

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. Special Meeting: June 6<sup>th</sup>, 2023
    - b. Regular Meeting: June 27<sup>th</sup>, 2023
  - C. Approval of Bills and Financial Statements
    - i. Expense Report for previous month's expenses: *May 2023*
    - b. Financial Statements
4. Citizen's request and/or comments
5. Board President Comments
  - A. Standing Committee Reports
  - B. Budget and Finance Committee
  - C. Digital Sign Committee
  - D. Building Committee
  - E. Strategic Plan Committee
  - F. Millage Committee
  - G. HR Committee
6. Director's Report
7. Ongoing Business
  - a. Grant and Green Township Discussion
8. New Business
  - a. Director's Evaluation: Review of Questions
  - b. Vacant Position
  - c. Postpone August 1<sup>st</sup> Meeting
9. Board Dynamics
10. Citizen's Comments
11. Adjournment

**The next Library Board Meeting is scheduled for August 1<sup>st</sup> at 6:00pm  
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

June 6, 2023 6 p.m.

829 S. Chestnut Street Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Shay Thompson, Trustee, Richmond Township

Irene Balowski, Liaison, Green Township

Melissa Rohen, Director

Brian Ford, Assistant Director

Chuck Smalley, Grant Township Board

Dan Burchett, Citizen

Absent:

Melissa Tonn, Trustee, Lincoln Township

1. Call to Order and Attendance

The meeting was called to order by L. Eccles at 6:01 p.m. and 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 S. Thompson and seconded by L. Dahlquist to approve the consent agenda as presented, consisting of the May 2, 2023 minutes, May 2023 expenses and Financial Statements as of 4/30/2023, and also to amend the general agenda, moving up item 7, ongoing business to follow Citizen's Comment. It passed.

#### 4. Citizen's Request and/or comments

M. Rohen reported she has received many favorable comments about the landscaping update. L. Dahlquist reported she had connected with the Senior Center in Hersey about some possible collaboration in the future.

#### 8. Ongoing Business

A. The corrected L-4029 was presented for signature. The name of the library was incorrect on the one presented last month.

B. Grant and Green Township discussion-M. Rohen reviewed the conversation she had with Clare Mebiela, Law Consultant with the Library of Michigan. The consensus of the Board was to offer access to Grant and Green townships for receipt of their penal fines under a set time frame, during which they would place the offer of being a member of the RCADL on their ballots. Details of this offer will be revisited at our next meeting. Chuck Smalley from Grant Township stated he would report this back to his Board.

#### 5. Board President Comments

None

#### 6. Standing Committee Reports

A. Budget and Finance-meeting set for June 15, 2023 at 3 p.m. A special meeting to approve the budget for the upcoming year was tentatively set for June 26 or 27 at 3 p.m. Actual date to be decided.

B. Digital Sign Committee-K. Nix and L. Eccles are working on a grant from TC Energy towards the purchase of the sign. K. Nix reported a conversation with a friend of the library who might be interested in contributing towards the purchase of a new sign.

C. Building Committee-M. Rohen reported on the meeting that was held by the committee. K. Nix will powerwash the north side of the building to see if it is effective in removing the mold on the outside of the building. She will also try to remove the graffiti on the front of the building. M. Tonn will be contacted for the possible name of someone who could do tuck pointing on the building. A sign for the front of the building, where one had previously been placed, was discussed and also the possible removal of the Velcro in this spot.

D. Strategic Plan Meeting- will not be scheduled until later this summer or early fall.

E. Millage Committee-B.Newell will contact M. Tonn to make sure that the millage meeting is cleared to be held at Trinity Lutheran Church on June 20, 2023 at 5:30 p.m. Shirley Brursema will be attending this meeting. Board Members are encouraged to bring members of the community to this meeting to discuss the passing of the upcoming millage.

F. HR Committee- did not meet. Will set meeting to discuss the evaluation tool for M. Rohen's upcoming evaluation.

G. Parade (Evergreen Festival) Committee-B. Newell reported that the theme for this year's parade is A CHARLIE BROWN CHRISTMAS.

H. Ad Hoc Committee for Crossroads Celebration- although no distinct committee was formed, several members expressed inclination to help with this and several ideas were brought forward, including water bottle with library branded koozie, story walk downtown, book sale, and crafts.

7. Director's report

The full text of the director's report is on file at the library, and also on the website under meetings, and then Board Packet.

9. New Business

None

10. Board Dynamics

None

11. Citizen's Comment

None

12. Adjournment

A motion was made by B. Newell and seconded by L. Dahlquist to adjourn the meeting. The meeting was adjourned at 7:33 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board Secretary

Next meeting of the RCADL Board of Trustees to be held July 11, 2023 in the community room of the RCADL at 6 p.m.

Reed City Area District Library Special Meeting

June 27, 2023 3 p.m.

829 S. Chestnut, 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

Laura Dahlquist, Trustee, Richmond Township

Shay Thompson, Trustee, Richmond Township

Melissa Rohen, Director

Absent:

Irene Balowski, Green Township Liaison

Cedar Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order at 3:01 p.m. and attendance was noted by B. Newell.

2. Approval of Agenda

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

It passed.

3. Citizen's request and/or comments

None

4. 2023/2024 RCADL Budget

A motion was made by S. Thompson and seconded by L. Dahlquist to approve the 2023-2024 budget of \$284,507.20 as presented.

A discussion was had about wages, hiring a new employee, separating out line items to more appropriately reflect their usage, and capital outlay projects, among others.

S. Thompson amended her motion to \$287,528.00 for the 2023-2024 budget, and it was seconded by L. Dahlquist. A roll call vote was taken. Yeas: M. Tonn, S. Thompson, K. Nix, L. Dahlquist, B. Newell, L. Eccles. Nays: None It passed.

#### 5. Citizen's Comments

B. Newell reported on comment from a patron saying "The library does all kinds of things for kids but not for adults."

#### 6. Adjournment

A motion was made by M. Tonn and seconded by K. Nix to adjourn the meeting. It passed. The meeting was adjourned at 3:42 p.m.

Respectfully Submitted,

Bette Newell, Secretary RCADL

The next Library Board meeting is scheduled for July 11 at 6 p.m. in the RCADL Community Room.

**2023: July Report reflecting June Expenses**

Expense Line Item	Expense Description	Amount
<b>740.300 - Summer Reading Program</b>		
<i>Karen Brown Donation</i>	Leslie Goddard Eleanor Roosevelt Friday, July 14th, 2023 Contracted: 12/18/2022	\$894.00
<i>Debit Card</i>	Joel Tacey	\$495.00
<i>OCCF SRP Grant</i>	Captain Joel's Magic Show CK 3423 printed on 6/15 Saturday, July 8th, 2023 at 1:00pm Contracted: 1/12/2023	
<i>Debit Card</i>	Pompeii's Pizza	\$106.00
<i>OCCF SRP Grant</i>	SRP Prizes 06/08/2023	
<i>Debit Card</i>	Dairy Depot	\$59.00
<i>OCCF SRP Grant</i>	SRP Prizes 06/08/2023	
<i>Debit Card</i>	Toy Town	\$150.00
<i>OCCF SRP Grant</i>	SRP Prizes (Grand Prizes) 06/08/2023	
		<b>\$1,704.00</b>
<b>752.000 - Operating Supplies</b>		
	Integrity Operating supplies Date of Receipt or Service: 6/24/2025	\$647.26
<i>Debit Card</i>	Social Schedules Monthly usage Date of Receipt or Service:6/30/2023	\$14.95
<i>Debit Card</i>	Zoom Annual Subscription (paid 5/12 - late invoice) Invoice INV201720269	\$174.80
		<b>\$837.01</b>
<b>755.000 - Programming</b>		
<i>Debit Card</i>	Amazon Order #: 114-3797928-8289822 Prizes/supplies for June programming Date of Receipt or Services: 6/05/2023	\$130.06
<i>Debit Card</i>	Amazon Prizes for passive programming Order #: 114-7652112-7518650 Date of Receipt or Service: 6/05/2023	\$23.39
<i>Debit Card</i>	Cricut Shop Monthly Renewal Date of Receipt or Services: 6/24/2024	\$9.99
<i>Debit Card</i>	Dezigns By Lonnie	\$196.00

