

## Minutes

### REGULAR BOARD MEETING

Monday June 23, 2025

Approved 04Aug25

7:00 PM MEETING

### CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

#### I Call to Order 7:00pm

Meeting called to order by Chair Smith at 7:00 pm

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

The Chair verified there was a quorum present to conduct the business of the Board.

#### I. Pledge

Chair Smith led the Board in the pledge of allegiance

#### II. Approval of Agenda

**Motion** by Owen 2nd by Lehmoine to amend the agenda by moving the Director Review from Item VIII to after the 2<sup>nd</sup> Public Comment and be included first in Item XI. Adding item c. Minutes from Special Meeting Strategic Planning Focus Session and d. Budget Hearing to the consent agenda.

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

**Motion** by Lehmoine 2nd by Owen to approve the amended agenda.

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

#### III. Consent Agenda

- a. Minutes of 27May25 Regular Meeting
- b. May Financial Report from City
- c. Minutes of 27May25 Special Strategic Planning Meeting
- d. Budget Hearing

The Director circulated the bank statement and all checks issued for the previous month for all Board members to review and then return to the Director.

Discussion: The question was asked about Penal Fine Revenues in the City Financial report how it was showing no YTD amount.

The Director explained that it will be received in July but will be recorded as a 2024-25 Budget year revenue.

- e. **Motion** by Owen 2nd by Gritter to accept and affirm the consent agenda (a) Minutes of the 27May25 Regular Meetings (b) May Financial Report from the City (c) Minutes of 27May25 Special Strategic Planning Meeting (d) Budget Hearing as presented.

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

#### IV. **Directors Report-J. Pugh**

Board Tasks for Director from 27th May meeting-2024-25 Projects: RFID Tagging 20% Completed as of 6/19/25 6,000 items tagged.

**Discussion:** Does the staff need additional help. The Director responded not really and they are working to tag items as they are turned in to speed up the process and will allocate more hours once into the new budget year.

Action and Information- The Library now has 1GB speed internet!

On Thursday, June 12, the Michigan House of Representatives approved the Department of Education budget which included a static \$16.5 million allocated to libraries. The House budget also zeroes out the \$5.6 million allocated to the Library of Michigan through the Library Services Technology Act (LSTA), a program facilitated by the Institute of Museum and Library Services (IMLS).

Community Engagement- The Library is working with several local businesses and organizations for the Summer Reading Program in multifaceted ways: Downtown Storybook Walkabout – pages of a picture book are put in front windows of downtown businesses, patrons walk from business to business reading the story. There is also a paint brush scavenger hunt where different colorful paintbrushes are hidden throughout downtown and patrons can find them for additional SRP points for prizes. The Rotary Club has generously donated \$500 to be used for our Summer Reading Program.

Many community members came together for the Cedar Springs Community Clean Up and Library Enhancement on May 16 and 17, 2025 (newspaper article by Sue Wolfe). Over 40 students and staff from CTA helped remove weeds, place stones around the building, planted trees, and prepared soil for grass seed all around library grounds, especially at the newly finished Fountain of Knowledge.

The Cedar Springs Community Players recently wrapped up their latest show “A Family Affair.” They included a free 1/4-page advertisement for the Library as a thank you for allowing them to use our space for rehearsals.

Program Attendance & Usage Stats May 2025- Summer Reading Program is here! Kickoff week was a HUGE success!

- 858 total participants
- PreK registrations – 128
- Youth registrations – 377
- Teen registrations – 70
- Adult registrations – 283

Total Program Participation for May/June: 2,599

Room Reservations-Study Rooms Avg. 20/week; Community Room Used: 20 Rented: 8

Library Usage Stats-Door Counts: 2,236; Total Patrons Cedar Springs City: 1,637 Solon Township: 2,030 KDL Service Area: 185 LLC Libraries: 54 Patrons added: City-25 Township-24

Circulation-Total Items in Collection: 26,583 (this number shrank due to the Weeding Project);

Items Added; 191 Total Items Checked Out: 4,093-AdultBooks 870; Youth books 1,298; YA Books 124; Audio Books 42; DVD's 161

Express Items (do not go out to other libraries): 118 Other Items (including Library of Things, Hotspots, etc.): 10 Digital Content (eBooks, eAudiobooks, eMagazines): 1,470

**Discussion:** The Director was asked if he had seen the new MLA video on Book Banning and the Director replied he had and we have not had a lot of challenges and are in a good position. The Director also thanked the Michigan Humanities for the Grant for our Ventriloquist at last week's program.

#### V. **Chairperson's Report-T. Smith**

The Chair noted the City Council had passed a First Amendment to (Library) Lease and an Intergovernmental Agreement between the City and CSPL and distributed copies to each Board Member.

Discussion: Since the Board already voted on approving the revised lease footprint he is prepared to sign.

**Motion** by Howell 2nd by Dykstra to approve the Chair to sign the First Amendment to Lease to reduce the footprint CSPL is responsible for per the photo attached to the amendment.

**Discussion:** This amendment does not change anything else in the lease and has been reviewed by library legal counsel.

Roll Call Vote Ayes: Dykstra, Gritter, Lehmoine, Owen, Armock, Howell, Smith  
Nays: None **Motion Passes**

Discussion: It was pointed out in the past the City had voted not to charge for accounting services yet the proposed Intergovernmental Agreement has a charge. It was also noted the City does payroll for us and CSPL is part of the City Audit but with our new Tax ID number we will be having a separate audit and could contract with someone else to do payroll or other City services if the Board so desired. It agreed by Consensus that the Intergovernmental Agreement would be an agenda item for the July meeting.

#### VI. **Committee Reports**

The Chair noted there were no committee meetings.

Personnel Committee

a. Policy Committee-

- b. By-laws Committee
- c. IT (Technology) Committee-
- d. Finance Committee-
- e. Strategic Plan Committee

**Discussion:** The director noted that C. Dawes will probably have a copy of the Strategic Plan community survey ready for the meeting in July for Board approval and he will be approaching the City and Township to move ahead.

**Public Comment**

**Rose Powell-**Was pleased to see the cleaning project (news article in packet) and summer reading program. She was pleased to have the lease footprint issue finally resolved at government speed.

**Jill Owen-** asked if there are comparable numbers for the summer reading program

**VIII Ongoing/New Business**

**Discussion:** The Director has proposed two budget amendments and one is to cover the cost of Liability insurance discussed in his report but not acted on.

New Liability Insurance – Because the Library now has its own Tax ID, we will need to have our own liability insurance. Please see the attached summary of the liability insurance quote from Michigan Municipal League (MML). This organization is reliable, working with hundreds of municipal entities throughout the state, and have been the City’s insurer for many years. They are familiar with the library, as the library was under the City’s umbrella. The Board needs to approve moving forward with liability insurance so the Library is covered by July 1, 2025, when the Library’s new Tax ID takes effect.

