

# **AGENDA**

## **FLAT RIVER COMMUNITY LIBRARY**

### **BOARD MEETING**

**March 13, 2024**

- 1. Call to order and roll call:**
- 2. Approval of agenda:**
- 3. Approval of minutes:  
Board meeting February 2024**
- 4. Public Comments:**
- 5. Financial Reports:**
  - a. County Penal Fines for February 2024**
  - b. Accounts Payable for February 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. Carol Dawe - Strategic Planning Update**
  - b. Teen Space Bid Review**
- 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; April 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  
February 14, 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: Dawn Wyckoff, Vanessa Marr  
Montcalm Township:

Absent: Eureka Township: Maureen Burns  
Montcalm Township: Pam Nichols, Doug Crowley

Others Present: Stefanie Reed, Director  
Jim

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

Marr moved to accept the minutes of the January 17, 2024 meeting. Supported. Unanimously approved.

Wyckoff moved to accept the minutes of the January 31, 2024 Special Meeting. Supported. Unanimously approved.

Christensen moved to accept the accounts payable portion of the treasurer's report for January, 2024. Supported. Unanimously approved

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

Director Reed reported that after research by Veronica they decided to add Value Line Research Center to the library's collection. Staff has started making appointments for the VITA program. She reported that staff reviews are complete and two positions are being upgraded. Strategic Planning is on track with the next steps being a Committee meeting. She also reported on staff activities.

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

Policy Committee: The Committee presented 3 policy changes.

1. Dress Code Policy. After discussion Christensen moved to approve the new wording. Supported. Unanimously approved.
2. Paid Sick Leave. Schmeltzer moved to approve changes. Supported. Unanimously approved.
3. Rules of Conduct for Library Use. Wyckoff moved to approve the Policy name change and the wording changes. Supported. Unanimously approved.

Next Board meeting is March 13, 2024

Marr moved to adjourn. Supported. Unanimously approved

Respectfully submitted

Laurel Christensen  
Secretary

FLAT RIVER COMMUNITY LIBRARY  
APPROVED MINUTES  
January 17, 2024

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

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

Absent: None

Others Present: Stefanie Reed, Director  
Jim Marr

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

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

Public Comments: None

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

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

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

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

New Business: None

Next Board meeting is February 14, 2024

Nichols moved to adjourn. Supported. Unanimously approved

Respectfully Submitted  
Laurel Christensen  
Secretary

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

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

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

Absent: Eureka Township: Maureen Burns

Others Present: Stefanie Reed, Director  
Jim Marr

Crowley moved to approve the Agenda with a change of deleting things not being addressed at this Special Meeting (# 3,5,6,7,9,10.11, 12.). Supported. Unanimously approved.



Unfinished Business:

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

Next Board meeting is February 14, 2024

Nichols moved to adjourn. Supported. Unanimously approved

Respectfully Submitted  
Laurel Christensen  
Secretary

|               |                  |                     | PENAL FINES  |                      |                     |
|---------------|------------------|---------------------|--|----------------------|---------------------|
|               |                  |                     |  |                      |                     |
|               |                  |                     | PENAL FINES  |                      |                     |
|               |                  |                     | 2022/2023  |                      |                     |
| For the mo of | Received         | Amount              | For the mo of  | Received             | Amount              |
| Jul-22        | Aug-22           | \$19,967.20         | Jan-23   | Feb-23               | \$20,791.70         |
| Aug-22        | Sep-22           | \$27,404.65         | Feb-23   | Mar-23               | \$30,964.08         |
| Sep-22        | Oct-22           | \$25,838.21         | Mar-23   | Apr-23               | \$29,715.99         |
| Oct-22        | Nov-22           | \$22,434.95         | Apr-23   | May-23               | \$29,342.55         |
| Nov-22        | Dec-22           | \$21,270.41         | May-23   | Jun-23               | \$29,645.14         |
| Dec-22        | Jan-23           | \$18,353.93         | Jun-23   | Jul-23               | \$32,308.75         |
|               | <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> |
|               |                  |                     |  |                      |                     |
|               |                  |                     | PENAL FINES  |                      |                     |
|               |                  |                     | 2023/2024  |                      |                     |
| For the mo of | Received         | Amount              | For the mo of  | Received             | Amount              |
| Jul-23        | Aug-23           | \$20,103.27         | Jan-24   | Feb-24               | 25,932.93           |
| Aug-23        | Sep-23           | \$30,270.92         | Feb-24   | Mar-24               | 36,474.65           |
| Sep-23        | Oct-23           | \$28,805.47         | Mar-24   | Apr-24               |                     |
| Oct-23        | Nov-23           | \$30,266.96         | Apr-24   | May-24               |                     |
| Nov-23        | Dec-23           | \$20,319.84         | May-24   | Jun-24               |                     |
| Dec-23        | Jan-24           | \$22,971.36         | Jun-24   | Jul-24               |                     |
|               | <b>Sub Total</b> | <b>\$152,737.82</b> |  | <b>Sub Total</b>     | <b>\$62,407.58</b>  |
|               |                  |                     |  | 2023                 | \$152,737.82        |
|               |                  |                     |  | 2024                 | \$62,407.58         |
|               |                  |                     |  | <b>Total to date</b> | <b>\$215,145.40</b> |

**Flat River Community Library  
Combined Balance Sheet**

| <b>ASSETS</b>                                | <u>General</u>     | <u>GACF<br/>Trust Fund</u> | <u>Noncurrent<br/>Funds</u> | <u>Totals<br/>Gov't Funds</u> |
|--|--------------------|----------------------------|-----------------------------|-------------------------------|
| <b>Current assets</b>                        |                    |                            |                             |                               |
| Cash and cash equivalents                    | \$1,283,393        |                            |                             | \$1,283,393                   |
| Investments                                  | \$1,407,851        |                            |                             | \$1,407,851                   |
| 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                         | \$12,185           |                            |                             | \$12,185                      |
| Total current assets                         | \$2,703,429        | \$159,883                  | \$1,869,610                 | \$4,732,922                   |
| TOTAL ASSETS                                 | <u>\$2,703,429</u> | <u>\$159,883</u>           | <u>\$1,869,610</u>          | <u>\$4,732,922</u>            |
| <b>LIABILITIES &amp; FUND EQUITY</b>         |                    |                            |                             |                               |
| <b>Current liabilities</b>                   |                    |                            |                             |                               |
| Accounts payable                             |                    |                            |                             | \$0                           |
| Accrued salaries                             |                    |                            |                             | \$0                           |
| Accrued liabilities                          | \$1,213            |                            |                             | \$1,213                       |
| Due to other funds                           |                    |                            |                             | \$0                           |
| Total current liabilities                    | \$1,213            | \$0                        | \$0                         | \$1,213                       |
| <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>\$1,213</u>     | <u>\$0</u>                 | <u>\$42,067</u>             | <u>\$43,280</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                                 | \$2,426,605        |                            |                             | \$2,426,605                   |
| Committed Funds                              | \$275,611          |                            |                             | \$275,611                     |
| Restricted Funds                             |                    | \$100,425                  |                             | \$100,425                     |
| TOTAL FUND BALANCES                          | <u>\$2,702,216</u> | <u>\$159,883</u>           | <u>\$1,827,543</u>          | <u>\$4,689,642</u>            |
| <b>TOTAL LIABILITIES &amp; FUND BALANCES</b> | <u>\$2,703,429</u> | <u>\$159,883</u>           | <u>\$1,869,610</u>          | <u>\$4,732,922</u>            |

**Flat River Community Library**  
**Balance Sheet**  
As of February 29, 2024

Accrual Basis

|   | <b>Feb 29, 24</b>   |
|---|---------------------|
| <b>ASSETS</b>                             |                     |
| <b>Current Assets</b>                     |                     |
| <b>Checking/Savings</b>                   |                     |
| 002.000 · Checking - Isabella Bank        | 101,055.72          |
| 002.004 · Savings - PFCU Primary Share    | 5,034.27            |
| 002.005 · Money Market - Isabella Bank    | 1,016,084.79        |
| 002.007 · Savings - Michigan One CU       | 5.00                |
| 002.008 · Money Market - Commercial Bank  | 161,013.69          |
| 005 · Petty Cash                          | 200.00              |
|   | 1,283,393.47        |
| <b>Total Checking/Savings</b>             |                     |
| <b>Other Current Assets</b>               |                     |
| 003.001 · CD - Commercial Bank (09.26.24) | 274,328.50          |
| 003.008 · CD - Michigan One CU (09.23.24) | 333,630.13          |
| 003.009 · CD - Huntington 2 (05/26/24)    | 267,690.71          |
| 003.010 · CD - Isabella Debt (01.29.25)   | 208,089.98          |
| 003.011 · CD - Isabella Tower (05.26.24)  | 112,158.00          |
| 003.012 · CD - Preferred CU 10/20/24      | 211,953.45          |
|   | 1,407,850.77        |
| <b>Total Other Current Assets</b>         |                     |
| <b>Total Current Assets</b>               | 2,691,244.24        |
| <b>Other Assets</b>                       |                     |
| 029 · Prepaids                            | 12,184.62           |
|   | 12,184.62           |
| <b>Total Other Assets</b>                 |                     |
| <b>TOTAL ASSETS</b>                       | <b>2,703,428.86</b> |
| <b>LIABILITIES &amp; EQUITY</b>           |                     |
| <b>Liabilities</b>                        |                     |
| <b>Current Liabilities</b>                |                     |
| <b>Other Current Liabilities</b>          |                     |
| 210 · Payroll Liabilities                 | 1,213.02            |
|   | 1,213.02            |
| <b>Total Other Current Liabilities</b>    |                     |
| <b>Total Current Liabilities</b>          | 1,213.02            |
| <b>Total Liabilities</b>                  | 1,213.02            |
| <b>Equity</b>                             |                     |
| 250 · Committed Funds                     | 275,611.20          |
| 310 · Unassigned Fund-Opening Balance     | 572,687.19          |
| 390 · Unassigned Fund-Retained Earn.      | 2,102,260.97        |
| Net Income                                | (248,343.52)        |
|   | 2,702,215.84        |
| <b>Total Equity</b>                       |                     |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>     | <b>2,703,428.86</b> |



