



Reed City Area District Board Meeting Agenda

Tuesday, May 2nd, 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:
 1. Regular Meeting: April 4th, 2023
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: *April 2023*
 2. Financial Statements: *Currently unavailable*
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. None
8. New Business
 - A. L-4029 – to be signed
 - B. SRP – discussion only
 - C. Director Medical Leave
 - D. Garden Proposal
9. Board Dynamics
10. Adjournment

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

Reed City Area District Library Board Meeting

April 4, 2023 6 p.m.

829 S. Chestnut Street Reed City, Mi. 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Kylene Nix, Treasurer, Reed City

Shay Thompson, Trustee, Richmond Township

Melissa Rohen, Director

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 p.m. by President Lyndsey 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. Motion passed.

3. Approval of Consent Agenda

A motion was made by M. Tonn and seconded by K. Nix to approve the minutes of the March 7, 2023 meeting and the bills for March, 2023 and the financial statements of December 2022.

M. Rohen noted that she had a contact with "new Barb" (Katy?) at the city offices expressing a concern about bringing things up to date by the next meeting.

Motion passed.

4. Citizen's request and/or comments

None.

5. Board President Comments

L. Eccles asked if anyone had viewed the Web presentations, and noted that there was a new one on millages that she recommended for all, especially the millage committee members.

The Ad hoc committee (for parade involvement) consists of B. Newell and L. Dahlquist, with support from K. Nix and L. Eccles, and others as needed.

6. Standing Committee Reports

A. Budget and Finance: S. Thompson has joined this committee, which will meet April 18th at 4 p.m.

B. Digital Sign Committee: waiting to hear back from Trevor after the updated quote was sent. K. Nix will follow up next week.

C. Building Committee: not necessary to do an update at this time.

D. Strategic Planning Committee: S. Thompson has joined this committee, which will meet April 18th at 5 p.m.

E. Millage Committee: will meet in August. A reminder to watch the Web presentation.

F. HR and Policy Committee: no updates at this time.

G. Ad Hoc Committee: no updates at this time.

7. Director's Report

Brian Ford has accepted the position of Assistant Director. A start date has not been determined, nor has a wage.

Amy Shank is seeking other employment, so another clerk position will be available in the near future.

The book sale was a great success, as was the Tech Sale.

The new AD will be in charge of Summer Reading. The program will have an online sign up available. Cyndi is soliciting donations for prizes. Any help would be appreciated.

The MML Grant was awarded for \$1000 for Graphic Novels.

The board is asked to email our availability to M. Rohen if willing to fill in staffing gaps, to alleviate the need to close the library.

The employee parking lot is the top priority project at this time.

The Facebook post concerning the Book Sale had 7997 hits.

The metrics presented are a work in progress, showing more data, and hoping to be presented in graphs and charts by 2024.

8. Ongoing Business

Covered in Director's Report.

9. New Business

The proposal for lawn mowing by Do All Doug was accepted. Motion by L. Dahlquist and seconded by S. Thompson. A roll call vote was taken: all present voted yes.

A discussion was held on agenda changes to accommodate board comments and concerns. It was decided to add an agenda item, with a limit of 10 minutes, and no new business to be discussed. No vote was required.

10. Board Dynamics: none

11. Adjournment

A motion was made by S. Thompson and seconded by M. Tonn to adjourn, at 6:53 p.m.

Respectfully submitted,

Laura Dahlquist

Secretary Pro tem, RCADL Board

The next meeting of the RCADL Board is scheduled for May 2, 2023 at 6 p.m. in the RCADL Community Room.

2023: May Report reflecting April Expenses

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>Ingram</i>	\$156.40
	1 invoices: #75243210	
	Date of Receipt or Service: 4/05/2023	
		\$156.40
740.500 - Newspapers		
	<i>Debit Herald Review</i>	\$0.25
	Promo Renewal: \$0.25 for 3 months with automatic renewal starting in July for \$15.96 per month	
	Date of Receipt or Service: 4/05/2023	
		\$0.25
751.000 - Office Supplies		
	<i>Debit Card Amazon</i>	\$129.26
	cardstock and paper	
	Order #: 1130628114-5577869	
	Date of Receipt or Service: 4/11/2023	
	<i>Debit Card Amazon</i>	\$60.57
	Envelopes and labels	
	Order #: 113-3503267-282501	
	Date of Receipt or Service: 4/11/2023	
	<i>Debit Card Amazon</i>	\$95.25
	Various office supplies (signs, push pins)	
	Order #: 113-5307342-5047447	
	Date of Receipt or Service: 4/05/2023	
		\$285.08
752.000 - Operating Supplies		
	<i>Debit Card Amazon</i>	\$129.26
	cardstock and paper	
	Order #: 113-5307342-5047447	
	Date of Receipt or Service: 4/05/2023	
	<i>Debit Card Amazon</i>	\$6.62
<i>IEEE STEM Grant</i>	STEM Kit supplies	
	Order #: 113-9700907-1658602	
	Date of Receipt or Service: 4/11/2023	
	<i>Debit Card Amazon</i>	\$305.96
<i>IEEE STEM Grant</i>	STEM Kit supplies	
	Order #: 113-0903400-0103403	
	Date of Receipt or Service: 4/11/2023	
	<i>Debit Card Amazon</i>	\$375.93
<i>IEEE STEM Grant</i>	STEM Kit supplies	
	Order #: 113-0236985-3643451	
	Date of Receipt or Service: 4/12/2023	
	<i>Debit Card Amazon</i>	\$69.99
<i>IEEE STEM Grant</i>	STEM Kit supplies	

