

AGENDA
FLAT RIVER COMMUNITY LIBRARY
BOARD MEETING
February 14, 2024

1. Call to order and roll call:
2. Approval of agenda:
3. Approval of minutes:
 - Board meeting January 2023
 - Special Board meeting January 31, 2023
4. Public Comments:
5. Financial Reports:
 - a. County Penal Fines for January 2023
 - b. Accounts Payable for January 2023
 - c. Monthly Financials
6. Library Director's Report:
 - a. Suggestion Box Comments
7. Questions from the Board:
8. Unfinished Business:
9. Committees:
 - a. Policy
10. New Business:
 - a. Strategic Planning update
 - b. Staff Position Changes
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; March 13, 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
January 17, 2024

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

Present: City of Greenville: Chairperson Darci Ward Cole, Laurel Christensen
Eureka Township: Maureen Burns.
Fairplain Township: Dawn Wyckoff, Vanessa Marr
Montcalm Township: Pam Nichols, Doug Crowley

Absent: None

Others Present: Stefanie Reed, Director
Jim Marr

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

Wyckoff moved to accept the minutes of the December, 13, 2023 meeting with the following changes. Director Reed has a number of items to discuss with the Board but will be unable to attend the regular meeting because she will be attending the Montcalm Township Board meeting. She asked the Board to change the date of the meeting to January 17, 2024 and change the vote to Yeas – 6 and Nays – 2. Supported. Unanimously approved.

Public Comments: None

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

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

Director Reed reported on the Dollar a Bag Book Sale, The Podcast, the Winter Reading programs, the success on social media, Teen Winter All-Nighter, and staff activities.

Unfinished Business: Strategic Planning Update will be presented at next meeting.

New Business: None

Next Board meeting is February 14, 2024

Nichols moved to adjourn. Supported. Unanimously approved

Respectfully Submitted
Laurel Christensen
Secretary

FLAT RIVER COMMUNITY LIBRARY
PROPOSED - SPECIAL MEETING MINUTES
January 31, 2024

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

Present: City of Greenville: Chairperson Darci Ward Cole, Laurel Christensen
Eureka Township: Holly Schmeltzer
Fairplain Township: Dawn Wyckoff, Vanessa Marr
Montcalm Township: Pam Nichols, Doug Crowley

Absent: Eureka Township: Maureen Burns

Others Present: Stefanie Reed, Director
Jim Marr

Crowley moved to approve the Agenda with a change of deleting things not being addressed at this Special Meeting (# 3,5,6,7,9,10,11, 12.). Supported. Unanimously approved.

Unfinished Business:

The Board discussed the two proposals received for interior renovations. After discussion Crowley moved to accept the Building and Grounds Committee recommendation to hire Shaw Construction And Maintenance Company subject to insurance that includes Flat River Community Library. Support. Unanimously approved.

Next Board meeting is February 14, 2024

Nichols moved to adjourn. Supported. Unanimously approved

Respectfully Submitted
Laurel Christensen
Secretary

FLAT RIVER COMMUNITY LIBRARY
APPROVED 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 has a number of items to discuss with the Board but will be unable to attend the regular meeting because she will be attending the Montcalm Township Board meeting. She asked the Board to change the date of the meeting to January 17, 2024.

Crowley moved to change the Board meeting from January 10, 2024 to January 17, 2024. Yeas: 6, Nays 2. Motion carried.

Next Board meeting is January 17, 2024.

Nichols moved to adjourn. Supported. Unanimously approved.

Respectfully Submitted
Laurel Christensen
Secretary

	FLAT	RIVER	PENAL FINES	COMMUNITY	LIBRARY	
						
			PENAL FINES			
			2022/2023			
For the mo of	Received	Amount		For the mo of	Received	Amount
Jul-22	Aug-22	\$19,967.20		Jan-23	Feb-23	\$20,791.70
Aug-22	Sep-22	\$27,404.65		Feb-23	Mar-23	\$30,964.08
Sep-22	Oct-22	\$25,838.21		Mar-23	Apr-23	\$29,715.99
Oct-22	Nov-22	\$22,434.95		Apr-23	May-23	\$29,342.55
Nov-22	Dec-22	\$21,270.41		May-23	Jun-23	\$29,645.14
Dec-22	Jan-23	\$18,353.93		Jun-23	Jul-23	\$32,308.75
	Sub Total	\$135,269.35			Sub Total	\$172,768.21
					2022	\$135,269.35
					2023	\$172,768.21
					Total to date	\$308,037.56
						
			PENAL FINES			
			2023/2024			
For the mo of	Received	Amount		For the mo of	Received	Amount
Jul-23	Aug-23	\$20,103.27		Jan-24	Feb-24	25,932.93
Aug-23	Sep-23	\$30,270.92		Feb-24	Mar-24	
Sep-23	Oct-23	\$28,805.47		Mar-24	Apr-24	
Oct-23	Nov-23	\$30,266.96		Apr-24	May-24	
Nov-23	Dec-23	\$20,319.84		May-24	Jun-24	
Dec-23	Jan-24	\$22,971.36		Jun-24	Jul-24	
	Sub Total	\$152,737.82			Sub Total	\$25,932.93
					2023	\$152,737.82
					2024	\$25,932.93
					Total to date	\$178,670.75

FLAT RIVER COMMUNITY LIBRARY- General Fund

MONTHLY BOARD INVOICE TOTAL

Date: February 14, 2023

Signature Page

APPROVED BY:

DATE:

APPROVED BY:

DATE:

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	\$1,138,635			\$1,138,635
Investments	\$1,407,851			\$1,407,851
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	\$14,658			\$14,658
Total current assets	\$2,561,143	\$153,171	\$1,869,610	\$4,583,924
TOTAL ASSETS	<u>\$2,561,143</u>	<u>\$153,171</u>	<u>\$1,869,610</u>	<u>\$4,583,924</u>
LIABILITIES & FUND EQUITY				
Current liabilities				
Accounts payable				\$0
Accrued salaries				\$0
Accrued liabilities	\$1,076			\$1,076
Due to other funds				\$0
Total current liabilities	\$1,076	\$0	\$0	\$1,076
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>\$1,076</u>	<u>\$0</u>	<u>\$42,067</u>	<u>\$43,143</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	\$2,284,456			\$2,284,456
Committed Funds	\$275,611			\$275,611
Restricted Funds		\$93,712		\$93,712
TOTAL FUND BALANCES	\$2,560,067	\$153,171	\$1,827,543	\$4,540,781
TOTAL LIABILITIES & FUND BALANCES	<u>\$2,561,143</u>	<u>\$153,171</u>	<u>\$1,869,610</u>	<u>\$4,583,924</u>

Flat River Community Library

Balance Sheet

As of January 31, 2024

Accrual Basis

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
002.000 · Checking - Isabella Bank	58,098.18
002.004 · Savings - PFCU Primary Share	5,034.27
002.005 · Money Market - Isabella Bank	914,283.47
002.007 · Savings - Michigan One CU	5.00
002.008 · Money Market - Commercial Bank	161,013.69
005 · Petty Cash	200.00
	1,138,634.61
Total Checking/Savings	
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 (01.29.24)	208,089.98
003.011 · CD - Isabella Tower (05.26.24)	112,158.00
003.012 · CD - Preferred CU 10/20/24	211,953.45
	1,407,850.77
Total Other Current Assets	
Total Current Assets	
	2,546,485.38
Other Assets	
029 · Prepaids	14,657.76
	14,657.76
Total Other Assets	
	14,657.76
TOTAL ASSETS	
	2,561,143.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
210 · Payroll Liabilities	1,076.00
	1,076.00
Total Other Current Liabilities	
	1,076.00
Total Current Liabilities	
	1,076.00
Total Liabilities	
	1,076.00
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	(390,492.22)
	2,560,067.14
Total Equity	
	2,560,067.14
TOTAL LIABILITIES & EQUITY	
	2,561,143.14

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

	January 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
Income					
401 · Property Taxes					
401.1 · Property Taxes - Greenville	40,474	187,131	(146,657)	22%	187,131
401.2 · Property Taxes - Eureka Twp.	57,856	117,078	(59,222)	49%	117,078
401.3 · Property Taxes - Fairplains Twp	0	44,886	(44,886)	0%	44,886
401.4 · Property Taxes - Montcalm Twp.	6,454	82,377	(75,923)	8%	82,377
Total 401 · Property Taxes	104,784	431,472	(326,688)	24%	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	2,573	2,000	573	129%	2,000
656 · Printing Fees	3,721	2,500	1,221	149%	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	34,243	10,000	24,243	342%	10,000
672 · Continuing Education	1,600	1,600	0	100%	1,600
675 · Contribution - Private Sources	218	500	(282)	44%	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	2,415	1,500	915	161%	1,500
675.45 · Cookbook Sales	0	20	(20)	0%	20
675.47 · Beverage Sales	137	50	87	274%	50
699 · Transfer In	7,816	0	7,816	100%	0
Total Income	189,274	1,107,842	(918,568)	17%	1,107,842
Expense					
I - Personnel					
703 · Salaries	222,709	415,000	192,291	54%	
703.1 · Job Search	72	100	28	72%	
716 · Fringe Benefits Employee Ins.	29,045	65,800	36,755	44%	
716.1 · 401(a)	3,385	8,000	4,615	42%	
716.2 · Unemployment	42	450	408	9%	
716.3 · Worker's Compensation	766	1,200	434	64%	
717 · Payroll Taxes	16,417	32,000	15,583	51%	
Total I - Personnel	272,436	522,550	250,114	52%	522,550

