

## Minutes

Approved 22Jul24

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday June 24, 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 7:00pm

Present: Tim Smith, Heidi Armock, Mark Dykstra, Tony Owen, Michelle Gritter, Ron Howell, John Lehmoine

Chair verified a Quorum present to do business

### II PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

### III Approval of Agenda

Motion by Dykstra 2<sup>nd</sup> by Lehmoine

Discussion: A Board member noted the packet is quite large

Voice Vote: Ayes: All Nays: None Motion Passes

### IV Consent Agenda

a. Minutes of 28May24 Budget Hearing and Regular Meeting

b. May Financial Report from City

Motion by Owen 2<sup>nd</sup> by Gritter to accept the consent agenda as presented.

Voice Vote: Ayes: All Nays: None Motion Passes

### V. Directors Report (June) -J. Pugh

A written report had been submitted to the Board as part of the meeting packet and within that report the topic of Fraudulent Account Activity was discussed in detail how the City Finance Director detected unauthorized activity and an unauthorized check in the CSPL bank accounts resulting in the Bank redepositing \$21,065.57. After temporarily locking the accounts, additional checks and balances were put in place between City Finance Director and Library

Director and the accounts will be closely monitored in the coming months. The Director will also be establishing more internal controls to track financial activity. It was recommended, and the Director agreed, certain account numbers not be published in the packet to add additional security.

The Director then reviewed the rest of the items in his report which included a safety walk through, assessment and placement of the 18 cameras by the Kent County Sheriff's department.

Because of the Cedar Blitz Gravel Grinder event on Saturday July 13<sup>th</sup> expecting 1,700 people on Maple street he made the decision to close the library for that day.

The director was asked if he had any contact with Solon Township and he reviewed the various items he worked on with the Township i.e. how to preserve maps.

There was additional discussion on the process of paying monthly library bills and the director will update the Board on the additional internal controls he is putting in place.

#### **VI. Chairperson's Report-T. Smith**

The Chair noted that he had different conversations with different board members about Library operations and it is important that all these items be discussed at the meeting. Now that we have a Director in place it is important the Board refrain from individual email discussions about Library business and follow the agreed upon procedure of going through the Chair.

It was also noted that July is the time for the Officers of the Board to be voted on and Chair appointments to the various committees. If any Board member does not want to be reappointed or desires to serve in another area to let him know.

#### **VII. Committee Reports**

Discussion: The Chair noted that no committees had met during the past month. A Board member noted the Strategic Plan Committee needs to have the appointments filled.

- a. Personnel Committee
- b. Policy Committee-
- c. By-laws Committee
- d. IT (Technology) Committee-
- e. Finance Committee-
- f. Strategic Plan

#### **Public Comment**

Rose Powell-mentioned a library business neighbor was holding a Saturday event called the Cedar Blitz Gravel Grinder (bicycle) Race on Saturday July 13<sup>th</sup> on Maple Street expecting 1,700 participants. The City is pending approval subject resolving access to the library's parking area. The Chair noted that there are no room rentals for that day and CSPL will close that morning to avoid conflict. She also noted the Council has a new member and Garden Club is making a

concerted effort to assist with the return of Monarch butterflies to the area and everyone is to promote the growth of the milkweed plant and create and preserve rings of grass around the base of trees for monarch shelter in storms.

Donna Clark-Noted how busy the library is and appreciated the new Director and his comprehensive report.

## VIII. Unfinished Business

### a. Year End Budget Amendments

Discussion- A spreadsheet was part of the packet including those accounts that needed to be adjusted for the end of the 2023-24 Budget year which is June 30<sup>th</sup>. It was noted that the Board has followed a past practice of amending the Budget at the beginning of the calendar year and in June to always keeping the Budget balanced in accordance with the State Budget Act. The Chair noted that we need to continue to work with the City as they list the Library Budget as part of the overall City Budget so we need to get ours to them earlier than we did this year.

**Motion** by Howell 2<sup>nd</sup> by Owen to approve the spreadsheet of amendments as submitted.

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

Nays: None

**Motion Passes**

### b. Notifications and Rules of Order

**Motion** by Owen 2<sup>nd</sup> by Lehmoine to approve the new Special Rules of Order as presented as a new Section 6.2 in the Manual

Discussion- Board member Lehmoine proposed a list of Special Rules regarding Notices to become Section 6.2 of the Board Manual to promote communication between the Board and the City of Cedar Springs and Solon Township. This list came out of a settlement with the county prosecutor in September of 2016 where the library failed to properly post a notice of a Library meeting in compliance with the Open Meetings Act. There was concern expressed that such a detailed list could be interpreted as a "gotcha" if not followed to the letter. It was emphasized that was not the intent but primarily to address cancelations and special meetings and to formalize the 2016 agreed process as well as improve communication. It was suggested that the last item listed, "*Any public notices the library issues to the library website and posted in the library will send a copy to the clerks of the City and Township for their postings.*" is not needed based on current practices.

There was then a **Motion** by Lehmoine and 2<sup>nd</sup> by Owen to remove the last item shown above from the original motion.

