

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: September 5th, 2023
 - b. Special Meeting: September 8th, 2023
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: *September 2023*
 - b. Financial Statements - currently unavailable
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. Environmental Project
9. New Business
 - a. None at this time
10. Board Dynamics
11. Citizen's Comments
12. Adjournment

**The next Library Board Meeting is scheduled for November 7th at 6:00pm
in the Reed City Area District Library Community Room.**

Reed City Area District Library

September 5, 2023 6 p.m.

829 S. Chestnut Street, Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Township

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Shay Thompson, Trustee, Richmond Township

Melissa Rohen, Executive Director

Absent:

Irene Balowski, Green Township Liaison

Cedar Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order at 6:02 p.m. Attendance was noted by B. Newell.

2. Approval of Agenda

A motion was made by S. Thompson 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 the minutes of regular meeting August 15, 2023 and special meeting August 28, 2023, and the bills for August 2023. The financials for June, July and August were not available. It passed.

4. Citizen's request/comment

None

5. Board President Comments

None

6. Standing Committee Reports

A. Budget and Finance Committee-did not meet.

B. Digital Sign Committee-no reports

C. Building Committee-no report

D. Strategic Plan Committee-did not meet

E. Millage (YES) Committee-next meeting is scheduled for September 19, 2023 6 p.m. at Trinity

F. HR Committee met a couple times to discuss interview questions and tactics for interviews of Assistant Director. They will be meeting the next two days with candidates for the Assistant Director position. They will meet again on Thursday immediately following the 5 p.m. interview to discuss the applicants. A special Board meeting will be called on September 8, 2023 at 4 p.m. to decide on who to offer the position to.

7. Director's Report

The full Director's report is on file at the library and in the Board Packet online.

8. Ongoing Business

None at this time-refer to Director's Report for follow up.

9. New Business

A. Environmental Project-L. Dahlquist and Shay Thompson were approached by Brad Smith, a teacher at the high school, about possible collaboration with the library on a project containing a boardwalk and nature identifiers (QR Codes) developed by the robotics team.

B. Executive Director Exit Interview- an exit interview was conducted with M. Rohen at the meeting.

C. Contracting for Financials Consultant-M. Rohen distributed a list of jobs that she determined would be necessary to complete to keep the library functioning in the absence of an Executive Director until we are able to hire same. She is willing to contract for 10-15 hours a week, until we can get a new director hired and trained. L. Eccles is contacting C. Membiela, about the legal implications of this.

10. Board Dynamics

None

11. Citizen's Comments

None

12. Adjournment

A motion was made by S. Thompson and seconded by L. Dahlquist to adjourn the meeting. It passed. The meeting was adjourned at 7:44 p.m.

Respectfully Submitted,

Bette Newell, Secretary, Lincoln Township

The next regular meeting of the RCADL Board is scheduled for October 3, 2023 at 6 p.m. in the RCADL Community Room.

A special meeting of the RCADL will be held on September 8, 2023 at 4 p.m. in the RCADL Community Room.

Reed City Area District Library Special Board Meeting

September 8, 2023 4 p.m.

829 S. Chestnut Street, Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Shay Thompson, Trustee, Richmond Township

Rene Stieg, Citizen

Absent:

Melissa Tonn, Vice President, Lincoln Township

Irene Balowski, Green Township Liaison

Cedar Township Liaison, OPEN

1 .Call to order and attendance

The meeting was called to order at 4:03 p.m. by L. Eccles, attendance was noted by B. Newell. A quorum was present.

2. Approval of Agenda

A motion was made by L. Dahlquist and seconded by S. Thompson to approve the agenda as presented. It passed.

3. Citizen's request/comment

Rene Steig addressed the board and stated she would be unable to act as chairman of the YES! committee as she is an election inspector.

4. Human Resources Committee Assistant Director Recommendation

A motion was made by L. Dahlquist and seconded by K. Nix to offer the position of Assistant Director to James Rohen for a wage of \$15 an hour, to be raised to \$17 per hour after 60 days with a favorable review by the HR committee. A roll call vote was taken. Yeas: L. Dahlquist, K. Nix, S. Thompson, B. Newell, L. Eccles. Nays: None It passed.