	Order #: 113-0365542-2325817	
	Date of Receipt or Service: 4/12/2023	
<i>Debit Card</i>	<i>JotForm</i>	\$145.76
	Monthly Jotform Subscription	
	Invoice 20231110253	
<i>Debit Card</i>	<i>Social Schedules</i>	\$14.95
	Monthly usage	
	Date of Receipt or Service: 4/30/2025	
<i>Debit Card</i>	<i>Uline</i>	\$145.76
	Seed library supplies	
	Invoice 159642047	
		\$1,194.23

755.000 - Programming

<i>Debit Card</i>	<i>Amazon</i>	\$33.34
	Order #: 113-5307342-5047447	
	Prizes for passive programming	
	Story Hour supplies	
<i>Debit Card</i>	<i>Amazon</i>	\$125.37
	May programming supplies	
	Order #: 113-4159021-9241042	
	Date of Receipt or Service: 3/07/2023	
<i>Debit Card</i>	<i>Cricut Shop</i>	\$9.99
	Monthly Renewal	
	Date of Receipt or Services: 4/24/2023	
<i>Debit Card</i>	<i>Oriental Trading</i>	\$182.18
	Prizes and Programmng supplies	
	Date of Receipt or Services: 4/25/2023	
		\$350.88

801.000 - Professional Services

<i>Debit Card</i>	<i>G-Suites</i>	\$162.00
	Account #: 3184-3454-8781-2148	
	Date of Receipt or Service: 4/01/2023	
	<i>City of Reed City</i>	\$200.00
	Accounting Services for December 2022	
	Date of Receipt or Services: 4/05/2023	
		\$362.00

804.000 - Janitorial Services

<i>Debit Card</i>	<i>Cintas</i>	\$33.25
	1 Invoices: #4149911835	
	Date of Receipt or Service: 3/20/2023	
<i>Debit Card</i>	<i>Service Master</i>	\$545.00
	Invoice #: 24505	
	Date of Receipt or Service: 4/01/2023	
	<i>Cadillac Janitorial Inc</i>	\$1,915.69
	Invoice #: 16792	
	Received bill on 4/03/2023	
		\$2,493.94

850.000 - Telephone		
<i>Debit Card</i>	<i>Spectrum/Charter</i>	\$119.97
	Invoice #: 0049947022723	
	Date of Receipt or Services: 3/27/2023 - 4/26/2023	
		\$119.97
900.000 - Printing and Publishing		
	<i>Xerox Corporation</i>	\$ 91.89
	Black/White printing and copying	
	Invoice #: 018534987	
	Total	\$ 91.89
920.000 - Utilities Electric		
	<i>Consumer's Energy</i>	\$430.89
	Account #: 1030 187 9792	
	Date of Receipt or Service: 03/08/2023 - 0/05/2023	
	Total	\$430.89
921.000 - Utilities Gas/Heat		
<i>Debit Card</i>	<i>DTE</i>	\$244.14
	Account #: 9100 394 8255 9	
	Date of Receipt or Service: 3/06/2023 - 4/05/2023	
	Total	\$244.14
927.000 - Utilities Water		
	<i>City of Reed City</i>	\$39.50
	Account number: SCHAT-000829-0000-01	
	Date of Receipt or Service: 03/08/2023 - 04/03/2023	
	Total	\$39.50
940.000 Equipment Rental		
	<i>Xerox Corporation</i>	\$ 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: 4/13/2023	\$2,690.46
	Check Date: 4/27/2023	\$ 2,592.39
	Total	\$5,282.85
Expenses Grand Total		\$15,653.32
Total Donations		\$0.00

Total Grants	\$758.50
<i>Total</i>	\$758.50

Total Actual Expenses \$ 14,894.82

Budget and Finance Committee

The Budget and Finance committee met to discuss the current state of the budget. This is a bit challenging considering how far behind the accountant is, but with projected numbers based on our in-house expense and revenue reports, we should be in a stable position with a few amendments – we should not have to draw too much from the Fund Balance that has not already been approved or moved (ex. Trees and various grants).

Priorities for the upcoming budget planning, which will commence the first week of May with the hopes of completion and approval by the June 6th meeting, include:

- Step increases for staff raises (research is being conducted to see how other libraries approach this in our area/of a similar size as us);
- Increasing our trash pick up to a small dumpster
- Paving/graveling the parking area
- Allocating monies for the Summer Reading Program

Digital Sign Committee

No updates to report

Building Committee

The next meeting should be scheduled for May to touch base on project ideas including pursuing outdoor storage and plans for the backyard.

Strategic Plan Committee

The Strat Plan Committee met to discuss our progress; several suggestions and goals have been added to keep us on track including reaching out to Mark Watkins for assistance in an Emergency Plan and outreach to seniors via a mobile library or a drop of location. The QSAC will become a priority as soon as time allows.

