023*
    - b. *Special Meeting: January 17<sup>th</sup>, 2023*
    - c. *Special Meeting: January 21<sup>st</sup>, 2023*
  - B. Approval of Bills and Financial Statements
    - a. Expense Report for previous month's expenses
      - i. *January 2023*
    - b. Financial Statements
      - i. *We are awaiting Nov. and Dec. 2022 statements at this time*
4. Citizen's request and/or comments
5. Board President Comments
6. 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
7. Director's Report
8. Ongoing Business
  - a. Floor – completed 2/03 & 2/04
9. New Business
  - A. Millage Date
  - B. Millage: Renew or Increase
  - C. J. Thorson Resignation
    - a. Exit Interview

b. Job Description: Assistant Director

10. Board Dynamics

11. Adjournment

**The next Library Board Meeting is scheduled for March 7<sup>th</sup>, 2023 at 6:00pm  
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

January 3, 2023 6 pm

829 Chestnut Street Reed City, 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Township

Treasurer, Kylene Nix, Reed City

Secretary, Bette Newell, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Irene Balowski, Liaison, Green Township

Melissa Rohen, Director

Jennifer Thorson, Assistant Director

Absent:

Richmond Township Trustee: OPEN

Cedar Township, Liaison, OPEN

1. Call to Order

The meeting was called to order by L. Eccles at 6 pm. Attendance was noted by B. Newell.

2. Approval of Agenda

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

3. Approval of Consent Agenda

A motion was made by B. Newell and seconded by M. Tonn to approve the Consent Agenda, consisting of the December 6, 2022 minutes and the expense report of December 2022 and the financial statements of October 2022. It passed.

4. Citizen's request and/or comment

None

5. Board President Comments

A discussion was had concerning the actual required duties of the president.

6. Standing Committee Reports

Delayed till after new committee assignments made later in meeting.

7. Director's Report

A complete copy of the Director's report is available for examination at the library or online in the Board packet for January.

8. Ongoing Business

A. It was decided to allow B. Newell to try to contact the vendors about refinishing the floors.

9. New Business

A. Meeting Dates-A motion was made by M. Tonn and seconded by K. Nix to approve the 2023 meeting dates as presented. It passed.

B. Officer Positions and Committee Members- A motion was made by L.Dahlquist and seconded by M. Tonn to retain all officers in their current roles. It passed. L. Eccles appointed all committee members back to their current positions, with the understanding some changes may be made when we fill the Richmond Township Trustee position.

C. A motion was made by M. Tonn and seconded by L. Dahlquist to rent a 20 yard dumpster for 14 days from 4 seasons Rental for \$575. A roll call vote was taken. Yeas: B. Newell, L. Dahlquist, M. Tonn, K. Nix, L. Eccles. Nays: None It passed.

6. Committee Reports (revisited)

A. Budget and Finance Committee-to meet January 10 at 5 pm.

B. Digital Sign Committee-no report

C. Building Committee-meeting to be set next month.

D. Strategic Plan Committee-meeting to be set next month.

E. Millage Committee- B. Newell will contact Shirley Brursema to set up a meeting hopefully of January 21 or 28 from 10-12.

F. HR Committee- no report

10. Board Dynamics

No Discussion

11. Adjournment

A motion was made by M. Tonn and seconded by B. Newell to adjourn the meeting. It passed.  
Meeting was adjourned at 7:39 p.m.

Respectfully Submitted,

Bette Newell, RCADL Board Secretary

The next meeting of the RCADL Board is scheduled for February 7<sup>th</sup>, 2023 at 6 p.m.in the RCADL  
Community Room.

Reed City Area District Library Special Meeting

January 17, 2023 5:30 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

Melissa Rohen, Director

Absent:

Lyndsey Eccles, President, Reed City

Irene Balowski, Green Township Liaison

Cedar Township Liaison, OPEN

1. Call to order

The meeting was called to order at 5:30 p.m. by M. Tonn. Attendance was noted by B. Newell. A quorum was present.

2. Approval of Agenda

A motion was made by L. Dahlquist and seconded by K. Nix to approve the agenda as presented.

3. Citizen's request and/or Comments

None

4. Cadillac Janitorial Quote

A motion was made by B. Newell and seconded by L. Dahlquist to approve spending up to 10% in an additional fee above the previously approved quote of \$1,790 from Cadillac Janitorial. The quote of \$1,790 was for stripping and refinishing with 4 coats of finish VCT in community room, 3 additional coats of finish, two bathrooms and behind the circulation desk. A discussion was had with a comment read in favor of the amendment received from I. Balowski, who could not be present. A roll call vote was taken. Yeas: B. Newell, M. Tonn, K. Nix, L. Dahlquist. Nays: None, Absent: L. Eccles. It passed.

## 5. Adjournment

A motion was made by K. Nix and seconded by L. Dahlquist to adjourn. It passed. Meeting adjourned at 5:39 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board of Trustees

The next RCADL Board Meeting is scheduled for February 7, 2023 at 6 p.m. in the Reed City Area District Library Community Room.

Reed City Area District Library Board Special Meeting

January 21, 2023 10 a.m.