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

The Chair then brought back on the table the original motion to approve the proposed Special Rules of Order with the last item removed.

Voice Vote: Ayes: 6 Nays: 1 **Motion Passes**

c. Approval of Fees

Discussion- A Schedule of Fees was part of the packet and the Chair noted that the fees for, “*Overdue Books and BOC*”: \$.015 per day and “*Overdue Movies*”: \$1 per day had been eliminated by previous Board action.

The Director asked for consideration in reducing **Printing**: \$.20 per page for black and white, \$0.55 per page for color be reduced to \$.10/ page and \$.25/ page respectfully since the copier was paid for, yearly revenue is about \$210 and a new one will be needed by 2025. It was noted a new copier could cost \$5,000 and the Director needs to prepare an analysis of how that is to be paid to breakeven, including annual maintenance, which will include the per page fee.

**Motion** by Owen 2<sup>nd</sup> by Lehmoine to approve the revised Schedule of Fees removing those already eliminated but no change to **Printing**.

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

Nays: Armock

**Motion Passes**

**IX. New Business**

a. Staff Wage Rates for 2024-25 Budget Year

Discussion-Included in the packet was a spreadsheet of employees with rates of pay and the pay Levels A-E which showed a \$2.00/hr. pay increase for all employees. The Director noted the spreadsheet did not list employee D. Ovokaitsy so she was added. The Chair clarified this was an action of the Board to express appreciation to all employees for their efforts to keep the library running smoothly in the absence of a Director and the Board is open to further recommendations by the new Director. The Director noted that he will be reassessing the current job descriptions based on employee interview input and conduct a wage survey of surrounding libraries.

**Motion** by Owen 2<sup>nd</sup> by Dykstra to approve the spread sheet as presented with the additional employee D. Ovokaitsy.

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

Nays: None

**Motion Passes**

**X. Agenda Items for July 22<sup>nd</sup> Meeting**

- a. Director Projects for Budget Year 24-25
- b. Board Officers and Committee Assignments
- c. Annual Meeting Schedule and known CSPL Closure dates
- d. Strategic Plan

**XI. Informational Items-OMA, Michigan Library Law Consultant**

In the packet was a comparison of Open Meetings Act sections they related to the proposed Notifications and Rules of Order in VIII Unfinished Business (b) along with an Informational

Sheet from Clare Membiela, Library Law Consultant for the Library of Michigan about the Open Meetings Act.

**Public Comment**

Rose Powell-Encouraged everyone to come to Amphitheater on Wednesdays from 7-9pm to hear great music and before that attend the car show at the Legion 5-7pm. Thanked the Director again for his work.

**XII. Board Comments**

Armock-no comment

Dykstra – no comment

Gritter- Thanked the Director for his work on the fraudulent account issues.

Howell-no comment

Lehmoine-Thanked the Chair for starting the process to update all the Board member Manuals.

Owen- Maybe we could trim down the minutes to Motions only now that we have You Tube recordings. Was having difficulty downloading September of 2013 items.

Smith -We are getting real work done. Thanked the Director again for organizing and taking on difficult issues.

**XIII. Motion to Adjourn**

**Motion** by Owen 2<sup>nd</sup> Gritter to adjourn the meeting.

Time: 8:51pm

Voice Vote: Ayes: All Nays: None

**Motion Passes**

Respectfully submitted by Secretary Howell

Ron M. Howell

27JUL24

Board Approved-

22Jul24

Next regular meeting scheduled for Monday, July 22<sup>nd</sup>, 2024, 7:00 pm at the library.

**Meeting Attachments:**

- Draft Minutes of 28May24 Budget Hearing and Regular Meeting
- May Financial Report from City
- Director's June Report
- 2023-24 Budget Amendments
- Schedule of Fees
- Proposed Notifications-Rules of Order
- Staff Wage Rates
- OMA Pubic Notices

## Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday July 22, 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 7:00pm

Present: Tim Smith, Heidi Armock, Mark Dykstra, Tony Owen, Michelle Gritter, Ron Howell

Chair Smith advised the Board he had been contacted by member J. Lehmoine that he would not be able to attend the meeting

**Motion by Owen 2<sup>nd</sup> by Gritter to excuse J. Lehmoine's absence from the meeting**

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

Chair verified a Quorum present to do business

### II PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

### III Approval of Agenda

**Motion by Owen 2<sup>nd</sup> by Dykstra to approve the agenda as presented**

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

### IV Consent Agenda

**Motion by Owen 2<sup>nd</sup> by Gritter to accept the consent agenda (a) Minutes of 24Jun24 Regular Meeting and (b) June Financial Report from the City as presented.**

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

### V Directors Report-J. Pugh

The Director reviewed his report containing Action & Information; Community Engagement; Usage stats and a List of Projects-June 2024-25 submitted with the packet with the following highlights: Attended American Library Association (ALA) Annual Conference in San Diego and received a \$1,600 stipend from the Library of Michigan to attend where he made a presentation. Thanked Duane McIntyre for repairing

the damaged benches. Reviewed new steps being taken for greater cyber security. Was amazed how many people attended the July 13<sup>th</sup> gravel road bicycle "Cedar Blitz" and was glad he made the decision to close the library for that day. The library hosted the Cedar Springs Chamber of Commerce and Senior neighbors is expanding their programming to include senior tech classes.

