

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Consent Agenda
 - A. Prior meeting(s) minutes:
 - a. *Regular Meeting: October 18th, 2022*
 - B. Approval of Bills and Financial Statements
 - a. Expense Report for previous month's expenses
 - i. *November 2022*
 - b. Financial Statements
 - i. *August 2022*
 - ii. *September 2022*
4. Citizen's request 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
7. Director's Report
8. Ongoing Business
 - A. Floor Update
9. New Business
 - A. Audit Presentation
10. Board Dynamics
11. Adjournment

**The next Library Board Meeting is scheduled for November 1st at 6:00pm
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

October 18, 2022

829 S. Chestnut Street, Reed City, Mi 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Township

Kylene Nix, Treasurer, Reed City,

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Cecile Slywka, Trustee, Richmond Township

Irene Balowski, Green Township Liaison

Melissa Rohen, Director

Jennifer Thorson, Assistant Director

Absent:

Cedar Township Liaison, OPEN

1. Call to Order

The meeting was called to order at 4:02 p.m by L. Eccles. A quorum was present. Attendance was noted by B. Newell.

2. Approval of Agenda

A motion was made by C. Slywka and seconded by K. Nix to approve the agenda as presented. It passed.

3. Approval of Consent Agenda

A motion was made by K. Nix and seconded by L. Dahlquist, to approve the Consent Agenda, consisting of minutes of August 2, 2022 and bills for September and October 2022, and the financial balance sheet for July 2022. It passed.

4. Citizen's Request/Comments

L. Dahlquist reported that a friend made an offer to donate a grandfather clock to the library.

5. Board President Comments

None

6. Standing Committee Reports

A. Budget and Finance Committee-did not meet. Meeting set for November 1, 2022 at 4 p.m. at library.

B. Digital Sign Committee-L. Eccles to contact Trans Canada about possible donation of funds toward sign.

C. Building Committee-did not meet. Meeting set for November 9, 2022 at 2:30 p.m. at library.

D. Strategic Plan Committee-did not meet. Meeting set for November 9, 2022 at 1 p.m. at library.

E. Millage Committee-did not meet. B. Newell will contact Shirley Bruursema about a possible meeting in November, to discuss millage proposal strategies.

F. HR Committee-did not meet. Meeting scheduled for November 9, 2022 at 3:30 p.m. at library.

7. Director's report.

Full report on file at library.

+M. Rohen reported that over \$500 was given to the library from a bake sale that was held at J and A grocery. Thank you J and A!

+ The idea of placing a "Little Library" at Ashton was discussed. M. Tonn will approach her father about building one.

+The idea that we should have an eating and drinking policy for the main library was raised, and M. Rohen stated she is working on one.

+The topic of the Story Walk was raised and J. Thorson said she will see that a new story is put up.

8. Ongoing Business

A. Windows Update

M. Rohen reported that Reed City Glass had been in to look at the window issue. They removed windows in the community room and could find no issue with their installation. They asked to be called to come and reassess when the windows are experiencing the condensation issue.

B. Floor Update

M. Rohen reported that they have been unable to get in contact with Cadillac Janitorial, to clean and wax the community room floor, after multiple attempts. She will try to contact other companies to do the job.

9. New Business

A. A motion was made by L. Dahlquist and seconded by M. Tonn to approve the use of the library debit card to pay all regular bills except the City of Reed City. A roll call vote was taken. Yeas: M. Tonn, C. Slywka, L. Dahlquist, B. Newell, K. Nix, L. Eccles. Nays: None

B. A motion was made by L. Dahlquist and seconded K. Nix to approve the purchase and installation of a new water heater by Eli HVAC, LLC for the quoted price of \$1,250. This money will be taken from the fund balance.

A rollcall vote was taken. Yeas: K. Nix, M. Tonn, C. Slywka, L. Dahlquist, B. Newell, L. Eccles. Nays: None. It passed.

C. A motion was made by M. Tonn and seconded by C. Slywka to approve the quote from SKY GUYS for removal of two trees and 9 stumps with cleanup and grinding of stumps for a total of \$1,800. This money will be taken from the fund balance. A roll call vote was taken. Yeas: B. Newell, L. Dahlquist, C. Slywka, M. Tonn, K. Nix, L. Eccles. Nays: None. It passed.

D. M. Rohen confirmed with the Board that the library will be open on the Second Saturday of the month starting in November. They will be showing a movie on those days with the possibility of more extensive programming in the new year, depending on grants.

10. Board Dynamics

No discussion.

11. Adjournment

A motion was made by M. Tonn and seconded by B. Newell to adjourn the meeting. Meeting adjourned at 5:47 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board of Trustees

Next meeting to be held on November 1, at 6 p.m. in the RCADL Community Room.

