

April 22, 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 25Mar24 Regular Meeting
 - b. March Financial Report from City
- V. Directors Report-J. Pugh
- VI. Chairperson's Report-T. Smith
- VII. Committee Reports
 - a. Personnel Committee
 - b. Policy Committee-
 - c. By-laws Committee
 - d. IT (Technology) Committee-
 - e. Finance Committee-Retro / Pay levels
 - 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. 2024-25 Budget
 - (1) 2024-27 Capital Plan-Technology
 - b. List of Projects
- IX. New Business
 - a.
 - b.
- X. Agenda Items for May 27nd Meeting
 - a.
- XI. Informational Items

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XII. Board Comments

XIII. Motion to Adjourn

Meeting Attachments:

- Draft Minutes of 25Mar24 Regular Meeting
- March Financial Report from City
- Tech Budget 2024-27
- List of Projects
-

Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday March 25, 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 7:04pm

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

III Approval of Agenda

MOTION by Owen 2nd by t Dykstra to approve the agenda except switching Item VI Chair Report with Item V Director's Report

Vote Voice Ayes: All Nays: None **MOTION PASSES**

IV Consent Agenda

MOTION by Owen 2nd by Lehmoine to approve the Consent Agenda (a) Minutes of 26Feb24 Regular Meeting, (b) Minutes of 15Mar24 Special Meeting and (c) February Financial Report from City

Vote Voice Ayes: All Nays: None **MOTION PASSES**

V. Chairperson's Report-T. Smith

The Chair distributed a letter dated March 19, 2024 from him to James Pugh outlining the offer of Director as approved by the Board at the previous meeting. The Chair then introduced James Pugh who has accepted the offer and can start on April 15, 2024.

MOTION by Owen 2nd by Gritter to approve the hiring of James Pugh as CSPL Director pursuant to the March 19, 2024 letter which shall become part of the official record of the meeting.

Discussion: The Chair thanked the Board for the help and support in this process.

Vote Voice Ayes: All Nays: None **MOTION PASSES**

James Pugh was excited to start the position and get things done.

VI. Directors Report-L. Parks

Was pleased that 500 people showed up for the Easter event; Summer Reading program is getting donations and coupons from the community partners; looking forward to the April 13th library Spring Clean up day with staff and the IT Consultant will be here on the 27th to begin installing the Tech upgrades.

VII. Committee Report

Personnel Committee-employee wage review

A memo from the Committee dated March 23, 2024 regarding employee retro pay was reviewed which contained a recommendation (a) *the Assist Director pay be continued until June 30th at the \$3.00/hr. temporary increase as compensation for orientation and change over to the new Director* (b) *each pay level range be increased by \$2.00 starting July 1, 2024* (C) *the Director review employees within Level A to advise why there are variances between hours regularly worked / scheduled.*(D) *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 1st.*

Discussion: It was noted that in the manual the Page position is an unpaid volunteer position created to help provide internships for local students and others thus the 6 hours or less limit. The Committee noted they reviewed the current budget and YTD expenditures and was comfortable that a retro pay action for the staff could be done by the Board

MOTION by Owen 2nd by Dykstra to table action on the \$2.00 increase for all pay range levels and retro pay and have the Finance Committee review and bring back a recommendation at the next meeting.

Vote Voice Ayes: All Nays: None **MOTION PASSES**

MOTION by Howell 2nd by Lehmoine the Assist Director pay be continued until June 30th at the \$3.00/hr. temporary increase as compensation for orientation and change over to the new Director.

Vote Voice Ayes: All Nays: None **MOTION PASSES**

Policy Committee-no report

By-laws Committee-no report

IT (Technology) Committee-noted the new equipment approved will start to be delivered and installed the 27th

Finance Committee-will be meeting to discuss Budget

Strategic Plan Committee-No report but now there is a new Director so the members of this committee can be appointed and the review and update the Plan can begin.

MOTION by Owen 2nd by Armock to officially extend the end date of the current plan to June 30, 2024 to give the new Director a chance to review it.