829 S. Chestnut Street, Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Township

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Shirley Brursema, Trustee from Kent District Library

Absent:

Laura Dahlquist, Trustee, Richmond Township

Richmond Township Trustee, OPEN

Cedar Township, Trustee, OPEN

1. Call to order and attendance

The meeting was called to order by L. Eccles at 10:21 a.m. Attendance was noted by B. Newell.

2. Approval of Agenda

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

3. Citizen's request/or comments

None

4. Presentation by Shirley Brursema concerning preparing for a millage election.

5. Adjournment

A motion was made by M. Tonn and seconded by K. Nix to adjourn the meeting. It passed. Meeting was adjourned at 12:40 p.m.

Respectfully Submitted,

Bette Newell, Secretary, Lincoln Township



The next meeting of the RCADL Board will be February 7, 2023 at 6 p.m. in the Community Room of the RCADL.

## Notes from First Meeting with Shirley Buursema 1/21/23 | Lyndsey Eccles-Burchett, Board President

Shirley is the “Millage Queen” and has only ever lost 2. This is how she is successful:

- Decide for sure:
  - Aug. 4<sup>th</sup>, 2024 election (primaries) or Nov.? (she recommends Aug.)
  - Keep same millage or increase? (she recommends keeping same)
- Millage Committee is the “YES Committee”
  - Start meeting regularly in Jan 2024, hold intro meeting in Aug. 2023
  - 6 members on Yes Committee Board
  - Meetings open to public, not held at the library
  - Board members can be on Yes Committee but can't be Chair (can serve as Treasurer)
    - Library Director attends all Yes Committee meetings as public member
  - Fundraising/ Get donations/commitments from area businesses/families
- Yes Committee to-do by Feb. 2024:
  - Yes Committee will need own checking account with Treasurer (all materials from Yes Committee must list treasurer's name and address)
  - Register with the county
- Sell the library
  - Meet with municipalities we service (start fall 2023)
  - Address the school board
  - Push that there's no increase to taxes
  - 2 Farmer's market tables (Yes Committee and Library)
  - Mailings to service area (trifolds/post cards)
    - In July 2024 using service info and data
    - Also good idea to send others before (trifolds)
    - Targeted mailing to absentee ballot holders in June 2024 (can get list of names/addresses from county)
  - Street signs of local businesses/ church marquees advertise for library millage
  - Yard signs
  - Social Media ads/ board/ committee promotions
  - Send info with kids at end of school year with SRP flyers
  - Hit up home-schoolers for support and advocacy
  - Library should hand out bookmarks to each patron advocating for their support of the library during the election
- Keep in mind:
  - Library staff/board/materials cannot say “Vote Yes!” but can say “Support Your Library!”
    - Yes Committee can say “Vote Yes!”
  - ~\$9,000 to hold own election (recommends joining primaries)
  - State Aid has increased and should continue to
  - Will need to get ballot language written up by an attorney (library's expense, due May 14, 2024)
  - Library millage will be last thing on ballot—encourage everyone to look for it
  - Library needs to budget for millage expenses in 2024/earmark portion of fund balance

**2023: February Report reflecting January Expenses**

<b>Expense Line Item</b>	<b>Expense Description</b>	<b>Amount</b>
<b>740.100 - Books</b>		
	<i>Ingram</i>	\$648.15
	4 Invoices: #73775394; #73732153; #73590658 #73942129	
	Date of Receipt or Service: 1/17	
	<i>Jackson District Library</i>	\$56.67
	Book Replacement: NASCAR Heat 3 Invoice #: CS 23-002	
	Date of Receipt or Service: 1/25/2023	
		<b>\$704.82</b>
<b>740.101 - E-Books</b>		
	<i>MMLL</i>	\$1,874.63
	13288	
	OverDrive for January to December	
	Date of Receipt or Service: 1/11/2023	
		<b>\$1,874.63</b>
<b>752.000 - Operating Supplies</b>		
<i>Debit Card</i>	<i>Amazon</i>	\$49.50
	Robert's Rules of Orders Order #: 112-1885169-9669057	
	Date of Receipt or Service: 1/13/2023	
<i>Debit Card</i>	<i>Amazon</i>	\$83.28
	Bathroom tissue; filing supplies Order #: 112-4894024-9199427	
	Date of Receipt or Service: 1/16/2023	
<i>Debit Card</i>	<i>Amazon</i>	\$208.05
	Cubical wall for Assist. Director's desk Order #: 111-8683700-6478645	
	Date of Receipt or Service: 1/30/2023	
	<i>Integrity</i>	\$267.28
	Tape, paper, and other supplies Invoice #: 2438336-0	
	Date of Receipt or Service: 1/16/2023	
	<i>Shirley Bruursema</i>	\$105.30
	Mileage for Millage Campaign Meeting Date of Receipt or Service: 2/01/2023	
<i>Debit Card</i>	<i>Social Schedules</i>	\$14.95
	Monthly usage Date of Receipt or Service: 1/25/2023	
		<b>\$728.36</b>
<b>755.000 - Programming</b>		
<i>Debit Card</i>	<i>Cricut Shop</i>	\$9.99
	Monthly Renewal	