2022: November

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>Ingram</i> 5 Invoices: #71874912; #71911318; #72042343; #72019303; #72071722 Date of Receipt or Service: 10/11/2022; 10/25	\$784.50
		\$784.50
752.000 - Operating Supplies		
<i>Debit Card</i>	<i>Staple</i> Office supplies Invoice #: 9844559359 Date of Receipt or Service: 10/17/2022	\$55.41
<i>Debit Card</i>	<i>Amazon.com</i> Outdoor Furniture Order #: 114-950869-1709865 Date of Receipt or Service: 10/21/2022	\$346.50
<i>GLE Grant</i>		
<i>Debit Card</i>	<i>Amazon.com</i> Outdoor Furniture Order #: 114-5451466-2522654 Date of Receipt or Service: 10/21/2022	\$139.98
<i>GLE Grant</i>		
<i>Debit Card</i>	<i>Amazon</i> Digital Scale for weighing games Order #: 114-8137360-7693063 Date of Receipt or Service: 10/26/2022	\$29.98
		\$571.87
755.000 - Programming		
	<i>Santa Michael Howe</i> Story Hour Visit on 12/07/2022 Date of Receipt or Service: 10/10/2022	\$150.00
<i>Debit Card</i>	<i>Amazon</i> Halloween Craft Kits Date of Receipt or Service: 10/04/2022	\$105.42
<i>Debit Card</i>	<i>Cricut Shop</i> Monthly Renewal Date of Receipt or Services: 10/24/2022	\$9.99
<i>Debit Card</i>	<i>Dollar Tree</i> Supplies for November/Decemer crafts Date of Receipt or Services: 10/27/2022	\$37.09
		\$302.50
801.000 - Professional Services		
<i>Debit Card</i>	<i>G-Suites</i> Invoice #: 4563970647 Date of Receipt or Service: 10/124/2022	\$145.80
		\$145.80

804.000 - Janitorial Services			
	<i>Service Master</i>		\$988.00
	Invoice #: 23647		
	Date of Receipt or Service: 10/11/2022		
			\$988.00
808.000 - Independent Audit			
	<i>Vredeveld Haefner LLC</i>		\$1,000.00
	Completion of Audit for 2022		
	Date of Receipt or Services: 10/10/2022		
			\$1,000.00
900.000 - Printing and Publishing			
	<i>Xerox Corporation</i>	\$	43.20
	Black/White printing and copying		
	Invoice #: 017231795		
		Total	\$ 43.20
927.000 - Utilities Water			
	<i>City of Reed City</i>		\$37.12
	Account number: SCHAT-000829-0000-01		
	Date of Receipt or Service: 8/31/2022 - 09/29/2022		
		Total	\$37.12
920.000 - Utilities Electric			
	<i>Debit Card Consumer's Energy</i>		\$260.65
	Account #: 1030 187 9792		
	Date of Receipt or Service: 9/02/2022 to 10/01/2022		
		Total	\$260.65
921.000 - Utilities Gas/Heat			
	<i>Debit Card DTE</i>		\$69.41
	Account #: 9100 394 8255 9		
	Date of Receipt or Service: 9/07/2022 - 10/05/2022		
		Total	\$69.41
930.000 - Land and Building Repairs			
	<i>Sky Guys LLC.</i>	\$	1,800.00
	Removal of 2 spruces; grinding of 9 stumps		
	Invoice #: 2815		
		Total	\$ 1,800.00
940.000 Equipment Rental			
	<i>Xerox Corporation</i>	\$	101.30
	Equipment Rental for October 2022		
	Invoice #: 017231795		
		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: 10/13/2022	\$3,578.73
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Check Date: 10/27/2022	\$3,565.13
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Total	\$	7,143.86
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Expenses Grand Total	\$	17,748.21
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Total Donations	\$0.00
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Total Grants	\$486.48
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<i>Total</i>	\$486.48
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Total Actual Expenses	\$	17,261.73
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BALANCE SHEET

