

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: December 5th, 2023
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: *December 2023*
 - b. Financial Statements: Updated to 11/20/23
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
 - b. 2024 Board of Trustee Meeting Schedule
10. Board Dynamics
11. Citizen's Requests and/or Comments
12. Adjournment

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

Reed City Area District Library Board Meeting

December 5, 2023 6 p.m.

829 South 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

Irene Balowski, Liaison, Green Township

Absent:

Cedar Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order by M. Tonn at 6:05 p.m. and attendance was noted by B. Newell.

2. Approval of Agenda

A motion was made by S. Thompson and seconded by L. Dahlquist 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. A discussion ensued and L. Dahlquist withdrew her motion. A motion was made by S. Thompson and seconded by K. Nix to approve the Consent agenda with amended minutes of November 7, 2023. Under 3. it shall read Approval of Consent Agenda, consisting of November 7, 2023 minutes, October 2023 bills . No financial statements are available. Motion passed.

L. Eccles is now in attendance and in charge of meeting.

4. Citizen's Request/comments

None

5. Board President Comments

None

6. Standing Committee Reports

A. Budget and Finance –none

B. Digital Sign-none

C. Building Committee-walk through in spring suggested

D. Strategic Plan-will meet in the new year.

E. Millage-we are still without a chairperson and also in need of a treasurer

F. HR – S. Thompson is added as a member to replace M. Tonn, her term is up and she is not renewing. A discussion was had about the applicant interviewed on Monday by the committee and another applicant who will be contacted to set up an interview.

G. AD HOC-The float committee succssfully entered a float in the Evergreen Parade.

7. Director's Report

Although our Consultant Director was not in attendance we reviewed her report in the Board Packet.

8. Ongoing Business

L. Eccles will contact Brad Smith about the environmental project.

9. New Business

None

10. Board Dynamics

None

11. Citizen's Requests/Comments

None

12. Adjournment

A motion was made by K. Nix and seconded by S. Thompson to adjourn the meeting. It passed. Meeting adjourned at 7:38 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board

Next meeting of the Reed City Area District Library Board is scheduled for January 2, 2024 at 6 p.m. in the RCADL Community Room.

2024: January Report reflecting December Expenses

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>White Pine District Library</i>	\$25.00
	Replacement for Winter Stroll	
	Date of receipt or service: 12/4/23	
	<i>Big Rapids Community Library</i>	\$25.00
	Replacement for Collecting Rocks, Gems and Minerals	
	Date of receipt or service: 12/13/23	
	<i>Big Rapids Community Library</i>	\$24.00
	Replacement for National Audubon Society field guide	
	Date of receipt or service: 12/13/23	
		\$74.00
740.101 - Ebooks		
	<i>Mid Michigan Library League</i>	\$2,112.40
	Up North Subscription	
	Date of receipt or service: 12/26/23	
		\$2,112.40
751.000 - Office Supplies		
	<i>Debit Card Amazon</i>	\$27.58
	Order #: 111-3160391-1229845	
	MelCat packaging & Supplies	
	Date of Receipt or Services: 12/14/2023	
	<i>Debit Card Amazon</i>	\$117.31
	Order #: 111-8978942-6237818	
	Replacement seat & cases	
	Date of Receipt or Services: 12/14/2023	
	<i>Debit Card Amazon</i>	\$45.09
	Order #: 111-1386329-2121023	
	Paper Towels for Restrooms	
	Date of Receipt or Services: 12/14/2023	
		\$189.98
752.000 - Operating Supplies		
	<i>Summit</i>	\$70.00
	Invoice # 133025585	
	Date of Receipt or Services: 12/12/2023	
	<i>Social Schedules</i>	\$20.93
	Invoice # 628F9C67-0052	
	Date of Receipt or Services: 12/27/2023	
		\$90.93

755.000 - Programming

<i>Debit Card</i> Cricut Shop	\$9.99
Monthly Renewal	
Date of Receipt or Services: 12/24/2023	
Megan Martinez	\$69.00
Programming Reimbursement	
Date of Receipt or Services: 12/12/2023	
<i>Debit Card</i> Amazon	\$106.19
Order # 111-1166231-4705047	
Programming Supplies - Seed Library	
Date of Receipt or Services: 12/12/2023	
Jerry Berg	\$250.00
Program: 1/13 - Fishermen of Michigan	
Date of Receipt or Services: 1/13/24	
James Rohen IV	\$67.56
Programming Reimbursement	
Date of Receipt or Services: 12/27/2023	
Megan Martinez	\$33.14
Programming Reimbursement	
Date of Receipt or Services: 12/27/2023	
	\$535.88

801.000 - Professional Services

<i>Debit Card</i> G-Suites	\$162.00
Account #: 3184-3454-8781-2148	
Date of Receipt or Service:12/05/2023	
	\$162.00

804.000 - Janitorial Services

<i>Debit Card</i> Cintas	\$35.83
1 Invoice: #4175818077	
Date of Receipt or Service: 12/05/2023	
Service Master	\$515.00
Invoice #: 26014	
Received bill on 12/12/2023	
	\$550.83

818.000 - Contractual Services

Do-All-Doug	\$320.00
Invoice #: RCL	
2 Plows, Salts & Shovels (11/27, 11/28)	
Date of Receipt or Service: 12/01/2023	
City of Reed City	\$600.00

Invoice #: 1, 7, & 8
Accounting Services for May, June, & July 2023
Date of Receipt or Service: 12/27/2023

