

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
OCTOBER 24, 2022**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N Main Street, Cedar Springs, MI 49319**

**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 September 26, 2022, Meeting minutes
- B. Approval of September 2022 Financial report

V. DIRECTOR'S REPORT

Director's full report is part of Board packet

VIII. UNFINISHED BUSINESS

- A. Approval of Holiday closing schedules 2022/2023
- B. Strategic planning
- C. Approval of holiday celebration for Board.

IX. NEW BUSINESS

- A.

X. COMMITTEE REPORTS

- A. Personnel Committee - None
- B. Policy Committee - None
- C. Bylaw Committee – None
- A. Technology Committee – None

D. Finance Committee – None

XI. AGENDA ITEMS FOR MONDAY NOVEMBER 28, 2022, MEETING
A.

XII. BOARD COMMENT

XIII. ADJOURNMENT

Next regular meeting scheduled for Monday, November 28, 2022, 7:00 pm at the library.

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
SEPTEMBER 26, 2022**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
107 N Main Street, Cedar Springs, MI 49319**

**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

Vice Chair Ringler called meeting to order at 7:00 pm
Present: Karen Ringler, Shelly Hilbert, Becky Powell, Tony Owen
Absent: Bob Ellick, Maryevelyn Vu

II. PLEDGE OF ALLEGIANCE

Vice Chair led the pledge

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 Powell, second by Owen
Motion carried by voice vote Ayes 4, Nays 0.

V. CONSENT AGENDA

- A. Approval of August 25, 2022, Meeting minutes
- B. Approval of August 2022 Financial report

MOTION: "Approve consent agenda" made by Owen, second by Hilbert
Motion carried by voice vote Ayes 4, Nays 0.

VI. DIRECTOR'S REPORT

Director's full report is part of Board packet
Fire Barn is down, and public meetings will be scheduled for what to do with the area.

Seed library went well this year. Looking at expanding it next year.
Public restroom issues are taken care of. Was a large clump of brown paper towels plugging up system.
At the October meeting Director will present a holiday schedule of closing dates for Library.
Reviewed book challenge with Board.

VIII. UNFINISHED BUSINESS

A. None

IX. NEW BUSINESS

A. None

X. COMMITTEE REPORTS

A. Personnel Committee - None

B. Policy Committee – working on updating manuals

C. Bylaw Committee – Committee will be meeting to review and update Bylaws

A. Technology Committee – None

D. Finance Committee – None

XI. AGENDA ITEMS FOR MONDAY OCTOBER 24, 2022, MEETING

A. Holiday closing schedule

B. Strategic planning scheduling

C. Holiday get together

XII. BOARD COMMENT

MOTION: “Approve changing the December meeting from 12/26/22 to 12/19/22”
made by Owen, second by Powell

Motion carried by voice vote Ayes 4, Nays 0.

XIII. ADJOURNMENT

MOTION: “Adjourn meeting” made by Owen, second by Powell

Motion carried by voice vote Ayes 4, Nays 0.

Meeting adjourned at 7:41 pm

Next regular meeting scheduled for Monday, October 26, 2022, 7:00 pm at the library.

Submitted by Secretary Owen _____

Approved by Board on _____

Check Date	Check	Vendor Name	Amount
Bank LibCk Library Main Checking Account			
09/07/2022	16411	CEDAR SPRINGS POST, INC.	350.00
09/07/2022	16412	CITY OF CEDAR SPRINGS	489.96
09/07/2022	16413	CONSUMERS ENERGY	537.30
09/07/2022	16414	DELTON DISTRICT LIBRARY	13.99
09/07/2022	16415	SANILAC COMPUTER PRODUCTS	220.00
09/07/2022	16416	TIME WARNER CABLE	124.98
09/07/2022	16417	CITY OF CEDAR SPRINGS	1,909.16
09/07/2022	16418	CITY OF CEDAR SPRINGS	1,475.16
09/21/2022	16420	CITY OF CEDAR SPRINGS	537.75 V
09/21/2022	16421	DTE ENERGY	31.71
09/21/2022	16422	LAKELAND LIBRARY COOPERATIVE	343.00
09/21/2022	16423	SPECTRUM	39.98
09/21/2022	16424	UNIQUE MANAGEMENT SERVICES INC	9.85
09/21/2022	16425	CARDMEMBER SERVICE	537.75

