

Minutes

Approved 28May24

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday April 22, 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 7:00pm

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

The Chair verified that all members of the Board were present and confirmed a Quorum was present to do business

II PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

III Approval of Agenda

Motion by Owen 2nd by Lehmoine to approve the agenda as submitted

Discussion- Secretary Howell noted at the end of the agenda it refers to the next meeting being Monday May 27th but the Board set Tuesday May 28th because Memorial Day falls on Monday Many 27th.

Voice Vote Ayes: All Nays: None **Motion Passes**

IV Consent Agenda

Motion by Owen 2nd by Lehmoine to remove the consent agenda to unfinished business with the minutes of 25Mar24 being and the financial report from the City for March being items 1 & 2

Voice Vote Ayes: All Nays: None **Motion Passes**

V Directors Report-J. Pugh

My First One and a lot has happened. Book sale made \$905; blood drive with 24 donations; attended Community night at H.S. and met with about 100 people, gave

some books away with conditions, held a raffle: Jerry Hall Memorial donations are at \$3,300 so far and his wife Amy asked these funds be spent for the Summer Reading program and teens: toddler sensory program attended by 18 kids, seed starting workshop-20 adults came, Pokemon program with 23 in attendance, the Taylor Swifty program saw 20 teens; we have a new Teen Advisory Board with 5 members called the Teen Crew; 250 students (K-7) from Creative Technology Academy (CTA) nearby visited last month, regular story times and music had 302 people attend KFC is holding a fund raiser day for CSPL (see our facebook page) using coupons where a percentage of the sale goes to the library on May 11th 11am-8pm; Melissa has been busy getting lots of coupons for prizes at the summer reading program i.e. tickets to Grand Rapids Griffins, White Caps, Culvers, Taco Bell, Wendy's Kc's Kones and McDonalds.

VI Chairperson's Report-T. Smith

Excited that James is here and has some time in the position.

VII Committee Reports

- a. Personnel Committee-no report
- b. Policy Committee-no report
- c. By-laws Committee-no report
- d. IT (Technology) Committee-Owen reported that a lot things that have been purchased has been installed i.e. the M-Console which allows wireless use of the printer, 2 new computers, our IT person Nick has been gung-ho on the project, Tech Budget-The updated 3-year Tech Plan will be submitted at the May meeting. Noticed the proposed budget has a phone system and lgb service and in talking with Nick and we should hold off on that until we review Erate or it will affect our pocketbook
- e. Finance Committee-Armock the report is reflected in the 2024-25 Budget Agenda item
- f. Strategic Plan Committee-no report

Public Comment-there was no public comment

VIII Unfinished Business

a. Minutes of 25Mar24 Regular Meeting

Owen submitted to the Chair a revision to his comments at the end of the 25Mar24 meeting (Item XII) which was passed along to Secretary Howell

Motion by Howell 2nd by Owen to approve the Minutes of 25Mar24 with the noted changes under Board comments as submitted by Owen

Voice Vote Ayes: All Nays: None Motion Passes

b. March Financial Report from City

It was noted that the monthly Balance Sheet was missing from the City Monthly Financial Report. It was determined that it had been left out of the packet. Armock furnished her copy that was sent to her by the City Finance Director and copies were made for all Board members. A question was also made about where all the deposit activity on the 3/31/24 Independent Bank statement was coming from and it might be a lot of small donations. There were additional questions on how the invoices and checks were processed and fees from banks that could be answered by the city.

Motion by Owen 2nd by Gritter to approve the March Financial report from the City with the addition of the 3/31/24 Balance Sheet.

Voice Vote Ayes: All Nays: None Motion Passes

c. 2024-25 Budget

The Finance Committee presented a spread sheet titled Library 271 furnished by the city and updated with current information that contained a line-item proposed Revenue and Expenditure budget for the Library for the fiscal year July 1, 2024 to June 30, 2025.

Discussion: Armock noted the spread sheet reflects the increased revenues due to the payment by Solon and increased expenditures by a \$2/hr. across the board increase for staff to be more competitive and keep them. With a new director this is a proposed budget which also improves the collection (digital or print), recognizing there is not too much control over certain expenses. The capital improvement accounts need to define how the IT needs will be accommodated. Discussion continued maintenance expenses required by the lease. It was further clarified that this budget would be authorizing not to exceed limits and the actual expenditures throughout the year would be approved by the Board. There was then a question about memberships and how the line items for Rotary and Lions club should have amounts to cover the library's membership in that group. Staff noted that those memberships have been paid for in the past under the budgeted memberships account. The Chair offered to follow up clarifying the amounts for all memberships. It was noted the city provided the library a list of all the accounts and their use definition as of October of 2023.

It was then discussed how the Board is going through the process to adopt the budget but also needs to notify the city of what those amounts are so they can update their system to reflect the Board's approved budget including future amendments. The next meeting (May 28th) should include a budget hearing at the beginning of the meeting.

It was also noted that professional services account is set up to reflect all contracts for services unless specifically called out.

Motion by Owen 2nd by Lehmoine to authorized the Chair to submit to the city the spread sheet as presented with Revenues and Expenditures totaling \$363,200 along

with the 3/31/24 Balance Sheet as the draft library budget for the 2024-25 fiscal year subject to adoption in May and periodic amendments by the Board.

Roll Call Ayes: T. Smith, H. Armock, M. Dykstra, T. Owen, M. Gritter, R. Howell, J.

Lehmoine

Nays: None

Motion Passes

The Chair noted that the proposed budget public hearing can be 6pm before the beginning of the May 28th regular meeting followed by formal adoption at the meeting if there are no objections. No objections were voiced by the Board.

d. 2024-27 Capital Plan-Technology

Discussion- Owen presented the 2024-27 plan with estimated costs for each year noting it was evolving. The 2024-25 budget year \$18,056 would be needed and the current proposed budget may already have those costs budgeted within the line items but it needs to be defined that the proposed budget accounts can fund the IT Plan.

Motion by Lehmoine 2nd by Owen to approve the plan as a *guide* for this budget year and future budgets.

Roll Call Ayes: T. Smith, H. Armock, M. Dykstra, T. Owen, M. Gritter, R. Howell, J.

Lehmoine Nays: None

Motion Passes

e. List of Projects

Discussion- A proposed list of projects was presented and it was noted that with Director J. Pugh now hired some projects may be able to be completed within this budget year using current funds ending June 30, 2024.

IX New Business

The Chair canvassed the board for any new business items and there were none.

X Agenda Items for May 28th Meeting

2024-25 Budget Hearing

Adoption of 2024-25 Budget Resolution

Tech Plan

XI Informational Items-no informational items were in the packet

Public Comment-there was no public comment

XII Board Comments

Armock-Complimented staff on the Taylor Swift program for teens that brought many community teens and family together

Dykstra-

Gritter- Glad to see James here getting involved with everything and thank staff for all your hard work.

