Minutes

Approved 27May25

CEDAR SPRINGS PUBLIC LIBRARY

SPECIAL BUDGET HEARING BOARD MEETING

Monday April 28, 2025

6:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

I. Call to Order 6:00pm

Special Meeting called to order by Chair Smith at 6:02pm

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

The Chair verified there was a quorum present to conduct the business of the Board.

II Pledge

Chair Smith led the Board in the pledge of allegiance

III Motion to Open Budget Hearing per Notice

Motion by Owen 2nd by Lehmoine to Open the 2025-26 Budget Hearing.

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

IV Budget Resolution 2025-01 Presentation

<u>2025-26 Library Budget</u>

Discussion-The Director reviewed some of details of the Budget i.e. combining certain accounts like book purchases and Programs; Fund balance and upcoming Audit; how the account numbers used are in compliance with the State Uniform Chart of Accounts.

There was discussion on the City/Township contract and which year we are in and Solon payment; E-rate Federal revenues; digitizing Board documents and use of lap tops; Discussions with City on maintenance costs and footprint of the lease; after audit then investments and interest income can be adjusted; Fund Raising vs. donation accounts; building maintenance and possible expansion; City millage rate and Downtown Development Authority capture; future purchase of books can be more flexible with combined accounts and replacement of “weeded”

books. Combined Program accounts also give more flexibility and the ability to improve popular Programs.

V Public Comment

Rose Powell-Great Job on the Budget document easy to understand.

VI. Motion to Close Public Hearing

Motion by Gritter 2nd by Owen to Close the 2025-26 Budget Hearing at 7:37pm.

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

REGULAR BOARD MEETING

Monday April 28, 2025 Approved 27May25

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

I Call to Order 7:00pm

Meeting called to order by Chair Smith at 7:02pm

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

The Chair verified there was a quorum present to conduct the business of the Board.

II. Pledge

Chair Smith led the Board in the pledge of allegiance

III. Approval of Agenda

Motion by Owen 2nd by Lehmoine to approve the agenda.

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

IV. Consent Agenda

a. Minutes of 31Mar25 Regular Meeting
b. March Financial Report from City

Motion by Owen 2nd by Gritter to accept and affirm the consent agenda (a) Minutes of the 31Mar25 Regular Meeting and (b) March Financial Report from the City as presented.

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

V. Directors Report-J. Pugh

Board Tasks for Director from 03 April meeting-2024-25 Projects: RFID Tagging (Phase 1)-Delayed; Niche Academy-Delayed

The Director presented 6 charts comparing the Cedar Springs to the other 11 Class 3 Libraries in Michigan serving a population of 7,000 to 11,999 which included 2023-24 Salary and Wage Comparison; 2023-24 Number of Total Paid Employees; 2023-24 Salary and Wage Budgets; 2023-24 Average Operating Hours per Week; Number of ALA-MLS Librarians; 2023-24 Total Population Served. When the new updated numbers come out, he will rerun the graphs.

Action and Information-initial weeding project is complete and will add back to the collection as we continue the tagging.

The Director requested the Board to discontinuing Unique Collections Services as the number of incidents were so few that they would do it inhouse so why pay $300 a year to an agency.

Motion by Owen 2nd by Armock to cancel the contract with Unique Collection Services.

Roll Call Vote Ayes: Smith, Owen, Gritter, Lehmoine, Howell, Dykstra, Armock
Nays: None **Motion Passes**

Community Engagement-Thursday, April 17, the Director, Program Manager, and Marketing & Communications Specialist attended the Cedar Springs Community Night.

Program Attendance & Usage Stats April 2025-Senior Neighbors (Exercise) 145; This program is so popular that a 2nd time is being added; Seed Starting Library, so far patrons have picked up over 250 seed packets; Creative Technology Academy Visits 162; Easter Celebration 175; Passive Programming 789 (I Spy, Find Dewey, etc.) Total Program Participation for April: 1,466

Room Reservations-Study Rooms Avg. 26/week; Community Room Used: 32 Rented: 8

Library Usage Stats-Door Counts: 2,203; Total Patrons Cedar Springs City: 1,607 Solon Township: 1,990 KDL Service Area: 181 LLC Libraries: 55

Circulation-Total Items in Collection: 28,839 (this number shrank from 33,400 in March due to the Weeding Project); Items Added; 185 Total Items Checked Out: 4,032

The Director was asked if the Niche Academy would be affected by Administration's canceling of Mel Cat. We would lose some educational videos but they really don't know the full impact.

The web site is going great and generating more on-line library cards.

The transfer of funds and Accounts to Choice One is moving along.

VI. Chairperson's Report-T. Smith

The City requested additional action of the Board for the $6,000 stipend given to the Director at hiring for health care or other fringe benefits confirming it is an annual payment.

Motion by Howell 2nd by Owen to confirm that the $6,000 payment to the Director is a recurring payment.

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

Nays: None **Motion Passes**

The Chair noted that the annual review of the Director is now due since he has now passed his one-year hire date.

The Chair and Director will be going to Lansing April 30th for the Michigan Library Day of Advocacy and meet with elected officials.

VII. Committee Reports

The Chair noted that there were no committee meetings. He also noted that he and the Director met with the City to discuss maintenance obligations and liability insurance for such things as the new fountain.

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 noted the Community Building Development Team (CBDT) met and is planning a June celebration of the new fountain. They will also be conducting a clean up around the library on May 16th and 17th.

VIII Ongoing/New Business

a. Schedule Strategic Planning Board Focus Group

Discussion: Carol Dawes of Lakeland Cooperative suggested the Board meet at 6pm on Tuesday May 27th prior to the regular 7pm meeting to review the focus group phase.

b. 2025-26 Library Budget Resolution 2025-1 Approval

Motion by Owen 2nd by Dykstra to approve Resolution 2025-1 Cedar Springs Public Library Annual Budget for Fiscal Year July 1, 2025 through June 30, 2026 and authorize the Chair and Secretary to sign.

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

Nays: None **Motion Passes**

IX Agenda Items for May 27, 2025 Meeting

Strategic Plan Focus Group session at 6pm to hear the board ideas

Discussion: A question was raised about reviewing the old Strategic Plan as to accomplishments and unresolved items and there was general agreement that would be a good exercise.

The Director's Annual review process could happen in June and perhaps the Personnel Committee could send out questionnaires.

X Informational Items

None

Public Comment

Rose Powell noted that bids were being taken for September improvements to the Amphitheater play area and bathrooms.