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

	January 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
II - Supplies					
727 · Office Supplies	1,978	4,000	2,022	49%	
728 · Postage	2,986	4,200	1,214	71%	
728.1 · Shipping & Handling	436	500	64	87%	
761 · Supplies - Genealogy/MI Room	0	250	250	0%	
775 · Operating Supplies	4,871	7,000	2,129	70%	
775.1 · Juvenile Operating Supplies	1,172	2,500	1,328	47%	
977 · New Equipment	10,324	3,500	(6,824)	295%	
Total II - Supplies	21,767	21,950	183	99%	21,950
III - Building Operations					
853 · Telephone	1,550	3,500	1,950	44%	
854.5 · Cable Line	1,093	2,000	907	55%	
921 · Electric	30,091	49,000	18,909	61%	
923 · Heat (Gas)	7,938	12,000	4,062	66%	
924 · Water/ Sewer	1,628	3,200	1,572	51%	
930 · Capital Projects - Teen Room	0	0	0	0%	
931 · Building Maintenance	61,354	70,000	8,646	88%	
931.1 · Janitorial Supplies	2,031	3,500	1,469	58%	
931.2 · Lawn Care	5,087	10,000	4,913	51%	
931.3 · Snow Removal	72	9,000	8,928	1%	
931.5 · Janitorial Services	8,826	35,000	26,174	25%	
Total III - Building Operations	119,670	197,200	77,530	61%	197,200
IV - Services					
730 · Membership Dues	634	2,500	1,866	25%	
731 · Bank Service Charge	443	600	157	74%	
801 · Professional Services	386	1,000	614	39%	
801.2 · Collection Agency	246	600	354	41%	
801.3 · Accountant	10,962	19,000	8,038	58%	
802 · Audit	6,900	6,490	(410)	106%	
860 · Travel/Conferences	6,873	7,000	127	98%	
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	40,029	55,490	15,461	72%	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 - January 2024

	January 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
VI - Programming					
881 · Promotions	4,015	7,000	2,985	57%	
883 · Programs - Adult	3,289	6,000	2,711	55%	
884 · Programs - Children	1,855	6,000	4,145	31%	
884.2 · Programs-Teens	1,795	5,000	3,205	36%	
Total VI - Programming	10,954	24,000	13,046	46%	24,000
VII - Materials					
761.1 · Microfilm - Genealogy/MI Room	0	1,500	1,500	0%	
958 · Periodicals (Magazines & News)	572	4,100	3,528	14%	
978 · Adult	28,952	55,000	26,048	53%	
978.3 · Reference	0	1,100	1,100	0%	
978.4 · Juvenile	10,878	23,000	12,122	47%	
978.6 · Teen	3,523	10,000	6,477	35%	
978.8 · Memorials	775	1,500	725	52%	
980.4 · Lakeland Overdrive	1,657	2,000	343	83%	
980.6 · Digital Materials	20,124	50,000	29,876	40%	
Total VII - Materials	66,481	148,200	81,719	45%	148,200
VIII - Other					
885 · Friends Expense	1,542	2,000	458	77%	
885.2 · Friends Expense - Juvenile	4,737	5,000	263	95%	
887 · Beverage Supplies	831	900	69	92%	
888 · Bill Braman Estate	0	5,000	5,000	0%	
933.0 · Equipment Maintenance	5,870	12,000	6,130	49%	
975.1 · Board Expense	0	100	100	0%	
990 · Reimbursement of overpayments	425	250	(175)	170%	
Total VIII - Other	13,405	25,250	11,845	53%	25,250
IX - Technology					
933.1 · Computer System Maintenance	1,688	1,000	(688)	169%	
933.2 · Computer Software	4,559	6,000	1,441	76%	
933.4 · IT Support	520	2,000	1,480	26%	
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	3,719	7,000	3,281	53%	
933.9 · Website Hosting	0	700	700	0%	
935 · Mobile Hotspots	3,616	9,000	5,384	40%	
Total IX - Technology	17,969	37,050	19,081	48%	37,050
Total Expense	579,766	1,059,490	479,724	55%	1,059,490
Net Income	(390,492)	48,352	(438,844)	(808%)	48,352

Flat River Community Library
Income & Expense Previous Year Comparison

Accrual Basis

July 2023 through January 2024

	Jul '23 - Jan 24	Jul '22 - Jan 23	\$ Change	% Change
Income				
401 · Property Taxes				
401.1 · Property Taxes - Greenville	40,474	87,704	(47,230)	(54)%
401.2 · Property Taxes - Eureka Twp.	57,856	27,876	29,980	108%
401.3 · Property Taxes - Fairplains Twp	0	17,949	(17,949)	(100)%
401.4 · Property Taxes - Montcalm Twp.	6,454	39,065	(32,611)	(84)%
Total 401 · Property Taxes	104,784	172,594	(67,810)	(39)%
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	2,573	2,300	273	12%
656 · Printing Fees	3,721	2,080	1,642	79%
657 · Penal Fines	0	0	0	0%
658 · USF Funds	3,847	3,962	(115)	(3)%
664 · Interest Earned	34,243	8,419	25,824	307%
672 · Continuing Education	1,600	1,600	0	0%
675 · Contribution - Private Sources	218	148	70	47%
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	2,415	1,150	1,265	110%
675.45 · Cookbook Sales	0	33	(33)	(100)%
675.47 · Beverage Sales	137	9	128	1,422%
699 · GACF - Transfer In	7,816	6,974	842	12%
Total Income	189,274	226,259	(36,985)	(16)%
Expense				
I - Personnel				
703 · Salaries	222,709	192,624	30,085	16%
703.1 · Job Search	72	30	42	141%
716 · Fringe Benefits Employee Ins.	29,045	33,484	(4,439)	(13)%
716.1 · 401(a)	3,385	3,260	124	4%
716.2 · Unemployment	42	50	(8)	(17)%
716.3 · Worker's Compensation	766	996	(230)	(23)%
717 · Payroll Taxes	16,417	14,104	2,312	16%
Total I - Personnel	272,435	244,549	27,886	11%
II - Supplies				
727 · Office Supplies	1,978	712	1,265	178%
728 · Postage	2,986	1,179	1,807	153%
728.1 · Shipping & Handling	436	250	186	75%
775 · Operating Supplies	4,871	4,887	(16)	(0)%
775.1 · Juvenile Operating Supplies	1,172	1,410	(237)	(17)%
977 · New Equipment	10,324	2,182	8,142	373%
Total II - Supplies	21,766	10,619	11,147	105%

Flat River Community Library
Income & Expense Previous Year Comparison

Accrual Basis

July 2023 through January 2024

	Jul '23 - Jan 24	Jul '22 - Jan 23	\$ Change	% Change
III - Building Operations				
853 · Telephone	1,550	608	942	155%
854.5 · Cable Line	1,093	1,120	(27)	(2)%
921 · Electric	30,091	30,565	(475)	(2)%
923 · Heat (Gas)	7,938	5,931	2,007	34%
924 · Water/ Sewer	1,628	1,523	104	7%
930 · Capital Projects - Teen Room	0	15,391	(15,391)	(100)%
931 · Building Maintenance	61,354	111,412	(50,058)	(45)%
931.1 · Janitorial Supplies	2,031	1,908	123	6%
931.2 · Lawn Care	5,087	5,110	(24)	(1)%
931.3 · Snow Removal	72	4,000	(3,928)	(98)%
931.5 · Janitorial Services	8,827	8,827	0	0%
Total III - Building Operations	119,669	186,396	(66,726)	(36)%
IV - Services				
730 · Membership Dues	634	1,064	(430)	(40)%
731 · Bank Service Charge	443	5,043	(4,600)	(91)%
801 · Professional Services	386	675	(289)	(43)%
801.2 · Collection Agency	246	187	59	32%
801.3 · Accountant	10,962	10,962	0	0%
802 · Audit	6,900	5,900	1,000	17%
860 · Travel/Conferences	6,873	3,418	3,455	101%
911 · Insurance	13,555	11,782	1,773	15%
975.5 · Master Gardener	30	0	30	100%
Total IV - Services	40,029	39,030	999	3%
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%
VI - Programming				
881 · Promotions	4,015	2,821	1,194	42%
883 · Programs - Adult	3,289	2,538	751	30%
884 · Programs - Children	1,855	2,925	(1,070)	(37)%
884.2 · Programs-Teens	1,795	1,733	62	4%
Total VI - Programming	10,955	10,018	937	9%
VII - Materials				
958 · Periodicals (Magazines&News)	572	3,333	(2,761)	(83)%
978 · Adult	28,952	27,593	1,359	5%
978.3 · Reference	0	250	(250)	(100)%
978.4 · Juvenile	10,878	11,538	(660)	(6)%
978.6 · Teen	3,523	3,695	(172)	(5)%
978.8 · Memorials	775	652	123	19%
980.4 · Lakeland Overdrive	1,657	1,350	307	23%
980.6 · Digital Materials	20,124	25,313	(5,190)	(21)%
Total VII - Materials	66,481	73,725	(7,244)	(10)%

Flat River Community Library
Income & Expense Previous Year Comparison

Accrual Basis

July 2023 through January 2024

	Jul '23 - Jan 24	Jul '22 - Jan 23	\$ Change	% Change
VIII - Other				
885 · Friends Expense	1,542	1,171	370	32%
885.2 · Friends Expense - Juvenile	4,737	(525)	5,262	1,002%
887 · Beverage Supplies	831	323	508	157%
888 · Bill Braman Estate	0	2,158	(2,158)	(100)%
933.0 · Equipment Maintenance	5,870	1,942	3,927	202%
990 · Reimbursement of overpayments	425	132	293	222%
Total VIII - Other	13,405	5,201	8,203	158%
IX · Technology				
933.1 · Computer System Maintenance	1,688	1,663	24	2%
933.2 · Computer Software	4,559	1,514	3,045	201%
933.4 · IT Support	520	79	441	560%
933.5 · Computer Equipment	1,744	0	1,744	100%
933.6 · USF Expenditure	2,123	3,423	(1,300)	(38)%
933.7 · Hosting Digitized Microfilm	3,721	3,339	383	12%
933.9 · Website Hosting	0	500	(500)	(100)%
935 · Mobile Hotspots	3,616	1,504	2,112	141%
Total IX · Technology	17,971	12,021	5,949	50%
Total Expense	579,766	598,249	(18,483)	(3)%
Net Income	(390,492)	(371,990)	(18,502)	(5)%