Howell-Really enjoy the Board exchanging ideas back and forth

Lehmoine- Appreciated seeing the staff at the meeting and wanted them to know he wants to hear from them good or bad or if they have a problem

Owen-thank the staff for their hard work and James has a great group of people he is working with. Question- are the teens we are working with being labeled as Library pages so they can get credit at school for community service like the National Honor Society? Staff responded they have a sheet they use that can be turned in.

Smith-Appreciate everybody being prepared tonight to talk about the budget which was accomplished efficiently making the work of the board smooth and a group effort. He appreciated being part of that effort

XIII Motion to Adjourn

Motion by Owen 2nd by Gritter to adjourn the meeting at 7:59pm
Voice Vote: Ayes: All Nays: None Motion Passes

Respectfully submitted by Secretary Howell



26 APR 24

Board Approved-



28 May 24

Next regular meeting scheduled for Tuesday, May 28th, 2024, 6:00 pm Budget Hearing followed by Regular meeting at 7pm at the library.

Meeting Attachments:

- Approved Revised Minutes of 25Mar24 Regular Meeting
- T. Owen Minutes revision
- March Financial Report from City w/ Balance Sheet included
- Tech Budget 2024-27
- 2024-25 Budget Work Spread Sheet as of 22Apr24
- List of Projects

May 28, 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.

6:00pm Budget Hearing

Call To Order

Verification of a Quorum

Motion to Open Budget Hearing per Notice

Budget Resolution 2024-01 Presentation

Board Discussion

Public Comment

Motion to Close Public Hearing

- I. Call Regular 28May24 Meeting to Order 7:00pm
Roll Call: Verification of a Quorum
- II. Pledge
- III. Approval of Agenda
- IV. Consent Agenda
 - a. Minutes of 22Apr24 Regular Meeting
 - b. April 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-
 - 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 or discuss, public comments unless the Chair approves.

to,

May 28, 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.

- VIII. Unfinished Business
 - a. 2024-25 Budget
 - (1) Adequate Line item funding for 2024-25 Tech Budget
 - (2) Budget Resolution 2024-01
 - (3) Draft Technology Plan 2024-2027
 - b. List of Projects-update
- IX. New Business
 - a. City Auditor Quote for Library Audit
 - b.
- X. Agenda Items for June Meeting
 - a. Year end 2023-24 Budget Amendments
- XI. Informational Items
 - a. Library Audit Requirements

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:

- Budget Hearing-Budget Requirements, 2024 Annual Tax calculation, Per Capita Funding, Budget Spread Sheet, Technology Budget, Balance Sheet 30Apr24, Budget Resolution,
- Draft Minutes of 22Apr24 Regular Meeting
- April Financial Report from City
- Budget Resolution 2024-01
- List of Projects
- Draft Technology Plan 2024-2027
- Audit Requirements

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.

Notice of Public Hearing Cedar Springs Public Library Budget

A Meeting of the of the Cedar Springs

Public Library Board of Trustees

Will be held on Tuesday May 28th at 6pm

at

**the Cedar Springs Public Library, Meeting Room
107 North Main Street, Cedar Springs, MI 49319**

Purpose

**The purpose of the meeting is to hold the required Public Hearing for adoption of the
Annual Cedar Springs Public Library Budget
in accordance with the Michigan Compiled Laws 141.412
This meeting is open to the public to attend and be heard.**

**The approved property tax millage rates proposed to be levied to support this budget
will be a subject of this hearing.**

**A copy of the proposed Budget Adoption Resolution is available at the Library offices and online
at <https://cedarspringslibrary.org/about/cedar-springs-library-board/>**

SECTION 4 BUDGET REQUIREMENTS

To comply with the Uniform Budgeting and Accounting Act, certain requirements must be met. The Michigan Department of Treasury's Uniform Budget Manual for Local Units of Government in Michigan and other additional information regarding the Budget Act may be obtained from the Michigan Department of Treasury's website at <https://www.michigan.gov/treasury>. The following budget requirements must be followed to comply with the Budget Act:

- Budget is adopted for all General and Special Revenue Funds, at a minimum (MCL 141.436)
- Public hearing is held on the budget
- The following information is included in the budget document for each of the budgeted funds:
 - Actual prior year (both revenue and expenditures)
 - Estimate of current year (both revenue and expenditures)
 - Proposed budget (both revenue and expenditures)
 - Amounts for contingencies, if appropriate
 - Amount of fund balance (deficit) accumulated from prior years and the estimated surplus or deficit expected in the current year
- A negative fund balance is not budgeted (beginning fund balance, plus budgeted revenues, less budgeted expenditures, does not equal a negative amount) (MCL 141.435 and 436)
- All expenditures are authorized in the budget
- The expenditures are equal to or less than amounts appropriated (MCL 141.437 and 438)
- The budget has been amended to allow expenditures more than the original appropriation

SECTION 5 BUDGET TIMELINE

Each library needs to determine the timeline that works best for its situation. A small library may not need as much time as a larger library due to factors such as multiple levels of management, quantity of capital project needs, or number of personnel matters. The following is an example of a budget timeline:

TIMELINE	PROCESS
7 months prior to year-end	Library director (or designee) begins process - set management team's workshop sessions and submits data request to management team
6 months prior to year-end	Budget requests are received from departments and analyzed by management team and an initial preliminary budget is formed
5 months prior to year-end	Preliminary budget is prepared by management team and presented to library director
4 months prior to year-end	Budget committee or governing body meets in study session to review preliminary budget and make recommended changes, if necessary
2 months prior to year-end	Public hearing and final changes proposed
Prior to beginning of fiscal year	Governing body adopts budget by resolution (MCL 141.412)

Library Fund (271)

