

**AGENDA**  
**FLAT RIVER COMMUNITY LIBRARY**

**BOARD MEETING**  
**January 8, 2025**

1. Call to order and roll call:
2. Approval of agenda:
3. Approval of minutes:
  - Board meeting December 2024
4. Public Comments:
5. Financial Reports:
  - a. County Penal Fines for December 2024
  - b. Accounts Payable for December 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. 2025 Action Items
11. Public Comment:
12. Other:
13. Board Member Comment:
14. Items for next agenda
15. Future Dates:
  - a. Next Board Meeting- 6:30 p.m. Wednesday: February 12, 2025
16. Call to Adjourn

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

**Stefanie Reed, Director**

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

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

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

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

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

The presiding officer shall be guided by the following rules:

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

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

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

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

**FLAT RIVER COMMUNITY LIBRARY**  
PROPOSED Minutes  
December 11, 2024

Vice-Chairperson Nichols called the meeting to order at 6:30 pm.

Present:           City of Greenville: Laurel Christensen  
                  Eureka Township: Holly Schmeltzer, Maureen Burns  
                  Fairplain Township: Vanessa Marr, Dawn Wyckoff  
                  Montcalm Township: Pam Nichols, Doug Crowley

Absent:            City of Greenville: Chairperson Darci Ward Cole

Others Present: Director Reed  
                      Jim Marr  
                      Ailie Weaver- Maner Costerisan  
                      Lisa Day – Day Accounting & Tax Service LLC

Marr moved to approve the Agenda of the December 11,2024 meeting with an amendment of placing Ailie Weaver at the top of the agenda. Support. Unanimously approved.

Marr moved to approve the Minutes of the November 13,2024 meeting with spelling corrections. Supported. Unanimously approved.

Ailie Weaver from Maner Costerisan presented the Audit. She explained the audit and discussed the ease of the audit because the staff is so helpful.

Marr moved to accept the accounts payable portion of the Treasurer's report for November, 2024. Support Unanimously approved.

Christensen moved to accept the monthly financial portion of the Treasurer's report for November, 2024. Supported. Unanimously approved.

Chairperson Ward Cole and Treasurer Burns researched the area banks to determine where the expiring CD's should be moved. The Lake Michigan Credit Union is new to Greenville and offered good rates and services. Crowley moved to move the Huntington CD to LMCU. Supported.

Nichols – Yes  
Burns – Yes  
Christensen – Yes  
Crowley – Yes  
Marr – No  
Wyckoff – Yes  
Schmeltzer – Yes

Motion passed

The Policy Committee presented 2 new policies to the Board for discussion.

1. Mobile Hot Spot Policy – Marr moved to adopt the policy as presented.  
Supported. Unanimously approved.
2. Infestation Policy – Marr moved to adopt the policy as presented.  
Supported. Unanimously approved.

Director Reed presented the 2025 Closure Schedule. Marr moved to approve the schedule. Supported.  
Unanimously approved.

The next meeting: January 8, 2025 at 6:30pm

Wyckoff moved to adjourn. Supported. Unanimously approved.

Respectfully submitted

Laurel Christensen  
Secretary

**FLAT RIVER COMMUNITY LIBRARY**

APPROVED Minutes

November 13, 2024

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

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

Absent: None

Others Present: Director Reed  
Jim Marr  
Ryan Brown – Decker Agency  
Steven Schneemann – MCD Architects

Crowley moved to approve the Agenda of the November 13, 2024 meeting with an amendment placing MCD Architects at the top of the agenda. Support. Unanimously approved.

Crowley moved to approve the Minutes of the October 9, 2024 meeting. Supported. Unanimously approved.

Crowley moved to accept the accounts financial portion of the Treasurer's report for October, 2024. Support. Unanimously approved.

Wyckoff moved to accept the monthly portion of the Treasurer's report for October, 2024. Supported. Unanimously approved.

Chairperson Ward Cole and Treasure Burns will talk to banks and credit unions for interest rates and bring the information back to the Board to see if changes should be made.

Director Reed reported on many projects including the Library of Things, MLA Conference, Staff In-Service Day, waiting for Teen Space furniture. Staff are all bust with library projects. Building and Ground Committee, Teen Space Grounds Committee, the Teen Space, and Black Field. of Black Field.

New Business: Discussion of status of Strategic Plan.

Black Field Survey - Crowley moved to accept the proposal from Services and Boundary and Topographic Survey with the following changes: No mileage or travel expenses, no changes without prior approval, and not to exceed \$6, 500. Support. Unanimously approved.

Next regular Board meeting is December 11, 2024 at 6:30 PM.

Nichols moved to adjourn. Support. Unanimously approved.

Respectfully submitted

Laurel Christensen  
Secretary



### 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	\$30,508.82
Oct-23	Nov-23	\$30,266.96	Apr-24	May-24	\$34,967.22
Nov-23	Dec-23	\$20,319.84	May-24	Jun-24	\$31,203.02
Dec-23	Jan-24	\$22,971.36	Jun-24	Jul-24	
	<b>Sub Total</b>	<b>\$152,737.82</b>		<b>Sub Total</b>	<b>\$159,086.64</b>
				2023	\$152,737.82
				2024	\$159,086.64
				<b>Total to date</b>	<b>\$311,824.46</b>



### PENAL FINES

2024/2025

For the mo of	Received	Amount	For the mo of	Received	Amount
Jul-24	Aug-24	\$27,930.93	Jan-25	Feb-25	
Aug-24	Sep-24	\$28,776.78	Feb-25	Mar-25	
Sep-24	Oct-24	\$25,133.75	Mar-25	Apr-25	
Oct-24	Nov-24	\$27,124.91	Apr-25	May-25	
Nov-24	Dec-24	\$17,479.85	May-25	Jun-25	
Dec-24	Jan-25	\$20,688.19	Jun-25	Jul-25	
	<b>Sub Total</b>	<b>\$147,134.41</b>		<b>Sub Total</b>	<b>\$0.00</b>
				2024	\$147,134.41
				2025	\$0.00
				<b>Total to date</b>	<b>\$147,134.41</b>

FLAT RIVER COMMUNITY LIBRARY- General Fund

MONTHLY BOARD INVOICE TOTAL

Date: January 8, 2025

Signature Page

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APPROVED BY:

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DATE:

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APPROVED BY:

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DATE:

Flat River Community Library  
Combined Balance Sheet

<b>ASSETS</b>	<u>General</u>	<u>GACF Trust Fund</u>	<u>Noncurrent Funds</u>	<u>Totals Gov't Funds</u>
<b>Current assets</b>				
Cash and cash equivalents	\$846,678			\$846,678
Investments	\$1,619,106			\$1,619,106
Assets held by foundation		\$171,213		\$171,213
Fixed assets (net)			\$1,887,324	\$1,887,324
Receivables				\$0
Due from other funds				\$0
Prepaid expenditures	\$7,027			\$7,027
Total current assets	\$2,472,811	\$171,213	\$1,887,324	\$4,531,349
TOTAL ASSETS	<u>\$2,472,811</u>	<u>\$171,213</u>	<u>\$1,887,324</u>	<u>\$4,531,349</u>
<b>LIABILITIES &amp; FUND EQUITY</b>				
<b>Current liabilities</b>				
Accounts payable				\$0
Accrued salaries				\$0
Accrued liabilities				\$0
Due to other funds				\$0
Total current liabilities	\$0	\$0	\$0	\$0
<b>Noncurrent liabilities</b>				
Lease Payable			\$36,411	\$36,411
Compensated absences			\$23,370	\$23,370
Noncurrent portion of long-term debt				\$0
Total noncurrent liabilities	\$0	\$0	\$59,781	\$59,781
TOTAL LIABILITIES	<u>\$0</u>	<u>\$0</u>	<u>\$59,781</u>	<u>\$59,781</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	\$2,197,200			\$2,197,200
Committed Funds	\$275,611			\$275,611
Restricted Funds		\$111,755		\$111,755
TOTAL FUND BALANCES	<u>\$2,472,811</u>	<u>\$171,213</u>	<u>\$1,827,543</u>	<u>\$4,471,568</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<u>\$2,472,811</u>	<u>\$171,213</u>	<u>\$1,887,324</u>	<u>\$4,531,349</u>



