

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 3rd, 2024
  - C. Approval of Bills and Financial Statements
    - i. Expense Report for previous month's expenses: **December 2024**
    - b. Financial Statements: meeting with Corrina Hervey CPA in Cadillac Jan 13th for quote = In Progress: Setting up QB with their bookkeepers and preparing reports for board
4. Citizen's Requests and/or Comments
5. Friends of the Reed City Area District Library Comments
6. Board President Comments
7. Standing Committee Reports
  - A. Budget and Finance Committee
  - B. Digital Sign Committee
  - C. Building Committee
  - D. Strategic Plan Committee - Ready to be Approved - In Packet for Viewing
  - E. HR Committee
  - F. Ad Hoc Committee
8. Director's Report and Goals
9. Ongoing Business
  - A. Approve Strategic Plan
10. New Business
  - A. Holiday Closures
11. Board Dynamics - Correspondence sent to Lincoln Twp. December 10th by Director Kristie Feguer - no response
12. Citizen's Requests and/or Comments
13. Adjournment: the next Library Board Meeting is scheduled for January 7th, 2024 at 6:00pm in the Reed City Area District Library Community Room.

**Public notice and our agenda are posted Thursday before the scheduled meeting in the Library Lobby and on our website at [www.reedcitylibrary.org/meetings](http://www.reedcitylibrary.org/meetings)**

**Posted: January 2nd, 2025**

Reed City Area District Library Board Meeting  
December 3, 2024  
825 S. Chestnut Reed City, Mi 49677

1. Call to Order and Attendance

The meeting was called to order by Vice President K. Nix at 6:05pm.

Attendance was noted:

Present:

K. Nix Reed City, Vice President  
S. Thompson Richmond Township, Treasurer  
L. Dahlquist Richmond Township, Secretary  
K. Feguer Library Executive Director

Rene Stieg, Friends of RCADL President  
Anna Maria Herrera, Friends Member

Absent:

L. Eccles Reed City, President  
2 Lincoln Township vacancies

2. Approval of Agenda

A motion was made by S. Thompson and seconded by L. Dahlquist to approve the agenda. Motion carried.

3. Approval of Consent Agenda

- A. Board Follow-Up Discussion
- B. Prior meeting minutes (November 12, 2024)
- C. Approval of Bills and Financial Statements

A motion was made by L. Dahlquist and seconded by S. Thompson to approve the agenda. Motion carried.

4. Citizen's Request and/or Comments

5. Board President Comments

6. Friends of the RCADL Report

A Trivia Night fundraiser is scheduled for February 4th at Sunny's.

Letters are to be sent to request donations.

A 5013-C is to be filed.

Santa is coming December 11 and will be supported by the Friends with cocoa and cookies.

The Sesquicentennial Celebration will be supported by the Friends with kids activities planned.

## 7. Standing Committee Reports

### A. Budget and Finance Committee

Will meet in January to review the budget. K. Feguer is researching bookkeeping options.

### B. Digital Sign Committee

New quotes shall be obtained.

### C. Building Committee

Quotes are being obtained for work desired on the parking lot.

### D. Strategic Plan Committee

Copies of the Strategic Plan will be available for the January meeting for board approval.

### E. HR Committee

Reviewed hours and pay in the event that the director becomes the bookkeeper. Employee policy will be reviewed in segments.

### F. Ad Hoc Committee (Parade)

### G. Ad-Hoc Environmental Project

This will commence in the spring. Possible committee members B. Smith, K. Fiebig, Sarah Spruit.

### H. Ad Hoc Sesquicentennial Committee

This has been turned over to the Friends.

## 8. Director's Report

This report is on file in the board packet for December 3, 2024.

**\*\*At this point President L. Eccles took over the meeting.**

## 9. Ongoing Business

S. Thompson made a motion, seconded by K. Nix, to subscribe to Kanopy for up to \$1300. A roll call vote was taken. Motion passed.

## 10. New Business

The LOSB Loan Payment is PAID IN FULL! CHEERS!

