Minutes

Approved 28Apr25

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- _____ 28Apr25

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

Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday March 3, 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, 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 Howell to amend the agenda after Item VI Chairperson's Report and before Item VII Committee Reports for an Item called "Funding".
Voice Vote: Ayes: All Nays: None **Motion Passes**

Motion by Owen 2nd by Gritter to approve the amended the agenda.
Voice Vote: Ayes: All Nays: None **Motion Passes**

IV. Consent Agenda

a. Minutes of 27Jan25 Regular Meeting
b. January Financial Report from City

Motion by Lehmoine 2nd by Owen to accept and affirm the consent agenda (a) Minutes of the 27Jan25 Regular Meeting and (b) January Financial Report from the City as presented.
Note: Monthly Bank statement was circulated for each member to review and then returned to the Director.
Voice Vote: Ayes: All Nays: None **Motion Passes**

V. Directors Report-J. Pugh

a. Board Tasks for Director from January meeting

Board Tasks-The Director reported back to Board regarding 2024-25 Projects; Library Investments; List of Technology expenditures for 2025-26(see attachment) New Phone System-completed and on-line February 26th
Action & Information- The Library now has our own IRS Federal Employer Identification Number (FEIN); The 10 Staff plus Director have participated in CPR and AED training and certification; The Library has initiated the massive weeding project withdrawing 2,507 titles from the collection that have only had 5 or less total check outs since the item has been in the catalog, has not been checked out since 2022, and/or are in poor condition.
Community Engagement- The Library has begun a new "Sponsor" program to entice new community partnerships and encourage or strengthen existing ones (see attachment).
Program Attendance and Usage Stats-Total Program attendance for January & February 1,831; Paron usage for October-Cedar Springs-1,576; Solon-1,959; KDL-167; LLC-56
Project Updates-RFID; New Web Site-done but need a date to go live by end of month.
Analysis of Monthly Financial Report-The Director submitted a report breaking down the Fund Balance Financial report from the City (see attachment).
Potential Investment Opportunities-The Director submitted a report reviewing investment opportunities of the Fund Balance (see attachment).

Discussion-Web site security; there were no objections for the Director using a Financial Advisor and to begin investing available Fund Balance and the need to update the investment policy; it was noted the Mabie Operations balance of $73,363.70 was donated to be used only for Library operations; budget reserve of 25% was noted; what percentage should be kept for a reserve; two funds principle could not be used (Cleo Cowles-$13,000 and USF Funds-6,629.29) Work with City and sync with them the budget adoption process. Clarification of Baker & Taylor Inc. who is the company we buy our collection from. The withdrawn items to be replaced by digital content have been historically given to the Friends of the Library who sell them to raise funds for the Library. The need to update/remove certain Board policies that are now under the control/management of the new Director.

List of Technology Expenditures for 2025-26 budget- was provided the Board as requested (see attachment).

VI. Chairperson's Report-T. Smith

The Chair noted that he and the Director will be making Annual Report/presentations to the City Council and Township Board this month.

New Item-Funding

Board member Owen gave a historical overview of the Library funding including the two millages that are levied in the City (a) 1936 .5 mill voted by the city residents in perpetuity and (b) City Council approved in 2013 an annual 1.0 mill (combined total of 1.2087 in 2024 generating $140,416 for the current budget). The contractual contribution by Solon Township starting in late 1990's now budgeted for $175,400 this year. He also discussed the efforts to create a District library in 2000 that voters did not pass in the City and Township. The creation in 2013 of a City Downtown Development Authority (DDA) that captures a portion of City millages ($4,372.99 in 2024-25).

It was noted the State Statue is very clear about violations of the Closed-Door session.

VII. Committee Reports

The Chair noted there were no committee meetings in the past month.

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

Discussion: The Director noted that his current practice is to do his work and present to the entire Board. The Chair noted that regular business of the library should be done this way but longer-term items like the Strategic Plan should be run through committees.

Public Comment

Rose Powell-thanked the Board, Director, and staff for their work

Jill Owen-expressed concern that the Board needs to exercise their overall control of library operations as representatives of citizens.