# Flat River Community Library Balance Sheet

As of December 31, 2024

Accrual Basis

	<u>Dec 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
002.000 · Checking - Isabella Bank	96,997.26
002.004 · Savings - PFCU Primary Share	5,036.81
002.005 · Money Market - Isabella Bank	744,639.18
002.007 · Savings - Michigan One CU	5.00
	<hr/>
<b>Total Checking/Savings</b>	846,678.25
<b>Other Current Assets</b>	
003.001 · CD - Commercial Bank (09.26.24)	279,528.16
003.008 · CD - Michigan One CU (09.26.25)	344,168.05
003.009 · CD - Huntington 2 (12/26/24)	276,318.09
003.010 · CD - Isabella Debt (01.29.25)	217,681.64
003.011 · CD - Isabella Tower (05.26.25)	117,917.63
003.012 · CD - Preferred CU (05/20/25)	218,573.64
003.013 · CD - Commercial Bank (12.07.25)	164,919.01
	<hr/>
<b>Total Other Current Assets</b>	1,619,106.22
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<b>Total Current Assets</b>	2,465,784.47
<b>Other Assets</b>	
029 · Prepays	7,026.99
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<b>Total Other Assets</b>	7,026.99
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<b>TOTAL ASSETS</b>	<b><u>2472811.46</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
250 · Committed Funds	275,611.20
310 · Unassigned Fund-Opening Balance	572,687.19
390 · Unassigned Fund-Retained Earn.	2,318,979.87
Net Income	(694,466.80)
	<hr/>
<b>Total Equity</b>	2,472,811.46
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2472811.46</u></b>

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

	December 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Income</b>					
<b>401 · Property Taxes</b>					
401.1 · Property Taxes - Greenville	3,967	203,041	(199,074)	2%	187,131
401.2 · Property Taxes - Eureka Twp.	(83)	124,277	(124,360)	(0%)	117,078
401.3 · Property Taxes - Fairplains Twp	(52)	48,094	(48,146)	(0%)	44,886
401.4 · Property Taxes - Montcalm Twp.	(57)	89,563	(89,620)	(0%)	82,377
<b>Total 401 · Property Taxes</b>	<b>3,775</b>	<b>464,975</b>	<b>(461,200)</b>	<b>1%</b>	<b>431,472</b>
402 · Delinquent Taxes	2	30,000	(29,998)	0%	30,000
441 · Local Community Stabilization	14,785	15,000	(215)	99%	15,000
556 · Library State Aid	9,423	18,600	(9,177)	51%	18,000
580 · County Millage	0	507,000	(507,000)	0%	498,075
580.2 · Renaissance Zone	20	0	20	100%	2,000
651 · Genealogy Fees	0	20	(20)	0%	20
655 · Book Fines	1,664	2,000	(336)	83%	2,000
656 · Printing Fees	4,736	3,000	1,736	158%	2,500
657 · Penal Fines	0	85,000	(85,000)	0%	78,505
658 · USF Funds	3,840	4,600	(760)	83%	4,600
664 · Interest Earned	24,570	55,000	(30,430)	45%	10,000
672 · Continuing Education	0	0	0	0%	1,600
675 · Contribution - Private Sources	245	500	(255)	49%	500
675.1 · Grant Revenue	34,486	34,750	(264)	99%	500
675.2 · Estate Donations	0	5,000	(5,000)	0%	5,000
675.31 · Friends Donations - Adult	2,030	4,000	(1,970)	51%	2,000
675.32 · Friends Donations - Juvenile	0	5,000	(5,000)	0%	5,000
675.4 · Memorial Book Contributions	640	1,500	(860)	43%	1,500
675.45 · Cookbook Sales	0	20	(20)	0%	20
675.47 · Beverage Sales	184	50	134	368%	50
699 · Transfer In	0	0	0	0%	0
<b>Total Income</b>	<b>100,400</b>	<b>1,236,015</b>	<b>(1,135,615)</b>	<b>8%</b>	<b>1,236,015</b>
<b>Expense</b>					
<b>I - Personnel</b>					
703 · Salaries	228,423	458,000	229,577	50%	
703.1 · Job Search	30	200	170	15%	
716 · Fringe Benefits Employee Ins.	48,305	75,000	26,695	64%	
716.1 · 401(a)	5,520	9,000	3,480	61%	
716.2 · Unemployment	25	450	425	6%	
716.3 · Worker's Compensation	572	1,200	628	48%	
717 · Payroll Taxes	16,563	35,500	18,937	47%	
<b>Total I - Personnel</b>	<b>299,438</b>	<b>579,350</b>	<b>279,912</b>	<b>52%</b>	<b>579,350</b>

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

	December 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>II - Supplies</b>					
727 · Office Supplies	3,438	4,000	562	86%	
728 · Postage	1,465	2,600	1,135	56%	
728.1 · Shipping & Handling	328	750	422	44%	
761 · Supplies - Genealogy/MI Room	0	250	250	0%	
775 · Operating Supplies	6,990	9,000	2,010	78%	
775.1 · Juvenile Operating Supplies	4,593	<b>5,000</b>	407	92%	
977 · New Equipment	2,740	9,500	6,760	29%	
<b>Total II - Supplies</b>	<b>19,554</b>	<b>31,100</b>	<b>11,546</b>	<b>63%</b>	<b>29,100</b>
<b>III - Building Operations</b>					
853 · Telephone	640	3,500	2,860	18%	
854.5 · Cable Line	810	2,000	1,190	41%	
921 · Electric	28,349	50,000	21,651	57%	
923 · Heat (Gas)	2,063	14,000	11,937	15%	
924 · Water/ Sewer	1,190	3,000	1,810	40%	
930 · Capital Projects - Teen Room	170,081	<b>180,000</b>	9,919	94%	
931 · Building Maintenance	21,606	80,000	58,394	27%	
931.1 · Janitorial Supplies	1,646	4,000	2,354	41%	
931.2 · Lawn Care	7,443	18,000	10,557	41%	
931.3 · Snow Removal	0	9,000	9,000	0%	
931.5 · Janitorial Services	13,872	30,000	16,128	46%	
<b>Total III - Building Operations</b>	<b>247,700</b>	<b>393,500</b>	<b>145,800</b>	<b>63%</b>	<b>213,500</b>
<b>IV - Services</b>					
730 · Membership Dues	1,576	<b>1,600</b>	24	99%	
731 · Bank Service Charge	230	900	670	26%	
801 · Professional Services	10,732	<b>11,000</b>	268	98%	
801.2 · Collection Agency	227	600	373	38%	
801.3 · Accountant	12,000	24,000	12,000	50%	
802 · Audit	8,500	8,500	0	100%	
860 · Travel/Conferences	6,923	11,000	4,077	63%	
911 · Insurance	21,681	<b>22,000</b>	319	99%	
975.5 · Master Gardener	25	100	75	25%	
981 · Printing	0	3,600	3,600	0%	
<b>Total IV - Services</b>	<b>61,894</b>	<b>83,300</b>	<b>21,406</b>	<b>74%</b>	<b>70,700</b>
<b>V - Cooperative Services</b>					
804 · Cooperative Fees	10,437	23,000	12,563	45%	
982 · Delivery (LLC Cost)	1,389	2,800	1,411	50%	
<b>Total V - Cooperative Services</b>	<b>11,826</b>	<b>25,800</b>	<b>13,974</b>	<b>46%</b>	<b>25,800</b>