Vote Voice Ayes: All Nays: None **MOTION PASSES**

Public Comment

Rose Powell welcomed James and noted for the Board that a real treasure of the community, Jerry Hall, passed away today.

VIII. Unfinished Business

- (a) **New Director**-the Chair noted that the Board action earlier to hire James Pugh has now addressed this agenda item.
- (b) **2024-25 Budget**-The Chair noted that in his discussions with the City they are requesting the proposed budget numbers from the Library so they begin entering them into the accounting system for the coming budget year. The Chair requested the Finance Committee meet. It was noted a draft Budget work spreadsheet provided by the City has been updated with current YTD information
- (c) **List of Projects**-A draft list of projects in the packet was reviewed and redoing the meeting room floor and painting the room was added along with buying storage shelving for the classroom to help better organize the totes and other items in the room.
The fire place operation was reviewed.
The list of projects is to be an ongoing agenda item to monitor progress.

IX. New Business

The City requests Board "write off" 2017 Personal Property taxes of \$13.30 and 2018 Personal Property taxes of \$30.95 due CSPL as uncollectable and authorize a Board member to sign "Waiver and Consent".

MOTION by Owen 2nd by Gritter to authorize the Chair, Tim Smith to sign the Waiver and Consent form provided by the City with the attached amounts

Vote Voice Ayes: All Nays: None **MOTION PASSES**

X. Agenda Items for April 22nd Meeting

The draft Budget and Retro Pay for staff to be brought back.

XI. Informational Items-there were no informational items

Public Comment

Rose Powell hopes to see James at the Council meeting soon and was happy with the Board with all the progress being made.

XII. Board Comments

Armock-Welcome James and it means so much to have the next era of the library being taken care of.

Dykstra- Everything just feels right

Gritter- Welcome James and look forward to the improvements

Howell-it seems such a short time but happy all the pieces are coming together

Lehmoine Thanked Tim, James and Laura and the Good Board he works with

Owen- Welcomed James and with a smile said he can have it all. When committees meet it has been past practice that the chair is always present

Smith- It has been great getting to know James and thanked the Board for their help

XIII. Motion to Adjourn

MOTION by Owen 2nd by Gritter to adjourn the meeting at 7:57 pm

Vote Voice Ayes: All Nays: None MOTION PASSES

Respectfully submitted by Secretary Howell



28MAR24

Board Approved- _____

Next regular meeting scheduled for Monday, April 22, 2024, 7:00 pm at the library.

Meeting Attachments:

- Draft Minutes of 26Feb24 Regular Meeting
- Draft Minutes of 15Mar24 Special Meeting
- February Financial Report from City
- March 19, 2024 job offer letter from Chair to James Pugh
- Memo from Personnel/Compensation Committee
- List of Projects
- City Uncollectable Personal Property-Waiver



230 W Main St
Ionia, MI 48846

Statement Ending 03/31/2024

CITY OF CEDAR SPRINGS

Page 1 of 4

Account Number: XXXXXXXX5854

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

Have you made the commitment to get financially organized this year? Independent Bank offers ONE Wallet+, a free all-in-one money management and budgeting tool that allows you to access and manage your accounts and assets, visualize spending trends, auto-create budgets, prioritize your debts, set savings goals, and so much more. Log in to your One Wallet account today to get started!

Summary of Accounts

Account Type	Account Number	Ending Balance
BusinessFlex TM	XXXXXXXX5854	\$329,412.82

BusinessFlex TM-XXXXXXXX5854

Account Summary

Date	Description	Amount
03/01/2024	Beginning Balance	\$347,930.21
	20 Credit(s) This Period	\$2,815.03
	22 Debit(s) This Period	\$21,332.42
03/31/2024	Ending Balance	\$329,412.82
	Service Charges	-\$40.00

Interest Summary

Description	Amount
Annual Percentage Yield Earned	1.97%
Interest Days	31
Interest Earned	\$559.75
Interest Paid This Period	\$559.75
Interest Paid Year-to-Date	\$1,357.42
Average Ledger Balance	\$337,981.32