XI Board Comments

Dykstra- Agree with Michelle easy to read budget documents
Gritter-Thank you James for good work on Budget
Lehmoine-Because of James work we have a lot of good things to look forward too
Owen-Thank you, Budget is very well put together.
Howell- Excited for the future, the library is an important and safe place for the community
Armock-Thank you for going to Advocacy Day (April 30th), Confirmed Clean Up Day is May 16th and 17th, and compliments to the Collections Manager.
Smith-Complimented James and staff work, no longer have to financially scrape by because of increased City and Solon contributions

XII Motion to Adjourn

Motion by Owen 2nd by Lehmoine to adjourn the meeting at 7:37pm
Voice Vote: Ayes: All Nays: None **Motion Passes**

Respectfully submitted by Secretary Howell Ron M. Howell 01May25

Board Approved- _____ 27May25

Next regular meeting scheduled for TUESDAY, May 27th 7:00 pm 2025 at the library due to Memorial Day Holiday on Monday May 26th. Special Strategic Plan meeting 6pm May 27th at library.

Meeting Attachments:

- Draft Minutes of 31Mar25 Regular Meeting
- March 2025 Financial Report from City
- Director's April Report
- Class 3 Lakeland Library Cooperative Comparison Table & Charts
- Resolution 2025-1 – Resolution to Adopt the 2025-26 Library Budget
- Suspending Using Unique Collections

Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday March 31, 2025

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

I. Call to Order 7:00pm

Roll Call: Verification of a Quorum

Meeting called to order by Chair Smith at 7:02pm

The Chair conducted a roll call to verify a quorum.

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

Absent: John Lehmoine

Motion by Owen 2nd by Dykstra to excuse John Lehmoine.
Voice Vote: Ayes: All Nays: None **Motion Passes**

The Chair verified there was a quorum present to conduct the business of the Board.

II. Pledge

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 Gritter to accept and affirm the consent agenda (a) Minutes of the 03March25 Regular Meeting and (b) February Financial Report from the City as presented.
Voice Vote: Ayes: All Nays: None **Motion Passes**

V. Directors Report-J. Pugh

Action and Information-The chair reviewed the most recent meeting with the City. The Weeding project moves slowly to ensure the there are items in the collection that will get the most use

from the public by reviewing the criteria for removal i.e. never checked out in 5 years. The director reviewed the potential impacts of defunding the State Michigan Electronic Library (Mel) by the loss of access to research data bases we cannot afford to pay and for patrons to check out items beyond the Lakeland Cooperative (LLC) membership collection.
Community Engagement-The Director presented the Annual Report to the Cedar Springs Women's club and received a $250 check for the Summer Reading Program.
Program Attendance & Usage Stats March 2025
Programs-1,971 participation
Room reservations-Study average 24/week; Community room used-36, rented-11
Usage Stats-Patrons-City-1,587; Township-1,968
Circulation-3,689 items checked out
Project Reports: RFID; New Web Site-Live and functional; Niche Academy; New Phone System; Point of Sale System

Discussion:

VI. Chairperson's Report-T. Smith

The Chair noted the fraud protection on the CSPL accounts continues to work despite continued attacks and noted the City has made the decision to move their accounts from Independent Bank to Choice one.

Motion by Owen 2nd by Dykstra to approve the moving of all CSPL accounts to Choice one Bank.
Discussion: It was questioned if we should check with other banks and was answered by being comfortable to follow the City.

Roll Call Vote Ayes: Smith, Owen, Gritter, Howell, Dykstra, Armock
Nays: None **Motion Passes**

The Chair distributed a handout showing aerial views of the existing footprint of the library in current lease and a Possible Alternated CSPL Footprint that would essentially be only the SE corner of the existing parcel. The Chair also passed along the City's willingness to draft an Intergovernmental Agreement (IGA) that would set down in writing all the historical verbal arrangements: maintenance of the CSPL leased property i.e. snow removal, lawn care; accounting services from City and revising the lease footprint (without new fountain) if the CSPL Board was amenable.

Motion by Howell 2nd by Owen to approve the City drafting an IGA with revised lease footprint.
Discussion: The existing lease could be modified with a new footprint description and under the maintenance section refer to the new IGA.
Voice Vote: Ayes: All Nays: None **Motion Passes**

VII. Committee Reports

The Chair noted there were no committee meetings in the past month but the Policy Committee had communicated with the Director regarding the proposed Policies.

a. Personnel Committee
b. Policy Committee-Notified the Director the committee agreed not to meet as the Agenda item was going to be reviewed by the entire Board.
c. By-laws Committee
d. IT (Technology) Committee-
e. Finance Committee-
f. Strategic Plan Committee

Public Comment

Rose Powell-noted the City Council did discuss a smaller footprint for the lease.
Asked what was the Presidential executive order number defunding MeL. Asked the Director about the collection weeding process and he described it
Jill Owen-asked about the lease footprint and recalled the Executive order was issued March 14th.

VIII Ongoing/New Business

a. Strategic Planning Process with Carol Dawe

Carol Dawe from the Lakeland Cooperative reviewed the 6-month Strategic Plan process with the Board and distributed a handout titled Strategic Planning: Overview & Timetable dated March 31, 2025.

Discussion: There was much discussion about the Why, What is and isn't, Who, When noting the entire process will take up to 6 months. She is currently assisting other libraries with their Plan update. She emphasized this is driven by local needs and is translated into measurable Action Plans by the Director

b. Budget Amendment Approval

Motion by Owen 2nd by Armock to approve the Budget Amendment to decrease 271-790-895.000 (Senior Programs) by $1,000; Increase 271-790-956.400 (Special Programs) $800; Increase 271-790-968.000 (Public Relations) by $200.

Roll Call Vote: Ayes: T. Smith, T. Owen, M. Gritter, R. Howell, M. Dykstra, H. Armock

Nays: None **Motion Passes**

c. New Patron Behavior, Material Collection, and Violations Policies

The Director presented new Patron Behavior, Material Collection, and Violations Policies.

Discussion: There was much discussion about the New Policies affecting the ones already in place. The roll of procedures within the Policy or by reference and how the public accesses and uses the policies and procedures; The conditions under which law enforcement or mental assistance is called for by staff; clarification that age is 8 for toy room; Board approved policies vs. Director procedures to implement the policy; How is the Board to know which existing policy is being replaced by these new ones; New policy dates; digitizing all Policies and Procedures. It was noted the Director provided the Board with a list of all existing Polices, by number, with comments regarding how they will be combined with new or existing or need new altogether. The entire revision/update process could take two years.

Motion by Howell 2nd by Dykstra to approve the new Patron Behavior, Material Collection, and Violations Policies.

