

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: January 2nd, 2024
 - b. Special Meeting: January 10th, 2024
 - c. Special Meeting: January 20th, 2024
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: *January 2024*
 - b. Financial Statements: Currently unavailable
4. Citizen's requests and/or comments
5. Board President Comments
6. Standing Committee Reports
 - A. Budget and Finance Committee
 - B. Digital Sign Committee
 - C. Building Committee
 - D. Strategic Plan Committee
 - E. Millage Committee
 - F. HR Committee
 - G. Ad-Hoc Committee(s)
7. Director's Report
8. Ongoing Business
 - a. Environmental Project
9. New Business
 - a. Committee Positions/Elections - Treasurer resigned, new elections must be done
 - b. Millage - Rene Stieg
10. Board Dynamics
11. Citizen's Requests and/or Comments
12. Adjournment

**The next Library Board Meeting is scheduled for March 5th, 2024 at 6:00pm
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

January 2, 2024 6 p.m.

829 South 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

Kathy Yost, Trustee, Lincoln Township

Irene Balowski, Green Township Liaison

Absent:

Cedar Township Liaison, OPEN

1. Call to Order

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

2. Approval of Agenda

A motion was made by S. Thompson and seconded by B. Newell. to accept the agenda as amended. It passed.

3. Approval of Consent Agenda

A motion was made by B. Newell and seconded by Kathy Yost to approve the consent agenda consisting of December 5- 2023 minutes, December 2023 expenses and the financial reports of August 2023, September 2023, October 2023 and November 2023. It passed.

A discussion was had on ways to go forward with getting our financial statements done.

4. Citizen's request and/or comments.

None

5. Board President Comments

L. Eccles suggested we request either M. Rohen or J. Rohen to attend our Board Meetings.

9. New Business (amended agenda)

A. Election of officers for 2024

A motion was made by L. Dahlquist and seconded by K. Nix to approve the slate of officers as follows: Lyndsey Eccles-President, Shay Thompson-Vice President, Kylene Nix-Treasurer, Bette Newell-Secretary. It passed.

B. 2024 Board of Trustees Meeting Schedule

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

6. Standing Committee Reports

A. Budget and Finance-meeting set for January 10, 2024 at 4 p.m.

B. Digital Sign-did not meet

C. Building Committee-will schedule a spring walkthrough

D. Strategic Planning-will schedule a meeting at next meeting.

E. Millage-meeting set for January 23, 2024 at Trinity at 6 p.m.

F. HR committee-a special meeting will be held on January 10, 2024 at 6 p.m. to evaluate the applicants for the Director position.

G. Ad-Hoc-next meeting a committee will be selected to organize a presence at the Memorial Parade to promote the millage.

7. Director's Report

A complete Director's report is available for public viewing in the Board Packet for January on the Library website and also is on file at the library. The Board decided they would like J. Rohen to continue to report the metrics as M. Rohen has been doing and also the social media reports.

8. Ongoing Business

A. Environmental Project-no report

B. Director Interviews-will be scheduled by B. Newell for two applicants on January 10, 2024 at 6 p.m. and 6:45 p.m.

C. M. Rohen's Contract

A motion was made by S. Thompson and seconded by K. Nix to offer a 90 day contract to M. Rohen, with the same guidelines as before, to train the new director. A roll call vote was taken. Yeas: K. Nix, S. Thompson, K. Yost, L. Dahlquist, B. Newell, L. Eccles. Nays: None. It passed.

10. Board Dynamics

None

11. Citizen's request and/or comments.

12. Adjournment

A motion was made by L. Dahlquist and seconded by K. Nix to adjourn the meeting. It passed. Meeting adjourned at 7:31 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board of Trustees

The next meeting of the RCADL Board is February 6, 2024 at 6 p.m. in the Reed City Area District Library Community Room.

Reed City Area District Library Board Special Meeting

January 10, 2024 6 p.m.

829 S. Chestnut Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Shay Thompson, Vice President, Richmond Township

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Kathy Yost, Trustee, Lincoln Township

Irene Balowski, Green Township Liaison

James Rohen, Assistant Director

Absent:

Cedar Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order by L. Eccles at 6:04 p.m.. Attendance was noted by B. Newell.