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

	December 2024	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>VI - Programming</b>					
881 · Promotions	4,558	8,000	3,442	57%	
883 · Programs - Adult	4,145	7,000	2,855	59%	
884 · Programs - Children	1,752	6,500	4,748	27%	
884.2 · Programs-Teens	1,484	5,000	3,516	30%	
884.3 · Programs-Outreach	587	2,000	1,413	29%	
<b>Total VI - Programming</b>	<b>12,526</b>	<b>28,500</b>	<b>15,974</b>	<b>44%</b>	<b>28,500</b>
<b>VII - Materials</b>					
761.1 · Microfilm - Genealogy/MI Room	0	1,500	1,500	0%	
958 · Periodicals (Magazines & News)	490	4,500	4,010	11%	
978 · Adult	29,188	60,000	30,812	49%	
978.3 · Reference	270	500	230	54%	
978.4 · Juvenile	11,391	26,000	14,609	44%	
978.6 · Teen	6,068	10,000	3,932	61%	
978.8 · Memorials	923	1,500	577	62%	
980.4 · Lakeland Overdrive	1,207	2,400	1,193	50%	
980.6 · Digital Materials	19,364	55,000	35,636	35%	
<b>Total VII - Materials</b>	<b>68,901</b>	<b>161,400</b>	<b>92,499</b>	<b>43%</b>	<b>161,400</b>
<b>VIII - Other</b>					
885 · Friends Expense	2,070	4,000	1,930	52%	
885.2 · Friends Expense - Juvenile	2,281	5,000	2,719	46%	
887 · Beverage Supplies	455	1,250	795	36%	
888 · Bill Braman Estate	0	5,000	5,000	0%	
933.0 · Equipment Maintenance	8,787	12,000	3,213	73%	
975.1 · Board Expense	62	100	38	62%	
990 · Reimbursement of overpayments	981	<b>1,000</b>	19	98%	
<b>Total VIII - Other</b>	<b>14,636</b>	<b>28,350</b>	<b>13,714</b>	<b>52%</b>	<b>28,100</b>
<b>IX · Technology</b>					
933.1 · Computer System Maintenance	0	3,000	3,000	0%	
933.2 · Computer Software	3,363	8,000	4,637	42%	
933.4 · IT Support	650	2,000	1,350	33%	
933.5 · Computer Equipment	5,256	<b>6,000</b>	744	88%	
933.6 · USF Expenditure	1,576	4,500	2,924	35%	
933.7 · Hosting Digitized Microfilm	2,855	7,000	4,145	41%	
933.9 · Website Hosting	0	700	700	0%	
935 · Mobile Hotspots	6,551	9,000	2,449	73%	
935.1 · Mobile Hotspots - GPS	38,141	<b>39,000</b>	859	98%	
<b>Total IX · Technology</b>	<b>58,392</b>	<b>79,200</b>	<b>20,808</b>	<b>74%</b>	<b>71,600</b>
<b>Total Expense</b>	<b>794,867</b>	<b>1,410,500</b>	<b>615,633</b>	<b>56%</b>	<b>1,208,050</b>
<b>Net Income</b>	<b>(694,467)</b>	<b>(174,485)</b>	<b>(519,982)</b>	<b>398%</b>	<b>27,965</b>

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

Accrual Basis

July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change	% Change
<b>Income</b>				
<b>401 · Property Taxes</b>				
401.1 · Property Taxes - Greenville	3,967	980	2,987	305%
401.2 · Property Taxes - Eureka Twp.	(83)	0	(83)	(100)%
401.3 · Property Taxes - Fairplains Twp	(52)	0	(52)	(100)%
401.4 · Property Taxes - Montcalm Twp.	(57)	0	(57)	(100)%
<b>Total 401 · Property Taxes</b>	3,776	980	2,796	285%
<b>402 · Delinquent Taxes</b>	2	0	2	100%
<b>441 · Local Comm Stabiliz Tax Share</b>	14,785	14,161	623	4%
<b>556 · Library State Aid</b>	9,423	9,305	118	1%
<b>580.2 · Renaissance Zone</b>	20	38	(18)	(48)%
<b>655 · Book Fines</b>	1,664	2,571	(906)	(35)%
<b>656 · Printing Fees</b>	4,736	2,437	2,299	94%
<b>657 · Penal Fines</b>	0	0	0	0%
<b>658 · USF Funds</b>	3,840	3,847	(6)	(0)%
<b>664 · Interest Earned</b>	24,570	34,021	(9,451)	(28)%
<b>672 · Continuing Education</b>	0	1,600	(1,600)	(100)%
<b>675 · Contribution - Private Sources</b>	245	269	(25)	(9)%
675.1 · Grant Revenue	34,486	0	34,486	100%
675.31 · Friends Donations - Adult	2,030	375	1,655	441%
675.32 · Friends Donations - Juvenile	0	4,041	(4,041)	(100)%
675.4 · Memorial Book Contributions	640	1,815	(1,175)	(65)%
675.47 · Beverage Sales	185	137	49	36%
699 · GACF - Transfer In	0	7,816	(7,816)	(100)%
<b>Total Income</b>	100,400	83,412	16,988	20%
<b>Expense</b>				
<b>I - Personnel</b>				
703 · Salaries	228,423	191,482	36,941	19%
703.1 · Job Search	30	72	(42)	(59)%
716 · Fringe Benefits Employee Ins.	48,305	24,080	24,225	101%
716.1 · 401(a)	5,520	2,910	2,610	90%
716.2 · Unemployment	25	20	5	26%
716.3 · Worker's Compensation	572	766	(194)	(25)%
717 · Payroll Taxes	16,563	14,116	2,447	17%
<b>Total I - Personnel</b>	299,438	233,446	65,992	28%
<b>II - Supplies</b>				
727 · Office Supplies	3,438	1,732	1,706	99%
728 · Postage	1,465	2,683	(1,219)	(45)%
728.1 · Shipping & Handling	328	254	74	29%
775 · Operating Supplies	6,990	3,366	3,624	108%
775.1 · Juvenile Operating Supplies	4,593	911	3,683	404%
977 · New Equipment	2,740	10,324	(7,584)	(74)%
<b>Total II - Supplies</b>	19,554	19,269	285	2%

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

Accrual Basis

July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change	% Change
<b>III - Building Operations</b>				
853 · Telephone	640	1,150	(510)	(44)%
854.5 · Cable Line	810	958	(148)	(16)%
921 · Electric	28,349	23,785	4,564	19%
923 · Heat (Gas)	2,063	6,987	(4,924)	(71)%
924 · Water/ Sewer	1,190	1,152	38	3%
930 · Capital Projects - Teen Room	170,081	0	170,081	100%
931 · Building Maintenance	21,606	53,224	(31,618)	(59)%
931.1 · Janitorial Supplies	1,646	1,543	102	7%
931.2 · Lawn Care	7,443	3,257	4,186	129%
931.3 · Snow Removal	0	72	(72)	(100)%
931.5 · Janitorial Services	13,872	7,566	6,306	83%
<b>Total III - Building Operations</b>	<b>247,700</b>	<b>99,694</b>	<b>148,006</b>	<b>149%</b>
<b>IV - Services</b>				
730 · Membership Dues	1,576	634	942	149%
731 · Bank Service Charge	230	340	(110)	(32)%
801 · Professional Services	10,732	235	10,497	4,467%
801.2 · Collection Agency	227	217	10	5%
801.3 · Accountant	12,000	9,500	2,500	26%
802 · Audit	8,500	6,900	1,600	23%
860 · Travel/Conferences	6,923	6,113	810	13%
911 · Insurance	21,681	13,555	8,126	60%
975.5 · Master Gardener	25	30	(5)	(17)%
<b>Total IV - Services</b>	<b>61,893</b>	<b>37,524</b>	<b>24,369</b>	<b>65%</b>
<b>V - Cooperative Services</b>				
804 · Cooperative Fees	10,437	10,003	434	4%
982 · Delivery (LLC Cost)	1,389	1,283	106	8%
<b>Total V - Cooperative Services</b>	<b>11,826</b>	<b>11,286</b>	<b>541</b>	<b>5%</b>
<b>VI - Programming</b>				
881 · Promotions	4,558	2,474	2,084	84%
883 · Programs - Adult	4,145	2,280	1,864	82%
884 · Programs - Children	1,752	1,708	44	3%
884.2 · Programs-Teens	1,484	1,163	321	28%
884.3 · Programs - Outreach	588	0	588	100%
<b>Total VI - Programming</b>	<b>12,526</b>	<b>7,625</b>	<b>4,901</b>	<b>64%</b>
<b>VII - Materials</b>				
958 · Periodicals (Magazines&News)	490	452	38	8%
978 · Adult	29,188	24,224	4,963	21%
978.3 · Reference	270	0	270	100%
978.4 · Juvenile	11,391	8,883	2,508	28%
978.6 · Teen	6,068	2,957	3,111	105%
978.8 · Memorials	923	751	172	23%