Voice Vote: Ayes: T. Smith, M. Gritter, R. Howell, M. Dykstra, H. Armock All
Nays: None Abstain: T. Owen **Motion Passes**

IX Agenda Items for April 28, 2025 Meeting

a. Budget Hearing-Special meeting starting at 6pm with Copies of Budget with supporting documentation to Board and linked to Hearing notice prior to posting to new web site
b. Approval of 2025-26 Library Budget
c. Annual Report & Comparison to like sized libraries

X Informational Items

Public Comment

Rose Powell-Loves the new Web site
Jill Owen-noted every board member would need a laptop if all policies were digital

XI Board Comments

Dykstra-
Gritter-thanked Director
Owen-willing to share historical information with City for the Intergovernmental Agreement
Howell- thanked the Director for his report
Armock-
Smith-

XII Motion to Adjourn

Motion by Owen 2nd by Gritter to adjourn the meeting at 8:53pm
Voice Vote: Ayes: All Nays: None **Motion Passes**

Respectfully submitted by Secretary Howell Ron M. Howell 03Apr25

Board Approved- _____ _____

Next regular meeting scheduled for Monday, April 28th, 2025, with Budget Public Hearing starting at 6:00pm and Regular Board Meeting starting at 7:00 pm at the library.

Meeting Attachments:

- Draft Minutes of 3Mar25 Regular Meeting
- February 2025 Financial Report from City
- Director's March Report
- *Aerial photo of existing lease footprint and possible new one (added)*
- *Strategic Planning: Overview & Timetable dated March 31, 2025. By C. Dawe (added)*
- New Budget Amendment for Line Items 271-790-895.000 (Senior Programs), 271-790-956.400 (Special Programs Expense), and 271-790-968.000 (Public Relations)
- New Patron Behavior Policy
- New Material Selection Policy
- New Violations Policy
- List of recommended policy manual updates from Attorney
- Notice of Special Meeting: Budget Hearing

DRAFT

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025	ACTIVITY FOR MONTH 03/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Revenues						
Dept 000						
271-000-400.100	Appropriation from Fund Bal	21,300.00	0.00	0.00	21,300.00	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	135,900.00	134,744.04	276.61	1,155.96	99.15
271-000-432.000	Tax Collections - DNR PLT	50.00	65.10	65.10	(15.10)	130.20
271-000-437.000	Tax Collections - IFT Roll	1,200.00	836.87	0.00	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	181,894.00	0.00	(6,494.00)	103.70
271-000-453.000	USF FUNDS-ERATE	3,000.00	2,557.08	0.00	442.92	85.24
271-000-515.000	State Aid	5,240.00	10,663.28	5,428.82	(5,423.28)	203.50
271-000-625.000	BANK FEES -FINES & SERVICES	3,500.00	4,053.19	493.13	(553.19)	115.81
271-000-664.000	Interest Earned	2,500.00	4,482.56	1,108.10	(1,982.56)	179.30
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	5,560.00	820.00	440.00	92.67
271-000-674.000	Donations	1,000.00	946.86	653.00	53.14	94.69
271-000-674.200	Book Donations	500.00	829.52	83.62	(329.52)	165.90
271-000-674.400	Summer Reading Program Donations	3,000.00	2,049.18	1,850.00	950.82	68.31
271-000-674.700	Area Libraries Lost & Damaged Books	200.00	251.90	28.99	(51.90)	125.95
271-000-677.000	Miscellaneous	3,000.00	2,569.95	78.49	430.05	85.67
Total Dept 000		375,940.00	351,503.53	10,885.86	24,436.47	93.50
TOTAL REVENUES		375,940.00	351,503.53	10,885.86	24,436.47	93.50
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	59,250.00	40,913.49	4,423.08	18,336.51	69.05
271-790-704.000	WAGES - PART TIME EMPLOYEES	127,800.00	80,139.54	9,287.67	47,660.46	62.71
271-790-705.000	Cleaning Service	2,000.00	999.17	173.02	1,000.83	49.96
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	100.00	36.65	5.66	63.35	36.65
271-790-709.000	SOCIAL SECURITY EXPENSE	15,000.00	9,502.43	1,048.84	5,497.57	63.35
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	2,064.10	486.85	(64.10)	103.21
271-790-724.000	TELEPHONE	2,400.00	905.05	59.98	1,494.95	37.71
271-790-724.100	INTERNET	3,500.00	1,289.78	124.98	2,210.22	36.85
271-790-726.000	OFFICE SUPPLIES	3,800.00	3,272.38	546.65	527.62	86.12
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	773.13	69.36	1,226.87	38.66
271-790-736.000	Adult Book Expense	9,500.00	4,725.16	873.44	4,774.84	49.74
271-790-736.500	TEEN BOOKS	1,000.00	604.77	80.55	395.23	60.48
271-790-737.000	Childrens Book Expense	9,500.00	4,444.44	937.31	5,055.56	46.78
271-790-738.000	Books Purchased with Donations	500.00	296.34	79.36	203.66	59.27
271-790-738.100	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	60.97	0.00	939.03	6.10
271-790-739.000	Area Libraries Lost & Damaged Books	1,000.00	729.98	61.41	270.02	73.00
271-790-790.000	PROGRAMS	0.00	379.96	379.96	(379.96)	100.00
271-790-801.000	Professional Service Expense	10,500.00	3,156.50	2,346.00	7,343.50	30.06
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	3,348.00	188.00	2,652.00	55.80
271-790-806.000	Collection Services	300.00	78.80	9.85	221.20	26.27
271-790-808.000	Lakeland Support Services	25,000.00	14,855.06	0.00	10,144.94	59.42
271-790-813.000	Garbage Disposal Service	400.00	222.93	74.31	177.07	55.73
271-790-851.000	POSTAGE	500.00	316.14	0.00	183.86	63.23
271-790-861.000	TRANSPORTATION EXPENSE	1,000.00	95.51	0.00	904.49	9.55
271-790-880.800	SUMMER READING PROGRAM	7,500.00	2,994.70	0.00	4,505.30	39.93
271-790-895.000	SENIOR PROGRAMS	1,000.00	0.00	0.00	1,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025	ACTIVITY FOR MONTH 03/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	7,500.00	5,522.93	390.00	1,977.07	73.64
271-790-915.000	MEMBERSHIP & DUES EXPENSE	700.00	671.73	0.00	28.27	95.96
271-790-917.000	Workmens Compensation Expense	300.00	263.39	0.00	36.61	87.80
271-790-918.000	WATER UTILITY EXPENSE	1,000.00	708.53	63.87	291.47	70.85
271-790-926.000	Electric Expense	6,000.00	4,982.09	617.45	1,017.91	83.03
271-790-930.000	Repair & Maintenance Serv Exp	15,500.00	3,022.10	825.22	12,477.90	19.50
271-790-930.300	Education/Training Expense	1,800.00	1,750.52	0.00	49.48	97.25
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	2,200.00	1,556.92	186.66	643.08	70.77
271-790-956.000	Miscellaneous Expense	5,000.00	3,636.20	861.75	1,363.80	72.72
271-790-956.400	Special Programs Expense	5,000.00	5,166.10	16.09	(166.10)	103.32
271-790-968.000	Public Relations	2,000.00	1,964.14	64.98	35.86	98.21
271-790-970.000	Capital Expense	5,000.00	0.00	0.00	5,000.00	0.00
271-790-970.400	CAPITAL - TECHNOLOGY	16,800.00	16,800.00	0.00	0.00	100.00
271-790-999.100	APPROPRIATION TO FUND BALANCE	5,060.00	0.00	0.00	5,060.00	0.00
Total Dept 790 - Library		375,940.00	224,109.13	24,282.30	151,830.87	59.61
TOTAL EXPENDITURES		375,940.00	224,109.13	24,282.30	151,830.87	59.61
Fund 271 - Library Fund:						
TOTAL REVENUES		375,940.00	351,503.53	10,885.86	24,436.47	93.50
TOTAL EXPENDITURES		375,940.00	224,109.13	24,282.30	151,830.87	59.61
NET OF REVENUES & EXPENDITURES		0.00	127,394.40	(13,396.44)	(127,394.40)	100.00