Our next public survey will be set to run from August to December; the Strat Plan Committee will review the questions via email by late July. The next meeting will take place in September (tentatively) with an updated Plan.

Millage Committee

No updates

HR Committee

No updates

Parade (Evergreen Festival) Committee – Ad Hoc

Is there a need for an additional ad hoc committee at this time?

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

- Brian will be starting May 1st – he is expected to work Tuesday through Thursdays with flexibility as needed.
- Amy has confirmed she is actively seeking employment elsewhere and has had several interviews; I have had a few people express interest in positions at the library and feel confident we could find someone to replace her quickly if the need officially arises. I also have a candidate interested in a possible short term independent contract who specializes in cataloging/MARC records who could cover the cataloging backlog over the summer months to allow for adequate training of Amy's replacement.
- The dumpster was a great success, with us filling it to the brim.



We now have more room to organize and improve our procedures. The backroom will become our Book Processing area once we finish reorganizing.

- Cyndi and I have been prepping the Summer Reading Program. Jen was able to book several events prior to leaving. We are switching things up a bit. Please see the details included in the packet.
- Our printer has been out of order since 4/19. A label was stuck and impacted the integrity of one of our arts causing black streaks that could not be removed with typical cleaning. I requested a replacement part but have not yet, at the time of this writing, received it. We have been trying to accommodate patron copying needs using our back printer, but have naturally had some complaints. I spent 2 hours and 45 minutes with Customer Service on 4/27 only to be told that the product is back ordered and we have no way of knowing when it will arrive. They also cannot send along a technician to fix this until the item arrives. We will continue accommodating patrons with copying using our back printer until further notice.
- Do-it-all-Doug has completed his first mowing of the season. While not terribly noteworthy, I wanted to mention he did repair the Exit Only sign at the exit of our driveway which had recently been knocked askew without any prompting or charge.
- Cyndi and I have scheduled several classroom visit with GT Norman teachers in preparation of the Summer Reading Program. We switched to an online signup up using JotForm, which has seemed to streamline the reservation/sign up process. Cyndi is spearheading this project and we have developed several handouts to send home with the students who attend, including a list of

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Library Expectations, a Library Card Application with instructions for parents/guardians, and a preview of our SRP programs.

- I was recently approached by Green Township Supervisor, Jim Chapman, about adjusting the amount of money given to RCADL vs. Big Rapids. Green Township currently splits its millage funding between us and Big Rapids. We receive partial while Big Rapids receives the majority. Due to some changes with Big Rapids and an increase in charges for patron use (from my understanding), Green Township is proposing to change its disbursement, cut ties with Big Rapids, and transition all funding to us. I have been asked to have a library representative (ideally myself and the Board president) speak at a meeting on the pros and cons of this on May 9th. I have reached out to Jennifer Balcom, the Director of the Mid Michigan Library League, for advise as there is some question as to what legal changes may need to occur for this; she has in turn reached out to Clare Membiela of the Library of Michigan for further advice. If this works out, RCADL could see an increase of about \$10,000.
- We have successfully inventoried and weeded the J Fiction collection with the help of a dedicated volunteer. We will be moving to YA next.
- Otherwise the majority of this month was spent managing day-to-day tasks with short staff, preparing for the SRP, and prepping for the Budget.
- All social media for May is in progress and will be completed by 5/01; all programming has been scheduled.

Projects Update



- Story Walk: I have finally made some headway here. Evidently, the company we go through has been quite “swamped” which justified the delay in communication. I have forwarded the cost to Kylee Knix, our contact for the grant funds. We will be purchasing *The Bugliest Bug* for the Story Walk with ten printed books to be distributed to the local schools/daycares.
- Once Brian settles, we will move forward with the projects prioritized by both the Building Committee and the Strategic Planning Committee

Website Statics

- Between March 31st and April 27th:
 - o 321 unique visitors with 736 site sessions; 229 are new visitors and 92 are returning; each session lasts approximately 9 minutes and 7 seconds – The duration of sessions is almost doubled from recent months, likely due to updates in the Events section.
 - o Visitors are finding our site primarily through the direct URL www.reedcitylibrary.org (496) and Google (204) and accessing mostly through their desktop (481), mobile devices (209), and tablets (46) – there is a slight shift from desktop access to device/tablet, so awareness will be increased on the accessibility of our website and these devices.
 - o The Homepage is the most frequently visited, with Events and e-resources the second and third most popular pages.
 - o Tuesday is the highest trafficked day for the website.
- Within the last year, we have had approximately 7292 sessions with 2612 unique visitors; visitors stay an average of 5 minutes and 54 seconds.