Melissa Rohen \$653.20

Invoice #: RCADL: 12/01-12/31

Date of Receipt or Services: multiple

\$1,573.20

900.000 - Printing and Publishing

Xerox Corporation \$53.41

Black/White printing and copying

Invoice #: 020214058

Total \$53.41

927.000 - Utilities Water

City of Reed City \$47.46

Account number: SCHT-000829-0000-01

Date of Receipt or Service: 11/07/2023 - 12/07/2023

Total \$47.46

940.000 Equipment Rental

Xerox Corporation \$101.30

Equipment Rental

Invoice #: 020214058

Total \$101.30

970.000 Capital Outlay

Old Hickory Buildings LLC \$4,811.34

Utility Shed Purchase

Invoice #: 1529092

Date of Receipt or Service: 12/6/2023

Total \$4,811.34

991.600 LOSB Loan Payment

Lake Osceola State Bank Principal Balance \$5,250.00

Total \$5,250.00

Monthly Payroll

Check Date: 12/07/2023 \$2,910.92

Check Date: 12/21/2023 \$3,354.30

Total \$6,265.22

Expenses Grand Total \$21,817.95

Total Donations \$0.00

Total Grants \$0.00

Total \$0.00

Total Actual Expenses \$ 21,817.95

BALANCE SHEET

City of Reed City

As of: 8/31/2023

Balances

Fund: 971 - REEDCITY AREA DISTRICT LIBRARY

Assets

001.000	CASH	192,554.97
001.971	CASH - LOSB CHECKING	0.00
002.000	CASH - SAVINGS	0.00
004.000	CHANGE DRAWER	55.00
004.015	CASH - BUILDING	0.00
004.500	PETTY CASH	0.00
005.000	IP CASH FUND	0.00
017.000	CASH ON HAND	0.00
022.000	TAXES REC-PERS PROP-CURRENT	0.00
040.000	ACCTS. RECEIVABLE	0.00
071.000	DUE FROM CITIES	0.00
072.000	DUE FROM COUNTY	0.00
081.000	DUE FROM OTHER GOV'T UNITS	15,655.19
123.000	PREPAID EXPENSES	3,983.82
158.000	CONSTRUCTION IN PROGRESS	0.00

Total Assets

212,248.98

Liabilities

202.000	ACCOUNTS PAYABLE	825.51
221.000	DUE TO CITIES	0.00
228.001	DUE TO FEDERAL GOV. - FICA	0.00
228.002	DUE TO STATE - MI W/H TAX	0.00
229.000	DUE TO FEDERAL GOVERN.-WHT	0.00
233.000	DUE TO FED. & STATE UNEMPLOYME	0.00
257.000	WAGES PAYABLE	0.00
339.000	UNEARNED REVENUES	0.00

Total Liabilities

825.51

Reserves/Balances

390.000	FUND BALANCE	230,192.51
398.000	CHANGE IN FUND BALANCE	-18,769.04

Total Reserves/Balances

211,423.47

Total Liabilities & Balances

212,248.98

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2023 to 8/31/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
Dept: 000.000							
402.000 CURRENT TAX - REAL PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
402.010 REAL PROP TAX - LINCOLN TWP	36,055.00	36,055.00	0.00	0.00	0.00	36,055.00	0.0
402.020 REAL PROP TAX - RICHMOND TWP	52,715.00	52,715.00	0.00	0.00	0.00	52,715.00	0.0
402.030 REAL PROP TAX - REED CITY	37,740.00	37,740.00	0.00	0.00	0.00	37,740.00	0.0
410.000 CURRENT TAX - PERS. PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
410.010 PERS PROP - LINCOLN TWP	16,350.00	16,350.00	0.00	0.00	0.00	16,350.00	0.0
410.020 PERS PROP TAX - RICHMOND TWP	0.00	0.00	0.00	0.00	0.00	0.00	0.0
410.030 PERS PROP TAX - REED CITY	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
412.000 DELINQ. PERS PROP TAXES	5,000.00	5,000.00	14.13	14.13	0.00	4,985.87	0.3
437.000 CURRENT TAX - IFT PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.000 PENALTIES & INT. ON TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	180.00	0.00	0.00	1,320.00	12.0
501.000 FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
539.000 STATE GRANT	6,800.00	6,800.00	3,473.06	3,473.06	0.00	3,326.94	51.1
580.000 CONTRIBUTIONS FROM LOCAL UNITS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.010 CONTR. FROM LOCAL UNIT-LINCOLN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.020 CONTR. FROM LOCAL UNIT-RICH.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.030 CONTR. FROM LOCAL UNIT-RC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
651.000 COPY MACHINE MONEY	2,300.00	2,300.00	375.80	218.20	0.00	1,924.20	16.3
651.500 FAX MACHINE MONEY	355.00	355.00	90.00	36.50	0.00	265.00	25.4
655.100 LIBRARY BOOK FINES	550.00	550.00	176.70	61.70	0.00	373.30	32.1
656.000 PENAL FINES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
656.100 PENAL FINES - CONTRACTED	0.00	0.00	0.00	0.00	0.00	0.00	0.0
656.200 PENAL FINES - MECOSTA	4,435.00	4,435.00	0.00	0.00	0.00	4,435.00	0.0
656.300 PENAL FINES - OSCEOLA	26,180.00	26,180.00	13,551.82	0.00	0.00	12,628.18	51.8
659.000 ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
664.000 INTEREST INCOME	80.00	80.00	17.51	8.61	0.00	62.49	21.9
671.000 OTHER REVENUE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
674.015 DONATIONS - RESTRICTED - BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.0
674.100 CONTRIB. - BLDG. FUNDRAISERS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
675.100 CONTR - SUMMER READING PROGRAM	500.00	500.00	0.00	0.00	0.00	500.00	0.0
675.150 CONTRIB. - PROGRAMMING	1,125.00	1,125.00	35.35	10.60	0.00	1,089.65	3.1
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	285.00	285.00	0.00	1,715.00	14.3
675.300 CONTRIB. FROM PRIV. SOURCES	10,000.00	10,000.00	630.00	0.00	0.00	9,370.00	6.3
675.301 CONTR PRIVATE - CAPITAL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
677.100 REIMBURSEMENT FOR LOST BOOKS	300.00	300.00	0.00	0.00	0.00	300.00	0.0
685.000 MISCELLANEOUS-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
685.500 OTHER-BOOK SALE	1,120.00	1,120.00	70.50	22.50	0.00	1,049.50	6.3
692.100 FUND RESERVE-OPERATING	77,423.00	77,423.00	0.00	0.00	0.00	77,423.00	0.0
692.200 FUND RESERVE-CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
699.000 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.000	287,528.00	287,528.00	18,899.87	4,130.30	0.00	268,628.13	6.6
Revenues	287,528.00	287,528.00	18,899.87	4,130.30	0.00	268,628.13	6.6
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
702.000 SALARIES & WAGES	115,362.00	115,362.00	13,661.67	9,785.04	0.00	101,700.33	11.8
715.000 SOCIAL SECURITY	6,050.00	6,050.00	1,045.10	748.54	0.00	5,004.90	17.3
721.000 WORKER'S COMP	450.00	450.00	0.00	0.00	0.00	450.00	0.0
726.000 UNEMPLOYMENT	50.00	50.00	18.68	12.76	0.00	31.32	37.4
740.100 BOOKS	8,000.00	8,000.00	1,177.45	1,177.45	0.00	6,822.55	14.7
740.101 E-BOOKS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
740.200 AUDIOBOOKS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
740.250 VIDEOS/DVD'S	500.00	500.00	0.00	0.00	0.00	500.00	0.0
740.300 SUMMER READING	3,000.00	3,000.00	1,672.76	425.00	0.00	1,327.24	55.8
740.400 MAGAZINES	750.00	750.00	0.00	0.00	0.00	750.00	0.0
740.500 NEWSPAPERS	650.00	650.00	509.96	494.00	0.00	140.04	78.5
751.000 OFFICE SUPPLIES	1,500.00	1,500.00	496.07	315.79	0.00	1,003.93	33.1

