

AGENDA

FLAT RIVER COMMUNITY LIBRARY

BOARD MEETING

January 17, 2024

- 1. Call to order and roll call:**
- 2. Approval of agenda:**
- 3. Approval of minutes:**
 - Board meeting December 2023**
- 4. Public Comments:**
- 5. Financial Reports:**
 - a. County Penal Fines for December 2023**
 - b. Accounts Payable for December 2023**
 - c. Monthly Financials**
- 6. Library Director's Report:**
 - a. Suggestion Box Comments**
- 7. Questions from the Board:**
- 8. Unfinished Business:**
 - a. Strategic Planning Update**
- 9. Committees:**
- 10. New Business:**
- 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; February 14, 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.

FLAT RIVER COMMUNITY LIBRARY
PROPOSED MINUTES
December 13, 2024

Chairperson Darci Ward Cole called the meeting to order at 6:30 PM

Present: City of Greenville: Chairperson Darci Ward Cole, Laurel Christensen
Eureka Township: Jan Wheelock Maureen Burns
Fairplain Township: Dawn Wyckoff, Vanessa Marr
Montcalm Township: Pam Nichols, Doug Crowley
Absent: None
Others Present: Stefanie Reed, Director
Jim Marr

Nichols moved to approve the Agenda. Supported. Unanimously approved.

Wyckoff moved to accept the minutes of the November 8, 2023 meeting. Public Comments: None

Marr moved to accept the accounts payable portion of the treasurer's report for November 2023. Supported. Unanimously approved.

Nichols moved to accept the monthly financial portion of the treasurer's report for November, 2023. Supported. Unanimously approved.

Director Reed reported that the Strategic Plan is on track. The Podcast release has 2.5 episodes, and will be released bi-weekly. She also reported on the Winter Reading Program, the mitten and hat tree in the lobby, the Policy Committee, Building and Grounds Committee. Friends of the Library approved \$1900 to support winter programs. Director Reed also reported on the staff and their accomplishments.

New Business: Director Reed submitted the list of closure dates for 2024. After discussion Wheelock moved to accept the closures as submitted. Yeas: 7, Nays: 1. Motion carried.

After discussion about Black Field, currently owned by Greenville Public Schools, Crowley moved to have Director Reed pursue options available for the property. Supported. Unanimously approved.

Nugent Builders has not yet completed the Stafford Room remodel, after discussion Crowley moved to have Director Reed contact the attorney to send a letter about the lack of performance. Supported. Unanimously approved.

The Board discussed the changes in the Holiday Pay Policy. Crowley moved to adopt the policy with the changes. Yeas: 7, Nays: 1. Motion carried.

Director Reed was unable to be at the library for the Board meeting, however, she participated on Zoom. She has a number of items to discuss with the Board at the January meeting but will be out of town so she asked the Board to delay the regular meeting by one week.

Crowley moved to change the Board meeting from January 10, 2024 to January 17, 2024. Yeas: 7, Nays 1. Motion carried.

Next Board meeting is January 17, 2024.

Nichols moved to adjourn. Supported. Unanimously approved

Respectfully Submitted
Laurel Christensen
Secretary

FLAT RIVER COMMUNITY LIBRARY
APPROVED MINUTES
NOVEMBER 8, 2023

Chairperson Darci Ward Cole called the meeting to order at 6:33 PM.

Present: City of Greenville: Chairperson Darci Ward Cole
Eureka Township: Jan Wheelock, Maureen Burns
Fairplain Township: Dawn Wyckoff, Vanessa Marr
Montcalm Township: Doug Crawley, Pam Nichols

Absent: City of Greenville: Laurel Christensen

Others Present: Stefanie Reed, Director
Jim Marr
Lisa Day
Ailie Weaver

Wheelock moved to approve the Agenda after moving the Audit Presentation to the top of the agenda. Supported. Unanimously approved.

Burns moved to accept the Minutes of October 11, 2023. Supported. Unanimously approved.

There were no public comments.

Ailie Weaver from Maner Costerisan presented the Report on Financial Statements (with required supplementary information) for Year Ended June 30, 2023. The Library is in a sound financial position. Ms. Weaver thanked the Library staff for their help in the preparation of this annual report.

Nichols moved to accept the accounts payable portion of the treasurer's report for October 2023. Supported. Unanimously approved.

Wyckoff moved to accept the monthly financial portion of the treasurer's report for October 2023. Supported. Unanimously approved.

Director Reed reported on the month's activities which included many successful programs. The staff benefited from a day-long in-service with sessions from the Readers Advisory and the Library of Michigan and presentations on mindfulness and wellness. The day was a positive experience for the staff. Director Reed also introduced the development of a community focused podcast titled "Flat River Front Porch". Reed continued with an overview of updates from Building and Grounds, Lakeland Library Cooperative, and staff activity during the month. The Library will participate in the seasonal United Way Food Drive and Toys for Tots. The Library continues to receive many memorial donations. Wheelock inquired about the availability of sensory materials as extra assistance for patrons' enjoyment of the Library. Director Reed offered some examples of items already in place and will look to add to these in the future.

Unfinished Business: Crowley moved that the Board pursue shifting an existing savings account to a CD at the best current local rate. Supported. Unanimously approved.

New Business: Director Reed reported that Strategic Planning Focus Groups have been held, facilitated by Carol Dawe. The community Focus Groups part of the process is coming to an end. Next will be collecting the findings from the focus groups in order to move forward with the Strategic Planning process.

Next Board meeting is December 13, 2023 at 6:30 PM.

Nichols moved to adjourn. Supported. Unanimously approved.

