

Minutes

Approved 16Dec24

CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING
Monday November 25, 2024
7:00 PM MEETING
CEDAR SPRINGS PUBLIC LIBRARY
107 Main Street, Cedar Springs, MI 49319

I. CALL TO ORDER

Meeting called to order by Chair Smith at 7:01pm

The Chair conducted a roll call to verify a quorum.

Present: Tim Smith, Tony Owen, Michelle Gritter, John Lehmoine, Ron Howell

Chair verified a Quorum present to do business and noted he was contacted by Mark Dykstra and Heidi Armock that they would not be able to attend because of personal matters.

Motion by Owen 2nd by Lehmoine to excuse Mark Dykstra and Heidi Armock.

Voice Vote: Ayes: All Nays: None **Motion Passes**

II PLEDGE OF ALLEGIANCE

Chair Smith led the Board in the pledge of allegiance

III Approval of Agenda

Motion by Owen 2nd by Gritter to approve the agenda as presented.

Voice Vote: Ayes: All Nays: None **Motion Passes**

IV Consent Agenda

Motion by Owen 2nd by Lehmoine to accept and affirm the consent agenda (a) Minutes of the 28Oct24 Regular Meeting and (b) October Financial Report from the City as presented.

Note: Monthly Bank statement was circulated for each member to review and then return to the Director.

Voice Vote: Ayes: All Nays: None **Motion Passes**

V Directors Report-J. Pugh

Highlights-Found that it was more cost effective to use the legal Firm of Foster and Swift in County to prepare an opinion regarding the Board's option to opt out of the City's DDA tax capture and has received their opinion and recommends that this be a December agenda item. After reviewing different firms received an Audit estimate from Vredevelde (City Auditor) \$4,500-\$6,000; hired Marketing & Communications specialist from Cedar Springs who will be starting December 4th; started phase I of the \$7,500 Radio Frequency Identification bar code tags (RFID) project for the 33,037 items in the collection next month; new Voice over Internet Protocol (VoIP) technology phones in January due to instrument supply ; purchased OWL camera for Board meetings which is in use tonight; Wants to move ahead and reviewed the 19 page proposal from Streamline of Sacramento California for a new web site for \$1,500 to set up including training and \$350 month for hosting and content maintenance which will guarantee Americans with Disability Act (ADA) compliance; One of the new projects is Niche Academy is a turnkey learning solution with ready-to-use tutorials and a platform that lets libraries, municipalities, and other organizations deliver training and track progress anywhere to help patrons conduct their own research, A 5 year contract is \$7,500 with \$200 implementation fee; Library is site for Christmas giving tree for children in need; Library is a Cedar Bucks location in cooperation with the Chambe of Commerce; Distributed a one page flyer on Christmas activities; Monthly program attendance 1,316; Study

room use average 23 / week; Patron use-City 1,554, Solon 1,904, KDL 159, LLC 54; total items checked out-2,995, total collection 33,037 with 104 added; there is as need to increase membership in the Library Friends group; Fall Craft show had 32 booths which generated \$1,010 in fees with 590 people attending. The director distributed a list of testimonials how staff member Mary Gardner did a great job organizing and setting up the show.

VI Chairperson's Report-T. Smith

Chairperson Smith distributed a review of Closed-Door sessions guidelines as described in Section 8 of the Open Meetings Act. He noted that since the Board will be receiving an attorney Client privilege opinion, they may wish to go into Closed Doors to review that opinion and the law is very strict on how that process is to be followed. He asked each member to review and become familiar with the process. He noted meetings with the City progress regarding our Intergovernmental Agreements and investing library fund balances; starting next year the Board can begin deliberating on improvements to clarify those relationships. He also noted the Treasurer will be making monthly reports starting in January. It was clarified the current committees continue until changed by Board Action.

VII Committee Reports

The Chair noted that none of the committees met in the past month.

- a. Personnel Committee
 - a. Policy Committee-
 - b. By-laws Committee
 - c. IT (Technology) Committee-
 - d. Finance Committee-Retro / Pay levels
 - e. Strategic Plan Committee

Public Comment

Rose Powell was pleased to see the new technology in the OWL device and reported the City has purchased the Rowland Warehouse (130 Muskegon St.) to be the site of a new City Hall and Department of Public Works (DPW). There was a tribute to Jerry Hall at Heritage Park and appreciated the work of the library board. Touched on the boil water advisory and how steps have been taken to avoid it in the future.

VIII Ongoing/New Business

a. The Recodified Tax Increment Financial Act, PA 57 of 2018

The Director has received the opinion from Foster Swift and recommended this be addressed at the December meeting. There were no objections from the Board and it will be an agenda item.

b. Trustee Handbook Survey

The Director presented the results of the survey of Board members on what materials and their dates they had in their individual Board handbook. He prepared a summary of all Policies that was colored coded as to should be added, needs a separate or needs to be removed. Director recommended he consolidate, update, and add policies to the Handbook to make sure everyone has the same edition / version. He wants to meet with the Policy committee in January. Discussion continued whether the official handbook and future updates be digital or in paper form and how changes are processed. It was suggested that each page of any new handbook be dated to show when it was approved. The Director noted that in regards to the employee job descriptions and handbook he considered that a Director responsibility and was currently dealing with new February 15th 2025 State mandates regarding sick leave and paid time off.

c. Budget Amendments

The Director presented an updated memo of proposed amendments for Revenues and Expenditures and a Capital Improvement project list of \$19,950 which included the previously approved \$11,000. The proposed Budget amendment will also allow the NICHE Academy and new web site by Streamline. The Chair noted the Board Treasurer had reviewed the proposed amendment and approves.

Motion by Owen 2nd by Howell to Amend the 2024-25 Budget as detailed below:**

Revenues	current total	\$362,300			
400.100	Approp. From fund bal.	increase	\$ 7,500	to	\$ 15,100
515.000	State Aid	increase	\$ 5,000	to	\$ 5,234.46
674.700	Area Libraries Lost & Damaged books	increase	\$ 100	to	\$ 200
	New Grand Total		\$370,234.46		
Expenditures	current total	\$362,300			
704.000	Wages-Part time	increase	\$121,000	to	\$127,800
724.000	Telephone	increase	\$ 1,080	to	\$ 2,400
917.000	Work Comp Exp.*	Increase	\$ 150	to	\$ 300
930.300	Education & Training*	Increase	\$ 1,000	to	\$ 1,800
955.000	Bank Fees	Increase	\$ 1,600	to	\$ 2,200
999.100	Approp. to fund balance	decrease	\$ 14,390	to	\$ 5,060
	New Expenditure Total		\$363,100		

* approved 28Oct24

** see attached spread sheet

Roll Call Vote: Ayes: Gritter, Lehmoine, Owen, Howell, Smith

Nays: None

Motion Passes

The Director noted he is working on the 2025-26 Budget so we follow the City budget Adoption calendar which has a budget workshop in March. So as a courtesy we should have both adopted and approved at the same time. The Director will also be working on the annual State Aid report and has plans to make presentations to the City and Township as part of an annual report.

Discussion continued the cost of an audit.

Motion by Owen 2nd by Howell to approve the Director to sign a contract with Vredeveld Haefner LLC for an Audit up to \$6,000 and Amend the Budget to show additional \$6,000 in revenue in the Appropriation from Fund Balance account 400.100 and increase the Professional Services account 801 by \$6,000.

Roll Call Vote: Ayes: Gritter, Lehmoine, Owen, Howell, Smith

Nays: None

Motion Passes

(e) New Board Tasks for Director

Project updates

IX Agenda Items for December Meeting

Attorney Opinion regarding City DDA

2025-26 Budget

X Informational Items

The Chair noted that he had been advised by City that there had been some tax liens that are going to court and will most likely be given up.

Public Comment

XI Board Comments

Dykstra-

Gritter-appreciated the Director's review of the Board by Laws

Lehmoine-appreciated being part of this board and accomplishing so much

Owen-noted that we are no longer getting a personal hard copy of the Bank statements and asked about the Electronic Fund Transfers (EFT) and how employees are being paid.

Howell-wonderful how about how many things the library is doing and the citizens can access that information at any time.

Armock-

Smith- Thanksgiving is a time to be grateful and he is thankful for such an astounding library for such a small community and having such a competent Director.

XII Motion to Adjourn

Motion by Owen 2nd by Gritter to adjourn the meeting at 8:47pm

Voice Vote: Ayes: All Nays: None Motion Passes

Respectfully submitted by Secretary Howell

Ron M. Howell

27Nov24

Board Approved- _____

16Dec24

Next regular meeting scheduled for Monday, December 16th, 2024, 7:00 pm at the library.

Meeting Attachments:

- Draft Minutes of 28Oct24 Regular Meeting
- October Financial Report from City
- Director's October Report
- Open Meeting Act (OMA) Closed Door Session guidelines
- Trustee Handbook Survey Results
- List of Common Library Policies-colored coded
- Streamline Web site proposal
- Niche Academy Tutorials proposal
- Director's proposed Budget Amendments (updated)
- Director's Budget Amendment Spreadsheet