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

|  | February 2024  | Budget           | \$ Over Budget   | % of Budget | Annual Budget    |
|--|----------------|------------------|------------------|-------------|------------------|
| <b>Income</b>                                |                |                  |                  |             |                  |
| <b>401 · Property Taxes</b>                  |                |                  |                  |             |                  |
| 401.1 · Property Taxes - Greenville          | 148,848        | 187,131          | (38,283)         | 80%         | 187,131          |
| 401.2 · Property Taxes - Eureka Twp.         | 66,734         | 117,078          | (50,344)         | 57%         | 117,078          |
| 401.3 · Property Taxes - Fairplains Twp      | 26,414         | 44,886           | (18,472)         | 59%         | 44,886           |
| 401.4 · Property Taxes - Montcalm Twp.       | 69,304         | 82,377           | (13,073)         | 84%         | 82,377           |
| <b>Total 401 · Property Taxes</b>            | <b>311,300</b> | <b>431,472</b>   | <b>(120,172)</b> | <b>72%</b>  | <b>431,472</b>   |
| <b>402 · Delinquent Taxes</b>                | <b>0</b>       | <b>30,000</b>    | <b>(30,000)</b>  | <b>0%</b>   | <b>30,000</b>    |
| <b>441 · Local Community Stabilization</b>   | <b>14,161</b>  | <b>15,000</b>    | <b>(839)</b>     | <b>94%</b>  | <b>15,000</b>    |
| <b>556 · Library State Aid</b>               | <b>9,305</b>   | <b>18,000</b>    | <b>(8,695)</b>   | <b>52%</b>  | <b>18,000</b>    |
| <b>580 · County Millage</b>                  | <b>0</b>       | <b>498,075</b>   | <b>(498,075)</b> | <b>0%</b>   | <b>498,075</b>   |
| <b>580.2 · Renaissance Zone</b>              | <b>38</b>      | <b>2,000</b>     | <b>(1,962)</b>   | <b>2%</b>   | <b>2,000</b>     |
| <b>651 · Genealogy Fees</b>                  | <b>0</b>       | <b>20</b>        | <b>(20)</b>      | <b>0%</b>   | <b>20</b>        |
| <b>655 · Book Fines</b>                      | <b>2,771</b>   | <b>2,000</b>     | <b>771</b>       | <b>139%</b> | <b>2,000</b>     |
| <b>656 · Printing Fees</b>                   | <b>4,524</b>   | <b>2,500</b>     | <b>2,024</b>     | <b>181%</b> | <b>2,500</b>     |
| <b>657 · Penal Fines</b>                     | <b>0</b>       | <b>78,505</b>    | <b>(78,505)</b>  | <b>0%</b>   | <b>78,505</b>    |
| <b>658 · USF Funds</b>                       | <b>3,847</b>   | <b>4,600</b>     | <b>(753)</b>     | <b>84%</b>  | <b>4,600</b>     |
| <b>664 · Interest Earned</b>                 | <b>36,048</b>  | <b>10,000</b>    | <b>26,048</b>    | <b>360%</b> | <b>10,000</b>    |
| <b>672 · Continuing Education</b>            | <b>1,600</b>   | <b>1,600</b>     | <b>0</b>         | <b>100%</b> | <b>1,600</b>     |
| <b>675 · Contribution - Private Sources</b>  | <b>288</b>     | <b>500</b>       | <b>(212)</b>     | <b>58%</b>  | <b>500</b>       |
| <b>675.2 · Estate Donations</b>              | <b>5,000</b>   | <b>5,000</b>     | <b>0</b>         | <b>100%</b> | <b>5,000</b>     |
| <b>675.31 · Friends Donations - Adult</b>    | <b>375</b>     | <b>2,000</b>     | <b>(1,625)</b>   | <b>19%</b>  | <b>2,000</b>     |
| <b>675.32 · Friends Donations - Juvenile</b> | <b>4,041</b>   | <b>5,000</b>     | <b>(959)</b>     | <b>81%</b>  | <b>5,000</b>     |
| <b>675.4 · Memorial Book Contributions</b>   | <b>2,484</b>   | <b>1,500</b>     | <b>984</b>       | <b>166%</b> | <b>1,500</b>     |
| <b>675.45 · Cookbook Sales</b>               | <b>0</b>       | <b>20</b>        | <b>(20)</b>      | <b>0%</b>   | <b>20</b>        |
| <b>675.47 · Beverage Sales</b>               | <b>165</b>     | <b>50</b>        | <b>115</b>       | <b>330%</b> | <b>50</b>        |
| <b>699 · Transfer In</b>                     | <b>7,816</b>   | <b>0</b>         | <b>7,816</b>     | <b>100%</b> | <b>0</b>         |
| <b>Total Income</b>                          | <b>403,763</b> | <b>1,107,842</b> | <b>(704,079)</b> | <b>36%</b>  | <b>1,107,842</b> |
| <b>Expense</b>                               |                |                  |                  |             |                  |
| <b>I - Personnel</b>                         |                |                  |                  |             |                  |
| 703 · Salaries                               | 253,927        | 415,000          | 161,073          | 61%         |                  |
| 703.1 · Job Search                           | 72             | 100              | 28               | 72%         |                  |
| 716 · Fringe Benefits Employee Ins.          | 33,209         | 65,800           | 32,591           | 50%         |                  |
| 716.1 · 401(a)                               | 3,845          | 8,000            | 4,155            | 48%         |                  |
| 716.2 · Unemployment                         | 63             | 450              | 387              | 14%         |                  |
| 716.3 · Worker's Compensation                | 766            | 1,200            | 434              | 64%         |                  |
| 717 · Payroll Taxes                          | 18,716         | 32,000           | 13,284           | 58%         |                  |
| <b>Total I - Personnel</b>                   | <b>310,598</b> | <b>522,550</b>   | <b>211,952</b>   | <b>59%</b>  | <b>522,550</b>   |

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

|  | February 2024  | Budget         | \$ Over Budget | % of Budget | Annual Budget  |
|--|----------------|----------------|----------------|-------------|----------------|
| <b>II - Supplies</b>                   |                |                |                |             |                |
| 727 · Office Supplies                  | 2,780          | 4,000          | 1,220          | 70%         |                |
| 728 · Postage                          | 3,184          | 4,200          | 1,016          | 76%         |                |
| 728.1 · Shipping & Handling            | 432            | 500            | 68             | 86%         |                |
| 761 · Supplies - Genealogy/MI Room     | 0              | 250            | 250            | 0%          |                |
| 775 · Operating Supplies               | 5,800          | 7,000          | 1,200          | 83%         |                |
| 775.1 · Juvenile Operating Supplies    | 1,350          | 2,500          | 1,150          | 54%         |                |
| 977 · New Equipment                    | 11,287         | 11,316         | 29             | 100%        |                |
| <b>Total II - Supplies</b>             | <b>24,833</b>  | <b>29,766</b>  | <b>4,933</b>   | <b>83%</b>  | <b>21,950</b>  |
| <b>III - Building Operations</b>       |                |                |                |             |                |
| 853 · Telephone                        | 1,550          | 3,500          | 1,950          | 44%         |                |
| 854.5 · Cable Line                     | 1,093          | 2,000          | 907            | 55%         |                |
| 921 · Electric                         | 33,408         | 49,000         | 15,592         | 68%         |                |
| 923 · Heat (Gas)                       | 9,014          | 12,000         | 2,986          | 75%         |                |
| 924 · Water/ Sewer                     | 1,673          | 3,200          | 1,527          | 52%         |                |
| 930 · Capital Projects - Teen Room     | 0              | 0              | 0              | 0%          |                |
| 931 · Building Maintenance             | 62,080         | 70,000         | 7,920          | 89%         |                |
| 931.1 · Janitorial Supplies            | 2,152          | 3,500          | 1,348          | 61%         |                |
| 931.2 · Lawn Care                      | 5,387          | 10,000         | 4,613          | 54%         |                |
| 931.3 · Snow Removal                   | 72             | 9,000          | 8,928          | 1%          |                |
| 931.5 · Janitorial Services            | 11,078         | 35,000         | 23,922         | 32%         |                |
| <b>Total III - Building Operations</b> | <b>127,507</b> | <b>197,200</b> | <b>69,693</b>  | <b>65%</b>  | <b>197,200</b> |
| <b>IV - Services</b>                   |                |                |                |             |                |
| 730 · Membership Dues                  | 634            | 2,500          | 1,866          | 25%         |                |
| 731 · Bank Service Charge              | 579            | 600            | 21             | 97%         |                |
| 801 · Professional Services            | 1,188          | 1,000          | (188)          | 119%        |                |
| 801.2 · Collection Agency              | 305            | 600            | 295            | 51%         |                |
| 801.3 · Accountant                     | 12,423         | 19,000         | 6,577          | 65%         |                |
| 802 · Audit                            | 6,900          | 6,490          | (410)          | 106%        |                |
| 860 · Travel/Conferences               | 6,898          | 8,600          | 1,702          | 80%         |                |
| 911 · Insurance                        | 15,448         | 15,000         | (448)          | 103%        |                |
| 975.5 · Master Gardener                | 30             | 100            | 70             | 30%         |                |
| 981 · Printing                         | 0              | 3,200          | 3,200          | 0%          |                |
| <b>Total IV - Services</b>             | <b>44,405</b>  | <b>57,090</b>  | <b>12,685</b>  | <b>78%</b>  | <b>55,490</b>  |
| <b>V - Cooperative Services</b>        |                |                |                |             |                |
| 804 · Cooperative Fees                 | 15,119         | 25,000         | 9,881          | 60%         |                |
| 982 · Delivery (LLC Cost)              | 1,936          | 2,800          | 864            | 69%         |                |
| <b>Total V - Cooperative Services</b>  | <b>17,055</b>  | <b>27,800</b>  | <b>10,745</b>  | <b>61%</b>  | <b>27,800</b>  |

