

AGENDA

FLAT RIVER COMMUNITY LIBRARY BOARD MEETING April 10, 2024

- 1. Call to order and roll call:**
- 2. Approval of agenda:**
- 3. Approval of minutes:**
 - Board meeting March 2024**
- 4. Public Comments:**
- 5. Financial Reports:**
 - a. County Penal Fines for March 2024**
 - b. Accounts Payable for March 2024**
 - c. Monthly Financials**
- 6. Library Director's Report:**
 - a. Suggestion Box Comments**
- 7. Questions from the Board:**
- 8. Unfinished Business:**
- 9. Committees:**
- 10. New Business:**
 - a. Strategic Planning Update**
- 11. Public Comment**
- 12. Other:**
- 13. Board Member Comment:**
- 14. Items for next agenda**
- 15. Future Dates:**
 - a. Next Board Meeting- 6:30 p.m. Wednesday; May 8, 2024**
- 16. Call to Adjourn**

The regular meetings of the Flat River Community Library Board are held on the second Wednesday of the month at 6:30 p.m.

Stefanie Reed, Director

The Flat River Community Library Board recognizes the value of public comment and the importance of allowing members of the public to express themselves on Library matters.

Any person or group wishing to address the Board shall be requested to provide:

- A. Their name & address;
- B. Group affiliation, if and when appropriate;
- C. Topic to be addressed.

To permit fair & orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

Members of the public requesting that a topic be added to the agenda must contact the director or board president with their request one week in advance of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business.
- B. Anyone with concerns related to the operation of the library or to matters within the authority of the Board may participate during the designated public participation portions of a meeting.
- C. Participants must first be recognized by the presiding officer.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.
- E. During the portion of the meeting designated for public participation, no participant may speak more than once on the same topic.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e. statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest);
 - b. Request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly progress of the meeting;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action;
 - e. Waive these rules.

Pursuant to the Open Meetings Act (Act 267 of 1976), the Board may occasionally hold meetings virtually. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.

Audio or video recording are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

ASSETS	<u>General</u>	<u>GACF Trust Fund</u>	<u>Noncurrent Funds</u>	<u>Totals Gov't Funds</u>
Current assets				
Cash and cash equivalents	\$1,323,288			\$1,323,288
Investments	\$1,410,865			\$1,410,865
Assets held by foundation		\$159,883		\$159,883
Fixed assets (net)			\$1,869,610	\$1,869,610
Receivables				\$0
Due from other funds				\$0
Prepaid expenditures	\$11,676			\$11,676
Total current assets	\$2,745,828	\$159,883	\$1,869,610	\$4,775,322
TOTAL ASSETS	<u>\$2,745,828</u>	<u>\$159,883</u>	<u>\$1,869,610</u>	<u>\$4,775,322</u>
LIABILITIES & FUND EQUITY				
Current liabilities				
Accounts payable				\$0
Accrued salaries				\$0
Accrued liabilities	\$270			\$270
Due to other funds				\$0
Total current liabilities	\$270	\$0	\$0	\$270
Noncurrent liabilities				
Lease Payable			\$36,411	\$36,411
Compensated absences			\$5,656	\$5,656
Noncurrent portion of long-term debt				\$0
Total noncurrent liabilities	\$0	\$0	\$42,067	\$42,067
TOTAL LIABILITIES	<u>\$270</u>	<u>\$0</u>	<u>\$42,067</u>	<u>\$42,337</u>
FUND BALANCES				
Nonspendable Funds				
Endowment		\$59,458		\$59,458
Investment in general fixed assets			\$1,827,543	\$1,827,543
Unassigned Funds				
General fund	\$2,469,947			\$2,469,947
Committed Funds	\$275,611			\$275,611
Restricted Funds		\$100,425		\$100,425
TOTAL FUND BALANCES	\$2,745,558	\$159,883	\$1,827,543	\$4,732,984
TOTAL LIABILITIES & FUND BALANCES	<u>\$2,745,828</u>	<u>\$159,883</u>	<u>\$1,869,610</u>	<u>\$4,775,322</u>

Flat River Community Library
Balance Sheet
As of March 31, 2024

Accrual Basis

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
002.000 · Checking - Isabella Bank	110,247.44
002.004 · Savings - PFCU Primary Share	5,034.27
002.005 · Money Market - Isabella Bank	1,044,934.39
002.007 · Savings - Michigan One CU	5.00
002.008 · Money Market - Commercial Bank	162,866.44
005 · Petty Cash	200.00
Total Checking/Savings	<u>1,323,287.54</u>
Other Current Assets	
003.001 · CD - Commercial Bank (09.26.24)	274,328.50
003.008 · CD - Michigan One CU (09.23.24)	333,630.13
003.009 · CD - Huntington 2 (05/26/24)	267,690.71
003.010 · CD - Isabella Debt (01.29.25)	209,684.71
003.011 · CD - Isabella Tower (05.26.24)	113,577.92
003.012 · CD - Preferred CU 10/20/24	211,953.45
Total Other Current Assets	<u>1,410,865.42</u>
Total Current Assets	<u>2,734,152.96</u>
Other Assets	
029 · Prepays	11,675.50
Total Other Assets	<u>11,675.50</u>
TOTAL ASSETS	<u><u>2,745,828.46</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
210 · Payroll Liabilities	270.42
Total Other Current Liabilities	<u>270.42</u>
Total Current Liabilities	<u>270.42</u>
Total Liabilities	270.42
Equity	
250 · Committed Funds	275,611.20
310 · Unassigned Fund-Opening Balance	572,687.19
390 · Unassigned Fund-Retained Earn.	2,102,260.97
Net Income	(205,001.32)
Total Equity	<u>2,745,558.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,745,828.46</u></u>

