

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

**BOARD MEETING**  
**February 12, 2025**

1. Call to order and roll call:
2. Approval of agenda:
3. Approval of minutes:  
    Board meeting January 2025
4. Public Comments:
5. Financial Reports:
  - a. County Penal Fines for January 2025
  - b. Accounts Payable for January 2025
  - 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. Sick Leave Policy - ESTA compliance
  - b. Staff credit card addition
11. Public Comment:
12. Other:
13. Board Member Comment:
14. Items for next agenda
15. Future Dates:
  - a. Next Board Meeting- 6:30 p.m. Wednesday: March 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  
January 8, 2025

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

Absent: Montcalm Township: Doug Crowley

Others Present: Director Reed

Schmeltzer moved to approve the Agenda of the January 8, 2025 meeting Support.  
Unanimously approved.

Schmeltzer moved to approve the minutes of the December 11, 2024 meeting. Support.  
Unanimously approved.

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

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

Library Director's Report presented.

New Business:

Next regular Board meeting is February 12, 2025 at 6:30 p.m.

Nichols moved to adjourn. Support. Unanimously approved.

Respectfully submitted,  
Laurel Christensen

**FLAT RIVER COMMUNITY LIBRARY**

APPROVED 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



**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	27,030.29
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>\$27,030.29</b>

2024	\$147,134.41
2025	\$27,030.29
<b>Total to date</b>	<b>\$174,164.70</b>

FLAT RIVER COMMUNITY LIBRARY- General Fund

MONTHLY BOARD INVOICE TOTAL

Date: February 12, 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**  
**Monthly Board Invoice Total**  
**January 2025**

Accrual Basis

	Jan 25
<b>Income</b>	0.00
<b>Expense</b>	
<b>I - Personnel</b>	
703 · Salaries	36,607.30
716 · Fringe Benefits Employee Ins.	-3,221.51
716.1 · 401(a)	883.10
716.2 · Unemployment	25.65
717 · Payroll Taxes	2,637.90
<b>Total I - Personnel</b>	36,932.44
<b>II - Supplies</b>	
727 · Office Supplies	25.18
728 · Postage	178.20
728.1 · Shipping & Handling	60.58
775 · Operating Supplies	584.94
775.1 · Juvenile Operating Supplies	83.50
<b>Total II - Supplies</b>	932.40
<b>III - Building Operations</b>	
853 · Telephone	304.58
854.5 · Cable Line	134.98
921 · Electric	4,074.72
924 · Water/ Sewer	463.79
930 · Capital Projects - Teen Room	40,926.95
931 · Building Maintenance	10,063.25
931.1 · Janitorial Supplies	239.04
931.3 · Snow Removal	5,900.00
931.5 · Janitorial Services	2,251.00
<b>Total III - Building Operations</b>	64,358.31
<b>IV - Services</b>	
801.2 · Collection Agency	78.80
801.3 · Accountant	1,846.14
860 · Travel/Conferences	7.77
<b>Total IV - Services</b>	1,932.71
<b>V - Cooperative Services</b>	
804 · Cooperative Fees	5,321.75
982 · Delivery (LLC Cost)	735.50
<b>Total V - Cooperative Services</b>	6,057.25
<b>VI - Programming</b>	
881 · Promotions	315.00
883 · Programs - Adult	262.36
884 · Programs - Children	219.77
884.3 · Programs - Outreach	461.04
<b>Total VI - Programming</b>	1,258.17
<b>VII - Materials</b>	
958 · Periodicals (Magazines&News)	131.88
978 · Adult	6,519.09
978.4 · Juvenile	3,602.06
978.6 · Teen	730.30
978.8 · Memorials	127.59
980.4 · Lakeland Overdrive	603.58
980.6 · Digital Materials	5,308.80
<b>Total VII - Materials</b>	17,023.30



**Flat River Community Library**  
**Monthly Board Invoice Total**  
January 2025

Accrual Basis

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	<u>Jan 25</u>
<b>VIII - Other</b>	
887 · Beverage Supplies	153.45
933.0 · Equipment Maintenance	839.08
990 · Reimbursement of overpayme...	175.50
	<hr/>
<b>Total VIII - Other</b>	1,168.03
<b>IX · Technology</b>	
933.2 · Computer Software	343.50
933.5 · Computer Equipment	1,907.17
935 · Mobile Hotspots	255.43
	<hr/>
<b>Total IX · Technology</b>	2,506.10
<b>Total Expense</b>	<hr/> 132,168.71
<b>Net Income</b>	<hr/> <b>-132,168.71</b> <hr/>

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
**As of January 31, 2025**

<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
<b>Advantage Mechanical Refrigeration, Inc.</b>			
01/12/2025	37362589	931 · Building Maintenance	1,221.25
01/12/2025	16224	002.000 · Checking - Isabella Bank	-1,221.25
Total Advantage Mechanical Refrigeration, Inc.			0.00
<b>Amazon</b>			
01/12/2025	16LF-P963-GL44	884 · Programs - Children	41.78
01/12/2025	16MV-4NL3-D7L1	978 · Adult	369.95
01/12/2025	16MV-4NL3-H1PP	-SPLIT-	33.78
01/12/2025	17MQ-1KV7-FN7X	978 · Adult	18.00
01/12/2025	1C3J-NCP3-HLG6	-SPLIT-	161.98
01/12/2025	1FHG-NL9X-DY9F	775 · Operating Supplies	273.83
01/12/2025	1JVH-JF1G-FPN7	978 · Adult	80.06
01/12/2025	1KNR-NVRJ-GQ7L	887 · Beverage Supplies	153.45
01/12/2025	1MQJ-XQRT-H9DY	978 · Adult	339.46
01/12/2025	1QJP-WJDD-FT33	-SPLIT-	87.02
01/12/2025	1RG6-6F9M-FX43	775 · Operating Supplies	21.79
01/12/2025	1RKG-N6L7-DFM1	978 · Adult	267.80
01/12/2025	1RKG-N6L7-HQLJ	727 · Office Supplies	15.19
01/12/2025	1TGV-VYYC-GWCN	-SPLIT-	1,818.37
01/12/2025	1Y69-M7PV-FVHP	883 · Programs - Adult	56.52
01/12/2025	1YKH-7T6C-FMR7	883 · Programs - Adult	55.84
01/12/2025	16225	002.000 · Checking - Isabella Bank	-3,794.82
Total Amazon			0.00
<b>Arrow Swift Printing</b>			
01/12/2025	104646	775 · Operating Supplies	265.53
01/12/2025	16226	002.000 · Checking - Isabella Bank	-265.53
Total Arrow Swift Printing			0.00
<b>Baker &amp; Taylor</b>			
01/12/2025	2038760950	-SPLIT-	16.17
01/12/2025	2038760951	-SPLIT-	10.79
01/12/2025	2038789581	-SPLIT-	834.67
01/12/2025	2038792267	-SPLIT-	664.27
01/12/2025	16227	002.000 · Checking - Isabella Bank	-1,525.90
01/26/2025	2038774091	-SPLIT-	612.25
01/26/2025	2038781174	-SPLIT-	36.38
01/26/2025	2038799820	-SPLIT-	422.21
01/26/2025	2038803115	-SPLIT-	525.54
01/26/2025	2038812149	-SPLIT-	448.14
01/26/2025	2038819883	-SPLIT-	1,140.08
01/26/2025	16253	002.000 · Checking - Isabella Bank	-3,184.60
Total Baker & Taylor			0.00
<b>Bellweather Media, LLC</b>			
01/12/2025	100986	978.4 · Juvenile	508.70
01/12/2025	16228	002.000 · Checking - Isabella Bank	-508.70
Total Bellweather Media, LLC			0.00
<b>Broadmoor Products Incorporated</b>			
01/12/2025	150081	931 · Building Maintenance	800.00
01/12/2025	16229	002.000 · Checking - Isabella Bank	-800.00
Total Broadmoor Products Incorporated			0.00
<b>Center Point Publishing</b>			
01/12/2025	2139403	978 · Adult	145.02
01/12/2025	16230	002.000 · Checking - Isabella Bank	-145.02
01/26/2025	2121378	978 · Adult	145.02
01/26/2025	16254	002.000 · Checking - Isabella Bank	-145.02
Total Center Point Publishing			0.00