As of August 31, 2022

Page: 1
10/18/2022
9:10 am

City of Reed City

As of: 8/31/2022

Balances

Fund: 971 - REEDCITY AREA DISTRICT LIBRARY

Assets

001.000 CASH	203,736.73
004.000 CHANGE DRAWER	55.00
123.000 PREPAID EXPENSES	267.83

Total Assets 204,059.56

Liabilities

202.000 ACCOUNTS PAYABLE	1,856.75
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Total Liabilities 1,856.75

Reserves/Balances

390.000 FUND BALANCE	230,351.14
398.000 CHANGE IN FUND BALANCE	-28,148.33

Total Reserves/Balances 202,202.81

Total Liabilities & Balances 204,059.56



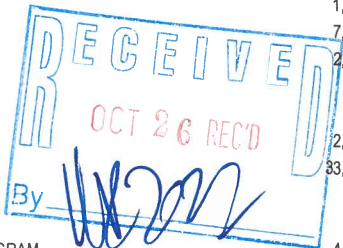
REVENUE/EXPENDITURE REPORT

As of Sept. 30, 2022

City of Reed City

For the Period: 7/1/2022 to 9/30/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
Dept: 000.000							
402.010 REAL PROP TAX - LINCOLN TWP	37,875.00	37,875.00	0.00	0.00	0.00	37,875.00	0.0
402.020 REAL PROP TAX - RICHMOND TWP	44,688.00	44,688.00	0.00	0.00	0.00	44,688.00	0.0
402.030 REAL PROP TAX - REED CITY	37,900.00	37,900.00	0.00	0.00	0.00	37,900.00	0.0
410.010 PERS PROP - LINCOLN TWP	20,402.00	20,402.00	0.00	0.00	0.00	20,402.00	0.0
410.030 PERS PROP TAX - REED CITY	2,481.00	2,481.00	0.00	0.00	0.00	2,481.00	0.0
412.000 DELINQ. PERS PROP TAXES	75.00	75.00	0.00	0.00	0.00	75.00	0.0
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	1,090.00	0.00	0.00	410.00	72.7
539.000 STATE GRANT	7,000.00	7,000.00	3,365.94	0.00	0.00	3,634.06	48.1
651.000 COPY MACHINE MONEY	2,300.00	2,300.00	716.15	178.75	0.00	1,583.85	31.1
651.500 FAX MACHINE MONEY	500.00	500.00	119.50	37.50	0.00	380.50	23.9
655.100 LIBRARY BOOK FINES	650.00	650.00	114.50	36.00	0.00	535.50	17.6
656.200 PENAL FINES - MECOSTA	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.0
656.300 PENAL FINES - OSCEOLA	33,000.00	33,000.00	0.00	0.00	0.00	33,000.00	0.0
664.000 INTEREST INCOME	150.00	150.00	26.20	8.09	0.00	123.80	17.5
671.000 OTHER REVENUE	550.00	550.00	199.08	199.08	0.00	350.92	36.2
675.100 CONTR - SUMMER READING PROGRAM	4,800.00	4,800.00	1,372.00	0.00	0.00	3,428.00	28.6
675.150 CONTRIB. - PROGRAMMING	750.00	750.00	114.01	46.25	0.00	635.99	15.2
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	1,295.00	0.00	0.00	705.00	64.8
675.300 CONTRIB. FROM PRIV. SOURCES	7,000.00	7,000.00	3,107.00	732.00	0.00	3,893.00	44.4
677.100 REIMBURSEMENT FOR LOST BOOKS	150.00	150.00	135.00	17.00	0.00	15.00	90.0
685.500 OTHER-BOOK SALE	1,500.00	1,500.00	361.25	23.00	0.00	1,138.75	24.1
692.100 FUND RESERVE-OPERATING	13,097.00	13,097.00	0.00	0.00	0.00	13,097.00	0.0
Dept: 000.000	220,568.00	220,568.00	12,015.63	1,277.67	0.00	208,552.37	5.4
Revenues	220,568.00	220,568.00	12,015.63	1,277.67	0.00	208,552.37	5.4
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
702.000 SALARIES & WAGES	88,053.00	88,053.00	19,614.18	6,333.06	0.00	68,438.82	22.3
715.000 SOCIAL SECURITY	5,600.00	5,600.00	1,500.50	484.49	0.00	4,099.50	26.8
721.000 WORKER'S COMP	400.00	400.00	356.00	0.00	0.00	44.00	89.0
726.000 UNEMPLOYMENT	250.00	250.00	2.92	0.95	0.00	247.08	1.2
740.100 BOOKS	10,000.00	10,000.00	1,909.63	92.63	0.00	8,090.37	19.1
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	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
740.300 SUMMER READING	2,600.00	2,600.00	3,094.49	19.78	0.00	-494.49	119.0
740.400 MAGAZINES	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.0
740.500 NEWSPAPERS	650.00	650.00	574.70	0.00	0.00	75.30	88.4
751.000 OFFICE SUPPLIES	2,000.00	2,000.00	279.98	279.98	0.00	1,720.02	14.0
752.000 OPERATING SUPPLIES	2,500.00	2,500.00	4,081.15	1,197.19	0.00	-1,581.15	163.2
755.000 OPER. SUPPLIES-PROGRAMMING	1,800.00	1,800.00	306.10	285.52	0.00	1,493.90	17.0
801.000 PROFESSIONAL SERV.	4,750.00	4,750.00	761.23	240.34	0.00	3,988.77	16.0
802.000 LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
804.000 JANITORIAL SERVICES	7,080.00	7,080.00	1,361.50	568.25	0.00	5,718.50	19.2
806.000 BANK CHARGES	30.00	30.00	18.29	3.54	0.00	11.71	61.0
808.000 INDEPENDANT AUDIT	3,700.00	3,700.00	0.00	0.00	0.00	3,700.00	0.0
818.000 CONTRACTUAL SERVICE	7,000.00	7,000.00	4,901.42	3,453.26	0.00	2,098.58	70.0
850.000 TELEPHONE	1,440.00	1,440.00	343.91	119.97	0.00	1,096.09	23.9
851.000 POSTAGE	174.00	174.00	60.00	0.00	0.00	114.00	34.5
900.000 PRINTING & PUBLISHING	1,500.00	1,500.00	1.08	1.08	0.00	1,498.92	0.1
907.000 ADVERTISING	150.00	150.00	0.00	0.00	0.00	150.00	0.0
915.000 MEMBERSHIPS AND DUES	3,875.00	3,875.00	125.00	0.00	0.00	3,750.00	3.2
920.000 UTILITIES - ELECTRIC	3,810.00	3,810.00	696.60	302.64	0.00	3,113.40	18.3
921.000 UTILITIES-HEAT	2,500.00	2,500.00	94.64	42.91	0.00	2,405.36	3.8
927.000 UTILITIES-WATER	360.00	360.00	79.43	36.29	0.00	280.57	22.1
930.000 LAND & BUILDING REPAIRS	500.00	500.00	325.00	325.00	0.00	175.00	65.0
935.000 LIABILITY/PROPERTY INSURANCE	2,860.00	2,860.00	3,185.42	0.00	0.00	-325.42	111.4
940.000 EQUIPMENT RENT	1,216.00	1,216.00	101.30	101.30	0.00	1,114.70	8.3
956.100 EDUC. & TRAINING-DIST. MTGS.	200.00	200.00	0.00	0.00	0.00	200.00	0.0



