

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: June 4th, 2024
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: *June 2024*
 - b. Financial Statements: Bank Statement not yet Available Thursday 6/27/2024
4. Citizen's requests and/or comments
 - a. Charles Lupo - Chair of the Sesquicentennial Committee
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. RFP's for Parking Lot are being requested
 - b. Story Walk
9. New Business
10. Board Dynamics
11. Citizen's Requests and/or Comments
12. Adjournment

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

Reed City Area District Library Board Meeting
June 4, 2024
829 South Chestnut Reed City, Michigan 49677

Present:

Lyndsey Eccles, President, Reed City

Kylene Nix, Vice President, Reed City

Shay Thompson, Treasurer, Richmond Township

Laura Dahlquist, Secretary, Richmond Township

Kristie Feguer, Executive Director

Rene Stieg, Millage Chairperson

Absent: Irene Balowski, Green Township

1. Call to Order and Attendance

The Meeting was called to order at 6:03pm by L. Eccles. Attendance was noted.

2. Approval of Agenda

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

.Motion carried.

A discussion ensued about property taxes: real vs. personal property.

3. Approval of Consent Agenda

A motion was made by K. Nix and seconded by S. Thompson to approve the Consent
Agenda. Motion carried.

4. Citizen's Request/Comments

L. Dahlquist requested that an American flag be displayed on the front of the building.

Agreed by all present.

5. Board President Comments

6. Standing Committee Reports

- A. Budget and Finance met. A motion was made by S. Thompson and seconded by L. Dahlquist to discuss the 2024 budget as amended. The amount total is \$291, 816.00. A discussion was held on the acquisition of an AED, paying off the principle of the mortgage, taxes as revenue, and programming costs. A roll call vote was held and the motion was approved unanimously.
Regarding closing our current budget and resolution of monies, a motion was made by K. Nix and seconded by S. Thompson to discuss and resolve. A roll call vote was taken and passed unanimously. The document was signed by S. Thompson, treasurer.
- B. Digital Sign: postponed
- C. Building: to meet in July for a walk through. No issues noted.
- D. Strategic Plan: will meet June 26th at 4 pm to discuss the patron survey results and action to be taken.
- E. Millage: A report was given by R. Stieg. The YES committee will have a weekly presence at the Farmer's Market starting Wednesday, June 5. The next committee meeting will be held June 18 at 6pm at Trinity Lutheran Church and School.
- F. HR: Staff evaluations are ready. K. Feguer would like to meet with the committee to discuss. The policy document is ready after a Genetic Information on Discrimination Act section is added. This committee will meet June 12th at 4pm.
- G. Ad-Hoc Parade-no action needed
- H. Ad-Hoc Environmental Project-no action taken at this time

7. Director's Report

A complete report is on file at the library or can be found on the website in the board packet for June 4, 2024.

8. Ongoing Business

None

9. New Business

None

10. Board Dynamics

Irene Balowski will be contacted to check her status as a board member as she has missed several meetings. Two Lincoln Township members are being pursued to fill vacancies.

11. Citizen's Request and Comments

None

12. Adjournment

Motion made by K. Nix and seconded by S. Thompson. Motion carried. Meeting adjourned at 7:47pm.

Respectfully submitted,

L. Dahlquist, Secretary, RCADL Board

The next meeting will be held on July 2, 2024 at 6pm in the Reed City Area District Library Community

Monthly Expense Report Expenses reflect costs and purchase accrued in the previous month.

