

CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING

MONDAY January 22, 2024
7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY
107 N Main Street, Cedar Springs, MI 49319

Note: The Board held a Meet and Geet Social event at 6:30pm with some public in attendance.

I CALL TO ORDER

Meeting called to order by Chair Smith at 7:01pm Present:
Present: Tim Smith, Heidi Armock, Mark Dykstra, Tony Owen, Michelle Gritter, Ron Howell
Absent: John Lehmoine
Quorum present to do business

II PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

III APPROVAL OF THE AGENDA

MOTION by Owen 2nd Gritter
To Approve agenda as presented
Voice Vote Ayes 6 Nays 0 1 absent **Motion Passes**

IV Consent Agenda

- A. Approval of December 18, 2023 Minutes
- B. Approval of December 2023 Financial report from City

MOTION: by Owen 2nd Gritter to Approve the Consent Agenda (a) December 18 2023 Minutes (corrected) as presented and (b) December 2023 Financial Report as presented
Voice Vote Ayes 6 Nays 0 1 absent **Motion Passes**

V DIRECTOR'S REPORT by Asst. Director Parks

- 1. *Hoping that the Director search will begin.*
- 2. *Cassie and I are done with the Annual Report. It was locked in on January 8th. So glad that is finished.*
- 3. *We are working on The Summer Reading Program.*
- 4. *Also, I want you all to know that the staff has been doing a fabulous job. We couldn't run this place without them.*

VI Board Chair Report-Received the Library lawyer bill and be reviewing same

VII COMMITTEE REPORTS

- A. Personnel Committee-did not meet
- B. Policy Committee-none
- C. Bylaw Committee-none
- D. IT (Technology) Committee-Owen reviewed the storage requirements/cost to have recorded meetings saved, additional lap top for staff, and will investigate more.
- E. Finance Committee-met January 25th and looked at budget and amending for the increased Solon and City contributions, new director salary and benefits through city that cannot continue.

Public Comment

Eva Miller-Videtich-Could not hear discussion about using You Tube could board please speak louder during discussions

Pam Conley-The City uses a subscription service to store You tube videos of Council, Boards and Commissions and maybe library could piggy back on this service to save expense of larger server

VIII UNFINISHED BUSINESS

- a. New Director-LLCOOP Assistance

Discussion-The Board Chair went around the table to receive comments from Board members
Motion by Owen Seconded by Armock to approve the Director Advertisement/Job description (see attached) but changing the salary figure to \$57,500 and removing the list of benefits from the ad to be negotiated with the successful candidate, and

To use Carol Dawe, Director of LLCOOP to conduct all aspects of the search with Chair, T. Smith as the primary contact on behalf of the Board.

Roll Call Ayes: Gritter, Owen, Howell, Dykstra, Smith, Armock

Nays: none

Absent: Lehmoine

Motion Passes

- b. Minutes of 27Nov23

MOTION by Dykstra 2nd Gritter

To approve the Minutes of 27Nov23 as presented

Voice Vote Ayes 6 Nays 0

Motion Passes

- c. Contracting w/City Services to employees

Discussion-It was noted that the city had allowed a library employee to be listed along with other city employees for certain benefits and that will have to be changed with the new Director.

No Action by the Board

d. Contracting with City for Building/Grounds services

Discussion- The Chair reviewed the need to formally define those services performed by the city and what is the responsibility of the library and will be meeting again with the City Manager. In 2017 the library reached tentative agreement with the city through several questions about services and costs but the agreement was never acted on. Chair Smith will be contacting the City Manager to discuss a formal agreement if no objections from the Board

No objections were voiced

e. Library Tax exempt status

Discussion-A letter from Clare D. Membiela, Library Law Consultant, Library of Michigan dated December 20, 2023 was presented on how CSPL can obtain a letter from the IRS reaffirming our tax-exempt status that donors can use.

f. Special Rules of Order

Discussion-Owen reviewed a list of past practices that have never been formerly written down and approved by the Board. The Chair expressed these are minimal and he wants to see CSPL meet and exceed them especially in the area of openness. It was discussed the need to have a separate set of Special Rules of Order or create a new Chapter 6 in the Board Manual.

MOTION: by Owen 2nd Gritter To adopt the list of Special Rules of Order as presented

Voice Vote Ayes- Nays-5 **Motion Fails**

MOTION: by Owen 2nd by Howell to create a new Chapter 6 in the Board Manual to include the list of Special Rules of Order.

Discussion-It was noted that the Policy Committee will review these and may return to the Board with future recommendations.

Voice Vote: Ayes-6 Nays-0 **Motion Passes**

g. Board Policies

A list of practices was presented by the Secretary that he found the Board follows and or supports and since a new Chapter 6 is being created he requested that they also be considered.

h. Lease with City

Howell requested that when the Chair is talking to the city that there is some discussion about revising the lease so that CSPL is not totally responsible for the entire parcel and 100% of the expenses.

i. Annual Audit

It was noted that CSPL is required to have an annual audit and Howell suggested we approach the City Auditor for a quote.

j. Budget Amendments, 2024-25 Budget

Armock confirmed that Solon Township has conveyed that their "estimated" contribution for this year will be \$146,687 but several different budget years vs contract years are involved. Armock will check when and how much a payment will be made.

It was then discussed how the city has confirmed that the library millage/tax dollar collections for CSPL will end up being \$132,000.

MOTION: by Armock 2nd Owen to amend the Budget for Revenues in the Tax Collections-Ad valorem roll line item from \$126,790.25 as recorded in YTD revenues to a new total of \$132,00 for the 2023-24 Budget year.

Roll Call vote Ayes: Armock, Gritter, Dykstra, Howell, Owen, Smith

Nays: none Absent-Lehmoine

Motion Passes

k. Generator-Update

The Board was updated on the progress to obtain an estimate of cost to install a stand by generator for a city owned building leased to CSPL.