<i>GFWC Donation</i>	Story Walk Printing	
	Date of Receipt or Services: 6/24/2024	
		<b>\$359.44</b>
<b>801.000 - Professional Services</b>		
<i>Debit Card</i>	G-Suites	\$180.00
	Account #: 3184-3454-8781-2148	
	Date of Receipt or Service: 6/01 - 6/30/2023	
	City of Reed City	\$200.00
	Accounting Services for April 2023	
	Date of Receipt or Services: 4/05/2023	
	City of Reed City	\$12.08
	Accounting Adjustment	
	Date of Receipt or Services: 6/12/2023	
		<b>\$392.08</b>
<b>804.000 - Janitorial Services</b>		
<i>Debit Card</i>	Cintas	\$35.85
	1 Invoices: #4158891016	
	Date of Receipt or Service: 6/19/2023	
<i>Debit Card</i>	McCloud	\$50.00
	Invoice #: 49039805	
	Date of Receipt or Service: 6/24/2023	
<i>Debit Card</i>	Service Master	\$515.00
	Invoice #: 24959	
	Received bill on 6/01/2023	
		<b>\$600.85</b>
<b>850.000 - Telephone</b>		
<i>Debit Card</i>	Spectrum/Charter	\$119.97
	Invoice #: 0049947022723	
	Date of Receipt or Services: 5/27/2023 - 6/26/2023	
		<b>\$119.97</b>
<b>900.000 - Printing and Publishing</b>		
	Xerox Corporation	\$146.28
	Black/White printing and copying	
	Invoice #: 019012163	
	<b>Total</b>	<b>\$146.28</b>
<b>920.000 - Utilities Electric</b>		
<i>CK 3422 printed on 6/15</i>	Consumers Energy	\$109.45
	Account #: 1030 187 9792	
	Date of Receipt or Service: 05/08/2023-06/06/2023	
	<b>Total</b>	<b>\$109.45</b>
<b>921.000 - Utilities Gas/Heat</b>		



<i>Debit Card</i>	<i>DTE</i>	\$79.32
	Account #: 9100 394 8255 9	
	Date of Receipt or Service: 05/05/2023 - 06/05/2023	
	<b>Total</b>	<b>\$79.32</b>
<b>927.000 - Utilities Water</b>		
<i>CK 3421 printed on 6/15</i>	<i>City of Reed City</i>	\$47.46
	Account number: SCHT-000829-0000-01	
	Date of Receipt or Service: 05/02/2023 - 6/06/2023	
	<b>Total</b>	<b>\$47.46</b>
<b>935.000 - Library/Property Insurance</b>		
<i>CK 3424 printed on 6/15</i>	<i>Municipal Underwriters of Michigan Inc</i>	\$356.00
	Accident Fund	
	Invoice #: 019012163	
	<b>Total</b>	<b>\$356.00</b>
<b>940.000 Equipment Rental</b>		
	<i>Xerox Corporation</i>	\$101.30
	Equipment Rental	
	Invoice #: 019012163	
	<b>Total</b>	<b>\$101.30</b>
<b>991.600 LOSB Loan Payment</b>		
	Lake Osceola State Bank Principal Balance	\$4,500.00
	<b>Total</b>	<b>\$4,500.00</b>
<b>Monthly Payroll</b>		
	Check Date: 6/8/2023	\$2,943.04
	Check Date: 6/22/2023	\$3,479.35
	Check Date: 7/05/2023	\$3,514.52
	<b>Total</b>	<b>\$9,936.91</b>
	<b>Expenses Grand Total</b>	<b>\$19,290.07</b>
	<b>Total Donations</b>	\$894.00
	<b>Total Grants</b>	\$1,006.00
	<i>Total</i>	\$1,900.00
	<b>Total Actual Expenses \$</b>	<b>17,390.07</b>

Total Expenses by Line				
Expense Line	Total Amount	Donations	Grants	Total Actual Expense
740.100 - Books				
740.101 - Ebooks				
740.200 - Audiobooks				
740.250 - Videos/DVDs				
740.300 - SRP	\$1,704.00	\$894.00	\$810.00	\$0.00
740.400 - Magazines				
740.500 - Newspapers				
751.000 - Office Supplies				
752.000 - Operating Supplies	\$837.01			
755.000 - Programming	\$359.44		\$196.00	
801.000 - Professional Services	\$392.08			
802.000 - Legal Fees				
804.000 - Janitorial Services	\$600.85			
806.000 - Bank Charges				
808.000 - Independent Audit				
818.000 - Contractual Services				
850.000 - Telephone	\$119.97			
851.000 - Postage				
900.000 - Printing & Publishing	\$146.28			
907.000 - Advertising				
915.000 - Memberships & Dues				
920.000 - Utilities Electric	\$109.45			
921.000 - Utilities Gas/Heat	\$79.32			
927.000 - Utilities Water	\$47.46			
930.000 - Land & Building Improvements				
935.000 - Liability/Property Insurance	\$356.00			
940.000 - Equipment Rental	\$101.30			
956.100 - Education & Training				
970.000 - Capital Outlay				
991.600 - Principle/LOSB Loan Payment	\$4,500.00			
992.000 - Interest				
Monthly Payroll	\$9,936.91			
	<b>\$19,290.07</b>	<b>\$894.00</b>	<b>\$1,006.00</b>	<b>\$17,390.07</b>