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

Accrual Basis

	<u>Jul - Jan 24</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
January 2024

Trans #	Type	Date	Name	Account	Debit	Credit
47263	Credit Card Ch...	01/04/2024	Meijer Meijer	101 · Isabella Bank Credit Card 775 · Operating Supplies	21.28	21.28
					21.28	21.28
47264	Credit Card Ch...	01/04/2024	Leppinks Food Center Leppinks Food Center	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	31.62	31.62
					31.62	31.62
47265	Credit Card Ch...	01/04/2024	Breakout, Inc. Breakout, Inc.	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	78.44	78.44
					78.44	78.44
47266	Credit Card Ch...	01/04/2024	Meijer Meijer Meijer	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies 884.2 · Programs-Teens	38.21 62.16	100.37
					100.37	100.37
47267	Credit Card Ch...	01/04/2024	Meijer Meijer Meijer	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies 884.2 · Programs-Teens	97.24 128.37	225.61
					225.61	225.61
47268	Credit Card Ch...	01/04/2024	FiveBelow FiveBelow	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	79.09	79.09
					79.09	79.09
47269	Credit Card Ch...	01/04/2024	BC Pizza BC Pizza	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	18.42	18.42
					18.42	18.42
47270	Credit Card Ch...	01/04/2024	Jet's Pizza Jet's Pizza	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	124.83	124.83
					124.83	124.83
47271	Credit Card Ch...	01/04/2024	Walmart Walmart	101 · Isabella Bank Credit Card 883 · Programs - Adult	84.88	84.88
					84.88	84.88
47272	Credit Card Ch...	01/04/2024	Dollar Tree Stores Inc. Dollar Tree Stores Inc.	101 · Isabella Bank Credit Card 883 · Programs - Adult	77.50	77.50
					77.50	77.50
47273	Credit Card Ch...	01/04/2024	Descript Descript	101 · Isabella Bank Credit Card 933.2 · Computer Software	30.00	30.00
					30.00	30.00
47274	Credit Card Ch...	01/04/2024	Podbean Podbean	101 · Isabella Bank Credit Card 933.2 · Computer Software	108.00	108.00
					108.00	108.00
47275	Credit Card Ch...	01/04/2024	Sheplers Ferry Sheplers Ferry	101 · Isabella Bank Credit Card 860 · Travel/Conferences	28.00	28.00
					28.00	28.00
47276	Credit Card Ch...	01/04/2024	Chicago Books & Journals Chicago Books & Journals	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	28.61	28.61
					28.61	28.61

Flat River Community Library
Credit Card Journal
January 2024

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
47277	Credit Card Ch...	01/04/2024	Dollar Tree Stores Inc. Dollar Tree Stores Inc.	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	60.00	60.00
					60.00	60.00
47278	Credit Card Ch...	01/04/2024	FiveBelow FiveBelow	101 · Isabella Bank Credit Card 881 · Promotions	72.45	72.45
					72.45	72.45
47279	Credit Card Ch...	01/04/2024	ChatGPT ChatGPT	101 · Isabella Bank Credit Card 933.2 · Computer Software	20.00	20.00
					20.00	20.00
47280	Credit Card Ch...	01/04/2024	CJ's Ace Hardware CJ's Ace Hardware	101 · Isabella Bank Credit Card 881 · Promotions	4.22	4.22
					4.22	4.22
47281	Credit Card Ch...	01/04/2024	Facebook Facebook	101 · Isabella Bank Credit Card 881 · Promotions	25.00	25.00
					25.00	25.00
47282	Credit Card Ch...	01/04/2024	The Library Store The Library Store	101 · Isabella Bank Credit Card 775 · Operating Supplies	196.56	196.56
					196.56	196.56
47283	Credit Card Ch...	01/04/2024	Gimlet Dot Gimlet Dot	101 · Isabella Bank Credit Card 933.2 · Computer Software	29.00	29.00
					29.00	29.00
47284	Credit Card Ch...	01/04/2024	Hobby Lobby Hobby Lobby	101 · Isabella Bank Credit Card 883 · Programs - Adult	1.99	1.99
					1.99	1.99
47285	Credit Card Ch...	01/04/2024	Keurig Green Mountain Keurig Green Mountain	101 · Isabella Bank Credit Card 887 · Beverage Supplies	56.97	56.97
					56.97	56.97
47286	Credit Card Ch...	01/04/2024	Postmaster Postmaster	101 · Isabella Bank Credit Card 728 · Postage	170.28	170.28
					170.28	170.28
47505	Credit Card Ch...	01/28/2024	Michigan Library Association Michigan Library Association	101 · Isabella Bank Credit Card 860 · Travel/Conferences	355.00	355.00
					355.00	355.00
47506	Credit Card Ch...	01/28/2024	Meijer Meijer Meijer	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies 884 · Programs - Children	19.16 33.32	52.48
					52.48	52.48
47507	Credit Card Ch...	01/28/2024	Maritz At&L Maritz At&L	101 · Isabella Bank Credit Card 860 · Travel/Conferences	347.00	347.00
					347.00	347.00
47508	Credit Card Ch...	01/28/2024	American Library Assoc. American Library Assoc.	101 · Isabella Bank Credit Card 860 · Travel/Conferences	21.25	21.25
					21.25	21.25

Flat River Community Library
Credit Card Journal
January 2024

Trans #	Type	Date	Name	Account	Debit	Credit
47509	Credit Card Ch...	01/28/2024	Walmart Walmart	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	52.99	52.99
					52.99	52.99
47510	Credit Card Ch...	01/28/2024	Descript Descript	101 · Isabella Bank Credit Card 933.2 · Computer Software	30.00	30.00
					30.00	30.00
47511	Credit Card Ch...	01/28/2024	Seed Savers Exchange Seed Savers Exchange	101 · Isabella Bank Credit Card 883 · Programs - Adult	15.00	15.00
					15.00	15.00
47512	Credit Card Ch...	01/28/2024	Google Google	101 · Isabella Bank Credit Card 933.2 · Computer Software	180.00	180.00
					180.00	180.00
47513	Credit Card Ch...	01/28/2024	ChatGPT ChatGPT	101 · Isabella Bank Credit Card 933.2 · Computer Software	20.00	20.00
					20.00	20.00
47514	Credit Card Ch...	01/28/2024	Hobby Lobby Hobby Lobby Hobby Lobby	101 · Isabella Bank Credit Card 883 · Programs - Adult 885 · Friends Expense	33.47 14.99	48.46
					48.46	48.46
47515	Credit Card Ch...	01/28/2024	Gimlet Dot Gimlet Dot	101 · Isabella Bank Credit Card 933.2 · Computer Software	29.00	29.00
					29.00	29.00
47516	Credit Card Ch...	01/28/2024	4 Imprint 4 Imprint 4 Imprint	101 · Isabella Bank Credit Card 881 · Promotions 728.1 · Shipping & Handling	1,390.00 67.93	1,457.93
					1,457.93	1,457.93
47517	Credit Card Ch...	01/28/2024	Pospaper.com Pospaper.com	101 · Isabella Bank Credit Card 775 · Operating Supplies	72.95	72.95
					72.95	72.95
47518	Credit Card Ch...	01/28/2024	Nexvortex Nexvortex	101 · Isabella Bank Credit Card 853 · Telephone	400.00	400.00
					400.00	400.00
47519	Credit Card Ch...	01/28/2024	Phil's Quality Dry Cleaners Phil's Quality Dry Cleaners	101 · Isabella Bank Credit Card 775 · Operating Supplies	196.00	196.00
					196.00	196.00
47520	Credit Card Ch...	01/28/2024	MLive Media Group MLive Media Group	101 · Isabella Bank Credit Card 958 · Periodicals (Magazines&News)	119.88	119.88
					119.88	119.88
47521	Credit Card Ch...	01/28/2024	Postmaster Postmaster	101 · Isabella Bank Credit Card 728 · Postage	132.00	132.00
					132.00	132.00
47522	Credit Card Ch...	01/28/2024	The Library Store The Library Store The Library Store	101 · Isabella Bank Credit Card 775 · Operating Supplies 728.1 · Shipping & Handling	234.50 35.18	269.68
					269.68	269.68

Flat River Community Library
Credit Card Journal
January 2024

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
47523	Credit Card Ch...	01/28/2024	Keurig Green Mountain Keurig Green Mountain	101 · Isabella Bank Credit Card 887 · Beverage Supplies	39.58	39.58
					39.58	39.58
TOTAL					<u>5,512.32</u>	<u>5,512.32</u>

