

**AGENDA**

**DRAFT**

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
NOVEMBER 27, 2023**

**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 to, or discuss, public comments unless the Chair approves. (Comments are not verbatim)

**IV. APPROVAL OF THE AGENDA**

**V. CONSENT AGENDA**

- A. Approval and affirming of October 23, 2023, meeting minutes
- B. Approval of October 2023 Financial report

**VI. DIRECTOR'S REPORT**

Armock or Asst Director Parks to fill in board

**VII. ELECTION OF OFFICERS**

- A. Welcome of a;; new board members
- B. Secretary runs election of Chair
- C. Chair runs elections of Vice Chair, Treasurer, Secretary
- D. Chair assigns committee members

**VIII. UNFINISHED BUSINESS**

- A. Review of Attorney memo
- B. Approval of Posting Director Position with Library of Michigan
- C. Review of new domain and email for Library

**IX. NEW BUSINESS**

- A.

**X. COMMITTEE REPORTS**

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

**XI AGENDA ITEMS FOR MONDAY DECEMBER 18, 2023, MEETING**

- A.
- B.
- C.

**XII. BOARD COMMENT**

Discussion of a meet and greet the community at January meeting.

**XIII ADJOURNMENT**

Next regular meeting scheduled for Monday, December 18, 2023, 7:00 pm at the library.

**CEDAR SPRINGS PUBLIC LIBRARY  
REGULAR BOARD MEETING**

**MONDAY  
OCTOBER 23, 2023**

**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**

Chair called meeting to order at 7:00 pm

Present: AJ Anielski, Tony Owen, , Tim Smith, Mark Dykstra, Heidi Armock  
Maryevelyn Vu,

Absent: John Lehmoine

Quorum present

**II. PLEDGE OF ALLEGIANCE**

Pledge led by Chair

**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 to, or discuss, public comments unless the Chair approves. (Comments are not verbatim)  
Several of the public made comments and a board member submitted a written comment they received.

**IV. APPROVAL OF THE AGENDA**

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

**V. CONSENT AGENDA**

- A. Approval and affirming of September 25, 2023, Meeting minutes
- B. Approval of September 2023 Financial report

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

## **VI DIRECTOR'S REPORT**

Armack or ranking staff member to present a report

Parks updated the board on several issues some to be discussed later in the agenda.

Email issue needs approval. There have been some electrical and water issues.

Statistical report has been started and Lakeland has provided names of people

Who can help. Parks has met with City and obtained the financial information

For the report. The Board instructed Parks to obtain information from the City

Dept of Public Works on who they recommend for repairs. Parks will provide the

Chair with a list of repairs for approval. The Barbie party went well, and pics are on the website.

## **VI. UNFINISHED BUSINESS**

A. Discussion of Staff statement to Public

Dykstra will provide a flow chart to be posted on website and in Library for Patron information.

## **VIII NEW BUSINESS**

A. Approval of Email domain and cost

**MOTION:** " Approve 15 email addresses with a new domain name at a cost of \$600.00 Dollars" made by Anielski, second by Smith.

Motion carried by voice vote Ayes 6, Nays 0.

## **IX. COMMITTEE REPORTS**

A. Personnel Committee – None

B. Policy Committee – None

C. Bylaw Committee – None

D. Technology Committee – None

E. Finance Committee –None

## **X AGENDA ITEMS FOR MONDAY NOVEMBER 27, 2023, MEETING**

A None

## **XI. BOARD COMMENT**

Smith: wishes to thank the staff for all the hard work they are doing.

Have followed Tic Tock and Facebook and looks great . Appreciae your time

In putting this together.

Owen: there is a handout on the district library vote in 2004 which the city and solon both failed to pass. Board, please keep an eye out for any special meeting notices but am optimistic it will not be needed.

Anielski: a minimum of 18 hours' notice for special meeting.

## **XII ADJOURNMENT**

**MOTION:** "adjourn meeting" made by Owen, second by Vu.

Motion carried by voice vote Ayes 6, Nays 0.

Meeting adjourned at 7:39 pm

Next regular meeting scheduled for Monday, November 27, 2023, 7:00 pm at the library.