Total Expenses by Line		Donations	Grants	Total Actual Expense
Expense Line	Total Amount			
726.000 - Unemployment	\$33.79			
740.100 - Books	\$302.74			
740.101 - Ebooks				
740.200 - Audiobooks				
740.250 - Videos/DVDs			\$714.92	
740.300 - SRP	\$714.92			
740.400 - Magazines				
740.500 - Newspapers				
751.000 - Office Supplies	\$122.80	\$300.00		
752.000 - Operating Supplies	\$608.32			
755.000 - Programming	\$163.88			
801.000 - Professional Services	\$194.40			
802.000 - Legal Fees				
804.000 - Janitorial Services	\$1,292.68			
806.000 - Bank Charges				
808.000 - Independent Audit				
818.000 - Contractual Services	\$200.00			
850.000 - Telephone	\$119.97			
851.000 - Postage				
900.000 - Printing & Publishing	\$80.47			
907.000 - Advertising				
915.000 - Memberships & Dues	\$125.00			
920.000 - Utilities Electric	\$322.48			
921.000 - Utilities Gas/Heat	\$74.77			
927.000 - Utilities Water	\$43.29			
930.000 - Land & Building Improvements	\$26.99			
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	\$5,250.00			
992.000 - Interest				
Monthly Payroll	\$10,096.38	\$300.00	\$714.92	\$19,215.26
	\$20,230.18			

2024: July Report reflecting June Expenses

Expense Line Item	Expense Description	Amount
726.000 - Unemployment		
<i>Debit Card</i>	Tax Payment UI tax payment Confirmation # 24062056499357 and 24062056499427 Paid June 20th, 2024	\$33.79
		\$33.79
740.100 - Books		
<i>Debit Card</i>	Ingram May/June Book Order Check #: 5008240617	\$302.74
		\$302.74
740.300 - Summer Reading Program		
OCCF Grant Programming	Megan Martinez	\$33.07
<i>Check #3573</i>	Temu - SRP Supplies Reimbursement Recieved: 6/7/2024 Purchased: 05/10/2024	
OCCF Grant Programming	Steve Stange	\$31.85
<i>Check #3574</i>	Lowe's Purchase for Trail sign Recieved: 6/10/2024 Purchased: 06/07/2024	
OCCF Final Prizes	Reed City Brewing Company	\$50.00
<i>Debit Card</i>	Adult Prize: Gift Card Purchased 6/6/2024	
OCCF Final Prizes	Toy Town	\$150.00
<i>Debit Card</i>	Children's Coupons Purchased 6/6/2024 and 06/12/2024	
OCCF Weekly Prizes	Pompeii Pizza	\$100.00
<i>Debit Card</i>	Children's Coupons 6/6/2024	
OCCF Grant Programming	Jerry Berg	\$300.00
<i>Check #3571</i>	Blades of the Carribean Pirates Recieved 1/20/2024 Due: 7/30/2024	
OCCF Weekly Prizes	Ebel,s General Store	\$50.00
<i>Debit Card</i>	Adult Prize: Bridge Gift Card	
		\$714.92
751.000 - Office Supplies		
<i>Debit Card</i>	Integrity Printer Paper/Paper Towel/Disinfectant Wipes Date of Purchase: 06/06/2024 Reference #: 2586867-0	\$122.80
		\$122.80

752.000 - Operating Supplies

<i>Debit Card</i>	Social Schedules	\$23.92
	Invoice #:628f9c67-0058	
	06/25/2024	
<i>Debit Card</i>	Global Industrial	\$222.70
<i>Funds donated by Evelyn</i>	Rolling Steal Step Ladder	
	06/24/2024	
<i>Debit Card</i>	Amazon	\$34.37
	Bubble mailers, stylus, and HDMI Cable	
	06/06/2024	
<i>Debit Card</i>	Amazon	\$88.43
	Spray dispensers/command hooks/mailers	
	06/06/2024	
<i>Debit Card</i>	Amazon	\$15.16
	Laptop Case	
	06/06/2024	
<i>Debit Card</i>	Amazon	\$46.74
	Bathroom Air Freshener and Mailers	
	06/11/2024	
<i>Debit Card</i>	Epson	\$177.00
	Ink for the Printer/Fax Machine	
	05/29/2024	
		\$608.32