	Date of Receipt or Services: 10/24/2022	
	Cyndi McCain	\$53.67
	Programming supplies	
	Date of Receipt or Service: 1/17/2023	
Debit Card	Ebels	\$5.00
	Family Game Night Supplies	
	Date of Receipt or Services: 1/17/2023	
Debit Card	Insect Lore	\$42.32
	Manti Eggs and Habitat	
	Date of Receipt or Services: 01/19/2023	
Brown Donation	ODC Network	\$440.00
	Things that go Hoo in the Night on 2/28/2023	
	Date of Receipt or Services: 1/26/2023	
	Sammy's Party on Wheels	\$325.00
	Down payment for SRP event; remainder due on 8/19/23	
	Date of Receipt or Services: 1/31/2023	
Debit Card	Walmart	\$32.20
	Make and Take Kit Materials	
	Date of Receipt or Services: 1/04/2023	
Debit Card	Wesco	\$7.95
	Programming snacks	
	Date of Receipt or Services: 1/14/2023	
Debit Card	Wesco	\$4.24
	Programming snacks	
	Date of Receipt or Services: 1/17/2023	
		<b>\$920.37</b>

#### 801.000 - Professional Services

Debit Card	G-Suites	\$145.80
	Invoice #: 4652516823	
	Date of Receipt or Service: 1/31/2023	
		<b>\$145.80</b>

#### 804.000 - Janitorial Services

Debit Card	Cintas	\$66.50
	2 Invoices: #4141550464; #4144308054	
	Date of Receipt or Service: 1/11/2023; 1/23/20023	
		<b>\$66.50</b>

#### 818.000 - Contractual Services

	Do-All-Doug	\$975.00
	Invoice #: RC13	
	8 saltings of lot/sidewalks; 6 plows; 6 shovelings	
	Date of Receipt or Services: 1/01 - 1/31	
		<b>\$975.00</b>

#### 850.000 - Telephone

Debit Card	Spectrum/Charter	\$119.97
	Invoice #: 0049947122722	
	Date of Receipt or Services: 12/27/2022 to 1/26/2023	

\$119.97

**900.000 - Printing and Publishing**

Xerox Corporation \$ 126.25  
Black/White printing and copying  
Invoice #: 017902212  

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**Total \$ 126.25**

**920.000 - Utilities Electric**

*Debit Card* Consumer's Energy \$304.45  
Account #: 1030 187 9792  
Date of Receipt or Service: 12/06/2022 - 1/05/2023  

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**Total \$304.45**

**921.000 - Utilities Gas/Heat**

*Debit Card* DTE \$370.55  
Account #: 9100 394 8255 9  
Date of Receipt or Service: 12/07/2022 - 1/05/2023  

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**Total \$370.55**

**927.000 - Utilities Water**

Check printed: 1/17 City of Reed City \$46.09  
Check #: 3365 Account number: SCHAT-000829-0000-01  
Date of Receipt or Service: 12/01/2022 - 1/06/2023  

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**Total \$46.09**

**930.000 - Land and Building Repairs**

*Debit Card* Reed City Ace Hardware \$6.81  
Door repair supplies  
Date of Receipt or Service: 1/23/2023  

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*Debit Card* Self Serve Lumber \$9.70  
Door repair supplies  
Date of Receipt or Service: 1/23/2023  

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**Total \$16.51**

**940.000 Equipment Rental**

Xerox Corporation \$ 101.30  
Equipment Rental  
Invoice #: 017902212  

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**Total \$ 101.30**

**991.600 LOSB Loan Payment**

Lake Osceola State Bank Principal Balance \$ 4,500.00  

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**Total \$ 4,500.00**

**Monthly Payroll**

Check Date: 1/04/2023 \$3,383.74  
Check Date: 1/19/2023 \$ 3,582.67

Check Date: 2/02/2023

\$3,468.29

**Total** \$10,434.70

**Expenses Grand Total** \$21,435.30

Total Donations \$440.00

Total Grants \$0.00

*Total* \$440.00

**Total Actual Expenses \$** 20,995.30

### Budget and Finance Committee

No meeting is required in February; a meeting should be scheduled for March.

### Digital Sign Committee

At the request of the Board President, the Director reached out to receive updated quotes. Two of the companies have replied and we can expect new/updated quotes within two to three weeks.

### Building Committee

The next meeting should be schedule for March/April for the Spring/Annual walk-through

### Strategic Plan Committee

A meeting should be schedule in mid-February.

### Millage Committee

A meeting was held and the formation of a Yes! Committee and a possible schedule was discusses. The Committee members may share further details at this meeting.

### HR Committee

No updates

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**Please note:** As we now have the meeting the first week of a given month, rather than the last, the notes, activities, and expenses reflect the prior month's goings on. For example, this February Director's Report reflects what was accomplished for the month of December.

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- Arrangements for the Dumpster from 4 Seasons Rental have been made for delivery on March 27<sup>th</sup>, 2023 to April 6<sup>th</sup>, 2023. The price of the dumpster must be paid before the delivery date; as such, it will be included in the March expense report/check. The total cost will be \$575.00.
- The State Aid Report, which directly impacts the amount of funding we receive from the State of Michigan, was successfully completed on January 18<sup>th</sup>.
- Jen and I have completed the majority of summer reading program planning; details will be shared at the March meeting.
- February and March programming have been completed, and we have sketched out programming ideas through August.
- The floors in the Community Room, Bathrooms, and Circulation Desk area has been scheduled for Friday/Saturday 2/03 and 2/04 and should be completed at the time of this Board meeting. The library closed on Friday 2/03 to accommodate this project.
- Staff evaluations have been completed and I have held conversations with my team; the evaluations are filed in their individual personnel files. There are not major concerns to present to the board.

