

Minutes

APPROVED

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY February 26, 2024
7:00 PM MEETING**

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

I. CALL TO ORDER

Meeting called to order by Chair Smith at 7:01pm

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

Quorum present to do business

II. PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

III. APPROVAL OF THE AGENDA

MOTION by Owen 2nd Gritter

To Approve agenda

Discussion: Howell requested an additional new business item for Assistant Director compensation and the Chair said he will be addressing that under VI Chair Report.

Vote Voice Ayes 7 Nays 0

Motion Passes

IV Consent Agenda

A. Approval of January 22, 2024 Minutes

B. Approval of City January 2024 Financial report

MOTION: by Owen 2nd by Lehmoine to amend the minutes as presented to include the letter from Clare D. Membiela, Library Law Consultant, Library of Michigan dated December 20, 2023.

Discussion: Secretary Howell noted that at the end of the draft minutes is a list of supporting documents including the Membiela letter that are with the draft minutes but not shown.

Vote Voice Ayes 7 Nays 0

Motion Passes

MOTION: by Owen 2nd by Dykstra to approve the Agenda including an item under New Business with a list of Technology purchases as presented to the Board.

Vote Voice Ayes 7 Nays 0

Motion Passes

MOTION: by Owen 2nd by Gritter to approve the Consent Agenda: (a) January Minutes as amended; (b) Agenda as Amended: (c) January Financial Report from the City.

Vote Voice Ayes 7 Nays 0 **Motion Passes**

V DIRECTOR'S REPORT by Asst. Director Parks

Had a successful indoor inflatable event in the meeting room with 200 people attending and everyone had a great time; Summer reading program is now posted on the event Calendar; wants to schedule Saturday April 13th as a work day for staff (with library closed) for various projects i.e., moving books, kitchen cupboards and a general cleanup day.

Comments: concern was expressed about tax forms; the Acting Director said most people pick those up in January. There was a question about whether the Board should take formal action to close for that day and Acting director said there will be adequate notice to the public. It was agreed the Board did not have to take action.

VI BOARD CHAIR REPORT-

We have 5 very solid candidates for the Director Position. Carol Dawes from Lakland and the Chair will screen this group to make a smaller selection to bring to the Board targeting March 11th or 13th as a Special Public Meeting. The Chair requested Board approval to pay travel/lodging expenses in case some final candidates were from farther away.

MOTION by Owen 2nd by Gritter to authorize the Chair to approve up to \$1,200 of travel expenses for certain candidates as determined by the Board Chair.

Vote Voice Ayes 7 Nays 0 **Motion Passes**

The Chair then expressed appreciation to Laura Parks, Acting Director for stepping up when the previous Director left and taking over the critical duties of a Director and also recognizing that all the staff assisted her.

MOTION by Howell Seconded by Lehmoine to increase Laura Parks, Assistant Director pay by \$3.00 per hour retroactively to June 5, 2023 and to continue the increase until such time as a new Director starts work. In addition, the Personnel / Compensation Committee are to meet and review the other employee's rates of pay for increase.

Roll call Vote Ayes: Dykstra, Howell, Lehmoine, Owen, Armock, Gritter and Smith
Nays: none **Motion Passes**

The Chair noted that we have been recording the meetings for several months now and it is time to share those recordings with the public and is asking for a motion to make this an official practice of the Board.

MOTION by Lehmoine 2nd by Owen to include the recording of the meeting with the final approved minutes when they are posted on the web site.

Vote Voice Ayes 7 Nays 0 **Motion Passes**

VII COMMITTEE REPORTS

- A. Personnel Committee-none did not meet
- B. Policy Committee-none
- C. Bylaw Committee-none
- D. IT (Technology) Committee-Presented a list of purchases under New Business (c)
- E. Finance Committee-received the Solon payment which changes our budgeted line item from \$89,400 to \$118,115 to be addressed under Unfinished Business
- F. Strategic Planning-no action

Public Comment-Donna Clark thanked the Board for volunteering to serve.