755.000 - Programming

<i>Check #3573</i>	Megan Martinez	\$46.22
	Snacks and Balloon for Story Hour Finale	
	Date of receipt: 06/07/2024	
<i>Debit Card</i>	Cricut Shop	\$9.99
<i>Auto-Pay</i>	Monthly Renewal	
	Date of Receipt or Services: 6/24/2024	
<i>Debit Card</i>	JoAnn's Fabrics	\$20.98
	Tie Dye kit x1 (backup bc of RSVPs)	
	Date of Reciept: 06/23/2024	
<i>Debit Card</i>	JoAnn's Fabrics	\$31.78
	Tie Dye kit x2	
	Date of Reciept: 06/07/2024	
<i>Debit Card</i>	Ace Hardware	\$54.91
	Yard Spikes for signs	
	Date of receipt: 06/02/2024	
		\$163.88

801.000 - Professional Services

<i>Debit Card</i>	G-Suites	\$194.40
<i>Auto-Pay</i>	Account #: 3184-3454-8781-2148	
	Date of Receipt or Service: 06/01/2024	
		\$194.40

804.000 - Janitorial Services

<i>Check #3568</i>	<i>K&R Cleaning LLC</i>	\$900.00
	Invoice #: 6001	
	Received bill on 6/21/2024	
<i>Debit Card</i>	<i>Cintas</i>	\$39.50
	Invoice #: 4195958108	
	Date of Receipt or Service: 6/17/2024	
<i>Debit Card</i>	<i>McCloud</i>	\$56.18
	Invoice #: 49060330	
	Date of Invoice: 6/11/2024	
<i>Debit Card</i>	<i>Sam's Disposal</i>	\$297.00
	Trash Services 07/24 - 06/25	
	Account #: 612880033875	
		\$1,292.68

818.000 - Contractual Services

<i>Check #: 3570</i>	<i>Do All Doug</i>	\$200.00
	May Mowing and Trimming	
	05/06, 05/13, 05/20, 05/28	
		\$200.00

850.000 - Telephone

<i>Debit Card</i>	<i>Spectrum/Charter</i>	\$119.97
	Invoice #: 005324801052124	
	Date of Receipt or Services: 05/21/2024-06/20/2024	
		\$119.97

900.000 - Printing and Publishing

<i>Check #: 3570</i>	<i>Xerox Corporation</i>	\$80.47
	Black/White printing and copying	
	Invoice #: 021407357	
	Total	\$80.47

915.000 - Memberships and Dues

<i>Check #3567</i>	<i>MCLS</i>	\$125.00
	Annual Membership Fee	
	Invoice #: 366246	
	Total	\$125.00

920.000 - Utilities Electric

<i>Debit Card</i>	<i>Consumers Energy</i>	\$322.48
	Account #: 1030 187 9792	
	Date of Receipt or Service: 4/29/2024 - 05/28/2024	
	Total	\$322.48

921.000 - Utilities Gas/Heat

<i>Debit Card</i>	<i>DTE</i>	\$74.77
	Account #: 9100 394 8255 9	
	Date of Receipt or Service: 5/07/2024 - 6/05/2024	

Total **\$74.77**

927.000 - Utilities Water

Debit Card *City of Reed City* \$43.29

Account number: SCHAT-000829-0000-01

Date of Receipt or Service: 5/07/2024 - 06/05/2024

Total **\$43.29**

930.000 Land and Building Improvement

Debit Card *Amazon* \$26.99

Flag and flag pole for outside

06/10/2024

Total **\$26.99**

935.000 - Library/Property Insurance

Check #: 3566 *Municipal Underwriters of Michigan Inc* \$356.00

Accident Fund

Invoice #: 1001417807

Total **\$356.00**

940.000 Equipment Rental

Check #: 3570 *Xerox Corporation* \$101.30

Equipment Rental

Invoice #: 021407357

Total **\$101.30**

991.600 LOSB Loan Payment

Check #3569 *Lake Osceola State Bank Principal Balance* \$5,250.00

Total **\$5,250.00**

Monthly Payroll

Check Date: 6/06/2024 \$4,816.55

Check Date: 06/20/2024 \$5,279.83

Total **\$10,096.38**

Expenses Grand Total **\$20,230.18**

Total Donations \$300.00

Total Grants \$714.92

Total \$1,014.92

Total Actual Expenses \$ 19,215.26

Please note: The discussion of activities, metrics, and expenses reflects the prior month's goings-on.