It was noted by Gritter the need to define whether this will be generator to power all circuits or just selected ones, whether this is just for the library or is this building going to be considered a warming or cooling shelter for the whole area. This item will return to the agenda for full board discussion as more information is received.

IX. NEW BUSINESS

There were no items under new business.

X AGENDA ITEMS FOR MONDAY February 26th 2024, MEETING

Discussion: Armock noted the fireplace mantle gets very hot to the point that it is not used and Chair Smith and Board member Lehmoine had experience in this area and could perhaps address the concern for under the \$500 limit allowed for staff to fix minor maintenance /repair issues.

There were no Board objections so Chair Smith and Lehmoine will try to fix the issue.

It was agreed to put Budget Amendments back on the agenda for the next meeting.

XI Informational Items-

Howell noted that he had sent an interesting paper to all Board members titled, Economic Development Strategies for Michigan Small Towns: How Placemaking, Agritourism, and Public Libraries can Stimulate Small-town Michigan Economies by Natalie Davenport of Grand Valley State University in 2022

PUBLIC FORUM

Citizen-expressed concern that library employees who are performing maintenance duties have workers compensation insurance; cited the section of the law in the open meetings act MCL 15.269 regarding "8 business days" for posting draft minutes and changes to minutes.

Donna Clark-relayed her experience with the cost of medical insurance and payments in lieu of coverage as the former library director.

Eva Miller-Videtich-director health insurance through a state plan, perhaps school students tape meetings, a generator is good to keep wifi operational

Rose Powell-it is important for the public to able to see and hear the discussion leading up to decisions by the Board; there is \$79,000 donated for the library and wants to see it used

Pam Comley-noted the wifi for the library is part of a whole city system near the trail and park built with covid 19 funds.

XII. BOARD COMMENT

Armock-hoped Finance committee member John Lehmoine is feeling better
Dykstra- there is a lot to process, excited about moving forward with the Director search, it's got to be an attractable offer.
Gritter- excited about all the director ad being settled and many items being discussed
Howell thanked the Board for approving the November Minutes
Lehmoine -absent
Owen -Thanked the board for approving rules of order
Smith -appreciated seeing the public at the meetings and how much has been accomplished in the past two meeting

XIII ADJOURNMENT

MOTION: by Owen 2nd Gritter To Adjourn time 8:45pm
Voice Vote Ayes-All Nays-none **Motion Passes**

Respectfully submitted by Secretary Howell *Ken M. Howell* 30JAN24

Board Approved- *Jim Smith* **26Feb24**

Next regular meeting scheduled for Monday, February 26th 2024, 7:00 pm at the library.

Supporting Documents

- Financial Report for December from City
- letter from Clare D. Membiela, Library Law Consultant, Library of Michigan dated December 20, 2023
- Approved Library Director Advertisement/Job Description
- Special Rules of Order
- Board Policies-Memo
- Lease with City-Memo, Aerial of City Parcel-current lease, Aerial of Proposed License area
- Annual Audit Requirements
- Budget Requirements
- Generator Update-Memo

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	254,869.07
271-000-003.185	CE - CHOICE ONE	66,530.00
271-000-004.000	Petty Cash	289.14
271-000-035.000	Certificate of Deposit-Cowles	13,000.00
271-000-035.100	Certificate of Deposit-USF Funds	6,634.34
271-000-123.000	Prepaid	153.00
Total Assets		341,475.55
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	9.83
271-000-210.000	State Withholding Payable	322.94
Total Liabilities		614.86
*** Fund Balance ***		
271-000-373.000	Assigned - USF Funds	6,629.29
271-000-375.500	RESTRICTED - CAPITAL MAINTENANCE	5,000.00
271-000-375.600	RESTRICTED - MABIE OPERATIONS DOWF	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	183,644.42
Total Fund Balance		281,637.41
Beginning Fund Balance		281,637.41
Net of Revenues VS Expenditures		59,223.28
Ending Fund Balance		340,860.69
Total Liabilities And Fund Balance		341,475.55