IX UNFINISHED BUSINESS

a. 501 C3 Letter from IRS

Discussion: There was discussion about the letter from Claire D. Membiela, Library of Michigan how the library could request a tax-exempt form letter from the IRS to hand out to donors so they could take advantage of tax deductions for their contributions to the library or vendors to the no sales tax status of the library. It was also noted the library currently uses the Michigan Sales and Use Tax Certificate of Exemption form to vendors to confirm the library's Michigan sales tax exemption.

Former director Clark noted that letters from the library would be generated in the past to donors reiterating the tax-exempt status. The Chair felt that to pursue an official Non-Profit status separate from the city may be advantageous to the library and the new Director could investigate that as one of their tasks.

MOTION by Owen 2nd by Lehmoine to table any action now but have the new Director investigate possible Non-Profit status for the library and report back to the Board.

Vote Voice Ayes 7 Nays 0

Motion Passes

b. Budget Amendment for Solon Contribution

Discussion: Action should be taken to amend the budget to record the actual amount received from Solon Township.

MOTION by Armock 2nd by Owen to amend the revenue account 271-000-452.000 Library Revenue-Solon Twp from \$89,400 to \$118,165.

Roll Call vote Ayes Dykstra, Howell, Lehmoine, Owen, Armock, Gritter and Smith

Nays None

Motion Passes

c. Final Generator Update

Discussion: Howell reported that he had found specifications to bid a generator when the library was built and the location of a standby generator as shown in the map in the packet.

Since the building is owned by the city is appropriate to turn over all this information to the city and ask that they bid, construct, and pay for the generator. It was agreed this information be turned over to the Chair so he can present it to the City.

In addition, he is to clarify if the library is considered a “special shelter” in case of an emergency where a standby generator is used to power the library.

X. NEW BUSINESS

a. Library Fines

Discussion: It was agreed that it is no longer cost effective to try and collect library fines since fines equaled only about \$1,200 a year but if a book is not returned then Lakeland Cooperative serves as the library “collection agency” to recover the cost of the book.

MOTION by Armock 2nd by Owen to amend the library fee schedule to remove library “late” fines for late book returns.

Discussion: Should the Board authorize the staff to decide on a case-by-case basis on what fines should be forgiven retroactively from today’s action and communicate such to the public, city, and township. There was concern that people may be avoiding coming to the library because of a late fee. Armock then rescinded the previous MOTION and made a new one.

MOTION by Armock 2nd by Dykstra to cease late fines and empower the Acting Director and staff to forgive other late fines on a case-by-case basis.

Vote Voice Ayes 7 Nays 0 **Motion Passes**

b. 2024 Project

Discussion: It was suggested the Board create a list of projects to be completed so we have a running list of what we want to accomplish for the next 60 days. There was a consensus of the Board to create such a list to be included as part of the monthly agenda. An inquiry will be sent out to the Standing Committees and Staff.

c. Technology Purchases

The Technology Committee presented a list of 6 purchases needed for the library from \$50 to \$2,000. The committee had the assistance of the IT consultant who has worked with the library since 2008 in getting the best prices for the items listed. It was noted bylaws would require bids for items \$2,000 and above unless the Board agreed to waive that requirement.

MOTION by Owen 2nd by Gritter to approve the purchase a NAS server and upgrade the M-Console for \$2,000 and waive the bidding process.

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

Nays: none **Motion Passes**

MOTION by Owen 2nd by Lehmoine to renew the Domain name for \$50; renew 15 email accounts for \$600; renew the web hosting for \$600 for 3 years; purchase a Dell Laptop for library for \$900; purchase a mobile projector screen for \$400 for a grand total of \$2,550 and waive the bidding process.

