

Minutes

Approved 28 October 2024

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday September 23, 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, John Lemoine

Absent: Ron Howell

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

Motion by Owen 2nd by Lemoine to excuse R. Howell'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 of allegiance

III Approval of Agenda

Motion by Owen 2nd by Lemoine to approve the agenda as presented but including in the consent agenda the July Financial Report that was reviewed but never officially voted on as item C.

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

IV Consent Agenda

Motion by Gritter 2nd by Lemoine to accept the consent agenda (a) Minutes of the 26Aug24 Regular Meeting and (b) August Financial Report as presented and C. July Financial Report.

It was noted that there was a blank page included in the minutes

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

V. Directors Report-J. Pugh

a. Board Tasks for Director from August

Financial Management – Vendor List is in packet showing the regular vendors (monthly, quarterly, and annually) additional or random one-time vendors will be listed in the Director's monthly report. Recommended the Board keep this list in their manuals to be updated as needed.

Designation of official records site of the library-physical or digital

Currently there is no written policy but the Director reviewed the State law regarding library records (General Schedule number 17). Servers are backed up weekly and the hard drive is stored in a safe. The IT consultant verified this process is working.

The Open Meetings Act (OMA) requires that if audio or video recordings are made of the meeting they can be destroyed after approval of the written minutes which are kept permanently. Currently we save our You Tube recordings which meets the Freedom of Information Act (FOIA) so the public can obtain copies of those meetings.

Carol Dawes of LLC passed along her experience in record keeping.

It was recommended we address the issue of the large amount of old written minutes which are currently stored in the CSPL upstairs "attic." Should they be stored off site and/or put in fire proof storage or digitized? How many years are they kept on site and when are they moved off site? It was noted personnel records must be kept for 40 years

Motion by Owen 2nd by Lemoine to have additional discussion to reach a decision on document storage at the next meeting.

Voice Vote:

Ayes: All

Nays: None

Motion Passes

Monthly Report

We had to padlock the patio doors because of individuals sleeping in the area.

The marketing/Communications staff member has resigned and the job has been posted.

The Community Business Development Team (CBDT) has finished the parking spaces on Maple Street and will work on the fountain park and raised \$22,000 at their September 21st gala event.

Reported on Library SWAG for giveaway and prizes.

Reviewed the Fall programming and thanked Melissa for all her work which included reading challenges for adults, teens, and children for prizes.

Library usage stats-135 visitors for story time so far in September; 49 in the quilting group for 3 weeks; 596 in house activities (I Spy, Dewey); 20 study Room Rentals/week

Noted that Lakeland Cooperative conducted a record purge of none users and expired accounts but we are adding new people every day

A Board member asked clarification on total patrons and the Director noted it was based on library card patrons who used CSPL whether they are KDL or CSPL. Another Board question is how we post meetings and the Director noted that if it was our own in-house meeting/program we would post it Face Book. Other community groups can use the CSPL bulletin Board.

CSPL programs and meetings are posted on Facebook and on the web site Community Bulletin Board.

VI. Chairperson's Report-T. Smith

Reminder that as the Agenda is prepared a Friday draft will be sent out and any requested additions should be made to the Chair so they can be included.

VII. Committee Reports

The Chair noted there were no committee meetings to report.

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

Public Comment

There was no public comment

VIII. Ongoing/New Business

a. Board Training Part 2

Carol Dawes, Lakeland Cooperative conducted Part 2 Training for the Board covering the topics of Board expectations and roles; Laws affecting libraries[Public Act 164 of 1877]; resources[Library of Michigan]; Roberts Rules; Legal Counsel; strategic plans[CSPL 2023]; Annual reports; and any Board questions as laid out in her handout.

- b. New Board Tasks for Director
None were voiced

IX. Agenda Items for October Meeting

- a. The Recodified Tax Increment Financial Act, PA 57 of 2018
- b. Library Investments
- c. Trustee Handbook Survey
- d. Document Storage

- X. Informational Items
a. LIBRARY OF MICHIGAN - TRUSTEE MANUAL-
https://mel.org/ld.php?content_id=76965541

Public Comment

Rachel VanHorn (CSPL staff)-thanked the board for the raises and loves to work at CSPL and to know the Board as Patrons
Carol Dawes (LLC) -James has done so much phenomenal work for the library.

XI. Board Comments

Dykstra-Thanks for the clarification on the various reports
Gritter-Thanks to Carol and James
Lemoine-thanks to James, Carol, and Rachel
Owen-Thanks to Carol and James
Armock-Thanks to James and staff for creating an atmosphere of welcomeness
Smith-Thanks to Carol for the training and James for all the hard work and the Board openness and discussions if there is a need for change.

XII. Motion to Adjourn

Motion by Owen 2nd by Gritter to adjourn at 8:24pm

Voice Vote: Ayes: All Nays: None

Motion Passes

Respectfully submitted by Secretary Howell

Ron M. Howell

26Sep24

Board Approved- _____

10-31-24

Next regular meeting scheduled for Monday, October 28th, 2024, 7:00 pm at the library.