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

Accrual Basis

July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change	% Change
980.4 · Lakeland Overdrive	1,207	1,054	154	15%
980.6 · Digital Materials	19,364	11,496	7,868	68%
<b>Total VII - Materials</b>	<b>68,901</b>	<b>49,818</b>	<b>19,083</b>	<b>38%</b>
<b>VIII - Other</b>				
885 · Friends Expense	2,070	733	1,337	183%
885.2 · Friends Expense - Juvenile	2,281	4,737	(2,456)	(52)%
887 · Beverage Supplies	455	585	(131)	(22)%
933.0 · Equipment Maintenance	8,787	5,055	3,732	74%
975.1 · Board Expense	62	0	62	100%
990 · Reimbursement of overpayments	981	6	975	16,418%
<b>Total VIII - Other</b>	<b>14,636</b>	<b>11,116</b>	<b>3,520</b>	<b>32%</b>
<b>IX · Technology</b>				
933.1 · Computer System Maintenance	0	1,688	(1,688)	(100)%
933.2 · Computer Software	3,363	3,933	(570)	(15)%
933.4 · IT Support	650	0	650	100%
933.5 · Computer Equipment	5,256	244	5,013	2,055%
933.6 · USF Expenditure	1,576	1,513	63	4%
933.7 · Hosting Digitized Microfilm	2,855	2,032	822	41%
935 · Mobile Hotspots	6,552	3,108	3,444	111%
935.1 · Mobile Hotspots-GPS	38,141	0	38,141	100%
<b>Total IX · Technology</b>	<b>58,394</b>	<b>12,518</b>	<b>45,876</b>	<b>367%</b>
<b>Total Expense</b>	<b>794,867</b>	<b>482,295</b>	<b>312,572</b>	<b>65%</b>
<b>Net Income</b>	<b>(694,467)</b>	<b>(398,883)</b>	<b>(295,584)</b>	<b>(74)%</b>

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

Accrual Basis

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
663 · Interest and Dividends	0.00	6,500.00	(6,500.00)	0.0%
664 · Market Fluctuations-Income/Loss	0.00	2,700.00	(2,700.00)	0.0%
674 · Contributions - Private Sources	0.00	1,000.00	(1,000.00)	0.0%
<b>Total Income</b>	0.00	10,200.00	(10,200.00)	0.0%
<b>Expense</b>				
998 · Foundation Account Admin. Fee	0.00	2,400.00	(2,400.00)	0.0%
999 · Transfer Out	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	0.00	2,400.00	(2,400.00)	0.0%
<b>Net Income</b>	<b>0.00</b>	<b>7,800.00</b>	<b>(7,800.00)</b>	<b>0.0%</b>



# Flat River Community Library Monthly Board Invoice Total

December 2024

Accrual Basis

	Dec 24
Income	0.00
<b>Expense</b>	
<b>I - Personnel</b>	
703 · Salaries	36,316.63
716 · Fringe Benefits Employee Ins.	7,027.41
716.1 · 401(a)	883.10
716.2 · Unemployment	2.19
717 · Payroll Taxes	2,615.64
<b>Total I - Personnel</b>	46,844.97
<b>II - Supplies</b>	
727 · Office Supplies	499.35
728 · Postage	193.24
728.1 · Shipping & Handling	71.18
775 · Operating Supplies	1,613.19
775.1 · Juvenile Operating Supplies	466.54
<b>Total II - Supplies</b>	2,843.50
<b>III - Building Operations</b>	
853 · Telephone	129.65
854.5 · Cable Line	134.98
921 · Electric	3,154.53
924 · Water/ Sewer	57.00
930 · Capital Projects - Teen Room	46,897.15
931 · Building Maintenance	9,153.00
931.1 · Janitorial Supplies	35.80
931.2 · Lawn Care	2,180.00
931.5 · Janitorial Services	2,251.00
<b>Total III - Building Operations</b>	63,993.11
<b>IV - Services</b>	
801.2 · Collection Agency	39.40
801.3 · Accountant	1,846.14
860 · Travel/Conferences	761.10
<b>Total IV - Services</b>	2,646.64
<b>VI - Programming</b>	
881 · Promotions	1,189.39
883 · Programs - Adult	776.55
884 · Programs - Children	119.05
884.2 · Programs-Teens	118.92
<b>Total VI - Programming</b>	2,203.91
<b>VII - Materials</b>	
978 · Adult	5,573.15
978.4 · Juvenile	1,477.19
978.6 · Teen	932.91
978.8 · Memorials	82.95
980.6 · Digital Materials	2,207.54
<b>Total VII - Materials</b>	10,273.74
<b>VIII - Other</b>	
885 · Friends Expense	250.00
933.0 · Equipment Maintenance	839.08
990 · Reimbursement of overpayme...	119.00
<b>Total VIII - Other</b>	1,208.08

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

**December 2024**

**Accrual Basis**

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	<u>Dec 24</u>
<b>IX · Technology</b>	
933.2 · Computer Software	317.00
933.5 · Computer Equipment	1,900.67
933.6 · USF Expenditure	445.90
933.7 · Hosting Digitized Microfilm	1,016.16
935 · Mobile Hotspots	255.98
	<hr/>
<b>Total IX · Technology</b>	3,935.71
	<hr/>
<b>Total Expense</b>	133,949.66
	<hr/>
<b>Net Income</b>	<b><u><u>-133,949.66</u></u></b>