## Projects Update

- The Janitor Door lock has been fixed.
- We had discussed the creation of a fundraising and/or parade committee – if we wish to pursue this, I can put it as an action item to vote on in March – please confirm if we are doing this in the February meeting so it may be added.
- We will begin researching the cost of asphalt vs. gravel in March for the employee parking lot
- Paper towel dispensers have been installed and there has been no issue of used paper towels being thrown on the floor or flushed in the toilet thus far.
- Post Card Mailing – we will begin collecting actual costs for this project this week – February 8-10, and will explore the costs of mailing to our district area and Hersey.
- Open House has been tentatively planned for March 14<sup>th</sup>, from 5:00pm to 7:00pm:
  - o Theme: Lucky/Lucky to have your library
  - o Décor will include lucky, gold coins, shamrocks, etc.
  - o Cookies and Snack Trays
  - o Sparkling Wine and Juices (from St. Julian's or RCBC)
  - o Scavenger Hunt throughout the library with library facts including usage statistic, little known procedures, collection details, and fun facts (ex. did you know the library uses approximately 100 rubber bands a day) – prize will be library swag, conversation hearts, and a \$5.00 gift card to the Booksale
  - o Love your Library/lucky library/RCADL stickers and swag will be available
  - o Participants can grab one free book with a bookmark that has library facts, hours, social media etc. printed on it




- May have a button making station available
- Informative pieces printed on cardstock including:
  - Annual stats
  - Updated brochures
  - What the Library can do for you pamphlets/handouts
  - Library services hand outs including: UP North Digital Collection, MeLCat, Online Catalog, and Transparent Language Online

## Website Statics

- Between January 1<sup>st</sup> and January 31<sup>st</sup>:
  - 318 unique visitors with 736 site sessions; 240 are new visitors and 78 are returning; each session lasts approximately 6 minutes and 46 seconds – all up significantly from the previous month, approx. 15%
  - Visitors are finding our site primarily through the direct URL [www.reedcitylibrary.org](http://www.reedcitylibrary.org) (551) and Google (161) and accessing mostly through their desktop (517), mobile devices (193) , and tablets (26)
  - The Homepage is the most frequently visited, with Events and e-resources the second and third most popular pages.
  - Tuesday is the highest trafficked day for the website.
- Within the last year, we have had approximately 6456 session with 2476 unique visitors; visitors stay an average of 5 minutes and 3 seconds.

## Social Media Snapshot

- For January 1<sup>st</sup> and January 31<sup>st</sup>:

Instagram	Facebook
 <p data-bbox="345 1444 565 1507"><b>Top Ranking Post:</b> 8 Impressions</p>	 <p data-bbox="878 1444 1122 1507"><b>Top Ranking Post:</b> 1823 people viewed</p>
<p data-bbox="345 1520 570 1665"><b>New Posts:</b> 40 <b>Total Reach:</b> 174 <b>Followers:</b> 195 <b>Likes:</b> 4</p>	<p data-bbox="862 1520 1138 1703"><b>New Posts:</b> 49 <b>Likes/Reactions:</b> 324 <b>Comments:</b> 25 <b>Shares:</b> 26 <b>Total Reach:</b> 13420</p>

	December 2022	January 2022	January 2023
Books-Cass-CD-Magazines	1,934	1,939	2,341
MelCat Inbound	231	315	538
MelCat Outbound	121	189	212
Videos	160	179	196
Overdrive E-books (now includes magazines)	294	185	343
Total	2,740	2,807	3,630
FY YTD Total	20,314	19,673	23,944
Public Access Computer Sessions	140	121	160
New Library Cards Members	10	16	19
Obituary Requests	0	1	0
Seed Library	7	29	22
<b>Library Operation Revenue</b>			
Non-Resident Fees	\$0.00	\$45.00	\$90.00
Copies	\$183.45	\$179.35	\$269.60
Fines	\$56.30	\$54.15	\$47.00
Book Sale	\$18.50	\$15.50	\$36.00
Fax	\$26.50	\$50.50	\$42.00
Lost Books	\$0.00	\$0.00	\$0.00
Summer Reading Program	\$0.00	\$0.00	\$0.00
Donation - Programming	\$841.80	\$6.05	\$51.25
<b>Totals</b>	<b>\$1,126.55</b>	<b>\$305.55</b>	<b>\$535.85</b>
<b>Facebook Page Engagement</b>			
Post Reach Unique User Screens	4,046	3,099	3,122
Facebook Page Likes	799	698	912
<b>Instagram Engagement</b>			
Instagram Reach	31	32	19
Instagram Followers	192	181	191
<b>Library Visits</b>			
Total Inbound	1,598	1,451	2,129
6 Hour Day Avg. Daily Inbound	77	65	98
8 Hour Day Avg Daily Inbound	85	85	100
3 Hour Day Avg Daily Inbound	15	0	28
<b>Program</b>			
Scrabble Hour	5	10	9
Story Hour	49	52	85
Little Explorers	5	0	6
1,000 Books Before Kindergarten (new sign-ups)	1	0	2
Family Movie	4	0	7
Teen Movie		0	
Reed City Readers	6	4	6
Cookbook Club	8	8	
Other Movie Series			
Other Programs	5		26
Other Programs		30	
<b>Total Program Attendance</b>	<b>83</b>	<b>104</b>	<b>141</b>
<b>Community Room Use</b>			
	Snowman Shaker: 5		Family Board Game - 15
	Kid's Winter Bingo:		Stuff Ani. sleepover - 11
		Bath Bombs- 16	
		Sugar Scrub-14	
	<b>Passive Programs:</b>		
	Guess the ornaments: 56		
	Snowman Hunt: 49		
		Passive Programs:	Passive Programs-
		Bouncy Ball- 64 entries	Penguins - 54
		Gnome Hunt- 37 entries	Puzzles Guesses - 95
SRP for ages 0-5 - Red =			
SRP for ages 6-11 - Blue =			
SRP for Teens Ages 12-18 - Green =			
Regular Programs Ages 0-5 =			
Regular Programs Ages 6-11 =			
Early Literacy Programs =			
Teen Programs =			
Adult Programs =			
General Programs =			