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	YTD BALANCE 10/31/2024			
Fund 271 - Library Fund						
Revenues						
Dept 000						
271-000-400.100	Appropriation from Fund Bal	7,500.00	0.00	0.00	7,500.00	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	136,400.00	131,535.14	19,567.70	4,864.86	96.43
271-000-432.000	Tax Collections - DNR PLT	50.00	0.00	0.00	50.00	0.00
271-000-437.000	Tax Collections - IFT Roll	1,200.00	836.87	836.87	363.13	69.74
271-000-451.000	Library Rev-Penal Fines	14,000.00	0.00	0.00	14,000.00	0.00
271-000-452.000	Library Revenue-Solon Twnshp	175,400.00	0.00	0.00	175,400.00	0.00
271-000-453.000	USF FUNDS-ERATE	3,000.00	2,329.58	748.94	670.42	77.65
271-000-515.000	State Aid	5,000.00	5,234.46	0.00	(234.46)	104.69
271-000-625.000	BANK FEES -FINES & SERVICES	3,500.00	1,723.03	734.04	1,776.97	49.23
271-000-664.000	Interest Earned	2,500.00	1,739.58	465.57	760.42	69.58
271-000-664.200	Investment Income	100.00	0.00	0.00	100.00	0.00
271-000-667.000	Rental Income	6,000.00	2,020.00	500.00	3,980.00	33.67
271-000-674.000	Donations	1,000.00	51.36	21.00	948.64	5.14
271-000-674.200	Book Donations	500.00	306.52	50.00	193.48	61.30
271-000-674.400	Summer Reading Program Donations	3,000.00	169.18	0.00	2,830.82	5.64
271-000-674.700	Area Libraries Lost & Damaged Books	100.00	140.91	104.43	(40.91)	140.91
271-000-677.000	Miscellaneous	3,000.00	1,583.47	553.27	1,416.53	52.78
Total Dept 000		362,300.00	147,670.10	23,581.82	214,629.90	40.76
TOTAL REVENUES						
		362,300.00	147,670.10	23,581.82	214,629.90	40.76
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	59,250.00	18,798.09	6,634.62	40,451.91	31.73
271-790-704.000	WAGES - PART TIME EMPLOYEES	121,000.00	37,805.93	13,109.82	83,194.07	31.24
271-790-705.000	Cleaning Service	2,000.00	355.02	27.99	1,644.98	17.75
271-790-708.000	UNEMPLOYMENT EMPY BENEFIT EXP	100.00	12.60	2.25	87.40	12.60
271-790-709.000	SOCIAL SECURITY EXPENSE	15,000.00	4,572.13	1,510.44	10,427.87	30.48
271-790-717.000	PENSION EXPENSE	3,530.00	0.00	0.00	3,530.00	0.00
271-790-721.000	GAS UTILITY EXPENSE	2,000.00	240.69	61.59	1,759.31	12.03
271-790-724.000	TELEPHONE	1,080.00	244.23	164.27	835.77	22.61
271-790-724.100	INTERNET	3,500.00	789.86	249.96	2,710.14	22.57
271-790-726.000	OFFICE SUPPLIES	3,800.00	1,638.57	1,112.67	2,161.43	43.12
271-790-734.000	Overdrive Program Expense	3,000.00	0.00	0.00	3,000.00	0.00
271-790-735.000	AV Expense	2,000.00	161.33	0.00	1,838.67	8.07
271-790-736.000	Adult Book Expense	9,500.00	2,434.26	1,401.37	7,065.74	25.62
271-790-736.500	TEEN BOOKS	1,000.00	394.48	284.70	605.52	39.45
271-790-737.000	Childrens Book Expense	9,500.00	2,252.06	1,380.14	7,247.94	23.71
271-790-738.000	Books Purchased with Donations	500.00	170.83	121.18	329.17	34.17
271-790-738.100	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	0.00	0.00	1,000.00	0.00
271-790-739.000	Area Libraries Lost & Damaged Books	500.00	422.94	129.41	77.06	84.59
271-790-801.000	Professional Service Expense	4,500.00	100.00	0.00	4,400.00	2.22
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	2,190.00	895.00	3,810.00	36.50
271-790-806.000	Collection Services	300.00	19.70	0.00	280.30	6.57
271-790-808.000	Lakeland Support Services	25,000.00	10,135.79	5,190.77	14,864.21	40.54
271-790-813.000	Garbage Disposal Service	400.00	74.31	0.00	325.69	18.58
271-790-851.000	POSTAGE	500.00	83.76	83.76	416.24	16.75
271-790-861.000	TRANSPORTATION EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
271-790-880.800	SUMMER READING PROGRAM	7,500.00	1,296.90	7.98	6,203.10	17.29
271-790-895.000	SENIOR PROGRAMS	1,000.00	0.00	0.00	1,000.00	0.00
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	7,500.00	3,922.93	1,557.94	3,577.07	52.31

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH	% BDTG USED
		AMENDED BUDGET	YTD BALANCE 10/31/2024		
Fund 271 - Library Fund					
Expenditures					
271-790-915.000	MEMBERSHIP & DUES EXPENSE	700.00	486.00	0.00	69.43
271-790-917.000	Workmens Compensation Expense	150.00	263.39	0.00	175.59
271-790-918.000	WATER UTILITY EXPENSE	1,000.00	293.99	141.25	29.40
271-790-926.000	Electric Expense	6,000.00	1,965.53	632.55	32.76
271-790-930.000	Repair & Maintenance Serv Exp	15,500.00	1,635.99	1,635.99	10.55
271-790-930.300	Education/Training Expense	1,000.00	1,177.40	0.00	117.74
271-790-935.000	INSURANCE & BONDS EXPENSE	3,000.00	1,859.50	0.00	61.98
271-790-955.000	Bank Fees	1,600.00	712.84	148.38	44.55
271-790-956.000	Miscellaneous Expense	5,000.00	1,541.48	738.20	30.83
271-790-956.400	Special Programs Expense	5,000.00	1,136.41	1,037.28	22.73
271-790-968.000	Public Relations	2,000.00	1,709.77	0.00	85.49
271-790-970.000	Capital Expense	5,000.00	0.00	0.00	0.00
271-790-970.400	CAPITAL - TECHNOLOGY	10,000.00	0.00	0.00	0.00
271-790-999.100	APPROPRIATION TO FUND BALANCE	14,390.00	0.00	0.00	0.00
Total Dept 790 - Library		362,300.00	100,898.71	38,420.84	27.85
TOTAL EXPENDITURES		362,300.00	100,898.71	38,420.84	27.85
Fund 271 - Library Fund:					
TOTAL REVENUES			147,670.10	23,581.82	40.76
TOTAL EXPENDITURES		362,300.00	100,898.71	38,420.84	27.85
NET OF REVENUES & EXPENDITURES		0.00	46,771.39	(14,839.02)	100.00

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	335,748.43
271-000-003.185	CD - 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
Total Assets		422,201.91
*** Liabilities ***		
271-000-201.000	Accounts Payable	(382.67)
271-000-207.000	Federal Withholding Taxes Pay	319.46
271-000-209.000	State Unemployment Tax Payable	4.36
271-000-210.000	State Withholding Payable	736.05
271-000-262.000	FICA Taxes Payable	1,048.44
Total Liabilities		1,725.64
*** 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 DONF	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	275,711.89
Total Fund Balance		373,704.88
Beginning Fund Balance		373,704.88
Net of Revenues VS Expenditures		46,771.39
Ending Fund Balance		420,476.27
Total Liabilities And Fund Balance		422,201.91

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LibCk Library Main Checking Account					
10/02/2024	LibCk	16820	842	BAKER & TAYLOR, INC.	1,857.13
10/02/2024	LibCk	16821	35	CITY OF CEDAR SPRINGS	77.38
10/02/2024	LibCk	16822	1541	ELAN FINANCIAL SERVICES	3,105.64
10/02/2024	LibCk	16823	2405	HEIMLER CONSULTING	650.00
10/02/2024	LibCk	16824	2176	HILLARD ELECTRIC, INC	1,635.99
10/02/2024	LibCk	16825	806	LAKELAND LIBRARY COOPERATIVE	471.50
10/02/2024	LibCk	16826	728	SPECTRUM ENTERPRISE	124.98
10/16/2024	LibCk	16828	MISC	AURELIA TILLBROOKE	100.00
10/16/2024	LibCk	16829	842	BAKER & TAYLOR, INC.	1,182.45
10/16/2024	LibCk	16830	419	CONSUMERS ENERGY	632.55
10/16/2024	LibCk	16831	122	DTE ENERGY	61.59
10/16/2024	LibCk	16832	2405	HEIMLER CONSULTING	285.00
10/16/2024	LibCk	16833	806	LAKELAND LIBRARY COOPERATIVE	4,719.27
10/16/2024	LibCk	16834	143	PETTY CASH	130.09
10/16/2024	LibCk	16835	728	SPECTRUM ENTERPRISE	39.98
10/16/2024	LibCk	16836	2394	TURFS ARE US, INC	895.00
10/16/2024	LibCk	16837	2693	WHITE CLOUD COMMUNITY LIBRARY	5.00
10/31/2024	LibCk	16838	35	CITY OF CEDAR SPRINGS	63.87
10/31/2024	LibCk	16839	1024	HACKLEY PUBLIC LIBRARY	12.95
10/31/2024	LibCk	16840	2405	HEIMLER CONSULTING	622.94
10/31/2024	LibCk	16841	1342	KONICA MINOLTA BUSINESS SOLUTIONS	361.80
10/31/2024	LibCk	16842	728	SPECTRUM ENTERPRISE	124.98
10/31/2024	LibCk	16843	2697	WATCHFIRE SIGNS LLC	520.00

LIBCK TOTALS:

Total of 23 Checks:	17,680.09
Less 0 Void Checks:	0.00
Total of 23 Disbursements:	17,680.09

Director's Report - November 2024

- Board Tasks
 - The Recodified Tax Increment Financial Act, PA 57 of 2018 – The Director reached out to Foster, Swift, Collins, & Smith PC and spoke with attorney over the phone. See Section 8a.
 - Budget Amendments – Please see Section 8b. The Director also reached out to Vredeveld Haefner LLC inquiring about a separate audit of the library. This is the firm that currently does the City's audit. The estimate for a separate financial statement audit is \$4,500 - \$6,000 and includes issuing a separate opinion, a separate set of financial statements, as well as completing entirely separate audit procedures (internal control studies etc.). Those are all currently done as part of the City audit, but would be more extensive in a stand-alone audit of the Library. The Library's audit would still be included as a fund of the City.
- Action & Information
 - The Director has sent out an offer to a candidate for the Marketing & Communications specialist. The offer has been accepted and we are waiting for the paperwork to go through at the City. Their expected start date is December 4th.
 - We have started Phase 1 of the RFID project with Bibliotheca. \$7,500 of the approved \$11,000 for projects went toward the full RFID conversion of the library collection including RFID tags, staff tools, and training. For the staff pads, the price includes the hardware, software and remote set-up and configuration with our helpdesk team. The library will use the 2 RFID pads to convert the collection to RFID after they receive their training course from the Bibliotheca trainer. The Director expects to start to physically begin tagging library items within the next month.
 - The Director has been in contact with the technology consultant to determine a date to install the new phones. He expects this project to be complete by the end of the year.
 - The Director purchased an OWL Camera! This will hopefully be more beneficial for board meetings as well as other virtual library meetings moving forward.
 - The Director would like to move forward with the company Streamline for the new library website. They frequently work with public and government entities. The upfront cost is very low compared to other companies that build websites, however they do have a pricey annual fee. Please see the attached proposal.
 - Niche Academy, which is a video tutorial platform the Director would like to use for our website, has a deal that ends at the end of the year. We can lock in the price for 5 years at 20% off. The videos we could incorporate into our website would be for the patrons on how to use apps, such as Libby, how to use some of the MeL Databases provided through mel.org, and we could even upload our own videos, for instance a how-to video to help patrons navigate our website. Please see the attached proposal.