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2023 to 8/31/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
752.000 OPERATING SUPPLIES	4,500.00	4,500.00	1,424.85	1,147.10	0.00	3,075.15	31.7
755.000 OPER. SUPPLIES-PROGRAMMING	4,800.00	4,800.00	1,514.74	560.75	0.00	3,285.26	31.6
801.000 PROFESSIONAL SERV.	4,950.00	4,950.00	558.56	279.28	0.00	4,391.44	11.3
802.000 LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
804.000 JANITORIAL SERVICES	9,000.00	9,000.00	1,101.66	586.66	0.00	7,898.34	12.2
806.000 BANK CHARGES	65.00	65.00	10.02	4.11	0.00	54.98	15.4
808.000 INDEPENDANT AUDIT	3,850.00	3,850.00	0.00	0.00	0.00	3,850.00	0.0
818.000 CONTRACTUAL SERVICE	12,500.00	12,500.00	270.00	270.00	0.00	12,230.00	2.2
850.000 TELEPHONE	1,440.00	1,440.00	223.94	223.94	0.00	1,216.06	15.6
851.000 POSTAGE	180.00	180.00	179.52	0.00	0.00	0.48	99.7
852.000 INTERNET SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
860.000 TRANSPORTATION/LODGING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
907.000 ADVERTISING	150.00	150.00	116.88	116.88	0.00	33.12	77.9
915.000 MEMBERSHIPS AND DUES	625.00	625.00	125.00	0.00	0.00	500.00	20.0
920.000 UTILITIES - ELECTRIC	3,850.00	3,850.00	16.56	0.00	0.00	3,833.44	0.4
921.000 UTILITIES-HEAT	2,500.00	2,500.00	164.54	109.93	0.00	2,335.46	6.6
927.000 UTILITIES-WATER	450.00	450.00	7.90	0.00	0.00	442.10	1.8
930.000 LAND & BUILDING REPAIRS	3,500.00	3,500.00	213.97	213.97	0.00	3,286.03	6.1
930.100 REPAIRS & MAINT. FOR COPY MACH	0.00	0.00	0.00	0.00	0.00	0.00	0.0
935.000 LIABILITY/PROPERTY INSURANCE	3,570.00	3,570.00	3,409.08	3,409.08	0.00	160.92	95.5
940.000 EQUIPMENT RENT	1,216.00	1,216.00	0.00	0.00	0.00	1,216.00	0.0
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.100 EDUC. & TRAINING-DIST. MTGS.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
960.000 EDUCATION & TRAINING	100.00	100.00	0.00	0.00	0.00	100.00	0.0
970.000 CAPITAL OUTLAY	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
977.000 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
991.600 PRINCIPAL	63,000.00	63,000.00	9,405.98	5,082.56	0.00	53,594.02	14.9
992.000 INTEREST	6,370.00	6,370.00	344.02	167.44	0.00	6,025.98	5.4
995.000 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
LIBRARY OPERATIONS	287,528.00	287,528.00	37,668.91	25,130.28	0.00	249,859.09	13.1
Dept: 901.000 CONSTRUCTION							
801.500 ARCHITECT & ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
802.000 LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
851.000 POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.500 EVENT MARKETING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
920.000 UTILITIES - ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
927.000 UTILITIES-WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
930.000 LAND & BUILDING REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
970.000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 905.000 DEBT SERVICE							
991.600 PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
992.000 INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.0
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	287,528.00	287,528.00	37,668.91	25,130.28	0.00	249,859.09	13.1
Grand Total Net Effect:	0.00	0.00	-18,769.04	-20,999.98	0.00	18,769.04	

BALANCE SHEET

City of Reed City

As of: 9/30/2023

Balances

Fund: 971 - REEDCITY AREA DISTRICT LIBRARY

Assets

001.000	CASH	171,227.23
001.971	CASH - LOSB CHECKING	0.00
002.000	CASH - SAVINGS	0.00
004.000	CHANGE DRAWER	55.00
004.015	CASH - BUILDING	0.00
004.500	PETTY CASH	0.00
005.000	IP CASH FUND	0.00
017.000	CASH ON HAND	0.00
022.000	TAXES REC-PERS PROP-CURRENT	0.00
040.000	ACCTS. RECEIVABLE	0.00
071.000	DUE FROM CITIES	0.00
072.000	DUE FROM COUNTY	0.00
081.000	DUE FROM OTHER GOV'T UNITS	15,655.19
123.000	PREPAID EXPENSES	4,043.82
158.000	CONSTRUCTION IN PROGRESS	0.00

Total Assets

190,981.24

Liabilities

202.000	ACCOUNTS PAYABLE	825.51
221.000	DUE TO CITIES	0.00
228.001	DUE TO FEDERAL GOV. - FICA	0.00
228.002	DUE TO STATE - MI W/H TAX	0.00
229.000	DUE TO FEDERAL GOVERN.-WHT	0.00
233.000	DUE TO FED. & STATE UNEMPLOYME	0.00
257.000	WAGES PAYABLE	0.00
339.000	UNEARNED REVENUES	0.00