Meeting Attachments:

- o Draft Minutes of 26Aug24 Regular Meeting
- o August Financial Report from City
- o Director's September Report
- o Carol Dawes Board Training handout
- o Library Of Michigan Trustee Manual-https://mel.org/ld.php?content_id=76965541

Minutes

29Aug24 Draft

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday August 26, 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

The Chair conducted a roll call

Present: Tim Smith, Heidi Armock, Tony Owen, Michelle Gritter, John Lemoine

Absent: Ron Howell, Mark Dykstra

Chair Smith advised the Board the absent members are not present due to medical emergencies.

Motion by Owen 2nd by Lemoine to excuse Howell and Dykstra 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 to amend the agenda to have the Financial Report in the Consent agenda put under Unfinished Business 2nd by Gritter

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

Motion by Owen 2nd by Lemoine to accept the amended agenda

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

IV Consent Agenda

Motion by Owen 2nd by Lemoine to accept the amended consent agenda (a) Minutes of 24Jul24 Regular Meeting

Voice Vote: Ayes: All Nays: None Motion Passes

V. Director's Report-J. Pugh

Kent County Sheriff's Department Crime Prevention Through Environmental Design (CPTED) for 107 N Main St Cedar Springs, MI; Reestablished connection with courts for minor offences requiring community service; FCC Erate program expands to include hotspots; Can now access 10 different Library Consortia collections through Libby; Free Covid Tests; Library Card drive; Summer Reading program ended strong with 1,029 participants; Study Room Reservations average 24/wk; Community room-8

VI Chairperson's Report-T. Smith

Noted tonight's Board training session will be followed by another in September
The Chair also asked if any members were interested in attending any conferences paid for by the library. There was general discussion about budgeted funds and benefit of attending by Director or Board member.

VII Committee Reports

The Chair noted there were no committee meetings to report.

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

Public Comment

Rose Powell asked if there was any consideration to using the library as a cooling station; encouraged the Board to attending training; updated the Board on Monarch Butterfly recovery efforts.

VIII Unfinished Business

The Chair asked for member Owen's concern about the Financial Report and he responded that he was concerned about the fraud issue back in May that for the next few meetings have the Treasurer, Director or Finance Committee go through each check and explain the reason for the payment at least for the next couple of meetings so we get familiar with what is normal operating or unusual for that particular month.

IX New Business

Meeting Attachments:

- ^{Approved} Draft Minutes of 22Jul24 Regular Meeting
- July Financial Report from City
- Director's August Report
- Library Of Michigan Trustee Manual-
https://mel.org/ld.php?content_id=76965541
- Kent County Sheriff's Department Crime Prevention Through Environmental Design (CPTED) for 107 N Main St Cedar Springs, MI
- CDBT Drawing
- Lakeland Cooperative Board Training packet

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	YTD BALANCE			
		08/31/2024		08/31/2024		
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	13,458.28	11,686.79	122,941.72	9.87
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	0.00	0.00	1,200.00	0.00
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	1,580.64	0.00	1,419.36	52.69
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	705.08	356.19	2,794.92	20.15
271-000-664.000	Interest Earned	2,500.00	841.67	414.03	1,658.33	33.67
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	880.00	440.00	5,120.00	14.67
271-000-674.000	Donations	1,000.00	30.36	0.00	969.64	3.04
271-000-674.200	Book Donations	500.00	158.68	73.68	341.32	31.74
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	36.48	23.49	63.52	36.48
271-000-677.000	Miscellaneous	3,000.00	900.70	26.70	2,099.30	30.02
Total Dept 000		362,300.00	23,995.53	13,020.88	338,304.47	6.62
TOTAL REVENUES						
		362,300.00	23,995.53	13,020.88	338,304.47	6.62
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	59,250.00	7,740.39	4,423.08	51,509.61	13.06
271-790-704.000	WAGES - PART TIME EMPLOYEES	121,000.00	16,073.40	9,287.41	104,926.60	13.28
271-790-705.000	Cleaning Service	2,000.00	327.03	311.11	1,672.97	16.35
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	100.00	8.48	4.44	91.52	8.48
271-790-709.000	SOCIAL SECURITY EXPENSE	15,000.00	2,063.68	1,048.86	12,936.32	13.76
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	136.56	67.00	1,863.44	6.83
271-790-724.000	TELEPHONE	1,080.00	39.98	0.00	1,040.02	3.70
271-790-724.100	INTERNET	3,500.00	414.92	164.96	3,085.08	11.85
271-790-726.000	OFFICE SUPPLIES	3,800.00	525.90	63.25	3,274.10	13.84
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	0.00	0.00	2,000.00	0.00
271-790-736.000	Adult Book Expense	9,500.00	320.36	21.95	9,179.64	3.37
271-790-736.500	TEEN BOOKS	1,000.00	57.75	16.21	942.25	5.78
271-790-737.000	Childrens Book Expense	500.00	49.65	34.05	450.35	9.93
271-790-738.000	Books Purchased with Donations	1,000.00	0.00	0.00	1,000.00	0.00
271-790-738.100	1,000 BOOKS BEFORE KINDERGARDEN	500.00	188.69	133.27	311.31	37.74
271-790-739.000	Area Libraries Lost & Damaged Books	4,500.00	100.00	0.00	4,400.00	2.22
271-790-801.000	Professional Service Expense	6,000.00	520.00	520.00	5,480.00	8.67
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	300.00	9.85	9.85	290.15	3.28
271-790-806.000	Collection Services	25,000.00	4,945.02	421.44	20,054.98	19.78
271-790-808.000	Lakeland Support Services	400.00	0.00	0.00	400.00	0.00
271-790-813.000	Garbage Disposal Service	500.00	0.00	0.00	500.00	0.00
271-790-851.000	POSTAGE	1,000.00	0.00	0.00	1,000.00	0.00
271-790-861.000	TRANSPORTATION EXPENSE	7,500.00	1,288.92	347.21	6,211.08	17.19
271-790-880.800	SUMMER READING PROGRAM	1,000.00	0.00	0.00	1,000.00	0.00
271-790-895.000	SENIOR PROGRAMS	7,500.00	1,764.99	1,479.99	5,735.01	23.53
271-790-905.000	COMPUTER MAINTENANCE EXPENSE					

