



Reed City Area District Board Meeting Agenda

Tuesday, June 6th, 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: May 2nd, 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. Corrected L-4029 – to be signed
 - b. Grant and Green Township Discussion
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 July 11th at 6:00pm
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

May 2, 2023 6 p.m.

829 S. Chestnut Street 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

Chuck Smalley, Citizen, Grant Township

Dan Burchett, Citizen

Kathy Fiebig, Citizen

Absent:

Irene Balowski, Green Township Liaison

Cedar Township Liaison, OPEN

1. Call to order and attendance

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

2. Approval of Agenda

A motion was made by M. Tonn and seconded by K. Nix to approve the agenda as amended. It passed.

3. Approval of Consent Agenda

A motion was made by S. Thompson and seconded by L. Dahlquist to approve the Consent agenda consisting of the April 4, 2023 minutes and the April bills and the financial statements of 1/31/2023, 2/28/2023, and 3/31/2023. It passed.

4. Citizen's Request/Comments

Chuck Smalley from Grant Township approached the Board with a proposal to bring their township residents library service by giving their penal fines to the RCADL. They currently contract with the Big Rapids Library. M. Rohen will take the matter under consideration.

5. Board President Comments

None

6. Standing Committees

A. Budget- meeting to be decided at later date.

B. Digital sign-K. Nix was in contact with L. Straub of TC Energy and received directions on applying for the sign grant online . The grant panel meets every 8-10 weeks. L. Eccles will work on submitting the application online. B. Newell presented an idea for making our current sign more presentable.

C. Building-set a meeting for May 17 at 1:30 p.m. at the library.

D. Strategic Planning-plans to meet in September, Emergency Plan is at top of list.

E. Millage-Two meetings were set up, June 20, 2023 at 5:30 at Trinity Lutheran Church for initial planning meeting and August 8, at 5:30 2023 with Shirley Bruursema, also at Trinity Lutheran Church. The location is dependent on availability.

F. HR-did not meet.

7. Director's Report

M. Rohen reported the new assistant director will be starting next week instead of this week because of work loads. She reported that the purging was complete, dumpster full, and the back room is now available for processing books. Inventory is coming along nicely, a new story walk book is in the works, and Green Township is seeking a different relationship with the RCADL. Complete Director's report is on file at the library.

8. Ongoing Business

None

9. New Business

A. L-4029 was presented for examination and signatures. The library's name appears incorrect on the form and M. Rohen will see to it being corrected.

B. M. Rohen gave a complete overview of the SRP for 2023. It was greeted with enthusiasm. The complete plan is on file at the library.

C. Director Medical Leave

M. Rohen will be taking medical leave from July 14-July 28. Several events will be taking place during this time. She asked for availability of Board Members that could be contacted for extra help at the library during this time.

D. Garden Proposal

Kathy Fiebig addressed the Board outlining her proposal to replace the shrubs in the front of the building with a native plant garden. She had not had the time to actually dig a hole out front and was not sure if she could commit to the plan without doing so, as there are large amounts of stone under the mulch, which would make digging very difficult. A motion was made by M. Tonn and seconded by S. Thompson to move forward with Kathy Fiebig and the plan of a native plant garden in the front of the library, with the cost not to exceed \$2,000. A discussion ensued and the general consensus was the Board would find labor to remove the stone if Kathy Fiebig deemed it necessary. A roll call vote was taken. Yeas: M. Tonn, S. Thompson, K. Nix, L. Dahlquist, L. Eccles. Abstain: B. Newell Nays: none It passed.

10. Citizen comment

None

11. Board Dynamics

None

12. Adjournment

A motion was made by M. Tonn and seconded by K. Nix to adjourn the meeting It passed.

Meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Bette Newell, Secretary, RCADL Board

Next meeting to be held on June 6, 2023 at 6 p.m. in the RCADL Community Room.