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
**As of January 31, 2025**

Date	Num	Split	Amount
<b>Charter Communications</b>			
01/26/2025	82148201010125	854.5 · Cable Line	134.98
01/26/2025	16255	002.000 · Checking - Isabella Bank	-134.98
Total Charter Communications			0.00
<b>City of Greenville</b>			
01/12/2025	09.15.24 - 12.15.24	924 · Water/ Sewer	84.20
01/12/2025	09.15.24 - 12.15.24	924 · Water/ Sewer	333.99
01/12/2025	16231	002.000 · Checking - Isabella Bank	-418.19
01/26/2025	11.15.24-12.15.24 CO	924 · Water/ Sewer	45.60
01/26/2025	16256	002.000 · Checking - Isabella Bank	-45.60
Total City of Greenville			0.00
<b>Consumer's Energy</b>			
01/26/2025	206170142612	921 · Electric	92.31
01/26/2025	206614871994	921 · Electric	3,891.06
01/26/2025	16257	002.000 · Checking - Isabella Bank	-3,983.37
Total Consumer's Energy			0.00
<b>Day Accounting &amp; Tax Service</b>			
01/26/2025	Tax1099	933.2 · Computer Software	64.50
01/26/2025	16258	002.000 · Checking - Isabella Bank	-64.50
Total Day Accounting & Tax Service			0.00
<b>Dempsey, Becky</b>			
01/12/2025	Prgm - Crochet 101	883 · Programs - Adult	90.00
01/12/2025	16232	002.000 · Checking - Isabella Bank	-90.00
Total Dempsey, Becky			0.00
<b>Four Season's Exterminating</b>			
01/12/2025	452331	931 · Building Maintenance	42.00
01/12/2025	16233	002.000 · Checking - Isabella Bank	-42.00
Total Four Season's Exterminating			0.00
<b>Friends of the FRCL - Bookstore</b>			
01/26/2025	CC Sales Dec 2024	990 · Reimbursement of overpayments	175.50
01/26/2025	16259	002.000 · Checking - Isabella Bank	-175.50
Total Friends of the FRCL - Bookstore			0.00
<b>Gale</b>			
01/26/2025	86173257	978 · Adult	65.58
01/26/2025	16260	002.000 · Checking - Isabella Bank	-65.58
Total Gale			0.00
<b>Great America Financial Services</b>			
01/12/2025	38231755	933.0 · Equipment Maintenance	839.08
01/12/2025	16234	002.000 · Checking - Isabella Bank	-839.08
Total Great America Financial Services			0.00
<b>Greenville Area Chamber of Commerce</b>			
01/26/2025	12974	881 · Promotions	25.00
01/26/2025	16261	002.000 · Checking - Isabella Bank	-25.00
Total Greenville Area Chamber of Commerce			0.00
<b>Greenville Public Schools</b>			
01/12/2025	55	921 · Electric	91.35
01/12/2025	16235	002.000 · Checking - Isabella Bank	-91.35
Total Greenville Public Schools			0.00

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
As of January 31, 2025

Date	Num	Split	Amount
<b>Ingram Library Services</b>			
01/12/2025	63137508	-SPLIT-	518.40
01/12/2025	16236	002.000 · Checking - Isabella Bank	-518.40
01/26/2025	63141084	-SPLIT-	466.33
01/26/2025	67776189	-SPLIT-	13.81
01/26/2025	16262	002.000 · Checking - Isabella Bank	-480.14
Total Ingram Library Services			0.00
<b>Intergalactic Agency</b>			
01/12/2025	Prgm: Foundations of	883 · Programs - Adult	60.00
01/12/2025	16237	002.000 · Checking - Isabella Bank	-60.00
Total Intergalactic Agency			0.00
<b>Isabella Bank Mastercard</b>			
01/26/2025		101 · Isabella Bank Credit Card	2,733.32
01/26/2025	16263	002.000 · Checking - Isabella Bank	-2,733.32
Total Isabella Bank Mastercard			0.00
<b>Kanopy</b>			
01/12/2025	431346 - PPU PREP...	-SPLIT-	0.00
Total Kanopy			0.00
<b>Lakeland Library Cooperative</b>			
01/12/2025	25-17994	-SPLIT-	6,057.25
01/12/2025	PT25-1460	980.4 · Lakeland Overdrive	603.58
01/12/2025	16238	002.000 · Checking - Isabella Bank	-6,660.83
Total Lakeland Library Cooperative			0.00
<b>Library Design Associates Inc.</b>			
01/12/2025	24-289-01	930 · Capital Projects - Teen Room	6,485.00
01/12/2025	16239	002.000 · Checking - Isabella Bank	-6,485.00
Total Library Design Associates Inc.			0.00
<b>Luxury Janitorial Services LLC</b>			
01/12/2025	INV2102	931.5 · Janitorial Services	2,251.00
01/12/2025	16240	002.000 · Checking - Isabella Bank	-2,251.00
Total Luxury Janitorial Services LLC			0.00
<b>MetLife Small Business Center</b>			
01/26/2025	January 2025	716 · Fringe Benefits Employee Ins.	889.70
01/26/2025	16264	002.000 · Checking - Isabella Bank	-889.70
Total MetLife Small Business Center			0.00
<b>MicroMarketing LLC</b>			
01/12/2025	971195	978 · Adult	29.74
01/12/2025	16241	002.000 · Checking - Isabella Bank	-29.74
01/26/2025	971596	978 · Adult	38.25
01/26/2025	971674	978 · Adult	393.45
01/26/2025	971826	978 · Adult	50.99
01/26/2025	971939	978 · Adult	124.07
01/26/2025	16265	002.000 · Checking - Isabella Bank	-606.76
Total MicroMarketing LLC			0.00
<b>Midwest Tape</b>			
01/12/2025	506553665 - PREPAID	-SPLIT-	0.00
Total Midwest Tape			0.00
<b>Mills Janitorial Supply</b>			
01/26/2025	7781831	931.1 · Janitorial Supplies	239.04
01/26/2025	16266	002.000 · Checking - Isabella Bank	-239.04
Total Mills Janitorial Supply			0.00