LIBCK TOTALS:

Total of 14 Checks:	6,620.59
Less 1 Void Checks:	537.75
Total of 13 Disbursements:	6,082.84

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	242,087.94
271-000-001.110	Cash in Bank - Holder	(0.30)
271-000-003.185	CD - CHOICE ONE	66,530.00
271-000-004.000	Petty Cash	289.14
271-000-035.000	Certificate of Deposit-Cowles	13,004.82
271-000-035.100	Certificate of Deposit-USF Funds	6,629.29
Total Assets		328,540.89
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	12.83
271-000-210.000	State Withholding Payable	375.20
271-000-246.000	MERS PAYABLE	436.14
Total Liabilities		1,106.26
*** Fund Balance ***		
271-000-373.000	Assigned - USF Funds	6,629.29
271-000-375.500	RESTRICTED - CAPITAL MAINTENANCE	5,000.00
271-000-375.600	RESTRICTED - MABIE OPERATIONS DONF	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	174,858.93
Total Fund Balance		272,851.92
Beginning Fund Balance - 21-22		272,851.92
Net of Revenues VS Expenditures - 21-22		(28,542.66)
*21-22 End FB/22-23 Beg FB		244,309.26
Net of Revenues VS Expenditures - Current Year		83,125.37
Ending Fund Balance		327,434.63
Total Liabilities And Fund Balance		328,540.89

* Year Not Closed

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	2022-23		ACTIVITY FOR MONTH	% BDC
		AMENDED BUDGET	YTD BALANCE		
Fund 271 - Library Fund					
Revenues					
Dept 000					
271-000-400.101	APPROPRIATION FROM GENERAL FUND	3,000.00	0.00	0.00	0.00
271-000-400.110	Approp. from USF Funds	800.00	0.00	0.00	0.00
271-000-400.600	Approp. from Cleo Cowles	50.00	0.00	0.00	0.00
271-000-402.000	Tax Collections - Ad Valorem Roll	119,000.00	109,776.10	93,003.62	92.25
271-000-432.000	Tax Collections - DNR PLT	40.00	0.00	0.00	0.00
271-000-437.000	Tax Collections - IFT Roll	1,000.00	0.00	0.00	0.00
271-000-451.000	Library Rev-Penal Fines	15,000.00	14,544.70	14,544.70	96.96
271-000-452.000	Library Revenue-Solon Twnshp	85,000.00	0.00	0.00	0.00
271-000-453.000	Lakeland USF Funds	0.00	489.90	(489.90)	100.00
271-000-515.000	State Aid	7,000.00	5,009.33	1,990.67	71.56
271-000-539.000	GRANTS	0.00	1,578.16	(1,578.16)	100.00
271-000-625.000	BANK FEES -FINES & SERVICES	4,500.00	1,324.63	3,175.37	29.44
271-000-664.000	Interest Earned	300.00	179.63	471.69	29.88
271-000-667.000	Rental Income	6,000.00	1,160.00	420.00	19.33
271-000-674.000	Donations	5,500.00	0.00	0.00	0.00
271-000-674.200	Book Donations	1,000.00	80.00	0.00	0.00
271-000-674.400	Summer Reading Program Donations	3,000.00	24.00	0.00	0.00
271-000-674.700	Area Libraries Lost & Damaged Books	250.00	39.94	0.00	0.00
271-000-677.000	Miscellaneous	500.00	1,440.75	363.00	288.15
Total Dept 000		251,940.00	135,647.14	108,885.07	53.84
TOTAL REVENUES					
		251,940.00	135,647.14	108,885.07	53.84
Expenditures					
Dept 958 - Disbursements					
271-958-702.000	WAGES - FULL TIME EMPLOYEES	50,000.00	10,733.48	3,846.16	21.47
271-958-704.300	Part-Time Library Salary	87,400.00	20,728.38	6,713.09	23.72
271-958-705.000	CLEANING SERVICE AND SUPPLIES	2,000.00	370.67	261.35	18.53
271-958-708.000	Unemployment Empl Benefit Exp	60.00	10.83	3.22	18.05
271-958-709.000	Social Security Expense	10,600.00	2,542.69	807.78	23.99
271-958-717.000	Pension Expense	3,170.00	731.52	243.84	23.08
271-958-724.000	Telephone Expense	2,880.00	219.86	89.94	7.63
271-958-726.000	Office Supplies Expense	3,800.00	600.43	9.87	15.80
271-958-734.000	Overdrive Program Expense	2,500.00	250.00	0.00	0.00
271-958-735.000	AV Expense	1,600.00	171.59	104.16	10.72
271-958-736.000	Adult Book Expense	6,500.00	1,142.81	5,357.19	17.58
271-958-737.000	Childrens Book Expense	5,200.00	838.74	4,361.26	16.13
271-958-738.000	Books Purchased with Donations	1,000.00	26.98	973.02	2.70
271-958-739.000	Area Libraries Lost & Damaged Books	600.00	86.13	513.87	14.36
271-958-801.000	Professional Service Expense	4,500.00	1,980.00	2,520.00	44.00
271-958-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	3,000.00	0.00	3,000.00	0.00
271-958-806.000	Collection Services	300.00	68.95	9.85	22.98
271-958-808.000	Lakeland Support Services	23,816.00	4,612.06	343.00	19.37
271-958-813.000	Garbage Disposal Service	300.00	145.50	0.00	0.00
271-958-851.000	Postage Expense	500.00	58.00	442.00	48.50
271-958-861.000	Transportation Expense	300.00	88.57	211.43	11.60
271-958-880.800	Summer Reading Program	3,000.00	1,195.42	350.00	29.52
271-958-895.000	SENIOR PROGRAMS	3,000.00	0.00	0.00	0.00
271-958-905.000	COMPUTER EXPENSE	3,450.00	984.94	344.98	39.85
271-958-915.000	Membership & Dues Expense	700.00	115.00	0.00	0.00
271-958-917.000	Workmens Compensation Expense	150.00	77.82	0.00	16.43
271-958-918.000	Water Utility Expense	1,500.00	118.49	0.00	51.88
					7.90
					1,381.51