Other Credits

Date	Description	Amount
03/05/2024	Deposit	\$510.05
03/06/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$14.60
03/07/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$6.60
03/08/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$18.00
03/11/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$3.00
03/11/2024	Deposit	\$102.30
03/12/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$2.60
03/12/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$6.00
03/13/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$31.19
03/18/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$6.00
03/19/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$69.87
03/19/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$21.60
03/19/2024	Deposit	\$814.81
03/20/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$13.80
03/21/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$10.00
03/22/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$4.00
03/25/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$39.83
03/26/2024	Deposit	\$578.63
03/27/2024	External Deposit MERCH SVC - BKCRD DEP 899000003427232	\$2.40



BusinessFlex TM-XXXXXXXX5854 (continued)

Other Credits (continued)

Date	Description	Amount
03/30/2024	Eff. 03-31 Credit Interest	\$559.75

Other Debits

Date	Description	Amount
03/01/2024	External Withdrawal MI Business Tax - Payment SMIBUS010718223	\$295.68
03/04/2024	External Withdrawal MERCH SVC - BKCRD FEES 899000003427232	\$43.23
03/07/2024	External Withdrawal CITY OF CEDAR SP - LIBRARY PA	\$2,542.47
03/08/2024	External Withdrawal CITY OF CEDAR SP - TaxPmt 1386034462	\$1,686.12
03/18/2024	Analysis Service Charge Analysis Service Charges	\$40.00
03/21/2024	External Withdrawal CITY OF CEDAR SP - LIBRARY PA	\$2,749.91
03/22/2024	External Withdrawal CITY OF CEDAR SP - TaxPmt 1386034462	\$771.12
03/27/2024	External Withdrawal MI Business Tax - Payment SMIBUS010807006	\$436.42

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
16718	03/07/2024	\$3,635.17	16725	03/13/2024	\$60.00
16719	03/13/2024	\$74.31	16726	03/21/2024	\$1,040.24
16720	03/13/2024	\$17.00	16727	03/25/2024	\$1,093.95
16721	03/14/2024	\$15.19	16728	03/27/2024	\$267.53
16722	03/18/2024	\$4,523.58	16729	03/29/2024	\$1,600.72
16723	03/13/2024	\$19.95	16730	03/26/2024	\$285.00
16724	03/14/2024	\$124.98	16732*	03/28/2024	\$9.85

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
03/01/2024	\$347,634.53	03/12/2024	\$340,390.69	03/22/2024	\$331,925.68
03/04/2024	\$347,591.30	03/13/2024	\$340,250.62	03/25/2024	\$330,871.56
03/05/2024	\$348,101.35	03/14/2024	\$340,110.45	03/26/2024	\$331,165.19
03/06/2024	\$348,115.95	03/18/2024	\$335,552.87	03/27/2024	\$330,463.64
03/07/2024	\$341,944.91	03/19/2024	\$336,459.15	03/28/2024	\$330,453.79
03/08/2024	\$340,276.79	03/20/2024	\$336,472.95	03/29/2024	\$328,853.07
03/11/2024	\$340,382.09	03/21/2024	\$332,692.80	03/30/2024	\$329,412.82

Interest Rate Changes

Interest Rate As Of Date	Interest Rate
03/01/2024	1.9500%

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LibCk Library Main Checking Account					
03/06/2024	LibCk	16719	1985	ARROWASTE	74.31
03/06/2024	LibCk	16720	912	GARY BYKER MEMORIAL LIBRARY	17.00
03/06/2024	LibCk	16721	827	HERRICK DISTRICT LIBRARY	15.19
03/06/2024	LibCk	16722	806	LAKELAND LIBRARY COOPERATIVE	4,523.58
03/06/2024	LibCk	16723	2661	LOUITT DISTRICT LIBRARY	19.95
03/06/2024	LibCk	16724	728	SPECTRUM ENTERPRISE	124.98
03/06/2024	LibCk	16725	2495	WOODLANDS LIBRARY COOPERATIVE	60.00
03/20/2024	LibCk	16727	842	BAKER & TAYLOR, INC.	1,093.95
03/20/2024	LibCk	16728	122	DTE ENERGY	267.53
03/20/2024	LibCk	16729	1541	ELAN FINANCIAL SERVICES	1,600.72
03/20/2024	LibCk	16730	2405	HEIMLER CONSULTING	285.00
03/20/2024	LibCk	16731	728	SPECTRUM ENTERPRISE	39.98
03/20/2024	LibCk	16732	2101	UNIQUE MANAGEMENT SERVICES INC	9.85