**The MML Liability & Property Pool Insurance Proposal Overview**

Presented by: Elmer Hitt, MML Account Executive

- **Annual Premium: \$4,770**
- **MML Annual Associate Member Fee: \$200**
- Dividend Return Eligibility (after each renewal):
  - o 10% after 1st year
  - o 25% after 2nd
  - o 50% after 3rd
  - o 75% after 4th
  - o 100% after 5th
- Coverage Summary**
- Library Annual Payroll: \$214,800

- Total Insured Property Values: \$671,000
- General Liability
  - Bodily injury, property damage, medical payments
  - Host liquor liability, ambulance/EMT malpractice
  - Cyber liability and data breach response
  - Athletic and marina liability
  - Optional fireworks coverage (with application)
- Public Officials Liability

- Covers discrimination, zoning, civil rights, malfeasance
  - Excludes fraud, illegal profits, labor disputes, ERISA violations
- Property Coverage
- Blanket coverage of member-owned property
  - Covers demolition costs, extra expense, loss of rents
  - Boiler and machinery coverage included

- Excludes wear & tear, utility service failure, mold beyond limits
- Crime & Auto Coverage
- Employee dishonesty, forgery, fraud, theft
  - Coverage for non-owned and hired vehicles

Discussion: About contents coverage and which budget year the costs would be charged for the coming year of coverage starting July 1, 2025 but be retroactive to May.

**Motion** by Howell 2<sup>nd</sup> by Lehmoine to approve MML Liability & Property Pool Insurance Proposal for an Annual Premium of \$4,770 and join the Michigan Municipal League as an Annual Associate Member (Fee: \$200):

Roll Call Vote Ayes: Dykstra, Gritter, Lehmoine, Owen, Armock, Howell, Smith  
 Nays: None **Motion Passes**

a. Final Budget Amendments for Fiscal Year 2024-25.

**Budget Amendments for Fiscal Year 202-26.**

The Director recommended the approved Budget for July 1, 2025 to June 30<sup>th</sup> 2026 be amended to recognize the MML Liability Insurance Costs by Decreasing 271-790-999.100 (Appropriation to Fund Balance) by \$1,800 and Increasing 271-790-935.000 (INSURANCE & BONDS EXPENSE) by \$1,800

**Motion** by Howell 2<sup>nd</sup> by Dykstra to:

Decrease 271-790-999.100 (Appropriation to Fund Balance) by \$1,800  
 Increase 271-790-935.000 (INSURANCE & BONDS EXPENSE) by \$1,800

Roll Call Vote Ayes: Dykstra, Gritter, Lehmoine, Owen, Armock, Howell, Smith  
 Nays: None **Motion Passes**

The Director recommended Decrease 271-790-999.100 (Appropriation to Fund Balance) by \$1,700

Increase 271-790-726.000 (Office Supplies) by \$700

Increase 271-790-926.000 (Electric Expense) by \$1,000

**Motion** by Howell 2<sup>nd</sup> by Lehmoine to:

Decrease 271-790-999.100 (Appropriation to Fund Balance) by \$1,700;

Increase 271-790-726.000 (Office Supplies) by \$700;



**Motion** by Owen 2nd by Lehmoine to authorize the Chair to meet with the Director and draft a letter of understanding with all the issues they talked about.

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

**XI Board Comments**

Dykstra-

Gritter-I came in to pick up my packet and the place was crazy (good).

Lehmoine-

Owen-

Howell-

Armock-Thanks the staff for empowering my kids to read.

Smith-Thanked everyone for all the work that goes into these meetings. It is an honor to be alongside James and the A+ staff.

**XII Motion to Adjourn**

**Motion** by Owen 2<sup>nd</sup> by Lehmoine to adjourn the meeting at **8:50 pm**

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

Respectfully submitted by Secretary Howell

Ron M. Howell

25Jun25

Board Approved-

04Aug25

Next regular meeting scheduled for Monday July 28<sup>th</sup> at 7:00 pm 2025 at the library

Meeting Attachments:

- Draft Minutes of 27May25 Special and Regular Meetings
- May 2025 Financial Report from City
- Director's June Report
- Director's Budget Amendment requests
- The MML Liability & Property Pool Proposal
- Cedar Springs Community Players flyers
- Rockford Squire Clean Up Article/Photos

Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY  
SPECIAL STRATEGIC PLAN FOCUS GROUP BOARD MEETING

Tuesday May 27,2025

6:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

I. Call to Order 6:00pm

Special Meeting called to order by Chair Smith at 6:02pm

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

The Chair verified there was a quorum present to conduct the business of the Board.

II Pledge

Chair Smith led the Board in the pledge of allegiance

III Strategic Plan Focus Group

Carol Dawes of Lakeland Cooperative led the Board in a Discussion about the Strategic Plan by asking the Board a series of questions about the communities the library serves and the current and future concerns of each Board member.

C. Dawes finished her questions and the Chair declared the Special Meeting ended at 7:02pm.

Respectfully submitted by Secretary Howell Ron M. Howell

29May25



REGULAR BOARD MEETING

Tuesday May 27,2025

DRAFT

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

I Call to Order 7:00pm

Meeting called to order by Chair Smith at 7:07 pm

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

The Chair verified there was a quorum present to conduct the business of the Board.

II. Pledge

Chair Smith led the Board in the pledge of allegiance

III. Approval of Agenda

Motion by Owen 2nd by Lehmoine to approve the agenda.

Voice Vote: Ayes: All Nays: None Motion Passes

IV. Consent Agenda

- a. Minutes of 28Apr25 Regular Meeting
- b. April Financial Report from City

The Director circulated the bank statement and all checks issued for the previous month for all Board members to review and then return to the Director.

Motion by Owen 2nd by Lehmoine to accept and affirm the consent agenda (a) Minutes of the 28Apr25 Regular Meeting and (b) April Financial Report from the City as presented.

Voice Vote: Ayes: All Nays: None Motion Passes

V. Directors Report-]. Pugh

Board Tasks for Director from 28th April meeting-2024-25 Projects: RFID Tagging 10% Completed as of 5/19/25 3,000 items tagged; Niche Academy-Completed 4/23/25

Action and Information-Board Chair and Director attended 2025 Michigan Library Advocacy Day at State Capital to meet with four State representatives to request they supplement state funding for the Michigan eLibrary (MeL) in the absence of federal dollars.

The Library was awarded a Michigan Humanities Council Arts BtHumanities Touring Grant, which will cover 75% of the cost of the Richard's Family-Friendly Ventriloquist program on June 16.

Community Engagement-The Library is working with several local businesses for the Summer

## Reading Program

The Director, Program Manager, and Marketing and Communications Specialist visited Green Acres retirement community for a library card drive.

Program Attendance & Usage Stats May 2025-Senior Neighbors (Exercise) 202; Seed Starting Library, so far patrons have picked up over 550 seed packets; Creative Technology Academy Visits 200; Young 5's visits 91; Passive Programming 348 (I Spy, Find Dewey, etc) Total Program Participation for May: 1,730

Room\_Reservations-Study Rooms Avg. 21/week; Community Room Used: 49 Rented: 11

Library Usage Stats-Door Counts: 2,860; Total Patrons Cedar Springs City: 1,612 Solon Township: 2,006 KDL Service Area: 183 LLC Libraries: 55

Circulation-Total Items in Collection: **27,987** (this number shrank due to the Weeding Project); Items Added; 133 Total Items Checked Out: 4,380-AdultBooks 956; Youth books 1,613; YA Books 120; Audio Books 52; DVD's 189

The Director encouraged the Board to reach out to our State legislators to fund the MEL program with \$5 million because it is such a comprehensive State wide research source that connects all libraries in the State.

The Director also submitted his last Budget amendment request for the year to reduce the Fund Balance account [790.999.100] by \$2,000.00 and increase the Computer Maintenance account [790.905.000] by \$1,000.00 and increase the Gas utility account [790.721.000] by \$1,000.00 and explained the reasons why he is requesting the changes.

