

**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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 13<sup>th</sup> 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 11<sup>th</sup> or 13<sup>th</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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. Memblela, 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 25<sup>TH</sup> 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

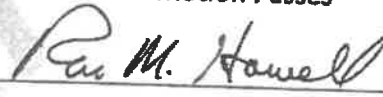
**XIII ADJOURNMENT**

MOTION: by Owen 2<sup>nd</sup> Dykstra to Adjourn the meeting at 8:25pm

Voice Vote Ayes: All. Nays: none

Motion Passes

Respectfully submitted by Secretary Howell



04 MAR 24

Board Approved- \_\_\_\_\_

Next regular meeting scheduled for Monday, March 25<sup>th</sup> 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 2<sup>nd</sup> 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 her and the Board for his answers. The Chair checked with the Board if there were any additional questions. The candidate was 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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



230 W Main St  
Ionia, MI 48846

# Statement Ending 02/29/2024

CITY OF CEDAR SPRINGS

Page 1 of 4

Account Number: XXXXXXX5854

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 Summary

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

### Interest Summary

Description	Amount
Annual Percentage Yield Earned	1.73%
Interest Days	29
Interest Earned	\$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	Check Nbr	Date	Amount
16701	02/01/2024	\$1,319.34	16712	02/26/2024	\$1,485.50
16706*	02/13/2024	\$2,699.59	16713	02/27/2024	\$969.00
16707	02/16/2024	\$540.64	16714	02/26/2024	\$1,747.25
16708	02/14/2024	\$266.14	16715	02/23/2024	\$62.20
16709	02/13/2024	\$282.50	16716	02/26/2024	\$339.78
16710	02/20/2024	\$550.00	16717	02/29/2024	\$19.70
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%

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

INDEPENDENT BANK  
888-300-3183 independentbank.com  
74-086724

16701

02/25/24

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

Rebecca Johnson  
Carril Rodwell

#016701# 00724026520 114=585 4#

#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  
888-300-3183 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

Carril Rodwell  
Emily Jundson

#016706# 00724026520 114=585 4#

#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  
888-300-3183 independentbank.com  
74-086724

16707

02/08/24

AMOUNT  
\$540.64

PAY  
\*\*\*Five Hundred Forty and 4/100 Dollars\*\*\*

TO THE ORDER OF  
CONCRETE ENERGY  
PO BOX 749369  
CINCINNATI OH 45274-0369

Carril Rodwell  
Emily Jundson

#016707# 00724026520 114=585 4#

#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  
888-300-3183 independentbank.com  
74-086724

16708

02/08/24

AMOUNT  
\$266.14

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

TO THE ORDER OF  
BOTICA MINORLA BUSINESS SOLUTIONS  
DEPT CH 33288  
PALATKA IL 60955-9188

Carril Rodwell  
Emily Jundson

#016708# 00724026520 114=585 4#

#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  
888-300-3183 independentbank.com  
74-086724

16709

02/08/24

AMOUNT  
\$282.50

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

TO THE ORDER OF  
MOTORWAY EXERT MECHANICAL  
4095 16 HAZEL ROAD  
PO BOX 218K  
CEDAR SPRINGS MI 49319

Carril Rodwell  
Emily Jundson

#016709# 00724026520 114=585 4#

#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  
888-300-3183 independentbank.com  
74-086724

16710

02/06/24

AMOUNT  
\$550.00

PAY  
\*\*\*Five Hundred Fifty and 00/100 Dollars\*\*\*

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

Carril Rodwell  
Emily Jundson

#016710# 00724026520 114=585 4#

#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  
888-300-3183 independentbank.com  
74-086724

16711

02/08/24

AMOUNT  
\$124.98

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

TO THE ORDER OF  
SPECIUM ENTERPRISE  
BOX 223083  
PITTSBURGH PA 15251-2085

Carril Rodwell  
Emily Jundson

#016711# 00724026520 114=585 4#

#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  
888-300-3183 independentbank.com  
74-086724

16712

02/15/24

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

Carril Rodwell  
Emily Jundson

#016712# 00724026520 114=585 4#

#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  
888-300-3183 independentbank.com  
74-086724

16713

02/21/24

AMOUNT  
\$969.00

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

TO THE ORDER OF  
ADKINS, REED, ALLEN, & BROWNS  
39372 WOODWARD, SUITE 222  
BLOOMFIELD HILLS MI 48304

Carril Rodwell  
Emily Jundson

#016713# 00724026520 114=585 4#

#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  
888-300-3183 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 & TAYLOR, INC.  
P.O. BOX 277920  
ATLANTA GA 30388-7920

Carril Rodwell  
Emily Jundson

#016714# 00724026520 114=585 4#

#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  
888-300-3183 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

Carril Rodwell  
Emily Jundson

#016715# 00724026520 114=585 4#

#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  
888-300-3183 independentbank.com  
74-086724