## 10. Board Dynamics

Anna Herrera, Reed City, will join the board in January for the vacancy left by L. Eccles. A discussion was held with R. Stieg, Hersey trustee, about getting Hersey back to the RCADL.

11. Citizen's Requests/Comments

12. Adjournment

A motion was made by L. Dahlquist and seconded by K. Nix to adjourn at 7:21pm.  
Motion carried.

The next meeting will be held on January 7, 2025 at 6pm in the Reed City Area District Library Community Room, following the meeting of the Friends of the Reed City Area District Library at 5pm.

Respectfully submitted,  
L. Dahlquist, secretary

Total Expenses by Line				
Expense Line	Total Amount	Donations	Grants	Total Actual Expense
740.100 - Books	\$379.26			
740.101 - Ebooks	\$2,520.76			
740.200 - Audiobooks				
740.250 - Videos/DVDs				
740.300 - SRP				\$0.00
740.400 - Magazines				
740.500 - Newspapers				
751.000 - Office Supplies				
752.000 - Operating Supplies	\$1,106.13			
755.000 - Programming	\$312.09			
801.000 - Professional Services	\$151.20			
802.000 - Legal Fees				
804.000 - Janitorial Services	\$712.15			
806.000 - Bank Charges				
808.000 - Independent Audit	\$2,000.00			
818.000 - Contractual Services	\$1,365.00			
850.000 - Telephone	\$119.97			
851.000 - Postage				
900.000 - Printing & Publishing	\$202.60			
907.000 - Advertising				
915.000 - Memberships & Dues				
920.000 - Utilities Electric	\$276.34			
921.000 - Utilities Gas/Heat	\$278.21			
927.000 - Utilities Water	\$45.34			
930.000 - Land & Building Improvements	\$71.50			
935.000 - Liability/Property Insurance				
940.000 - Equipment Rental	\$224.46			
956.100 - Education & Training				
970.000 - Capital Outlay				
991.600 - Principle/LOSB Loan Payment				
992.000 - Interest				
Monthly Payroll	\$12,070.06			
	<b>\$21,835.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,835.07</b>

**2024: January Board Packet - Reflects December Expenses**

Expense Line Item	Expense Description	Amount
<b>740.100 - Books</b>		
<i>Debit Card</i>	Ingram	\$379.26
	Last Payment Fall Book Order	
	Paid: 12/18/2024	
		<b>\$379.26</b>
<b>740.101 - Ebooks</b>		
<i>Check 3622 printed 1.2.2025</i>	Mid Michigan Library League	\$2,520.76
	Up North Subscription	plus \$408.46 from last year
	Date of receipt or service: 12/11/2024	
		<b>\$2,520.76</b>
<b>752.000 - Operating Supplies</b>		
<i>Check 3620 printed 1.2.2025</i>	Network Butler	\$929.00
	New Switch Board for Wifi Services + Labor	
	WO placed 12/02/2024	
<i>Debit Card</i>	Ace Hardware	\$15.89
	Bird Seed for Feeders	
	12/16/2024	
<i>Debit Card</i>	FoBrush LLC	\$18.00
	Staff Shirt for Events	
	12/11/2024	
<i>Debit Card</i>	Demco	\$116.22
	Book Processing Supplies	
	Ordered: 12/20/2024	
<i>Debit Card</i>	Amazon	\$27.02
	Mop and trash bags	
	Purchased: 12/17/2024	
		<b>\$1,106.13</b>
<b>755.000 - Programming</b>		
<i>Debit Card</i>	Amazon	\$263.37
	Take and Make Supplies Jan/Feb	
	Order Placed: 12/12/2024	
<i>Debit Card</i>	Amazon	\$48.72
	Additional Take and Make Supplies (bags and cups)	
	Order Placed: 12/17/2024	
		<b>\$312.09</b>
<b>801.000 - Professional Services</b>		
<i>Debit Card</i>	G-Suites	\$151.20
<i>Auto-Pay</i>	Account #: 3184-3454-8781-2148	
	Date of Receipt or Service: 12/01/2024	
		<b>\$151.20</b>
<b>804.000 - Janitorial Services</b>		
<i>Check 3619 printed 1.2.2025</i>	K&R Cleaning LLC	\$600.00
	Invoice #:	

