

March 25, 2024 Agenda

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 7:00pm
Roll Call: Verification of a Quorum
- II. Pledge
- III. Approval of Agenda
- IV. Consent Agenda
 - a. Minutes of 26Feb24 Regular Meeting
 - b. Minutes of 15Mar24 Special Meeting
 - c. February Financial Report from City
- V. Directors Report-L. Parks
- VI. Chairperson's Report-T. Smith
- VII. Committee Reports
 - a. Personnel Committee-employee wage review
 - b. Policy Committee-
 - c. By-laws Committee
 - d. IT (Technology) Committee-
 - e. Finance Committee-
 - f. Strategic Plan Committee

Public Comment

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.

- VIII. Unfinished Business
 - a. New Director
 - b. 2024-25 Budget
 - c. List of Projects
- IX. New Business
 - a. City requests Board "write off" 2017 Personal Property taxes of \$13.30 and 2018 Personal Property taxes of \$30.95 as uncollectable and authorize a Board member to sign "Waiver and Consent".
 - b.
- X. Agenda Items for April 22nd Meeting

March 25, 2024 Agenda

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.

a.

XI. Informational Items

Public Comment

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.

XII. Board Comments

XIII. Motion to Adjourn

Meeting Attachments:

- Draft Minutes of 26Feb24 Regular Meeting
- Draft Minutes of 15Mar24 Special Meeting
- February Financial Report from City
- List of Projects
- City Uncollectable Personal Property

Minutes

Draft

**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

Armack-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

Rae M. Howell

04MAR24

Board Approved- _____

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)

Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY

SPECIAL BOARD MEETING

Friday March 15, 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

Roll Call

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

Approval of Agenda

MOTION by Owen 2nd Lehmoine

To Approve agenda as submitted

Voice Vote

Ayes-All

Nays-None

Motion Passes

III Library Director Candidate

Discussion-Chair and Carol Dawe reviewed the selection process of 5 candidates that led to the interview of James Pugh tonight. James Pugh was brought into the meeting and Carol Dawe led a series of 9 questions from the her and the Board for his answers. The Chair checked with the Board if there were any additional questions. The candidate as thanked for his time and he was excused from the meeting.

The library staff left the meeting with the candidate.

The chair then went around the table and asked for impressions from the Board of the interview. The Board comments were favorable and noted the positive responses to the various questions.

PUBLIC COMMENT

The Board then agreed to accept public comment at this part of the meeting rather than later as reflected in the agenda.

Public Comment-The staff was present and expressed comments like: excited; honest answers; personable and work with community, work with us; asked us questions right in the interview D. Clark was pleased to hear about the candidate's efforts to work with all the community.

IV Next Steps

Discussion-The Chair led a discussion on what to do next regarding making an offer to J. Pugh by the Chair on behalf of the Board.

MOTION by Owen 2nd by Lehmoine to authorize the Chair to extend an offer including salary of \$57,500 and cash benefits up to \$6,000 to J. Pugh including 3 weeks' vacation and seek an agreement with J. Pugh to be brought back to the Board for final hiring approval to take form in a possible Letter of Understanding.

Discussion: It was noted the salary at \$57,500 was already set and most benefits granted to salaried exempt employees was already defined in the Personnel Manual i.e. sick leave, work hours etc. It was noted the cell phone provision may have to be revised. The candidate does have limited employee supervisory experience and could benefit from education and mentoring. C. Dawe said she would provide support and there is a young group of Library Directors in the Lakeland Cooperative who meet regularly and support each other. C. Dawe also said the Board can also help with mentoring but must remember to speak as one voice such as through the Chair. The preliminary budget work showed there were sufficient funds to support the \$6,000 additional cash compensation in the motion.

Roll Call Vote

Ayes: Armock, Dykstra, Owen, Gritter, Howell, Lehmoine, Smith

Nays: None

Motion Passes

V. Motion to Adjourn

Time 8:27pm

MOTION by Owen 2nd by Lehmoine

Discussion: The Chair and Carol Dawe were thanked for their efforts in the hiring process to bring the Board to this point.

