



# May 26, 2026 Library Board Meeting Agenda

## Mission Statement

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach, and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong Learning.

- I. Call to Order 7:00pm
  - a. Roll Call: Verification of a Quorum
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Consent Agenda
  - a. Minutes of April 27, 2026 Regular Meeting
  - b. April 2026 Financial Reports
- V. Directors Report – J. Pugh
  - a. Board Tasks for Director from April 27, 2026 Regular Meeting
- VI. Chairperson’s Report – T. Smith
- VII. Committee Reports
  - a. Personnel Committee
  - b. Policy Committee
  - c. By-laws Committee
  - d. IT (Technology) Committee
  - e. Finance Committee
  - f. Strategic Plan Committee
- VIII. Public Comment

Thank you for joining us and taking an interest in the mission of the Cedar Springs Public Library. Anyone wishing to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes. The Board will not respond to or discuss public comments at this time.
- IX. Ongoing/New Business
  - a. WiFi Hotspot carrier
  - b. Renewal of MML Insurance
  - c. Motion to Amend Budget presented by T. Owen at the March 23, 2026 Board Meeting
  - d. Moving Mabie Operations Donation from Restricted to Unrestricted in the Library’s Fund Balance

- e. New Financial Policies – Fraud Prevention, Fund Balance, General Finance, Investment, and Purchasing
- X. Agenda Items for June 22, 2026 Meeting
  - a.
  - b.
- XI. Informational Items
  - a.
- XII. Second Public Comment

Thank you for joining us and taking an interest in the mission of the Cedar Springs Public Library. Anyone wishing to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes. The Board will not respond to or discuss public comments at this time.
- XIII. Board Comments
- XIV. Motion to Adjourn

Meeting Attachments:

- Draft Minutes of 27 April 26 Regular Meeting
- April 2026 Financial Report from City
- Director's May Report
- Letter from Mabie Family regarding Restricted - Mabie Operations Donation fund
- Budget Amendment to move Mabie Operations Donation from Restricted to Unrestricted.
- Quotes packet for WiFi Hotspot service
- MML Renewal Proposal
- Motion by Owen to Increase Director's Spending
- New Financial Policies – Fraud Prevention, Fund Balance, General Finance, Investment, and Purchasing

## Minutes

### REGULAR BOARD MEETING

Monday April 27, 2026

Draft

7:00 PM MEETING

### CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

#### I. Call to Order 7:00 pm

##### a. Roll Call: Verification of a Quorum

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

Absent: Ron Howell

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

**Motion** by Armock 2nd by Dykstra to excuse Ron Howell (dealing with sump pump issues).

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

The Chair recommended the Board observe a moment of silence to honor the passing of Donna Clark. There being no objections the Board observed a moment of silence.

#### II. Pledge of Allegiance

Chair Smith led the Board in the pledge of allegiance

#### III. Approval of Agenda

**Motion** by Lehmoine 2nd by Owen to amend the agenda with HotSpots under item 10; Donation for Donna Clark under 9(a); March 23<sup>rd</sup> Motion by Owen under 9 (b) as presented.

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

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

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

#### IV. Consent Agenda

a. Minutes of March 23, 2026 Regular Meeting as corrected.

b. March Financial Reports from City

The Director circulated the Bank statement with check images for the Board to review.

**Discussion:** The March 23<sup>rd</sup> written motion by Owen document is not included in the Meeting attachments list

**Motion** by Owen 2nd by Dykstra to amend the March 23<sup>rd</sup> minutes of the consent agenda to include the written motion by Owen as presented.

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

**Motion** by Owen 2nd by Lehmoine to accept and affirm the consent agenda (a) Amended Minutes of the March 23, 2026 Meeting (including the Motion by Owen) and March Financial Reports from the City and March 23<sup>rd</sup>

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

Nays: None **Motion Passes**

**V. Directors Report – J. Pugh**

Thanked the Board for their patience regarding personal issues last month.

Sewage Backup: On Tuesday, April 14, 2026, sewage started backing up in the mechanical room of the library and some public toilets were not functioning properly. Due to staff and patron safety and sanitation concerns, the Director decided to close the library until the issue could be resolved. Northwest Kent Mechanical was called, but unfortunately needed different equipment to get to the issue. They came back Wednesday, April 15, and had to run a camera and a snake through the pipes outside of the library. An obstruction was found comprising years' worth of feminine hygiene products and "flushable" wipes. The obstruction was removed and the issue has been resolved. Staff have put up signs warning patrons of flushing such products in each and every bathroom stall in the library.

**Board Tasks-**Unfortunately, due to tremendous loss with the former director Donna Clark and personal loss, the Director was unable to accomplish much this past month. There are few, if any, updates.

The Strategic Plan: The Director received the compiled data from Lakeland Director Carol Dawe. The next steps are to comprise the data into a packet to present to the board for the May Board Meeting.

Mabie Donations Fund: The Director is in the process of meeting with members of the Mabie Family regarding the restricted funds housed in the Library's Fund Balance.

**Action & Information**

WiFi Hotspot quotes: Awaiting Board Approval.

Financial Policies Update: The Director has heard from the Attorney, but has not had time to meet with the Financial Committee. He hopes to have the committee meet before the May Board Meeting.

**Community Engagement**-The Director would like to take a moment to sincerely thank our community for the overwhelming outpouring of support, kindness, and comfort following the sudden passing of Donna Clark this past month. Donna's positive influence on the library and the broader community cannot be overstated—her dedication, warmth, and vision helped shape the library into a place of connection and belonging for so many. Her absence is deeply felt by staff and patrons alike. As we move forward, we are committed to honoring her memory and preserving her legacy through the continued work of the library and the values she so strongly embodied.

### **Program Attendance & Usage Stats**

March Door Count: 7,242

Reading Challenge SNOW Much Fun- Final stats will be included in May 2026 Report

Total March Program participation: Storytimes: 399, Toddler Sensory Bins: 35, Senior Exercise: 277, Quilters: 14, Book Club: 8, Outreach visits: 67, Writers' Group: 6, 1st Grade Glow Party: 119, Pokemon Night: 70, Crochet Club: 26, This is a new group that meets Monday afternoons in the Library Classroom. All are welcome to attend, Crafty Saturday: 26, Seed Starter Workshop: 22, Passive Programs (Find Dewey, ISpy, etc.): 510, Study Room Reservations: 106 (about 27/wk.)

Community Room Uses: 46- Rentals: 9, Programs/Meetings: 37

Due to scheduling conflicts with the Community Room, the Stitch and Chatter Quilting Group has picked a new location and will no longer be using CSPL.

Patrons: 3,674- Cedar Springs: 1,505, Solon Township: 1,926, KDL: 171, Other LLC Patrons: 72

Circulation: 4,265 Adult books: 1,009, Youth books: 1,410, YA books: 123, Books on CD: 35, DVDs: 253, Express Items (do not go out to other libraries): 213, Other Items (including Library of Things, Hotspots, etc.): 13, Digital Content: 1,209, E-Books: 356, E-Audiobooks: 618, Digital Magazines: 235

**Discussion**: Was the City notified about the back up and Director confirmed the City Manager was aware of the sewage back up because the library was closed. Northwest Kent was really quick to respond

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

The Chair noted the Board has already addressed his item regarding the March 23<sup>rd</sup> Director's spending limits motion.

## **VII. Committee Reports**

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

## **VIII. Public Comment**

There was no public comment.

## **IX. Ongoing/New Business**

- a. Donation for Donna Clark

**Discussion:** Because of the monumental contribution by Donna to the library the family and also, Rotary and Chamber should be consulted; name a room in the library after her; the family is collecting donations and maybe a permanent gesture regarding the children's program and summer reading program

- b. Owen Motion regarding Director Expenditure limits

**Discussion:** this issue is part of the Board Policies (5.2) and will be addressed with the new detailed Financial Policy is reviewed. The attorney had been swamped by a library millage approval State law issue.

The Chair noted the annual Director review is approaching.

## **X. Agenda Items for May 26, 2026 Meeting**

- a. HotSpots
- b. Financial Policies

## **XI. Informational Items**

- a. Copy of Owen Motion presented March 23, 2026

## **XII. Second Public Comment**

There were no public comments.

### **XIII. Board Comments**

Dykstra-  
Gritter-  
Lehmoine-sluggish month  
Owen-  
Howell-  
Armock-  
Smith-

### **XIV. Motion to Adjourn**

**Motion** by Owen 2<sup>nd</sup> by Gritter to adjourn the meeting at 7:35pm

Voice Vote: Ayes: All Nays: None

**Motion Passes**

Respectfully submitted by Ron M. Howell, Secretary

29Apr26

Board Approved- \_\_\_\_\_

Next regular meeting scheduled for Tuesday May 26, 2026, at 7:00 pm at the library

### **Meeting Attachments:**

- Draft Minutes of 23 March 26 Regular Meeting - Corrected
- March 2026 Financial Report from City
- Director's March Report

Motion by Owen to Increase spending Director's Spending Limits

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.110	CASH IN BANK - CHOICEONE	475,209.12
271-000-003.185	CD - CHOICE ONE	66,530.00
271-000-004.000	Petty Cash	289.14
271-000-004.100	CASH DRAWER	100.00
271-000-035.000	Certificate of Deposit-Cowles	13,000.00
271-000-035.100	Certificate of Deposit-USF Funds	6,634.34
<b>Total Assets</b>		<b>561,762.60</b>
*** Liabilities ***		
271-000-207.000	Federal Withholding Taxes Pay	363.13
271-000-209.000	State Unemployment Tax Payable	1,485.82
271-000-210.000	State Withholding Payable	917.06
271-000-262.000	FICA Taxes Payable	1,206.72
<b>Total Liabilities</b>		<b>3,972.73</b>
*** Fund Balance ***		
271-000-373.000	Assigned - USF Funds	6,629.29
271-000-375.500	RESTRICTED - CAPITAL MAINTENANCE	5,000.00
271-000-375.600	RESTRICTED - MABIE OPERATIONS DONA	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	348,426.79
<b>Total Fund Balance</b>		<b>446,419.78</b>
<b>Beginning Fund Balance</b>		<b>446,419.78</b>
<b>Net of Revenues VS Expenditures</b>		<b>111,370.09</b>
<b>Ending Fund Balance</b>		<b>557,789.87</b>
<b>Total Liabilities And Fund Balance</b>		<b>561,762.60</b>