	Received bill on	
<i>Debit Card</i>	Cintas	\$112.15
	Invoice #: 4213202215	
	Date of Receipt or Service: 12/02/2024	
		<b>\$712.15</b>
<b>808.000 Independent Audit</b>		
<i>Check 3621 printed 1.2.2025</i>	Vredeveld Haefner LLC	\$2,000.00
	Audit	
	For services through 11/30/2024	
		<b>\$2,000.00</b>
<b>818.000 - Contractual Services</b>		
<i>Check 3624 printed 1.2.2025</i>	Do all Doug	\$1,365.00
	Plowing For December	
	Date of Receipt: 12/31/2024	
		<b>\$1,365.00</b>
<b>850.000 - Telephone</b>		
<i>Debit Card</i>	Spectrum/Charter	\$119.97
	Invoice #: 005324801122124	
	Paid: 12/09/2024	
		<b>\$119.97</b>
<b>900.000 - Printing and Publishing</b>		
<i>Check 3623 printed 1.2.2025</i>	Xerox Corporation	\$202.60
	BW Printing - only bank account or check payments	
	Invoice #:	
		<b>\$202.60</b>
<b>920.000 - Utilities Electric</b>		
<i>Debit Card</i>	Consumers Energy	\$276.34
	Account #: 1030 187 9792	
	Date of Receipt or Service: 12/17/2024	
		<b>\$276.34</b>
<b>921.000 - Utilities Gas/Heat</b>		
<i>Debit Card</i>	DTE	\$278.21
	Account #: 9100 394 8255 9	
	Date of Receipt or Service: 12/19/2024	
	<b>Total</b>	<b>\$278.21</b>
<b>927.000 - Utilities Water</b>		
<i>Debit Card</i>	City of Reed City	\$45.34
	Account number: SCHAT-000829-0000-01	
	Date of Receipt or Service: 12/18/2024	
		<b>\$45.34</b>
<b>930.000 - Land and Building Improvements</b>		
<i>Debit Card</i>	Summit Fire Protection	\$71.50
	Annual Inspection, Extinguisher and Truck Charge	

	Word Order Completed 11/19/2024	
		<b>\$71.50</b>
<b>940.000 Equipment Rental</b>		
Check 3623 printed 1.2.2025	Xerox Corporation	\$93.96
	Printer Base Charge - only bank account or check payments	
	Invoice #: 022174110	
<i>Debit Card</i>	Cintas	\$130.50
	AED Rental	
	Invoice: 9298544712	
		<b>\$224.46</b>
<b>Monthly Payroll</b>		
	Check Date: 12/3/2024	\$4,078.23
	Check Date: 12/17/2024	\$4,373.64
	Check Date: 12/30/2024	\$3,618.19
	<b>Total</b>	<b>\$12,070.06</b>
	<b>Expenses Grand Total</b>	<b>\$21,835.07</b>
	<b>Total Donations</b>	
	<b>Total Grants</b>	\$0.00
	<i>Total</i>	\$0.00
	<b>Total Actual Expenses \$</b>	<b>21,835.07</b>



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

---

### Staff Highlights

Gavin has been learning more at the library as the staff have taken on inventory this December in the junior leveled readers. He enjoys learning new skills or taking on responsibility every chance he can at the library.

Megan prepared marketing materials for Kanopy and the quarterly report for the board.

Cindy talked with a representative at the library from Yoplait and acquired an application for a local grant.

Abby, despite the holidays, has kept MeL processing as we received buckets. We have had a couple delivery mistakes with RIDES, getting BR items instead causing some delay.

We did not receive MeL Deliveries on time during this holiday season causing delays in processing.

Staff enjoyed exchanging gifts this December and we look forward to the new year!

### Kanopy

Kanopy is now available for patrons. With this streaming service, you can access all sorts of content and use a total of 8 tickets to rent movies/shows. Then there is Kids Kanopy included for everyone which does not use tickets when you access the content.

### QuickBooks

I am working with Bookkeepers at QB to set up chart of accounts and QB account for library at no extra charge to us. I am meeting with an accountant on the 13th to discuss what the library needs/costs/etc.. This accountant was recommended by the city.