Flat River Community Library - General Fund Statement of Revenues & Expenses Budget Comparison July 2023 - March 2024

	March 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
Income					
401 · Property Taxes					
401.1 · Property Taxes - Greenville	207,089	187,131	19,958	111%	187,131
401.2 · Property Taxes - Eureka Twp.	104,762	117,078	(12,316)	89%	117,078
401.3 · Property Taxes - Fairplains Twp	30,461	44,886	(14,425)	68%	44,886
401.4 · Property Taxes - Montcalm Twp.	76,241	82,377	(6,136)	93%	82,377
Total 401 · Property Taxes	418,553	431,472	(12,919)	97%	431,472
402 · Delinquent Taxes	0	30,000	(30,000)	0%	30,000
441 · Local Community Stabilization	14,161	15,000	(839)	94%	15,000
556 · Library State Aid	9,305	18,000	(8,695)	52%	18,000
580 · County Millage	0	498,075	(498,075)	0%	498,075
580.2 · Renaissance Zone	38	2,000	(1,962)	2%	2,000
651 · Genealogy Fees	0	20	(20)	0%	20
655 · Book Fines	2,897	2,000	897	145%	2,000
656 · Printing Fees	5,420	2,500	2,920	217%	2,500
657 · Penal Fines	0	78,505	(78,505)	0%	78,505
658 · USF Funds	3,847	4,600	(753)	84%	4,600
664 · Interest Earned	44,777	10,000	34,777	448%	10,000
672 · Continuing Education	1,600	1,600	0	100%	1,600
675 · Contribution - Private Sources	294	500	(206)	59%	500
675.2 · Estate Donations	5,000	5,000	0	100%	5,000
675.31 · Friends Donations - Adult	2,563	2,000	563	128%	2,000
675.32 · Friends Donations - Juvenile	4,041	5,000	(959)	81%	5,000
675.4 · Memorial Book Contributions	2,535	1,500	1,035	169%	1,500
675.45 · Cookbook Sales	0	20	(20)	0%	20
675.47 · Beverage Sales	177	50	127	354%	50
699 · Transfer In	7,816	0	7,816	100%	0
Total Income	523,024	1,107,842	(584,818)	47%	1,107,842
Expense					
I - Personnel					
703 · Salaries	287,410	415,000	127,590	69%	
703.1 · Job Search	72	100	28	72%	
716 · Fringe Benefits Employee Ins.	32,644	65,800	33,156	50%	
716.1 · 401(a)	4,307	8,000	3,693	54%	
716.2 · Unemployment	76	450	374	17%	
716.3 · Worker's Compensation	787	1,200	413	66%	
717 · Payroll Taxes	21,190	32,000	10,810	66%	
Total I - Personnel	346,486	522,550	176,064	66%	522,550

Flat River Community Library - General Fund Statement of Revenues & Expenses Budget Comparison July 2023 - March 2024

	March 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
II - Supplies					
727 · Office Supplies	3,025	4,000	975	76%	
728 · Postage	3,184	4,200	1,016	76%	
728.1 · Shipping & Handling	559	500	(59)	112%	
761 · Supplies - Genealogy/MI Room	0	250	250	0%	
775 · Operating Supplies	6,908	7,000	92	99%	
775.1 · Juvenile Operating Supplies	1,595	2,500	905	64%	
977 · New Equipment	11,976	11,316	(660)	106%	
Total II - Supplies	27,247	29,766	2,519	92%	21,950
III - Building Operations					
853 · Telephone	1,950	3,500	1,550	56%	
854.5 · Cable Line	1,228	2,000	772	61%	
921 · Electric	36,766	49,000	12,234	75%	
923 · Heat (Gas)	9,936	12,000	2,064	83%	
924 · Water/ Sewer	1,730	3,200	1,470	54%	
930 · Capital Projects - Teen Room	0	0	0	0%	
931 · Building Maintenance	62,267	70,000	7,733	89%	
931.1 · Janitorial Supplies	2,237	3,500	1,263	64%	
931.2 · Lawn Care	5,387	10,000	4,613	54%	
931.3 · Snow Removal	5,972	9,000	3,028	66%	
931.5 · Janitorial Services	13,329	35,000	21,671	38%	
Total III - Building Operations	140,802	197,200	56,398	71%	197,200
IV - Services					
730 · Membership Dues	881	2,500	1,619	35%	
731 · Bank Service Charge	715	600	(115)	119%	
801 · Professional Services	1,212	1,000	(212)	121%	
801.2 · Collection Agency	335	600	265	56%	
801.3 · Accountant	13,885	19,000	5,115	73%	
802 · Audit	6,900	6,490	(410)	106%	
860 · Travel/Conferences	7,262	8,600	1,338	84%	
911 · Insurance	15,448	15,000	(448)	103%	
975.5 · Master Gardener	30	100	70	30%	
981 · Printing	0	3,200	3,200	0%	
Total IV - Services	46,668	57,090	10,422	82%	55,490
V - Cooperative Services					
804 · Cooperative Fees	15,119	25,000	9,881	60%	
982 · Delivery (LLC Cost)	1,936	2,800	864	69%	
Total V - Cooperative Services	17,055	27,800	10,745	61%	27,800

Flat River Community Library - General Fund Statement of Revenues & Expenses Budget Comparison July 2023 - March 2024