Motion by Lehmoine and 2<sup>nd</sup> by Owen to approve the Budget Amended for the accounts as listed above.

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

Nays: None

Motion Passes

## VI. Chairperson's Report-T. Smith

The Chair noted that he met with the State Senator and State Representative that serve the Library (Outman's).

## VII. Committee Reports

The Chair noted the Personnel and Compensation Committee met and has submitted a recommendation regarding the Director Review.

### Personnel Committee

- a. Policy Committee-
- b. By-laws Committee
- c. IT (Technology) Committee-
- d. Finance Committee-
- e. Strategic Plan Committee

The Personnel and Compensation presented a set of recommendations to the Board which included: Use the same Director Review form as last year which a copy was provided to each Board member.

Ask Director to list his accomplishments for the past year and have that to the Board by June 2nd

Distribute the Review form to each Board member on June 2<sup>nd</sup> and ask them to return the completed form by June 9<sup>th</sup>

The compiled results (summary) will be included in the June 16<sup>th</sup> packet as an agenda item for the June 23<sup>rd</sup> regular meeting.

Ask the Director if he prefers a public review during the meeting or closed-door session (per OMA) at the end of the June 23<sup>rd</sup> meeting

The Committee was not sure if an adjustment in compensation is tied to the Review. If so, then perhaps the Finance Committee can meet and make a recommendation to the Board at the July meeting retroactive to July 1<sup>st</sup> and amend the budget if necessary

The Committee recommends the Board reach out to the employees in the near future to receive their input (anonymously) on the operations of the library and recommendations for improvements

The Committee recommends the Board set up an opportunity for the Director to make any recommendations to the Board that would help improve the relationship

The Committee recommends the Board develop a policy for working from home for the employees and Director.

Discussion: The Committee thought maybe the Finance Committee might meet and make a recommendation regarding compensation. The Director noted they follow an existing guideline regarding working from home but agreed the Board should pass a formal policy and will share the existing internal policy.

Discussion continued about the summary review document and when it is presented considering the director may request a closed-door session. When he drafts the agenda, it will let the Board know if he prefers an open session review or closed-door session. If open session the compiled summary will be part of the packet; if closed door session it will be presented as part of the closed-door session documents.

Motion by Owen 2nd by Howell to approve the recommendation of the Personnel Compensation Committee.

Voice Vote: Ayes: All Nays: None

Motion Passes

Public Comment

There was no public comment.

VIII Ongoing/New Business

a. Continued Discussion of the Possible Alternative CSPL Footprint

Discussion: The aerial view of the existing parcel leased to the library by the City and a smaller foot print shown by a red line was reviewed, (see aerial picture) It was noted the red lined smaller footprint reflects the original understanding the Board had in the initial lease discussions with the City and would be less responsibility over all. There was a question about if the sidewalk area was included in the smaller footprint and it is included.

Motion by Owen 2nd by Howell to approve the smaller footprint (red lined version #2) as presented.

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

Nays: None

Motion Passes

IX Agenda Items for Jun23rd, 2025 Meeting

The Director's Annual review

The director noted he is getting quotes for liability insurance and appreciated the new fountain is not included in the new footprint.

It was noted this is the last meeting of the Budget year in case there are any final budget amendments that need to be passed.

X Informational Items

None

Public Comment

R. VanHorn (staff) wanted to express her appreciation of the Director for being exceptional, supportive, and open with the patrons.

XI Board Comments

Dykstra- none

Gritter-none

Lehmoine-none

Owen-none

Howell- reviewed existing strategic plan and noted how James addressed many of the items listed.

Armock-none

Smith- noted all the heavy lifting that had to be done over the past two years and we have accomplished so much that our meetings are shorter.

XII Motion to Adjourn

Motion by Owen 2<sup>nd</sup> by Gritter to adjourn the meeting at 7:47 pm

Voice Vote: Ayes: All Nays: None

Motion ~~Passes~~

Respectfully submitted by Secretary Howell

Ron M. Howell

29May25

Board Approved-

Next regular meeting scheduled for Monday June 23<sup>rd</sup> 7:00 pm 2025 at the library

Meeting Attachments:

- o Draft Minutes of 28Apr25 Regular Meeting
- o April 2025 Financial Report from City
- o Director's May Report
- o Director's Budget Amendment request
- o Director Evaluation Form
- o Aerial photo of existing lease footprint and possible new one
- o Summer Reading Program Flyer

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	270,539.56
271-000-001.110	CASH IN BANK - CHOICEONE	100,010.95
271-000-003.185	CD - CHOICE ONE	66,530.00
271-000-004.000	Petty Cash	289.14
271-000-004.100	CASH DRAWER	100.00
271-000-035.000	Certificate of Deposit-Cowles	13,000.00
271-000-035.100	Certificate of Deposit-USF Funds	6,634.34
<b>Total Assets</b>		<b>457,103.99</b>
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	15.90
271-000-210.000	State Withholding Payable	1,064.60
<b>Total Liabilities</b>		<b>1,362.59</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	275,711.89
<b>Total Fund Balance</b>		<b>373,704.88</b>
<b>Beginning Fund Balance</b>		<b>373,704.88</b>
<b>Net of Revenues VS Expenditures</b>		<b>82,036.52</b>
<b>Ending Fund Balance</b>		<b>455,741.40</b>
<b>Total Liabilities And Fund Balance</b>		<b>457,103.99</b>