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
**As of January 31, 2025**

Date	Num	Split	Amount
<b>North Shade Lawn</b>			
01/12/2025	640	931 · Building Maintenance	8,000.00
01/12/2025	16242	002.000 · Checking - Isabella Bank	-8,000.00
Total North Shade Lawn			0.00
<b>Pathian LLC</b>			
01/26/2025	216329	716 · Fringe Benefits Employee Ins.	143.57
01/26/2025	16267	002.000 · Checking - Isabella Bank	-143.57
Total Pathian LLC			0.00
<b>School Outfitters</b>			
01/26/2025	INV14242677	930 · Capital Projects - Teen Room	5,016.95
01/26/2025	16268	002.000 · Checking - Isabella Bank	-5,016.95
Total School Outfitters			0.00
<b>Shaw Construction &amp; Management Co.</b>			
01/12/2025	2024-0635	930 · Capital Projects - Teen Room	29,425.00
01/12/2025	16243	002.000 · Checking - Isabella Bank	-29,425.00
Total Shaw Construction & Management Co.			0.00
<b>Simmons Excavating</b>			
01/12/2025	1172	931.3 · Snow Removal	5,900.00
01/12/2025	16244	002.000 · Checking - Isabella Bank	-5,900.00
Total Simmons Excavating			0.00
<b>T-Mobile</b>			
01/12/2025	11.25.24-12.24.24	-SPLIT-	366.22
01/12/2025	16245	002.000 · Checking - Isabella Bank	-366.22
Total T-Mobile			0.00
<b>The Creative Company</b>			
01/12/2025	164446	978.4 · Juvenile	588.91
01/12/2025	16246	002.000 · Checking - Isabella Bank	-588.91
Total The Creative Company			0.00
<b>The Daily News</b>			
01/12/2025	369713	881 · Promotions	290.00
01/12/2025	16247	002.000 · Checking - Isabella Bank	-290.00
Total The Daily News			0.00
<b>Unique Management Services, Inc.</b>			
01/12/2025	6134905	801.2 · Collection Agency	78.80
01/12/2025	16248	002.000 · Checking - Isabella Bank	-78.80
Total Unique Management Services, Inc.			0.00
<b>Value Line Publishing</b>			
01/12/2025	25SM-170903	980.6 · Digital Materials	2,895.00
01/12/2025	16249	002.000 · Checking - Isabella Bank	-2,895.00
Total Value Line Publishing			0.00
<b>West, Timothy</b>			
01/26/2025	Mileage 1.10.25	860 · Travel/Conferences	7.77
01/26/2025	16269	002.000 · Checking - Isabella Bank	-7.77
Total West, Timothy			0.00

**Flat River Community Library**  
**INVOICES READY FOR BOARD APPROVAL**  
As of January 31, 2025

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<u>Date</u>	<u>Num</u>	<u>Split</u>	<u>Amount</u>
<b>World Book, Inc.</b>			
01/12/2025	ARI0006164	978.4 · Juvenile	828.00
01/12/2025	16250	002.000 · Checking - Isabella Bank	-828.00
Total World Book, Inc.			<u>0.00</u>
<b>TOTAL</b>			<u><u>0.00</u></u>

**Flat River Community Library  
Credit Card Journal  
January 2025**

<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
01/26/2025	Meijer Meijer	101 · Isabella Bank Credit Ca... 884 · Programs - Children	136.65
			136.65
01/26/2025	Ebay Ebay	101 · Isabella Bank Credit Ca... 775.1 · Juvenile Operating S...	39.00
			39.00
01/26/2025	Meijer Meijer	101 · Isabella Bank Credit Ca... 775.1 · Juvenile Operating S...	13.77
			13.77
01/26/2025	Best Buy Best Buy	101 · Isabella Bank Credit Ca... 933.5 · Computer Equipment	1,299.99
			1,299.99
01/26/2025	Gimlet Dot Gimlet Dot	101 · Isabella Bank Credit Ca... 933.2 · Computer Software	29.00
			29.00
01/26/2025	BCM One BCM One	101 · Isabella Bank Credit Ca... 853 · Telephone	193.79
			193.79
01/26/2025	Google Google	101 · Isabella Bank Credit Ca... 933.2 · Computer Software	180.00
			180.00
01/26/2025	Seed Savers Ex... Seed Savers Ex...	101 · Isabella Bank Credit Ca... 884.3 · Programs - Outreach	461.04
			461.04
01/26/2025	Postmaster Postmaster	101 · Isabella Bank Credit Ca... 728 · Postage	178.20
			178.20
01/26/2025	MLive Media Gr... MLive Media Gr...	101 · Isabella Bank Credit Ca... 958 · Periodicals (Magazines...	131.88
			131.88
01/26/2025	Istockphoto Istockphoto	101 · Isabella Bank Credit Ca... 933.2 · Computer Software	70.00
			70.00
<b>TOTAL</b>			<b>2,733.32</b>

ASSETS	General	GACF Trust Fund	Noncurrent Funds	Totals
				Gov't Funds
<b>Current assets</b>				
Cash and cash equivalents	\$770,005			\$770,005
Investments	\$1,627,447			\$1,627,447
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	\$4,613			\$4,613
Total current assets	\$2,402,065	\$171,213	\$1,887,324	\$4,460,603
<b>TOTAL ASSETS</b>	<b>\$2,402,065</b>	<b>\$171,213</b>	<b>\$1,887,324</b>	<b>\$4,460,603</b>
<b>LIABILITIES &amp; FUND EQUITY</b>				
<b>Current liabilities</b>				
Accounts payable				\$0
Accrued salaries				\$0
Accrued liabilities	\$1,529			\$1,529
Due to other funds				\$0
Total current liabilities	\$1,529	\$0	\$0	\$1,529
<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
<b>TOTAL LIABILITIES</b>	<b>\$1,529</b>	<b>\$0</b>	<b>\$59,781</b>	<b>\$61,310</b>
<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	\$2,124,925			\$2,124,925
Committed Funds	\$275,611			\$275,611
Restricted Funds		\$111,755		\$111,755
<b>TOTAL FUND BALANCES</b>	<b>\$2,400,536</b>	<b>\$171,213</b>	<b>\$1,827,543</b>	<b>\$4,399,293</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$2,402,065</b>	<b>\$171,213</b>	<b>\$1,887,324</b>	<b>\$4,460,603</b>