	March 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
VI - Programming					
881 · Promotions	6,041	7,000	959	86%	
883 · Programs - Adult	3,830	6,000	2,170	64%	
884 · Programs - Children	3,347	6,000	2,653	56%	
884.2 · Programs-Teens	2,526	5,000	2,474	51%	
Total VI - Programming	15,744	24,000	8,256	66%	24,000
VII - Materials					
761.1 · Microfilm - Genealogy/MI Room	0	1,500	1,500	0%	
958 · Periodicals (Magazines & News)	2,726	4,100	1,374	66%	
978 · Adult	36,803	55,000	18,197	67%	
978.3 · Reference	0	1,100	1,100	0%	
978.4 · Juvenile	14,086	23,000	8,914	61%	
978.6 · Teen	4,783	10,000	5,217	48%	
978.8 · Memorials	2,235	1,500	(735)	149%	
980.4 · Lakeland Overdrive	1,657	2,000	343	83%	
980.6 · Digital Materials	33,063	50,000	16,937	66%	
Total VII - Materials	95,353	148,200	52,847	64%	148,200
VIII - Other					
885 · Friends Expense	2,889	2,000	(889)	144%	
885.2 · Friends Expense - Juvenile	4,737	5,000	263	95%	
887 · Beverage Supplies	1,049	900	(149)	117%	
888 · Bill Braman Estate	0	5,000	5,000	0%	
933.0 · Equipment Maintenance	7,515	12,000	4,485	63%	
975.1 · Board Expense	0	100	100	0%	
990 · Reimbursement of overpayments	565	250	(315)	226%	
Total VIII - Other	16,755	25,250	8,495	66%	25,250
IX - Technology					
933.1 · Computer System Maintenance	1,688	1,000	(688)	169%	
933.2 · Computer Software	6,495	6,000	(495)	108%	
933.4 · IT Support	1,040	2,000	960	52%	
933.5 · Computer Equipment	1,744	6,000	4,256	29%	
933.6 · USF Expenditure	2,123	5,350	3,227	40%	
933.7 · Hosting Digitized Microfilm	3,721	7,000	3,279	53%	
933.9 · Website Hosting	600	700	100	86%	
935 · Mobile Hotspots	4,504	9,000	4,496	50%	
Total IX - Technology	21,915	37,050	15,135	59%	37,050
Total Expense	728,025	1,068,906	340,881	68%	1,059,490
Net Income	(205,001)	38,936	(243,937)	(527%)	48,352

Flat River Community Library
Income & Expense Previous Year Comparison

Accrual Basis

July 2023 through March 2024

	Jul '23 - Mar 24	Jul '22 - Mar 23	\$ Change	% Change
Income				
401 · Property Taxes				
401.1 · Property Taxes - Greenville	207,089	181,573	25,516	14%
401.2 · Property Taxes - Eureka Twp.	104,762	107,159	(2,398)	(2)%
401.3 · Property Taxes - Fairplains Twp	30,461	40,497	(10,036)	(25)%
401.4 · Property Taxes - Montcalm Twp.	76,241	70,836	5,405	8%
Total 401 · Property Taxes	418,553	400,065	18,488	5%
441 · Local Comm Stabiliz Tax Share	14,161	12,540	1,621	13%
556 · Library State Aid	9,305	18,192	(8,888)	(49)%
580 · County Millage	0	324	(324)	(100)%
580.2 · Renaissance Zone	38	3,564	(3,526)	(99)%
651 · Genealogy Fees	0	17	(17)	(100)%
655 · Book Fines	2,897	3,028	(131)	(4)%
656 · Printing Fees	5,420	3,050	2,369	78%
657 · Penal Fines	0	0	0	0%
658 · USF Funds	3,847	3,962	(115)	(3)%
664 · Interest Earned	44,777	15,600	29,176	187%
672 · Continuing Education	1,600	1,600	0	0%
675 · Contribution - Private Sources	294	185	109	59%
675.2 · Estate Donations	5,000	5,000	0	0%
675.31 · Friends Donations - Adult	2,563	1,767	797	45%
675.32 · Friends Donations - Juvenile	4,041	0	4,041	100%
675.4 · Memorial Book Contributions	2,535	3,110	(575)	(19)%
675.45 · Cookbook Sales	0	33	(33)	(100)%
675.47 · Beverage Sales	178	48	130	271%
699 · GACF - Transfer In	7,816	6,974	842	12%
Total Income	523,024	479,059	43,965	9%
Expense				
I - Personnel				
703 · Salaries	287,410	245,292	42,118	17%
703.1 · Job Search	72	30	42	141%
716 · Fringe Benefits Employee Ins.	32,644	41,849	(9,205)	(22)%
716.1 · 401(a)	4,307	4,108	198	5%
716.2 · Unemployment	76	83	(7)	(9)%
716.3 · Worker's Compensation	787	1,090	(303)	(28)%
717 · Payroll Taxes	21,190	17,958	3,232	18%
Total I - Personnel	346,486	310,411	36,075	12%