**Posted: January 2nd, 2024**

## January Goals

- Meet with Corinna Hervey about accounting services on the 13th
- ~~Launch Kanopy~~
- Board Eval in Feb
- Pictures for website/teen kids page
- Continue to set up QB account - working with QB bookkeepers to organize chart of accounts and set up reports for the board on Jan 3rd.
- Apply for the Summer Reading OCCF Grant in Jan
- Start tax process with ADP for staff in Jan
- Apply for Yoplait community grant

## December Goals

- Get accounting services set up by end of January (Sage50 is affordable and recommended) otherwise BS&A (still awaiting communication) - accountant suggestions include Corrina Hervey with H&S in Cadillac, UHY in Cadillac (expensive) - ongoing still
- Get Teen/Kid's Page Live
- ~~Complete Audit and State Act 34~~
- ~~Continue Policy prep for Board~~
- Add more pictures of Library to website
- ~~Finish Audit Process~~
- ~~Have successful visit with Santa~~
- Enjoy holidays

## Large Scale Goals (In Progress)

- Parking Lot Quotes
- Accounting (setting up QB account, gauging price of accountants)
- Digital Sign (after parking lot)
- Policy Preparation for Board Review

Posted: January 2nd, 2025

# Reed City Area District Library: A Three (3) Year Plan for 2025 to 2028

## Category 1: GOVERNANCE AND ADMINISTRATION

### 1.1 Maintain Strong Relationships between RCADL and district partner boards

<b>Actions</b>	
	a. Trustees/liaisons attend township and city council meetings in Spring and Fall
	b. Provide townships and City Council with annual strategic Plan Updates

Notes:  
SP Meeting 9/24/2024 - Reach out to Lincoln Twp  
Email Sent about Representatives 12/10/2024

### 1.2 Maintain RCADL's Policy Manual

<b>Actions</b>	
	a. Adopt updates, initial review completed in 2024
	b. Additional updates to be completed every two years (2026, 2028, 2030, etc.)

**Time Line:** **Annually**

Notes:  
Reviewed September 2024

### 1.3 Participate in relevant Library of Michigan and Mid Michigan Library League activities

<b>Actions</b>	
	a. Staff and trustees to attend relevant conferences and meetings throughout the year
	b. Funds to be set aside in budget for expenses

**Time Line:** **Ongoing**

Notes:

### 1.4 Maintain a balanced budget

<b>Actions</b>	
	a. Review budget status at Board meetings

**Time Line:** **Ongoing**

Notes:

### 1.5 Review and update Board By-Laws

<b>Actions</b>	
	a. Adopt updates, initial review completed in 2024
	b. Additional updates to be completed every two years (2026, 2028, 2030, etc.)

**Time Line:** **Annually**

Notes:  
Board Evaluation completed Jan 2025

**1.6 Review and evaluate status of RCADL's three (3) year plan**

<b>Actions</b>	
	a. Review strategic plan progress quarterly at board meetings
	b. Strategic Planning Committee to continue meeting twice a year
<b>Time Line:</b>	<b>Biannually</b>
<b>Notes:</b>	Plan 2 meetings in 2025

**1.7 Update and maintain accounting practices**

<b>Actions</b>	
	Currently Under Determination
<b>Time Line:</b>	<b>Ongoing</b>
<b>Notes:</b>	Currently utilizing Quickbooks advance and bookkeeping services to create account for library. Would like to stop doing expense report and do quick report with monthly financials and the accrual information as well.