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Revenues						
Dept 000						
271-000-400.100	Appropriation from Fund Bal	21,300.00	0.00	0.00	21,300.00	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	135,900.00	146,884.45	12,088.19	(10,984.45)	108.08
271-000-432.000	Tax Collections - DNR PLT	50.00	65.10	0.00	(15.10)	130.20
271-000-437.000	Tax Collections - IFT Roll	1,200.00	836.87	0.00	363.13	69.74
271-000-451.000	Library Rev-Penal Fines	14,000.00	0.00	0.00	14,000.00	0.00
271-000-452.000	Library Revenue-Solon Twnshp	175,400.00	181,894.00	0.00	(6,494.00)	103.70
271-000-453.000	USF FUNDS-ERATE	3,000.00	3,807.22	700.70	(807.22)	126.91
271-000-515.000	State Aid	5,240.00	10,663.28	0.00	(5,423.28)	203.50
271-000-625.000	BANK FEES -FINES & SERVICES	3,500.00	4,701.94	254.04	(1,201.94)	134.34
271-000-664.000	Interest Earned	2,500.00	8,854.80	580.59	(6,354.80)	354.19
271-000-664.200	Investment Income	100.00	0.00	0.00	100.00	0.00
271-000-667.000	Rental Income	6,000.00	6,440.00	440.00	(440.00)	107.33
271-000-674.000	Donations	1,000.00	1,036.86	90.00	(36.86)	103.69
271-000-674.200	Book Donations	500.00	840.00	0.00	(340.00)	168.00
271-000-674.400	Summer Reading Program Donations	3,000.00	2,349.18	0.00	650.82	78.31
271-000-674.700	Area Libraries Lost & Damaged Books	200.00	351.88	58.00	(151.88)	175.94
271-000-677.000	Miscellaneous	3,000.00	2,607.95	18.00	392.05	86.93
Total Dept 000		375,940.00	371,333.53	14,229.52	4,606.47	98.77
TOTAL REVENUES		375,940.00	371,333.53	14,229.52	4,606.47	98.77
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	59,250.00	57,971.19	12,634.62	1,278.81	97.84
271-790-704.000	WAGES - PART TIME EMPLOYEES	127,800.00	104,439.70	15,021.33	23,360.30	81.72
271-790-705.000	Cleaning Service	2,000.00	1,160.44	64.19	839.56	58.02
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	100.00	50.45	8.23	49.55	50.45
271-790-709.000	SOCIAL SECURITY EXPENSE	15,000.00	12,666.34	2,115.69	2,333.66	84.44
271-790-717.000	PENSION EXPENSE	3,530.00	0.00	0.00	3,530.00	0.00
271-790-721.000	GAS UTILITY EXPENSE	2,000.00	2,523.86	186.74	(523.86)	126.19
271-790-724.000	TELEPHONE	2,400.00	1,288.87	191.91	1,111.13	53.70
271-790-724.100	INTERNET	3,500.00	1,539.74	124.98	1,960.26	43.99
271-790-726.000	OFFICE SUPPLIES	3,800.00	4,015.29	281.34	(215.29)	105.67
271-790-734.000	Overdrive Program Expense	3,000.00	0.00	0.00	3,000.00	0.00
271-790-735.000	AV Expense	2,000.00	978.52	205.39	1,021.48	48.93
271-790-736.000	Adult Book Expense	9,500.00	7,323.55	1,013.69	2,176.45	77.09
271-790-736.500	TEEN BOOKS	1,000.00	849.67	116.49	150.33	84.97
271-790-737.000	Childrens Book Expense	9,500.00	6,796.60	886.64	2,703.40	71.54
271-790-738.000	Books Purchased with Donations	500.00	307.58	0.00	192.42	61.52
271-790-738.100	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	211.79	150.82	788.21	21.18
271-790-739.000	Area Libraries Lost & Damaged Books	1,000.00	934.95	162.98	65.05	93.50
271-790-801.000	Professional Service Expense	10,500.00	3,233.00	51.00	7,267.00	30.79
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	3,854.00	130.00	2,146.00	64.23
271-790-806.000	Collection Services	300.00	108.35	9.85	191.65	36.12
271-790-808.000	Lakeland Support Services	25,000.00	19,621.85	0.00	5,378.15	78.49
271-790-813.000	Garbage Disposal Service	400.00	297.24	74.31	102.76	74.31
271-790-851.000	POSTAGE	500.00	399.15	73.00	100.85	79.83
271-790-861.000	TRANSPORTATION EXPENSE	1,000.00	233.06	137.55	766.94	23.31
271-790-880.800	SUMMER READING PROGRAM	7,500.00	3,990.48	995.78	3,509.52	53.21
271-790-895.000	SENIOR PROGRAMS	1,000.00	0.00	0.00	1,000.00	0.00
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	7,500.00	8,201.92	144.00	(701.92)	109.36

REVENUE AND EXPENDITURE REPORT  
 PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-790-915.000	MEMBERSHIP & DUES EXPENSE	700.00	671.73	0.00	28.27	95.96
271-790-917.000	Workmens Compensation Expense	300.00	263.39	0.00	36.61	87.80
271-790-918.000	WATER UTILITY EXPENSE	1,000.00	785.91	0.00	214.09	78.59
271-790-926.000	Electric Expense	6,000.00	6,214.86	659.17	(214.86)	103.58
271-790-930.000	Repair & Maintenance Serv Exp	15,500.00	3,722.10	350.00	11,777.90	24.01
271-790-930.300	Education/Training Expense	1,800.00	1,750.52	0.00	49.48	97.25
271-790-935.000	INSURANCE & BONDS EXPENSE	3,000.00	1,859.50	0.00	1,140.50	61.98
271-790-955.000	Bank Fees	2,200.00	1,841.22	169.31	358.78	83.69
271-790-956.000	Miscellaneous Expense	5,000.00	4,342.99	128.42	657.01	86.86
271-790-956.400	Special Programs Expense	5,000.00	5,600.58	35.20	(600.58)	112.01
271-790-968.000	Public Relations	2,000.00	2,066.66	102.52	(66.66)	103.33
271-790-970.000	Capital Expense	5,000.00	379.96	0.00	4,620.04	7.60
271-790-970.400	CAPITAL - TECHNOLOGY	16,800.00	16,800.00	0.00	0.00	100.00
271-790-999.100	APPROPRIATION TO FUND BALANCE	5,060.00	0.00	0.00	5,060.00	0.00
Total Dept 790 - Library		375,940.00	289,297.01	36,225.15	86,642.99	76.95
TOTAL EXPENDITURES		375,940.00	289,297.01	36,225.15	86,642.99	76.95
Fund 271 - Library Fund:						
TOTAL REVENUES		375,940.00	371,333.53	14,229.52	4,606.47	98.77
TOTAL EXPENDITURES		375,940.00	289,297.01	36,225.15	86,642.99	76.95
NET OF REVENUES & EXPENDITURES		0.00	82,036.52	(21,995.63)	(82,036.52)	100.00

Check Date	Check	Vendor Name	Amount
Bank LibCk Library Main Checking Account			
05/14/2025	16935	CONSUMERS ENERGY	659.17
05/14/2025	16936	DTE ENERGY	136.54
05/14/2025	16937	ELITE FUND INC	144.00
05/14/2025	16938	JAMES PUGH	114.80
05/14/2025	16939	MELISSA DUBRIDGE	22.75
05/14/2025	16940	SPECTRUM ENTERPRISE	184.96
05/14/2025	16941	STREAMLINE	350.00
05/16/2025	3(E)	ELAN FINANCIAL SERVICES	2,451.70
05/29/2025	16942	ARROWASTE	74.31
05/29/2025	16943	BAKER & TAYLOR, INC.	1,753.32
05/29/2025	16944	DTE ENERGY	50.20
05/29/2025	16945	FOSTER SWIFT	51.00
05/29/2025	16946	KONICA MINOLTA BUSINESS SOLUTIONS	143.37
05/29/2025	16947	TURFS ARE US, INC	130.00
05/29/2025	16948	UNIQUE MANAGEMENT SERVICES INC	9.85

LIBCK TOTALS:

Total of 15 Checks:	6,275.97
Less 0 Void Checks:	0.00
Total of 15 Disbursements:	6,275.97