Voice Vote: Ayes: All Nays: None

Motion passes

Meeting Attachments:

- Candidate Resume Questions/Answers

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BGT 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	300.00	3,159.43	408.83	(2,859.43)	1,053.14
271-000-667.000	Rental Income	6,000.00	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
271-958-736.000	Adult Book Expense	7,500.00	5,527.55	1,161.12	1,972.45	73.70
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	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		AVAILABLE BALANCE	% BDGT USED
				MONTH	02/29/2024		
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	
271-958-956.400	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	

03/04/2024 05:08 PM
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BALANCE SHEET
Period Ending 02/29/2024

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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 DONF	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

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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

Date	Description	Amount
02/01/2024	Beginning Balance	\$246,508.34
	23 Credit(s) This Period	\$121,205.59
02/29/2024	20 Debit(s) This Period Ending	\$19,783.72
	Balance	\$347,930.21
	Service Charges	-\$40.00

Interest Summary

Description	Amount
Annual Percentage Yield Earned	
Interest Days	1.73%
Interest Earned	29 \$408.83
Interest Paid This Period	\$408.83
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-XXXXXXX5854 (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

Page: 1/1

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 LAWN CARE 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
888-300-3188 independentbank.com
74-086724

16701

02/01/24

AMOUNT
\$1,319.34

PAY
One Thousand Three Hundred Nineteen and 34/100 Dollars**

TO THE ORDER OF
ELAN FINANCIAL SERVICES
P.O. BOX 790408
ST. LOUIS MO 63179-0408

Carrie Rodwell
Emily Sundeen

#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
888-300-3188 independentbank.com
74-086724

16706

02/08/24

AMOUNT
\$2,699.59

PAY
Two Thousand Six Hundred Ninety-Nine 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 Sundeen

#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
888-300-3188 independentbank.com
74-086724

16707

02/08/24

AMOUNT
\$540.64

PAY
Five Hundred Forty and 64/100 Dollars**

TO THE ORDER OF
CONCRETE KENET
PO BOX 740359
CINCINNATI OH 45274-0359

Carrie Rodwell
Emily Sundeen

#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
888-300-3188 independentbank.com
74-086724

16708

02/08/24

AMOUNT
\$266.14

PAY
Two Hundred Sixty-Six and 14/100 Dollars**

TO THE ORDER OF
KOPPEL WENZEL BROTHERS SOLUTIONS
DEPT OF 16189
PALATKA IL 60055-8189

Carrie Rodwell
Emily Sundeen

#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
888-300-3188 independentbank.com
74-086724

16709

02/08/24

AMOUNT
\$282.50

PAY
Two Hundred Eighty-Two and 50/100 Dollars**

TO THE ORDER OF
NORTHWEST KENT MECHANICAL
4595 14 MILE ROAD
PO BOX 2146
CEDAR SPRINGS MI 49319

Carrie Rodwell
Emily Sundeen

#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
888-300-3188 independentbank.com
74-086724

16710

02/08/24

AMOUNT
\$550.00

PAY
Five Hundred Fifty and 00/100 Dollars**

TO THE ORDER OF
O'DONNELL LUMBER AND WOODWORKING
238 N. MAIN STREET
CEDAR SPRINGS MI 49319

Carrie Rodwell
Emily Sundeen

#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
888-300-3188 independentbank.com
74-086724

16711

02/09/24

AMOUNT
\$124.98

PAY
One Hundred Twenty-Four and 98/100 Dollars**

TO THE ORDER OF
SPECTRUM ENTERPRISES
BOX 223093
PITTSBURGH PA 15251-2085

Carrie Rodwell
Emily Sundeen

#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
888-300-3188 independentbank.com
74-086724

16712

02/19/24

AMOUNT
\$1,485.50

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

TO THE ORDER OF
ELAN FINANCIAL SERVICES
P.O. BOX 790408
ST. LOUIS MO 63179-0408

Carrie Rodwell
Emily Sundeen

#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
888-300-3188 independentbank.com
74-086724

16713

02/21/24

AMOUNT
\$969.00

PAY
Nine Hundred Sixty-Nine and 00/100 Dollars**

TO THE ORDER OF
ARMSTRONG, NEEB, ALLISH, & REMSTROP
39372 WOODWARD, SUITE 223
BLOOMFIELD HILLS MI 48304

Carrie Rodwell
Emily Sundeen

#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
888-300-3188 independentbank.com
74-086724

16714

02/21/24

AMOUNT
\$1,747.25

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

TO THE ORDER OF
BAKER & PARSON, INC.
P.O. BOX 277993
ATLANTA GA 30386-7993

Carrie Rodwell
Emily Sundeen

#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
888-300-3188 independentbank.com
74-086724

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 Sundeen

#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
888-300-3188 independentbank.com
74-086724

16716

02/21/24

AMOUNT
\$339.78

PAY
Three Hundred Thirty-Nine and 78/100 Dollars**

TO THE ORDER OF
STE KENET
P.O. BOX 740786
CINCINNATI OH 45274-0786

Carrie Rodwell
Emily Sundeen

#16716 02/26/2024 \$339.78

CITY OF CEDAR SPRINGS PUBLIC LIBRARY FUND 66 S. MAIN STREET P.O. BOX 310 CEDAR SPRINGS, MS 38615 662/426-1330		16717	
PAY		AMOUNT	
MICHIGAN and 70/100 Dollars		\$19.70	
TO THE ORDER OF		UNIQUE MANAGEMENT SERVICES, INC.	
OF		119 EAST MAIN STREET	
JACKSONVILLE		FL 32201	
#016717# 02/24/2024 14:58:54			

#16717 02/29/2024 \$19.70

DATE: March 18, 2024
TO: CSPL Board of Trustees
FROM: Ron M. Howell, Secretary
SUBJECT: Projects 60-90 Days

The Board directed that this be an agenda item for the March 25, 2024 meeting and in order to get the list started I have put down some of the projects that I have heard discussed and some from the staff.

