

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: November 7th, 2023
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: *November 2023*
 - 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. None at this time
10. Board Dynamics
11. Citizen's Requests and/or Comments
12. Adjournment

**The next Library Board Meeting is scheduled for January 2nd, 2023 at 6:00pm
in the Reed City Area District Library Community Room.**

Reed City Area District Board Meeting

November 7, 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

Laura Dahlquist, Trustee, Richmond Township

Shay Thompson, Trustee, Richmond Township

Absent:

Bette Newell, Secretary, Lincoln Township

Irene Balowski, Green Township Liaison

Cedar Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order at 6:03 p.m. by President L. Eccles. A quorum was present. Attendance was noted by secretary pro tem Laura Dahlquist.

2. Approval of Agenda

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

3. Approval of Consent Agenda, Prior Minutes, and Financial Statements

A motion was made by S. Thompson and seconded by M. Tonn to accept these.
Motion

carried.

A discussion ensued concerning the shed, since the building committee did not meet

as planned. A specific shed is to be purchased, as that is what we voted on previously.

Also, since M. Rohen did not attend the meeting, as she wasn't asked to, she was unaware of the board business last month. She is now asked to attend. M. Rohen will aid the assistant director in the purchase of the shed.

There was a short report on the float for the Evergreen Festival from S. Thompson and L. Dahlquist in the absence of B. Newell.

Also noted, there are no financials this month, and none have been available since July. Discussion followed.

4. Citizen's request and/or comments

Many people have commented on the loss of Cyndi McCain.

Also, many have commented on the atmosphere of the library in her absence.

This will be addressed with the employees.

A citizen complained that she was admonished for using the book drop during open hours.

5. Board President Comments

L. Eccles and M. Rohen commented on the memorial service for Cyndi held in Albion.

6. Standing Committee Reports

A. Budget and Finance Committee will meet when financials become available.

K. Nix made a motion to approve the HR Committee to evaluate and approve the wage increase for the assistant director retroactive to his 60 day date. L. Dahlquist seconded. Motion by roll call carried. This evaluation will take place in the next two weeks.

Anyone with a comment should contact L. Eccles by e-mail.

B. Digital Sign Committee

We did not meet the criteria from TC Energy for the grant. The cap on the grant is \$22,000 and we asked for \$38,000, as we were told to do. The committee will reapply as well as search for additional funding.

C. Building Committee

As previously discussed, M. Tonn made a motion seconded by S. Thompson that we go ahead with this purchase, using the grant of \$2500 and the budget amount of \$5000. The motion passed in a roll call vote.

A discussion was held on installation, to be decided by the supplier. No further meeting is necessary.

D. Strategic Planning Committee

No meeting until next year.

E. Millage Committee

Will meet in January. We are still without leadership.

F. HR Committee

Committee will meet (L. Eccles, B. Newell, and M. Tonn) with the assistant director James Rohen to complete his 60 day evaluation and approve his pay raise, in the next two weeks.

A discussion was held on the executive director's position. It will be reposted in the new year. M. Rohen will consider staying on in her capacity for a while longer than previously planned.

A possible candidate is being pursued by L. Eccles.

G. Parade (Evergreen Festival) Committee-Ad Hoc

Previous discussion held.

7. Director's Report

Approximately 175 Graphic Novels have been introduced to the collection.

M. Martinez will be taking over Story Hour on November 15th.

Gift baskets are due by November 30th. The board is contributing a Wine Basket assembled by S. Thompson, and a Kid's Baking Collection assembled by K. Nix.

L. Eccles is contributing a Homemade Goodies basket and L. Dahlquist a Soup(er) Supper basket.

Discussion was held on a library event in memory of Cyndi McCain to be held early next year.

8. Ongoing Business

Environmental Project: L. Eccles WILL contact Brad Smith concerning this.

9. New Business

S. Thompson and L. Dahlquist attended the Richmond Twp. Board meeting in October.

M. Tonn is not renewing her trusteeship in the new year. A replacement will be pursued.

10. Board Dynamics

None

11. Citizen's Comments

None

12. Adjournment

Motion by S. Thompson and seconded by M. Tonn to adjourn. It passed. The meeting was adjourned at 7:28 p.m.

Respectfully submitted,

Laura Dahlquist, Secretary Pro Tem

The next meeting of the RCADL Board is scheduled for December 5, 2023 at 6 P.M. in the Community Room of the library.