**Flat River Community Library**  
**Balance Sheet**  
As of January 31, 2025

Accrual Basis

	<b>Jan 31, 25</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
002.000 · Checking - Isabella Bank	68,635.45
002.004 · Savings - PFCU Primary Share	5,036.81
002.005 · Money Market - Isabella Bank	696,327.89
002.007 · Savings - Michigan One CU	5.00
<b>Total Checking/Savings</b>	770,005.15
<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
003.010 · 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
003.014 · CD - LMCU 07/13/2026	284,658.90
<b>Total Other Current Assets</b>	1,627,447.03
<b>Total Current Assets</b>	2,397,452.18
<b>Other Assets</b>	
029 · Prepays	4,613.19
<b>Total Other Assets</b>	4,613.19
<b>TOTAL ASSETS</b>	<b>2402065.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
210 · Payroll Liabilities	1,528.90
<b>Total Other Current Liabilities</b>	1,528.90
<b>Total Current Liabilities</b>	1,528.90
<b>Total Liabilities</b>	1,528.90
<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	(766,741.79)
<b>Total Equity</b>	2,400,536.47
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2402065.37</b>

**Flat River Community Library - General Fund**  
**Statement of Revenues & Expenses Budget Comparison**  
 July - January 2025

	January 2025	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.	8,362	124,277	(115,915)	7%	117,078
401.3 · Property Taxes - Fairplains Twp	4,491	48,094	(43,603)	9%	44,886
401.4 · Property Taxes - Montcalm Twp.	37,614	89,563	(51,949)	42%	82,377
<b>Total 401 · Property Taxes</b>	<b>54,434</b>	<b>464,975</b>	<b>(410,541)</b>	<b>12%</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	1,729	2,000	(271)	86%	2,000
656 · Printing Fees	5,352	3,000	2,352	178%	2,500
657 · Penal Fines	0	85,000	(85,000)	0%	78,505
658 · USF Funds	4,568	4,600	(32)	99%	4,600
664 · Interest Earned	34,604	55,000	(20,396)	63%	10,000
672 · Continuing Education	0	0	0	0%	1,600
675 · Contribution - Private Sources	280	500	(220)	56%	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	2,340	4,000	(1,660)	59%	2,000
675.32 · Friends Donations - Juvenile	0	5,000	(5,000)	0%	5,000
675.4 · Memorial Book Contributions	690	1,500	(810)	46%	1,500
675.45 · Cookbook Sales	0	20	(20)	0%	20
675.47 · Beverage Sales	211	50	161	422%	50
699 · Transfer In	0	0	0	0%	0
<b>Total Income</b>	<b>162,924</b>	<b>1,236,015</b>	<b>(1,073,091)</b>	<b>13%</b>	<b>1,236,015</b>
<b>Expense</b>					
<b>I - Personnel</b>					
703 · Salaries	265,030	458,000	192,970	58%	
703.1 · Job Search	30	200	170	15%	
716 · Fringe Benefits Employee Ins.	47,753	75,000	27,247	64%	
716.1 · 401(a)	6,403	9,000	2,597	71%	
716.2 · Unemployment	50	450	400	11%	
716.3 · Worker's Compensation	572	1,200	628	48%	
717 · Payroll Taxes	19,201	35,500	16,299	54%	
<b>Total I - Personnel</b>	<b>339,039</b>	<b>579,350</b>	<b>240,311</b>	<b>59%</b>	<b>579,350</b>

**Flat River Community Library - General Fund**  
**Statement of Revenues & Expenses Budget Comparison**  
 July - January 2025

	January 2025	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>II - Supplies</b>					
727 · Office Supplies	3,463	4,000	537	87%	
728 · Postage	1,643	2,600	957	63%	
728.1 · Shipping & Handling	388	750	362	52%	
761 · Supplies - Genealogy/MI Room	0	250	250	0%	
775 · Operating Supplies	7,575	9,000	1,425	84%	
775.1 · Juvenile Operating Supplies	4,677	5,000	323	94%	
977 · New Equipment	2,740	9,500	6,760	29%	
<b>Total II - Supplies</b>	<b>20,486</b>	<b>31,100</b>	<b>10,614</b>	<b>66%</b>	<b>29,100</b>
<b>III - Building Operations</b>					
853 · Telephone	945	3,500	2,555	27%	
854.5 · Cable Line	945	2,000	1,055	47%	
921 · Electric	32,423	50,000	17,577	65%	
923 · Heat (Gas)	2,063	14,000	11,937	15%	
924 · Water/ Sewer	1,654	3,000	1,346	55%	
930 · Capital Projects - Teen Room	211,008	246,680	35,672	86%	
931.1 · Capital Projects - Master Plan	0	30,600	30,600	0%	
931 · Building Maintenance	31,669	80,000	48,331	40%	
931.1 · Janitorial Supplies	1,885	4,000	2,115	47%	
931.2 · Lawn Care	7,443	18,000	10,557	41%	
931.3 · Snow Removal	5,900	9,000	3,100	66%	
931.5 · Janitorial Services	16,123	30,000	13,877	54%	
<b>Total III - Building Operations</b>	<b>312,058</b>	<b>490,780</b>	<b>178,722</b>	<b>64%</b>	<b>213,500</b>
<b>IV - Services</b>					
730 · Membership Dues	1,576	1,600	24	99%	
731 · Bank Service Charge	230	900	670	26%	
801 · Professional Services	10,732	11,000	268	98%	
801.2 · Collection Agency	305	600	295	51%	
801.3 · Accountant	13,846	24,000	10,154	58%	
802 · Audit	8,500	8,500	0	100%	
860 · Travel/Conferences	6,931	11,000	4,069	63%	
911 · Insurance	21,681	22,000	319	99%	
975.5 · Master Gardener	25	100	75	25%	
981 · Printing	0	3,600	3,600	0%	
<b>Total IV - Services</b>	<b>63,826</b>	<b>83,300</b>	<b>19,474</b>	<b>77%</b>	<b>70,700</b>
<b>V - Cooperative Services</b>					
804 · Cooperative Fees	15,759	23,000	7,241	69%	
982 · Delivery (LLC Cost)	2,125	2,800	675	76%	
<b>Total V - Cooperative Services</b>	<b>17,884</b>	<b>25,800</b>	<b>7,916</b>	<b>69%</b>	<b>25,800</b>

**Flat River Community Library - General Fund**  
**Statement of Revenues & Expenses Budget Comparison**  
 July - January 2025