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

|                                       | February 2024    | Budget           | \$ Over Budget   | % of Budget   | Annual Budget    |
|---------------------------------------|------------------|------------------|------------------|---------------|------------------|
| <b>VI - Programming</b>               |                  |                  |                  |               |                  |
| 881 · Promotions                      | 4,055            | 7,000            | 2,945            | 58%           |                  |
| 883 · Programs - Adult                | 3,432            | 6,000            | 2,568            | 57%           |                  |
| 884 · Programs - Children             | 2,485            | 6,000            | 3,515            | 41%           |                  |
| 884.2 · Programs-Teens                | 2,053            | 5,000            | 2,947            | 41%           |                  |
| <b>Total VI - Programming</b>         | <b>12,025</b>    | <b>24,000</b>    | <b>11,975</b>    | <b>50%</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)  | 572              | 4,100            | 3,528            | 14%           |                  |
| 978 · Adult                           | 33,161           | 55,000           | 21,839           | 60%           |                  |
| 978.3 · Reference                     | 0                | 1,100            | 1,100            | 0%            |                  |
| 978.4 · Juvenile                      | 12,513           | 23,000           | 10,487           | 54%           |                  |
| 978.6 · Teen                          | 4,099            | 10,000           | 5,901            | 41%           |                  |
| 978.8 · Memorials                     | 1,591            | 1,500            | (91)             | 106%          |                  |
| 980.4 · Lakeland Overdrive            | 1,657            | 2,000            | 343              | 83%           |                  |
| 980.6 · Digital Materials             | 27,860           | 50,000           | 22,140           | 56%           |                  |
| <b>Total VII - Materials</b>          | <b>81,453</b>    | <b>148,200</b>   | <b>66,747</b>    | <b>55%</b>    | <b>148,200</b>   |
| <b>VIII - Other</b>                   |                  |                  |                  |               |                  |
| 885 · Friends Expense                 | 1,542            | 2,000            | 458              | 77%           |                  |
| 885.2 · Friends Expense - Juvenile    | 4,737            | 5,000            | 263              | 95%           |                  |
| 887 · Beverage Supplies               | 904              | 900              | (4)              | 100%          |                  |
| 888 · Bill Braman Estate              | 0                | 5,000            | 5,000            | 0%            |                  |
| 933.0 · Equipment Maintenance         | 6,701            | 12,000           | 5,299            | 56%           |                  |
| 975.1 · Board Expense                 | 0                | 100              | 100              | 0%            |                  |
| 990 · Reimbursement of overpayments   | 483              | 250              | (233)            | 193%          |                  |
| <b>Total VIII - Other</b>             | <b>14,367</b>    | <b>25,250</b>    | <b>10,883</b>    | <b>57%</b>    | <b>25,250</b>    |
| <b>IX · Technology</b>                |                  |                  |                  |               |                  |
| 933.1 · Computer System Maintenance   | 1,688            | 1,000            | (688)            | 169%          |                  |
| 933.2 · Computer Software             | 4,938            | 6,000            | 1,062            | 82%           |                  |
| 933.4 · IT Support                    | 1,040            | 2,000            | 960              | 52%           |                  |
| 933.5 · Computer Equipment            | 1,744            | 6,000            | 4,256            | 29%           |                  |
| 933.6 · USF Expenditure               | 2,123            | 5,350            | 3,227            | 40%           |                  |
| 933.7 · Hosting Digitized Microfilm   | 3,722            | 7,000            | 3,278            | 53%           |                  |
| 933.9 · Website Hosting               | 600              | 700              | 100              | 86%           |                  |
| 935 · Mobile Hotspots                 | 4,009            | 9,000            | 4,991            | 45%           |                  |
| <b>Total IX · Technology</b>          | <b>19,864</b>    | <b>37,050</b>    | <b>17,186</b>    | <b>54%</b>    | <b>37,050</b>    |
| <b>Total Expense</b>                  | <b>652,107</b>   | <b>1,068,906</b> | <b>416,799</b>   | <b>61%</b>    | <b>1,059,490</b> |
| <b>Net Income</b>                     | <b>(248,344)</b> | <b>38,936</b>    | <b>(287,280)</b> | <b>(638%)</b> | <b>48,352</b>    |

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

Accrual Basis

July 2023 through February 2024

|   | Jul '23 - Feb 24 | Jul '22 - Feb 23 | \$ Change | % Change |
|---|------------------|------------------|-----------|----------|
| <b>Income</b>                               |                  |                  |           |          |
| <b>401 · Property Taxes</b>                 |                  |                  |           |          |
| 401.1 · Property Taxes - Greenville         | 148,848          | 177,061          | (28,213)  | (16)%    |
| 401.2 · Property Taxes - Eureka Twp.        | 66,734           | 72,398           | (5,664)   | (8)%     |
| 401.3 · Property Taxes - Fairplains Twp     | 26,414           | 29,715           | (3,301)   | (11)%    |
| 401.4 · Property Taxes - Montcalm Twp.      | 69,304           | 68,957           | 347       | 1%       |
| <b>Total 401 · Property Taxes</b>           | 311,299          | 348,131          | (36,831)  | (11)%    |
| <b>441 · Local Comm Stabiliz Tax Share</b>  | 14,161           | 12,540           | 1,621     | 13%      |
| <b>556 · Library State Aid</b>              | 9,305            | 9,018            | 287       | 3%       |
| <b>580 · County Millage</b>                 | 0                | 324              | (324)     | (100)%   |
| <b>580.2 · Renaissance Zone</b>             | 38               | 3,564            | (3,526)   | (99)%    |
| <b>651 · Genealogy Fees</b>                 | 0                | 17               | (17)      | (100)%   |
| <b>655 · Book Fines</b>                     | 2,771            | 2,569            | 202       | 8%       |
| <b>656 · Printing Fees</b>                  | 4,524            | 2,497            | 2,027     | 81%      |
| <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>                | 36,048           | 9,418            | 26,630    | 283%     |
| <b>672 · Continuing Education</b>           | 1,600            | 1,600            | 0         | 0%       |
| <b>675 · Contribution - Private Sources</b> | 288              | 176              | 112       | 64%      |
| 675.2 · Estate Donations                    | 5,000            | 5,000            | 0         | 0%       |
| 675.31 · Friends Donations - Adult          | 375              | 1,527            | (1,152)   | (75)%    |
| 675.32 · Friends Donations - Juvenile       | 4,041            | 0                | 4,041     | 100%     |
| 675.4 · Memorial Book Contributions         | 2,485            | 2,825            | (340)     | (12)%    |
| 675.45 · Cookbook Sales                     | 0                | 33               | (33)      | (100)%   |
| 675.47 · Beverage Sales                     | 165              | 24               | 141       | 585%     |
| 699 · GACF - Transfer In                    | 7,816            | 6,974            | 842       | 12%      |
| <b>Total Income</b>                         | 403,763          | 410,198          | (6,435)   | (2)%     |
| <b>Expense</b>                              |                  |                  |           |          |
| <b>I - Personnel</b>                        |                  |                  |           |          |
| 703 · Salaries                              | 253,927          | 219,073          | 34,854    | 16%      |
| 703.1 · Job Search                          | 72               | 30               | 42        | 141%     |
| 716 · Fringe Benefits Employee Ins.         | 33,209           | 37,667           | (4,458)   | (12)%    |
| 716.1 · 401(a)                              | 3,845            | 3,684            | 161       | 4%       |
| 716.2 · Unemployment                        | 63               | 71               | (8)       | (11)%    |
| 716.3 · Worker's Compensation               | 766              | 1,043            | (277)     | (27)%    |
| 717 · Payroll Taxes                         | 18,716           | 16,040           | 2,677     | 17%      |
| <b>Total I - Personnel</b>                  | 310,599          | 277,608          | 32,991    | 12%      |
| <b>II - Supplies</b>                        |                  |                  |           |          |
| 727 · Office Supplies                       | 2,780            | 1,259            | 1,521     | 121%     |
| 728 · Postage                               | 3,184            | 1,615            | 1,569     | 97%      |
| 728.1 · Shipping & Handling                 | 432              | 283              | 150       | 53%      |
| 761 · Supplies - Genealogy/MI Room          | 0                | 68               | (68)      | (100)%   |
| 775 · Operating Supplies                    | 5,800            | 6,050            | (250)     | (4)%     |
| 775.1 · Juvenile Operating Supplies         | 1,350            | 1,579            | (229)     | (15)%    |
| 977 · New Equipment                         | 11,287           | 2,242            | 9,045     | 403%     |
| <b>Total II - Supplies</b>                  | 24,833           | 13,096           | 11,738    | 90%      |