Social Media Snapshot

- For March 31st to April 27th:

Instagram	Facebook
 <p>Top Ranking Post: 13 Impressions</p>	 <p>Top Ranking Post: 1159 people viewed</p>
<p>New Posts: 19 Total Reach: 151 Followers: 193 Likes: 12</p>	<p>New Posts: 36 Likes/Reactions: 205 Comments: 14 Shares: 138 Total Reach: 8580</p>

2023 Tax Rate Request (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes		2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023	
Osceola County		169,981,838	
Local Government Unit Requesting Millage Levy			
Reed City Area Library			

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Voted	Operating	11/14	.9500	.9339	1.0000	.9339	1.0000	.9339		.9362	12/23

Prepared by	Telephone Number	Title of Preparer	Date

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.		Rate
Total School District Operating Rates to be Levied (HI/Supp and NH Oper ONLY)		
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal		
For Commercial Personal		
For All Other		

memo

To: Township / City / Village Boards
From: Valarie Delamater; Osceola County Equalization Director
231-832-6121
Date: April 20th, 2023
Re: L-4029 2023 Tax Rate Request
L-4028 2023 Millage Reduction Fraction Computation
L-4034 2023 Millage Reduction Fraction Calculations Worksheet

Comments: **L-4029**

1. Review for errors
2. Fill in column 11 with your millage levy (generally it is the same as column 9 but it can be less)
3. Two signatures
4. **Return to Equalization by May 31st for Summer Tax or September 30th for Winter Tax**
****If your millage changes due to the August or November ballot I will send you an updated L-4029 for you to complete.**

L-4028

1. For your records

L-4034

1. For your records

2023 Millage Reduction Fraction Calculations Worksheet

Including Millage Reduction Fraction Calculations Not Specifically Assigned to the County Equalization Director by Law

County	Taxing Jurisdiction
Osceola	Reed City Area Library
2022 Total Taxable Value	168,274,123.00
Losses	11,446,223.00
Additions	4,779,401.00
2023 Total Taxable Value Based on SEV	169,981,838.00
2023 Total Taxable Value Based on Assessed Value (A.V.)	169,981,838.00
2023 Total Taxable Value Based on CEV	169,981,838.00

NOTE: The last two items above are only needed when it is necessary to calculate a Truth in Assessing or Truth in County Equalization Rollback Fraction.

1. Section 211.34d, MCL, "Headlee" (for each unit of local government)

$$\frac{(2022 \text{ Total Taxable Value} - \text{Losses}) \times \text{Inflation Rate of } 1.079}{(2023 \text{ Total Taxable Value Based on SEV} - \text{Additions})} = \underline{\underline{1.0000}}$$

2023 Millage Reduction Fraction (Headlee). Round to 4 decimal places in the conventional manner. If number exceeds 1.0000, line through and enter 1.0000.

See State Tax Commission Bulletins No. 3 of 1995 and 19 of 2002 regarding the calculation of losses and additions.
See also the Supplements to STC Bulletin No. 3 of 1995 contained in STC Bulletin No. 3 of 1997.

2a. Section 211.34, MCL, "Truth in Assessing" (for cities and townships if S.E.V. exceeds A.V. for 2023 only)

$$\frac{2023 \text{ Total Taxable Value Based on Assessed Value for all Classes}}{2023 \text{ Total Taxable Value Based on SEV for all Classes}} = \underline{\underline{1.0000}}$$

2023 Rollback Fraction (Truth in Assessing)
Round to 4 decimal places in the conventional manner.

See State Tax Commission Bulletin 2 of 2023 for more information regarding this calculation.

2b. Section 211.34, MCL, "Truth in County Equalization" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2023 only)

$$\frac{2023 \text{ Total Taxable Value Based on CEV for all Classes}}{2023 \text{ Total Taxable Value Based on SEV for all Classes}} = \underline{\underline{1.0000}}$$

2023 Rollback Fraction (Truth in County Equalization)
Round to 4 decimal places in the conventional manner.

See State Tax Commission Bulletin 2 of 2023 for more information regarding this calculation.

3. Section 211.24e, MCL, "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 2022 only).

$$\frac{(2022 \text{ Total Taxable Value} - \text{Losses})}{(2023 \text{ Total Taxable Value Based on SEV} - \text{Additions})} = \underline{\underline{.9493}}$$

2023 Base Tax Rate Fraction (Truth in Taxation)
Round to 4 decimal places in the conventional manner.

Use the same amounts for additions and losses as were used for the 211.34d ("Headlee") rollback.

NOTE: The truth in taxation BTRF is independent from the cumulative millage reductions provided by sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X 2021 Operating Rate levied.

2023 Millage Reduction Fraction Computation

This form is issued under authority of Sections 211.34d and 211.150, M.C.L. Filing of this form is mandatory. Failure to file is punishable under Section 211.119, M.C.L.

INSTRUCTIONS: This form is to be completed by the county equalization director for all taxing jurisdictions which levy a property tax in his/her county. This form is to be filed with each unit of government and with the State Tax Commission. Also provide a copy of this form to the equalization director of each county which shares an intercounty taxing jurisdiction. On this initial computation form, the 2023 millage reduction fraction (MRF) can be calculated only for taxing jurisdictions located exclusively within a single county. This will include the county unit as well as all townships and nearly every city and village. The MRF for a school district which is not fractional with any other county can also be calculated and listed on the form. For any taxing jurisdiction which extends into one or more other counties, leave the MRF column blank and enter the notation "IC" for intercounty.