	January 2025	Budget	\$ Over Budget	% of Budget	Annual Budget
<b>VI - Programming</b>					
881 · Promotions	4,873	8,000	3,127	61%	
883 · Programs - Adult	4,407	7,000	2,593	63%	
884 · Programs - Children	1,972	6,500	4,528	30%	
884.2 · Programs-Teens	1,484	5,000	3,516	30%	
884.3 · Programs-Outreach	1,049	2,000	951	52%	
<b>Total VI - Programming</b>	<b>13,785</b>	<b>28,500</b>	<b>14,715</b>	<b>48%</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)	622	4,500	3,878	14%	
978 · Adult	35,666	60,000	24,334	59%	
978.3 · Reference	270	500	230	54%	
978.4 · Juvenile	14,993	26,000	11,007	58%	
978.6 · Teen	6,799	10,000	3,201	68%	
978.8 · Memorials	1,051	1,500	449	70%	
980.4 · Lakeland Overdrive	1,811	2,400	589	75%	
980.6 · Digital Materials	24,673	55,000	30,327	45%	
<b>Total VII - Materials</b>	<b>85,885</b>	<b>161,400</b>	<b>75,515</b>	<b>53%</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	608	1,250	642	49%	
888 · Bill Braman Estate	1,574	5,000	3,426	31%	
933.0 · Equipment Maintenance	9,626	12,000	2,374	80%	
975.1 · Board Expense	62	100	38	62%	
990 · Reimbursement of overpayments	1,157	1,200	43	96%	
<b>Total VIII - Other</b>	<b>17,378</b>	<b>28,550</b>	<b>11,172</b>	<b>61%</b>	<b>28,100</b>
<b>IX · Technology</b>					
933.1 · Computer System Maintenance	0	3,000	3,000	0%	
933.2 · Computer Software	3,707	8,000	4,293	46%	
933.4 · IT Support	650	2,000	1,350	33%	
933.5 · Computer Equipment	5,590	6,000	410	93%	
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	6,806	9,000	2,194	76%	
935.1 · Mobile Hotspots - GPS	38,141	39,000	859	98%	
<b>Total IX · Technology</b>	<b>59,325</b>	<b>79,200</b>	<b>19,875</b>	<b>75%</b>	<b>71,600</b>
<b>Total Expense</b>	<b>929,666</b>	<b>1,507,980</b>	<b>578,314</b>	<b>62%</b>	<b>1,208,050</b>
<b>Net Income</b>	<b>(766,742)</b>	<b>(271,965)</b>	<b>(494,777)</b>	<b>282%</b>	<b>27,965</b>

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**  
 July 2024 through January 2025

Accrual Basis

	<u>Jul '24 - Jan 25</u>	<u>Jul '23 - Jan 24</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
401 · Property Taxes				
401.1 · Property Taxes - Greenville	3,967	44,932	(40,964)	(91)%
401.2 · Property Taxes - Eureka Twp.	8,362	57,856	(49,494)	(86)%
401.3 · Property Taxes - Fairplains Twp	4,491	10,903	(6,412)	(59)%
401.4 · Property Taxes - Montcalm Twp.	37,614	6,454	31,159	483%
<b>Total 401 · Property Taxes</b>	<b>54,434</b>	<b>120,145</b>	<b>(65,711)</b>	<b>(55)%</b>
402 · Delinquent Taxes	2	0	2	100%
441 · Local Comm Stabiliz Tax Share	14,785	14,161	623	4%
556 · Library State Aid	9,423	9,305	118	1%
580.2 · Renaissance Zone	20	38	(18)	(48)%
655 · Book Fines	1,729	2,965	(1,236)	(42)%
656 · Printing Fees	5,352	2,765	2,586	94%
657 · Penal Fines	0	0	0	0%
658 · USF Funds	4,568	3,847	722	19%
664 · Interest Earned	34,604	36,988	(2,384)	(7)%
672 · Continuing Education	0	1,600	(1,600)	(100)%
675 · Contribution - Private Sources	280	353	(73)	(21)%
675.1 · Grant Revenue	34,486	0	34,486	100%
675.31 · Friends Donations - Adult	2,340	375	1,965	524%
675.32 · Friends Donations - Juvenile	0	4,041	(4,041)	(100)%
675.4 · Memorial Book Contributions	690	2,415	(1,725)	(71)%
675.47 · Beverage Sales	212	159	53	33%
699 · GACF - Transfer In	0	7,816	(7,816)	(100)%
<b>Total Income</b>	<b>162,923</b>	<b>206,972</b>	<b>(44,050)</b>	<b>(21)%</b>
<b>Expense</b>				
<b>I - Personnel</b>				
703 · Salaries	265,030	222,709	42,322	19%
703.1 · Job Search	30	72	(42)	(59)%
716 · Fringe Benefits Employee Ins.	47,753	30,083	17,670	59%
716.1 · 401(a)	6,403	3,385	3,019	89%
716.2 · Unemployment	50	42	8	20%

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**  
July 2024 through January 2025

Accrual Basis

	<u>Jul '24 - Jan 25</u>	<u>Jul '23 - Jan 24</u>	<u>\$ Change</u>	<u>% Change</u>
716.3 · Worker's Compensation	572	766	(194)	(25)%
717 · Payroll Taxes	19,201	16,417	2,785	17%
<b>Total I - Personnel</b>	<b>339,040</b>	<b>273,473</b>	<b>65,567</b>	<b>24%</b>
<b>II - Supplies</b>				
727 · Office Supplies	3,463	1,978	1,485	75%
728 · Postage	1,643	2,986	(1,343)	(45)%
728.1 · Shipping & Handling	388	436	(48)	(11)%
775 · Operating Supplies	7,575	4,871	2,704	56%
775.1 · Juvenile Operating Supplies	4,677	1,172	3,504	299%
977 · New Equipment	2,740	10,324	(7,584)	(74)%
<b>Total II - Supplies</b>	<b>20,486</b>	<b>21,766</b>	<b>(1,280)</b>	<b>(6)%</b>
<b>III - Building Operations</b>				
853 · Telephone	945	1,550	(605)	(39)%
854.5 · Cable Line	945	1,093	(148)	(14)%
921 · Electric	32,423	30,091	2,333	8%
923 · Heat (Gas)	2,063	7,938	(5,874)	(74)%
924 · Water/ Sewer	1,654	1,628	26	2%
930 · Capital Projects - Teen Room	211,008	0	211,008	100%
931 · Building Maintenance	31,669	61,354	(29,684)	(48)%
931.1 · Janitorial Supplies	1,885	2,031	(147)	(7)%
931.2 · Lawn Care	7,443	5,087	2,356	46%
931.3 · Snow Removal	5,900	72	5,828	8,055%
931.5 · Janitorial Services	16,123	8,827	7,296	83%
<b>Total III - Building Operations</b>	<b>312,058</b>	<b>119,669</b>	<b>192,389</b>	<b>161%</b>

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**  
 July 2024 through January 2025