Flat River Community Library Monthly Board Invoice Total

January 2024

Accrual Basis

	Jan 24
Income	0.00
Expense	
I - Personnel	
703 · Salaries	31,226.68
716 · Fringe Benefits Employee Ins.	6,099.39
716.1 · 401(a)	474.24
716.2 · Unemployment	22.27
717 · Payroll Taxes	2,300.47
Total I - Personnel	40,123.05
II - Supplies	
727 · Office Supplies	246.21
728 · Postage	302.28
728.1 · Shipping & Handling	182.26
775 · Operating Supplies	1,504.66
775.1 · Juvenile Operating Supplies	261.66
Total II - Supplies	2,497.07
III - Building Operations	
853 · Telephone	400.00
854.5 · Cable Line	134.98
921 · Electric	6,305.58
923 · Heat (Gas)	950.31
924 · Water/ Sewer	475.65
931 · Building Maintenance	8,129.86
931.1 · Janitorial Supplies	487.92
931.2 · Lawn Care	1,830.00
931.5 · Janitorial Services	1,261.00
Total III - Building Operations	19,975.30
IV - Services	
731 · Bank Service Charge	108.25
801 · Professional Services	150.87
801.2 · Collection Agency	29.55
801.3 · Accountant	1,461.54
860 · Travel/Conferences	757.08
Total IV - Services	2,507.29
V - Cooperative Services	
804 · Cooperative Fees	5,115.50
982 · Delivery (LLC Cost)	653.50
Total V - Cooperative Services	5,769.00
VI - Programming	
881 · Promotions	1,541.67
883 · Programs - Adult	658.62
884 · Programs - Children	147.61
884.2 · Programs-Teens	557.48
Total VI - Programming	2,905.38
VII - Materials	
958 · Periodicals (Magazines&News)	119.88
978 · Adult	4,470.61
978.4 · Juvenile	1,966.32
978.6 · Teen	565.36
978.8 · Memorials	23.95
980.4 · Lakeland Overdrive	603.58
980.6 · Digital Materials	8,627.50
Total VII - Materials	16,377.20

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

January 2024

Accrual Basis

	<u>Jan 24</u>
VIII - Other	
885 · Friends Expense	808.95
887 · Beverage Supplies	246.21
933.0 · Equipment Maintenance	814.33
990 · Reimbursement of overpayments	224.52
	<hr/>
Total VIII - Other	2,094.01
IX · Technology	
933.2 · Computer Software	626.00
933.4 · IT Support	520.00
933.5 · Computer Equipment	1,499.96
933.6 · USF Expenditure	610.00
933.7 · Hosting Digitized Microfilm	1,688.80
935 · Mobile Hotspots	507.99
	<hr/>
Total IX · Technology	5,452.75
Total Expense	<hr/> 97,701.05
Net Income	<hr/> -97,701.05 <hr/>

Flat River Community Library
INVOICES READY FOR BOARD APPROVAL
As of January 31, 2024

Date	Num	Split	Amount
A Lot A Clean Window Washing Service			
01/13/2024	30547	931 · Building Maintenance	500.00
01/13/2024	15607	002.000 · Checking - Isabella Bank	-500.00
Total A Lot A Clean Window Washing Service			0.00
Advantage Mechanical Refrigeration, Inc.			
01/04/2024	32364711	931 · Building Maintenance	191.25
01/05/2024	15583	002.000 · Checking - Isabella Bank	-191.25
01/28/2024	31940946	931 · Building Maintenance	1,221.25
01/28/2024	32718041	931 · Building Maintenance	579.00
01/28/2024	15631	002.000 · Checking - Isabella Bank	-1,800.25
Total Advantage Mechanical Refrigeration, Inc.			0.00
Amazon			
01/13/2024	11LF-VHVP-DF4Y	884 · Programs - Children	56.30
01/13/2024	141R-F3R3-VK7F	978 · Adult	67.44
01/13/2024	1DTV-M41L-WL31	-SPLIT-	262.15
01/13/2024	1F7W-CFLG-W4PW	-SPLIT-	37.41
01/13/2024	1FKV-J39R-VX7Q	727 · Office Supplies	12.59
01/13/2024	1G6N-QRXF-W196	887 · Beverage Supplies	149.66
01/13/2024	1G6N-QRXF-W7GN	884 · Programs - Children	7.99
01/13/2024	1G6N-QRXF-WVV1	-SPLIT-	525.76
01/13/2024	1K3K-K94W-DQWL	978 · Adult	-11.68
01/13/2024	1MVJ-YFD9-V71D	883 · Programs - Adult	131.81
01/13/2024	1V47-RQ4D-VXN9	883 · Programs - Adult	299.38
01/13/2024	1VCL-FKMX-T7TH	-SPLIT-	182.80
01/13/2024	1XRQ-1F34-W9CV	978 · Adult	12.74
01/13/2024	15608	002.000 · Checking - Isabella Bank	-1,734.35
Total Amazon			0.00
Arrow Swift Printing			
01/13/2024	101762	727 · Office Supplies	202.65
01/13/2024	15609	002.000 · Checking - Isabella Bank	-202.65
Total Arrow Swift Printing			0.00
Automatic Equipment Sales & Service Inc.			
01/13/2024	78305	931 · Building Maintenance	246.25
01/13/2024	15610	002.000 · Checking - Isabella Bank	-246.25
Total Automatic Equipment Sales & Service Inc.			0.00
Baker & Taylor			
01/13/2024	2037986092	-SPLIT-	16.17
01/13/2024	2037986093	-SPLIT-	10.79
01/13/2024	2037996441	-SPLIT-	1,103.75
01/13/2024	2037998936	-SPLIT-	570.95
01/13/2024	2038005026	-SPLIT-	266.61
01/13/2024	2038019423	-SPLIT-	109.39
01/13/2024	15611	002.000 · Checking - Isabella Bank	-2,077.66
01/28/2024	2038029973	-SPLIT-	81.50
01/28/2024	2038039996	-SPLIT-	1,103.48
01/28/2024	2038047191	-SPLIT-	536.92
01/28/2024	15632	002.000 · Checking - Isabella Bank	-1,721.90
Total Baker & Taylor			0.00
Basic Human Resource Connection			
01/28/2024	IN2994265	716 · Fringe Benefits Employee Ins.	209.43
01/28/2024	15633	002.000 · Checking - Isabella Bank	-209.43
Total Basic Human Resource Connection			0.00
Bouwhuis Supply, Inc.			
01/13/2024	64889	931.1 · Janitorial Supplies	297.66
01/13/2024	15612	002.000 · Checking - Isabella Bank	-297.66
Total Bouwhuis Supply, Inc.			0.00

Flat River Community Library
INVOICES READY FOR BOARD APPROVAL
As of January 31, 2024

Date	Num	Split	Amount
Broadmoor Products Incorporated			
01/13/2024	142917	931 · Building Maintenance	800.00
01/13/2024	15613	002.000 · Checking - Isabella Bank	-800.00
Total Broadmoor Products Incorporated			0.00
Capital Area District Libraries			
01/04/2024	MC23-159	990 · Reimbursement of overpayments	18.99
01/05/2024	15584	002.000 · Checking - Isabella Bank	-18.99
Total Capital Area District Libraries			0.00
Center Point Publishing			
01/13/2024	2065179	978 · Adult	140.82
01/13/2024	15614	002.000 · Checking - Isabella Bank	-140.82
Total Center Point Publishing			0.00
Charter Communications			
01/13/2024	82148201010124	854.5 · Cable Line	134.98
01/13/2024	15615	002.000 · Checking - Isabella Bank	-134.98
Total Charter Communications			0.00
City of Greenville			
01/04/2024	9.15.23-12.15.23 WA	924 · Water/ Sewer	96.26
01/04/2024	9.15.23-12.15.23 WA	924 · Water/ Sewer	333.79
01/05/2024	15585	002.000 · Checking - Isabella Bank	-430.05
01/13/2024	11.15.23-12.15.23 CO	924 · Water/ Sewer	45.60
01/13/2024	15616	002.000 · Checking - Isabella Bank	-45.60
Total City of Greenville			0.00
Consumer's Energy			
01/04/2024	207058823641	921 · Electric	3,134.09
01/05/2024	15586	002.000 · Checking - Isabella Bank	-3,134.09
01/28/2024	207147406216	921 · Electric	3,171.49
01/28/2024	15634	002.000 · Checking - Isabella Bank	-3,171.49
Total Consumer's Energy			0.00
Day Accounting & Tax Service			
01/28/2024	2023 1099 filing fee	801 · Professional Services	50.87
01/28/2024	15635	002.000 · Checking - Isabella Bank	-50.87
Total Day Accounting & Tax Service			0.00
Demco, Inc.			
01/28/2024	7421190	775 · Operating Supplies	378.46
01/28/2024	15636	002.000 · Checking - Isabella Bank	-378.46
Total Demco, Inc.			0.00
DTE Energy			
01/13/2024	12.1.23-1.3.24	923 · Heat (Gas)	950.31
01/13/2024	15617	002.000 · Checking - Isabella Bank	-950.31
Total DTE Energy			0.00
Elite Fund, Inc.			
01/04/2024	9363	801 · Professional Services	100.00
01/05/2024	15587	002.000 · Checking - Isabella Bank	-100.00
Total Elite Fund, Inc.			0.00
Faber, Ormand			
01/13/2024	Lost & Paid Refund-	978.4 · Juvenile	13.99
01/13/2024	15618	002.000 · Checking - Isabella Bank	-13.99
Total Faber, Ormand			0.00

Flat River Community Library
INVOICES READY FOR BOARD APPROVAL
As of January 31, 2024