5. Consultant Contract

A motion was made by S. Thompson and seconded by L. Dahlquist to approve the contract for contractual services to Melissa Rohen as presented with the following changes:

- A. The amount per hour offered is to be \$23.
- B. The addition of an itemized invoice for services to be provided to the Board.

A roll call vote was taken. Yeas: S. Thompson, K. Nix, L. Dahlquist, B. Newell, L. Eccles. Nays: None. It passed.

6. Citizen's Comments

None

7. Adjournment

A motion was made by K. Nix and seconded by L. Dahlquist to adjourn the meeting. It passed. Meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL

The next meeting of the RCADL Board is scheduled for October 3, 2023 at 6 p.m. in the RCADL Community room.

2023: October Report reflecting September Expenses

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>Ingram</i>	\$1,294.15
	Invoice #: 77870290, 77884085	
	Date of Receipt or Services: 9/13/2023	
		\$1,294.15
751.000 - Office Supplies		
	<i>Debit Card Amazon</i>	\$40.27
	Order #: 111-6122709-7262610	
	Pens, markers	
	Date of Receipt or Services: 9/06/2023	
		\$40.27
752.000 - Operating Supplies		
	<i>Kathy Fiebig</i>	\$18.95
	Reimbursement of key copying	
	Date of Receipt or Services: 09/07/2023	
	<i>Demco</i>	\$454.04
	Library of Things replacement pouches	
	Date of Receipt or Services: 09/08/2023	
	<i>Debit Card Amazon</i>	\$188.54
	Business Prime	
	Date of Receipt or Services: 9/06/2023	
	<i>Debit Card Social Schedules</i>	\$23.19
	Monthly usage - increase due to increased staff	
	Date of Receipt or Service: 9/25/2023	
	<i>Debit Card National Student Clearinghous</i>	\$23.19
	Assistant Director transcript fo LoM for Certification	
	Date of Receipt or Service: 9/19/2023	
		\$707.91
755.000 - Programming		
	<i>Debit Card Cricut Shop</i>	\$9.99
	Monthly Renewal	
	Date of Receipt or Services: 9/16/2023	
	<i>Jen Strauss</i>	\$30.00
	Programming Mileage	
	Date of Receipt or Services: 9/16/23 for 10/26 Performance	
	<i>Cyndi McCain</i>	38.81
	Reimbursement for story hour program supplies	
	Date of Receipt or Services: 9/17/2023	

\$78.80

801.000 - Professional Services

Debit Card G-Suites \$166.64

Account #: 3184-3454-8781-2148

Date of Receipt or Service: 8/31/2023

\$166.64

804.000 - Janitorial Services

Debit Card Cintas \$35.83

1 Invoices: #4149911835

Date of Receipt or Service: 09/11/2023

Debit Card McCloud \$53.00

Invoice #: 49038167

Date of Receipt or Service: 5/12/2023

Debit Card Service Master \$515.00

Invoice #: 25499

Received bill on 9/05/2023

\$603.83

818.000 - Contractual Services

Traf-Sys \$240.00

Invoice #: 0034233

Annual renewal of services

Do-It-All-Doug \$200.00

Invoice #: RCL20

Date of Receipt or Services: multiple

Melissa Rohen \$701.50

Invoice #: RCADL: 9/11 to 9/28

Date of Receipt or Services: multiple

\$1,141.50

850.000 - Telephone

Debit Card Spectrum/Charter \$119.97

Invoice #: 005324801092123

Date of Receipt or Services: 09/01/2023-09/28/2023

\$119.97

900.000 - Printing and Publishing

Xerox Corporation \$101.30

Black/White printing and copying

Invoice #: 019597360

Total \$101.30

907.000 - Advertising*Returned CK for 96.75
#3458**Pioneer Group*

\$79.15

*Executive director Add - 5 days***Total \$79.15****920.000 - Utilities Electric***Consumers Energy*

\$303.99

*Account #: 1030 187 9792**Date of Receipt or Service: 08/07/2023 - 09/05/2023***Total \$303.99****921.000 - Utilities Gas/Heat***Debit Card DTE*

\$100.12

*Account #: 9100 394 8255 9**Date of Receipt or Service: 08/05/2023 - 09/05/2023***Total \$100.12****927.000 - Utilities Water***City of Reed City*