BALANCE SHEET
Period Ending 03/31/2025

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	415,438.98
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		**501,892.46**
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	2.10
271-000-210.000	State Withholding Payable	508.99
Total Liabilities		**793.18**
*** 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	275,711.89
Total Fund Balance		**373,704.88**
Beginning Fund Balance		**373,704.88**
Net of Revenues VS Expenditures		**127,394.40**
Ending Fund Balance		**501,099.28**
Total Liabilities And Fund Balance		**501,892.46**

CHECK REGISTER FOR CITY OF CEDAR SPRINGS
CHECK DATE FROM 03/01/2025 - 03/31/2025

Bank LibCk Library Main Checking Account

Check Date	Check	Vendor Name	Amount
03/04/2025	16898	ARROWASTE	74.31
03/04/2025	16899	CONSUMERS ENERGY	617.45
03/04/2025	16900	FOSTER SWIFT	1,300.50
03/04/2025	16901	HILLARD ELECTRIC, INC	475.22
03/12/2025	16902	BAKER & TAYLOR, INC.	1,836.80
03/19/2025	16903	CITY OF CEDAR SPRINGS	251.87
03/19/2025	16904	DTE ENERGY	486.85
03/19/2025	16905	ELAN FINANCIAL SERVICES	1,890.17
03/19/2025	16906	FOSTER SWIFT	1,045.50
03/19/2025	16907	HEIMLER CONSULTING	769.96
03/19/2025	16908	MID AMERICA BOOKS	36.95
03/19/2025	16909	SPECTRUM ENTERPRISE	184.96
03/19/2025	16910	STREAMLINE	350.00
03/19/2025	16911	UNIQUE MANAGEMENT SERVICES INC	9.85

LIBCK TOTALS:

Total of 14 Checks:	9,330.39
Less 0 Void Checks:	0.00
Total of 14 Disbursements:	9,330.39

Cedar Springs Public Library

Director's Report

April 2025

- Board Tasks
  - 2024-25 Projects: Please see the attached project reports.
  - The 2024-25 Fiscal Year (FY) State Aid Report data from the Library of Michigan is not available as of this board meeting's date. However, the Director still compiled the data from 2023-24 FY, adding the current CSPL data. See attached graphs comparing all Lakeland Library Cooperative Class 3 Libraries. A couple of notable takeaways:
    - In 2023-24, CSPL had the most paid employees, but was third lowest in Class 3 salary and wages budget. The $2.00/hour increase approved by the board now puts CSPL in range of libraries with similar staff sizes.
    - CSPL's hours of operations are less than other libraries that serve similar population sizes. It may be beneficial to add a question about our hours of operation to the Strategic Plan surveys.

- Action & Information
  - The initial weeding project is complete. The next phase is to begin the physical tagging of items in the collection. The Director is coordinating with some staff to come in on a day the library is closed to optimize the tagging process.
  - The Director would like the board to make a formal decision on discontinuing Unique Collections Services. See the attached explanation from Lakeland Library Cooperative. This needs to be a board decision as it is a dedicated line item in the budget. The total savings would be about $300 annually.
  - Thanks to the new website, patrons are taking advantage of Patron Point, a service Lakeland Library Cooperative offers allowing patrons to sign up for digital library cards. The digital library can be used like a physical card, including checking out digital content on Libby. Patron Point makes it easier than ever for patrons to access and use the

library. The new website made it easier to find and register with Patron Point, and so far, the numbers are promising. 2025 Patron Point Stats:

- January 2025 - 1 application
  February 2025 - 2 applications
  March 2025 - 1 application
  April 2025 (so far) - 4 applications (Website went live March 24, 2025)

- Community Engagement
  - On Thursday, April 17, the Director, Program Manager, and Marketing & Communications Specialist attended the Cedar Springs Community Night. We showcased our new website, upcoming programs, and issued new library cards.

- Program Attendance & Usage Stats April 2025
  - Programs
    - Senior Neighbors (Exercise) – 145
      - This program is so popular that a 2nd time is being added. Beginning in May patrons can choose either the 9:15 or 10:30am classes. See attached flyer.
    - Storytimes – 110
    - Quilters – 52
    - Seed Starting Library – 14
      - Additionally, we are doing a seed library. So far patrons have picked up over 250 seed packets.
    - CTA Visits – 162
    - Writer's Group - 6
    - Easter Centerpieces - 13
    - Easter Celebration - 175
    - Passive Programming – 789 (I Spy, Find Dewey, etc.)
    - Total Program Participation for April: 1,466

- Room Reservations
  - Study Rooms – Avg. 26/week
  - Community Room Usage
    - Used: 32
    - Rented: 8
- Library Usage Stats
  - Door Counts: 2,203
  - Patrons
    - Total Patrons
      - Cedar Springs City: 1,607
      - Solon Township: 1,990
      - KDL Service Area: 181
      - LLC Libraries: 55
    - Patrons Added
      - Cedar Springs City: 20
      - Solon Township: 22
      - KDL Service Area: 10
      - LLC Libraries: N/A
  - Circulation
    - Total Items in Collection: 28,839 (this number shrank due to the Weeding Project)
    - Items Added: 185
    - Total Items Checked Out: 4,032
      - Adult Books: 966
      - Youth Books: 1,591
      - YA Books: 113
      - Audiobooks: 28
      - DVDs: 221
      - Express Items (do not go out to other libraries): 164
      - Other Items (including Library of Things, Hotspots, etc.): 25
      - Digital Content (eBooks, eAudiobooks, eMagazines): 924

Cedar Springs Public Library

Project BRIEF REPORT

Project Name: RFID Tagging (Phase 1)

Timeline: 22 weeks (5 months) **Budget: $7,500.00**

Category	Details
Objectives	• Convert the collection to RFID Tags • Enhance inventory control
Key Deliverables	• Tags in each item in the library • Inventory tracking and management
Budget	100% $7,500
Stakeholders	• Staff • Patrons
Risks and Mitigations	• Delays in Process: Set clear deadlines and regular progress checks • Budget Overrun: Implement regular budget reviews and adjust plans as necessary • Technology issues: Train staff on basic troubleshooting; call customer support
Status	In Progress - Delayed

Important Notes:

- Approved at October 2024 Board Meeting. Project Due Date: 3/31/2025
- Training session done.
- Software/hardware installed on Director's computer. Waiting to hear back from LLC for Sierra (library's circulation software) link. Tagging of physical materials project to begin once link is established. - Solved
- Weeding project has begun. New expected completion on 4/30/25
- Weeding project complete - 4/18/25. Tagging phase target completion: 6/1/25.