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

Accrual Basis

July 2023 through February 2024

|  | Jul '23 - Feb 24 | Jul '22 - Feb 23 | \$ Change       | % Change     |
|--|------------------|------------------|-----------------|--------------|
| <b>III - Building Operations</b>       |                  |                  |                 |              |
| 853 · Telephone                        | 1,550            | 908              | 642             | 71%          |
| 854.5 · Cable Line                     | 1,093            | 1,120            | (27)            | (2)%         |
| 921 · Electric                         | 33,408           | 34,087           | (680)           | (2)%         |
| 923 · Heat (Gas)                       | 9,014            | 7,070            | 1,944           | 28%          |
| 924 · Water/ Sewer                     | 1,673            | 1,523            | 150             | 10%          |
| 930 · Capital Projects - Teen Room     | 0                | 22,651           | (22,651)        | (100)%       |
| 931 · Building Maintenance             | 62,080           | 113,711          | (51,630)        | (45)%        |
| 931.1 · Janitorial Supplies            | 2,152            | 1,944            | 208             | 11%          |
| 931.2 · Lawn Care                      | 5,387            | 5,380            | 7               | 0%           |
| 931.3 · Snow Removal                   | 72               | 5,900            | (5,828)         | (99)%        |
| 931.5 · Janitorial Services            | 11,078           | 10,088           | 990             | 10%          |
| <b>Total III - Building Operations</b> | <b>127,507</b>   | <b>204,382</b>   | <b>(76,875)</b> | <b>(38)%</b> |
| <b>IV - Services</b>                   |                  |                  |                 |              |
| 730 · Membership Dues                  | 634              | 1,149            | (515)           | (45)%        |
| 731 · Bank Service Charge              | 579              | 569              | 11              | 2%           |
| 801 · Professional Services            | 1,188            | 675              | 513             | 76%          |
| 801.2 · Collection Agency              | 305              | 256              | 49              | 19%          |
| 801.3 · Accountant                     | 12,423           | 12,423           | 0               | 0%           |
| 802 · Audit                            | 6,900            | 5,900            | 1,000           | 17%          |
| 860 · Travel/Conferences               | 6,898            | 3,716            | 3,182           | 86%          |
| 911 · Insurance                        | 15,448           | 11,782           | 3,666           | 31%          |
| 975.5 · Master Gardener                | 30               | 0                | 30              | 100%         |
| <b>Total IV - Services</b>             | <b>44,406</b>    | <b>36,470</b>    | <b>7,936</b>    | <b>22%</b>   |
| <b>V - Cooperative Services</b>        |                  |                  |                 |              |
| 804 · Cooperative Fees                 | 15,119           | 14,811           | 308             | 2%           |
| 982 · Delivery (LLC Cost)              | 1,936            | 1,879            | 58              | 3%           |
| <b>Total V - Cooperative Services</b>  | <b>17,055</b>    | <b>16,689</b>    | <b>365</b>      | <b>2%</b>    |
| <b>VI - Programming</b>                |                  |                  |                 |              |
| 881 · Promotions                       | 4,055            | 3,942            | 113             | 3%           |
| 883 · Programs - Adult                 | 3,432            | 2,741            | 691             | 25%          |
| 884 · Programs - Children              | 2,485            | 4,237            | (1,752)         | (41)%        |
| 884.2 · Programs-Teens                 | 2,053            | 2,056            | (3)             | (0)%         |
| <b>Total VI - Programming</b>          | <b>12,026</b>    | <b>12,977</b>    | <b>(951)</b>    | <b>(7)%</b>  |
| <b>VII - Materials</b>                 |                  |                  |                 |              |
| 958 · Periodicals (Magazines&News)     | 572              | 3,333            | (2,761)         | (83)%        |
| 978 · Adult                            | 33,161           | 30,602           | 2,558           | 8%           |
| 978.3 · Reference                      | 0                | 250              | (250)           | (100)%       |
| 978.4 · Juvenile                       | 12,513           | 12,393           | 120             | 1%           |
| 978.6 · Teen                           | 4,099            | 4,048            | 52              | 1%           |
| 978.8 · Memorials                      | 1,591            | 652              | 939             | 144%         |
| 980.4 · Lakeland Overdrive             | 1,657            | 1,350            | 307             | 23%          |
| 980.6 · Digital Materials              | 27,860           | 27,947           | (87)            | (0)%         |
| <b>Total VII - Materials</b>           | <b>81,453</b>    | <b>80,575</b>    | <b>878</b>      | <b>1%</b>    |

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

Accrual Basis

July 2023 through February 2024

|                                     | Jul '23 - Feb 24 | Jul '22 - Feb 23 | \$ Change    | % Change  |
|-------------------------------------|------------------|------------------|--------------|-----------|
| <b>VIII - Other</b>                 |                  |                  |              |           |
| 885 · Friends Expense               | 1,542            | 1,336            | 205          | 15%       |
| 885.2 · Friends Expense - Juvenile  | 4,737            | (525)            | 5,262        | 1,002%    |
| 887 · Beverage Supplies             | 904              | 498              | 406          | 82%       |
| 888 · Bill Braman Estate            | 0                | 2,158            | (2,158)      | (100)%    |
| 933.0 · Equipment Maintenance       | 6,701            | 1,942            | 4,758        | 245%      |
| 990 · Reimbursement of overpayments | 483              | 182              | 301          | 166%      |
| <b>Total VIII - Other</b>           | 14,366           | 5,591            | 8,775        | 157%      |
| <b>IX · Technology</b>              |                  |                  |              |           |
| 933.1 · Computer System Maintenance | 1,688            | 1,663            | 24           | 2%        |
| 933.2 · Computer Software           | 4,938            | 3,514            | 1,424        | 41%       |
| 933.4 · IT Support                  | 1,040            | 79               | 961          | 1,221%    |
| 933.5 · Computer Equipment          | 1,744            | 0                | 1,744        | 100%      |
| 933.6 · USF Expenditure             | 2,123            | 4,398            | (2,275)      | (52)%     |
| 933.7 · Hosting Digitized Microfilm | 3,721            | 3,339            | 383          | 12%       |
| 933.9 · Website Hosting             | 600              | 500              | 100          | 20%       |
| 935 · Mobile Hotspots               | 4,008            | 1,762            | 2,246        | 128%      |
| <b>Total IX · Technology</b>        | 19,862           | 15,254           | 4,607        | 30%       |
| <b>Total Expense</b>                | 652,106          | 662,643          | (10,536)     | (2)%      |
| <b>Net Income</b>                   | <b>(248,344)</b> | <b>(252,445)</b> | <b>4,101</b> | <b>2%</b> |

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

Accrual Basis

|                                       | Jul '23 - Feb 24 | Budget      | \$ Over Budget | % of Budget   |
|---------------------------------------|------------------|-------------|----------------|---------------|
| <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>                   | 9,791.34         | 10,200.00   | (408.66)       | 96.0%         |
| <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>                  | 8,849.96         | 10,200.00   | (1,350.04)     | 86.8%         |
| <b>Net Income</b>                     | <b>941.38</b>    | <b>0.00</b> | <b>941.38</b>  | <b>100.0%</b> |

# Flat River Community Library Monthly Board Invoice Total

February 2024

Accrual Basis

|  | Feb 24    |
|--|-----------|
| Income                                 | 0.00      |
| <b>Expense</b>                         |           |
| <b>I - Personnel</b>                   |           |
| 703 · Salaries                         | 31,218.00 |
| 716 · Fringe Benefits Employee Ins.    | 4,163.94  |
| 716.1 · 401(a)                         | 460.76    |
| 716.2 · Unemployment                   | 21.38     |
| 717 · Payroll Taxes                    | 2,299.76  |
|  | 38,163.84 |
| <b>Total I - Personnel</b>             | 38,163.84 |
| <b>II - Supplies</b>                   |           |
| 727 · Office Supplies                  | 802.69    |
| 728 · Postage                          | 198.64    |
| 728.1 · Shipping & Handling            | -4.08     |
| 775 · Operating Supplies               | 929.11    |
| 775.1 · Juvenile Operating Supplies    | 178.01    |
| 977 · New Equipment                    | 962.97    |
|  | 3,067.34  |
| <b>Total II - Supplies</b>             | 3,067.34  |
| <b>III - Building Operations</b>       |           |
| 921 · Electric                         | 3,317.06  |
| 923 · Heat (Gas)                       | 1,076.27  |
| 924 · Water/ Sewer                     | 45.60     |
| 931 · Building Maintenance             | 726.89    |
| 931.1 · Janitorial Supplies            | 120.58    |
| 931.2 · Lawn Care                      | 300.00    |
| 931.5 · Janitorial Services            | 2,251.00  |
|  | 7,837.40  |
| <b>Total III - Building Operations</b> | 7,837.40  |
| <b>IV - Services</b>                   |           |
| 731 · Bank Service Charge              | 136.00    |
| 801 · Professional Services            | 801.64    |
| 801.2 · Collection Agency              | 59.10     |
| 801.3 · Accountant                     | 1,461.54  |
| 860 · Travel/Conferences               | 25.00     |
| 911 · Insurance                        | 1,893.00  |
|  | 4,376.28  |
| <b>Total IV - Services</b>             | 4,376.28  |
| <b>VI - Programming</b>                |           |
| 881 · Promotions                       | 39.88     |
| 883 · Programs - Adult                 | 143.07    |
| 884 · Programs - Children              | 630.07    |
| 884.2 · Programs-Teens                 | 257.55    |
|  | 1,070.57  |
| <b>Total VI - Programming</b>          | 1,070.57  |
| <b>VII - Materials</b>                 |           |
| 978 · Adult                            | 4,208.54  |
| 978.4 · Juvenile                       | 1,634.63  |
| 978.6 · Teen                           | 576.77    |
| 978.8 · Memorials                      | 815.59    |
| 980.6 · Digital Materials              | 7,736.37  |
|  | 14,971.90 |
| <b>Total VII - Materials</b>           | 14,971.90 |
| <b>VIII - Other</b>                    |           |
| 887 · Beverage Supplies                | 72.49     |
| 933.0 · Equipment Maintenance          | 831.20    |
| 990 · Reimbursement of overpayments    | 57.49     |
|  | 961.18    |
| <b>Total VIII - Other</b>              | 961.18    |



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

February 2024

Accrual Basis

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|                              | <u>Feb 24</u>     |
|------------------------------|-------------------|
| IX · Technology              |                   |
| 933.2 · Computer Software    | 378.98            |
| 933.4 · IT Support           | 520.00            |
| 933.9 · Website Hosting      | 600.00            |
| 935 · Mobile Hotspots        | 392.34            |
|                              | <hr/>             |
| <b>Total IX · Technology</b> | 1,891.32          |
|                              | <hr/>             |
| <b>Total Expense</b>         | 72,339.83         |
|                              | <hr/>             |
| <b>Net Income</b>            | <b>-72,339.83</b> |
|                              | <hr/> <hr/>       |