LIBCK TOTALS:

Total of 13 Checks:	8,132.04
Less 0 Void Checks:	0.00
Total of 13 Disbursements:	8,132.04

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16718

03/07/2024

AMOUNT
\$3,635.17

PAY
*****Three Thousand Six Hundred Thirty-Five and 17/100 Dollars*****

TO THE ORDER OF
LARA L BERRY
7902 38 ROAD NW, MI
CEDAR SPRINGS, MI 49319

Carrilodwell
Emily Jensen

#016718P #0724026520 114-585 4P

#16718 03/07/2024 \$3,635.17

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16719

03/13/2024

AMOUNT
\$74.31

PAY
*****Seventy-Four and 31/100 Dollars*****

TO THE ORDER OF
BOOKS & MORE
200 S. KEVIN AVENUE
CEDAR SPRINGS MI 49319

Carrilodwell
Emily Jensen

#016719P #0724026520 114-585 4P

#16719 03/13/2024 \$74.31

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16720

03/13/2024

AMOUNT
\$17.00

PAY
*****Seventeen and 00/100 Dollars*****

TO THE ORDER OF
BANK SERVICE SERVICES
3230 WEST BOWEN ST
KNOXSVILLE TN 37923

Carrilodwell
Emily Jensen

#016720P #0724026520 114-585 4P

#16720 03/13/2024 \$17.00

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16721

03/14/2024

AMOUNT
\$15.19

PAY
*****Fifteen and 19/100 Dollars*****

TO THE ORDER OF
MICHIGAN DEPARTMENT LIBRARY
300 S. KEVIN AVENUE
CEDAR SPRINGS MI 49319

Carrilodwell
Emily Jensen

#016721P #0724026520 114-585 4P

#16721 03/14/2024 \$15.19

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16722

03/18/2024

AMOUNT
\$4,523.58

PAY
*****Four Thousand Five Hundred Twenty-Three and 58/100 Dollars*****

TO THE ORDER OF
LANSING LIBRARY COOPERATIVE
6136 S. HOLA ROAD NW
GRAND RAPIDS MI 49504

Carrilodwell
Emily Jensen

#016722P #0724026520 114-585 4P

#16722 03/18/2024 \$4,523.58

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16723

03/13/2024

AMOUNT
\$19.95

PAY
*****Nineteen and 95/100 Dollars*****

TO THE ORDER OF
LANSING LIBRARY COOPERATIVE
447 COLLINGS AVE
GRAND RAPIDS MI 49417

Carrilodwell
Emily Jensen

#016723P #0724026520 114-585 4P

#16723 03/13/2024 \$19.95

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16724

03/14/2024

AMOUNT
\$124.98

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

TO THE ORDER OF
SPECTRUM SERVICES INC
BOX 223043
PITTSBURGH PA 15261-2085

Carrilodwell
Emily Jensen

#016724P #0724026520 114-585 4P

#16724 03/14/2024 \$124.98

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16725

03/13/2024

AMOUNT
\$60.00

PAY
*****Sixty and 00/100 Dollars*****

TO THE ORDER OF
MICHIGAN LIBRARY COOPERATIVE
PO BOX 3068
ALBION MI 49824

Carrilodwell
Emily Jensen

#016725P #0724026520 114-585 4P

#16725 03/13/2024 \$60.00

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16726

03/21/2024

AMOUNT
\$1,040.24

PAY
*****One Thousand Forty and 24/100 Dollars*****

TO THE ORDER OF
LARA L BERRY
7902 38 ROAD NW, MI
CEDAR SPRINGS, MI 49319

Carrilodwell
Emily Jensen

#016726P #0724026520 114-585 4P

#16726 03/21/2024 \$1,040.24

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16727

03/25/2024

AMOUNT
\$1,093.95

PAY
*****One Thousand Ninety-Three and 95/100 Dollars*****

TO THE ORDER OF
BERRY & TAYLOR, INC.
P.O. BOX 277230
ATLANTA GA 30384-7830

Carrilodwell
Emily Jensen

#016727P #0724026520 114-585 4P

#16727 03/25/2024 \$1,093.95

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16728

03/27/2024

AMOUNT
\$267.53

PAY
*****Two Hundred Sixty-Seven and 53/100 Dollars*****

TO THE ORDER OF
FIN SERVICES
P.O. BOX 740786
CINCINNATI OH 45274-0786

Carrilodwell
Emily Jensen

#016728P #0724026520 114-585 4P

#16728 03/27/2024 \$267.53