Respectfully Submitted,
Pam Nichols
Acting Secretary

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	\$1,133,246			\$1,133,246
Investments	\$1,399,850			\$1,399,850
Assets held by foundation		\$153,171		\$153,171
Fixed assets (net)			\$1,869,610	\$1,869,610
Receivables				\$0
Due from other funds				\$0
Prepaid expenditures	\$16,888			\$16,888
Total current assets	\$2,549,984	\$153,171	\$1,869,610	\$4,572,765
TOTAL ASSETS	<u>\$2,549,984</u>	<u>\$153,171</u>	<u>\$1,869,610</u>	<u>\$4,572,765</u>
LIABILITIES & FUND EQUITY				
Current liabilities				
Accounts payable				\$0
Accrued salaries				\$0
Accrued liabilities	\$5,457			\$5,457
Due to other funds				\$0
Total current liabilities	\$5,457	\$0	\$0	\$5,457
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>\$5,457</u>	<u>\$0</u>	<u>\$42,067</u>	<u>\$47,524</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	\$2,268,916			\$2,268,916
Committed Funds	\$275,611			\$275,611
Restricted Funds		\$93,712		\$93,712
TOTAL FUND BALANCES	\$2,544,527	\$153,171	\$1,827,543	\$4,525,240
TOTAL LIABILITIES & FUND BALANCES	<u>\$2,549,984</u>	<u>\$153,171</u>	<u>\$1,869,610</u>	<u>\$4,572,765</u>

Flat River Community Library Balance Sheet

As of December 31, 2023

Accrual Basis

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
002.000 · Checking - Isabella Bank	10,058.44
002.004 · Savings - PFCU Primary Share	5,032.99
002.005 · Money Market - Isabella Bank	957,342.58
002.007 · Savings - Michigan One CU	5.00
002.008 · Money Market - Commercial Bank	160,606.67
005 · Petty Cash	200.00
Total Checking/Savings	1,133,245.68
Other Current Assets	
003.001 · CD - Commercial Bank (09.26.24)	272,629.24
003.008 · CD - Michigan One CU (09.23.24)	330,164.46
003.009 · CD - Huntington 2 (05/26/24)	267,690.71
003.010 · CD - Isabella Debt (01.29.24)	207,406.39
003.011 · CD - Isabella Tower (05.26.24)	112,158.00
003.012 · CD - Preferred CU 10/20/24	209,801.58
Total Other Current Assets	1,399,850.38
Total Current Assets	2,533,096.06
Other Assets	
029 · Prepays	16,887.93
Total Other Assets	16,887.93
TOTAL ASSETS	2,549,983.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
210 · Payroll Liabilities	5,457.23
Total Other Current Liabilities	5,457.23
Total Current Liabilities	5,457.23
Total Liabilities	5,457.23
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	(406,032.60)
Total Equity	2,544,526.76
TOTAL LIABILITIES & EQUITY	2,549,983.99

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

	December 2023	Budget	\$ Over Budget	% of Budget	Annual Budget
Income					
401 · Property Taxes					
401.1 · Property Taxes - Greenville	980	187,131	(186,151)	1%	187,131
401.2 · Property Taxes - Eureka Twp.	0	117,078	(117,078)	0%	117,078
401.3 · Property Taxes - Fairplains Twp	0	44,886	(44,886)	0%	44,886
401.4 · Property Taxes - Montcalm Twp.	0	82,377	(82,377)	0%	82,377
Total 401 · Property Taxes	980	431,472	(430,492)	0%	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	2,234	2,000	234	112%	2,000
656 · Printing Fees	2,979	2,500	479	119%	2,500
657 · Penal Fines	0	78,505	(78,505)	0%	78,505
658 · USF Funds	3,251	4,600	(1,349)	71%	4,600
664 · Interest Earned	23,891	10,000	13,891	239%	10,000
672 · Continuing Education	1,600	1,600	0	100%	1,600
675 · Contribution - Private Sources	194	500	(306)	39%	500
675.2 · Estate Donations	0	5,000	(5,000)	0%	5,000
675.31 · Friends Donations - Adult	375	2,000	(1,625)	19%	2,000
675.32 · Friends Donations - Juvenile	4,041	5,000	(959)	81%	5,000
675.4 · Memorial Book Contributions	1,815	1,500	315	121%	1,500
675.45 · Cookbook Sales	0	20	(20)	0%	20
675.47 · Beverage Sales	120	50	70	240%	50
699 · Transfer In	7,816	0	7,816	100%	0
Total Income	72,800	1,107,842	(1,035,042)	7%	1,107,842
Expense					
I - Personnel					
703 · Salaries	191,482	415,000	223,518	46%	
703.1 · Job Search	72	100	28	72%	
716 · Fringe Benefits Employee Ins.	19,743	65,800	46,057	30%	
716.1 · 401(a)	2,910	8,000	5,090	36%	
716.2 · Unemployment	20	450	430	4%	
716.3 · Worker's Compensation	766	1,200	434	64%	
717 · Payroll Taxes	14,116	32,000	17,884	44%	
Total I - Personnel	229,109	522,550	293,441	44%	522,550

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

	December 2023	Budget	\$ Over Budget	% of Budget	Annual Budget
II - Supplies					
727 · Office Supplies	1,732	4,000	2,268	43%	
728 · Postage	2,683	4,200	1,517	64%	
728.1 · Shipping & Handling	254	500	246	51%	
761 · Supplies - Genealogy/MI Room	0	250	250	0%	
775 · Operating Supplies	3,366	7,000	3,634	48%	
775.1 · Juvenile Operating Supplies	911	2,500	1,589	36%	
977 · New Equipment	10,324	3,500	(6,824)	295%	
Total II - Supplies	19,270	21,950	2,680	88%	21,950
III - Building Operations					
853 · Telephone	1,150	3,500	2,350	33%	
854.5 · Cable Line	958	2,000	1,042	48%	
921 · Electric	23,785	49,000	25,215	49%	
923 · Heat (Gas)	6,987	12,000	5,013	58%	
924 · Water/ Sewer	1,152	3,200	2,048	36%	
930 · Capital Projects - Teen Room	0	0	0	0%	
931 · Building Maintenance	45,224	70,000	24,776	65%	
931.1 · Janitorial Supplies	1,543	3,500	1,957	44%	
931.2 · Lawn Care	11,257	10,000	(1,257)	113%	
931.3 · Snow Removal	72	9,000	8,928	1%	
931.5 · Janitorial Services	7,566	35,000	27,434	22%	
Total III - Building Operations	99,694	197,200	97,506	51%	197,200
IV - Services					
730 · Membership Dues	634	2,500	1,866	25%	
731 · Bank Service Charge	305	600	295	51%	
801 · Professional Services	235	1,000	765	24%	
801.2 · Collection Agency	217	600	383	36%	
801.3 · Accountant	9,500	19,000	9,500	50%	
802 · Audit	6,900	6,490	(410)	106%	
860 · Travel/Conferences	6,116	7,000	884	87%	
911 · Insurance	13,555	15,000	1,445	90%	
975.5 · Master Gardener	30	100	70	30%	
981 · Printing	0	3,200	3,200	0%	
Total IV - Services	37,492	55,490	17,998	68%	55,490
V - Cooperative Services					
804 · Cooperative Fees	10,003	25,000	14,997	40%	
982 · Delivery (LLC Cost)	1,283	2,800	1,517	46%	
Total V - Cooperative Services	11,286	27,800	16,514	41%	27,800