\$44.28

*Account number: SCHT-000829-0000-01**Date of Receipt or Service: 08/01/2023 - 09/05/2023***Total \$44.28****940.000 Equipment Rental***Xerox Corporation*

\$107.37

*Equipment Rental**Invoice #: 019597360***Total \$107.37****991.600 LOSB Loan Payment***Lake Osceola State Bank Principal Balance*

\$5,250.00

Total \$5,250.00**Monthly Payroll****Check Date: 9/12/2023****\$3,131.32****Check Date: 9/28/2023****\$4,749.53****Total \$7,880.85****Expenses Grand Total \$18,020.13****Total Donations**

\$0.00

Total Grants

\$0.00

Total

\$0.00

Total Actual Expenses \$ 18,020.13

Budget and Finance Committee

No updates presented for report at the time of this writing.

Digital Sign Committee

No updates presented for report at the time of this writing.

Building Committee

No updates presented for report at the time of this writing.

Strategic Plan Committee

No updates presented for report at the time of this writing.

Millage Committee

No updates presented for report at the time of this writing.

HR Committee

No updates presented for report at the time of this writing.

Parade (Evergreen Festival) Committee – Ad Hoc

No updates presented for report at the time of this writing.

Ad Hoc Committee

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

Please note: The discussion of activities, metrics, and expenses reflect the prior month's goings on. For example, this September June Director's Report reflects what was accomplished for the month of September.

Compiled by the Assistant Director with support from the Consultant

Assistant Director

The Assistant Director has continued the former Executive Director's plan for cross training so that every team member will have a working knowledge of all tasks and at least two team members will have training in specialized tasks such as Cataloging and MelCat processing

He has completed the following training: the Beginner's Workshop and MelMaven training. The New Director's Workshop is 45% complete as of this writing. He has also had ongoing in person training on various aspects of administration and day to day procedures. The Library of Michigan has received his application for certification.

He has also begun reaching out to the community, including the schools, the Chamber of Commerce, and local radio stations.

He has started programming plans for the winter months including outreach to a traveling Swordsmanship and History Museum, Fraud Prevention for Seniors, and NaNoWriMo.

Book Sale

The Book Sale generated \$840.00! The Assistant Director, J. Rohen, did an excellent job in setting up and advertising for the event. The monies from this sale will go towards general operations as they are a budgeted revenue. The library hopes to have another sale in December.

Graphic Novel Collection

The graphic novel collection is well on its way to being processed and should be on the shelves within two weeks. The staff is very excited about this new addition to the collection!

Braille Story Walk

The Assistant Director has installed the temporary StoryWalk, on loan from the Library of Michigan, a Braille Story Walk for the story *Ninja Red Riding Hood* (<https://www.amazon.com/Ninja-Riding-Corey-Rosen-Schwartz/dp/0399163549>) – we have it until the middle of October.

Tradition Electric Invoice

The library received a new invoice from Tradition Electric, who was brought in for a service call on October 31st, 2022. On March 3rd, 2023, we received an initial invoice for \$158.80 for services rendered. The recent invoice was for the services described in the aforementioned invoice but is for \$542.59. A letter has been sent to the company asking of clarification, the disposition of the check sent, and, if the

check was received, the reasoning for a new, significantly hire invoice. Updates will be provided as they become available.

Hersey

Hersey Non-Resident Fee donations. We still have funds from the generous anonymous donor to cover Hersey non-resident fees. The Assistant Director will be reaching out to the donors, per their request, soon to see if they wish to continue funding.

Audit

We have received the Audit Questionnaire and the Audit Engagement Letter (included in this packet). They need to be filled out by the Board President and returned as soon as possible. The Executive Director is working with our current accountant to complete and/or submit all requirements for the audit.

Staffing Updates

The new staff is working well together, everyone is collaborating well.

The Assistant Director spoke with Cataloging Clerk, A. Shank, due to lack of progress on cataloging items, including the Graphic Novel collection. The cataloging duties have been split between A. Shank and C. Heemstra. There was also a discussion regarding communications with MeLCat that were ongoing without the Assistant Director's awareness. All communications to MeLCat will now go through the Assistant Director, per previous procedure.