Cedar Springs Public Library

Project BRIEF REPORT

Project Name: Niche Academy

Timeline: 14 weeks (3 months) **Budget: $7,600.00**

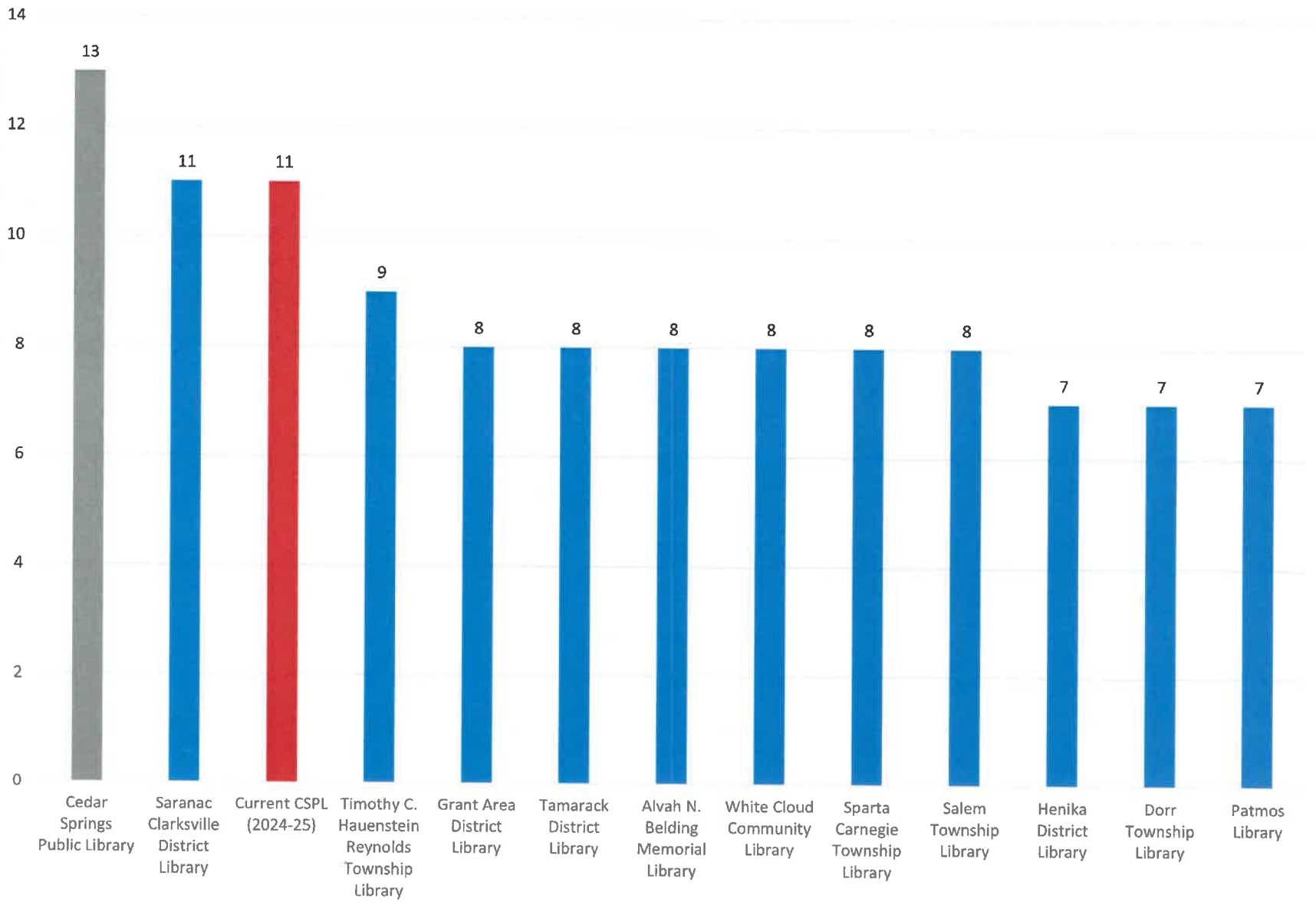
Category	Details
Objectives	• Optimize patron website experience • Improve patron knowledge on digital services offered by the library • Utilize new staff tool for patron training
Key Deliverables	• Interactive user guide videos embedded on our website
Budget	100% $7,800
Stakeholders	• Staff • Patrons
Risks and Mitigations	• Delays in Process: Set clear deadlines and regular progress checks • Budget Overrun: Implement regular budget reviews and adjust plans as necessary • Technology issues: Train staff on basic troubleshooting; call customer support
Status	In Progress - Delayed