REVENUE/EXPENDITURE REPORT
As of Sept. 30, 2022

City of Reed City

For the Period: 7/1/2022 to 9/30/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
991.600 PRINCIPAL	54,000.00	54,000.00	12,614.55	4,168.22	0.00	41,385.45	23.4
992.000 INTEREST	6,370.00	6,370.00	885.45	331.78	0.00	5,484.55	13.9
LIBRARY OPERATIONS	220,568.00	220,568.00	57,274.47	18,388.18	0.00	163,293.53	26.0
Expenditures	220,568.00	220,568.00	57,274.47	18,388.18	0.00	163,293.53	26.0
Grand Total Net Effect:	0.00	0.00	-45,258.84	-17,110.51	0.00	45,258.84	



REVENUE/EXPENDITURE REPORT
As of August 31, 2022

City of Reed City

For the Period: 7/1/2022 to 8/31/2022

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Revenues							
Dept: 000.000							
402.010 REAL PROP TAX - LINCOLN TWP	37,875.00	37,875.00	0.00	0.00	0.00	37,875.00	0.0
402.020 REAL PROP TAX - RICHMOND TWP	44,688.00	44,688.00	0.00	0.00	0.00	44,688.00	0.0
402.030 REAL PROP TAX - REED CITY	37,900.00	37,900.00	0.00	0.00	0.00	37,900.00	0.0
410.010 PERS PROP - LINCOLN TWP	20,402.00	20,402.00	0.00	0.00	0.00	20,402.00	0.0
410.030 PERS PROP TAX - REED CITY	2,481.00	2,481.00	0.00	0.00	0.00	2,481.00	0.0
412.000 DELINQ. PERS PROP TAXES	75.00	75.00	0.00	0.00	0.00	75.00	0.0
495.000 NON-RESIDENT FEE	1,500.00	1,500.00	1,090.00	90.00	0.00	410.00	72.7
539.000 STATE GRANT	7,000.00	7,000.00	3,365.94	3,365.94	0.00	3,634.06	48.1
651.000 COPY MACHINE MONEY	2,300.00	2,300.00	537.40	364.10	0.00	1,762.60	23.4
651.500 FAX MACHINE MONEY	500.00	500.00	82.00	58.50	0.00	418.00	16.4
655.100 LIBRARY BOOK FINES	650.00	650.00	78.50	39.50	0.00	571.50	12.1
656.200 PENAL FINES - MECOSTA	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.0
656.300 PENAL FINES - OSCEOLA	33,000.00	33,000.00	0.00	0.00	0.00	33,000.00	0.0
664.000 INTEREST INCOME	150.00	150.00	18.11	8.86	0.00	131.89	12.1
671.000 OTHER REVENUE	550.00	550.00	0.00	0.00	0.00	550.00	0.0
675.100 CONTR - SUMMER READING PROGRAM	4,800.00	4,800.00	1,372.00	0.00	0.00	3,428.00	28.6
675.150 CONTRIB. - PROGRAMMING	750.00	750.00	67.76	32.51	0.00	682.24	9.0
675.200 CONTR/DONATE-BEQUESTS-MEMORIAL	2,000.00	2,000.00	1,295.00	0.00	0.00	705.00	64.8
675.300 CONTRIB. FROM PRIV. SOURCES	7,000.00	7,000.00	2,375.00	0.00	0.00	4,625.00	33.9
677.100 REIMBURSEMENT FOR LOST BOOKS	150.00	150.00	118.00	63.00	0.00	32.00	78.7
685.500 OTHER-BOOK SALE	1,500.00	1,500.00	338.25	293.75	0.00	1,161.75	22.6
692.100 FUND RESERVE-OPERATING	13,097.00	13,097.00	0.00	0.00	0.00	13,097.00	0.0
Dept: 000.000	220,568.00	220,568.00	10,737.96	4,316.16	0.00	209,830.04	4.9
Revenues	220,568.00	220,568.00	10,737.96	4,316.16	0.00	209,830.04	4.9
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
702.000 SALARIES & WAGES	88,053.00	88,053.00	13,281.12	9,879.59	0.00	74,771.88	15.1
715.000 SOCIAL SECURITY	5,600.00	5,600.00	1,016.01	755.79	0.00	4,583.99	18.1
721.000 WORKER'S COMP	400.00	400.00	356.00	0.00	0.00	44.00	89.0
726.000 UNEMPLOYMENT	250.00	250.00	1.97	1.45	0.00	248.03	0.8
740.100 BOOKS	10,000.00	10,000.00	1,817.00	772.63	0.00	8,183.00	18.2
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	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
740.300 SUMMER READING	2,600.00	2,600.00	3,074.71	1,137.36	0.00	-474.71	118.3