16716

02/21/24

AMOUNT  
\$339.78

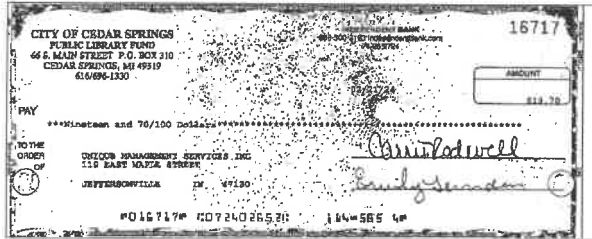
PAY  
\*\*\*Three Hundred Thirty-Nine and 78/100 Dollars\*\*\*

TO THE ORDER OF  
DIE ENERGY  
P.O. BOX 748798  
CINCINNATI OH 45274-0798

Carril Rodwell  
Emily Jundson

#016716# 00724026520 114=585 4#

#16716 02/26/2024 \$339.78



#16717

02/29/2024

\$19.70

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:	<u>9,087.28</u>

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
<b>Total Assets</b>		<b>434,536.69</b>
*** 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
<b>Total Liabilities</b>		<b>589.52</b>
*** 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
<b>Total Fund Balance</b>		<b>281,637.41</b>
<b>Beginning Fund Balance</b>		<b>281,637.41</b>
<b>Net of Revenues VS Expenditures</b>		<b>152,309.76</b>
<b>Ending Fund Balance</b>		<b>433,947.17</b>
<b>Total Liabilities And Fund Balance</b>		<b>434,536.69</b>

REVENUE AND EXPENDITURE REPORT  
 PERIOD ENDING 02/29/2024

ACTIVITY FOR MONTH

02/29/2024

YTD BALANCE  
 02/29/2024

2023-24  
 AMENDED BUDGET

AVAILABLE  
 BALANCE

% BDDT  
 USED

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDDT USED
<b>Fund 271 - Library Fund</b>						
<b>Revenues</b>						
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 PLF	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	0.00	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
<b>Total Dept 000</b>		<b>262,840.00</b>	<b>271,299.11</b>	<b>121,205.59</b>	<b>(8,459.11)</b>	<b>103.22</b>

TOTAL REVENUES	TOTAL REVENUES	ACTIVITY FOR MONTH	AVAILABLE	% BDDT
262,840.00	271,299.11	121,205.59	(8,459.11)	103.22

Expenditures	Expenditures	ACTIVITY FOR MONTH	AVAILABLE	% BDDT
Dept 958 - Disbursements	Dept 958 - Disbursements	0.00	52,000.00	0.00
271-958-702.000	WAGES - FULL TIME EMPLOYEES	8,677.52	28,207.71	69.83
271-958-704.300	Part-Time Library Salary	212.67	1,175.70	41.22
271-958-705.000	CLEANING SERVICE AND SUPPLIES	5.22	31.31	47.82
271-958-708.000	Unemployment Empl Benefit Exp	663.86	5,888.46	47.09
271-958-709.000	Social Security Expense	0.00	3,530.00	0.00
271-958-717.000	Pension Expense	0.00	740.54	31.43
271-958-724.000	Telephone Expense	0.00	1,500.00	0.00
271-958-724.100	INTERNET	0.00	2,236.91	41.13
271-958-726.000	Office Supplies Expense	266.14	3,000.00	0.00
271-958-734.000	Overdrive Program Expense	0.00	903.98	54.80
271-958-735.000	AV Expense	234.86	1,972.45	73.70
271-958-736.000	Adult Book Expense	1,161.12	1,000.00	0.00
271-958-736.500	TEEN BOOKS	584.20	1,820.42	64.99
271-958-737.000	Childrens Book Expense	0.00	(256.83)	100.00
271-958-738.000	Books Purchased with Donations	0.00	1,000.00	0.00
271-958-738.100	1,000 BOOKS BEFORE KINDERGARDEN	0.00	194.92	67.51
271-958-739.000	Area Libraries Lost & Damaged Books	120.91	3,074.00	31.69
271-958-801.000	Professional Service Expense	969.00	4,670.00	22.17
271-958-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	810.00	250.75	16.42
271-958-806.000	Collection Services	19.70	15,833.42	36.67
271-958-808.000	Lakeland Support Services	0.00	242.94	39.27
271-958-813.000	Garbage Disposal Service	0.00	430.08	13.98
271-958-851.000	Postage Expense	0.00	943.08	5.69
271-958-861.000	Transportation Expense	0.00	3,259.76	34.80
271-958-880.800	Summer Reading Program	24.32	587.67	82.97
271-958-905.000	COMPUTER EXPENSE	124.98	459.27	34.39
271-958-915.000	Membership & Dues Expense	0.00	150.00	0.00
271-958-917.000	Workmens Compensation Expense	0.00	150.00	0.00
271-958-918.000	Water Utility Expense	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	% BDTG 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
271-958-956.400	Special Programs Expense	6,000.00	3,542.28	534.81	2,457.72	59.04
271-958-964.500	MTW/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						
Total Dept 958 - Disbursements		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