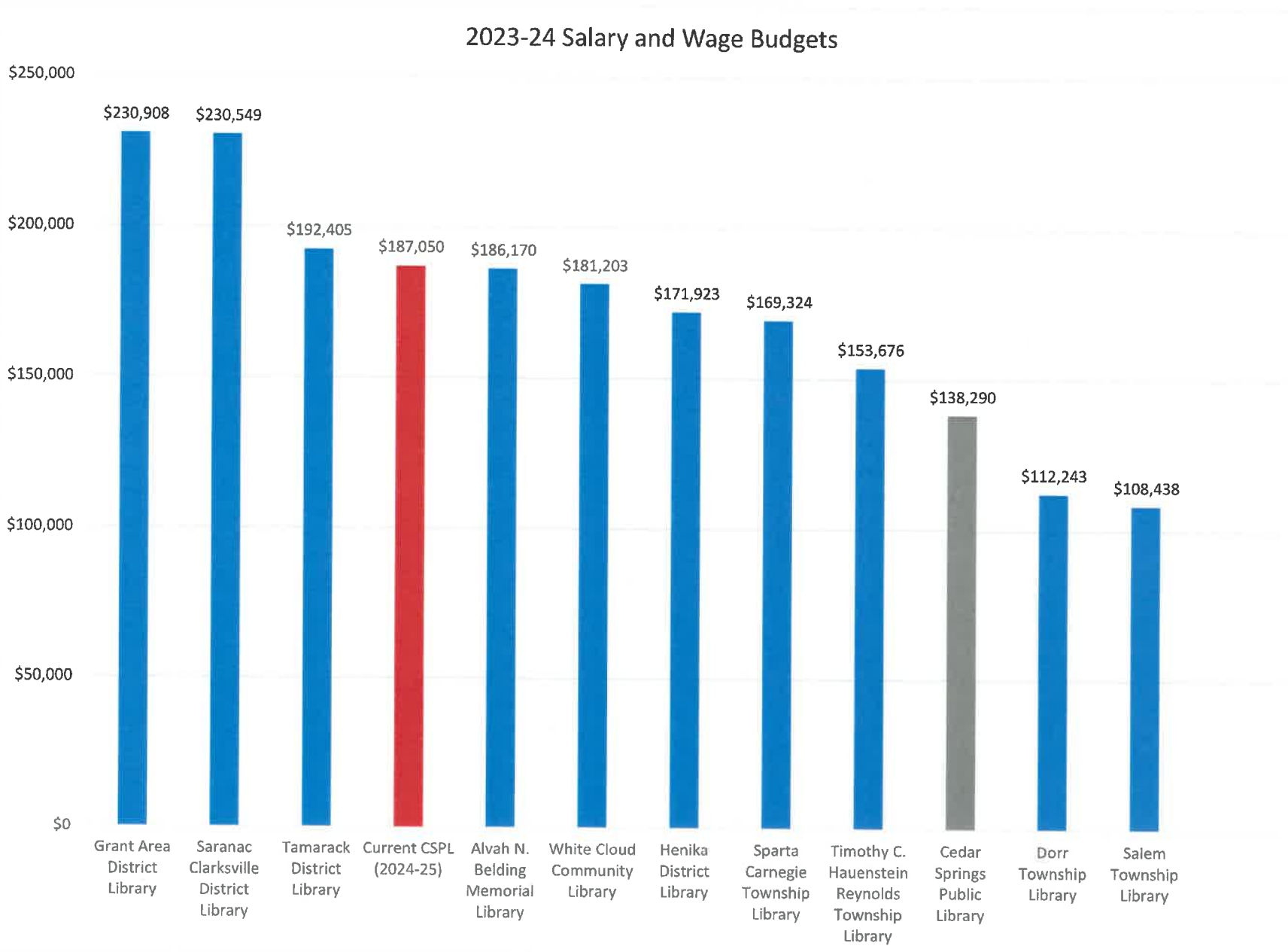
Important Notes: Approved at November 2024 Board Meeting

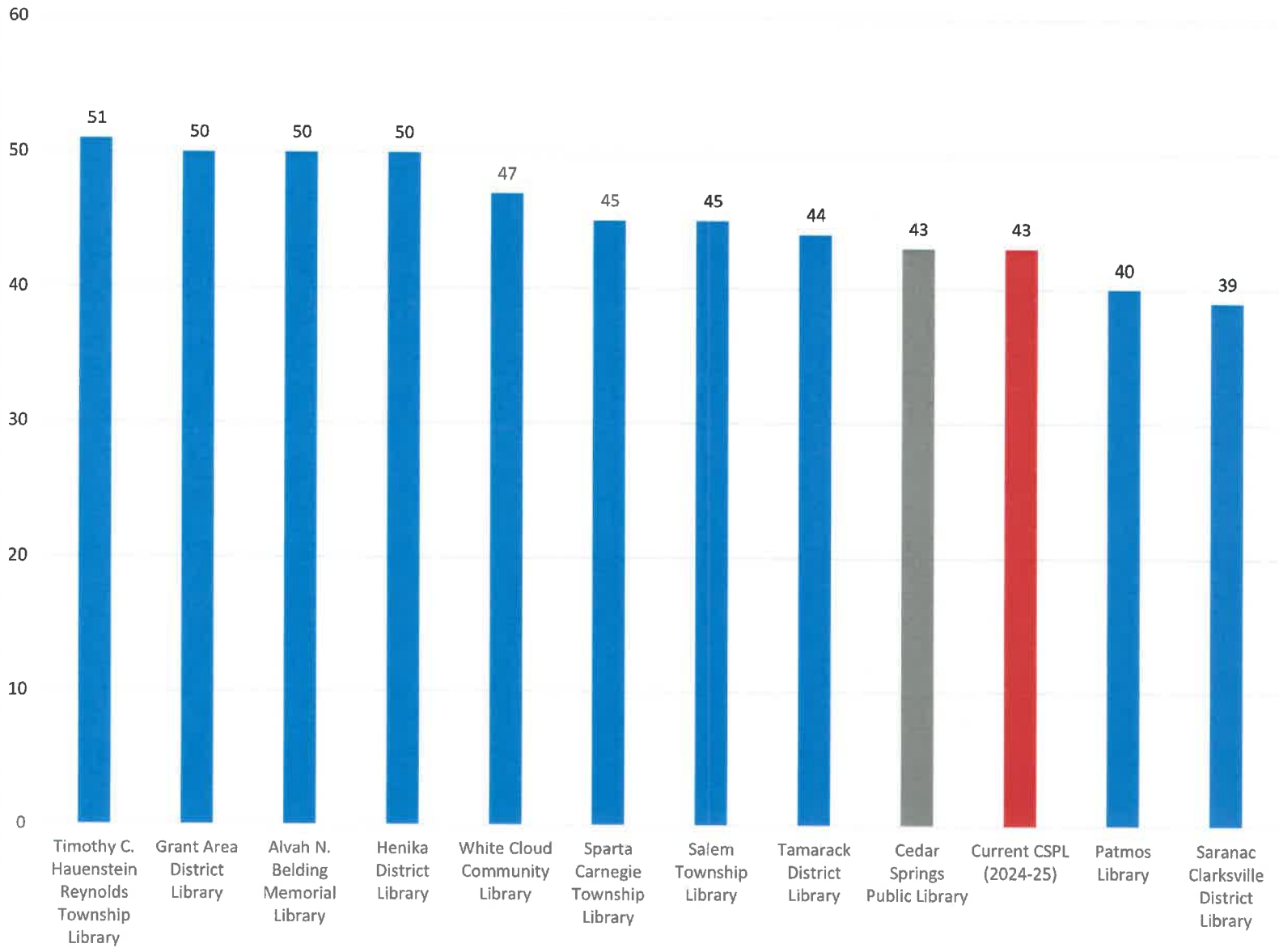
- Approved at November 2024 Board Meeting. Project Due Date:
- Additional $200, one time, "Implementation fee".
- Budget amended at December 16th, 2024, Board Meeting
- While Niche is live and ready to go, we are waiting for the new website to go live; Director is working on adding some tutorials to current website.
- Director is working to integrate Niche Academy into new website.