Submitted by Secretary Owen \_\_\_\_\_

Approved by Board on \_\_\_\_\_



LAW OFFICES

## ADKISON, NEED, ALLEN, & RENTROP

PROFESSIONAL LIMITED LIABILITY COMPANY

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KEVIN M. CHUDLER  
GARY R. RENTROP  
KATHERINE A. TOMASIK

November 13, 2023

VIA ELECTRONIC MAIL

A.J. Anielski, CSPL Board Chair  
Cedar Springs Public Library  
P.O. Box 280  
Cedar Springs, Michigan 48319

**Re: Cedar Springs Public Library Bylaws**

Dear Mr. Anielski:

You asked two questions regarding the Cedar Springs Public Library ("Library") bylaws. First, you asked what impact vacating the entire Library board pursuant to the October 12, 2023 Agreement for Library Services ("2023 Agreement") would have on the Bylaws of the Cedar Springs Public Library Board of Trustees ("Bylaws"), the short answer to which is it has no impact. Second, you asked whether the City of Cedar Springs ("City") could create bylaws for the Library, the short answer to which is that the City could draft proposed bylaws but such proposed bylaws would only become effective upon approval of the Library board. These questions are more fully addressed herein.

Question #1: "When the board vacates, do the bylaws become null and void to the incoming board members? And will we, in fact, be 'starting from scratch?'"

No, the existing Bylaws remain applicable until amended by the Library board. The Library was created pursuant to the City, Village, and Township Libraries Act, PA 164 of 1877 (the "Act"). Both the Agreement for Library Services dated June 29, 2017 ("2017 Agreement") and the 2023 Agreement contemplate the Library operating pursuant to the Act and neither specifically address nor reference the Library Bylaws. The Act provides that "The city council of each incorporated city may establish and maintain a public library..."<sup>1</sup> It further provides that "If a city council decides to establish and maintain a public library...under this act, the mayor of that city shall, with the approval of the city council, appoint a governing board of 5 members for the library..."<sup>2</sup> Section 5 of the Act states: "The governing board shall make and adopt bylaws, rules, and regulations for its own guidance and for the government of the library and reading room, consistent with this act."<sup>3</sup> In sum, these provisions allow for the creation of a

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<sup>1</sup> MCL 397.201(1).

<sup>2</sup> MCL 397.202(1).

<sup>3</sup> MCL 397.205.

library and require the creation of a governing board which must “adopt bylaws, rules and regulations.” The creation of the Library necessitates the creation of the bylaws.

A joint service agreement is contemplated separately from the creation of a library, its governing body, and creation of its rules. Contracts for the use of library services are provided for in Section 13 of the Act which states “... a township, village, or city adjacent to a township, village, or city that supports a free public circulating library and reading room under this act may contract for the use of library services with that adjacent township, village, or city.”<sup>4</sup> Section 15 of the Act states what provisions the contract for library services must incorporate. These include how board members are selected, how long they serve, how they are removed, and how they are replaced. Section 15 does not address the library bylaws.<sup>5</sup>

When the existing Library board vacates pursuant to the 2023 Agreement, the existing Library Bylaws will remain in effect unless amended by the existing board prior to its departure. The Act specifically contemplates the creation of the library and also contracts between municipalities. The bylaws are adopted upon creation of the library under Section 5, not upon entering into a contract with another municipality pursuant to Section 13. The City terminated the 2017 Agreement with the Township, but that did not terminate the Library. The 2023 Agreement requires the appointment of a new board to the existing Library. This function is consistent with the contract provisions of Section 15 which specifically require a contract to address membership of the board. It is therefore my conclusion that entering into a new agreement pursuant to Sections 13 and 15 of the Act does not impact the Bylaws of the existing Library created under Section 5 of the Act.

Question #2: “What are the potential legal/other consequences of such interference by either community (ie creating bylaws) in the business of the independent library board?”

The City’s creation of new bylaws for the Library has no impact unless the Library board adopts those bylaws. The Act’s only reference to bylaws is in Section 5 where it says that a newly created library board shall “make and adopt” such bylaws. Once created, the bylaws remain in effect until amended. The existing Bylaws contemplate how they are to be amended. The Bylaws state:

ARTICLE V	
Amendments to the Bylaws	
A.	All proposed amendments to the bylaws shall be made by written motion and read into the minutes for the record.
B.	Passage of an amendment shall be by majority vote.
C.	All amendments of the bylaws shall be effective immediately unless otherwise specified in the amendment.
D.	Each member of the board shall be provided a copy of the bylaws to be returned to the board in the event of the member leaving the board.
E.	A copy of the bylaws shall be available to the public at the circulation desk in the library.