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

Nays: none

Motion Passes

- XI **AGENDA ITEMS FOR MONDAY MARCH 25TH 2024, MEETING**
 - A. 60 Day Project list-example: resurfacing meeting room floor
 - B. New Director depending on the interview process

XI **INFORMATIONAL ITEMS**-none

PUBLIC FORUM

Donna Clark noted it had been 7 years since the meeting room floor had been professionally cleaned and resurfaced.

XII. BOARD COMMENT

Armock-Thanked the staff for their work and Board for dropping the late fines
 Dykstra- How we are all moving forward and the staff for all they do.
 Gritter: Big thank you to the staff and welcome back John Lehmoine.
 Howell-appreciated how all the pieces are coming together
 Lehmoine-How everyone was part of team effort.
 Owen-Thanked the Board for approving the needed Technology improvements
 Smith Thanked the staff for hanging in there; the Board; and glad John Lehmoine is back

XIII ADJOURNMENT

MOTION: by Owen 2nd Dykstra to Adjourn the meeting at 8:25pm

Voice Vote Ayes: All Nays: none Motion Passes

Respectfully submitted by Secretary Howell *Paul M. Howell* 04 MAR 24

Board Approved- *[Signature]* Mar 25 2024

Next regular meeting scheduled for Monday, March 25th 2024, 7:00 pm at the library.

Supporting Documents

- City January 2024 Financial report
- Generator Memo (drawing)
- Technology list of purchases (all included in motions)

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Revenues						
Dept 000						
271-000-400.110	Approp. from USF 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	132,000.00	126,546.87	683.04	5,453.13	95.87
271-000-432.000	Tax Collections - DNR PLT	40.00	0.00	0.00	40.00	0.00
271-000-437.000	Tax Collections - IFT Roll	1,000.00	862.83	0.00	137.17	86.28
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	118,165.00	118,165.00	(28,765.00)	132.18
271-000-453.000	USF FUNDS-ERATE	2,000.00	3,466.49	0.00	(1,466.49)	173.32
271-000-515.000	State Aid	7,000.00	5,168.74	0.00	1,831.26	73.84
271-000-625.000	BANK FEES -FINES & SERVICES	4,500.00	4,419.06	670.82	80.94	98.20
271-000-664.000	Interest Earned	6,300.00	3,159.43	408.83	(2,859.43)	1,053.14
271-000-667.000	Rental Income	4,500.00	4,120.00	940.00	1,880.00	68.67
271-000-674.000	Donations	4,500.00	673.61	0.00	3,826.39	14.97
271-000-674.200	Book Donations	0.00	554.55	58.00	(554.55)	100.00
271-000-674.400	Summer Reading Program Donations	0.00	480.00	250.00	(480.00)	100.00
271-000-674.700	Area Libraries Lost & Damaged Books	250.00	83.98	0.00	166.02	33.59
271-000-677.000	Miscellaneous	0.00	3,598.55	29.90	(3,598.55)	100.00
Total Dept 000		262,840.00	271,299.11	121,205.59	(8,459.11)	103.22
TOTAL REVENUES						
		262,840.00	271,299.11	121,205.59	(8,459.11)	103.22
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	65,292.29	8,677.52	28,207.71	69.83
271-958-705.000	CLEANING SERVICE AND SUPPLIES	2,000.00	824.30	212.67	1,175.70	41.22
271-958-708.000	Unemployment Empl Benefit Exp	60.00	28.69	5.22	31.31	47.82
271-958-709.000	Social Security Expense	11,130.00	5,241.54	663.86	5,888.46	47.09
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	339.46	0.00	740.54	31.43
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	1,563.09	266.14	2,236.91	41.13
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	1,096.02	234.86	903.98	54.80
271-958-736.500	Adult Book Expense	7,500.00	5,527.55	1,161.12	1,972.45	73.70
271-958-736.000	TEEN BOOKS	1,000.00	0.00	0.00	1,000.00	0.00
271-958-737.000	Childrens Book Expense	5,200.00	3,379.58	584.20	1,820.42	64.99
271-958-738.000	Books Purchased with Donations	0.00	256.83	0.00	(256.83)	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	405.08	120.91	194.92	67.51
271-958-801.000	Professional Service Expense	4,500.00	1,426.00	969.00	3,074.00	31.69
271-958-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	1,330.00	810.00	4,670.00	22.17
271-958-806.000	Collection Services	300.00	49.25	19.70	250.75	16.42
271-958-808.000	Lakeland Support Services	25,000.00	9,166.58	0.00	15,833.42	36.67
271-958-813.000	Garbage Disposal Service	400.00	157.06	0.00	242.94	39.27
271-958-851.000	Postage Expense	500.00	69.92	0.00	430.08	13.98
271-958-861.000	Transportation Expense	1,000.00	56.92	0.00	943.08	5.69
271-958-880.800	Summer Reading Program	5,000.00	1,740.24	24.32	3,259.76	34.80
271-958-905.000	COMPUTER EXPENSE	3,450.00	2,862.33	124.98	587.67	82.97
271-958-915.000	Membership & Dues Expense	700.00	240.73	0.00	459.27	34.39
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	548.04	62.20	951.96	36.54