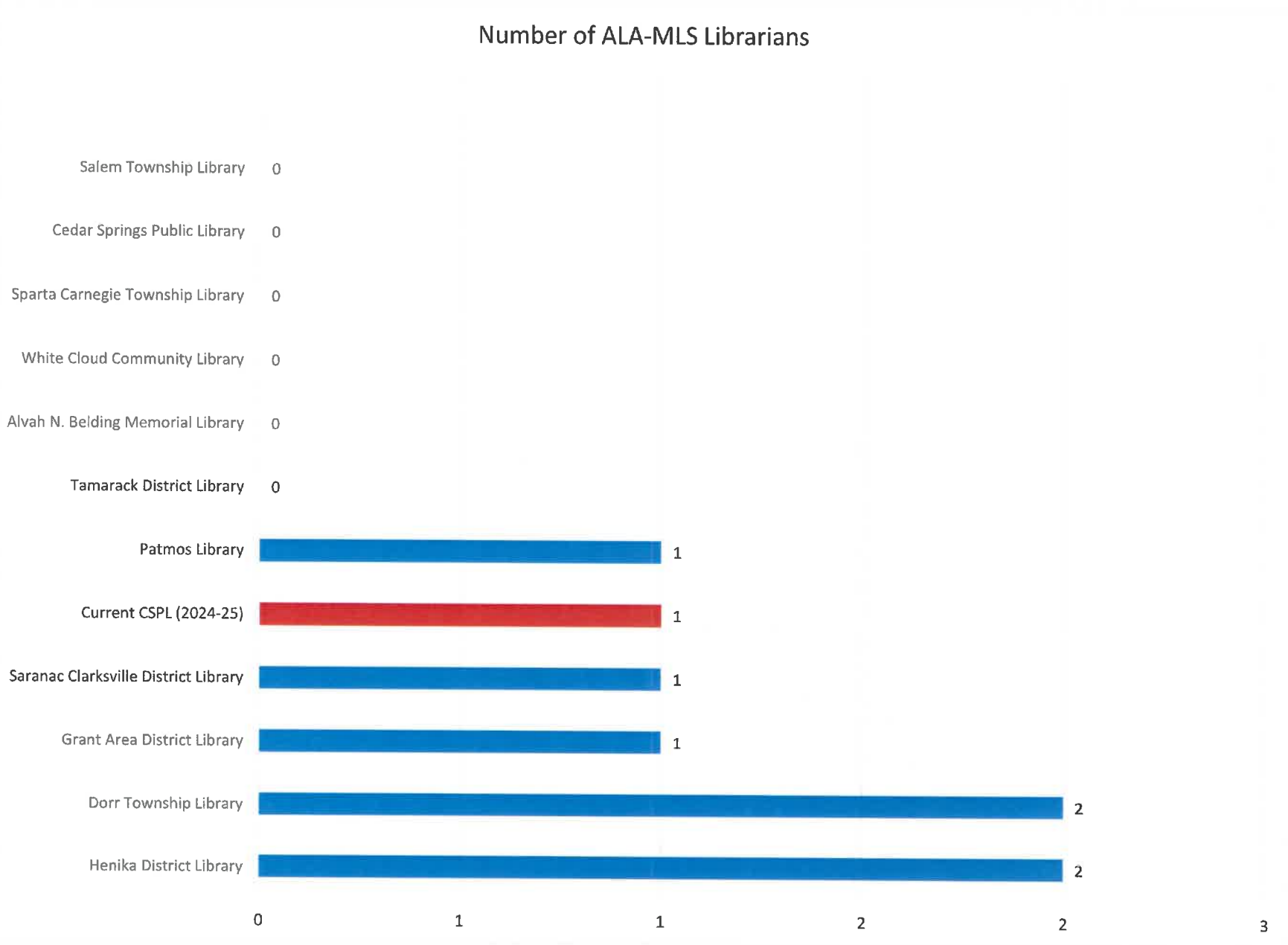
2023-24 Salary and Wage Comparison Chart

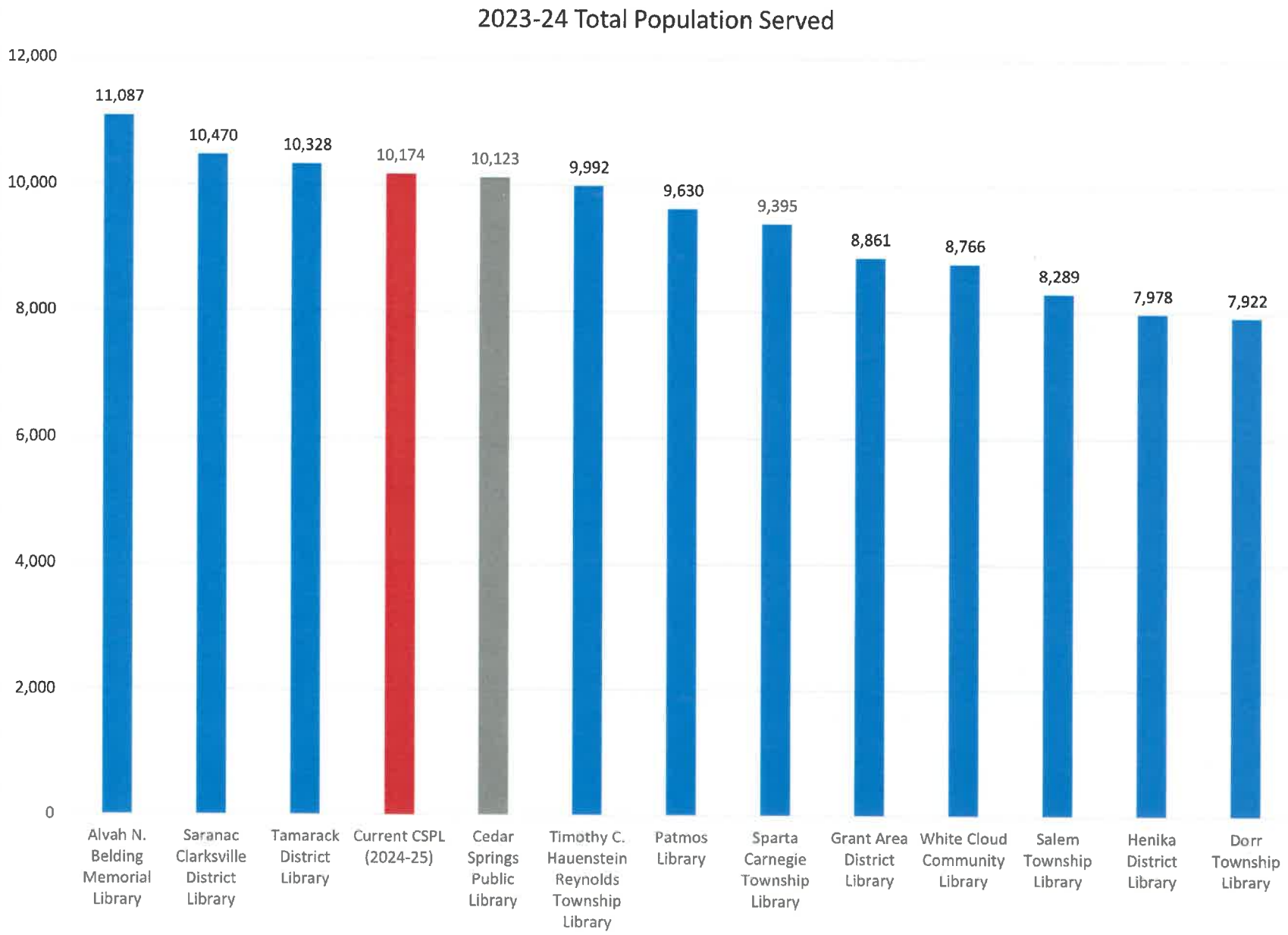
Location	Library Class Size	Salary and Wage Budgets	Number of ALA-MLS Librarians	Number of Total Paid Employees	Subtotal Legal Service Area Population Served	Contract Municipality Population Served	Total Population Served	Average Operating Hours per Week
Grant Area District Library	Class 3: Serve 7,000-11,999	$230,908	1	8	8,861		8,861	50
Saranac Clarksville District Library	Class 3: Serve 7,000-11,999	$230,549	1	11	10,470		10,470	39
Tamarack District Library	Class 3: Serve 7,000-11,999	$192,405	0	8	9,900	428	10,328	44
Alvah N. Belding Memorial Library	Class 3: Serve 7,000-11,999	$186,170	0	8	5,938	5,149	11,087	50
White Cloud Community Library	Class 3: Serve 7,000-11,999	$181,203	0	8	7,869	897	8,766	47
Henika District Library	Class 3: Serve 7,000-11,999	$171,923	2	7	7,978		7,978	50
Sparta Carnegie Township Library	Class 3: Serve 7,000-11,999	$169,324	0	8	9,395		9,395	45
Timothy C. Hauenstein Reynolds Township Library	Class 3: Serve 7,000-11,999	$153,676		9	5,431	4,561	9,992	51
Cedar Springs Public Library	Class 3: Serve 7,000-11,999	$138,290	0	13	3,627	6,496	10,123	43
Dorr Township Library	Class 3: Serve 7,000-11,999	$112,243	2	7	7,922		7,922	38
Salem Township Library	Class 3: Serve 7,000-11,999	$108,438	0	8	5,156	3,133	8,289	45
Patmos Library	Class 3: Serve 7,000-11,999	$83,063	1	7	9,630		9,630	40
Current CSPL (2024-25)	Class 3: Serve 7,000-11,999	$187,050	1	11	3,661	6,513	10,174	43