**Cedar Springs Public Library  
2024-2025 Budget  
Monthly Report**

Revenue	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted				
													YTD Income	Amount	Over/Under Budget		
271-000-400.100	Appropriation from Fund Bal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,300.00	\$ (21,300.00)	0%	
271-000-400.600	Approp. from Cleo Cowles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ (50.00)	0%	
271-000-402.000	Tax Collections - Ad Valorem Roll	\$ 1,771.49	\$ 11,686.79	\$ 98,509.16	\$ 19,567.70	\$ 2,377.75	\$ (353.72)	\$ 517.00	\$ 391.26	\$ 276.61	\$ 52.22	\$ 12,088.19	\$ 146,884.45	\$ 135,900.00	\$ 10,984.45	108%	
271-000-432.000	Tax Collections - DNR PLT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65.10	\$ -	\$ -	\$ 65.10	\$ 50.00	\$ 15.10	130%	
271-000-437.000	Tax Collections - IFT Roll	\$ -	\$ -	\$ -	\$ 836.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 836.87	\$ 1,200.00	\$ (363.13)	70%	
271-000-451.000	Library Rev-Penal Fines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000.00	\$ (14,000.00)	0%	
271-000-452.000	Library Revenue-Solon Twnshp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 181,894.00	\$ 175,400.00	\$ 6,494.00	104%	
271-000-453.000	USF FUNDS-ERATE	\$ 1,580.64	\$ -	\$ -	\$ 748.94	\$ -	\$ -	\$ 227.50	\$ -	\$ -	\$ 549.44	\$ 700.70	\$ 3,807.22	\$ 3,000.00	\$ 807.22	127%	
271-000-515.000	State Aid	\$ 5,234.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,428.82	\$ -	\$ -	\$ 10,663.28	\$ 5,240.00	\$ 5,423.28	203%	
271-000-625.000	BANK FEES -FINES & SERVICES	\$ 348.89	\$ 356.19	\$ 283.91	\$ 734.04	\$ 610.97	\$ 367.06	\$ 497.25	\$ 361.75	\$ 493.13	\$ 394.71	\$ 254.04	\$ 4,701.94	\$ 3,500.00	\$ 1,201.94	134%	
271-000-664.000	Interest Earned	\$ 427.64	\$ 414.03	\$ 432.34	\$ 465.57	\$ 405.11	\$ 549.40	\$ 334.50	\$ 345.87	\$ 1,108.10	\$ 3,791.65	\$ 580.59	\$ 8,854.80	\$ 2,500.00	\$ 6,354.80	354%	
271-000-664.200	Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ (100.00)	0%	
271-000-667.000	Rental Income	\$ 440.00	\$ 440.00	\$ 640.00	\$ 500.00	\$ 600.00	\$ 540.00	\$ 780.00	\$ 800.00	\$ 820.00	\$ 440.00	\$ 440.00	\$ 6,440.00	\$ 6,000.00	\$ 440.00	107%	
271-000-674.000	Donations	\$ 30.36	\$ -	\$ -	\$ 21.00	\$ 20.00	\$ 172.50	\$ 50.00	\$ -	\$ 653.00	\$ -	\$ 90.00	\$ 1,036.86	\$ 1,000.00	\$ 36.86	104%	
271-000-674.200	Book Donations	\$ 85.00	\$ 73.68	\$ 97.84	\$ 50.00	\$ 79.38	\$ 50.00	\$ 60.00	\$ 250.00	\$ 83.62	\$ 10.48	\$ -	\$ 840.00	\$ 500.00	\$ 340.00	168%	
271-000-674.400	Summer Reading Program Donations	\$ 169.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ -	\$ 1,850.00	\$ 300.00	\$ -	\$ 2,349.18	\$ 3,000.00	\$ (650.82)	78%	
271-000-674.700	Area Libraries Lost & Damaged Books	\$ 12.99	\$ 23.49	\$ -	\$ 104.43	\$ 45.00	\$ -	\$ -	\$ 37.00	\$ 28.99	\$ 41.98	\$ 58.00	\$ 351.88	\$ 200.00	\$ 151.88	176%	
271-000-677.000	Miscellaneous	\$ 874.00	\$ 26.70	\$ 129.50	\$ 553.27	\$ 822.50	\$ 33.50	\$ 29.99	\$ 22.00	\$ 78.49	\$ 20.00	\$ 18.00	\$ 2,607.95	\$ 3,000.00	\$ (392.05)	87%	
<b>Total Revenue</b>		\$ 10,974.65	\$ 13,020.88	\$ 100,092.75	\$ 23,581.82	\$ 4,960.71	\$ 1,358.74	\$ 2,526.24	\$ 184,101.88	\$ 10,885.86	\$ 5,600.48	\$ 14,229.52	\$ -	\$ 371,333.53	\$ 375,940.00	\$ (4,606.47)	99%

