



## Reed City Area District Board Meeting Agenda

Tuesday, August 15<sup>th</sup>, 2023 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: July 11<sup>th</sup>, 2023
  - C. Approval of Bills and Financial Statements
    - i. Expense Report for previous month's expenses: *July 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 – tabled until September Meeting
  - b. Directors' Evaluation – tabled until September Meeting
8. New Business
  - a. None at this time
9. Board Dynamics
10. Citizen's Comments
11. Adjournment

**The next Library Board Meeting is scheduled for September 5<sup>th</sup>, 2023 at 6:00pm  
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

July 11, 2023 6 p.m.

829 Chestnut Street, Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Shay Thompson, Trustee, Richmond Township

Irene Balowski, Green Township Liaison

Melissa Rohen, Director

Brian Ford, Assistant Director

Absent:

Kylene Nix, Treasurer, Reed City

Melissa Tonn, Vice President, Lincoln Township

Cedar Township Liaison, OPEN

1. Call to Order and Attendance

The meeting was called to order by L. Eccles at 6:02 p.m. and attendance was noted by B. Newell.

2. Approval of Agenda

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

3. Approval of Consent Agenda

A motion was made by L. Dahlquist and seconded by S. Thompson to approve the Consent Agenda consisting of Regular Meeting minutes of June 6, 2023 and special meeting minutes of June 27, 2023 and the bills of June 2023 and the financial report as of 5/31/2023. It passed.

4. Citizen's request and/or comments

M. Rohen reported that she has received multiple positive comments about the landscaping on the front of the building.

5. Board President Comments-None

6. Standing Committee Reports

A. Budget Committee-did meet and presented a 2023-2024 budget to the Board

B. Digital Sign-did not meet

C. Building Committee-did not meet

D. Strategic Plan Committee- M. Rohen said the patron questionnaire will be going out around the end of August.

E. Millage Committee-Meeting August 8, 2023 at 5:30 p.m. at Trinity Lutheran Church

F. HR/Policy Committee-S. Thompson joined this committee

G. Ad Hoc Committee-Evergreen-will meet on July 26, 2023 at 4 p.m. at the library, to discuss a booth at the Crossroads Festival.

7. Director's Report

The complete director's report is on file at the library and also available on the website in the board packet for this meeting date.

8. Ongoing Business

Grant and Green Township Discussion-M. Rohen will draft a letter to be reviewed at the next meeting to be sent to these townships outlining a possible plan to bring them into receiving service from our library.

9. New Business

A. Director's Evaluation: Review of Questions-M. Rohen will complete the Director's evaluation, answering the questions in a way to make it easier for the Board to evaluate her performance. After she completes the evaluation the Board will receive the evaluation tool to make their own evaluations.

B. Vacant Position-A motion was made by S. Thompson and seconded by L. Dahlquist to post the new clerk position. It passed. Applications will be accepted up to August 11, 2023.

C. Postpone August 1, 2023 meeting- A motion was made by S. Thompson and seconded by B. Newell, to reschedule this meeting to August 15, 2023 at 6. p.m. at the library. It passed.

10. Board Dynamics-None

11. Citizen's Comment-None

12. Adjournment

A motion was made by S. Thompson and seconded by L. Dahlquist to adjourn the meeting. It passed. Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Bette Newell, Secretary, RCADL Board

The next meeting of the RCADL Board is scheduled for August 15, 2023 at 6 p.m. at the RCADL Community Room.





Date of Receipt or Service: 05/02/2023 - 6/06/2023		Total								
<b>935,000 - Library/Property Insurance</b>										
CK 3424 printed on 6/15 Municipal Underwriters of Michigan Inc										
Accident Fund										
Invoice #: 019012163										
	<b>Total</b>									
<b>940,000 Equipment Rental</b>										
Xerox Corporation										
Equipment Rental										
Invoice #: 019012163										
	<b>Total</b>									
<b>991,600 LOSB Loan Payment</b>										
Lake Osceola State Bank Principal Balance										
	<b>Total</b>									
<b>Monthly Payroll</b>										
Check Date: 6/8/2023										
Check Date: 6/22/2023										
Check Date: 7/05/2023										
	<b>Total</b>									
<b>Expenses Grand Total</b>										
<b>Total Donations</b>										
<b>Total Grants</b>										
<b>Total</b>										
<b>Total Actual Expenses \$</b>										