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

	December 2023	Budget	\$ Over Budget	% of Budget	Annual Budget
VI - Programming					
881 · Promotions	2,474	7,000	4,526	35%	
883 · Programs - Adult	2,630	6,000	3,370	44%	
884 · Programs - Children	1,708	6,000	4,292	28%	
884.2 · Programs-Teens	1,238	5,000	3,762	25%	
Total VI - Programming	8,050	24,000	15,950	34%	24,000
VII - Materials					
761.1 · Microfilm - Genealogy/MI Room	0	1,500	1,500	0%	
958 · Periodicals (Magazines & News)	452	4,100	3,648	11%	
978 · Adult	24,481	55,000	30,519	45%	
978.3 · Reference	0	1,100	1,100	0%	
978.4 · Juvenile	8,912	23,000	14,088	39%	
978.6 · Teen	2,957	10,000	7,043	30%	
978.8 · Memorials	751	1,500	749	50%	
980.4 · Lakeland Overdrive	1,054	2,000	946	53%	
980.6 · Digital Materials	11,496	50,000	38,504	23%	
Total VII - Materials	50,103	148,200	98,097	34%	148,200
VIII - Other					
885 · Friends Expense	733	2,000	1,267	37%	
885.2 · Friends Expense - Juvenile	4,737	5,000	263	95%	
887 · Beverage Supplies	585	900	315	65%	
888 · Bill Braman Estate	0	5,000	5,000	0%	
933.0 · Equipment Maintenance	5,055	12,000	6,945	42%	
975.1 · Board Expense	0	100	100	0%	
990 · Reimbursement of overpayments	201	250	49	80%	
Total VIII - Other	11,311	25,250	13,939	45%	25,250
IX · Technology					
933.1 · Computer System Maintenance	1,688	1,000	(688)	169%	
933.2 · Computer Software	3,933	6,000	2,067	66%	
933.4 · IT Support	0	2,000	2,000	0%	
933.5 · Computer Equipment	244	6,000	5,756	4%	
933.6 · USF Expenditure	1,513	5,350	3,837	28%	
933.7 · Hosting Digitized Microfilm	2,032	7,000	4,968	29%	
933.9 · Website Hosting	0	700	700	0%	
935 · Mobile Hotspots	3,108	9,000	5,892	35%	
Total IX · Technology	12,518	37,050	24,532	34%	37,050
Total Expense	478,833	1,059,490	580,657	45%	1,059,490
Net Income	(406,033)	48,352	(454,385)	(840%)	48,352

Flat River Community Library
Income & Expense Previous Year Comparison

Accrual Basis

July through December 2023

	Jul - Dec 23	Jul - Dec 22	\$ Change	% Change
Income				
401 · Property Taxes				
401.1 · Property Taxes - Greenville	980	21,845	(20,865)	(96)%
401.2 · Property Taxes - Eureka Twp.	0	(324)	324	100%
401.3 · Property Taxes - Fairplains Twp	0	13	(13)	(100)%
401.4 · Property Taxes - Montcalm Twp.	0	0	0	0%
Total 401 · Property Taxes	980	21,534	(20,554)	(96)%
441 · Local Comm Stabiliz Tax Share	14,161	12,540	1,621	13%
556 · Library State Aid	9,305	9,018	287	3%
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	2,234	1,936	298	15%
656 · Printing Fees	2,979	1,665	1,315	79%
657 · Penal Fines	0	0	0	0%
658 · USF Funds	3,251	3,962	(711)	(18)%
664 · Interest Earned	23,891	7,607	16,284	214%
672 · Continuing Education	1,600	1,600	0	0%
675 · Contribution - Private Sources	194	136	58	43%
675.31 · Friends Donations - Adult	375	1,527	(1,152)	(75)%
675.32 · Friends Donations - Juvenile	4,041	0	4,041	100%
675.4 · Memorial Book Contributions	1,815	1,000	815	82%
675.45 · Cookbook Sales	0	33	(33)	(100)%
675.47 · Beverage Sales	119	0	119	100%
699 · GACF - Transfer In	7,816	6,974	842	12%
Total Income	72,800	73,437	(637)	(1)%
Expense				
I - Personnel				
703 · Salaries	191,482	166,568	24,914	15%
703.1 · Job Search	72	30	42	141%
716 · Fringe Benefits Employee Ins.	19,743	29,134	(9,391)	(32)%
716.1 · 401(a)	2,910	2,836	74	3%
716.2 · Unemployment	20	30	(10)	(35)%
716.3 · Worker's Compensation	766	950	(184)	(19)%
717 · Payroll Taxes	14,116	12,199	1,918	16%
Total I - Personnel	229,110	211,747	17,363	8%
II - Supplies				
727 · Office Supplies	1,732	433	1,298	300%
728 · Postage	2,683	821	1,862	227%
728.1 · Shipping & Handling	254	225	29	13%
775 · Operating Supplies	3,366	4,651	(1,285)	(28)%
775.1 · Juvenile Operating Supplies	911	1,127	(216)	(19)%
977 · New Equipment	10,324	2,178	8,146	374%
Total II - Supplies	19,269	9,435	9,834	104%

