



Reed City Area District Library Board Meeting Agenda

Tuesday, April 2nd, 2024 at 6:00pm
829 S. Chestnut Street | Reed City, MI | 49677

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Consent Agenda
 - A. Board Follow-Up Discussion (**max limit of 10 min. total**)
 - B. Prior meeting(s) minutes:
 - a. Regular Meeting: March 5th, 2024
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: *March 2024*
 - b. Financial Statements: Currently unavailable
4. Citizen's requests 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
 - a. Rene Stieg
 - F. HR Committee
 - G. Ad-Hoc Committee(s)
7. Director's Report
8. Ongoing Business
9. New Business
10. Board Dynamics
11. Citizen's Requests and/or Comments
12. Adjournment

**The next Library Board Meeting is scheduled for May 7th, 2024 at 6:00pm
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

March 5, 2024 6 p.m.

829 S. Chestnut Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Laura Dahlquist, Vice President, Richmond Township

Shay Thompson, Treasurer, Richmond Township

Bette Newell, Secretary, Lincoln Township

Kylene Nix, Trustee, Reed City

Kathy Yost, Trustee, Lincoln Township

Kristie Feguer, Executive Director

James Rohen, Assistant Director

Doug Vredeveld, Auditor

Rene Steig, Millage Chairperson

Melissa Rohen, Citizen

Dan Burchett, Citizen

Charles Lupo, Citizen

1. Call to order and attendance

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

2. Approval of Agenda

A motion was made by S. Thompson and seconded by K. Nix to approve the agenda as amended.

3. Approval of Consent Agenda

A motion was made by L. Dahlquist and seconded by K. Yost to approve the Consent Agenda consisting of February 6, 2024 minutes and the February expense report. There were no financials to approve. It passed.

4. Citizen's requests and/or comments

L. Dahlquist gave remarks she received from 3 older patrons. "Nothing to do in town for old people." "I could not find the large print books." "I wanted to use the computer but couldn't figure it out."

Charles Lupo introduced himself and stated he was running for City Council.

5. Board President Comments-none

6. Standing Committee Reports

A. Budget and Finance Committee-waiting for financial updates. Meeting set for March 18, 2024 4 p.m. at library, to go over a rough draft of budget.

B. Digital Sign Committee- no report

C. Building Committee- meeting set for April 24, 2024 3 p.m.

D. Strategic Plan Committee-did meet to discuss survey for April/May. Meeting set for 4 p.m. on March 14, 2024 at Library.

E. Millage Committee-to meet at Trinity on March 14, 2024 at 6 p.m.

F. HR Committee-April 3, 2024 at 4 p.m. at Library.

G. Ad-Hoc Committee-none

7. Director's Report

Complete Director's report is on file at the library or can be found on the website in the board packet for March 5, 2024. A motion was made by S. Thompson and seconded by K. Yost to approve up to \$1603 for purchase of the bookshelves in memory of Cyndi McCain. A roll call vote was taken. Yeas: K. Nix, S. Thompson, L. Dahlquist, K. Yost, B. Newell, L. Eccles. Nays: None. It was suggested to place a book spine for this donation. Discussion was had on how to get more kids signed up for summer reading.

8. Ongoing Business

A. Millage- Rene Steig reported that the millage fund has almost \$700 in it. More fundraising will have to be done. A plan is to set up an information table at the upcoming Beer Festival with a donation jar. A trivia nite at the brewery or alternate site was suggested. Handing out flyers about the millage prior to the Memorial Day Parade was discussed.

B. Doug Vredevelde reviewed the audit and shared that it was completed on December 26, 2024. The library came in slightly under budget with a few lines that were overspent but compensated for by additional revenue.

9. New Business

B. Newell handed out copies of the RCADL Mission statement, RCADL Vision Statement and RCADL Values. There was no discussion from the rest of the Board.

10. Board Dynamics

A. B. Newell handed in her resignation from the RCADL Board effective March 12, 2024. A motion was made by K.Nix and seconded by L. Dahlquist to accept the resignation. It passed.

11. Citizen's request and/or comments

None

12. Adjournment

A motion was made by S. Thompson and seconded by K. Nix to adjourn the meeting. The meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Bette Newell, Secretary, RCADL Board

The next Library Board Meeting is scheduled for April 2, 2024 at 6 p.m. in the Reed City Area District Library Community Room.

