

# AGENDA

## FLAT RIVER COMMUNITY LIBRARY

### BOARD MEETING

June 12, 2024

1. **Call to order and roll call:**
2. **Approval of agenda:**
3. **Approval of minutes:**
  - Board meeting May 2024
4. **Public Comments:**
5. **Financial Reports:**
  - a. **County Penal Fines for May 2024**
  - b. **Accounts Payable for May 2024**
  - c. **Monthly Financials**
6. **Library Director's Report:**
  - a. **Suggestion Box Comments**
7. **Questions from the Board:**
8. **Unfinished Business:**
9. **Committees:**
10. **New Business:**
  - a. **Fiscal Year 2024/25 Budget**
  - b. **Schedule 2024/25 Board Meetings**
  - c. **Strategic Planning update**
11. **Public Comment**
12. **Other:**
13. **Board Member Comment:**
14. **Items for next agenda**
15. **Future Dates:**
  - a. **Next Board Meeting- 6:30 p.m. Wednesday; July 10, 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  
May 8, 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: Holly Schmeltzer, Maureen Burns  
Fairplain Township: Vanessa Marr, Dawn Wyckoff  
Montcalm Township: Pam Nichols, Doug Crowley

Absent: None

Others Present: Stefanie Reed, Library Director  
Jim Marr  
Fern Jessop  
Bart Brown  
Marie Wise

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

Crowley moved to approve the minutes of the April 10, 2024 Board meeting. Supported. Unanimously approved.

Public Comments:

Fern Jessop read some material and stated her thoughts on material in the library.

Bart Brown asked questions and gave the Board his opinion on the procedures for possibly obtaining Black Field.

Marr moved to accept the Accounts payable portion of the treasurer's report for April, 2024. Supported. Unanimously approved.

Marr moved to accept the monthly financial portion of the treasurer's report for April, 2024. Supported. Unanimously approved.

Director Reed reported on the Career Fair, Daily News readers Best Library Award, the Greenville Area Community Foundation grant award, Hot Spots Summer Reading Program, One Book, One County. She gave an update on the Teen Space, and the projects staff are working on.

New Business: Resolution for June meeting. Crowley moved to approve a Resolution Calling Public Hearing Regarding Annual Budget of the Flat River Community Library. Marr Supported. Roll call vote.

Crowley - Yea  
Schmeltzer - Yea  
Marr - Yea  
Burns - Yea  
Nichols - Yea  
Wyckoff - Yea  
Cole Ward - Yea  
Christensen - Yea

Motion Passed. Public Hearing is at 6:00 PM June 12, 2024.

Board received working copies of the 2024-25 Budget.

Marr moved to authorize Director Reed and Chairperson Ward Cole to sign documents for purchase of land. Supported.

Schmeltzer -Yea  
Marr-Yea  
Burns -yea  
Nichols -Yea  
Wyckoff -Yea  
Cole Ward - Yea  
Christensen -Yea  
Crowley -Yea

Motion passed.

Public Comment:

Fern Jessop read from “Freedom to Read”.

Marie Wise stated that she was there to support Ms. Jessop, and expressed appreciation for the library.

Bart Brown, shared his opinion on Black Field.

Next meeting, Public hearing on June 12, 2024 at 6:00 PM, Regular meeting at 6:30.

Nichols moved to adjourn. Supported. Unanimously approved.

Respectfully submitted,

Laurel Christensen

FLAT RIVER COMMUNITY LIBRARY  
APPROVED MINUTES  
April 10, 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: Holly Schmeltzer  
Fairplain Township: Vanessa Marr  
Montcalm Township: Pam Nichols, Doug Crowley

Absent: Eureka Township: Maureen Burns  
Fairplain Township: Dawn Wyckoff

Others Present: Veronica Pitchford, Asst. Library Director  
Jim Marr

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

Schmeltzer moved to accept the minutes of the March 13, 2024 meeting by adding:  
Crowley moved to accept the Construction Contract from Shaw Construction & Management Co. for the construction of the Teen Center. Supported. Unanimously approved

Nichols moved to accept the accounts payable portion of the treasurer's report for March 2024. Supported. Unanimously approved.

Schmeltzer moved to accept the monthly financial portion of the treasurer's report for March, 2024. Supported. Unanimously approved.

Unfinished Business: None

New Business: None

Next Board meeting is April 10, 2024

Nichols moved to adjourn. Supported. Unanimously approved

Respectfully Submitted  
Laurel Christensen  
Secretary

			<b>PENAL FINES</b>			
			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
	<b>Sub Total</b>	<b>\$135,269.35</b>			<b>Sub Total</b>	<b>\$172,768.21</b>
					2022	\$135,269.35
					2023	\$172,768.21
					<b>Total to date</b>	<b>\$308,037.56</b>
			<b>PENAL FINES</b>			
			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	\$36,474.65
Sep-23	Oct-23	\$28,805.47		Mar-24	Apr-24	\$30,508.82
Oct-23	Nov-23	\$30,266.96		Apr-24	May-24	\$34,967.22
Nov-23	Dec-23	\$20,319.84		May-24	Jun-24	\$31,203.02
Dec-23	Jan-24	\$22,971.36		Jun-24	Jul-24	
	<b>Sub Total</b>	<b>\$152,737.82</b>			<b>Sub Total</b>	<b>\$159,086.64</b>
					2023	\$152,737.82
					2024	\$159,086.64
					<b>Total to date</b>	<b>\$311,824.46</b>

FLAT RIVER COMMUNITY LIBRARY- General Fund

MONTHLY BOARD INVOICE TOTAL

Date: June 12, 2024

Signature Page

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APPROVED BY:

\_\_\_\_\_  
DATE:

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APPROVED BY:

\_\_\_\_\_  
DATE:

**Flat River Community Library  
Combined Balance Sheet**

<b>ASSETS</b>	<u>General</u>	<u>GACF Trust Fund</u>	<u>Noncurrent Funds</u>	<u>Totals Gov't Funds</u>
<b>Current assets</b>				
Cash and cash equivalents	\$1,755,793			\$1,755,793
Investments	\$1,421,339			\$1,421,339
Assets held by foundation		\$159,883		\$159,883
Fixed assets (net)			\$1,869,610	\$1,869,610
Receivables				\$0
Due from other funds				\$0
Prepaid expenditures	\$6,271			\$6,271
Total current assets	\$3,183,402	\$159,883	\$1,869,610	\$5,212,895
TOTAL ASSETS	<u>\$3,183,402</u>	<u>\$159,883</u>	<u>\$1,869,610</u>	<u>\$5,212,895</u>
<b>LIABILITIES &amp; FUND EQUITY</b>				
<b>Current liabilities</b>				
Accounts payable				\$0
Accrued salaries				\$0
Accrued liabilities	\$1,934			\$1,934
Due to other funds				\$0
Total current liabilities	\$1,934	\$0	\$0	\$1,934
<b>Noncurrent liabilities</b>				
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>\$1,934</u>	<u>\$0</u>	<u>\$42,067</u>	<u>\$44,001</u>
<b>FUND BALANCES</b>				
Nonspendable Funds				
Endowment		\$59,458		\$59,458
Investment in general fixed assets			\$1,827,543	\$1,827,543
Unassigned Funds				
General fund	\$2,905,857			\$2,905,857
Committed Funds	\$275,611			\$275,611
Restricted Funds		\$100,425		\$100,425
TOTAL FUND BALANCES	<u>\$3,181,468</u>	<u>\$159,883</u>	<u>\$1,827,543</u>	<u>\$5,168,894</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<u>\$3,183,402</u>	<u>\$159,883</u>	<u>\$1,869,610</u>	<u>\$5,212,895</u>



**Flat River Community Library**  
**Balance Sheet**  
As of May 31, 2024

Accrual Basis

	<u>May 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
002.000 · Checking - Isabella Bank	25,678.47
002.004 · Savings - PFCU Primary Share	5,035.54
002.005 · Money Market - Isabella Bank	1,562,007.13
002.007 · Savings - Michigan One CU	5.00
002.008 · Money Market - Commercial Bank	162,866.44
005 · Petty Cash	200.00
	<hr/>
<b>Total Checking/Savings</b>	1,755,792.58
<b>Other Current Assets</b>	
003.001 · CD - Commercial Bank (09.26.24)	276,038.36
003.008 · CD - Michigan One CU (09.23.24)	337,093.97
003.009 · CD - Huntington 2 (05/26/24)	267,690.71
003.010 · CD - Isabella Debt (01.29.25)	211,410.41
003.011 · CD - Isabella Tower (05.26.24)	114,982.91
003.012 · CD - Preferred CU 10/20/24	214,122.15
	<hr/>
<b>Total Other Current Assets</b>	1,421,338.51
<b>Total Current Assets</b>	3,177,131.09
<b>Other Assets</b>	
029 · Prepays	6,271.23
	<hr/>
<b>Total Other Assets</b>	6,271.23
<b>TOTAL ASSETS</b>	<b><u>3,183,402.32</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
210 · Payroll Liabilities	1,934.29
	<hr/>
<b>Total Other Current Liabilities</b>	1,934.29
<b>Total Current Liabilities</b>	1,934.29
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<b>Total Liabilities</b>	1,934.29

**Flat River Community Library**  
**Balance Sheet**  
As of May 31, 2024

Accrual Basis

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	<u>May 31, 24</u>
<b>Equity</b>	
<b>250 · Committed Funds</b>	275,611.20
<b>310 · Unassigned Fund-Opening Balance</b>	572,687.19
<b>390 · Unassigned Fund-Retained Earn.</b>	2,102,260.97
<b>Net Income</b>	<u>230,908.67</u>
<b>Total Equity</b>	<u>3,181,468.03</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>3,183,402.32</u></u></b>