Flat River Community Library
Income & Expense Previous Year Comparison

Accrual Basis

July through December 2023

	Jul - Dec 23	Jul - Dec 22	\$ Change	% Change
III - Building Operations				
853 · Telephone	1,150	364	786	216%
854.5 · Cable Line	958	840	118	14%
921 · Electric	23,785	26,637	(2,852)	(11)%
923 · Heat (Gas)	6,987	4,544	2,443	54%
924 · Water/ Sewer	1,152	1,451	(299)	(21)%
930 · Capital Projects - Teen Room	0	14,520	(14,520)	(100)%
931 · Building Maintenance	45,224	108,582	(63,359)	(58)%
931.1 · Janitorial Supplies	1,543	1,427	117	8%
931.2 · Lawn Care	11,257	5,110	6,147	120%
931.3 · Snow Removal	72	2,000	(1,928)	(96)%
931.5 · Janitorial Services	7,566	7,566	0	0%
Total III - Building Operations	99,694	173,041	(73,346)	(42)%
IV - Services				
730 · Membership Dues	634	939	(305)	(33)%
731 · Bank Service Charge	305	330	(25)	(8)%
801 · Professional Services	235	592	(357)	(60)%
801.2 · Collection Agency	217	158	59	38%
801.3 · Accountant	9,500	9,500	0	0%
802 · Audit	6,900	5,900	1,000	17%
860 · Travel/Conferences	6,116	3,418	2,698	79%
911 · Insurance	13,555	11,782	1,773	15%
975.5 · Master Gardener	30	0	30	100%
Total IV - Services	37,492	32,619	4,873	15%
V - Cooperative Services				
804 · Cooperative Fees	10,003	14,811	(4,808)	(33)%
982 · Delivery (LLC Cost)	1,283	1,879	(596)	(32)%
Total V - Cooperative Services	11,286	16,689	(5,404)	(32)%
VI - Programming				
881 · Promotions	2,474	2,489	(15)	(1)%
883 · Programs - Adult	2,630	2,228	402	18%
884 · Programs - Children	1,708	2,742	(1,034)	(38)%
884.2 · Programs-Teens	1,238	1,305	(67)	(5)%
Total VI - Programming	8,050	8,764	(714)	(8)%
VII - Materials				
958 · Periodicals (Magazines&News)	452	652	(200)	(31)%
978 · Adult	24,481	23,739	743	3%
978.3 · Reference	0	250	(250)	(100)%
978.4 · Juvenile	8,912	9,581	(668)	(7)%
978.6 · Teen	2,957	3,276	(319)	(10)%
978.8 · Memorials	751	160	591	369%
980.4 · Lakeland Overdrive	1,054	1,350	(296)	(22)%
980.6 · Digital Materials	11,496	22,689	(11,193)	(49)%
Total VII - Materials	50,104	61,696	(11,592)	(19)%

Flat River Community Library
Income & Expense Previous Year Comparison

Accrual Basis

July through December 2023

	<u>Jul - Dec 23</u>	<u>Jul - Dec 22</u>	<u>\$ Change</u>	<u>% Change</u>
VIII - Other				
885 · Friends Expense	733	900	(167)	(19)%
885.2 · Friends Expense - Juvenile	4,737	(525)	5,262	1,002%
887 · Beverage Supplies	585	209	376	180%
888 · Bill Braman Estate	0	2,158	(2,158)	(100)%
933.0 · Equipment Maintenance	5,055	1,942	3,113	160%
990 · Reimbursement of overpayments	201	124	77	62%
Total VIII - Other	<u>11,311</u>	<u>4,808</u>	<u>6,503</u>	<u>135%</u>
IX · Technology				
933.1 · Computer System Maintenance	1,688	1,663	24	2%
933.2 · Computer Software	3,933	1,456	2,477	170%
933.4 · IT Support	0	79	(79)	(100)%
933.5 · Computer Equipment	244	0	244	100%
933.6 · USF Expenditure	1,513	2,585	(1,073)	(42)%
933.7 · Hosting Digitized Microfilm	2,032	1,016	1,016	100%
933.9 · Website Hosting	0	500	(500)	(100)%
935 · Mobile Hotspots	3,108	1,246	1,863	150%
Total IX · Technology	<u>12,518</u>	<u>8,545</u>	<u>3,972</u>	<u>47%</u>
Total Expense	<u>478,833</u>	<u>527,344</u>	<u>(48,512)</u>	<u>(9)%</u>
Net Income	<u>(406,033)</u>	<u>(453,908)</u>	<u>47,875</u>	<u>11%</u>

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

Accrual Basis

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
663 · Interest and Dividends	2,669.19	6,500.00	(3,830.81)	41.1%
664 · Market Fluctuations-Income/Loss	(7,901.60)	2,700.00	(10,601.60)	(292.7)%
674 · Contributions - Private Sources	50.00	1,000.00	(950.00)	5.0%
Total Income	<u>(5,182.41)</u>	<u>10,200.00</u>	<u>(15,382.41)</u>	<u>(50.8)%</u>
Expense				
998 · Foundation Account Admin. Fee	588.55	2,200.00	(1,611.45)	26.8%
999 · Transfer Out	0.00	8,000.00	(8,000.00)	0.0%
Total Expense	<u>588.55</u>	<u>10,200.00</u>	<u>(9,611.45)</u>	<u>5.8%</u>
Net Income	<u>(5,770.96)</u>	<u>0.00</u>	<u>(5,770.96)</u>	<u>100.0%</u>

**Flat River Community Library
Credit Card Journal
December 2023**

Trans #	Type	Date	Name	Account	Debit	Credit
47053	Credit Card ...	12/02/21	Dollar Tree Stores Inc. Dollar Tree Stores Inc.	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	30.00	30.00
					30.00	30.00
47054	Credit Card ...	12/02/21	Leppinks Food Center Leppinks Food Center	101 · Isabella Bank Credit Card 884 · Programs - Children	59.64	59.64
					59.64	59.64
47055	Credit Card ...	12/02/21	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	38.48	38.48
					38.48	38.48
47056	Credit Card ...	12/02/21	Playaway Products Playaway Products Playaway Products	101 · Isabella Bank Credit Card 978.4 · Juvenile 978.6 · Teen	62.99 62.99	125.98
					125.98	125.98
47057	Credit Card ...	12/02/21	Lakeshore Learning Materials Lakeshore Learning Materials	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	80.49	80.49
					80.49	80.49
47058	Credit Card ...	12/02/21	Hobby Lobby Hobby Lobby Hobby Lobby Hobby Lobby	101 · Isabella Bank Credit Card 884 · Programs - Children 775.1 · Juvenile Operating Supplies 728.1 · Shipping & Handling	7.44 8.51 9.90	25.85
					25.85	25.85
47059	Credit Card ...	12/02/21	OTC Brands OTC Brands	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	15.89	15.89
					15.89	15.89
47060	Credit Card ...	12/02/21	Vroom Delivery Vroom Delivery	101 · Isabella Bank Credit Card 884 · Programs - Children	15.36	15.36
					15.36	15.36
47061	Credit Card ...	12/02/21	Meijer Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens 884 · Programs - Children	47.15 35.00	82.15
					82.15	82.15
47062	Credit Card ...	12/02/21	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	20.00	20.00
					20.00	20.00
47063	Credit Card ...	12/02/21	Meijer Meijer	101 · Isabella Bank Credit Card 884 · Programs - Children	38.97	38.97
					38.97	38.97
47064	Credit Card ...	12/02/21	Meijer Meijer Meijer Meijer	101 · Isabella Bank Credit Card 884 · Programs - Children 884.2 · Programs-Teens 775.1 · Juvenile Operating Supplies	128.59 66.16 49.46	244.21
					244.21	244.21
47065	Credit Card ...	12/02/21	Etsy Etsy	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	7.26	7.26
					7.26	7.26