VIII. Ongoing/New Business

Strategic Planning - The Director from the Lakeland Library Cooperative (LLC) has agreed to work with the Cedar Springs Public Library to establish the 2025 Strategic Plan over a 6-month period as a service provided by LLC for member libraries. The Director has arranged for LLC to appear at the next Board meeting of March 31st to go over the process. Each Board member should review the current Strategic Plan and note any changes that should be made. Board member Lehmoine notified the Board he had a previous family commitment and could not make that meeting.

Board Approval of the new ESTA portion of the Personnel Policies and Salary Adjustment Proposal- Director presented a new Paid Time Off (PTO) Policy Effective retroactive to February 21, 2025 to address the State Mandate legislation of Earned Sick Time Act (ESTA).

Discussion: It was noted that the Library has its own Federal Employee Identification Number (FEIN) which takes another step of moving the library employees from being treated as City employees to now being separate library employees with library benefits and policies.

Motion by Howell 2nd by Dykstra to approve the Paid Time Off (PTO) Policy Effective retroactive to February 21, 2025 as presented by the Director.

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

The Director presented a new salary structure for part-time employees to be implemented over the next several budget years.

Discussion: Role of the Board in day-to-day operations i.e. past Job descriptions that the new Director has now been hired who has simplified the descriptions and brought up the rates to be competitive and will implement over the next few years.

Motion by Armock 2nd by Lehmoine to approve the Salary Adjustment Proposal for Part-Time employees as presented.

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

IX. Agenda Items for March 31, 2025 Meeting

Begin Strategic Planning Process
Budget Hearing/Adoption targeted for April
Leased Parcel with City and discussions

X. Informational Items

Public Comment

Rose Powell-Noted she and her husband are to be the grand marshals for red Flannel festival and there will be an effort to set a Guiness World record for most people wearing red flannel underwear and celebrate certain historical events in the City.

Laura (STAFF)-wanted to let the Board that the new Director has taught the employees many new things about library operations and is very much appreciated.

Jill Owen-clarified her earlier concerns

XI. Board Comments

Dykstra- thankful for staff, Director and the how we all have the same goal for a better library
Gritter-thanked the staff
Lehmoine-Board working in a positive manner with the City, excellent job Director is doing, remind Board to listen to the public and apologized he had family commitment so can not attend the next meeting
Owen- Loves the Library and offers himself as a resource
Howell-thanked the Director for the financial analysis
Armock-appreciates the whole staff when she visits and appreciates the Director
Smith- Encouraged by the Board and community for its passion to have a good library and to be part of that effort

XII. Motion to Adjourn

Motion by Owen 2nd by Gritter to adjourn the meeting at 8:36pm
Voice Vote: Ayes: All Nays: None Motion Passes

Respectfully submitted by Secretary Howell [redacted] Ron M. Howell 05Mar25

Board Approved- _____ _____

Next regular meeting scheduled for Monday, March 31st, 2025, 7:00 pm at the library.

Meeting Attachments:

- Draft Minutes of 27Jan25 Regular Meeting
- January 2025 Financial Report from City
- Internal Financial Report (Reflects current Budget Amendments)
- Director's February Report
- Breakdown of the Financial Report
- Potential Investment Opportunities
- List of Technology Expenditures 2025-26
- New ESTA Compliance Personnel Policy
- Salary Adjustment Proposal
- CSPL Sponsorship Prospectus
- Strategic Planning Timeline