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BGD USED
Fund 271 - Library Fund						
Expenditures						
271-958-924.100	Heat Expense	2,000.00	1,209.36	339.78	790.64	60.47
271-958-926.000	Electric Expense	5,700.00	3,827.93	540.64	1,872.07	67.16
271-958-930.000	Repair & Maintenance Serv Exp	5,000.00	2,273.50	1,352.50	2,726.50	45.47
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	2,221.00	0.00	1,279.00	63.46
271-958-955.000	Bank Fees	1,600.00	812.14	85.34	787.86	50.76
271-958-956.000	Miscellaneous Expense	1,000.00	1,012.05	359.86	(12.05)	101.21
271-958-964.500	Special Programs Expense	6,000.00	3,542.28	534.81	2,457.72	59.04
271-958-964.500	MTT/STC Prior Year Refunds	0.00	1,369.59	1,369.59	(1,369.59)	100.00
271-958-968.000	Public Relations	2,000.00	40.00	0.00	1,960.00	2.00
271-958-970.400	Capital - Technology	7,500.00	1,080.00	0.00	6,420.00	14.40
271-958-999.100	Appropriation to Fund Balance	13,000.00	0.00	0.00	13,000.00	0.00
Total Dept 958 - Disbursements		285,700.00	118,989.35	18,519.22	166,710.65	41.65
TOTAL EXPENDITURES		285,700.00	118,989.35	18,519.22	166,710.65	41.65
Fund 271 - Library Fund:						
TOTAL REVENUES		262,840.00	271,299.11	121,205.59	(8,459.11)	103.22
TOTAL EXPENDITURES		285,700.00	118,989.35	18,519.22	166,710.65	41.65
NET OF REVENUES & EXPENDITURES		(22,860.00)	152,309.76	102,686.37	(175,169.76)	666.27

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	347,930.21
271-000-003.185	CD - CHOICE ONE	66,530.00
271-000-004.000	Petty Cash	289.14
271-000-035.000	Certificate of Deposit-Cowles	13,000.00
271-000-035.100	Certificate of Deposit-USF Funds	6,634.34
271-000-123.000	Prepaid	153.00
Total Assets		434,536.69
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	11.75
271-000-210.000	State Withholding Payable	295.68
Total Liabilities		589.52
*** 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	183,644.42
Total Fund Balance		281,637.41
Beginning Fund Balance		281,637.41
Net of Revenues VS Expenditures		152,309.76
Ending Fund Balance		433,947.17
Total Liabilities And Fund Balance		434,536.69



230 W Main St
Ionia, MI 48846

CITY OF CEDAR SPRINGS
Account Number: XXXXXXXX5854

Statement Ending 02/29/2024

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

Independent Bank is honored and proud to be celebrating 160 years of business on February 2, 2024. We were founded in 1864 as First National Bank of Ionia, and now operate nearly 60 branches throughout Michigan's lower peninsula. With a foundation built on relationships and trust, we are thankful for the opportunity to partner with you on your financial journey. 160 years. Still Independent.