- Community Engagement
 - The Library is a drop off location for the Christmas Giving Tree now through December 15th. Take a tag from the giving tree by the Grinch located in the library and return the tag with an unwrapped gift for children in need in the community.
 - The Library is a pick-up location for Cedar Bucks. Participating businesses in the Cedar Springs area will offer special savings when you shop, dine, or enjoy their services. Follow “A Cedar Springs Area Christmas” on Facebook for more information. Coupons are available at the library at a first-come-first-served basis.
- Program Attendance & Usage Stats
 - Programs
 - The 3 Fall Reading Challenges for Youth, Teen and Adults ended on November 22nd. Number of Participants:
 - Youth: 83
 - Teens: 17
 - Adults: 42
 - Senior Neighbors (Exercise) – 160
 - Storytimes – 375
 - Trick-or-Teat Storytime – 100
 - Quilters – 65
 - CTA Visits – 67
 - School Outreach – 48
 - In House Programming – 359 (I Spy, Find Dewey, etc.)
 - Total Program Attendance this month: 1,316
 - Room Reservations
 - Study Rooms – Avg. 23/week (was closed on Monday, November 11th)
 - Community Room Rentals – 9
 - Library Usage Stats October
 - Patrons
 - Total Patrons
 - Cedar Springs City: 1,554
 - Solon Township: 1,904
 - KDL Service Area: 159
 - LLC Libraries: 54
 - Patrons Added
 - Cedar Springs City: 8
 - Solon Township: 14
 - KDL Service Area: 5
 - LLC Libraries: N/A

▪ Circulation

- Total Items in Collection: 33,037
- Items Added: 104
- Total Items Checked Out: 2,995
 - Adult Books: 910
 - Youth Books: 1,581
 - YA Books: 127
 - Audiobooks: 55
 - DVDs: 124
 - Express Items (do not go out to other libraries): 157
 - Other Items (including Library of Things, Hotspots, etc.): 41

Fall Festival Craft Show

November 11, 2024

Attendance count: 590


Library attendance count: 440 (220)

Number of booths: 32

Amount raised: \$1,010.00

"Thank you so much for inviting me to participate in the show yesterday. It was the best sale I've ever had. I sold 33 pieces. My best prior show was 10 pieces 😊" Chelly Hegedus on a Facebook DM (Stained glass)

"Thank you to those who stopped by the library today, to check out my glass pieces."
Woodpecker Flats facebook page

Thanks so much, Mary, for all of your hard work in organizing this! You rock!!!! (Pun intended).  Robin Darlings's comment on Cedar Springs Community Strong FB page (home sewn items)

"My wife liked the smaller classroom. She was pleased with the amount of customers and said it was so busy that she almost couldn't keep up with her sales. She said it was well run. Next year we want two booths." John Cunningham (maple syrup products) per phone conversation

In person at the show:

"Mary, this is my best show ever! I am selling out of everything. Thanks for bringing in such a good crowd. How do I sign up for next year?" Peg Brumley (aprons & kitchen items)

"This was a great show! Do you have an application for next year yet?" Pam Brinks (greeting cards)

"I sold every porch pot and most of my inventory. I want the lobby again next year." Teri Loudon (porch pots & wreaths)

"My sales are great! Sign me up for next year." Helen Hoornstra (American Girl doll clothes)

"Thank you for accepting my grandkids at the last minute. This was a great opportunity for them and they are pleased with their sales." Kat Sandford (teens did woodworking and macramé)

"I am really surprised by how many people have attended. I didn't expect this." Bob Prokopy (Custom woodworking)

"Thanks for inviting me. I want two booths next year." Pamela Campbell (honey & CBD products)

CEDAR SPRINGS LIBRARY



HOLIDAY HAPPENINGS

MERRY GRINCHMAS

Saturday, Dec 7th 9am-12pm

- Meet Santa
- Grinch Storytime
- Cookies & Hot Cocoa
- Crafts
- Ugly Sweater ISpy
- Letters to Santa



UGLY SWEATER ISPY
DURING DECEMBER
COMPLETE THE ISPY FOR
PRIZE MACHINE TOKENS!

SANTA STORYTIME

DEC. 19TH @6:30



Santa will join us for an evening Storytime. Pictures with Santa to follow.



HOLIDAY TAKE HOME CRAFT BAGS

Available Starting Monday, December 9th!
Limited quantity, while supplies last!

LETTERS TO SANTA

Create your letters to Santa and send them on our North Pole Mailbox



CHRISTMAS GIVING TREE DROP OFF LOCATION

NOV 15TH - DEC 15TH

Drop off new unwrapped toys for children in need in Cedar Springs.

BIGGEST LOSER WEIGHT LOSS COMPETITION STARTS JAN 6TH

FAMILY STORYTIME

FRIDAY, DEC. 20TH
@10:30AM

HOLIDAY STORYTIME
CREATE REINDEER FOOD

MONDAY, DEC. 30TH
@6:30PM

NEW YEARS EVE
BALLOON DROP

communications to conduct a secret ballot at a public meeting, since it would prevent citizens from knowing how members of the public body have voted.⁴⁵

Moreover, the use of electronic communications for discussions or deliberations, which are not, at a minimum, able to be heard by the public in attendance at an open meeting are contrary to the OMA's core purpose – the promotion of openness in government.⁴⁶

Using email to distribute handouts, agenda items, statistical information, or other such material during an open meeting should be permissible under the OMA, particularly when copies of that information are also made available to the public before or during the meeting.

CLOSED SESSIONS

Meeting in Closed Session

A public body may meet in a closed session *only* for one or more of the permitted purposes specified in section 8 of the OMA.⁴⁷ The limited purposes for which closed sessions are permitted include, among others:⁴⁸

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, *if the named person requests a closed hearing*.⁴⁹
2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement *if either negotiating party requests a closed hearing*.⁵⁰
3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.⁵¹

⁴⁵ See *Esperance v Chesterfield Twp*, 89 Mich App 456, 464; 280 NW2d 559 (1979); OAG, 1977-1978, No 5262, p 338 (January 31, 1978).

⁴⁶ See *Booth Newspapers, Inc*, 444 Mich at 229; *Schmiedicke*, 228 Mich App at 263, 264; *Wexford County Prosecutor*, 83 Mich App at 204.

⁴⁷ MCL 15.268. OAG, 1977-1978, No 5183, at p 37.

⁴⁸ The other permissible purposes deal with public primary, secondary, and post-secondary student disciplinary hearings – section 8(b); state legislature party caucuses – section 8(g); compliance conferences conducted by the Michigan Department of Community Health – section 8(i); and public university presidential search committee discussions – section 8(j); and school boards considering security planning to address threats to the safety of students and staff – section 8(k).

⁴⁹ MCL 15.268(a) (Emphasis added).

⁵⁰ MCL 15.268(c) (Emphasis added).

⁵¹ MCL 15.268(d).

4. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, *but only if an open meeting* would have a detrimental financial effect on the litigating or settlement position of the public body.⁵²
5. To review and consider the contents of an application for employment or appointment to a public office *if the candidate requests that the application remain confidential*. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.⁵³
6. To consider material exempt from discussion or disclosure by state or federal statute.⁵⁴ But note – a board is not permitted to go into closed session to discuss an attorney’s oral opinion, as opposed to a written legal memorandum.⁵⁵

Decisions Must be Made During an Open Meeting, Not the Closed Session

Section 3(2) of the OMA requires that “[a]ll decisions of a public body shall be made at a meeting open to the public.”⁵⁶ Section 2(d) of the OMA defines “decision” to mean “a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.”⁵⁷ And so, the purposes of the closed session must be strictly limited to the exceptions listed above; no decision making is permitted in the closed session.

A Closed Session Must be Conducted During the Course of an Open Meeting

Section 2(c) of the OMA defines “closed session” as “a meeting or part of a meeting of a public body that is closed to the public.”⁵⁸ Section 9(1) of the OMA provides that

⁵² MCL 15.268(e) (Emphasis added).

⁵³ MCL 15.268(f) (Emphasis added).

⁵⁴ MCL 15.268(h).

⁵⁵ *Booth Newspapers, Inc v Wyoming City Council*, 168 Mich App 459, 467, 469-470; 425 NW2d 695 (1988).

⁵⁶ MCL 15.263(2). See also *St Aubin*, 197 Mich App at 103; OAG, 1977-1978, No 5262, at p 338–339 (The OMA prohibits a voting procedure at a public meeting which prevents citizens from knowing how members of the public body have voted.); OAG, 1979-1980, No 5445, p 57 (February 22, 1979) (A public body may not take final action on any matter during a closed meeting.).

⁵⁷ MCL 15.262(d).

⁵⁸ MCL 15.262(c).

the minutes of an open meeting must include “the purpose or purposes for which a closed session is held.”⁵⁹

Going into Closed Session

Section 7(1) of the OMA⁶⁰ sets out the procedure for calling a closed session:

A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

Thus, a public body may go into closed session only upon a motion duly made, seconded, and adopted by a 2/3 roll call vote of the members appointed and serving⁶¹ during an open meeting for the purpose of (1) considering the purchase or lease of real property, (2) consulting with their attorney, (3) considering an employment application, or (4) considering material exempt from disclosure under state or federal law. A majority vote is sufficient for going into closed session for the other OMA permitted purposes.

It is suggested that every motion to go into closed session should cite one or more of the permissible purposes listed in section 8 of the OMA.⁶² An example of a motion to go into closed session is:

I move that the Board meet in closed session under section 8(e) of the Open Meetings Act, to consult with our attorney regarding trial or settlement strategy in connection with [the name of the specific lawsuit].⁶³

Another example is the need to privately discuss with the public body’s attorney a memorandum of advice as permitted under section 8(h) of the OMA, which provides that “a public body may meet in a closed session . . . to consider material exempt from discussion or disclosure by state or federal statute.”⁶⁴ The motion should cite section 8(h) of the OMA and the statutory basis for the closed session, such as

⁵⁹ MCL 15.269(1).

⁶⁰ MCL 15.267(1).

⁶¹ And not just those attending the meeting. OAG No 5183 at p 37.

⁶² MCL 15.268.

⁶³ “[I]t is clear that the Legislature intended for public bodies to name the pending litigation before entering a closed session.” *Vermilya v Delta College Bd of Trustees*, 325 Mich App 416, 421; 925 NW2d 897 (2018). The *Vermilya* court cited the OMA Handbook’s recommended motion language with approval. 325 Mich App at 423.

⁶⁴ MCL 15.268(h). Proper discussion of a written legal opinion at a closed meeting is, with regard to the attorney-client privilege exemption to the OMA, limited to the meaning of any strictly legal advice presented in the written opinion. *People v Whitney*, 228 Mich App at 245–248.

section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure “[i]nformation or records subject to the attorney-client privilege.”⁶⁵

Leaving a Closed Session

The OMA is silent as to how to leave a closed session. A motion may be made to end the closed session with a majority vote needed for approval. While this is a decision made in a closed session, it is not a decision that “effectuates or formulates public policy.”

When the public body has concluded its closed session, the open meeting minutes should state the time the public body reconvened in open session and any votes on matters discussed in the closed session must occur in an open meeting.