December Silent Auction

We are in the preliminary planning stages for the December Silent Auction. We hope to follow the same set up as last year. We are discussing where the money raised would best be spent. Possibilities include updating furniture in the community room, dynamic shelving for the kids section, or updated furniture in the teens section.

Grants

- GLE Grant – we received a grant for a storage shed for \$2500, which is about half of what the sheds previously researched cost. We will complete updated research/quotes and be ready to discuss options at the July or August meeting.


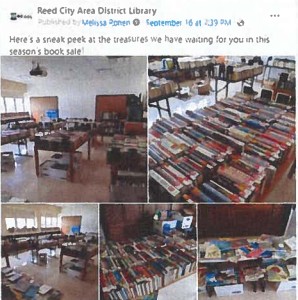
Website Statics

- Between September 1st and September 28th:
 - o 613 unique visitors with 888 site sessions; 517 are new visitors and 96 are returning; each session lasts approximately 3 minutes and 25 seconds.
 - o Visitors are finding our site primarily through the direct URL www.reedcitylibrary.org (639) and Google (213) and accessing mostly through their desktop (671), mobile devices (187) , and tablets (39).

- The Homepage is the most frequently visited, with Events and e-resources the second and third most popular pages.
- Tuesday is once again the most trafficked day
- Within the last year, we have had approximately 9380 sessions with 3748 unique visitors; visitors stay an average of 6 minutes and 10 seconds.

Social Media Snapshot

- Between September 1st and September 28th:

Instagram	Facebook
 <p>Top Ranking Post: 32 Impressions</p>	 <p>Top Ranking Post: 4300 people viewed</p>
<p>New Posts: 28 Total Reach: 125 Followers: 198 Likes: 28</p>	<p>New Posts: 35 Likes/Reactions: 800 Comments: 59 Shares: 60 Total Reach: 5200</p>

	August 2022	August 2023	September 2022	September 2023
Books-Cass-CD-Magazines	2,718	2,601	2,195	Not yet available
MelCat Inbound	517	521	449	Not yet available
MelCat Outbound	219	231	211	Not yet available
Videos	240	199	283	Not yet available
Overdrive E-books (now includes magazines)	338	428	286	Not yet available
Total	4,032	3,980	3,424	Not yet available
FY YTD Total	7,600	45,716	11,024	Not yet available
Public Access Computer Sessions	182	202	120	Not yet available
New Library Cards Members	22	28	28	Not yet available
Obituary Requests	0	0	0	Not yet available
Seed Library	12	36	8	Not yet available
Library Operation Revenue				
Non-Resident Fees	\$45.00	\$180.00	\$0.00	Not yet available
Copies	\$308.85	\$343.30	\$197.00	Not yet available
Fines	\$47.70	\$137.50	\$56.90	Not yet available
Book Sale	\$285.75	\$60.00	\$32.00	Not yet available
Fax	\$51.50	\$73.00	\$55.00	Not yet available
Lost Books	\$89.00	\$0.00	\$0.00	Not yet available
Summer Reading Program	\$0.00	\$0.00	\$0.00	Not yet available
Donation - Programming	\$20.90	\$33.85	\$51.40	Not yet available
Totals	\$848.70	\$827.65	\$392.30	\$0.00
Facebook Page Engagement				
Post Reach Unique User Screens	1,164	3,612	1,619	Not yet available
Facebook Page Likes	754	268	769	Not yet available
Instagram Engagement				
Instagram Reach	13	22	15	Not yet available
Instagram Followers	193	198	192	Not yet available
Library Visits				
Total Inbound	2,105		1,695	Not yet available
6 Hour Day Avg. Daily Inbound	91	118	78	Not yet available
8 Hour Day Avg Daily Inbound	94	110	93	Not yet available
3 Hour Day Avg Daily Inbound	0	35	0	Not yet available
Program				
Scrabble Hour	12	16	13	16
Story Hour		0	56	19
Little Explorers		0	6	4
1,000 Books Before Kindergarten (new sign-ups)		6	8	6
Family Movie		0		0
Teen Movie		0		0
Reed City Readers		7	5	7
Cookbook Club		0	-	6
Other Movie Series		0		0
Other Programs		284		221
Total Program Attendance	82	313	88	279
Community Room Use				
	Finale- 70	Judd & Julie: 23	Scream 1: 0	Book Sale: 125
			Hocus Pocus: 0	Kathy Fiebig: 0
	Passive Program:		Passive Program:	Bruce Borkavich: 3
	Sharks: 45		School Bus: 34	
	Pirates: 20	SRP Borkovich: 28	Pencil Guesses: 55	Passive Programs
	Fish Guesses:	SRP Steel Drums: 18		Leaf Guess: 52
		SRP Thornapple: 42		Scavenger Hunt: 41
		SRP Finale: 57		
		Passive Programs		
		Pencil Guess: 88		
		Scavenger Hunt: 56		