Date	Num	Split	Amount
Four Season's Exterminating			
01/04/2024	423887	931 · Building Maintenance	42.00
01/05/2024	15588	002.000 · Checking - Isabella Bank	-42.00
01/28/2024	424625	931 · Building Maintenance	42.00
01/28/2024	15637	002.000 · Checking - Isabella Bank	-42.00
Total Four Season's Exterminating			0.00
Friends of the FRCL - Bookstore			
01/04/2024	11.1.23 - 11.30.23	990 · Reimbursement of overpayments	58.75
01/04/2024	12.1.23 - 12.31.23	990 · Reimbursement of overpayments	59.00
01/05/2024	15589	002.000 · Checking - Isabella Bank	-117.75
Total Friends of the FRCL - Bookstore			0.00
Gale			
01/13/2024	83071663	978 · Adult	62.97
01/13/2024	83080230	978 · Adult	25.88
01/13/2024	83104617	978 · Adult	46.50
01/13/2024	83117672	978 · Adult	31.19
01/13/2024	15619	002.000 · Checking - Isabella Bank	-166.54
01/28/2024	83185782	978 · Adult	31.99
01/28/2024	83325142	978 · Adult	30.39
01/28/2024	83363267	978 · Adult	62.97
01/28/2024	15638	002.000 · Checking - Isabella Bank	-125.35
Total Gale			0.00
Google			
01/13/2024	4877651444	933.2 · Computer Software	180.00
01/13/2024	15620	002.000 · Checking - Isabella Bank	-180.00
Total Google			0.00
Grainger			
01/28/2024	9957967780	-SPLIT-	161.04
01/28/2024	15639	002.000 · Checking - Isabella Bank	-161.04
Total Grainger			0.00
Great America Financial Services			
01/13/2024	35638356	933.0 · Equipment Maintenance	814.33
01/13/2024	15621	002.000 · Checking - Isabella Bank	-814.33
Total Great America Financial Services			0.00
Greenville Area Chamber of Commerce			
01/04/2024	12291	881 · Promotions	25.00
01/05/2024	15590	002.000 · Checking - Isabella Bank	-25.00
01/28/2024		881 · Promotions	25.00
01/28/2024	15640	002.000 · Checking - Isabella Bank	-25.00
Total Greenville Area Chamber of Commerce			0.00
Heimler Consulting			
01/04/2024	609	933.5 · Computer Equipment	1,499.96
01/04/2024	610	933.4 · IT Support	520.00
01/05/2024	15591	002.000 · Checking - Isabella Bank	-2,019.96
01/13/2024	648	933.6 · USF Expenditure	285.00
01/13/2024	15622	002.000 · Checking - Isabella Bank	-285.00
01/28/2024	630	933.6 · USF Expenditure	325.00
01/28/2024	15641	002.000 · Checking - Isabella Bank	-325.00
Total Heimler Consulting			0.00
Herrick District Library			
01/28/2024	2024-00000042	990 · Reimbursement of overpayments	13.95
01/28/2024	15642	002.000 · Checking - Isabella Bank	-13.95
Total Herrick District Library			0.00

Flat River Community Library
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Date	Num	Split	Amount
Humana Life			
01/04/2024	960399508	716 · Fringe Benefits Employee Ins.	75.05
01/05/2024	15592	002.000 · Checking - Isabella Bank	-75.05
01/28/2024	960399496	716 · Fringe Benefits Employee Ins.	75.05
01/28/2024	15643	002.000 · Checking - Isabella Bank	-75.05
Total Humana Life			0.00
Ingram Library Services			
01/04/2024	63011768	-SPLIT-	291.08
01/05/2024	15593	002.000 · Checking - Isabella Bank	-291.08
01/13/2024	63011995	-SPLIT-	361.75
01/13/2024	67671790	-SPLIT-	22.92
01/13/2024	67671818	-SPLIT-	14.01
01/13/2024	15623	002.000 · Checking - Isabella Bank	-398.68
01/28/2024	63018922	-SPLIT-	14.59
01/28/2024	15644	002.000 · Checking - Isabella Bank	-14.59
Total Ingram Library Services			0.00
Isabella Bank Mastercard			
01/05/2024	15594	002.000 · Checking - Isabella Bank	-1,703.49
01/28/2024		101 · Isabella Bank Credit Card	3,839.20
01/28/2024	15645	002.000 · Checking - Isabella Bank	-3,839.20
Total Isabella Bank Mastercard			-1,703.49
Kanopy			
01/04/2024	PREPAID 380489-PPU	-SPLIT-	0.00
Total Kanopy			0.00
Lake Odessa Community Library			
01/28/2024	873658	990 · Reimbursement of overpayments	14.99
01/28/2024	15646	002.000 · Checking - Isabella Bank	-14.99
Total Lake Odessa Community Library			0.00
Lakeland Library Cooperative			
01/04/2024	24-17692	-SPLIT-	5,769.00
01/04/2024	PT24-1105	980.4 · Lakeland Overdrive	603.58
01/05/2024	15595	002.000 · Checking - Isabella Bank	-6,372.58
01/13/2024	PT24-1136	980.6 · Digital Materials	1,350.00
01/13/2024	15624	002.000 · Checking - Isabella Bank	-1,350.00
Total Lakeland Library Cooperative			0.00
Loutit Library			
01/28/2024	2300000061	990 · Reimbursement of overpayments	17.95
01/28/2024	2300000072	990 · Reimbursement of overpayments	14.95
01/28/2024	15647	002.000 · Checking - Isabella Bank	-32.90
Total Loutit Library			0.00
Luxury Janitorial Services Corporation			
01/04/2024	2085	931 · Building Maintenance	4,508.11
01/04/2024	2116	931.5 · Janitorial Services	1,261.00
01/05/2024	15596	002.000 · Checking - Isabella Bank	-5,769.11
Total Luxury Janitorial Services Corporation			0.00
Mateskon, Andrew			
01/28/2024	2.5.24 Program- What	885 · Friends Expense	250.00
01/28/2024	15648	002.000 · Checking - Isabella Bank	-250.00
Total Mateskon, Andrew			0.00

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Date	Num	Split	Amount
MCLS			
01/04/2024	365012	884 · Programs - Children	50.00
01/05/2024	15597	002.000 · Checking - Isabella Bank	-50.00
Total MCLS			0.00
MetLife Small Business Center			
01/04/2024	December 2023	716 · Fringe Benefits Employee Ins.	548.67
01/05/2024	15598	002.000 · Checking - Isabella Bank	-548.67
01/28/2024	January 2024	716 · Fringe Benefits Employee Ins.	548.67
01/28/2024	15649	002.000 · Checking - Isabella Bank	-548.67
Total MetLife Small Business Center			0.00
MicroMarketing LLC			
01/04/2024	941122	978.4 · Juvenile	17.99
01/05/2024	15599	002.000 · Checking - Isabella Bank	-17.99
01/13/2024	940891	978 · Adult	38.24
01/13/2024	942248	-SPLIT-	405.71
01/13/2024	942918	978 · Adult	34.00
01/13/2024	15625	002.000 · Checking - Isabella Bank	-477.95
01/28/2024	943527	978 · Adult	898.90
01/28/2024	943712	978 · Adult	37.99
01/28/2024	15650	002.000 · Checking - Isabella Bank	-936.89
Total MicroMarketing LLC			0.00
Midwest Tape			
01/04/2024	PREPAID 504859344	-SPLIT-	0.00
Total Midwest Tape			0.00
Mills Janitorial Supply			
01/13/2024	7781820	931.1 · Janitorial Supplies	190.26
01/13/2024	15626	002.000 · Checking - Isabella Bank	-190.26
Total Mills Janitorial Supply			0.00
Muskegon Area District Library			
01/28/2024	6144	990 · Reimbursement of overpayments	25.94
01/28/2024	15651	002.000 · Checking - Isabella Bank	-25.94
Total Muskegon Area District Library			0.00
North Shade Lawn			
01/04/2024	224	931.2 · Lawn Care	1,830.00
01/05/2024	15600	002.000 · Checking - Isabella Bank	-1,830.00
Total North Shade Lawn			0.00
Undersma, Kyle			
01/28/2024	2.15.24 Program- Int	885 · Friends Expense	200.00
01/28/2024	15652	002.000 · Checking - Isabella Bank	-200.00
Total Undersma, Kyle			0.00
Overdrive, Inc.			
01/04/2024	01720CO23453103	980.6 · Digital Materials	1,373.81
01/04/2024	01720CO23453104	980.6 · Digital Materials	1,386.51
01/05/2024	15601	002.000 · Checking - Isabella Bank	-2,760.32
Total Overdrive, Inc.			0.00
Pathian LLC			
01/13/2024	177511	716 · Fringe Benefits Employee Ins.	96.50
01/13/2024	15627	002.000 · Checking - Isabella Bank	-96.50
Total Pathian LLC			0.00

Flat River Community Library
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Date	Num	Split	Amount
Priority Health Small Business Dep.			
01/05/2024	15602	002.000 · Checking - Isabella Bank	-4,336.60
01/28/2024	240160000271	-SPLIT-	4,336.60
01/28/2024	15653	002.000 · Checking - Isabella Bank	-4,336.60
Total Priority Health Small Business Dep.			-4,336.60
Richardson, Ross			
01/04/2024	MI Mysteries 2024 Pr	885 · Friends Expense	343.96
01/05/2024	15603	002.000 · Checking - Isabella Bank	-343.96
Total Richardson, Ross			0.00
T-Mobile			
01/04/2024	PREPAID 11.25.23-12.	-SPLIT-	0.00
Total T-Mobile			0.00
Taylor, Kaleigh			
01/04/2024	Lost & Paid Refund-Co	978.4 · Juvenile	19.95
01/05/2024	15604	002.000 · Checking - Isabella Bank	-19.95
Total Taylor, Kaleigh			0.00
Unique Management Services, Inc.			
01/13/2024	6121695	801.2 · Collection Agency	29.55
01/13/2024	15628	002.000 · Checking - Isabella Bank	-29.55
Total Unique Management Services, Inc.			0.00
Value Line Publishing			
01/28/2024	24SM-170903	980.6 · Digital Materials	2,795.00
01/28/2024	15654	002.000 · Checking - Isabella Bank	-2,795.00
Total Value Line Publishing			0.00
VRC Companies, LLC			
01/13/2024	87335	933.7 · Hosting Digitized Microfilm	1,688.80
01/13/2024	15629	002.000 · Checking - Isabella Bank	-1,688.80
Total VRC Companies, LLC			0.00
West, Timothy			
01/13/2024	Mileage-December 23	860 · Travel/Conferences	5.83
01/13/2024	15630	002.000 · Checking - Isabella Bank	-5.83
Total West, Timothy			0.00
TOTAL			-6,040.09