740.400 MAGAZINES	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.0
740.500 NEWSPAPERS	650.00	650.00	574.70	455.00	0.00	75.30	88.4
751.000 OFFICE SUPPLIES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
752.000 OPERATING SUPPLIES	2,500.00	2,500.00	2,883.96	1,762.18	0.00	-383.96	115.4
755.000 OPER. SUPPLIES-PROGRAMMING	1,800.00	1,800.00	20.58	9.99	0.00	1,779.42	1.1
801.000 PROFESSIONAL SERV.	4,750.00	4,750.00	520.89	238.62	0.00	4,229.11	11.0
802.000 LEGAL FEES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
804.000 JANITORIAL SERVICES	7,080.00	7,080.00	793.25	518.25	0.00	6,286.75	11.2
806.000 BANK CHARGES	30.00	30.00	14.75	10.98	0.00	15.25	49.2
808.000 INDEPENDANT AUDIT	3,700.00	3,700.00	0.00	0.00	0.00	3,700.00	0.0
818.000 CONTRACTUAL SERVICE	7,000.00	7,000.00	1,448.16	105.00	0.00	5,551.84	20.7
850.000 TELEPHONE	1,440.00	1,440.00	223.94	119.97	0.00	1,216.06	15.6
851.000 POSTAGE	174.00	174.00	60.00	60.00	0.00	114.00	34.5
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	0.00	0.00	0.00	150.00	0.0
915.000 MEMBERSHIPS AND DUES	3,875.00	3,875.00	125.00	0.00	0.00	3,750.00	3.2
920.000 UTILITIES - ELECTRIC	3,810.00	3,810.00	393.96	337.91	0.00	3,416.04	10.3
921.000 UTILITIES-HEAT	2,500.00	2,500.00	51.73	42.91	0.00	2,448.27	2.1
927.000 UTILITIES-WATER	360.00	360.00	43.14	43.14	0.00	316.86	12.0
930.000 LAND & BUILDING REPAIRS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
935.000 LIABILITY/PROPERTY INSURANCE	2,860.00	2,860.00	3,185.42	2,946.17	0.00	-325.42	111.4
940.000 EQUIPMENT RENT	1,216.00	1,216.00	0.00	0.00	0.00	1,216.00	0.0
956.100 EDUC. & TRAINING-DIST. MTGS.	200.00	200.00	0.00	0.00	0.00	200.00	0.0



REVENUE/EXPENDITURE REPORT
As of August 31, 2022

City of Reed City

For the Period: 7/1/2022 to 8/31/2022	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 971 - REEDCITY AREA DISTRICT LIBRARY							
Expenditures							
Dept: 790.000 LIBRARY OPERATIONS							
991.600 PRINCIPAL	54,000.00	54,000.00	8,446.33	4,225.63	0.00	45,553.67	15.6
992.000 INTEREST	6,370.00	6,370.00	553.67	274.37	0.00	5,816.33	8.7
LIBRARY OPERATIONS	220,568.00	220,568.00	38,886.29	23,696.94	0.00	181,681.71	17.6
Expenditures	220,568.00	220,568.00	38,886.29	23,696.94	0.00	181,681.71	17.6
Grand Total Net Effect:	0.00	0.00	-28,148.33	-19,380.78	0.00	28,148.33	



BALANCE SHEET

As of Sept. 30, 2022

Page: 1
10/26/2022
2:00 pm

City of Reed City

As of: 9/30/2022

Balances

Fund: 971 - REEDCITY AREA DISTRICT LIBRARY

Assets

001.000 CASH	184,569.67
004.000 CHANGE DRAWER	55.00
123.000 PREPAID EXPENSES	744.63

Total Assets 185,369.30

Liabilities

202.000 ACCOUNTS PAYABLE	277.00
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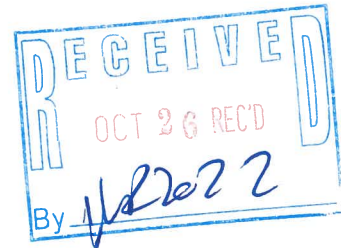
Total Liabilities 277.00

Reserves/Balances

390.000 FUND BALANCE	230,351.14
398.000 CHANGE IN FUND BALANCE	-45,258.84

Total Reserves/Balances 185,092.30

Total Liabilities & Balances 185,369.30



Please note: As we now have the meeting the first week of a given month, rather than the last, the notes, activities, and expenses reflect the prior month's goings on. For example, this November Director's Report reflects what was accomplished for the month of October.