Total Liabilities

825.51

Reserves/Balances

390.000	FUND BALANCE	230,192.51
398.000	CHANGE IN FUND BALANCE	-40,036.78

Total Reserves/Balances

190,155.73

Total Liabilities & Balances

190,981.24

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2023 to 9/30/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
Dept: 000.000							
402.000 CURRENT TAX - REAL PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
402.010 REAL PROP TAX - LINCOLN TWP	36,055.00	36,055.00	0.00	0.00	0.00	36,055.00	0.0
402.020 REAL PROP TAX - RICHMOND TWP	52,715.00	52,715.00	0.00	0.00	0.00	52,715.00	0.0
402.030 REAL PROP TAX - REED CITY	37,740.00	37,740.00	0.00	0.00	0.00	37,740.00	0.0
410.000 CURRENT TAX - PERS. PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
410.010 PERS PROP - LINCOLN TWP	16,350.00	16,350.00	0.00	0.00	0.00	16,350.00	0.0
410.020 PERS PROP TAX - RICHMOND TWP	0.00	0.00	0.00	0.00	0.00	0.00	0.0
410.030 PERS PROP TAX - REED CITY	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
412.000 DELINQ. PERS PROP TAXES	5,000.00	5,000.00	14.13	0.00	0.00	4,985.87	0.3
437.000 CURRENT TAX - IFT PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.000 PENALTIES & INT. ON TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	270.00	90.00	0.00	1,230.00	18.0
501.000 FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
539.000 STATE GRANT	6,800.00	6,800.00	3,473.06	0.00	0.00	3,326.94	51.1
580.000 CONTRIBUTIONS FROM LOCAL UNITS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.010 CONTR. FROM LOCAL UNIT-LINCOLN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.020 CONTR. FROM LOCAL UNIT-RICH.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.030 CONTR. FROM LOCAL UNIT-RC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
651.000 COPY MACHINE MONEY	2,300.00	2,300.00	544.10	168.30	0.00	1,755.90	23.7
651.500 FAX MACHINE MONEY	355.00	355.00	138.50	48.50	0.00	216.50	39.0
655.100 LIBRARY BOOK FINES	550.00	550.00	263.60	86.90	0.00	286.40	47.9
656.000 PENAL FINES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
656.100 PENAL FINES - CONTRACTED	0.00	0.00	0.00	0.00	0.00	0.00	0.0
656.200 PENAL FINES - MECOSTA	4,435.00	4,435.00	2,103.37	2,103.37	0.00	2,331.63	47.4
656.300 PENAL FINES - OSCEOLA	26,180.00	26,180.00	13,551.82	0.00	0.00	12,628.18	51.8
659.000 ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
664.000 INTEREST INCOME	80.00	80.00	25.18	7.67	0.00	54.82	31.5
671.000 OTHER REVENUE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
674.015 DONATIONS - RESTRICTED - BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.0
674.100 CONTRIB. - BLDG. FUNDRAISERS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
675.100 CONTR - SUMMER READING PROGRAM	500.00	500.00	0.00	0.00	0.00	500.00	0.0
675.150 CONTRIB. - PROGRAMMING	1,125.00	1,125.00	64.95	29.60	0.00	1,060.05	5.8
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	320.00	35.00	0.00	1,680.00	16.0
675.300 CONTRIB. FROM PRIV. SOURCES	10,000.00	10,000.00	1,607.45	977.45	0.00	8,392.55	16.1
675.301 CONTR PRIVATE - CAPITAL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
677.100 REIMBURSEMENT FOR LOST BOOKS	300.00	300.00	0.00	0.00	0.00	300.00	0.0
685.000 MISCELLANEOUS-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
685.500 OTHER-BOOK SALE	1,120.00	1,120.00	935.50	865.00	0.00	184.50	83.5
692.100 FUND RESERVE-OPERATING	77,423.00	77,423.00	0.00	0.00	0.00	77,423.00	0.0
692.200 FUND RESERVE-CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
699.000 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.000	287,528.00	287,528.00	23,311.66	4,411.79	0.00	264,216.34	8.1
Revenues	287,528.00	287,528.00	23,311.66	4,411.79	0.00	264,216.34	8.1
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
702.000 SALARIES & WAGES	115,362.00	115,362.00	20,975.66	7,313.99	0.00	94,386.34	18.2
715.000 SOCIAL SECURITY	6,050.00	6,050.00	1,604.60	559.50	0.00	4,445.40	26.5
721.000 WORKER'S COMP	450.00	450.00	0.00	0.00	0.00	450.00	0.0
726.000 UNEMPLOYMENT	50.00	50.00	26.04	7.36	0.00	23.96	52.1
740.100 BOOKS	8,000.00	8,000.00	2,529.54	1,352.09	0.00	5,470.46	31.6
740.101 E-BOOKS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
740.200 AUDIOBOOKS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
740.250 VIDEOS/DVD'S	500.00	500.00	0.00	0.00	0.00	500.00	0.0
740.300 SUMMER READING	3,000.00	3,000.00	1,672.76	0.00	0.00	1,327.24	55.8
740.400 MAGAZINES	750.00	750.00	0.00	0.00	0.00	750.00	0.0
740.500 NEWSPAPERS	650.00	650.00	509.96	0.00	0.00	140.04	78.5
751.000 OFFICE SUPPLIES	1,500.00	1,500.00	606.72	110.65	0.00	893.28	40.4

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2023 to 9/30/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
752.000 OPERATING SUPPLIES	4,500.00	4,500.00	2,621.96	1,197.11	0.00	1,878.04	58.3
755.000 OPER. SUPPLIES-PROGRAMMING	4,800.00	4,800.00	1,674.73	159.99	0.00	3,125.27	34.9
801.000 PROFESSIONAL SERV.	4,950.00	4,950.00	877.48	318.92	0.00	4,072.52	17.7
802.000 LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
804.000 JANITORIAL SERVICES	9,000.00	9,000.00	1,652.49	550.83	0.00	7,347.51	18.4
806.000 BANK CHARGES	65.00	65.00	20.15	10.13	0.00	44.85	31.0
808.000 INDEPENDANT AUDIT	3,850.00	3,850.00	0.00	0.00	0.00	3,850.00	0.0
818.000 CONTRACTUAL SERVICE	12,500.00	12,500.00	1,621.50	1,351.50	0.00	10,878.50	13.0
850.000 TELEPHONE	1,440.00	1,440.00	343.91	119.97	0.00	1,096.09	23.9
851.000 POSTAGE	180.00	180.00	179.52	0.00	0.00	0.48	99.7
852.000 INTERNET SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
860.000 TRANSPORTATION/LODGING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	192.04	192.04	0.00	1,307.96	12.8
907.000 ADVERTISING	150.00	150.00	196.03	79.15	0.00	-46.03	130.7
915.000 MEMBERSHIPS AND DUES	625.00	625.00	125.00	0.00	0.00	500.00	20.0
920.000 UTILITIES - ELECTRIC	3,850.00	3,850.00	719.96	703.40	0.00	3,130.04	18.7
921.000 UTILITIES-HEAT	2,500.00	2,500.00	214.60	50.06	0.00	2,285.40	8.6
927.000 UTILITIES-WATER	450.00	450.00	93.89	85.99	0.00	356.11	20.9
930.000 LAND & BUILDING REPAIRS	3,500.00	3,500.00	1,028.22	814.25	0.00	2,471.78	29.4
930.100 REPAIRS & MAINT. FOR COPY MACH	0.00	0.00	0.00	0.00	0.00	0.00	0.0
935.000 LIABILITY/PROPERTY INSURANCE	3,570.00	3,570.00	3,409.08	0.00	0.00	160.92	95.5
940.000 EQUIPMENT RENT	1,216.00	1,216.00	202.60	202.60	0.00	1,013.40	16.7
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.100 EDUC. & TRAINING-DIST. MTGS.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
960.000 EDUCATION & TRAINING	100.00	100.00	0.00	0.00	0.00	100.00	0.0
970.000 CAPITAL OUTLAY	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
977.000 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
991.600 PRINCIPAL	63,000.00	63,000.00	19,602.89	10,196.91	0.00	43,397.11	31.1
992.000 INTEREST	6,370.00	6,370.00	647.11	303.09	0.00	5,722.89	10.2
995.000 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
LIBRARY OPERATIONS	287,528.00	287,528.00	63,348.44	25,679.53	0.00	224,179.56	22.0
Dept: 901.000 CONSTRUCTION							
801.500 ARCHITECT & ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
802.000 LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
851.000 POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.500 EVENT MARKETING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
920.000 UTILITIES - ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
927.000 UTILITIES-WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
930.000 LAND & BUILDING REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
970.000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 905.000 DEBT SERVICE							
991.600 PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
992.000 INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.0
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	287,528.00	287,528.00	63,348.44	25,679.53	0.00	224,179.56	22.0
Grand Total Net Effect:	0.00	0.00	-40,036.78	-21,267.74	0.00	40,036.78	