Expenditures	July	August	September	October	November	December	January	February	March	April	May	June	Budgeted			
													YTD Exp.	Amount	Over/Under Budget	
271-790-702.000	WAGES - FULL TIME EMPLOYEES	\$ 3,317.31	\$ 4,423.08	\$ 4,423.08	\$ 6,634.62	\$ 4,423.08	\$ 4,423.08	\$ 4,423.08	\$ 4,423.08	\$ 4,423.08	\$ 12,634.62	\$ 57,971.19	\$ 59,250.00	\$ (1,278.81)	98%	
271-790-704.000	WAGES - PART TIME EMPLOYEES	\$ 6,785.99	\$ 9,287.41	\$ 8,622.71	\$ 13,109.82	\$ 8,490.20	\$ 8,332.29	\$ 7,636.82	\$ 8,586.63	\$ 9,287.67	\$ 9,278.83	\$ 15,021.33	\$ 104,439.70	\$ 127,800.00	\$ (23,360.30)	82%
271-790-705.000	Cleaning Service	\$ 15.92	\$ 311.11	\$ -	\$ 27.99	\$ 199.10	\$ 125.22	\$ 75.59	\$ 71.22	\$ 173.02	\$ 97.08	\$ 64.19	\$ 1,160.44	\$ 2,000.00	\$ (839.56)	58%
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	\$ 4.04	\$ 4.44	\$ 1.87	\$ 2.25	\$ 1.53	\$ 1.81	\$ 7.24	\$ 7.81	\$ 5.66	\$ 5.57	\$ 8.23	\$ 50.45	\$ 100.00	\$ (49.55)	50%
271-790-709.000	SOCIAL SECURITY EXPENSE	\$ 1,014.82	\$ 1,048.86	\$ 998.01	\$ 1,510.44	\$ 987.87	\$ 975.77	\$ 922.56	\$ 995.26	\$ 1,048.84	\$ 1,048.22	\$ 2,115.69	\$ 12,666.34	\$ 15,000.00	\$ (2,333.66)	84%
271-790-717.000	PENSION EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,530.00	\$ (3,530.00)	0%
271-790-721.000	GAS UTILITY EXPENSE	\$ 69.56	\$ 67.00	\$ 42.54	\$ 61.59	\$ 119.48	\$ 276.73	\$ 440.12	\$ 500.23	\$ 486.85	\$ 273.02	\$ 186.74	\$ 2,523.86	\$ 3,000.00	\$ (476.14)	84%
271-790-724.000	TELEPHONE	\$ 39.98	\$ -	\$ 39.98	\$ 164.27	\$ 111.94	\$ 186.80	\$ 151.95	\$ 150.15	\$ 59.98	\$ 191.91	\$ 191.91	\$ 1,288.87	\$ 2,400.00	\$ (1,111.13)	54%
271-790-724.100	INTERNET	\$ 249.96	\$ 164.96	\$ 124.98	\$ 249.96	\$ 124.98	\$ 124.98	\$ 124.98	\$ -	\$ 124.98	\$ 124.98	\$ 124.98	\$ 1,539.74	\$ 3,500.00	\$ (1,960.26)	44%
271-790-726.000	OFFICE SUPPLIES	\$ 462.65	\$ 63.25	\$ -	\$ 1,112.67	\$ 172.27	\$ 282.38	\$ 7.41	\$ 625.10	\$ 546.65	\$ 461.57	\$ 281.34	\$ 4,015.29	\$ 3,800.00	\$ 215.29	106%
271-790-734.000	Overdrive Program Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ (3,000.00)	0%
271-790-735.000	AV Expense	\$ -	\$ -	\$ -	\$ 161.33	\$ 322.04	\$ 81.32	\$ 54.88	\$ 84.20	\$ 69.36	\$ -	\$ 205.39	\$ 978.52	\$ 2,000.00	\$ (1,021.48)	49%
271-790-736.000	Adult Book Expense	\$ 298.41	\$ 21.95	\$ 712.53	\$ 1,401.37	\$ 731.73	\$ 18.65	\$ 499.84	\$ 167.24	\$ 873.44	\$ 1,584.70	\$ 1,013.69	\$ 7,323.55	\$ 9,500.00	\$ (2,176.45)	77%
271-790-736.500	TEEN BOOKS	\$ 41.54	\$ 16.21	\$ 52.03	\$ 284.70	\$ 52.37	\$ (19.05)	\$ 96.42	\$ -	\$ 80.55	\$ 128.41	\$ 116.49	\$ 849.67	\$ 1,000.00	\$ (150.33)	85%
271-790-737.000	Childrens Book Expense	\$ 248.87	\$ -	\$ 623.05	\$ 1,380.14	\$ 969.03	\$ (567.01)	\$ 718.24	\$ 134.81	\$ 937.31	\$ 1,465.52	\$ 886.64	\$ 6,796.60	\$ 9,500.00	\$ (2,703.40)	72%
271-790-738.000	Books Purchased with Donations	\$ 15.60	\$ 34.05	\$ -	\$ 121.41	\$ 35.16	\$ -	\$ 10.99	\$ -	\$ 79.36	\$ 11.24	\$ -	\$ 307.81	\$ 500.00	\$ (192.19)	62%
271-790-738.100	1,000 BOOKS BEFORE KINDERGARDEN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60.97	\$ -	\$ -	\$ -	\$ 211.79	\$ 1,000.00	\$ (788.21)	21%
271-790-739.000	Area Libraries Lost & Damaged Books	\$ 55.42	\$ 133.27	\$ 104.84	\$ 129.41	\$ -	\$ 74.79	\$ 126.19	\$ 44.65	\$ 61.41	\$ 41.99	\$ 162.98	\$ 934.95	\$ 1,000.00	\$ (65.05)	93%
271-790-801.000	Professional Service Expense	\$ 100.00	\$ -	\$ -	\$ -	\$ 171.50	\$ 539.00	\$ -	\$ -	\$ 2,346.00	\$ 25.50	\$ 51.00	\$ 3,233.00	\$ 10,500.00	\$ (7,267.00)	31%
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	\$ -	\$ 520.00	\$ 775.00	\$ 895.00	\$ 650.00	\$ -	\$ 320.00	\$ -	\$ 188.00	\$ 376.00	\$ 130.00	\$ 3,854.00	\$ 6,000.00	\$ (2,146.00)	64%
271-790-806.000	Collection Services	\$ -	\$ 9.85	\$ 9.85	\$ -	\$ 9.85	\$ -	\$ 39.40	\$ -	\$ 9.85	\$ 19.70	\$ 9.85	\$ 108.35	\$ 300.00	\$ (191.65)	36%
271-790-808.000	Lakeland Support Services	\$ 4,523.58	\$ 421.44	\$ -	\$ 5,190.77	\$ -	\$ -	\$ 4,719.27	\$ -	\$ -	\$ 4,766.79	\$ -	\$ 19,621.85	\$ 25,000.00	\$ (5,378.15)	78%
271-790-813.000	Garbage Disposal Service	\$ -	\$ -	\$ 74.31	\$ -	\$ 74.31	\$ -	\$ -	\$ -	\$ 74.31	\$ -	\$ 74.31	\$ 297.24	\$ 400.00	\$ (102.76)	74%
271-790-851.000	POSTAGE	\$ -	\$ -	\$ -	\$ 83.76	\$ -	\$ 154.00	\$ 5.38	\$ 73.00	\$ -	\$ 10.01	\$ 73.00	\$ 399.15	\$ 500.00	\$ (100.85)	80%
271-790-861.000	TRANSPORTATION EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ 46.00	\$ 49.51	\$ -	\$ -	\$ -	\$ -	\$ 137.55	\$ 233.06	\$ 1,000.00	\$ (766.94)	23%
271-790-880.800	SUMMER READING PROGRAM	\$ 941.71	\$ 347.21	\$ -	\$ 7.98	\$ -	\$ -	\$ -	\$ 1,697.80	\$ -	\$ -	\$ 995.78	\$ 3,990.48	\$ 7,500.00	\$ (3,509.52)	53%
271-790-895.000	SENIOR PROGRAMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	\$ 285.00	\$ 1,479.99	\$ 600.00	\$ 1,557.94	\$ 325.00	\$ 600.00	\$ 285.00	\$ -	\$ 390.00	\$ 2,534.99	\$ 144.00	\$ 8,201.92	\$ 8,500.00	\$ (298.08)	96%
271-790-915.000	MEMBERSHIP & DUES EXPENSE	\$ 486.00	\$ -	\$ -	\$ -	\$ 155.73	\$ -	\$ -	\$ -	\$ 30.00	\$ -	\$ -	\$ 671.73	\$ 700.00	\$ (28.27)	96%
271-790-917.000	Workmens Compensation Expense	\$ 263.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 263.39	\$ 300.00	\$ (36.61)	88%
271-790-918.000	WATER UTILITY EXPENSE	\$ 75.36	\$ -	\$ 77.38	\$ 141.25	\$ -	\$ 77.38	\$ 77.38	\$ 195.91	\$ 63.87	\$ 77.38	\$ -	\$ 785.91	\$ 1,000.00	\$ (214.09)	79%
271-790-926.000	Electric Expense	\$ -	\$ 686.11	\$ 646.87	\$ 632.55	\$ 521.73	\$ 557.45	\$ 675.11	\$ 644.82	\$ 617.45	\$ 573.60	\$ 659.17	\$ 6,214.86	\$ 6,000.00	\$ 214.86	104%
271-790-930.000	Repair & Maintenance Serv Exp	\$ -	\$ -	\$ -	\$ 1,635.99	\$ -	\$ -	\$ 210.89	\$ 350.00	\$ 825.22	\$ 350.00	\$ 350.00	\$ 3,722.10	\$ 15,500.00	\$ (11,777.90)	24%
271-790-930.300	Education/Training Expense	\$ 842.40	\$ 335.00	\$ -	\$ -	\$ 573.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,750.52	\$ 1,800.00	\$ (49.48)	97%
271-790-935.000	INSURANCE & BONDS EXPENSE	\$ 1,859.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,859.50	\$ 3,000.00	\$ (1,140.50)	62%
271-790-955.000	Bank Fees	\$ 246.93	\$ 178.54	\$ 138.99	\$ 148.38	\$ 159.16	\$ 159.93	\$ 159.38	\$ 178.95	\$ 186.66	\$ 114.99	\$ 169.31	\$ 1,841.22	\$ 2,200.00	\$ (358.78)	84%
271-790-956.000	Miscellaneous Expense	\$ 53.01	\$ 750.27	\$ -	\$ 738.20	\$ 1,117.30	\$ 15.99	\$ 68.49	\$ 31.19	\$ 861.75	\$ 578.37	\$ 128.42	\$ 4,342.99	\$ 5,000.00	\$ (657.01)	87%
271-790-956.400	Special Programs Expense	\$ 29.13	\$ -	\$ 70.00	\$ 1,037.28	\$ 1,340.33	\$ 1,070.46	\$ 1,087.65	\$ 515.16	\$ 16.09	\$ 399.28	\$ 35.20	\$ 5,600.58	\$ 5,800.00	\$ (199.42)	87%
271-790-968.000	Public Relations	\$ 120.00	\$ -	\$ 1,589.77	\$ -	\$ -	\$ 85.39	\$ 10.00	\$ 94.00	\$ 64.98	\$ -	\$ 1				



# Director's Report

## June 2025

### Board Tasks

- 2024-25 Projects: Please see the attached project reports.
- The Library now has 1GB speed internet! This increase in speed will provide patrons and staff with more reliable connections to get their online tasks completed.