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<sup>4</sup> MCL 397.213(1).

<sup>5</sup> MCL 397.215(3).

Anyone can *draft* library bylaws, but they must be adopted by the Library board to take effect. This could occur at the creation of the Library or through the above-described amendment process. Since the Library has already been created and the only change occurring is to the contract for services (which includes an agreement to replace the board), then the existing Bylaws control and any new bylaws can only take effect if the procedures for amending the existing Bylaws are fulfilled. This includes passage of the proposed new bylaws "by a majority vote" of the Library board.

If you have any questions or need any further information, please do not hesitate to contact my office.

Very truly yours,

**ADKISON, NEED, ALLEN, & RENTROP, PLLC**

  
G. Hans Rentrop

GHR/mjl



230 W Main St  
Ionia, MI 48846

## Statement Ending 10/31/2023

CITY OF CEDAR SPRINGS

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Account Number: XXXXXX5854

CITY OF CEDAR SPRINGS  
CEDAR SPRING PUBLIC LIBRARY  
PO BOX 310  
CEDAR SPRINGS MI 49319-0310

### Managing Your Accounts

 Cedar Springs  
 800.355.0641  
 IndependentBank.com

Save time and \$2.99! Effective October 1, 2023, Consumers Energy will charge a flat \$2.99 per transaction card payment fee for residential accounts. They will also no longer accept debit and credit cards for automatic recurring payments.

Luckily, Independent Bank offers **FREE** Bill Pay within One Wallet Online and Mobile Banking that you can conveniently use to pay your Consumers Energy bill—or any bill for that matter! Log in to ONE Wallet Online and Mobile Banking to get started! Need help? Give us a call at 800.355.0641, Monday-Friday 8 am-8 pm and Saturday 8 am-5 pm (ET).

### Summary of Accounts

Account Type	Account Number	Ending Balance
BusinessFlex TM	XXXXXXX5854	\$278,137.58

### BusinessFlex TM-XXXXXXX5854

#### Account Summary

Date	Description	Amount
10/01/2023	Beginning Balance	\$290,227.13
	19 Credit(s) This Period	\$3,880.14
	23 Debit(s) This Period	\$15,969.69
10/31/2023	Ending Balance	\$278,137.58
	Service Charges	-\$40.00

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	1.97%
Interest Days	31
Interest Earned	\$472.60
Interest Paid This Period	\$472.60
Interest Paid Year-to-Date	\$2,493.23
Average Ledger Balance	\$285,357.90

#### Other Credits

Date	Description	Amount
10/02/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$35.80 ✓
10/04/2023	Deposit	\$295.00 ✓
10/06/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$9.75 ✓
10/10/2023	Deposit	\$1,387.03 ✓
10/11/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$9.40 ✓
10/12/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$2.40 ✓
10/13/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$8.20 ✓
10/17/2023	Deposit	\$644.66 ✓
10/18/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$29.60 ✓
10/23/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$14.85 ✓
10/23/2023	Deposit	\$347.87 ✓
10/24/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$92.00 ✓
10/25/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$4.20 ✓
10/26/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$22.80 ✓





**BusinessFlex TM-XXXXXXX5854 (continued)****Other Credits (continued)**

Date	Description	Amount
10/30/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$121.20 ✓
10/30/2023	External Deposit USAC TREAS 310 - MISC PAY 443004181027005	\$349.94 ✓
10/31/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$27.34 ✓
10/31/2023	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$5.50 ✓
10/31/2023	Credit Interest	\$472.60 ✓