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BUDGT USED
Fund 271 - Library Fund						
Revenues:						
Dept 000						
271-000-400.110	Approp. from USF Fund:	800.00	0.00	0.00	800.00	0.00
271-000-400.600	Approp. from Cleo Cowles	50.00	0.00	0.00	50.00	0.00
271-000-402.000	Tax Collections - Ad Valorem Roll	119,000.00	126,790.25	227.23	(7,790.25)	106.55
271-000-432.000	Tax Collections - DMS EITF	40.00	0.00	0.00	40.00	0.00
271-000-437.000	Tax Collections - IPT Roll	1,000.00	862.83	0.00	137.17	86.28
271-000-451.000	Library Rev-Penal Fines	15,000.00	0.00	0.00	15,000.00	0.00
271-000-452.000	Library Revenue-Solon Twnship	89,400.00	0.00	0.00	89,400.00	0.00
271-000-453.000	USF FUNDS-RATE	2,000.00	0.00	0.00	2,000.00	0.00
271-000-515.000	State Aid	7,000.00	3,466.49	295.75	(1,466.49)	173.32
271-000-525.000	BANK FEES -FINES & SERVICES	7,000.00	5,168.74	0.00	1,831.26	73.84
271-000-564.000	Interest Earned	4,500.00	3,320.80	570.36	1,179.20	73.80
271-000-667.000	Rental Income	300.00	2,197.30	437.31	(1,897.30)	732.43
271-000-674.000	Donations	6,000.00	2,540.00	240.00	3,460.00	42.33
271-000-674.200	Book Donations	4,500.00	173.61	45.03	4,326.39	3.86
271-000-674.400	Summer Reading Program Donations	0.00	426.55	0.00	(426.55)	100.00
271-000-674.700	Arca Libraries Lost & Damaged Books	250.00	230.00	0.00	(230.00)	100.00
271-000-677.000	Miscellaneous	0.00	83.98	25.00	166.02	33.59
			2,330.87	307.40	(2,330.87)	100.00
Total Dept 000		249,840.00	147,591.42	2,148.08	102,248.58	59.07
TOTAL REVENUES						
		249,840.00	147,591.42	2,148.08	102,248.58	59.07
Expenditures						
Dept 958 - Disbursements						
271-958-702.000	WAGES - FULL TIME EMPLOYEES	52,000.00	0.00	0.00	52,000.00	0.00
271-958-704.300	Part-Time Library Salary	93,500.00	49,201.57	9,259.97	44,298.43	52.62
271-958-705.000	CLEANING SERVICE AND SUPPLIES	1,000.00	526.48	192.02	1,473.52	26.32
271-958-708.000	Unemployment Empl Benefit Exp	60.00	19.02	2.08	40.98	31.70
271-958-717.000	Social Security Expense	11,130.60	4,010.60	708.38	7,119.40	36.03
271-958-724.100	Pension Expense	3,530.00	0.00	0.00	3,530.00	0.00
271-958-724.100	Telephone Expense	1,000.00	339.46	39.98	740.54	31.43
271-958-726.000	INTERNET	1,500.00	0.00	0.00	1,500.00	0.00
271-958-734.000	Office Supplies Expense	3,800.00	1,296.95	393.73	2,503.05	34.13
271-958-735.000	Overdrive Program Expense	3,000.00	0.00	0.00	3,000.00	0.00
271-958-736.000	AV Expense	2,000.00	800.14	231.14	1,199.86	40.01
271-958-737.000	Adult Book Expense	7,500.00	3,967.45	925.00	3,532.55	52.90
271-958-738.000	TEEN BOOKS	1,000.00	0.00	0.00	1,000.00	0.00
271-958-738.100	Childrens Book Expense	5,200.00	2,176.73	352.21	3,023.27	41.86
271-958-738.100	Books Purchased with Donations	0.00	256.83	107.50	(256.83)	100.00
271-958-738.100	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	0.00	0.00	1,000.00	0.00
271-958-801.000	Area Libraries Lost & Damaged Books	600.00	269.05	24.95	330.95	44.84
271-958-801.000	Professional Service Expense	4,500.00	457.00	0.00	4,043.00	10.16
271-958-801.600	PROFESSIONAL SERVICE - LARM/SNOW	6,000.00	0.00	0.00	6,000.00	0.00
271-958-806.000	Collection Services	300.00	29.55	0.00	270.45	9.85
271-958-808.000	Lakeland Support Services	25,000.00	9,166.58	0.00	15,833.42	36.67
271-958-813.000	Garbage Disposal Service	400.00	157.06	0.00	242.94	39.27
271-958-851.000	Postage Expense	500.00	69.92	0.00	430.08	13.98
271-958-880.800	Transportation Expense	1,000.00	56.92	0.00	943.08	5.69
271-958-905.000	Summer Reading Program	5,000.00	1,546.33	0.00	3,453.67	30.93
271-958-915.000	COMPUTER EXPENSE	3,450.00	2,012.37	124.98	837.63	75.72
271-958-917.000	Membership & Dues Expense	700.00	240.73	240.73	459.27	34.39
271-958-918.000	Workmens Compensation Expense	150.00	0.00	0.00	150.00	0.00
271-958-918.000	Water Utility Expense	1,500.00	423.64	62.20	1,076.36	28.24

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE	% BDCGT USED
Fund 271 - Library Fund						
Expenditures						
271-958-924.100	Heat Expense	2,000.00	572.09	223.27	1,427.91	28.60
271-958-926.000	Electric Expense	5,700.00	2,744.81	557.16	2,955.19	48.15
271-958-930.000	Repair & Maintenance Serv Exp	5,000.00	830.00	0.00	4,170.00	16.60
271-958-930.300	Education/Training Expense	1,000.00	0.00	0.00	1,000.00	0.00
271-958-935.000	Insurance & Bonds Expense	3,500.00	2,221.00	0.00	1,279.00	63.46
271-958-955.000	Bank Fees	1,500.00	591.80	84.05	1,008.12	36.99
271-958-956.000	Miscellaneous Expense	1,000.00	394.65	41.76	605.35	39.47
271-958-956.400	Special Programs Expense	6,000.00	2,269.33	1,449.31	3,730.67	37.82
271-958-968.000	Public Relations	2,000.00	40.00	0.00	1,960.00	2.00
271-958-970.400	Capital - Technology	7,500.00	1,080.00	0.00	6,420.00	14.40
Total Dept 958 - Disbursements		272,700.00	88,368.14	15,020.41	184,331.86	32.40
TOTAL EXPENDITURES						
		272,700.00	88,368.14	15,020.41	184,331.86	32.40
Fund 271 - Library Fund:						
TOTAL REVENUES						
		249,840.00	147,591.42	2,148.08	102,248.58	59.07
TOTAL EXPENDITURES						
		272,700.00	88,368.14	15,020.41	184,331.86	32.40
NET OF REVENUES & EXPENDITURES						
		(22,860.00)	59,223.28	(12,872.33)	(82,083.28)	259.07

01/15/2024 11:49 AM
User: EMILY
DB: Cedar Springs

CHECK REGISTER FOR CITY OF CEDAR SPRINGS
CHECK DATE FROM 12/01/2023 - 12/31/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LibCk Library Main Checking Account					
12/13/2023	LibCk	16688	419	CONSUMERS ENERGY	
12/13/2023	LibCk	16689	901	FLAT RIVER COMMUNITY LIBRARY	557.16
12/13/2023	LibCk	16690	728	SPECTRUM: ENTERPRISE	24.95
12/21/2023	LibCk	16691	35	CITY OF CEDAR SPRINGS	164.96
12/21/2023	LibCk	16692	1541	ELAN FINANCIAL SERVICES	62.20
12/28/2023	LibCk	16693	642	BAKER & TAYLOR, INC.	2,606.69
12/28/2023	LibCk	16694	122	DTE ENERGY	1,326.70
					<u>223.27</u>
LIBCK TOTALS:					
Total of 7 Checks:					
Less 0 Void Checks:					4,965.93
Total of 7 Disbursements:					<u>6.00</u>
					<u>4,965.93</u>