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025	ACTIVITY FOR MONTH 02/28/2025	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	134,467.43	391.26	1,432.57	98.95
271-000-432.000	Tax Collections - DNR PLT	50.00	0.00	0.00	50.00	0.00
271-000-437.000	Tax Collections - IFT Roll	1,200.00	836.87	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	181,894.00	(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	5,234.46	0.00	5.54	99.89
271-000-625.000	BANK FEES -FINES & SERVICES	3,500.00	3,560.06	361.75	(60.06)	101.72
271-000-664.000	Interest Earned	2,500.00	3,374.46	345.87	(874.46)	134.98
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	4,740.00	800.00	1,260.00	79.00
271-000-674.000	Donations	1,000.00	293.86	0.00	706.14	29.39
271-000-674.200	Book Donations	500.00	745.90	250.00	(245.90)	149.18
271-000-674.400	Summer Reading Program Donations	3,000.00	199.18	0.00	2,800.82	6.64
271-000-674.700	Area Libraries Lost & Damaged Books	200.00	222.91	37.00	(22.91)	111.46
271-000-677.000	Miscellaneous	3,000.00	2,491.46	22.00	508.54	83.05
Total Dept 000		375,940.00	340,617.67	184,101.88	35,322.33	90.60
TOTAL REVENUES		375,940.00	340,617.67	184,101.88	35,322.33	90.60
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	59,250.00	36,490.41	4,423.08	22,759.59	61.59
271-790-704.000	WAGES - PART TIME EMPLOYEES	127,800.00	70,851.87	8,586.63	56,948.13	55.44
271-790-705.000	Cleaning Service	2,000.00	826.15	71.22	1,173.85	41.31
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	100.00	30.99	7.81	69.01	30.99
271-790-709.000	SOCIAL SECURITY EXPENSE	15,000.00	8,453.59	995.26	6,546.41	56.36
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	1,577.25	500.23	422.75	78.86
271-790-724.000	TELEPHONE	2,400.00	845.07	150.15	1,554.93	35.21
271-790-724.100	INTERNET	3,500.00	1,164.80	0.00	2,335.20	33.28
271-790-726.000	OFFICE SUPPLIES	3,800.00	2,725.73	625.10	1,074.27	71.73
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	703.77	84.20	1,296.23	35.19
271-790-736.000	Adult Book Expense	9,500.00	3,851.72	167.24	5,648.28	40.54
271-790-736.500	TEEN BOOKS	1,000.00	524.22	0.00	475.78	52.42
271-790-737.000	Childrens Book Expense	9,500.00	3,507.13	134.81	5,992.87	36.92
271-790-738.000	Books Purchased with Donations	500.00	216.98	0.00	283.02	43.40
271-790-738.100	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	60.97	60.97	939.03	6.10
271-790-739.000	Area Libraries Lost & Damaged Books	1,000.00	668.57	44.65	331.43	66.86
271-790-801.000	Professional Service Expense	10,500.00	810.50	0.00	9,689.50	7.72
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	3,160.00	0.00	2,840.00	52.67
271-790-806.000	Collection Services	300.00	68.95	0.00	231.05	22.98
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	148.62	0.00	251.38	37.16
271-790-851.000	POSTAGE	500.00	316.14	73.00	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	1,697.80	4,505.30	39.93
271-790-895.000	SENIOR PROGRAMS	1,000.00	0.00	0.00	1,000.00	0.00
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	7,500.00	5,132.93	0.00	2,367.07	68.44

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025	ACTIVITY FOR MONTH 02/28/2025	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-790-915.000	MEMBERSHIP & DUES EXPENSE	700.00	671.73	30.00	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	644.66	195.91	355.34	64.47
271-790-926.000	Electric Expense	6,000.00	4,364.64	644.82	1,635.36	72.74
271-790-930.000	Repair & Maintenance Serv Exp	15,500.00	2,196.88	350.00	13,303.12	14.17
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	1,370.26	178.95	829.74	62.28
271-790-956.000	Miscellaneous Expense	5,000.00	2,774.45	31.19	2,225.55	55.49
271-790-956.400	Special Programs Expense	5,000.00	5,150.01	515.16	(150.01)	103.00
271-790-968.000	Public Relations	2,000.00	1,899.16	94.00	100.84	94.96
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	199,826.83	19,662.18	176,113.17	53.15
TOTAL EXPENDITURES		375,940.00	199,826.83	19,662.18	176,113.17	53.15
Fund 271 - Library Fund:						
TOTAL REVENUES		375,940.00	340,617.67	184,101.88	35,322.33	90.60
TOTAL EXPENDITURES		375,940.00	199,826.83	19,662.18	176,113.17	53.15
NET OF REVENUES & EXPENDITURES		0.00	140,790.84	164,439.70	(140,790.84)	100.00

CHECK REGISTER FOR CITY OF CEDAR SPRINGS
CHECK DATE FROM 02/01/2025 - 02/28/2025

Bank LibCk Library Main Checking Account

Check Date	Check	Vendor Name	Amount
02/05/2025	16888	CONSUMERS ENERGY	644.82
02/05/2025	16889	KONICA MINOLTA BUSINESS SOLUTIONS	364.03
02/05/2025	16890	THE ROCKFORD SQUIRE	25.00
02/19/2025	16891	CITY OF CEDAR SPRINGS	195.91
02/19/2025	16892	COPIES PLUS PRINTING CO	152.75
02/19/2025	16893	DTE ENERGY	500.23
02/19/2025	16894	ELAN FINANCIAL SERVICES	3,142.74
02/19/2025	16895	LAKE ODESSA COMMUNITY LIBRARY	34.99
02/19/2025	16896	SPECTRUM ENTERPRISE	59.98
02/19/2025	16897	STREAMLINE	350.00