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

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Date	Num	Split	Amount
<b>A Lot A Clean Window Washing Service</b>			
12/29/2024	37262	931 · Building Maintenance	550.00
12/29/2024	16206	002.000 · Checking - Isab...	-550.00
Total A Lot A Clean Window Washing Service			0.00
<b>Advantage Mechanical Refrigeration, Inc.</b>			
11/30/2024	32890651	931 · Building Maintenance	1,221.25
12/02/2024	16159	002.000 · Checking - Isab...	-1,221.25
12/16/2024	37790443	931 · Building Maintenance	395.00
12/16/2024	37792968	931 · Building Maintenance	3,512.00
12/16/2024	16181	002.000 · Checking - Isab...	-3,907.00
Total Advantage Mechanical Refrigeration, Inc.			0.00
<b>Amazon</b>			
12/16/2024	139X-N9...	883 · Programs - Adult	21.48
12/16/2024	19GT-Q7...	-SPLIT-	163.66
12/16/2024	1CK3-1H...	883 · Programs - Adult	45.96
12/16/2024	1DLP-NK...	883 · Programs - Adult	9.98
12/16/2024	1GF1-HX...	883 · Programs - Adult	118.18
12/16/2024	1HVP-W...	727 · Office Supplies	7.99
12/16/2024	1JJ3-YR...	775 · Operating Supplies	78.93
12/16/2024	1P46-TG...	883 · Programs - Adult	138.55
12/16/2024	1THY-VG...	775.1 · Juvenile Operatin...	7.25
12/16/2024	1TTL-G6...	727 · Office Supplies	25.22
12/16/2024	1TTL-G6...	883 · Programs - Adult	62.81
12/16/2024	1VTF-4C...	-SPLIT-	401.65
12/16/2024	1VTF-4C...	775.1 · Juvenile Operatin...	8.69
12/16/2024	1WD9-G...	-SPLIT-	929.67
12/16/2024	1WD9-G...	883 · Programs - Adult	170.65
12/16/2024	1XF6-GP...	727 · Office Supplies	42.98
12/16/2024	1XHQ-D...	-SPLIT-	430.28
12/16/2024	1XK4-3V...	-SPLIT-	940.15
12/16/2024	1YVM-9D...	775.1 · Juvenile Operatin...	349.00
12/16/2024	16180	002.000 · Checking - Isab...	-3,953.08
Total Amazon			0.00
<b>Athenaeum OL Archive Works</b>			
12/16/2024	2410003	933.7 · Hosting Digitized ...	1,016.16
12/16/2024	16182	002.000 · Checking - Isab...	-1,016.16
Total Athenaeum OL Archive Works			0.00
<b>Baker &amp; Taylor</b>			
11/30/2024	2038696...	-SPLIT-	598.33
11/30/2024	2038712...	-SPLIT-	487.95
12/02/2024	16160	002.000 · Checking - Isab...	-1,086.28
12/16/2024	2038721...	-SPLIT-	387.22
12/16/2024	2038722...	-SPLIT-	58.80
12/16/2024	2038735...	-SPLIT-	1,127.57
12/16/2024	2038744...	-SPLIT-	519.21
12/16/2024	2038743...	-SPLIT-	39.58
12/16/2024	16183	002.000 · Checking - Isab...	-2,132.38
12/29/2024	2038728...	-SPLIT-	706.78
12/29/2024	2038743...	-SPLIT-	47.20
12/29/2024	2038754...	-SPLIT-	358.53
12/29/2024	2038766...	-SPLIT-	332.02
12/29/2024	16207	002.000 · Checking - Isab...	-1,444.53
Total Baker & Taylor			0.00
<b>Bouwhuis Supply, Inc.</b>			
11/30/2024	65451	931.1 · Janitorial Supplies	161.72
12/02/2024	16161	002.000 · Checking - Isab...	-161.72
Total Bouwhuis Supply, Inc.			0.00

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

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Date	Num	Split	Amount
<b>Broad Reach Books</b>			
11/30/2024	ARU0380...	-SPLIT-	184.65
12/02/2024	16162	002.000 · Checking - Isab...	-184.65
Total Broad Reach Books			0.00
<b>Buhk, Tobin</b>			
12/29/2024	Prgm: MI ...	885 · Friends Expense	250.00
12/29/2024	16208	002.000 · Checking - Isab...	-250.00
Total Buhk, Tobin			0.00
<b>Center Point Publishing</b>			
12/16/2024	2115304	978 · Adult	145.02
12/16/2024	2133680	978 · Adult	145.02
12/16/2024	16184	002.000 · Checking - Isab...	-290.04
Total Center Point Publishing			0.00
<b>Charter Communications</b>			
12/16/2024	8214820...	854.5 · Cable Line	134.98
12/16/2024	16185	002.000 · Checking - Isab...	-134.98
Total Charter Communications			0.00
<b>City of Greenville</b>			
12/16/2024	10.15.24-...	924 · Water/ Sewer	57.00
12/16/2024	16186	002.000 · Checking - Isab...	-57.00
Total City of Greenville			0.00
<b>Consumer's Energy</b>			
12/29/2024	2071478...	921 · Electric	3,154.53
12/29/2024	16209	002.000 · Checking - Isab...	-3,154.53
Total Consumer's Energy			0.00
<b>Demco, Inc.</b>			
11/30/2024	7566647	-SPLIT-	273.62
12/02/2024	16163	002.000 · Checking - Isab...	-273.62
12/16/2024	7574524	775 · Operating Supplies	304.64
12/16/2024	16187	002.000 · Checking - Isab...	-304.64
Total Demco, Inc.			0.00
<b>Four Season's Exterminating</b>			
12/16/2024	451607	931 · Building Maintenance	42.00
12/16/2024	16188	002.000 · Checking - Isab...	-42.00
Total Four Season's Exterminating			0.00
<b>Friends of the FRCL - Bookstore</b>			
12/16/2024	CC Sales...	990 · Reimbursement of o...	60.00
12/16/2024	CC Sales...	990 · Reimbursement of o...	18.00
12/16/2024	16189	002.000 · Checking - Isab...	-78.00
Total Friends of the FRCL - Bookstore			0.00
<b>Gale</b>			
11/30/2024	85978441	978 · Adult	62.97
12/02/2024	16164	002.000 · Checking - Isab...	-62.97
12/16/2024	86002794	978 · Adult	115.49
12/16/2024	86024701	978 · Adult	163.95
12/16/2024	16190	002.000 · Checking - Isab...	-279.44
12/29/2024	8607469	978 · Adult	62.97
12/29/2024	16210	002.000 · Checking - Isab...	-62.97
Total Gale			0.00

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

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Date	Num	Split	Amount
<b>Great America Financial Services</b>			
12/16/2024	38019802	933.0 · Equipment Mainte...	839.08
12/16/2024	16191	002.000 · Checking - Isab...	-839.08
Total Great America Financial Services			0.00
<b>Greenville Area Chamber of Commerce</b>			
11/30/2024	12740	881 · Promotions	25.00
11/30/2024	12851	881 · Promotions	25.00
12/02/2024	16165	002.000 · Checking - Isab...	-50.00
12/29/2024	12874	881 · Promotions	25.00
12/29/2024	16211	002.000 · Checking - Isab...	-25.00
Total Greenville Area Chamber of Commerce			0.00
<b>Heimler Consulting</b>			
12/16/2024	1125	933.5 · Computer Equipm...	949.99
12/16/2024	1126	933.6 · USF Expenditure	357.50
12/16/2024	16192	002.000 · Checking - Isab...	-1,307.49
Total Heimler Consulting			0.00
<b>Humana Life</b>			
11/30/2024	960399543	716 · Fringe Benefits Emp...	83.55
12/02/2024	16166	002.000 · Checking - Isab...	-83.55
12/29/2024	960399523	716 · Fringe Benefits Emp...	83.55
12/29/2024	16212	002.000 · Checking - Isab...	-83.55
Total Humana Life			0.00
<b>Ingram Library Services</b>			
12/16/2024	63128809	-SPLIT-	868.62
12/16/2024	67769631	-SPLIT-	118.49
12/16/2024	16193	002.000 · Checking - Isab...	-987.11
Total Ingram Library Services			0.00
<b>Intergalactic Agency</b>			
12/16/2024	In-Servic...	860 · Travel/Conferences	60.00
12/16/2024	16194	002.000 · Checking - Isab...	-60.00
Total Intergalactic Agency			0.00
<b>Isabella Bank Mastercard</b>			
11/30/2024		101 · Isabella Bank Credit...	4,263.43
12/02/2024	16167	002.000 · Checking - Isab...	-4,263.43
12/29/2024		101 · Isabella Bank Credit...	5,698.67
12/29/2024	16213	002.000 · Checking - Isab...	-5,698.67
Total Isabella Bank Mastercard			0.00
<b>Kanopy</b>			
12/16/2024	427429-P...	-SPLIT-	0.00
Total Kanopy			0.00
<b>Loper, Misty</b>			
12/16/2024	12132024	990 · Reimbursement of o...	41.00
12/16/2024	16196	002.000 · Checking - Isab...	-41.00
Total Loper, Misty			0.00
<b>Luxury Janitorial Services LLC</b>			
12/16/2024	INV1811	931.5 · Janitorial Services	2,251.00
12/16/2024	16195	002.000 · Checking - Isab...	-2,251.00
12/29/2024	CM10	931 · Building Maintenance	-150.00
12/29/2024	INV1983	931 · Building Maintenance	4,804.00
12/29/2024	16214	002.000 · Checking - Isab...	-4,654.00
Total Luxury Janitorial Services LLC			0.00