BALANCE SHEET

City of Reed City

As of: 10/31/2023

Balances

Fund: 971 - REEDCITY AREA DISTRICT LIBRARY

Assets

001.000 CASH	163,666.40
001.971 CASH - LOSB CHECKING	0.00
002.000 CASH - SAVINGS	0.00
004.000 CHANGE DRAWER	55.00
004.015 CASH - BUILDING	0.00
004.500 PETTY CASH	0.00
005.000 IP CASH FUND	0.00
017.000 CASH ON HAND	0.00
022.000 TAXES REC-PERS PROP-CURRENT	0.00
040.000 ACCTS. RECEIVABLE	0.00
071.000 DUE FROM CITIES	0.00
072.000 DUE FROM COUNTY	0.00
081.000 DUE FROM OTHER GOV'T UNITS	15,655.19
123.000 PREPAID EXPENSES	4,043.82
158.000 CONSTRUCTION IN PROGRESS	0.00

Total Assets

183,420.41

Liabilities

202.000 ACCOUNTS PAYABLE	825.51
221.000 DUE TO CITIES	0.00
228.001 DUE TO FEDERAL GOV. - FICA	0.00
228.002 DUE TO STATE - MI W/H TAX	0.00
229.000 DUE TO FEDERAL GOVERN.-WHT	0.00
233.000 DUE TO FED. & STATE UNEMPLOYME	0.00
257.000 WAGES PAYABLE	0.00
339.000 UNEARNED REVENUES	0.00

Total Liabilities

825.51

Reserves/Balances

390.000 FUND BALANCE	230,192.51
398.000 CHANGE IN FUND BALANCE	-47,597.61

Total Reserves/Balances

182,594.90

Total Liabilities & Balances

183,420.41

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2023 to 10/31/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
Dept: 000.000							
402.000 CURRENT TAX - REAL PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
402.010 REAL PROP TAX - LINCOLN TWP	36,055.00	36,055.00	0.00	0.00	0.00	36,055.00	0.0
402.020 REAL PROP TAX - RICHMOND TWP	52,715.00	52,715.00	0.00	0.00	0.00	52,715.00	0.0
402.030 REAL PROP TAX - REED CITY	37,740.00	37,740.00	0.00	0.00	0.00	37,740.00	0.0
410.000 CURRENT TAX - PERS. PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
410.010 PERS PROP - LINCOLN TWP	16,350.00	16,350.00	0.00	0.00	0.00	16,350.00	0.0
410.020 PERS PROP TAX - RICHMOND TWP	0.00	0.00	0.00	0.00	0.00	0.00	0.0
410.030 PERS PROP TAX - REED CITY	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
412.000 DELINQ. PERS PROP TAXES	5,000.00	5,000.00	14.13	0.00	0.00	4,985.87	0.3
437.000 CURRENT TAX - IFT PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.000 PENALTIES & INT. ON TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	360.00	90.00	0.00	1,140.00	24.0
501.000 FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
539.000 STATE GRANT	6,800.00	6,800.00	3,473.06	0.00	0.00	3,326.94	51.1
580.000 CONTRIBUTIONS FROM LOCAL UNITS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.010 CONTR. FROM LOCAL UNIT-LINCOLN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.020 CONTR. FROM LOCAL UNIT-RICH.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.030 CONTR. FROM LOCAL UNIT-RC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
651.000 COPY MACHINE MONEY	2,300.00	2,300.00	837.70	293.60	0.00	1,462.30	36.4
651.500 FAX MACHINE MONEY	355.00	355.00	180.00	41.50	0.00	175.00	50.7
655.100 LIBRARY BOOK FINES	550.00	550.00	358.35	94.75	0.00	191.65	65.2
656.000 PENAL FINES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
656.100 PENAL FINES - CONTRACTED	0.00	0.00	0.00	0.00	0.00	0.00	0.0
656.200 PENAL FINES - MECOSTA	4,435.00	4,435.00	2,103.37	0.00	0.00	2,331.63	47.4
656.300 PENAL FINES - OSCEOLA	26,180.00	26,180.00	13,551.82	0.00	0.00	12,628.18	51.8
659.000 ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
664.000 INTEREST INCOME	80.00	80.00	32.40	7.22	0.00	47.60	40.5
671.000 OTHER REVENUE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
674.015 DONATIONS - RESTRICTED - BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.0
674.100 CONTRIB. - BLDG. FUNDRAISERS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
675.100 CONTR - SUMMER READING PROGRAM	500.00	500.00	1,200.00	1,200.00	0.00	-700.00	240.0
675.150 CONTRIB. - PROGRAMMING	1,125.00	1,125.00	121.95	57.00	0.00	1,003.05	10.8
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	320.00	0.00	0.00	1,680.00	16.0
675.300 CONTRIB. FROM PRIV. SOURCES	10,000.00	10,000.00	1,607.45	0.00	0.00	8,392.55	16.1
675.301 CONTR PRIVATE - CAPITAL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
677.100 REIMBURSEMENT FOR LOST BOOKS	300.00	300.00	0.00	0.00	0.00	300.00	0.0
685.000 MISCELLANEOUS-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
685.500 OTHER-BOOK SALE	1,120.00	1,120.00	967.25	31.75	0.00	152.75	86.4
692.100 FUND RESERVE-OPERATING	77,423.00	77,423.00	0.00	0.00	0.00	77,423.00	0.0
692.200 FUND RESERVE-CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
699.000 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.000	287,528.00	287,528.00	25,127.48	1,815.82	0.00	262,400.52	8.7
Revenues	287,528.00	287,528.00	25,127.48	1,815.82	0.00	262,400.52	8.7
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
702.000 SALARIES & WAGES	115,362.00	115,362.00	26,533.06	5,557.40	0.00	88,828.94	23.0
715.000 SOCIAL SECURITY	6,050.00	6,050.00	2,029.72	425.12	0.00	4,020.28	33.5
721.000 WORKER'S COMP	450.00	450.00	0.00	0.00	0.00	450.00	0.0
726.000 UNEMPLOYMENT	50.00	50.00	37.41	11.37	0.00	12.59	74.8
740.100 BOOKS	8,000.00	8,000.00	2,529.54	0.00	0.00	5,470.46	31.6
740.101 E-BOOKS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
740.200 AUDIOBOOKS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
740.250 VIDEOS/DVD'S	500.00	500.00	0.00	0.00	0.00	500.00	0.0
740.300 SUMMER READING	3,000.00	3,000.00	1,672.76	0.00	0.00	1,327.24	55.8
740.400 MAGAZINES	750.00	750.00	0.00	0.00	0.00	750.00	0.0
740.500 NEWSPAPERS	650.00	650.00	509.96	0.00	0.00	140.04	78.5
751.000 OFFICE SUPPLIES	1,500.00	1,500.00	666.67	59.95	0.00	833.33	44.4