Highlighted usage stats; 986 participants in Summer Reading program; In house programs 512; senior neighbors 95 with a combined total of 1,243 for all programs.

Project updates included: internal financial controls; upgrade Wi-Fi; new job descriptions; new web site; redo community room floor and painting; establish more intergovernmental agreements to replace verbal understandings; update By Laws and Policies.

#### **VI Chairperson's Report-T. Smith**

The Chair emphasized again the need for us to be careful in our communications to reduce confusion and Chair and Director are now communicating the position of the library on various issues to outside groups and not individual board members.

Now that we have a new Director it is time for Board Training using the most recent Michigan Public Library Trustee Manual.

The Community Building Development Team (CBDT) is formulating a new project and is planning on coming to our August meeting to share their ideas to include the Board in the process.

The Chair shared that July 24<sup>th</sup> is Rose Powell Day and she will be at various venues in the City and encouraged the Board to attend one of those locations and personally thank Rose for all that she has done for the entire area.

The Chair then noted that we still must provide the director a phone and suggested a not to exceed amount of \$1,000.

**Motion by Owen 2<sup>nd</sup> by Gritter for the Director to buy a work phone owned by the library for an amount not to exceed \$1,000.**

Voice Vote: Ayes: All Nays: None Motion Passes

#### **VII Committee Reports**

The Chair noted that none of the Committees had met in the past month therefore there were no reports.

#### **Public Comment**

There were no public comments

#### **VIII Unfinished Business**

- a. **Elections of Board Officers**-The Chair started the process by turning the meeting over to Secretary per By Laws Article III 4. B. (f).

Secretary Howell then called for nominations for the office of **Board Chair**.

Member Owen nominated Tim Smith as Chair. Secretary Howell confirmed from Smith that he would serve. Secretary Howell called for nominations two more times and there were no additional nominations so the nominations were closed.

Hearing no objections from any member the Secretary confirmed Tim Smith's election as Chair of the Board and turned the meeting over to the Chair.

The Chair then conducted nominations for the office of **Vice Chair**.

Member Owen nominated John Lemoine. Chair Smith affirmed to the Board that he had talked to John Lemoine and he agreed to accept the nomination. Chair Smith called for nominations two more times and there were no additional nominations so the nominations were closed.

Hearing no objections from any member Chair Smith the Secretary confirmed John Lemoine's election as Vice- Chair.

The Chair then conducted nominations for the office of **Secretary**.

Member Armock nominated Ron Howell. The Chair confirmed from Howell that he would accept the nomination. Chair Smith called for nominations two more times and there were no additional nominations so the nominations were closed.

Hearing no objections from any member Chair Smith confirmed Ron Howell's election as Secretary.

The Chair then conducted nominations for the office of **Treasurer**.

Member Howell nominated Heidi Armock. Armock respectfully declined the nomination and nominated Mark Dykstra. The Chair confirmed from Dykstra that he would accept the nomination. Chair Smith called for nominations two more times and there were no additional nominations so the nominations were closed.

Hearing no objections from any member Chair Smith confirmed Mark Dykstra's election as Treasurer.

### **(b) Committee Appointments**

Chair Smith then reviewed his choice of appointments to the various committees as described in the By Laws and asked the members to advise him if they could not serve.

Personnel Committee-Gritter, Howell, Armock

Policy Committee-Director Pugh, Staff member (to be named by the Director), Armock

By-laws Committee-Lehmoine, Gritter, Howell

IT (Technology) Committee-Director Pugh, Staff, Owen

Finance Committee-Dykstra (as Board Treasurer), Lehmoine, Owen

Noting that no members had declined to serve he asked that the current list of committees and members be updated for posting.

### **Strategic Plan Committee**

The Chair noted that the above committees were named and described in the By Laws but the Board also had a special committee titled the Strategic Plan Committee that needed to meet and process the update to the Library's Strategic Plan. He then appointed:



Strategic Plan Committee-Director Pugh(Chair), Lehmoine and Dykstra

Discussion: The Chair noted that he is not on any committee so he can move about from one to another as he sees the need and took efforts to balance the representation from Cedar and Solon as he selected the various committee members.

**(c) Regular Board Meeting Dates**

The Chair noted the dates in calendar year 2025 that the Board would normally meet following the past practice of the 4<sup>th</sup> Monday of each month starting at 7:00pm except for holidays or special occasions as follows:

January 27<sup>th</sup>, February 24<sup>th</sup>, March 31<sup>st</sup>, April 28<sup>th</sup>, May 27<sup>th</sup> (Tuesday), June 23<sup>rd</sup>, July 28<sup>th</sup>, August 25<sup>th</sup>, September 22<sup>nd</sup>, October 27<sup>th</sup>, November 24<sup>th</sup>, December 15<sup>th</sup> (third Monday)

**Motion** by Owen 2nd by Dykstra to approve the Regular Board Meeting dates for calendar year 2025 as listed above.

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

**(c) CSPL Closures for 2025**

Director Pugh then reviewed a list of dates that the library is proposed to be closed that was updated from last year.