2023: June Report reflecting May Expenses

| Expense Line Item | Expense Description | Amount |
|---|--|-------------------|
| 740.100 - Books | | |
| | <i>Ingram</i> | \$69.12 |
| | Invoice: 75503790 | |
| | Backordered books | |
| | Date of Receipt or Service: 5/05/2023 | |
| | | \$69.12 |
| 740.300 - Summer Reading Program | | |
| | <i>Debit Amazon</i> | \$124.95 |
| | Order #: 113-8470432-5113049 | |
| | Scratch off stickers for tickets | |
| | Date of Receipt or Service: 5/05/2023 | |
| | <i>Jen Strauss</i> | \$400.00 |
| | Interactive Pay Program | |
| | Date of Receipt or Service: July 11, 2023 | |
| | | \$524.95 |
| 751.000 - Office Supplies | | |
| | <i>Debit Card Amazon</i> | \$64.11 |
| | Batteries, Pocket Sleeves, paper towles, etc. | |
| | Order #: 113-8470432-5113049 | |
| | Date of Receipt or Service: 5/05/2023 | |
| | <i>Debit Card Amazon</i> | \$263.06 |
| | Pens (restock); paper (restock); Post-its (restock) | |
| | Order #: 114-8316414-8141042 | |
| | Date of Receipt or Service: 5/05/2023 | |
| | | \$327.17 |
| 752.000 - Operating Supplies | | |
| | <i>Debit Card Epson</i> | \$508.76 |
| | Ink - all four colors | |
| | Order #: US253406403 | |
| | Date of Receipt or Service: 5/18/2023 | |
| | <i>Robinson Donation Kathy Fiebig</i> | \$701.57 |
| | Flower Reimbursement | |
| | Date of Receipt or Service: 4/15/2023 - 5/30/2023 | |
| | <i>GFWC Bancalm Signs</i> | \$600.00 |
| | <i>awaiting reimbursment</i> The Bugliest Bug Sotry Walk Artwork Files | |
| | Date of Receipt or Service: 5/03/2023 | |
| | | \$1,810.33 |
| 755.000 - Programming | | |
| | <i>Debit Card Cricut Shop</i> | \$9.99 |
| | Monthly Renewal | |
| | Date of Receipt or Services: 4/24/2023 | |

| | |
|---------------------------------------|----------------|
| Cyndrea McCain | \$70.32 |
| Story Hour Materials Reimbursement | |
| Date of Receipt or Service: 5/30/2023 | |
| | \$80.31 |

801.000 - Professional Services

| | |
|---------------------------------------|-----------------|
| <i>Debit Card</i> G-Suites | \$166.20 |
| Account #: 3184-3454-8781-2148 | |
| Date of Receipt or Service: 5/01/2023 | |
| | \$166.20 |

804.000 - Janitorial Services

| | |
|---------------------------------------|-----------------|
| <i>Debit Card</i> Cintas | \$33.25 |
| 1 Invoices: #4149911835 | |
| Date of Receipt or Service: 5/22/2023 | |
| <i>Debit Card</i> McCloud | \$50.00 |
| Invoice #: 49038167 | |
| Date of Receipt or Service: 5/12/2023 | |
| <i>Debit Card</i> Service Master | \$515.00 |
| Invoice #: 24784 | |
| Received bill on 5/01/2023 | |
| Sam's Disposal, LLC | \$297.00 |
| 07/2023 - 06/2024 | |
| Received bill on 5/31/2023 | |
| | \$895.25 |

818.000 - Contractual Services

| | |
|--|-----------------|
| Do-All-Doug | \$110.00 |
| Invoice #: RCL16 | |
| Spring clean up; 1 mow | |
| Date of Receipt or Services: 4/27/2023-5/26/2023 | |
| City of Reed City | \$600.00 |
| 3 Invoices: #2022/23-3; 2022/23-4; 2022/23-5 | |
| Accounting Services for 1/2023; 2/2023; 3/2023 | |
| Date of Receipt or Services: 4/27/2023-5/26/2023 | |
| | \$710.00 |

850.000 - Telephone

| | |
|--|-----------------|
| <i>Debit Card</i> Spectrum/Charter | \$119.97 |
| Invoice #: 0049947042723 | |
| Date of Receipt or Services: 4/27/2023-5/26/2023 | |
| | \$119.97 |