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2023 to 10/31/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
752.000 OPERATING SUPPLIES	4,500.00	4,500.00	4,604.07	1,982.11	0.00	-104.07	102.3
755.000 OPER. SUPPLIES-PROGRAMMING	4,800.00	4,800.00	2,106.78	432.05	0.00	2,693.22	43.9
801.000 PROFESSIONAL SERV.	4,950.00	4,950.00	1,144.81	267.33	0.00	3,805.19	23.1
802.000 LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
804.000 JANITORIAL SERVICES	9,000.00	9,000.00	1,688.32	35.83	0.00	7,311.68	18.8
806.000 BANK CHARGES	65.00	65.00	25.65	5.50	0.00	39.35	39.5
808.000 INDEPENDANT AUDIT	3,850.00	3,850.00	0.00	0.00	0.00	3,850.00	0.0
818.000 CONTRACTUAL SERVICE	12,500.00	12,500.00	1,821.50	200.00	0.00	10,678.50	14.6
850.000 TELEPHONE	1,440.00	1,440.00	343.91	0.00	0.00	1,096.09	23.9
851.000 POSTAGE	180.00	180.00	179.52	0.00	0.00	0.48	99.7
852.000 INTERNET SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
860.000 TRANSPORTATION/LODGING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	192.04	0.00	0.00	1,307.96	12.8
907.000 ADVERTISING	150.00	150.00	196.03	0.00	0.00	-46.03	130.7
915.000 MEMBERSHIPS AND DUES	625.00	625.00	125.00	0.00	0.00	500.00	20.0
920.000 UTILITIES - ELECTRIC	3,850.00	3,850.00	719.96	0.00	0.00	3,130.04	18.7
921.000 UTILITIES-HEAT	2,500.00	2,500.00	214.60	0.00	0.00	2,285.40	8.6
927.000 UTILITIES-WATER	450.00	450.00	93.89	0.00	0.00	356.11	20.9
930.000 LAND & BUILDING REPAIRS	3,500.00	3,500.00	1,428.21	399.99	0.00	2,071.79	40.8
930.100 REPAIRS & MAINT. FOR COPY MACH	0.00	0.00	0.00	0.00	0.00	0.00	0.0
935.000 LIABILITY/PROPERTY INSURANCE	3,570.00	3,570.00	3,409.08	0.00	0.00	160.92	95.5
940.000 EQUIPMENT RENT	1,216.00	1,216.00	202.60	0.00	0.00	1,013.40	16.7
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.100 EDUC. & TRAINING-DIST. MTGS.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
960.000 EDUCATION & TRAINING	100.00	100.00	0.00	0.00	0.00	100.00	0.0
970.000 CAPITAL OUTLAY	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
977.000 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
991.600 PRINCIPAL	63,000.00	63,000.00	19,602.89	0.00	0.00	43,397.11	31.1
992.000 INTEREST	6,370.00	6,370.00	647.11	0.00	0.00	5,722.89	10.2
995.000 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
LIBRARY OPERATIONS	287,528.00	287,528.00	72,725.09	9,376.65	0.00	214,802.91	25.3
Dept: 901.000 CONSTRUCTION							
801.500 ARCHITECT & ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
802.000 LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
851.000 POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.500 EVENT MARKETING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
920.000 UTILITIES - ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
927.000 UTILITIES-WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
930.000 LAND & BUILDING REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
970.000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 905.000 DEBT SERVICE							
991.600 PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
992.000 INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.0
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	287,528.00	287,528.00	72,725.09	9,376.65	0.00	214,802.91	25.3
Grand Total Net Effect:	0.00	0.00	-47,597.61	-7,560.83	0.00	47,597.61	

BALANCE SHEET

City of Reed City

As of: 11/30/2023

Balances

Fund: 971 - REEDCITY AREA DISTRICT LIBRARY

Assets

001.000	CASH	137,318.85
001.971	CASH - LOSB CHECKING	0.00
002.000	CASH - SAVINGS	0.00
004.000	CHANGE DRAWER	55.00
004.015	CASH - BUILDING	0.00
004.500	PETTY CASH	0.00
005.000	IP CASH FUND	0.00
017.000	CASH ON HAND	0.00
022.000	TAXES REC-PERS PROP-CURRENT	0.00
040.000	ACCTS. RECEIVABLE	0.00
071.000	DUE FROM CITIES	0.00
072.000	DUE FROM COUNTY	0.00
081.000	DUE FROM OTHER GOV'T UNITS	15,655.19
123.000	PREPAID EXPENSES	4,986.47
158.000	CONSTRUCTION IN PROGRESS	0.00

Total Assets

158,015.51

Liabilities

202.000	ACCOUNTS PAYABLE	825.51
221.000	DUE TO CITIES	0.00
228.001	DUE TO FEDERAL GOV. - FICA	0.00
228.002	DUE TO STATE - MI W/H TAX	0.00
229.000	DUE TO FEDERAL GOVERN.-WHT	0.00
233.000	DUE TO FED. & STATE UNEMPLOYME	0.00
257.000	WAGES PAYABLE	0.00
339.000	UNEARNED REVENUES	0.00