## Millage Items for Discussion and Vote

The Board will vote on these items at the February 2023 Meeting

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### Millage: Date

For consideration:

Should the upcoming Millage be prepared for August 2023 or August 2024 election cycle?

- ✓ August 2023: Yea or Nay
- ✓ August 2024: Yea or Nay

The Millage will be prepared for \_\_\_\_\_.

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### Millage: Renewal or Increase

For consideration:

Should the Millage be a renewal of the current Millage or an increase?

- ✓ Renewal: Yea or Nay
- ✓ Increase: Yea or Nay

The Millage will be a \_\_\_\_\_.

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## Exit Interview

To be completed upon receipt of notice of resignation

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**Name:** Jennifer Thorson

**Job Title:** Assistant Director

**Date of Exit Interview:** February 6<sup>th</sup>, 2023

**Last Day of Employment:** February 17<sup>th</sup>, 2023

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### Exit Interview Questionnaire

**1. What prompted you to start looking for another job?**

Basically, the lack of advancement; feeling unsupported from the board; the benefits the position offers could no longer support my family.

**2. Is there anything that would have changed your mind about resigning from this position? Under what circumstances, if any, would you consider returning to RCADL?**

Nothing would change my mind; the board needs to consider offering benefits of any kind, like health, vision, or dental insurance.

**3. Do you think management/Board adequately recognized your contributions? If not, how do you think recognition could be improved?**

Management is great; the board is an issue here. Too many board members trying to go in different directions and creating unnecessary research and projects leading to significant time wasted searching for quotes or individual requests that end up going nowhere – it becomes busy work that gets thrown away, because the research results, quotes, or answers were not necessarily up to someone's expectations or someone did not like the response that came from said busy work. With the current board climate there is not a great way for recognition to be improved.

**4. Were there any RCADL policies you found difficult to comply with, implement, or enforce? If so, how can the firm make them clearer?**

No issues with RCADL policies – policies are what they are. Our community room policy needs to be revamped but I know the Director is working on it.

**5. Do you feel your job description changed since you were hired? If so, in what ways?**

Previous choice of director left many traditionally director tasks to this role without any compensation or job description changes. With Covid, this position has changed dramatically to a much more directly supportive role to the director, which works well with current management, however the lack of adequate compensation for duties is an issue.

**6. Did you feel you had the tools, resources, and working conditions to be successful in your role? If not, which areas could be improved, and how?**

Tools and resources yes; Working condition, no. This is due to the fact that we have been perpetually short staffed since we moved in this building; there was no future thought put into staffing needs, maintenance needs, or funding. Just the continued mentality that we are a “poor” organization.

Staff cannot continue to do the work of two to three people and feel valued. This can be improved by the Board stepping back and letting the staff do the work they were hired to do. And by working as a unified board to locate more funding or create fundraisers for more staff or more hours for the staff we currently have.

**7. Do you feel you had the necessary training to be successful in your role? If not, how could it have been better?**

Short answer: No. At the time I took over as interim director at the beginning of the global pandemic, I did not have the support of the Board as my guiding force as to which actions should be taken. As it is, there’s no time for training even if it is offered, and I feel that due to those conditions, the comment about my level of confidence written on my evaluation as Interim Director was unfair.

**8. What was the best part of your job here?**

The patrons and they are truly the only reason I have stayed here this long.

**9. Do you have any suggestions for improving employee morale?**

If the board comes into the building they need to be a patron except on Board meeting days or when explicitly acting on the Board’s behalf. Employees feel when a Board member ask questions that they are trying to use their status to access information they would otherwise not have. Staff feels compelled to answer what could be a concerning question due to possible repercussion at the hands of the Board.

**10. Would you recommend working at our RCADL to a friend, and why or why not?**

Possibly.

**11. Is there anything else you’d like to add?**

No.

## Director's Response

First, let me say Jen is an invaluable team member who will never be fully replaced; she is an integral part of our team dynamic, an endless well of information, and a driven individual who made me feel welcome and ceaselessly supported during our time working together. She will truly be missed.