BALANCE SHEET

City of Reed City

As of: 5/31/2023

Balances

Fund: 971 - REEDCITY AREA DISTRICT LIBRARY

Assets

001.000 CASH	225,079.95
004.000 CHANGE DRAWER	55.00
123.000 PREPAID EXPENSES	3,366.90

Total Assets 228,501.85

Liabilities

202.000 ACCOUNTS PAYABLE	200.00
229.000 DUE TO FEDERAL GOVERN.-WHT	2.69
233.000 DUE TO FED. & STATE UNEMPLOYME	-2.69

Total Liabilities 200.00

Reserves/Balances

390.000 FUND BALANCE	230,351.14
398.000 CHANGE IN FUND BALANCE	-2,049.29

Total Reserves/Balances 228,301.85

Total Liabilities & Balances 228,501.85

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2022 to 5/31/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 971 - REEDCITY AREA DISTRICT LIBRARY</b>							
<b>Revenues</b>							
Dept: 000.000							
402.010 REAL PROP TAX - LINCOLN TWP	37,875.00	37,875.00	32,559.58	0.00	0.00	5,315.42	86.0
402.020 REAL PROP TAX - RICHMOND TWP	44,688.00	44,688.00	52,189.56	0.00	0.00	-7,501.56	116.8
402.030 REAL PROP TAX - REED CITY	37,900.00	37,900.00	39,543.83	0.00	0.00	-1,643.83	104.3
410.010 PERS PROP - LINCOLN TWP	20,402.00	20,402.00	16,293.21	108.19	0.00	4,108.79	79.9
410.030 PERS PROP TAX - REED CITY	2,481.00	2,481.00	3,957.44	0.00	0.00	-1,476.44	159.5
412.000 DELINQ. PERS PROP TAXES	75.00	75.00	12,941.13	0.00	0.00	-12,866.13	17254.8
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	1,450.00	45.00	0.00	50.00	96.7
539.000 STATE GRANT	7,000.00	7,000.00	6,790.58	3,424.64	0.00	209.42	97.0
651.000 COPY MACHINE MONEY	2,300.00	2,300.00	2,530.80	347.05	0.00	-230.80	110.0
651.500 FAX MACHINE MONEY	500.00	500.00	412.65	56.00	0.00	87.35	82.5
655.100 LIBRARY BOOK FINES	650.00	650.00	582.50	69.90	0.00	67.50	89.6
656.200 PENAL FINES - MECOSTA	2,200.00	2,200.00	2,606.56	0.00	0.00	-406.56	118.5
656.300 PENAL FINES - OSCEOLA	33,000.00	33,000.00	11,745.15	0.00	0.00	21,254.85	35.6
664.000 INTEREST INCOME	150.00	150.00	87.44	9.79	0.00	62.56	58.3
671.000 OTHER REVENUE	550.00	550.00	1,330.95	0.00	0.00	-780.95	242.0
675.100 CONTR - SUMMER READING PROGRAM	4,800.00	4,800.00	1,417.00	0.00	0.00	3,383.00	29.5
675.150 CONTRIB. - PROGRAMMING	750.00	750.00	1,152.25	0.00	0.00	-402.25	153.6
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	4,536.00	100.00	0.00	-2,536.00	226.8
675.300 CONTRIB. FROM PRIV. SOURCES	7,000.00	7,000.00	7,985.21	17.67	0.00	-985.21	114.1
677.100 REIMBURSEMENT FOR LOST BOOKS	150.00	150.00	245.99	0.00	0.00	-95.99	164.0
685.500 OTHER-BOOK SALE	1,500.00	1,500.00	1,509.15	64.75	0.00	-9.15	100.6
692.100 FUND RESERVE-OPERATING	13,097.00	13,097.00	0.00	0.00	0.00	13,097.00	0.0
<b>Dept: 000.000</b>	<b>220,568.00</b>	<b>220,568.00</b>	<b>201,866.98</b>	<b>4,242.99</b>	<b>0.00</b>	<b>18,701.02</b>	<b>91.5</b>
<b>Revenues</b>	<b>220,568.00</b>	<b>220,568.00</b>	<b>201,866.98</b>	<b>4,242.99</b>	<b>0.00</b>	<b>18,701.02</b>	<b>91.5</b>
<b>Expenditures</b>							
Dept: 790.000 LIBRARY OPERATIONS							
702.000 SALARIES & WAGES	88,053.00	88,053.00	71,646.44	5,873.21	0.00	16,406.56	81.4
715.000 SOCIAL SECURITY	5,600.00	5,600.00	5,480.94	449.29	0.00	119.06	97.9
721.000 WORKER'S COMP	400.00	400.00	356.00	0.00	0.00	44.00	89.0
726.000 UNEMPLOYMENT	250.00	250.00	30.11	7.68	0.00	219.89	12.0
740.100 BOOKS	10,000.00	10,000.00	9,031.07	156.40	0.00	968.93	90.3
740.101 E-BOOKS	2,000.00	2,000.00	937.32	0.00	0.00	1,062.68	46.9
740.200 AUDIOBOOKS	1,000.00	1,000.00	1,131.10	0.00	0.00	-131.10	113.1
740.250 VIDEOS/DVD'S	1,000.00	1,000.00	150.79	0.00	0.00	849.21	15.1
740.300 SUMMER READING	2,600.00	2,600.00	3,219.44	124.95	0.00	-619.44	123.8
740.400 MAGAZINES	1,100.00	1,100.00	646.00	0.00	0.00	454.00	58.7
740.500 NEWSPAPERS	650.00	650.00	649.31	0.00	0.00	0.69	99.9
751.000 OFFICE SUPPLIES	2,000.00	2,000.00	1,332.91	551.27	0.00	667.09	66.6
752.000 OPERATING SUPPLIES	2,500.00	2,500.00	10,209.10	1,027.95	0.00	-7,709.10	408.4
755.000 OPER. SUPPLIES-PROGRAMMING	1,800.00	1,800.00	3,958.33	33.02	0.00	-2,158.33	219.9
801.000 PROFESSIONAL SERV.	4,750.00	4,750.00	4,325.86	1,971.34	0.00	424.14	91.1
802.000 LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
804.000 JANITORIAL SERVICES	7,080.00	7,080.00	8,368.52	2,466.52	0.00	-1,288.52	118.2
806.000 BANK CHARGES	30.00	30.00	79.24	2.63	0.00	-49.24	264.1
808.000 INDEPENDANT AUDIT	3,700.00	3,700.00	3,850.00	0.00	0.00	-150.00	104.1
818.000 CONTRACTUAL SERVICE	7,000.00	7,000.00	12,148.42	200.00	0.00	-5,148.42	173.5
850.000 TELEPHONE	1,440.00	1,440.00	1,303.67	119.97	0.00	136.33	90.5
851.000 POSTAGE	174.00	174.00	120.00	0.00	0.00	54.00	69.0
852.000 INTERNET SERVICE	0.00	0.00	291.60	0.00	0.00	-291.60	0.0
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	450.21	91.89	0.00	1,049.79	30.0
907.000 ADVERTISING	150.00	150.00	0.00	0.00	0.00	150.00	0.0
915.000 MEMBERSHIPS AND DUES	3,875.00	3,875.00	125.00	0.00	0.00	3,750.00	3.2
920.000 UTILITIES - ELECTRIC	3,810.00	3,810.00	3,207.25	430.89	0.00	602.75	84.2
921.000 UTILITIES-HEAT	2,500.00	2,500.00	2,041.41	166.21	0.00	458.59	81.7
927.000 UTILITIES-WATER	360.00	360.00	355.97	39.50	0.00	4.03	98.9
930.000 LAND & BUILDING REPAIRS	500.00	500.00	4,792.26	0.00	0.00	-4,292.26	958.5
935.000 LIABILITY/PROPERTY INSURANCE	2,860.00	2,860.00	3,185.42	0.00	0.00	-325.42	111.4
940.000 EQUIPMENT RENT	1,216.00	1,216.00	932.58	101.30	0.00	283.42	76.7

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2022 to 5/31/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 971 - REEDCITY AREA DISTRICT LIBRARY</b>							
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
956.100 EDUC. & TRAINING-DIST. MTGS.	200.00	200.00	60.00	0.00	0.00	140.00	30.0
991.600 PRINCIPAL	54,000.00	54,000.00	46,845.88	4,305.46	0.00	7,154.12	86.8
992.000 INTEREST	6,370.00	6,370.00	2,654.12	194.54	0.00	3,715.88	41.7
LIBRARY OPERATIONS	220,568.00	220,568.00	203,916.27	18,314.02	0.00	16,651.73	92.5
Expenditures	220,568.00	220,568.00	203,916.27	18,314.02	0.00	16,651.73	92.5
Grand Total Net Effect:	0.00	0.00	-2,049.29	-14,071.03	0.00	2,049.29	

### Budget and Finance Committee

The Committee presented and Board approved the Budget for the 2023/2024 fiscal year at a special meeting on June 27<sup>th</sup>, 2023. This approved budget has been posted and sent to the bookkeeper. The committee will need to meet once the bookkeeper has replied to the budget amendment information the Director sent on June 29<sup>th</sup>, 2023.

### Digital Sign Committee

No updates to report

### Building Committee

No updates. The Director and Assistant Director are working on the previously mentioned goals. Updates will be sent to the committee as needed.

### Strategic Plan Committee

The committee should plan on meeting in mid August to discuss beginning the survey.

### Millage Committee

No updates; the next Yes meeting is on August 8<sup>th</sup> at 5:30pm

### HR Committee

No updates; HR Committee should meet after reviewing the Director's suggestions for the Director Evaluation, as discussed later in this meeting.

### Parade (Evergreen Festival) Committee – Ad Hoc

The parade committee should meet soon to discuss possibly joining in on the Crossroads Festival.

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### Ad Hoc Committee

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

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

## Budget

We have a 2023/2024 Budget – awesome. Thank you to the committee for their insight and support in completing this year's biggest financial project. Yay!

## Reading Challenges

Summer Reading Program registration has started. At the time of this writing we have 62 participants signed up!

We have also started our Adult Reading Challenge and have had 10 participants so far snag a punch card.

## Medical Leave

As a reminder, my medical leave will begin in four (4) weeks. I will be off from July 14<sup>th</sup> to tentatively return on Monday, July 31<sup>st</sup>. My staff has rescheduled some shifts to accommodate – if volunteers are needed to cover any unexpected changes, I or Brian will reach out. I encourage a few Board members to volunteer for our SRP events that I will be unable to attend.

I am currently working on a step-by-step procedure and timeline to help support staff while I am unavailable.

## Donations

As requested by the finance committee, I wanted to present an estimate of the donations we have received in the past several months, much of which was donated after we stopped officially accepting them in March. The estimated value is based on the average purchase cost for material type for the library if we were to purchase it new for ourselves:

Material Type	# of Items	Estimated Value	Estimated Total Value
DVDs/Blue Ray	80	\$15.00	\$1,200.00
Adult Hard Cover	64	\$20.00	\$1,280.00
Adult Soft Cover	70	\$15.00	\$1050.00
Juvenile/Kids	56	\$10.00	\$560.00
Audio CDs	4	\$10.00	\$40.00
<b>Totals</b>	<b>274 items</b>		<b>\$4130.00</b>

After announcing we are once again accepting donations on Friday, June 30<sup>th</sup>, we have received the following in donated items:

Material Type	# of Items	Estimated Value	Estimated Total Value
DVDs/Blue Ray	46	\$15.00	\$690.00
Adult Hard Cover	18	\$20.00	\$360.00
Adult Soft Cover	43	\$15.00	\$640.00

Juvenile/Kids	5	\$10.00	\$50.00
Audio CDs	1	\$10.00	\$10.00
<b>Totals</b>	<b>113 items</b>		<b>\$1750.00</b>

It is important to note that not all donated items will be added to our shelves, however, I want to showcase the estimated value of what is being donated.