2. Approval of Agenda

A motion was made by Kathy Yost and seconded by Kylene Nix to approve the agenda as presented. It passed.

3. Citizen's Request/Comment

None

4. Executive Director Position Discussion and Candidate interviews

A. A discussion was held on the duties of the Executive Director position and possible changes that could be made to job descriptions. No decisions were made.

B. Candidate Zoman withdrew her availability for the position prior to this meeting.

C. Candidate Feguer gave her presentation that was requested by the Board. It was concerning new ways to attract and assist tweens and teens at the library. She also answered questions posed by Board members.

D. Candidate Feguer application was discussed and a motion was made by S. Thompson and seconded by L. Dahlquist to offer Kristie Feguer the position of Executive Director of the Reed City Area District Library at an annual salary of \$36,400 with a 90 probationary period pending receipt of satisfactory references. A roll call vote was taken. Yeas: K. Nix, S. Thompson, L. Dahlquist, B. Newell, K. Yost, L. Eccles. Nays: none It passed.

5. Adjournment

A motion was made by S. Thompson and seconded by K. Nix to adjourn the meeting. It passed. Meeting was adjourned at 8:16 p.m.

Respectfully Submitted,

Bette Newell

The next regular meeting of the RCADL Board is February 6, 2024 at 6 p.m. in the community room of the Reed City Area District Library.

Reed City Area District Library Board Special Meeting

January 20, 2024 6 p.m.

829 S. Chestnut Street Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Shay Thompson, Vice President, Richmond Township

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Kathy Yost, Trustee, Lincoln Township

Irene Balowski, Green Township Liaison

James Rohen IV, Assistant Director

Melissa Rohen, Citizen, under contract to RCADL, former executive director

Absent:

Cedar Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order by L. Eccles at 2:40 p.m. Attendance was noted by B. Newell.
A quorum was present.

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. Citizen's Request/Comment

M. Rohen, citizen, made the comment that the applicant under discussion, Kristie Feguer, has minimal library experience and minimal financial experience.

4. Discussion of K. Feguer 's application for Executive Director position.

A discussion was held on the responses received from K. Feguer's references. A motion was made by K. Nix and seconded by S. Thompson to finalize the hiring of Kristie Feguer by roll call vote. Yeas: B. Newell, K. Yost, S. Thompson, L. Dahlquist. Nays: K. Nix, L. Eccles It passed.

5. Adjournment

A motion was made by K. Nix and seconded by K. Yost to adjourn the meeting. Meeting was adjourned at 3:37 p.m.

Respectfully Submitted,

Bette Newell

The next regular meeting of the RCADL Board will be February 6, 2024 at 6 p.m. in the community room of the RCADL.

Total Expenses by Line

Expense Line	Total Amount
740.100 - Books	\$17.00
740.101 - Ebooks	
740.200 - Audiobooks	
740.250 - Videos/DVDs	
740.300 - SRP	\$350.00
740.400 - Magazines	
740.500 - Newspapers	
751.000 - Office Supplies	
752.000 - Operating Supplies	\$102.92
755.000 - Programming	\$1,109.14
801.000 - Professional Services	\$162.00
802.000 - Legal Fees	
804.000 - Janitorial Services	\$696.53
806.000 - Bank Charges	
808.000 - Independent Audit	\$4,050.00
818.000 - Contractual Services	\$5,974.28
850.000 - Telephone	\$119.97
851.000 - Postage	
900.000 - Printing & Publishing	\$63.55
907.000 - Advertising	
915.000 - Memberships & Dues	
920.000 - Utilities Electric	\$229.47
921.000 - Utilities Gas/Heat	\$284.26
927.000 - Utilities Water	\$40.84
930.000 - Land & Building Improvements	
935.000 - Liability/Property Insurance	
940.000 - Equipment Rental	\$101.30
956.100 - Education & Training	
970.000 - Capital Outlay	
991.600 - Principle/LOSB Loan Payment	\$5,250.00
992.000 - Interest	
Monthly Payroll	\$5,417.38
	\$23,968.64

Donations	Grants	Total Actual Expense
	\$500.00	\$609.14
\$0.00	\$500.00	\$23,468.64