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 09/30/2022	ACTIVITY FOR MONTH 09/30/2022	AVAILABLE BALANCE	% BDET USED
Fund 271 - Library Fund						
Expenditures						
271-958-924.100	Heat Expense	2,000.00	159.96	31.71	1,840.04	8.00
271-958-926.000	Electric Expense	5,700.00	1,094.10	537.30	4,605.90	19.19
271-958-930.000	Repair & Maintenance Serv Exp	200.00	0.00	0.00	200.00	0.00
271-958-930.300	Education/Training Expense	700.00	0.00	0.00	700.00	0.00
271-958-935.000	Insurance & Bonds Expense	3,500.00	2,784.88	0.00	715.12	79.57
271-958-955.000	Bank Fees	1,000.00	313.65	70.82	686.35	31.37
271-958-956.000	Miscellaneous Expense	1,000.00	171.40	17.02	828.60	17.14
271-958-956.400	Special Programs Expense	4,000.00	68.94	68.94	3,931.06	1.72
271-958-968.000	Public Relations	500.00	29.98	14.99	470.02	6.00
271-958-970.400	Capital - Technology	2,500.00	0.00	0.00	2,500.00	0.00
271-958-999.100	Appropriation to Fund Balance	9,014.00	0.00	0.00	9,014.00	0.00
Total Dept 958 - Disbursements		251,940.00	52,521.77	14,383.43	199,418.23	20.85
TOTAL EXPENDITURES		251,940.00	52,521.77	14,383.43	199,418.23	20.85
Fund 271 - Library Fund:						
TOTAL REVENUES		251,940.00	135,647.14	108,885.07	116,292.86	53.84
TOTAL EXPENDITURES		251,940.00	52,521.77	14,383.43	199,418.23	20.85
NET OF REVENUES & EXPENDITURES		0.00	83,125.37	94,501.64	(83,125.37)	100.00

Director's Report for October 24, 2022

A. Personnel Files & Library Policies, Special Library Business

1. **Library Material Items added to collection (Sept)** – 119 Items added, valued at \$2,269.40, 298 eBook texts added, 23 eAudio books added (cost covered by our Overdrive subscription) **(LC&R- ST/2, O/1)**