Avoid Using the Terms “Closed Session” and “Executive Session” Interchangeably

The term “executive session” does not appear in the OMA, but “closed session” does. “Executive session” is more of a private sector term and is often used to describe a private session of a board of directors, which is not limited as to purpose, where actions can be taken, and no minutes are recorded. This is not the same as a “closed session” under the OMA, and so public bodies should avoid using the term “executive session” to refer to a “closed session.”

Staff and Others May Join the Board in a Closed Session

A public body may rely upon its officers and employees for assistance when considering matters in a closed session. A public body may also request private citizens to assist, as appropriate, in its considerations.⁶⁶

Forcibly Excluding Persons from a Closed Session

A public body may, if necessary, exclude an unauthorized individual who intrudes upon a closed session by either (1) having the individual forcibly removed by a law enforcement officer, or (2) by recessing and removing the closed session to a new location.⁶⁷

⁶⁵ MCL 15.243(1)(g).

⁶⁶ OAG, 1979-1980, No 5532, p 324 (August 7, 1979).

⁶⁷ OAG, 1985-1986, No 6358, p 268 (April 29, 1986), citing *Regents of the Univ of Mich v Washtenaw County Coalition Against Apartheid*, 97 Mich App 532; 296 NW2d 94 (1980).

Trustee Handbook Surveys – Since there are multiple versions of the Trustee Manual among the Trustees and Director, and the Policy Manual is missing some key policies, it is the Director’s recommendation he consolidate, update, and add policies to the Handbook to make sure everyone has the same edition/version. The process would be to update the Handbook, consult a library attorney, then present the updated handbook to the board for approval. Here are the results:

- Policy Manual – 4 Trustees have the August 2018 version; 1 Trustee has the December 2022 version; 2 Trustees did not respond; Director has the August 2018 version.
 - Section 1: Collection & Reference – 4 Trustees have sections 1.1-1.6; 1 Trustee has 1.1-1.8; Director has 1.1-1.7
 - Section 2: Circulation – 3 Trustees have this section being 63 pages in length, 1 Trustee has section 2.1-2.12; 1 Trustee has 2.1-2.13 + 3 attachments; Director has 40 pages.
 - Section 3: Special Services – 5 Trustees have sections 3.1-3.4; Director has 3.1-3.4.
 - Section 4: Facilities & Equipment – 2 Trustees have sections 4.1-4.10; 2 Trustees have 4.1-4.11; 1 Trustee has 4.1-4.11.1 + an attachment; Director has 4.1-4.11
 - Section 5: Budget & Finance – 3 Trustees have sections 5.1-5.9 + 10 pages; 1 Trustee has 5.1-5.9; 1 Trustee has 5.1-5.10 + 2 attachments; Director has 5.1-5.9 + 10 pages
 - Section 6: Polices Not Covered in Bylaws – 3 Trustees did not have this section; 2 Trustees had 6.1; Director has 6.1.
- 3 Trustees have the Bylaws dated 2018; 2 Trustees have the Bylaws dated 2022; 2 Trustees did not respond; Director has 2022*.
 - *According to the Director’s copy, the Bylaws were REVISED in 2018, REVIEWED in 2022.
- 3 Trustees have the 2014-2019 version of the Strategic Plan. 1 Trustee has the 2019-2023; 1 Trustee has a June 2024 Strategic Plan; 2 Trustees did not respond; Director has 2019-2023
- 5 Trustees have the 2022 edition of the Library of Michigan Trustee Manual; 2 Trustees did not respond; Director has the 2022 edition.
- 4 Trustees have the 2019 version of the Employee Handbook; 1 Trustee has the 2022 version; 2 Trustees did not respond; Director has the 2019 version
- 3 Trustees have Job Descriptions from 2017; 1 Trustee has the 2022 Descriptions; 1 Trustee has the 2023 Descriptions; 2 Trustees did not respond; the Job Descriptions the Director has do not have dates.

List of Common Library Policies

Section 1: Collection and Reference

- 1.1 Materials and Selection Standards
 - 1.1.1 Fiction
 - 1.1.2 Non-Fiction
 - 1.1.3 Juvenile
 - 1.1.4 Young Adult
 - 1.1.5 Media
 - 1.1.6 Online Databases
 - 1.1.7 Reconsideration of Materials
- 1.2 Gifts
- 1.3 Intellectual Freedom
- 1.4 Collection Maintenance
- 1.5 Reference and Research
- 1.6 Shared Collection
- 1.7 Interlibrary Loan

Section 2: Circulation

- 2.1 Library Card Registration
 - 2.1.1 Seasonal Cards
 - 2.1.2 Institutional Cards
 - 2.1.3 Cards for Students/ Non-residents
- 2.2 Lakeland Library Cooperative Cards
 - 2.2.1 KDL or GRPL cards/etc
- 2.3 Replacement Cards
 - 2.3.1 Lost or Stolen Cards
 - 2.3.2 "Card in Hand" Requirement & Exceptions
 - 2.3.3 Library Documents
 - 2.3.4 Fees
- 2.4 Privacy of User Records
- 2.5 Right to Public Records
 - 2.5.1 Library Documents – Freedom of Information Act (FOIA)
 - 2.5.2 Definitions
- 2.6 Cedar Springs Public Library Freedom of Information Act (FOIA)
 - 2.6.1 Introduction to FOIA Policy
 - 2.6.2 FOIA Coordinator

Policy needs to be added

Needs to be separate policy

Policy needs to move (new location)

- 2.6.3 FOIA Requests
- 2.6.4 Processing FOIA Requests
- 2.6.5 Fees and Costs
- 2.6.6 Record Retention
- 2.6.7 Exemption from FOIA Requests
- 2.6.8 Appeals
- 2.6.9 Amendments to Procedures
- 2.6.10 Availability of Procedures: Summary
- 2.6.11 Effective Date
- 2.7 Cedar Springs Public Library FOIA Summary
 - 2.7.1 Submitting a FOIA Request
 - 2.7.2 Library's Response to a FOIA Request
 - 2.7.3 Reviewing Library Records
 - 2.7.4 Requesting Copies of Library Records
 - 2.7.5 Calculation and Payment of Fees: Deposit
 - 2.7.6 Rights of Appeal
 - 2.7.7 Additional Information: Revisions to Summary and Procedures
- 2.8 Addendum to Library FOIA Procedures and Summary
- 2.9 Attachments A to E of FOIA
- 2.10 Overdue, Lost and/or Damaged Materials
- 2.11 Fees
- 2.12 Non-print AV Materials Use
- 2.13 Library of Things or Non-Traditional Collection Use
- 2.14 Hotspot Policy

Section 3: Special Services

- 3.1 Exhibits (Section 4)
- 3.2 (Outside) Literature Display + Distribution (Section 4)
 - 3.2.1 Informational Material
 - 3.2.2 Public Notice Bulletin Board
 - 3.2.3 Display Cases
- 3.3 Public Relations (Section 4)
 - 3.3.1 Disability Discrimination Policy
 - 3.3.2 Discrimination Complaint Procedure and Form
- 3.4 Library Programs (Section 4)

Section 4: Facilities and Equipment Operations

- 4.1 Lost + Found Policy

Policy needs to be added

Needs to be separate policy

Policy needs to move (new location)

- 4.2 Meeting Room Use
- 4.3 Child Safety/Age Restrictions
- 4.4 Use of Non-circulating Library Equipment
 - 4.4.1 Acceptable Internet Use Policy
 - 4.4.2 Responsible use of Internet
 - 4.4.3 Responsibility of Users
- 4.5 Library Internet Use Policy
 - 4.5.1 Definitions and Guidelines
 - 4.5.2 Internet Use Guide
 - 4.5.3 Disclaimers
 - 4.5.4 Wireless Access Point Policy
 - 4.5.5 Fixed Assets
- 4.6 Planned Closings
- 4.7 Emergency Closings
- 4.8 Bereavement or Funeral Closings
- 4.9 Building Safety
 - 4.6.1 Keys to Buildings
- 4.10 Volunteers
- 4.11 Animals in the Library
- 4.12 Pest Control
- 4.13 Camera Policy and Reporting

Section 5: Budget and Finance

- 5.1 Investments
 - 5.1.1 Annual Budget and Adjustments
 - 5.1.2 Fund Balance
- 5.2 Contracting for Goods & Services & Works of Improvement
- 5.3 Purchasing Policy
- 5.3 Conflict of Interest – Board + Staff
 - 5.3.1 Contest Participation
- 5.4 Code of Ethics—Board
- 5.5 Petty Cash
- 5.5 Acceptance of Non-book Gifts
- 5.6 Credit Card Use
- 5.6 Collection Agency
- 5.7 NSF Check Return Fee
- 5.8 Fraud Prevention
- 5.9 Schedule of Fees

Policy needs to be added

Needs to be separate policy

Policy needs to move (new location)

- 5.10 Capture of Millage
- 5.11 Fundraising
- 5.12 Records Retention
- 5.13 Fixed Assets

Section 6: Patron Behavior

- 6.1 Safety + Personal Behavior
 - 6.1.1 Violations of Law
 - 6.1.2 Weapons
 - 6.1.3 Drugs, Alcohol + Smoking
 - 6.1.4 Animals
 - 6.1.5 Personal Property
 - 6.1.6 Blocking of Aisles, Doors + Entrances
 - 6.1.7 Staff-Only Areas
 - 6.1.8 Interference with Staff
 - 6.1.9 Unauthorized Use
 - 6.1.10 Considerate Use
 - 6.1.11 Noise
 - 6.1.12 Odor
 - 6.1.13 Bodily Fluids + Waste
 - 6.1.14 Food + Drink
 - 6.1.15 Restrooms
 - 6.1.16 Dress Codes
 - 6.1.17 Harassment
 - 6.1.18 Identification
 - 6.1.19 Recreational Equipment + Personal Transport Devices
 - 6.1.20 Panhandling, Solicitation + Selling
 - 6.1.21 Campaigning, Interviewing, Petitioning, Etc.
 - 6.1.22 Children in the Library
 - 6.1.23 Face Mask Requirement during Pandemic
- 6.2 Use + Preservation of Library Materials + Property
 - 6.2.1 Copyright Policy
- 6.3 Acceptable Technology Use
 - 6.3.1 Photography + Videography Policy
 - 6.3.2 Social Networking Policy
 - 6.3.3 Acceptable Use Policy
- 6.4 Disciplinary Process for Library Facilities
- 6.5 Right of Appeal

Section 7: Personnel

- 7.1 Equal Employment Opportunity
 - 7.1.1 Harassment

Policy needs to be added

Needs to be separate policy

Policy needs to move (new location)