County								
OSCEOLA								
Code Number	Taxing Jurisdiction	2022 Taxable Value as of 5/26/22	2023 Taxable Value as of 5/24/23	Taxable Value of Losses	Taxable Value of Additions	2023 M.R.F.	2023 BTRF	2023 TR/A
OSCEOLA								
67	OSCEOLA COUNTY	850,468,381	903,338,819	18,854,249	24,990,055	1.0000	0.9468	1.0000
01	BURDELL TOWNSHIP	45,414,812	48,818,152	169,332	847,243	1.0000	0.9432	1.0000
02	CEDAR TOWNSHIP	27,756,877	32,832,582	416,077	3,870,221	1.0000	0.9440	1.0000
03	EVART TOWNSHIP	65,928,077	69,965,359	386,515	998,900	1.0000	0.9503	1.0000
04	HARTWICK TOWNSHIP	33,438,806	35,799,817	130,054	397,400	1.0000	0.9409	1.0000
05	HERSEY TOWNSHIP	83,804,154	89,436,667	634,064	1,693,690	1.0000	0.9479	1.0000
06	HIGHLAND TOWNSHIP	45,247,835	47,515,563	387,809	607,105	1.0000	0.9563	1.0000
07	LEROY TOWNSHIP	43,377,098	46,283,092	495,959	833,600	1.0000	0.9435	1.0000
08	LINCOLN TOWNSHIP	59,891,450	54,934,474	8,728,486	1,038,292	1.0000	0.9493	1.0000
09	MARION TOWNSHIP	50,273,649	51,917,837	2,106,695	1,207,743	1.0000	0.9498	1.0000
10	MIDDLE BRANCH TOWNSHIP	29,895,585	31,673,203	261,487	314,778	1.0000	0.9450	1.0000
11	ORIENT TOWNSHIP	39,954,948	42,787,157	135,628	508,154	1.0000	0.9418	1.0000
12	OSCEOLA TOWNSHIP	35,231,841	38,330,025	235,929	884,900	1.0000	0.9346	1.0000
13	RICHMOND TOWNSHIP	62,265,627	65,459,190	1,648,245	1,900,509	1.0000	0.9537	1.0000
14	ROSE LAKE TOWNSHIP	66,260,560	74,461,887	1,201,133	6,196,220	1.0000	0.9530	1.0000
15	SHERMAN TOWNSHIP	39,657,179	42,400,247	399,005	632,900	1.0000	0.9399	1.0000
16	SYLVAN TOWNSHIP	39,819,377	42,662,100	65,689	557,000	1.0000	0.9442	1.0000
51	CITY OF EVART	36,133,460	38,473,293	382,650	660,800	1.0000	0.9455	1.0000
52	CITY OF REED CITY	46,117,046	49,588,174	1,069,492	1,840,600	1.0000	0.9435	1.0000
41	MARION VILLAGE	14,173,304	15,163,608	76,737	157,108	1.0000	0.9394	1.0000
42	HERSEY VILLAGE	6,092,523	6,976,095	1,900	495,000	1.0000	0.9398	1.0000
43	LEROY VILLAGE	6,473,044	7,040,870	25,300	156,900	1.0000	0.9366	1.0000
44	TUSTIN VILLAGE	3,709,016	3,856,205	90,900	22,200	1.0000	0.9437	1.0000

Theme: All Together Now

We are approaching Summer Reading Program (SRP) a little bit differently this year. There are three primary changes:

Later official date with a four (4) weeks of pre-programming

- Pre-programming begins on June 5th with less intensive engagement and challenges
- The official start date of SRP will be July 8th, this will include our typical plan of engaging programs, reading challenges, and prize-giveaways
- We decided to approach it this way to help with budgetary challenges brought on by having long programming straddle the fiscal year turnover
 - We have not yet received word if we were awarded the grant; by scheduling the official start date after June 30th, we can accommodate any in-house expenses in the new budget. This also allows us to clearly delineate spending (the grant would be spent in one fiscal year, rather than split over two).
- **Registration will begin on June 19th during regular business hours.**
 - Patrons will be encouraged to sign up by July 7th.
 - We will have registration cards available at the SRP Kick Off on July 8th but hope to have the majority of participants registered prior to this date.
 - Registration will remain in person this year, though we hope to move to digital next year.

Kids, Tweens, and Teens Only

- Our official Summer Reading Program will be open only to those patrons 18 years and under
 - This allows us to better focus our marketing and donation requests and streamline patron engagement, reading assessment, and prize giveaways
- There will be an Adult Only Reading Challenge in July
 - This will be a rigorous challenge open only to adults; it will likely be a Bingo or other themed challenge encouraging reading multiple pages/books; updates will be given in June.
 - All completed entries will be entered to win a gift card to a local restaurant or Ebels.

Prize Changes

- Scratch Off Tickets vs. Token Drawing
 - In previous years, when a patron earned a prize drawing, they would be asked to draw a colored token from a basket; the prize would then be recorded on their registration card and an extra slip would be handwritten and placed in the appropriate grand prize drawing. Though effective, this led to some confusion in tracking and awarding the appropriate prize to the appropriate colored token.
 - This year we will be utilizing Scratch Off Tickets. These can be made in house with minimal costs, with varied patterns of prizes. Each ticket will have a mini-form on the back including the patron's contact information, age group, and

grand prize preference. The patron will receive the prize revealed by scratching the ticket and the ticket will then serve as a grand prize entry slip.