PERIOD ENDING 04/30/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2026	MONTH 04/30/2026	BALANCE	USED
Fund 271 - Library Fund						
Revenues						
Dept 000						
271-000-400.100	Appropriation from Fund Bal	40,160.00	0.00	0.00	40,160.00	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	139,980.00	146,241.56	0.00	(6,261.56)	104.47
271-000-432.000	Tax Collections - DNR PLT	50.00	66.39	0.00	(16.39)	132.78
271-000-437.000	Tax Collections - IFT Roll	1,240.00	853.32	0.00	386.68	68.82
271-000-451.000	Library Rev-Penal Fines	14,420.00	0.00	0.00	14,420.00	0.00
271-000-452.000	Library Revenue-Solon Twnshp	224,050.00	251,339.00	0.00	(27,289.00)	112.18
271-000-453.000	USF FUNDS-ERATE	3,090.00	5,286.53	457.60	(2,196.53)	171.09
271-000-515.000	State Aid	5,390.00	10,996.08	0.00	(5,606.08)	204.01
271-000-569.000	STATE GRANTS - OTHER	940.00	2,271.51	600.00	(1,331.51)	241.65
271-000-625.000	BANK FEES -FINES & SERVICES	3,600.00	3,340.08	361.26	259.92	92.78
271-000-664.000	Interest Earned	2,500.00	5,878.89	2,941.68	(3,378.89)	235.16
271-000-664.200	Investment Income	100.00	0.00	0.00	100.00	0.00
271-000-667.000	Rental Income	6,180.00	7,218.28	309.30	(1,038.28)	116.80
271-000-674.000	Donations	1,000.00	2,617.00	10.31	(1,617.00)	261.70
271-000-674.200	Book Donations	500.00	640.93	23.93	(140.93)	128.19
271-000-674.400	Summer Reading Program Donations	3,000.00	0.00	0.00	3,000.00	0.00
271-000-674.700	Area Libraries Lost & Damaged Books	210.00	689.51	139.42	(479.51)	328.34
271-000-677.000	Miscellaneous	3,090.00	141.32	0.00	2,948.68	4.57
Total Dept 000		449,550.00	437,580.40	4,843.50	11,969.60	97.34
TOTAL REVENUES		449,550.00	437,580.40	4,843.50	11,969.60	97.34
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	67,320.00	59,866.12	7,153.86	7,453.88	88.93
271-790-704.000	WAGES - PART TIME EMPLOYEES	153,470.00	110,631.60	15,714.65	42,838.40	72.09
271-790-705.000	Cleaning Service	2,100.00	1,262.55	194.48	837.45	60.12
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	4,510.00	3,374.51	13.41	1,135.49	74.82
271-790-709.000	SOCIAL SECURITY EXPENSE	15,530.00	13,043.04	1,749.42	2,486.96	83.99
271-790-721.000	GAS UTILITY EXPENSE	2,100.00	2,015.48	229.53	84.52	95.98
271-790-724.000	TELEPHONE	1,700.00	1,446.18	157.67	253.82	85.07
271-790-724.100	INTERNET	2,000.00	1,765.61	319.96	234.39	88.28
271-790-726.000	OFFICE SUPPLIES	3,990.00	2,345.34	379.22	1,644.66	58.78
271-790-734.000	Overdrive Program Expense	3,150.00	2,435.74	610.72	714.26	77.33
271-790-735.000	AV Expense	2,100.00	958.80	119.86	1,141.20	45.66
271-790-739.000	Area Libraries Lost & Damaged Books	1,100.00	552.52	0.00	547.48	50.23
271-790-790.000	PROGRAMS	16,000.00	12,556.90	849.58	3,443.10	78.48
271-790-792.000	BOOKS	25,000.00	17,982.30	2,294.58	7,017.70	71.93
271-790-792.100	LIBRARY OF THINGS	1,000.00	0.00	0.00	1,000.00	0.00
271-790-792.200	DIGITAL MATERIALS	3,000.00	1,915.48	0.00	1,084.52	63.85
271-790-801.000	Professional Service Expense	19,050.00	16,469.20	53.40	2,580.80	86.45
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,300.00	4,145.00	0.00	2,155.00	65.79
271-790-808.000	Lakeland Support Services	26,250.00	17,580.74	4,365.35	8,669.26	66.97
271-790-813.000	Garbage Disposal Service	420.00	225.03	0.00	194.97	53.58
271-790-851.000	POSTAGE	530.00	346.51	0.00	183.49	65.38
271-790-861.000	TRANSPORTATION EXPENSE	2,000.00	544.18	37.70	1,455.82	27.21
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	7,900.00	5,139.97	0.00	2,760.03	65.06
271-790-906.000	SOFTWARE	6,800.00	4,152.50	367.50	2,647.50	61.07
271-790-915.000	MEMBERSHIP & DUES EXPENSE	800.00	643.50	0.00	156.50	80.44
271-790-917.000	Workmens Compensation Expense	700.00	687.00	0.00	13.00	98.14
271-790-918.000	WATER UTILITY EXPENSE	1,050.00	632.58	0.00	417.42	60.25

REVENUE AND EXPENDITURE REPORT  
 PERIOD ENDING 04/30/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 04/30/2026	ACTIVITY FOR MONTH 04/30/2026	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-790-926.000	Electric Expense	9,300.00	6,249.81	645.26	3,050.19	67.20
271-790-930.000	Repair & Maintenance Serv Exp	16,300.00	1,496.69	0.00	14,803.31	9.18
271-790-930.300	Education/Training Expense	2,000.00	1,398.80	0.00	601.20	69.94
271-790-935.000	INSURANCE & BONDS EXPENSE	8,070.00	6,729.00	0.00	1,341.00	83.38
271-790-955.000	Bank Fees	2,310.00	1,909.34	48.37	400.66	82.66
271-790-956.000	Miscellaneous Expense	5,250.00	3,116.24	16.99	2,133.76	59.36
271-790-968.000	Public Relations	2,100.00	1,662.67	0.00	437.33	79.17
271-790-970.000	Capital Expense	5,250.00	765.51	0.00	4,484.49	14.58
271-790-970.400	CAPITAL - TECHNOLOGY	22,910.00	20,163.87	0.00	2,746.13	88.01
271-790-999.100	APPROPRIATION TO FUND BALANCE	190.00	0.00	0.00	190.00	0.00
Total Dept 790 - Library		449,550.00	326,210.31	35,321.51	123,339.69	72.56
TOTAL EXPENDITURES		449,550.00	326,210.31	35,321.51	123,339.69	72.56
Fund 271 - Library Fund:						
TOTAL REVENUES		449,550.00	437,580.40	4,843.50	11,969.60	97.34
TOTAL EXPENDITURES		449,550.00	326,210.31	35,321.51	123,339.69	72.56
NET OF REVENUES & EXPENDITURES		0.00	111,370.09	(30,478.01)	(111,370.09)	100.00

Check Date	Check	Vendor Name	Amount
Bank LIBC1 LIBRARY MAIN CHECKING			
04/15/2026	13(E)	CONSUMERS ENERGY	645.26
04/15/2026	14(E)	ELAN FINANCIAL SERVICES	2,301.20
04/15/2026	17105	DTE ENERGY	229.53
04/15/2026	17106	INGRAM LIBRARY SERVICES	789.26
04/15/2026	17107	KONICA MINOLTA BUSINESS SOLUTIONS	157.66
04/15/2026	17108	LAKELAND LIBRARY COOPERATIVE	4,976.07
04/15/2026	17109	SPECTRUM ENTERPRISE	159.98
04/15/2026	17110	STREAMLINE	367.50
04/27/2026	17111	FOSTER SWIFT	53.40
04/27/2026	17112	INGRAM LIBRARY SERVICES	764.26
04/27/2026	17113	MELISSA DUBRIDGE	37.70
04/27/2026	17114	SPECTRUM ENTERPRISE	159.98

LIBC1 TOTALS:

Total of 12 Checks:	10,641.80
Less 0 Void Checks:	0.00
Total of 12 Disbursements:	10,641.80



# Director's Report

May 2026

## Board Tasks

- The Strategic Plan: The Director and Lakeland Director Carol Dawe have analyzed the data from the surveys and focus groups and we are in the process of creating a first draft Strategic Plan for Board review.
- Mable Donations Fund: The Director has met with members of the Mable Family regarding the restricted funds housed in the Library's Fund Balance. They have agreed to move the funds from Restricted to Unrestricted in the Library's Fund Balance. See attached letter. The Director recommends approving the new Investment Policy so the Board may house the Mable Donation in an investment fund that accrues interest and use the interest earned annually to supplement the Summer Reading Program.

## Action & Information

- **WiFi Hotspot quotes:** Awaiting Board Approval.
- **Financial Policies Update:** The Director sent out the new, attorney vetted, policies to the board for review to discuss at the May meeting. The new policies are awaiting Board Approval
- **Renewal of MML Insurance:** This is the annual coverage renewal. While coverage stays the same as FY 2025-26, there is a slight increase in property and liability rates. This needs board approval for FY 2026-27. See attached renewal proposal.
- **Moving Board Emails to Library Servers:** With the sudden departure of a board member, and in complying with Michigan Record Retention Laws, the Director recommends that all Board members receive an in-house library email. This will streamline Records Retention and FOIA Compliance, Security and Account Management, and adds safeguards for Library Board members.

## Community Engagement

- Summer Reading Program is around the corner! Starting the week of June 8<sup>th</sup>, 2026, our Unearth a Story (Dinosaur-themed) Summer Reading Program kicks off. See attached flyer.

## Program Attendance & Usage Stats

- April Door Count: 5,354
- Total April Program participation: 1,036
  - Storytimes: 351
  - Senior Exercise: 227
  - Book Club: 11
  - Outreach visits: 61
  - Writers' Group: 10
  - Crochet Club: 16
    - This is a new group that meets Monday afternoons in the Library Classroom. All are welcome to attend.
  - Crafty Saturday: 17
  - Crushed Glass Resin Class: 19
  - Passive Programs (Find Dewey, ISpy, etc.): 324
- Study Room Reservations: 98 (about 20/wk.)
- Community Room Uses: 47
  - Rentals: 11
  - Programs/Meetings: 36

## Patrons: 3,691

- Cedar Springs: 1,520
- Solon Township: 1,935
- KDL: 171
- Other LLC Patrons: 65

## Circulation: 4,121

- Adult books: 848
- Youth books: 1,514
- YA books: 100
- Books on CD: 31
- DVDs: 206

- Express Items (do not go out to other libraries): 144
- Other Items (including Library of Things, Hotspots, etc.): 10
- Digital Content: 1,268
  - E-Books: 368
  - E-Audiobooks: 686
  - Digital Magazines: 214

Cedar Springs



Public Library

# UNEARTH A STORY™



## SUMMER READING PROGRAM 2026

**LAUNCH WEEK: JUNE 8TH - JUNE 13TH**

WATCH OUR LAUNCH DAY VIDEO ON FACEBOOK LIVE ON MONDAY, JUNE 8TH AT 9:30 AM  
AND LEARN ALL ABOUT THE FUN-FILLED SUMMER READING PROGRAM. SIGN UP DURING LAUNCH WEEK  
AND YOU'LL BE ENTERED TO WIN A \$100 GIFT CARD FOR PASSES TO THE  
INDIANA DINOSAUR MUSEUM AND A \$100 GIFT CARD FOR GAS AND FOOD.