- 7.1.2 Americans with Disabilities Act (ADA)
- 7.2 Position Authorization
 - 7.2.1 Applications
 - 7.2.2 Internships
 - 7.2.3 Interview + Selection
 - 7.2.4 Initial Employment Period
 - 7.2.5 Promotions
 - 7.2.6 Nepotism
 - 7.2.7 "Acting" Capacity
 - 7.2.8 Outside Employment
 - 7.2.9 Employee Termination of Employment
- 7.3 Personnel Files + Employee Records
 - 7.3.1 Access to Employee File Information
 - 7.3.2 Continuous Length of Service
 - 7.3.4 Disclosure of Employee File Information
 - 7.3.5 Employee References
 - 7.3.6 Applicant/Employee Background Verification + Drug Screening
 - 7.3.7 Social Security Numbers Privacy
- 7.4 Compensation
 - 7.4.1 Performance Evaluation
 - 7.4.2 Benefits
 - 7.4.3 Sick Leave
 - 7.4.4 Sick Time Payment
 - 7.4.5 Disability Leave of Absence
 - 7.4.6 Workers' Disability Compensation Supplemental Pay
 - 7.4.7 Emergency Closing Compensation
- 7.5 Work Week
- 7.6 Progressive Action Pay
 - 7.6.1 Compliant Resolution Process
- 7.7 Vacation Eligibility
 - 7.7.1 Vacation—Part Time
 - 7.7.2 Vacation—Carry Forward
 - 7.7.3 Payment of Unused Leave + Paid Time Off (PTO)
 - 7.7.4 Bereavement Leave
 - 7.7.5 Family Medical + Leave Act (FMLA) *not all libraries will qualify*
 - 7.7.6 Personal Leave of Absence Without Pay
 - 7.7.7 Personal Leave of Absence With Pay
 - 7.7.8 Jury Leave
 - 7.7.9 Military Leave
 - 7.7.10 Holiday Accrual + Eligibility
- 7.8 Transportation Reimbursement
 - 7.8.1 Honoraria
 - 7.8.2 Professional Association/Community Organization Memberships

Policy needs to be added

Needs to be separate policy

Policy needs to move (new location)

- 7.9 Drug-Free Workplace
- 7.10 Electronic Communications Policy
- 7.11 Whistleblower Policy
- 7.12 Board Member Compensation
- 7.13 Conference Attendance—Board + Staff
- 7.14 Volunteers
 - 7.14.1 Volunteer Background Verification

Policy needs to be added
Needs to be separate policy
Policy needs to move (new location)

Proposal for Cedar Springs Public Library





STREAMLINE

3301 C Street, Suite 1000, Sacramento, CA 95816
Drew Woodruff, Senior Special District Manager

Phone: (916) 775-5525
Email: drew@getstreamline.com

Dear Cedar Springs Public Library,

We at Streamline are pleased to present this proposal for your consideration. It is likely quite a bit different from others you'll receive, as we have built an online, subscription-based toolkit specifically for local level governmental entities. Traditional website-building companies and design firms are often not tailor-made for the needs of a local government, and over the last decade, we have honed our tools and offerings with the help of over 2,000 local government customers across the United States. The specialized products and the best-in-class customer service that Streamline provides are what have allowed us to retain 99.5% of our customers since day one, and we are eager to share our offerings with Cedar Springs Library.

Working on the Streamline Platform will provide seamless and easy-to-use tools for some of Cedar Springs's most significant areas of concern; the site will always be compliant with the most up-to-date federal and state requirements, and the built-in features will make it easy for internal personnel at Cedar Springs to change content and design quickly, integrate social media postings for increased community engagement and manage current and past posts (and non-ADA compliant PDFs) with ease. These are just a few of the many tools that come with Streamline's website services.

Local governmental entities are doing important work at the most intimate level, and we would be honored to partner with you in that work. We know that customized solutions for public entities leads to better technology, better service, and will help empower you to serve your community better. We would love to provide a demo to your team at your convenience and welcome any questions you may have.

Sincerely,
Drew Woodruff

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Qualifications and Experience

i. Why choose Streamline?

By choosing Streamline as a partner for your website, you will become part of a community. Our customers work together every day to improve our website options and capabilities to better serve their needs—over the past year, every feature we’ve built came from a customer request. The platform is constantly updated with new features and improvements, including everything needed to keep you compliant with state and federal regulations, the highest levels of cybersecurity on the back end, and front-end efficiencies to make your daily work easier.

We work holistically with our customers to ensure they’re up to date with everything they need to know to navigate evolving opportunities and risks. As a Streamline customer, you’ll have access to ongoing education (webinars, blog posts, talks) related to a variety of topics, including ADA compliance, social media best practices, and AI use cases. We are also doing everything in our power to support your work at a policy level; we are active partners with the National Organization of Special Districts (NSDC) and frequently support policy efforts in Michigan and beyond that enable districts to continue their good work (and avoid onerous, unfunded state mandates). We live and breathe all things local government.

Based out of Sacramento, Streamline currently has 45 in-house, full-time employees to support the Administrative, Sales, Marketing, Customer Success and Support, Product, Engineering, and Executive departments. Throughout this partnership, Cedar Springs will be working with a dedicated Customer Onboarding and Success team to answer any questions at any time



ii. Key personnel

Mac Clemmens, CEO, has a passion for accessible technology and helping local government thrive, and he has worked with governments at every scale to offer compliant digital tools through Streamline and his previous company, Digital Deployment. Mac has worked closely with both UASD and the National Coalition of Special Districts to partner with districts across the county to ensure ease and compliance with state and federal regulations. In 2018, Mac won the “access award” from Disability Rights California, the nation’s largest disability advocacy group, for his work creating ADA-compliant websites for various disabilities.

Stephen Potenza, Head of Engineering, brings almost 20 years of experience developing web-based applications. In addition to his technical expertise, he has an eye for design and brings an empathetic approach to user interface architecture.

Lindsay Hardy, Head of Product Design, is a thought leader in user experience and has designed some of the largest institutional websites in the United States, including Sac Metro, Nevada Irrigation District, and Yuba-Sutter Transit District.. Prior to Streamline, he served in marketing leadership and design at the University of California, Davis, and Apple.

Ben Benarivo, Senior Analytics Engineer, is a seasoned data professional, currently a Senior Analytics Manager at Streamline. With over 6 years of experience, he has excelled in project management and data analytics at impact-focused startups and Siemens. He holds a Master's in Management Science and Engineering with a concentration in Analytics from Columbia University, along with bachelor's degrees in Project Management and Mechanical Engineering with a Mechatronics specialization from two other universities. He also holds an [AWS Certified Cloud Practitioner Certificate](#).

Maria Lara, Senior Director of Legislative Affairs, is one of Streamline’s earliest employees and has worked with over 500 districts on their websites for the past 6 years. As a [certified full-stack web developer](#), Maria also speaks on issues of particular importance to districts, such as how to be sure your website is ADA compliant, search engine optimization, and cybersecurity best practices.

Karey Hansen, Head of Customer Happiness, ensures all customers are onboarded, trained, and supported for their website. She leads customer training sessions, and webinars and is available first-hand for any support needed. She is also a former Streamline Customer at [Sunrise Recreation & Park District!](#)

Examples and Past Performance

The reason why local governments, large and small, across the nation choose Streamline is we offer a distinctive blend of contemporary design and forward-thinking tools while seamlessly integrating with state and federal mandates.

Jefferson County Library District - <https://www.jcld.org/>

Problem: Despite the Jefferson County Library District's efforts to expand its collection and provide various resources, including a new website and community projects like the I AM A STORY initiative, reaching all residents effectively remains a challenge. With dispersed populations and outlying buildings, traditional methods of outreach struggle to encompass the entirety of the county. The library's services, while extensive, are not easily accessible to everyone due to geographical constraints and limited means of dissemination.

Solution: Streamline website services offer a comprehensive solution to enhance the Jefferson County Library's reach and engagement with its community. By leveraging modern digital platforms, the library can bridge the gap between its services and the residents scattered across the county. Through a user-friendly website interface, patrons can effortlessly access the vast array of resources, from digital collections to educational materials. Additionally, implementing features like virtual events and online programs ensures inclusivity, catering to diverse preferences and schedules. With Streamline website services, the library can transcend physical boundaries, fostering a deeper connection with the community and fulfilling its mission to provide equitable access to knowledge and culture for all residents of Jefferson County.



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JCLD JEFFERSON COUNTY LIBRARY DISTRICT

DECORAR GALLETAS "Celebra la amistad"

CUENTITOS FAMILIARES
TE INVITA

Miércoles
14 de febrero

TODAS
LAS
EIDADES



6:00 - 7:30 pm

February 14, 2024

6:00 pm Cuentitos familiares - Celebra la amistad



GET A LIBRARY
CARD



I AM A STORY



DONATE



LIBRARY NEWS



BOARD MEETING
AGENDA /
MINUTES



NICHE ACADEMY

EVENTS

Calendar

Discover a World of Excitement

[READ MORE](#)

FREE FRIDAY FILM NIGHTS

Friday Film Nights

Your film night destination!

[READ MORE](#)

STORYTIME

Storytime/Cuentitos

Get ready for enchanting tales!

[READ MORE/LEER MÁS](#)

DISCOVERY PASS

Discovery Pass

Check out High Desert Museum passes and more

[READ MORE](#)

Budget

2023-2024 Budget Information

Please follow the links to view the final 2023-2024 budget and LB-1.

[READ MORE](#)

Notary Services

Notary services offered Tuesday-Thursday, 10 am-3 pm. Free of charge. Please click here to make appointment.

[READ MORE](#)

Alpha Park Public Library - <https://appl.specialdistrict.org/>

Problem: The Alpha Park Public Library faces several challenges in effectively utilizing its website to serve its community and streamline internal processes. Firstly, the absence of an employee portal hinders efficient communication and collaboration among staff members, potentially leading to disjointed operations and missed opportunities for showcasing the library's resources and initiatives. Secondly, as a larger district, it's crucial for department heads to have access to the website to manage their respective areas effectively, yet the current setup may lack this capability. Furthermore, with multiple users accessing the site for various purposes, ensuring ease of sign-ups and navigation becomes paramount to enhance user experience. Lastly, the website's integration with the online catalog is essential for providing seamless access to library materials and services, yet this functionality may not be fully realized, hampering patrons' ability to explore and utilize the library's offerings efficiently.

Solution: Streamline website services offer a comprehensive solution to address the Alpha Park Public Library's challenges and enhance its online presence and functionality. Firstly, implementing an employee portal not only facilitates internal communication and collaboration but also serves as a platform to showcase the library's innovative use of technology, fostering staff engagement and pride in their work. Secondly, providing department heads with access to the website empowers them to manage their departments more effectively, ensuring streamlined operations and cohesive service delivery across the district. Additionally, prioritizing user-friendly design and intuitive navigation makes sign-ups and website usage effortless for patrons, enhancing their overall experience and encouraging continued engagement with the library. Lastly, seamless integration with the online catalog ensures that patrons can easily browse and access library materials and services directly from the website, promoting discoverability and utilization of the library's resources. With Streamline website services, the Alpha Park Public Library can leverage its digital platform to effectively serve its community, streamline internal operations, and showcase its commitment to innovation and accessibility.