### Action & Information

- On Thursday, June 12, the Michigan House of Representatives approved the Department of Education budget which included a static \$16.5 million allocated to libraries. The House budget also zeroes out the \$5.6 million allocated to the Library of Michigan through the Library Services Technology Act (LSTA), a program facilitated by the Institute of Museum and Library Services (IMLS), indicating they do not expect to receive any funding from IMLS for fiscal year 2026. Unfortunately, their budget does not include any appropriation from the State of Michigan to replace those dollars. It's important to note that the approved House bill is just the first step in a long negotiations process between House leadership and appropriation chairs. This version of the state budget will likely see many changes before a final version is adopted. However, if you feel like these cuts will have a negative impact on CSPL's operations, the Director encourages board members to please reach out to our local state legislators.

### Community Engagement

- The Library is working with several local businesses and organizations for the Summer Reading Program in multifaceted ways:
  - Downtown Storybook Walkabout – pages of a picture book are put in front windows of downtown businesses, patrons walk from business to business reading the story. There is also a paint brush scavenger hunt where different colorful paintbrushes are hidden

throughout downtown and patrons can find them for additional SRP points for prizes.

- The Rotary Club has generously donated \$500 to be used for our Summer Reading Program.
- Many community members came together for the Cedar Springs Community Clean Up and Library Enhancement on May 16 and 17, 2025. Over 40 students and staff from CTA helped remove weeds, place stones around the building, planted trees, and prepared soil for grass seed all around library grounds, especially at the newly finished Fountain of Knowledge.
- The Cedar Springs Community Players recently wrapped up their latest show "A Family Affair". They included a free 1/4-page advertisement for the Library as a thank you for allowing them to use our space for rehearsals. We would like to thank the Players for the free advertising.
- New Liability Insurance – Because the Library now has its own Tax ID, we will need to have our own liability insurance. Please see the attached summary of the liability insurance quote from Michigan Municipal League. This organization is reliable, working with hundreds of municipal entities throughout the state, and have been the City's insurer for many years. They are familiar with the library, as the library was under the City's umbrella. The Board needs to approve moving forward with liability insurance so the Library is covered by July 1, 2025, when the Library's new Tax ID takes effect.

#### Program Attendance & Usage Stats May 2025

- Programs
  - Summer Reading Program is here! Kickoff week was a HUGE success!
    - 858 total participants
      - PreK registrations – 128
      - Youth registrations – 377
      - Teen registrations – 70
      - Adult registrations – 283
    - 213,028 Reading Points (participants earn a point for every minute they read. That's about 248 minutes per participant!)

- 889 missions have been completed (missions earn participants extra points for prizes)
  - 1,010 badges have been earned (participants earn badges as they earn points)
- Book Club – 5
- Senior Neighbors (Exercise) – 118
- Storytimes – 137 (only 2 programs)
- Quilters – 29
- Seed Library – 651 seed packets
- Village Learning Center visits – 46
- Writer’s Group – 6
- Young 5’s Visits – 49
- Crafty Wednesdays – 194 (only 1 program)
- Passive Programming – 506 (I Spy, Find Dewey, etc.)
- Total Program Participation for May/June: 2,599
- Room Reservations
  - Study Rooms – Avg. 20/week
  - Community Room Usage
    - Used: 20
    - Rented: 8
- Library Usage Stats
  - Door Counts\*: 2,236
    - The library purchased a new door counter and moved the sensor to the main entrance of the library, giving us a more accurate count of foot traffic coming into and out of the library.

## Patrons

- Total Patrons
  - Cedar Springs City: 1,637
  - Solon Township: 2,030
  - KDL Service Area: 185
  - LLC Libraries: 54
- Patrons Added
  - Cedar Springs City: 25
  - Solon Township: 24

- KDL Service Area: 2
- LLC Libraries: -1

### Circulation

- Total Items in Collection: 26,583 (this number shrank due to the Weeding Project)
  - Items Added: 191
  - Total Items Checked Out: 4,093
  - Adult Books: 870
  - Youth Books: 1,298
  - YA Books: 124
  - Audiobooks: 42
  - DVDs: 161
  - Express Items (do not go out to other libraries): 118
  - Other Items (including Library of Things, Hotspots, etc.): 10
  - Digital Content (eBooks, eAudiobooks, eMagazines): 1,470

# Project



# BRIEF REPORT

**Project Name: RFID Tagging (Phase 1)**

**Timeline: 22 weeks (5 months)**

**Budget: \$7,500.00**

Category	Details
Objectives	<ul style="list-style-type: none"> <li>Convert the collection to RFID Tags</li> <li>Enhance inventory control</li> </ul>
Key Deliverables	<ul style="list-style-type: none"> <li>Tags in each item in the library</li> <li>Inventory tracking and management</li> </ul>
Budget	 <span style="float: right;">\$7,500</span>
Stakeholders	<ul style="list-style-type: none"> <li>Staff</li> <li>Patrons</li> </ul>
Risks and Mitigations	<ul style="list-style-type: none"> <li>Delays in Process: Set clear deadlines and regular progress checks</li> <li>Budget Overrun: Implement regular budget reviews and adjust plans as necessary</li> <li>Technology issues: Train staff on basic troubleshooting; call customer support</li> </ul>
Status	<b>In Progress - Delayed</b>

### Important Notes:

- Approved at October 2024 Board Meeting. Project Due Date: 3/31/2025
- Training session done.
- Software/hardware installed on Director's computer. Waiting to hear back from LLC for Sierra (library's circulation software) link. Tagging of physical materials project to begin once link is established. - Solved
- Weeding project has begun. New expected completion on 4/30/25
- Weeding project complete - 4/18/25. Tagging phase target completion: 6/1/25.





# Budget Amendment

June 23, 2025

Decrease 271-790-999.100 (Appropriation to Fund Balance) by \$1,700

Increase 271-790-726.000 (Office Supplies) by \$700

Increase 271-790-926.000 (Electric Expense) by \$1,000

This budget amendment reflects the Library's commitment to effectively allocating resources to meet current programming and public engagement needs and does not change the Total Expenditures for 2024-25 Fiscal Year.

## **For Fiscal Year 2025-26**

Decrease 271-790-999.100 (Appropriation to Fund Balance) by \$1,800

Increase 271-790-935.000 (INSURANCE & BONDS EXPENSE) by \$1,800

This budget amendment reflects the Library's commitment to effectively allocating resources to meet current programming and public engagement needs and does not change the Total Expenditures for 2025-26 Fiscal Year.