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MONTH 08/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-790-915.000	MEMBERSHIP & DUES EXPENSE	700.00	486.00	0.00	214.00	69.43
271-790-917.000	Workmens Compensation Expense	150.00	263.39	0.00	(113.39)	175.59
271-790-918.000	WATER UTILITY EXPENSE	1,000.00	75.36	0.00	924.64	7.54
271-790-926.000	Electric Expense	6,000.00	686.11	686.11	5,313.89	11.44
271-790-930.000	Repair & Maintenance Serv Exp	15,500.00	0.00	0.00	15,500.00	0.00
271-790-930.300	Education/Training Expense	1,000.00	1,177.40	335.00	(177.40)	117.74
271-790-935.000	INSURANCE & BONDS EXPENSE	3,000.00	1,859.50	0.00	1,140.50	61.98
271-790-955.000	Bank Fees	1,600.00	425.47	178.54	1,174.53	26.59
271-790-956.000	Miscellaneous Expense	5,000.00	803.28	750.27	4,196.72	16.07
271-790-956.400	Special Programs Expense	2,000.00	29.13	0.00	4,970.87	0.58
271-790-968.000	Public Relations	2,000.00	120.00	0.00	1,880.00	6.00
271-790-970.000	Capital Expense	5,000.00	0.00	0.00	5,000.00	0.00
271-790-970.400	CAPITAL - TECHNOLOGY	10,000.00	0.00	0.00	10,000.00	0.00
271-790-999.100	APPROPRIATION TO FUND BALANCE	14,390.00	0.00	0.00	14,390.00	0.00
Total Dept 790 - Library		362,300.00	42,750.08	20,304.00	319,549.92	11.80
TOTAL EXPENDITURES		362,300.00	42,750.08	20,304.00	319,549.92	11.80
Fund 271 - Library Fund:						
TOTAL REVENUES		362,300.00	23,995.53	13,020.88	338,304.47	6.62
TOTAL EXPENDITURES		362,300.00	42,750.08	20,304.00	319,549.92	11.80
NET OF REVENUES & EXPENDITURES		0.00	(18,754.55)	(7,283.12)	18,754.55	100.00

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	268,789.52
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		355,243.00
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	10.58
Total Liabilities		292.67
*** 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	183,644.42
Total Fund Balance		281,637.41
Beginning Fund Balance - 23-24		281,637.41
Net of Revenues VS Expenditures - 23-24		92,067.47
*23-24 End FB/24-25 Beg FB		601,970.30
Net of Revenues VS Expenditures - Current Year		(18,754.55)
Ending Fund Balance		354,950.33
Total Liabilities And Fund Balance		355,243.00

* Year Not Closed

09/03/2024 01:48 PM
User: EMILY
DB: Cedar Springs

CHECK REGISTER FOR CITY OF CEDAR SPRINGS
CHECK DATE FROM 08/01/2024 - 08/31/2024

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LibCk Library Main Checking Account					
08/08/2024	LibCk	16794	2405	HEIMLER CONSULTING	
08/08/2024	LibCk	16795	MISC	HESPERIA COMMUNITY LIBRARY	1,259.99
08/08/2024	LibCk	16796	2103	RNL GRAPHIC SOLUTIONS LLC	21.95
08/08/2024	LibCk	16797	2114	SANILAC COMPUTER PRODUCTS	734.28
08/08/2024	LibCk	16798	728	SPECTRUM ENTERPRISE	220.00
08/08/2024	LibCk	16799	2394	TURFS ARE US, INC	124.98
08/20/2024	LibCk	16800	419	CONSUMERS ENERGY	520.00
08/20/2024	LibCk	16801	122	DTE ENERGY	686.11
08/20/2024	LibCk	16802	1541	ELAN FINANCIAL SERVICES	67.00
08/20/2024	LibCk	16803	728	SPECTRUM ENTERPRISE	1,256.09
08/20/2024	LibCk	16804	2101	UNIQUE MANAGEMENT SERVICES INC	79.96
08/21/2024	LibCk	16805	728	SPECTRUM ENTERPRISE	9.85
08/29/2024	LibCk	16806	806	LAKELAND LIBRARY COOPERATIVE	39.98
					<u>421.44</u>