POP-UP LIBRARY


at the Glasford Village Hall

Every Tuesday • 3-5 p.m.

301 S Oak St, Glasford

Check out books, get homework help, play games, get tech help, and socialize!

All Ages Welcome - Drop In!




**EVENTS
CALENDAR**



**LIBRARY
CATALOG**



**EXPLORE MORE
ILLINOIS**



**FIND YOUR NEXT
READ**



**PEORIA STATE
HOSPITAL
PODCAST**



PROGRAM GUIDE

WE'RE SELLING **RADA CUTLERY** SHOP NOW TO SUPPORT OUR GROUP



FRIENDS
ALPHA PARK PUBLIC LIBRARY

Friends' RADA Cutlery Fundraiser

The Friends of Alpha Park Public Library are hosting another RADA Cutlery Fundraiser through January! Whether you're an avid chef or hate to cook, there are plenty of products to choose from, including knives, utensils, pans, gift sets, dry mixes, cookbooks, and more! Rada Cutlery makes a great gift for your family and friends this holiday season, and every purchase you make through the Friends' Fundraiser helps the Friends continue to support the library!

JournalStar



Ten Thousand Villages

Lawmakers return to Springfield on Nov. 7

America's News

The library is excited to offer patrons access to **NewsBank**, a comprehensive online collection of reliable news sources covering a wide array of topics and issues. Stay up-to-date on current local...

[READ MORE >](#)

VOLUNTEER



Volunteer Opportunities

Want to be a volunteer at the Alpha Park Public Library? Great! Simply fill out a general volunteer form below. Sometimes we also have specific volunteer opportunities available for special projects...

[READ MORE >](#)

Salado Public Library - <https://spldil.specialdistrict.org>

Problem: The Salado Public Library is facing multiple challenges in effectively managing its projects and communicating with its growing patron base amidst a period of expansion and community growth. With 8,500 patrons and ongoing building projects, there's a pressing need to streamline communication and keep patrons informed about library services, events, and updates. While the library utilizes social media platforms like Facebook and Instagram, these channels may not fully meet the diverse needs of its patrons or provide comprehensive access to library resources and information. Additionally, the library's current website, managed through Ploud via the state library, may lack the flexibility and functionality required to effectively showcase library projects and events, and updates may be cumbersome to implement, given the limitations of the platform. With the board's emphasis on maximizing staff time and resources, finding a solution that allows for efficient website management and easy access to events and information becomes a top priority amidst the library's growth boom.

Solution: Streamline website services offer a tailored solution to address the Salado Public Library's challenges and support its communication and growth objectives effectively. Firstly, transitioning to a new website platform, customized to the library's needs and preferences, enables greater flexibility and control over content management, allowing staff to easily update information, post events, and showcase projects without excessive time investment. With streamlined access to website editing tools, staff can focus on delivering quality library services and engaging with patrons rather than getting stuck on website maintenance tasks. Additionally, prioritizing intuitive navigation and search functionality ensures that patrons can quickly find events and resources, enhancing their overall experience and encouraging continued engagement with the library. By leveraging Streamline website services, the Salado Public Library can effectively leverage its online presence to support its growth initiatives, communicate with its patron base, and showcase its role as a vital community hub amidst Salado's rapid expansion.



Welcome to Salado Public Library

The Salado Public Library is located at 1151 North Main Street in Salado, Texas. The Library provides free services to all residents living within the Salado Public Library District boundaries and surrounding communities.

- LOGIN TO YOUR ACCOUNT
- LIBRARY EVENTS
- FRIENDS OF THE LIBRARY
- LIBRARY CALENDAR
- BOARD MEETINGS



Our Catalog

[READ MORE »](#)



Kids

Join us for fun events to discover stories, imagination, friends and more!

[READ MORE »](#)



Young Adults

Make new friends, get creative, nerd out about your favorite things, find your community and more with us at the library!

[READ MORE »](#)



Adults

Discover fantastic reads, explore crafts and meet friends here!

[READ MORE »](#)



Position Available at our Library

[READ MORE »](#)



Accredited by TSLAC for 2024

Salado Public Library has been accredited by the Texas State Library and Archives Commission for 2024.

[READ MORE »](#)

Technical Approach

i. What You Get with a Streamline Site:

Easily Adaptable Website

- **Simple to use CMS:** provides complete control over your menus, content, videos, images, and files. Set granular permissions to assign various levels of access for editors.
- **Unlimited hosting and support:** upload as many files as you like, and reach out anytime you need us for something.
- **Clear, intuitive control:** over content, including image size and placement.
- **Theme customizer:** allows you to change the look and feel of your site in seconds, with no technical knowledge or cost (see some of the options at <http://tinyurl.com/streamline-theme>)
- **Search engine optimized:** Streamline is SEO-enabled by default with short URLs, custom site description, and more.
- **Secure:** We work with the LetsEncrypt certificate service to automatically issue and renew your SSL certificates at no additional charge. This improves your search engine ranking automatically!
- **Site analytics:** easily embed Google Analytics and set up automated reports.
- **Easy integrations:** Streamline easily integrates with any desired tools, now or later.
- **Printable Pages:** take your site's resources from digital to paper with a click

Increased Engagement and Coordination

- **Notifications:** easily integrated banner and alert system for annual posting notifications to constituents and other pressing district news.
- **Search inside PDFs:** allows your visitors to find documents matching their search terms that are inside file attachments like PDFs, Word Docs, etc.
- **Responsive and mobile-friendly:** out of the box—no need to manage a separate app or content for your mobile site. You won't get penalized by Google and removed from search engine results on mobile devices.
- **Emergency notification drop-down:** notify site visitors of special events, in either notice mode (gray) or emergency mode (red). Set or disable with the click of a button.
- **Push to social or email subscribers:** directly from a website page.
- **Translation capability:** enable Google Translate for the languages of your choice (no charge).
- **In-app calendar:** that automatically populates meetings and events, with the ability to create repeatable events (new feature!)
- **E-signatures:** successfully allow your customers to sign documents within the site instead of using a third-party provider.

Proactive Compliance Coverage

- **Meeting dashboard:** The meeting dashboard is designed to help special districts keep up to date with Michigan's meeting requirements. See at a glance if you're missing any agendas or minutes, and upload unlimited supporting documents.
- **Agenda reminders:** Use the agenda reminder functionality to send an email to the Board Secretary before the posting deadline so you never forget to post your agenda online.
- **A clear indication of state compliance:** The transparency dashboard indicates the website content required in MI and allows you to create and publish this content with ease.
- **Compliance with all current and upcoming government requirements:** The state will likely keep passing on mandated posting requirements, and we'll be here to provide the tools you need to comply.
- **ADA / Section 508 compliance:** for visitors with disabilities, as required by federal and MI law.
- **Templated "starter" content:** Use our starter content to draft various policies (for example, your Brown Act compliance policy), potentially saving thousands of dollars in legal fees.

Enterprise Tools

- **PDF Remediation:** Streamline is the first platform to offer a solution to remediate non-ADA-compliant PDFs inside the application
- **Design ++ Bundle:** Customized design bundles with the ability to insert and control dynamic visual regions on the site, integrate custom components, and an annual design review.
- **ADA Shield Bundle:** Streamline sites automatically scan for ADA compliance issues, but the ADA Shield bundle includes additional PDF remediation, closed captioning, annual manual scans, and additional insurance specifically to cover the cost of any web accessibility issues, which most traditional insurance providers do not.

Proactive Website Monitoring

- **Uptime monitoring:** We are notified within a minute of any issue with the platform due to ongoing automated checks.

Rapid Response

- **US-based support:** our team will respond immediately to business-critical issues. All responses are tracked and routed using an online ticketing system.

Best Practices

- **Code security:** our architecture features an immutable codebase, so platform code cannot be changed outside of our normal dev-test-release process.
- **Secure headers:** We enforce HSTS and Content Security Policy headers.
- **Code Status Monitoring:** We monitor NIST, and MS-ISAC, and use package managers to

monitor the code status of all code. Any security patch is deployed within 24 hours of public disclosure. Follows the [Twelve-Factor Methodology](#) for application design.

Reliability and Backups

- **Best-in-class cloud hosting:** US-based Infrastructure on Amazon Web Services
- **99.95% uptime:** even when accounting for scheduled maintenance, the reliability of the platform exceeds industry standards
- **Multi-region redundancy:** we use multiple Amazon availability zones for seamless failovers in the case of a broad outage
- **Hourly backups:** made possible with Amazon Aurora, a distributed, fault-tolerant, self-healing storage system that auto-scales up to 128TB per database instance. It delivers high performance and availability with up to 15 low-latency read replicas, point-in-time recovery, continuous backup to Amazon S3, and replication across three Availability Zones (AZs)

Independently-Verified Security

- **Security audits:** we conduct two types of audits: Automated security scans through industry-standard tools and manual penetration testing via 3rd party security firms
- **Security awareness training:** ensuring that your staff are aware of phishing attacks and other schemes is essential
- **Independent site scans:** we have partnered with numerous industry leaders, including SecureWorks to independently scan and certify the security of the platform on behalf of the systems we serve
- **Secure by design:** we have designed our platform to reduce the attack surface as much as possible at the platform architecture level

Insured

- **Full COI coverage included:** we take a holistic approach to managing the integrity of our hosting platform by extending our company's \$2 million cyber insurance to your organization through a certificate of additional insured (COI) upon request.

We have been incident-free in our 10+ years of hosting websites and applications, and we remain proactive and vigilant on behalf of all of our customers.

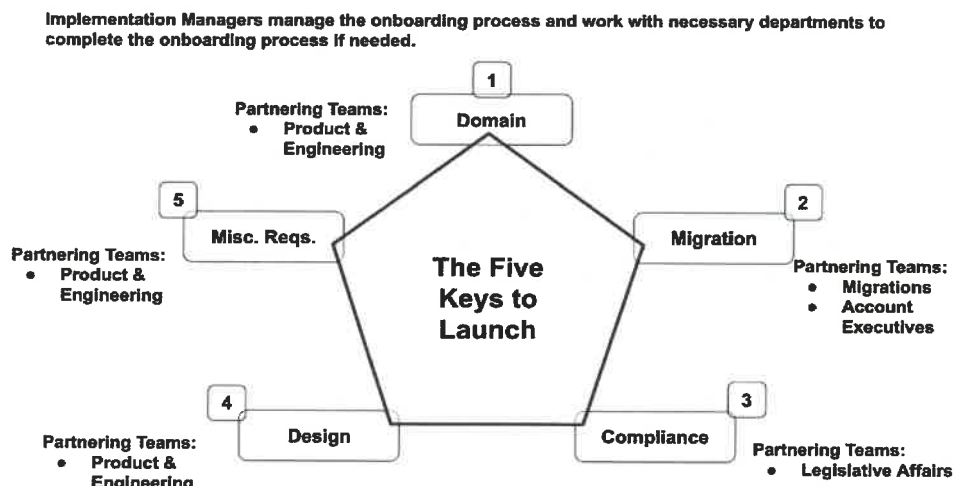
ii. Implementation

Process: Creating a website should be more than successful—it should also be delightful. Our proven process instills confidence, taking projects from initiation to launch in a predictable, transparent way.