### HOW DO I SIGN UP?

The Summer Reading Program  
is Online via ReadSquared:  
[HTTP://CEDARSPRINGS.READSQUARED.COM](http://CEDARSPRINGS.READSQUARED.COM)  
OR DOWNLOAD THE APP ON ALL APPLE  
AND ANDROID DEVICES.

LAST DAY TO  
LOG POINTS:  
TUESDAY  
JULY 28TH



### READ FOR PRIZES

**LEVEL 1: DINO EXPLORER**

PRIZE: T-SHIRT & 1 RAFFLE TICKET

**LEVEL 2: DINO EXPERT**

PRIZE: BOOK & 2 RAFFLE TICKETS

**LEVEL 3: PALEONTOLOGIST**

PRIZE: COUPON BOOKLET

& 3 RAFFLE TICKETS

**RAFFLE**

**CONGRATS!!**

YOU FINISHED YOUR READING EXPEDITION!

CONTINUE TO READ EVEN MORE FOR A CHANCE TO PIE MS. MELISSA

AT OUR END OF SUMMER CELEBRATION!

### RAFFLE PRIZES



# CSPL SUMMER READING EVENTS



## STORYTIME

### FAMILY STORYTIME:

FRIDAYS 10:30AM

Come enjoy books, songs, and take home a craft. It's a great way to build early literacy, creativity and social skills.

- June 12<sup>th</sup> Dino Eggs
- June 19<sup>th</sup> NO STORYTIME
- June 26<sup>th</sup> Volcano
- July 3<sup>rd</sup> - NO STORYTIME
- July 10<sup>th</sup> - Dino Dinner
- July 17<sup>th</sup> - Dino Prints
- July 24<sup>th</sup> - Fossils

### MUSIC & MOVEMENT STORYTIME:

TUESDAYS 10:30AM

Geared towards babies and toddlers. Explore through music and movement and build early literacy, creativity and social skills.

- |                       |                       |
|-----------------------|-----------------------|
| June 9 <sup>th</sup>  | July 7 <sup>th</sup>  |
| June 16 <sup>th</sup> | July 14 <sup>th</sup> |
| June 23 <sup>rd</sup> | July 21 <sup>st</sup> |
| June 30 <sup>th</sup> |                       |



**ATTEND OUR PROGRAMS AND LISTEN FOR THE SECRET CODE TO GET A RAFFLE TICKET**



### DINO BUILDERS

THURSDAY, JUNE 18<sup>TH</sup> 11AM

Come join us outside by the amphitheater and build dinosaurs using large foam fossils, the prehistoric way.

### THE DONNA CLARK ANNUAL SIDEWALK CHALK EVENT

MONDAY, JUNE 22<sup>ND</sup> 10:30-11:30AM

We are inviting families to show their artistic skills with sidewalk chalk. Prizes for all children who attend, and some raffle prizes will be given away.

### DINO CAMP

TUESDAY, JUNE 30<sup>TH</sup> 5-6PM

Bring your dinosaur toy to the library for Dino Camp! Create a craft with your dinosaur and participate in other fun activities. Then leave your dinosaur overnight at our Dino Camp and pick them up the next day. Wait until you see all the fun they had at camp!

## FAMILY EVENTS:

Family programs require **NO SIGN UP** and **ALL** are welcome to attend.

### SKYHAWKS

WEDNESDAY, JULY 8<sup>TH</sup> 6PM

Bring your lawn chairs and come out to the Wolverine Skyhawks' Model Airplane Landing Strip at 13540 West Street, Cedar Springs. Please feel free to bring snacks, drinks and there will also be hot dogs provided for a donation. Come sit back and enjoy the show. *Rain Date: Thursday, July 16th*

### CRITCHLOW ALLIGATOR SANCTUARY

THURSDAY, JULY 16<sup>TH</sup> 1PM

Join us as we watch this interactive animal show and learn all about the Critchlow Alligator Santurary located in Athens MI.

### JURASSIC MAGIC SHOW

TUESDAY JULY 28<sup>TH</sup> 2PM

Bring the whole family to an amazing MAGIC show with you guessed it, dinosaurs!

## CRAFTY WEDNESDAYS 11:00-1:00

Crafty Wednesdays are open to everyone. These programs are open house style so feel free to join us whenever it works for you. Don't forget to ask for the secret code word.

- June 10<sup>th</sup> - Fossil Dig
- June 17<sup>th</sup> - Perler Bead Dinos
- June 24<sup>th</sup> - Scaly Dino Eggs

- July 1<sup>st</sup> - Dino Dot Art
- July 8<sup>th</sup> - Shrinky Dink Dino Keychains
- July 15<sup>th</sup> - Book End Paintings
- July 22<sup>nd</sup> - Dino Headbands



Join us every WEDNESDAY from 11-1pm this Summer as we provide FREE non-perishable lunches to kids with the Gather 2 Grow Program!

# END OF SUMMER CELEBRATION

## SATURDAY, AUGUST 1ST 1-3PM

Let's wrap up the end of the SUMMER READING PROGRAM with a BIG PARTY! Join us as we celebrate with our inflatable obstacle course, bounce houses, slide, face painting, balloons, a BUBBLE PARTY and so much more! Prize winners will be drawn LIVE at 2:30pm.



Follow us on these platforms to be updated on everything happening at the CS Library.



May 4th, 2026

Cedar Springs Community Library:

To Whom It May Concern,

This letter is in regards to the donations that were given to the library from Don and June Mabie, and Kurt and Sue Mabie. They were given with a designation to the library's emergency fund. Don Mabie, and Kurt and Sue Mabie give the library permission to use these funds for whatever they see fit.

Don Mabie Don R Mabie

Kurt Mabie Kurt R Mabie

Sue Mabie Sue Mabie

Thomas L Mabie  
Claudie Mabie



# Budget Amendment

May 26, 2026

To reclassify 271-000-375.600 (RESTRICTED - MABIE OPERATIONS DONATION) \$73,363.70 to 271-000-390.100 (UNASSIGNED - MABIE OPERATIONS DONATION).

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 2025-26 Fiscal Year.



QUOTATION

7901 Jones Branch Drive, Suite 350, McLean, Virginia 22102  
(877) 352-5338 | fax: (240) 482-3505 | www.kajeet.com

Account Name CEDAR SPRINGS PUBLIC LIBRARY  
Bill To MI

Contact Name James Pugh  
Email director@cedarspringslibrary.org

Prepared By Lauren Kidd  
Email lkidd@kajeet.com

Created Date 2/5/2026  
Quote Number Q# 202602-063878  
Opportunity Number OPTY 202602-65160

Product	Product Code	List Price	Sales Price	Quantity	Total Price
KJ1 SmartSpot with smartSIM	SSKJ1	USD 49.99	USD 49.99	10.00	USD 499.90
Library Patron Unlimited Monthly Plan	LBUNL	USD 11.99	USD 11.99	120.00	USD 1,438.80

Subtotal	USD 1,938.70
Telecom Admin Fees	USD 208.63
Quote Shipping	USD 25.00
Quote Grand Total	USD 2,172.33

TERMS & CONDITIONS

- All prices are quoted in U.S. Dollars. All prices valid only through Kajeet direct sales. Quote is valid for 7 days. The amount presented in this quotation is confidential & proprietary and intended for the consideration of the Buyer. Buyer and Kajeet will sign and execute a Services Agreement prior to execution of the program. Credit card payments are subject to a 5.0% processing fee. Kajeet W-9 available upon request. Kajeet®, Arterra Mobility®, and Otarris™ products and services are protected by the following issued U.S. patents 8,929,857; 8,918,080; 8,774,755; 8,774,754; 8,755,768; 8,731,517; 8,725,109; 8,712,371; 8,706,079; 8,667,559; 8,644,796; 8,639,216; 8,634,803; 8,634,802; 8,634,801; 8,630,612; 8,611,885; 8,600,348; 8,594,619; 8,588,735; 8,285,249; 8,078,140; 7,945,238; 7,899,438; 7,881,697. Other patents are pending. Kajeet®, Kajeet SmartSpot®, Education Broadband™, SmartBus™, SmartSpot Protection™, Kajeet Complete™, Kajeet Custom™, Arterra Mobility®, and Sentinel® are trademarks of Kajeet, Inc.
- Telecom, Network and Admin Fees (TAF) defray a wide variety of Federal, State, and/or Local fees charged to telecommunications carriers and are subject to a 14.5% fee on data-related services. This is not state or federal sales tax.
- Shipping costs related to hardware only.
- Sales tax is an estimate based on your state and/or locality. The PO must contain the correct sales tax amount and is the responsibility of the PO issuer. If Sales tax line item is blank; Applicable state sales taxes are not included in this quotation.
- Prices quoted herein are based on current tariffs, and are subject to change. In the event of an increase or imposition of tariffs, duties, or other government-imposed fees on imported goods or raw materials used in the production of the quoted items, the Seller reserves the right to adjust prices accordingly. The Buyer will be notified in writing of any such changes.

**Kajeet Reference 1** – Michelle Simon, Director, Office of Digital Inclusion Pima County, AZ

**How long your organization has used the service**

- Pima County Public Library began using Kajeet hotspots in 2020. They continue to purchase devices and accessories to date.

**Your overall satisfaction with the product and vendor**

- They are wonderful to work with. The sales people make sure you get what you need and train you on how to manage the devices through their portal. If I ever had an issue, I could email and get a response quickly. I also appreciate that we can use these devices on different networks. Pima County has service with Verizon, T-Mobile, and AT&T.

**How responsive the company has been to support requests**

- They do rely heavily on FAQs, job aids, and a training portal. Typically, support tickets took 48–72 hours. If it was something urgent, I would email our rep and it would get handled right away.

**Has the service delivered the value you expected**

- Their service is the reason I went with Kajeet. We needed filtered hotspots (CIPA compliance for ERate), and other providers treated filtering as an afterthought. Since Kajeet works in the K–12 space, they understand the need for appropriate filtering. They worked with us to set up the initial levels of filtering and would block or unblock sites as required.

**Any challenges or considerations you think we should be aware of**

- The Kajeet hotspots can be purchased through other providers (CWD) due to reseller agreements they created around 2022–2023. Purchasing the hotspots through CWD creates a level of red tape that delays response times and service overall. Hopefully you don't have to purchase through this type of contract. If you do, talk with Kajeet about how they can engage with the third-party vendor to provide excellent service.

**Reference 2** – Michael Jarman, IT Coordinator, Wicomico Public Library, Salisbury, MD

“Overall, our experience has been great using Kajeet hotspots. The hotspots have seen a fair amount of usage over the years since we started lending them.”