## CEDAR SPRINGS PUBLIC LIBRARY

*We have something for Everyone*

107 N. Main Street, PO Box 280, Cedar Springs, Michigan 49319  
[www.cedarspringslibrary.org](http://www.cedarspringslibrary.org), 616-696-1910

March 19, 2024

James Pugh  
[jamespugh83@gmail.com](mailto:jamespugh83@gmail.com)

Dear James,

It is with great pleasure that I offer you the position of director at the Cedar Springs Public Library on behalf of the board of trustees. Everyone is so pleased you gave us a verbal acceptance on Sunday, March 17th. To reiterate, the agreed upon salary is \$57,500 with a benefits stipend of \$6,000. Time off including 3 weeks of vacation will be available to you as well as other items we will cover from the employee manual.

Tim Smith, board chair will be your contact from this point on. It has been an absolute pleasure working with both of you. Your agreed start date is Tuesday, April 15th, 2024 at a time to be determined.

On behalf of the trustees at Cedar Springs, we hope that you will join us in our mission to move the library forward, engage the community and inspire the staff. Best of luck to you as you begin this new chapter in your career!

Sincerely,

Tim Smith

Cedar Springs Public Library Board Chair



DATE: March 23, 2024  
 TO: CSPL Board of Trustees  
 FROM: Personnel / Compensation Committee  
 SUBJECT: Review of Employee Retro Pay

Per the Board request the Personnel / Compensation Committee met to review the question of, "Should the rest of the employees receive Retro Pay like was granted to the Assistant Director i.e. \$3.00/hr. from June 5<sup>th</sup> 2023."

The Committee appreciated the Assistant Director's praise of all the other employees doing their part to help her get through these past 10 months. However, such as in the case of the Custodian, we do not think the duties changed that much without a Director and to single out one employee over another to receive some type of Retro Pay was beyond the actual experience and ability of the Committee to be just and fair.

*However, we recommend the Assist Director pay be continued until June 30<sup>th</sup> at the \$3.00/hr. temporary increase as compensation for orientation and change over to the new Director.*

It is annual Budget time and the Pay Levels (A through E) have been traditionally adjusted by the Board to start July 1<sup>st</sup> of each Budget year. We understand each level range was increased by approximately \$.50 last July 2023. *We recommend each pay level range be increased by \$2.00 starting July 1, 2024. See below*

Library Pay Schedule-P.T.	Level	1-Jul-22		7/1/2023		7/1/2024 (+ \$2.00)	
		Min	Max	Min	Max	Min	Max
Library Page, Asst. I	A	\$11.20	6 mo. Eval	\$11.65	6 mo. Eval	\$13.65	?
Library Asst. II	B	\$11.55	\$13.05	\$12.01	\$13.57	\$14.01	\$15.57
Library asst. III, Marketing Comm, H.R.	C	\$13.30	\$14.55	\$13.83	\$15.13	\$15.83	\$17.13
Building Custodian, Youth & Adult Services Mgr.	D	\$13.80	\$15.30	\$14.35	\$15.91	\$16.35	\$17.91
Collections Mgr., Asst. Dir.	E	\$14.30	\$16.05	\$14.87	\$16.69	\$16.87	\$18.69

If approved by the Board, we noticed that most employees current pay rate would automatically increase to the new Minimum level ranging from \$0.59 to \$1.89. One employee would be \$0.00 increase.

If the new Min / Max schedule is adopted by the Board then the new Director should conduct an individual review of each employee by June 30<sup>th</sup> to see what their July 1, 2024 rate should be in these new ranges.

We can see there is a unique mixture of hours scheduled (less than max) to cover the hours the library is currently open per week.

Normal weekly hrs.	Total Combined 2023 W-2	Current Budget	YTD	Current rates Annual cost	annual max per manual	\$2.00/hr. x Normal wkly hrs.
147.25	\$84,919	\$93,500	\$65,292.00	\$106,158	\$159,284	\$121,625

*We also recommend the Director review employees within Level A to advise why there are variances between hours regularly worked / scheduled. The Manual provides for 26 Maximum hours per week of all job descriptions except the Library Page which is 6 hours.*

*Finally, we find that one employee is titled Program Manager yet we do not find that job description in the Manual and the new Director should resolve that before July 1<sup>st</sup>.*

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".

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

Page: 1/1  
 DB: Cedar Springs

Tax Year: 2018 Calculated As of: 12/31/2023  
 POPULATION: All Records

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

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

**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, Tim Smith, 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 3-24, 2024

Tim Smith - Board Chair  
Cedar Springs Public Library