**Category 2: PERSONNEL AND HUMAN RESOURCES**

**2.1 Staff the library for maximum efficiency and continuity**

<b>Actions</b>	
	a. Continue to assess needs for additional staffing
	b. Continue to research funding possibilities to support expanding staff
<b>Time Line:</b>	<b>Ongoing</b>
<b>Notes:</b>	Get staff into Library Sciences and Services - provide additoinal education opportunities. Provide TIME for educational opportunities. 9/2024 Hired Gavin and Julia 12/2024 Julia Left via Michigan Works Program

**2.2 Provide ongoing professional development opportunities for paid staff**

<b>Actions</b>	
	a. Virtual and in person workshops and conferences
	b. Develop a plan or schedule for regular/routine training
<b>Time Line:</b>	<b>Ongoing</b>
<b>Notes:</b>	Cindy and Abby attended Free in-person MeL online resrouces training October 2024

**2.3 Recruit, train, and recognize library volunteers**

<b>Actions</b>	
	a. Hold annual volunteer recognition event
	b. Develop volunteer orientation package
	c. Recruit and maintain new volunteers annually

<b>Time Line:</b>	Ongoing	Annually	
<b>Notes:</b> Cindy prepared Christmas gifts for volunteers this year Recognition and appreciate of and from Friends good idea			
<b>2.4 Conduct annual service evaluations with staff</b>			
<b>Actions</b>			
	a. Director to review staff members annually in May/June		
<b>Time Line:</b>	Annually		
<b>Notes:</b> Evaluations completed at end of FY to determine raise eligability. Constructive Criticisms given during year. Annual reviews completed June 2024.			
<b>2.5 Conduct annual Board of self-evaluation</b>			
<b>Actions</b>			
	a. Meet annually to evaluate Board via outside tools and resources		
<b>Time Line:</b>	Annually		
<b>Notes:</b> Annual Board Evaluation Completed Jan 2025 by Kristie Feguer using resources via ALA and United for Libraries Association of Library Trustees, Advocates, Friends, and Foundations. The Practical Guide to Board Self Evaluation was used.			
<b>Category 3: SERVICES TO THE PUBLIC</b>			
<b>3.1 Continue to assess patron needs</b>			
<b>Actions</b>			
	a. Patron suggestions box		
	b. Conduct community survey online and by hard copy at the library to be conducted every two years (last completed Spring 2024)		
<b>Time Line:</b>	Ongoing	Biannually	
<b>Notes:</b>			
<b>3.2 Expand services and information for community members with special needs</b>			
<b>Actions</b>			
	a. Information posters		
	b. Braille and talking book library		
<b>Time Line:</b>	Ongoing		
<b>Notes:</b> Donation for \$1500 made my Sanda Sikkila whos husband utilizes library resources for the blind December 2024 Use dono for more audiobooks/large prints/ and signage			
<b>3.3 Expand community programming and special group activities</b>			
<b>Actions</b>			
	a. Continue to expand the summer reading Program (SRP)		

	b. Further explore partnership with RCAPS
	c. Continue to offer new, relevant community programs annually
	d. Explore mobile delivery to senior center and/or home delivery for homebound patrons by 2024

**Time Line:** Ongoing

**Notes:**

### **3.4 Increase services offered to District and Contracted service areas**

<b>Actions</b>	
	a. Bring on contract libraries as full partners if possible by 2028
	b. Add additional township members as possible by 2028
	d. Reinstate Hersey as a District partner

**Time Line:** Ongoing

**Notes:**

### **3.5 Assessment of Collection**

<b>Actions</b>	
	a. Inventory collection
	b. Assess collection for circulation use, wear and tear, relevency, and diversity
	c. Weed the collection as necessary (see also: Goal 5.1).
	d. Add to collection focussing on updated information, trends, and diversity and inclusivity

**Time Line:** Ongoing

**Notes:** *Continued by Cindy and I. Staff will run inventory of sections during winter 2024/2025. Weeding will be done as necessary. Additions to collections focus on updated non-fiction materials especially for children. Purchase requests will be fulfilled as they arise from patrons.*

## **Category 4: PUBLIC RELATIONS**

### **4.1 RCADL Outdoor Sign**

<b>Actions</b>	
	Till 2025

**Time Line:** Ongoing

**Notes:**  
*Quotes will be obtained after parking lot project is completed*

### **4.2 Continue to maintain communications with the public**

<b>Actions</b>	
	a. Advertise library workshops and events via media and the website
	b. Create and maintain patron email list to distribute monthly program calendar
	c. Display signs in partner townships and around Reed City