- In-depth **discovery** services explore your purpose and engage stakeholders to align the entire organization on project goals. After all, your website redesign process might be the first time various parts of your organization have communicated.
- Our team inventories your current **content**, develops a migration strategy, and deeply analyzes empirical user data to bring the 10% of content that 90% of users are looking for to the forefront so your users can find things quickly and accurately.
- Our team of designers creates powerful **designs** that “listen” to user needs and drive key actions, and then we refine the design until it’s ready for implementation.
- Our developers bring your site to life when they **implement** your new design, features, and functionality. As you work with your content, a dedicated front-end developer and strategist will continue to refine your site, making it more engaging and improving its overall usability.
- We empower you to manage your own content with comprehensive **training**, guiding your team on content best practices, governance, and workflow so you can launch and maintain a website that reflects the very best of your organization.

Content Migration

- As part of Streamline’s Customer Success Department, our dedicated Implementation Managers and Content Migration Team will handle all transfer of content from your previous site, including HTML, embedded content, hyperlinks, images, videos, and documents. Initial website design and structure will be principally agreed upon with district stakeholders and can be updated following the staff online training sessions.



Phase	Needed Steps	Why?	Timeline
1. Domain	<input type="checkbox"/> Access domain registrar account control panel or DNS records <input type="checkbox"/> Update DNS records or transfer domain to Streamline (via Amazon AWS)	Without the ability to “point” your domain to your new website, we can’t go live!	Week 1
2. Migration	<input type="checkbox"/> Review content being migrated and discuss what to keep and what to not migrate <input type="checkbox"/> Your old site content will be migrated to your new site. Files older than 3 years old will be “archived” into .zip folders.	To accelerate the onboarding process and take care of the “heavy lifting” for you!	Weeks 1 - 4
3. Compliance	<input type="checkbox"/> Address missing items in the Compliance dashboard <input type="checkbox"/> Update flagged Accessibility items within the accessibility dashboard <input type="checkbox"/> (Our Getting Started training reviews how to do so)	Special District websites should comply with all applicable regulations and be accessible to everyone!	Week 5
4. Design	<input type="checkbox"/> Choose a design concept for your new website using our website gallery <input type="checkbox"/> We offer customized design utilizing code (HTML, CSS, etc.)	It’s important to express your district’s brand to better connect with your community!	Week 6
5. Misc. Requirements	Anything necessary for your site to function, including: <ul style="list-style-type: none"> - Payments (Streamline payments, third-party bill pay) - Registration (Classes, events, etc.) - 3rd Party embeds (Maps, calendars, and data) 	Your district may have other components to consider when launching your website	TBD

iii. Staff Members Leading in this Project:

- **Head of Customer Success: Karey Hansen** is known for her distinguished 15-year career at Sunrise Recreation and Park District, where she worked in various capacities to assist with district operations while managing more than 100 employees. She went to work for a special district because she was inspired by her father's passion to serve others as a general manager of a water district.
- **Customer Success Account Managers: Madison Wallace, Kurt Danilson, Lindsee Green, and Tanner Smith** are all highly experienced customer success account managers. Combined, they have over 10+ years of experience in helping special districts launch effective websites.

iv. Unlimited Support

Free training and support from a real human whenever you need it

Training

We'll teach you how to use your website

- 1-hour start-up training for all users
- New staff member training as needed
- Hundreds of on-demand tutorials
- Monthly Masterclass webinars

Support

We'll jump in if you need help getting it done

- Dedicated phone support hotline
- Request help through your website
- One-on-one Zoom session
- Email support

*When you reach out, a real-human will get back to you in **less than 2-hours***

94% of all submitted support issues receive a positive resolution rating by customers



"Streamline has made my life so much easier! I don't procrastinate because I'm intimidated, and I know that if I need help, I can ask. Thank you for taking a daunting task and making it easy, even fun, so that our patrons can find the information they need when they need it."

- *Su Liudahl, Creswell Library District*



"When I needed help getting more detailed work done on the website, I was able to schedule a one-on-one with the team in no time. During our meeting, they showed me some cool tricks and got our website looking outstanding! Plus they're just friendly and great to work with. Definitely recommend Streamline to everyone who needs it."

- *Taylor Gullikson, Los Olivos Community Services District*

Company Background & References

Headquartered in Sacramento, California, Streamline was created through its parent company, Digital Deployment, and has now recently become its own incorporation due to its success. Over the past eight years, Streamline has gained over 2,000 customers on its platform across 36 states. Not to mention, Streamline maintains a **99.5% retention rate** year over year. Streamline has worked with a variety of special districts and authorities since its inception and brings on an average of twenty new districts per week.

Below, you will find references from customers. Please feel free to reach out to the contacts below.

[Water Replenishment District](#)

Evan Lue, Manager of Data and Technology Services
elue@wrd.org
(562) 275-4271

[Sacramento Metropolitan Fire District](#)

Arthur Hong, Computer Systems Supervisor
hong.arthur@metrofire.ca.gov
(303) 557-0168 ext. 100

[Tightwad Fire Protection District](#)

Chuck Willis, Fire Chief
tightwadf.d@outlook.com
660-723-5373

[El Dorado County Fire District](#)

Tim Cordero, Fire Chief
corderot@eldofire.com
(530) 644-9630

[Beaumont-Cherry Valley Recreation and Park District](#)

Duane Burk, General Manager
duane@bcvparks.com
(951)845-9555

Additional references available upon request



**Cedar Springs Library's
Partnership Package**

\$1,500 set-up

Full Migration & Remediation of Current Site
Dedicated Implementation Consultant
Complete, Unlimited Training

**Cedar Springs Library's
Partnership Package**

\$350/month

- Website Hosting + Content Management
- Compliance + Posting Checklist
- ADA Accessibility Assistant
- Access to PDF Remediation
- \$25,000 Indemnification from ADA Issues**
- Meetings Assistant
- One-Click Social Sharing
- One-Click Email Marketing & Subscriptions
- Payments / Commerce Tools
- E-Signature Forms
- Support with Integration of Embedded Tools
- Unlimited Training + Support + Data

Prepared for: James Pugh

Prepared by: Dan Oldham

Date: October 9, 2024

Niche Academy Subscription Overview

A Niche Academy subscription includes:

- Access and monthly upgrades to the Niche Academy software
- Business hours access to Customer Success via phone or email
- Unlimited training
- Annual evaluation of your academies
- Over 40 tutorials published every year
- Access to the **Niche Academy Marketplace** with over 5,000 tutorials
- Monthly communication from Niche Academy

All tutorials created by Niche Academy are updated as needed to remain current. You can customize these ready-made tutorials—or create your own learning content with the platform’s easy-to-use tools. Powerful reports and integrations allow you to effortlessly track learner progress, integrate Niche Academy into your existing online presence, and more.

Pricing

Niche Academy LMS	Cost
Subscription Cost:	
<input type="checkbox"/> 1-year	\$1,900
<input type="checkbox"/> 3-year (10% Discount + pushes off the 3%-5% annual uplift fee for the duration of the contract)	\$5,130
<input type="checkbox"/> 5-year (20% Discount + pushes off the 3%-5% annual uplift fee for the duration of the contract)	\$7,600
Implementation Fee	\$200
Total/USD	

Acceptance

I accept this proposal and agree with the intent to do business.

 Representative
 Cedar Springs Public Library

Cedar Springs Public Library
Corrected Amendment to the 2024-25 Annual Budget

The Director of the Cedar Springs Public Library, suggests the following amendments to the 2024-25 Annual Budget.

Account Number	Account Name	Approved Budget	Increase/(Decrease)	Amended Budget
Revenues				
271-000-451.000	Library Rev-Penal Fines	\$14,000.00	\$1,954.31	\$15,954.31

This was a mistake. The \$15,954.31 was applied to FY 2023-24, not the current fiscal year. I assumed that due to the fact the library received the funds on July 31, 2024, it would go toward FY 2024-25. There is no budget amendment for this line item.

271-000-515.000	State Aid	\$5,000.00	\$234.46	\$5,234.46
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The library has already received more funds from state aid than what was budgeted for. This amendment will reflect the increase.

271-000-667.000	Rental Income	\$6,000.00	(\$720.00)	\$5,280
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This was a miscalculation of the number of dates and times available vs the number of booked rentals for the remainder of the fiscal year. If the library books 10 more rentals at \$100/rental, we will reach the budgeted amount of \$6,000. What was not taken into consideration was the number of rentals that are less than \$100, which opens up more availability and revenue opportunities. There is no budget amendment for this line item.

271-000-674.700	Area Libraries Lost & Damaged Books	\$100.00	\$100.00	\$200.00
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The library has already received more funds from area libraries reimbursing us for lost & damaged books than what was budgeted for. This amendment will reflect the increase.

Expenditures

271-790-704.000	Wages - Part Time Employees	\$121,000.00	\$6,800.00	\$127,800.00
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This increase is due to the \$2.00/hr. raise approved by the board and maintaining the average payroll hours for the remainder of the FY. Taken from 271-790-999.100 - Appropriation to Fund Balance.

271-790-724.000	Telephone	\$1,080.00	\$1,280.00	\$2,360.00
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This increase is due to the monthly bill added for the Director's work cell phone. There has also been a \$20/month increase in the phone bill. Taken from 271-790-999.100 - Appropriation to Fund Balance.

271-790-917.000	Workmen's Compensation Expense	\$150.00	\$150.00	\$300.00
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This reflects the account increase. Taken from 271-790-999.100 - Appropriation to Fund Balance.

271-790-930.300	Education/Training Expense	\$1,000.00	\$800.00	\$1,800.00
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This increase covers the Director's attendance for the 2024 Michigan Library Association's Annual Conference October 15-18. Taken from 271-000-677.000 – Miscellaneous. It should be noted that \$800.00 was added to 271-000-677.000 – Miscellaneous from the Library of Michigan's Continuing Education Stipend awarded in June of 2024.

271-790-955.000	Bank Fees	\$1,600.00	\$600.00	\$2,200.00
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This increase reflects the new fees from the Positive Pay service approved to ensure no fraudulent activity occurs in the library's banking account. Taken from 271-790-999.100 - Appropriation to Fund Balance.

