

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
NOVEMBER 22, 2021**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N. MAIN STREET**

**Cedar Springs Public Library
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

II. PLEDGE OF ALLEGIANCE

III. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. The Board will not respond, or discuss, public comments unless the Chair approves.

IV. APPROVAL OF THE AGENDA

V. CONSENT AGENDA

- A. Approval of October 27, 2021 Meeting minutes
- B. Approval of October 2021 Financial report

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet

VII. UNFINISHED BUSINESS

- A. Discussion of status for Director Position

VIII. NEW BUSINESS

- A.

IX. COMMITTEE REPORTS

- A. Personnel Committee-Report of status of Director search
- B. Policy Committee- None
- C. Bylaw Committee – None
- A. Technology Committee – None
- D. Finance Committee – None

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
OCTOBER 26, 2021**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N. MAIN STREET**

**Cedar Springs Public Library
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

Chair called meeting to order at 7:00 pm

II. PLEDGE OF ALLEGIANCE

Chair led pledge of allegiance

Present: Bob Ellick, Louise King, Tony Owen, Shelly Hilbert, Karen Ringler

Absent: Becky Powell, Maryevelyn Vu

III. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes unless the chairperson deems otherwise. The Board will not respond, or discuss, public comments unless the Chair approves.

No oral or written comments

IV. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by King, second by Ringler
Motion carried by voice vote Ayes 5, Nays 0.

V. CONSENT AGENDA

A. Approval of September 27, 2021, meeting minutes

B. Approval of September 2021 Financial report

MOTION: "Approve consent agenda" made by Owen, second by King
Motion carried by voice vote Ayes 5, Nays 0.

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet
Library programs have been going well. Starting to set up for Christmas.

VII. UNFINISHED BUSINESS

A. Approval of Technology Budget

MOTION: "Approve Tech Plan and updated Tech Budget and requests" made by King, second by Owen

Motion carried by voice vote Ayes 5, Nays 0.

B. Approval of posting for Director Position

MOTION: "Approve Personnel Committee to post Director's position using current Director Job Description" made by King, second by Owen

Motion carried by voice vote Ayes 5, Nays 0.

VIII. NEW BUSINESS

A. No new business

IX. COMMITTEE REPORTS

A. Personnel Committee-None

B. Policy Committee- None

C. Bylaw Committee – None

A. Technology Committee – Presented Tech Plan and Budget

D. Finance Committee – None

X. AGENDA ITEMS FOR MONDAY NOVEMBER 22, 2021, MEETING

A. Status of Director posting and search

XI. BOARD COMMENT

What is the status of the Fire Barn removal?

Discuss a brunch before next meeting

XII. ADJOURNMENT

MOTION: "Adjourn meeting" made by King, second by Ringler

Motion carried by voice vote Ayes 5, Nays 0.

Meeting adjourned at 7:40 pm

Next regular meeting scheduled for Monday, November 22, 2021, 7:00 pm at the Library

Submitted by Secretary Owen _____

Approved by Board on _____.