Summary of Accounts

Account Type	Account Number	Ending Balance
BusinessFlex TM	XXXXXXXX5854	\$347,930.21

BusinessFlex TM-XXXXXXXX5854

Account Summ			Interest Summary	
Date	Description	Amount	Description	Amount
02/01/2024	Beginning Balance	\$246,508.34	Annual Percentage Yield Earned	
	23 Credit(s) This Period	\$121,205.59	Interest Days	1.73%
02/29/2024	20 Debit(s) This Period Ending	\$19,783.72	Interest Earned	29 \$408.83
	Balance	\$347,930.21	Interest Paid This Period	\$408.83
	Service Charges	-\$40.00	Interest Paid Year-to-Date	\$797.67
			Average Ledger Balance	\$300,007.87

Other Credits

Date	Description	Amount
02/02/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$2.00
02/05/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$41.30
02/06/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$5.20
02/06/2024	Deposit	\$1,262.40
02/07/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$28.30
02/09/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$94.35
02/12/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$9.60
02/12/2024	Deposit	\$314.56
02/13/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$15.37
02/15/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$42.00
02/15/2024	Deposit	\$118,165.00
02/16/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$4.60



02/20/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$11.85
02/20/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$18.99
02/20/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$4.35
02/21/2024	Deposit	\$356.66
02/22/2024	Deposit	\$368.48
02/23/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$4.20

BusinessFlex TM-XXXXXXXX5854 (continued)

Other Credits (continued)

Date	Description	Amount
02/26/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$4.60
02/27/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$10.40
02/28/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$31.55
02/29/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$1.00
02/29/2024	Credit Interest	\$408.83

Other Debits

Date	Description	Amount
02/02/2024	External Withdrawal MERCH SVC - BKCRD FEES 899000003427232	\$45.34
02/06/2024	External Withdrawal MI Business Tax - Payment SMIBUS010636745	\$246.06
02/08/2024	External Withdrawal CITY OF CEDAR SP - LIBRARY PA	\$3,875.21
02/09/2024	External Withdrawal CITY OF CEDAR SP - TaxPmt 1386034462	\$771.33
02/19/2024	Analysis Service Charge Analysis Service Charges	\$40.00
02/22/2024	External Withdrawal CITY OF CEDAR SP - LIBRARY PA	\$3,652.88
02/23/2024	External Withdrawal CITY OF CEDAR SP - TaxPmt 1386034462	\$746.28

Checks Cleared

	Check Nbr	Date	Amount
16701	02/01/2024	\$1,319.34	
16706*	02/13/2024	\$2,699.59	
16707	02/16/2024	\$540.64	
16708	02/14/2024	\$266.14	16713 02/27/2024 \$969.00
16709	02/13/2024	\$282.50	16715 02/23/2024 \$62.20
16710	02/20/2024	\$550.00	16717 02/29/2024 \$19.70
			16712 02/26/2024 \$1,485.50
			16714 02/26/2024 \$1,747.25
			16716 02/26/2024 \$339.78
16711	02/21/2024	\$124.98	

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
02/01/2024	\$245,189.00	02/12/2024	\$242,008.77	02/21/2024	\$356,123.74
02/02/2024	\$245,145.66	02/13/2024	\$239,042.05	02/22/2024	\$352,839.34
02/05/2024	\$245,186.96	02/14/2024	\$238,775.91	02/23/2024	\$352,035.06
02/06/2024	\$246,208.50	02/15/2024	\$356,982.91	02/26/2024	\$348,467.13
02/07/2024	\$246,236.80	02/16/2024	\$356,446.87	02/27/2024	\$347,508.53
02/08/2024	\$242,361.59	02/19/2024	\$356,406.87	02/28/2024	\$347,540.08
02/09/2024	\$241,684.61	02/20/2024	\$355,892.06	02/29/2024	\$347,930.21