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

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Date	Num	Split	Amount
<b>McGee, Cara</b>			
12/29/2024	2024LOGO	881 · Promotions	750.00
12/29/2024	16215	002.000 · Checking - Isab...	-750.00
Total McGee, Cara			0.00
<b>MetLife Small Business Center</b>			
11/30/2024	Nov 2024	716 · Fringe Benefits Emp...	904.70
12/02/2024	16168	002.000 · Checking - Isab...	-904.70
12/29/2024	Decembe...	716 · Fringe Benefits Emp...	904.70
12/29/2024	16216	002.000 · Checking - Isab...	-904.70
Total MetLife Small Business Center			0.00
<b>MicroMarketing LLC</b>			
12/16/2024	968858	978.4 · Juvenile	35.69
12/16/2024	968921	978.6 · Teen	47.59
12/16/2024	969065	978 · Adult	1,355.24
12/16/2024	969688	978 · Adult	81.54
12/16/2024	16197	002.000 · Checking - Isab...	-1,520.06
12/29/2024	970357	-SPLIT-	128.26
12/29/2024	16217	002.000 · Checking - Isab...	-128.26
Total MicroMarketing LLC			0.00
<b>Midwest Tape</b>			
12/16/2024	506412908	-SPLIT-	0.00
Total Midwest Tape			0.00
<b>Mills Janitorial Supply</b>			
12/16/2024	7781830	931.1 · Janitorial Supplies	35.80
12/16/2024	16198	002.000 · Checking - Isab...	-35.80
Total Mills Janitorial Supply			0.00
<b>North Shade Lawn</b>			
11/30/2024	523	931.2 · Lawn Care	860.00
12/02/2024	16169	002.000 · Checking - Isab...	-860.00
12/16/2024	622	931.2 · Lawn Care	2,180.00
12/16/2024	16199	002.000 · Checking - Isab...	-2,180.00
Total North Shade Lawn			0.00
<b>Ohman, Tiffany</b>			
11/30/2024	Expense ...	884 · Programs - Children	15.44
12/02/2024	16170	002.000 · Checking - Isab...	-15.44
Total Ohman, Tiffany			0.00
<b>Overdrive, Inc.</b>			
11/30/2024	01720CO...	980.6 · Digital Materials	2,673.56
12/02/2024	16171	002.000 · Checking - Isab...	-2,673.56
Total Overdrive, Inc.			0.00
<b>Palmer, Vanessa</b>			
11/30/2024	Inservice:...	860 · Travel/Conferences	0.00
12/02/2024	16172	002.000 · Checking - Isab...	0.00
Total Palmer, Vanessa			0.00
<b>Pathian LLC</b>			
12/16/2024	211212	716 · Fringe Benefits Emp...	143.57
12/16/2024	16200	002.000 · Checking - Isab...	-143.57
Total Pathian LLC			0.00

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

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Date	Num	Split	Amount
<b>Penworthy</b>			
12/16/2024	0604225-IN	978.4 · Juvenile	150.72
12/16/2024	16201	002.000 · Checking - Isab...	-150.72
Total Penworthy			0.00
<b>Pitchford, Veronica</b>			
11/30/2024	Mileage 7...	860 · Travel/Conferences	85.09
12/02/2024	16173	002.000 · Checking - Isab...	0.00
12/04/2024	16179	002.000 · Checking - Isab...	-85.09
Total Pitchford, Veronica			0.00
<b>Playaway Products</b>			
12/29/2024	479970	-SPLIT-	358.15
12/29/2024	480228	978.4 · Juvenile	62.99
12/29/2024	16218	002.000 · Checking - Isab...	-421.14
Total Playaway Products			0.00
<b>Priority Health Small Business Dep.</b>			
11/30/2024	2432100...	-SPLIT-	7,481.07
12/02/2024	16174	002.000 · Checking - Isab...	-7,481.07
12/29/2024	2435000...	-SPLIT-	7,481.07
12/29/2024	16219	002.000 · Checking - Isab...	-7,481.07
Total Priority Health Small Business Dep.			0.00
<b>Scholastic Inc.</b>			
11/30/2024	65726114	775.1 · Juvenile Operatin...	3.96
12/02/2024	16175	002.000 · Checking - Isab...	-3.96
Total Scholastic Inc.			0.00
<b>School Outfitters</b>			
12/29/2024	INV1423...	930 · Capital Projects - Te...	2,922.18
12/29/2024	16220	002.000 · Checking - Isab...	-2,922.18
Total School Outfitters			0.00
<b>SenSource</b>			
11/30/2024	60663	977 · New Equipment	2,195.00
12/02/2024	16176	002.000 · Checking - Isab...	-2,195.00
Total SenSource			0.00
<b>Shaw Construction &amp; Management Co.</b>			
12/16/2024	2024-0577	930 · Capital Projects - Te...	40,314.91
12/16/2024	16202	002.000 · Checking - Isab...	-40,314.91
Total Shaw Construction & Management Co.			0.00
<b>Spratford, Becky</b>			
11/30/2024	20241FRMI	860 · Travel/Conferences	575.00
12/02/2024	16177	002.000 · Checking - Isab...	-575.00
Total Spratford, Becky			0.00
<b>T-Mobile</b>			
12/16/2024	10.24.24-...	-SPLIT-	366.68
12/16/2024	16203	002.000 · Checking - Isab...	-366.68
Total T-Mobile			0.00
<b>The Book Farm LLC</b>			
11/30/2024	ERG14763	-SPLIT-	187.94
11/30/2024	ERG1476...	978.4 · Juvenile	164.97
12/02/2024	16178	002.000 · Checking - Isab...	-352.91
Total The Book Farm LLC			0.00

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

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Date	Num	Split	Amount
<b>The Daily News</b>			
12/16/2024	367689	881 · Promotions	174.00
12/16/2024	16204	002.000 · Checking - Isab...	-174.00
Total The Daily News			0.00
<b>Unique Management Services, Inc.</b>			
12/16/2024	6133800	801.2 · Collection Agency	39.40
12/16/2024	16205	002.000 · Checking - Isab...	-39.40
Total Unique Management Services, Inc.			0.00
<b>Vargo, Cassandra</b>			
12/29/2024	12.26.24 ...	860 · Travel/Conferences	492.26
12/29/2024	16221	002.000 · Checking - Isab...	-492.26
Total Vargo, Cassandra			0.00
<b>TOTAL</b>			<b>0.00</b>