I will have updated analytics available in the Mid Month report in a few weeks. If you have specific questions, please let me know and I can pass along a synopsis.




- Jen contacted Sky Guys per the Board's determination. We are happy to say they come quickly and removed the trees on Monday, October 24th. We are working on a budget amendment for making monies available from the fund balance to pay for the invoice – we hope to have this ready to go for our Budget meeting scheduled on November 1st prior to our Board Meeting.
- I completed the GLEPF grant follow up for our Technology Updates from earlier in the year – this grant helped us purchase the new cataloging computers, tablets, and portable CD/DVD drive.
- Thank You notes were sent to Breann Parsons and J&A's Grocery for their generous participation in the bake sale that raised more than \$500.00 for our children's books.
- We contacted Eli HVAC, LLC on Friday, October 21st and was informed that they will reassess the quote as the cost of the water heater may have increased. We are awaiting a call back.
- Jen is moving forward with the Story Walk and has put a quote request in for the book *Nest, Nook and Cranny* by Susan Blackaby.
- Jen has contacted Pioneer and has added their email address to our listserv to ensure better communication of our events. This should help with Laura's idea of having our events present in the local newspaper. We will follow up if our events are still not being showcased.
- As a reminder, two of our Board Members' terms are about to expire at the end of the year:
 - Kylene Nix-Treasurer (City of Reed City) - Term exp. 12/31/22
 - Cecile Slywka-Trustee (Richmond Twp.) - Term exp. 12/31/22
- We have completed a Corrective Plan at the request of the Michigan Department of Treasury. Much like previous years, our expenditures were higher than our income and the State requires a statement acknowledging our awareness of this occurrence.
- Mr. and Mrs. Duke generously donated a tall bookshelf, Amish made, for our discretionary use. We will likely use it in our back rooms or possibly for our board game or MelCat storage once we move it. We do not plan on putting it in the Library proper.

Website Updates

- Between October 1st and October 27th:
 - 182 unique visitors with 444 site sessions; 119 are new visitors and 63 are returning; each session lasts approximately 5 minutes and 27 seconds
 - Visitors are finding our site primarily through the direct URL www.reedcitylibrary.org (214) and Google (139) and accessing mostly through their desktop (275) and mobile devices (150)
 - The Homepage is the most frequently visited, with Events and e-resources the second and third most popular pages.
 - Tuesday is the highest trafficked day for the website.
- Within the last year, we have had approximately 5646 site session with 2471; visitors stay an average of 4 minutes and 16 seconds.

Social Media Snapshot

For October 1st and October 27th:

Instagram	Twitter	Facebook
 <p>Top Ranking Post: 13 Impressions</p>	 <p>Top Ranking Tweet: 8 Impressions</p>	 <p>Top Ranking Post: 1582 people viewed</p>
<p>New Posts: 21 Total Reach: 127 Followers: 192 Likes: 4</p>	<p>New Tweets: 15 Impressions: 16 Profile Visits: 172 Followers: 10</p>	<p>New Posts: 21 Likes/Reactions: 305 Comments: 51 Shares: 8 Total Reach: 3844</p>

November Events

Month Theme: Grateful Harvest

Board Meeting: Tuesday, November 1st

Story Hour:

Wednesday, November 2nd at 11:30am: Rhythm and Sticks

Wednesday, November 9th at 11:30am: Puppets

Wednesday, November 16th at 11:30am: Tom Turkey

Wednesday, November 23rd: No Story Hour

Wednesday, November 20th at 11:30am: Foil Painting/Ornaments

Little Explorers:

Little Explorers is not a themed activity

Tuesday, November 8th at 2:00pm

Tuesday, November 22nd – No Little Explorers

Cookbook Club:

Friday, November 4th: Mediterranean

Scrabble:

Monday, November 14th at 1:00pm

Monday, November 28th at 1:00pm

Reed City Readers Book Club

Thursday, November 17th at 6:00pm: *Dear Mrs. Bird* by AJ Pearce

Active Programming

Adult (18+) Craft: Deer Widow Fall Luminary: Tuesday, November 11th at 6:00pm

- A luminary crafted with mason jars and autumnal leaves
- Limited to 20 adult crafters
- Registration is required and begins on: Tuesday, November 1st at 11am on social media and the website

Book Sale

- Book sale will run from Thursday November 17th to Wednesday 11/23

Saturday Hours/Activity

- Cinema at the Library
 - o Saturday, November 12th
 - o *Rumble* (PG – 1hr35m)
 - o <https://kids-in-mind.com/r/rumble-parents-guide-movie-review-rating.htm>

Passive Programming

Runs throughout the month unless otherwise specified

Guess the number...?