2024: April Report reflecting March Expenses

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>West Bloomfield Township Public Library</i>	\$14.18
	Lost Book Weird but True! Disney	
	<i>Vermontville Township Library</i>	\$14.50
	Lost Book One Day You'll Know	
		\$28.68
752.000 - Operating Supplies		
<i>Debit Card</i>	<i>Amazon</i>	\$27.08
	Swiffer Duster	
	Date of Receipt or Services: 3/26/2024	
<i>Debit Card</i>	<i>Amazon</i>	\$53.07
	Sanitizer wipes, tape, adhesive clips	
	Date of Receipt or Services: 3/26/2024	
<i>Debit Card</i>	<i>Amazon</i>	\$45.96
	Paper towel	
	Date of Receipt or Services: 3/26/2024	
<i>Debit Card</i>	<i>Amazon</i>	\$17.24
	Batteries	
	Date of Receipt or Services: 3/26/2024	
<i>Debit Card</i>	<i>Demco</i>	\$380.12
	Processing Supplies	
	Order #: 40740417	
<i>Debit Card</i>	<i>Social Schedules</i>	\$23.92
	Invoice: 628F9C67-0055	
	Date of Receipt or Service: 3/24/2024	
		\$547.39
755.000 - Programming		
<i>Debit Card</i>	<i>Cricut Shop</i>	\$9.99
	Monthly Renewal	
	Date of Receipt or Services: 3/24/2023	
<i>Debit Card</i>	<i>Amazon</i>	\$39.46
	Railroad board and washable chalk for programming	
	Date of Receipt or Services: 3/6/2024	
<i>Debit Card</i>	<i>Amazon</i>	\$45.99
	Printer Paper	
	Date of Receipt: 3/18/2024	
<i>Debit Card</i>	<i>Amazon</i>	\$24.00
	Railroad Board	
	Date of Receipt or Services: 3/6/2024	

<i>Debit Card</i>	Amazon	\$30.57
	Address Labels/Paint Markers	
	Date of Receipt or Services: 3/15/2024	
<i>Debit Card</i>	Amazon	\$42.99
	Butterly Garden Science Kit	
	Date of Receipt or Services: 3/15/2024	
	Megan Martinez	\$28.55
	Butterfly Garden Program - Soil Mate	
	Program Expense Reimbursement	
	Date Recieved: 3/20/2024	
	Megan Martinez	\$55.95
	Story Hour Display Supplies and Snacks	
	Program Expense Reimbursement	
	Date Recieved: 3/5/2024	
		\$277.50

801.000 - Professional Services

<i>Debit Card</i>	PayPro Global	\$64.45
	Invoice #: 30939793	
	Deep Freeze/Faronics for in house computers	
	Date of Reciept: 3/18/2024	
<i>Debit Card</i>	G-Suites	\$150.80
	Invoice #: 8022-2265-0462	
	Date of Receipt or Service: 3/1/2024	
		\$215.25

804.000 - Janitorial Services

<i>Debit Card</i>	Cintas	\$40.45
	1 Invoices: #4187322377	
	Date of Receipt or Service: 3/26/2023	
<i>Debit Card</i>	McCloud	\$53.00
	Invoice #: 49038167	
	Date of Receipt or Service: 03/26/2024	
	Service Master	\$515.00
	Invoice #: 122035	
	Received bill on 03/01/2024	
		\$608.45

818.000 - Contractual Services

	Melissa Rohen	\$448.50
	Invoice #: RCADL: 3/01/2024 - 3/31/2024	
	Date of Receipt or Services: multiple	
		\$448.50

850.000 - Telephone

Debit Card Spectrum/Charter \$119.97
Invoice #: 005324801022124
Date of Receipt or Services: 2/27/2024-3/26/2024
Total \$119.97

900.000 - Printing and Publishing

Xerox Corporation \$74.24
Black/White printing and copying
Invoice #: 020812794
Total \$74.24

920.000 - Utilities Electric

Debit Card Consumers Energy \$265.15
Account #: 1030 1870 9792
Date of Receipt or Service: 1/30/2024 - 02/27/2024
Total \$265.15