The Board noted that in 2025 July 4<sup>th</sup> falls on Friday and since the library is only open a ½ day Saturday then Saturday July 5<sup>th</sup> should be added to the closure list.

It was also noted that Christmas day, December 25<sup>th</sup>, falls on Thursday and the library is proposed to be closed on Friday December 26<sup>th</sup> so Saturday December 27<sup>th</sup> should also be added to the closure list.

**Motion** by Owen 2nd by Gritter to approve the Director’s list of closure dates including the two additional days listed above.

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

**(d) Strategic Plan**

Discussion: The Director noted that Carol from the Lakeland Cooperative offered to assist as a consultant for free. Director Pugh then reviewed his ideas to start right away and reach out to everyone in the community i.e. schools, faith-based groups, chamber of commerce, home school association and others to include them in the process and conduct focus groups and workshop updates.

**IX      New Business**

**City of Cedar Springs Downtown Development Authority (DDA)**

Discussion: The Chair reviewed that this year the property taxes levied by the library were reduced by about \$6,000 because the City Downtown Development Authority (DDA) has a District in which the library sits which allows the DDA to capture those taxes. Historically the DDA has provided services to CSPL to offset those captured taxes. The Library of Michigan has notified the CSPL that the State has amended the law and CSPL can “opt out” of the DDA tax capture.

The Chair noted that the new Director is meeting with the City and other entities to development written agreements to define these historical verbal arrangements and should include the DDA, unless there is Board objection, in these discussions and report back before the Board takes any action to “opt out”

### **Heart of Cedar Springs Designation**

Discussion: The City has declared the area, including the library, as a Planned Unit Development (PUD) and the CBDT group presented plans/projects to carry out the PUD. There was a question regarding the library being held responsible for 100% of maintenance and operational costs of the leased parcel which includes all land in the parcel not just the library building. The Director will be meeting with the City and can bring back answers to this question.

### **Authorization for Cedar Springs Public Library social media accounts**

Discussion: Having enough storage for the official records of the library put on social media was reviewed especially now that we are using a You Tube based recordings of our meetings as part of our official records. The industry standard of 3-2-1 with on-site/off-site storage was also discussed. The need for the Board to designate an official social media site where official records of the library can be viewed by the public needs to be acted upon. Since the Director is redesigning the web site, he will try to be ready for the next meeting so the Board can take action and encouraged Board members to view different public library web sites for examples.

## **X Agenda Items for August Meeting**

(a) Authorization for Cedar Springs Public Library social media accounts

## **XI Informational Items**

The Chair noted this information had been provided to the Board.

b. Aerial/Legal Description of Leased parcel from City

## **Public Comment**

Mark Hoskins, Solon Township Trustee-It was a pleasure to site and listen to the Board and appreciate the committee nominations.

Jill Owen hoping the accounting controls can get back in place.

## **XII Board Comments**

Armock-none

Dykstra –none

Gritter- none

Howell-appreciated all the information tonight

Lehmoine-absent

Owen- Would like to hear about how the Treasurer issues were being resolved and the Chair noted they are being addressed.

Smith – Thanked everyone for their work and not to forget to see Rose somewhere in town.

**XIII Motion to Adjourn**

**Motion by Owen 2<sup>nd</sup> by Gritter to adjourn meeting at 8:37 p.m.**

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

Respectfully submitted by Secretary Howell

Ron M. Howell

23 JUL 24

Board Approved-

23 Jul 24

Next regular meeting scheduled for Monday, August 26<sup>th</sup>, 2024, 7:00 pm at the library.

**Meeting Attachments:**

- Draft Minutes of 24Jun24 Regular Meeting
- June Financial Report from City
- Director's July Report
- Aerial photo of Leased Library parcel from City
- CBDT Press Release & project drawing