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

	May 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Income</b>					
<b>401 · Property Taxes</b>					
401.1 · Property Taxes - Greenville	217,851	187,131	30,720	116%	187,131
401.2 · Property Taxes - Eureka Twp.	108,947	117,078	(8,131)	93%	117,078
401.3 · Property Taxes - Fairplains Twp	34,924	44,886	(9,962)	78%	44,886
401.4 · Property Taxes - Montcalm Twp.	82,442	82,377	65	100%	82,377
<b>Total 401 · Property Taxes</b>	<b>444,164</b>	<b>431,472</b>	<b>12,692</b>	<b>103%</b>	<b>431,472</b>
402 · Delinquent Taxes	34,073	30,000	4,073	114%	30,000
441 · Local Community Stabilization	14,161	15,000	(839)	94%	15,000
556 · Library State Aid	18,479	18,000	479	103%	18,000
580 · County Millage	541,555	498,075	43,480	109%	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	3,379	2,000	1,379	169%	2,000
656 · Printing Fees	7,316	2,500	4,816	293%	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	57,328	10,000	47,328	573%	10,000
672 · Continuing Education	1,600	1,600	0	100%	1,600
675 · Contribution - Private Sources	445	500	(55)	89%	500
675.2 · Estate Donations	5,000	5,000	0	100%	5,000
675.31 · Friends Donations - Adult	2,863	2,000	863	143%	2,000
675.32 · Friends Donations - Juvenile	4,041	5,000	(959)	81%	5,000
675.4 · Memorial Book Contributions	2,965	1,500	1,465	198%	1,500
675.45 · Cookbook Sales	0	20	(20)	0%	20
675.47 · Beverage Sales	206	50	156	412%	50
699 · Transfer In	7,816	0	7,816	100%	0
<b>Total Income</b>	<b>1,149,276</b>	<b>1,107,842</b>	<b>41,434</b>	<b>104%</b>	<b>1,107,842</b>
<b>Expense</b>					
<b>I - Personnel</b>					
703 · Salaries	369,294	415,000	45,706	89%	
703.1 · Job Search	147	100	(47)	147%	
716 · Fringe Benefits Employee Ins.	47,565	65,800	18,235	72%	
716.1 · 401(a)	5,650	8,000	2,350	71%	
716.2 · Unemployment	96	450	354	21%	
716.3 · Worker's Compensation	787	1,200	413	66%	
717 · Payroll Taxes	27,102	32,000	4,898	85%	
<b>Total I - Personnel</b>	<b>450,641</b>	<b>522,550</b>	<b>71,909</b>	<b>86%</b>	<b>522,550</b>

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

	May 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>II - Supplies</b>					
727 · Office Supplies	3,286	4,000	714	82%	
728 · Postage	3,656	4,200	544	87%	
728.1 · Shipping & Handling	678	500	(178)	136%	
761 · Supplies - Genealogy/MI Room	0	250	250	0%	
775 · Operating Supplies	9,040	7,000	(2,040)	129%	
775.1 · Juvenile Operating Supplies	1,838	2,500	662	74%	
977 · New Equipment	12,054	11,316	(738)	107%	
<b>Total II - Supplies</b>	<b>30,552</b>	<b>29,766</b>	<b>(786)</b>	<b>103%</b>	<b>21,950</b>
<b>III - Building Operations</b>					
853 · Telephone	1,950	3,500	1,550	56%	
854.5 · Cable Line	1,498	2,000	502	75%	
921 · Electric	43,691	49,000	5,309	89%	
923 · Heat (Gas)	11,719	12,000	281	98%	
924 · Water/ Sewer	2,162	3,200	1,038	68%	
930 · Capital Projects - Teen Room	0	0	0	0%	
931 · Building Maintenance	71,268	70,000	(1,268)	102%	
931.1 · Janitorial Supplies	2,431	3,500	1,069	69%	
931.2 · Lawn Care	8,903	10,000	1,097	89%	
931.3 · Snow Removal	5,972	9,000	3,028	66%	
931.5 · Janitorial Services	17,831	35,000	17,169	51%	
<b>Total III - Building Operations</b>	<b>167,425</b>	<b>197,200</b>	<b>29,775</b>	<b>85%</b>	<b>197,200</b>
<b>IV - Services</b>					
730 · Membership Dues	942	2,500	1,558	38%	
731 · Bank Service Charge	983	600	(383)	164%	
801 · Professional Services	1,212	1,000	(212)	121%	
801.2 · Collection Agency	443	600	157	74%	
801.3 · Accountant	17,538	19,000	1,462	92%	
802 · Audit	6,900	6,490	(410)	106%	
860 · Travel/Conferences	8,653	8,600	(53)	101%	
911 · Insurance	15,448	15,000	(448)	103%	
975.5 · Master Gardener	30	100	70	30%	
981 · Printing	3,228	3,200	(28)	101%	
<b>Total IV - Services</b>	<b>55,377</b>	<b>57,090</b>	<b>1,713</b>	<b>97%</b>	<b>55,490</b>
<b>V - Cooperative Services</b>					
804 · Cooperative Fees	20,234	25,000	4,766	81%	
982 · Delivery (LLC Cost)	2,590	2,800	210	93%	
<b>Total V - Cooperative Services</b>	<b>22,824</b>	<b>27,800</b>	<b>4,976</b>	<b>82%</b>	<b>27,800</b>

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

	May 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>VI - Programming</b>					
881 · Promotions	6,410	7,000	590	92%	
883 · Programs - Adult	4,748	6,000	1,252	79%	
884 · Programs - Children	3,489	6,000	2,511	58%	
884.2 · Programs-Teens	2,924	5,000	2,076	58%	
<b>Total VI - Programming</b>	<b>17,571</b>	<b>24,000</b>	<b>6,429</b>	<b>73%</b>	<b>24,000</b>
<b>VII - Materials</b>					
761.1 · Microfilm - Genealogy/MI Room	0	1,500	1,500	0%	
958 · Periodicals (Magazines & News)	3,124	4,100	976	76%	
978 · Adult	46,650	55,000	8,350	85%	
978.3 · Reference	0	1,100	1,100	0%	
978.4 · Juvenile	19,948	23,000	3,052	87%	
978.6 · Teen	7,302	10,000	2,698	73%	
978.8 · Memorials	3,966	1,500	(2,466)	264%	
980.4 · Lakeland Overdrive	2,261	2,000	(261)	113%	
980.6 · Digital Materials	39,861	50,000	10,139	80%	
<b>Total VII - Materials</b>	<b>123,112</b>	<b>148,200</b>	<b>25,088</b>	<b>83%</b>	<b>148,200</b>
<b>VIII - Other</b>					
885 · Friends Expense	3,829	2,000	(1,829)	191%	
885.2 · Friends Expense - Juvenile	6,576	5,000	(1,576)	132%	
887 · Beverage Supplies	1,137	900	(237)	126%	
888 · Bill Braman Estate	0	5,000	5,000	0%	
933.0 · Equipment Maintenance	9,278	12,000	2,722	77%	
975.1 · Board Expense	0	100	100	0%	
990 · Reimbursement of overpayments	1,218	250	(968)	487%	
<b>Total VIII - Other</b>	<b>22,038</b>	<b>25,250</b>	<b>3,212</b>	<b>87%</b>	<b>25,250</b>
<b>IX - Technology</b>					
933.1 · Computer System Maintenance	1,688	1,000	(688)	169%	
933.2 · Computer Software	6,754	6,000	(754)	113%	
933.4 · IT Support	1,430	2,000	570	72%	
933.5 · Computer Equipment	3,019	6,000	2,981	50%	
933.6 · USF Expenditure	3,188	5,350	2,162	60%	
933.7 · Hosting Digitized Microfilm	6,575	7,000	425	94%	
933.9 · Website Hosting	600	700	100	86%	
935 · Mobile Hotspots	5,573	9,000	3,427	62%	
<b>Total IX - Technology</b>	<b>28,827</b>	<b>37,050</b>	<b>8,223</b>	<b>78%</b>	<b>37,050</b>
<b>Total Expense</b>	<b>918,367</b>	<b>1,068,906</b>	<b>150,539</b>	<b>86%</b>	<b>1,059,490</b>
<b>Net Income</b>	<b>230,909</b>	<b>38,936</b>	<b>191,973</b>	<b>593%</b>	<b>48,352</b>