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
As of February 29, 2024

| Date                           | Num                  | Split                              | Amount    |
|--------------------------------|----------------------|------------------------------------|-----------|
| <b>Amazon</b>                  |                      |                                    |           |
| 02/24/2024                     | 11WW-74L3-9CMW       | 978.4 · Juvenile                   | 236.43    |
| 02/24/2024                     | 14L7-PT3M-9FPP       | 978.4 · Juvenile                   | 18.59     |
| 02/24/2024                     | 169H-9CDX-3WTD       | 727 · Office Supplies              | 15.83     |
| 02/24/2024                     | 197P-6WMD-7MCR       | 931 · Building Maintenance         | 128.91    |
| 02/24/2024                     | 1DG4-L1NM-6N6R       | 883 · Programs - Adult             | 53.21     |
| 02/24/2024                     | 1F3Y-QR6N-47PV       | -SPLIT-                            | 83.47     |
| 02/24/2024                     | 1H6C-WCGH-461M       | -SPLIT-                            | 586.97    |
| 02/24/2024                     | 1H6C-WCGH-461...     | 775 · Operating Supplies           | -242.00   |
| 02/24/2024                     | 1H6C-WCGH-73RY       | 978 · Adult                        | 59.79     |
| 02/24/2024                     | 1H6C-WCGH-CN...      | -SPLIT-                            | 165.62    |
| 02/24/2024                     | 1JLJL-YMKH-6LGL      | -SPLIT-                            | 595.20    |
| 02/24/2024                     | 1NHP-9PWH-CL6D       | -SPLIT-                            | 60.52     |
| 02/24/2024                     | 1NY4-6M7C-91P6       | 978 · Adult                        | 51.91     |
| 02/24/2024                     | 1PRJ-6LWF-4J4N       | -SPLIT-                            | 139.96    |
| 02/24/2024                     | 1PVF-G69R-6CR9       | -SPLIT-                            | 136.65    |
| 02/24/2024                     | 1Q3F-GTWP-9LX3       | -SPLIT-                            | 112.06    |
| 02/24/2024                     | 1Q3F-GTWP-D617       | -SPLIT-                            | 64.52     |
| 02/24/2024                     | 1QP4-7DHL-7F7V       | 978 · Adult                        | 471.51    |
| 02/24/2024                     | 1QRX-TP33-963T       | 978.4 · Juvenile                   | 24.95     |
| 02/24/2024                     | 15675                | 002.000 · Checking - Isabella Bank | -2,764.10 |
| Total Amazon                   |                      |                                    | 0.00      |
| <b>Baker &amp; Taylor</b>      |                      |                                    |           |
| 02/09/2024                     | 2038072842           | -SPLIT-                            | 90.05     |
| 02/09/2024                     | 2038090334           | -SPLIT-                            | 1,719.58  |
| 02/12/2024                     | 15657                | 002.000 · Checking - Isabella Bank | -1,809.63 |
| 02/24/2024                     | 2038057696           | -SPLIT-                            | 1,062.44  |
| 02/24/2024                     | 2038059687           | -SPLIT-                            | 366.30    |
| 02/24/2024                     | 2038083996           | -SPLIT-                            | 52.97     |
| 02/24/2024                     | 2038103143           | -SPLIT-                            | 1,350.01  |
| 02/24/2024                     | 2038118272           | -SPLIT-                            | 428.93    |
| 02/24/2024                     | 15676                | 002.000 · Checking - Isabella Bank | -3,260.65 |
| Total Baker & Taylor           |                      |                                    | 0.00      |
| <b>Bouwhuis Supply, Inc.</b>   |                      |                                    |           |
| 02/09/2024                     | 64948                | 931.1 · Janitorial Supplies        | 84.78     |
| 02/12/2024                     | 15658                | 002.000 · Checking - Isabella Bank | -84.78    |
| Total Bouwhuis Supply, Inc.    |                      |                                    | 0.00      |
| <b>Center Point Publishing</b> |                      |                                    |           |
| 02/09/2024                     | 2070690              | 978 · Adult                        | 140.82    |
| 02/12/2024                     | 15659                | 002.000 · Checking - Isabella Bank | -140.82   |
| Total Center Point Publishing  |                      |                                    | 0.00      |
| <b>City of Greenville</b>      |                      |                                    |           |
| 02/09/2024                     | 12.15.23-01.15.24... | 924 · Water/ Sewer                 | 45.60     |
| 02/12/2024                     | 15660                | 002.000 · Checking - Isabella Bank | -45.60    |
| Total City of Greenville       |                      |                                    | 0.00      |
| <b>Consumer's Energy</b>       |                      |                                    |           |
| 02/24/2024                     | 205635773616         | 921 · Electric                     | 3,317.06  |
| 02/24/2024                     | 15677                | 002.000 · Checking - Isabella Bank | -3,317.06 |
| Total Consumer's Energy        |                      |                                    | 0.00      |
| <b>DTE Energy</b>              |                      |                                    |           |
| 02/09/2024                     | 1.4.24-1.30.24       | 923 · Heat (Gas)                   | 1,076.27  |
| 02/12/2024                     | 15661                | 002.000 · Checking - Isabella Bank | -1,076.27 |
| Total DTE Energy               |                      |                                    | 0.00      |

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
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| Date  | Num                  | Split                               | Amount    |
|---|----------------------|-------------------------------------|-----------|
| <b>Foster, Swift, Collins &amp; Smith, P.C.</b> |                      |                                     |           |
| 02/24/2024                                      | 876906               | 801 · Professional Services         | 752.64    |
| 02/24/2024                                      | 877924               | 801 · Professional Services         | 49.00     |
| 02/24/2024                                      | 15678                | 002.000 · Checking - Isabella Bank  | -801.64   |
| Total Foster, Swift, Collins & Smith, P.C.      |                      |                                     | 0.00      |
| <b>Four Season's Exterminating</b>              |                      |                                     |           |
| 02/24/2024                                      | 425306               | 931 · Building Maintenance          | 42.00     |
| 02/24/2024                                      | 15679                | 002.000 · Checking - Isabella Bank  | -42.00    |
| Total Four Season's Exterminating               |                      |                                     | 0.00      |
| <b>Friends of the FRCL - Bookstore</b>          |                      |                                     |           |
| 02/09/2024                                      | 1.1.24-1.31.24 Cr... | 990 · Reimbursement of overpayments | 42.50     |
| 02/12/2024                                      | 15662                | 002.000 · Checking - Isabella Bank  | -42.50    |
| Total Friends of the FRCL - Bookstore           |                      |                                     | 0.00      |
| <b>Gale</b>                                     |                      |                                     |           |
| 02/09/2024                                      | 83596505             | 978 · Adult                         | 97.49     |
| 02/12/2024                                      | 15663                | 002.000 · Checking - Isabella Bank  | -97.49    |
| 02/24/2024                                      | 83842923             | 978 · Adult                         | 159.15    |
| 02/24/2024                                      | 83932180             | 978 · Adult                         | 62.97     |
| 02/24/2024                                      | 15680                | 002.000 · Checking - Isabella Bank  | -222.12   |
| Total Gale                                      |                      |                                     | 0.00      |
| <b>Great America Financial Services</b>         |                      |                                     |           |
| 02/09/2024                                      | 35840580             | 933.0 · Equipment Maintenance       | 831.20    |
| 02/12/2024                                      | 15664                | 002.000 · Checking - Isabella Bank  | -831.20   |
| 02/24/2024                                      | 35840580             | 933.0 · Equipment Maintenance       | 0.00      |
| 02/24/2024                                      | 15681                | 002.000 · Checking - Isabella Bank  | 0.00      |
| Total Great America Financial Services          |                      |                                     | 0.00      |
| <b>Greenville Area Chamber of Commerce</b>      |                      |                                     |           |
| 02/24/2024                                      | 12434                | 881 · Promotions                    | 25.00     |
| 02/24/2024                                      | 15682                | 002.000 · Checking - Isabella Bank  | -25.00    |
| Total Greenville Area Chamber of Commerce       |                      |                                     | 0.00      |
| <b>Heimler Consulting</b>                       |                      |                                     |           |
| 02/24/2024                                      | 682                  | 933.2 · Computer Software           | 299.98    |
| 02/24/2024                                      | 692                  | 933.4 · IT Support                  | 520.00    |
| 02/24/2024                                      | 15683                | 002.000 · Checking - Isabella Bank  | -819.98   |
| Total Heimler Consulting                        |                      |                                     | 0.00      |
| <b>Humana Life</b>                              |                      |                                     |           |
| 02/24/2024                                      | 960399517            | 716 · Fringe Benefits Employee Ins. | 75.05     |
| 02/24/2024                                      | 15684                | 002.000 · Checking - Isabella Bank  | -75.05    |
| Total Humana Life                               |                      |                                     | 0.00      |
| <b>Influx Library User Experience</b>           |                      |                                     |           |
| 02/09/2024                                      | 1466                 | 933.9 · Website Hosting             | 600.00    |
| 02/12/2024                                      | 15665                | 002.000 · Checking - Isabella Bank  | -600.00   |
| Total Influx Library User Experience            |                      |                                     | 0.00      |
| <b>Isabella Bank Mastercard</b>                 |                      |                                     |           |
| 02/24/2024                                      |                      | 101 · Isabella Bank Credit Card     | 3,127.77  |
| 02/24/2024                                      | 15685                | 002.000 · Checking - Isabella Bank  | -3,127.77 |
| Total Isabella Bank Mastercard                  |                      |                                     | 0.00      |
| <b>Kanopy</b>                                   |                      |                                     |           |
| 02/09/2024                                      | 385250-PPU           | -SPLIT-                             | 0.00      |
| Total Kanopy                                    |                      |                                     | 0.00      |