REVENUE AND EXPENDITURE REPORT  
 PERIOD ENDING 06/30/2024

| GL NUMBER                       | DESCRIPTION                         | 2023-24<br>AMENDED BUDGET | YTD BALANCE<br>06/30/2024 | ACTIVITY FOR<br>MONTH<br>06/30/2024 | AVAILABLE<br>BALANCE | % BDMT<br>USED |
|---------------------------------|-------------------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|----------------|
| <b>Fund 271 - Library Fund</b>  |                                     |                           |                           |                                     |                      |                |
| <b>Revenues</b>                 |                                     |                           |                           |                                     |                      |                |
| Dept 000                        |                                     |                           |                           |                                     |                      |                |
| 271-000-400.110                 | Approp. from USF Funds              | 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   | 132,000.00                | 135,374.66                | 8,705.44                            | (3,374.66)           | 102.56         |
| 271-000-432.000                 | Tax Collections - DNR PLT           | 40.00                     | 0.00                      | 0.00                                | 40.00                | 0.00           |
| 271-000-437.000                 | Tax Collections - IFT 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 Twnshp        | 118,165.00                | 118,165.00                | 0.00                                | 0.00                 | 100.00         |
| 271-000-453.000                 | USF FUNDS-ERATE                     | 3,500.00                  | 4,883.92                  | 1,417.43                            | (1,383.92)           | 139.54         |
| 271-000-515.000                 | State Aid                           | 10,500.00                 | 10,265.44                 | 0.00                                | 234.56               | 97.77          |
| 271-000-625.000                 | BANK FEES -FINES & SERVICES         | 6,500.00                  | 6,099.84                  | 327.62                              | 400.16               | 93.84          |
| 271-000-664.000                 | Interest Earned                     | 9,500.00                  | 8,880.98                  | 454.85                              | 619.02               | 93.48          |
| 271-000-667.000                 | Rental Income                       | 6,000.00                  | 6,840.00                  | 420.00                              | (840.00)             | 114.00         |
| 271-000-674.000                 | Donations                           | 4,500.00                  | 3,254.81                  | 0.00                                | 1,245.19             | 72.33          |
| 271-000-674.200                 | Book Donations                      | 0.00                      | 890.81                    | 81.33                               | (890.81)             | 100.00         |
| 271-000-674.400                 | Summer Reading Program Donations    | 5,000.00                  | 3,559.08                  | 229.08                              | 1,440.92             | 71.18          |
| 271-000-674.700                 | Area Libraries Lost & Damaged Books | 500.00                    | 360.16                    | 12.99                               | 139.84               | 72.03          |
| 271-000-677.000                 | Miscellaneous                       | 4,000.00                  | 4,141.05                  | 173.50                              | (141.05)             | 103.53         |
| Total Dept 000                  |                                     | 317,055.00                | 303,578.58                | 11,822.24                           | 13,476.42            | 95.75          |
| <b>TOTAL REVENUES</b>           |                                     |                           |                           |                                     |                      |                |
| Dept 790 - Library              |                                     | 317,055.00                | 303,578.58                | 11,822.24                           | 13,476.42            | 95.75          |
| 271-790-955.000                 | Bank Fees                           | 0.00                      | 103.37                    | 103.37                              | (103.37)             | 100.00         |
| Total Dept 790 - Library        |                                     | 0.00                      | 103.37                    | 103.37                              | (103.37)             | 100.00         |
| <b>Dept 958 - Disbursements</b> |                                     |                           |                           |                                     |                      |                |
| 271-958-702.000                 | WAGES - FULL TIME EMPLOYEES         | 52,000.00                 | 18,163.47                 | 5,528.85                            | 33,836.53            | 34.93          |
| 271-958-704.300                 | Part-time Library Salary            | 115,000.00                | 109,641.38                | 10,154.26                           | 5,358.62             | 95.34          |
| 271-958-705.000                 | CLEANING SERVICE AND SUPPLIES       | 2,000.00                  | 1,431.12                  | 185.32                              | 568.88               | 71.56          |
| 271-958-708.000                 | UNEMPLOYMENT EMPY BENEFIT EXP       | 60.00                     | 54.88                     | 5.40                                | 5.12                 | 91.47          |
| 271-958-709.000                 | SOCIAL SECURITY EXPENSE             | 11,130.00                 | 9,322.83                  | 957.84                              | 1,807.17             | 83.76          |
| 271-958-724.000                 | TELEPHONE                           | 1,080.00                  | 579.34                    | 39.98                               | 500.66               | 53.64          |
| 271-958-724.100                 | INTERNET                            | 1,500.00                  | 0.00                      | 0.00                                | 1,500.00             | 0.00           |
| 271-958-726.000                 | OFFICE SUPPLIES                     | 3,800.00                  | 3,020.27                  | 138.32                              | 779.73               | 79.48          |
| 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                  | 1,853.72                  | 239.14                              | 146.28               | 92.69          |
| 271-958-736.500                 | Adult Book Expense                  | 8,000.00                  | 7,926.49                  | 644.88                              | 73.51                | 99.08          |
| 271-958-737.000                 | TEEN BOOKS                          | 1,000.00                  | 173.06                    | 173.06                              | 826.94               | 17.31          |
| 271-958-738.000                 | Childrens Book Expense              | 5,200.00                  | 5,375.70                  | 690.37                              | (175.70)             | 103.38         |
| 271-958-738.100                 | Books Purchased with Donations      | 0.00                      | 605.83                    | 80.47                               | (605.83)             | 100.00         |
| 271-958-739.000                 | 1,000 BOOKS BEFORE KINDERGARDEN     | 1,000.00                  | 919.89                    | 919.89                              | 80.11                | 91.99          |
| 271-958-801.000                 | Area Libraries Lost & Damaged Books | 600.00                    | 870.07                    | 143.59                              | (270.07)             | 145.01         |
| 271-958-801.600                 | Professional Service Expense        | 4,500.00                  | 1,426.00                  | 0.00                                | 3,074.00             | 31.69          |
| 271-958-806.000                 | PROFESSIONAL SERVICE - LAWN/SNOW    | 6,000.00                  | 2,268.00                  | 0.00                                | 3,732.00             | 37.80          |
| 271-958-806.000                 | Collection Services                 | 300.00                    | 88.65                     | 9.85                                | 211.35               | 29.55          |
| 271-958-808.000                 | Lakeland Support Services           | 25,000.00                 | 18,234.07                 | 20.33                               | 6,765.93             | 72.94          |
| 271-958-813.000                 | Garbage Disposal Service            | 400.00                    | 305.68                    | 74.31                               | 94.32                | 76.42          |
| 271-958-851.000                 | Postage Expense                     | 500.00                    | 156.32                    | 0.00                                | 343.68               | 31.26          |
| 271-958-861.000                 | TRANSPORTATION EXPENSE              | 1,000.00                  | 78.49                     | 0.00                                | 921.51               | 7.85           |
| 271-958-880.800                 | SUMMER READING PROGRAM              | 5,000.00                  | 4,739.17                  | 1,401.16                            | 260.83               | 94.78          |