**Time Line:** Ongoing

**Notes:**

The library works to provide warm and welcoming service. Megan and I make point to work alongside community and not against them. We send thank you cards to everyone after every event, etc... The library shows gratitude and contacts the press. We try to be a positive and prominent part of the community! We post very regularly on the facebook and instagram and on our website. I end out emails and we post the calendar. More phsyical signage around town may benefit us

### Category 5: FACILITIES AND EQUIPMENT

#### 5.1 Continue to assess interior layout of library to better accommodate growing collection and patron needs

<b>Actions</b>	
	a. Continue collection weeding process by staff
	b. Walk through to evaluate layout of collection

**Time Line:** **Annually**

**Notes:**  
Inventory and weeding planned for slow months this winter  
Layout changes as determined by growing collection

#### 5.2 Conduct annual review of physical grounds and landscape

<b>Actions</b>	
	a. Walk grounds and assess every Spring
	b. Walk ground and assess every Fall

**Time Line:** **Biannually**

**Notes:**  
Building meeting completed Fall 2024 by Megan, Lyndsey, and Shay at the beginning of October. Gutters/power washing wall/and parking lot were discussed.

#### 5.3 Conduct annual maintenance of exterior, interior, and outdoor areas

<b>Actions</b>	
	a. Develop back yard into an engaging learning space
	b. Develop side yard
	c. Remove pinetrees and stumps

**Time Line:** **Ongoing**

**Notes:**  
Tree removed by Steve back side of building. Parking Lot in Progress. Would like back area to be park of sorts in the future - will be determined by board and staff at later date

#### 5.4 Continue to assess library square footage and possibility of expansion needs in future

<b>Actions</b>	
	a. Consider expansions after loan is satisfied within ten years - approx. by 2034

**Time Line:** **Ongoing**

**Notes:** Loan Paid December 2024

### Category 6: TECHNOLOGY

#### 6.1 Update and maintain website design and functionality

<b>Actions</b>	
	a. Work with peer libraries to stay current on website development and trends

**Time Line:** **Quarterly** **Ongoing**

**Notes:** Website Updated September 2024

Staff e-resources training completed October 2024

Ongoing

**6.2 Write a Library Technology Plan that addresses upgrading service and replacement of equipment on a regular basis**

<b>Actions</b>	
	a. Staff will develop and maintain a Technology Plan and present to Board Annually
<b>Time Line:</b>	<b>Annually</b>

*Notes: Hot spots, e-rate*

*Need to determine if I have time to put this together - Board needs to make assessments as well based on what we discuss*



# January 2025 @

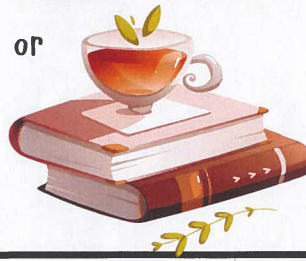


## Library Hours:





















Mon 9-5  
 Tues 11-7  
 Wed 11-5  
 Thurs 11-5  
 Friday 11-5

2nd Saturday of the month  
 9-12

"You can never get a cup of tea large enough or a book long enough to suit me" ~CS Lewis



## Happy National Hot Tea Month

Mon	Tues	Wed	Thurs	Fri	Sat
		1 *Happy New Year* CLOSED	2 	3 JRR Tolkien Day 	4
6 Read a Latte Winter Reading Challenge Begins 	7 Friends of the Library Meeting 5pm Library Board Meeting 6pm	8  Story Time with Ms. Abby 11:30am-12pm	9 Reed City Readers Book Club 6pm The Brilliant Life of Endora Honeysett by Annie Lyons	10  Houseplant Appreciation Day	11 Library Open 9am-12pm
13 Scrabble 1pm 	14	15 National Hat Day 	16	17 	18 National Gourmet Coffee Day 
20 Martin Luther King Jr. Day 	21	22  Craft time with Miss Abby 11:30am	23 	24 National Peanut Butter Day 	25
27 Scrabble 1pm 	28 Junk Journal Event 5pm 	29 National Puzzle Day 	30	31 National Fun at Work Day 	

Color Key: All Ages Kids Adults Misc. Closures



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