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22		ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	YTD BALANCE 10/31/2021			
Fund 271 - Library Fund						
Revenues						
Dept 000.000						
271-000.000-400.100	Appropriation from Fund Bal	9,870.00	0.00	0.00	9,870.00	0.00
271-000.000-421.100	Cowles Trust Int Income	50.00	0.00	0.00	50.00	0.00
271-000.000-451.000	Library Rev-Penal Fines	15,000.00	63.50	0.00	14,936.50	0.42
271-000.000-452.000	Library Revenue-Solon Twnshp	81,000.00	0.00	0.00	81,000.00	0.00
271-000.000-453.000	Lakeland USF Funds	800.00	863.53	0.00	(63.53)	107.94
271-000.000-454.000	Tax Collections - Ad Valorem Roll	79,400.00	75,686.15	1,052.88	3,713.85	95.32
271-000.000-454.200	Tax Collections - DNR PLT	40.00	0.00	0.00	40.00	0.00
271-000.000-454.500	Tax Collections - IFT Roll	1,000.00	992.20	0.00	7.80	99.22
271-000.000-455.000	FRIENDS OF LIBRARY DONATIONS	0.00	1,521.04	1,521.04	(1,521.04)	100.00
271-000.000-457.000	Donations	5,500.00	1,131.69	0.00	4,368.31	20.58
271-000.000-457.100	Operating Donation	0.00	528.03	417.52	(528.03)	100.00
271-000.000-458.000	Book Donations	1,000.00	173.39	62.99	826.61	17.34
271-000.000-459.000	Summer Reading Program Donations	3,000.00	395.00	0.00	2,605.00	13.17
271-000.000-470.000	Area Libraries Lost & Damaged Books	500.00	98.73	23.80	401.27	19.75
271-000.000-515.000	State Aid	7,000.00	4,147.04	0.00	2,852.96	59.24
271-000.000-528.000	OTHER FEDERAL GRANTS	0.00	3,165.64	3,165.64	(3,165.64)	100.00
271-000.000-625.000	BANK FEES -FINES & SERVICES	5,000.00	1,596.23	608.34	3,403.77	31.92
271-000.000-664.000	Interest Earned	600.00	61.67	18.31	538.33	10.28
271-000.000-668.000	Rental Income	6,000.00	2,030.00	440.00	3,970.00	33.83
271-000.000-698.000	Miscellaneous	500.00	420.50	351.00	79.50	84.10
271-000.000-698.300	BRICK REVENUE	0.00	50.00	50.00	(50.00)	100.00
Total Dept 000.000		216,260.00	92,924.34	7,711.52	123,335.66	42.97
TOTAL REVENUES		216,260.00	92,924.34	7,711.52	123,335.66	42.97
Expenditures						
Dept 958.000 - Disbursements						
271-958.000-702.000	WAGES - FULL TIME EMPLOYEES	42,000.00	11,946.60	2,986.40	30,053.40	28.44
271-958.000-705.000	CLEANING SERVICE AND SUPPLIES	6,000.00	2,645.34	511.00	3,554.66	44.09
271-958.000-705.300	Part-Time Library Salary	75,000.00	26,146.21	6,379.41	48,853.79	34.86
271-958.000-717.000	Health Insurance Buyout	13,500.00	4,297.05	954.90	9,202.95	31.83
271-958.000-725.000	Unemployment Empl Benefit Exp	60.00	14.82	2.88	45.18	24.70
271-958.000-727.000	Office Supplies Expense	3,500.00	1,023.90	107.54	2,476.10	29.25
271-958.000-734.000	Overdrive Program Expense	2,500.00	0.00	0.00	2,500.00	0.00
271-958.000-735.000	AV Expense	1,600.00	420.69	83.96	1,179.31	26.29
271-958.000-736.000	Adult Book Expense	6,500.00	1,755.45	686.80	4,744.55	27.01
271-958.000-737.000	Childrens Book Expense	5,200.00	1,407.99	565.65	3,792.01	27.08
271-958.000-738.000	Books Purchased with Donations	1,000.00	243.02	97.01	756.98	24.30
271-958.000-739.000	Area Libraries Lost & Damaged Books	600.00	203.34	110.06	396.66	33.89
271-958.000-801.000	Professional Service Expense	1,500.00	1,330.00	945.00	170.00	88.67
271-958.000-806.000	Collection Services	250.00	71.60	35.80	178.40	28.64
271-958.000-808.000	Lakeland Support Services	18,000.00	8,670.59	4,616.73	9,329.41	48.17
271-958.000-813.000	Garbage Disposal Service	300.00	137.40	0.00	162.60	45.80
271-958.000-860.000	Transportation Expense	500.00	0.00	0.00	500.00	0.00
271-958.000-890.000	Summer Reading Program	3,000.00	1,736.29	0.00	1,263.71	57.88
271-958.000-905.000	Computer Maintenance Expense	2,000.00	2,767.56	247.62	1,232.44	38.38
271-958.000-910.000	Insurance & Bonds Expense	3,500.00	2,679.48	0.00	820.52	76.56
271-958.000-917.000	Workmens Compensation Expense	150.00	115.39	0.00	34.61	76.93
271-958.000-919.000	Social Security Expense	9,000.00	3,649.36	793.00	5,350.64	40.55
271-958.000-922.000	Water Utility Expense	1,500.00	230.98	45.80	1,269.02	15.40
271-958.000-923.000	Heat Expense	2,000.00	396.00	132.00	1,604.00	19.80
271-958.000-924.000	Telephone Expense	1,500.00	380.49	85.57	1,119.51	25.37