#### Table Concerns

There has been an ongoing misunderstanding between the RCADL and the group of attendees who regularly play Scrabble. I mentioned this to the Board Presidents a few months ago when this first started but wanted to bring the Board up to date, should the issue progress.

Several months ago, it was noted the round table in the Community Room was not suitable for RCADL purposes and the Director and Assistant Director made the determination to remove it as we have several tables in the room available to public use as needed and storage is a continued concern.

Upon removing the table it was noted that it was in quite the level of disrepair with several missing screws and some mismatched screws holding it in place.

After the Scrabble met a few times, one member called to ask if we were open to receiving a donation of a new table. I thanked the member for their consideration but stated no we were not open to accepting a donation of furniture for the community room at this time and cited storage concerns. I stated that, if we were to get additional storage in the future I would be happy to discuss such a generous donation at that time.

I was then asked if the Scrabble group could bring in their own table to have it stored on our premises. I stated that was not something we could do because of the aforementioned storage concerns. I was then asked if the Scrabble group could bring said table in for use during the group's schedule time. I stated if a member wished to bring in a table and remove it after the conclusion of their scheduled time, they could do so, but the I could not guarantee the staff's availability for assistance.

The group has since met several times without any further communication with me, however my staff has stated they have mentioned citing an official complaint and/or coming to a Board meeting to discuss the situation.

#### Mr. Upland

It has come to my attention that a Mr. Upland is contacting various organizations, including the Mid Michigan Library League (MMLL), as well as the City of Reed City's Council, so I wanted to take a moment to clarify some of the concerns he has presented. I have already spoken with Ms. Balcolm, the Director of the MMLL and encouraged her to either suggest Mr. Upland to reach out to me or the RCADL Board directly and/or to share this information.

The main points of his observations, as well as my responses to both Ms. Balcolm and the City of Reed City's Council are below. They are primarily concerned with a discussion the Board is having regarding researching appropriate responses to two requests from local townships:



- **Minutes posted then retracted from the June 2023 RCADL Board Meeting** - June 6th Meeting Minutes are found on the Meetings page on the right-hand side: [https://www.reedcitylibrary.org/files/ugd/406c83\\_c72a21deb9914719ae0f99b4c1c55418.pdf](https://www.reedcitylibrary.org/files/ugd/406c83_c72a21deb9914719ae0f99b4c1c55418.pdf) They are awaiting approval, as noted, but are publicly available as are all Board Meeting minutes from 2011 to present day.
- **RCADL Board negotiating unsustainable partners outside the DLA:** There have been no active negotiations between the RCADL Board and any township. Both Green and Grant townships approached the Library Director to inquire about the possibility of paying penal finds in order to be able to utilize full library services without paying the non-resident fee as they wish to sever ties with Big Rapids Public Library. Green Township residents can already do so as we have a contract with them that splits their penal fines between Big Rapids and RCADL, they now wish to contribute all penal fines to RCADL. When the Director presented these inquiries to the RCADL Board, as presented in the Board discussion cited in these observations, the Board asked the Director to reach out to Clare Mebiela, the Library Law Consultant for the Library of Michigan, for advice. There have been no overtures or negotiations as to moving this process forward other than seeking counsel.
- **There is a lack of transparency regarding Big Rapids community and Reed City Public Library fighting over territory, funding, and membership** - There has been no communication between RCADL and Big Rapids Public Library regarding territory, funding, and membership. As stated, Green and Grant Townships approached RCADL and the Board is seeking council before replying to their inquiries.
- **RCADL Board lacks transparency in negotiating side contracts and fails to inform DLA Legal partners** - The Board Discussion in question is publicly posted on our website, however, as stated previously, there is no negotiation of any side contracts as the Board is only seeking counsel on the appropriate steps forward in replying to the two inquiries. All archived meeting packets and minutes (as available) from 2011 to 2023 are accessible via the meetings page by clicking on "View Archived Meeting Agendas, Minutes, and Packets Here," towards the bottom of the page. They are also accessible by clicking on Meeting then Archived Meetings on the main page: <https://www.reedcitylibrary.org/archived-meetings> Any member of the public may request a physical copy of these minutes and/or packets at any time.
- **Partner with RCAPs** - The RCADL does currently partner with RCAPS for many events, including classroom visits, library card availability to students and teachers, and several teachers checking out multiple titles for periodic classroom use. We also have plans to pursue collaboration for college prep workshops in the future.
- **Gain Accredited management** - The RCADL Director has a Master's degree in English and twenty years of experience in academic and public library service; the RCADL Cataloging librarian has a Master's degree; the RCADL Assistant director has a Bachelor's degree; and the RCADL Children's librarian has over 50 years experience in education and child services. The RCADL Board President has a Master's degree as well.
- **Voters in LincolnRichmond TWP will reject the 2024 millage** - To my knowledge, Mr. Upland is not a registered voter in either Lincoln Township or Richmond Township.
- **There is a strategy plan posted, not used** - The RCADL has a 3-year Strategic Plan which is available on the website; the Strategic Plan Committee meets quarterly. All RCADL Board and Committee meetings are open to the public.
- **The recent departure of Assistant Director Lacks Transparency** - Ms. Thorson, the previous Assistant Director put in her resignation in February due to pursuing an opportunity with the City of Reed City; the position was immediately posted on the website and across all social

media and remained so until the current Assistant Director, Mr. Ford, was hired. We had six candidates inquire, five apply, and four interview (twice). A meet and greet with the public and Mr. Ford is in the planning and we hope to have it near the end of summer.

- **Green Township** - Please refer to the previous discussion regarding communications with Green Township
- **Losing Hersey Community** - All Board discussions about Hersey leaving the district can be found on the website in the Archived Meetings page of the RCADL website. The RCADL Board President has made every effort to be transparent in this process and will answer any questions regarding Hersey's decision to leave the district.
- **Meeting Minutes** - Meeting minutes from 2011 to present day are available on the RCADL's Archived Meetings page. Those that could not be digitized are available in-house at the library. Prior year's minutes are also available at the library.
- **Attached is Information removed from the report** - Mr. Upland is referring to the Board Discussion regarding Grant and Green Township inquiries; this was part of the June 7th Board Packet which is available, in whole, on the Archived Meeting page. The specific link is here and the discussion in question can be found on pages 15 and 16: [https://www.reedcitylibrary.org/files/ugd/406c83\\_7225f2e2e17842f3968638b36b4cbe58.pdf](https://www.reedcitylibrary.org/files/ugd/406c83_7225f2e2e17842f3968638b36b4cbe58.pdf)
- **Get rid of "Career" Board Members** - the RCADL Director, nor the RCADL Board, has no input or decision-making power in who is appointed to the Board. Patrons and citizens in each township volunteer, and present their interest to the Township/Village Council. The Council

### Projects Update

- Story Walk: Awaiting printing
- SRP: up and running
- Status and updates on all other ongoing projects will be updated soon.

### Grants


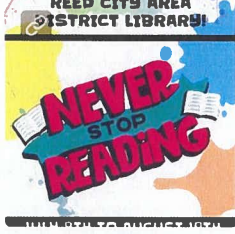
- MMLL Mini-Grant – we were awarded a grant for YA Graphic Novels; Brian will begin ordering these soon; this is a reimbursement grant.
- GLE Grant – we received a grant for a storage shed for \$2500, which is about half of what the sheds previously researched cost. We will complete updated research/quotes and be ready to discuss options at the July or August meeting.