Total Liabilities

825.51

Reserves/Balances

390.000	FUND BALANCE	230,192.51
398.000	CHANGE IN FUND BALANCE	-73,002.51

Total Reserves/Balances

157,190.00

Total Liabilities & Balances

158,015.51

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2023 to 11/30/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
Dept: 000.000							
402.000 CURRENT TAX - REAL PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
402.010 REAL PROP TAX - LINCOLN TWP	36,055.00	36,055.00	0.00	0.00	0.00	36,055.00	0.0
402.020 REAL PROP TAX - RICHMOND TWP	52,715.00	52,715.00	0.00	0.00	0.00	52,715.00	0.0
402.030 REAL PROP TAX - REED CITY	37,740.00	37,740.00	0.00	0.00	0.00	37,740.00	0.0
410.000 CURRENT TAX - PERS. PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
410.010 PERS PROP - LINCOLN TWP	16,350.00	16,350.00	0.00	0.00	0.00	16,350.00	0.0
410.020 PERS PROP TAX - RICHMOND TWP	0.00	0.00	0.00	0.00	0.00	0.00	0.0
410.030 PERS PROP TAX - REED CITY	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
412.000 DELINQ. PERS PROP TAXES	5,000.00	5,000.00	18.79	4.66	0.00	4,981.21	0.4
437.000 CURRENT TAX - IFT PROP.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
445.000 PENALTIES & INT. ON TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	405.00	45.00	0.00	1,095.00	27.0
501.000 FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
539.000 STATE GRANT	6,800.00	6,800.00	3,473.06	0.00	0.00	3,326.94	51.1
580.000 CONTRIBUTIONS FROM LOCAL UNITS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.010 CONTR. FROM LOCAL UNIT-LINCOLN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.020 CONTR. FROM LOCAL UNIT-RICH.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
580.030 CONTR. FROM LOCAL UNIT-RC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
651.000 COPY MACHINE MONEY	2,300.00	2,300.00	1,018.05	180.35	0.00	1,281.95	44.3
651.500 FAX MACHINE MONEY	355.00	355.00	225.00	45.00	0.00	130.00	63.4
655.100 LIBRARY BOOK FINES	550.00	550.00	418.35	60.00	0.00	131.65	76.1
656.000 PENAL FINES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
656.100 PENAL FINES - CONTRACTED	0.00	0.00	0.00	0.00	0.00	0.00	0.0
656.200 PENAL FINES - MECOSTA	4,435.00	4,435.00	2,103.37	0.00	0.00	2,331.63	47.4
656.300 PENAL FINES - OSCEOLA	26,180.00	26,180.00	13,551.82	0.00	0.00	12,628.18	51.8
659.000 ROOM RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
664.000 INTEREST INCOME	80.00	80.00	38.68	6.28	0.00	41.32	48.4
671.000 OTHER REVENUE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
674.015 DONATIONS - RESTRICTED - BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.0
674.100 CONTRIB. - BLDG. FUNDRAISERS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
675.100 CONTR - SUMMER READING PROGRAM	500.00	500.00	1,200.00	0.00	0.00	-700.00	240.0
675.150 CONTRIB. - PROGRAMMING	1,125.00	1,125.00	145.80	23.85	0.00	979.20	13.0
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	695.00	375.00	0.00	1,305.00	34.8
675.300 CONTRIB. FROM PRIV. SOURCES	10,000.00	10,000.00	1,907.45	300.00	0.00	8,092.55	19.1
675.301 CONTR PRIVATE - CAPITAL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
676.000 REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
677.100 REIMBURSEMENT FOR LOST BOOKS	300.00	300.00	0.00	0.00	0.00	300.00	0.0
685.000 MISCELLANEOUS-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
685.500 OTHER-BOOK SALE	1,120.00	1,120.00	979.25	12.00	0.00	140.75	87.4
692.100 FUND RESERVE-OPERATING	77,423.00	77,423.00	0.00	0.00	0.00	77,423.00	0.0
692.200 FUND RESERVE-CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
699.000 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 000.000	287,528.00	287,528.00	26,179.62	1,052.14	0.00	261,348.38	9.1
Revenues	287,528.00	287,528.00	26,179.62	1,052.14	0.00	261,348.38	9.1
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
702.000 SALARIES & WAGES	115,362.00	115,362.00	32,437.39	5,904.33	0.00	82,924.61	28.1
715.000 SOCIAL SECURITY	6,050.00	6,050.00	2,481.40	451.68	0.00	3,568.60	41.0
721.000 WORKER'S COMP	450.00	450.00	0.00	0.00	0.00	450.00	0.0
726.000 UNEMPLOYMENT	50.00	50.00	52.76	15.35	0.00	-2.76	105.5
740.100 BOOKS	8,000.00	8,000.00	2,606.51	76.97	0.00	5,393.49	32.6
740.101 E-BOOKS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
740.200 AUDIOBOOKS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
740.250 VIDEOS/DVD'S	500.00	500.00	0.00	0.00	0.00	500.00	0.0
740.300 SUMMER READING	3,000.00	3,000.00	1,672.76	0.00	0.00	1,327.24	55.8
740.400 MAGAZINES	750.00	750.00	0.00	0.00	0.00	750.00	0.0
740.500 NEWSPAPERS	650.00	650.00	509.96	0.00	0.00	140.04	78.5
751.000 OFFICE SUPPLIES	1,500.00	1,500.00	755.44	88.77	0.00	744.56	50.4