Director's Report
January Board Meeting
Feb 14, 2024

Programs:

Block Party Day - 1/4 - 30
Bullet Journal Take & Make - 1/5 - 50 + 11 on waitlist
Flat River Writers Group - 1/8 - 11
Preschool Storytime - 1/9 - 10
Pizza and Pages - 1/9 - 14
Mini Movers - 1/10 - 15
Preschool Storytime - 1/16 - 22
Crochet 101: Amigurumi - 1/16 - 20 (27 registrants of 28 openings; 13 teen + 14 adult)
Mini Movers - 1/17 - 13
TAB - 1/17 - 7
Michigan Mysteries 2024 - 1/18 - 21
Hot Chocolate Story Walk - 1/20 - 26
Crochet 101: Amigurumi - 1/23 - 21
Preschool Storytime - 1/23 - 9
Mini Movers - 1/24 - 24
Craft-In - 1/25 - 6
Take-Home Craft: Perler Bead Fidget Spinner - 1/26 - 40
Crochet 101: Amigurumi - 1/30 - 11
Preschool Storytime - 1/30 - 19
Mini Movers - 1/31 - 25

General:

After thorough research conducted by Veronica, we have decided to add the Value Line Research Center investment resources to our collection. This addition will significantly benefit our patrons interested in financial and investment information.

Cassie and Tim have started taking appointments for tax document submission under the United Way Volunteer Income Tax Assistance (VITA) program. All appointments are set up through the 211 service. This service provides invaluable assistance to our community members during the tax season.

We have completed mid-year performance reviews with all staff. These reviews are essential for ensuring continued personal and professional growth within our team and improving our service delivery. I am happy to report continued strong performance by staff.

Carol and I have not been able to connect yet to plan regarding strategic planning next steps. However, I can report that several key outcomes have come from surveys and focus groups: there is overwhelming support from the community, a strong interest in expanding both the building and the collection, and robust usage of existing collections and programs. Additionally, there's a keen interest in developing these areas further to support increasing demand, alongside opportunities for outreach. We will need to schedule a committee meeting in the next month to discuss how to proceed.

In light of these outcomes, we would like to make staffing updates in two key areas that will allow us to grow in initiatives clearly indicated by patron feedback. Adult Services and Programming is long overdue as a dedicated role in our library, given our population size and demonstrated need. Kristin has

undertaken a lot of these responsibilities already, and it is essential that we support and underscore that work by formalizing that position and making it full time.

Additionally, an overwhelming in strategic planning feedback pertained to a reinforced focus on our core collections. Patrons are asking for more copies of books, faster processing, and greater print access. All of this indicates a need both to be cognizant of our print collection budgeting and to reinforce our technical services (processing and cataloging) role. This is another role that is well overdue to be formalized and focused on one position rather than shifting responsibilities between multiple staff members. With this in mind, we would also like to shift Danielle's role into Technical Services Specialist, also full time, so she can take on tasks that have been separated across staff and ensure a singular focus on processing and maintaining collections.

Both of these shifts can be accommodated within our existing 2023-24 personnel budget without necessary changes.

In a delightful collaboration with the Baldwin Heights art teacher, we will be displaying a series of student winter art in the Stafford Community Room. We are looking forward to this opportunity to continue our strong connection with the schools and highlight the talents of our young community members.

Building & Grounds:

We have connected with Shaw Construction to move forward with city permits and the bidding process this week for the development of the teen space.

We've been notified of a monthly cost increase for our cleaning services through Luxury Cleaning from \$1,360 to \$2,251. This is the first price increase we've encountered in a considerable duration. Given the budget increase for this fiscal year on that line, this should not affect our current year. However, it will need to be taken into account as we prepare for future budget years.

In an effort to address delinquent work in the Stafford Room, Foster Swift has sent a letter to Nugent Builders at our behest. We have received a response from Aaron at Nugent Builders, stating that we are on their work schedule in May 2024. I have followed up with Aaron and will be setting an appointment to meet with him in person to discuss further.

The Black Field proposal remains in a holding pattern. We are in contact with Wayne Roedel, who will inform us when proposals are expected to be accepted.

Lakeland Library Cooperative:

BiblioSuggest is now live and available for all patrons from the main catalog page as well as in the account page.

Staff:

Veronica has been getting Value Line set up for users and completing the New Directors pathway through Library of Michigan.

Tim has been working on multiple professional development items.

Tiffany is well into her Winter programs and working on making connections with homeschool groups in the area.

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

Kristin has been managing as well as presenting winter adult programs, including her wonderful Intro to Amigurumi series.

Josie is assisting Tiffany with projects in addition to generating passive programming for youth.

Danielle is working on February processing and weeding Large Print.

Sharon is collaborating with Veronica to take on administrative duties that need attention.

Christine is continuing her work on the circulation manual.

Michelle is putting together her shelter project.

Cara Mikaelin has been putting together documentation for using MeL resources.

Cara McGee is brainstorming to work on a new logo.

Memorials:

Honoree	Donor
Elizabeth Hern	Friends of Forest Home Cemetery
Marshall Walter	Chocolate Chapters Book Club
Total	\$65

Meetings/Events:

1/4 - Trustees On-Boarding

Week of 1/8 - Staff 1:1s

1/11 - Lakeland Board and Advisory Committee

1/16 - Greenville Rotary Meeting

1/18 - Staff Meeting

1/18 - COGG Meeting

Week of 1/22 - Staff Performance Reviews

1/22 - Nick Heimler visit

Dress Code Policy

Purpose:

To set a dress standard for all Library staff members.

Scope:

Applies to all staff members.

General: Flat River Community Library is a public service agency and each employee is a representative of the Library conveying much to the public by their appearance and attire. A person who dresses appropriately indicates care for that person's position, employer and the people who use the library.

- **Acceptable dress for Men:**

- Slacks
- Sweaters
- Collared shirts
- Crewneck or V-neck shirts
- Socks
- Turtleneck, mock turtleneck shirts

- **Acceptable dress for Women:**

- Slacks
- Capri or cropped pants
- Sweaters
- Skirts-need to be no shorter than 3 inches above the knee
- Blouses, shirts
- Dresses-need to be no shorter than 3 inches above the knee
- Turtleneck, mock turtleneck shirts
- Sandals with modest open toe or a sling back

- **Unacceptable dress for men or women:**

- Denim jeans (with the exception of Pages)
- T-shirts or logo shirts
- Sweatshirts and sweatpants
- Shorts
- Flannel shirts
- Flip-flops

- **Unacceptable dress for women:**

- Cotton/Lycra/Spandex leggings
- Off the shoulder tops, dresses, etc.
- Tank tops
- Spaghetti strap tops, halters or sundresses, unless worn with a jacket

- Final judgement rests with the Library Director.

All staff members are expected to dress appropriately in casual or business casual clothes while still maintaining a semi-professional appearance. Staff may dress comfortably, but may not wear any revealing clothes such as crop tops, tank tops, and very short skirts or shorts. Staff also may not wear clothes that have slogans or images that could cause offense or contradict the library's mission and values regarding subjects such as religion, sexuality, politics, age, ethnicity, disability, and gender identity. Clothing should be clean and free from damage and fraying. Shoes such as flip flops and open-toed sandals are not allowed for staff whose responsibilities include use of book carts.

Employees must be well-groomed and well-kept, and must maintain a clean appearance with washed clothes that are not visibly frayed or in bad condition. We also expect employees to have reasonable hygiene standards. Employees should minimize body odor and breath odor. If an odor is caused by a medical condition, please bring this to the attention of management.

Paid Sick Leave

Purpose:

To establish guidelines for paid sick leave.

Scope:

Applies to:

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

Service Requirement:

Staff members will become eligible for sick leave benefits after completion of 90 days of continuous, active, paid service. The exception to the Service Requirement is the Library Director.

Eligibility:

- Pages, substitutes and temporary employees are not eligible for sick leave benefits.
- A part-time staff member regularly scheduled less than 15 hours per week is not eligible for sick leave benefits
- A part-time staff member must maintain a regularly scheduled work week of no less than 15 hours to be eligible for sick leave benefits after the Service Requirement as defined above has been met.
- A full-time staff member is eligible for sick leave benefits after the Service Requirement as defined above has been met.
- The Library Director is eligible for sick leave benefits upon the date of hire.

Sick Leave Pay Benefits:

- Must meet Service Requirement defined above
- Calculation for the hours earned per month is based on the previous calendar year's average weekly work hours.
 - Work hours per week are calculated by the total hours paid during the previous calendar year for actual work, vacation, holiday pay, jury duty pay, bereavement pay and paid leave divided by 52 weeks to get the weekly average work 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.

- The earned hours will be paid at the staff member's regular rate of pay at the time of the sick leave.
- Full-time staff members will be paid at 8 hours times the staff member's regular rate of pay at the time of the sick leave.
- Individual sick days will be earned according to the schedule below based on the weekly average work hours calculation:

Work Hours/Week	Hours Earned Monthly
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:

- Sick leave benefits are based on the calendar year beginning January 1st.
- Earned sick leave is available for use in 15 minute increments.
- Sick leave benefits are to be used in the event of an absence due to personal illness or non-work related injury. Medical statements must be presented to the Library Director if requested.
- Earned sick leave may be granted for medical, dental or mental health appointments.
- At the discretion of the Library Director, sick leave days may be used as personal days to care for the employee's spouse, child or a parent or relative living in the employee's home. Medical statements must be presented to the Library Director if requested.
- Paid holidays falling within the sick leave will not be charged against the earned sick leave benefit.
- If an employee requires the use of sick leave time, the employee is to report the illness to the Library Director, or designee, by 8:30 AM or as soon as the inability to report to work is known.
- Sick leave must be taken without interruption by a "non-paid" day, unless approved by the Library Director.
- Sick leave benefit may not be used to extend vacation or holidays.
- Any unused sick leave may be accrued up to and including sixty normal work days.
- Staff members hired before May 1, 2007 shall be paid for sick days in excess of 60 days at 50% of their current rate of pay as of January 1st of each year.
- The maximum number of accrued sick days for any staff member hired after May 1, 2007 will be 60 days and these staff members will not be entitled to a payout of accrued sick leave days in excess of 60 days.