In regards to her above comments:

1. Jen had the opportunity to advance but, for varying reasons, was not offered the position. This diminished any possible advancement. This coupled with a lack of benefits and a Board expecting a lot and only able to offer a little, completely validates her desire to find another position outside of this organization.
2. I concur the lack of benefits is a deterrent to Jen returning to this position, as well as conflicts with Board expectations, and a general lack of the broad recognition she deserves for all she does.
3. I have tried to recognize Jen's contributions and emphasize her value here, though I am limited in what I can do beyond supportive commentary and mention her successes/ contributions to the Board. I agree that the complex interactions and often conflicting expectations of the Board can undermine the successful contributions, completed projects, and general wins of my staff – when tasked with multiple projects at once, only for those projects to be dismissed, laid to the side in favor of the 'new idea' or, can be disheartening to staff morale and makes it appear as though the work done is undervalued.
4. No additional comment.
5. Reviewing Jen's job description, I do agree with her observations. She has been doing a lot of work, particularly from what I learned she was doing under the previous Director(s), was well above her paygrade – especially with the most recent former director. We have adjusted her role under my tenure as her Director to something more balanced and reflective of the role "Assistant Director," however the position is still more than what was previously described. This, I think, also contributed to her feeling inadequately valued in this position.
6. Short staffing is an issue that is coupled with complications from Board expectations. There are only so many hours in a shift, so many shifts a week. My team generally balances work loads and expectations quite well, Jen in particular did well with time management. However, she is right. Staff is doing the work of two to three roles at any given moment.

7. I understand and recognize Jen’s comments about her challenges with being interim. While I was not here during that time, her impact on the management of the library during the pandemic was positive. But again, she is correct, even though training is offered and encouraged – I suggest specific trainings for all staff twice a year and encourage independent training as able, there simply is not enough time to complete adequate training. Perhaps with the success of the upcoming millage and completion of mortgage payments, this is something the Board and Director can address in the coming years. .

8. No additional comment.

9. I concur with Jen’s observations that the Board tends to intimidate my staff; this could be inadvertently or purposefully, depending on the situation. I think Jen’s sentiment here is strong – having a collaborative, supportive, and positive Board that works cohesively towards a common goal and recognizes the staff contributions to the library while tasking us with improvements and projects, would go a long way in improving morale.

To add to this, when there is discord among the Board, the staff feels it and it impacts morale. I know this has affected Jen in her role as Assistant director.

10. No additional comment.

11. No additional comment.

## Acknowledgment and Signatures

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## General Description

The Assistant Director is responsible for administrative work involving a broad range of public library functions and acts as Director in the Director's absence. The Library Assistant Director Job Description will serve as the basis of evaluation for annual performance evaluations.

A valuable employee in our Library would be one who genuinely likes to help people and be a willing worker who will take the initiative in making this Library a pleasant experience for each patron. A positive attitude and teamwork are necessary to achieve these goals.

## Hours

This position shall be a part-time hourly position at 30 hours per week. Some evenings and weekends required. Schedules are completed on a monthly basis.

## Compensation

Wage range shall be \$ 2.00 above the minimum wage or as authorized by the Library Board. Benefits are negotiable, with exception of Personal Time Off (PTO) to be as designated in the Personnel Policy.

## Supervision

The Assistant Director reports directly to the Library Director.

## Essential Duties

- Serves as first line manager for circulation, reader's advisory, interlibrary loan, reference requests, and technical requests of patrons
- Assists in planning, implementation, facilitation, and evaluation of library services and programming including the creation of newsletters, marketing/media, and signage
- Maintains revenue and expenditure spreadsheets to stay within budget parameters
- Creates and orders all needed supply lists from various vendors
- Assists in the preparation of weekly and monthly cash deposits and memos, including a monthly credit card transaction register
- Completes a book, audio-book and DVD order on a monthly basis and within budget parameters
- Compiles monthly statistics for Director's report for monthly board packet
- Organizes vendors for building maintenance and repairs
- Coordinates MeLCat transit and billing issues
- Assists in grant writing and dissemination of received funds
- Posts approved board minutes in lobby and emails them to the township clerks



- May represent the Library at community engagements or events in consultation with Library Director
- In Director's absence, supervises all staff, interprets policies, and serves as spokesperson when communicating library policies and procedures to patrons and staff
- Assists with a wide range of administrative tasks per Director's request
- Other duties as assigned by the Library Director

The above statements are intended to describe the general nature and level of work being performed by a person in this position. The statements should not be interpreted as all duties that may be performed.

### Required Qualifications

- High School Diploma or its equivalent required. Some college or Bachelor's Degree preferred.
- A candidate must possess a Library of Michigan Level 4 certification or obtain certification within the first year of employment (See State Aid to Public Libraries Application Process Michigan Department of Education, Library of Michigan Issued October 1, 2011).
- Experience working in a public library preferred.
- Valid Michigan Driver's License.
- Working knowledge of Microsoft Word and Publisher. Microsoft Excel experience preferred.