Board Meeting: Tuesday, October 3rd; Tuesday, November 7th; Tuesday, December 5th at 6:00pm

Story Hour @ 11:30am:

Wednesday, October 4th: Fire Engines

Wednesday, October 11th: My Name

Wednesday, October 18th: Dinosaur Exploration

Wednesday, October 25th: Pumpkin Patch

Wednesday, November 1st: Puppet Time

Wednesday, November 8th: Counting the Dots

Wednesday, November 15th: Feathered Friends

Wednesday, November 22nd: Turkey's Friends

Wednesday, November 29th: Sparkly 7 Shiny

Wednesday, December 6th: Busy Elves

Wednesday, December 13th: Ho! Ho! Ho!

Wednesday, December 20th: Yummy! Yummy

Wednesday, December 27th: Hibernating

Little Explorers @ 2:00pm:

Little Explorers is not a themed activity

Tuesday, October 10th

Tuesday, October 24th

Tuesday, November 14th

Tuesday, November 28th

Tuesday, December 6th

Tuesday, December 26th: No Lil' Explorers

Secondary Saturday:

No Second Saturday Events are scheduled at this time but the library is scheduled to be open 11:00am to 2:00pm, at the Executive Director's discretion

Cookbook Club:

This is transitioning to a seasonal fellowship potluck scheduled for four events a year, dates to be determined.

Scrabble:

Monday, October 16th at 1:00pm

Monday, October 30th at 1:00pm

Monday, November 13th at 1:00pm

Monday, November 27th at 1:00pm

Monday, December 11th at 1:00pm

Monday, December 25th at 1:00pm: No Scrabble

Reed City Readers Book Club

Thursday, October 19th at 6:00pm – *Lessons in Chemistry* by Bonnie Garmus

Thursday, November 16th at 6:00pm – *Remarkably Bright Creatures* by Shelby Van Pelt

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

Active Programming

Board Game Night at the Library

Tuesday, October 10th, 4:30pm to 6:20pm

- Come and play a board game from our growing collection!
- All ages welcome, no registration

Meet and Greet: New Assistant Director

Tuesday, October 17th, 4:30pm to 6:30pm

- Come in and meet the new Assistant Director
- A display of his favorite books
- Cookies!
- All ages welcome, no registration

Lulu the Wonder Chicken – Meet and Greet!

Tuesday, October 24th, 4:30pm to 5:30pm

- Come to the library and meet Lulu, the prize winning Wonder Chicken!
- All ages welcome, no registration

Halloween at the Library

Tuesday, October 31st, 4:30pm to 6:30pm

- Fun book displays
- Cauldron of treats and prize
- Bat take and make
- All ages welcome, no registration

Passive Programming

Runs throughout the month unless otherwise specified

October: Guess the number...?

- Theme: Halloween erasers
- Prize: Bat Squishmallow
- Open to all ages

October: Scavenger Hunt

- Theme: Ghosts
- Prize: entered to win a copy of a spooky book and win a small prize or a piece of candy!

STEM Kit Take Home Craft: TBD

- Violet is planning this activity

Grandparents Appreciation Month

- Printed cards on display for patrons to take for grandparent's day/appreciation

Take-an-Apple in September

- Buy apples and put in a basket for patrons to take

Displays

Pillar: Edgar Allan Poe with Ravens

- Print out image on card stock for patrons to take and bring back to hang on/around the pillar

Glass Case: To be determined by the assistant director

Small Book Displays: Various

- Each staff member will be managing smaller book displays with themes coordinated by the assistant director

Closures

Thursday, November 23rd and Wednesday, November 24th – Thanksgiving

Monday, December 25th – Christmas Day

Monday, January 1st – New Years Day