2023-24 Number of Total Paid Employees
14
12
10
8
6
4
2
0
13
11
11
9
8
8
8
8
8
8
7
7
7
Cedar Springs Public Library
Saranac Clarksville District Library
Current CSPL (2024-25)
Timothy C. Hauenstein Reynolds Township Library
Grant Area District Library
Tamarack District Library
Alvah N. Belding Memorial Library
White Cloud Community Library
Sparta Carnegie Township Library
Salem Township Library
Henika District Library
Dorr Township Library
Patmos Library


2023-24 Salary and Wage Budgets
$250,000
$200,000
$150,000
$100,000
$50,000
$0
$230,908
$230,549
$192,405
$187,050
$186,170
$181,203
$171,923
$169,324
$153,676
$138,290
$112,243
$108,438
Grant Area District Library
Saranac Clarksville District Library
Tamarack District Library
Current CSPL (2024-25)
Alvah N. Belding Memorial Library
White Cloud Community Library
Henika District Library
Sparta Carnegie Township Library
Timothy C. Hauenstein Reynolds Township Library
Cedar Springs Public Library
Dorr Township Library
Salem Township Library


2023-24 Average Operating Hours per Week
60
50
40
30
20
10
0
51
50
50
50
47
45
45
44
43
43
40
39
Timothy C. Hauenstein Reynolds Township Library
Grant Area District Library
Alvah N. Belding Memorial Library
Henika District Library
White Cloud Community Library
Sparta Carnegie Township Library
Salem Township Library
Tamarack District Library
Cedar Springs Public Library
Current CSPL (2024-25)
Patmos Library
Saranac Clarksville District Library


Number of ALA-MLS Librarians
Salem Township Library
0
Cedar Springs Public Library
0
Sparta Carnegie Township Library
0
White Cloud Community Library
0
Alvah N. Belding Memorial Library
0
Tamarack District Library
0
Patmos Library
1
Current CSPL (2024-25)
1
Saranac Clarksville District Library
1
Grant Area District Library
1
Dorr Township Library
2
Henika District Library
2
0
1
1
2
2
3


2023-24 Total Population Served
12,000
10,000
8,000
6,000
4,000
2,000
0
11,087
10,470
10,328
10,174
10,123
9,992
9,630
9,395
8,861
8,766
8,289
7,978
7,922
Alvah N. Belding Memorial Library
Saranac Clarksville District Library
Tamarack District Library
Current CSPL (2024-25)
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Patmos Library
Sparta Carnegie Township Library
Grant Area District Library
White Cloud Community Library
Salem Township Library
Henika District Library
Dorr Township Library

Suspending Using Unique Collections

Description of Unique's Services: Unique Management offers a materials recovery service to attempt to retrieve library materials that have gone to a status of billing from patrons who have $80 or more of outstanding materials. Unique's notifications are in addition to Sierra's existing notices and Unique charges $9.85 per patron account.

Problem: some LLC member libraries wish to stop using Unique Management's material recovery services. Some libraries have received negative feedback from patrons from being contacted by a collections company. In other cases, if the patron ignores the collections process and never pays Unique's fee, the library must pay this fee out of its own funds. Using collections does not necessarily mean that the patron will actually pay for or return materials. Additionally, in the past, Unique was able to submit unpaid accounts to credit reporting agencies and in some cases, this was more encouragement to patrons to resolve their unreturned materials. After the 2016 change in the law, Unique is no longer allowed to notify credit reporting institutions of delinquent patrons. Participating in using Unique's material recovery services was an all-in requirement; members reviewed the service in April 2022 and by vote, decided to continue using the company's services, with the threshold raised to $80.

Current rules and procedures: per Lakeland *Circulation Policy 3.8*, "A patron must have at least one item at billing (63 days overdue) and owe over $80 to qualify for collections."

Recent developments: we learned that there is a way to allow libraries to participate or not participate in Unique's material recovery service. The ILS Manager can make adjustments in a Sierra table to exclude certain PTYPES from being sent to collections, thus allowing individual libraries to opt out of using these services.

Way forward: if libraries would like to suspend using Unique's materials recovery services, please submit a help desk ticket to request this. If libraries would like to continue using the service, no action is necessary. Current Circulation Policy 3.8 will remain to define which patrons will be sent to collections if the patrons' home library still uses the service.

Question: how will my library get its materials back? There have always been procedures in place within Sierra to notify patrons of unreturned items. Courtesy notices, overdue notices, and billing notices will continue to go out to patrons from Sierra as they always have. Using collections does not necessarily mean that the patron will actually pay for or return materials.