230 W Main St
Ionia, MI 48846

Statement Ending 12/31/2023

CITY OF CEDAR SPRINGS

Page 1 of 4

Account Number: XXXXXXX5854

CITY OF CEDAR SPRINGS
CEDAR SPRING PUBLIC LIBRARY
PO BOX 310
CEDAR SPRINGS MI 49319-0310

Managing Your Accounts

Cedar Springs

800.355.0641

IndependentBank.com

Enclosed with your account statement is an updated Fee Schedule, effective February 1, 2024, and our annual Privacy Notice. If you should have any questions regarding this information, please contact our Customer Experience Hub at 800.355.0641, Monday-Friday 8 am-8 pm and Saturday 8 am-5 pm (ET).

Please be aware of potential fraudsters posing as Independent Bank attempting to steal your secure information via phone, email, and/or text message. Never click on suspicious links or attachments. Set up account alerts within ONE Wallet Online and Mobile Banking to further protect your account. **Be Secure. Be Independent.**

Summary of Accounts

Account Type	Account Number	Ending Balance
BusinessFlex TM	XXXXXXXX5854	\$258,393.71

BusinessFlex TM-XXXXXXXX5854

Account Summary

Date	Description	Amount
12/01/2023	Beginning Balance	\$268,197.86
	15 Credit(s) This Period	\$2,148.08
	19 Debit(s) This Period	\$11,952.23
12/31/2023	Ending Balance	\$258,393.71
	Service Charges	-\$40.00

Interest Summary

Description	Amount
Annual Percentage Yield Earned	1.97%
Interest Days	31
Interest Earned	\$437.31
Interest Paid This Period	\$437.31
Interest Paid Year-to-Date	\$3,371.47
Average Ledger Balance	\$264,052.79

Other Credits

Date	Description	Amount
12/01/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$7.80
12/04/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$25.00
12/05/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$90.03
12/06/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$1.00
12/07/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$75.00
12/08/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$14.00
12/12/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$3.75
12/12/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$4.00
12/12/2023	Deposit	\$592.70
12/18/2023	Deposit	\$119.35
12/26/2023	External Deposit USAC TREAS 310 - MISC PAY 443004181027005	\$295.75
12/27/2023	Deposit	\$107.88
12/28/2023	Deposit	\$364.91
12/29/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$9.60
12/30/2023	Eff. 12-31 Credit Interest	\$437.31



BusinessFlex TM-XXXXXXXX5854 (continued)

Other Debits

Date	Description	Amount
12/04/2023	External Withdrawal MERCH SVC - BKCRD FEES 899000003427232	\$44.05
12/08/2023	External Withdrawal MI Business Tax - Payment SMIBUS010432807	\$431.97
12/14/2023	External Withdrawal CITY OF CEDAR SP - LIBRARY PA	\$4,452.53
12/15/2023	External Withdrawal CITY OF CEDAR SP - TaxPmt 1386034462	\$945.90
12/18/2023	Analysis Service Charge Analysis Service Charges	\$40.00
12/28/2023	External Withdrawal CITY OF CEDAR SP - LIBRARY PA	\$3,528.66
12/29/2023	External Withdrawal CITY OF CEDAR SP - TaxPmt 1386034462	\$718.32

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
16661	12/06/2023	\$60.00	16685	12/19/2023	\$600.00
16677*	12/01/2023	\$29.95	16686	12/12/2023	\$56.92
16681*	12/05/2023	\$24.95	16687	12/05/2023	\$69.99
16682	12/06/2023	\$74.31	16688	12/20/2023	\$557.16
16683	12/26/2023	\$15.00	16690*	12/22/2023	\$164.96
16684	12/01/2023	\$75.36	16691	12/28/2023	\$62.20

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/01/2023	\$268,100.35	12/12/2023	\$268,143.64	12/22/2023	\$261,502.44
12/04/2023	\$268,081.30	12/14/2023	\$263,691.11	12/26/2023	\$261,783.19
12/05/2023	\$268,076.39	12/15/2023	\$262,745.21	12/27/2023	\$261,891.07
12/06/2023	\$267,943.08	12/18/2023	\$262,824.56	12/28/2023	\$258,665.12
12/07/2023	\$268,018.08	12/19/2023	\$262,224.56	12/29/2023	\$257,956.40
12/08/2023	\$267,600.11	12/20/2023	\$261,667.40	12/30/2023	\$258,393.71