### Working Conditions

- Generally, will work within a normal office environment
- May require some travel for meetings and conferences
- Work hours are varied, and require some evening and weekend hours
- Occasional sitting/standing/stooping in one position for extended periods of time
- Ability to lift and carry twenty pounds and occasionally, fifty pounds

I have read this job description as presented by my supervisor and am able to meet the requirements expressed therein.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Job Description – Assistant Director (Non-Exempt)**

### **General Description**

The Assistant Director is responsible for administrative work involving a broad range of public library functions and acts as Director in the Director's absence. The Library Assistant Director Job Description will serve as the basis of evaluation for annual performance evaluations.

A valuable employee in our Library would be one who genuinely likes to help people and be a willing worker who will take the initiative in making this Library a pleasant experience for each patron. A positive attitude and teamwork are necessary to achieve these goals.

### **Hours**

This position shall be a Part-time hourly position ranging from 20-30 hours weekly, and generally 25 hours per week. Some evenings and weekends required. Schedules are completed on a monthly basis.

### **Compensation**

Wage range shall be \$ 2.00 above the minimum wage or as authorized by the Library Board. Benefits are negotiable, with exception of Personal Time Off (PTO) to be as designated in the Personnel Policy.

### **Supervision**

The Assistant Director reports directly to the Library Director.

### **Essential Duties**

- Serves as first line manager for circulation, reader's advisory, interlibrary loan, reference requests and technical requests of patrons
- Assists in planning, implementation and evaluation of library services and program planning and facilitation
- Responsible for development and distribution of marketing materials using a variety of resources and methods
- Completes an audio book order on a monthly basis and within budget parameters
- May represent the Library at community engagements or events in consultation with Library Director
- Assists with regular administrative tasks including preparing and printing timesheets, preliminary review of completed timesheets and preparing a weekly cash register deposit
- In Director's absence, supervises all staff, interprets policies and serves as spokesperson when communicating library policies and procedures to patrons and staff
- Assists with a wide range of administrative tasks per Director's request
- Responsible for processing and cataloging of magazine collection and assist with other materials processing
- Other duties as assigned by the Library Director



The above statements are intended to describe the general nature and level of work being performed by a person in this position. The statements should not be interpreted as all duties that may be performed.

**Required Qualifications**

- High School Diploma or its equivalent required. Some college or Bachelor’s Degree preferred.
- A candidate must possess a Library of Michigan Level 4 certification or obtain certification within the first year of employment (See State Aid to Public Libraries Application Process Michigan Department of Education, Library of Michigan Issued October 1, 2011).
- Valid Michigan Driver’s License.
- Working knowledge of Microsoft Word and Publisher. Microsoft Excel experience preferred.

**Working Conditions**

- Generally, will work within a normal office environment
- Will require travel for meetings and conferences
- Work hours are varied, and include some evening and weekend hours
- Occasional sitting/standing/stooping in one position for extended periods of time
- Ability to lift and carry twenty pounds and occasionally, fifty pounds

I have read this job description as presented by my supervisor and am able to meet the requirements expressed therein.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Job Description – Assistant Director (Non-Exempt)

**Commented [D1]:** Reformat to fit new branding

### General Description

The Assistant Director is responsible for administrative work involving a broad range of public library functions and acts as Director in the Director's absence. The Library Assistant Director Job Description will serve as the basis of evaluation for annual performance evaluations.

A valuable employee in our Library would be one who genuinely likes to help people and be a willing worker who will take the initiative in making this Library a pleasant experience for each patron. A positive attitude and teamwork are necessary to achieve these goals.

### Hours

This position shall be a part-time hourly position ~~ranging from 20-30 hours weekly and generally 25 hours per week at 30 per week~~. Some evenings and weekends required. Schedules are completed on a monthly basis.

**Commented [D2]:** Rephrase from:  
... part-time hourly position ranging from 20-30 hours weekly and generally 25 hours per week

to:  
...part-time hourly position at 30 hours per week

### Compensation

Wage range shall be \$ 2.00 above the minimum wage or as authorized by the Library Board. Benefits are negotiable, with exception of Personal Time Off (PTO) to be as designated in the Personnel Policy.

### Supervision

The Assistant Director reports directly to the Library Director.

### Essential Duties

- Serves as first line manager for circulation, reader's advisory, interlibrary loan, reference requests, and technical requests of patrons
- Assists in planning, implementation, ~~and evaluation of library services and program planning and facilitation~~, and evaluation of library services and programming including the creation of newsletters, marketing/media, and signage
- ~~Responsible for development and distribution of marketing materials using a variety of resources and methods~~
- Maintains revenue and expenditure spreadsheets to stay within budget parameters
- Creates and orders all needed supply lists from various vendors
- Assists in preparation of weekly and monthly cash deposits and memos, including a monthly credit card transaction register
- Completes ~~an audio book~~ a book, audio-book, and DVD order on a monthly basis and within budget parameters
- Compiles monthly statistics for Director's report for monthly board packet
- Organizes vendors for building maintenance and repairs
- Coordinates MeLCat transit and billing issues
- Assists in grant writing and dissemination of received funds

**Commented [D3]:** Add:

Assists in preparation of weekly and monthly cash deposits and memos, including a monthly credit card transaction register

**Commented [D4]:** Add this language

**Commented [D5]:** Rephrase from:

...an audio book

to:  
...a book, audio-book, and DVD



- Posts approved board minutes in lobby and emails them to the township clerks
- May represent the Library at community engagements or events in consultation with Library Director
- ~~Assists with regular administrative tasks including preparing and printing timesheets, preliminary review of completed timesheets and preparing a weekly cash register deposit~~
- In Director's absence, supervises all staff, interprets policies, and serves as spokesperson when communicating library policies and procedures to patrons and staff
- Assists with a wide range of administrative tasks per Director's request
- ~~Responsible for processing and cataloging of magazine collection and assist with other materials processing~~
- Other duties as assigned by the Library Director

Commented [D6]: Add this language

Commented [D7]: Remove this language

Commented [D8]: Remove this language

Commented [D9]: Remove extra space after this bullet point

The above statements are intended to describe the general nature and level of work being performed by a person in this position. The statements should not be interpreted as all duties that may be performed.