LIBCK TOTALS:

Total of 10 Checks:	5,470.45
Less 0 Void Checks:	0.00
Total of 10 Disbursements:	5,470.45

BALANCE SHEET
Period Ending 02/28/2025

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	428,824.50
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		**515,277.98**
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	17.15
271-000-210.000	State Withholding Payable	483.02
Total Liabilities		**782.26**
*** 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		**140,790.84**
Ending Fund Balance		**514,495.72**
Total Liabilities And Fund Balance		**515,277.98**

Cedar Springs Public Library

Director's Report

March 2025

- Board Tasks
  - 2024-25 Projects: Please see the attached project reports.
  - Our new website is launching the week of March 24, 2025! Please visit www.cedarspringslibrary.org and see the new and improved, easy to use, site.

- Action & Information
  - The Director and Board Chair met with the City Manager, Clerk, and Finance Director. The Chair will provide an update.
  - The Library's massive weeding project is moving slow, but is ongoing. We have a few sections in the library left, but upon closer inspection of the collection a second wave of weeding will be needed during the RFID tagging process. Again, this will ensure the right items in the collection are being tagged as well as ensuring there are items in the collection that will get the most use from the public.
  - The Director's Statement on the defunding of the Michigan Electronic Library - For twenty years Michigan residents have enjoyed use of the Michigan Electronic Library (MeL). Due to a recent Presidential Executive Order, this critical library service and adjacent programs are about to be eliminated. The director would like to share some information and stats about the MeL program and how eliminating it will impact CSPL.
    - In 2024, Michigan Libraries lent over one million books and other materials that are not locally available through a service called MelCat, funded primarily by these federal dollars. This service provides residents access to even more books that go beyond the scope of CSPL's and Lakeland Library Cooperative's

collection. CSPL fulfilled over 500 MeLCat requests, both sending and receiving items.

- Through MeL, students and other residents last year accessed over 19 million electronic articles, journals and other online resources to do homework, research, prepare for tests, and so much more. CSPL cannot afford to purchase the licenses and access to these databases and online resources ourselves and rely on MeL to provide them for us. We will lose an entire service we currently provide our community.
- Residents benefited from MeL's authoritative sources on education, medicine, business, and history, among other topics to make informed decisions. Again, CSPL cannot afford these databases and resources on our own.
- For every federal dollar spent, $27.00 was returned to Michigan communities through these services.
- Staff have benefitted from travel stipends to attend professional development opportunities to stay current with trends that affect the profession. The Director used the travel stipend to attend ALA in San Diego, and it covered almost the entire trip saving the library money.
- IMLS provides funding for cohorts on financial sustainability, digital literacy, artificial intelligence, and public library management. Staff have been completing the MeL Maven Badges, an online training course that helped staff get familiar with MeL services and help patrons use them.
- IMLS helped pay for excellent training and educational opportunities for all library workers through participation in Niche Academy offerings. This includes basic library training, board training, and classes for leadership.

The Director is urging the board, staff, and members of the community to reach out to their federal representatives and request that funding for these essential library programs and services be maintained for CSPL and libraries across the state.

- Community Engagement
    - The Director attended the March Cedar Springs Women's Club meeting to present on what the Annual Report. The Women's Club gifted the library $250 that will be used toward the Summer Reading Program. We would like to thank the Women's Club for the generous donation.

- Program Attendance & Usage Stats March 2025
    - Programs
        - The Winter Reading Challenge is complete! Participants who claimed prizes were able to come to the library and "shop" for prizes like candy, trinkets, and even gift cards. The totals were:
            - Youth: 69
            - Teens: 9
            - Adults: 19
        - Senior Neighbors (Exercise) – 208
        - Storytimes – 219
        - Quilters – 48
        - CTA Visits – 64
        - Bookclub – 5
        - Writer's Group - 4
        - School Outreach – 400
        - Inflatable Carnival – 186
        - Puzzle Competition - 33
        - 1st Grade Glow Party - 240
        - Passive Programming – 467(I Spy, Find Dewey, etc.)
        - Total Program Participation for March: 1,971
    - Room Reservations
        - Study Rooms – Avg. 24/week
        - Community Room Usage
            - Used: 36
            - Rented: 11