2024: February Report reflecting January Expenses

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>Hart Area Public Library</i>	\$17.00
	Replacement for Groundhog Weather School	
	Date of receipt or service: 1/11/2024	
		\$17.00
740.300 - Summer Reading Program		
<i>Debit Card</i>	<i>Felde Funhouses</i>	\$350.00
	Invoice #: 1004	
	Fun house deposit for SRP	
	Date of receipt or service: 1/31/2024 for 8/10/2024	
		\$350.00
752.000 - Operating Supplies		
<i>Debit Card</i>	<i>Amazon</i>	\$84.98
	Order #: 111-7369852-6417059	
	Printer paper & Sidewalk Salt	
	Date of Receipt or Services: 1/16/2024	
	<i>Social Schedules</i>	\$17.94
	Invoice: 628F9C67-0053	
	Date of Receipt or Service: 1/31/2024	
		\$102.92
755.000 - Programming		
<i>Debit Card</i>	<i>Cricut Shop</i>	\$9.99
	Monthly Renewal	
	Date of Receipt or Services: 1/24/2024	
<i>Debit Card</i>	<i>Amazon</i>	\$61.92
	Programming Prizes	
	Date of Receipt or Services: 1/02/2024	
<i>Debit Card</i>	<i>Toy Town</i>	\$50.00
	Programming Prizes	
	Date of Receipt or Services: 1/04/2024	
<i>Debit Card</i>	<i>Reed City Brewing Company</i>	\$50.00
	Programming Prizes	
	Date of Receipt or Services: 1/04/2024	
<i>Debit Card</i>	<i>Ebels General Store</i>	\$50.00
	Programming Prizes	
	Date of Receipt or Services: 1/04/2024	
<i>Debit Card</i>	<i>Cricut Shop</i>	\$43.47
	Programming Supplies	

	Date of Receipt or Services: 1/17/2024	
<i>Debit Card</i>	<i>Mini Museum</i>	\$843.76
<i>Grant: MMLL</i>	Two Mini Museums	
	Date of Receipt or Services: 1/23/2024	
		\$1,109.14

801.000 - Professional Services

<i>Debit Card</i>	<i>G-Suites</i>	\$162.00
	Account #: 3184-3454-8781-2148	
	Date of Receipt or Service: 1/04/2024	
		\$162.00

804.000 - Janitorial Services

<i>Debit Card</i>	<i>Cintas</i>	\$36.08
	1 Invoices: #4178773349	
	Date of Receipt or Service: 1/02/2024	
<i>Debit Card</i>	<i>McCloud</i>	\$106.00
	2 Invoices	
	Date of Receipt or Service: 1/31/2024	
	<i>Service Master</i>	\$515.00
	Invoice #: 26014	
	Received bill on 1/17/2024	
<i>Debit Card</i>	<i>Cintas</i>	\$39.45
	1 Invoices: #4181586680	
	Date of Receipt or Service: 1/31/2024	
		\$696.53

808.000 - Independent Audit

	<i>Vredeveld Haefner LLC</i>	\$4,050.00
	Invoice #: 6219	
	Audit	
	Date of Receipt or Service: 1/05/2024	
		\$4,050.00

818.000 - Contractual Services

	<i>Do-All-Doug</i>	\$530.00
	Invoice #: RCL	
	Salt, Plow & Shovel 12/2 to 12/19	
	Date of Receipt or Service: 1/02/2024	
	<i>Do-All-Doug</i>	\$2,005.00
	Invoice #: RCL25	
	Salt, Plow & Shovel multiple dates	
	Date of Receipt or Service: 1/31/2024	
	<i>City of Reed City</i>	\$800.00

Invoice #: 2, 3, 4, & 5	
Accounting Services 2023	
Date of Receipt or Service: 1/4/2024	
<i>Melissa Rohen</i>	\$902.75
Invoice #: RCADL: 1/04/2024 - 1/31/2024	
Date of Receipt or Services: multiple	
<i>Mid Michigan Library League</i>	\$1,736.53
Invoice #: 13407	
State Aid 2nd payment	
Date of Receipt or Service: 1/03/2024	
	\$5,974.28

850.000 - Telephone

<i>Debit Card</i> <i>Spectrum/Charter</i>	\$119.97
Invoice #: 005324801122123	
Date of Receipt or Services: 12/27/2023-1/20/2024	
	\$119.97