B. Increased Traffic to the Library **(P&O-O/2, PR&M-O/2, F&B-O/1, 2)**

CHILDREN - Babies/Toddlers

Storytimes – Ages 0-5

9/9 – 18 kids, 18 adults

9/16 – 26 kids, 23 adults

9/23 – 22 kids, 13 adults

9/30 – 25 kids, 21 adults

Fall Bingo – 16 participants

Elementary Children - Ages 6-11

9/12 – **Tie-Dye Class** - 18 kids, 7 adults

Fall Bingo – 20 participants

Teens/Tweens

Fall Bingo – 5 participants

Red Flannel Read to Ride

9/29 – 20 Prek – 8th graders earned a free ride

Family

9/19 – **Hocus Pocus Watch Party** – 24 participants

I Spy – 117 participants

Scavenger Hunt – 59 participants

Adult Programs

9/10 - **Tech Tutoring** – 1

9/12 - **Writer's Group** – 9 attended

9/19 – **Book Club** - 7 attended

9/20 – **Blood Drive** – 21 donors

9/7, 14, 21, - **Fabric Art.** – 35 attended

CTA Visits

9/21 – CTA Visit – 90 students, 6 adults

9/16 – CTA Visit – 37 students, 5 adults

Talk

Adult – No - New Sign Up in Sept (46 total)

Children – 1 - New Sign Up in Sept (53 total)

Wowbrary

Email Newsletters Sent in Sept. – 243

New Sign Ups for Sept. – 0

Webpage Views – 128

C. Classes, Workshops and Seminars

1. Mary Gardner completed MeL Maven Badge training and is now Maven Certified.
2. Rosie Tomlinson completed MeL Maven Badge training and is now Maven Certified.

Cedar Patron checkouts at other Libraries

City	Flat River	Sparta	Grant	Howard City	Belding	Carson City
Jan			5			
Feb			4			
Mar			31	19		
April				10		
May				8		
June		4		13		
July			1	15		
Aug				4		
Sept						
Oct						
Nov						
Dec						
YTD Total	4	41		69		

Solon

	Flat River	Sparta	Grant	Howard City	Belding	Carson City
	3	9				
		7				
		56	25			
		42				
		42				
		27				
		36			2	
	22	70			3	
	38	37	1			
	63	326				
			26			

LLC	Borrowed Loaned		MelCat	
	Borrowed	Loaned	Borrowed	Loaned
Jan	276	270	13	55
Feb	240	298	7	46
Mar	303	298	8	46
April	270	308	12	40
May	243	213	11	49
June	233	262	15	33
July	273	281	11	40
Aug	305	300	5	36
Sept	323	272	2	45
Oct				
Nov				
Dec				
YTD Total	2466	2502	84	390

	Overdue		Replacement		Manual	
	CSPL	Others	CSPL	Others	CSPL	Others
Jan	\$84.10	\$81.50	\$33.99	\$411.89		\$2.00
Feb	\$46.95	\$12.40	\$9.98	\$49.97	\$24.35	
Mar	\$50.00	\$73.35		\$96.27	\$106.95	\$22.94
April	\$130.55	\$20.41	\$192.76		\$34.89	
May	\$115.10	\$26.75	\$36.98	\$34.98	\$10.99	
June	\$105.50	\$30.15	\$76.90	\$12.99	\$18.00	
July	\$70.00	\$143.85	\$24.89	\$13.98	\$50.93	
Aug	\$95.10	\$42.30	\$121.39	\$28.94	\$26.94	
Sept	\$35.40	\$101.55	\$114.95	\$19.90	\$18.34	\$9.85
Oct						
Nov						
Dec						
YTD Total	\$732.70	\$532.26	\$611.84	\$668.92	\$291.39	\$34.79

YTD Total Paid \$2,871.90

Waived

	CSP	Others
	\$122.30	\$43.20
	\$64.99	\$6.75
	\$69.99	\$6.85
	\$118.84	\$0.90
	\$77.20	\$0.75
	\$69.59	\$4.95
	\$82.14	\$8.10
	\$218.22	\$1.35
	\$47.05	\$11.10
	\$870.32	\$83.95