User: DARLA

DB: Cedar Springs

PERIOD ENDING 10/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 10/31/2021	ACTIVITY FOR MONTH 10/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-958.000-926.000	Electric Expense	5,700.00	1,699.79	551.28	4,000.21	29.82
271-958.000-930.000	Repair & Maintenance Serv Exp	200.00	0.00	0.00	200.00	0.00
271-958.000-930.300	Education/Training Expense	500.00	0.00	0.00	500.00	0.00
271-958.000-955.000	Bank Fees	1,000.00	344.38	61.88	655.62	34.44
271-958.000-956.000	Miscellaneous Expense	1,000.00	80.50	153.69	919.50	8.05
271-958.000-956.200	Membership & Dues Expense	700.00	230.00	115.00	470.00	32.86
271-958.000-956.400	Special Programs Expense	3,000.00	1,479.41	719.67	1,520.59	49.31
271-958.000-968.000	Public Relations	500.00	70.00	70.00	430.00	14.00
271-958.000-977.160	Capital - Technology	2,500.00	600.00	0.00	1,900.00	24.00
271-958.000-978.000	Postage Expense	500.00	55.00	0.00	445.00	11.00
Total Dept 958.000 - Disbursements		216,260.00	74,828.63	21,058.65	141,431.37	34.60
TOTAL EXPENDITURES						
Total Dept 958.000 - Disbursements		216,260.00	74,828.63	21,058.65	141,431.37	34.60
Fund 271 - Library Fund:						
TOTAL REVENUES		216,260.00	92,924.34	7,711.52	123,335.66	42.97
TOTAL EXPENDITURES		216,260.00	74,828.63	21,058.65	141,431.37	34.60
NET OF REVENUES & EXPENDITURES		0.00	18,095.71	(13,347.13)	(18,095.71)	100.00

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000.000-001.100	General Checking - Independent Bar	204,781.57
271-000.000-002.000	Petty Cash	289.14
271-000.000-003.185	CD - CHOICE ONE	66,530.00
271-000.000-035.000	Certificate of Deposit-Cowles	13,004.82
271-000.000-035.100	Certificate of Deposit-USF Funds	6,629.29
Total Assets		291,234.82
*** Liabilities ***		
271-000.000-201.000	Accounts Payable	282.09
271-000.000-209.000	State Unemployment Tax Payable	5.10
Total Liabilities		287.19
*** Fund Balance ***		
271-000.000-390.000	Restricted - Library Operations	179,858.93
271-000.000-391.400	Assigned - USF Funds	6,629.29
271-000.000-392.400	RESTRICTED - MABIE OPERATIONS DONF	73,363.70
271-000.000-393.300	Non-spendable - Cleo Cowles	13,000.00
Total Fund Balance		272,851.92
Beginning Fund Balance		272,851.92
Net of Revenues VS Expenditures		18,095.71
Ending Fund Balance		290,947.63
Total Liabilities And Fund Balance		291,234.82