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
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| Date  | Num                | Split                               | Amount    |
|---|--------------------|-------------------------------------|-----------|
| <b>Lookout Books</b>                          |                    |                                     |           |
| 02/24/2024                                    | ARU0365244         | -SPLIT-                             | 114.75    |
| 02/24/2024                                    | 15686              | 002.000 · Checking - Isabella Bank  | -114.75   |
| Total Lookout Books                           |                    |                                     | 0.00      |
| <b>Luxury Janitorial Services Corporation</b> |                    |                                     |           |
| 02/09/2024                                    | INV50              | 931.5 · Janitorial Services         | 2,251.00  |
| 02/12/2024                                    | 15666              | 002.000 · Checking - Isabella Bank  | -2,251.00 |
| Total Luxury Janitorial Services Corporation  |                    |                                     | 0.00      |
| <b>MetLife Small Business Center</b>          |                    |                                     |           |
| 02/24/2024                                    | February 2024      | 716 · Fringe Benefits Employee Ins. | 580.69    |
| 02/24/2024                                    | 15687              | 002.000 · Checking - Isabella Bank  | -580.69   |
| Total MetLife Small Business Center           |                    |                                     | 0.00      |
| <b>Michigan Library Association</b>           |                    |                                     |           |
| 02/24/2024                                    | 17283              | 860 · Travel/Conferences            | 25.00     |
| 02/24/2024                                    | 15688              | 002.000 · Checking - Isabella Bank  | -25.00    |
| Total Michigan Library Association            |                    |                                     | 0.00      |
| <b>MicroMarketing LLC</b>                     |                    |                                     |           |
| 02/09/2024                                    | 944677             | 978 · Adult                         | 86.68     |
| 02/12/2024                                    | 15667              | 002.000 · Checking - Isabella Bank  | -86.68    |
| Total MicroMarketing LLC                      |                    |                                     | 0.00      |
| <b>Midwest Tape</b>                           |                    |                                     |           |
| 02/09/2024                                    | 504994322          | -SPLIT-                             | 0.00      |
| Total Midwest Tape                            |                    |                                     | 0.00      |
| <b>Mills Janitorial Supply</b>                |                    |                                     |           |
| 02/24/2024                                    | 7781821            | 931.1 · Janitorial Supplies         | 35.80     |
| 02/24/2024                                    | 15689              | 002.000 · Checking - Isabella Bank  | -35.80    |
| Total Mills Janitorial Supply                 |                    |                                     | 0.00      |
| <b>Overdrive, Inc.</b>                        |                    |                                     |           |
| 02/09/2024                                    | 01720CO23443261    | 980.6 · Digital Materials           | 2,797.25  |
| 02/09/2024                                    | 01720CO23443265    | 980.6 · Digital Materials           | 2,858.32  |
| 02/12/2024                                    | 15668              | 002.000 · Checking - Isabella Bank  | -5,655.57 |
| Total Overdrive, Inc.                         |                    |                                     | 0.00      |
| <b>Pathian LLC</b>                            |                    |                                     |           |
| 02/09/2024                                    | 180598             | 716 · Fringe Benefits Employee Ins. | 96.50     |
| 02/12/2024                                    | 15669              | 002.000 · Checking - Isabella Bank  | -96.50    |
| Total Pathian LLC                             |                    |                                     | 0.00      |
| <b>Priority Health Small Business Dep.</b>    |                    |                                     |           |
| 02/24/2024                                    | 240470000390       | -SPLIT-                             | 4,336.60  |
| 02/24/2024                                    | 15690              | 002.000 · Checking - Isabella Bank  | -4,336.60 |
| Total Priority Health Small Business Dep.     |                    |                                     | 0.00      |
| <b>Riverside Integrated Systems, Inc.</b>     |                    |                                     |           |
| 02/09/2024                                    | 173059             | 931 · Building Maintenance          | 540.00    |
| 02/12/2024                                    | 15670              | 002.000 · Checking - Isabella Bank  | -540.00   |
| Total Riverside Integrated Systems, Inc.      |                    |                                     | 0.00      |
| <b>Sharp, Hadley</b>                          |                    |                                     |           |
| 02/24/2024                                    | 31345001785346 ... | 978.4 · Juvenile                    | 6.99      |
| 02/24/2024                                    | 15691              | 002.000 · Checking - Isabella Bank  | -6.99     |
| Total Sharp, Hadley                           |                    |                                     | 0.00      |

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
As of February 29, 2024

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| Date                                    | Num                | Split                               | Amount      |
|---|--------------------|-------------------------------------|-------------|
| <b>T-Mobile</b>                         |                    |                                     |             |
| 02/09/2024                              | 12.25.23-1.24.24   | -SPLIT-                             | 0.00        |
| Total T-Mobile                          |                    |                                     | 0.00        |
| <b>Tardy, David</b>                     |                    |                                     |             |
| 02/09/2024                              | 978                | 990 · Reimbursement of overpayments | 14.99       |
| 02/12/2024                              | 15671              | 002.000 · Checking - Isabella Bank  | -14.99      |
| Total Tardy, David                      |                    |                                     | 0.00        |
| <b>The Book Farm, Inc.</b>              |                    |                                     |             |
| 02/24/2024                              | ERG14182-1         | 978.4 · Juvenile                    | 204.93      |
| 02/24/2024                              | 15692              | 002.000 · Checking - Isabella Bank  | -204.93     |
| Total The Book Farm, Inc.               |                    |                                     | 0.00        |
| <b>Travelers</b>                        |                    |                                     |             |
| 02/24/2024                              | 01055552615 LB ... | 911 · Insurance                     | 1,893.00    |
| 02/24/2024                              | 15693              | 002.000 · Checking - Isabella Bank  | -1,893.00   |
| Total Travelers                         |                    |                                     | 0.00        |
| <b>Unique Management Services, Inc.</b> |                    |                                     |             |
| 02/09/2024                              | 6122627            | 801.2 · Collection Agency           | 59.10       |
| 02/12/2024                              | 15672              | 002.000 · Checking - Isabella Bank  | -59.10      |
| Total Unique Management Services, Inc.  |                    |                                     | 0.00        |
| <b>Van Bro's Irrigation, Inc.</b>       |                    |                                     |             |
| 02/24/2024                              | contract 2024      | 931.2 · Lawn Care                   | 300.00      |
| 02/24/2024                              | 15694              | 002.000 · Checking - Isabella Bank  | -300.00     |
| Total Van Bro's Irrigation, Inc.        |                    |                                     | 0.00        |
| <b>TOTAL</b>                            |                    |                                     | <b>0.00</b> |

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

| <u>Date</u> | <u>Name</u>          | <u>Account</u>                      | <u>Debit</u> |
|-------------|----------------------|-------------------------------------|--------------|
| 02/24/2024  | Meijer               | 101 · Isabella Bank Credit Card     |              |
|             | Meijer               | 775.1 · Juvenile Operating Supplies | 8.53         |
|             | Meijer               | 884 · Programs - Children           | 74.21        |
|             | Meijer               | 884.2 · Programs-Teens              | 37.31        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 120.05       |
| 02/24/2024  | Hobby Lobby          | 101 · Isabella Bank Credit Card     |              |
|             | Hobby Lobby          | 884.2 · Programs-Teens              | 39.94        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 39.94        |
| 02/24/2024  | Talewise             | 101 · Isabella Bank Credit Card     |              |
|             | Talewise             | 884 · Programs - Children           | 400.00       |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 400.00       |
| 02/24/2024  | Vroom Delivery       | 101 · Isabella Bank Credit Card     |              |
|             | Vroom Delivery       | 884 · Programs - Children           | 15.36        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 15.36        |
| 02/24/2024  | Playaway Products    | 101 · Isabella Bank Credit Card     |              |
|             | Playaway Products    | 978.4 · Juvenile                    | 159.99       |
|             | Playaway Products    | 978.6 · Teen                        | 109.99       |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 269.98       |
| 02/24/2024  | Leppinks Food Center | 101 · Isabella Bank Credit Card     |              |
|             | Leppinks Food Center | 884 · Programs - Children           | 31.35        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 31.35        |
| 02/24/2024  | Playaway Products    | 101 · Isabella Bank Credit Card     |              |
|             | Playaway Products    | 978.4 · Juvenile                    | 169.22       |
|             | Playaway Products    | 978.6 · Teen                        | 80.74        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 249.96       |
| 02/24/2024  | Meijer               | 101 · Isabella Bank Credit Card     |              |
|             | Meijer               | 884.2 · Programs-Teens              | 180.30       |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 180.30       |
| 02/24/2024  | OTC Brands           | 101 · Isabella Bank Credit Card     |              |
|             | OTC Brands           | 884 · Programs - Children           | 29.92        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 29.92        |
| 02/24/2024  | Best Buy             | 101 · Isabella Bank Credit Card     |              |
|             | Best Buy             | 977 · New Equipment                 | 849.00       |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 849.00       |
| 02/24/2024  | Descript             | 101 · Isabella Bank Credit Card     |              |
|             | Descript             | 933.2 · Computer Software           | 30.00        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 30.00        |
| 02/24/2024  | Walmart              | 101 · Isabella Bank Credit Card     |              |
|             | Walmart              | 727 · Office Supplies               | 24.36        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 24.36        |
| 02/24/2024  | Meijer               | 101 · Isabella Bank Credit Card     |              |
|             | Meijer               | 881 · Promotions                    | 14.88        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 14.88        |
| 02/24/2024  | Hobby Lobby          | 101 · Isabella Bank Credit Card     |              |
|             | Hobby Lobby          | 883 · Programs - Adult              | 89.86        |
|             |                      |                                     | <hr/>        |
|             |                      |                                     | 89.86        |