Accrual Basis

	<u>Jul '24 - Jan 25</u>	<u>Jul '23 - Jan 24</u>	<u>\$ Change</u>	<u>% Change</u>
<b>IV - Services</b>				
730 · Membership Dues	1,576	634	942	149%
731 · Bank Service Charge	230	448	(218)	(49)%
801 · Professional Services	10,732	386	10,346	2,681%
801.2 · Collection Agency	305	246	59	24%
801.3 · Accountant	13,846	10,962	2,885	26%
802 · Audit	8,500	6,900	1,600	23%
860 · Travel/Conferences	6,931	6,870	60	1%
911 · Insurance	21,681	13,555	8,126	60%
975.5 · Master Gardener	25	30	(5)	(17)%
<b>Total IV - Services</b>	<u>63,826</u>	<u>40,031</u>	<u>23,795</u>	<u>59%</u>
<b>V - Cooperative Services</b>				
804 · Cooperative Fees	15,759	15,119	641	4%
982 · Delivery (LLC Cost)	2,125	1,936	188	10%
<b>Total V - Cooperative Services</b>	<u>17,884</u>	<u>17,055</u>	<u>829</u>	<u>5%</u>
<b>VI - Programming</b>				
881 · Promotions	4,873	4,015	857	21%
883 · Programs - Adult	4,407	2,939	1,468	50%
884 · Programs - Children	1,972	1,855	116	6%
884.2 · Programs-Teens	1,484	1,720	(237)	(14)%
884.3 · Programs - Outreach	1,049	0	1,049	100%
<b>Total VI - Programming</b>	<u>13,784</u>	<u>10,530</u>	<u>3,254</u>	<u>31%</u>
<b>VII - Materials</b>				
958 · Periodicals (Magazines&News)	622	572	50	9%
978 · Adult	35,666	28,669	6,997	24%
978.3 · Reference	270	0	270	100%
978.4 · Juvenile	14,993	10,830	4,164	39%
978.6 · Teen	6,799	3,523	3,276	93%
978.8 · Memorials	1,051	775	275	36%

**Flat River Community Library**  
**Income & Expense Previous Year Comparison**  
July 2024 through January 2025

Accrual Basis

	<u>Jul '24 - Jan 25</u>	<u>Jul '23 - Jan 24</u>	<u>\$ Change</u>	<u>% Change</u>
980.4 · Lakeland Overdrive	1,811	1,657	154	9%
980.6 · Digital Materials	24,673	20,124	4,549	23%
<b>Total VII - Materials</b>	<b>85,883</b>	<b>66,149</b>	<b>19,734</b>	<b>30%</b>
<b>VIII - Other</b>				
885 · Friends Expense	2,070	1,542	528	34%
885.2 · Friends Expense - Juvenile	2,281	4,737	(2,456)	(52)%
887 · Beverage Supplies	608	831	(223)	(27)%
933.0 · Equipment Maintenance	9,626	5,870	3,756	64%
975.1 · Board Expense	62	0	62	100%
990 · Reimbursement of overpayments	1,157	186	970	521%
<b>Total VIII - Other</b>	<b>15,804</b>	<b>13,166</b>	<b>2,638</b>	<b>20%</b>
<b>IX · Technology</b>				
933.1 · Computer System Maintenance	0	1,688	(1,688)	(100)%
933.2 · Computer Software	3,707	4,559	(852)	(19)%
933.4 · IT Support	650	520	130	25%
933.5 · Computer Equipment	7,164	1,744	5,420	311%
933.6 · USF Expenditure	1,576	2,123	(547)	(26)%
933.7 · Hosting Digitized Microfilm	2,855	3,721	(866)	(23)%
935 · Mobile Hotspots	6,807	3,616	3,191	88%
935.1 · Mobile Hotspots-GPS	38,141	0	38,141	100%
<b>Total IX · Technology</b>	<b>60,900</b>	<b>17,971</b>	<b>42,929</b>	<b>239%</b>
<b>Total Expense</b>	<b>929,664</b>	<b>579,810</b>	<b>349,854</b>	<b>60%</b>
<b>Net Income</b>	<b><u>(766,742)</u></b>	<b><u>(372,838)</u></b>	<b><u>(393,904)</u></b>	<b><u>(106)%</u></b>



**Flat River Community Library - GACF Trust Fund**  
**Profit & Loss Budget vs. Actual**  
 July through January 2025

Accrual Basis

	Jul - Dec 25	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>

**Director's Report**  
**February Board Meeting**  
**Feb 12, 2025**

**Programs:**

Block Party Day - 1/2 - 55  
Drop-In Tech Help - 1/3 - 1  
Drop-In Craft: Vision Boards - 1/6 - 8  
Preschool Storytime - 1/7 - 40  
Mini Movers - 1/8 - 25  
Silent Book Club - 1/8 - 9  
Michigan's Dark Places - 1/9 - 32  
Flat River Writers Group - 1/13 - 7  
Preschool Storytime - 1/14 - 39  
Pizza & Pages - 1/14 - 21  
Mini Movers - 1/15 - 30  
TAB Meeting - 1/15 - 16  
Library Kitchen in Wonderland - 1/15 - 17  
Flat River Academy Storytime - 1/17 - 50  
Drink Me Necklace Take & Make - 1/17 - 55  
Drop-In Tech Help - 1/17 - 3  
Foundations of Yoga - 1/18 - 2  
Crochet 101 - 1/20 - 14  
Teen Book Club - 1/21 - 10  
Craft-In - 1/23 - 4  
Hot Chocolate Story Walk - 1/25 - 50  
Crochet 101 - 1/27 - 11  
Preschool Storytime - 1/28 - 30  
Mini Movers - 1/29 - 47  
Teddy Bear Sleepover - 1/30 - 30

**General:**

We have started our transition to a Patron Services set-up at the current circulation desk. The first step was to edit the furniture setup at circulation to enable a graduated system of desk coverage across the circulation and reference teams in the circulation desk space. Next we will be migrating any reference tools needed to that space and updating the phone system to accommodate a patron services model. Plans for the reference desk space will likely transition over time as the change integrates into our Master Plan going forward. However, the short term considerations include creating a Makerspace setup and finding places for additional display and shelf space.

Simultaneously, we are starting to move forward on shifting our public computers more toward laptops rather than all dedicated desktops in one area. This will reclaim some of that space for other activities, as well as provide more privacy and flexibility for patrons using the devices for longer periods.

We have released a fairly open-ended survey for community members and former community members to express suggestions, thoughts and concerns for how we renovate the Black Field property. We will be collecting responses until mid-March.

Cass and I returned to WGLM this month to do another interview about all things library-related with their new morning host. He was eager to have us return a regular basis after this.

This is our third year cooperating with the Volunteer Income Tax Assistance (VITA) program through United Way as an intake site. Cass continues to facilitate and manage our site, and Kamey has graciously agreed to be a second intake specialist for the first time this year.

Merritt Cieslak representatives were here January 16 to work with staff on the first phase of the Space Utilization Study. They provided context to the full staff during our staff meeting that day as to what to expect from the process, then did a detailed review of the facility discussing pain points and wish list items with all staff. We're looking forward to seeing their initial analysis of the facility in the coming weeks.