REVENUE AND EXPENDITURE REPORT  
 PERIOD ENDING 06/30/2024

| GL NUMBER                                 | DESCRIPTION                   | 2023-24<br>AMENDED BUDGET | YTD BALANCE<br>06/30/2024 | ACTIVITY FOR<br>MONTH<br>06/30/2024 | AVAILABLE<br>BALANCE | % BDT<br>USED |
|---|-------------------------------|---------------------------|---------------------------|-------------------------------------|----------------------|---------------|
|   |                               |                           |                           |                                     |                      |               |
| <b>Fund 271 - Library Fund</b>            |                               |                           |                           |                                     |                      |               |
| <b>Expenditures</b>                       |                               |                           |                           |                                     |                      |               |
| 271-958-905.000                           | COMPUTER EXPENSE              | 11,000.00                 | 10,201.20                 | 0.00                                | 798.80               | 92.74         |
| 271-958-915.000                           | MEMBERSHIP & DUES EXPENSE     | 700.00                    | 283.73                    | 0.00                                | 416.27               | 40.53         |
| 271-958-917.000                           | Workmens Compensation Expense | 150.00                    | 153.00                    | 0.00                                | (3.00)               | 102.00        |
| 271-958-918.000                           | WATER UTILITY EXPENSE         | 1,500.00                  | 823.16                    | 62.20                               | 676.84               | 54.88         |
| 271-958-924.100                           | Heat Expense                  | 2,000.00                  | 1,896.85                  | 205.70                              | 103.15               | 94.84         |
| 271-958-926.000                           | Electric Expense              | 8,000.00                  | 6,818.22                  | 1,312.40                            | 1,181.78             | 85.23         |
| 271-958-930.000                           | Repair & Maintenance Serv Exp | 5,000.00                  | 3,470.87                  | 937.37                              | 1,529.13             | 69.42         |
| 271-958-930.300                           | Education/Training Expense    | 1,000.00                  | 897.20                    | 0.00                                | 102.80               | 89.72         |
| 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                     | 1,600.00                  | 1,107.74                  | 0.00                                | 492.26               | 69.23         |
| 271-958-956.000                           | Miscellaneous Expense         | 1,500.00                  | 1,279.27                  | 67.98                               | 220.73               | 85.28         |
| 271-958-956.400                           | Special Programs Expense      | 6,000.00                  | 4,745.29                  | 67.15                               | 1,254.71             | 79.09         |
| 271-958-964.500                           | MTT/STC Prior Year Refunds    | 1,500.00                  | 1,369.59                  | 0.00                                | 130.41               | 91.31         |
| 271-958-968.000                           | Public Relations              | 2,000.00                  | 221.75                    | 0.00                                | 1,778.25             | 11.09         |
| 271-958-970.400                           | CAPITAL - TECHNOLOGY          | 7,500.00                  | 1,080.00                  | 0.00                                | 6,420.00             | 14.40         |
| 271-958-999.100                           | APPROPRIATION TO FUND BALANCE | 36,895.00                 | 0.00                      | 0.00                                | 36,895.00            | 0.00          |
| <b>Total Dept 958 - Disbursements</b>     |                               | <b>339,915.00</b>         | <b>223,803.30</b>         | <b>24,059.82</b>                    | <b>116,111.70</b>    | <b>65.84</b>  |
| <b>TOTAL EXPENDITURES</b>                 |                               | <b>339,915.00</b>         | <b>223,906.67</b>         | <b>24,163.19</b>                    | <b>116,008.33</b>    | <b>65.87</b>  |
| <b>Fund 271 - Library Fund:</b>           |                               |                           |                           |                                     |                      |               |
| <b>TOTAL REVENUES</b>                     |                               | <b>317,055.00</b>         | <b>303,578.58</b>         | <b>11,822.24</b>                    | <b>13,476.42</b>     | <b>95.75</b>  |
| <b>TOTAL EXPENDITURES</b>                 |                               | <b>339,915.00</b>         | <b>223,906.67</b>         | <b>24,163.19</b>                    | <b>116,008.33</b>    | <b>65.87</b>  |
| <b>NET OF REVENUES &amp; EXPENDITURES</b> |                               | <b>(22,860.00)</b>        | <b>79,671.91</b>          | <b>(12,340.95)</b>                  | <b>(102,531.91)</b>  | <b>346.52</b> |