Check Date	Check	Vendor Name	Amount
LibCk Library Main Checking Account			
10/05/2021	16187	CEDAR SPRINGS POST, INC.	70.00
10/05/2021	16188	HEIMLER CONSULTING	1,028.94
10/05/2021	16189	HILLSDALE COLLEGE MOSSEY LIBRARY	100.00 V
10/05/2021	16190	SPECTRUM	99.98
10/05/2021	16191	THE LIBRARY NETWORK	63.70
10/05/2021	16192	UNIQUE MANAGEMENT SERVICES INC	17.90
10/19/2021	16194	BAKER & TAYLOR, INC.	1,288.46
10/19/2021	16195	CEDAR SPRINGS POST, INC.	86.40 V
10/19/2021	16196	CEDAR SPRINGS ROTARY CLUB	115.00
10/19/2021	16197	CITY OF CEDAR SPRINGS	45.80
10/19/2021	16198	DTE ENERGY	132.00
10/19/2021	16199	ENVIRO-MASTER	36.00
10/19/2021	16200	FLAT RIVER COMMUNITY LIBRARY	8.99
10/19/2021	16201	GENERAL MOTIVATION COMPANY	24.00
10/19/2021	16202	LAKELAND LIBRARY COOPERATIVE	4,616.73
10/19/2021	16203	P+J CLEANING SERVICES, LLC	475.00
10/19/2021	16204	SAUGATUCK-DOUGLAS DISTRICT LIBRARY	24.00
10/19/2021	16205	SPECTRUM	40.57
10/19/2021	16206	UNIQUE MANAGEMENT SERVICES INC	17.90
10/19/2021	16207	CONSUMERS ENERGY	551.28
10/20/2021	16208	CARDMEMBER SERVICE	1,178.93

LIBCK TOTALS:

Total of 21 Checks:	10,021.58
Less 2 Void Checks:	186.40
Total of 19 Disbursements:	<u>9,835.18</u>

MINUTES

CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

MONDAY
SEPTEMBER 27, 2021

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY
107 N. MAIN STREET

Cedar Springs Public Library 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

Chair called meeting to order at 7:00 pm

Present: Bob Ellick, Becky Powell, Karen Ringler, Louise King, Tony Owen,
Maryevelyn Vu

Absent: Shelly Hilbert

Quorum present

II. PLEDGE OF ALLEGIANCE

Chair led the Pledge of Allegiance

III. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes unless the chairperson deems otherwise. The Board will not respond, or discuss, public comments unless the Chair approves.

No oral or written comments made.

IV. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Owen, second by King
Motion carried by voice vote Ayes 6, Nays 0.

V. CONSENT AGENDA

- A. Approval of August 23, 2021 Meeting minutes
- B. Approval of August 2021 Financial report

MOTION: "Approve consent agenda" made by King, second by Owen
Motion carried by voice vote Ayes 6, Nays 0

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet

"Mission Read", the 3-year program for K-3rd grades, is nearing the end of its 3rd year in October. There are (5) students nearing their "Prize Promise" of a tablet, with others soon to follow. KDL thought they could get a grant to cover the cost of these tablets. That is not the case. We are now seeking sponsors.

Staff member Doug Christensen has been in two theatre groups over the last months, with practices here. Both groups shared a nice ad thanking the CSPL.

The Historic Awning of the Cherry Street Library from 1950 is being auctioned off through sealed bids on Red Flannel Day at 5pm.

The Library has been awarded a grant for \$1,800 to purchase ten hotspots for patron use. Patrons will be able to check them out for three weeks of free internet.

VII. UNFINISHED BUSINESS

A. Report on "Management of Collection Policy" update

MOTION: "Approval to keep the current *Management of Collection Policy*" made by Powell, second by King

Motion carried by voice vote Ayes 6, Nays 0.

B. Approval of posting for Director Position

MOTION: "Approve tabling this item until next meeting" made by Ellick, second by Owen

Motion carried by voice vote Ayes 6, Nays 0.

Personnel Committee will provide a posting sample at next meeting.

VIII. NEW BUSINESS

A. None

IX. COMMITTEE REPORTS

A. Personnel Committee-None

B. Policy Committee- Recommendation on Collection Policy
Recommend Board reapprove current policy without changes.

C. Bylaw Committee – None

A. Technology Committee – None

D. Finance Committee – None

X. AGENDA ITEMS FOR MONDAY OCTOBER 25, 2021, MEETING

A. Approve Director job posting

XI. BOARD COMMENT

Looking for the old fire barn to be removed

Tech committee had a meeting and will be submitting items to be purchased over the next two years

XII. ADJOURNMENT

MOTION: "Adjourn meeting" made by King, second by Owen

Motion carried by voice vote Ayes 6, Nays 0

Meeting adjourned at 7:23pm

Next regular meeting scheduled for Monday, October 25, 2021, 7:00pm at the Library.

Submitted by Secretary Owen

Approved by Board on 10/26/21