921.000 - Utilities Gas/Heat

Debit Card DTE \$286.03
Account #: 9100 394 8255 9
Date of Receipt or Service: 02/02/2024 -03/06/2024
Total \$286.03

927.000 - Utilities Water

City of Reed City \$47.13
Account number: SCHAT-000829-0000-01
Date of Receipt or Service: 2/05/2024 - 03/05/2024
Total \$47.13

930.000 Land and Building Improvement

Debit Card Amazon \$129.97
Flag, document camera, frame, LED spotlight
Order #: 111-5905853-7226608
Debit Card Etsy \$64.33
Plaque for Cyndi McCain
Confirmation #: 3233499709
Total \$194.30

940.000 Equipment Rental

Xerox Corporation \$101.30
Equipment Rental
Invoice #: 020812794
Total \$101.30

970.000 Capital Outlay

Debit Card Demco \$1,544.73
Shelving for Cyndi McCain
Reference #: 4066072

Total \$1,544.73

991.600 LOSB Loan Payment

Lake Osceola State Bank Principal Balance \$5,250.00

Total \$5,250.00

Monthly Payroll

Check Date: 3/14/2024 \$4,720.67

Check Date: 3/28/2024 \$4,793.21

Total \$9,513.88

Expenses Grand Total \$19,522.50

Total Donations \$0.00

Total Grants \$0.00

Total \$0.00

Total Actual Expenses \$ 19,522.50

Budget and Finance Committee

No updates were provided as of the time of this writing.

Digital Sign Committee

No updates were provided at the time of this writing.

Building Committee

No updates were provided as of the time of this writing.

Strategic Plan Committee

No updates were provided as of the time of this writing.

Millage Committee

No updates were provided as of the time of this writing.

HR Committee

No updates were provided as of the time of this writing.

Parade (Evergreen Festival) Committee – Ad Hoc

No updates were provided as of the time of this writing.

Ad Hoc Committee

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

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

Compiled by the Assistant Director. Please reach out for specific details or more information.

Staff Highlights

James contacted the COA and donated our extra large prints from the book sale. He booked presenters through to June including Kathy F. (twice).

Megan M. set up Read Squared, a library app that will make signing up for programming more streamlined. She developed a large butterfly display for spring programming.

Steve S. sent in his transcripts for his level III Library of Michigan certification! Steve continues to keep up the circulation of MeL items in and out of the library promptly.

Violet H. finished the stem kits for circulation.

Cindy H. continues to make good suggestions for programming, including a Q&A with passionate gardeners. Her passive programming gets a lot of participation. Cindy input new books from the book order and they are now in circulation.

Grace J. has been taking initiative and giving an extra hand with story hour.

Abby N. is our new employee, she is learning the ropes. Abby is approachable, artistic, and tech-savvy. I think she will make a great addition to the team.

We've started prioritizing spring cleaning - the employee area and community room cupboards are all being organized. All of the staff have continued to collaborate and brainstorm for the Summer Reading Program.

MSU Extension Collaborative Relationship

Renee with the Osceola County COA and MSU was contacted to provide free programming for our patrons. They offer nutritional programming for kids and adults, we have her scheduled for a story hour in September (and plan to add additional programming for adults/seniors).

Book Sale

The book sale was on Monday, 3/11/2024 through 3/15/2024! It went very well. We had patrons lined up waiting for doors to open on Monday morning. We made \$606.25.

Employee Manual

James, Melissa, and I updated the employee manual and I am sending it to the Mid Michigan Library League for review.

Purchases for Cyndi McCain

Shelving and a custom plaque were purchased in memory of Cyndi. It was \$64.33 for a custom etsy plaque and \$1,544.73 for new shelving for the children's section, putting us \$6.06 over donations. The bookshelves arrived and were constructed this week.

Metrics

Metrics will be presented when available. The Assistant Director is seeking input from the Board regarding their desired metrics in order to present a more timely and cohesive report.

Website Statics

Website statistics will be presented when available. The Assistant Director is seeking input from the Board regarding their desired website statistics in order to present a more timely and cohesive report.

Social Media Snapshot

Social Media statistics will be presented when available. The Assistant Director is seeking input from the Board regarding their desired social media statistics in order to present a more timely and cohesive report.