### Website Statics

- Between June 1<sup>st</sup> and June 30<sup>th</sup>:
  - 400 unique visitors with 800 site sessions; 306 are new visitors and 94 are returning; each session lasts approximately 4 minutes and 37 seconds.
  - Visitors are finding our site primarily through the direct URL [www.reedcitylibrary.org](http://www.reedcitylibrary.org) (590) and Google (195) and accessing mostly through their desktop (578), mobile devices (220) , and tablets (32).
  - The Homepage is the most frequently visited, with Events and e-resources the second and third most popular pages.
  - Tuesday is no longer the highest trafficked day for the website; it is now Wednesday

## Social Media Snapshot

- For June 1<sup>st</sup> to June 30<sup>th</sup>:

Instagram	Facebook
 <p><b>Top Ranking Post:</b> 11 Impressions</p>	 <p><b>Top Ranking Post:</b> 1247 people viewed</p>
<p><b>New Posts:</b> 13 <b>Total Reach:</b> 112 <b>Followers:</b> 201 <b>Likes:</b> 4</p>	<p><b>New Posts:</b> 22 <b>Likes/Reactions:</b> 174 <b>Comments:</b> 7 <b>Shares:</b> 40 <b>Total Reach:</b> 9087</p>

	April 2023	May2023	June 2022	June 2023
Books-Cass-CD-Magazines	1,724	2,346	2,304	2,201
MelCat Inbound	153	390	321	377
MelCat Outbound	276	170	182	157
Videos	98	141	137	144
Overdrive E-books (now includes magazines)	314	328	298	408
Total	2,565	3,375	3,242	3,287
FY YTD Total	31,570	34,945	35,173	38,232
Public Access Computer Sessions	209	189	142	177
New Library Cards Members	18	16	25	15
Obituary Requests	0	0	0	0
Seed Library	212	117	50	95
<b>Library Operation Revenue</b>				
Non-Resident Fees	\$0.00	\$45.00	\$135.00	\$90.00
Copies	\$181.75	\$189.95	\$194.50	\$248.45
Fines	\$5.40	\$59.90	\$95.90	\$94.60
Book Sale	\$32.25	\$37.00	\$30.00	\$31.50
Fax	\$23.50	\$28.50	\$75.50	\$27.00
Lost Books	\$0.00	\$45.00	\$0.00	\$45.00
Summer Reading Program	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Programming	\$10.65	\$192.97	\$93.20	\$31.50
<b>Totals</b>	<b>\$253.55</b>	<b>\$598.32</b>	<b>\$624.10</b>	<b>\$568.05</b>
<b>Facebook Page Engagement</b>				
Post Reach Unique User Screens	4,501	3,690	4,935	3,711
Facebook Page Likes	76	220	737	265
<b>Instagram Engagement</b>				
Instagram Reach	22	22	15	20
Instagram Followers	196	197	193	
<b>Library Visits</b>				
Total Inbound	2,258	2,386	2,030	
6 Hour Day Avg. Daily Inbound	95	88	80	87
8 Hour Day Avg Daily Inbound	81	77	128	97
3 Hour Day Avg Daily Inbound	0	50	59	0
<b>Program</b>				
Scrabble Hour	12	16	15	16
Story Hour	69	138	49	0
Little Explorers	6	7		0
1,000 Books Before Kindergarten (new sign-ups)	1	1		3
Family Movie	0	0		0
Teen Movie	0	0		0
Reed City Readers	5	7	5	7
Cookbook Club	0	0	13	0
Other Movie Series	0	0		0
Other Programs	56	417		229
<b>Total Program Attendance</b>	<b>149</b>	<b>586</b>	<b>82</b>	<b>255</b>
<b>Community Room Use</b>				
Adult Craft Evening: 0	Garden Revitalization: 10	Mike Fomes - 13	Judd & Jullie: 28	
Cinema: 0	Bunnies: 15	SRP Kickoff - 30	Board Game: 2	
Orphan Train: 20	Drop In Board Game: 6	Viola Shipman- 7	Coloring: 9	
Neighborhood Forest: 36	Book Bouquet: 11	Mermaid Money- 7	Button Craft: 11	
	SRP Class Visits: 375	Perler Bead - 6		
Passive Programs: 130		Inside Movie - 5		
Pillar Display: 8	Passive Programs: 148			
Guess the #: 60	Pillar Display: 12	Passive Programs:	Passive Programs	
Scav. Hunt: 62	Guess the #: 88	Noodle Guess: 111	Dog Treat Guess: 95	
	Scav. Hunt: 48	Lighthouse Hunt: 40	Scavenger Hunt: 72	
			PreSRP Book: 11	
			PreSRP Char.: 10	
			PreSRP Bingo: 15	

## Grant and Green Townships (as of 7/05/2023)

Per the Board's request, I reached out to Clare Mebiela, the Law Consultant for the Library of Michigan, for continued council on the ongoing Grant and Green Township discussion. Please refer to the previous discussion below.

I have also included the most recent communication from Grant Township. We have received no further information from Green Township. *It is important to note Grant Township's Board has turned down the possibility of paying 3/10 mil due to the low unknown number of Grant Township residences that would use the Reed City District Library.*

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### **Director's Email to Clare Mebiela's in response to the Boards request for further information at the June 6<sup>th</sup>, 2023 meeting:**

Good morning,

I am reaching out on behalf of the RCADL Board of Directors - I emailed in early May inquiring about Green and Grant Township proposing to transition funding to us after severing ties with Big Rapids.

Upon your advice, I let the Board know the lack of sustainability of such a change, as well as the imbalance of funding.

They asked that I reach out to you for a bit more clarification.

They want to know if they could, or rather should, offer to accept penal fines from both townships with the agreement that the townships would present joining the District on an upcoming millage/ballot within two years.

Or should they refuse to pursue any changes or agreements until joining the District per a successful millage/ballot?

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### **Clare Mebiela's Response (received 6/29):**

Attached is a copy of an e-mail I sent to the Green Twp Supervisor about library service contracts.

It may also help your board understand the issues.

I wanted to clarify one point I made – You can add Green and Grant to the district provisionally and still require a millage in 2 years... This act may provide valuable education and support to the residents once the millage is then put on the ballots.

---

**Clare Mebiela's Response to Green Twp Supervisor:**

**RE Big Rapids/Green TWP Library Service Agreement:**

It has come to the attention of the Library of Michigan that there has been some misunderstanding regarding the renegotiation of the library service contract between Big Rapids Library and Green Township. I thought it might help clarify some of the confusion if I provided some information and context to Library Service contracts and the situation with the Big Rapids Community Library

Public Libraries in Michigan have been in existence since before statehood. Support for the existence of public libraries and the guarantee of access to public libraries in the state are enshrined in Michigan's Constitution. Michigan also has one of the oldest general public library laws in the country – The City, Village and Township Libraries Act, 1877 PA 164, MCL 397.201 et seq.

Public Libraries in Michigan have also always been under home rule. This means that under each of the 6 Michigan laws that can establish up to 10 different types of public libraries, these libraries are established, funded, and governed at the local level.

Big Rapids Library is a City Library established under section 1 of The City, Village and Township Libraries Act, 1877 PA 164, MCL 397.201. In addition, 1877 PA 164 provides authority for a public library established under this act to contract with municipalities which have not established their own public library(ies).

In addition, the Penal Fine Distributions to Public Libraries Act, and the State Aid to Public Libraries Act each reaffirm the authority of the governing body of a public Library to contract with a separate municipality to provide library services.

The governing body of a public library – including the governing board of a City library formed under section 1 of 1877 PA 164 is the legal authority of that public library. Governing board members of a City Library under 1877 PA 164 are public officials who have exclusive control over the funds of the library – and are bound by a fiduciary duty to not only act only in the best interests of the library, but also to adhere to the laws governing the expenditure of public funds and the use of public assets. As a government entity using public funds and public assets, a public library is prevented by Michigan law from offering money or services, or anything of value to any other municipality or organization for anything less than Fair Market Value. In other words, a public library cannot donate goods or services, or permit those goods and services to be contracted for less than the fair market value of those goods and services.

When a library contracts for services, the board of the library along with the director must consider the costs to provide those services, including the costs of facilities, staffing, collections (including digital collections and programming), and negotiate an amount that will adequately share those costs.

To assist this process, the legislature in 1977 imposed certain requirements that libraries must meet in order to be eligible for State Aid monies from the state. State Aid to Libraries is a state

program that provides legislatively appropriated state funds to the Library of Michigan that are to be distributed on a per capita basis to public libraries across the state provided those libraries comply with the following requirements:

- 1) Maintain 3/10 of a mil (of local taxable value) support for each municipal area served by the library. The intent here is that public libraries should be funded by the municipalities that benefit from them – the state should not provide funding for a library that is not supported by its own community.
- 2) The library must comply with certain personnel certification, experience, and/or education standards that are established by the Library of Michigan
- 3) Between October and February of each year, the library must complete an annual report/ State Aid Application to the Library of Michigan providing certain statistical and financial information.

If a library does not comply with all three of these statutory requirements, they will not receive state aid funds for that year.

Why 3/10 of a mil? This is an amount that, in 1977, was thought to represent an amount that would represent “Fair Market Value.” Although this is no longer the case, 3/10 of a mil is a benchmark amount for determining that a municipality is supporting their library service.

This amount also serves as an indication for a library’s legal service area population that non-resident contracted areas are paying at least enough of their fair share to enable the library to receive state aid moneys for their population.