900.000 - Printing and Publishing

<i>Xerox Corporation</i>	\$63.55
Black/White printing and copying	
Invoice #: 020415049	
Total	\$63.55

920.000 - Utilities Electric

<i>Consumers Energy</i>	\$229.47
Account #: 1030 18709792	
Date of Receipt or Service: 4/06/2023 - 05/07/2023	
Total	\$229.47

921.000 - Utilities Gas/Heat

<i>Debit Card</i> <i>DTE</i>	\$284.26
Account #: 9100 394 8255 9	
Date of Receipt or Service: 12/06/2023 - 1/05/2024	
Total	\$284.26

927.000 - Utilities Water

<i>City of Reed City</i>	\$40.84
Account number: SCHAT-000829-0000-01	
Date of Receipt or Service: 12/7/2023 to 1/9/2024	
Total	\$40.84

940.000 Equipment Rental

<i>Xerox Corporation</i>	\$101.30
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Equipment Rental
Invoice #: 020415049

Total \$101.30

991.600 LOSB Loan Payment

Lake Osceola State Bank Principal Balance \$5,250.00

Total \$5,250.00

Monthly Payroll

Check Date: 1/04/2024 \$3,047.14

Check Date: 1/18/2024 \$2,370.24

Total \$5,417.38

Expenses Grand Total \$23,968.64

Total Donations \$0.00

Total Grants \$500.00

Total \$500.00

Total Actual Expenses \$ 23,468.64

Budget and Finance Committee

No updates were provided at the time of this writing.

Digital Sign Committee

No updates were provided at the time of this writing.

Building Committee

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

Strategic Plan Committee

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

Millage Committee

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

HR Committee

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

Parade (Evergreen Festival) Committee – Ad Hoc

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

Ad Hoc Committee

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

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

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

Staff Highlights

Kristie F. has officially joined the team as the Executive Director!

Megan M. has taken the lead in contacting performers for SRP. She also has set up the Free Trees for Kids program which will run until the middle of April. She has updated our 1000 Books Before Kindergarten (1KB4K) program and is streamlining the process. She has also created an engaging presentation for 1KB4K that is streamed on the television in the Children's section.

Steve S. has almost completed attaining his MeLMaven Badge - this is a certification in MeL best practices including reader advisory, research support, and interlibrary loans. He has also made several small building improvements to the staff workspace. He has also started taking a more active role in creating displays.

Cindy H. is continuing her excellent front-line service and is developing a craft idea for future programming that involves creating page art from discarded books. She is also taking a more active role in programming and design.

Grace J. is continuing to create innovative and engaging themed displays in various sections of the library. She is also being encouraged to apply for her Level 4 Certification.

Violet H. is almost complete with the processing of our in-house stem kits. Once completed, we hope to have an event showcasing this exciting new collection. She continues her work on take and make kits and displays.

December Silent Auction

Per the Board's request:

Silent Auction 2023 Final	
Basket Name or Item	Highest Bid
Sip N' Snack	\$50.00
Child's Play	\$35.00
Making Waves	\$30.00
Fun Family Baking	\$70.00
Souper Supper	\$15.00
Get Your Garden On!	\$60.00

Ashton \$25 Gift Cert	\$25.00
Wine and Dine	\$61.00
Ladies Day Out	\$80.00
Post Holiday Survival Kit	\$41.00
Relaxation Spa	\$24.00
RCAAS \$50	\$30.00
Road Warriors	\$15.00
It's All in the Details	\$45.00
Travel Snacks	\$35.00
Library Basket	\$40.00
Free 16" Pizza	\$18.00
This Basket Rocks	\$60.00
Mostly For the Birds	\$30.00
Made for the Mitten	\$35.00
Chicken Dinner (J&A)	\$17.00
Cakes and Pies	\$45.00
China Set	\$25.00
Under Pressure	\$85.00
DT's LOF Cert	\$25.00
DT's LOF Cert	\$25.00
RCAAS \$50	\$31.00
Free 16" Pizza	\$13.00
Duddles \$50 Cert	\$13.00
It's a Jeep Thing	\$25.00
Total	\$1,103.00

Shed Update

The shed has arrived! The Assistant Director is purchasing locks and a light for the shed for security purposes. See the pictures below. Any required grant follow-up will begin shortly.