- If a staff member has exhausted all accrued sick leave benefits, an unpaid leave of absence may be granted at the discretion of the Library Director.
- Upon termination of employment unused sick leave days will not be paid out.

Personnel

Benefits

Adopted: 12/8/99

Revised: 8/16/07

Revised: 11/14/12

Revised: 3/13/13

Revised: 5/12/21

Revised: 12/13/23

PATRON BEHAVIOR POLICY

I. Introduction.

In order to provide resources and services to all people who visit the Flat River Community Library (the “Library”) facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library Property”) and to all persons entering in or on the premises, unless otherwise specified.

II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, knives or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating substance, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment (including toys that can be ridden) is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
 - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The Library does not guarantee storage for personal property.
 - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and uncovered beverages are only permitted in designated areas.
- C. Unauthorized Use. Patrons must leave the Library building promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library’s parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property at any time, until privileges have been reinstated. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.

- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library shall not remain on Library Property. This includes sleeping on Library furniture, the floor or outside on Library Property.
- E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:
1. Spitting;
 2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
 3. Climbing on furniture;
 4. Using obscene or threatening language or gestures;
 5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
 6. Sleeping
- F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:
1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
 2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:

- a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from personal items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons, outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification; Masks. Patrons must provide identification to Library staff when requested. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events. Patrons are also not permitted to move structures or furniture within the library without permission from Library staff.
- S. Consumption of Tobacco or Marijuana Products. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking, vaping, consuming or possessing marijuana or cannabis products on Library property is also prohibited.
- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property. Visible or damp swimming suits left uncovered are not considered to be appropriate attire. No bras or sports bra tops allowed without a proper full shirt over the top. No one with uncovered undergarments will be permitted on library property.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
- E. Use of Tables and Computers. Only four (4) people may be seated at a table and no additional people may stand around one (1) table.

V. Violations and Appeal.

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations Enforcement Policy.

Violations Enforcement Policy

I. Purpose.

The purpose of this policy is to provide a process for addressing violations of Flat River Community Library policies. This Library Violations Enforcement Policy will set forth the process and procedure for violations of all Library policies, including but not limited to the Patron Behavior, Internet Use, and Laptop Use policies.

II. Library Director/Designee's Right to Suspend Privileges.

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library Property with immediate dismissal of the patron from the Library Property, by suspending the patron's access to Library Property for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a suspension of Library privileges.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
 1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the Library Property for the day. If they refuse, the police may be called.
 2. *Subsequent Violations:* The Library Director or the Library Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct, or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the

investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

- D. Reinstatement. The patron whose privileges have been limited or suspended (and the patron's parent or guardian if the patron is a minor) shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

VII. Right of Appeal.

Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board within ten (10) business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Rules of Conduct for Library Use

I. Introduction

These Rules of Conduct were adopted to promote a quiet, safe, attractive, sanitary, and orderly atmosphere and to ensure every person's ability to use the Library and Library materials to the maximum extent possible and to have reasonable access to Library facilities without unreasonable interference from any other person. Any person violating any of these Rules may be asked to leave the Library for the remainder of the day, or for a longer period of time under the circumstances described below. Any person who refuses to leave the Library after being requested to do so for violating these Rules, or who returns to the Library prior to the authorized time, will be subject to arrest and prosecution for trespass. The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library Property”) and to all persons entering in or on the premises, unless otherwise specified.

II. Rules of Conduct

Persons using Library facilities shall not

1. Make loud or unnecessary sounds or noises which disturb other persons or Library staff.
2. Harass, intimidate, threaten or assault any person, including Library staff, by word or act, or by behaving in a manner which can be reasonably expected to interfere with any other person's use of the Library. Examples of such behavior include, but are not limited to, fighting, assault and or battery upon another person, staring at another person, following another person, singing or unwelcomed talking to others or in monologues, or any other behavior that is intimidating, hostile, offensive, or adversely impacts a person's use of the Library.
3. Use tobacco or cannabis products or electronic substitutes.
4. Consume food. Beverages in capped or covered containers are allowed. Food or beverages may be consumed at Library events when authorized.
5. Enter into or remain in the Library without footwear.
6. Sleep, solicit or beg.
7. Possess any weapon or item used as a weapon, except for law enforcement, security personnel, and as may be permitted by law.
8. Damage or steal Library or personal property, or enter staff areas without staff authorization.
9. Possess, consume, or be under the influence of any intoxicant or any controlled substance, except as may be authorized by prescription.
10. Bring any animal into the facilities, except service animals (as defined by the Americans with Disabilities Act) and animals brought into the Library in connection with Library programs.
11. Throw anything, spit, leave debris or waste materials in any place other than designated trash cans.
12. Present in any state of undress (excluding nursing parents), or engage in sexual activity.

13. Misuse restrooms, which includes, but is not limited to, shaving, washing clothes and bathing.
14. Leave personal belongings unattended, request staff guard personal belongings, or bring recreational wheeled vehicles or skates in the building.
15. Block or impede walkways or doorways.
16. Use incendiary devices.
17. Fail to follow policies, directives, or procedures, as well as local, state or federal law.
18. Refuse or fail to leave the Library facilities after having been requested to do so for violating these Rules.

II. Implementation of Policy

Any person who violates these Rules, may be denied access to the Library by the Director (or their designee) upon notice to the person.

While the denial period is intended to be progressive, i.e., 1st violation — up to 30 days, 2nd violation — up to 60 days, 3rd violation — up to 90 days, the Director may deny access for a period of up to one year or permanently for any violation that significantly disrupts the operation of the Library or significantly interferes with a patron's or patrons' right(s) to use the Library.

Before denying access to any person the Director or designee shall inform the person of the reason and period of time they are being denied access and give the person a reasonable opportunity to state their response to the proposed denial. The Director or designee shall confirm the denial by written notice to the person if the person's name and address are known.

A person denied access may appeal to the Director within five (5) days of the date of the written notice. Additionally, a person denied such access may appeal the denial in writing to the Library Board at 200 W. Judd St., Greenville MI 48838, within ten (10) days of the date of the written notice. The appeal shall state the reasons why access to the Library should not be denied. An appeal to the Library Board shall not stay the Director's denial. The Library Board shall provide the person with an opportunity to be heard before deciding the appeal and may affirm, modify, or reverse the Director's denial. A person who has been denied access permanently may re-apply to the Board for access after a period of one year. The petition shall set forth the reasons the person believes reinstatement is justified. The Library Board shall provide the person with an opportunity to be heard before it makes its decision on the petition for reinstatement. The Library Board may deny, grant, or grant with conditions the petition for reinstatement.

JOB DESCRIPTION
FLAT RIVER COMMUNITY LIBRARY

Position: Adult Services and Programming Specialist

Beginning Pay Rate:

Job Summary: Under the supervision of the Library Director, manages adult programming and reference services to community members.

Duties and Responsibilities include, but are not limited to, the following:

1. Initiate, plan, and execute diverse and creative programming for adult and family enrichment in support of library goals and community needs.
2. Stay informed of adult services developments and maintain contacts with relevant third-party presenters.
3. Maintain adult programming budget and work with administration to complete purchasing and documentation; purchase supplies and request vendor payment from Assistant Director.
4. Prepare and train other staff to assist as needed with programming.
5. Attend professional development activities related to adult services including conferences, meetings, and webinars.
6. Provide reference, information, and material's advisory services to the public in a courteous manner; actively promote and answer questions regarding library collections, services, and programs.
7. Provide assistance to patrons in the use of library equipment and machines (e.g., copier, on-line catalog, public computers, etc.); performs routine maintenance and corrects minor malfunctions of library equipment such as refilling paper and tones and assisting with paper jams.
8. Plan and execute diverse book displays and keep records of display materials. Notify staff of displays and incorporate staff ideas into displays.
9. Manage library social media as assigned in alignment with strategic plan.
10. Suggest materials for inclusion in the library's collection based on community interests and information needs.
11. When needed, perform circulation duties including checking in and out library materials, issuing new/replacement library cards, registering new patrons, maintaining the cash register, and other duties as assigned.
12. Maintain confidentiality of all patron records and transactions.
13. Perform other duties as assigned.

Job Requirements:

1. Bachelor's degree required. Master's degree in Library Science from an ALA accredited institution or similar Master's degree in a related field preferred.
2. Professional Librarian work with prior programming experience preferred.

Work conditions:

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust and noise.
2. Requires occasional travel in and out of county for meetings or training.
3. Work hours are varied, including evening and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

Flat River Community Library

Job Description

Job Title: Technical Services Specialist

Position Overview: Under the supervision of the Library Director, the Technical Services Specialist manages and executes the receipt, processing, cataloging and maintenance of all physical materials.