Legal Service Area population = the population that the library serves as part of the library’s establishment – for example, the population of Big Rapids City is the legal service area of Big Rapids library)- which is often the population that pays taxes (either via a millage or a municipal appropriation) to support their library

Since a library’s legal service area usually supports their library via property taxes (either a millage or appropriation), the amount paid per capita by the legal service area population – for the SAME SERVICES received by the contracted area populations is usually an amount larger than what a contracted population pays per capita. This means that, often the legal service area’s contribution makes it possible for the contracted areas to have service – the legal service area is subsidizing the contracted area population’s library services. As you can imagine, this is a situation that does not sit well with any legal service area taxpayer. Libraries get involved in quite a few controversies because their legal service area community finds out that the municipality next door pays less than they do for library services from the same library.

If a contracted area doesn’t pay an amount at least equaling the 3/10 of a mil required to receive state aid, LM will often look at the total income of a library and match that total to the total combined 3/10 of a mil required value. If the total income exceeds the 3/10 of a mil combined required value, LM will approve state aid – this permits libraries to receive state aid for an area that is under paying and not meeting that 3/10 of a mil individually. If the amount of total income doesn’t exceed the amount of 3/10 of a mil required value, the LM goes back and

reviews the income paid by each legal service area and the ones that don't meet that 3/10 of a mil will not be figured into the calculation for that library's state aid payment.

To demonstrate this, I have attached the 2022 Big Rapids State Aid calculation sheet that shows the "local support" paid by each legal service area – legal and contracted (*Note: this was not included in the email communications to the RCADL Director*). You can see which areas meet the 3/10 of a mil and which do not. Green Twp is far off the mark from meeting the 3/10 of a mil. In fact, only Big Rapids City meets their 3/10 of a mil- and exceeds it enough so that the extra subsidizes all the other areas so state aid is received.

This is why Big Rapids is renegotiating. It is not sustainable in any business or organization for one stakeholder to foot the bill for every other stakeholder. It is not equitable or sustainable for the residents of Big Rapids City to pay for library services for their contracted areas.

Based on Big Rapids' current budget, to provide the current library services costs \$31.06 per capita, or \$124.24 for a family of four.

Currently, Residents of Big Rapids City pay \$53.40 per capita - \$213.6 for a family of four- for these same library services.

Residents of Green Township pay \$3.40 per capita - \$13.60 for a family of four- for those SAME services.

Another issue that impacts this is Penal Fines.

Green Township's contribution to the support of Big Rapids Community Library is only through Penal Fines. Penal Fines are not and have never been intended by the legislature or the constitution, to be the sole support of municipalities' library service. Penal fines are also not paid by the municipality. They are not municipal funds. They are county funds allotted to the municipality for a specific purpose. The Library of Michigan authorizes the disbursement of penal fines allotted to a specific municipal population upon confirmation of a signed service contract or the establishment of a board of trustees for a new library. A municipality cannot determine how much penal fines a library gets – the amount of allotted penal fines paid to a library is based solely on the municipal population served by the contracted or municipal library. When considering that Big Rapids Township and Big Rapids City residents each pay an out-of-pocket millage and that penal fines are also received for those populations, it can be considered that Green Township residents in actuality pay nothing for library service. They simply agree to the allocation of funds that are not municipal funds and which can be used for no other purpose.

The original contract signed by Green Township agreed to pay an amount equal to 3/10 of a mil minus the penal fine amount. Over the years this was not adhered to by Green Township and was not enforced by Big Rapids. It is now no longer sustainable for Big Rapids to pay for Green Township's library services.

This is a situation that is occurring with libraries around the state. It's not that libraries no longer wish to contract. It is that the libraries (like utilities, fire services, police services and other



municipal and local services) cannot afford to, and are not permitted by law to, give services away for less than the cost or providing those services, or Fair Market Value.

I hope this is helpful. Please do not hesitate to contact me if I can offer an additional information or if I can answer any questions.

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**Most recent communication from Grant Township via email on 6/29/2023:**

Melissa, Thank you for giving me the time to talk at the Reed City District Library Board May and June Meeting.

At the June Reed City District Library Meeting, I was advised by the Board that their request was to have Grant Township residents pay up to 3 tenths of a mill through a property tax assessment for the Reed City Library.

I took that request to the Grant Township Board, June meeting, and that request was turned down due to the low unknown number of Grant Township residences that would use the Reed City District Library. The Board also stated that they recently turned down Big Rapids Library request for the same 3 tenths of a mill requested by Big Rapids Library due to there were only 41 card holders (unknown how many of those 41 cards are considered "free cards" for Big Rapids Schools students, Ferris students, Big Rapids Employees, or Ferris Employees).

When I approached Reed City District Library Board in May, my thoughts were to request Grant Township residents free access to the Library in exchange for the Grant Township Penal Fines which was \$1665.00 in 2021 and \$2486.00 in 2022. Now that Grant Township no longer has a contract with Big Rapids Library as of June 15, 2022, those Penal Fines, to my understanding will go into escrow.

## Grant and Green Townships (as of 6/06/2023)

I have reached out to Clare Mebiela, the Law Consultant for the Library of Michigan regarding the possibility of contracting with Grant Township and expanding the current agreement with Green Township. Upon receiving her reply, I emailed both Grant and Green Township, summarizing the information shared and stating I would bring this to the Board's attention. Please review and advise how we wish to move forward.

### **Clare Mebiela's Response:**

Currently, 100% of the population of Grant Township and approximately 67% of the population of Green Township are in the contracted service area of Big Rapids. The other 33% of Green Twp population is in your contracted population of the Reed City Area District Library.

The contracts are from 1991, and 1992, respectively (see attached).

Because these populations are contracted populations, Grant Township and Green Township can contact the board of the Big Rapids library and terminate their respective contract (the municipalities must do this). Big Rapids must then notify LM that the contracts are terminated. Each contract states that the municipality will have to give 6 months' notice of termination.

Once the contracts are terminated, Reed City Area District Library may enter into contracts with the townships. Once contracts are signed, you would send the contracts to LM. The Reed City contract could not begin until the Big Rapids contract termination date.

If Reed City is interested in contracting with these municipalities, it must be stressed that penal fines alone for these townships do not cover the 3/10 of a mil required to receive State Aid monies for these populations.

The 3/10 of a mil for the 100% of population for Grant Township is \$8,407. Grant Township pays Big Rapids only \$1,665 in local income.

Green Township's 3/10 of a mil is \$17,119 of which they pay Big Rapids only \$5,329

Overall, the only reason Big Rapids obtains State Aid for these areas because of the larger amounts of money paid by their legal service areas. This means that the legal service areas are paying MORE for library service than the contracted areas – and in addition are PAYING for the contracted areas to have service. This is not a sustainable situation. Legal service area residents are generally not happy when they find out they are paying more than others for the same services.

Reed City Area District Library is in the same situation – Grant Township does not pay enough and neither do your other contracted areas. This means that your legal service areas are paying more and subsidizing services for these other townships. On top of being inequitable, it is not sustainable.

Attached are the state aid computation reports for 2022 for Reed City Area District Library and for Big Rapids.

I would strongly recommend that your board consider all perspectives of contracting only for penal fines and (possible) state aid. This scenario creates an inequitable situation that could very well come back to bite you if the discrepancy is discovered by members of your legal service area paying more. If these townships wish to contract with you, it is in your library’s best interests to negotiate for a fair market price in return for library services.

Current metrics by Township

Barton	5
Big Rapids	6
Cedar	48
Chase	36
Cherry Valley	1
Ellsworth	2
Ewart Township	5
Fork	1
Grant	3
Green	87
Hersey	88
LeRoy	8
Lincoln	173
Osceola Township	5
Penora	19
Reed City	336
Richmond	245
Rose Lake	2
Weber	3

## Director Evaluation: Suggestions for Rephrasing

Per the RCADL Board's request, the Director has reviewed the current Director Evaluation for clarification/suggestions on improving some questions. Find the original Director Evaluation attached and the recommended changes below.

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### Part I. – Administrative Duties

10. Carries out research and analysis of library operations to maximize use of library services.

*Consider removing or rephrasing to a measurable goal – example: Completes an annual report to showcase analysis of library operations (this is not something the director completed but believes it would be an invaluable task moving forward).*

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### Part II. Relations with the Board of Trustees

2. Prepares and recommends to the Board a program of activities and budget for each year.

*Consider splitting into two questions – we do present a budget on an annual basis; however our programs are presented monthly.*

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### Part III. – Relations with Outside Agencies

1. Maintains positive relations with the partnering councils, administrators, and staff, school officials and other county and state elected appointed officials as necessary.