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
66 S. MAIN STREET P.O. BOX 310
CEDAR SPRINGS, MI 49319
61699-1330

INDEPENDENT BANK
888-260-2190
7466774

16729

03/29/2024

AMOUNT
\$1,600.72

PAY
*****One Thousand Six Hundred and 72/100 Dollars*****

TO THE ORDER OF
SLAN FINANCIAL SERVICES
P.O. BOX 796508
SPRINGFIELD MO 65719-0608

Carrilodwell
Emily Jensen

#016729P #0724026520 114-585 4P

#16729 03/29/2024 \$1,600.72

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
80 S. MAIN STREET P.O. BOX 110
CEDAR SPRINGS, MI 49619
(616)966-1330

ISSUANCE DATE: 03/26/24

AMOUNT: \$285.00

TO THE ORDER OF: SHIMMER CONSULTING
1419 WINDROW ST NW
GRAND RAPIDS MI 49544

PAID BY: Emily Jensen
Carri Lodwice

#16730 03/26/2024 \$285.00

CITY OF CEDAR SPRINGS
PUBLIC LIBRARY FUND
80 S. MAIN STREET P.O. BOX 110
CEDAR SPRINGS, MI 49619
(616)966-1330

ISSUANCE DATE: 03/28/24

AMOUNT: \$9.85

TO THE ORDER OF: OUTDOOR MANAGEMENT SERVICES INC
119 DEAN WAYNE PARK
JONESTOWNVILLE MI 49730

PAID BY: Emily Jensen
Carri Lodwice

#16732 03/28/2024 \$9.85

REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDDT 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	126,649.17	102.30	5,350.83	95.95
271-000-432.000	Tax Collections - DNR Pfl	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	0.00	(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	300.00	4,929.82	510.76	(429.82)	109.55
271-000-664.000	Interest Earned	4,500.00	4,297.81	1,138.38	(3,997.81)	1,432.60
271-000-667.000	Rental Income	6,000.00	4,800.00	680.00	1,200.00	80.00
271-000-674.000	Donations	4,500.00	714.20	40.59	3,785.80	15.87
271-000-674.200	Book Donations	0.00	610.05	55.50	(610.05)	100.00
271-000-674.400	Summer Reading Program Donations	0.00	730.00	250.00	(730.00)	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	3,636.05	37.50	(3,636.05)	100.00
Total Dept 000		262,840.00	274,114.14	2,815.03	(11,274.14)	104.29
TOTAL REVENUES		262,840.00	274,114.14	2,815.03	(11,274.14)	104.29
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	77,239.76	11,947.47	16,260.24	82.61
271-958-705.000	CLEANING SERVICE AND SUPPLIES	2,000.00	917.88	93.58	1,082.12	45.89
271-958-708.000	Unemployment Emplly Benefit Exp	60.00	35.56	6.87	24.44	59.27
271-958-709.000	Social Security Expense	11,130.00	6,155.52	913.98	4,974.48	55.31
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	459.40	119.94	620.60	42.54
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	2,078.95	515.86	1,721.05	54.71
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	1,265.47	169.45	734.53	63.27
271-958-736.000	Adult Book Expense	7,500.00	6,120.05	592.50	1,379.95	81.60
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	3,927.93	548.35	1,272.07	75.54
271-958-738.000	Books Purchased with Donations	0.00	372.71	115.88	(372.71)	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	469.83	64.75	130.17	78.31
271-958-801.000	Professional Service Expense	4,500.00	1,426.00	0.00	3,074.00	31.69
271-958-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	1,330.00	0.00	4,670.00	22.17
271-958-806.000	Collection Services	300.00	59.10	9.85	240.90	19.70
271-958-808.000	Lakeland Support Services	25,000.00	13,690.16	4,523.58	11,309.84	54.76
271-958-813.000	Garbage Disposal Service	400.00	231.37	74.31	168.63	57.84
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	2,021.80	281.56	2,978.20	40.44
271-958-905.000	COMPUTER EXPENSE	3,450.00	3,272.31	409.98	177.69	94.85
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	0.00	951.96	36.54