### **How long your organization has used the service**

- Since 2019

### **Your overall satisfaction with the product and vendor**

- Great

### **How responsive the company has been to support requests**

- Same-Day usually within the hour in all the times I've created support tickets. For things like, creating new administrative users, activating new hotspots to replace lost ones.

### **Whether the service has delivered the value you expected**

- I believe it has fulfilled our goal to provide some form of internet access to more of the underserved communities. From the statistics provided in the Kajeet dashboard I can see a fair amount of data usage/online hours for the hotspots throughout the years, I think it has been worth it for us.

### **Any challenges or considerations you think we should be aware of**

- Filtering – Kajeet hotspots come with CIPA compliant filtering, early on when we first introduced the hotspots we received patron complaints about not having access to certain websites (Social Media, Gaming Websites), patrons weren't familiar with the primary purpose of the hotspots being for educational usage.
  - Depending on what hotspot plan you have, you will either be limited to using the default Kajeet filter or you might have access to custom filters and be able to add/remove blocked websites yourself to lessen the impact of this. The default Kajeet filter is non-customizable, I believe Youtube is blocked by default but you

can request it to be unblocked, I think this is the only exception when it comes to customizing the default filter.

- Data - Originally we started out with capped amounts of data (500 megabytes per day, 5000 megabytes per month), so if a hotspot used x amount of data within a day it would lose internet for the day, if a hotspot used x amount of data for the month it would be without internet for the rest of the month.
  - This became a bit of a hassle, staff would have to make sure when a hotspot is returned (and before lending to a new patron) that there is enough data left for a new patron to actually use. The data caps would also lead to more calls from patrons saying there is an issue with the hotspot due to the loss of internet. To better serve our patrons (and staff) we eventually moved to an unlimited data hotspot plan.
- This isn't Kajeet specific but for lending hotspots in general, be prepared for how you want to handle the tech support side of things from patrons, "What's the password for the Wi-Fi?", "How do I connect to this?", "Why can't I do/access x?".
  - You could put a label/sticker with the password and maybe Wi-Fi name as well and stick it somewhere on each hotspot to make connecting easier for patrons
  - The Kajeet hotspots usually come with a little info card (quick start guide) for the hotspot that tells you what the buttons do and how to view the Wi-Fi password, we typically include this in the hotspot case when handing to patrons but sadly for us these tend to get lost when patrons return the hotspots. So I would recommend scanning that card so you can make copies of it in the future.
- Statistics - The statistics are nice, can be particularly helpful for grant reporting. You have things like, how much data was used, how many hours the hotspots have been online, top allowed/blocked websites.

**Reference 3** – Hunter Consley, Assistant Director / Technology and Technical Services Librarian, Trimble County Public Library, Bedford, KY

### **How long your organization has used the service**

- We have used the service for around 5 years, since about 2021.

### **Your overall satisfaction with the product and vendor**

- Overall we have been satisfied with Kajeet. The online dashboard makes it easy to check devices in and out and activate them or deactivate them. This was a big improvement over the previous system (from Verizon MDM) where we had to submit requests to disconnect lines if a device didn't get returned by the due date. Kajeet will automatically disable a device once it is past due, which is a much better system. Kajeet sales and support have both been great to work with. On a couple occasions they have upgraded our devices for free or at a great discount when renewing our annual contract. When some of our devices did not get returned by patrons, Kajeet made it easy to transfer our prepaid service to new devices we ordered.

### **How responsive the company has been to support requests**

- Responding to support requests is definitely one of Kajeet's strengths. We always get an acknowledgement from support within 5 minutes of submitting a ticket. Most issues we have had are resolved by the end of the day and more often than not they can be resolved in as little as an hour.

### **Whether the service has delivered the value you expected**

- Overall I would say that Kajeet has delivered great value to our library by allowing us to streamline our hotspot lending program. Our county doesn't have great Internet access so this has been a great service to provide for our patrons.

### **Any challenges or considerations you think we should be aware of**

- One challenge that we've had lately is getting information from Kajeet that we need to file for E-Rate, but if you're only considering using Kajeet for hotspots then I don't think this will affect you. Still, I find this out of

character for Kajeet as they have always been quick to respond and resolve issues in the past. One other thing that may be worth considering is that Kajeet is making "changes" to its plans for libraries on our next renewal. It wasn't clear to me what these changes actually are other than new rates based on which carrier we choose (AT&T or T-Mobile). Kajeet assured me we would still have unlimited data and the rates are close to what we have had in the past if not a little cheaper. I would just be sure to read your agreement or contract carefully to make sure you are getting the service and plan you want.



Service Agreement  
State of MI - NASPO

This Document is for information purposes only is non-binding. Please see your T-Mobile representative for important plan, service and device details.

3/4/2026

<b>Company Name</b>	Cedar Springs Library	<b>T-Mobile Rep Title</b>	Jessica Connolly
<b>Contact Name</b>	James Pugh	<b>Email Address</b>	Government Account Rep
<b>Email Address</b>	director@cedarspringslibrary.org	<b>Street Address</b>	Jessica.Connolly3@T-Mobile.com
<b>Street Address</b>	43 WEST CHERRY STREET	<b>City, State, Zip</b>	3625 132nd Ave SE
<b>City, State &amp; Zip</b>	CEDAR SPRINGS, Michigan, 49319	<b>Contact Number</b>	Bellevue, WA 98006
<b>Contact Number</b>	6166961910	<b>T-Mobile FED Tax ID No.</b>	734-733-8020
<b>Contract #</b>	MA176 (State Contract #: 210000000680)		91-1983600

Rate Plans & Features								Quantities		
Rate Plan Description	Voice Minutes	Messaging	Data per Line	Hotspot Tethering	Cost Per Line	Quantity	Monthly	Total Devices	Total Lines	
Government Hotspot Unlimited	0	Unlimited	Unlimited	Unlimited	\$ 29.75	10	\$ 297.50		0	
Note:							\$ -			
Note:							\$ -			
Note:							\$ -			
Note:							\$ -			
0					\$ -	0	\$ -			
					\$ -		\$ -			
Solutions		Cost Per Line		Quantity		Monthly				
				0		\$ -				
						\$ -				
Add-On Features		Cost Per Feature		Quantity		Monthly				
						\$ -				
						\$ -				
						\$ -				
<b>Subtotal</b>							<b>\$ 297.50</b>			

<b>Total Monthly Charges</b>		
	\$ -	
<b>Monthly Cost</b>	\$ 297.50	
<b>Total One-Time Charges</b>		
Devices	\$ -	
Total Device Discounts	\$ 2,640.00	
One Time Charge	\$ -	

Credits		
Type	Quantity	Amount
0		\$ -

Devices						
Device	Price	Discount per Device	Total Discounted Amt	Quantity	Total	
Inseego MiFi X PRO 5G	\$ 264.00	\$ 264.00	\$ 2,640.00	10	\$ -	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
					\$ 0.00	
<b>Subtotal</b>					<b>\$ -</b>	

Additional Details:

Quote Valid Until **3/30/2026**

T-Mobile's charges are estimates and do not include the applicable Taxes and Fees. Taxes and Fees are subject to state jurisdiction and regulatory guidelines.



This T-Mobile Quote is subject to the terms and conditions of your service agreement with T-Mobile ("Service Agreement"). Additionally, Customer's use of T-Mobile Products or Services may be subject to additional terms and conditions which may include, but are not limited to, the following: (i) T-Mobile's pricing disclaimers included in the applicable Service Agreement price list and/or catalog, (ii) T-Mobile's Wireless Services Product Annex, TFG Terms and Conditions, and other applicable third-party solution product addendums ("Product Addendums"), as posted at <https://www.t-mobile.com/business/terms-and-conditions>. Additionally, since T-Mobile is not a manufacturer of products, and certain products and services being offered are developed and owned by third parties, T-Mobile is required to pass through the third party terms and conditions from our vendors via URL or click-through third party terms at point of sale or upon login to the third party application.

T-Mobile's charges are estimates and do not include the applicable taxes, fees, and/or surcharges. Any line-item for taxes and/or surcharges in the quote above is an estimate only. Federal, state, and local tax law are subject to change at all times. The applicability of current taxes, fees, and surcharges as well as additional taxes, fees, and surcharges may change without advance notice. T-Mobile will honor any applicable tax exemption(s) submitted by Customer.

The pricing contained in this T-Mobile Quote and any subsequent contract award shall be considered T-Mobile confidential and proprietary information. Customer will provide T-Mobile with prompt notice of any FOIA/sunshine/open records (or equivalent) requests or intended disclosures, and an appropriate opportunity to seek protection of T-Mobile confidential information under applicable law.

This Quote is intended to provide approximate information about T-Mobile Products and Services and does not constitute an offer/binding contract. Only a fully executed agreement or issuance of a mutually agreed upon purchase order (or equivalent) pursuant to an existing Service Agreement between T-Mobile and the Customer, which contains the terms and conditions of the transaction, will bind both parties. Addition of customer-imposed terms and conditions may impact pricing. Additional taxes, fees and other charges may apply. The estimate provided in this Quote is subject to change at any time and other conditions may apply. Certain pricing and promotions offered may have applicable expiration dates, limited availability and service term requirements.

# Thank you for your interest in Verizon.

## Here is your quote.



This quotation is based on the terms and conditions of the NASPO Value Point (NVLPT) #MA152-1 Contract (f/k/a WSCA) ("the Agreement"). The NVLPT Agreement, Addenda and Attachments can be found on [www.naspovaluepoint.org](http://www.naspovaluepoint.org) site for your review. Please note Promotional Offers in this quote may expire prior to the quote expiration date and are subject to change at any time without notice.

**Created:** 03/13/2026

**Expires:** 05/12/2026

**Quote ID:** 120387256-Q-35850778

**Prepared for:**

CEDAR SPRINGS PUBLIC  
LIBRARY  
107 N MAIN ST  
CEDAR SPRINGS, MI,  
49319

**Prepared by:**

Benjamin Daniel  
2317400447  
[benjamin.daniel@verizonwireless.com](mailto:benjamin.daniel@verizonwireless.com)  
Location: 0067301

### Quote overview

**\$39.99/mo per line**

Average cost per line for 10 lines before taxes, fees, or surcharges

**\$4,798.80 Total Cost**

Over 12 months before taxes, fees, or surcharges

### Your estimated charges

With applicable discounts; additional charges, taxes, fees and surcharges apply.

Due monthly<sup>1</sup>

**\$399.90/mo**

Plans & Features \$399.90/mo

\* includes monthly instant savings

Due today<sup>1</sup>

**\$0.00**

Estimated Taxes & Fees \$0.00



Download the My Verizon for Business App to shop, manage your account, and more.