- Library Usage Stats February
  - Patrons
    - Total Patrons
      - Cedar Springs City: 1,587
      - Solon Township: 1,968
      - KDL Service Area: 171
      - LLC Libraries: 55
    - Patrons Added
      - Cedar Springs City: 11
      - Solon Township: 9
      - KDL Service Area: 4
      - LLC Libraries: N/A
  - Circulation
    - Total Items in Collection: 33,400
    - Items Added: 95
    - Total Items Checked Out: 3,689
      - Adult Books: 954
      - Youth Books: 1,383
      - YA Books: 124
      - Audiobooks: 27
      - DVDs: 191
      - Express Items (do not go out to other libraries): 122
      - Other Items (including Library of Things, Hotspots, etc.): 24
      - Digital Content (eBooks, eAudiobooks, eMagazines): 864

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.
- Weeding project has begun. New expected completion on 4/30/25

Cedar Springs Public Library

Project BRIEF REPORT

Project Name: New Website

Timeline: 14 weeks (3 months) **Budget: $1,500.00**

Category	Details
Objectives	• Update and modernize the library's website • Become ADA compliant • Optimize patron website experience
Key Deliverables	• User-friendly, safe, website • New ADA compliance by deadline
Budget	100% $1,500
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	**Completed - Week of 3/24/2025**

Important Notes:

- Approved at November 2024 Board Meeting. Project Due Date: 3/3/2025
- Kick Off Meeting Wednesday, December 12th.
- Design Meeting Friday, January 24th, 2025.
- Website will go live in March. Coordinating with IT consultant for specific date.

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 - On Time

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.

Cedar Springs Public Library

Project BRIEF REPORT

Project Name: New Phone System

Timeline: 10 weeks (2.5 months) **Budget: $1,500.00**

Category	Details
Objectives	• Optimize patron experience • Reduce spam and soliciting phone calls
Key Deliverables	• Phone system with multiple lines • VoIP interface • Multiple extensions for staff
Budget	0% $1,500
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	**Complete - Week of 02/24/2025**

Important Notes:

- Approved at October 2024 Board Meeting. Project Due Date: 1/6/2025
- Inventory of product (physical phones) is low in December 2024. May affect delivery date.
- Service will be $40/month. It will replace current phone bill and be taken from line item 271-790-724.000 - TELEPHONE.
- Phones are in and syncing with our system. The new phones will be live 3/1/25.
- New phones are live, with hold and transfer capabilities, and no busy signals.

Cedar Springs Public Library

Project BRIEF REPORT

Project Name: Point of Sale System

Timeline: _ weeks (_ months) **Budget: $1,000.00**

Category	Details
Objectives	• Optimize patron payment experience • More accounting internal controls • More accurate tracking of monetary transactions
Key Deliverables	• Dedicated money till with lock • Updated Credit Card reader • Daily transaction reports
Budget	0% $1,000
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 - New completion date determined.**

Important Notes: Approved at October 2024 Board Meeting

- Approved at October 2024 Board Meeting.
- Starting over with new vendors. Clover did not respond to 3 contacts about beginning the project.
- Working with current pay services, USPAY, to get new credit card reader and inquiring about service costs. This came about when we updated our FEIN.

Current CSPL Footprint

Possible Alternative CSPL Footprint

Strategic Planning: Overview & Timetable:

Presented to the Cedar Springs Board by Carol Dawe, Lakeland Library Director

March 31, 2025

OVERVIEW:

Why:

- Continue to build on board and staff development-defined roles and responsibilities
- Improve communication between director and the board, director and the staff and the board and staff and director with the community and community partners.
- Empower staff with the tools they need to succeed
- Keep the board, staff, director and community on track, focused and productive

What it is and isn't:

- Three to Five year strategic plan document with one year action plans that are flexible, realistic and reflect the needs of the community.
- Not a to-do list
- Not a consensus exercise
- Not to be tossed in a drawer

Who:

- Director and Staff participate in focus groups with LLC Director. The director, selected staff and LLC Director write the plan.
- Partners and community provide input through survey and focus groups.
- Full Board is part of the first focus group, approves the survey and checks in at various times in the process and then approves the plan.