**Flat River Community Library
Credit Card Journal
December 2023**

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
47066	Credit Card ...	12/02/21	Walmart Walmart	101 · Isabella Bank Credit Card 977 · New Equipment	37.09	37.09
					37.09	37.09
47067	Credit Card ...	12/02/21	Descript Descript	101 · Isabella Bank Credit Card 933.2 · Computer Software	15.00	15.00
					15.00	15.00
47068	Credit Card ...	12/02/21	Starbuck's Starbuck's	101 · Isabella Bank Credit Card 860 · Travel/Conferences	7.62	7.62
					7.62	7.62
47069	Credit Card ...	12/02/21	Starbuck's Starbuck's	101 · Isabella Bank Credit Card 860 · Travel/Conferences	7.62	7.62
					7.62	7.62
47070	Credit Card ...	12/02/21	Cumin Indian Cuisine Cumin Indian Cuisine	101 · Isabella Bank Credit Card 860 · Travel/Conferences	23.20	23.20
					23.20	23.20
47071	Credit Card ...	12/02/21	Radisson Hotels Radisson Hotels	101 · Isabella Bank Credit Card 860 · Travel/Conferences	516.84	516.84
					516.84	516.84
47072	Credit Card ...	12/02/21	Meijer Meijer	101 · Isabella Bank Credit Card 881 · Promotions	34.48	34.48
					34.48	34.48
47073	Credit Card ...	12/02/21	Descript Descript	101 · Isabella Bank Credit Card 933.2 · Computer Software	8.22	8.22
					8.22	8.22
47074	Credit Card ...	12/02/21	Google Google	101 · Isabella Bank Credit Card 933.2 · Computer Software	15.20	15.20
					15.20	15.20
47075	Credit Card ...	12/02/21	Meijer Meijer	101 · Isabella Bank Credit Card 860 · Travel/Conferences	36.94	36.94
					36.94	36.94
47076	Credit Card ...	12/02/21	El Rancho El Rancho	101 · Isabella Bank Credit Card 860 · Travel/Conferences	187.08	187.08
					187.08	187.08
47077	Credit Card ...	12/02/21	Bridge Street Cafe Bridge Street Cafe	101 · Isabella Bank Credit Card 860 · Travel/Conferences	146.74	146.74
					146.74	146.74
47078	Credit Card ...	12/02/21	ChatGPT ChatGPT	101 · Isabella Bank Credit Card 933.2 · Computer Software	20.00	20.00
					20.00	20.00
47079	Credit Card ...	12/02/21	Facebook Facebook	101 · Isabella Bank Credit Card 881 · Promotions	19.06	19.06
					19.06	19.06

**Flat River Community Library
Credit Card Journal
December 2023**

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
47080	Credit Card ...	12/02/21	Vernon Library Supplies, Inc. Vernon Library Supplies, Inc. Vernon Library Supplies, Inc.	101 · Isabella Bank Credit Card 775 · Operating Supplies 728.1 · Shipping & Handling	9.98 14.59	24.57
					24.57	24.57
47081	Credit Card ...	12/02/21	Cubeshield Cubeshield Cubeshield	101 · Isabella Bank Credit Card 775 · Operating Supplies 728.1 · Shipping & Handling	45.99 12.45	58.44
					58.44	58.44
47082	Credit Card ...	12/02/21	Gimlet Dot Gimlet Dot	101 · Isabella Bank Credit Card 933.2 · Computer Software	29.00	29.00
					29.00	29.00
47084	Credit Card ...	12/02/21	Radisson Hotels Radisson Hotels	101 · Isabella Bank Credit Card 860 · Travel/Conferences	10.00	10.00
					10.00	10.00
47085	Credit Card ...	12/02/21	McDonald's McDonald's	101 · Isabella Bank Credit Card 860 · Travel/Conferences	10.59	10.59
					10.59	10.59
47086	Credit Card ...	12/02/21	Hilton Garden Inn Hilton Garden Inn	101 · Isabella Bank Credit Card 860 · Travel/Conferences	481.78	481.78
					481.78	481.78
47087	Credit Card ...	12/02/21	Nexvortex Nexvortex	101 · Isabella Bank Credit Card 853 · Telephone	400.00	400.00
					400.00	400.00
47088	Credit Card ...	12/02/21	Keurig Green Mountain Keurig Green Mountain	101 · Isabella Bank Credit Card 887 · Beverage Supplies	191.90	191.90
					191.90	191.90
47089	Credit Card ...	12/02/21	Postmaster Postmaster	101 · Isabella Bank Credit Card 728 · Postage	168.36	168.36
					168.36	168.36
47090	Credit Card ...	12/02/21	Hobby Lobby Hobby Lobby	101 · Isabella Bank Credit Card 883 · Programs - Adult	8.63	8.63
					8.63	8.63
47091	Credit Card ...	12/02/21	Keurig Green Mountain Keurig Green Mountain	101 · Isabella Bank Credit Card 887 · Beverage Supplies	63.97	63.97
					63.97	63.97
TOTAL					<u>3,306.61</u>	<u>3,306.61</u>