Officer Positions

2023 Officers:

President: Lyndsey Eccles

Vice President: Melissa Tonn

Treasurer: Kylene Nix

Secretary: Bette Newell

2024 Officers:

President: Lyndsey Eccles

Vice President: Laura Dahlquist

Treasurer: Shay Thompson

Secretary:



Committee Member Positions

Budget and Finance:

Open: _____

Open: _____

Open: _____

Building Improvement:

Open: _____

Open: _____

Open: _____

Strategic Planning Committee:

Open: _____

Open: _____

Open: _____

HR and Policy:

Open: _____

Open: _____

Open: _____

Digital Sign:

Open: _____

Open: _____

Open: _____

Millage:

Open: _____

Open: _____

Open: _____

Board Meeting: Tuesday, April 2nd at 6:00pm; Tuesday, May 7th at 6:00pm

Story Hour Every Wednesday @ 11:30am:

April 3: Michigan State Police	May 1: Megan is managing SH Themes
April 10: National Hug a Dog Day	May 8: Megan is managing SH Themes
April 17: Sunflower	May 15: Megan is managing SH Themes
April 24: Earth Week	May 22: Megan is managing SH Themes
	May 29: Megan is managing SH Themes

Scrabble Second and Fourth Monday @ 1:00pm:

April 8 th	May 13 th
April 22 nd	May 27 th

Reed City Readers Book Club

Thursday, April 11th at 6:00pm – Solito by Javier Zamora

Thursday, May 9th at 6:00pm – The Seed Keeper by Diane Wilson

Active Programming

Family Movie Night - Cloudy with a Chance of Meatballs - pg

Tuesday, April 9th, 4:30pm to 6:30pm

- Cinema at the library.
- Coloring and Activity pages will be available.
- Popcorn will be provided.
- No registration required, open to all ages

Fishermen of Michigan Historical Presentation

Saturday, April 13th, 12:00pm to 2:00pm

- A collaboration with the Swordsmanship Museum and Academy
- Open to all ages.

Meet your Soilmate

Tuesday, April 16th, 4:30pm to 6:30pm

- In this event participants will have the opportunity to decorate a pot, plant a rooted cutting, receive a care guide specific to their plant, and learn about houseplant care and propagation.
- Registration required, open to all ages

RCADL @ GT Norman Family Night April 23 @ 5:00pm

- Library Staff will be at GT Norman to answer questions and SRP signups
- All ages welcome, no registration

Gardening Q & A April 30 @ 4:00 PM - 6:30 PM

- *Kathy Fiebig and April Hamilton lead Local Gardening experts and Master Gardeners answer questions.*
- All ages welcome, no registration

STEM Week...? April 29 - May 3, 2024

Various times during the week - showcase the new kits

4/29 = 12-2, 4/30 = 4-6, 5/1 = 1-3, 5/2 = 12-2, 5/3 = 3-4

- All ages welcome, no registration
- Introduce the new Stem Kits

Saving for College May 14 @ 6:00 PM

- *Michigan Educational Trust will be at RCADL teaching parents how to save for their children's college education.*
- All ages welcome, no registration

Read Squared Night May 21 @ 4:30 PM - 6:30 PM

- *Library Staff will assist patrons with registering and setting up Read Squared accounts.*
- All ages welcome, no registration

Kathy Fiebig What's the Buzz at RCADL - May 21 @ 4:30 PM - 6:30 PM

- *Kathy will educate community members on the gardens at the library and answer questions..*
- All ages welcome, no registration

Passive Programming

Runs throughout the month unless otherwise specified

April: Guess the number...?

- Theme: Spring or Poetry Month?
- Prize: Plush Octopus
- Open to all ages

April: Scavenger Hunt...

- Theme: Pokemon
- Prize: Pokemon cards
- All ages

April Pillar/door: Write a Haiku

- Will run all month
- Patrons will be encouraged to write their own Haiku poem
- Prize: Haiku journal

April Take and Make:

- Violet is managing this project

May: Guess the number...?

- Theme: Dinosaurs
- Prize: Lego Dinosaur
- Open to all ages

May: Scavenger Hunt...

- Theme: To be determined
- Prize: fidget shark?
- All ages

May Pillar/door:

- Book vs Movie

May Take and Make:

- Violet is managing this project

Closures

Monday, April 1st - Easter Monday

Monday, May 27th - Memorial Day