Date of Receipt or Service: 05/02/2023 - 6/06/2023

Total \$47,46

**935,000 - Library/Property Insurance**

CK 3424 printed on 6/15 Municipal Underwriters of Michigan Inc

Accident Fund

Invoice #: 019012163

Total \$356,00

**940,000 Equipment Rental**

Xerox Corporation

Equipment Rental

Invoice #: 019012163

Total \$101,30

**991,600 LOSB Loan Payment**

Lake Osceola State Bank Principal Balance

Total \$4,500,00

**Monthly Payroll**

Check Date: 6/8/2023

\$2,943.04

Check Date: 6/22/2023

\$3,479.35

Check Date: 7/05/2023

\$3,514.52

Total \$9,936.91

**Expenses Grand Total \$19,390.07**

Total Donations \$894.00

Total Grants \$1,006.00

Total \$1,900.00

**Total Actual Expenses \$ 17,490.07**

3429

3431

### Budget and Finance Committee

No updates to report as of 8/10/2023

### Digital Sign Committee

No updates to report as of 8/10/2023

### Building Committee

No updates to report as of 8/10/2023

### Strategic Plan Committee

The Strategic Plan should meet to discuss any changes needed in the survey.

### Millage Committee

No updates to report as of 8/10/2023

### HR Committee

No updates to report as of 8/10/2023

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

Laura and Shay will be participating in the Crossroads Festival. The Director is putting together craft take and make kits and bookmarks. A banner has been purchased as well.

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**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 July.

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### Summer Reading Program

SRP is winding down. We have had over 120 participants and everyone is excited about this year's prizes and book selection (as far as we've heard). Unfortunately, two of our events had to be rescheduled due to low attendance and illness. Jen Strauss has offered to reschedule later in the fall, free of charge.

### Weeding Update

We have started weeding the Adult Collection, weeding titles that are in disrepair and/or have not been checked out in the last three years.

### Book Ordering Update

We are back to ordering books and will do so on a regular basis and completing any incomplete series. We are also fulfilling purchase/title requests.

We have ordered our Graphic Novel collection and will begin incorporating it into our catalog as soon as they arrive. This collection is funded by the Mid Michigan Library League.

### Brian Ford

Former Assistant Director, Brian Ford, has been terminated from his position at the Reed City Area District Library effective August 8<sup>th</sup>, 2023. For further details, please contact the Director at [admin@reedcitylibrary.org](mailto:admin@reedcitylibrary.org)

He intends to contact the Board to discuss his termination.

### Metrics

The July financial metrics only reflect the two deposits made in July due to my medical leave. Any revenue generated in the weeks of my absence will be reflected in next month's metrics as they were deposited in August.

### Projects Update

- Story Walk: Installed!
- No Parking and Employee Parking signs have been installed in the parking lot and on the grass as needed

### Grants

- 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.
- We will be hearing a response from a small grant that will, if awarded, allow us to implement a Dial-a-Story program

### Website Statics

- Between July 1st and July 31<sup>st</sup>:

- 295 unique visitors with 755 site sessions; 201 are new visitors and 94 are returning; each session lasts approximately 6 minutes and 25 seconds.
- Visitors are finding our site primarily through the direct URL [www.reedcitylibrary.org](http://www.reedcitylibrary.org) (495) and Google (260) and accessing mostly through their desktop (465), mobile devices (270) , and tablets (20).
- 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
- Within the last year, we have had approximately 8442 session with 964 unique visitors; visitors stay an average of 6 minutes and 5 seconds.

### Social Media Snapshot

- For July 1st to July 31<sup>st</sup>:

Instagram	Facebook
 <p><b>WE'RE HIRING</b> Do you love books? Do you have a passion for helping people in your community? Consider joining our team!</p> <p>The ICAL is accepting applications from those interested in applying for the open position of Circulation Clerk.</p> <p>This position entails performing many varied activities in support of operating the ICAL, including general circulation duties, front-line service, and program support.</p> <p>This position is 24 hours per week and the starting salary is \$19.20 per hour.</p> <p>ICAL will keep this posting open until filled. First consideration will be given to applicants replying by August 18th, 2023.</p> <p><b>Top Ranking Post:</b> 18 Impressions</p>	 <p><b>WE'RE HIRING</b> Do you love books? Do you have a passion for helping people in your community? Consider joining our team!</p> <p>The ICAL is accepting applications from those interested in applying for the open position of Circulation Clerk.</p> <p>This position entails performing many varied activities in support of operating the ICAL, including general circulation duties, front-line service, and program support.</p> <p>This position is 24 hours per week and the starting salary is \$19.20 per hour.</p> <p>ICAL will keep this posting open until filled. First consideration will be given to applicants replying by August 18th, 2023.</p> <p><b>Top Ranking Post:</b> 2345 people viewed</p>
<p><b>New Posts: 40</b> <b>Total Reach: 351</b> <b>Followers: 198</b> <b>Likes: 22</b></p>	<p><b>New Posts: 41</b> <b>Likes/Reactions: 350</b> <b>Comments: 21</b> <b>Shares: 42</b> <b>Total Reach: 15465</b></p>