- Theme: Candy Corn
- Prize: A bag of candy corn

Scavenger Hunt

- Theme: Turkey
- Prize: One entry into the Squishmallow drawing; subsequent attempts will get a piece of candy

Take and Make: Stem Turkey Cages

- A take and make craft for all ages with materials to make a turkey cage using toothpicks and marshmallows

Take and Make: Turkeys

- A take and make craft for all ages with materials to make a cute turkey and encourage patrons to return and add to our Grateful Tree display
- The staff will create several to encourage creativity and participation
- Turkey cut out with various details (sequins, card stock, decorations, etc.) provided in a bag

Election Information

- We will provide a small display of election information for Osceola County

Passive Fundraiser

- We will place our donation box in a prominent location and encourage donations for a TBD project with appropriate marketing to encourage donations

Displays

Pillar: Grateful Tree

- A black tree silhouette with leaves and pumpkins; the leaves and pumpkins will be offered to patrons to write what they are grateful for this autumn

Glass Case: Fall Harvest

- We will be keeping the Fall Harvest theme for November

Small Display: True Crime/Spooky Time

- Cozy/Culinary mysteries selected by our staff

Closures

Thanksgiving Holiday Closure

- Thursday, November 24th
- Friday, November 25th

COME JOIN US FOR FUN & LEARNING AT THE LIBRARY!

NOVEMBER EVENTS

Please note some events require registration; all events are free

@RCADL

Every Wednesday @ 11:30am **STORY HOUR** *No story hour on 11/23*

Tuesday 11/08 @ 2:00pm **LITTLE EXPLORERS**

Monday, 11/14 & 11/28 @ 1:00pm **SCRABBLE**

Friday, 11/04 @ 6:00pm **COOKBOOK CLUB**
Mediterranean

Thursday, 11/17 @ 6:00pm **REED CITY READERS**
Dear Mrs. Bird by A.J. Pearce

Active Programs:

Tuesday, 11/11 @ 6:00pm **ADULT CRAFT EVENING**
Fall Luminary for 18yrs+ crafters

Thursday, 11/17 to
Wednesday 11/23
during regular open hours **BOOK SALE**
Get a head start on your holiday shopping!

Saturday, 11/12 @ 12:00pm **CINEMA @ THE RCADL**
Rumble (PG; 1hr35m)
<https://kids-in-mind.com/r/rumble-parents-guide-movie-review-rating.htm>

Passive Programs:

GUESS THE NUMBER...? How many pieces of Candy Corn are in our jar? Give it your best guess and earn a chance to win a prize!

SCAVANGER HUNT There are turkeys loose in our library! Find them all and win a prize!

DISPLAYS & TAKE AND MAKES Stop by and check out our interactive and informative displays. Take home a turkey to decorate!

CLOSURES The library will be closed Thursday, November 24th & Friday, November 25th in recognition of the holiday



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.

December Events

Month Theme: Holidays and the Winter Season

Board Meeting: Tuesday, December 6th

Story Hour:

Wednesday, December 7th at 11:30am: Ho! Ho! Ho! (Santa Mike)

Wednesday, December 12th at 11:30am: Sleigh Bells

Wednesday, December 21st at 11:30am: Yum! Yum!

Wednesday, December 28th: No Story Hour

Little Explorers:

Little Explorers is not a themed activity

Tuesday, December 13th at 2:00pm

Tuesday, December 27th – No Little Explorers

Cookbook Club:

Friday, December 23rd: Hors d'oeuvres and Cookie Exchange

Scrabble:

Monday, December 12th at 1:00pm

Monday, December 26th at 1:00pm

Reed City Readers Book Club

Thursday, December 15th at 6:00pm: *Island of the Sea Women* by Lisa See

Active Programming

Letters to Santa

Monday, November 21st to December Monday, 19th

- Patrons will be encouraged to write letters to Santa and use our magic mailbox to send the letters on their way
- Special envelopes will be provided
- Return letters can be expected in the days before Christmas

Gift Basket Silent Auction

Monday December 5th to Friday December 16th

- Four to Five gift baskets made by staff members to include books, mugs, snacks, swag, beverages, and other themed goodies
- Monday, December 5th to Friday, December 16th
- Winners will be called on Monday, December 19th and baskets will need to be picked up by closing on Wednesday, December 21st. Any baskets not picked up will be offered to the next highest bidder
- **If the Board would like to contribute a basket(s), please have them to me by Thursday, December 1st**

- Funds will be earmarked for either a big project, collection development, or programming TBD after prioritization

Winter Reading Bingo: School Age Kids

Monday, December 19th to Tuesday, January 2nd

- To encourage continued reading during the break in classes, we will host a winter/holiday themed bingo challenge
- Kids will complete one bingo sheet and return to win a prize based on the level of completion
- Prizes include candy/snack, bubbles, winter toys, possible gift cards and/or a book

Adult (18+) Craft: Salt Shaker Snowmen Craft: Tuesday, December 13th at 6:00pm

- A cute holiday craft building snowmen from salt shakers
- Limited to 20 adult crafters
- Registration is required and begins on: Tuesday, December 6th: at 11am on social media and the website

Saturday Hours/Activity

- Cinema at the Library
 - o Saturday, December 10th
 - o *Movie to be determined*
 - o <https://kids-in-mind.com/.....>

Passive Programming

Runs throughout the month unless otherwise specified

Guess the number...?