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**

Accrual Basis

July 2023 through May 2024

	Jul '23 - May 24	Jul '22 - May 23	\$ Change	% Change
<b>Income</b>				
<b>401 · Property Taxes</b>				
401.1 · Property Taxes - Greenville	217,851	189,061	28,790	15%
401.2 · Property Taxes - Eureka Twp.	108,947	111,105	(2,158)	(2)%
401.3 · Property Taxes - Fairplains Twp	34,924	43,456	(8,532)	(20)%
401.4 · Property Taxes - Montcalm Twp.	82,442	76,875	5,567	7%
<b>Total 401 · Property Taxes</b>	444,165	420,498	23,667	6%
<b>402 · Delinquent Taxes</b>	34,073	31,185	2,888	9%
<b>441 · Local Comm Stabiliz Tax Share</b>	14,161	12,540	1,621	13%
<b>556 · Library State Aid</b>	18,479	18,192	287	2%
<b>580 · County Millage</b>	541,555	498,400	43,155	9%
580.2 · Renaissance Zone	38	3,564	(3,526)	(99)%
<b>651 · Genealogy Fees</b>	0	17	(17)	(100)%
<b>655 · Book Fines</b>	3,379	3,442	(63)	(2)%
<b>656 · Printing Fees</b>	7,316	3,924	3,391	86%
<b>657 · Penal Fines</b>	0	0	0	0%
<b>658 · USF Funds</b>	3,847	3,962	(115)	(3)%
<b>664 · Interest Earned</b>	57,328	23,357	33,971	145%
<b>672 · Continuing Education</b>	1,600	1,600	0	0%
<b>675 · Contribution - Private Sources</b>	445	202	244	121%
675.2 · Estate Donations	5,000	5,000	0	0%
675.31 · Friends Donations - Adult	2,863	2,897	(33)	(1)%
675.32 · Friends Donations - Juvenile	4,041	5,580	(1,539)	(28)%
675.4 · Memorial Book Contributions	2,965	3,315	(350)	(11)%
675.45 · Cookbook Sales	0	33	(33)	(100)%
675.47 · Beverage Sales	205	105	100	95%
699 · GACF - Transfer In	7,816	6,974	842	12%
<b>Total Income</b>	1,149,276	1,044,786	104,491	10%
<b>Expense</b>				
<b>I - Personnel</b>				
703 · Salaries	369,294	297,568	71,725	24%
703.1 · Job Search	147	83	64	78%
716 · Fringe Benefits Employee Ins.	47,565	45,115	2,450	5%
716.1 · 401(a)	5,650	4,957	693	14%
716.2 · Unemployment	96	99	(4)	(4)%
716.3 · Worker's Compensation	787	1,187	(400)	(34)%
717 · Payroll Taxes	27,102	21,789	5,313	24%
<b>Total I - Personnel</b>	450,640	370,797	79,842	22%
<b>II - Supplies</b>				
727 · Office Supplies	3,286	1,515	1,770	117%
728 · Postage	3,656	1,654	2,002	121%
728.1 · Shipping & Handling	678	436	242	56%
761 · Supplies - Genealogy/MI Room	0	116	(116)	(100)%
775 · Operating Supplies	9,040	6,663	2,377	36%
775.1 · Juvenile Operating Supplies	1,838	1,809	29	2%
977 · New Equipment	12,054	2,955	9,098	308%
<b>Total II - Supplies</b>	30,551	15,149	15,402	102%

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**

Accrual Basis

July 2023 through May 2024

	<u>Jul '23 - May 24</u>	<u>Jul '22 - May 23</u>	<u>\$ Change</u>	<u>% Change</u>
<b>III - Building Operations</b>				
853 · Telephone	1,950	908	1,042	115%
854.5 · Cable Line	1,498	1,531	(34)	(2)%
921 · Electric	43,691	44,154	(463)	(1)%
923 · Heat (Gas)	11,719	10,439	1,280	12%
924 · Water/ Sewer	2,162	2,430	(268)	(11)%
930 · Capital Projects - Teen Room	0	22,651	(22,651)	(100)%
931 · Building Maintenance	71,268	122,640	(51,372)	(42)%
931.1 · Janitorial Supplies	2,431	2,884	(453)	(16)%
931.2 · Lawn Care	8,903	8,855	48	1%
931.3 · Snow Removal	5,972	5,900	72	1%
931.5 · Janitorial Services	17,831	13,871	3,960	29%
<b>Total III - Building Operations</b>	<b>167,425</b>	<b>236,263</b>	<b>(68,838)</b>	<b>(29)%</b>
<b>IV - Services</b>				
730 · Membership Dues	942	1,571	(629)	(40)%
731 · Bank Service Charge	983	754	229	30%
801 · Professional Services	1,212	869	343	40%
801.2 · Collection Agency	443	364	79	22%
801.3 · Accountant	17,538	16,808	731	4%
802 · Audit	6,900	5,900	1,000	17%
860 · Travel/Conferences	8,653	4,359	4,294	99%
911 · Insurance	15,448	13,675	1,773	13%
975.5 · Master Gardener	30	0	30	100%
981 · Printing	3,228	3,040	188	6%
<b>Total IV - Services</b>	<b>55,378</b>	<b>47,339</b>	<b>8,038</b>	<b>17%</b>
<b>V - Cooperative Services</b>				
804 · Cooperative Fees	20,234	19,698	536	3%
982 · Delivery (LLC Cost)	2,590	2,508	82	3%
<b>Total V - Cooperative Services</b>	<b>22,824</b>	<b>22,206</b>	<b>618</b>	<b>3%</b>
<b>VI - Programming</b>				
881 · Promotions	6,410	4,017	2,393	60%
883 · Programs - Adult	4,748	3,151	1,597	51%
884 · Programs - Children	3,489	4,623	(1,134)	(25)%
884.2 · Programs-Teens	2,924	2,209	715	32%
<b>Total VI - Programming</b>	<b>17,571</b>	<b>14,000</b>	<b>3,571</b>	<b>26%</b>
<b>VII - Materials</b>				
761.1 · Microfilm - Genealogy/MI Room	0	395	(395)	(100)%
958 · Periodicals (Magazines&News)	3,124	4,062	(938)	(23)%
978 · Adult	46,650	38,608	8,042	21%
978.3 · Reference	0	250	(250)	(100)%
978.4 · Juvenile	19,948	17,746	2,202	12%
978.6 · Teen	7,302	5,396	1,906	35%
978.8 · Memorials	3,966	2,471	1,494	61%
980.4 · Lakeland Overdrive	2,261	1,800	461	26%
980.6 · Digital Materials	39,861	34,135	5,726	17%
<b>Total VII - Materials</b>	<b>123,111</b>	<b>104,862</b>	<b>18,248</b>	<b>17%</b>

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**

Accrual Basis

July 2023 through May 2024

	<u>Jul '23 - May 24</u>	<u>Jul '22 - May 23</u>	<u>\$ Change</u>	<u>% Change</u>
<b>VIII - Other</b>				
885 · Friends Expense	3,829	1,666	2,163	130%
885.2 · Friends Expense - Juvenile	6,576	1,123	5,453	486%
887 · Beverage Supplies	1,137	539	598	111%
888 · Bill Braman Estate	0	2,158	(2,158)	(100)%
933.0 · Equipment Maintenance	9,278	4,397	4,881	111%
990 · Reimbursement of overpayments	1,218	260	958	368%
<b>Total VIII - Other</b>	<u>22,039</u>	<u>10,143</u>	<u>11,895</u>	<u>117%</u>
<b>IX · Technology</b>				
933.1 · Computer System Maintenance	1,688	1,663	24	2%
933.2 · Computer Software	6,754	5,075	1,679	33%
933.4 · IT Support	1,430	729	701	96%
933.5 · Computer Equipment	3,019	200	2,819	1,410%
933.6 · USF Expenditure	3,188	4,683	(1,495)	(32)%
933.7 · Hosting Digitized Microfilm	6,575	5,873	702	12%
933.9 · Website Hosting	600	500	100	20%
935 · Mobile Hotspots	5,577	2,480	3,097	125%
<b>Total IX · Technology</b>	<u>28,830</u>	<u>21,203</u>	<u>7,627</u>	<u>36%</u>
<b>Total Expense</b>	<u>918,368</u>	<u>841,963</u>	<u>76,405</u>	<u>9%</u>
<b>Net Income</b>	<u><b>230,909</b></u>	<u><b>202,823</b></u>	<u><b>28,086</b></u>	<u><b>14%</b></u>



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

Accrual Basis

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

**Flat River Community Library**  
**Credit Card Journal**  
May 2024

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<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
TOTAL					<u>          </u>	<u>          </u>

# Flat River Community Library Monthly Board Invoice Total

May 2024

Accrual Basis

	May 24
Income	0.00
<b>Expense</b>	
<b>I - Personnel</b>	
703 · Salaries	48,790.40
716 · Fringe Benefits Employee Ins.	5,715.97
716.1 · 401(a)	882.83
716.2 · Unemployment	9.11
717 · Payroll Taxes	3,539.27
	58,937.58
<b>Total I - Personnel</b>	58,937.58
<b>II - Supplies</b>	
727 · Office Supplies	227.47
728.1 · Shipping & Handling	84.01
775 · Operating Supplies	1,889.13
775.1 · Juvenile Operating Supplies	45.73
	2,246.34
<b>Total II - Supplies</b>	2,246.34
<b>III - Building Operations</b>	
854.5 · Cable Line	134.98
921 · Electric	3,508.48
923 · Heat (Gas)	745.42
924 · Water/ Sewer	45.60
931 · Building Maintenance	2,719.79
931.1 · Janitorial Supplies	35.80
931.2 · Lawn Care	3,516.54
931.5 · Janitorial Services	2,251.00
	12,957.61
<b>Total III - Building Operations</b>	12,957.61
<b>IV - Services</b>	
730 · Membership Dues	61.00
731 · Bank Service Charge	136.00
801.2 · Collection Agency	78.80
801.3 · Accountant	2,192.31
860 · Travel/Conferences	417.83
981 · Printing	3,227.75
	6,113.69
<b>Total IV - Services</b>	6,113.69
<b>VI - Programming</b>	
881 · Promotions	365.00
883 · Programs - Adult	374.64
884.2 · Programs-Teens	51.58
	791.22
<b>Total VI - Programming</b>	791.22
<b>VII - Materials</b>	
978 · Adult	6,478.41
978.4 · Juvenile	3,722.94
978.6 · Teen	2,124.73
978.8 · Memorials	1,182.47
	4,682.01
<b>Total VII - Materials</b>	18,190.56
<b>VIII - Other</b>	
885 · Friends Expense	300.00
885.2 · Friends Expense - Juvenile	1,739.50
887 · Beverage Supplies	87.89
933.0 · Equipment Maintenance	948.76
990 · Reimbursement of overpayments	586.80
	3,662.95
<b>Total VIII - Other</b>	3,662.95