GL Number	Description	30 Jun 23 Actual*	2023-2024 Budget As Amended	YTD As Of 4/30/2024*	2024-25 Adopted	Reason for Change
Estimated Revenue						
271-000-400.100	Appropriation from Fund Bal	0.00	0.00	0.00	7,500.00	fund balance for tech purchases
271-000-400.101	APPROPRIATION FROM GENERAL FUND	0.00	0.00	0.00	0.00	
271-000-400.110	Approp. from USF Funds	0.00	800.00	0.00	0.00	
271-000-400.600	Approp. from Cleo Cowles	0.00	50.00	0.00	50.00	
271-000-402.000	Tax Collections - Ad Valorem Roll	122,639.85	132,000.00	124,726.92	136,400.00	5% increase in taxable value
271-000-432.000	Tax Collections - DNR PLT	59.73	40.00	0.00	50.00	
271-000-437.000	Tax Collections - IPT Roll	1,286.76	1,000.00	862.83	1,200.00	
271-000-451.000	Library Rev-Penal Fines	0.00	15,000.00	0.00	14,000.00	
271-000-452.000	Library Revenue-Solon Twnshp	89,407.50	118,165.00	118,165.00	175,400.00	.8 mill + 5% taxable value increase
271-000-453.000	USF FUNDS-ERATE	3,396.82	2,000.00	3,466.49	3,000.00	
271-000-455.000	FRIENDS OF LIBRARY DONATIONS	0.00	0.00	0.00	0.00	
271-000-515.000	State Aid	10,106.03	7,000.00	10,265.44	5,000.00	
271-000-528.000	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	
271-000-539.000	GRANTS	1,578.16	0.00	0.00	0.00	
271-000-569.000	MICHIGAN HOME GRANT	0.00	0.00	0.00	0.00	
271-000-625.000	BANK FEES -FINES & SERVICES	6,492.52	4,500.00	5,461.48	3,500.00	
271-000-664.000	Interest Earned	2,160.41	300.00	7,841.20	2,500.00	
271-000-664.200	Investment Income	168.04	0.00	0.00	100.00	
271-000-667.000	Rental Income	6,740.00	6,000.00	5,720.00	6,000.00	
271-000-674.000	Donations	5,262.00	4,500.00	3,204.81	1,000.00	
271-000-674.100	Operating Donation	0.00	0.00	0.00	0.00	
271-000-674.200	Book Donations	1,033.31	1,000.00	729.99	500.00	
271-000-674.300	1,000 BOOKS BEFORE KINDERGARDEN	0.00	0.00	0.00	0.00	
271-000-674.400	Summer Reading Program Donations	4,598.00	3,000.00	1,830.00	3,000.00	
271-000-674.500	Rotary	0.00	0.00	0.00	0.00	
271-000-674.600	LIONS CLUB DONATION	0.00	0.00	0.00	0.00	
271-000-674.700	Area Libraries Lost & Damaged Books	159.86	250.00	347.17	100.00	
271-000-677.000	Miscellaneous	3,379.20	3,000.00	3,928.53	3,000.00	
271-000-698.300	BRICK REVENUE	0.00	0.00	0.00	0.00	
Total:		\$258,448.19	\$298,605.00	\$288,549.88	\$362,300.00	
Total Estimated Revenue:		\$258,448.19	\$298,605.00	\$288,549.88	\$362,300.00	

GL Number	Description	30 Jun 23 Actual*	2023-2024 Budget As Amended	YTD As Of 4/30/2024*	2024-25 Adopted	Reason for Change
Appropriations						
271-958-702.000	WAGES - FULL TIME EMPLOYEES	\$47,163.88	\$57,500.00	\$6,000.00	\$59,250.00	Increase for Director
271-958-704.300	Part-Time Library Salary	\$89,462.87	\$93,500.00	\$86,278.50	\$121,000.00	\$2.00/hr across board increase
271-958-705.000	CLEANING-SERVICE AND SUPPLIES	\$1,400.20	\$2,000.00	\$1,144.46	\$2,000.00	
271-958-708.000	Unemployment, Early Benefit Exp	\$53.12	\$60.00	\$59.51	\$100.00	round up
271-958-709.000	Social Security Expense	\$10,587.83	\$11,150.00	\$6,846.97	\$15,000.00	increased wages

*data provided by City of Cedar Springs

per capita funding = \$37.42

Library Fund (271)

CI Number	Description	30 Jun 23 Actual*	2023-2024 Budget As Amended	YTD As of 4/30/2024*	2024-25 Adopted	Notes
271-958-712.000	Health Insurance Buyout	\$0.00	\$0.00	\$0.00	\$0.00	
271-958-717.000	Pension Expense	\$5,041.15	\$3,530.00	\$0.00	\$3,530.00	
271-958-724.000	Telephone	\$1,343.04	\$1,080.00	\$499.38	\$1,080.00	
271-958-724.100	Internet	\$0.00	\$1,500.00	\$0.00	\$3,500.00	lg speed vs. 300m
271-958-726.000	Office Supplies Expense	\$2,761.87	\$3,800.00	\$2,173.86	\$3,800.00	
271-958-734.000	Overdrive Program Expense	\$250.00	\$3,000.00	\$0.00	\$3,000.00	
271-958-735.000	AV Expense	\$1,286.59	\$2,000.00	\$1,538.17	\$2,000.00	more adult book purchases
271-958-736.000	Adult Book Expense	\$6,010.19	\$7,500.00	\$6,162.28	\$9,500.00	more children's book purchases
271-958-736.500	Teens Books	\$0.00	\$1,000.00	\$0.00	\$1,000.00	
271-958-737.000	Childrens Book Expense	\$4,946.64	\$5,200.00	\$5,927.93	\$9,500.00	
271-958-738.000	Books Purchased with Donations	\$1,044.49	\$0.00	\$465.64	\$500.00	
271-958-738.100	1000 BOOKS BEFORE KINDERGARDEN	\$0.00	\$1,000.00	\$0.00	\$1,000.00	
271-958-739.000	Area Libraries Lost & Damaged Books	\$573.47	\$600.00	\$469.83	\$500.00	
271-958-801.000	Professional Service Expense	\$9,925.79	\$4,500.00	\$1,426.00	\$4,500.00	
271-958-801.150	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	
271-958-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	\$2,700.00	\$6,000.00	\$1,330.00	\$6,000.00	
271-958-806.000	Collection Services	\$118.20	\$300.00	\$78.80	\$300.00	
271-958-808.000	Lakeland Support Services	\$19,790.79	\$25,000.00	\$18,213.74	\$25,000.00	
271-958-813.000	Garbage Disposal Service	\$363.75	\$400.00	\$231.37	\$400.00	
271-958-818.000	Contracted Services Expense	\$0.00	\$0.00	\$0.00	\$0.00	
271-958-851.000	Postage Expense	\$336.31	\$500.00	\$137.92	\$500.00	
271-958-841.000	Transportation Expense	\$235.08	\$1,000.00	\$56.92	\$1,000.00	
271-958-880.800	Summer Reading Program	\$4,301.00	\$5,000.00	\$2,048.29	\$7,500.00	
271-958-895.000	SENIOR PROGRAMS	\$81.85	\$0.00	\$0.00	\$1,000.00	
271-958-905.000	COMPUTER EXPENSE	\$6,084.60	\$3,450.00	\$7,602.23	\$7,500.00	
271-958-915.000	Membership & Dues Expense	\$1,076.00	\$700.00	\$283.73	\$700.00	
271-958-917.000	Workmens Compensation Expense	\$71.82	\$150.00	\$0.00	\$150.00	
271-958-918.000	Water Utility Expense	\$722.49	\$1,500.00	\$685.60	\$1,000.00	
271-958-924.100	Heat Expense	\$2,135.93	\$2,000.00	\$1,691.15	\$2,000.00	
	Total:	\$241,465.21	\$278,200.00	\$166,816.74	\$362,300.00	
						hot spots etc. reserve to be allocated during year
						increased minor repairs
						reduction closer to actual