Given continued issues with our cleaning service in recent years, as well as increasing prices, I am working on drafting a Facilities Manager job description to move forward with bringing services in-house. We have also contracted out for handyman work for many years, and are at the point where having a facilities manager on-staff and in-building partially during open hours makes the most sense.

I have started installing internal security cameras around the building, and I hope to get the outdoor cameras installed in the coming weeks.

Veronica and I completed our mid-year performance reviews.

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

The Teen Lounge (which is the name selected by the TAB group for the space) is now complete, with all furniture delivered and installed. The teens are already loving it and using the space significantly more than its previous setup. It's been very exciting to see the kids engaging with and find a safe space there.

Fishbeck has completed the topographic survey of the Black Field property. This will be a great step as we move forward to cultivating that space. My goal is to bring out an electrician and a plumber to evaluate where any necessary repairs could be completed to get us ready for the summer. I will likely do this around late March, as the plumbing systems are currently winterized.

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

I am now the Vice Chair of the LLC Advisory Council.

An agreement has been reached with Unique Management permitting individual libraries to decide whether they will continue with their collections services. After discussion with staff, our determination is that we would like to discontinue our contract with them, based on cost-benefit analysis.

#### **Staff:**

Veronica has assisted Kristin with teaching Crochet 101 and helping with other programs as needed. Each month, she's attending Leadership Montcalm. January's theme was Economic and Talent Development.

Tiffany has been prepping for the Labor and Delivery early literacy bags and doing the early preparatory for work for Summer Reading.

Kristin is preparing her first full Summer Reading program, in addition to managing her programs.

Cass is getting the seed library ready for its release in March, and decided to move social media away from TikTok for various reasons.

Danielle continues to work through non-fiction weeding as well as preparing for another set of Library of Things materials.

Josie did an awesome job on the Teddy Bear sleepover program, taking clever pictures of stuffies for the kids afterwards. She also tackled the entire section of mass market romances to refresh the collection.

Kamey is helping to facilitate the reference desk switchover.

Tim and I attended the last board meeting of the Flat River Historical Museum, and did an exploratory visit to review their collection of print and artifacts to allow us to better leverage their resources.

Christine is collaborating with Tim for an introduction to using the Micro Film Reader in the Local History Room.

Michelle is nearly finished with the Mel Maven Badge.

Cara is becoming comfortable navigating the MeL website. She's also learning how MeLcat holds work.

Sam is participating in our staff professional development and has chosen to learn American Sign Language.

**Memorials:**

Stewart and Judy Jensen	Forever Fabrics
Pamela Jane Webber	RoseAnne (Lake) Paulino
Juliette Rose Lee	Mom, Dad and Holden Lee
<b>Total</b>	<b>\$200</b>

**Meetings:**

Week of January 6 - Staff 1-on-1s  
January 9 - LLC Board and Advisory Meeting  
January 14 - MARC Board Meeting  
January 14 - Greenville Rotary  
January 16 - Staff Meeting

January 16 - Merritt Cieslak - SUS Round 1  
Week of January 20 - Staff Performance Reviews  
Week of January 27 - Staff 1-on-1s  
January 28 - Flat River Historical Museum Board Meeting

## 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 accrue sick leave benefits starting on date of hire, and are eligible to use sick hours ~~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.~~
- All regular part-time and full-time employees are eligible for sick leave based on minimum accrual rate established in the Earned Sick Time Act.
- Temporary employees hired for a period of 90 days or more will accrue sick time hours based on projected work hours per week for the contracted period of employment.

### 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.~~ contracted weekly hours agreed upon in their job offer.

- ~~○ 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—
5 - 14 hours	2.5

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



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# Transmittal

Stef Reed  
Flat River Community Library  
200 W Judd Street  
Greenville, MI 48838

January 31, 2025

**Flat River Community Library**

Project No. 241815

- FOR REVIEW
- FOR YOUR USE
- AS REQUESTED

Sent By: Richard J. Powers, PS

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COPIES	DATE	DESCRIPTION
1	1/31/25	Topographic Survey

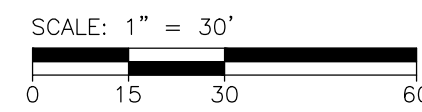
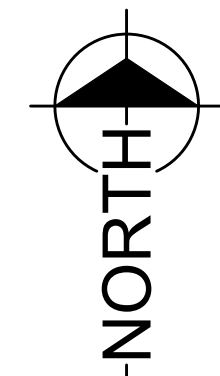
## COMMENTS

Please find attached the survey of the “Black Field” property. If you will need paper copies and/or CAD files, please let me know and I can send them to you or whoever will need them for design.

It has proven very difficult to establish the boundaries of the parcels on the North side of the street. I will have to do some research at the Register of Deeds and contact a few local surveyors to see if they would be willing to share any records they may have. In the meantime, I know that the boundary and topographic survey of “Black Field” is your primary interest, so I’m passing that survey on to you now.