## Quote details

### Plans & features

#### Verizon Broadband Facts

Access Verizon business broadband labels for service in your area [www.verizon.com/about/broadband-facts/](http://www.verizon.com/about/broadband-facts/)

#### Government 5G Unlimited JetPack/MIFI Device - 60GB DPR & 5G UW (\$39.99/mo)

Qty: 10 x \$39.99	\$399.90
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#### Feature(s) / Add On(s)

Decline Device Protection

Qty: 10 x \$0.00	\$0.00
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International Travel Voice Select Canada

Qty: 10 x \$0.00	\$0.00
------------------	--------

<b>Due monthly</b>	<b>\$399.90</b>
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### Devices & accessories

#### Sonim H500 5G in Black (SONIMH500)

Retail price

Qty: 10 x \$199.99	\$1,999.90
--------------------	------------

#### Offer(s) Applied

For a limited time, get a Sonim H500 Jetpack on us with a 2y/1y agreement for Public Safety on select data plans \$19.99 or higher. Valid through 03/31/2026

Qty: 10 x -\$99.99	-\$999.90
--------------------	-----------

Corporate Discount

Qty: 10 x -\$100.00	-\$1,000.00
---------------------	-------------

Net price (2 yr contract)	\$0.00
---------------------------	--------

#### Due today

Qty: 10 x \$0.00 (price per device)	\$0.00
-------------------------------------	--------

**Total due monthly**  
for plan & features

**\$399.90**  
\$399.90

**Taxes & fees**

**Total due today with tax**  
for device(s) & accessories  
for business solution(s)

**\$0.00**  
\$0.00  
\$0.00

Additional fees for usage and coverage may apply. Offers & Coverage vary by services & equipment. See [Verizonwireless.com](http://Verizonwireless.com) for coverage map. Equipment and accessories are subject to availability while supplies last. Additional charges, taxes, fees and surcharges apply.

### **Important customer information**

Prices referenced in this document are for estimating purposes only. Actual prices will be based on current equipment, calling plan and feature charges available at purchase are subject to change without notice. Equipment and accessories are subject to availability while supplies last.

Shipping cost and taxes are subject to change during checkout. Activation/upgrade fee/line up to \$40; restocking fee per device up to \$50. An Economic Adjustment Charge/line/mo may also apply; \$0.98 for basic phones & tablets; \$2.98 or \$3.97 for smartphones & data devices and for wireless business internet plan lines. Subject to business agreement, Calling Plan & credit approval. Either an Offer Recovery Fee or up to \$650 Early Termination Fee may apply. If applicable, your line's Offer Recovery Fee will be the sum of device discounts plus device credits you receive. Offers & coverage, varying by svc, not available everywhere; see vzw.com. Monthly charges are shown before taxes, and VZW surcharges/line/mo (including 37.6% Fed. Univ. Svc.; \$3.78 (voice)/\$1.60 (data-only) Machine to Machine data-only lines will remain \$0.06 Admin Chrg; \$0.21 (voice)/\$0.02 (data-only) Regulatory Chrg). Your organization may qualify for better pricing when the final price is calculated upon checkout. In some states, sales tax is calculated on the full retail price or the VZW cost of the device you purchase, and not on the discounted price you pay. Some users may not be permitted to bill charges to their account, purchase order, and/or credit card. This may prevent you from completing your order online today. CA and NV calculate tax based on full retail value of the item(s) purchased. MA calculates tax on whichever is greater: full retail value or Verizon's cost of the item(s) purchased.

### **Legal Disclaimer**

Prices referenced in this document are for estimating purposes only. Actual prices will be based on equipment, calling plan and feature charges available at the time of purchase and are subject to change without notice. Service plans, features and offers are subject to terms and conditions. Additional fees for usage and overages may apply. Offers & Coverage vary by service & equipment. See VerizonWireless.com for coverage map. Equipment and accessories are subject to availability while supplies last. \*Additional charges, taxes, fees, and surcharges apply. Offer Recovery Fee: We are able to make Equipment available to our government customers at significantly lower prices than the manufacturer's list prices by offering various subsidies in exchange for the customer meeting certain conditions. Here, if the Customer purchases Equipment from Verizon Wireless at a discounted price and then disconnects that Equipment from the Verizon network, or moves the Equipment to a Lesser Price Plan, prior to the expiration of 24 months after the date of activation, Verizon Wireless may recover an Offer Recovery Fee for the disconnected Equipment. The Offer Recovery Fee will be the difference between the full retail price of the Equipment at time of purchase and the discounted price paid by the Customer for the Equipment, plus any additional service discounts, credits, waived fees, and other offers provided, less 1/24 of that amount for each month the Equipment was connected to the line of service

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# Why Verizon

## The network businesses rely on

If your network is down, you're down. Our award-winning network delivers the speed, reliability, coverage and performance that you need to succeed.

### Superior Coverage

Our 4G LTE network covers 327 million people. That's over 99% of the U.S. population.

### 5G innovation

Verizon 5G Ultra Wideband is the fastest 5G in the world<sup>1</sup>, with ultra-low lag and Massive capacity.<sup>2</sup>

### Trusted security

Managing over 500,000 security network and hosting devices gives us valuable insights into the digital landscape.

### Performance

Verizon is the most awarded brand for Wireless Network Quality according to J.D. Power.<sup>3</sup>

### Massive capacity

We obsess over the details, analyzing millions of gigabytes of data every day.

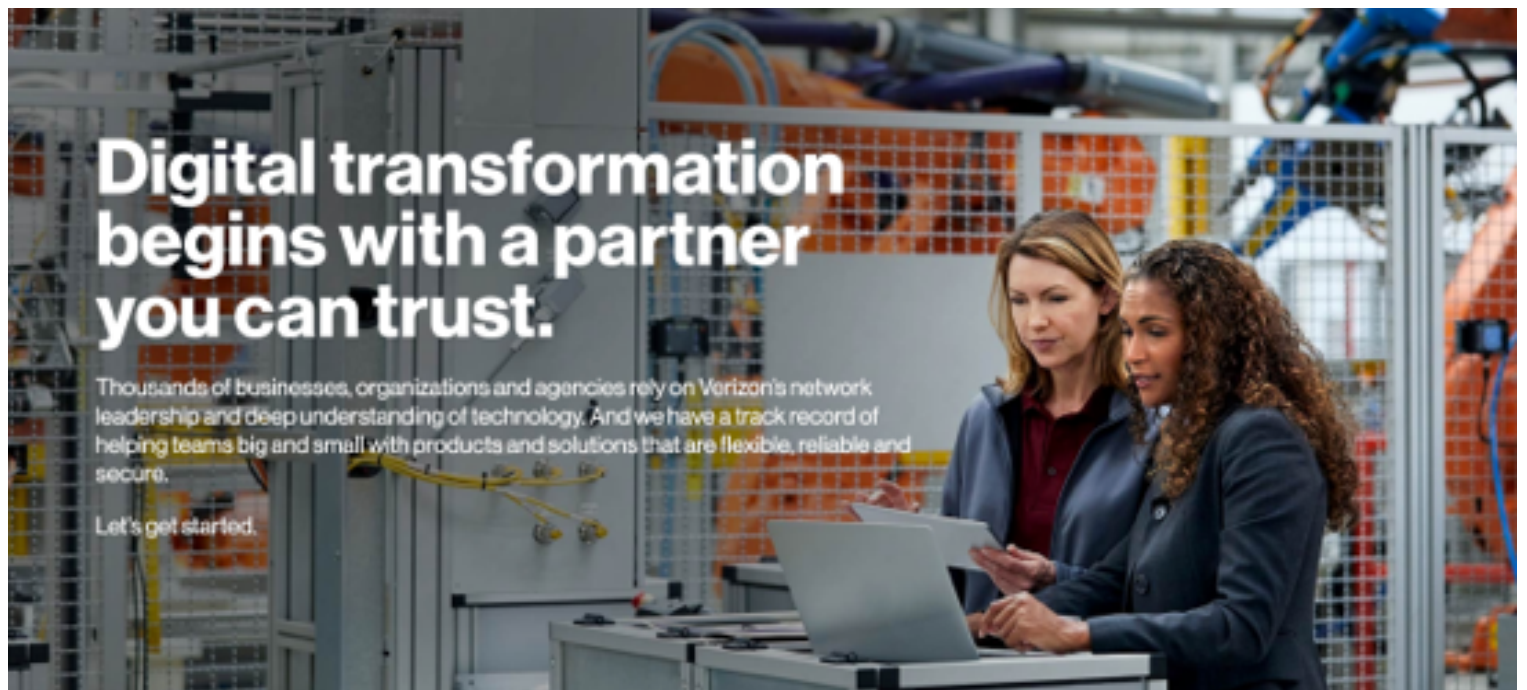
### Easy integration

We've certified 900+ machine-to-machine (M2M) chipsets, modules and devices.

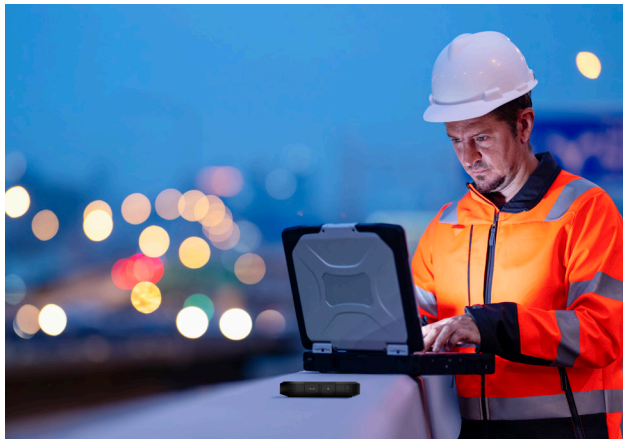
**1** Global claim from May 2020, based on Opensignal independent analysis of mobile measurements recorded during the period January 31– April 30, 2020 © 2020 Opensignal Limited.

**2** 5G Ultra Wideband (UWB) available only in parts of select cities. 5G UWB access requires a 5G capable device with select voice/data & 5G UWB plans. 5G Nationwide available in 2,700+ cities.

**3** Verizon received the highest number of awards in network quality for the 25th time as compared to all other brands in the J.D. Power 2003- 2020 Volume 1 and 2 U.S. Wireless Network Quality Performance Studies. Network Quality measures customers' satisfaction with their network performance with wireless carriers. For J.D. Power 2020 award information, visit [jdpower.com/awards](http://jdpower.com/awards) for more details.