*This is an important goal, however it is hard to measure in terms of a metric; consider rephrasing.*

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#### Additional Recommendation:

*Consider having the Director fill out this form prior to Board's review. This allows the Director an opportunity to explain some of the criteria that does not have easily measured outcomes which in turn allows the Board a broader understanding of the criteria. Then continue the review process as normal.*

Director: \_\_\_\_\_ Date: \_\_\_\_\_

*The director is responsible for the overall day-to-day operation of the library; library planning including the development and implementation of the mission, long range goals and objectives, and annual program activities; policy development, recommendation to the Board and implementation; annual budget preparation and management; staffing, staff and leadership development; library building maintenance; and maintaining positive relations with the district partners, community residents and organizations, and the library professional community.*

**Section I.**

**Please rate the director in each of the following areas. Comments may include areas of strengths or weaknesses, specific examples of behavior or critical incidents, etc.**

**Part I. – Administrative Duties**

1. Oversees and administers the activities of the Library including selection of materials, purchasing, data processing systems, building maintenance, capital improvements, and public relations.

Exceeds Requirements                       Meets Requirements                       Needs Improvement                       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Proposes and helps staff initiate new programs and services in accordance with strategic plan goals, the library's mission, and community needs.

Exceeds Requirements                       Meets Requirements                       Needs Improvement                       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Develops and administers the Library's annual budget, proposing amendments quarterly.

Exceeds Requirements                       Meets Requirements                       Needs Improvement                       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Adequately controls and accounts for all funds, uses sound financial practices, and disburses funds in accordance with budget, donor, grant designations.

Exceeds                       Meets                       Needs                       Cannot

Requirements

Requirements

Improvement

Rate

Comments: \_\_\_\_\_

\_\_\_\_\_

5. Develops and carries out library policies.

Exceeds  
Requirements

Meets  
Requirements

Needs  
Improvement

Cannot  
Rate

Comments: \_\_\_\_\_

\_\_\_\_\_

6. Negotiates and oversees contracts held by the Library, including regional and state service contracts.

Exceeds  
Requirements

Meets  
Requirements

Needs  
Improvement

Cannot  
Rate

Comments: \_\_\_\_\_

\_\_\_\_\_

7. Oversees the application for and implementation of grants with the participation of staff and board.

Exceeds  
Requirements

Meets  
Requirements

Needs  
Improvement

Cannot  
Rate

Comments: \_\_\_\_\_

\_\_\_\_\_

8. Receives and appropriately responds to compliments, complaints and suggestions from the public.

Exceeds  
Requirements

Meets  
Requirements

Needs  
Improvement

Cannot  
Rate

Comments: \_\_\_\_\_

\_\_\_\_\_

9. Receives and appropriately responds to compliments, complaints and suggestions from the staff.

Exceeds  
Requirements

Meets  
Requirements

Needs  
Improvement

Cannot  
Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Carries out research and analysis of library operations to maximize use of library services.

Exceeds Requirements       Meets Requirements       Needs Improvement       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Communicates legislation related to libraries and responds to developments as appropriate.

Exceeds Requirements       Meets Requirements       Needs Improvement       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Plans, encourages and administers fundraising and development activities.

Exceeds Requirements       Meets Requirements       Needs Improvement       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Establishes positive relationships with government, foundation, corporate, and individual funders/donors.

Exceeds Requirements       Meets Requirements       Needs Improvement       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Develops staff job descriptions, regularly evaluates and documents individual staff performance.

Exceeds Requirements       Meets Requirements       Needs Improvement       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part III. – Relations with Outside Agencies**

1. Maintains positive relations with the partnering councils, administrators, and staff, school officials and other county and state elected appointed officials as necessary.

Exceeds Requirements                       Meets Requirements                       Needs Improvement                       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Maintains positive relations with community residents and organizations.

Exceeds Requirements                       Meets Requirements                       Needs Improvement                       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Maintains positive relations with the local, regional and professional media.

Exceeds Requirements                       Meets Requirements                       Needs Improvement                       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Participates in local, regional, state and national planning related to libraries.

Exceeds Requirements                       Meets Requirements                       Needs Improvement                       Cannot Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part IV. – Professional Development Duties**

1. Demonstrates to the staff and to the Board a commitment to personal professional development by attending relevant conferences, meetings, workshops, and seminars, and by sharing knowledge gained with appropriate individuals.

Exceeds  
Requirements

Meets  
Requirements

Needs  
Improvement

Cannot  
Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Demonstrates to the staff and to the Board an awareness of new services, programs, resource materials, and technological developments and their potential impact on the library.

Exceeds  
Requirements

Meets  
Requirements

Needs  
Improvement

Cannot  
Rate

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section II.**

1. In what areas, in your opinion, does the director excel?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. In your opinion, are there areas in which the director needs improvement?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What changes would you like to see in the director's administration of the library?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Has the director met the goals and objectives of the previous year (see goals and objectives)?

Yes       No

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_

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5. What performance objectives would you recommend for the director for the next year?

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## Job Description: General Circulation Clerk

Should the updated Job Description for Assistant Director be approved?

- 
- Job Description for General Circulation Clerk is approved as presented
  - Job Description for the General Circulation Clerk is not approved
-

## General Description

This position, Circulation Clerk, performs many varied activities in support of operating the Reed City Area District Library following established policies and procedures. This position will be trained in all general circulation duties as well as specialized areas of library work including interlibrary loan, cataloging, and programming.

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 and is scheduled for 24 hours per. Some evenings and weekends required. Schedules are completed on a monthly basis.

## Compensation

Starting wage will be \$11.50 per hour. There are no benefits with the exception Personal Time Off (PTO) to be as designated in the Personnel Policy.

## Supervision

All staff report directly to the RCADL Director. In the Director's absence, staff will report to the RCADL Assistant Director.

## Essential Duties

- Circulation duties including checking in and out of material, processing late fines, updating patron files, establishing new library accounts, and shelving material;
- General maintenance of library materials;
- Designing promotional materials;
- Designing/assembling various displays;
- Processing materials including Interlibrary Loan;
- Cataloguing and creating MARC records as needed;
- Book repair;
- Shelf-reading;
- Customer service and support;
- General office duties including printing, faxing, emailing, and answering phones;
- 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 additional education is preferred.
- Proficiency in Microsoft Suite, Google Suite, and social media.
- Proficiency in operating and troubleshooting office equipment.
- Experience working with the public/customers service; experience in a public library preferred.
- Valid Michigan Driver's License.

**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: \_\_\_\_\_



## Discussion and Vote

### Postpone the August 1<sup>st</sup>, 2023 Meeting

Due to the Director's upcoming Medical leave (7/14-7/28) and her expected return on July 31<sup>st</sup>, the Director requests the Board's consideration in postponing the August 1<sup>st</sup> meeting to a later date.

The rescheduled date could be Thursday 8/10 or Tuesday 8/15.

The Treasurer and President would need to sign checks prior to the meeting if it is rescheduled.

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**The Board should vote if they agree with postponing the meeting.**

**If it passes, the new date of the meeting is: \_\_\_\_\_**

Summer Theme: All Together Now

**Board Meeting:** Tuesday, July 11<sup>th</sup>; Tuesday, August 1<sup>st</sup> at 6:00pm

**Story Hour:**

Story hour is on hiatus until through August but will resume in September

**Little Explorers:**

*Little Explorers is not a themed activity*

Little Explorers is on hiatus through August but will resume in September

**Cookbook Club:**

*Cookbook Club is in hiatus until further notice.*

**Scrabble:**

Monday, July 10<sup>th</sup> at 1:00pm

Monday, July 24<sup>th</sup> at 1:00pm

Monday, August 14<sup>th</sup> at 1:00pm

Monday, August 28<sup>th</sup> at 1:00pm

**Reed City Readers Book Club**

Thursday, July 20<sup>th</sup> at 6:00pm – *The Kitchen Front* by Jennifer Ryan

Thursday, August 17<sup>th</sup> at 6:00pm – *Dreams of Joy* by Lisa See

**Reading with Judd and Julie**

Wednesday July 5<sup>th</sup>, 12<sup>th</sup>, July 19<sup>th</sup>, and 26<sup>th</sup> from 2:00pm to 3:00pm

Wednesday August 2<sup>nd</sup>, August 9<sup>th</sup>, August 16<sup>th</sup>, August 23<sup>rd</sup>, and August 30<sup>th</sup> from 2:00pm to 3:00pm

**Active Programming (Non SRP)**

*Adult Summer Reading Challenge*

July 3<sup>rd</sup> to August 4<sup>th</sup>

- Open to Adult patrons/cardholders only
- Adults pick up a punch card and for each book they check out, they receive a stamp. After five stamps the card can be filled out and put into the Grand Prize drawing of their choice.
- Grand Prizes include \$50.00 gift certificates to: Ebel's General Store, W. MI Candle Company, and Reed City Brewing Company

*Brian's Basic Photography*

Tuesday, July 25<sup>th</sup> 5:00pm to 7:00pm

- A conversation with our new Assistant Director, Brian Ford, on the basics of photography
- Open to ages tweens and up with accompanying adult for anyone under 16
- Registration will be limited to 20 patrons and opens on 18<sup>th</sup> at 11:00am



### *Board Games @ the Library*

Tuesday, August 22<sup>nd</sup> 4:00pm to 6:30pm

- Everyone is welcome to drop in and play one of our Board Games
- Open to all ages
- This will become a regular monthly activity, schedule allowing, and we hope to incorporate food in future events (pizza or snacks and beverages).