**Required Qualifications**

- High School Diploma or its equivalent required. Some college or Bachelor's Degree preferred.
- A candidate must possess a Library of Michigan Level 4 certification or obtain certification within the first year of employment (See State Aid to Public Libraries Application Process Michigan Department of Education, Library of Michigan Issued October 1, 2011).
- Experience working in a public library preferred
- Valid Michigan Driver's License.
- Working knowledge of Microsoft Word and Publisher. Microsoft Excel experience preferred.

Commented [D10]: Add this language

**Working Conditions**

- Generally, will work within a normal office environment
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- Work hours are varied, and include some evening and weekend hours
- Occasional sitting/standing/stooping in one position for extended periods of time
- Ability to lift and carry twenty pounds and occasionally, fifty pounds

I have read this job description as presented by my supervisor and am able to meet the requirements expressed therein.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Job Description for Discussion and Vote

The Board will vote on these items at the February 2023 Meeting

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### Job Description: Assistant Director

For consideration:

Should the changes to the Job Description for Assistant Director be approved?

✓ Yea or Nay

- 
- Job Description for Assistant Director is approved as presented
  - Job Description for Assistant Director is approved with changes as discussed
  - Job Description for Assistant Director is not approved
-

**Ad language: Newspaper**

**Reed City Area District Library is Hiring!**

ASSISTANT DIRECTOR (30hrs/week). Seeking personable and driven individual to join our team. This position assists the Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policy. Must have HS diploma/GED, valid driver's license, excellent communication skills, the ability to use commutators, MS Word & Excel, and library software. EOE. Experience in public library preferred. Send letter and resume to [admin@reedcitylibrary.org](mailto:admin@reedcitylibrary.org) or mail to RCADL 829 S. Chestnut, Reed City, MI 49677.

**Ad language: social media/website**

# WE'RE HIRING

**Do you love books? Do you have a passion for helping people in your community? Consider joining our team!**

The RCADL is accepting applications from those interested in and qualified for the open position of Assistant Director.

This position assists the Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policy.

This position is 30 hours per week at \$15.00 per hour.

RCADL will keep this posting open until filled. First consideration given to applicants replying by February 24th, 2023.

**PLEASE SEND RESUME AND COVER LETTER TO  
ADMIN@REEDCITYLIBRARY.ORG  
OR VIA MAIL 829 S. CHESTNUT STREET. REED CITY, MI 49677**

The Reed City Area District Library is an Equal Opportunity Employer.

# WE'RE HIRING

Do you love books? Do you have a passion for helping people in your community? Consider joining our team!

The RCADL is accepting applications from those interested in and qualified for the open position of **Assistant Director**

This position assists the Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policy

This position is 30 hours per week at \$15.00/hr

**RCADL will keep this posting open until filled. First consideration given to applicants replying by February 24th, 2023.**

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The Reed City Area District Library is an Equal Opportunity Employer.



**CLICK HERE  
FOR FULL JOB  
DESCRIPTION**



### Officer Positions

#### 2023 Officers:

**President:** Lyndsey Eccles

**Vice President:** Melissa Tonn

**Treasurer:** Kylene Nix

**Secretary:** Bette Newell

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### Committee Member Positions

#### 2023 Committee Members:

Please note no more than three Board Members may be on any given committee

#### Budget and Finance:

Lyndsey Eccles-Burchett

Kylene Nix

Melissa Rohen

#### Building Improvement:

Lyndsey Eccles-Burchett

Melissa Tonn

Bette Newell

Melissa Rohen

#### Strategic Planning Committee:

Lyndsey Eccles-Burchett

Laura Dahlquist

Melissa Rohen

#### HR and Policy:

Lyndsey Eccles-Burchett

Melissa Tonn

Bette Newell

Melissa Rohen

#### Digital Sign:

Lyndsey Eccles-Burchett

Kylene Nix

Melissa Rohen

#### Millage:

Lyndsey Eccles-Burchett

Bette Newell

Kylene Nix



## Reed City Area District Library Board Meeting Schedule:

Tuesday, February 7, 2023

Tuesday, March 7, 2023

Tuesday, April 4, 2023

Tuesday, May 2, 2023

Tuesday, June 6, 2023

**\*\*Tuesday, July 11, 2023 - held on the second Tuesday due to the holiday**

Tuesday, August 1, 2023

Tuesday, September 5, 2023

Tuesday, October 3, 2023

Tuesday, November 7, 2023

Tuesday, December 5, 2023

Tuesday, January 2, 2024

Tuesday, February 6, 2024

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