Total Expenses by Line

Expense Line	Total Amount
740.100 - Books	
740.101 - Ebooks	
740.200 - Audiobooks	
740.250 - Videos/DVDs	
740.300 - SRP	
740.400 - Magazines	
740.500 - Newspapers	
751.000 - Office Supplies	\$92.68
752.000 - Operating Supplies	\$87.20
755.000 - Programming	\$857.42
801.000 - Professional Services	\$162.00
802.000 - Legal Fees	
804.000 - Janitorial Services	\$603.83
806.000 - Bank Charges	
808.000 - Independent Audit	
818.000 - Contractual Services	\$2,903.25
850.000 - Telephone	\$119.97
851.000 - Postage	
900.000 - Printing & Publishing	\$84.68
907.000 - Advertising	
915.000 - Memberships & Dues	
920.000 - Utilities Electric	\$437.71
921.000 - Utilities Gas/Heat	\$137.22
927.000 - Utilities Water	\$43.45
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	\$6,371.36
	\$17,252.07

Donations	Grants	Total Actual Expense
\$0.00	\$0.00	\$17,252.07

2023: December Report reflecting November Expenses

Expense Line Item	Expense Description	Amount
751.000 - Office Supplies		
<i>Debit Card</i>	<i>Amazon</i> Order #: 11-8693395-3881028 Bathroom supplies Date of Receipt or Services: 11/04/2023	\$3.94
<i>Debit Card</i>	<i>Vista Print</i> Order #: VP_99VIJKPBX Business Cards Date of Receipt or Services: 11/15/2023	\$45.75
<i>Debit Card</i>	<i>Amazon</i> Order #: 111-3930898-2845010 Coat rack Date of Receipt or Services: 11/17/2023	\$42.99
		\$92.68
752.000 - Operating Supplies		
<i>Debit Card</i>	<i>Amazon</i> Order #: 112-8297002-2652230 MelCat packaging Date of Receipt or Services: 11/22/2023	\$66.27
<i>Debit Card</i>	<i>Social Schedules</i> Order #:628F9C67-0051 Scheduling Software Date of Receipt or Services: 11/25/2023	\$20.93
		\$87.20
755.000 - Programming		
<i>Debit Card</i>	<i>Amazon</i> Order #: 111-1193232-1262638 Story Hour Santa Programming Supplies Date of Receipt or Services: 11/2/2023	\$85.33
<i>Debit Card</i>	<i>Amazon</i> Order #: 111-2686005-4632267 Story Hour Programming Date of Receipt or Services: 11/2/2023	\$13.13
<i>Debit Card</i>	<i>Amazon</i> Order #: 111-2720044-4164206 Story Hour Supplies Date of Receipt or Services: 11/7/2023	\$61.22
<i>Debit Card</i>	<i>Amazon</i> Order #: 111-2490439-1595436 STEM Kits & Seed Library Supplies	\$169.87

	Date of Receipt or Services: 11/17/2023	
Debit Card	<i>Amazon</i>	\$48.99
	Order #: 111-7548506-5670661	
	Silent Auction Supplies	
	Date of Receipt or Services: 11/20/2023	
Debit Card	<i>Amazon</i>	\$41.52
	Order #: 111-8600440-9105858	
	Story Hour supplies (books for kids)	
	Date of Receipt or Services: 11/28/2023	
Debit Card	<i>Amazon</i>	\$145.44
	Order #: 111-3332365-1257845	
	Story Hour supplies (books for kids)	
	Date of Receipt or Services: 11/28/2023	
	<i>Jerry Berg</i>	\$250.00
	Progarm: 12/09 - Lumberjacks of Michigan	
	Date of Receipt or Services: 11/24/2023	
Debit Card	<i>Cricut Shop</i>	\$9.99
	Monthly Renewal	
	Date of Receipt or Services: 11/24/2023	
	<i>James Rohen</i>	\$11.93
	Reimbursement for programming supplies	
	Date of Receipt or Services: 11/21/2023	
Debit Card	<i>Toy Town</i>	\$20.00
	Program prize	
	Date of Receipt or Services: 11/21/2023	
		\$857.42

801.000 - Professional Services

Debit Card	<i>G-Suites</i>	\$162.00
	Account #: 3184-3454-8781-2148	
	Date of Receipt or Service: 11/01/2023	
		\$162.00

804.000 - Janitorial Services

Debit Card	<i>Cintas</i>	\$35.83
	Invoice #: 41229698594149911835	
	Date of Receipt or Service: 11/06/2023	
Debit Card	<i>McCloud</i>	\$53.00
	Invoice #: 49048233	
	Date of Receipt or Service: 11/12/2023	
	<i>Service Master</i>	\$515.00
	Invoice #: 25865	
	Received bill on 11/01/2023	
		\$603.83