Flat River Community Library Monthly Board Invoice Total

December 2023

Accrual Basis

	Dec 23
Income	0.00
Expense	
I - Personnel	
703 · Salaries	34,113.00
716 · Fringe Benefits Employee Ins.	4,131.92
716.1 · 401(a)	460.67
716.2 · Unemployment	2.22
717 · Payroll Taxes	2,521.25
	41,229.06
Total I - Personnel	41,229.06
II - Supplies	
727 · Office Supplies	84.47
728 · Postage	168.36
728.1 · Shipping & Handling	68.94
775 · Operating Supplies	205.97
775.1 · Juvenile Operating Supplies	274.35
977 · New Equipment	106.51
	908.60
Total II - Supplies	908.60
III - Building Operations	
853 · Telephone	400.00
854.5 · Cable Line	134.98
923 · Heat (Gas)	724.64
924 · Water/ Sewer	57.00
931 · Building Maintenance	26,861.75
931.1 · Janitorial Supplies	366.12
931.5 · Janitorial Services	1,261.00
	29,805.49
Total III - Building Operations	29,805.49
IV - Services	
731 · Bank Service Charge	59.50
801.2 · Collection Agency	29.55
801.3 · Accountant	1,461.54
860 · Travel/Conferences	1,428.41
	2,979.00
Total IV - Services	2,979.00
VI - Programming	
881 · Promotions	378.54
883 · Programs - Adult	230.54
884 · Programs - Children	443.26
884.2 · Programs-Teens	263.73
	1,316.07
Total VI - Programming	1,316.07
VII - Materials	
978 · Adult	3,730.26
978.4 · Juvenile	420.96
978.6 · Teen	322.62
978.8 · Memorials	0.00
980.6 · Digital Materials	78.20
	4,552.04
Total VII - Materials	4,552.04
VIII - Other	
885.2 · Friends Expense - Juvenile	1,082.72
887 · Beverage Supplies	255.87
933.0 · Equipment Maintenance	1,014.33
990 · Reimbursement of overpayments	3.99
	2,356.91
Total VIII - Other	2,356.91

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

December 2023

Accrual Basis

	<u>Dec 23</u>
IX · Technology	
933.2 · Computer Software	1,856.36
935 · Mobile Hotspots	<u>529.70</u>
Total IX · Technology	<u>2,386.06</u>
Total Expense	<u>85,533.23</u>
Net Income	<u><u>-85,533.23</u></u>

Flat River Community Library
INVOICES READY FOR BOARD APPROVAL
As of December 31, 2023

Date	Num	Split	Amount
Adams Remco			
12/19/2023	INC395300	933.0 · Equipment Maintenance	200.00
12/19/2023	15564	002.000 · Checking - Isabella Bank	-200.00
Total Adams Remco			0.00
Amazon			
12/19/2023	11M9-DH43-D7D3	-SPLIT-	161.20
12/19/2023	14VT-FQYQ-FT9K	-SPLIT-	516.16
12/19/2023	16RW-4GCJ-C11J	-SPLIT-	73.47
12/19/2023	19YN-VQ7G-FCGH	883 · Programs - Adult	8.95
12/19/2023	1FD9-FCP7-F6NF	727 · Office Supplies	22.99
12/19/2023	1HV9-J6XT-CKDG	-SPLIT-	171.74
12/19/2023	1K3K-K94W-DF4L	883 · Programs - Adult	172.98
12/19/2023	1K3K-K94W-DQWL	978 · Adult	182.63
12/19/2023	1M4Q-GPH4-7JVQ	883 · Programs - Adult	-11.99
12/19/2023	1NVN-G1G7-F7GT	978 · Adult	338.60
12/19/2023	1VGQ-GDQ4994F	883 · Programs - Adult	39.98
12/19/2023	15565	002.000 · Checking - Isabella Bank	-1,676.71
Total Amazon			0.00
Baker & Taylor			
12/02/2023	2037950899	-SPLIT-	261.79
12/02/2023	2037964630	-SPLIT-	247.59
12/02/2023	15545	002.000 · Checking - Isabella Bank	-509.38
12/19/2023	2037975910	-SPLIT-	58.29
12/19/2023	2037980568	-SPLIT-	813.25
12/19/2023	2037982554	-SPLIT-	886.46
12/19/2023	15566	002.000 · Checking - Isabella Bank	-1,758.00
Total Baker & Taylor			0.00
Bouwhuis Supply, Inc.			
12/02/2023	64782	931.1 · Janitorial Supplies	297.92
12/02/2023	15546	002.000 · Checking - Isabella Bank	-297.92
Total Bouwhuis Supply, Inc.			0.00
Cengage Learning			
12/02/2023	82979926	978 · Adult	62.97
12/02/2023	82990871	978 · Adult	93.74
12/02/2023	83013688	978 · Adult	95.63
12/02/2023	15547	002.000 · Checking - Isabella Bank	-252.34
Total Cengage Learning			0.00
Center Point Publishing			
12/19/2023	2058878	978 · Adult	140.82
12/19/2023	15567	002.000 · Checking - Isabella Bank	-140.82
Total Center Point Publishing			0.00
Charter Communications			
12/19/2023	82148201120123	854.5 · Cable Line	134.98
12/19/2023	15568	002.000 · Checking - Isabella Bank	-134.98
Total Charter Communications			0.00
City of Greenville			
12/19/2023	10.15-11.15 CO	924 · Water/ Sewer	57.00
12/19/2023	15569	002.000 · Checking - Isabella Bank	-57.00
Total City of Greenville			0.00
Day Accounting & Tax Service			
12/02/2023	Intuit 2023.24	933.2 · Computer Software	1,588.94
12/02/2023	15548	002.000 · Checking - Isabella Bank	-1,588.94
12/02/2023	15561	002.000 · Checking - Isabella Bank	-120.34
Total Day Accounting & Tax Service			-120.34

Flat River Community Library
INVOICES READY FOR BOARD APPROVAL
As of December 31, 2023