- Grand Prizes
 - In previous years we purchased items for grand prizes, we will now offer gift certificates to local businesses including Toy Town, the Fairway, etc. The gift certificates will be purchased with grant monies, if awarded; if not awarded, we inquire as to possible donations or purchase them with in-house funds.
- Book Challenge Prizes
 - These will largely remain the same: books and donated prizes from local businesses

June

June 5th through June 30th will be comprised of SRP pre-programming to encourage reading between the end of the school year and the start of our official SRP programming. Throughout this month, there will be reading themed take and makes and printables available for patrons. We hope to have at least two craft events involving book related crafts open to a range of age groups.

Patrons who participate in June activities will have the opportunity to earn five entries into our grand prize drawing.

6/05 to 6/09: What is your favorite book?

An interactive display will be presented including pre-printed templates; patrons will be encouraged to take a template home and draw the cover, write a summary of the book on the back and share with us why it is their favorite book.

On Friday 6/09 patrons will be encouraged to come into the library anytime from open to close for a mini read-a-thon and will be encouraged to read a specific number of pages or length of time.

Completion of either activity will earn an entry into our SRP grand prize drawing.

6/12 to 6/16: Who is your favorite book character, couple, or group of friends?

An interactive display will be presented including pre-printed templates; patrons will be encouraged to take a template home and draw the front (this will be a picture frame), write a summary of the character, couple, or group of friends, and share why they are their favorite.

On Friday 6/16 patrons will be encouraged to come into the library anytime from open to close for a mini read-a-thon and will be encouraged to read a specific number of pages or length of time.

Completion of either activity will earn an entry into our SRP grand prize drawing.

6/19 to 6/30: Reading Bingo

A Bingo card will be created and patrons will be encouraged to either read specific content or page numbers to earn a bingo or a full card. A bingo will earn a small prize; the whole card will earn an entry to the SRP grand prize drawing. Patrons will be limited to one Bingo Sheet.

July

July will be the start of our SRP programming. Throughout the month there will be themed crafts, printables, and displays. There will be various craft projects/programs, typically on Thursdays, as well as movie showings, typically every other Fridays, though these are to be determined and will be so by the end of May.

The specific programming schedule will be as follows:

7/08: Kick Off

- We will be open at 12:00pm and may have snacks available (punch, chips, cookies)
- Joel Tacey will be here with active programming starting at 1:00pm and ending at 2:00pm
- Patrons may still register for SRP though we are hoping to have the majority registered prior to this event

7/10 to 7/14

- Tuesday, 7/11
 - Jennifer Strauss @ 1:00pm
 - Story Play – an interactive story time performance incorporating the All Together Now theme
- Friday 7/14
 - Leslie Goddard @ 6:00pm
 - A historical reenactment as Eleanor Roosevelt

7/17 to 7/21

- Tuesday, 7/18
 - John Ball Zoo @ 1:00pm
 - The Zoo will be here

7/24 to 7/28

- Tuesday, 7/25
 - TBD – depending on availability:
 - Family Game event (indoor and outdoor) with pizza/food
 - Oscar the Horse presentation

August

Throughout the month there will be themed crafts, printables, and displays. There will be various craft projects/programs, typically on Thursdays, as well as movie showings, typically every other Fridays, though these are to be determined and will be so by the end of May.

7/31 to 8/04

- Tuesday, 8/01
 - TBD – depending on availability:
 - Family Game event (indoor and outdoor) with pizza/food
 - Oscar the Horse presentation

8/07 to 8/11

- Tuesday, 8/08
 - Dynamic School Assemblies @ 1:00pm
 - We are the World - an interactive musical program incorporating the All Together Now theme

8/14 to 8/18

- Tuesday, 8/15
 - Thornapple Woodlands
 - Beekeeping presentation @ 1:00pm
- Friday, 8/18
 - All bookmarks must be turned in/tickets turned in by 12:00pm, Friday 8/18 in order to be entered into the drawing.
 - Grand Prize Drawing – will take place on 8/18 at 4:00pm; participants do not have to be present to win.

8/19: Finale

- We will be open at 12:00pm and hope to have a food truck (Zendoodles) but may have snacks available (punch, chips, cookies)
- Foam Party by Sammy's Party on Wheels
- If SRP books or prizes are remaining, they will be distributed to attendees
- Grand Prizes will not be distributed at the Finale; they will be announced the date before and be available for pick up per the patron's availability.

Executive Director Medical Leave

The Executive Director, Melissa Rohen, will need to take medical leave in July for surgery to address chronic pain.

The surgery is schedule for July 14th. The total recovery time is a minimum of two weeks.

Time off will be required from **Friday, July 14th to Friday, July 28th** with an anticipated return to work date of **Monday, July 31st**.

The timing of this leave is not ideal as we do have a variety of events scheduled. The RCADL Staff is aware of the leave time and adjustments to schedules will be made accordingly, however, it is encouraged the Board present any availability they may have during this time in case extra coverage is needed.

Events during these two weeks include:

Friday, 7/14: Leslie Goddard @ 6:00pm

Tuesday, 7/18: John Ball Zoo @ 1:00pm

Tuesday, July 25th: either Oscar the Horse or Games/Pizza – time yet to be determined

Personal time will be used to cover the Director's absence.

Garden Proposal

Local Master Gardener, Kathy Fiebig, stopped by the library to offer her opinion on updating the east facing/front garden area with the idea of enhancing visual aesthetic while creating a learning space embracing native plants that would require minimum maintenance.