900.000 - Printing and Publishing

| | |
|----------------------------------|----------------|
| Xerox Corporation | \$99.87 |
| Black/White printing and copying | |
| Invoice #: 018534987 | |
| Total | \$99.87 |

920.000 - Utilities Electric

Consumers Energy \$243.98
Account #: 1030 187 9792
Date of Receipt or Service: 4/06/2023 - 05/07/2023
Total \$243.98

921.000 - Utilities Gas/Heat

Debit Card DTE \$166.21
Account #: 9100 394 8255 9
Date of Receipt or Service: 3/06/2023 - 4/05/2023
Total \$166.21

927.000 - Utilities Water

Check printed on 5/30 City of Reed City \$40.30
Account number: SCHT-000829-0000-01
Date of Receipt or Service: 4/03/2023 - 05/02/2023
Total \$40.30

940.000 Equipment Rental

Xerox Corporation \$101.30
Equipment Rental
Invoice #: 018534987
Total \$101.30

991.600 LOSB Loan Payment

Lake Osceola State Bank Principal Balance \$4,500.00
Total \$4,500.00

Monthly Payroll

Check Date: 5/11/2023 \$2,739.36
Check Date: 5/23/2023 \$3,590.82
Total \$6,330.18

Expenses Grand Total \$16,185.14

Total Donations \$1,301.57
Total Grants \$0.00
Total \$1,301.57

Total Actual Expenses \$ 14,883.57

Budget and Finance Committee

No updates. The Director is actively working on the budget and a budget amendment, though we are a bit behind schedule. Both should be ready for the Committee in the next week. A meeting of this committee should be scheduled between June 12th and June 16th – I will email if available sooner. The Board will need to have a special meeting for review and approval of the budget and amendment prior to the close of the fiscal year.

Digital Sign Committee

No updates to report

Building Committee

The Building Committee met to discuss ideas and priorities for projects. Items discussed include:

- Tuck pointing on the building should be assessed and repaired;
- Gutter inspection and possible replacement;
- Sign upgrade until Digital Sign is purchased – Bette has generously donated time and supplies for this project;
- Update outdoor appearance including removing any graffiti and black “stuff;” consider power washing; removing Velcro or hanging a sign above the door’
- Interior paint updated within the next fiscal year, if time and budget allow;
- Repair the wall in the Community Room and repaint it a more vibrant white
- Prioritize the purchase of a shed

Strategic Plan Committee

The Director will email the survey to the committee for review in early July.

Millage Committee

No updates; the Yes meetings should be confirmed:

- June 20th at 5:30pm
- August 8th at 5:30pm

HR Committee

No updates; HR Committee should meet to begin planning Director’s Annual Review

Parade (Evergreen Festival) Committee – Ad Hoc

No updates.

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 May.