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

**May 2024**

**Accrual Basis**

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	<u>May 24</u>
<b>IX · Technology</b>	
933.4 · IT Support	390.00
933.5 · Computer Equipment	674.99
933.6 · USF Expenditure	357.50
935 · Mobile Hotspots	518.24
	<hr/>
<b>Total IX · Technology</b>	1,940.73
	<hr/>
<b>Total Expense</b>	104,840.68
	<hr/>
<b>Net Income</b>	<b><u><u>-104,840.68</u></u></b>

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

Date	Num	Split	Amount
<b>Advantage Mechanical Refrigeration, Inc.</b>			
05/20/2024	34611482	931 · Building Maintenance	1,221.25
05/20/2024	15807	002.000 · Checking - Isabella Bank	-1,221.25
Total Advantage Mechanical Refrigeration, Inc.			0.00
<b>Amazon</b>			
05/04/2024	11TT-M6KD-HFML	775 · Operating Supplies	19.99
05/04/2024	1313-4PKC-FLC4	883 · Programs - Adult	254.64
05/04/2024	139G-XPGW-HF7K	-SPLIT-	1,135.30
05/04/2024	14DR-3NWF-F9DD	775 · Operating Supplies	34.38
05/04/2024	1CP6-JCW4-J9FH	884.2 · Programs-Teens	51.58
05/04/2024	1HCW-FYYF-LD6N	727 · Office Supplies	32.81
05/04/2024	1HCW-FYYF-LDMP	775 · Operating Supplies	18.49
05/04/2024	1LXD-K67M-JRQ4	-SPLIT-	163.50
05/04/2024	1R97-T69F-GN9G	727 · Office Supplies	7.85
05/04/2024	1RMY-PYV1-FMXX	775 · Operating Supplies	13.26
05/04/2024	1XLP-YHXF-FVK7	-SPLIT-	49.89
05/04/2024	1YL3-PGM1-FKKQ	775 · Operating Supplies	19.59
05/04/2024	15788	002.000 · Checking - Isabella Bank	-1,801.28
05/20/2024	1J4P-76H7-JYYH	978.8 · Memorials	16.99
05/20/2024	1N4D-HKLL-G141	978.8 · Memorials	1,084.37
05/20/2024	1RY3-6TPL-JLRD	-SPLIT-	273.90
05/20/2024	1TJF-R3MK-G11X	978 · Adult	381.95
05/20/2024	1XQX-QHWH-KJ33	978.4 · Juvenile	21.98
05/20/2024	1Y77-QNTX-GC6P	978.4 · Juvenile	139.60
05/20/2024	15808	002.000 · Checking - Isabella Bank	-1,918.79
Total Amazon			0.00
<b>Arrow Swift Printing</b>			
05/04/2024	102631	981 · Printing	3,227.75
05/04/2024	15789	002.000 · Checking - Isabella Bank	-3,227.75
Total Arrow Swift Printing			0.00
<b>Automatic Equipment Sales &amp; Service Inc.</b>			
05/20/2024	79562	931 · Building Maintenance	1,313.54
05/20/2024	15809	002.000 · Checking - Isabella Bank	-1,313.54
Total Automatic Equipment Sales & Service Inc.			0.00
<b>Baker &amp; Taylor</b>			
05/04/2024	2038234624	-SPLIT-	635.54
05/04/2024	2038240172	-SPLIT-	1,326.47
05/04/2024	2038251284	-SPLIT-	526.37
05/04/2024	15790	002.000 · Checking - Isabella Bank	-2,488.38
05/20/2024	2038259490	-SPLIT-	1,413.39
05/20/2024	2038259681	-SPLIT-	866.28
05/20/2024	2038267618	-SPLIT-	1,808.26
05/20/2024	2038281980	-SPLIT-	1,279.54
05/20/2024	2038290959	-SPLIT-	404.56
05/20/2024	15810	002.000 · Checking - Isabella Bank	-5,772.03
Total Baker & Taylor			0.00
<b>Center Point Publishing</b>			
05/20/2024	2090743	978 · Adult	140.82
05/20/2024	15811	002.000 · Checking - Isabella Bank	-140.82
Total Center Point Publishing			0.00
<b>Charter Communications</b>			
05/20/2024	82148201050124	854.5 · Cable Line	134.98
05/20/2024	15812	002.000 · Checking - Isabella Bank	-134.98
Total Charter Communications			0.00

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

Date	Num	Split	Amount
<b>City of Greenville</b>			
05/20/2024	3.15.24 - 4.15.24 CO	924 · Water/ Sewer	45.60
05/20/2024	15813	002.000 · Checking - Isabella Bank	-45.60
Total City of Greenville			0.00
<b>Consumer's Energy</b>			
05/20/2024	207147550156	921 · Electric	3,508.48
05/20/2024	15814	002.000 · Checking - Isabella Bank	-3,508.48
Total Consumer's Energy			0.00
<b>Crabtree Publishing Company</b>			
05/20/2024	IN589138	978.4 · Juvenile	217.50
05/20/2024	IN589546	978.4 · Juvenile	68.85
05/20/2024	15815	002.000 · Checking - Isabella Bank	-286.35
Total Crabtree Publishing Company			0.00
<b>Demco, Inc.</b>			
05/20/2024	7478380	-SPLIT-	352.87
05/20/2024	15816	002.000 · Checking - Isabella Bank	-352.87
Total Demco, Inc.			0.00
<b>DTE Energy</b>			
05/20/2024	4.2.24 - 5.1.24	923 · Heat (Gas)	745.42
05/20/2024	15817	002.000 · Checking - Isabella Bank	-745.42
Total DTE Energy			0.00
<b>Dynamic School Assemblies, Inc.</b>			
05/20/2024	Bubble Science Progr	885.2 · Friends Expense - Juvenile	395.00
05/20/2024	15818	002.000 · Checking - Isabella Bank	-395.00
Total Dynamic School Assemblies, Inc.			0.00
<b>Farm Animals On The Go</b>			
05/20/2024	6.1.24 SRP Kickoff-	885.2 · Friends Expense - Juvenile	375.00
05/20/2024	15819	002.000 · Checking - Isabella Bank	-375.00
Total Farm Animals On The Go			0.00
<b>Fornes, Mike</b>			
05/20/2024	101 Things - Mac Bri	885 · Friends Expense	300.00
05/20/2024	15820	002.000 · Checking - Isabella Bank	-300.00
Total Fornes, Mike			0.00
<b>Friends of the FRCL - Bookstore</b>			
05/04/2024	4.1.24 - 4.30.24 Boo	990 · Reimbursement of overpayments	135.25
05/04/2024	4.1.24 - 4.30.24 use	990 · Reimbursement of overpayments	436.55
05/04/2024	15791	002.000 · Checking - Isabella Bank	-571.80
Total Friends of the FRCL - Bookstore			0.00
<b>Gale</b>			
05/04/2024	84221320	978 · Adult	62.97
05/04/2024	84231534	978 · Adult	89.24
05/04/2024	15792	002.000 · Checking - Isabella Bank	-152.21
05/20/2024	84278394	978 · Adult	98.37
05/20/2024	15821	002.000 · Checking - Isabella Bank	-98.37
Total Gale			0.00
<b>Great America Financial Services</b>			
05/04/2024	36473460	933.0 · Equipment Maintenance	948.76
05/04/2024	15793	002.000 · Checking - Isabella Bank	-948.76
Total Great America Financial Services			0.00

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

Date	Num	Split	Amount
<b>Greenville Area Chamber of Commerce</b>			
05/04/2024	796	881 · Promotions	50.00
05/04/2024	2533	881 · Promotions	25.00
05/04/2024	15794	002.000 · Checking - Isabella Bank	-75.00
05/20/2024	12601	730 · Membership Dues	61.00
05/20/2024	15822	002.000 · Checking - Isabella Bank	-61.00
Total Greenville Area Chamber of Commerce			0.00
<b>Hansen, Amy</b>			
05/20/2024	June Prgms (2) - Gen	883 · Programs - Adult	120.00
05/20/2024	15823	002.000 · Checking - Isabella Bank	-120.00
Total Hansen, Amy			0.00
<b>Heimler Consulting</b>			
05/04/2024	717	933.6 · USF Expenditure	357.50
05/04/2024	796	933.5 · Computer Equipment	674.99
05/04/2024	797	933.4 · IT Support	390.00
05/04/2024	15795	002.000 · Checking - Isabella Bank	-1,422.49
Total Heimler Consulting			0.00
<b>Hole in One Rentals</b>			
05/20/2024	6.1.24 SRP Kickoff-	885.2 · Friends Expense - Juvenile	363.50
05/20/2024	15824	002.000 · Checking - Isabella Bank	-363.50
Total Hole in One Rentals			0.00
<b>Humana Life</b>			
05/04/2024	716	716 · Fringe Benefits Employee Ins.	75.05
05/04/2024	15796	002.000 · Checking - Isabella Bank	-75.05
Total Humana Life			0.00
<b>Inflatable Adventures LLC</b>			
05/20/2024	6.1.24 SRP -Tropical	885.2 · Friends Expense - Juvenile	216.00
05/20/2024	15825	002.000 · Checking - Isabella Bank	-216.00
Total Inflatable Adventures LLC			0.00
<b>Ingram Library Services</b>			
05/04/2024	63054402	-SPLIT-	381.97
05/04/2024	15797	002.000 · Checking - Isabella Bank	-381.97
05/20/2024	63058232	-SPLIT-	382.12
05/20/2024	67707908	-SPLIT-	11.69
05/20/2024	15826	002.000 · Checking - Isabella Bank	-393.81
Total Ingram Library Services			0.00
<b>J. Appleseed Publishers Co-op</b>			
05/20/2024	169030	-SPLIT-	352.20
05/20/2024	15827	002.000 · Checking - Isabella Bank	-352.20
Total J. Appleseed Publishers Co-op			0.00
<b>Kanopy</b>			
05/04/2024	398345-PPU PREPAID	-SPLIT-	0.00
Total Kanopy			0.00
<b>Lakeland Library Cooperative</b>			
05/04/2024	PT24-1238	-SPLIT-	344.64
05/04/2024	15798	002.000 · Checking - Isabella Bank	-344.64
05/20/2024	PT24-1247	775 · Operating Supplies	66.22
05/20/2024	15828	002.000 · Checking - Isabella Bank	-66.22
Total Lakeland Library Cooperative			0.00