	Computer Sessions	WiFi User Sessions	New Patrons	Patrons	Books/Items	eMaterials	Calls	Curbside
Jan	148	1115	17	3421	27410	30966	355	12
Feb	158	1020	26	3381	27471	31141	305	14
Mar	167	1168	43	4407	27547	31203	264	12
April	194	Firewall install - lost information	25	5079	27674	31931	339	6
May	151	1157	17	3488	27816	34049	241	0
June	241	1163	39	5035	27914	33526	342	0
July	238	1219	33	3895	28003	33497	396	3
Aug	172	Corrupted database - lost information	25	3881	28004	33613	287	2
Sept	147	Corrupted database - lost information	25	3434	27808	33888	239	0
Oct								
Nov								
Dec								
YTD Total	1616	6842	250	36021	249647	293814	2768	49

Cedar Patron Books/Videos Checkout Statistics

City		Solon
Jan	744	1082
Feb	782	1205
Mar	1407	1506
April	1554	1570
May	1170	1303
June	1241	1998
July	1343	1930
Aug	1169	1717
Sept	1187	1527
Oct		
Nov		
Dec		
Total	10597	13838
YTD City & Solon Total	24435	

CSP/L items checked out to other Patrons

	KDL	Others
Jan	1131	313
Feb	996	331
Mar	1380	458
April	1310	373
May	1044	337
June	1604	207
July	2010	259
Aug	1726	147
Sept	1214	234
Oct		
Nov		
Dec		
YTD Total	12415	2659

	NelsonTwp	AlgomaTwp	CourtlandTwp	SpencerTwp	Rockford	OakfieldTwp	Sparta	FlatRiver
	313	206	302	29	139	29	15	93
	341	183	223	7	113	45	27	93
	424	233	372	10	161	32	24	130
	349	235	360	14	154	36	11	61
	400	206	275	19	145	25	6	21
	576	257	401	52	203	34	7	30
	665	316	524	76	229	60	33	31
	496	300	552	26	98	34	22	49
	349	357	357	29	36	8	34	27
	3913	2293	3366	262	1278	303	179	535

Libby by Overdrive

	Checkouts	eBooks	eAudio Books	Magazines	Unique Users	New Users
Jan	633	237	236	160	99	6
Feb	513	179	254	80	101	4
Mar	526	183	224	119	103	5
April	554	202	228	124	92	4
May	518	236	211	71	91	8
June	554	235	246	73	95	2
July	568	226	276	66	102	12
Aug	501	235	224	42	101	6
Sept	488	201	240	47	105	11
Oct						
Nov						
Dec						
YTD Total	4855	1934	2139	782	889	58

Other Libraries Total Checkouts

	Flat River	Sparta	Grant	Howard City	Belding	Carson City
Jan	9192	2626	2513	3699	2454	1626
Feb	8477	2549	2483	2939	2393	1553
Mar	8008	2319	2563	3289	2738	1941
April	7562	2476	1618	3504	2836	1911
May	6913	1708	2426	3334	2424	1427
June	9731	2899	3596	5519	4143	1553
July	10,215	3319	2048	4451	4105	1585
Aug	9181	2975	3416	3567	3311	1464
Sept	8211	2286	3132	3233	2500	1075
Oct						
Nov						
Dec						
YTD Total	77490	23157	23795	33535	26904	14135

2022 Holiday Closure Schedule for the Cedar Springs Public Library

November

- 11/24/22 – Thanksgiving Day
- 11/25/22 – Observing Thanksgiving Day Weekend
- 11/26/22 – Observing Thanksgiving Day Weekend

December

- 12/24/22 – Christmas Eve
- 12/26/22 – Observing Christmas Holiday
- 12/31/22 – New Years Eve

2023 Holiday Closure Schedule for the Cedar Springs Public Library

January

- 1/2/23 – Observing New Year’s Day
- 1/16/23 – Martin Luther King, Jr. Day

February

- 2/20/23 – President’s Day (All Staff Training Day)

May

- 5/29/23 – Memorial Day

June

- 6/19/23 – Juneteenth

July

- 7/4/23 – Independence Day

September

- 9/4/23 – Labor Day

November

- 11/10/23 – Observing Veterans Day
- 11/11/23 – Veterans Day
- 11/23/23 – Thanksgiving Day
- 11/24/23 – Observing Thanksgiving Day Weekend
- 11/25/23 – Observing Thanksgiving Day Weekend

December

- 12/23/23 – Observing Christmas Eve
- 12/25/23 – Christmas
- 12/26/23 – Observing Christmas
- 12/30/23 – Observing New Year’s Eve