*data provided by City of Cedar Springs

Library Fund (271)

Total Appropriations:	\$241,465.21	\$278,200.00	\$166,816.74	\$362,300.00
Net of Revenues Less Appropriations:	\$16,982.98	\$20,405.00	\$121,733.14	\$0.00
* monthly financial report per capita using 10,125	\$23.85	\$27.48		\$35.78

	2024			Parcel
	Base Value	Current Value	Captured Value	Count
DDA #1	870,147	1,425,121	554,974	40
DDA #2	3,559,255	6,322,225	2,762,970	52
DDA #3	2,482,008	3,700,659	1,218,651	81
	6,911,410	11,448,005	4,536,595	173

Ad Valorem	116,220,999
	15.0642
	1,750,776.37
	68,340.17
	1,682,436.20

DDA portion
General Fund City

Captured Value	4,536,595
Milage	24.8014
	112,513.91

DDA	Milage	Capt Value	Capt Amount
School Oper	0	4,536,595	0
School Sinking	0	4,536,595	0
School Debt	0	4,536,595	0
SET	0	4,536,595	0
KC- Jail	0.7546	4,536,595	3,423.31
KC -Senior	0.5	4,536,595	2,268.30
KC - Veteran	0.5	4,536,595	2,268.30
KC - Zoo/Mus	0.4206	4,536,595	1,908.09
KC - Operating	4.131	4,536,595	18,740.67
KISD	0	4,536,595	0
GRCC	1.7085	4,536,595	7,750.77
City - General	15.0642	4,536,595	68,340.17
City - Refuse	0.5	4,536,595	2,268.30
City - Library	1.2225	4,536,595	5,545.99
	24.8014		112,513.91

Refuse	116,220,999
	0.5
	58,110.50
	2,268.30
	55,842.20

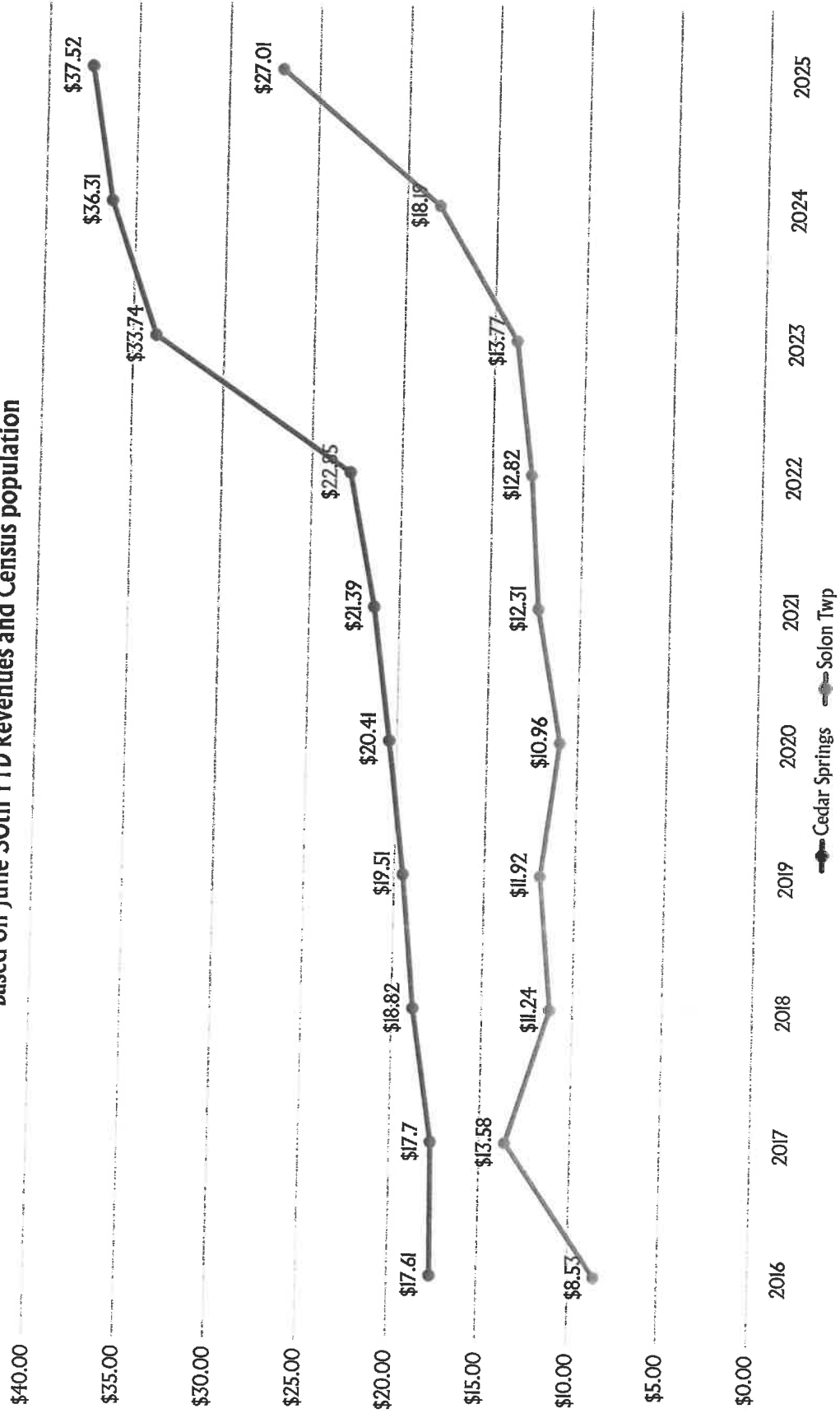
DDA portion
226 fund Share

Library	116,220,999
	1.2225
	142,080.17
	5,545.99
	136,534.18

DDA portion
Library Share

CSPL Per Capita Income 2014-25

Based on June 30th YTD Revenues and Census population



Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	317,052.22
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		403,658.70
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	6.06
Total Liabilities		288.15
*** 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		121,733.14
Ending Fund Balance		403,370.55
Total Liabilities And Fund Balance		403,658.70

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 commttees 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 _____

Cedar Springs Public Library

Motion by _____ 2nd by _____ To Adopt Resolution 2024-1

Resolution 2024-1, to adopt the Cedar Springs Public Library Annual Budget
and set millage rates on taxable property in the City of Cedar Springs

Whereas, the required public notice of a hearing on May 28, 2024 to adopt the Library Budget and set millage rates was published and circulated in accordance with the Open Meetings Act and State Budget Act, and

Whereas, pursuant to the State Budget Act and Library laws for fiscal year July 1, 2024 to June 30, 2025 it has been determined the following property taxes, State shared revenues and other revenue sources shall be available and necessary for the 2024-2025 budget year, and