### *Coloring @ the Library Tuesday,*

August 29<sup>th</sup> 5:00pm to 7:00pm

- The name says it all! We provide the colors and coloring pages, coloring books, rescued book pages, and cardstock as well as the colors, paints, and glitter. Come in and get creative!
- Open to all ages; no registration is needed

### **Passive Programming (Non SRP)**

Runs throughout the month unless otherwise specified

#### July Passive Programming

*Guess the number...?*

- Theme: Pretty rocks/shells
- Prize: Entered to win a summer fun activity set
- Open to all ages

#### *Scavenger Hunt*

- Theme: Summer Sea Shells
- Prize: entered to win a Summer/Ocean coloring book or activity set

*STEM Kit Take Home Craft: TBD*

- Violet is planning this activity

#### August Passive Programming

*Guess the number...?*

- Theme: Pencils! Can you guess the number of pencils in the jar??
- Prize: Entered to win a selection of school supplies
- Open to all ages

#### *Scavenger Hunt*

- Theme: Back to School
- Prize: School supplies/Planner with stickers

*STEM Kit Take Home Craft: TBD*

- Violet is planning this activity

### **Displays**

These will run through the summer (June to the first week of August) and updated/added to as patrons engage

*Pillar: Books and Characters*

*Glass Case: Summer themed*

- V. Higley is creating this display

*Small Book Displays: Dogs and Reading*

- Collection of staff favorite books on hibernating animals, spring, flowers, etc.

## **Closures**

Tuesday, July 4<sup>th</sup> – Independence Day

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## **SUMMER READING PROGRAM**

### **July**

July will be the start of our SRP programming. Throughout the month there will be themed crafts, printables, and displays. There will be various craft projects/programs, typically on Thursdays, as well as movie showings, typically every other Fridays, though these are to be determined and will be so by the end of May.

The specific programming schedule will be as follows:

### **7/08: Kick Off**

- We will be open at 12:00pm and may have snacks available (punch, chips, cookies)
- Joel Tacey will be here with active programming starting at 1:00pm and ending at 2:00pm
- Patrons may still register for SRP though we are hoping to have the majority registered prior to this event

### **7/10 to 7/14**

- Tuesday, 7/11
  - Jennifer Strauss @ 1:00pm
  - Story Play – an interactive story time performance incorporating the All Together Now theme
- Friday 7/14
  - Leslie Goddard @ 6:00pm
  - A historical reenactment as Eleanor Roosevelt

### **7/17 to 7/21**

- Tuesday, 7/18
  - John Ball Zoo @ 1:00pm
  - The Zoo will be here

### **7/24 to 7/28**

- Tuesday, 7/25
  - TBD – depending on availability:
    - Family Game event (indoor and outdoor) with pizza/food
    - Oscar the Horse presentation

## August

Throughout the month there will be themed crafts, printables, and displays. There will be various craft projects/programs, typically on Thursdays, as well as movie showings, typically every other Fridays, though these are to be determined and will be so by the end of May.

### 7/31 to 8/04

- Tuesday, 8/01
  - TBD – depending on availability:
    - Family Game event (indoor and outdoor) with pizza/food
    - Oscar the Horse presentation

### 8/07 to 8/11

- Tuesday, 8/08
  - Dynamic School Assemblies @ 1:00pm
  - We are the World - an interactive musical program incorporating the All Together Now theme

### 8/14 to 8/18

- Tuesday, 8/15
  - Thornapple Woodlands
  - Beekeeping presentation @ 1:00pm
- Friday, 8/18
  - All bookmarks must be turned in/tickets turned in by 12:00pm, Friday 8/18 in order to be entered into the drawing.
  - Grand Prize Drawing – will take place on 8/18 at 4:00pm; participants do not have to be present to win.

### 8/19: Finale

- We will be open at 12:00pm and hope to have a food truck (Zendoodles) but may have snacks available (punch, chips, cookies)
- Foam Party by Sammy's Party on Wheels
- If SRP books or prizes are remaining, they will be distributed to attendees
- Grand Prizes will not be distributed at the Finale; they will be announced the date before and be available for pick up per the patron's availability.

COME JOIN US FOR FUN & LEARNING AT THE LIBRARY!

# JULY EVENTS

*Please note some events require registration; all events are free*

# @RCADL

On hiatus until August **STORY HOUR**

On hiatus until August **LITTLE EXPLORERS**

Monday, 7/10 & 7/24 @ 1:00pm **SCRABBLE**

Thursday, 6/15 @ 6:00pm **REED CITY READERS**

*The Kitchen Front* by Jennifer Ryan

## Active Programs:

Wednesdays from **READING WITH JUDD & JULLIE**

2:00pm to 3:00pm *Story time with our new friend Judd the Husky - Shepherd. Stop by and read along or just say hi.*

Monday, July 3rd to **ADULT SUMMER READING**

Friday, August 4th *Adult patrons can pick up a punch card, read five books and be entered for a grand prize!*

Tuesday, July 25th @ 5:00pm **BRIAN'S BASIC PHOTOGRAPHY**

to 7:00pm *Stop by and learn about the basics of photography with our new Assistant Director*

**We have several activities scheduled for the Summer Reading Program including John Ball Zoo, an Eleanor Roosevelt reenactment, a Foam Party, and more.**

**Stop by the library or visit our website to learn more.**

**SRP starts July 8th!**

## Passive Programs:

**GUESS THE NUMBER...?** Can you guess how many shells are in our jar? If so, you may win a prize!

**SCAVANGER HUNT** There are sneaky shells all about in the library! Find them all to win a prize!

**DISPLAYS & TAKE AND MAKES** Stop by and check out our interactive and informative displays. Grab a Take and make Craft or Stem-Kit and explore your creativity!



Registration opens the week prior to the event and is accessible on our website: [www.reedcitylibrary.org](http://www.reedcitylibrary.org). Reminders will be posted on social media prior to the opening of registration.

COME JOIN US FOR FUN & LEARNING AT THE LIBRARY!

# AUGUST EVENTS

*Please note some events require registration; all events are free*

# @RCADL

On hiatus until August **STORY HOUR**

On hiatus until August **LITTLE EXPLORERS**

Monday, 8/14 & 8/28 @ 1:00pm **SCRABBLE**

Thursday, 8/17 @ 6:00pm **REED CITY READERS**

*Dreams of Joy* by Lisa See

## *Active Programs:*

Wednesdays from 2:00pm to 3:00pm **READING WITH JUDD & JULLIE**  
*Story time with our new friend Judd the Husky Shepherd. Stop by and read along or just say hi.*

Tuesday, August 22nd @ 4:00pm to 6:30pm **DROP IN GAME NIGHT**  
*Stop by and play one of our fun board games! No registration required - open to all ages!*

Tuesday, August 29th @ 5:00pm to 7:00pm **COLORING @ THE LIBRARY**  
*We provide the coloring pages, books, markers, pens, glitter - come color stress away!*

**We have several activities scheduled for the Summer Reading Program including a visit from Thornapple Woodland's bees, an interactive musical program, a Foam Party, and more. Stop by the library or visit our website to learn more.**

Programming will be somewhat limited the last two weeks of August to allow staff time to transition between SRP and Fall programming.

## *Passive Programs:*

**GUESS THE NUMBER...?** Can you guess how many pencils are in our jar? If so, you may win a prize!

**SCAVANGER HUNT** There are sneaky books about in the library! Find them all to win a prize!

**DISPLAYS & TAKE AND MAKES** Stop by and check out our interactive and informative displays. Grab a Take and make Craft or Stem-Kit and explore your creativity!



Registration opens the week prior to the event and is accessible on our website: [www.reedcitylibrary.org](http://www.reedcitylibrary.org). Reminders will be posted on social media prior to the opening of registration.