Fund 271 Library Fund

| GL Number                                 | Description                        | Balance           |
|---|------------------------------------|-------------------|
| *** Assets ***                            |                                    |                   |
| 271-000-001.100                           | General Checking - Independent Bar | 279,262.84        |
| 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          |
| 271-000-123.000                           | Prepaid                            | 263.39            |
| <b>Total Assets</b>                       |                                    | <b>365,979.71</b> |
| *** Liabilities ***                       |                                    |                   |
| 271-000-201.000                           | Accounts Payable                   | 1,024.09          |
| 271-000-209.000                           | State Unemployment Tax Payable     | 21.43             |
| 271-000-210.000                           | State Withholding Payable          | 462.19            |
| 271-000-257.000                           | Accrued Wages Payable              | 3,162.68          |
| <b>Total Liabilities</b>                  |                                    | <b>4,670.39</b>   |
| *** 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 DONA | 73,363.70         |
| 271-000-383.300                           | Non-spendable - Cleo Cowles        | 13,000.00         |
| 271-000-390.000                           | Restricted - Library Operations    | 183,644.42        |
| <b>Total Fund Balance</b>                 |                                    | <b>281,637.41</b> |
| <b>Beginning Fund Balance</b>             |                                    | <b>281,637.41</b> |
| <b>Net of Revenues VS Expenditures</b>    |                                    | <b>79,671.91</b>  |
| <b>Ending Fund Balance</b>                |                                    | <b>361,309.32</b> |
| <b>Total Liabilities And Fund Balance</b> |                                    | <b>365,979.71</b> |

User: EMILY

CHECK DATE FROM 06/01/2024 - 06/30/2024

DB: Cedar Springs

| Check Date                               | Bank  | Check | Vendor | Vendor Name                    | Amount   |
|--|-------|-------|--------|--------------------------------|----------|
| Bank LibCk Library Main Checking Account |       |       |        |                                |          |
| 06/12/2024                               | LibCk | 16768 | MISC   | BENJAMIN GAUTHIER              | 350.00   |
| 06/12/2024                               | LibCk | 16769 | 419    | CONSUMERS ENERGY               | 590.73   |
| 06/12/2024                               | LibCk | 16770 | 728    | SPECTRUM ENTERPRISE            | 39.98    |
| 06/12/2024                               | LibCk | 16771 | 2394   | TURFS ARE US, INC              | 845.00   |
| 06/27/2024                               | LibCk | 16772 | 842    | BAKER & TAYLOR, INC.           | 1,810.10 |
| 06/27/2024                               | LibCk | 16773 | 35     | CITY OF CEDAR SPRINGS          | 62.20    |
| 06/27/2024                               | LibCk | 16774 | 122    | DTE ENERGY                     | 69.27    |
| 06/27/2024                               | LibCk | 16775 | 1541   | ELAN FINANCIAL SERVICES        | 2,894.34 |
| 06/27/2024                               | LibCk | 16776 | 2101   | UNIQUE MANAGEMENT SERVICES INC | 9.85     |
| <b>LIBCK TOTALS:</b>                     |       |       |        |                                |          |
| Total of 9 Checks:                       |       |       |        |                                | 6,671.47 |
| Less 0 Void Checks:                      |       |       |        |                                | 0.00     |
| Total of 9 Disbursements:                |       |       |        |                                | 6,671.47 |

## Director's Report - July 2024

- Action & Information

- The Director attended the 2024 American Library Association (ALA) Annual Conference
  - James attended the 2024 ALA Annual Conference in San Diego, CA from June 28-July 1. He learned a lot about cutting edge and timely library topics including ways to utilize AI in the library, the importance of play at work, and incorporating DEIA initiatives into library policies and procedures. James also did a presentation on implementing Stay Interviews in libraries based on research he did during his internship at KDL and the stay interviews he conducted with staff back in May. James received the Continuing Education Stipend from the Library of Michigan, which will cover \$1,600 of the conference attendance, hotel room, and flight expenses. The library should be reimbursed in the next few weeks.
  - James also connected with several vendors for possible projects in the future including RFID tagging, self-check-out machines, website design, digital archiving, and professional publications for staff development.
- The two benches out front of the library donated by CBDT were damaged. They were missing bolts that kept the bench attached to the swinging arm. Library staff are uncertain if this is vandalism. Mr. Duane McIntyre has been kind enough to repair them in his free time. Thank you, Mr. McIntyre.
- July 12 – At the Mi Library Directors Virtual Monthly Meeting for all Michigan Library Directors, the issue of cyber/digital security was raised, specifically about posting public signatures. From the minutes: “If a library posts public documents with signatures, it may be wise to review whether the signatures should be redacted before posting (but signatures should remain legible on the original document). Municipalities nationwide are starting to reduce the number of signatures posted on public sites due to an increase of illegal use of these signatures by third parties who pulled them from the public sites. An alternative is to post a digitally signed document, which does not have to display a true signature. If a library has not yet addressed cyber security policies, they are urged to work with their attorneys to do so. The Federal Communications Commission (the people who provide E-Rate) is unveiling a new grant pilot project, which will utilize many E-Rate forms and processes, to assist libraries and schools with Cybersecurity plans.” James suggests following these recommendations.
- July 13 – Library closed due to the popularity of the Cedar Blitz.