She has submitted two proposal, voluntarily and at no charge. Proposal one incorporates several of the existing plants. Proposal 2 does not. Both proposals will bloom continually from May to October.

She would work the gardens, including installing the plants, removing any plants/debris, and maintaining the plants for the summer free of charge.

Should more labor be needed than she can provide, we would reach out to local volunteer groups, such as the Boy Scouts or recruit volunteers among garden-minded acquaintances.

The costs of the plants would be the library's responsibility. We have a recent donation that would cover the costs of both plans as presented with left over funds for additional supplies (mulch, gloves, etc.).

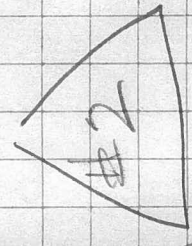
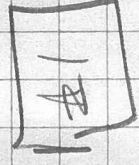
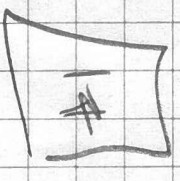
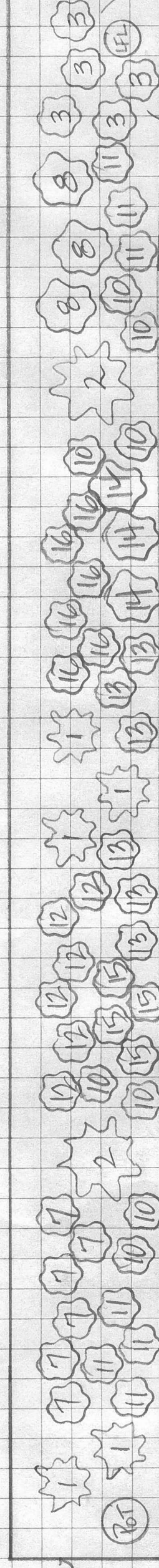
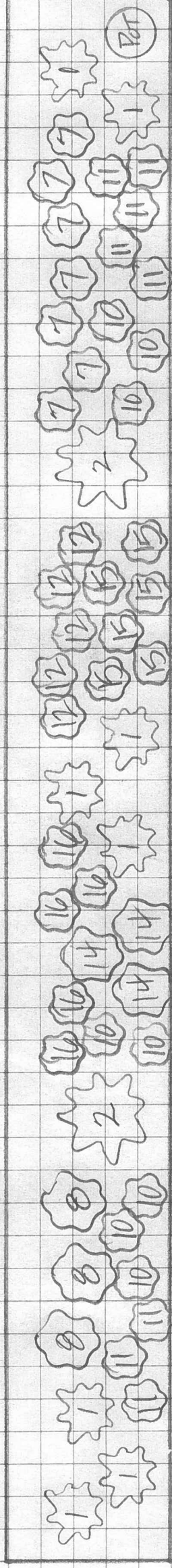
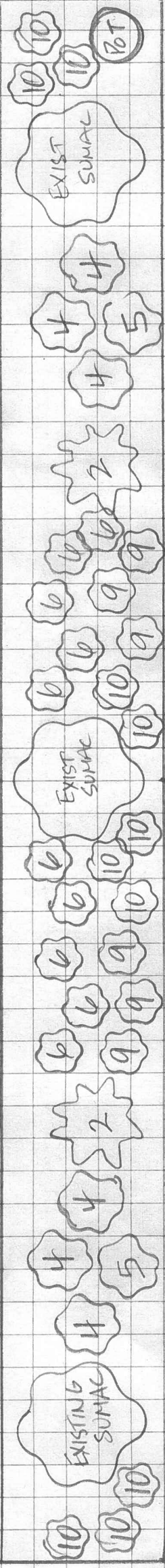
For Consideration and Possible Vote

Should the Board accept Kathy Feibig's proposal and utilize donations to fund the cost of the plants?

If yes, which plan should be utilized?

Please note, this is a majority vote; if an agreement to move forward cannot be made, this item will be tabled until a future date.

SCALE: 1/4" = 1'



ENTRY ↑
TO BUILDING

ENTRY ↑
TO BUILDING

REENS CITY LIBRARY

KATHY FIEBIL
209.254.3092

PLAN #	COMMON NAME	LATIN	HEIGHT	SPREAD	BLOOM TIME
1	Feather Reed Grass	<i>Calamagrostis x acutiflora 'Karl Foerster'</i>	3'-5'	1.5'-2.5'	May to freeze
OR	Little Bluestem	<i>Schizachyrium scoparium 'Standing Ovation'</i>	2'-4'	1.5'-2'	August to freeze
2	Shrubby Cinquefoil	<i>Potentilla fruticosa</i>	2'-4'	3'-5'	June-September
3	Prairie Smoke	<i>Geum triflorum</i>	.5'-1.5'	.5'-1'	May- July
4	Side Oats Grama Grass	<i>Bouteloua curtipendula</i>	1.5'-2.5'	1.5'-2'	July-August
5	Common Bluestar	<i>Amsonia tabernaemontana</i>	2'-3'	2'-3'	May-June
6	Smooth Aster	<i>Aster laevis</i>	2'-4'	1'-2'	September-October
7	Purple Coneflower	<i>Echinacea purpurea</i>	3'-4'	1'	July-September
8	Wild Bergamot	<i>Monarda fistulosa</i>	2'-4'	2'-3'	July-September
9	Prairie Phlox	<i>Phlox pilosa</i>	1'-1.5'	1'-1.5'	May-July
10	Wild Petunia	<i>Ruellia humilis</i>	1.5'-2'	1.5'-2'	May-October
11	Lanceleaf Coreopsis	<i>Coreopsis lanceolata</i>	1'-2'	1'-1.5'	May - July
12	New England Aster	<i>Aster novae-angliae</i>	3'-6'	1'	August-October
13	Prairie Onion	<i>Allium stellatum</i>	1'-1.5'	.5'-1'	July-September
14	Purple Poppy Mallow	<i>Callirhoe involucrata</i>	.5'-1'	1'-3'	May-July
15	Purple Prairie Clover	<i>Dalea purpurea</i>	1'-3'	1'-1.5'	June-August
16	Orange Coneflower	<i>Rudbeckia fulgida</i>	2'-4'	1'	July-October