Consultant Update

M. Rohen has re-contracted with RCADL until March 31st, 2024.

SRP Update

All staff are continuing to plan SRP events, booking programming, and creating materials for SRP. We hope to revise the tracking process and prize distribution before the Kick-Off event to help streamline the procedures.

Metrics

Metrics will be presented when available.

Website Statics

- Between January 1st and January 31st:
 - o 557 unique visitors with 831 site sessions; 484 are new visitors and 73 are returning.
 - o Visitors find our site primarily through the direct URL www.reedcitylibrary.org (642) and Google (160) and access mostly through their desktops (564), mobile devices (243), and tablets (25).
 - o The Homepage is the most frequently visited
 - o Thursday is the highest-trafficked day of the week
- Within the last year, we have had approximately 10208 sessions with 5021 unique visitors.

Social Media Snapshot

- Social media metrics will be provided once available

Officer Positions

2023 Officers:

President: Lyndsey Eccles

Vice President: Melissa Tonn

Treasurer: Kylene Nix

Secretary: Bette Newell

2024 Officers:

President: Lyndsey Eccles

Vice President: Shay Thompson

Treasurer: Kylene Nix * Kylene has resigned from this position, nominations must be held again to determine 2024 Officer Positions

Secretary: Bette Newell

Committee Member Positions

Budget and Finance:

Open: _____

Open: _____

Open: _____

Building Improvement:

Open: _____

Open: _____

Open: _____

Strategic Planning Committee:

Open: _____

Open: _____

Open: _____

HR and Policy:

Open: _____

Open: _____

Open: _____

Digital Sign:

Open: _____

Open: _____

Open: _____

Millage:

Open: _____

Open: _____

Open: _____

Board Meeting: Tuesday, February 6th at 6:00pm; Tuesday, March 5th

Story Hour Every Wednesday @ 11:30am:

February 7: Humpback Whales	March 6: Women's History Month (Jane Goodall)
February 14: Valentine's Day	March 13: No Story Hour - Book Sale
February 21: Hawaii / Pacific Islands	March 20: First Day of Spring
February 28: Ocean Exploration	March 27: Spring Break - No Story Hour

Scrabble Second and Fourth Monday @ 1:00pm:

Monday, February 12 th at 1:00pm	March 11 th at 1:00pm
Monday, February 26 th at 1:00pm	March 25 th at 1:00pm

Reed City Readers Book Club

Thursday, February 8th at 6:00pm – The Personal Librarian by Benedict Murray

Thursday, March 14th at 6:00pm – The Book of Lost Names by Kristin Harmel

Active Programming

Winter Reading Challenge

Runs January 2nd to March 1st. Prizes are gift cards.

- Return 5 books & enter
- Ebels, Reed City Brewing Company, & Toy Town
- Open to Adult Patrons

Valentines & Winter Photos

Saturday, February 10th, 11:30pm to 1:30pm

- Participants have photos taken using our background
- Decorate a frame for the photo
- Registration preferred, open to all ages

Valentines Making @ the Library

Tuesday, February 13th, 4:30pm to 6:30pm

- In this self-led craft, patrons will be encouraged to use our supplies to create an artistic Valentine using paint, buttons, glitter, and more!
- No registration is required, open to all ages

Meet & Greet New Director

Tuesday, February 20th

- Meet our new Executive Director Kristie Feguer
- Drop in, all ages welcome, no registration

Book Sale

Monday, March 11th to Friday, March 15th

- Weeded & donated books
- Drop in, all ages welcome, no registration

Passive Programming

Runs throughout the month unless otherwise specified

February: Guess the number...? Conversation Hearts

- Theme: Valentine's Day
- Prize: 3D Puzzle
- Open to all ages

February: Scavenger Hunt

- Theme: I love my library (find the hearts)
- Prize: Fidget Shark
- All ages

March: Guess the number...? Cindy H is handling this project

- Theme: Valentine's Day
- Prize: Plush Octopus
- Open to all ages

February: Scavenger Hunt

- Theme: *Cindy H is handling this project*
- Prize: Fidget dolphin
- All ages

February Pillar: I love my Library because...

- Will run all month

Patrons will be encouraged to write reasons they love the library or reading

March Take and Make:

- Violet is managing this project

Closures

Monday, February 19th - President's Day