REVENUE/EXPENDITURE REPORT

City of Reed City

For the Period: 7/1/2023 to 11/30/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
752.000 OPERATING SUPPLIES	4,500.00	4,500.00	5,017.56	413.49	0.00	-517.56	111.5
755.000 OPER. SUPPLIES-PROGRAMMING	4,800.00	4,800.00	3,233.12	1,126.34	0.00	1,566.88	67.4
801.000 PROFESSIONAL SERV.	4,950.00	4,950.00	1,411.52	266.71	0.00	3,538.48	28.5
802.000 LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
804.000 JANITORIAL SERVICES	9,000.00	9,000.00	2,824.32	1,136.00	0.00	6,175.68	31.4
806.000 BANK CHARGES	65.00	65.00	28.22	2.57	0.00	36.78	43.4
808.000 INDEPENDANT AUDIT	3,850.00	3,850.00	0.00	0.00	0.00	3,850.00	0.0
818.000 CONTRACTUAL SERVICE	12,500.00	12,500.00	6,338.80	4,517.30	0.00	6,161.20	50.7
850.000 TELEPHONE	1,440.00	1,440.00	583.85	239.94	0.00	856.15	40.5
851.000 POSTAGE	180.00	180.00	179.52	0.00	0.00	0.48	99.7
852.000 INTERNET SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
860.000 TRANSPORTATION/LODGING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	381.33	189.29	0.00	1,118.67	25.4
907.000 ADVERTISING	150.00	150.00	196.03	0.00	0.00	-46.03	130.7
915.000 MEMBERSHIPS AND DUES	625.00	625.00	125.00	0.00	0.00	500.00	20.0
920.000 UTILITIES - ELECTRIC	3,850.00	3,850.00	1,167.66	447.70	0.00	2,682.34	30.3
921.000 UTILITIES-HEAT	2,500.00	2,500.00	401.88	187.28	0.00	2,098.12	16.1
927.000 UTILITIES-WATER	450.00	450.00	187.02	93.13	0.00	262.98	41.6
930.000 LAND & BUILDING REPAIRS	3,500.00	3,500.00	1,970.80	542.59	0.00	1,529.20	56.3
930.100 REPAIRS & MAINT. FOR COPY MACH	0.00	0.00	0.00	0.00	0.00	0.00	0.0
935.000 LIABILITY/PROPERTY INSURANCE	3,570.00	3,570.00	3,464.08	55.00	0.00	105.92	97.0
940.000 EQUIPMENT RENT	1,216.00	1,216.00	405.20	202.60	0.00	810.80	33.3
956.000 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
956.100 EDUC. & TRAINING-DIST. MTGS.	0.00	0.00	0.00	0.00	0.00	0.00	0.0
960.000 EDUCATION & TRAINING	100.00	100.00	0.00	0.00	0.00	100.00	0.0
970.000 CAPITAL OUTLAY	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
977.000 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
991.600 PRINCIPAL	63,000.00	63,000.00	29,842.32	10,239.43	0.00	33,157.68	47.4
992.000 INTEREST	6,370.00	6,370.00	907.68	260.57	0.00	5,462.32	14.2
995.000 TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.0
LIBRARY OPERATIONS	287,528.00	287,528.00	99,182.13	26,457.04	0.00	188,345.87	34.5
Dept: 901.000 CONSTRUCTION							
801.500 ARCHITECT & ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
802.000 LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.0
851.000 POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.000 PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
900.500 EVENT MARKETING	0.00	0.00	0.00	0.00	0.00	0.00	0.0
920.000 UTILITIES - ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.0
927.000 UTILITIES-WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.0
930.000 LAND & BUILDING REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00	0.0
970.000 CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.0
CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Dept: 905.000 DEBT SERVICE							
991.600 PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	0.0
992.000 INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.0
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0
Expenditures	287,528.00	287,528.00	99,182.13	26,457.04	0.00	188,345.87	34.5
Grand Total Net Effect:	0.00	0.00	-73,002.51	-25,404.90	0.00	73,002.51	

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 December Director's Report reflects what was accomplished for the month of December.

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

Staff Highlights

Megan M. took the lead with the Silent Auction by contacting local businesses - she connected with over 20 local businesses and community members. She has also established connections for the Winter Reading Challenge and some Summer Reading Programming. She is continuing to lead Story Hour to great success.

Steve S. has recently started 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.

Cindy H. has recently filed for her Level 4 Michigan Library Certification. She has taken over most of our passive programming and in-house marketing.

Grace J. has been creating themed displays in various sections of the library. She has also been assisting with programming and in-house marketing designs.

Kathy F. put in her two-week notice on Monday, December 11th, 2023. She has expressed interest in continuing to support the library on a voluntary basis.

Violet H. continues her excellent work on displays and the take-home stem kits. She has also been setting up our circulating stem-kit collection and we hope to have it ready to circulate by mid-January. These items will be in-house only.

All of the staff have begun collaborating and brainstorming for the upcoming Summer Reading Program.

December Silent Auction

The Silent Auction ran from Monday, December 4th to Friday, December 15th. We had 30 baskets and gift cards in total, making the library over \$1,000 to revitalize our Children's Area.

Shed Update

The Assistant Director has contacted Old Hickory Building and finalized our order. As of 12/27/23, delivery should be within two weeks.

Consultant Update

As of December 31st, 2023, the consulting contract with M. Rohen expires.

Metrics

Metrics will be presented when available. The Assistant Director is seeking input from the Board regarding their desired metrics in order to present a more timely and cohesive report.

Website Statics

Website statistics will be presented when available. The Assistant Director is seeking input from the Board regarding their desired website statistics in order to present a more timely and cohesive report.

Social Media Snapshot

Social Media statistics will be presented when available. The Assistant Director is seeking input from the Board regarding their desired social media statistics in order to present a more timely and cohesive report.

Officer Positions

2023 Officers:

President: Lyndsey Eccles

Vice President: Melissa Tonn

Treasurer: Kylene Nix

Secretary: Bette Newell

2024 Officers:

President:

Vice President:

Treasurer:

Secretary:

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: _____



Reed City Area District Library Board Meeting Schedule:

Tuesday, February 6, 2024

Tuesday, March 5, 2024

Tuesday, April 2, 2024

Tuesday, May 7, 2024

Tuesday, June 4, 2024

Tuesday, July 2, 2024

Tuesday, August 6, 2024

Tuesday, September 3, 2024

Tuesday, October 1, 2024

Tuesday, November 12, 2024

****postponed to second week due to Presidential Election****

Tuesday, December 3, 2024

Tuesday, January 7, 2025

Tuesday, February 4, 2025

****Board Meetings are held in the RCADL Community Room the
first Tuesday of the month at 6:00 p.m.
unless otherwise noted****

COME JOIN US FOR FUN & LEARNING AT THE LIBRARY!

JANUARY EVENTS

Please note some events require registration; all events are free

@ RCADL

Every Wednesday @ 11:30am **STORY HOUR**

Thursday, 1/11 @ 6:00pm **REED CITY READERS**

The Marsh King's Daughter by Karen Dionne

Active Programs:

Tuesday, 1/9 @ 4:30pm **GAME NIGHT @ RCADL**

Stop in and play one of our amazing board games - fun for the whole family!

Saturday, 1/13 @ 12:00pm **MICHIGAN FISHERMAN AND THE GRAYLING**

Join Fishing Museum and Cultural Center historian Jerry Berg as he takes us back in time to the Era of the Grayling and Michigan's Golden Age of Fishing!

Tuesday, 1/16 @ 4:30pm **BUTTON CRAFTING**

Illustrate and color your own image or use one of our images to craft a bit of flair to take home.

Tuesday, 1/23 @ 4:00pm **CINEMA @ THE LIBRARY**

Hidden Figures/PG/Runtime: 2 hours 7min.

The Library will be CLOSED Monday, January 1st and Monday, January 15th in honor of Martin Luther King Jr. Day.

Passive Programs:

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

SCAVANGER HUNT There are words all over the library Find them all and make the phrase 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.