Interest Rate Changes

Interest Rate As Of Date	Interest Rate
02/01/2024	1.3500%
02/15/2024	1.9500%

03/04/2024 05:13 PM
User: EMILY
DB: Cedar Springs

CHECK REGISTER FOR CITY OF CEDAR SPRINGS
CHECK DATE FROM 02/01/2024 - 02/29/2024

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LibCk Library Main Checking Account					
02/08/2024	LibCk	16706	35	CITY OF CEDAR SPRINGS	2,699.59
02/08/2024	LibCk	16707	419	CONSUMERS ENERGY	540.64
02/08/2024	LibCk	16708	1342	KONICA MINOLTA BUSINESS SOLUTIONS	266.14
02/08/2024	LibCk	16709	225	NORTHWEST KENT MECHANICAL	282.50
02/08/2024	LibCk	16710	2546	O'DOWD LAWCARE AND SNOWPLOWING	550.00
02/08/2024	LibCk	16711	728	SPECTRUM ENTERPRISE	124.98
02/15/2024	LibCk	16712	1541	ELAN FINANCIAL SERVICES	1,485.50
02/21/2024	LibCk	16713	2618	ADKISON, NEED, ALLEN, & RENTROP	969.00
02/21/2024	LibCk	16714	842	BAKER & TAYLOR, INC.	1,747.25
02/21/2024	LibCk	16715	35	CITY OF CEDAR SPRINGS	62.20
02/21/2024	LibCk	16716	122	DTE ENERGY	339.78
02/21/2024	LibCk	16717	2101	UNIQUE MANAGEMENT SERVICES INC	19.70
LIBCK TOTALS:					
Total of 12 Checks:					9,087.28
Less 0 Void Checks:					0.00
Total of 12 Disbursements:					9,087.28