	May2023	June 2023	July 2022	July 2023
Books-Cass-CD-Magazines	2,346	2,201	2,517	2,351
MelCat Inbound	390	377	404	410
MelCat Outbound	170	157	143	160
Videos	141	144	195	168
Overdrive E-books (now includes magazines)	328	408	309	415
Total	3,375	3,287	3,568	3,504
FY YTD Total	34,945	38,232	3,568	41,736
Public Access Computer Sessions	189	177	168	181
New Library Cards Members	16	15	17	16
Obituary Requests	0	0	0	0
Seed Library	117	95	33	22
<b>Library Operation Revenue</b>				
Non-Resident Fees	\$45.00	\$90.00	\$45.00	\$0.00
Copies	\$189.95	\$248.45	\$244.30	\$84.10
Fines	\$59.90	\$94.60	\$39.00	\$41.80
Book Sale	\$37.00	\$31.50	\$54.00	\$11.50
Fax	\$28.50	\$27.00	\$32.00	\$8.50
Lost Books	\$45.00	\$45.00	\$55.00	\$0.00
Summer Reading Program	\$0.00	\$0.00	\$0.00	\$0.00
Donation - Programming	\$192.97	\$31.50	\$36.86	\$3.50
<b>Totals</b>	<b>\$598.32</b>	<b>\$568.05</b>	<b>\$506.16</b>	<b>\$149.40</b>
<b>Facebook Page Engagement</b>				
Post Reach Unique User Screens	3,690	3,711	3,182	5
Facebook Page Likes	220	265	746	255
<b>Instagram Engagement</b>				
Instagram Reach	22	20	18	20
Instagram Followers	197	197	193	198
<b>Library Visits</b>				
Total Inbound	2,386		2,066	2,800
6 Hour Day Avg. Daily Inbound	88	87	103	110
8 Hour Day Avg Daily Inbound	77	97	93	102
3 Hour Day Avg Daily Inbound	50	0	0	21
<b>Program</b>				
Scrabble Hour	16	16	6	16
Story Hour	138	0	28	0
Little Explorers	7	0		0
1,000 Books Before Kindergarten (new sign-ups)	1	3	7	4
Family Movie	0	0		0
Teen Movie	0	0		0
Reed City Readers	7	7		7
Cookbook Club	0	0	9	0
Other Movie Series	0	0		0
Other Programs	417	229		
<b>Total Program Attendance</b>	<b>586</b>	<b>255</b>	<b>50</b>	<b>384</b>
<b>Community Room Use</b>				
	Garden Revitalization: 10	Judd & Jullie: 28	Outside Movie - 11	Judd & Julie: 38
	Bunnies: 15	Board Game: 2	Escape Room - 52	Adult Reading Chall.:54
	Drop In Board Game: 6	Coloring: 9	Outside Movie - 6	
	Book Bouquet: 11	Button Craft: 11	Joel Tacey - 31	
	SRP Class Visits: 375		Adult Craft - 5	SRP Kick Off: 38
			Inside Movie - 4	SRP Jen Strauss: 0
			Seashell Painting - 10	SRP Leslie Goddard: 14
	Passive Programs: 148		Leslie Goddard - 21	SRP John Ball Zoo: 65
	Pillar Display: 12	Passive Programs	Ross Richardson - 13	SRP Photography: 0
	Guess the #: 88	Dog Treat Guess: 95	Inside Movie - 6	
	Scav. Hunt: 48	Scavenger Hunt: 72		Passive Programs
		PreSRP Book: 11	Passive Programs:	Shell Guess: 88
		PreSRP Char.: 10	Mermaid Hunt: 61	Scavenger Hunt: 60
		PreSRP Bingo: 17	Scales Guess: 94	

Summer Theme: All Together Now

**Board Meeting:** 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, August 14<sup>th</sup> at 1:00pm

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

**Reed City Readers Book Club**

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

**Reading with Judd and Julie**

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)**

*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

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**

### **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 will 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.