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

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<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
12/29/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	<u>83.48</u> 83.48
12/29/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884 · Programs - Children	<u>77.39</u> 77.39
12/29/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884.2 · Programs-Teens	<u>35.44</u> 35.44
12/29/2024	Etsy Etsy	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	<u>2.04</u> 2.04
12/29/2024	Etsy Etsy	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	<u>18.30</u> 18.30
12/29/2024	OTC Brands OTC Brands	101 · Isabella Bank Credit Card 883 · Programs - Adult	<u>110.95</u> 110.95
12/29/2024	OTC Brands OTC Brands	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	<u>44.86</u> 44.86
12/29/2024	OTC Brands OTC Brands	101 · Isabella Bank Credit Card 775.1 · Juvenile Operating Supplies	<u>36.40</u> 36.40
12/29/2024	Meijer Meijer	101 · Isabella Bank Credit Card 884 · Programs - Children	<u>41.66</u> 41.66
12/29/2024	Meijer Meijer	101 · Isabella Bank Credit Card 860 · Travel/Conferences	<u>63.84</u> 63.84
12/29/2024	Meijer Meijer	101 · Isabella Bank Credit Card 860 · Travel/Conferences	<u>7.45</u> 7.45
12/29/2024	Walmart Walmart	101 · Isabella Bank Credit Card 860 · Travel/Conferences	<u>116.85</u> 116.85
12/29/2024	Podbean Podbean	101 · Isabella Bank Credit Card 933.2 · Computer Software	<u>108.00</u> 108.00
12/29/2024	Walmart Walmart	101 · Isabella Bank Credit Card 881 · Promotions	<u>148.25</u> 148.25
12/29/2024	GD Roberts GD Roberts	101 · Isabella Bank Credit Card 930 · Capital Projects - Teen Room	<u>1,086.39</u> 1,086.39

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

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<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
12/29/2024	Haan's Bakery Haan's Bakery	101 · Isabella Bank Credit Card 860 · Travel/Conferences	20.70
			20.70
12/29/2024	BirchLN BirchLN	101 · Isabella Bank Credit Card 930 · Capital Projects - Teen Room	689.00
			689.00
12/29/2024	Aldi Aldi	101 · Isabella Bank Credit Card 881 · Promotions	16.94
			16.94
12/29/2024	Meijer Meijer	101 · Isabella Bank Credit Card 881 · Promotions	8.97
			8.97
12/29/2024	Wayfair Wayfair	101 · Isabella Bank Credit Card 930 · Capital Projects - Teen Room	1,514.68
			1,514.68
12/29/2024	Amazon Amazon	101 · Isabella Bank Credit Card 978 · Adult	84.78
			84.78
12/29/2024	ALZStore Healthcare ALZStore Healthcare ALZStore Healthcare	101 · Isabella Bank Credit Card 978 · Adult 728.1 · Shipping & Handling	259.98 8.03
			268.01
12/29/2024	Walmart Walmart	101 · Isabella Bank Credit Card 881 · Promotions	66.23
			66.23
12/29/2024	GD Roberts GD Roberts	101 · Isabella Bank Credit Card 930 · Capital Projects - Teen Room	369.99
			369.99
12/29/2024	Gimlet Dot Gimlet Dot	101 · Isabella Bank Credit Card 933.2 · Computer Software	29.00
			29.00
12/29/2024	Google Google	101 · Isabella Bank Credit Card 933.2 · Computer Software	180.00
			180.00
12/29/2024	Winter Inn Winter Inn	101 · Isabella Bank Credit Card 883 · Programs - Adult	26.07
			26.07
12/29/2024	Postmaster Postmaster	101 · Isabella Bank Credit Card 728 · Postage	193.24
			193.24
12/29/2024	Tractor Supply Company Tractor Supply Company	101 · Isabella Bank Credit Card 775 · Operating Supplies	21.18
			21.18

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

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Date	Name	Account	Debit
12/29/2024	Vernon Library Supplies,...	101 · Isabella Bank Credit Card	
	Vernon Library Supplies,...	775 · Operating Supplies	209.63
			<u>209.63</u>
12/29/2024	BCM One	101 · Isabella Bank Credit Card	
	BCM One	853 · Telephone	18.95
			<u>18.95</u>
<b>TOTAL</b>			<b><u><u>5,698.67</u></u></b>

**Director's Report**  
**December Board Meeting**  
**Jan 8, 2025**

**Programs:**

Happy Bookers Book Club - 12/3 - 16  
Silent Book Club - 12/4 - 4  
Folded Book Tree Take & Make - 12/6 - 61  
Drop-In Tech Help - 12/6 - 1  
Flat River Writers Group - 12/9 - 5  
Family Craft Night - 12/12 - 13  
Surprise Yarn Hat Ornament Take & Make - 12/16 - 28

**General:**

We start our Winter Reading Program on January 6th. Veronica has put together a fun and unique concept on the theme of "Alice in Winter Wonderland," with a bingo-style reading challenge and building decorations to match. The program will run through March 1.

We have put together a proposed list of Strategic Plan action items for 2025 for your review.

We begin our Space Audit process on January 15.

Staff has selected a final and alternate logo. Thank you Cara for all your hard work in this process!

The staff professional development program for 2025 has shifted to another one of our digital resources: Transparent Language. Each staff member has selected a relevant language to our community to learn through these tutorials over the course of the year.

As we anticipate sick leave law changes in late February, we will need to review and discuss our Sick Leave policy next month.

**Building & Grounds:**

Most of the furniture for the Teen Space has arrived, and the space is coming together nicely.

Carpet cleaning and window washing was completed throughout the building in December.

**Staff:**

Given the short gap since the last board meeting and the holiday season, staff has primarily been maintaining and taking some end-of-year vacation time. Thank you so much to board members and patrons who provided so many goodies for us to eat through the holidays!

# 2025 Action Plan

## **Facilities Development: Conduct purposeful maintenance and improvement of facilities with focus on patron impact.**

### **Conduct audit of building footprint for usability**

- Collaborate with architects to review space usage.

### **Review and organize staff spaces to ensure adequate work environment**

- Conduct deep clean of staff workspaces
- Inventory and organize storage spaces

### **Cultivate welcoming and flexible outdoor space**

- Conduct patron survey regarding Black Field usage

### **Generate master plan for facility growth and development**

- Develop plan for Facilities Management staffing
- Establish and execute plan to streamline Friends of the Library space
- Execute security improvements

### **Update space to encourage and invite extended use**

- Research and provide alternate options for study/isolation pods
- Initiate facility technology and makerspace

### **Audit physical accessibility barriers**

- Generate accessibility use cases

## **Staff Toolkit: Support, train, and prepare library staff and board to feel confident and valued in their roles.**

### **Review staff scheduling and roles to improve workflow**

- Review staffing needs to improve scheduling processes

### **Establish and follow communication workflow across staff and board**

- Generate and conduct new training for all new resources/services
- Create and implement staff system for tracking and assigning tasks

### **Revisit organizational chart to connect related roles**

- Review job descriptions for connected tasks

### **Improve staff resource access and organization to streamline processes**

- Create facility map for access to all supplies and internal resources
- Revise circulation desk for efficiency and patron services shift

### **Set and fulfill professional development goals organization-wide, including inclusive practices for the board, staff and volunteers**

### **Conduct diversity audit of policies**

## **User Experience: Streamline community use flow to simplify and eliminate barriers.**

### **Availability outside current open hours**

### **Improved digital navigation for patrons**

- Review, revise and reorganize website
- Market and build use and comprehension of Biblioapp

### **Simplify path to checkout**

### **Clarify and adapt staff-to-patron service model to provide broader and more smooth options for patron inquiries**

- Create use cases and user path documentation

### **Generate community pathways to guide patrons**

### **Conduct diversity audit of policies**

## **Community Empowerment: Steer allocation and content of library resources to meet continuing and emerging community needs.**

### **Focus materials funds to increase and hasten patron access**

- Review and edit new patron resources to target additional/relevant resources
- Support and develop collections in additional languages

### **Explore opportunities for new collections to address community needs and interests**

- Analyze current collection data and determine desired outcomes
- Cultivate new opportunities in Library of Things collection
- Create and circulate youth activity packs

### **Increase connectivity and digital access and review existing and potential digital resources to maximize value**

- Add technology resources for checkout.
- Streamline setup for patron technology usage.