Staff Highlights

Steve assisted the mobile planetarium programmer with moving patrons in and out of the exhibit! He installed the American flag outside the library. He's been keeping MeLCat going strong. Steve also created a Juneteenth display.

Megan ran her own programs, her junk journaling program brought in 9 participants who want it to be a regular thing. Megan ran her "bring your own white T tie dye event" as well, which had 42 participants, and she helped move patrons during the inflatable planetarium. Megan did an on camera interview during the planetarium.

Cindy reformatted our library card registration form to make it easier for families to sign up multiple children. Cindy prepared her monthly calendar and passive programming. Together, her and Megan are on top of programming, prizes, and more.

Abby does amazing at being approachable for patrons. Her art skills are visible in our astronaut display that her and Megan painted together. She prepared tiny pots for the succulents and sweet tea event in July.

Grace put together tons of prizes and decorations over the course of the past month for the Summer Reading Program.

I am proud of the staff, during the planetarium we had the internet go down and multiple families signing up for cards. Cindy and I held things down at the desk while Megan and Steve helped the programmer. I appreciate all the hard work they put forward despite all the changes that have occurred around them. We are a great team and I can't wait to move forward with them.

Michigan Works

On 6/21/2024, I represented the library at a job fair event. I talked to many people about the library, services, and upcoming millage asking for support of the library.

Rotary Presentation

I prepared a presentation for the rotary about the library, our events, the story walk and our upcoming millage. I am waiting to hear more - I did follow up to thank them but have not heard back in regards to the story walk.

Summer Reading Program/Programming

The Summer Reading Program app has opened along with our Reading to the Stars Program. It was really successful with 61 participants. So far we have 71 people signed up for the Summer Reading Program.

Sponsors

We were able to obtain coupons from Taco Bell, McDonalds, Subway, Dairy Depot, Pompeiis, and Toy Town for kids this summer.

Millage Title Change

The millage ballot was sent to the library, the title was the RCADL's millage proposal, we were able to get the title changed to renewal of the RCADL's millage proposal.

July 2024 @



Library Hours:

Mon 11-5
 Tues 11-7
 Wed 11-5
 Thurs 11-5
 Friday 11-5

2nd Saturday of the month
 11 - 2

July is National Picnic Month



Mon	Tues	Wed	Thurs	Fri	Sat
1 National Postal Workers Day 	2 Library Board Meeting 6pm	3	4 Library Closed 4th of July Holiday 	5 Library Closed 4th of July Holiday 	6 National Fried Chicken Day
8 Thornapple Woods Presents: The Adventure of the Honeybee 12pm 	9 	10 National Kitten Day 	11 Reed City Readers Book Club 6pm <i>Hello Beautiful by Anna Napolitano</i>	12	13 Summer Reading Kick-off 11am-4pm
15 National Be a Dork Day 	16 Succulents & Sweet Tea 3pm - 6pm 	17	18 National Tropical Fruit Day 	19 	20
22 Scrabble 1pm 	23 Super Readers Comic Illustration 3pm - 4:30pm 	24	25 National Hire a Veteran Day 	26	27 National Day of the Cowboy
29 National Rain Day 	30 Blades of the Carribean Pirates with Jerry Berg 12pm - 1:30pm 	31	<p>"If I had my way, I'd remove January from the calendar altogether and have an extra July instead." – Roald Dahl</p>		

Color Key: All Ages Summer Reading Event Kids Adults Misc. Closures



MAKE SURE TO CHECK OUR SOCIAL MEDIA FOR UP-TO-DATE SCHEDULE AND EVENT INFORMATION.