Date	Num	Split	Amount
DTE Energy			
12/19/2023	11.1.23-11.30.23	923 · Heat (Gas)	724.64
12/19/2023	15570	002.000 · Checking - Isabella Bank	-724.64
Total DTE Energy			0.00
East West Books			
12/02/2023	ARU0364037	-SPLIT-	75.97
12/02/2023	15549	002.000 · Checking - Isabella Bank	-75.97
Total East West Books			0.00
Four Season's Exterminating			
12/02/2023	421769	931 · Building Maintenance	42.00
12/02/2023	15550	002.000 · Checking - Isabella Bank	-42.00
Total Four Season's Exterminating			0.00
G & D Electric, Inc.			
12/02/2023	328412	931 · Building Maintenance	26,459.00
12/02/2023	15551	002.000 · Checking - Isabella Bank	-26,459.00
Total G & D Electric, Inc.			0.00
Gale			
12/19/2023	83042892	978 · Adult	127.16
12/19/2023	15571	002.000 · Checking - Isabella Bank	-127.16
Total Gale			0.00
Google			
12/19/2023	4860456339	933.2 · Computer Software	180.00
12/19/2023	15572	002.000 · Checking - Isabella Bank	-180.00
Total Google			0.00
Grant Area District Library			
12/02/2023	261	990 · Reimbursement of overpaym...	3.99
12/02/2023	15552	002.000 · Checking - Isabella Bank	-3.99
Total Grant Area District Library			0.00
Great America Financial Services			
12/19/2023	35418051	933.0 · Equipment Maintenance	814.33
12/19/2023	15573	002.000 · Checking - Isabella Bank	-814.33
Total Great America Financial Services			0.00
Greenville Area Chamber of Commerce			
12/02/2023	12270	881 · Promotions	25.00
12/02/2023	15553	002.000 · Checking - Isabella Bank	-25.00
12/19/2023	675	881 · Promotions	300.00
12/19/2023	15574	002.000 · Checking - Isabella Bank	-300.00
Total Greenville Area Chamber of Commerce			0.00
Humana Life			
12/02/2023	960399485	716 · Fringe Benefits Employee Ins.	75.05
12/02/2023	15554	002.000 · Checking - Isabella Bank	-75.05
Total Humana Life			0.00
Isabella Bank Mastercard			
12/02/2023		101 · Isabella Bank Credit Card	3,339.80
12/02/2023	15555	002.000 · Checking - Isabella Bank	-3,339.80
Total Isabella Bank Mastercard			0.00

Flat River Community Library
INVOICES READY FOR BOARD APPROVAL
As of December 31, 2023

Date	Num	Split	Amount
J. Appleseed Publishers Co-op			
12/02/2023	168092	-SPLIT-	428.10
12/02/2023	15556	002.000 · Checking - Isabella Bank	-428.10
Total J. Appleseed Publishers Co-op			0.00
Kanopy			
12/02/2023	376739-PPU	-SPLIT-	0.00
Total Kanopy			0.00
Lakeland Library Cooperative			
12/19/2023	PT24+-1095	-SPLIT-	169.10
12/19/2023	15575	002.000 · Checking - Isabella Bank	-169.10
Total Lakeland Library Cooperative			0.00
Luxury Janitorial Services Corporation			
12/02/2023	1961	931.5 · Janitorial Services	1,261.00
12/02/2023	15557	002.000 · Checking - Isabella Bank	-1,261.00
Total Luxury Janitorial Services Corporation			0.00
MetLife Small Business Center			
12/02/2023	November 2023	716 · Fringe Benefits Employee Ins.	548.67
12/02/2023	15558	002.000 · Checking - Isabella Bank	-548.67
Total MetLife Small Business Center			0.00
MicroMarketing LLC			
12/19/2023	939855	-SPLIT-	110.57
12/19/2023	15576	002.000 · Checking - Isabella Bank	-110.57
Total MicroMarketing LLC			0.00
Mills Janitorial Supply			
12/02/2023	7781819	931.1 · Janitorial Supplies	68.20
12/02/2023	15559	002.000 · Checking - Isabella Bank	-68.20
Total Mills Janitorial Supply			0.00
Pathian LLC			
12/19/2023	174319	716 · Fringe Benefits Employee Ins.	96.50
12/19/2023	15577	002.000 · Checking - Isabella Bank	-96.50
Total Pathian LLC			0.00
Priority Health Small Business Dep.			
12/02/2023	233190002467	-SPLIT-	4,336.60
12/02/2023	15560	002.000 · Checking - Isabella Bank	-4,336.60
Total Priority Health Small Business Dep.			0.00
Russell Plumbing & Heating			
12/19/2023	2941-175183	931 · Building Maintenance	360.75
12/19/2023	15578	002.000 · Checking - Isabella Bank	-360.75
Total Russell Plumbing & Heating			0.00
T-Mobile			
12/02/2023	10.25.23- 11.24.23 P	-SPLIT-	0.00
Total T-Mobile			0.00
Taylor, Kaleigh			
12/19/2023	Lost & Paid Refund-3	978 · Adult	19.00
12/19/2023	15579	002.000 · Checking - Isabella Bank	-19.00
Total Taylor, Kaleigh			0.00

Flat River Community Library
INVOICES READY FOR BOARD APPROVAL
As of December 31, 2023

Date	Num	Split	Amount
The Book Farm, Inc.			
12/19/2023	ERG14182	885.2 · Friends Expense - Juvenile	1,082.72
12/19/2023	15580	002.000 · Checking - Isabella Bank	-1,082.72
Total The Book Farm, Inc.			0.00
Unique Management Services, Inc.			
12/19/2023	6120278	801.2 · Collection Agency	29.55
12/19/2023	15581	002.000 · Checking - Isabella Bank	-29.55
Total Unique Management Services, Inc.			0.00
Witkowski, Abigail			
12/19/2023	Lost & Paid Refund-3	978.4 · Juvenile	15.99
12/19/2023	15582	002.000 · Checking - Isabella Bank	-15.99
Total Witkowski, Abigail			0.00
TOTAL			-120.34

Director's Report
January Board Meeting
Jan 17, 2024

Programs:

Intro to Quilting by Hand - 12/2 - 27

Happy Bookers - 12/5 - 11

Santa Claus Napkin Ring Take & Make - 12/8 - 40

Teen Winter All-Nighter - 12/8 - 24

Flat River Writers Group - 12/11 - 8

General:

Our Dollar Bag book sale was the week of December 11. We sold \$180 of materials during the sale (so 180 bags of materials), and the remaining materials were passed on to Better World Books.

The Flat River Front Porch podcast continues to show promising growth, having completed 5 episodes with approximately 500 downloads. This achievement demonstrates our expanding reach and engagement within the community, and we are excited to continue producing engaging and informative content.