### **Develop programming centered on community and personal growth**

- Conduct exploratory programming with partner organizations to target growth
- Plan and execute series of Community Conversation/Safe Space programs
- Generate and utilize community feedback to focus programs

### **Connect future cardholders with desired collections**

### **Conduct diversity audit of materials, services and policies**

## **Outreach and Visibility: Increase awareness and transparency and develop and maintain strong community partnerships to grow an active patron base in our service area.**

### **Target marketing mechanisms and campaigns to broaden message**

### **Rebrand and refresh public image**

- Create and implement new logo and style guide

### **Create Library ambassadors**

### **Extend geographic footprint through physical and virtual access**

### **Address transportation barriers in service area**

- Create and disseminate community map on local groups, clubs, businesses

### **Increase presence and involvement at outside events/locations including the creation and implementation of mobile library setup.**

- Generate set of materials for and create pop-up library kit

**Establish targeted demographics and purposeful pipelines, including underserved populations, by connecting with local organizations**

- Establish working partnership with Flat River Historical Museum
- Create shared workflow across staff (Outreach Committee) to focus resources and effort
- Create a calendar of community art displays across multiple display spaces

**Conduct diversity audit of events and access points**

## FLAT RIVER COMMUNITY LIBRARY INFESTATION POLICY

Purpose: The Flat River Community Library (FRCL) promotes responsible lifelong use of its materials and facilities, with minimal barriers to facilitate fair and equitable sharing of these resources. This policy aims to ensure that shared collections and facilities remain free of invasive pests which may pose a threat to the health and safety of cardholders, community members, materials and facilities.

1. Preventive Measures: FRCL recognizes that cardholders, community members and staff alike have a role to play in controlling pests in our community.
  - a. Education: Staff are trained in basic pest detection, containment, elimination and prevention.
  - b. Routine Inspections: Staff will regularly inspect returned materials for signs of infestation.
  - c. Cleaning Practices: Library spaces will be cleaned frequently using pest preventive measures.
  
2. Response to Infestations
  - a. Identified Infestations in FRCL Materials:
    - i. Items showing signs of infestation will be quarantined and treated. Following treatment and prior to re-shelving, materials are re-inspected to ensure that the potential for damage and/or infestation is sufficiently mitigated.
    - ii. Materials returned to the Library with detected presence of live or dead pests or pest debris may be discarded at the discretion of the Library. In cases involving a pest-damaged item which requires discarding, the Library will not necessarily charge patrons for the damaged item(s); however, in some extreme and/or repeat cases, the Library does reserve the right to charge for damaged and/or discarded items.
    - iii. Cardholders who return infested items may be notified and guided on next steps, which may include suspension of visiting the facility and material borrowing privileges until the infestation is resolved.
      1. One (1) occasion of infested materials returned may result in suspended borrowing and facilities privileges for 30 days.
      2. Two (2) occasions of infested materials returned may result in suspended borrowing and facilities privileges for 90 days.
      3. Further occurrences will be dealt with at the discretion of the library director, and may result in longer suspension of privileges.
    - iv. Cardholders may resume privileges upon providing clear proof that the infestation has ceased.



- b. Infestations in Personal Belongings:
    - i. If signs of infestation are observed in a cardholder's belongings within the Library, staff will discreetly notify the individual and request the items be removed from the premises.
    - ii. During a suspension of borrowing privileges, the cardholder may only use the facility if all personal effects and belongings are free of infestation.
  - c. Infestations in Library Spaces:
    - i. Upon discovery of pests in the Library, the affected area will be temporarily closed and treated to ensure the infestation is eradicated.
3. Cardholder Responsibilities
- a. Care for Borrowed Materials:
    - i. Upon discovery of pests or pest debris, the cardholder will take the following action:
      - 1. Do not put these items into any book drop.
      - 2. If the materials are inside the Library, immediately bring the materials to a staff member and inform the staff member of the possible infestation.
      - 3. If the materials are outside the Library and in possession of the cardholder, place them into a sealable plastic bag and tape the bag closed. Return the materials directly to a staff member and inform them of the possible infestation.
        - a. Cardholders are prohibited from self-treating, including heating Library materials that have a possible infestation. Materials damaged by cardholders attempting to self-treat the materials will be considered as damaged items.
4. Community Members Responsibilities
- a. Donors are kindly asked to inspect materials prior to donating them to the Library. Library staff will perform infestation inspections on any and all donated material and items.
5. Staff Responsibilities
- a. Response Procedures: Staff will follow established procedures to address infestations professionally and respectfully.
  - b. Suspension of Privileges: Any incident of infestation will be reported to the library director. The library director will formalize or lift any cardholder suspensions as appropriate and in accordance with this policy.

ADOPTED: 12/11/2024

FLAT RIVER COMMUNITY LIBRARY  
MOBILE HOT SPOT POLICY

Purpose: To set policy for mobile hotspot cardholder circulation and use.

Scope: Applies to Flat River Community Library general use mobile hotspot devices.  
(Student Hot Spots follow the Student Hot Spot Policy.)

1. Eligibility
  - a. Mobile hotspots are available to eligible cardholders aged eighteen (18) or older with an account in good standing, open for at least 7 days.
    - i. Eligible cardholders include:
      1. Lakeland Cooperative Member Library cardholders.
      2. Non-Resident cardholders who have purchased digital services.
2. Loan Period and Renewal
  - a. Mobile hotspots are eligible to be placed on hold by standard LLC cardholders.
    - i. Only the cardholder who requested the hold may borrow the mobile hotspot. No one else, even if they have signed a borrower agreement, may check out the mobile hotspot for them.
  - b. Mobile hotspots have a loan period of seven (7) days.
  - c. No renewals are permitted in order to maximize availability for other cardholders.
3. Late Fees and Replacement Costs
  - a. Overdue fines: \$1.00 per day.
  - b. Mobile hotspots that are overdue by one (1) day will be deactivated remotely. The cardholder may be charged a \$5 deactivation fee.
  - c. Mobile hotspots that are overdue by five (5) days will be billed.
  - d. If the mobile hotspot is lost, stolen or damaged, a replacement fee of \$106.99 will be charged to the cardholders account.
4. Usage Guidelines
  - a. One mobile hotspot may be borrowed per household. Up to six (6) devices can be connected to the same mobile hot spot simultaneously.
  - b. Mobile hotspots are intended for legal, personal use only; any illegal activity or violation of library policies can result in loss of borrowing privileges.
  - c. Mobile hotspot and all accessories must be returned by the due date to avoid potential loss of borrowing privileges.
    - i. Mobile hotspots will not be considered returned until all items associated with it have been returned to the Flat River Community Library.

- d. Cardholders are responsible for ensuring the mobile hot spot remains in their care throughout the loan period.
  - i. Keep the mobile hotspot in a safe, temperature-controlled environment.
  - ii. Do not attempt to open the mobile hotspot for any reason. Hotspots returned without the battery or SIM card will be considered damaged.
  - iii. Do not attempt to change the settings or password on the mobile hotspot.
  - iv. Damage to or tampering with the hot spot device may result in loss of borrowing privileges.
  
5. Violation of the usage guidelines may result in the following:
  - a. Two (2) late returns of any device may result in suspended borrowing privileges of mobile hotspots for 30 days.
  - b. Three (3) late returns of any device may result in suspended borrowing privileges of mobile hotspots for 90 days.
  - c. Four (4) late returns of any device may result in suspended borrowing privileges of mobile hotspots permanently.
  - d. Lost, stolen or damaged devices may result in suspended borrowing privileges of mobile hotspots as listed above.
  - e. Suspension or revocation of hot spot borrowing privileges is at the discretion of the library director.
  
6. Technical Support
  - a. Library staff can provide basic technical support.
  - b. If the mobile hotspot is not functional, return to the Flat River Community Library immediately.
  
7. Returns
  - a. Return mobile hotspots at the circulation desk inside the library building. Do not place them in the outside book return, as this may result in damage and fees, for which the patron will be held responsible.

By borrowing a mobile hotspot, you agree to comply with this policy. Non-compliance may lead to fines, replacement fees, and suspension of borrowing privileges.

ADOPTED: 12/11/2024