LIBCK TOTALS:

Total of 13 Checks:	5,441.63
Less 1 Void Checks:	79.96
Total of 12 Disbursements:	<u>5,361.67</u>

Director's Report - September 2024

- Board Tasks

- Financial Management – The Director has included a list of vendors for the board that the library works with frequently. He recommends trustees keep the list in their Trustee Handbook.
- Designating a site for records – According to the *State of Michigan Records Retention and Disposal Schedule General Schedule #17 – Public Libraries*:
 - Item # 17.075: Back-Up Tapes – “These duplicate tapes of library servers prevent loss of essential library information... They are written over on a regular schedule, according to library policy.” RETAIN UNTIL: Superseded THEN: Destroy.
 - As of right now, there is no written policy on this. The practice has been the servers are backed up every week on an external hard drive that is stored in the safe.
 - Item # 17.004: Meeting Records—Open Session – “Meeting records document all matters brought before the board at meetings. Board records document all changes to policies, board resolutions, millage proposals, and board correspondence. They include agendas, minutes, and supporting documentation. Supporting documents may include copies of the Librarian/Director's report, monthly financial/Treasurer's reports, circulation reports, budgets, financial audits, committee reports and minutes, library flyers, newspaper clippings, or publicity materials concerning the library. This series does not include meeting notices, bulletins, or documentation of meeting related expenditures. **If audio and/or video recordings of the meeting are transcribed, the recordings can be destroyed once the minutes are approved.** These records are preserved permanently to document the institutional memory of the library.” RETAIN UNTIL: Permanent.
 - *Open Meetings Act Handbook*, p. 17: “Every meeting of a public body that is a state licensing board, state commission panel, or state rule-making board, except a meeting or part of a meeting held in closed session, must be recorded in a manner that allows for the capture of sound, including, without limitation, in any of the following formats: a. A sound-only recording. b. A video recording with sound and picture. c. A digital or analog broadcast capable of being recorded. **The recording made under this provision must be maintained for a minimum of one year from the date of the meeting in a format that can be reproduced upon a request under the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.**
 - The practice right now is copies of the current year's approved minutes are printed and kept in the Director's Office, past years are stored in the loft above the maintenance room, and digital copies are

saved to the server/backed up regularly. YouTube is an adequate way to “store” them. However, the Director has begun including the video recordings in the server back up.

- Action & Information
 - Staff noticed on video surveillance that unhoused individuals were sleeping on the Library’s patio. There is now a pad lock on the gate of the patio.
 - The Marketing & Communications person has resigned. The Director is working on hiring a new person.
 - Construction began the week of 9/16/2024 to install a sidewalk and the beginning phases of the additional parking spots off of Maple St.

- Community Engagement
 - We have new library swag for giveaways at community events and library programs.
 - Pens, Pencils, Fridge magnets, Chip clips, Notepads, Hot/Cold mini compress, Mini hand sanitizer, Jar opening pads, Tote bags

- Program Attendance & Usage Stats
 - Programs
 - Our Fall programming schedule is out! See attached.
 - We are running 3 Fall Reading Challenges for Youth, Teen and Adults September 9th – November 22nd, 2024. See attached.
 - Youth can participate in the Fall Reading Adventure by completing tasks on the map and earn prizes along the way
 - Teens and Adults can come into the library to pick up bookmarks with reading challenges printed on them. Once completed, they can claim a prize.
 - Senior Neighbors – 151
 - Storytime – 135
 - Quilters – 49
 - In House Programming – 261 (I Spy, Find Dewey, Break-in Bags, etc.)
 - Total Program Attendance this month: 596
 - Room Reservations
 - Study Rooms – Avg. 21/week
 - Community Room Rentals – 8
 - Library Usage Stats – August
 - Patrons
 - Total Patrons*
 - Cedar Springs City: 1,525
 - Solon Township: 1,870

- KDL Service Area: 158
- LLC Libraries: 56

***In August, Lakeland Library Cooperative purges patron records that have expired more than 3 years ago, have had no activity, and do not owe any money.**

- **Patrons Added**
 - Cedar Springs City: 17
 - Solon Township: 26
 - KDL Service Area: N/A
 - LLC Libraries: N/A
- **Circulation**
 - **Total Items in Collection: 32,741**
 - **Items Added: 133**
 - **Total Items Checked Out: 3,115**
 - Adult Books: 966
 - Youth Books: 1498
 - YA Books: 173
 - Audiobooks: 62
 - DVDs: 211
 - Express Items (do not go out to other libraries): 174
 - Other Items (including Library of Things, Hotspots, etc.): 8