How:

- Focus groups with director (one on one) and with board and staff (without the director)
- Survey based on initial focus groups
- Focus groups with the community (without the director)
- Community partner focus group based on survey results (without the director)
- Staff input based on survey and focus groups with director
- Board input on mission, vision and purpose
- Board input and approval on final draft of plan

When: The following is the proposed timeline for the Strategic Planning Process with LLC:

Months 1-2

- Establish kickoff date
- Focus Groups conducted with Director, Board and Staff
- Create Community Survey from initial focus group data
- Board approves survey.
- Survey distributed via multiple vehicles

Months 3-4

- Compile Data from Survey
- Share Survey Data with Board
- Conduct community and partner focus groups from survey data.
- Compile data from focus groups

Months 5-6

- Meet with staff to discuss focus group and survey data and workshop plan
- Draft Plan and mission and vision statements with selected staff
- Workshop the Mission/Vision/Purpose Statements with Board
- Review plan with Board
- Plan approved by Board
- Plan is published in 2 page and full text formats
- Begin working the Plan
- Create quarterly or monthly updates for the board

Cedar Springs Public Library

Budget Amendment

March 31, 2025

Decrease 271-790-895.000 (Senior Programs) by $1,000

Increase 271-790-956.400 (Special Programs Expense) by $800

Increase 271-790-968.000 (Public Relations) by $200

This budget amendment reflects the Library's commitment to effectively allocating resources to meet current programming and public engagement needs and does not change the Total Expenditures for 2024-25 Fiscal Year.

PATRON BEHAVIOR POLICY
Adopted March 31, 2025

I. Introduction.

The Cedar Springs Public Library (the "Library") is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy ("Policy") is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings (interior and exterior), all grounds controlled and operated by the Library ("Library Property"), and to all persons entering in or on to Library Property, unless otherwise specified.

This policy supersedes all policies regarding Patron Behaviors prior to the date of adoption (Policies 4.1, 4.2, 4.7.2-4.7.4).

II. Rules for a Safe Environment.

A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.

B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.

C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment (including toys that can be ridden or wagons) is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.

H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.

I. Staff Only Areas. Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director.

J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

A. Personal Property. Personal property brought into the Library is subject to the following:

1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.

2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.

3. The Library does not guarantee storage for personal property.

4. Personal possessions must not be left unattended or take up seating or space if needed by others.

B. Food and Beverages. Beverages must be covered (no cans or open-top cups). Patrons are responsible for disposing of food debris properly. Food and beverages are not permitted by the public computers.

C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library's parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not

use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.

D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library and shall not remain on Library Property. This includes sleeping on Library furniture, the floor, or outside on Library Property.

E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:

1. Spitting;
2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
3. Climbing on furniture;
4. Using obscene or threatening language or gestures;
5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property, or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.

F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing Protesting and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, protesting, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, protesting, and soliciting are prohibited inside the Library building.

2. Campaigning, petitioning, interviewing, protesting, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:

   a. Persons or groups are requested to sign in at the Checkout Desk in advance.

   b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.

   c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, protesting, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.

   d. No person shall block ingress or egress from the Library building.

   e. Permitted times will be limited to the operating hours of the Library.

   f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.

J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.

K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.

L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.

M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

N. Odor. Offensive odor, including but not limited to, body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from or items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).

O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons, outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.

P. Library Policies. Patrons must adhere to all Library Policies.

Q. Identification; Masks. Patrons must provide identification to Library staff when requested. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs.

R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.

S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.

T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property. Visible or damp swimming suits left uncovered are not considered to be appropriate attire. No bras or sports bra tops allowed without a proper full shirt over the top. No one with uncovered undergarments will be permitted on library property.

U. Patron Use of Children's Area and Computers: The Youth area of the Library is intended for use by children (age 8 or younger) and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.

IV. Rules for the Use and Preservation of Library Materials and Property.

A. Care of Library Property. Patrons must not deface, vandalize, damage. or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs, cockroaches or other pests or bringing such pests into the Library.

B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

C. Equipment. Library staff computers are for staff use only.

D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

E. Use of Tables and Computers. Seating may not be overcrowded at a table and/or by a public computer. Adding chairs and/or moving tables is prohibited.

V. Violations and Appeal.

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations and Appeal Policy.