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

Date	Num	Split	Amount
<b>Luxury Janitorial Services Corporation</b>			
05/04/2024	INV639	931.5 · Janitorial Services	2,251.00
05/04/2024	15806	002.000 · Checking - Isabella Bank	-2,251.00
Total Luxury Janitorial Services Corporation			0.00
<b>MetLife Small Business Center</b>			
05/04/2024	April 2024	716 · Fringe Benefits Employee Ins.	904.70
05/04/2024	15799	002.000 · Checking - Isabella Bank	-904.70
Total MetLife Small Business Center			0.00
<b>MicroMarketing LLC</b>			
05/04/2024	951166	978 · Adult	1,053.15
05/04/2024	952111	978 · Adult	63.75
05/04/2024	15800	002.000 · Checking - Isabella Bank	-1,116.90
05/20/2024	952472	978 · Adult	119.82
05/20/2024	953028	978 · Adult	39.94
05/20/2024	953401	-SPLIT-	51.09
05/20/2024	15829	002.000 · Checking - Isabella Bank	-210.85
Total MicroMarketing LLC			0.00
<b>Midwest Tape</b>			
05/04/2024	505411613 PREPAID	-SPLIT-	0.00
Total Midwest Tape			0.00
<b>Mills Janitorial Supply</b>			
05/04/2024	7781823	931.1 · Janitorial Supplies	35.80
05/04/2024	15802	002.000 · Checking - Isabella Bank	-35.80
Total Mills Janitorial Supply			0.00
<b>North Shade Lawn</b>			
05/20/2024	317	931.2 · Lawn Care	3,445.00
05/20/2024	15830	002.000 · Checking - Isabella Bank	-3,445.00
Total North Shade Lawn			0.00
<b>ODC Network</b>			
05/20/2024	Backyard Safari Prog	885.2 · Friends Expense - Juvenile	390.00
05/20/2024	15831	002.000 · Checking - Isabella Bank	-390.00
Total ODC Network			0.00
<b>Ohman, Tiffany</b>			
05/20/2024	Mileage 4.1 - 5.7.24	860 · Travel/Conferences	412.00
05/20/2024	15832	002.000 · Checking - Isabella Bank	-412.00
Total Ohman, Tiffany			0.00
<b>Overdrive, Inc.</b>			
05/04/2024	01720CO24122436	980.6 · Digital Materials	902.27
05/04/2024	15803	002.000 · Checking - Isabella Bank	-902.27
Total Overdrive, Inc.			0.00
<b>Pathian LLC</b>			
05/20/2024	189838	716 · Fringe Benefits Employee Ins.	143.57
05/20/2024	15833	002.000 · Checking - Isabella Bank	-143.57
Total Pathian LLC			0.00
<b>Priority Health Small Business Dep.</b>			
05/04/2024	241060000434	-SPLIT-	6,772.36
05/04/2024	15804	002.000 · Checking - Isabella Bank	-6,772.36
Total Priority Health Small Business Dep.			0.00



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

Date	Num	Split	Amount
<b>ProQuest Information &amp; Learning</b>			
05/04/2024	Subscription 24/25	980.6 · Digital Materials	1,563.35
05/04/2024	15805	002.000 · Checking - Isabella Bank	-1,563.35
Total ProQuest Information & Learning			0.00
<b>Rykse, Olivia</b>			
05/20/2024	Lost & Paid Reimburs	978 · Adult	44.00
05/20/2024	15834	002.000 · Checking - Isabella Bank	-44.00
Total Rykse, Olivia			0.00
<b>Scholastic Inc.</b>			
05/20/2024	60005378	978.4 · Juvenile	227.31
05/20/2024	15835	002.000 · Checking - Isabella Bank	-227.31
Total Scholastic Inc.			0.00
<b>State of Michigan</b>			
05/20/2024	15836	002.000 · Checking - Isabella Bank	0.00
Total State of Michigan			0.00
<b>State of Michigan*</b>			
05/20/2024	99R2402156	931 · Building Maintenance	185.00
05/21/2024	15842	002.000 · Checking - Isabella Bank	-185.00
Total State of Michigan*			0.00
<b>T-Mobile</b>			
05/20/2024	3.25.24 - 4.24.24 P	-SPLIT-	0.00
Total T-Mobile			0.00
<b>The Daily News</b>			
05/20/2024	355411	881 · Promotions	290.00
05/20/2024	15837	002.000 · Checking - Isabella Bank	-290.00
Total The Daily News			0.00
<b>Timothy C. Hauenstein Reynolds Library</b>			
05/20/2024	1003	990 · Reimbursement of overpayments	15.00
05/20/2024	15838	002.000 · Checking - Isabella Bank	-15.00
Total Timothy C. Hauenstein Reynolds Library			0.00
<b>Unique Management Services, Inc.</b>			
05/20/2024	6125959	801.2 · Collection Agency	78.80
05/20/2024	15839	002.000 · Checking - Isabella Bank	-78.80
Total Unique Management Services, Inc.			0.00
<b>Van Bro's Irrigation, Inc.</b>			
05/20/2024	31925041024	931.2 · Lawn Care	71.54
05/20/2024	15840	002.000 · Checking - Isabella Bank	0.00
05/21/2024	15843	002.000 · Checking - Isabella Bank	-71.54
Total Van Bro's Irrigation, Inc.			0.00
<b>West, Timothy</b>			
05/20/2024	Mileage 5.1.24	860 · Travel/Conferences	5.83
05/20/2024	15841	002.000 · Checking - Isabella Bank	-5.83
Total West, Timothy			0.00
<b>TOTAL</b>			<b>0.00</b>

**Flat River Community Library**  
**Profit & Loss Budget Overview**  
 July 2023 through June 2024

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	Jul '23 - Jun 24
<b>Income</b>	
401 · Property Taxes	
401.1 · Property Taxes - Greenville	187,131.00
401.2 · Property Taxes - Eureka Twp.	117,078.00
401.3 · Property Taxes - Fairplains Twp	44,886.00
401.4 · Property Taxes - Montcalm Twp.	82,377.00
	431,472.00
<b>Total 401 · Property Taxes</b>	<b>431,472.00</b>
402 · Delinquent Taxes	30,000.00
441 · Local Comm Stabiliz Tax Share	15,000.00
556 · Library State Aid	18,000.00
580 · County Millage	498,075.00
580.2 · Renaissance Zone	2,000.00
651 · Genealogy Fees	20.00
655 · Book Fines	2,000.00
656 · Printing Fees	2,500.00
657 · Penal Fines	78,505.00
658 · USF Funds	4,600.00
664 · Interest Earned	10,000.00
672 · Continuing Education	1,600.00
675 · Contribution - Private Sources	500.00
675.2 · Estate Donations	5,000.00
675.31 · Friends Donations - Adult	2,000.00
675.32 · Friends Donations - Juvenile	5,000.00
675.4 · Memorial Book Contributions	1,500.00
675.45 · Cookbook Sales	20.00
675.47 · Beverage Sales	50.00
	1,107,842.00
<b>Total Income</b>	<b>1,107,842.00</b>
<b>Expense</b>	
<b>I - Personnel</b>	
703 · Salaries	522,550.00
703.1 · Job Search	0.00
716 · Fringe Benefits Employee Ins.	0.00
716.1 · 401(a)	0.00
716.2 · Unemployment	0.00
716.3 · Worker's Compensation	0.00
717 · Payroll Taxes	0.00
I - Personnel - Other	0.00
	522,550.00
<b>Total I - Personnel</b>	<b>522,550.00</b>
<b>II - Supplies</b>	
727 · Office Supplies	33,000.00
728 · Postage	0.00
728.1 · Shipping & Handling	0.00
761 · Supplies - Genealogy/MI Room	0.00
775 · Operating Supplies	0.00
775.1 · Juvenile Operating Supplies	0.00
977 · New Equipment	0.00
II - Supplies - Other	0.00
	33,000.00
<b>Total II - Supplies</b>	<b>33,000.00</b>