- Community Engagement



- June 26 – The library hosted a Cedar Springs Area Chamber of Commerce Coffee Social. James connected with a few local business leaders over coffee and doughnuts.
  - July 10 – The library podcast “We Blame Our Shelves” with Dan Major, Head of Adult Services at the Orion Township Public Library, restarted with an episode about summer reads. This monthly podcast will continue and be a great insight into pop culture and library services across the state.
  - July 15 – Meeting with Senior Neighbors about expanding programming to include senior tech classes.
  - James also met with the Activities Coordinator of The Brook of Cedar Springs Retirement Community to discuss a library card drive, overview of services to residents, and potential programs for the future.
- Usage Stats
    - Programs
      - CSPL’s Summer Reading Program has been going really well! Stats as of July 12, 2024:
        - 986 - Total participants (added 195 participants)
        - 981,405 - Total Reading Points
        - 996 - Missions Completed
        - 765 - Games played
        - 1,192,205 - Total Points (reading, missions, events)
      - Teen Crew continues to meet regularly. Teens have been giving input into what they would like to see at the library regarding programs, items in the collection, and in the Teen Space. The group averages about 5 teens at each meeting.
      - Family Nerf Wars – 53
      - Benjammin’ Family Concert – 57
      - Puzzle Competition – 33
      - Senior Neighbors – 95
      - Storytime – 126
      - Quilters – 35
      - Village Learning Center – 58
      - Sourdough Starter Class – 20
      - Music & Movement – 43
      - Teen Spa in a Jar – 11
      - In House Programming – 512 (I Spy, Find Dewey, Break-in Bags, etc.)
      - Total this month: 1,243 (this only counts the new 195 participants in SRP)
    - Room Reservations
      - Study Rooms – Avg. 21/week
      - Community Room Rentals – 6

THE LIBRARY

Cedar Springs



Public Library

**WILL BE CLOSED**

**FOR OUR SUMMER READING  
PROGRAM CELEBRATION**

**ON TUESDAY, JULY 30TH**






**There is a drop box available off  
Main St. on the side of the building.**

# MEET THE DIRECTOR



DURING OUR  
SUMMER  
READING  
PROGRAM  
CELEBRATION  
ON JULY 30TH  
FROM  
1PM-2:15PM

**AND ENTER FOR A CHANCE TO PIE HIM**

-  Must be present
-  Adults and children may enter
-  1 raffle ticket if you say "Hi!"
-  BONUS raffle ticket if you achieved a coupon badge
-  3 people will be drawn to pie the Director at 2:15PM



## List of Projects – June 2024-25

- Establish more internal controls
- Establish more Intergovernmental Agreements and Memorandums of Understanding
- Update Bylaws and Policies
- Minor Building Repair
  - Smell in Men's Bathroom
  - Door stops
  - StepNPulls
- Add staff day for team bonding, training, etc.
  - Indigenous Peoples Day
- Upgrade WiFi
  - Waiting for new eRate application window – August/September 2024
- Hot Spots
  - Replace missing Hot Spots
  - Change provider – LLC recommended the library change to T-Mobile. This will give us more control over shutting down devices that are not returned
- Telephone system (more than one line and different phone)
- Staff Wage Assessment
  - Update job descriptions
- New Website
  - Update to ADA Title II compliance
- Self-check machine & RFID Tagging
- Redo floor and community room painting

## 2025 Holiday Closure Schedule for the Cedar Springs Public Library

### **January**

Wednesday 1/1/25 – New Year's Day

Monday 1/20/25 – Martin Luther King Jr. Day

### **February**

Monday 2/17/25 – President's Day

### **May**

Monday 5/26/25 – Memorial Day

### **June**

Thursday 6/19/25 – Juneteenth

### **July**

Friday 7/4/25 – Independence Day

Saturday 7/5/25 – Observing Independence Day

### **September**

Monday 9/1/25 – Labor Day

### **October**

Monday 10/13/25 – Indigenous Peoples Day (Staff In-service training. Closed to Public)

### **November**

Tuesday 11/11/25 – Veterans Day

Thursday 11/27/25 – Thanksgiving Day

Friday 11/28/25 – Observing Thanksgiving Day Weekend

Saturday 11/29/25 - Observing Thanksgiving Day Weekend

### **December**

Wednesday 12/24/25 – Christmas Eve

Thursday 12/25/25 – Christmas Day

Friday 12/26/25 – Observing Christmas

Saturday 12/27/25 – Observing Christmas

Wednesday 12/31/25 – New Year's Eve

# The Cedar Springs Public Library 2025 Board Meeting Schedule

- January 27
- February 24
- March 31
- April 28
- May 27
- June 23
- July 28
- August 25
- September 22
- October 27
- November 24
- December 15