<u>Revenues</u>	Fund -271 Library	Activity-958
Millage Rates on 2024 Cedar Springs Taxable value of \$116,220,999		
1932 Voted	.82 mills* generating	\$95,060
1953 Statutory	.41 mills* generating	\$47,020
	Total Property Tax-	\$142,080**

*Subject to Headlee Roll back requirements

** less \$5,580 captured by City DDA=\$136,500 in net property tax revenues

Total Revenues \$ 362,300

Whereas, The March Balance sheet shows CSPL has a Restricted cash balance of \$183,644 of which \$90,575 is dedicated as the 25% Undesignated Fund Balance Reserve called for in 5.1.2 of the CSPL Policy Manual, and \$7,500 of the balance will be used for the 2024-25 Budget year, and

So therefore, *it is Ordered* by the CSPL Board of Directors the following expenditures, pursuant to the By Laws and Policy Manual are hereby authorized;

<u>Expenditures</u>					
702	Wages Full Time	\$ 59,250	738	Books Purchased w/ Donations	\$ 500
704	Wages Part time	\$121,000	738.1	1,000 Books before Kindergarten	\$ 1,000
705	Cleaning Service & Supplies	\$ 2,000	739	Area Libraries Lost / Damaged Books	\$ 500
706	Unemployment	\$ 100	801	Professional Services	\$ 4,500
709	Social Security	\$ 15,000	801.6	Professional Svcs-Lawn/Snow	\$ 6,000
717	Pension	\$ 3,530	806	Collection Svcs	\$ 300
724	Telephone	\$ 1,080	808	Lakeland Support	\$ 25,000
724.1	Internet	\$ 3,500	813	Garbage Disposal	\$ 400
726	Office Supplies	\$ 3,800	851	Postage	\$ 500
734	Overdrive Program	\$ 3,000	861	Transportation	\$ 1,000
735	Audio Visual	\$ 2,000	880.8	Summer Reading Program	\$ 7,500
736	Adult Books	\$ 9,500	895	Senior Programs	\$ 1,000
736.1	Teen Books	\$ 1,000			
737	Childrens Books	\$ 9,500			

905	Computer	\$ 7,500	955	Bank Fees	\$ 1,600
915	Membership & Dues	\$ 700	956	Miscellaneous	\$ 5,000
917	Workmen's Compensation	\$ 150	956.4	Special Programs	\$ 5,000
918	Water Utility	\$ 1,000	968	Public Relations	\$ 2,000
924.1	Heat	\$ 2,000	970	Capital Expense	\$ 5,000
926	Electric	\$ 6,000	970.4	Capital-Technology	\$ 10,000
930	Repair/Maintenance/Service	\$ 15,000	999.1	Appropriation to fund balance	\$ 14,390
930.3	Education/Training	\$ 1,000			
935	Insurance & Bonds	\$ 3,000			
				Total Expenditures	\$ 362,300

and, *it is further Ordered* the Cedar Springs Public Library Board of Trustees, Treasurer is designated the Chief Financial Officer of the Library in accordance with the State Uniform Budget Act and through the Library Director shall implement this budget and periodically recommend amendments in accordance with generally accepted accounting principles.

Roll Call Vote

Yeas _____

Nays, _____

Resolution Declared adopted
May 28, 2024

Ron M. Howell, Board Secretary

Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY

REGULAR BOARD MEETING

Monday April 22, 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 7:00pm

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

The Chair verified that all members of the Board were present and confirmed a Quorum was present to do business

II PLEDGE OF ALLEGIANCE

Chair Smith led the pledge

III Approval of Agenda

Motion by Owen 2nd by Lehmoine to approve the agenda as submitted
Discussion- Secretary Howell noted at the end of the agenda it refers to the next meeting being Monday May 27th but the Board set Tuesday May 28th because Memorial Day falls on Monday Many 27th.

Voice Vote Ayes: All Nays: None Motion Passes

IV Consent Agenda

Motion by Owen 2nd by Lehmoine to remove the consent agenda to unfinished business with the minutes of 25Mar24 being and the financial report from the City for March being items 1 & 2

Voice Vote Ayes: All Nays: None Motion Passes

V Directors Report-J. Pugh

My First One and a lot has happened. Book sale made \$905; blood drive with 24 donations: attended Community night at H.S. and met with about 100 people, gave

some books away with conditions, held a raffle: Jerry Hall Memorial donations are at \$3,300 so far and his wife Amy asked these funds be spent for the Summer Reading program and teens: toddler sensory program attended by 18 kids, seed starting workshop-20 adults came, Pokemon program with 23 in attendance, the Taylor Swifty program saw 20 teens; we have a new Teen Advisory Board with 5 members called the Teen Crew; 250 students (K-7) from Creative Technology Academy (CTA) nearby visited last month, regular story times and music had 302 people attend KFC is holding a fund raiser day for CSPL (see our facebook page) using coupons where a percentage of the sale goes to the library on May 11th 11am-8pm; Melissa has been busy getting lots of coupons for prizes at the summer reading program i.e. tickets to Grand Rapids Griffins, White Caps, Culvers, Taco Bell, Wendy's Kc's Kones and McDonalds.

VI Chairperson's Report-T. Smith

Excited that James is here and has some time in the position.

VII Committee Reports

- a. Personnel Committee-no report
- b. Policy Committee-no report
- c. By-laws Committee-no report
- d. IT (Technology) Committee-Owen reported that a lot things that have been purchased has been installed i.e. the M-Console which allows wireless use of the printer, 2 new computers, our IT person Nick has been gung-ho on the project, Tech Budget-The updated 3-year Tech Plan will be submitted at the May meeting. Noticed the proposed budget has a phone system and lgb service and in talking with Nick and we should hold off on that until we review Erate or it will affect our pocketbook
- e. Finance Committee-Armock the report is reflected in the 2024-25 Budget Agenda item
- f. Strategic Plan Committee-no report

Public Comment-there was no public comment

VIII Unfinished Business

- a. Minutes of 25Mar24 Regular Meeting
Owen submitted to the Chair a revision to his comments at the end of the 25Mar24 meeting (Item XII) which was passed along to Secretary Howell

Motion by Howell 2nd by Owen to approve the Minutes of 25Mar24 with the noted changes under Board comments as submitted by Owen

Voice Vote Ayes: All Nays: None Motion Passes

b. March Financial Report from City

It was noted that the monthly Balance Sheet was missing from the City Monthly Financial Report. It was determined that it had been left out of the packet. Armock furnished her copy that was sent to her by the City Finance Director and copies were made for all Board members. A question was also made about where all the deposit activity on the 3/31/24 Independent Bank statement was coming from and it might be a lot of small donations. There were additional questions on how the invoices and checks were processed and fees from banks that could be answered by the city.

Motion by Owen 2nd by Gritter to approve the March Financial report from the City with the addition of the 3/31/24 Balance Sheet.