VENDOR LIST

Monthly Transactions:

1. Consumers Energy = Electricity
2. DTE Energy = Heat
3. Spectrum Enterprise = Telephone & Internet
4. Elan Financial Services = Credit card statements
5. Baker & Taylor = Book & Audio Book orders
6. City of Cedar Springs = Water
7. O'Dowd Snowplowing = Sidewalk snow removal*
8. Turfs Are Us = Lawn care and irrigation*
9. Zoom = Teleconferencing software

Quarterly Transactions:

1. Arrowaste = Garbage/Recycling
2. Konica Minolta = Copier maintenance & supplies
3. Unique Management = Collections for unreturned items
4. Lakeland Library Cooperative = Misc. co-op fees/services

Annual Transactions:

1. Michigan Library Association = Institutional Membership Fee
2. Mobile Beacon = Hotspot services
3. Canva = Graphic design software for library marketing

Transactions as needed for library operations:

1. Demco = Book supplies (cover, genres labels, etc.)
2. Northwest Kent Mechanical = building services (drain/water fountain issues ect.)
3. Copies Plus = Flyers, Bookmarks, ect.
4. Heimler Consulting = Technology
5. RNL Graphic Solutions = Library cards
6. 4imprint = Library swag
7. Amazon = Supplies for programs, office, and books**
8. Meijer = Supplies for programs and office**

*Seasonal services

**Usually Credit Card purchases

FALL PROGRAMS



BABIES - PREK (Ages 0-5)

FAMILY STORYTIME: Fridays at 10:30am

Come sing, dance, read a book and do a craft. This helps children learn early literacy skills.

FALL READING CHALLENGE: Sept. 9th - Nov. 22nd

Come pick up a sheet, participate in reading challenges, and pick out prizes as you go!

HALLOWEEN LITERACY PUMPKIN CONTEST:

Pick Up Oct. 7th - Oct. 12th

Pick up a pumpkin at the library then create a pumpkin that is based on a book or character. Please see details for drop off and voting dates.

TODDLER SENSORY STATIONS: Oct. 29th at 10:30am

Ages 18mon. - 3yo can explore some fun-filled and educational sensory stations, do a pumpkin craft and listen to a story. SIGN UP REQUIRED.

TEENS (Ages 12-17)

FALL READING CHALLENGE: Sept. 9th - Nov. 22nd

Come pick up a sheet, participate in reading challenges, and enjoy a prize for completion!

PLANNER PROGRAM: Oct. 17th at 6pm

Come create your very own personalized planner. Planners will be provided. SIGN UP REQUIRED.

SPOOKY GOODWILL PAINTING: Oct. 24th at 6pm

Teens are invited to come recreate a boring old goodwill painting into a spooky Halloween scene.

SIGN UP REQUIRED.



ADULTS

FALL READING CHALLENGE: Sept. 9th - Nov. 22nd

Come pick up a sheet, participate in reading challenges, and enjoy a prize for completion!

SOURDOUGH CLASS: Sept. 30th at 6pm

Learn about sourdough starters and create your very own to take home. SIGN UP REQUIRED.

PLANNER PROGRAM: Oct. 17th at 6pm

Come create your very own personalized planner. Journals will be provided. SIGN UP REQUIRED.

UFO PRESENTATION: Oct. 25th at 6pm

Join local UFO scholar, Dr. Ronald Pleune as he lectures and presents on Ufology.

AUTHOR EVENT: Nov. 16th at 10am-1pm

Come visit several local and state authors and get a chance to buy their books.

WREATH CLASS: Nov. 22nd at 6pm (\$25 Per Person)

Create your own holiday wreath made from fresh pine. All supplies will be provided. SIGN UP REQUIRED.

PORCH POT CLASS: Nov. 23rd at 11am OR 2pm

(\$35 Per Person)

Create your own holiday porch pot. All supplies will be provided. SIGN UP REQUIRED.

ELEMENTARY (Ages 6-11)

FALL READING CHALLENGE: Sept. 9th - Nov. 22nd

Come pick up a sheet, participate in reading challenges, and pick out prizes as you go!

HALLOWEEN LITERACY PUMPKIN CONTEST:

Pick Up Oct. 7th - Oct. 12th

Pick up a pumpkin at the library then create a pumpkin that is based on a book or character. Please see details for drop off and voting dates.

POKEMON NIGHT: Oct. 7th at 6pm

Ages 6-11 are invited to dress up, watch Pokémon shows, make crafts, trade cards and more!

SIGN UP REQUIRED.

KIDS PUZZLE COMPETITION: Nov. 14th at 6pm

Kids ages 6-12 are invited to come compete in a puzzle competition. Snacks provided and prizes awarded!

SIGN UP REQUIRED.