**Flat River Community Library**  
**Profit & Loss Budget Overview**  
 July 2023 through June 2024

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	Jul '23 - Jun 24
<b>III - Building Operations</b>	
853 · Telephone	187,200.00
854.5 · Cable Line	0.00
921 · Electric	0.00
923 · Heat (Gas)	0.00
924 · Water/ Sewer	0.00
925 · Trash Pick Up	0.00
931 · Building Maintenance	0.00
931.1 · Janitorial Supplies	0.00
931.2 · Lawn Care	0.00
931.25 · Landscaping	0.00
931.3 · Snow Removal	0.00
931.5 · Janitorial Services	0.00
III - Building Operations - Other	0.00
<b>Total III - Building Operations</b>	187,200.00
<b>IV - Services</b>	
730 · Membership Dues	62,000.00
731 · Bank Service Charge	0.00
801 · Professional Services	0.00
801.2 · Collection Agency	0.00
801.3 · Accountant	0.00
802 · Audit	0.00
860 · Travel/Conferences	0.00
911 · Insurance	0.00
981 · Printing	0.00
IV - Services - Other	0.00
<b>Total IV - Services</b>	62,000.00
<b>V - Cooperative Services</b>	
804 · Cooperative Fees	25,000.00
854 · Telecommunications	0.00
982 · Delivery (LLC Cost)	0.00
V - Cooperative Services - Other	0.00
<b>Total V - Cooperative Services</b>	25,000.00
<b>VI - Programming</b>	
881 · Promotions	25,000.00
883 · Programs - Adult	0.00
884 · Programs - Children	0.00
884.2 · Programs-Teens	0.00
VI - Programming - Other	0.00
<b>Total VI - Programming</b>	25,000.00
<b>VII - Materials</b>	
761.1 · Microfilm - Genealogy/MI Room	150,000.00
958 · Periodicals (Magazines&News)	0.00
978 · Adult	0.00
978.3 · Reference	0.00
978.4 · Juvenile	0.00
978.6 · Teen	0.00
978.8 · Memorials	0.00
980 · Video	0.00
980.4 · Lakeland Overdrive	0.00
980.6 · Digital Materials	0.00
984 · Library Lending Project	0.00
VII - Materials - Other	0.00
<b>Total VII - Materials</b>	150,000.00

**Flat River Community Library**  
**Profit & Loss Budget Overview**  
 July 2023 through June 2024

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	Jul '23 - Jun 24
<b>VIII - Other</b>	
885 - Friends Expense	29,000.00
885.2 - Friends Expense - Juvenile	0.00
887 - Beverage Supplies	0.00
888 - Bill Braman Estate	0.00
933.0 - Equipment Maintenance	0.00
975.1 - Board Expense	0.00
990 - Reimbursement of overpayments	0.00
VIII - Other - Other	0.00
	29,000.00
<b>Total VIII - Other</b>	29,000.00
<b>IX - Technology</b>	
933.1 - Computer System Maintenance	37,050.00
933.2 - Computer Software	0.00
933.3 - Public Computer Management	0.00
933.4 - IT Support	0.00
933.5 - Computer Equipment	0.00
933.6 - USF Expenditure	0.00
933.7 - Hosting Digitized Microfilm	0.00
933.8 - Website Design	0.00
933.9 - Website Hosting	0.00
934 - Collection HQ	0.00
934.1 - Linked Data	0.00
935 - Mobile Hotspots	0.00
IX - Technology - Other	0.00
	37,050.00
<b>Total IX - Technology</b>	37,050.00
<b>Total Expense</b>	1,070,800.00
<b>Net Income</b>	37,042.00

**Director's Report  
June Board Meeting  
Jun 12, 2024**

**Programs:**

**Drop-In Tech Help -5/3- 1**

**Make a Comic - 5/6 - 6**

**Happy Bookers Book Club - 5/7 - 13**

**Upbeat Jazz! - 5/9 - 9**

**Flat River Writers Group -5/13 - 7**

**Modern Floral or Abstract Take & Make, Take 2! -5/17 - 44**

**Craft-In -5/23 - 4**

**101 Things That Happened on the Mackinac Bridge - 5/28 - 22**

**General:**

We are off to a great start with our Summer Reading program! Our theme this year is “Adventure Begins at the Library.” Our kick-off saw a 25% increase in registration from the year before, which is a wonderful indicator of the summer to come.

We are once again participating in the Meet Up and Eat Up program and serving kids up to the age of 18 meals provided by Greenville Public Schools Monday through Friday for the duration of our summer reading program. Families love the chance to pair their midday meal with a visit to the library. As always, we are in need of volunteers for setup and serving, and they can do so for as little as one hour once during the summer.

We are currently waiting on a proposal from T-Mobile on internal and external security cameras.

The One Book One County title selection this year is *These Silent Woods* by Kimi Cunningham Grant. Ms. Grant will be here for the finale event on September 20. I will be moderating a Q&A with her, and she will be signing copies of this book and her forthcoming title in June, *The Nature of Disappearing*.

At their request, Darci and I are presenting our Black Field proposal at the GPS Board of Education Meeting on June 10. We are looking forward to the opportunity to grow on our existing proposal and answer any outstanding questions from the Board.

Our Comfort Cabinets have been installed and filled, and have already gotten a wonderful active response from patrons and the community. We will continuously take donations for these resources. Many thanks to Cassie for her extremely hard work on this project.

I presented at the final Coalition of Greater Greenville meeting of the season as one of the short organizational updates. I am always grateful for the opportunity those meetings afford to connect and collaborate with other organizations in Greenville.

Tiffany put together a fabulous, well-researched and planned grant request for the Library of Michigan LSTA Improving Access to Information grant. The grant request was for \$22,000 to initiate an Early Literacy program in collaboration with Corewell Health and Greenville Hospital. The program would provide kits for any baby born in Labor And Delivery containing books, toys with literacy development focus, and information on the library and other resources vital for new parents. We hope to find out in July whether we will receive those grant funds. We are very appreciative of Corewell Health for their

support and enthusiasm for this program, and we look forward to the possibility of collaborating with them.

Tiffany and Cassie had a table of activities of information at the library at the We Care for Kids Family Fun Day on May 18. The event was huge and was a wonderful community connection opportunity.

The Animal Shelter Support initiative planned and orchestrated by Michelle was a great success, and was much appreciated by patrons. It gave us a chance to support local shelters, and patrons a chance to get to know staff a little better through the lens of their animals.

I will be attending the ALA Annual Conference in San Diego June 27-July 1. I am looking forward to bringing back new ideas to integrate into our strategic plan as we come into the next year.

#### **Building & Grounds:**

The Teen Space renovation project is scheduled to break ground July 28. We pushed the date because to avoid overlapping work with the first month of summer reading.

Nugent discovered that the windows delivered by the manufacturer had the wrong fitting on the frames, and they are getting them fixed by the manufacturer. The updated installation date will be in July.

#### **Michigan Library Association:**

I attended the last session of Think Space on Mackinac Island. I will be offering a summary of my takeaways shortly, but I can say the topics dovetailed nicely with the strategic planning we are currently completing.

#### **Staff:**

We have some returning faces in the library this month. Kamey Krum-Howe, former Reference Assistant and Cedar Springs Library director, has rejoined our staff, and we are thrilled to welcome her back as a Patron Services Assistant. We also have Grace Platte joining us for the summer as a page.

Sam McCready, who has been a page with us for quite some time, has taken on a circulation/page hybrid position to fill needed gaps there. She will be pivoting across those roles and responsibilities as needed going forward.

Michelle and Christine are also going to be moving into Patron Services-driven position titles as we formulate that new structure. Both have taken on vital procedural responsibilities previously managed by Sharon, and they have ensured a smooth transition.

Veronica is managing the Meet Up and Eat Up program, working on some year-end financial tasks, and preparing for performance reviews with circulation staff.

Tim has been preparing additional training materials for staff regarding local history collections.

Tiffany completed the extensive grant application for the LSTA grant, as well as all of her school visits for 2024.

Cassie got all of the Comfort Cabinets up and running and will be monitoring and maintaining them going forward. She is very happy with the success of the initial spring run with the Seed Library.

Kristin is planning for upcoming seasons and working to organize the programming team to streamline their efforts.

Josie is completing a significant volume of memorials, has put together multiple displays on the adventure theme for summer, and is assisting Tiffany with prep for an upcoming teen art program.

Danielle is processing a large volume of new materials and putting the final touches on the upcoming Library of Things collection.

Cara worked with Cassie to put together the entryway floor decoration for summer reading.

Thank you to all the staff for their hard work at the Summer Reading kick-off (with all hands on deck as well as a few volunteers!), and thank you in advance for a busy and productive summer.