818.000 - Contractual Services

<i>Biblionix</i>	\$2,010.00
Invoice #: 9345	
Apollo subscription for 2023-2024	
Date of Receipt or Service: 11/20/2023	
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<i>Do-All-Doug</i>	\$140.00
Invoice #: RCL	
Two mows and trims (10/11 and 11/7)	
Date of Receipt or Service: 11/12/2023	
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<i>Melissa Rohen</i>	\$753.25
Invoice #: RCADL: 11/01-11/30	
Date of Receipt or Services: multiple	
<hr/>	
	\$2,903.25

850.000 - Telephone

<i>Spectrum/Charter</i>	\$119.97
Invoice #: 005324801112123	
Date of Receipt or Services: 11/21/2023	
<hr/>	
	\$119.97

900.000 - Printing and Publishing

<i>Xerox Corporation</i>	\$84.68
Black/White printing and copying	
Invoice #: 020009594	
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Total	\$84.68

920.000 - Utilities Electric

<i>Consumers Energy</i>	\$437.71
Account #: 1030 187 9792	
Date of Receipt or Service: October to November	
<hr/>	
Total	\$437.71

921.000 - Utilities Gas/Heat

<i>Debit Card DTE</i>	\$137.22
Account #: 9100 394 8255 9	
Date of Receipt or Service: 10/05 - 11/02	
<hr/>	
Total	\$137.22

927.000 - Utilities Water

<i>City of Reed City</i>	\$43.45
Account number: SCHAT-000829-0000-01	
Date of Receipt or Service: 10/05/2023-11/07/2023	
<hr/>	
Total	\$43.45

940.000 Equipment Rental

<i>Xerox Corporation</i>	\$101.30
Equipment Rental	
Invoice #: 020009594	
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: 11/09/2023	\$3,141.35
Check Date: 11/22/2023	\$3,230.01
Total	\$6,371.36

Expenses Grand Total \$17,252.07

Total Donations \$0.00

Total Grants \$0.00

Total \$0.00

Total Actual Expenses \$ 17,252.07

Total \$ 17,252.07

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 at the time of this writing.

Strategic Plan Committee

No updates were provided at the time of this writing.

Millage Committee

No updates were provided at the time of this writing.

HR Committee

No updates were provided at the time of this writing.

Parade (Evergreen Festival) Committee – Ad Hoc

The committee participated in the Evergreen Festival on Friday, November 24th

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

Compiled by the Assistant Director with support from the Consultant. Please reach out for specific details or more information.

Staff Highlights

Megan M. took over Story Hour and has established connections with all parents. She has scheduled themes through the end of February and has some great ideas for positive changes to the program. She is also looking into the continuation of Little Explorers. She has been the primary point of contact for businesses for the Silent Auction reaching out to many to initiate conversations.

Steve S. has become the primary MelCat person, though other staff are trained, and will be pursuing a MelMaven Badge.

Cindy H. has caught up the backlog of cataloging. She is also updating spine labels to fix discrepancies and illegibility. She is also managing many passive activities and displays, including the Scavenger Hunt and Guessing games. The Assistant Director is going to encourage her to lead a craft session in the coming months.

Grace J. has been amazing at the circulation desk and has been creating marketing materials and displays.

Kathy F. has been handling some minor repairs including repainting the community room wall, fixing window blind mountings, and installing the new fireplace. She has taken over our bird feeding program including cleaning up and repairing some of the bird feeders. She will be trained in Wix and will be delegated website tasks in the near future.

Violet H. is continuing her excellent work on displays and the take-home stem kits. She is also inventorying our circulating stem-kit collection with hopes to have it ready to circulate by mid January.

December Silent Auction

The Silent Auction will run from Monday, December 4th to Friday, December 15th. Bidding will end promptly at 5pm. To date, 13 local businesses have donated baskets. Staff has discussed donations with several more local businesses and anticipates an additional 15 baskets. The Board has donated three, and staff will be putting together two. We should have 30 baskets total.

Shed Update

The Assistant Director has contacted Old Hickory Building four times between November 15th and November 29th to order the approved shed - via three emails and a phone call (a voicemail was left). To date there has been no response. He will contact the corporate/parent company starting the week of December 4th.

Metric

Updated metrics will be provided once they are available.

Website Statics

Updated metrics will be provided once they are available.

Social Media Snapshot

- Updated metrics will be provided once they are available.