Interest Rate Changes

Interest Rate As Of Date	Interest Rate
12/01/2023	1.9500%

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16661

12/18/23

PAY TO THE ORDER OF
CITY OF CEDAR SPRINGS MI 49319

CHRISTOPHER BODWELL
CHRISTOPHER BODWELL

#16661 12/06/2023 \$60.00

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16677

11/18/23

PAY TO THE ORDER OF
COOPERVILLE AREA DISTRICT LIBRARY
COOPERVILLE MI 49424

CHRISTOPHER BODWELL
EMILY JANDSON

#16677 12/01/2023 \$29.95

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16681

11/18/23

PAY TO THE ORDER OF
MELISSA JANDSON
220 PINE ST
CEDAR SPRINGS MI 49319

EMILY JANDSON
DANA JANDSON

#16681 12/05/2023 \$24.95

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16682

11/29/23

PAY TO THE ORDER OF
MELISSA JANDSON
220 PINE ST
CEDAR SPRINGS MI 49319

EMILY JANDSON
DANA JANDSON

#16682 12/06/2023 \$74.31

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16683

12/19/23

PAY TO THE ORDER OF
EMILY JANDSON
1619 WASHINGTON ST MI
CEDAR SPRINGS MI 49319

EMILY JANDSON
DANA JANDSON

#16683 12/26/2023 \$15.00

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16684

11/29/23

PAY TO THE ORDER OF
CITY OF CEDAR SPRINGS
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS MI 49319

EMILY JANDSON
DANA JANDSON

#16684 12/01/2023 \$75.36

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16685

11/22/23

PAY TO THE ORDER OF
MELISSA JANDSON
1619 WASHINGTON ST MI
CEDAR SPRINGS MI 49319

EMILY JANDSON
DANA JANDSON

#16685 12/19/2023 \$600.00

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16686

11/29/23

PAY TO THE ORDER OF
MELISSA JANDSON
1619 WASHINGTON ST MI
CEDAR SPRINGS MI 49319

EMILY JANDSON
DANA JANDSON

#16686 12/12/2023 \$56.92

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16687

11/29/23

PAY TO THE ORDER OF
QUELL CORPORATION
PO BOX 37608
PHILADELPHIA PA 19121-0608

EMILY JANDSON
DANA JANDSON

#16687 12/05/2023 \$69.99

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16688

11/28/23

PAY TO THE ORDER OF
CHRISTOPHER BODWELL
PO BOX 78283
CONCORDVILLE OH 43074-9505

CHRISTOPHER BODWELL
EMILY JANDSON

#16688 12/20/2023 \$557.16

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16690

12/19/23

PAY TO THE ORDER OF
SPECIAL SERVICES
BOX 23006
PITTSBURGH PA 15221-1006

CHRISTOPHER BODWELL
EMILY JANDSON

#16690 12/22/2023 \$164.96

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61696-1310

16691

12/19/23

PAY TO THE ORDER OF
CITY OF CEDAR SPRINGS
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS MI 49319

CHRISTOPHER BODWELL
EMILY JANDSON

#16691 12/28/2023 \$62.20

Cedar Springs Public Library

Library Director

The Cedar Springs Public Library Board is seeking an enthusiastic, engaging, self-starter to serve as their director in this growing and thriving rural community located just twenty miles north of downtown Grand Rapids. With a growing population of 10,123, and a budget of approximately \$250,000 with significant additional revenue being added in each of the next three years, Cedar Springs Public Library will continue to provide, improve and enhance its physical and digital materials, online databases, services, programs, and resources for all ages. This position offers the best of what librarianship has to offer: a beautifully maintained facility built in 2017, a dedicated and creative staff, a supportive board and community and the ability to build on the existing strong partnerships with the city and contracting Solon township, local schools, businesses, and organizations.

Primary Skills and Duties:

Administration and Management:

- Thorough knowledge of current public library principles and practices including the ability to develop, analyze, and implement practical and effective solutions.
- Ability to communicate and lead effectively to establish and maintain effective working relationships with the board, staff, partners, and the public.
- Responsible for overseeing all aspects of the building and grounds to ensure a well-maintained, safe and welcoming facility.
- Familiarity with current library technology and the ability to adapt, implement and train on new products and systems.

Advocacy and Engagement:

- The director participates in community activities and works with local schools, agencies, and partners.
- Represents the Library at meetings of the Lakeland Library Cooperative and other professional organizations, and keeps abreast of current legislation, trends, and other issues regarding public libraries.

Planning and Assessment:

- Ability to plan, organize and direct library services and activities by assessing the day-to-day needs of the community.
- Collaborate with the Board in the creation and implementation of a strategic plan, and policies and procedures to enhance services and empower staff.
- Seeks and prepares grant applications for other sources of funding that further the priorities of the strategic plan.

Budgeting and Financing:

- Demonstrates a thorough understanding of public library accounting principles and practices necessary to provide the board with the information needed to successfully oversee the library's finances.

- Working with the Board Treasurer, creates the annual budget, prepares monthly financial reports for the Board and coordinates the annual audit.
- Monitors, reviews and approves all revenue and expenditures to maintain a sound budget and works closely with the City's Finance Director on processing the budgeted monthly expenditures in a timely and organized manner.

Education and Experience:

- As an employee of a Class III Michigan Public Library, serving a population over 7,000 and under 11,999, the Cedar Springs Public Library Director must have a Level 3 Certification from the Library of Michigan, which includes a completed Bachelor's Degree from an accredited college or university prior to employment and the completion of the beginning library workshop and any other required training within the first year of employment.
- The ideal candidate will have an MLS from an ALA accredited institution and a State of Michigan Professional Certificate.
- 2-3 years Library supervisory experience is preferred, but the board will consider other supervisory experience.

Salary and Benefits:

- This is a full-time, salaried, 40 hour per week, exempt position with some weeknight and weekend hours depending on staffing and programming needs.
- The salary starts at \$55,000 and provides medical benefits which include health, dental, vision and life insurance for the employee.
- Full-time salaried employees receive 8 paid holidays, 6 personal/sick days and begin with 2 weeks of vacation.

To apply: Please send a resume, detailed cover letter describing your experience and reasons for applying and the name and contact information for 3 professional references to Carol Dawe: carol@llcoop.org by _____.

Candidates will be required to submit answers to written questions prior to an in-person interview. The Board hopes to hire a candidate who can begin to work on or around the _____.



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

December 20, 2023

Cedar Springs Public Library
c/o Laura Parks, Interim Director
director@cedarspringslibrary.org

RE: Federal Tax-exempted status of the Cedar Springs Public Library

Dear Ms. Boyer

The Cedar Springs Public Library was established by the by the Michigan Department of Education ("MDE") pursuant to the provisions of Public Act 164 of 1877, MCL 397.201, #07.213, 397.2215. <http://legislature.mi.gov/doc.aspx?mcl-Act-164-of-1877>. As a legally established Joint-Board library under 1877 PA 164, the Cedar Springs Public Library is a political subdivision of the State of Michigan.