The Director would also like to add the following projects to the amended budget. While this is more than the approved \$11,000.00 from the October 18th, 2024 meeting, the Director is asking for approval of the additional funds (in green) as they are now designated from specific accounts within the 2024-25 Annual Budget:

RFID Tagging w/Self Check Machine (Phase 1)	\$7,500.00	Taken from 271-000-400.100 - Appropriation from Fund Balance
OWL Camera	\$850.00	Spent from 271-790-956.000 - Miscellaneous Expense
Niche Academy	\$7,600.00	Added to 271-000-400.100 - Appropriation from Fund Balance
New Phone System	\$1,500.00	Would spend from 271-790-970.400 - Capital Technology
New Website	\$1,500.00	Would spend from 271-790-970.400 - Capital Technology
Point of Sale System	\$1,000.00	Would spend from 271-790-970.400 - Capital Technology

Please see the attached spreadsheet for a summary of the 2024-25 Annual Budget Amendment. Note that an additional \$92,064.47 was in the Library's Fund Balance at the beginning of FY 2024-25. This was an Operating Surplus from FY 2023-24.

Motion by _____ 2nd by _____ to Amend the Budget as detailed below:

Revenues current total \$362,300.00
271-000-400.100 Appropriation from Fund Bal Increase \$7,500.00 to \$15,100.00
271-000-515.000 State Aid Increase \$5,000.00 to \$5,234.46
271-000-674.700 Area Libraries Lost & Damaged books Increase \$100.00 to \$200.00
New Revenue total \$370,234.46

Expenditures current Total \$362,300.00
271-790-704.000 Wages-Part time Increase \$121,000.00 to \$127,800.00
271-790-724.000 Telephone Increase \$1,080.00 to \$2,400.00
271-790-917.000 Work Comp Exp. Increase \$150.00 to \$300.00
271-790-930.300 Education & Training Increase \$1,000.00 to \$1,800.00
271-790-955.000 Bank Fees Increase \$1,600.00 to \$2,200.00
271-790-999.100 Appropriation to Fund Balance Decrease \$14,390.00 to \$5,060.00
New Expenditure total \$363,100.00

**Cedar Springs Public Library
2024-2028 Budget
Revenue**

	2024-25 Approved Budget	2024-25 Amended Budget	Difference of Approved vs Amended	
REVENUES				
Government				
Tax Collections - Ad Valorem Roll	\$ 136,400.00	\$ 136,400.00	\$ -	0%
Tax Collections - DNR PLT	\$ 50.00	\$ 50.00	\$ -	0%
Tax Collections - IFT Roll	\$ 1,200.00	\$ 1,200.00	\$ -	0%
Library Rev-Penal Fines	\$ 14,000.00	\$ 14,000.00	\$ -	0%
Library Revenue-Solon Twnshp	\$ 175,400.00	\$ 175,400.00	\$ -	0%
State Aid	\$ 5,000.00	\$ 5,234.46	\$ 234.46	5%
Total Government	\$ 332,050.00	\$ 332,284.46	\$ 234.46	0%
Fees/Fines				
Bank Fees - Fines & Services	\$ 3,500.00	\$ 3,500.00	\$ -	0%
Rental Income	\$ 6,000.00	\$ 6,000.00	\$ -	0%
Total Fines & Fees	\$ 9,500.00	\$ 9,500.00	\$ -	0%
Donations				
Donations	\$ 1,000.00	\$ 1,000.00	\$ -	0%
Book Donations	\$ 500.00	\$ 500.00	\$ -	0%
Summer Reading Program Donations	\$ 3,000.00	\$ 3,000.00	\$ -	0%
Total Donations	\$ 4,500.00	\$ 4,500.00	\$ -	0%
Grants				
USF Funds -E-Rate	\$ 3,000.00	\$ 3,000.00	\$ -	0%
Total Grants	\$ 3,000.00	\$ 3,000.00	\$ -	0%
Other				
Appropriation from Fund Bal	\$ 7,500.00	\$ 15,100.00	\$ 7,600.00	101%
Approp. from Cleo Cowles	\$ 50.00	\$ 50.00	\$ -	0%
Interest Earned	\$ 2,500.00	\$ 2,500.00	\$ -	0%
Investment Income	\$ 100.00	\$ 100.00	\$ -	0%
Area Libraries Lost & Damaged Books	\$ 100.00	\$ 200.00	\$ 100.00	100%
Miscellaneous	\$ 3,000.00	\$ 3,000.00	\$ -	0%
Total Other	\$ 13,250.00	\$ 20,950.00	\$ 7,700.00	58%
EXPENDITURES				
Personnel				
WAGES - FULL TIME EMPLOYEES	\$ 59,250.00	\$ 59,250.00	\$ -	0%
WAGES - PART TIME EMPLOYEES	\$ 121,000.00	\$ 127,800.00	\$ 6,800.00	6% Taken from 271-790-999.100 - APPROPRIATION TO FUND BALANCE
UNEMPLOYMENT EMPLOYE BENEFIT EXP	\$ 100.00	\$ 100.00	\$ -	0%
SOCIAL SECURITY EXPENSE	\$ 15,000.00	\$ 15,000.00	\$ -	0%
PENSION EXPENSE	\$ 3,530.00	\$ 3,530.00	\$ -	0%
Workmens Compensation Expense	\$ 150.00	\$ 300.00	\$ 150.00	100% Taken from 271-790-999.100 - APPROPRIATION TO FUND BALANCE
Total Personnel	\$ 199,030.00	\$ 205,980.00	\$ 6,950.00	3%
Collections				
Overdrive Program Expense	\$ 3,000.00	\$ 3,000.00	\$ -	0%
AV Expense	\$ 2,000.00	\$ 2,000.00	\$ -	0%
Adult Book Expense	\$ 9,500.00	\$ 9,500.00	\$ -	0%
TEEN BOOKS	\$ 1,000.00	\$ 1,000.00	\$ -	0%
Childrens Book Expense	\$ 9,500.00	\$ 9,500.00	\$ -	0%
Books Purchased with Donations	\$ 500.00	\$ 500.00	\$ -	0%
Area Libraries Lost & Damaged Books	\$ 500.00	\$ 1,000.00	\$ 500.00	100% Taken from 271-790-999.100 - APPROPRIATION TO FUND BALANCE
Total Collections	\$ 26,000.00	\$ 26,500.00	\$ 500.00	2%
Building and Maintenance				
Cleaning Service	\$ 2,000.00	\$ 2,000.00	\$ -	0%
GAS UTILITY EXPENSE	\$ 2,000.00	\$ 2,000.00	\$ -	0%
TELEPHONE	\$ 1,080.00	\$ 2,360.00	\$ 1,280.00	119% Taken from 271-790-999.100 - APPROPRIATION TO FUND BALANCE
INTERNET	\$ 3,500.00	\$ 3,500.00	\$ -	0%
PROFESSIONAL SERVICE - LAWN/SNOW	\$ 6,000.00	\$ 6,000.00	\$ -	0%
Garbage Disposal Service	\$ 400.00	\$ 400.00	\$ -	0%
COMPUTER MAINTENANCE EXPENSE	\$ 7,500.00	\$ 7,500.00	\$ -	0%
WATER UTILITY EXPENSE	\$ 1,000.00	\$ 1,000.00	\$ -	0%
Electric Expense	\$ 6,000.00	\$ 6,000.00	\$ -	0%
Repair & Maintenance Serv Exp	\$ 15,500.00	\$ 15,500.00	\$ -	0%
Capital Expense	\$ 5,000.00	\$ 5,000.00	\$ -	0%
CAPITAL - TECHNOLOGY	\$ 10,000.00	\$ 10,000.00	\$ -	0%
Total Building and Maintenance	\$ 59,980.00	\$ 61,260.00	\$ 1,280.00	2%
Office/Administration				
OFFICE SUPPLIES	\$ 3,800.00	\$ 3,800.00	\$ -	0%
POSTAGE	\$ 500.00	\$ 500.00	\$ -	0%

2,400

TRANSPORTATION EXPENSE	\$ 1,000.00	\$ 1,000.00	\$ -	0%	
MEMBERSHIP & DUES EXPENSE	\$ 700.00	\$ 700.00	\$ -	0%	
Education/Training Expense	\$ 1,000.00	\$ 1,800.00	\$ 800.00	80%	Taken from 271-000-677.000 - Miscellaneous
INSURANCE & BONDS EXPENSE	\$ 3,000.00	\$ 3,000.00	\$ -	0%	
Bank Fees	\$ 1,600.00	\$ 2,200.00	\$ 600.00	38%	Taken from 271-790-999.100 - APPROPRIATION TO FUND BALANCE
Miscellaneous Expense	\$ 5,000.00	\$ 5,000.00	\$ -	0%	
Public Relations	\$ 2,000.00	\$ 2,000.00	\$ -	0%	
APPROPRIATION TO FUND BALANCE	\$ 14,390.00	\$ 5,060.00	\$ (9,330.00)	-65%	
Total Office/Administration	\$ 32,990.00	\$ 25,060.00	\$ (7,930.00)	-24%	

Programs/Services

1,000 BOOKS BEFORE KINDERGARDEN	\$ 1,000.00	\$ 1,000.00	\$ -	0%	
Professional Service Expense	\$ 4,500.00	\$ 4,500.00	\$ -	0%	
Collection Services	\$ 300.00	\$ 300.00	\$ -	0%	
Lakeland Support Services	\$ 25,000.00	\$ 25,000.00	\$ -	0%	
SUMMER READING PROGRAM	\$ 7,500.00	\$ 7,500.00	\$ -	0%	
SENIOR PROGRAMS	\$ 1,000.00	\$ 1,000.00	\$ -	0%	
Special Programs Expense	\$ 5,000.00	\$ 5,000.00	\$ -	0%	
Total Services	\$ 44,300.00	\$ 44,300.00	\$ -	0%	

Capital Improvement Projects

RFID Tagging w/Self Check Machine (Phase 1)	\$ 7,500.00	Taken from 271-000-400.100 - Appropriation from Fund Bal		
OWL Camera	\$ 850.00	Taken from 271-790-956.000 - Miscellaneous Expense		
Niche Academy	\$ 7,600.00	Added to 271-000-400.100 - Appropriation from Fund Bal		
New Phone System	\$ 1,500.00	Taken from 271-790-970.400 - CAPITAL TECHNOLOGY		
New Website	\$ 1,500.00	Taken from 271-790-970.400 - CAPITAL TECHNOLOGY		
Point of Sale System	\$ 1,000.00	Taken from 271-790-970.400 - CAPITAL TECHNOLOGY		
Total Capital	\$ 19,950.00			

Total Revenue	\$ 362,300.00	\$ 370,234.46	
Total Operating Expenditures	\$ 362,300.00	\$ 363,100.00	\$ (7,134.46)
Beginning Operational Surplus	\$ 92,064.47		
Remaining Operational Surplus	\$ 76,964.47		