On January 10, I presented our annual report to the Montcalm Township board, and the session went very well. The board showed interest in our library's activities and operations, with the primary question focused on our handling of passport applications. The response was positive, indicating strong support and acknowledgment of our services from the board.

We launched our Winter Reading Program on January 8th, featuring a Scrabble theme. Cassie, Josie and team have outdone themselves with an amazing floor display that has significantly driven interest and interaction among our patrons.

We achieved a record-breaking response on social media with our Facebook/TikTok reel featuring a "The Nightmare Before Christmas" tape decorating video, attracting nearly 2 million views. This success underscores the importance of creative and engaging online content, and it's a remarkable achievement in terms of digital outreach and visibility.

I am currently working on an application for a GACF (Greenville Area Community Foundation) grant in the Spring Education cycle. The focus of this grant is to secure funding for student hotspots. Greenville Public Schools are supporting this initiative with a letter of endorsement.

We had an extremely successful Teen Winter All-Nighter event, with several staff members graciously volunteering to supervise the night activities. The teens loved it (and all the adults survived!).

Tiffany is taking active steps in her professional development by registering for the PLA (Public Library Association) Annual Conference in Columbus this April, and the MLA (Michigan Library Association) Spring Institute in March. Her participation in these events will provide valuable insights and knowledge, and will be her first attendance of the PLA event. She has applied for the LM Continuing Education stipend to cover the costs associated.

Between the holidays and unexpected illness, Carol Dawe and I have not had a chance to do a proper review and planning session for Strategic Planning next steps, so we will aim for February to review this with the board.

Given the absence of multiple board members, including the Policy Committee chair, I would like to keep the remaining policy drafts tabled until the February board meeting.

Building & Grounds:

The Building and Grounds Committee will meet virtually with construction manager bidders on January 18.

Window and carpet cleaning has been completed for the winter.

I am working with Foster Swift to put together correspondence for Nugent Builders to hasten response on our outstanding work with them.

Lakeland Library Cooperative:

Patron Point auto-renew functionality will go into effect on January 15.

BiblioSuggest will also go live for all Lakeland libraries in the next few weeks.

The new ILS manager, Ann Langlois, is working on standardizing and documenting a number of processes throughout our catalog system in order to make it more efficient and consistent for staff as well as patrons.

The BiblioApps transition is on schedule, and the new app will be integrated into cooperative costs rather than billed to us, which will save us the annual Capira cost we currently pay.

Shirley Brurrsema is no longer on the KDL Board of Trustees, so her ex-officio position for the LLC Board has been eliminated. The LLC Board is planning a thank you event during the February LLC Board meeting.

Staff:

Veronica rolled out winter reading and completed some end-of-year administrative duties.

Tim has been doing professional development and preparing an Ancestry presentation for staff.

Tiffany is beginning to plan for summer and collaborating on programs with multiple other staff members.

Cassie has been doing extensive floor decoration for our calendar, as well as due diligence in starting the seed library.

Kristin is diving into preparations for this season's programs, beginning with the Intro to Crochet series starting January 16.

Josie is going through a new batch of memorials and planning youth displays.

Danielle finished weeding mysteries and is beginning Library of Things processing.

Sharon is taking on some new admin work, including improving our management and processes around the hot spots.

Christine has completed a review of the circulation manual and is making plans to migrate it into a more searchable format.

Michelle has been reaching out to shelters for her spring program, and participated in the podcast with her husband, Dave, for its second episode.

Cara Mikaelin is putting together patron documentation for local history research.

Cara McGee has been assisting with design and execution of the floor tape creations.

Memorials:

Honoree	Donor
Barry Van Harn	Brenda and Lance Dowker and Daniel Decker
John Roy	Gene and Mary Mount
John Roy	Larry and Charlene Vos
John Roy	Nick and Cheryl Springsteen
John Roy	Michelle Nitengale
John Roy	Angela, Violet, and Rich Vogel
John Roy	Big L Lumber Corp.
John Roy	Bill, Julie and Christian Rasmussen
John Roy	Jayne and Clyde McAllister
John Roy	Rick and Tammy Roy
John Roy	Martha Roy
Steven Poelman	Emmery Poelman
Steven Poelman	Evan Poelman
Total	\$535

Meetings/Events:

12/4 - Staff 1:1 week

12/5 - Think Space Work Group

12/5 - Policy Committee

12/7-12/8 - Think Space

12/14 - Think Space Review Meeting

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2024

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Holiday Pay

Purpose:

To outline staff member eligibility and the administration of holiday pay

Scope:

Applies to:

- Library Director
- Full-time hourly staff members
- Part-time hourly staff members

Eligibility:

Service Requirement:

- Staff members will become eligible for holiday pay after completion of 90 days of continuous, active, paid service.
- The Library Director is eligible for holiday pay upon the date of hire.

Hours required for holiday pay for all staff members:

- Hourly staff members will be eligible for paid holidays after the Service Requirement defined above has been met.
- Eligible staff members will be granted holiday pay for the holidays listed below:
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Eve Day
 - Christmas Day
- Full time staff members:
 - Have regular full-time status on the date the holiday occurs
 - Full-time staff members will be paid for 8 hours
- For staff members with less than one calendar year of employment, weekly average work hours are calculated by the total hours worked since the date of hire for actual work, vacation, holiday pay, jury pay, bereavement pay and all paid leave divided by the total number of full weeks since the date of hire.
- Part-time staff members with greater than one year of employment:
 - Holiday pay is calculated by the total hours paid during the previous calendar year for actual work, vacation, holiday pay, jury duty pay and bereavement pay, divided by 52 weeks to establish the weekly average work hours.

- A holiday will be paid according to the schedule below based on the weekly average work hours.

Weekly Average Work Hours/Week	Hours to be Paid
37 – 40 hours	8
35 – 36 hours	7
30 – 34 hours	6
25 – 29 hours	5
20 – 24 hours	4
15 - 19 hours	3

General:

- Holidays occurring during a staff member’s vacation period, bereavement leave, sick leave, or other approved leave periods will be compensable as holidays
- Holidays occurring during an unpaid leave, layoff, or suspension are not compensable.

Personnel
Benefits

Adopted: 2/18/98
 Revised: 1/19/05
 Revised: 4/11/07
 Revised: 11/14/12
 Revised: 3/13/13
 Revised: 12/13/23