**Other Debits**

Date	Description	Amount
10/02/2023	External Withdrawal MERCH SVC - BKCRD FEES 899000003427232	\$37.17 ✓
10/05/2023	External Withdrawal CITY OF CEDAR SP - LIBRARY PAY	\$3,485.47 ✓
10/06/2023	External Withdrawal CITY OF CEDAR SP - TaxPmt 1386034462	\$693.76 ✓
10/18/2023	Analysis Service Charge Analysis Service Charges	\$40.00 ✓
10/19/2023	External Withdrawal CITY OF CEDAR SP - PAYROLL LI	\$3,395.42 ✓
10/20/2023	External Withdrawal CITY OF CEDAR SP - TaxPmt 1386034462	\$690.08 ✓
10/27/2023	External Withdrawal MI Business Tax - Payment SMIBUS010341426	\$266.17 ✓

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount
16649	10/19/2023	\$360.00 ✓	16660 ✓	10/30/2023	\$4,523.58 ✓
16652*	10/12/2023	\$357.00 ✓	16662*	10/25/2023	\$30.00 ✓
16653	10/11/2023	\$10.00 ✓	16664*	10/27/2023	\$164.96 ✓
16654	10/11/2023	\$62.20 ✓	16665	10/30/2023	\$25.00 ✓
16655	10/12/2023	\$50.06 ✓	16666	10/25/2023	\$19.70 ✓
16656	10/16/2023	\$361.00 ✓	16667	10/24/2023	\$62.20 ✓
16657	10/25/2023	\$51.06 ✓	16668	10/24/2023	\$124.98 ✓
16659*	10/24/2023	\$757.49 ✓	16669	10/30/2023	\$402.39 ✓

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
10/01/2023	\$290,227.13	10/12/2023	\$287,270.85	10/23/2023	\$283,469.53
10/02/2023	\$290,225.76	10/13/2023	\$287,279.05	10/24/2023	\$282,616.86
10/04/2023	\$290,520.76	10/16/2023	\$286,918.05	10/25/2023	\$282,520.30
10/05/2023	\$287,035.29	10/17/2023	\$287,562.71	10/26/2023	\$282,543.10
10/06/2023	\$286,351.28	10/18/2023	\$287,552.31	10/27/2023	\$282,111.97
10/10/2023	\$287,738.31	10/19/2023	\$283,796.89	10/30/2023	\$277,632.14
10/11/2023	\$287,675.51	10/20/2023	\$283,106.81	10/31/2023	\$278,137.58