# Sonim H500 5G technical specifications



## Connectivity

<b>Cellular Technology</b>	5G, 4G LTE, 3G UMTS
<b>5G Features</b>	SA*, NSA, DSS
<b>5G Bands</b>	n2, n5, n48, n66, n77, n78, n257, n260, n261
<b>5G EN-DC</b>	Supported
<b>LTE Category</b>	DL: Cat 19; UL: Cat 18.
<b>LTE Bands</b>	B1, B2, B3, B4, B5, B7, B12, B13, B17, B20, B28, B46, B48, B66
<b>LTE CA Support</b>	DL 5xCC CA, UL 2xCC CA
<b>3G Technology/Bands</b>	UMTS/HSPA+; B1/B2/B4/B5/B8
<b>Power Class</b>	PC2: n77/n78; PC3: All other bands
<b>Wi-Fi Technology</b>	Wi-Fi 6E** (802.11 a/b/g/n/ac/ax)
<b>Wi-Fi Frequency Bands</b>	2.4GHz, 5GHz & 6GHz**
<b>Wi-Fi Connections</b>	Up to 32 connected devices

## OS & Chipset

<b>OS &amp; Version</b>	Linux 5.4
<b>Modem Chipset</b>	Qualcomm SDX62-0
<b>Wi-Fi Chipset</b>	Qualcomm WCN6856

## Memory, SIM & LED

<b>RAM (Processor Memory)</b>	1GB
<b>ROM (Storage)</b>	1GB
<b>Battery Size</b>	6000mAh
<b>Battery Removable</b>	Yes
<b>Usage without Battery Installed</b>	No*
<b>Charging</b>	USB-C, Fast Charge
<b>SIM Type</b>	Single 4FF SIM, Removable
<b>Display Technology</b>	TFT LCD with Capacitive Touch
<b>Display Size</b>	2.4" Color
<b>Screen Resolution</b>	QVGA (320x240)

## Regulatory, Ports & Other Items

<b>Regulatory Approvals</b>	FCC
<b>Industry Approvals</b>	GCF/WFA
<b>Ports</b>	USB Type C (USB 3.1 Gen 2) 1x RJ45 1Gbps LAN 2x Test Ports
<b>Location Services</b>	GPS L1 & L5/s-GPS (Standalone), NMEA
<b>Dimensions</b>	115mm x 100mm x 22.7mm / 4.53" x 3.94" x 0.89"
<b>Weight</b>	308g / 10.9oz
<b>Rugged Performance Standard &amp; Safety</b>	IP68, MIL-STD-810H
<b>Device Management</b>	Verizon MDM



michigan municipal league

# Liability & Property Pool

Renewal Proposal

for the

# **Cedar Springs Public Library**

Presented By:

Elmer Hitt  
MML Liability & Property Pool  
(517) 740-1444

May 8, 2026

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***This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.***

# Executive Overview

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The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **Cedar Springs Public Library** has been a Pool member since **2025**.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **Cedar Springs Public Library**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **Cedar Springs Public Library** for an annual premium of **\$5,154 (plus \$225 MML associate membership fee)**. When compared to last year's premium cost of \$4,770, it represents a premium increase of \$384. **The following exposure, rate, and coverage limit changes are reflected in this renewal quote:**

- A slight increase in property and liability rates

In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2026. **The Cedar Springs Public Library's portion of the dividend return is \$16 (10% of the total dividend for the 1<sup>st</sup> renewal)**. The Cedar Springs Public Library will receive this dividend in the month following payment of your 2026 renewal premium.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

## **Our Mission**

**To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.**

# Introduction

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## ***What You Can Expect Of Us***

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

## ***Your Pool Insures More Than . . .***

- |                                |                                    |
|--------------------------------|------------------------------------|
| ✓ 452 Public Entity Members    | ✓ 173 Water Utilities              |
| ✓ 145 Fire Departments         | ✓ 243 Sewer Utilities              |
| ✓ 185 Law Enforcement Agencies | ✓ 16 Municipal Marinas             |
| ✓ 2,295 Police Officers        | ✓ \$6.7 Billion of Property Values |
| ✓ 7,694 Vehicles               | ✓ 21 Dams                          |
| ✓ 18 Electric Utilities        |                                    |

## Coverage and Cost Summary Cedar Springs Public Library

Effective 07-01-2026 to 07-01-2027

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$2,000,000	N/A	\$0
Sewer Back-Up Sublimit	No Coverage	N/A	N/A
Personal Injury Liability (Coverage B)	\$2,000,000	N/A	\$0
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$2,000,000	N/A	\$0
Law Enforcement Liability (Coverages A, B, and D)	No Coverage	N/A	N/A
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$0
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$2,000,000	N/A	\$0
# Vehicles	Comp	Coll	
No Covered Vehicles			

*Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$2,000,000 regardless of the number of coverages involved in the occurrence.*

### Property

Property - Blanket Basis	\$671,000	N/A	\$500
Boiler and Machinery	Included	N/A	\$500
Contents	Included	N/A	\$500
Property in the Open	Included	N/A	\$500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
Accounts Receivable	\$100,000	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A

## Coverage and Cost Summary Cedar Springs Public Library

Effective 07-01-2026 to 07-01-2027

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$25,000	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$100,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Valuable Papers	\$100,000	N/A	\$250
<b>Comprehensive Crime Coverage</b>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
<b>Bonds</b>			
Bond #: A Board Treasurer	\$100,000	N/A	N/A
Bond #: B Director	\$100,000	N/A	N/A
Bond #: C Assistant Director	\$100,000	N/A	N/A

*Only one deductible applies to claims involving two or more property coverages.*

**The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$5,154.**

# Cyber Coverage

<b>TOWER 1 Limit</b>	<b>POLICY AGGREGATE LIMIT OF LIABILITY</b>	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	\$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability		
<b>Liability Retention Per Claim:</b>			
<b>TOWER 1 Retention</b>	All other coverages Retention:	\$0	each Claim
	Cyber Extortion:	\$5,000	each Extortion Threat
	First Party Data Protection:	\$5,000	each Data Protection Loss
	First Party Network Business Interruption:	\$5,000	each Business Interruption Loss Waiting Period: 12 hours
<b>Limits of Coverage - Privacy Breach Response Services</b>			
<b>TOWER 2 Limit</b>	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate
<b>TOWER 3 Limit</b>	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addi			
<b>Privacy Breach Response Services Threshold/Retention (Each Incident):</b>			
<b>TOWER 2 Retention</b>	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident
<b>TOWER 3 Retention</b>	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

# ***Your Team of Experts***



**Elmer Hitt**  
Account Executive  
(517) 740-1444



**Michael J. Forster**  
Pool Administrator  
(734) 669-6340



**Katelyn Petracca**  
248-204-6160  
(Le – Z)

Alpha Split:



**Joan Opett**  
248-204-8579  
(A – La)

## **Customer Service Representatives**



**Christopher Flechsig**  
Liability Claims Supervisor  
(810) 844-8146



**Matt Heins**  
Loss Control Supervisor  
Law Enforcement Action Forum Coordinator  
(248) 791-4371

## ***Benefits of Pooling with the MML***

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
  - ✓ Safety aspects of emergency vehicle operations
  - ✓ Accident investigation for supervisors
  - ✓ Confined spaces training

**The advantages of pooling can be summarized by:**

**Service + Control + Value**

## ***Cedar Springs Public Library Has . . .***

- ✓ \$214,800 Annual Payroll
- ✓ \$671,000 of total values for real and personal property
- ✓ \$2,000,000 General Liability Coverage

## ***Increased Liability Limits***

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

# Highlights of Coverages Provided

## Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

## General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
  - Fireworks (unless endorsed)
  - Liquor Liability
  - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

### **Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)**

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
\$500,000	Yes
\$1,000,000	Yes
2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

**NO ADDITIONAL PREMIUM**

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

## General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

## **Cyber Liability and Data Breach Response Coverage**

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

## **Public Officials Liability Coverage**

“Wrongful Acts”, including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

## **Public Officials Liability Exclusions**

The following is a partial list of public officials’ liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

## **Personal Injury & Advertising / Broadcasters Liability Coverage**

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual’s right of privacy
- ✓ Proactive services for non-monetary damage claims

## Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

## Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

**Only one deductible applies to claims involving two or more property coverages.**

## **Comprehensive Crime Coverage**

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

## **Automobile Coverage Highlights**

### **What Is Covered?**

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

### **Auto Coverages Provided**

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

# Pool Risk Management Services

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- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

## **Online Services**

[www.mml.org](http://www.mml.org) (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim online. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
  - ✓ Risk Control Solutions
  - ✓ Safety & Health Manual
  - ✓ Risk Management is Good Management Program
  - ✓ Law Enforcement Newsletters
  - ✓ Access to Lezage – online training system, 24/7 access, no additional charge
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

# Membership Responsibilities

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Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

Motion to amend budget

Allow Director to approve up to \$1,250.00 without board approval

Any amounts above that figure must have board approval before incurring the expense

Submitted by Trustee Owen

# **FRAUD PREVENTION POLICY**

Effective \_\_\_\_\_, 2026

Supersedes All Others

## **I. Overview**

This policy is designed to promote a healthy and ethical culture in the Cedar Springs Public Library (the “Library”) for the benefit of both employees and patrons. This policy addresses all aspects of fraud and corruption prevention, detection, and investigation for the Library. For the employee, the policy reinforces the requirement that all staff act ethically in the performance of their duties and specifies controls and procedures intended to identify, reduce, and ultimately eliminate the Library’s exposure to potential losses from error, fraud, or corruption.

## **II. Policy Statement**

The purpose of this policy is to provide the formal, written stance of the Cedar Springs Public Library on fraud and corruption and to provide a clear procedure for a consistent, transparent, and accountable approach to issues of corruption and fraud as they may arise from time to time. Additionally, this policy is meant to provide measures to both prevent fraud and corruption and to identify it readily if it should occur.

## **III. Finance Committee’s Role in Fraud Prevention**

The Finance Committee (the “Committee”) shall meet annually to conduct Risk Assessment Reviews, to analyze potential threats, and to recommend practical policies for reducing fraud. In addition, the Committee is to respond to fraud when it occurs. Any Committee member who is implicated in the fraud or has a conflicting relationship with the perpetrator of the fraud (e.g. spouse, child, sibling, partner, close friendship) must be recused from the investigation and a replacement may be chosen by the remaining Committee members. The Committee may propose amendments to this policy to be considered by the Library Board, or other similar governing body.

## **IV. Fraud and Corruption Risk Assessment Reviews**

The Committee will conduct fraud and corruption Risk Assessment Reviews to establish the Library’s risk profile and to provide management with information to deal with fraud and corruption in a cost-effective way. At a minimum, Risk Assessment Reviews must address both internal and external fraud and corruption risks (i.e. both employee and customer/patron fraud), and the potential for collusion from the dual perspectives of employee-employee and patron-employee. The Review shall also consider the sufficiency of Internal Financial Controls. The Library will conduct Risk Assessment Reviews annually, but more frequently as required. The Committee shall solicit input from all employees and welcome feedback from patrons as it is offered. Following each Review, the Committee shall generate a report which will be kept on file and reviewed prior to the next Review. Any proposed policy change or amendment shall be supported by findings contained in the previous Review.