I expect the Board will add/subtract and refine the list as you see fit.

- Hire Director
- IT Committee-2019 Report-Update
- Contracting with the City for Services to employees of the library
- Contracting with the City for building/grounds services
- Establishing the Library's own Non-Profit Status
- Generator-turn over research to City
- Budget Adoption
- Annual Audit Compliance
- Background Check Policy
- Professional "Curbside service" sign by back door
- Upgrade Wifi
- Hot Spots-increase, change provider?
- Headphones-replace, upgrade
- Telephone system, (more than one line and different phone)
- Increase programming budget
- Increase the book budget
- Add a staff day for team bonding, training, etc.



March 13, 2024

Cedar Springs Public Library
Attn: Board Secretary
107 N Main St NE
Cedar Springs, MI 49319

Re: Petition of City of Cedar Springs Treasurer to Strike Personal Property Taxes from the Tax Rolls

Dear Board Secretary,

In accordance with section 211.56A of the tax law, personal property taxes which have been delinquent for five years shall be stricken from the tax rolls.

Enclosed you will find a "Waiver and Consent" form regarding the 2017 and 2018 personal property taxes.

The amount of tax being stricken from the rolls concerning Cedar Springs Public Library is shown on the attached report, along with a statement of attempt to collect these taxes.

If you have any questions, please feel free to call me at 616-696-1330 ext. 103. Otherwise, please obtain the necessary approval for execution of the enclosed waiver and consent and return the original copy to me by March 26, 2024.

Thank you very much for your prompt attention to this matter. We appreciate your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Emily Landon". The signature is written in a cursive style.

Emily Landon
Finance Director/Treasurer



March 13, 2024

**STATEMENT OF ATTEMPT TO COLLECT DELINQUENT PERSONAL
PROPERTY TAXES**

In accordance with section 211.56A of the tax law, personal property taxes, which have been delinquent for five years or more, shall be stricken from the tax rolls.

As Treasurer of the City of Cedar springs, I and my predecessors in office, have exercised due diligence in an effort to collect the personal property taxes listed in the Tax Report attached to this statement. These efforts have included sending multiple past-due tax notices, telephone calls, and personal collection visits, to the persons and/or businesses contained in said Tax Report.

To the best of my knowledge and information, the personal property taxes listed in this report are, and remain, uncollectible, and should be stricken from the tax roll.

I have enclosed a "Waiver and Consent" regarding the 2017-2018 and prior years' personal property taxes. Please obtain the necessary approval for execution of the enclosed Waiver and Consent form and **return the ORIGINAL COPY to my attention no later than March 26, 2024 or your earliest convenience.**

Thank you very much for your prompt attention to this matter.

Emily Landon
Finance Director/Treasurer
City of Cedar Springs

01/22/2024
09:45 AM
By: financedirector

TAX SPREAD REPORT FOR City of Cedar Springs
Tax Year: 2018 Calculated As of: 12/31/2023
POPULATION: All Records

Page: 1/1
DB: Cedar Springs

SCHOOL: 41070 YEAR: 2018

TAX TYPE	TAX NAME	MILLS	BILLED	PAID	DUE
CSPS OPERATING	School Operating	17.99100	231.24	19.77	211.47
CSPS SINKING	School Supplemen	0.98710	38.08	3.25	34.83
CSPS DEBT	School Debt	7.00000	270.20	23.10	247.10
STATE EDUC. TAX	State Educ. Tax	6.00000	231.60	19.80	211.80
SCHOOL OPER FC	School Operating	0.00000	0.00	0.00	0.00
TOTALS: SCHOOL 41070 2018			771.12	65.92	705.20

UNIT: 00000 YEAR: 2018

TAX NAME	MILLS	BILLED	PAID	DUE	
CS CITY-GENERAL	15.06420	581.47	49.71	531.76	
CS CITY-REFUSE	0.50000	19.30	1.65	17.65	
LOCAL ADMIN	0.00000	13.06	1.18	11.88	
LOCAL INTRST	0.00000	204.29	17.46	186.83	
TOTALS: UNIT 00000 2018			818.12	70.00	748.12