**Interest Rate Changes**

Interest Rate As Of Date	Interest Rate
10/01/2023	1.9500%

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REVENUE AND EXPENDITURE REPORT  
 PERIOD ENDING 10/31/2023

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BGD USED
Fund 271 - Library Fund						
Revenues						
Dept 000						
271-000-400.110	Approp. from USP Funds	800.00	0.00	0.00	800.00	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	119,000.00	125,589.30	16,589.30	16,589.30	105.84
271-000-432.000	Tax Collections - DNR ROLL	40.00	0.00	0.00	40.00	0.00
271-000-437.000	Tax Collections - IFT Roll	1,000.00	868.88	868.88	137.17	86.88
271-000-451.000	Library Rev-Penal Fines	15,000.00	0.00	0.00	15,000.00	0.00
271-000-452.000	Library Revenue-Solon Twnshp	89,400.00	0.00	0.00	89,400.00	0.00
271-000-453.000	USF FUNDS-ERATE	2,000.00	5,170.74	549.34	(1,170.74)	158.54
271-000-515.000	State Aid	7,000.00	5,160.74	0.00	1,831.26	73.84
271-000-625.000	BANK FEES -FINES & SERVICES	4,500.00	2,805.44	707.44	2,496.12	44.53
271-000-664.000	Interest Earned	300.00	0.00	473.00	(1,019.00)	439.69
271-000-667.000	Rental Income	6,000.00	1,800.00	400.00	4,200.00	30.00
271-000-674.000	Donations	4,500.00	101.00	0.00	4,399.00	2.24
271-000-674.200	Book Donations	0.00	250.00	189.70	(256.55)	100.00
271-000-674.400	Summer Reading Program Donations	0.00	250.00	0.00	(230.00)	100.00
271-000-674.700	Area Libraries Lost & Damaged Books	250.00	50.00	0.00	191.02	23.59
271-000-677.000	Miscellaneous	0.00	1,632.47	756.87	(1,632.47)	100.00
Total Dept 000		249,840.00	142,193.55	9,658.32	107,646.45	56.91
TOTAL REVENUES		249,840.00	142,193.55	9,658.32	107,646.45	56.91
Expenditures						
Dept 958 - Disbursements						
271-958-702.000	WAGES - FULL TIME EMPLOYEES	52,000.00	0.00	0.00	52,000.00	0.00
271-958-704.300	Part-Time Library Salary	93,500.00	7,508.71	7,508.71	66,197.29	29.20
271-958-705.000	CLEANING SERVICE AND SUPPLIES	2,000.00	130.00	0.00	1,803.78	8.81
271-958-708.000	Unemployment Empl Benefit Exp	60.00	14.17	0.00	45.83	23.62
271-958-709.000	Social Security Expense	11,130.00	7,313.12	0.00	8,794.68	20.98
271-958-717.000	Pension Expense	3,530.00	0.00	0.00	3,530.00	0.00
271-958-724.000	Telephone Expense	1,080.00	758.50	0.00	820.50	24.03
271-958-724.100	INTERNET	1,500.00	0.00	0.00	1,500.00	0.00
271-958-726.000	Office Supplies Expense	3,800.00	302.00	10.00	3,397.95	10.58
271-958-734.000	Overdrive Program Expense	3,000.00	0.00	0.00	3,000.00	0.00
271-958-735.000	AV Expense	2,000.00	770.00	151.00	1,722.94	18.85
271-958-736.000	Adult Book Expense	7,500.00	1,128.40	0.00	5,901.42	21.31
271-958-736.500	TEEN BOOKS	1,000.00	0.00	0.00	1,000.00	0.00
271-958-737.000	Childrens Book Expense	5,200.00	403.14	0.00	4,216.85	18.91
271-958-738.000	Books Purchased with Donations	0.00	149.14	0.00	(149.33)	100.00
271-958-738.100	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	0.00	0.00	1,000.00	0.00
271-958-739.000	Area Libraries Lost & Damaged Books	600.00	148.84	0.00	451.16	24.81
271-958-801.000	Professional Service Expense	4,500.00	357.00	357.00	4,043.00	10.16
271-958-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	0.00	0.00	6,000.00	0.00
271-958-806.000	Collection Services	300.00	0.00	19.70	270.45	9.85
271-958-808.000	Lakeland Support Services	25,000.00	9,166.40	0.00	15,833.42	36.67
271-958-813.000	Garbage Disposal Service	400.00	0.00	10.00	317.25	20.69
271-958-851.000	Postage Expense	500.00	0.00	0.00	434.00	13.20
271-958-861.000	Transportation Expense	1,000.00	0.00	0.00	1,000.00	0.00
271-958-880.000	Summer Reading Program	5,000.00	1,021.33	15.00	3,478.67	30.43
271-958-905.000	COMPUTER EXPENSE	3,450.00	1,712.91	7,007.40	1,687.59	51.08
271-958-915.000	Membership & Dues Expense	700.00	0.00	0.00	700.00	0.00
271-958-917.000	Workmens Compensation Expense	150.00	0.00	0.00	150.00	0.00
271-958-918.000	Water Utility Expense	1,500.00	208.00	114.00	1,213.92	19.07

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REVENUE AND EXPENDITURE REPORT  
 PERIOD ENDING 10/31/2023

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023	AVAILABLE BALANCE	% BUDGET USED
Fund 271 - Library Fund						
Expenditures						
271-958-924.100	Heat Expense	2,000.00	201.20	101.11	1,798.76	10.06
271-958-926.000	Electric Expense	5,700.00	5,901.00	81.00	4,498.43	21.06
271-958-930.000	Repair & Maintenance Serv Exp	5,000.00	180.00	80.00	4,820.00	3.60
271-958-930.300	Education/Training Expense	1,000.00	0.00	0.00	1,000.00	0.00
271-958-935.000	Insurance & Bonds Expense	3,500.00	2,551.00	0.00	1,279.00	63.46
271-958-955.000	Bank Fees	1,600.00	88.88	75.17	1,173.62	26.65
271-958-956.000	Miscellaneous Expense	1,000.00	162.00	70.00	817.03	18.30
271-958-956.400	Special Programs Expense	6,000.00	538.89	150.89	5,461.01	8.98
271-958-968.000	Public Relations	2,000.00	0.00	0.00	2,000.00	0.00
271-958-970.400	Capital - Technology	7,500.00	1,280.00	8.00	6,420.00	14.40
Total Dept 958 - Disbursements		272,700.00	53,070.81	15,744.61	219,629.19	19.46
TOTAL EXPENDITURES		272,700.00	53,070.81	15,744.61	219,629.19	19.46
Fund 271 - Library Fund:						
TOTAL REVENUES		249,840.00	142,193.55	9,658.32	107,646.45	56.91
TOTAL EXPENDITURES		272,700.00	53,070.81	15,744.61	219,629.19	49.46
NET OF REVENUES & EXPENDITURES		(22,860.00)	89,122.74	(6,086.29)	(111,982.74)	389.86