Political subdivisions of the states and their departments and instrumentalities are not subject to Federal Income Tax under section 115 of the Internal Revenue Code, 26 USC 115. Additionally, political subdivisions and instrumentalities of a state may receive donations which are tax deductible to donors under Section 170(c)(1) of the Code, 26 USC 170(c) (1). The Exempt Organizations Division of the Internal Revenue Service confirms this.

While this letter indicates your tax-exempt status and would be informative to donors for their tax purposes (along with your library's FEIN number - also known as your Federal Tax ID number), the Library of Michigan cannot issue an official "determination letter" with regards to Federal Tax status.

To obtain an official letter from the IRS confirming the tax exempt status of the Cedar Springs Public Library, (which can serve as official verification for purposes of your donors' tax filings) you may wish to review the information on "Government Information Letters" at the IRS website: <https://www.irs.gov/government-entities/federal-state-local-governments/governmental-information-letter> (see the last paragraph). The IRS provides these letters to government entities at no charge.

It is this letter that would be most useful to your donors, potential donors, as well as any vendors or other entities seeking proof of your Federal tax-exempt status.

LIBRARY OF MICHIGAN

702 WEST KALAMAZOO STREET • P.O. BOX 30007 • LANSING, MICHIGAN 48909
www.michigan.gov/libraryofmichigan • 517-335-1516

Name
Page 2
Date

It may also be helpful to know that donors can also contact the IRS and verify most charitable organizations: <https://www.irs.gov/charities-non-profits/search-for-charities>.

In addition to the websites above, you can reach the IRS Exempt Organizations Division at 1-877-829-5500. Indicate that you would like a "Government Information Letter" for your library as a political subdivision of the State of Michigan.

In Michigan, governmental entities such as libraries can submit a Michigan Sales and Use Tax Certificate of Exemption form (https://www.michigan.gov/taxes//taxes/-/media/Project/Websites/taxes/Forms/2007/2007_3372.pdf) to vendors in order to refrain from paying applicable Michigan sales tax. Additional information on this can be found on the Michigan Treasury Department website at <https://www.michigan.gov/taxes/business-taxes/sales-use-tax/information/exemptions-faq> (see "government" at the bottom of the list).

I hope you find this information useful. Please do not hesitate to contact me if you have any questions!

Thanks!



Clare D. Membiela MLS, J.D.
Library Law Consultant
Library of Michigan
membielac@michigan.gov
517-335-8132

Motions for Monday 1/22/24

Agenda

Motion

Special rule of order

- a.) To have draft minutes posted to website within 8 days after meeting with a copy also posted in library
- b.) To have board packet to all members of Board 8 days before meeting and posting board packet for public 7 days before meeting on website and in library for Board member pickup
- c.) To have minutes written according to Roberts Rules of Order revised as stated below

Roberts

48:2 Content of the Minutes. In an ordinary society, the minutes should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes never reflect the secretary's opinion, favorable or otherwise, on anything said or done.

- d) To allow Chair or Board members to have documents put on the record which results in that document being attached to minutes as part of the record
- e) To provide Solon Township and City of Cedar Springs approved minutes within 5 days of their being approved.
- f) To post approved minutes on website and in the library within 5 days of their being approved.

OMA states on minutes

MINUTES

What Must be in the Minutes

At a minimum, the minutes must show the date, time, place, members present,

members absent, any decisions made at a meeting open to the public, and the

purpose or purposes for which a closed session is held. The minutes must include all roll call votes taken at the meeting.⁸⁷ The OMA does not prohibit a public body from ⁸⁷ preparing a more detailed set of minutes of its public meetings if it chooses to do

So .⁸⁸ When Must the Minutes be Available

Proposed minutes must be made available for public inspection within eight days

after the applicable meeting. Approved minutes must be made available for public

inspection within five days after the public body's approval.

⁸⁹ When Must the Minutes be Approved

Minutes must be approved at the board's next meeting.⁹⁰ Corrected minutes must

⁹⁰ show both the original entry and the correction (for example, using a "strikethrough" word processing feature).

MCL 15.269(1).

⁸⁷ Informational letter to Representative Jack Brandenburg from Chief Deputy Attorney General

88 Carol Isaacs dated May 8, 2003.

MCL 15.269(3).

89 MCL 15.269(1).

90 OAG, 1985-1986, No 6365, p 288 (June 2, 1986). This, of course, triggers the need for more closed

91 session minutes. MCL 15.270, 15.271, and 15.273; Local Area Watch v Grand Rapids, 262 Mich App 136, 143; 683

Roberts

48:2 Content of the Minutes. In an ordinary society, the minutes should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes never reflect the secretary's opinion, favorable or otherwise, on anything said or done.

48:3 To modify the rules governing what is regularly to be included in the minutes requires adoption of a special rule of order, although a majority vote may direct the inclusion of specific additional information in the minutes of a particular meeting.

Robert, Henry M.. Robert's Rules of Order Newly Revised, 12th edition (p. 598). PublicAffairs. Kindle Edition.

DATE: January 15, 2024
TO: CSPL Board of Trustees
FROM: Ron M. Howell, Secretary
SUBJECT: Board Policies/Practices

As I have researched the CSPL I have found that the Board follows certain Policies or Practices that are not written down in the manual or By Laws.

I have sensed that there is a consensus amongst Board members that these are reasonable and good policies to follow.