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

| <u>Date</u>  | <u>Name</u>                                | <u>Account</u>   | <u>Debit</u>           |
|--------------|--|--|------------------------|
| 02/24/2024   | ChatGPT<br>ChatGPT                         | 101 · Isabella Bank Credit Card<br>933.2 · Computer Software   | 20.00                  |
|              |  |  | <u>20.00</u>           |
| 02/24/2024   | Walmart<br>Walmart                         | 101 · Isabella Bank Credit Card<br>775 · Operating Supplies    | 63.83                  |
|              |  |  | <u>63.83</u>           |
| 02/24/2024   | Postmaster<br>Postmaster                   | 101 · Isabella Bank Credit Card<br>728 · Postage               | 27.72                  |
|              |  |  | <u>27.72</u>           |
| 02/24/2024   | Staples<br>Staples                         | 101 · Isabella Bank Credit Card<br>727 · Office Supplies       | 162.26                 |
|              |  |  | <u>162.26</u>          |
| 02/24/2024   | The Library Store<br>The Library Store     | 101 · Isabella Bank Credit Card<br>728.1 · Shipping & Handling | 14.08                  |
|              |  |  | <u>14.08</u>           |
| 02/24/2024   | Quality Cleaners<br>Quality Cleaners       | 101 · Isabella Bank Credit Card<br>775 · Operating Supplies    | 30.00                  |
|              |  |  | <u>30.00</u>           |
| 02/24/2024   | Gimlet Dot<br>Gimlet Dot                   | 101 · Isabella Bank Credit Card<br>933.2 · Computer Software   | 29.00                  |
|              |  |  | <u>29.00</u>           |
| 02/24/2024   | Gaylord Bros., Inc.<br>Gaylord Bros., Inc. | 101 · Isabella Bank Credit Card<br>775 · Operating Supplies    | 50.00                  |
|              |  |  | <u>50.00</u>           |
| 02/24/2024   | Postmaster<br>Postmaster                   | 101 · Isabella Bank Credit Card<br>728 · Postage               | 170.92                 |
|              |  |  | <u>170.92</u>          |
| 02/24/2024   | Staples<br>Staples                         | 101 · Isabella Bank Credit Card<br>727 · Office Supplies       | 243.16                 |
|              |  |  | <u>243.16</u>          |
| <b>TOTAL</b> |  |  | <b><u>3,155.93</u></b> |

**Director's Report  
March Board Meeting  
Mar 13, 2024**

**Programs:**

Family Movie - 2/1 - 37  
Snow Day Stories - 2/2 - 39  
What is a Will? - 2/5 - 25  
Happy Bookers Book Club - 2/6 - 16  
Preschool Storytime - 2/6 - 25  
Mini Movers - 2/7 - 31  
TAB - 2/7 - 5  
Super Smash Bros. Tournament - 2/8 - 20  
Flat River Writers Group - 2/12 - 7  
Preschool Storytime - 2/13 - 24  
Pizza and Pages - 2/13 - 16  
Mini Movers - 2/14 - 41  
Flat River Academy Visit - 2/15 - 36  
Introduction to Beekeeping - 2/15 - 20  
No-Sew Fabric Book Cover Take & Make - 2/16 - 36  
Teen Snow Day - 2/17 - 5  
Preschool Storytime - 2/20 - 23  
Mini Movers - 2/21 - 43  
TAB - 2/21 - 6  
Library Kitchen - 2/21 - 21  
Craft-In - 2/22 - 7  
Family Puzzle Competition - 2/26 - 30  
Preschool Storytime - 2/27 - 25  
Mini Movers - 2/28 - 36

**General:**

Carol Dawe and I have had several meetings to prepare for next steps in Strategic Planning. She will be presenting to the board her findings from the focus groups and explain next steps. She will be joining us for the morning of our staff in-service day on March 15 to facilitate discussion with staff as we begin to begin planning discussions with feedback.

Our 2nd Annual Montcalm Career Fair will take place on April 19. The event was extremely successful last year, and we look forward to seeing growth on the event this year, as well as the engagement of other school districts if possible. Cassie has been working hard to put this together since November, and has done a great job with the event.

Our upcoming staff in-service day is on Friday, March 15. In addition to the strategic planning group work facilitated by Carol in the morning, we will host Darren Jones, the Deputy Director of the Greenville Department of Public Safety, to offer Emergency Preparedness training, as well as Dana Kenneth Johnson giving a presentation on how to work with patrons to assist and direct research on building and home histories.



Cassie and I have been asked by the Lakeland Continuing Education Committee to present on the topic of outreach for a Lunch and Learn event on March 14. We appreciate the opportunity to share and lead a productive discussion on our efforts and best practices.

The most recent update I received from Wayne Roedel was that they hoped to discuss an RFP for the Black Field property at the March 11 School Board meeting. While the agenda for that meeting does not include that as a listed item, I've conveyed my intent to Superintendent Roedel to speak during public comment at the meeting. This will enable us to make the board aware of our interest in the property and our proposal for its possible future use under our stewardship.

I met with our Executive Account Manager with T-Mobile to check in with our existing hot spot lending program through them and the potential grant project for GPS students. He is passing on information about voice lines and security camera options as well.

Tiffany is attending MLA Spring Institute for Youth Services March 7 and 8 in Muskegon. She attends this conference annually and finds it to be an extremely enlightening experience.

The Baldwin Heights fourth grade students have provided us with a new art installation for the Stafford Room. Their work is on the theme of Space Invaders, and features paper squares as pixel art/pointilism to generate depictions of video game space creatures. The kids did a great job, and we are so happy to be able to display their work.

Our partnership with the Mid-Michigan Department of Health and Human Services will continue as they make available free Narcan kits for distribution to all interested parties. These kits are a vital resource to prepare anyone who might encounter a person overdosing on opiates to negate its effects and possibly save a person's life. We continue to distribute First Aid kits for them, and will make the Safe Storage Cannabis bags available again when they replenish their supply.

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

Shaw Construction sought and accepted bids for all work on the Teen Space renovation project, with a deadline of February 29 for bid. Our contact has indicated that they will have the bids organized and ready for the board to review for the March board meeting.

Darci and I met with Aaron from Nugent Builders to review next steps for work on the Stafford Room. We are on the schedule for the first week of May for window replacement, and someone will be out in the next couple of weeks to install the emergency exit door and install a light kit in the MARC office door. The flooring representative received reimbursement from the manufacturer, and I have reached out to him to see if we have additional options we could consider with a different manufacturer.

#### **Lakeland Library Cooperative:**

Lakeland is putting together data regarding hotspot best practices in order to determine if it would be advisable for them to update the parameters for circulating these devices in our ILS (regarding fines, circulation periods, etc.).

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

MLA has issued an Advocacy advisory regarding an initiative from a group called AxMITax that is soliciting signatures to put an initiative on the ballot to eliminate all property taxes in the state of

Michigan. Since property taxes represent the primary source of revenue for public libraries in Michigan (as well as a number of other community resources), MLA strongly opposes the initiative.

**Staff:**

Veronica continues to work with circulation staff to facilitate their goals, is working to improve upon scheduling processes, and has followed up on important administrative tasks.

Tim presented to the staff on the Ancestry system and its resources, and is performing collection work in the Local History room.

Tiffany attended Spring Institute, and, along with Cassie, met with Corewell Health to plan for future collaboration projects.

Cassie has been putting together materials for the Comfort Closets, preparing for the Career Fair, and meeting with Corewell Health with Tiffany.

Kristin has been working hard on executing all of the winter adult programming, planning for summer programs, and exploring outreach options for senior patrons.

Josie has done a great job taking on the challenge of selecting materials for memorial donations.

Danielle has been processing a large volume of new materials, as well as taking over juvenile and teen order records and doing preparation on the Library of Things initial collection.

Sharon has taken some new administrative responsibilities, as well as improving and maintaining our hotspot processes and hiccups.

Christine has compiled and thoroughly reviewed a comprehensive flowchart to assist circulation in library card registration.

Michelle is working to narrow down plans for animal programming in May.

Cara Mikaelin has been putting together documentation for genealogy research.

Cara McGee is assisting with multiple creative and artistic projects.

**Memorials:**

| <b>Honoree</b>       | <b>Donor</b>                         |
|----------------------|--------------------------------------|
| Jerry Bolster        | The Thalia Club                      |
| Boneta Irene McCully | Class of Greenville High School 1960 |
| Thomas Steele        | Class of Greenville High School 1960 |

Total

\$70

**Meetings/Events:**

2/2 - Advisory Council Hot Spot meeting

2/6 - Greenville Rotary

2/13 - MARC Board Meeting

2/15 - Staff Meeting

2/15 - COGG Meeting

2/15 - IGS Natural Gas Contract Review

2/20 - MAISD Podcast Episode

2/20 - Think Space virtual

2/20 - Carol Dawe/Strategic Planning

Week of 2/26 - Staff 1:1 Meetings

2/26 - Nick Heimler visit

2/28 - Carol Dawe/Strategic Planning

# FLAT RIVER COMMUNITY LIBRARY STRATEGIC PLANNING FOCUS GROUP RESULTS

## BOARD SUMMARY

Focus groups were conducted. The board, staff, and the Friends of the Library helped formulate the survey that was distributed to the public. The results of that survey were then analyzed and helped formulate focus group questions for the public. Six public focus groups were conducted by the same moderator in October and November 2023. There were 31 members of the public who participated, and the discussions are summarized below.

I start with an opener/check in about most recent book or film. People shared titles, lots of fantasy genres, and then I shared guidelines and biographical information.

Six questions were asked. This is a compilation of responses, not a record of every response. Responses are not prioritized.

### **1. I asked about why they volunteered to be a part of these focus groups and broader concerns:**

- a. Library is a valued community asset
  - i. Welcoming
  - ii. Love of the library
  - iii. Thirst for knowledge
  - iv. Strategies
    1. Costs
    2. Equity
    3. Staffing
    4. Building
- b. Intellectual Freedom
  - i. Intellectual Freedom must be protected
  - ii. Concern about controversial materials for children
- c. Support the exceptional staff
  - i. They make us feel so comfortable
  - ii. They are knowledgeable
  - iii. The library is nothing without the staff. Keep them! Empower them.
- d. Love the range of services including
  - i. Notary,
  - ii. Books and more books,
  - iii. Hoopla, Overdrive and Kanopy
  - iv. Excellent Programming
- e. Don't forget the core services (this was repeated in almost every single group)

### **2. I ask about the physical and digital collections since this was the bulk of why people use the library.**

- a. General comments about both collections
  - i. More shared collections between libraries
  - ii. Increase the physical and digital collections without raising taxes
  - iii. Don't expand programs and services if you are going to diminish the collections.