**Memorials:**

<b>Honoree</b>	<b>Donor</b>
Elaine Baxter	Jeff and Cheryl Staffen
Elaine Baxter	Michael and Barbara Hurst
Elaine Baxter	Patty and Steven Baxter
Elaine Baxter	Lisa Baxter
Elaine Baxter	Glenn and Carol Baxter
Elaine Baxter	Paul and Dee Homrich
Elaine Baxter	Peggy Hughes and Jessica Baxter
Elaine Baxter	Ray and Barb Bremer
Elaine Baxter	David and Deb Vandenburg
Sandra Kay Sorensen	David and Deb Vandenburg

David Allen Linebaugh

David and Deb Vandenburg

**Total**

**\$525**

**Meetings/Events:**

**5/7 - Greenville Rotary**

**5/8 - B2B Fusion Event - Chamber**

**5/9 - Lakeland Board Meeting**

**5/14 - MARC Board Meeting**

**5/15 - OBOC Committee Meeting**

**5/16 - Staff Meeting**

**5/16 - Mission Square staff review**

**5/16 - COGG Presentation**

**5/21 - One Book One County kick-off event**

**5/23 - 5/24 - Think Space**

**5/29 - Hot Spot meeting with GPS Admin**



Flat River Community Library Proposed 2024-25 Budget

	2023-24 Budget	2023-24 YTD	Percent of 2023-24 Budget	% Change	Proposed 24-25 Budget
<b>Income</b>					
<b>401 · Property Taxes</b>					
401.1 · Property Taxes - Greenville	\$187,131	\$217,851	116.42%	8.50%	\$203,041
401.2 · Property Taxes - Eureka Twp.	\$117,078	\$108,930	93.04%	6.15%	\$124,277
401.3 · Property Taxes - Fairplains Twp	\$44,886	\$34,924	77.81%	7.15%	\$48,094
401.4 · Property Taxes - Montcalm Twp.	\$82,377	\$82,442	100.08%	8.72%	\$89,563
<b>Total 401 · Property Taxes</b>	<b>\$431,472</b>	<b>\$444,147</b>	<b>102.94%</b>	<b>7.76%</b>	<b>\$464,975</b>
402 · Delinquent Taxes	\$30,000	\$34,073	113.58%	0.00%	\$30,000
441 · Local Comm Stabiliz Tax Share	\$15,000	\$14,161	94.41%	0.00%	\$15,000
556 · Library State Aid	\$18,000	\$18,479	102.66%	3.33%	\$18,600
580 · County Millage	\$498,075	\$541,555	108.73%	1.79%	\$507,000
580.2 · Renaissance Zone	\$2,000	\$38	1.90%	-100.00%	\$0
651 · Genealogy Fees	\$20	\$0	0.00%	0.00%	\$20
655 · Book Fines	\$2,000	\$3,379	168.95%	0.00%	\$2,000
656 · Printing Fees	\$2,500	\$7,316	292.64%	20.00%	\$3,000
657 · Penal Fines	\$78,505	\$83,717	106.64%	8.27%	\$85,000
658 · USF Funds	\$4,600	\$3,847	83.63%	0.00%	\$4,600
664 · Interest Earned	\$10,000	\$57,328	573.28%	450.00%	\$55,000
672 · Continuing Education	\$1,600	\$1,600	100.00%	-100.00%	\$0
675 · Contribution - Private Sources	\$500	\$445	89.00%	0.00%	\$500
675.2 · Estate Donations	\$5,000	\$5,000	100.00%	0.00%	\$5,000
675.31 · Friends Donations - Adult	\$2,000	\$2,863	143.15%	100.00%	\$4,000
675.32 · Friends Donations - Juvenile	\$5,000	\$4,041	80.82%	0.00%	\$5,000
675.4 · Memorial Book Contributions	\$1,500	\$2,965	197.67%	0.00%	\$1,500
675.45 · Cookbook Sales	\$20	\$0	0.00%	0.00%	\$20
675.47 · Beverage Sales	\$50	\$206	412.00%	0.00%	\$50
699 · GACF - Transfer In	\$0	\$7,816			\$34,750
<b>Total Income</b>	<b>\$1,107,842</b>	<b>\$1,232,976</b>	<b>111.30%</b>	<b>11.57%</b>	<b>\$1,236,015</b>
<b>Expense</b>					

Flat River Community Library Proposed 2024-25 Budget

<b>I - Personnel</b>					
703 · Salaries	\$415,000	\$369,294	88.99%	10.36%	\$458,000
703.1 · Job Search	\$100	\$147	146.85%	100.00%	\$200
716 · Fringe Benefits Employee Ins.	\$65,800	\$47,565	72.29%	13.98%	\$75,000
716.1 · 401(a)	\$8,000	\$5,650	70.63%	12.50%	\$9,000
716.2 · Unemployment	\$450	\$96	21.33%	0.00%	\$450
716.3 · Worker's Compensation	\$1,200	\$787	65.58%	0.00%	\$1,200
717 · Payroll Taxes	\$32,000	\$27,102	84.69%	10.94%	\$35,500
<b>Total I - Personnel</b>	<b>\$522,550</b>	<b>\$450,641</b>	<b>86.24%</b>	<b>10.87%</b>	<b>\$579,350</b>
<b>II - Supplies</b>					
727 · Office Supplies	\$4,000	\$3,286	82.15%	0.00%	\$4,000
728 · Postage	\$4,200	\$3,656	87.05%	-38.10%	\$2,600
728.1 · Shipping & Handling	\$500	\$678	135.60%	50.00%	\$750
761 · Supplies - Genealogy/MI Room	\$250	\$0	0.00%	0.00%	\$250
775 · Operating Supplies	\$7,000	\$9,040	129.14%	28.57%	\$9,000
775.1 · Juvenile Operating Supplies	\$2,500	\$1,838	73.52%	20.00%	\$3,000
977 · New Equipment	\$3,500	\$12,054	344.39%	171.43%	\$9,500
<b>Total II - Supplies</b>	<b>\$21,950</b>	<b>\$30,552</b>	<b>139.19%</b>	<b>32.57%</b>	<b>\$29,100</b>
<b>III - Building Operations</b>					
853 · Telephone	\$3,500	\$1,950	55.71%	0.00%	\$3,500
854.5 · Cable Line	\$2,000	\$1,498	74.90%	0.00%	\$2,000
921 · Electric	\$49,000	\$43,691	89.17%	2.04%	\$50,000
923 · Heat (Gas)	\$12,000	\$11,719	97.66%	16.67%	\$14,000
924 · Water/ Sewer	\$3,200	\$2,162	67.56%	-6.25%	\$3,000
930 · Capital Projects - Teen Room	\$0	\$0			\$0
931 · Building Maintenance	\$70,000	\$71,628	102.33%	14.29%	\$80,000
931.1 · Janitorial Supplies	\$3,500	\$2,431	69.46%	14.29%	\$4,000
931.2 · Lawn Care	\$10,000	\$8,903	89.03%	80.00%	\$18,000
931.3 · Snow Removal	\$9,000	\$5,972	66.36%	0.00%	\$9,000
931.5 · Janitorial Services	\$35,000	\$17,831	50.95%	-14.29%	\$30,000
<b>Total III - Building Operations</b>	<b>\$197,200</b>	<b>\$167,785</b>	<b>85.08%</b>	<b>8.27%</b>	<b>\$213,500</b>

Flat River Community Library Proposed 2024-25 Budget

<b>IV - Services</b>					
730 · Membership Dues	\$2,500	\$942	37.68%	0.00%	\$2,500
731 · Bank Service Charge	\$600	\$983	163.83%	50.00%	\$900
801 · Professional Services	\$1,000	\$1,212	121.20%	50.00%	\$1,500
801.2 · Collection Agency	\$600	\$443	73.83%	0.00%	\$600
801.3 · Accountant	\$19,000	\$17,538	92.31%	26.32%	\$24,000
802 · Audit	\$6,490	\$6,900	106.32%	30.97%	\$8,500
860 · Travel/Conferences	\$8,600	\$8,653	100.62%	27.91%	\$11,000
911 · Insurance	\$15,000	\$15,448	102.99%	20.00%	\$18,000
975.5 · Master Gardener	\$100	\$30	30.00%	0.00%	\$100
981 · Printing	\$3,200	\$3,228	100.88%		\$3,600
<b>Total IV - Services</b>	<b>\$57,090</b>	<b>\$55,377</b>	<b>97.00%</b>	<b>23.84%</b>	<b>\$70,700</b>
<b>V - Cooperative Services</b>					
804 · Cooperative Fees	\$25,000	\$20,234	80.94%	-8.00%	\$23,000
982 · Delivery (LLC Cost)	\$2,800	\$2,590	92.49%	0.00%	\$2,800
<b>Total V - Cooperative Services</b>	<b>\$27,800</b>	<b>\$22,824</b>	<b>82.10%</b>	<b>-7.19%</b>	<b>\$25,800</b>
<b>VI - Programming</b>					
881 · Promotions	\$7,000	\$6,410	91.57%	14.29%	\$8,000
883 · Programs - Adult	\$6,000	\$4,748	79.13%	16.67%	\$7,000
884 · Programs - Children	\$6,000	\$3,489	58.15%	8.33%	\$6,500
884.2 · Programs-Teens	\$5,000	\$2,924	58.48%	0.00%	\$5,000
885 - Programs - Outreach					\$2,000
<b>Total VI - Programming</b>	<b>\$24,000</b>	<b>\$17,571</b>	<b>73.21%</b>	<b>18.75%</b>	<b>\$28,500</b>
<b>VII - Materials</b>					
761.1 · Microfilm - Genealogy/MI Room	\$1,500	\$0	0.00%		\$1,500
958 · Periodicals (Magazines&News)	\$4,100	\$3,124	76.19%	9.76%	\$4,500
978 · Adult	\$55,000	\$46,650	84.82%	9.09%	\$60,000
978.3 · Reference	\$1,100	\$0	0.00%	-54.55%	\$500
978.4 · Juvenile	\$23,000	\$19,948	86.73%	13.04%	\$26,000
978.6 · Teen	\$10,000	\$7,302	73.02%	0.00%	\$10,000
978.8 · Memorials	\$1,500	\$3,966	264.40%	0.00%	\$1,500