11/13/2023 11:33 AM  
User: EMILY  
DB: Cedar Springs

CHECK REGISTER FOR CITY OF CEDAR SPRINGS  
CHECK DATE FROM 10/01/2023 - 10/31/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LibCk Library Main Checking Account					
10/05/2023	LibCk	16652	2618	ADKISON, NEED, ALLEN, & RENTROP	357.00
10/05/2023	LibCk	16653	1985	ARROWASTE	10.00
10/05/2023	LibCk	16654	35	CITY OF CEDAR SPRINGS	62.20
10/05/2023	LibCk	16655	122	DTE ENERGY	50.06
10/05/2023	LibCk	16656	806	LAKELAND LIBRARY COOPERATIVE	361.00
10/18/2023	LibCk	16657	122	DTE ENERGY	51.06
10/18/2023	LibCk	16658	1024	HACKLEY PUBLIC LIBRARY	2.00
10/18/2023	LibCk	16659	2405	HEIMLER CONSULTING	757.49
10/18/2023	LibCk	16660	806	LAKELAND LIBRARY COOPERATIVE	4,523.58
10/18/2023	LibCk	16661	2546	O'DOWD LAWN CARE AND SNOWPLOWING	60.00
10/18/2023	LibCk	16662	MISC	PAMELA CHANT	30.00
10/18/2023	LibCk	16663	MISC	PLAYAWAY PRODUCTS	69.99
10/18/2023	LibCk	16664	728	SPECTRUM ENTERPRISE	164.96
10/18/2023	LibCk	16665	MISC	SUKI VANSWEDEN	25.00
10/18/2023	LibCk	16666	2101	UNIQUE MANAGEMENT SERVICES INC	19.70
10/19/2023	LibCk	16667	35	CITY OF CEDAR SPRINGS	62.20
10/19/2023	LibCk	16668	803	DONNA CLARK	124.98
10/19/2023	LibCk	16669	1541	ELAN FINANCIAL SERVICES	402.39

LIBCK TOTALS:

Total of 18 Checks:	7,133.61
Less 0 Void Checks:	0.00
Total of 18 Disbursements:	7,133.61

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	284,440.74
271-000-003.185	CD - CHOICE ONE	50,530.00
271-000-004.000	Petty Cash	289.14
271-000-035.000	Certificate of Deposit-Cowles	13,000.00
271-000-035.100	Certificate of Deposit-USF Funds	6,834.34
271-000-123.000	Prepaid	153.00
Total Assets		371,047.22
*** Liabilities ***		
271-000-201.000	Accounts Payable	382.09
271-000-209.000	State Unemployment Tax Payable	4.98
Total Liabilities		287.07
*** Fund Balance ***		
271-000-373.000	Assigned - USF Funds	6,829.29
271-000-375.500	RESTRICTED - CAPITAL MAINTENANCE	5,000.00
271-000-375.600	RESTRICTED - MABIE OPERATIONS DONI	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	161,401.84
Total Fund Balance		259,394.83
Beginning Fund Balance - 22-23		259,394.83
Net of Revenues VS Expenditures - 22-23		22,242.58
*22-23 End FB/23-24 Beg FB		281,637.41
Net of Revenues VS Expenditures - Current Year		89,122.74
Ending Fund Balance		370,760.15
Total Liabilities And Fund Balance		371,047.22

\* Year Not Closed

**CEDAR SPRINGS PUBLIC LIBRARY**  
**JOB DESCRIPTION**  
**LIBRARY DIRECTOR**

**NATURE OF WORK**

Under the direction of the Library Board of Trustees, this employee performs professional and supervisory work in planning, implementing and managing a comprehensive program of service to library patrons.