County Tax YEAR: 2018

TAX NAME	MILLS	BILLED	PAID	DUE	
KENT COUNTY OPER	4.28030	165.21	14.12	151.09	
Kent County Jail	0.78280	33.33	5.71	27.62	
Kent Cty Senior	0.49580	21.10	3.61	17.49	
Kent Cty Veteran	0.04950	2.08	0.35	1.73	
County Zoo/Mus	0.43630	18.56	3.17	15.39	
Early Childhood	0.25000	10.64	1.82	8.82	
TOTALS: County Tax 2018			250.92	28.78	222.14

College Tax YEAR: 2018

TAX NAME	MILLS	BILLED	PAID	DUE	
GR COMM COLLEGE	1.77160	68.36	5.84	62.52	
TOTALS: College Tax 2018			68.36	5.84	62.52

I.S.D. Tax YEAR: 2018

TAX NAME	MILLS	BILLED	PAID	DUE	
KISD	5.64650	217.94	18.63	199.31	
TOTALS: I.S.D. Tax 2018			217.94	18.63	199.31

Library Tax YEAR: 2018

TAX NAME	MILLS	BILLED	PAID	DUE	
C.S. LIBRARY	0.87720	33.84	2.89	30.95	
TOTALS: Library Tax 2018			33.84	2.89	30.95

TOTALS (4 PARCELS)			2,160.30	192.06	1,968.24
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01/22/2024
09:44 AM
By: financedirector

TAX SPREAD REPORT FOR City of Cedar Springs

Page: 1/1
DB: Cedar Springs

Tax Year: 2017 Calculated As of: 12/31/2023
POPULATION: All Records

SCHOOL: 41070 YEAR: 2017

TAX TYPE	TAX NAME	MILLS	BILLED	PAID	DUE
CSPS OPERATING	School Operating	17.99100	232.52	141.52	91.00
CSPS SINKING	School Supplemen	0.99200	38.46	23.42	15.04
CSPS DEBT	School Debt	7.00000	271.72	165.39	106.33
STATE EDUC. TAX	State Educ. Tax	6.00000	232.91	141.77	91.14
SCHOOL OPER FC	School Operating	0.00000	0.00	0.00	0.00
TOTALS: SCHOOL 41070 2017			775.61	472.10	303.51

UNIT: 00000 YEAR: 2017

TAX NAME	MILLS	BILLED	PAID	DUE	
CS CITY-GENERAL	15.06420	584.74	355.92	228.82	
CS CITY-REFUSE	0.40000	15.53	9.45	6.08	
LOCAL ADMIN	0.00000	13.58	8.15	5.43	
LOCAL INTRST	0.00000	205.18	124.90	80.28	
TOTALS: UNIT 00000 2017			819.03	498.42	320.61

County Tax YEAR: 2017

TAX NAME	MILLS	BILLED	PAID	DUE	
KENT COUNTY OPER	4.28030	166.11	101.11	65.00	
Kent County Jail	0.78590	62.34	32.38	29.96	
Kent Cty Senior	0.49780	39.44	20.49	18.95	
Kent Cty Veteran	0.04970	3.87	2.00	1.87	
County Zoo/Mus	0.43810	34.71	18.04	16.67	
TOTALS: County Tax 2017			306.47	174.02	132.45

College Tax YEAR: 2017

TAX NAME	MILLS	BILLED	PAID	DUE	
GR COMM COLLEGE	1.77880	69.01	42.01	27.00	
TOTALS: College Tax 2017			69.01	42.01	27.00

I.S.D. Tax YEAR: 2017

TAX NAME	MILLS	BILLED	PAID	DUE	
KISD	5.66940	220.02	133.92	86.10	
TOTALS: I.S.D. Tax 2017			220.02	133.92	86.10

Library Tax YEAR: 2017

TAX NAME	MILLS	BILLED	PAID	DUE	
C.S. LIBRARY	0.87720	33.99	20.69	13.30	
TOTALS: Library Tax 2017			33.99	20.69	13.30

TOTALS (17 PARCELS)			2,224.13	1,341.16	882.97
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STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition
of the City Treasurer of
City of Cedar Springs to Strike 2017 and 2018
and prior Delinquent
Personal Property Taxes
from the Tax Rolls

File No. _____

WAIVER AND CONSENT

NOW COMES, _____, of the Cedar Springs Public Library Board and acknowledges receipt of the 2017 and 2018 and prior Delinquent Personal Property Tax Report, and the Statement of Attempt to collect the 2017 and 2018 and prior Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the Entry of judgment.

Dated _____, 2024

Cedar Springs Public Library