Board Meeting: Tuesday, December 5th; Tuesday, January 2nd; Tuesday, February 6th at 6:00pm

Story Hour Every Wednesday @ 11:30am:

December 6 th : Evergreen	January 3 rd : No Story Today
December 13 th : Santa	January 10 th : Northern Lights
December 20 th : Gingerbread Houses	January 17 th : Arctic Animals
December 27 th : Snow	January 24 th : Penguins
	January 31 st : Inspire Your Heart with Art

Scrabble Second and Fourth Monday @ 1:00pm:

Monday, December 11 th at 1:00pm	Monday, January 8 th at 1:00pm
Monday, December 25 th No Scrabble	Monday, January 22 th at 1:00pm

Reed City Readers Book Club

Thursday, December 21st at 6:00pm – *The Marriage Portrait* by Maggie O’Farrell

Thursday, January 18th at 6:00pm – *The Marsh King’s Daughter* by Karen Dionne

Active Programming

Lumberjacks of Michigan Museum Presentation

Saturday, December 9th, 12:00pm to 2:00pm

- A collaboration with the Swordsmanship Museum and Academy
- Open to all ages.

Cool Coloring at the Library: Winter Holiday

Tuesday, December 12th, 4:00pm to 6:30pm

- List of the winter holidays coloring sheets
- Winter wonderland coloring sheets
- Drop in, all ages welcome, no registration

Silent Auction

Monday 12/4 to Friday 12/15 all baskets must be picked up by 12/20 winner will be contacted on 12/18

- Needs to be good to go by December 1st
- Reach out to local businesses for donations
- Monies will be earmarked for children’s area upgrades in honor of Cyndi McCain
- New language will be included for any basket with 21+ content such as wine(ex: You must be 21 to bid on this basket and verify your age with ID if you win)

Polar Express at the Library

Tuesday, December 19th at 4:30pm

- Snowman Craft
- Bells and Golden Tickets

Game Night at the Library

Tuesday, January 9th, 4:30pm to 6:20pm

- Come and play a board game from our growing collection!
- Including new Stem Kits and Games!
- All ages welcome, no registration

Fishermen of Michigan Museum Presentation

Saturday, January 13th, 12:00pm to 2:00pm

- A collaboration with the Swordsmanship Museum and Academy
- Open to all ages.

Crafting @ the Library: Button Canvas Craft

Tuesday, January 16th, 4:30pm to 6:30pm

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

Family Movie Night

Tuesday, January 23rd, starting at 4:00pm

- Hidden Figures
- PG 2hrs 7minutes
- Three female African-American mathematicians provide crucial calculations for NASA's space race against the Soviets, all while dealing with the racist and sexist assumptions of their white co-workers.
- <https://kids-in-mind.com/h/hiddenfigures.htm>
- Popcorn and a small craft/take and make will be provided

Passive Programming

Runs throughout the month unless otherwise specified

December: Guess the ...? What book is this

- Run Friday 12/01 to 12/21
- Theme: The Grinch book
- Prize: The book and the classic cartoon DVD
- Open to all ages

December: Scavenger Hunt

- Theme: Looking for Christmas
- Run Friday 12/01 to 12/21
- Prize: \$20.00 gift certificate to Toy Town

Take and Make: Candy Cane Snowmen

- A fun snowmen Stem Take and make
- Using Candy canes, Marshmallows, M&Ms & Hershey Kisses

Displays

December Pillar: Make Your Own Charlie Brown Christmas Tree

- A printable template with a template; patrons (and staff) will be encouraged to create their best Charlie Brown Christmas Tree and then return them to the library to display them

December Glass Case: Violet H. will create this display

Staff Stockings w/Favorite Books

- Run throughout December
- Staff stockings, decorated, and with the Staff's favorite books

January: Guess the number...? Snowballs

- Theme: Winter
- Prize: Kanoodle
- Open to all ages

January: Scavenger Hunt

- Theme: Cindy Heemstra is managing this project, details will be provided when available
- Prize: Lego Snowmobile

December Take and Make: Christmas Stem Kit

- Violet is managing this project

Santas Mailbox

November 20th to December 15th

- Letters to Santa
- Cindy H is replying

January Pillar: This Year I will... (resolutions to read/learn new things)

- Will run all month
- Patrons will be encouraged to write resolutions

January Glass Case: Violet H. will create this display

Closures

Monday, December 25th – Christmas Day

Monday, January 1st – New Years Day

Monday, January 15th - MLK, Jr. Day