## **V. Internal Financial Control**

The Library shall maintain internal financial and management controls which require employees to follow standards of practice. These controls include, but are not limited to, the following:

- Fraud-conscious hiring practices, including reference checks and verification of educational qualifications
- Segregation of financial duties and division of access point
- Routine inventory accounting
- Security of records, information systems, and cybersecurity
- Routine review of risk and risk management strategies
- Supervision and internal checks
- Consistency in training and chain-of-command
- Budget review and assessment

#### **VI. Internal Audits**

Internal audits shall be implemented and shall include both routine and random audits intended to test compliance and the effectiveness of policies herein and hereafter implemented. The results of any audit must be reported to the Committee with recommendations to address identified adverse trends or deficiencies. As part of an audit, all employees must be given the opportunity to provide feedback or insight to the perpetration of fraud within their positions. To promote transparency, all employee feedback as part of an audit shall remain anonymous and confidential.

#### **VII. Reporting Fraud and Corruption**

Employees may report matters of fraud or corruption at any time with any member of the Committee. Any report shall be formally recorded in as much detail as appropriate. All matters reported in good faith will be thoroughly investigated using processes outlined in Section IX. Any report which credibly alleges criminal activity shall be reported to the local police at the time it is reported to any Committee member. All reports, regardless of confirmation or whether action is taken, will be considered in the Reviews described by Section 4 and given appropriate weight at the discretion of the Committee.

#### **VIII. Report Outcomes**

The Library will take appropriate disciplinary action against any employee believed to have participated, perpetuated, or covered up fraudulent or corrupt conduct. Any criminal activity by employee or patron will be reported to the police. Noncriminal misconduct may be handled using internal policies or procedures, including but not limited to suspension or complete ban of Library access or privileges, and in the case of employees, suspension, or termination. Civil action may be pursued to recover any loss of public money or property.

## **IX.A Initial Investigation**

Once fraud or corruption has been reported, it must be handled seriously and investigated competently and thoroughly. The information received during an investigation will be kept as confidential as possible as permitted by law, while still permitting the matter to be properly investigated and comply with applicable laws. The Library shall explore all reports of fraud or corruption through the Committee. The Committee shall:

- Record all reports received
- Provide notice to all parties involved of the allegations and the process
- Coordinate an initial investigation sufficient to make an initial assessment
- Ensure the investigating body has full access and cooperation
- Ensure that the investigation is thorough, impartial, fair, and unbiased
- Make an initial assessment of each report and determine whether:
  - Immediate action may be taken, or
  - Further investigation is needed, or
  - The report lacks credibility and should be dismissed.
  - Keep all parties involved in the matter informed of the status, progress, and outcome of the investigation.
- Ensure all initial investigations are completed in a swift, timely manner
- Ensure that any recommendation or penalty is implemented as promptly as possible, including:
  - Police involvement;
  - Suspension;
  - Termination;
  - Removal;
  - Ban from Access;
  - Charges or Fines.
- If at the conclusion of the initial investigation a reasonable basis exists to believe that fraud or corruption has occurred, the Committee shall either refer the matter to the police or continue with further investigation under Section IX.B.

## **IX.B Further Investigation**

If the matter has been reported to the police at the conclusion of the initial investigation, further investigation may still be required at the discretion of the Committee, as actions taken by the Library with respect to staff or patrons will be determined independently of any criminal investigation. If the recommendation after the initial investigation is further investigation, such further investigation must be pursued immediately. Under most circumstances, a decision to further investigate will require the services of an independent investigator which will be hired by the Committee at the Library's expense. The Committee shall work with the independent investigator to develop an Investigation Plan and shall cooperate to furnish all materials and provide such access as may be helpful to the investigation.

The Committee and all Library employees shall avoid involvement in any external investigation and shall not attempt to influence the investigation in any way. However, all employees shall cooperate with the investigation through any means reasonably requested.

**X. Closing Investigations**

Following the initial investigation or at the conclusion of further investigation, it is concluded that fraud was not perpetrated or that further action is unnecessary or impractical, the investigation shall be deemed closed. When an investigation is deemed closed, the Committee shall draft a Final Investigation Report detailing the allegations, the evidence, the timeline of the investigation, all involved parties, and any resolution/action that may be taken. Final Investigation Reports shall be maintained by the Committee and included in both the quarterly reports and the annual Review.

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86902:00001:202271130-1

## **FUND BALANCE POLICY**

Effective \_\_\_\_\_, 2026

Supersedes All Others

### **I. Purpose.**

The Board of the Cedar Springs Public Library (“the Library”) seeks to assure that the fiscal integrity of the Library, a community resource, can be maintained currently and well into the future. The Library Board (“Board”) recognizes that the maintenance of a fund balance (a/k/a reserve funds and contingency fund) is essential to the preservation of the financial health of the Library. The Library maintains reserves in a Fund Balance to support and ensure its operational viability, service provision and financial stability.

This policy provides guidance concerning the desired level of Fund Balance maintained by the Library to provide financial stability, cash flow for operations, resources for future capital projects, and the assurance that the Library will be able to respond to emergencies with fiscal strength.

The Fund Balance can be used for purposes approved by the Board of Trustees, including, but not limited to:

- A. Provide cash flow for operational needs;
- B. Offset significant economic downturns or revenue shortfalls including loss of state aid or reduction of penal fines;
- C. Provide for contingent liabilities (tax tribunal reductions);
- D. Provide funds for emergency or other unanticipated needs;
- E. Provide for future capital needs, including building repairs and maintenance, technology and special projects; and,
- F. Maintain Investment grade bond ratings.

### **II. Definitions.**

Fund Balance refers to the difference between assets and liabilities in governmental entities. It serves as a measure of the financial resources available to the Library to budget or spend in the future.

A Fund Balance policy establishes a minimum and/or maximum level (target range) at which the projected end-of-year Fund Balance should be maintained.

### **III. Categories of Fund Balance.**

The Fund Balance will be reported in the following categories based on the definitions and criteria set forth in GASB Statement No. 54:

- A. *Non-Spendable* – includes amounts that cannot be spent because they are either (a) not in a spendable form (i.e., Prepaid Expenses) or (b) legally or contractually required to be maintained intact (i.e., principal balance of an endowment). Non-spendable amounts will be determined before all other classifications and consist of the following items:
  - 1. The balance of any long-term outstanding balances due from others (including other internal funds);
  - 2. The value of prepaid items and any inventory balances;
  - 3. The principal of any permanent funds held legally or contractually required to be maintained intact; and,
  - 4. The balance of any nonfinancial assets held for sale.
- B. *Restricted* – includes amounts that can be spent only for the specific purpose stipulated by external resource providers (grantors, donors) or through enabling legislation.
- C. *Committed* – includes amounts that can be used only for the specific purposes determined by a formal action of the Board of Trustees. Amounts can only be moved from the category by formal action of the Board.
- D. *Assigned* – includes amounts intended to be used for a specific purpose but do not meet the criteria to be classified as restricted or committed.
- E. *Unassigned* – includes the residual amount not allocated to other classifications and are available and expendable for any library cooperative purpose; also known as Contingency Fund.

When multiple categories of fund balances are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the Library will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

### **IV. Recommended Amount of Fund Balance.**

While it is prudent and necessary to maintain adequate reserves in support of the Library's operations and viability, it is not appropriate or intended that excessive amounts of public moneys be held in reserve. A reasonable, stable, fund balance is recognized as an element of effective long-range planning.

The Library's primary objectives for establishing a reasonable fund balance are to maintain an adequate level of financial resources to protect against reducing service levels, avoid borrowings to meet cash flow needs due to revenue shortfalls or unanticipated emergencies, or other necessary expenditures that may tend to impair the fiscal integrity of the Library.

A. *Unassigned (Contingency) Fund Category* – It is the goal of the Library to maintain no less than three (3) and no more than six (6) months of annual operating expenses in the Contingency Fund.

Contingency Fund balances over the maximum at the end of the fiscal year may be transferred by the Board through Board resolution to the Committed or Assigned fund categories, to be used for maintenance and repair, construction, or other special projects/programs.

B. *Committed Fund Category* – The Committed Fund category will be funded, as noted above, by Board resolution to support commitments to future capital projects determined by the Library’s Strategic Plan. Capital Projects will include expenditures more than \$5,000 with a useful life of at least two (2) years.

C. *Other Fund Categories* – Other fund balances will be determined by stipulated restrictions or Board or management decision, as defined.

**V. Maintaining Fund Balance.**

Fund balances may fall occasionally outside of the target ranges because of special projects, emergencies, and other extenuating circumstances. The Library will reduce recurring expenditures or pursue other funding sources to replenish the funds to the minimum level within a reasonable time frame, typically two (2) years.

**VI. Annual Review of Fund Balance.**

As an integral part of the annual budgeting process, consistent with prudent budgeting practices necessary for the continued services of the Library, the Board will fully review, consider, and determine the appropriate level of Fund Balance.

## **FINANCE POLICY**

Effective \_\_\_\_\_, 2026

Supersedes All Others

### **I. Purpose**

Financial stability is a vital factor in the successful operation of any library. Adequate library funding is the responsibility of the community in which it exists. The Library Board and the Library staff are responsible for the efficient and effective use of tax moneys to provide the best possible service to the community. Library officials must work assertively to ensure that sufficient funds are available to allow the Library to meet its goals. They must continuously make the community aware of the importance of funding in the provision of Library service.

### **II. Budget**

The Library Board shall approve an annual budget that meets the requirements of Michigan law, including the Michigan Uniform Budgeting and Accounting Act. When formulating the budget, careful consideration is given to the Library's long-range plans and goals.

- A. The Finance Committee will begin meeting in November to prepare a proposed budget to present to the Library Board at its January meeting.
- B. The Library Board will adopt a budget after a public hearing on the budget. Prior to the meeting, notice of such public hearing will be published as required by law.

### **III. Tax Levy**

The Library Board shall take all actions necessary to assist the City with the annual tax levy. This shall include the annual approval and submission of information requested by the City for the preparation of the L-4029 form. The Library Board shall hold any and all hearings required by Michigan law pertaining to levy taxes to the extent permitted by law.

### **IV. Insurance**

The Library Board will maintain adequate insurance. Such policies may include, but not be limited to the following:

- fire and theft;
- Worker's Compensation;
- errors and omissions;
- comprehensive general liability;
- fiduciary liability bond;

- employee blanket bond;
- any other deemed necessary by the Library Board.

#### **V. Petty Cash**

Petty cash expenditures are limited to \$200 at any one time. A receipt is required for reimbursement and a disbursement receipt with two separate signatures (one from the recipient and the Director) must accompany all disbursements. Only the Director or Assistant Director (or designee of either) shall have authority to access the petty cash. Petty cash may only be used for small emergency purchases, reimbursements to employees or for service where payment is demanded prior to delivery. The Director has the authority to authorize other purchases within the \$100 limit.