**DISTINGUISHING FEATURES**

The work involves planning, developing and coordinating services and resources related to the overall operation of the Library. The work requires the exercise of considerable professional skill, initiative and independent judgment.

**Primary Duties:**

1. Is responsible for the overall administration of the Library
  - A. Assists Board in short and long range planning and administers the Strategic Plan adopted by the Board
  - B. Works to review current service by assessing community needs, addressing current concerns, and plans accordingly for future services
  - C. Reviews and refines procedures to produce optimal service
2. Serves as Finance Director for the Library
  - A. Prepares annual budget in consultation with the Library Boards Finance Committee
  - B. Monitors all revenue and expenditures to maintain figures within budget parameters; reviews and approves all expenditures
  - C. Oversees all financial transactions and required local, state and federal reporting
  - D. Works with the City's Finance Director on the annual audit, attends city budget workshops to answer questions on library administration and financial details, and prepares the annual statistical report for the Library of Michigan.
  - E. Seeks and prepares grant applications for other sources of funding
  - F. Presents a monthly treasurer's report to the Library Board
3. Oversees the purchase and maintenance of all library computers
4. Is responsible for overseeing all aspects of the physical plant to ensure a safe and attractive facility
5. Oversees materials selection and collection management

6. Represents the Library at Lakeland Library Cooperative meetings

### **HUMAN RESOURCES**

The Director employs and directs all staff within the guidelines established by board approved personnel policies.

### **POLICIES**

The director shall recommend policies as needed and advise the board on the merits of decisions under consideration. The director administers the library in accordance with adopted policies and interprets policies to staff and public.

### **ADVOCACY**

The director participates in community activities and works with other local agencies and groups on behalf of the library. The director seeks to influence governmental action at the local, state and national levels, on behalf of public library services. The director calls the board's attention to any pending legislation that affects library funding.

### **EXPERIENCE AND TRAINING**

Master's degree in library science from an ALA accredited post-secondary institution, Masters degree in any field or Level V Certification, (Bachelor's degree in any field), with work experience deemed appropriate by the Library Board.

### **ABILITIES, SKILLS AND KNOWLEDGE**

Thorough knowledge of current library principles and practices, professional library policies, library rules and regulations, as well as methods and techniques, including such areas as general knowledge of and ability to use reference tools, classification, cataloging, acquisition of and circulation of youth and adult books and materials; ability to analyze professional and administrative problems and arrive at practical and effective solutions; ability to communicate effectively and concisely, orally and in writing; ability to plan, organize and direct a complete program of library activities; ability to establish and maintain effective working relationships with the board of trustees, subordinates, community groups, the press, and the general public; skill in planning and supervising the work of others.

### **PROFESSIONAL RESPONSIBILITIES**

Professional staff are expected to keep abreast of current trends and techniques in public library service; participate in the activities of professional library organizations and pursue continuing education.

## **EDUCATION AND EXPERIENCE**

The ideal candidate will have a MLS from an ALA accredited college or university and a State of Michigan Professional Certificate. Library supervisory experience is preferred, but will consider other experience.

## **NOTE**

The Cedar Springs Public Library is a Class III Library serving a population over 7,000 and under 11,999. The State requires that the Library Director have a Level 3 Certification (Bachelor's Degree from an accredited college or university or completion of the beginning workshop offered by the Library of Michigan).

*This job description is intended to describe the general nature and level of work being performed by a person assigned to do this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

## **HOURS**

40 hours weekly: M, T, W, T and F; occasional Saturdays, as needed

## **PAY RANGE**

As determined by the Library Board

## **BENEFITS**

As listed in the Employee Handbook

## **TO APPLY**

Please include with your resume an answer to the following question:

***Why would you be a wonderful addition to the Cedar Springs Public Library team?***

Send to: Board President  
Cedar Springs Public Library  
43 W. Cherry St., PO Box 280  
Cedar Springs, MI 49319

**Cedar Springs Public Library is  
an EQUAL OPPORTUNITY EMPLOYER**

CSPL Director

Adopted September 18, 2008

Updated April 28, 2014

Updated October 26, 2021