Voice Vote Ayes: All Nays: None Motion Passes

c. 2024-25 Budget

The Finance Committee presented a spread sheet titled Library 271 furnished by the city and updated with current information that contained a line-item proposed Revenue and Expenditure budget for the Library for the fiscal year July 1, 2024 to June 30, 2025.

Discussion: Armock noted the spread sheet reflects the increased revenues due to the payment by Solon and increased expenditures by a \$2/hr. across the board increase for staff to be more competitive and keep them. With a new director this is a proposed budget which also improves the collection (digital or print), recognizing there is not too much control over certain expenses. The capital improvement accounts need to define how the IT needs will be accommodated. Discussion continued maintenance expenses required by the lease. It was further clarified that this budget would be authorizing not to exceed limits and the actual expenditures throughout the year would be approved by the Board. There was then a question about memberships and how the line items for Rotary and Lions club should have amounts to cover the library's membership in that group. Staff noted that those memberships have been paid for in the past under the budgeted memberships account. The Chair offered to follow up clarifying the amounts for all memberships. It was noted the city provided the library a list of all the accounts and their use definition as of October of 2023.

It was then discussed how the Board is going through the process to adopt the budget but also needs to notify the city of what those amounts are so they can update their system to reflect the Board's approved budget including future amendments. The next meeting (May 28th) should include a budget hearing at the beginning of the meeting.

It was also noted that professional services account is set up to reflect all contracts for services unless specifically called out.

Motion by Owen 2nd by Lehmoine to authorized the Chair to submit to the city the spread sheet as presented with Revenues and Expenditures totaling \$363,200 along

with the 3/31/24 Balance Sheet as the draft library budget for the 2024-25 fiscal year subject to adoption in May and periodic amendments by the Board.

Roll Call Ayes: T. Smith, H. Armock, M. Dykstra, T. Owen, M. Gritter, R. Howell, J. Lehmoine Nays: None Motion Passes

The Chair noted that the proposed budget public hearing can be 6pm before the beginning of the May 28th regular meeting followed by formal adoption at the meeting if there are no objections. No objections were voiced by the Board.

d. 2024-27 Capital Plan-Technology

Discussion- Owen presented the 2024-27 plan with estimated costs for each year noting it was evolving. The 2024-25 budget year \$18,056 would be needed and the current proposed budget may already have those costs budgeted within the line items but it needs to be defined that the proposed budget accounts can fund the IT Plan.

Motion by Lehmoine 2nd by Owen to approve the plan as a *guide* for this budget year and future budgets.

Roll Call Ayes: T. Smith, H. Armock, M. Dykstra, T. Owen, M. Gritter, R. Howell, J. Lehmoine Nays: None Motion Passes

e. List of Projects

Discussion- A proposed list of projects was presented and it was noted that with Director J. Pugh now hired some projects may be able to be completed within this budget year using current funds ending June 30, 2024.

IX New Business

The Chair canvassed the board for any new business items and there were none.

X Agenda Items for May 28th Meeting

2024-25 Budget Hearing

Adoption of 2024-25 Budget Resolution

Tech Plan

XI Informational Items-no informational items were in the packet

Public Comment-there was no public comment

XII Board Comments

Armock-Complimented staff on the Taylor Swift program for teens that brought many community teens and family together

Dykstra-

Gritter- Glad to see James here getting involved with everything and thank staff for all your hard work.

Howell-Really enjoy the Board exchanging ideas back and forth

Lehmoine- Appreciated seeing the staff at the meeting and wanted them to know he wants to hear from them good or bad or if they have a problem

Owen-thank the staff for their hard work and James has a great group of people he is working with. Question- are the teens we are working with being labeled as Library pages so they can get credit at school for community service like the National Honor Society? Staff responded they have a sheet they use that can be turned in.

Smith-Appreciate everybody being prepared tonight to talk about the budget which was accomplished efficiently making the work of the board smooth and a group effort. He appreciated being part of that effort

XIII Motion to Adjourn

Motion by Owen 2nd by Gritter to adjourn the meeting at 7:59pm
Voice Vote: Ayes: All Nays: None Motion Passes

Respectfully submitted by Secretary Howell

P. M. Howell

26 APR 24

Board Approved- _____

Next regular meeting scheduled for Monday, May 28th, 2024, 6:00 pm Budget Hearing followed by Regular meeting at 7pm at the library.

Meeting Attachments:

- Approved Revised Minutes of 25Mar24 Regular Meeting
- T. Owen Minutes revision
- March Financial Report from City w/ Balance Sheet included
- Tech Budget 2024-27
- 2024-25 Budget Work Spread Sheet as of 22Apr24
- List of Projects

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LibCk Library Main Checking Account					
04/03/2024	LibCk	16734	35	CITY OF CEDAR SPRINGS	75.36
04/03/2024	LibCk	16735	MISC	DIXIE BASSETT	80.00
04/03/2024	LibCk	16736	806	LAKELAND LIBRARY COOPERATIVE	4,523.58
04/03/2024	LibCk	16737	143	PETTY CASH	199.28
04/03/2024	LibCk	16738	728	SPECTRUM ENTERPRISE	124.98
04/17/2024	LibCk	16739	35	CITY OF CEDAR SPRINGS	62.20
04/17/2024	LibCk	16740	122	DTE ENERGY	214.26
04/17/2024	LibCk	16741	2405	HEIMLER CONSULTING	3,354.94
04/17/2024	LibCk	16742	2114	SANILAC COMPUTER PRODUCTS	850.00
04/17/2024	LibCk	16743	728	SPECTRUM ENTERPRISE	39.98
04/17/2024	LibCk	16744	2101	UNIQUE MANAGEMENT SERVICES INC	19.70
04/18/2024	LibCk	16745	1541	ELAN FINANCIAL SERVICES	1,359.52
04/18/2024	LibCk	16746	2665	JAMES PUGH	6,000.00

LIBCK TOTALS:

Total of 13 Checks:	16,903.80
Less 0 Void Checks:	0.00
Total of 13 Disbursements:	16,903.80