MATERIAL SELECTION POLICY

Adopted March 31, 2025

I. Purpose.

The purpose of the Cedar Springs Public Library's Material Selection Policy ("Policy") is to set broad guidelines to assemble, preserve, organize, administer, and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Cedar Springs Public Library ("Library").

II. Definitions:

The term "Library Materials" means books, magazines, DVDs, CDs, programs, items in the Library of Things, or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of Policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this Policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance or to how the Library Materials are displayed within the Library.

III. Goals of Materials Selection.

A. To meet the individuals' needs for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.

B. To help individuals attain maximum self-development through life-long intellectual and cultural growth.

C. To support the democratic process by providing materials for the education and enlightenment of the community.

D. To assist individuals in their pursuit of occupational activity and practical affairs.

E. To provide diverse recreational experience for individuals and groups.

F. To assist institutions of formal education with services that will assist individual study.

G. To maintain Michigan and local history collections.

IV. Responsibility for Selection.

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults, and adults. Both the public and staff members

may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection. The Director is also ultimately responsible for decisions regarding what collection or location Library Materials will be located.

V. General Principles.

A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this Policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made based on anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious views, or sexual orientation or gender identity of the writer.

B. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection to impose those restrictions.

C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

D. It is the responsibility of the Library to provide circulating, reference and research materials for the public and students based on the services it is expected to perform.

VI. Specific Principles for Selection.

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy

- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format, and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need.
- Collection objectives
- Community relevance
- Audience for material

VII. Gifts.

Acceptance of gifts of Library Materials shall be governed by the same principles and criteria applied to the selection of items for purchase. The review, approval and acceptance of gifts will be processed pursuant to the Library's Gift and Donation Policy.

VIII. Maintenance of the Collection.

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate, or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

IX. Challenges to Materials.

No material shall be removed from the Library's collection until all steps in the following process have been completed.

A. Patrons ("Requester") who object to Library Materials will be sent to the Director.

B. The Director will discuss the Library Materials in question with the Requester, attempting to resolve the concern to both the Requester's and Library's satisfaction.

C. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").

D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

E. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.

F. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.

G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of this Policy.

This policy supersedes all policies regarding Material Selection prior to the date of adoption (Policies 1.1 and 1.3-1.7).This Policy shall be reviewed and revised to be consistent with the objectives of the Library.

LIBRARY VIOLATIONS AND APPEAL POLICY
Adopted March 31, 2025

I. Purpose.

The purpose of this policy is to provide a process for addressing violations of the Cedar Springs Public Library policies. This Library Violations and Appeal Policy ("Policy") will set forth the process and procedure for violations of certain Library policies in which there is a violation and appeal provision, including but not limited to the Patron Behavior, Meeting Room, Internet Use, and Children and Vulnerable Adults in the Library Policies. This policy supersedes all policies regarding Library Violations prior to the date of adoption.

II. Library Director/Designee's Right to Suspend Privileges.

Upon determining that a Library policy has been violated, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police or appropriate services may be called to intervene.

III. Incident reports.

Library Staff shall record in writing in the form of an Incident Report any violation of Library policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The Incident Report should include physical descriptions in addition to the name of the patron. A copy of the limitation or suspension of privileges letter should be attached, if applicable.

IV. Violation of the Policy – Suspension of Privileges.

A. General Violations. Unless otherwise provided in Section IV.B of this Library Violations Enforcement Policy, the Library shall handle violations as follows:

1. Initial Violation: Library patrons observed violating a Library policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police or appropriate services may be called.

2. Subsequent Violations: The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if violations of the same rule continue. Such limitation or suspension shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

B. Violations that Affect Safety and Security. Violations of Library policy that affect safety and security, including but not limited to violations involving verbal abuse, violence, threatening behaviors, child pornography or obscenity, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. Initial Violation: The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

2. Subsequent Violations: The police will be called immediately if the conduct constitutes a violation or suspected violation of local, state, or federal law. Arrest or criminal prosecution may ensue. Subsequent violations of the same rule shall result in additional limitations or suspensions of increasing length. Such limitations or suspensions shall be in writing specifying the nature of the violation.

V. Reinstatement.

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library policy that was the subject of the violation before their privileges may be reinstated. The Director may also attach reasonable conditions to any reinstatement.