- Assistant Director Brian Ford has completed all required training and will be seeking Certification shortly (Library Staff Level 3 Certification). He has been trained in all day-to-day operations and has taken on several projects including cataloging and integrating the Stem Kit collection in preparation for circulation, updating several web pages, researching innovative ways to engage with patrons, and has even volunteered to lead a photography class for our patrons this summer. We will start training on more administrative level responsibilities in preparation for the Director's medical leave.
- Cyndi is currently pursuing Library Staff Level 4 Certification; we hope to have her training completed by mid-summer.
- Preparing for SRP is just about complete – we are finishing some marketing materials which should be completed early the second week of June. The Pre-SRP program is up and running.
- The Story Walk (The Bugliest Bug) has been ordered and a print order has been placed. Once printing is complete, I will let the Board know. I did express to our printer that we would like the order rushed and they are doing their best.
- The Garden Revitalization project is complete (a big thank you to all the Board members who stopped by the help with the original dig out!!). We came in well under budget at approximately \$710.00 excluding the increase in water. There has been a significant positive response with many patrons complimenting the new plants, asking questions about the plant choices, and offering to help with watering and weeding. Kathy will manage maintenance and watering for the remainder of this year, will manage winter/spring bed preparations as needed, and will manage water and maintenance for the 2024 summer season as well.
- Bette has been working on the sign, updating the paint and repairing/stabilizing it. We are working on the lettering. Thank you, Bette!
- We had a fairly significant disciplinary issue with one of our staff, Ms. Shank. There was a personal complaint from a patron regarding Ms. Shank's behavior towards said patron. I spoke with both the patron and Ms. Shank, completed a written disciplinary form and followed up with Ms. Shank. She will be completing mandatory training in customer service, microaggression, and patron engagement. All staff have been encouraged to complete this training as well. I followed up with the patron to let them know of the steps taken and encouraged them to reach out to me for any further discussion or concern.
- I have been communicating with the Crossroads Recreation Connection – we are planning to collaborate with them to show two to three movies this summer. We would serve as location host and provide the licensing for the movie (through our current movie license). They handle staffing, concessions, and marketing. We will have a staff member on hand to maintain access to the bathrooms and help with set-up as needed, but the library will remain closed for these events. More details will be provided when available.
- I am currently working on the budget, however I am behind schedule as I am updating processes as I go to better streamline in-house financial reporting to alleviate the challenges that may arise when the City Accountant is unable to send regular updates. The 2024/2025 budget and amendment should be completed the week of June 9th. The committee, as noted in the

Committee Updates, should meet the following week and the Board should have a special meeting as soon as possible after that to discuss, alter, and approve the projected budget.

- On that note, the new accountant, Kadee Kidd, is doing a spectacular job. We are in communication every week and are working on streamlining the processes on both sides of our collaboration.
- All scheduling and social media for June and July is complete, excluding SRP.

Projects Update

- Story Walk: Ordered and awaiting printing
- SRP: up and running
- Garden Revitalization: Complete
- Status and updates on all other ongoing projects will be updated soon.

Grants

- Summer Reading Program – grant has been awarded in the full amount requested.
- 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 May 1st and May 31st:
 - o 297 unique visitors with 725 site sessions; 229 are new visitors and 92 are returning; each session lasts approximately 7 minutes and 55 seconds.
 - o Visitors are finding our site primarily through the direct URL www.reedcitylibrary.org (456) and Google (246) and accessing mostly through their desktop (516), mobile devices (180) , and tablets (29).
 - o The Homepage is the most frequently visited, with Events and e-resources the second and third most popular pages.
 - o Tuesday is no longer the highest trafficked day for the website; it is now Wednesday
- Within the last year, we have had approximately 7687 session with 2669 unique visitors; visitors stay an average of 6 minutes and 5 seconds.

Social Media Snapshot

- For May 1st to May 31st:

| Instagram | Facebook |
|------------------|-----------------|
| | |



Top Ranking Post:
11 Impressions

New Posts: 20
Total Reach: 158
Followers: 197
Likes: 18



Top Ranking Post:
1716 people viewed

New Posts: 32
Likes/Reactions: 220
Comments: 9
Shares: 22
Total Reach: 10465

Grant and Green Townships

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 |

COME JOIN US FOR FUN & LEARNING AT THE LIBRARY!

JUNE 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, 6/12 & 6/26 @ 1:00pm **SCRABBLE**

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

The 1000-Year-Old Man... by Jonas Jonassan

Active Programs:

Wednesdays starting June 7th 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, June 13th @ 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, June 20th @ 5:00pm to 7:00pm **COLORING @ THE LIBRARY**
We provide the coloring pages, books, markers, pens, glitter - come color stress away!

Tuesday, June 27th @ 5:00pm **BUTTON CANVAS CRAFTS**
Create a unique canvas using book pages, buttons, and watercolors. Templates will be shared. Registration opens on 620 and is open to anyone - children must have an adult accompanying them.

We have several activities to get ready for SRP - 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 dog treats are in our jar? If so, you may win a prize!

SCAVANGER HUNT There are Dogs loose 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. Reminders will be posted on social media prior to the opening of registration.