Flat River Community Library
Income & Expense Previous Year Comparison

Accrual Basis

July 2023 through March 2024

	Jul '23 - Mar 24	Jul '22 - Mar 23	\$ Change	% Change
II - Supplies				
727 · Office Supplies	3,025	1,343	1,682	125%
728 · Postage	3,184	1,615	1,569	97%
728.1 · Shipping & Handling	559	313	245	78%
761 · Supplies - Genealogy/MI Room	0	116	(116)	(100)%
775 · Operating Supplies	6,908	6,149	759	12%
775.1 · Juvenile Operating Supplies	1,595	1,643	(48)	(3)%
977 · New Equipment	11,976	2,242	9,734	434%
Total II - Supplies	27,247	13,422	13,825	103%
III - Building Operations				
853 · Telephone	1,950	908	1,042	115%
854.5 · Cable Line	1,228	1,260	(32)	(3)%
921 · Electric	36,766	36,979	(213)	(1)%
923 · Heat (Gas)	9,936	8,402	1,534	18%
924 · Water/ Sewer	1,730	2,307	(577)	(25)%
930 · Capital Projects - Teen Room	0	22,651	(22,651)	(100)%
931 · Building Maintenance	62,267	121,675	(59,408)	(49)%
931.1 · Janitorial Supplies	2,237	2,331	(95)	(4)%
931.2 · Lawn Care	5,387	5,380	7	0%
931.3 · Snow Removal	5,972	5,900	72	1%
931.5 · Janitorial Services	13,329	11,349	1,980	18%
Total III - Building Operations	140,802	219,142	(78,340)	(36)%
IV - Services				
730 · Membership Dues	881	1,149	(268)	(23)%
731 · Bank Service Charge	715	626	89	14%
801 · Professional Services	1,212	675	537	80%
801.2 · Collection Agency	335	286	49	17%
801.3 · Accountant	13,885	13,885	0	0%
802 · Audit	6,900	5,900	1,000	17%
860 · Travel/Conferences	7,262	3,741	3,521	94%
911 · Insurance	15,448	13,675	1,773	13%
975.5 · Master Gardener	30	0	30	100%
Total IV - Services	46,668	39,937	6,731	17%
V - Cooperative Services				
804 · Cooperative Fees	15,119	14,811	308	2%
982 · Delivery (LLC Cost)	1,936	1,879	58	3%
Total V - Cooperative Services	17,055	16,689	365	2%

Flat River Community Library
Income & Expense Previous Year Comparison

Accrual Basis

July 2023 through March 2024

	Jul '23 - Mar 24	Jul '22 - Mar 23	\$ Change	% Change
VI - Programming				
881 · Promotions	6,041	3,798	2,243	59%
883 · Programs - Adult	3,830	2,801	1,028	37%
884 · Programs - Children	3,347	4,209	(862)	(21)%
884.2 · Programs-Teens	2,526	2,056	469	23%
Total VI - Programming	15,743	12,865	2,879	22%
VII - Materials				
958 · Periodicals (Magazines&News)	2,726	3,333	(607)	(18)%
978 · Adult	36,803	33,541	3,262	10%
978.3 · Reference	0	250	(250)	(100)%
978.4 · Juvenile	14,086	13,779	307	2%
978.6 · Teen	4,783	4,456	327	7%
978.8 · Memorials	2,235	1,398	837	60%
980.4 · Lakeland Overdrive	1,657	1,350	307	23%
980.6 · Digital Materials	33,063	30,957	2,106	7%
Total VII - Materials	95,352	89,063	6,289	7%
VIII - Other				
885 · Friends Expense	2,889	1,536	1,353	88%
885.2 · Friends Expense - Juvenile	4,737	(525)	5,262	1,002%
887 · Beverage Supplies	1,049	498	551	111%
888 · Bill Braman Estate	0	2,158	(2,158)	(100)%
933.0 · Equipment Maintenance	7,515	2,734	4,781	175%
990 · Reimbursement of overpayments	565	217	349	161%
Total VIII - Other	16,756	6,618	10,138	153%
IX · Technology				
933.1 · Computer System Maintenance	1,688	1,663	24	2%
933.2 · Computer Software	6,495	4,826	1,669	35%
933.4 · IT Support	1,040	79	961	1,221%
933.5 · Computer Equipment	1,744	0	1,744	100%
933.6 · USF Expenditure	2,123	4,398	(2,275)	(52)%
933.7 · Hosting Digitized Microfilm	3,721	3,339	383	12%
933.9 · Website Hosting	600	500	100	20%
935 · Mobile Hotspots	4,506	2,020	2,485	123%
Total IX · Technology	21,916	16,825	5,091	30%
Total Expense	728,025	724,971	3,054	0%
Net Income	(205,001)	(245,912)	40,911	17%

Flat River Community Library - GACF Trust Fund
Profit & Loss Budget vs. Actual
 July 2023 through March 2024

Accrual Basis

	<u>Jul '23 - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
663 · Interest and Dividends	7,292.37	6,500.00	792.37	112.2%
664 · Market Fluctuations-Income/Loss	1,465.63	2,700.00	(1,234.37)	54.3%
674 · Contributions - Private Sources	1,033.34	1,000.00	33.34	103.3%
Total Income	<u>9,791.34</u>	<u>10,200.00</u>	<u>(408.66)</u>	<u>96.0%</u>
Expense				
998 · Foundation Account Admin. Fee	1,033.96	2,200.00	(1,166.04)	47.0%
999 · Transfer Out	7,816.00	8,000.00	(184.00)	97.7%
Total Expense	<u>8,849.96</u>	<u>10,200.00</u>	<u>(1,350.04)</u>	<u>86.8%</u>
Net Income	<u>941.38</u>	<u>0.00</u>	<u>941.38</u>	<u>100.0%</u>

Flat River Community Library
Credit Card Journal
March 2024

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
03/23/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884 · Programs - Children	157.64
			157.64
03/23/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	47.12
			47.12
03/23/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	68.55
			68.55
03/23/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884 · Programs - Children	89.99
			89.99
03/23/2024	American Library Assoc. American Library Assoc.	101 · Isabella Bank Credit Card 730 · Membership Dues	247.00
			247.00
03/23/2024	Collaborative Summer Collaborative Summer	101 · Isabella Bank Credit Card 884 · Programs - Children	423.42
			423.42
03/23/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	28.16
			28.16
03/23/2024	Delta Hotels Delta Hotels	101 · Isabella Bank Credit Card 860 · Travel/Conferences	171.35
			171.35
03/23/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884 · Programs - Children	11.88
			11.88
03/23/2024	Descript Descript	101 · Isabella Bank Credit Card 933.2 · Computer Software	30.00
			30.00
03/23/2024	Walmart Walmart	101 · Isabella Bank Credit Card 883 · Programs - Adult	89.55
			89.55
03/23/2024	Lands End Lands End	101 · Isabella Bank Credit Card 881 · Promotions	1,286.82
			1,286.82
03/23/2024	Dollar Tree Stores Inc. Dollar Tree Stores Inc.	101 · Isabella Bank Credit Card 885 · Friends Expense	21.99
			21.99
03/23/2024	Canva Canva	101 · Isabella Bank Credit Card 933.2 · Computer Software	119.99
			119.99