I request the Policy Committee review these current practices to see if they should be formerly adopted as standing Policies or included in the By Laws

Meetings

- Board meets 4th Monday of each month at 7pm except those months where Monday falls upon or near a holiday (Xmas etc.) Special meetings follow Open Meeting Act posting requirements.
- Standing Committees of the Board are not required to post their meetings in accordance with OMA because they are less than a quorum but they are open to the public. As a courtesy to the Chair and public, a notice of date, time and location is to be sent to the Chair and a notice posted at the library at least 24 hours prior to the meeting.
- The Board annually publishes meetings dates in January (in compliance with OMA) to address holiday months.
- 10 days before the monthly meeting the Secretary circulates the draft agenda to all Board members to see if there are any additions.
- 7 Days before the meeting the Secretary sends a copy of the agenda and meeting attachments in pdf format (scanned by Director) to all Board members, and publishes the meeting "packet" on the CSPL web site. The agenda/packet remains posted on the web site for future reference by the public for the calendar year and then archived with public access.
- After the Agenda & packet are posted, any Board members needing a paper copy of the packet are to arrange with the Director for printing and pick up during normal business hours.
- The meetings are recorded using Zoom for reference in drafting the minutes.
- At all public meetings of the Board at least ten (10) copies of the agenda will be made available for the public

Minutes

- The minutes are to be as concise as possible recording all decisions of the Board in accordance with OMA and using the Roberts Rules as a guide for content and detail. The overall principle is to include that information that keeps the public informed of what are the decisions and issues before the CSPL Board.
- In compliance with OMA the draft minutes are filed with the Director within 8 business days of the meeting. At the same time, the draft minutes with reference documents are sent to each Board member and posted on the CSPL web site as "Draft" minutes.
- Upon approval the Minutes and reference documents are certified with the Director within 5 business days per OMA. At the same time, the approved minutes and reference documents are posted on the CSPL web site and a copy is sent to the Solon Clerk and Cedar Springs Clerk for inclusion in their next respective Council/Trustee packets.

DATE: January 15, 2024
TO: CSPL Board of Trustees
FROM: Ron M. Howell, Secretary
SUBJECT: Library Lease

It was brought to my attention that the City Downtown Development Authority (DDA) conducts some snow removal for the library. As I understand it, this is done because the library sits within the DDA District.

Under certain Tax Increment Financing (TIF) programs the local DDA is allowed to capture property taxes within the District. This year the DDA is capturing \$3,093.50 of the library's 1.2225 mills of property tax for use in the DDA District.

I'm not sure of the extent of snow removal beyond the public sidewalks but considering the brewery is nearby I would not be surprised if some of their customers use library parking. Last June 30th the library had spent \$2,700 for professional services for lawn/snow. This year the budget is \$6,000 and I do not know how much is allocated for snow removal.

In my opinion the lease puts an unnecessary hardship on the library by making the library 100% responsible for all maintenance costs to a building that was built for free. For example, if you build a 10,156 square foot library for approximately \$1.8 million and deed it along with a variety of other properties to the City for free you have eliminated a tremendous debt burden. If the City had to sell \$1.8m in Municipal Bonds for 30 years at, let's say 5% interest, it would cost the city **\$115,953** per year for 30 years or **\$3,478,590.00**.

After the lease was signed the City sent another document/license which reduced the area the library could use of the parcel to almost reflect the footprint of the building by issuing a license. This was rejected by CSPL (see attached license map).

As I understand it today the library has been issued a lease for the entire parcel (see lease map) and holds the library 100% responsible for the maintenance of building and lands.

I recommend CSPL approach the City to revise the lease for the building we use, library parking and landscape around the building and negotiate better terms for the maintenance. Since we do not have a Director yet, I have the time to do this in accordance with the parameters set by the Board if you so desire.

Exhibit A

41-02-25-427-025



Exhibit B

410225427025 LOTS 6, 7, & 8 BLK 5 ALSO E 1/2 OF THAT PART OF VACATED PORTION OF 2ND ST ADJ TO SD LOTS ON THE W ALSO 1/2 OF THAT PART OF VACATED OAK ST ADJ TO SD LOTS ON THE S ALSO LOTS 1, 4, 5, & 8 BLK 6 ALSO W 1/2 OF THAT PART OF VACATED PORTION OF 2ND ST ADJ TO SD LOTS ON THE W ALSO 1/2 OF THAT PART OF VACATED OAK ST ADJ TO SD LOTS ON THE S ALSO BLKS 11 & 12 ALSO THAT PART OF VACATED PORTION OF 2ND ST BETWEEN N & S LINES OF SD BLKS ALSO S 1/2 OF THAT PART OF VACATED OAK ST ADJ TO SD LOTS ON THEN ALSO PART OF VACATED PORTION OF MAPLE ST COM AT SECOR OF LOT 8 BLK 11 TH S 12 FT TH WLY PAR WITHS LINE SD BLK 205 FT TH N 12 FT TH N LINE OF VACATED MAPLE ST TH E ALONG SD N LINE TO BEG ALSO COM AT SW COR OF LOT 7 BLK 11 TH N 2D 00M W 31.25 FT TO E LINE OF SD MN RR R/W TH S 12D 43M W ALONG SD ELY LINE TO N LINE OF MAPLE ST THE ALONG SD N LINE TO BEG ALSO COM 33.84 FT N 13D 22M 405 E ALONG CL OF MN RR R/W & 51.24 FT N 89D 37M 155 E TO ELY LINE OF SD RR R/W /100 FT WIDE/ & 31.95 FT N 12D 22M 405 E ALONG SD ELY LINE FROM INT OF CL OF MAPLE ST & CL OF SD RR R/W TH NOD 49M SOS W 131.30 FT TH N 12D 22M 405 E 77.46 FT TH N 89D 37M E 30.78 FT TO ELY LINE OF SD RR R/W TH S 12D 22M 405 W 212.07 FT TO BEG * VILLAGE OF CEDAR SPRINGS

Exhibit A

This map below shows the high-lighted area that is considered the curtilage of the public library building that may be utilized by the Cedar Springs Public Library for library purposes, but shall exclude those areas listed in Part A. Generally speaking, the curtilage area shall be bounded by the Main St. sidewalk on the east, the Cedar Creek on the north, the Maple St. sidewalk on the south and a north-south line formed by the asphalt path encompassing the meadowlands on the west. Specifically excluded from use is the old fire barn.