- iv. Keep the physical collections
- v. Delivery is good
- vi. Autorenewal is fabulous
- vii. Looking forward to patron card renewal
- viii. Looking forward to Bibliosuggest
- ix. Better physical signage and bilingual signage and tutorials, documentation etc.
- x. Separate shelving areas for displays
- xi. Public Access Catalogs
  - 1. Touch Screens (??)
- xii. Holds
  - 1. Good assortment but too many holds, long waits for digital and sometime physical materials.
  - 2. Great holds-times
  - 3. Is there a need for limits of 20-30? Could this be removed?
- xiii. Better understanding/training needed for MelCat
- xiv. Put Picture books by topic like in Ionia
- b. The physical collection
  - i. Appreciates the new books and there could be more.
  - ii. Increase and improve areas that have higher circs and/or smaller collections.
  - iii. Enhance Special Education Collection including Hi/Low Reading
  - iv. Art work for lending
- c. Digital Collection
  - i. Confusion between Hoopla and Libby
  - ii. Not much awareness about RLA for Libby
  - iii. Holds lists and waits are too long
  - iv. Hoopla costs are restrictive. Limits aren't appreciated. Too small.
  - v. Tip shared: you can download and then return after due date on Libby

**3. I ask about special services especially those they didn't know about: hot spots, Flue shots, MAP, Online Language Learning, Notary and other ideas including library of things, programs, lockers.**

- a. Notary
- b. Hot spots
- c. Flu Shots
- d. MAP
- e. Online Language
- f. Notary
- g. Make it easier to donate online
- h. Library of Things
  - i. Concerns
    - 1. Staffing
    - 2. Storage
    - 3. Circulation
    - 4. Replacement costs
    - 5. Reuse/Repurpose donations from community
    - 6. Remain true to the vision of the library
  - ii. Suggestions for the Library of Things collection
    - 1. Arts
    - 2. Camping
    - 3. Children, Tweens and Teens

- 4. Crafts
- 5. Culinary
- 6. Do It Yourself (DIY)
- 7. Games
- 8. Gardening/Seed Library
- 9. Literacy
  - a. Tutoring above and beyond Montcalm
  - b. Kits
  - c. Take home materials
- 10. Science/STEM
- 11. Sports
- iii. Technology
  - 1. Drop-off devices
  - 2. Fix-it classes and programs
  - 3. Tech person
  - 4. Tech classes
  - 5. Print stations after 5 p.m.
  - 6. Makerspace/3-D
- i. Local History
  - i. Use the space better
  - ii. Digitize the collection
- j. Programs and marketing of them
  - i. Enrollement and Scheduling
    - 1. Instant enrollment online.
    - 2. Night programs
    - 3. Reminders more regularly
    - 4. Different times, better times
    - 5. Text message (Shoutbomb) and other reminders for programs
    - 6. Waitlists for programs
    - 7. In person and Zoom
  - ii. Volunteers to help so we can have more programs
  - iii. Partnerships
    - 1. Create a Program Advisory Board
    - 2. with Schools
    - 3. Theater like in Belding
    - 4. Michigan Activity Pass (museum/park free passes were mentioned)
  - iv. Broader content
  - v. Take and Makes
    - 1. Great response
    - 2. Make them less rigid in what they should look like
    - 3. More creative and individual and then let people share photos etc.
  - vi. In Person and Zoom
  - vii. Program ideas

**4. I ask about the building: current and future ideas, their daily experiences, the outside, reconfiguring the inside etc.**

- a. Reconfigure inside
  - i. Refresh
  - ii. More classrooms
  - iii. More study rooms (advertise them)
    - 1. Ability to reserve

- iv. Dividers for big program room
- v. Reconfigure kids area for better use of collections
- vi. Mobile/Movable shelving
- vii. Create a loft
- viii. Continuing Ed space
- ix. 2<sup>nd</sup> Kitchenette
- x. YS Space
  - 1. Expand
  - 2. Reconfigure
  - 3. More programming space
  - 4. Bump out onto lawn
- xi. Teen Space
  - 1. Good displays
  - 2. Area to be loud
  - 3. Kids programs after 5 p.m.
  - 4. Looking forward to new section
  - 5. Howard City has better YS or YA kits (I think YA)
  - 6. Bean Bags
  - 7. Vending Machine
  - 8. Snacks, snacks, snacks
- xii. Bookstore
  - 1. Allow Venmo and other apps
  - 2. Use social media to promote offerings in the store
- b. Signage
- c. Lockers at Meiers (mixed views on this.)
- d. Desensitize Security Gate?
- e. Outside:
  - i. Parking, parking, parking
  - ii. West space
  - iii. Garden outside
  - iv. Hamock village
  - v. Covered area
  - vi. Amphitheater
  - vii. Gazebo
  - viii. Use field across the street
  - ix. Better book walk
  - x. Natural Path
  - xi. All natural play equipment see Farmington Hills Play Scape (others were interested in this idea too.)
  - xii. More interactive outdoor opportunities
  - xiii. More inclusive activities and opportunities

**5. I ask about the best way to communicate with the public? Staff, social media, newspaper, etc.**

- a. Increase
  - i. Social Media
    - 1. Daily posts
  - ii. Newspaper/Shopper Guide
    - 1. QR Codes in the paper
  - iii. Paper mailings (mixed views but this came up quite a bit as a positive option.)
    - 1. Mail the quarterly flyer.

- 2. Include QR Codes
  - 3. People want something to hang on the fridge!
- iv. Staff
- v. Email
  - 1. Way to search the email
  - 2. Calendar up front
  - 3. Better way to subscribe
  - 4. Spotlight programs/staff/materials each week
  - 5. Use texting more and for specific purposes. (Shoutbomb for events?)
  - 6. Make it easier to browse the programs.
- vi. Be more boastful, proud, toot your own horns.
- vii. Share more in more ways. (See above.)
- b. Online AND paper maps
- c. Lucky Day Display closer to checkout and broader scope
- d. Create a media kit for staff and partners

## 6. Other issues/concerns

- a. Special service links like BPH, LEO
- b. Free resources
- c. Empty Shelves: why
- d. Keurig in the bookstore
- e. Summer/winter reading
  - i. Better prizes, rewards for
  - ii. Better incentives
  - iii. Provide winners 1<sup>st</sup> names, make it a bigger deal to win to encourage more reading.
- f. App ideas
  - i. Reading history
  - ii. Libby and other notifications that you have read something
  - iii. Podcast
  - iv. Fred Meijer Trail self-guided tour
  - v. Story walk self-guided tour
- g. Home schooling
  - i. Intentional learning
  - ii. Pair the curriculum with Library of things
  - iii. Partnerships/Parent input
  - iv. Booklists
  - v. Upper Elementary focus
  - vi. Lunch meet and eat
  - vii. Something called "Torchlight"
- h. Remove Barriers
  - i. Fines Free
  - ii. Better access
  - iii. No limits for programs
  - iv. Bookmobile or van for rural township
  - v. Public transit
  - vi. Carpooling
- i. Mental Health services
- j. Employment resources
  - k. Life resources



## **Dress Code Policy**

**Purpose:**

To set a dress standard for all Library staff members.

**Scope:**

Applies to all staff members.

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

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

Adopted: 10/10/07

Revised: 11/14/12

Revised: 11/12/14

Revised: 2/14/24

## **Paid Sick Leave**

### **Purpose:**

To establish guidelines for paid sick leave.

### **Scope:**

#### **Applies to:**

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

### **Service Requirement:**

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

### **Eligibility:**

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

### **Sick Leave Pay Benefits:**

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

- For staff members with less than one calendar year of employment, weekly average work hours are calculated by the total hours worked since the date of hire for actual work, vacation, holiday pay, jury pay, bereavement pay and all paid leave divided by the total number of full weeks since the date of hire.
- The earned hours will be paid at the staff member's regular rate of pay at the time of the sick leave.
- Full-time staff members will be paid at 8 hours times the staff member's regular rate of pay at the time of the sick leave.
- Individual sick days will be earned according to the schedule below based on the weekly average work hours calculation:

| Work Hours/Week | Hours Earned Monthly |
|-----------------|----------------------|
| 37 – 40 hours   | 8                    |
| 35 – 36 hours   | 7                    |
| 30 – 34 hours   | 6                    |
| 25 – 29 hours   | 5                    |
| 20 – 24 hours   | 4                    |
| 15 - 19 hours   | 3                    |

General:

- Sick leave benefits are based on the calendar year beginning January 1<sup>st</sup>.
- Earned sick leave is available for use in 15 minute increments.
- Sick leave benefits are to be used in the event of an absence due to personal illness or non-work related injury. Medical statements must be presented to the Library Director if requested.
- Earned sick leave may be granted for medical, dental or mental health appointments.
- At the discretion of the Library Director, sick leave days may be used as personal days to care for the employee's spouse, child or a parent or relative living in the employee's home. Medical statements must be presented to the Library Director if requested.
- Paid holidays falling within the sick leave will not be charged against the earned sick leave benefit.
- If an employee requires the use of sick leave time, the employee is to report the illness to the Library Director, or designee, by 8:30 AM or as soon as the inability to report to work is known.
- Sick leave must be taken without interruption by a "non-paid" day, unless approved by the Library Director.
- Sick leave benefit may not be used to extend vacation or holidays.

- Any unused sick leave may be accrued up to and including sixty normal work days.
- Staff members shall be paid for sick days in excess of 60 days at 50% of their current rate of pay as of January 1<sup>st</sup> of each year.
- If a staff member has exhausted all accrued sick leave benefits, an unpaid leave of absence may be granted at the discretion of the Library Director.
- Upon voluntary termination of employment, employees with 3 years or more tenure shall be eligible for pay out of accrued sick leave. All accrued benefits will be paid out at 50% of rate of pay at the time of termination. Employees who are involuntarily terminated or whose voluntary termination is the result of no-call, no-show will not be eligible for payout of accrued sick leave.

Personnel  
Benefits

Adopted: 12/8/99

Revised: 8/16/07

Revised: 11/14/12

Revised: 3/13/13

Revised: 5/12/21

Revised: 2/14/24

## **Rules of Conduct for Library Use**

*(formerly Patron Behavior Policy)*

### **I. Introduction**

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

### **II. Rules of Conduct**

Persons using Library facilities shall not:

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

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

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## **II. Implementation of Policy**

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

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

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

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

Adopted: 8/9/17

Revised: 10/10/18

Revised: 2/14/24