Flat River Community Library
Credit Card Journal
March 2024

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
03/23/2024	Dollar Tree Stores Inc.	101 · Isabella Bank Credit Card	
	Dollar Tree Stores Inc.	885 · Friends Expense	48.90
	Dollar Tree Stores Inc.	883 · Programs - Adult	26.09
			74.99
03/23/2024	Vista Print	101 · Isabella Bank Credit Card	
	Vista Print	881 · Promotions	417.25
			417.25
03/23/2024	ChatGPT	101 · Isabella Bank Credit Card	
	ChatGPT	933.2 · Computer Software	20.00
			20.00
03/23/2024	Vista Print	101 · Isabella Bank Credit Card	
	Vista Print	881 · Promotions	56.72
	Vista Print	728.1 · Shipping & Handling	9.99
			66.71
03/23/2024	Amazon	101 · Isabella Bank Credit Card	
	Amazon	884 · Programs - Children	28.95
	Amazon	883 · Programs - Adult	54.95
	Amazon	884.2 · Programs-Teens	28.95
			112.85
03/23/2024	Lands End	101 · Isabella Bank Credit Card	
	Lands End	881 · Promotions	124.74
	Lands End	728.1 · Shipping & Handling	9.95
			134.69
03/23/2024	Dollar Tree Stores Inc.	101 · Isabella Bank Credit Card	
	Dollar Tree Stores Inc.	727 · Office Supplies	12.50
			12.50
03/23/2024	Postmaster	101 · Isabella Bank Credit Card	
	Postmaster	728.1 · Shipping & Handling	31.08
			31.08
03/23/2024	Hobby Lobby	101 · Isabella Bank Credit Card	
	Hobby Lobby	883 · Programs - Adult	51.96
			51.96
03/23/2024	Gimlet Dot	101 · Isabella Bank Credit Card	
	Gimlet Dot	933.2 · Computer Software	29.00
			29.00
03/23/2024	The Library Store	101 · Isabella Bank Credit Card	
	The Library Store	775 · Operating Supplies	248.79
			248.79
03/23/2024	Nexvortex	101 · Isabella Bank Credit Card	
	Nexvortex	853 · Telephone	400.00
			400.00
03/23/2024	Keurig Green Mountain	101 · Isabella Bank Credit Card	
	Keurig Green Mountain	887 · Beverage Supplies	121.95
			121.95

Flat River Community Library
Credit Card Journal
March 2024

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
03/23/2024	Vernon Library Supplies, Inc.	101 · Isabella Bank Credit Card	
	Vernon Library Supplies, Inc.	775 · Operating Supplies	441.39
			<u>441.39</u>
TOTAL			<u><u>4,956.62</u></u>

Flat River Community Library Monthly Board Invoice Total

March 2024

Accrual Basis

	Mar 24
Income	0.00
Expense	
I - Personnel	
703 · Salaries	33,483.35
716 · Fringe Benefits Employee Ins.	-564.82
716.1 · 401(a)	461.08
716.2 · Unemployment	13.14
716.3 · Worker's Compensation	21.00
717 · Payroll Taxes	2,473.11
Total I - Personnel	35,886.86
II - Supplies	
727 · Office Supplies	244.71
728.1 · Shipping & Handling	126.62
775 · Operating Supplies	1,108.78
775.1 · Juvenile Operating Supplies	244.17
977 · New Equipment	689.67
Total II - Supplies	2,413.95
III - Building Operations	
853 · Telephone	400.00
854.5 · Cable Line	134.98
921 · Electric	3,358.07
923 · Heat (Gas)	922.32
924 · Water/ Sewer	57.00
931 · Building Maintenance	187.00
931.1 · Janitorial Supplies	84.92
931.3 · Snow Removal	5,900.00
931.5 · Janitorial Services	2,251.00
Total III - Building Operations	13,295.29
IV - Services	
730 · Membership Dues	247.00
731 · Bank Service Charge	136.00
801 · Professional Services	24.50
801.2 · Collection Agency	29.55
801.3 · Accountant	1,461.54
860 · Travel/Conferences	363.79
Total IV - Services	2,262.38
VI - Programming	
881 · Promotions	1,985.53
883 · Programs - Adult	397.58
884 · Programs - Children	861.78
884.2 · Programs-Teens	472.78
Total VI - Programming	3,717.67
VII - Materials	
958 · Periodicals (Magazines&News)	2,154.12
978 · Adult	3,642.15
978.4 · Juvenile	1,572.67
978.6 · Teen	683.11
978.8 · Memorials	643.91
980.6 · Digital Materials	5,202.58
Total VII - Materials	13,898.54

**Flat River Community Library
Monthly Board Invoice Total**

March 2024

Accrual Basis

	<u>Mar 24</u>
VIII - Other	
885 · Friends Expense	1,347.65
887 · Beverage Supplies	145.29
933.0 · Equipment Maintenance	814.33
990 · Reimbursement of overpayments	82.44
	<hr/>
Total VIII - Other	2,389.71
IX · Technology	
933.2 · Computer Software	1,557.29
935 · Mobile Hotspots	497.23
	<hr/>
Total IX · Technology	2,054.52
Total Expense	<hr/> 75,918.92
Net Income	<hr/> -75,918.92 <hr/>