#### **VI. Collection of Cash Receipts**

The Director and the Assistant Director are authorized to receive cash.

#### **VII. Financial Institutions**

The Library Board by resolution shall approve the financial institutions authorized to hold the Library fund and provide financial services to the Library.

#### **VIII. Reserves**

The Library Board shall establish an operational reserve. The Library Board shall determine the amount and the purpose for using such reserve. See Fund Balance Policy.

#### **IX. Authorized Signatories**

The Director and Treasurer are authorized to sign authorized financial documents .

#### **X. Bonds**

The Director, Assistant Director, and the Treasurer shall be bonded and the Library is responsible for the costs associated with the bonds.

#### **XI. Indemnification**

The Library Board may agree to indemnify any Board member or employee with respect to any a claim arising out of the Board Member or employee's official actions, unless prohibited by law.

CEDAR SPRINGS PUBLIC LIBRARY

RESOLUTION TO ADOPT INVESTMENT POLICY

\_\_\_\_\_

At a meeting of the Library Board of the Cedar Springs Public Library (“Library”), County of Kent, Michigan, held at the Library on the \_\_\_\_ day of \_\_\_\_\_, 2026, at \_\_\_\_ p.m.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the Library is a public library organized under the City, Village and Township Libraries Act, 1877 PA 164;

WHEREAS, pursuant to Section 5, of the Investment of Surplus Funds of Political Subdivisions Act 1943 PA 20 (“Act 20”), the Library shall develop an investment policy that meets the requirements of Act 20;

WHEREAS, the Library desires to adopt a revised investment policy and has determined it is in the best interests of the health, safety and welfare of the Library to adopt such policy.

NOW THEREFORE BE IT RESOLVED by the Library Board of the Cedar Springs Public Library, Kent County, Michigan as follows:

1. The Library Board hereby adopts and approves the Investment Policy attached as an exhibit to this Resolution.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_  
\_\_\_\_\_

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF KENT            )

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Library Board of the Cedar Springs Public Library, County of Kent, State of Michigan, at a meeting held on \_\_\_\_\_, 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

\_\_\_\_\_  
Secretary

**INVESTMENT POLICY**  
Effective \_\_\_\_\_, 2026  
Supersedes All Others

**I. Purpose.**

It is the policy of the Cedar Springs Public Library (“Library”) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and Library policies governing the investment of public funds.

**II. Scope.**

This Investment Policy (“Policy”) applies to all transactions involving the financial assets and related activity of the Library except for any financial asset or money that is otherwise subject to a public act or bond authorizing ordinance or resolution that permits investment in fewer than all the investment options listed in this Policy or imposes one or more conditions upon an investment listed in this Policy. Further, this Policy does not apply to any funds which are governed by an act other than 1943 PA 20, the Investment of Surplus Funds of Political Subdivisions Act (“Act 20”).

**III. Objectives.**

Funds of the Library will be invested in accordance with Act 20, as amended, and in accordance with the following objectives in order of priority:

- A. Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital and preservation of investment in the overall portfolio.
- B. Diversification - The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- C. Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.
- D. Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

#### **IV. Authority; Delegation of Authority.**

Authority to manage the investment program is derived from state law, including Act 20, as amended, and City, Village and Township Libraries Act, 1877 PA 164;. Management responsibility for the investment program is hereby delegated to the Finance Committee, which shall establish procedures and internal controls for the operation of the investment program, consistent with the Investment Policy. No person may engage in investment transactions except as provided under the terms of this Policy and the procedures established by the Finance Committee. The Director and the Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Library Board, after recommendation by the Finance Committee, may hire consultants, including a bookkeeper, to assist with Library investments. The Director shall be the Investment Officer.

#### **V. Authorized Instruments.**

In accordance with Act 20, as amended, the Finance Committee authorizes the Investment Officer to invest the surplus funds of the Library as follows:

- A. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- B. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. In addition, the Library Board by resolution may authorize its investment officer to invest the funds of the Library in certificates of deposit or depository accounts in accordance with all of the following conditions:
  - 1. Certificates of deposit in accordance with all of the following conditions:
    - a. The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
    - b. The financial institution arranges for the investment of the funds in certificates of deposit in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
    - c. The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
    - d. The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.

- e. At the same time that the funds of the Library are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
- 2. Deposit accounts of a financial institution that meet all of the following conditions:
  - a. The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
  - b. The financial institution arranges for the deposit of the funds in deposit accounts in one (1) or more insured depository institutions, as defined in 12 USC 1813, or one (1) or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
  - c. The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.
  - d. The financial institution acts as custodian for the public corporation with respect to each deposit account.
  - e. On the same date that the funds of the Library are deposited under subdivision b) above, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the Library in the financial institution.
- C. Commercial paper rated at the time of purchase within the two (2) highest classifications established by not less than two (2) standard rating services and that matures not more than 270 days after the date of purchase.
- D. Repurchase agreements consisting of instruments listed in subdivision A. above. Repurchase agreements must be executed by the bank or dealer, and shall be negotiated only with dealers or financial institutions with whom the Library has negotiated a master repurchase agreement approved by the Library's legal counsel.
- E. Bankers' acceptances of United States Banks.

- F. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service.
- G. Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The authorization to invest in mutual funds includes securities whose net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of the following:
  - 1. The purchase of securities on a when-issued or delayed delivery basis.
  - 2. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - 3. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- H. Obligations described in 5A through 5G above if purchased through an interlocal agreement under state law (Urban Cooperation Act of 1967) e.g., the MBIA Michigan CLASS program.
- I. Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121 and the Surplus Funds Investment Pool Act, 1982 PA 367.

## **VI. Safekeeping and Custody.**

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Finance Committee and evidenced by safekeeping receipts as determined by the Finance Committee.

## **VII. Prudence.**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

## **VIII. Reports**

The Finance Committee may elect to have certificates and other evidence of investments held by a financial institution and sufficient documentation and acknowledgment of investments held on behalf of the Library, provided that such documentation is provided on a quarterly basis. The Finance Committee shall provide a quarterly report to the governing body concerning the investment of funds.

#### **IX. Conflict**

The Finance Committee, Director and Library Board Members shall comply with all statutes related to public fund investments. Any provision of this Policy in conflict with state law, as amended from time to time, is void.

**CEDAR SPRINGS PUBLIC LIBRARY**

**CERTIFICATION**

I hereby certify that I have received the Investment Policy of the Cedar Springs Public Library, have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy regarding the investment of the Cedar Springs Public Library funds.

Any investment not conforming with your Investment Policy will be disclosed promptly.

We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with our firm.

\_\_\_\_\_  
Institution

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Official & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

POLICY APPROVED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

## **PUBLIC LIBRARY PURCHASING POLICY**

Effective \_\_\_\_\_, 2026

Supersedes All Others

This Policy is intended to clarify and expand the Cedar Spring Public Library's protocol for the procurement of goods and services by the Library consistent with Michigan law.

### **I. Purchases.**

All purchases of goods or services over \$2,500, or any non-routine purchases without appropriation in the current budget, shall be submitted to the Library Board for approval prior to purchase, except as required under Section III, Emergency Purchases; Section IV, Specifically Authorized Purchases or Section V, Re-occurring Routine Purchases. The purchase request shall outline the need and provide justification for the goods or services. The purchase request information should include suggested vendors, quantity, specifications, shipping details and pricing. The Library Board may require a budget amendment before approval of the purchase.

### **II. Minor Purchases.**

Any purchases of goods or services \$2,500 or under, when the specific appropriation has been specified and included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year, may be completed after submittal to the Library Director, with documentation being provided to the Library Board within a forty-five (45) day period.

### **III. Emergency Purchases.**

In an emergency endangering the public peace, health, safety or property of the Library, the Library Director or his or her designee may purchase supplies, materials, equipment, or services which are deemed immediately necessary to respond to and alleviate the emergency. A full report shall be filed by the Library Director with the Library Board within a thirty (30) day period of such action.

### **IV. Specifically Authorized Purchases that May Exceed \$2,500.**

The Library Board specifically authorizes the Library Director to make the following purchases that may exceed \$2,500:

A. Payments to the Library Cooperative (“Coop”) for Shared Technology Services: The Library Board recognizes that at times the quarterly payments due to the Coop, may exceed \$2,500. The Library Director is authorized to purchase library cooperative services that exceed \$2,500 (on a quarterly basis) provided that (1) the Library Board has authorized the purchase of the cooperative library services generally from the Coop and (2) the specific appropriation has been included in the current budget authorized by the Library Board as an approved expenditure for the fiscal year.

B. Books and Materials for Library Collection. The Library Board recognizes that Library collection material orders may exceed \$2,500. If any single item for the collection exceeds \$2,500, then the Library Board must approve that purchase. Otherwise, if the individual items do not exceed \$2,500, the Director may make the purchase even if the total items ordered for a single purchase exceed \$2,500.

**V. Re-Occurring Routine Payments; Authorizing Procedure.**

The following payments shall be considered authorized and do not require prior Board approval pursuant to this Policy:

- A. Payroll
- B. Utilities
- C. Invoices or bills with penalties or discounts that would be incurred if payment is not received prior to the Board Meeting at which such invoices or bills will be approved.
- D. Other routine, monthly bills [See Vendor List]

However, all invoices and bills preapproved pursuant to this Section shall be post audited at the next Board meeting. The post audit shall indicate that the invoices and bills were preauthorized by policy.

**VI. Purchasing Agent.**

The Library Director shall act as purchasing agent of the Library, unless he/she shall designate another officer or Library employee to act as purchasing agent. Every purchase order shall be approved by the purchasing agent before being issued. The purchasing agent may adopt rules regulating requisitions and purchase orders.

**VII. Requisitions and Estimates.**

All departments of the Library shall file with the purchasing agent detailed estimates of their requirements in supplies, materials, equipment and contractual services in such manner, at such times, and for such future periods as the Library Director shall prescribe. The requirement for preparing estimates shall not prohibit any department from filing with the purchasing agent at any time a requisition for any supplies, materials, equipment, or contractual services the need for which was not foreseen when the detailed estimates were filed.

**VIII. Conflict of Interest.**

No employee or Board member shall participate in any purchase or procurement when such participation is considered a conflict of interest under Michigan law. If any Board member or employee believes there may be a conflict of interest, the Board member or employee shall notify the purchasing agent of any actual or potential conflict of interest prior to any participation or as soon as the conflict is reasonably known. The purchasing agent, upon consultation with

legal counsel and/or the Board shall determine whether the employee or Board member should participate.

**IX. Quotes.**

Purchase of goods or services may be made in the open market, without advertisement and without formal competitive bidding. However, to the best extent possible, any such purchase shall be based on at least three (3) competitive quotes and the purchasing agent shall select the quote deemed most advantageous to the Library.

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