FALL FESTIVAL CRAFT SHOW: Nov. 9th from 9am-2pm

FRIENDS BOOK SALE: 10/4 from 10am-6pm, 10/5 from 9am-12pm

PASSIVE PROGRAMS INSIDE THE LIBRARY - COME VISIT US!

ADULT READING CHALLENGE

SEPT. 9TH THRU
NOV. 22ND



READ A BOOK
WITH A ONE
WORD TITLE



LISTEN TO AN
AUDIOBOOK



READ A
NONFICTION
BOOK



TRY A NEW
SERIES



READ A
CLASSIC



TRY A NEW
GENRE



READ A FALL
THEMED BOOK



READ A BOOK
WITH A RED
COVER

ONCE YOU HAVE COMPLETED ALL OF THE
READING TASKS. BRING IT IN TO THE
CEDAR SPRINGS LIBRARY TO
RECEIVE A PRIZE!

TEEN READING CHALLENGE

SEPT. 9TH THRU
NOV. 22ND



READ A BOOK
WITH A ONE
WORD TITLE



LISTEN TO AN
AUDIOBOOK



READ A
NONFICTION
BOOK



TRY A NEW
SERIES



READ WITH A
FRIEND



TRY A NEW
GENRE



READ A
GRAPHIC NOVEL



READ A BOOK
WITH A RED
COVER

ONCE YOU HAVE COMPLETED ALL OF THE
READING TASKS. BRING IT IN TO THE
CEDAR SPRINGS LIBRARY TO
RECEIVE A PRIZE!

FALL READING ADVENTURE

CONGRATULATIONS
YOU COMPLETED THE
ADVENTURE COME
GET YOUR PRIZE!

- READ WITH A FLASHLIGHT
- READ A BOOK WITH A RED COVER
- READ A BOOK A GROWNUP PICKS
- READ FOR 30 MINS



- DRAW A PICTURE OF A PUMPKIN
- READ A NON-FICTION BOOK
- EAT A FALL TREAT
- READ A BOOK WITH A ONE WORD TITLE
- READ A BOOK IN A SILLY VOICE
- DRAW THE SEASON FALL



- READ FOR 20 MINUTES
- READ A FAIRYTALE
- FIND FALL LEAVES
- READ A FALL THEMED BOOK
- HELP SOMEONE OR VOLUNTEER
- READ WITH SOMEONE

READ A BOOK IN THE LIBRARY



COLOR A PICTURE

YOU WON A PRIZE!

LEARN A NEW SONG

READ A BOOK WITH A YELLOW COVER

READ IN A FORT

HAVE A FALL PICNIC

BAKE A TREAT

READ AN ANIMAL BOOK



READ OUTSIDE

GO ON A FALL WALK

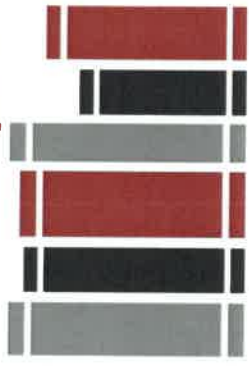
READ TWICE IN ONE DAY

TRY A NEW FOOD

READ IN A COMFY CHAIR

FALL READING ADVENTURE: SEPTEMBER 9TH – NOVEMBER 22ND
PLEASE REDEEM PRIZES BEFORE NOVEMBER 22ND

Cedar Springs



Public Library

Board Essentials

Part II

September 23, 2024



LAKELAND LIBRARY

COOPERATIVE

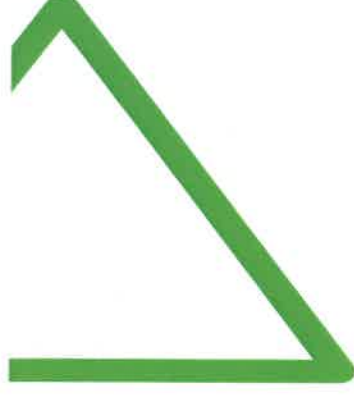
LEADING • LEARNING • LENDING

Agenda

- Review of the agenda
- Review of August's session
 - Expectations
 - Authority, Ethics, and Liability
 - Roles and Responsibilities
- Library Establishment
- Legal Council and Library Laws
- Decision-makers and Decision-making
- Resources
- Questions, Concerns, Support & Solutions

Board member expectations

- Learn about the library: its history, collections, policies, service population characteristics, etc.
- Advocate for the library and for public library service in general
- Communicate openly with other Board members and with the public
- Review, understand, and keep current with the library budget – all revenues and expenditures
- Review the library mission statement and future goals; participate in strategic planning



Code of Ethics

Library trustees are:

- ✓ stewards of the public interest
- ✓ bound by bylaws and legislation
- ✓ entrusted with public funds
- ✓ responsible for transparency to the public
- ✓ restricted from conflict-of-interest situations
- ✓ encouraged to speak with one voice
- ✓ expected to display appropriate ethical behavior

Board & Director Responsibilities

Board	Library Director
Hires Library Director	Hires, mentors, trains, empowers, disciplines, and terminates library staff
Delegates management of daily operations to Director	Manages daily operations; keeps Board informed
Approves budget and monthly expenditures	Proposes and manages the budget and approved expenditures; arranges for and provides info for annual audit
Guides strategic planning	Develops goals, objectives and action plans to achieve the strategic plan and reports progress to the board
Approves library policies	Writes and administers policies for library operations
Evaluates Director	Evaluates library employees

Legal Establishment

Board authority is determined by establishment law.