Flat River Community Library INVOICES READY FOR BOARD APPROVAL

As of March 31, 2024

Date	Num	Split	Amount
Amazon			
03/09/2024	144H-4XDP-C91D	-SPLIT-	117.09
03/09/2024	163H-GXYG-D37H	-SPLIT-	247.65
03/09/2024	163H-GXYG-DPNV	-SPLIT-	238.28
03/09/2024	16MV-16YG-97KR	-SPLIT-	185.77
03/09/2024	17CV-HQ7Q-7NDG	775.1 · Juvenile Operating Supplies	42.70
03/09/2024	1DFQ-D96X-947L	-SPLIT-	195.03
03/09/2024	1DK4-CYWR-7PGV	775 · Operating Supplies	12.98
03/09/2024	1FW9-KJGC-93PF	884 · Programs - Children	149.90
03/09/2024	1GND-LFFD-73NY	775 · Operating Supplies	9.45
03/09/2024	1K9H-JFXV-6VHT	885 · Friends Expense	88.26
03/09/2024	1K9H-JFXV-9W3F	978 · Adult	518.67
03/09/2024	1LQF-TN3D-6TH7	775.1 · Juvenile Operating Supplies	13.99
03/09/2024	1LQF-TN3D-DKKX	-SPLIT-	59.96
03/09/2024	1M6M-XY47-CX6R	727 · Office Supplies	23.06
03/09/2024	1PD1-QWXX-7WQY	978.4 · Juvenile	79.85
03/09/2024	1R19-Y7WD-94VN	883 · Programs - Adult	150.05
03/09/2024	1RGR-PQJG-7VQR	-SPLIT-	296.69
03/09/2024	1TLF-M3XK-FY3H	-SPLIT-	547.43
03/09/2024	1XNY-LJRL-6HHP	775.1 · Juvenile Operating Supplies	139.98
03/13/2024	15695	002.000 · Checking - Isabella Bank	-3,116.79
Total Amazon			0.00
Arrow Swift Printing			
03/09/2024	102205	727 · Office Supplies	64.00
03/13/2024	15715	002.000 · Checking - Isabella Bank	-64.00
Total Arrow Swift Printing			0.00
Backyard Birds and Beyond			
03/09/2024	Prgm: Let's Go Birdi	885 · Friends Expense	450.00
03/13/2024	15714	002.000 · Checking - Isabella Bank	-450.00
Total Backyard Birds and Beyond			0.00
Baker & Taylor			
03/09/2024	2038123118	-SPLIT-	1,685.41
03/09/2024	2038135005	-SPLIT-	1,325.95
03/13/2024		002.000 · Checking - Isabella Bank	-3,011.36
03/23/2024	2038146479	-SPLIT-	550.73
03/23/2024	2038154686	-SPLIT-	294.65
03/23/2024	2038161156	-SPLIT-	504.46
03/23/2024	H68249380	-SPLIT-	18.83
03/23/2024	15739	002.000 · Checking - Isabella Bank	-1,368.67
Total Baker & Taylor			0.00
Bennett, Sheri			
03/09/2024	03012024Crochet	990 · Reimbursement of overpayments	20.99
03/13/2024	15712	002.000 · Checking - Isabella Bank	-20.99
Total Bennett, Sheri			0.00
Bouwhuis Supply, Inc.			
03/23/2024	65020	931.1 · Janitorial Supplies	84.92
03/23/2024	15738	002.000 · Checking - Isabella Bank	-84.92
Total Bouwhuis Supply, Inc.			0.00
Center Point Publishing			
03/09/2024	2077565	978 · Adult	140.82
03/13/2024		002.000 · Checking - Isabella Bank	-140.82
Total Center Point Publishing			0.00
Charter Communications			
03/23/2024	82148201030124	854.5 · Cable Line	134.98
03/23/2024	15737	002.000 · Checking - Isabella Bank	-134.98
Total Charter Communications			0.00

Flat River Community Library INVOICES READY FOR BOARD APPROVAL

As of March 31, 2024

Date	Num	Split	Amount
City of Greenville			
03/09/2024	1.15.24- 2.15.24 CO	924 · Water/ Sewer	57.00
03/13/2024	15710	002.000 · Checking - Isabella Bank	-57.00
Total City of Greenville			0.00
Consumer's Energy			
03/23/2024	207147478923	921 · Electric	3,358.07
03/23/2024	15736	002.000 · Checking - Isabella Bank	-3,358.07
Total Consumer's Energy			0.00
Demco, Inc.			
03/09/2024	7443871	-SPLIT-	58.45
03/13/2024	15709	002.000 · Checking - Isabella Bank	-58.45
Total Demco, Inc.			0.00
DTE Energy			
03/23/2024	1.31.24-2.28.24	923 · Heat (Gas)	922.32
03/23/2024	15735	002.000 · Checking - Isabella Bank	-922.32
Total DTE Energy			0.00
Farm Animals On The Go			
03/23/2024	SRP Kick-off 6.1.24	885 · Friends Expense	375.00
03/23/2024	15734	002.000 · Checking - Isabella Bank	-375.00
Total Farm Animals On The Go			0.00
Foster, Swift, Collins & Smith, P.C.			
03/23/2024	880076	801 · Professional Services	24.50
03/23/2024	15733	002.000 · Checking - Isabella Bank	-24.50
Total Foster, Swift, Collins & Smith, P.C.			0.00
Four Season's Exterminating			
03/23/2024	426355	931 · Building Maintenance	42.00
03/23/2024	15732	002.000 · Checking - Isabella Bank	-42.00
Total Four Season's Exterminating			0.00
Friends of the FRCL - Bookstore			
03/09/2024	03012024-FEB 2024	990 · Reimbursement of overpayments	50.50
03/13/2024	15708	002.000 · Checking - Isabella Bank	-50.50
Total Friends of the FRCL - Bookstore			0.00
Gale			
03/09/2024	83962866	978 · Adult	61.49
03/13/2024		002.000 · Checking - Isabella Bank	-61.49
03/23/2024	84015858	978 · Adult	95.97
03/23/2024	15731	002.000 · Checking - Isabella Bank	-95.97
Total Gale			0.00
Grant Area District Library			
03/23/2024	1239	990 · Reimbursement of overpayments	10.95
03/23/2024	15730	002.000 · Checking - Isabella Bank	-10.95
Total Grant Area District Library			0.00
Great America Financial Services			
03/09/2024	36049582	933.0 · Equipment Maintenance	814.33
03/13/2024	15706	002.000 · Checking - Isabella Bank	-814.33
Total Great America Financial Services			0.00