Job Responsibilities include, but are not limited to, the following:

1. Creates order records for all materials as needed.
2. Process library materials, from delivery/unpacking to shelf-ready in a timely and thorough manner.
3. Catalogs library material to appropriate bibliographic records.
4. Conducts regular reviews of material records for accuracy.
5. Mends library materials as needed.
6. Utilize ILS reporting to regularly weed adult materials based on collection maintenance policy.
7. Yearly magazines shift and withdraw old magazines.
8. Participates in staff meetings and workshops and other professional development.
9. Does occasional adult programming.
10. Maintain and ensure adequate office and processing supplies in conjunction with Assistant Director.
11. Help maintain a clean, safe facility, and a productive, organized work environment.
12. Assists at circulation desk periodically when needed.
13. Provides excellent service to the public at the Circulation Desk while checking in and out library materials, collecting money from overdue fines and lost and damaged materials, issuing new/replacement library cards, registering new patrons and processing name and address change.
14. Responsible for collection maintenance duties: sort and shelve library materials; empties book drops, shelf-reading; shift materials; clean and inspects library materials for damage.
15. Sorts, packs, unpacks library materials received from or being delivered to other libraries.
16. Runs reports and lists for item hold information and inter-library loan requests. Searches shelves for requests, retrieves items requested, and routes items appropriately.
17. Provides informal reader's advisory from the circulation function.
18. Provides directional information to the public in person and by telephone. Refers reference requests to the reference staff.
19. Provides information to patrons regarding the Library's circulation policies, procedures and refers issues to the Director as appropriate.
20. Counts, balances and records monies received through the circulation function.
21. Provides assistance to patrons and staff in the use of library equipment and machines (e.g., copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refiling paper and toner and assisting with paper jams.
22. Clerical work as assigned.
23. Other duties may be assigned.

Job Requirements:

1. High school diploma required. An Associate's Degree or equivalent college experience (2+ years), or equivalent combination of relevant education and experience.
2. Strong customer service skills.
3. Team player
4. Detail-oriented
5. Previous work experience in a library or retail setting preferred.
6. Basic mathematical skills necessary for routine calculations.
7. Working knowledge of Flat River Community Library policies and procedures.
8. Ability to work with general supervision and adhere to established policies and procedures.
9. Interpersonal and communication skills for interaction with staff and patrons in an effective and courteous manner.
10. Visual acuity necessary to retrieve library materials from shelves or storage areas.
11. Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds.
12. Basic clerical skills including computer and telephone skills.
13. Hearing ability to answer telephone and patron inquiries.
14. Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer.
15. Ability to operate a variety of equipment including computer, cash register, fax and copy machine.
16. Valid Michigan driver's license and available transportation.
17. Confidence and ability using computers, software applications related to libraries, including Microsoft Office, Google Docs, Internet utilities, ability to use ebook platforms such as Libby/Hoopla, and other online resources and demonstrate their use for library patrons.
18. Enthusiasm for working with people of all ages and commitment to public service excellence.
19. Able to communicate effectively with patrons and employees.

Working Conditions:

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise.
2. Requires occasional travel to meetings and training.
3. Work hours are varied, including evening and weekend hours.
4. Frequent sitting/standing in one position for extended periods of time.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Lansing
313 S. Washington Square
Lansing MI 48933

Detroit
333 W. Fort Street – Suite 1400
Detroit MI 48226

Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001

Webb A. Smith - *Retired*

Charles A. Janssen
Charles E. Barbieri
Scott L. Mandel
Michael D. Sanders
Brent A. Titus
Brian G. Goodenough
Matt G. Hrebec
Deanna Swisher

Thomas R. Meagher
Douglas A. Mielock
Scott A. Chernich
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Lynwood P. VandenBosch
Lawrence Korolewicz
James B. Doezema
Anne M. Seurnyk
Michael D. Homier
Scott H. Hogan
Benjamin J. Price
Michael R. Blum
Jonathan J. David
Andrew C. Vredenburg
Julie I. Fershtman
Todd W. Hoppe
Jennifer B. Van Regenmorter

Southfield
28411 Northwestern Highway – Suite 500
Southfield MI 48034

Holland
151 Central Avenue – Suite 260
Holland MI 49423

Thomas R. TerMaat
Frederick D. Dilley
David R. Russell
Joel C. Farrar
Laura J. Genovitch
Karl W. Butterer, Jr.
Mindi M. Johnson
Ray H. Littleton, II
Jack L. Van Coevering
Anna K. Gibson
Nicholas M. Oertel
Alicia W. Birach
Adam A. Fadly
Michael J. Liddane
Ryan E. Lamb
Clifford L. Hammond
Matthew S. Fedor
Andrea Badalucco
Stefania Gismondi

Leslie A. Abdo
Julie L. Hamlet
Michael C. Zahrt
Mark T. Koerner
Warren H. Krueger, III
Taylor A. Gast
Rachel G. Olney
Thomas K. Dillon
Robert A. Hamor
Jacquelyn A. Dupler
Dora A. Brantley
James F. Anderton, V
Sara L. Cunningham
Michael A. Cassar
Hilary J. McDaniel Stafford
Alexander S. Rusek
Steven J. Tjapkes
Daniel S. Zick
Benjamin R. Judd

Erica E.L. Huddas
Jennifer L. Montasir
Bryan Cermak
Mikhail Murshak
Kevin J. Roragen
Courtney G. Agrusa
Rachael Kuilema Klein
Michael R. Kluck
Gabrielle C. Lawrence
Kelly Reed Lucas
Paula K. Manis
James R. Neal
Michael G. Oliva
Michael H. Rhodes
Jeffrey S. Theuer
Amanda J. Dernovshek
Brandon M. H. Schumacher
Alaina M. Nelson
Anthony M. Dalimonte

Grand Rapids
1700 E. Beltline NE – Suite 200
Grand Rapids MI 49525

Benjamin C. Dilley
Nicholas J. Stock, II
Keith T. Brown
Mallory E. Reader
Benjamin M. Williams
Brandon W. Waddell
Reed K. Powers
Dina D. Kashat
Danielle N. Romano
Lindsey M. Mead
Destiny R. Sykes
Nathan J. Wood
Samantha L. Diamond
McKenna S. Rivers

Writer's Direct Phone: 616.726.2207

Fax: 616.726.2299

Reply To: Grand Rapids

Email: SHogan@fosterswift.com

January ____, 2024

Via First Class Mail

Aaron Whalen
Nugent Builders, Inc.
11625 Northland Drive NE
Rockford, Michigan 49341

Dear Mr. Whalen:

Re: Flat River Community Library Project

This firm represents the Flat River Community Library. Nugent Builders, Inc. and the Library entered into a contract dated June of 2021 for renovations to the Library building. You should have a copy of the contract. Much, but not all, of the work was completed by the end of 2021. There are several outstanding items that should have been completed long ago.

These uncompleted items include:

- Door replacements. There was a disagreement about quantity/quality. The Library was told in 2023 that Nugent would obtain and install new ones.
- Window replacements. This was quoted in 2021. Stef Reed saw you in August of 2023, where you indicated you had the windows in the warehouse and, when you completed some other work, you would install the new windows. That has not yet happened.
- The vinyl flooring Nugent installed is defective, and under warranty when Nugent and the manufacturer were informed of the defects. There was communications among the Library, Nugent and the manufacturer, and then nothing from Nugent or the manufacturer since August of 2023.

Aaron Whalen
January __, 2024
Page 2

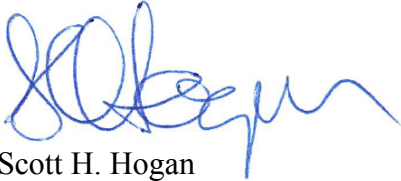
- This is not an exhaustive list and other work remains to be completed.

The Library has had no communication from Nugent since August of 2023. The work needs to be completed so that the parties can move on from this project. Nugent's website promises honesty and quality workmanship. We need to get that going and get this project completed.

We view Nugent Builders as in breach of the contract. The Library reserves all its rights and remedies. Please contact Stef Reed at the Library or me so that we can discuss how best to get the work completed.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Scott H. Hogan
SHH:JCN

cc: Flat River Community Library

ADDENDUM TO JANITORIAL SERVICES AGREEMENT

This Addendum is made and entered into as of 01/23/2024, by and between:

Flat River Community Library

200 W Judd St,

Greenville, MI 48838

(Hereinafter referred to as "Customer")

and

Luxury Janitorial

1230 S. Lafayette,

Greenville, MI 48838

(Hereinafter referred to as "Janitorial Service Provider")

SCOPE OF AMENDMENT:

This Addendum pertains to the existing Janitorial Services Agreement between the Customer and the Janitorial Service Provider.

AMENDMENT DETAILS:

Service Address:

Customer: Flat River Community Library, 200 W Judd St, Greenville, MI 48838

Janitorial Service Provider: Luxury Janitorial, 1230 S. Lafayette, Greenville, MI 48838

Price Increase:

The monthly service fee will be adjusted to \$2251.00, effective 02/01/2024, while maintaining the same scope of work and schedule.

Authorized Signatories:

Stef Reed, Library Director, Flat River Community Library

John Purchase, Sales Director, Luxury Janitorial

EFFECTIVE DATE:

This Addendum shall become effective as of 02/01/2024.

ACCEPTANCE:

This Addendum is hereby accepted by the authorized representatives of the Customer and the Janitorial Service Provider:

Flat River Community Library:

Signature: Stefanie Reed

Printed Name: Stef Reed

Title: Library Director

Date: 01/25/2024

Luxury Janitorial:

Signature: John Purchase

Printed Name: John Purchase

Title: Sales Director

Date: 01/23/2024

Please sign and return a copy of this Addendum to the respective parties to indicate your acceptance of the terms outlined herein.

BOARD OF TRUSTEES
2024

Darci Ward Cole, President
314 E North St
Greenville MI 48838
616-894-0047
City of Greenville
darci.cole@tenneco.com

Douglas Crowley
8408 Colby Rd
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Stefanie Reed
Flat River Community Library Director
200 W Judd St
Greenville MI 48838
616-754-6359 Library
steft@flatriverlibrary.org