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16701

02/25/24

AMOUNT
\$1,319.34

PAY
One Thousand Three Hundred Nineteen and 34/100 Dollars

TO THE ORDER OF
KLAN FINANCIAL SERVICES
P.O. BOX 790409
ST. LOUIS MO 63179-0409

Carrie Rodwell
Emily Jensen

#16701 02/01/2024 \$1,319.34

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16706

02/09/24

AMOUNT
\$2,699.59

PAY
Two Thousand Six Hundred Ninety-Five and 59/100 Dollars

TO THE ORDER OF
CITY OF CEDAR SPRINGS
66 S. MAIN
PO BOX 310
CEDAR SPRINGS MI 49319

Carrie Rodwell
Emily Jensen

#16706 02/13/2024 \$2,699.59

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16707

02/08/24

AMOUNT
\$540.64

PAY
Five Hundred Forty and 64/100 Dollars

TO THE ORDER OF
CONSUMERS ENERGY
PO BOX 740309
CINCINNATI OH 45274-0309

Carrie Rodwell
Emily Jensen

#16707 02/16/2024 \$540.64

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16708

02/09/24

AMOUNT
\$266.14

PAY
Two Hundred Sixty-Six and 14/100 Dollars

TO THE ORDER OF
BOSTON STRONG BUSINESS SOLUTIONS
DEPT 25 1328
PALM BEACH FL 33408-2188

Carrie Rodwell
Emily Jensen

#16708 02/14/2024 \$266.14

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16709

02/09/24

AMOUNT
\$282.50

PAY
Two Hundred Eighty-Two and 80/100 Dollars

TO THE ORDER OF
MECHANICAL KEMP MECHANICAL
4035 14 KEELE ROAD
PO BOX 216K
CEDAR SPRINGS MI 49319

Carrie Rodwell
Emily Jensen

#16709 02/13/2024 \$282.50

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16710

02/09/24

AMOUNT
\$550.00

PAY
Five Hundred Fifty and 00/100 Dollars

TO THE ORDER OF
O'DONN LAMARCA AND BOOKS/LOWING
228 N. MAIN STREET
CEDAR SPRINGS MI 49319

Carrie Rodwell
Emily Jensen

#16710 02/20/2024 \$550.00

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16711

02/08/24

AMOUNT
\$124.98

PAY
One Hundred Twenty-Four and 98/100 Dollars

TO THE ORDER OF
SPECTRUM SERVICES
BOX 223085
PITTSBURGH PA 15221-2085

Carrie Rodwell
Emily Jensen

#16711 02/21/2024 \$124.98

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16712

02/15/24

AMOUNT
\$1,485.50

PAY
One Thousand Four Hundred Eighty-Five and 50/100 Dollars

TO THE ORDER OF
KLAN FINANCIAL SERVICES
P.O. BOX 790409
ST. LOUIS MO 63179-0409

Carrie Rodwell
Emily Jensen

#16712 02/26/2024 \$1,485.50

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16713

02/21/24

AMOUNT
\$969.00

PAY
Nine Hundred Sixty-Nine and 00/100 Dollars

TO THE ORDER OF
ANDERSON, NEED, ALLEN, & BENDROP
39372 WOODWARD, SUITE 222
BLOOMFIELD HILLS MI 48304

Carrie Rodwell
Emily Jensen

#16713 02/27/2024 \$969.00

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16714

02/21/24

AMOUNT
\$1,747.25

PAY
One Thousand Seven Hundred Forty-Seven and 25/100 Dollars

TO THE ORDER OF
BAKER & FAYLER, INC.
P.O. BOX 277920
ATLANTA GA 30384-7920

Carrie Rodwell
Emily Jensen

#16714 02/26/2024 \$1,747.25

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16715

02/21/24

AMOUNT
\$62.20

PAY
Sixty-Two and 20/100 Dollars

TO THE ORDER OF
CITY OF CEDAR SPRINGS
66 S. MAIN
PO BOX 310
CEDAR SPRINGS MI 49319

Carrie Rodwell
Emily Jensen

#16715 02/23/2024 \$62.20

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
616/696-1330

INDEPENDENT BANK
888-800-9193 independentbank.com
74-682774

16716

02/21/24

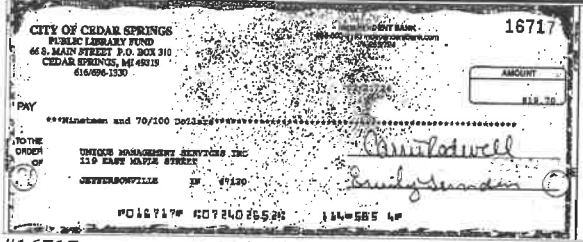
AMOUNT
\$339.78

PAY
Three Hundred Thirty-Nine and 78/100 Dollars

TO THE ORDER OF
DTE ENERGY
P.O. BOX 740786
CINCINNATI OH 45274-0786

Carrie Rodwell
Emily Jensen

#16716 02/26/2024 \$339.78



#16717

02/29/2024

\$19.70

DATE: February 19, 2024
TO: CSPL Board of Trustees
FROM: Ron M. Howell, Secretary
SUBJECT: Generator Update

In searching for the original Strategic Plan (not found), I came across plans and specs for the construction of the library. Within the spec book were specifications for a standby generator that appears to have been part of an alternate bid #1. Within the bid specs it requires the bidder to conduct a load analysis to support the size generator being selected.

In addition, the set of drawings included the location of where a standby generator should be located (see drawing below).

As pointed out, this building is owned by the city and an improvement like this should be wholly undertaken, and in my opinion, paid for by the city.

We have done the homework for them by coming up with specs and location but the bidding process, award, funding and construction should be done by the city.

If there are no objections by the Board, I will turn over everything I have found to the City Manager. If the City chooses not to add a generator then, in my opinion, they should carry an additional insurance rider that covers the cost of replace the library collection if it were damaged by an extended power outage.