Flat River Community Library INVOICES READY FOR BOARD APPROVAL

As of March 31, 2024

Date	Num	Split	Amount
Greenville Area Chamber of Commerce			
03/23/2024	12491	881 · Promotions	25.00
03/23/2024	15729	002.000 · Checking - Isabella Bank	-25.00
Total Greenville Area Chamber of Commerce			0.00
Greenville Rotary			
03/23/2024	1	881 · Promotions	75.00
03/23/2024	15728	002.000 · Checking - Isabella Bank	-75.00
Total Greenville Rotary			0.00
Hole in One Rentals			
03/23/2024	202402 - DEPOSIT	885 · Friends Expense	363.50
03/23/2024	15727	002.000 · Checking - Isabella Bank	-363.50
Total Hole in One Rentals			0.00
Humana Life			
03/23/2024	960399513	716 · Fringe Benefits Employee Ins.	75.05
03/23/2024	15726	002.000 · Checking - Isabella Bank	-75.05
Total Humana Life			0.00
Ingram Library Services			
03/09/2024	63031970	-SPLIT-	376.72
03/09/2024	67689561	-SPLIT-	110.86
03/13/2024	15705	002.000 · Checking - Isabella Bank	-487.58
03/23/2024	63039790	-SPLIT-	14.01
03/23/2024	15725	002.000 · Checking - Isabella Bank	-14.01
Total Ingram Library Services			0.00
Isabella Bank Mastercard			
03/23/2024		101 · Isabella Bank Credit Card	4,956.62
03/23/2024	15724	002.000 · Checking - Isabella Bank	-4,956.62
Total Isabella Bank Mastercard			0.00
Joanne Fabric & Craft			
03/09/2024	5107860000049537002	980.6 · Digital Materials	660.00
03/13/2024	15704	002.000 · Checking - Isabella Bank	-660.00
Total Joanne Fabric & Craft			0.00
Johnson, Dana Kenneth			
03/09/2024	03152024 In-Service	860 · Travel/Conferences	60.00
03/13/2024	15703	002.000 · Checking - Isabella Bank	-60.00
Total Johnson, Dana Kenneth			0.00
Kanopy			
03/09/2024	389706-PPU PREPAID	-SPLIT-	0.00
Total Kanopy			0.00
Luxury Janitorial Services Corporation			
03/09/2024	INV327	931.5 · Janitorial Services	2,251.00
03/13/2024	15702	002.000 · Checking - Isabella Bank	-2,251.00
Total Luxury Janitorial Services Corporation			0.00
Magazine Subscription Service Agency			
03/09/2024	1026-51	958 · Periodicals (Magazines&News)	2,154.12
03/13/2024	15701	002.000 · Checking - Isabella Bank	-2,154.12
Total Magazine Subscription Service Agency			0.00

Flat River Community Library INVOICES READY FOR BOARD APPROVAL

As of March 31, 2024

Date	Num	Split	Amount
Meescan Inc.			
03/23/2024	REN-INV-2401090	933.2 · Computer Software	1,358.30
03/23/2024	15723	002.000 · Checking - Isabella Bank	-1,358.30
Total Meescan Inc.			0.00
MetLife Small Business Center			
03/23/2024	March 2024	716 · Fringe Benefits Employee Ins.	1,228.71
03/23/2024	15722	002.000 · Checking - Isabella Bank	-1,228.71
Total MetLife Small Business Center			0.00
Michigan Municipal Worker's Comp. Fund			
03/09/2024	1422207	716.3 · Worker's Compensation	21.00
03/13/2024	15700	002.000 · Checking - Isabella Bank	-21.00
Total Michigan Municipal Worker's Comp. Fund			0.00
MicroMarketing LLC			
03/09/2024	946815	-SPLIT-	42.49
03/13/2024	15699	002.000 · Checking - Isabella Bank	-42.49
03/23/2024	948705	978 · Adult	42.50
03/23/2024	15721	002.000 · Checking - Isabella Bank	-42.50
Total MicroMarketing LLC			0.00
Ohman, Tiffany			
03/23/2024	Mileage 3.4-3.8 2024	860 · Travel/Conferences	132.44
03/23/2024	15720	002.000 · Checking - Isabella Bank	-132.44
Total Ohman, Tiffany			0.00
Overdrive, Inc.			
03/23/2024	01720CO24084079	980.6 · Digital Materials	2,455.20
03/23/2024	01720CO24084121	980.6 · Digital Materials	1,989.94
03/23/2024	01720DA24086644	980.6 · Digital Materials	14.99
03/23/2024	15719	002.000 · Checking - Isabella Bank	-4,460.13
Total Overdrive, Inc.			0.00
Pathian LLC			
03/23/2024	183706	716 · Fringe Benefits Employee Ins.	190.64
03/23/2024	15718	002.000 · Checking - Isabella Bank	-190.64
Total Pathian LLC			0.00
Penworthy			
03/09/2024	0597622-IN	-SPLIT-	470.61
03/13/2024	15698	002.000 · Checking - Isabella Bank	-470.61
Total Penworthy			0.00
Simmons Excavating			
03/09/2024	1030	931.3 · Snow Removal	5,900.00
03/13/2024	15697	002.000 · Checking - Isabella Bank	-5,900.00
Total Simmons Excavating			0.00
Summit Companies			
03/23/2024	133027889	931 · Building Maintenance	145.00
03/23/2024	15717	002.000 · Checking - Isabella Bank	-145.00
Total Summit Companies			0.00
Swordsmanship Museum and Academy			
03/09/2024	Prgm: Swordsmanship	884.2 · Programs-Teens	300.00
03/13/2024	15696	002.000 · Checking - Isabella Bank	-300.00
Total Swordsmanship Museum and Academy			0.00