Flat River Community Library Proposed 2024-25 Budget

980.4 · Lakeland Overdrive	\$2,000	\$2,261	113.04%	20.00%	\$2,400
980.6 · Digital Materials	\$50,000	\$39,861	79.72%	10.00%	\$55,000
<b>Total VII - Materials</b>	<b>\$148,200</b>	<b>\$123,111</b>	<b>83.07%</b>	<b>8.91%</b>	<b>\$161,400</b>
<b>VIII - Other</b>					
885 · Friends Expense	\$2,000	\$3,829	191.45%	100.00%	\$4,000
885.2 · Friends Expense - Juvenile	\$5,000	\$6,576	131.52%	0.00%	\$5,000
887 · Beverage Supplies	\$900	\$1,137	126.33%	44.44%	\$1,300
888 · Bill Braman Estate	\$5,000	\$0	0.00%	0.00%	\$5,000
933.0 · Equipment Maintenance	\$12,000	\$9,278	77.32%	0.00%	\$12,000
975.1 · Board Expense	\$100	\$0	0.00%	0.00%	\$100
990 · Reimbursement of overpayments	\$250	\$1,218	487.20%	180.00%	\$700
<b>Total VIII - Other</b>	<b>\$25,250</b>	<b>\$14,367</b>	<b>56.90%</b>	<b>11.29%</b>	<b>\$28,100</b>
<b>IX · Technology</b>					
933.1 · Computer System Maintenance	\$1,000	\$1,688	168.80%	200.00%	\$3,000
933.2 · Computer Software	\$6,000	\$6,754	112.57%	33.33%	\$8,000
933.4 · IT Support	\$2,000	\$1,430	71.50%	0.00%	\$2,000
933.5 · Computer Equipment	\$6,000	\$3,019	50.32%	-50.00%	\$3,000
933.6 · USF Expenditure	\$5,350	\$3,188	59.59%	-15.89%	\$4,500
933.7 · Hosting Digitized Microfilm	\$7,000	\$6,575	93.93%	0.00%	\$7,000
933.9 · Website Hosting	\$700	\$600	85.71%	0.00%	\$700
935 · Mobile Hotspots	\$9,000	\$5,573	61.92%	0.00%	\$9,000
936 - Mobile Hotspots - GPS	\$0				\$34,400
<b>Total IX · Technology</b>	<b>\$37,050</b>	<b>\$28,827</b>	<b>77.81%</b>	<b>93.25%</b>	<b>\$71,600</b>
<b>Total Expense</b>	<b>\$1,061,090</b>	<b>\$911,056</b>	<b>85.86%</b>	<b>13.85%</b>	<b>\$1,208,050</b>
<b>Net Income</b>	<b>\$46,752</b>	<b>\$321,921</b>	<b>688.57%</b>	<b>-40.18%</b>	<b>\$27,965</b>

**Flat River Community Library**  
**Profit & Loss Budget Overview**  
 July 2023 through June 2024

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	Jul '23 - Jun 24
<b>Income</b>	
401 · Property Taxes	
401.1 · Property Taxes - Greenville	187,131.00
401.2 · Property Taxes - Eureka Twp.	117,078.00
401.3 · Property Taxes - Fairplains Twp	44,886.00
401.4 · Property Taxes - Montcalm Twp.	82,377.00
	431,472.00
<b>Total 401 · Property Taxes</b>	<b>431,472.00</b>
402 · Delinquent Taxes	30,000.00
441 · Local Comm Stabiliz Tax Share	15,000.00
556 · Library State Aid	18,000.00
580 · County Millage	498,075.00
580.2 · Renaissance Zone	2,000.00
651 · Genealogy Fees	20.00
655 · Book Fines	2,000.00
656 · Printing Fees	2,500.00
657 · Penal Fines	78,505.00
658 · USF Funds	4,600.00
664 · Interest Earned	10,000.00
672 · Continuing Education	1,600.00
675 · Contribution - Private Sources	500.00
675.2 · Estate Donations	5,000.00
675.31 · Friends Donations - Adult	2,000.00
675.32 · Friends Donations - Juvenile	5,000.00
675.4 · Memorial Book Contributions	1,500.00
675.45 · Cookbook Sales	20.00
675.47 · Beverage Sales	50.00
	1,107,842.00
<b>Total Income</b>	<b>1,107,842.00</b>
<b>Expense</b>	
I - Personnel	
703 · Salaries	522,550.00
703.1 · Job Search	0.00
716 · Fringe Benefits Employee Ins.	0.00
716.1 · 401(a)	0.00
716.2 · Unemployment	0.00
716.3 · Worker's Compensation	0.00
717 · Payroll Taxes	0.00
I - Personnel - Other	0.00
	522,550.00
<b>Total I - Personnel</b>	<b>522,550.00</b>
II - Supplies	
727 · Office Supplies	33,000.00
728 · Postage	0.00
728.1 · Shipping & Handling	0.00
761 · Supplies - Genealogy/MI Room	0.00
775 · Operating Supplies	0.00
775.1 · Juvenile Operating Supplies	0.00
977 · New Equipment	0.00
II - Supplies - Other	0.00
	33,000.00
<b>Total II - Supplies</b>	<b>33,000.00</b>

**Flat River Community Library**  
**Profit & Loss Budget Overview**  
 July 2023 through June 2024

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	Jul '23 - Jun 24
<b>III - Building Operations</b>	
853 · Telephone	187,200.00
854.5 · Cable Line	0.00
921 · Electric	0.00
923 · Heat (Gas)	0.00
924 · Water/ Sewer	0.00
925 · Trash Pick Up	0.00
931 · Building Maintenance	0.00
931.1 · Janitorial Supplies	0.00
931.2 · Lawn Care	0.00
931.25 · Landscaping	0.00
931.3 · Snow Removal	0.00
931.5 · Janitorial Services	0.00
III - Building Operations - Other	0.00
<b>Total III - Building Operations</b>	187,200.00
<b>IV - Services</b>	
730 · Membership Dues	62,000.00
731 · Bank Service Charge	0.00
801 · Professional Services	0.00
801.2 · Collection Agency	0.00
801.3 · Accountant	0.00
802 · Audit	0.00
860 · Travel/Conferences	0.00
911 · Insurance	0.00
981 · Printing	0.00
IV - Services - Other	0.00
<b>Total IV - Services</b>	62,000.00
<b>V - Cooperative Services</b>	
804 · Cooperative Fees	25,000.00
854 · Telecommunications	0.00
982 · Delivery (LLC Cost)	0.00
V - Cooperative Services - Other	0.00
<b>Total V - Cooperative Services</b>	25,000.00
<b>VI - Programming</b>	
881 · Promotions	25,000.00
883 · Programs - Adult	0.00
884 · Programs - Children	0.00
884.2 · Programs-Teens	0.00
VI - Programming - Other	0.00
<b>Total VI - Programming</b>	25,000.00
<b>VII - Materials</b>	
761.1 · Microfilm - Genealogy/MI Room	150,000.00
958 · Periodicals (Magazines&News)	0.00
978 · Adult	0.00
978.3 · Reference	0.00
978.4 · Juvenile	0.00
978.6 · Teen	0.00
978.8 · Memorials	0.00
980 · Video	0.00
980.4 · Lakeland Overdrive	0.00
980.6 · Digital Materials	0.00
984 · Library Lending Project	0.00
VII - Materials - Other	0.00
<b>Total VII - Materials</b>	150,000.00

**Flat River Community Library**  
**Profit & Loss Budget Overview**  
 July 2023 through June 2024

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	Jul '23 - Jun 24
<b>VIII - Other</b>	
885 - Friends Expense	29,000.00
885.2 - Friends Expense - Juvenile	0.00
887 - Beverage Supplies	0.00
888 - Bill Braman Estate	0.00
933.0 - Equipment Maintenance	0.00
975.1 - Board Expense	0.00
990 - Reimbursement of overpayments	0.00
VIII - Other - Other	0.00
	29,000.00
<b>Total VIII - Other</b>	29,000.00
<b>IX - Technology</b>	
933.1 - Computer System Maintenance	37,050.00
933.2 - Computer Software	0.00
933.3 - Public Computer Management	0.00
933.4 - IT Support	0.00
933.5 - Computer Equipment	0.00
933.6 - USF Expenditure	0.00
933.7 - Hosting Digitized Microfilm	0.00
933.8 - Website Design	0.00
933.9 - Website Hosting	0.00
934 - Collection HQ	0.00
934.1 - Linked Data	0.00
935 - Mobile Hotspots	0.00
IX - Technology - Other	0.00
	37,050.00
<b>Total IX - Technology</b>	37,050.00
<b>Total Expense</b>	1,070,800.00
<b>Net Income</b>	37,042.00

**2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized

Prepared by	Telephone Number	Title of Preparer	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<b>Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.</b>	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).



# Instructions For Completing Form 614 (L-4029) 2024 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2:** Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2024 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2023** permanently reduced rate can be found in column 7 of the **2023** Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2024 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

**2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized

Prepared by	Telephone Number	Title of Preparer	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.**

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

# Instructions For Completing Form 614 (L-4029) 2024 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2:** Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2024 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2023** permanently reduced rate can be found in column 7 of the **2023** Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2024 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

**2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized

Prepared by	Telephone Number	Title of Preparer	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<b>Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.</b>	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

# Instructions For Completing Form 614 (L-4029) 2024 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2:** Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2024 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2023** permanently reduced rate can be found in column 7 of the **2023** Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2024 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

**2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized

Prepared by	Telephone Number	Title of Preparer	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.**

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

# Instructions For Completing Form 614 (L-4029) 2024 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2:** Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2024 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2023** permanently reduced rate can be found in column 7 of the **2023** Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2024 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

**2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized

Prepared by	Telephone Number	Title of Preparer	Date
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**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.**

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).



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These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

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**Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2023** permanently reduced rate can be found in column 7 of the **2023** Form L-4029. For operating millage approved by the voters after April 30, 2023, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2024 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use

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**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

MONTHLY BOARD OF TRUSTEES

2024/2025

PROPOSED MEETING DATES

2024

JULY 10

AUG 14

SEPT 11

OCT 9

NOV 13

DEC 11

2025

JAN 8

FEB 12

MAR 12

APR 9

MAY 14

JUN 11