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDTG USED
Fund 271 - Library Fund						
Expenditures						
271-958-924.100	Heat Expense	2,000.00	1,476.89	267.53	523.11	73.84
271-958-926.000	Electric Expense	5,700.00	3,827.93	0.00	1,872.07	67.16
271-958-930.000	Repair & Maintenance Serv Exp	5,000.00	2,273.50	0.00	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	895.37	0.00	704.63	55.96
271-958-956.000	Miscellaneous Expense	1,000.00	1,097.03	83.23	(97.03)	109.70
271-958-956.400	Special Programs Expense	6,000.00	3,802.22	84.98	2,197.78	63.37
271-958-964.500	MTT/STC Prior Year Refunds	0.00	1,369.59	259.94	(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	140,072.94	21,083.59	145,627.06	49.03
TOTAL EXPENDITURES		285,700.00	140,072.94	21,083.59	145,627.06	49.03
Fund 271 - Library Fund:						
TOTAL REVENUES		262,840.00	274,114.14	2,815.03	(11,274.14)	104.29
TOTAL EXPENDITURES		285,700.00	140,072.94	21,083.59	145,627.06	49.03
NET OF REVENUES & EXPENDITURES		(22,860.00)	134,041.20	(18,268.56)	(156,901.20)	586.36

BUDGET (Best Projections)

Category	Year 2024-2025	Year 2025-2026	Year 2026-2027
Hardware (Firewall)	2-4 PCs = \$1,300 - \$2,600	Firewall - \$1800 + 2 PCs - \$1100 = Total \$2,900	2-4 PCs = \$1,300 - \$2,600
Software	AntiVirus - \$100 + MS Office Upgrades - \$500 + DeepFreeze - \$360 (Startup) = Total \$960	AntiVirus - \$100 + DeepFreeze - \$100 = Total \$200	AntiVirus - \$100 + DeepFreeze - \$100 = Total \$200
Telecommunications (phone)	\$510	\$510	\$510
Telecommunications (Internet)	\$1,170	\$1,170	\$1,170
Maintenance (mConsole, printers, ink etc.)	\$1100	\$350	\$350
IT Consultant Services (Tier III + Erate)	\$5900	\$5900	\$6200
ILS Fees: ILS Dept:\$1,125, IT Dept ILS Support: \$329 x4	\$5,816	\$5,816	\$5,816
Web Hosting Fees (every 3 yrs) (goDaddy/\$162/yr due 2020)	2024-2026 \$800	\$0 until 2026	\$0 until 2026
Staff Training (computer, /website)	\$300	\$300	\$400
Total	\$18056	\$17146	\$17246

NOTES:

Several items are the Committee's best guess on cost as prices fluctuate on hardware. Our contract person obtains the best prices he can get and buys when sales come up.

Services will possibly go up for internet and phones.

This does not have built in a new phone system. Estimates are being obtained for board consideration in the future..

Firewall – Plan to replace at \$1,800 (approximate including labor), possible installation May of 2025 (50% return from eRate=\$900)

Continue PC replacement cycle of 2 to 4 computers each year.

Approved by Board _____

Projects 60-90 Days

22Apr24

- 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.
- Redo floor and meeting room painting
- Storage shelving for Classroom