SECTION 2 AUDIT REQUIREMENTS

REQUIREMENT

Michigan Public Act 2 of 1968, MCL 141.421 et. seq., as amended, requires that each governmental unit serving a population of 4,000 or more have an annual audit. Libraries serving a population of under 4,000 must have an audit at least every other year; however, annual audits are strongly recommended. Refer specifically to MCL 141.425. Non-governmental libraries may be subject to audits as required by governing bylaws or other authoritative documents.

Libraries that receive federal funding may also require a single audit in accordance with the OMB's Uniform Guidance (2 CFR 200, subpart F). See Chapter 9 – *Grants and Federal Audit Requirements* for further discussion.

DISTRIBUTION

Audited financial statements for government libraries are considered public records and are to be distributed upon request. Other distributions include:

- Library board and/or audit committee - required
- State of Michigan Local Audit and Finance Division of the Department of Treasury - required
- The Library of Michigan – required if the library received an LSTA grant through the Library of Michigan and a single audit is performed
- Federal Audit Clearinghouse – required if a single audit is performed
- Posted on the library's website – optional, but recommended

SECTION 3 TYPES OF AUDITS AND OTHER SERVICES

FINANCIAL STATEMENT AUDIT

A financial statement audit provides reasonable assurance that the financial statements present fairly the financial position and results of operations in conformity with generally accepted accounting principles.

Components of a financial statement audit include the following:

- Consideration of the library's internal controls
- Examination of evidence supporting the amounts and disclosures in the financial statements
- An opinion expressed regarding whether the financial statements are free of material misstatement

SINGLE AUDIT

A single audit, per the Single Audit Act, is required when an entity expends \$750,000 or more of federal awards in the reporting year. Single audits are performed under the Code of Federal Regulations (2 CFR 200), commonly referred to as the Uniform Guidance. More detailed discussion regarding single audits can be found in Chapter 9 – *Grants and Federal Audit Requirements*.

SECTION 4 BUDGET REQUIREMENTS

To comply with the Uniform Budgeting and Accounting Act, certain requirements must be met. The Michigan Department of Treasury's Uniform Budget Manual for Local Units of Government in Michigan and other additional information regarding the Budget Act may be obtained from the Michigan Department of Treasury's website at <https://www.michigan.gov/treasury>. The following budget requirements must be followed to comply with the Budget Act:

- Budget is adopted for all General and Special Revenue Funds, at a minimum (MCL 141.436)
- Public hearing is held on the budget
- The following information is included in the budget document for each of the budgeted funds:
 - Actual prior year (both revenue and expenditures)
 - Estimate of current year (both revenue and expenditures)
 - Proposed budget (both revenue and expenditures)
 - Amounts for contingencies, if appropriate
 - Amount of fund balance (deficit) accumulated from prior years and the estimated surplus or deficit expected in the current year
- A negative fund balance is not budgeted (beginning fund balance, plus budgeted revenues, less budgeted expenditures, does not equal a negative amount) (MCL 141.435 and 436)
- All expenditures are authorized in the budget
- The expenditures are equal to or less than amounts appropriated (MCL 141.437 and 438)
- The budget has been amended to allow expenditures more than the original appropriation

SECTION 5 BUDGET TIMELINE

Each library needs to determine the timeline that works best for its situation. A small library may not need as much time as a larger library due to factors such as multiple levels of management, quantity of capital project needs, or number of personnel matters. The following is an example of a budget timeline:

TIMELINE	PROCESS
7 months prior to year-end	Library director (or designee) begins process - set management team's workshop sessions and submits data request to management team
6 months prior to year-end	Budget requests are received from departments and analyzed by management team and an initial preliminary budget is formed
5 months prior to year-end	Preliminary budget is prepared by management team and presented to library director
4 months prior to year-end	Budget committee or governing body meets in study session to review preliminary budget and make recommended changes, if necessary
2 months prior to year-end	Public hearing and final changes proposed
Prior to beginning of fiscal year	Governing body adopts budget by resolution (MCL 141.412)

DATE: January 15, 2024
TO: CSPL Board of Trustees
FROM: Ron M. Howell, Secretary
SUBJECT: Generator Update

I made contact with the Generac Company and they said two dealers will be contacting me to give a free estimate for a stand by generator. I also reached out to the General Power (Kohler) Company for a free quote. Because Dale Larson of North West Mechanical is a local business and was instrumental in getting the new library built, I let him know of my research into a generator. The construction drawings for the library listed it as a 10,156 sq. ft. building.

A rough guide is 50 kW + 5 watts per square foot. A quick google search for a 50 kw shows cost to be \$18,000-\$20,000 plus installation. I am hoping there are grants that could help a public library with such a purchase.

There is a good article on sizing a generator at <https://www.genpowerusa.com/blog/how-to-calculate-commercial-generator-size>

The staff have been very helpful in getting copies of the monthly bill and historical usage. The library usage for September was 3,412 kWh or 110 kWh per day. The usage for the prior 12 months was 40,124 kWh.

There are calculators on line so that could go through the facility and list every electrical using device and add up all the amps they use but I felt the estimate from a major generator supplier would be easier. 😊

In the Trustee Copy of the CSPL Handbook it states, "*Goods and services and works of improvement costing \$2,000 and no more than \$15,000 shall require three or more quotations to determine price and availability*". It goes on further to say, "*Contracts for the purchases of goods and services and for works of improvement costing over \$15,000 shall be advertised for sealed bids once a week for two consecutive weeks in at least one newspaper of general circulation within Kent County*".

It should be noted that in the By Laws when items are purchased over \$1,000.00 do require a roll call vote.