City, Village and Township Libraries Public Act 164 of 1877.

PA 164 is your guide to your legal authority.

Legal Council is always advised!

Conducting Business

Recommended Agenda from the District Library Law and Lakeland, Library of Michigan:

Agenda

- Call to order
- Approval of Agenda
- Approval of last meeting's minutes
- Treasurer's report
- Committee reports
- Director's report
- Ongoing/New Business (this is to ease confusion in terms of what is old, ongoing and new.)
- Public comment
- Adjournment

ROBERT'S RULES OF ORDER

Common Board Voting Procedures



01

A motion is made.

A board member offers a statement that proposes action. Another board member must second it, or the motion dies. By seconding the motion, the member is merely saying they agree the topic is worthy of discussion.

02

The floor opens for discussion.

Board members will have the chance to ask questions and offer their perspectives. They must be given the floor to speak, and all comments must be addressed to the chair.

03

Any amendments are proposed.

If the original statement leaves any room for ambiguity, a board member can move to amend the motion for clarification. This way, board members know exactly what they're voting on.

04

The motion will go to a vote or be withdrawn.

The chair will close the floor for discussions. If the chair opts to move forward with the vote, each board member votes 'yes,' 'no,' or 'abstain.' The secretary records the vote in the minutes for future reference.

Documents to be familiar with....

- State Aid to Public Libraries Act 89 of 1977- In order to receive state aid, the survey must be filled out between October 1st and February 1st
- Open Meetings Act, Act 267 of 1976 – Essential guidelines from the Library of Michigan are attached. Public Comment Policy is crucial.
- Freedom of Information Act, Act 442 of 1976 – Library Director should be your officer/agent. Guidelines are attached.
- Distribution of Penal Fines to Public Libraries, Act 59 of 1964: This is an entire lecture unto its own but befriend your county and township clerks and be vigilant about being receiving payment.
- The Library Privacy Act, Act 455 of 1982.
- Michigan Library Laws Handbook, 2013 Edition
- Trustee Handbook: <http://michigan.gov/librarytrustee>

“The first thing we do is, let’s ~~call~~ CALL!!!! all the lawyers.” William Shakespeare if he was a library director in Michigan!!!!

How to success as a board?

How to succeed as a director?

How to success and speak with one voice:

ENGAGE LEGAL COUNCIL!

How do we do this?

Budget for Legal Council with a focus on library law

Retain (no prepaid retainer needed for most situations) legal council

Assign library director as the contact to engage and work with legal council. This lessons any conflict of interest any board member might have.

Board & Personal Liability

Maintain acceptable, ethical behavior at all times

- Open Meetings Act - Board Meeting policies
- Freedom of Information (FOIA) Requests
- Avoid “acts in excess of authority; errors in acts; nonfeasance; negligence; intentional violations of civil law”

Conflict of Interest disclosure; written declaration

- Legally and ethically obligated to disclose conflicts
- Excuse self from discussion
- Excuse self from votes

Adequate level of insurance coverage; Directors & Officers


(D & O liability insurance)

Things to think about...

- ✓ Assure that neither the library board nor any individual library board member “run” the library. That is the job of the library director and the staff.
- ✓ Consider that everything you say or do in a public meeting can be seen by the general public.
- ✓ Be cautious when conducting library board business in a personal email or on personal computers as you could be responsible for turning over emails in response to a Freedom of Information Act (FOIA) request.
- ✓ Be aware of the Library Privacy Act <http://legislature.mi.gov/doc.aspx?mcl-Act-455-of-1982>

OMA and public comment

- Helpful to have a policy that includes:
 - ✓ time limit for individual comments
 - ✓ a sign-in form for everyone who desires to speak at a meeting
- Board Chair response? A polite thank you. Do not engage in dialogue – Why? It can:
 - ✓ Derail the Board agenda/not an item of business
 - ✓ Put the Board in reactionary mode
 - ✓ Give credence to issues that may not be valid
- Staff Comments – Staff are treated as members of the public; not an opportunity for dialogue with Board



"Begin challenging your own assumptions. Your assumptions are your windows on the world. Scrub them off every once in awhile, or the light won't come in."

~ Alan Alda



Before we make decisions.....

- ✔ What do you know for sure and have evidence for?
- ✔ What do you think you know but don't have evidence for?
- ✔ What don't you know and need to find out?
- ✔ The director is your resource. They will utilize the staff to get you what you need to evaluate a proposal or policy or make a decision.

What is Consensus?

- Democratic form of group decision-making that works best in small groups (less than 15).
- Process: Creative and cooperative discussion of ideas and opinions.
- Goal: Find the best solution that everyone can live with.
- Equal opportunity to participate.
- Promote the growth of community and build trust.