- Theme: Small Christmas Bulbs
- Prize: Snow Toys

Scavenger Hunt

- Theme: Snowmen
- Prize: Bubbles and Candy

Take and Make: Snowmen

- A take and make craft for all ages with materials to make snowmen that patrons will be encouraged to return to hang around the library
- The staff will create several to encourage creativity
- Snowmen cut out with various details (sequins, card stock, decorations, etc.) provided in a bag

Take and Make: Holiday Air Freshener

- A take and make craft with supplies to create a DIY Holiday Air Freshener
- Geared towards tweens and older

Decorate the Tree

- A tree with lights patrons will help decorate with bulbs provided whenever they return a book

Passive Fundraiser

- We will place our donation box in a prominent location and encourage donations for a TBD project with appropriate marketing to encourage donations

Displays

Pillar: Winter Tree

- A black tree silhouette with snowflakes/snowmen and winter book title suggestions or snowflakes/snowmen decorated by our patrons

Glass Case: Vintage Holidays (TBD):

- We are hoping to have a display showcasing vintage holiday traditions, cards, and toys

Small Display: Cozy Christmas/Holidays

- Collection of staff favorites for cozy holiday mysteries, romances, and other genres available in the library

Closures

Christmas/NY Holiday Closure

- Friday, December 23rd
- Monday, December 26th
- Friday, December 30th

Per Policy:

The Library will be closed on the day and evening preceding Christmas and New Year's, as well as the day of Christmas and New Year's.... The Library will follow this closing policy: when a holiday falls on a Saturday, the Library will be closed the Friday before; when a holiday falls on a Sunday, the Library will be closed the Monday after.

COME JOIN US FOR FUN & LEARNING AT THE LIBRARY!

DECEMBER EVENTS

Please note some events require registration; all events are free

@RCADL

Every Wednesday @ 11:30am **STORY HOUR** *No story hour on 12/28*

Tuesday 12/13 @ 2:00pm **LITTLE EXPLORERS**

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

Friday, 12/23 @ 6:00pm **COOKBOOK CLUB**
Hors D'oeuvres and Cookie Exchange

Thursday, 12/15 @ 6:00pm **REED CITY READERS**
Island of the Sea Women by Lisa Sea

Active Programs:

Monday, 11/21 to Monday, 12/19 **LETTERS TO SANTA**
Stop by the library and send a letter to Santa!

Monday, 12/5 to Friday, 12/16 **GIFT BASKET SILENT AUCTION**
Put a bid on a festive basket to help support your RCADL! Highest bidder wins the basket.

Monday, 12/19 to Tuesday, 1/02 **WINTER READING BINGO**
Let's keep reading over Winter Break! Fill out a Reading Bingo Card and win prizes!

Tuesday, 12/13 **ADULT CRAFT EVENING**
DIY Salt Shaker Snowmen craft for 18yrs+ crafters

Passive Programs:

GUESS THE NUMBER...? How many pretty holiday bulbs are in our jar? Give it your best guess and earn a chance to win a prize!

SCAVANGER HUNT There are snowmen hiding in our library! Find them all and win a prize!

DISPLAYS & TAKE AND MAKES Stop by and check out our interactive and informative displays. Take home a snowman to decorate!

CLOSURES The library will be closed Friday, December 23rd, Monday, December 26th and Friday, December 30th recognition of the holidays



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.

October 25th, 2022

Mr. Cary Jay Vaughn, CPA, CGFM
Audit Manager
Community Engagement and Finance Division
Michigan Department of Treasury

RE: Request for Improvement of Deficiencies – Corrective Action Plan
Fiscal Year 2022
MuniCode: 678013
Report ID Number: 134970

Dear Mr. Vaughn,

This is in response to your letter dated October 03, 2022, in which you identified the following issue corresponding to our 2022 auditing procedures report (APR):

- Expenditures have exceeded revenues for the last three years.

Our Corrective Action Plan is:

To continue to monitor our General Fund “unassigned fund balance” in order to provide our community with the same level of service they currently receive, in future years.

Although our expenditures have exceeded revenues for the last 3 years, we still maintain a fund balance of 106% of total current year expenditures. Since purchasing our new building in 2016, we have continued to invest in furniture, equipment, and new technology. This year our capital expenditures were \$14,409. This included additional new computers for citizen use and new, updated furniture. These improvements have been made thru careful long-term planning, and we are confident that they will help make us a viable asset to our community in future years. Also, our long-term debt issued for the purchase and remodeling of our building will be paid-off within five years. This will decrease expenditures by over \$50,000 per year.

Hopefully, we have adequately addressed all issues and deficiencies noted in our audit. Please contact us at (231)832-2131 if anything further is needed.

Sincerely,

Melissa Rohen
Reed City Area District Library Director