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Revenues						
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	126,726.92	77.75	5,273.08	96.01
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	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	10,265.44	5,096.70	(3,265.44)	146.65
271-000-625.000	BANK FEES -FINES & SERVICES	4,500.00	7,841.20	531.66	(961.48)	121.37
271-000-664.000	Interest Earned	300.00	5,720.00	3,543.39	(7,541.20)	2,613.73
271-000-667.000	Rental Income	6,000.00	5,720.00	920.00	280.00	95.33
271-000-674.000	Donations	4,500.00	3,204.81	2,490.61	1,295.19	71.22
271-000-674.200	Book Donations	0.00	729.99	0.00	(729.99)	100.00
271-000-674.400	Summer Reading Program Donations	0.00	1,830.00	1,100.00	(1,830.00)	100.00
271-000-674.700	Area Libraries Lost & Damaged Books	250.00	347.17	263.19	(97.17)	138.87
271-000-677.000	Miscellaneous	0.00	3,928.55	292.50	(3,928.55)	100.00
Total Dept 000		262,840.00	288,549.88	14,435.74	(25,709.88)	109.78
TOTAL REVENUES						
		262,840.00	288,549.88	14,435.74	(25,709.88)	109.78
Expenditures						
Dept 958 - Disbursements						
271-958-702.000	WAGES - FULL TIME EMPLOYEES	52,000.00	6,000.00	6,000.00	46,000.00	11.54
271-958-704.300	Part-Time Library Salary	93,500.00	86,278.50	9,038.74	7,221.50	92.28
271-958-705.000	CLEANING SERVICE AND SUPPLIES	2,000.00	1,114.46	196.58	885.54	55.72
271-958-708.000	Unemployment Empl Benefit Exp	60.00	39.51	3.95	20.49	65.85
271-958-709.000	Social Security Expense	11,130.00	6,846.97	691.45	4,283.03	61.52
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	499.38	39.98	580.62	46.24
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	2,173.86	94.91	1,626.14	57.21
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	1,538.17	272.70	461.83	76.91
271-958-736.500	Adult Book Expense	7,500.00	6,162.28	42.23	1,337.72	82.16
271-958-737.000	TEEN BOOKS	1,000.00	0.00	0.00	1,000.00	0.00
271-958-738.000	Childrens Book Expense	5,200.00	3,927.93	0.00	1,272.07	75.54
271-958-738.100	Books Purchased with Donations	0.00	465.64	92.93	(465.64)	100.00
271-958-739.000	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	0.00	0.00	1,000.00	0.00
271-958-801.000	Area Libraries Lost & Damaged Books	600.00	469.83	0.00	130.17	78.31
271-958-801.600	Professional Service Expense	4,500.00	1,426.00	0.00	3,074.00	31.69
271-958-806.000	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	1,330.00	0.00	4,670.00	22.17
271-958-808.000	Collection Services	300.00	78.80	19.70	221.20	26.27
271-958-813.000	Lakeland Support Services	25,000.00	18,213.74	4,523.58	6,786.26	72.85
271-958-851.000	Garbage Disposal Service	400.00	231.37	0.00	168.63	57.84
271-958-861.000	Postage Expense	500.00	137.92	68.00	362.08	27.58
271-958-880.800	Transportation Expense	1,000.00	56.92	0.00	943.08	5.69
271-958-905.000	Summer Reading Program	5,000.00	2,048.29	26.49	2,951.71	40.97
271-958-915.000	COMPUTER EXPENSE	3,450.00	7,602.23	4,329.92	(4,152.23)	220.35
271-958-917.000	Membership & Dues Expense	700.00	283.73	43.00	416.27	40.53
271-958-918.000	Workmens Compensation Expense	150.00	0.00	0.00	150.00	0.00
271-958-918.000	Water Utility Expense	1,500.00	685.60	137.56	814.40	45.71

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BGD USED
Fund 271 - Library Fund						
Expenditures						
271-958-924.100	Heat Expense	2,000.00	1,691.15	214.26	308.85	84.56
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	1,001.23	105.86	598.77	62.58
271-958-956.000	Miscellaneous Expense	1,000.00	1,211.29	114.26	(211.29)	121.13
271-958-956.400	Special Programs Expense	6,000.00	4,489.92	687.70	1,510.08	74.83
271-958-964.500	MTT/SYC Prior Year Refunds	0.00	1,369.59	0.00	(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	166,816.74	26,743.80	118,883.26	58.39
TOTAL EXPENDITURES		285,700.00	166,816.74	26,743.80	118,883.26	58.39
Fund 271 - Library Fund:						
TOTAL REVENUES			288,549.88	14,435.74	(25,709.88)	109.78
TOTAL EXPENDITURES			166,816.74	26,743.80	118,883.26	58.39
NET OF REVENUES & EXPENDITURES			121,733.14	(12,308.06)	(144,593.14)	532.52

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	317,052.22
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		403,658.70
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	6.06
Total Liabilities		288.15
*** 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		121,733.14
Ending Fund Balance		403,370.55
Total Liabilities And Fund Balance		403,658.70

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

CEDAR SPRINGS PUBLIC LIBRARY TECHNOLOGY PLAN

TECHNOLOGY PLAN REVISED FOR BOARD: May 28, 2024
TECHNOLOGY PLAN EXPIRATION DATE: June 30, 2027

1) MISSION STATEMENT

The mission of the Cedar Springs Public Library is to provide quality materials and services which fulfill the educational, informational, cultural, and recreational needs of our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

2) PLAN JUSTIFICATION

In the business environment as well as the library world, keeping ahead of customer demand involves planning. So developing a technology plan is critical in the library's efforts of keeping ahead and providing the level and types of services/resources our users have come to expect and need.

Usage studies of our service area have indicated that the public makes great use of library services. The studies also show library users are informed and educated with the technology needed to satisfy their informational needs.

With so much demand being placed on our libraries and that demand showing no sign of diminishing, it is crucial that we operate in the most efficient and effective way possible. Within this is also the demand by the public that we deliver information in the newest technological formats.

This technology plan is to provide staff, management, and the public with a document describing what we have, how we are using it, and what we envision for on-going technological development and growth. This plan will be a living document, to be reviewed and revised to reflect the implementation of new technologies and related services.

3) TECHNOLOGY STRATEGIC PLAN

Goals and Objectives of the Technology Strategic Plan have been established with some fundamental purposes in mind. Those being: 1). Improve and expand services for the public 2). Provide those services in a "user friendly" environment and in a manner acceptable to the public and efficient to the staff.

GOAL FOR PUBLIC SERVICES: *To enhance the public use of library resources both on site and virtual.*

1. **Objective:** *Provide access to resources through up-to-date computer workstations.*
 - Maintain proper/current version of software
 - Perform proper hardware maintenance
 - Install "in-demand" software programs
 - Practice a realistic replacement policy
 - Maintain good inventory information
2. **Objective:** *Provide access to resources with a sufficient number of workstations.*
 - Through usage reports and analysis, determine on-going needs
 - Provide results to all departments for evaluation and input
 - Budget to reflect usage needs
3. **Objective:** *Manage access to and usage of computer stations.*
 - Maintain current time management system. (Self Sign-in program)
 - Keep usage policy up-to-date and practical
 - Use usage reports to evaluate demand
 - Adjust library policies to expand user population and computer services
4. **Objective:** *Provide virtual resources for on site and remote use.*
 - Review market literature for online resources
 - Work with state institutions that provide subscriptions to online resources
 - Maintain webpage so as to insure expandability, adaptability and user friendliness
 - Maintain budget to remain ahead of demand
 - Expand scope of resources
 - Evaluate and document usage of current resources (web statistics)

CEDAR SPRINGS PUBLIC LIBRARY TECHNOLOGY PLAN

5. **Objective:** *Provide public instruction/training.*
 - Provide computer training during open and off-hours
 - Obtain input from community via surveys and focus groups
 - Explore what is already being done elsewhere
 - Expand instruction subject matter
 - Expand audience base
6. **Objective:** *Continual improvement of services provided by Consortium's ILS*
 - Work with Consortium to improve the OPAC
 - Work with Consortium towards expanding OPAC features on the ILS
 - Work with Consortium towards improving circulation activity
7. **Objective:** *Promote and encourage patron "self-service".*
 - Online payment of user's library fees, fines, and bills
 - Self signup time management software for computer use
 - Increase our collection of downloadable audio and eBooks through a cooperative-wide membership plan or other cost-effective plan, eventually adding our own titles

GOALS FOR STAFF SERVICES: Create efficient and effective utilization of current electronic resources.