What Consensus is Not

- Not necessarily unanimous agreement with 100% enthusiastic satisfaction.
- Not voting on competing options (e.g. Robert's Rules).
- Not debating or bargaining to win your view.
- Not going with the lowest common denominator.
- Silence interpreted as consent.
- Not just going along with 'the leader'.



Useful Resources

- Michigan Resources:
<http://www.michigan.gov/librarytrustee>
- Friends of Michigan Libraries Trustee Alliance: <http://fomitrusteealliance.org/>
- United For Libraries
<http://www.ala.org/united/>
- United for Libraries – Michigan Portal
<https://www.ala.org/united/login-request/michigan>



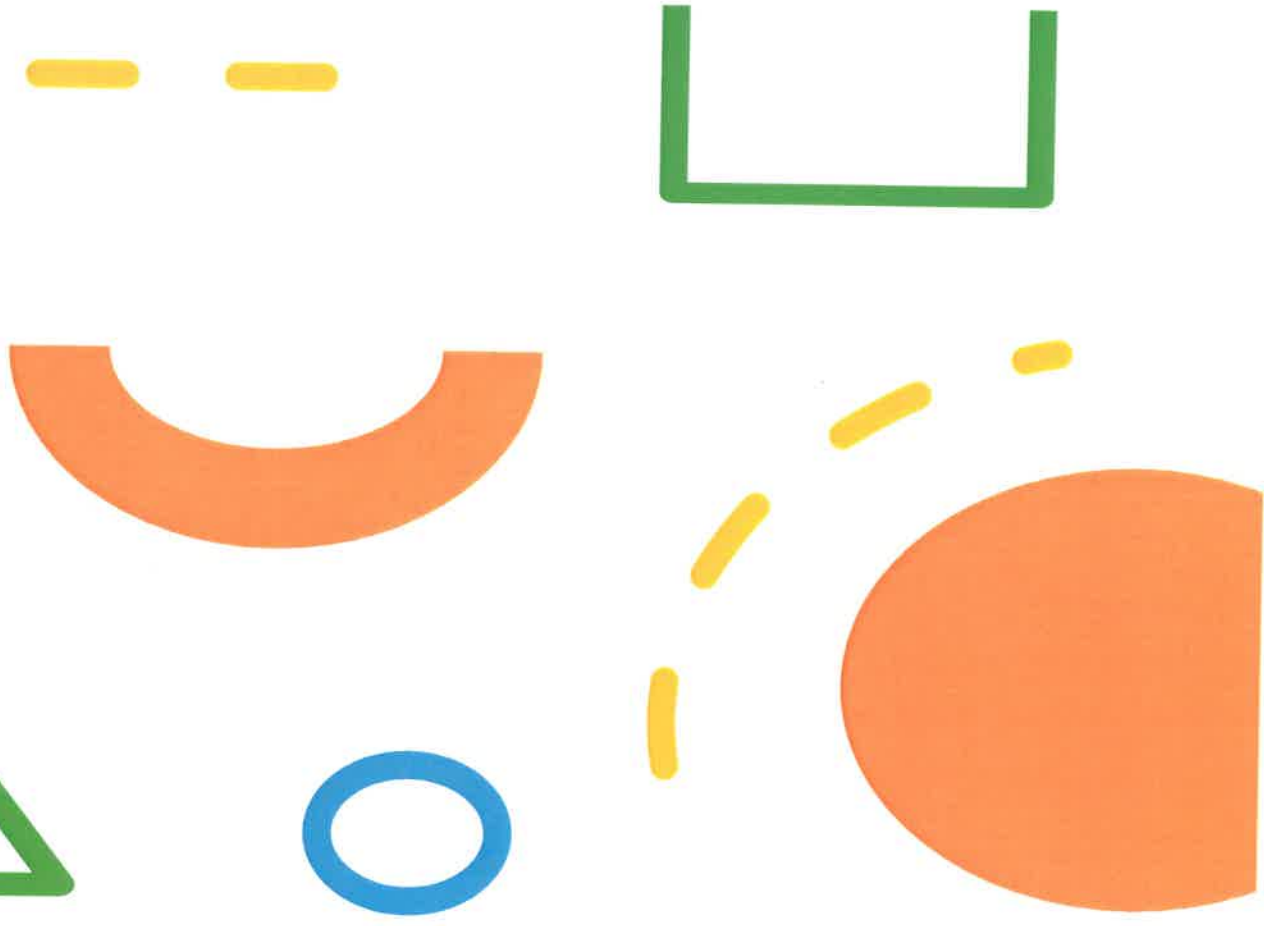
What else?

• Questions

• Concerns

• Support

• Solutions



Carol Dawe
Lakeland Library
Cooperative
Director

carol@llcoop.org
630-207-1205
www.llcoop.org

Thank you for
all that you do
for the library
and those that
use it!



LAKELAND LIBRARY
COOPERATIVE
LEADING • LEARNING • LENDING