VI. Right of Appeal.

Patrons may appeal a decision (1) to limit or suspend privileges or (2) to attach conditions to any reinstatement by sending a written appeal to the Cedar Springs Public Library Board within ten (10) business days of the date the privileges were revoked or limited or the conditions were made. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

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From correspondence with Anne Seurynck: "See the notes below in my initial review (below). If I recommend a new policy, it is because the policy is outdated legally or lacks important elements (or both). Some of the problems are with the organization also. For example, the ADA provisions are subparts of the Public Relations Policy. The [List of Potential Library Policies] shows the policies you have in (green), the recommended policies (yellow) and the policy that is okay to keep as is (blue). Let me know if you want to discuss."

Section 1:

1.1 and 1.3-1.7:	These should all be under the Material Selection Policy
1.2:	The Library needs a new Gift and Donations Policy

Section 2.

2.1-2.3 and 2.10-2.12: Should all be in one new Circulation Policy

2.4:	Need new Confidentiality policy – Library Privacy Act was amended.
2.5-2.8:	You have a new FOIA policy so that is up to date. We need to weed through 2.9 because it looks like the old policy is there and I don't like using form denial letters.

Section 3.

3.1-3.2:	Should be part of new Bulletin Board and Display Policy
3.3 (not subparts):	Should be a new Media/PR policy
3.3.1-3.3.2:	Not sure why these are under PR, but new ADA policy
3.4:	Need new programming policy.

Section 4:

4.1, 4.2, 4.7.2 -4.7.4:	These are all covered by the Patron Behavior Policy
4.3:	Need updated Unattended Children and Vulnerable Adults Policy
4.4, 4.6, 4.7, 4.7.1:	Need a General Operation Policy
4.4.1-4.5.5:	All Part of New Internet Use Policy
4.8:	Need new Volunteer Policy
4.9:	Need new Pest/Bedbug policy
4.10:	Need new Surveillance Camera Policy
4.11:	Need New Library of Things Policy

Section 5:

5.1:	Investment Policy is not up to date
5.2:	Need new Purchasing Policy
5.3:	Should be in bylaws
5.4-5.7:	Should be in a General Finance Policy
5.8:	Need New Fraud Prevention
5.9:	The fees should be included in the appropriate policy, such as circulation or general operations.

***Section 6 should be included in the Bylaws**

List of Potential Library Policies

- ADA Compliance Policy
- Bedbug Policy
- Bulletin Board Policy (Can be combined with Display Policy)
- Bylaws
- Circulation
- Children/Vulnerable Adults Policy
- Confidentiality Policy: Disclosure of Library Records
- Copyright Policy
- Display Policy (Can be combined with Bulletin Board Policy)
- E-mail Communication Policy
- Emergency (deals with medical, infectious disease, and weather)
- Finance Policies (each is an individual policy)
    - Automated Clearing House (ACH) Policy
    - Capital Asset Management
    - Credit Card Policy (use by library) – if PA 164 may not apply
    - Electronic Transactions Policy (use if credit or debit by patrons for fees, etc.)
    - Endowment Policy
    - Fraud Prevention
    - Fund Balance Policy
    - Investment Policy
    - Purchasing Policy
- Freedom of Information Act Policy
- General Operating Policies (this policy is particular to each library)
- Lost and Found Policy
- Internet Use Policy
- Makerspace/Creation Station Policy
- Material Selection (also called Collection Development) and includes section on challenge of materials
- Media/Public Relations Policy
- Meeting Room Policy
- Naming Rights Policy
- Notary Public Policy
- Patron Behavior Policy
- Photography Policy

- Programming Policy
- Public Comment Policy
- Record Retention Policy
- Security Camera/Surveillance Policy
- Social Media Policy
- Social Security Privacy Policy
- Study Room or Study Area Policy
- Surplus Equipment or Items Policy
- Unattended Children
- Volunteer Policy

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Cedar Springs Public Library

NOTICE OF SPECIAL MEETING: BUDGET HEARING

The Cedar Springs Public Library Board will hold a special meeting on **Monday, April 28, 2025** regarding the **2025-26 Annual Library Budget**

The meeting will be held in the **Library's Community Room** beginning at **6:00pm**. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing. This hearing is open to all members of the public under Michigan's Open Meetings Act.

616-696-1910

info@cedarspringslibrary.org

107 N. Main Street
Cedar Springs, MI 49319