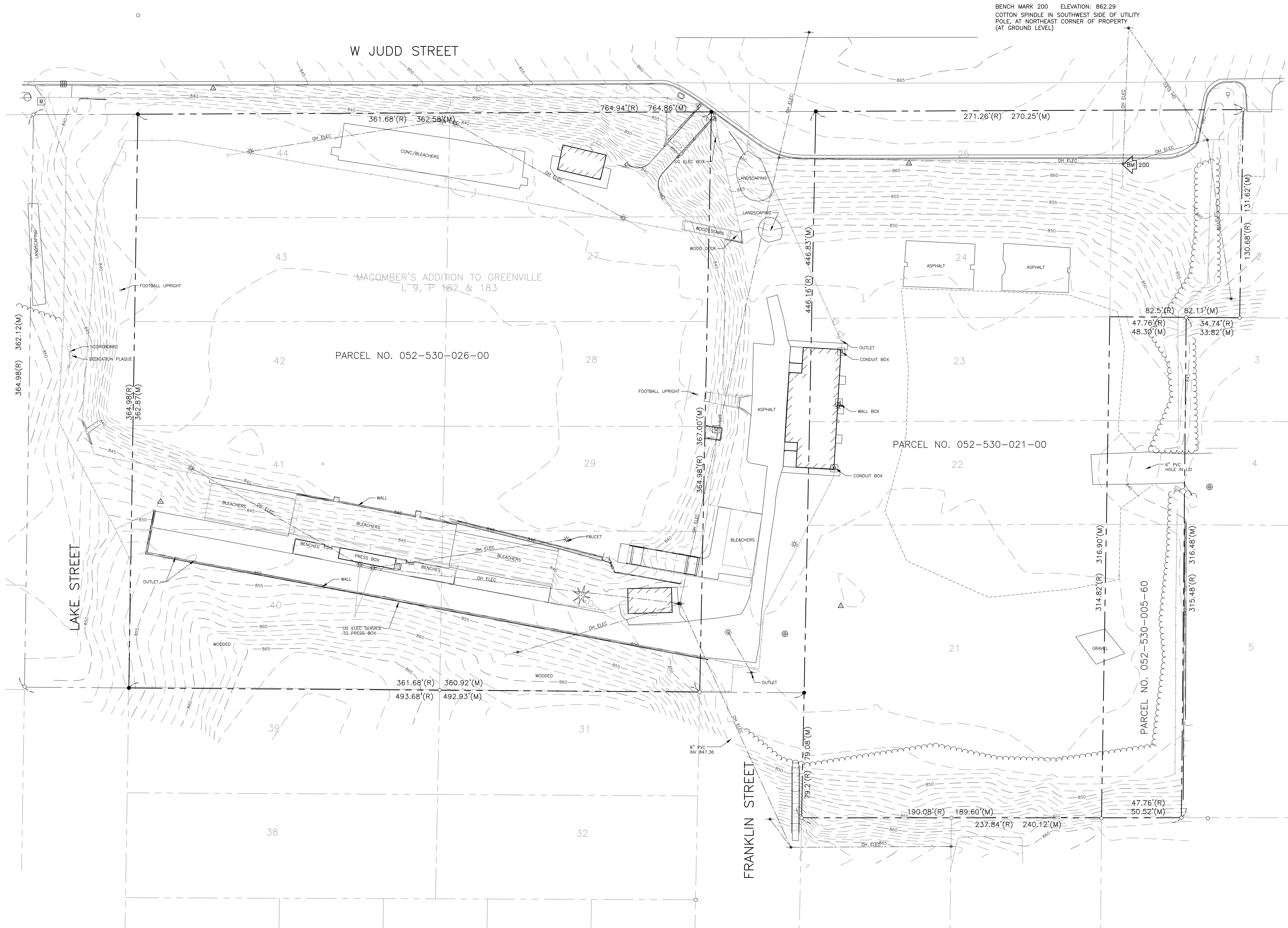
By email

PLOT INFO: Z:\2024\241815\CAD\SURVEY\241815.DWG LAYOUT: LAYOUT DATE: 1/31/2025 TIME: 1:50:55 PM USER: MLNITENGALE



**LEGEND**

- PROPERTY CORNER (FOUND)
- PROPERTY CORNER (SET)
- ROUND CATCH BASIN
- SQUARE CATCH BASIN
- POST
- UTILITY POLE/GUY ANCHOR
- LIGHT POLE
- TELEPHONE PEDESTAL
- UTILITY METER BOX
- SIGN
- CONIFEROUS TREE
- CLEAN OUT
- FLAG POLE
- PROPERTY LINE
- FENCE
- OVERHEAD ELECTRIC LINE
- VEGETATION LINE
- BUILDING LINE
- GRAVEL LINE



BENCH MARK 200 ELEVATION: 862.29  
COTTON SPINDLE IN SOUTHWEST SIDE OF UTILITY  
POLE, AT NORTHEAST CORNER OF PROPERTY  
(AT GROUND LEVEL)

PARCEL DESCRIPTION AS FURNISHED (PURCHASER'S STATEMENT DATED OCTOBER 8, 2024):

PARCEL 1:  
LOTS 21, 22, 23, 24, 25 AND THE WEST 5 RODS OF LOTS 1 AND 2 OF MACOMBER'S ADDITION TO THE CITY OF GREENVILLE, MICHIGAN, ACCORDING TO THE RECORDED PLAT THEREOF.

PARCEL 2:  
WEST 47.76 FEET OF LOTS 3, 4, AND 5, OF MACOMBER'S ADDITION TO THE CITY OF GREENVILLE, MICHIGAN, ACCORDING TO THE RECORDED PLAT THEREOF.

PARCEL 3:  
LOTS 26, 27, 28, 29, 30, 40, 41, 42, 43 AND 44, OF MACOMBER'S ADDITIONS TO THE CITY OF GREENVILLE, MICHIGAN, ACCORDING TO THE RECORDED PLAT THEREOF.

REVISIONS

**NOT FOR CONSTRUCTION**

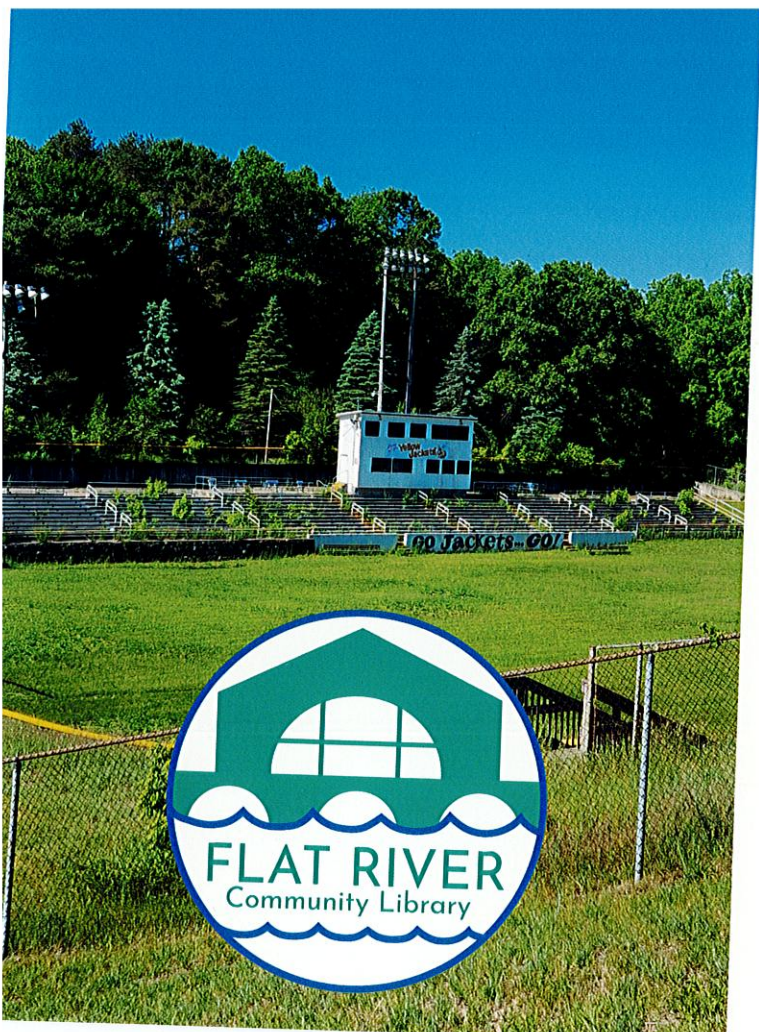
Drawn By MLNITENGALE  
Designer RPOWERS  
Reviewer TBARTOL  
Manager RPOWERS

Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.  
**241815**

SHEET NO.

**1**



# Be a Part of the Next Era for **BLACK FIELD**

Take our survey here:



Or go to:

<https://www.flatriverlibrary.org/about/black-field/>

**Please respond by March 15, 2025!**