Flat River Community Library
INVOICES READY FOR BOARD APPROVAL

As of March 31, 2024

<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
T-Mobile			
03/09/2024	1.25.24 - 2.24.24 PR	-SPLIT-	0.00
Total T-Mobile			0.00
Unique Management Services, Inc.			
03/23/2024	6123709	801.2 · Collection Agency	29.55
03/23/2024	15716	002.000 · Checking - Isabella Bank	-29.55
Total Unique Management Services, Inc.			0.00
TOTAL			<u>0.00</u>

Director's Report
April Board Meeting
Apr 10, 2024

Programs:

Happy Bookers Book Club - 3/5 - 16
Preschool Storytime - 3/5 - 22
Mini Movers - 3/6 - 35
TAB - 3/6 - 6
Block Party Day - 3/7 - 30
Flat River Writers Group - 3/11 - 7
Preschool Storytime - 3/12 - 25
Pizza and Pages - 3/12 - 17
Mini Movers - 3/13 - 33
Mario Kart Tournament - 3/14 - 10
Paper Plant Take & Make - 3/14 - 40
Preschool Storytime - 3/19 - 33
Mini Movers - 3/20 - 28
TAB - 3/20 - 7
Fairy Garden Terrariums - 3/20 - 27
Flat River Academy Visit - 3/21 - 48
Let's Go Birding! - 3/25 - 9
Medieval Longswords for Teens - 3/26 - 20
Preschool Storytime - 3/26 - 22
Mini Movers - 3/27 - 38
Craft-In - 3/28 - 10
Family Nerf Night - 3/29 - 42

General:

On April 1, we officially launched the Flat River Seed Library! This has been a labor of love by Cassie for several months now, and has already seen an epic positive response. Patrons have come in who were not otherwise library users just to check it out! We look forward to continued engagement with the community through this resource.

Our 2nd Annual Montcalm Career Fair is also coming up April 19, with student attendees in the morning and members of the general public in the afternoon. Cassie has been working hard on this as well, and we have about 30 businesses participating. BC Pizza is graciously donating food for the businesses as well.

The staff in-service was a very enlightening and productive experience, and offered great opportunities for staff to dive into patron strategic planning feedback and brainstorming for goals and objectives. Carol and I have a lot to work with, and are organizing and reviewing all of this to start creating a structure.

I spoke at last month's Board of Education meeting regarding Black Field, and received positive feedback afterwards from multiple board members. I also had the chance to speak informally with Kire Wierda, the board president, and she reiterated understanding with regard to the process and was encouraging about our proposal submission once the RFP process begins.

We are in the process of demoing multiple new research databases for possible future inclusion in our digital offerings.

We were highlighted in multiple features in the Daily News recently, including pieces on the podcast, First Aid/Narcan kit distribution and Black Field. Cassie and I were also guests on the April 4 morning show on WGLM 106.3, and were asked to do monthly recurring segments to promote library activities and services going forward.

Building & Grounds:

We have signed our contract with Shaw Construction and we are waiting to get the go-ahead on starting the project.

We have received flooring samples for replacements for the Stafford Room to review. Nugent added the light kit to the MARC office door, and will be installing the emergency exit door upon delivery.

We received ballpark quotes from Northshade Lawn regarding replacement of the front retaining walls. It was recommended they be replaced in the next year or two given the degradation and slippage on that hill.

Lakeland Library Cooperative:

The Bibliocommons app is still in its second testing phase, but we are getting closer to launch thankfully.

Michigan Library Association:

April 16th is MLA Advocacy Day, and I will be attending in Lansing to speak with legislators about our needs.

Staff:

Cara Mikaelan has accepted an exciting offer for a federal archiving position, so we are currently interviewing for a replacement circulation assistant.

Veronica is solidifying some circulation procedures and facilitating the hiring process.

Tim has been working on professional development and preparing an additional local history staff training.

Tiffany attended the PLA conference and put together her summer program lineup.

Cassie completed months of work on the seed library and is in final prep stages for the Career Fair.

Kristin has been completing her summer program schedule and budgeting for the upcoming fiscal year.

Josie has put together spring youth displays and is finishing a large amount of memorial material processing.

Danielle is doing preparation on the Library of Things initial collection as well as assisting in book club prep for the upcoming year.

Sharon has been instrumental in managing some more difficult patron situations in recent weeks, including working with law enforcement when situations escalated.

Christine continues to review circulation procedures.

Michelle is working with local shelters in preparation for May.

Cara McGee is assisting with multiple creative and artistic projects.

Memorials:

Honoree	Donor
Joe Magnum	Helen Harms
Annette Sandtviet	Per Gradus Club
Total	\$50

Meetings/Events:

3/5 - Montcalm Directors OBOC meeting

3/5 - T-Mobile Rep meeting

3/6 - Nugent Review

3/7 - Carol Dawe meeting

3/8 - E-Rate Review - Missy Studley

3/12 - Greenville Rotary

3/14 - Lakeland Board Meeting

3/15 - Staff In-Service

3/18 - AFLAC rep meeting

3/21 - COGG Meeting

3/25 - Nick Heimler visit