NURSERY	GALLON	QUART	SHRUB
Shore	\$12-\$14	\$6	\$34
Plan #1	\$949	\$438	\$136
TOTAL	\$1,085	\$574	
Plan #2	\$1,443	\$666	\$136
TOTAL	\$1,579	\$802	
Black Cap Farm			
Plan #1			
TOTAL			
Plan #2			
TOTAL			

Month Theme: Wake Up! Spring has Sprung (hibernation has ended).

Board Meeting: Tuesday, May 2nd at 6:00pm

Story Hour:

Wednesday, May 3rd at 11:30am: Making music

Wednesday, May 10th at 11:30am: Beautiful Flowers

Wednesday, May 17th at 11:30am: Warmer Days

Wednesday, May 24th at 11:30am: Fun and Games

Wednesday, May 31st at 11:30am: Celebration

After May, Story Hour will be on hiatus until Fall

Little Explorers:

Little Explorers is not a themed activity

Tuesday, May 9th at 2:00pm – Early Head Start visit

Tuesday, May 23rd at 2:00pm

After May, Little Explorers will be on hiatus until Fall

Cookbook Club:

Cookbook Club is in hiatus until further notice.

Scrabble:

Monday, May 8th at 1:00pm

Monday, May 22nd at 1:00pm

Monday, June 12th at 1:00pm

Monday, June 26th at 1:00pm

Reed City Readers Book Club

Thursday, May 18th at 6:00pm - *Nothing to See Here* by Kevin Wilson

Thursday, June 15th at 6:00pm – *The 1000-Year-Old Man who Climbed Out the Window* by Jonas Jonassan

Active Programming

Drop-In Board Game Night

Tuesday, May 9th 4:00pm to 7:00pm

- Everyone is welcome to drop in and play one of our Board Games
- Open to all ages
- This will become a regular monthly activity, schedule allowing, and we hope to incorporate food in future events (pizza or snacks and beverages).

Spring Planting (Pick Up Only)

Saturday, May 13th 11:00am to 2:00pm

- For our final Second Saturday of the season, we will be creating Spring Planting Kits
 - o *Comprised of plastic starter containers, dirt, and a variety of seed packets*
- Plant printable will be available (coloring sheets, growing tips, etc.)
- Open to all ages, but limited to first come first served, no reservations. We hope to have 30 kits available

Bunnies @ the Library

Tuesday, May 16th 5:00pm to 6:30pm

- The name says it all! Show bunnies will be visiting the library accompanied by their owner who will offer an informal discussion.
- Bunny books will be displayed and we will have bunny themed coloring sheets to take home.
- Open to all ages

Spring Book Page Bouquet

Tuesday, May 23rd 5:00 to 7:00

- This craft will be comprised of creating a floral bouquet using book pages from weeded/damaged books; water colors will be available to accent the creations, as well as floral wire; patrons will be encouraged to bring their own vases if they wish
- Open to ages tweens and up with accompanying adult for anyone under 16

Passive Programming

Runs throughout the month unless otherwise specified

Guess the number...?

- Theme: Hedgehogs! Can you guess how many hedgehogs are in our jar?
- Prize: Entered to win a hedgehog journal and stuffed animal
- Open to all ages

Scavenger Hunt

- Theme: Hedgehogs
- Prize: entered to win a copy of the latest book in the *Little Critter* series

Take Home Craft: Beads Bracelet

- *Kits will be provided to patrons (tween to teen) with lettered beads and string to create bracelets*

-

STEM Kit Take Home Craft: TBD

- Violet is planning this activity

What's Your Next Book?

- We have created a passive countertop activity comprised of a container with vending machine style capsules. These capsules are color coded to correlate with a genre of books

found within the library. Each capsule will contain a title of a book currently in our collection. Patrons will be encouraged to select a capsule for inspiration for their next reading adventure.

Displays

Pillar: What is Your Favorite Flower or Plant

- Patrons will be encouraged to create their own potted plant from a variety of templates (printed on card stock) to bring back to the library to add to the display;
- Informative QR codes will be shared connecting patrons to various informative sources and books on native plants.

Glass Case: May Mental Health Awareness

- V. Higley is creating this display

Small Book Displays: Hibernating creatures

- Collection of staff favorite books on hibernating animals, spring, flowers, etc.

Closures

Monday, May 29th – Memorial Day