## **Summary: Insurance Proposal & Contract with Michigan Municipal League Liability & Property Pool**

Prepared by James Pugh, Director

### **About the Michigan Municipal League (MML)**

The Michigan Municipal League (MML) is a non-profit organization founded to support and advocate for Michigan's cities, villages, and urban townships. Its mission is to help local governments build stronger communities through:

- Advocacy at the state and federal level
- Education and training programs for municipal officials
- Legal support and technical assistance
- Risk management and insurance services through its Liability & Property Pool
  - The MML Liability & Property Pool, established in 1982, is a member-governed, stable, and cost-effective alternative to traditional insurance, providing specialized municipal coverage and expert risk control services.

### **Insurance Proposal Overview**

Presented by: Elmer Hitt, MML Account Executive

- Annual Premium: \$4,770
- MML Annual Associate Member Fee: \$200
- Dividend Return Eligibility (after each renewal):
  - 10% after 1st year
  - 25% after 2<sup>nd</sup>
  - 50% after 3<sup>rd</sup>
  - 75% after 4<sup>th</sup>
  - 100% after 5<sup>th</sup>

### **Coverage Summary**

- Library Annual Payroll: \$214,800
- Total Insured Property Values: \$671,000

### General Liability

- Bodily injury, property damage, medical payments
- Host liquor liability, ambulance/EMT malpractice
- Cyber liability and data breach response
- Athletic and marina liability
- Optional fireworks coverage (with application)

### Public Officials Liability

- Covers discrimination, zoning, civil rights, malfeasance
- Excludes fraud, illegal profits, labor disputes, ERISA violations

### Property Coverage

- Blanket coverage of member-owned property
- Covers demolition costs, extra expense, loss of rents
- Boiler and machinery coverage included
- Excludes wear & tear, utility service failure, mold beyond limits

### Crime & Auto Coverage

- Employee dishonesty, forgery, fraud, theft
- Coverage for non-owned and hired vehicles

### **Key Benefits of Pool Membership**

- Broad, municipality-specific coverage
- Expert municipal claims and risk control services
- Financially secure, member-owned and governed
- Return of surplus/dividends to members
- Access to risk training, legal resources, and online tools
- Cost savings through non-profit, tax-exempt status

### **Membership Responsibilities** (Must be upheld by the library if enrolled)

- Pay premiums on time
- Maintain MML membership
- Report claims/incidents promptly
- Cooperate with legal defense and follow risk protocols
- Permit access to records and participate in safety compliance

### **Contractual Highlights (from Intergovernmental Contract)**

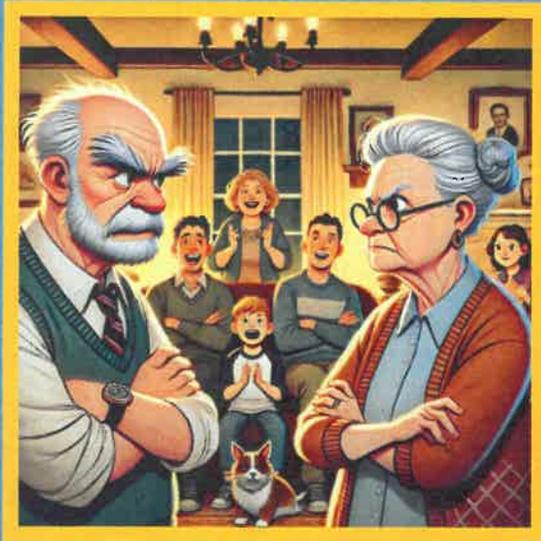
- Minimum 1-year membership; withdrawal requires 60-day notice
- Member cities govern the Pool via a 9-member Board
- Annual independent audits and financial oversight
- Pool continues claim support after membership ends
- Optional defense clause for members in liability claims
- Financial stability ensured via conservative risk pooling and reinsurance

### **Recommendation for Board Consideration**

Approve joining the MML Liability & Property Pool. This partnership will deliver specialized risk management, statewide municipal support, and potential cost savings over time. There is a proposed Budget Amendment for line item 271-790-935.000 (INSURANCE & BONDS EXPENSE) for the proposed annual premium.

The Cedar Springs Community Players  
Present

# A Family Affair



May 30 & 31 at 7:30 pm  
June 1st at 3:00 pm  
June 6 at 7:30 pm  
June 7 at 3:00 pm

Shows at the Kent Theater  
8 N. Main Street, Cedar Springs

For More Info:  
[cedarspringscommunityplayers.org](http://cedarspringscommunityplayers.org)



This activity is supported in part by an award from the MICHIGAN ARTS & CULTURE COUNCIL and the NATIONAL ENDOWMENT FOR THE ARTS.



## Upcoming Cedar Springs Community Players Shows

2025 Season

"The Sound of Music" Youth Edition  
July 25-27



"The Maltese Falcon"  
October 17-19



Cedar Springs Public Library  
107 N. Main Street  
Cedar Springs, MI 49319  
[info@cedarspringslibrary.org](mailto:info@cedarspringslibrary.org)  
616-696-1910  
**Mon-Fri: 10AM-6PM**  
**Sat: 9AM-12PM**  
Curbside Services Available

The CS Public Library houses 22,000 items and was visited by about 33,000 patrons during the past year. Forty-six percent of the added collection to the library last year was donated – proof that Cedar Springs area residents love their little library. 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.



# Cedar Springs Community Cleanup and Library Enhancement

By Sue Wolfe

May 19, 2025: The Cedar Springs Community Building Development Team's (CBDT) annual community cleanup was held last week in partnership with Creative Technologies Academy (CTA), Cedar Springs Rotary's Epic Day of Service, area businesses, and community members.

This year's 2-day event focused on completing the new Fountain of Knowledge enhancement located in front of the Community Library where the previous fire station was located. With over 40 students and staff from CTA and several other community volunteers, the group prepared the new soil for grass seed, installed edging and stone, and planted trees and shrubs. Volunteers also pulled weeds



and trimmed bushes in the existing landscaped areas around the Heart of Cedar Springs Park and Community Library, removed trash in Cedar Creek and throughout the flower gardens and walking trails between Main and Pine Streets.

"This is the second year CTA has committed to this community cleanup," explained Patrick Ensley, CBDT Board Member and Cleanup Coordinator. "These student's hard work really made a positive difference, and I have enjoyed getting to know them,"

Ensley continued.

CBDT Board Member and Project Manager of the Fountain of Knowledge, Duane McIntyre, cited donations, discounts, and lots of support from local businesses as significantly beneficial in the overall cost savings and completion of the \$130,000 project started last fall. The flowing water structure, additional paved parking spaces, cement sidewalks and curbing, redesigned sprinkler system,

Please see **CLEANUP** on page 10



## CLEANUP

continued from front page

improved lighting and security, trees, shrubs, benches, and new grass have all been part of this beautifully designed enhancement. The City of Cedar Springs, library, and CBDT representatives worked together on developing the plan over the last three years.

After a year-long fund-raising effort for this project, Perry Hopkins, CBDT Board President announced all the necessary funding had now been secured because of tremendous generosity and support from our community.

"It has been wonderful witnessing all the many community volunteers working together to enhance our community as well as area businesses donate and/or provide discounted services and products. Volunteering and donating make all the difference on how a community succeeds. The entire CBDTeam would like to thank all who helped in any way," said Hopkins.

A Fountain of Knowledge Ribbon Cutting Ceremony will be held sometime in June so watch the CBDT website of CedarSpringsCBDT.com for details. Would you like to see more community enhancement projects? If so, reach out to any CBDT members or attend the next meetings scheduled on Tuesday, May 27 and August 12, both at 7 am at Perry Place on Main Street to share your thoughts.