1. **Objective:** *Improve staff productivity through use of technology.*
 - Implement multi-function hardware (copier, scanner, printer)
 - Develop best practices for current hardware and software
 - Participate in WebJunction training when available
2. **Objective:** *Improve communication and information sharing amongst staff.*
 - Increase utilization of staff email
3. **Objective:** *Maintain a high level of staff proficiency with computers and other technology.*
 - Provide all staff in-house staff training
 - Provide funding for staff to attend off-site training
 - Establish proficiency standards for various positions
 - Develop computer proficiency evaluation process

GOALS FOR FACILITIES AND EQUIPMENT: Design, develop, and maintain an infrastructure to support and sustain the technological services and functions of the institution.

1. **Objective:** *Provide the necessary storage and processing capacity and functionality.*
 - Maintain up-to-date switches, and routers
 - Conduct routine network evaluation and review
 - Update software to current best version
2. **Objective:** *Provide the necessary tel-com resources.*
 - Provide the necessary bandwidth for all functions, including bandwidth sufficient for eBook technology and database-resource access in the future
 - Utilize all means to control bandwidth consumption
3. **Objective:** *Maintain effective computer utilization.*
 - Develop workstation functionality profiles
 - Establish a computer replacement policy
 - Maintain usage studies on various technologies

4) INFRASTRUCTURE

- Four Ubiquiti Unifi UAP-AC-LR wireless access points for public & staff wireless access.
- Charter Cable Internet with speeds up to 300 MB download capacity
- Web Content filtering using Watchguard WebBlocker

CEDAR SPRINGS PUBLIC LIBRARY TECHNOLOGY PLAN

COMPUTERS

- 12 Patron workstations with Internet & MS Office
- 2 Public laptops with Internet & MS Office
- ~~1 Dedicated Catalog station~~
- 1 Copier for Staff & Patron Use
- 1 staff black & white printer
- 4 Staff workstations/1 laptop

SERVER

- Staff shared server.
- mConsole Database location.
- Daily Backups in rotation with two external hard drives being used.
- WebFiltering & Logging Database

TELECOMMUNICATIONS

- 1 fax machine included in copier
- Charter Cable Internet with speeds up to 300MB download capacity
- Charter Telephone Service for one phone line and one fax line
- 1 Watchguard Firewall
- 4 ZyXel Switches
- 4 Ubiquiti Unifi UAP-AC-LR Wireless Units

CAMERAS

- 18 Indoor and outdoor cameras, which include:

NVR, FLUX FX-4KNVR832-p 32 CHANNEL 16 PORTS PoE	1
HARD DRIVE, SEAGATE 4TB SURVEILLANCE GRADE	2
CAMERA, IP DOME FLUX IPX10 4K 3.3-12MM	7
CAMERA, IP DOME FLUX IPX14 4MP 3.3-12MM	11
BRACKET, FLUX CAMERA WALL MOUNT	9
NETWORK SWITCH, BV-TECH 8+1 PORT PoE	1
MONITOR, COMPUTER 24" COLOR	1
CABLE, DATA CAT5E	3
RJ45CONNECTORS	32

CEDAR SPRINGS PUBLIC LIBRARY TECHNOLOGY PLAN

COMPUTER SOFTWARE

Clients: Microsoft Windows 10 for all staff and public PCs, Windows 10 for two patron use laptops.

Available and Supported public workstation applications:

Microsoft Office 2010

Firefox 60 & Chrome 69 (Continuous Updates throughout the year, including Board Secretary)

Security:

Deep Freeze for public workstations

Microsoft Defender on patron PCs

Malwarebytes for staff PCs

Time management software for patron sign-in (mConsole)

Content Filter: Watchguard WebBlocker

5) USF AND OTHER TECHNOLOGY GRANTS OR DONATIONS

The USF discounts will be used for the continued maintenance and costs associated with basic telecommunication services and for public Internet access and other technology resources.

Tech Plan Created, March 15, 2010

Revised, April 22, 2012

Updated, October 27, 2014

Updated, March 25, 2019

Updated October 25, 2021

Updated April 20, 2024

CEDAR SPRINGS PUBLIC LIBRARY TECHNOLOGY PLAN

6) 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 committees 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 __April 22, 2024__

SECTION 2 AUDIT REQUIREMENTS

REQUIREMENT

Michigan Public Act 2 of 1968, MCL 141.421 et. seq., as amended, requires that each governmental unit serving a population of 4,000 or more have an annual audit. Libraries serving a population of under 4,000 must have an audit at least every other year; however, annual audits are strongly recommended. Refer specifically to MCL 141.425. Non-governmental libraries may be subject to audits as required by governing bylaws or other authoritative documents.

Libraries that receive federal funding may also require a single audit in accordance with the OMB's Uniform Guidance (2 CFR 200, subpart F). See Chapter 9 – *Grants and Federal Audit Requirements* for further discussion.

DISTRIBUTION

Audited financial statements for government libraries are considered public records and are to be distributed upon request. Other distributions include:

- Library board and/or audit committee - required
- State of Michigan Local Audit and Finance Division of the Department of Treasury - required
- The Library of Michigan – required if the library received an LSTA grant through the Library of Michigan and a single audit is performed
- Federal Audit Clearinghouse – required if a single audit is performed
- Posted on the library's website – optional, but recommended

SECTION 3 TYPES OF AUDITS AND OTHER SERVICES

FINANCIAL STATEMENT AUDIT

A financial statement audit provides reasonable assurance that the financial statements present fairly the financial position and results of operations in conformity with generally accepted accounting principles.

Components of a financial statement audit include the following:

- Consideration of the library's internal controls
- Examination of evidence supporting the amounts and disclosures in the financial statements
- An opinion expressed regarding whether the financial statements are free of material misstatement

SINGLE AUDIT

A single audit, per the Single Audit Act, is required when an entity expends \$750,000 or more of federal awards in the reporting year. Single audits are performed under the Code of Federal Regulations (2 CFR 200), commonly referred to as the Uniform Guidance. More detailed discussion regarding single audits can be found in Chapter 9 – *Grants and Federal Audit Requirements*.