

Minutes

REGULAR BOARD MEETING

Monday August 4, 2025

Approved 25Aug25

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.

II. Pledge of Allegiance

Chair Smith led the Board in the pledge of allegiance

III. Approval of Agenda

Motion by Owen 2nd by Lehmoine to amend the consent agenda by adding the Closed-Door session minutes of December 16, 2024 and June 23, 2025

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**

IV. Consent Agenda

- a. Minutes of June 23, 2025 Regular Meeting
- b. June Financial Report-copy of checks circulated for Board review
- c. (New) Closed Door Minutes of December 16, 2024 and June 23, 2025 were distributed to the Board by the Director to review and then returned.**

Motion by Owen 2nd by Gritter to accept and affirm the consent agenda (a) Minutes of the 23Jun25 Regular Meetings (b) June Financial Report from the City (c) Closed Door Minutes of December ,2024 and June , 2025 as presented.

[** on file with Director per Open Meetings Act, to be destroyed 1 yr. from approval]

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

V. Directors Report - J. Pugh

The director submitted his written report which included; Summer Reading program a success; Board Tasks for Director from 23rd June meeting-2024-25 Projects; Community Engagement; Program Attendance & Usage Stats May 2025; Room Reservations; Library Usage Stats-Annual Report; Circulation

Action and Information

Presented Verizon Wi-Fi hot spots (10) proposal

\$39.99/mo. per line Average cost per line for 10 lines before taxes, fees, or surcharges

\$4,798.80 Total Cost Over 12 months before taxes, fees, or surcharges

\$399.90/month- Government 5G Unlimited JetPack/MIFI Device - 60GB DPR & 5G UW

Will be checking others.

New Konica Minolta printer

1 C3011 COLOR COPIER/PRINTER WITH DF-714 - Purchase Price: \$4,604.82

Discussion: compatibility with Windows 11; will own vs. lease; servicing by GR area; delivery within 30 days

Motion by Owen 2nd by Lehmoine approve the Konica Minolta printer for \$4,604.82.

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

Nays: None

Motion Passes

New Point of Sale System

Clover Mini - for payments or to run your whole business from inventory to payroll

Clover Mini Terminal - Yours for just \$899 Cash Drawer - One-time cost of only \$75

Software & Security -Just \$29.99/month \$450 Rebate after 60 days of processing

Low Credit Card Fees - Only 2.3% + \$0.10 per transaction

Discussion: credit card usage fee; monthly software fee; possible employee time clock usage; clarification monthly charge is \$29.99 not (\$14.99 + \$9.99);

Motion by Owen 2nd by Howell to approve the Clover mini Point of Sale system as presented above with the clarification on monthly fee at \$29.99.

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

Nays: None

Motion Passes

RFID

Director requested Board Approval of the Bibliotheca proposal for \$7,067 to move forward with purchasing materials needed for the next stage of the project.

Discussion: Quote expiration was updated to include this week; cost covered in current budget.

Motion by Owen 2nd by Dykstra to approve the Bibliotheca proposal for \$7,067.

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

Nays: None

Motion Passes

Discussion: June 30th Fund balance of \$60,000 plus penal fines; audit is now starting and will determine the final number for the year; possible unknown expenses because of cuts

VI. Chairperson's Report-T. Smith

Intergovernmental Agreement (IGA)

The draft one-year Intergovernmental Agreement (IGA) was presented for Board comment.

Discussion: 5% annual increase in accounting services; 90-day notice and 6-month termination notice; attorney review; tracking vs. being eligible for employee benefits; Itemized list of services; workers comp coverages; lease as attachment; Chair will pass along comments to City.

Director Letter of Understanding

The Chair distributed a summary of proposed Director salary/stipend and paid time off (PTO) benefit to comply with the new State sick time requirements.

Motion by Owen 2nd by Lehmoine to approve the Letter of Understanding between the Director and Chair which includes Director Salary of \$62,000 effective July 1, 2025; stipend of \$6,000 paid the first pay in 2026; 72 hours of paid time off front-loaded July 1st, 2025.

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

Nays: None

Motion Passes

VII. Committee Reports

The Chair noted there were no committee meetings.

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

VIII. Public Comment

Jill Owen-liked the Clover Point of sale system and recommended a minimum charge **Rachel VanHorn-keep** in mind other employees would appreciate sick leave benefits

IX. Ongoing/New Business

(a) Election of Board Officers-

Secretary conducted election of Chair to start process per By Laws Article III 4. B. (f) After requesting nominations, the following were elected.

Chair-Tim Smith, accepts

Motion by Owen 2nd by Dykstra a unanimous vote be cast for Tim Smith as Chair
Voice Vote Ayes-All Nays-none **Motion Passes**

Meeting Attachments:

- Draft Minutes of 23 Jun 25 Regular Meeting
- June 2025 Financial Report from City
- Director's July Report
- 2024-25, 2025-26 Annual Report and Summary
- 2025-26 Schedule of Library Board Meetings
- 2025-26 Schedule of Fees
- July 2025 Budget Amendments
- List of Chair appointed Committees and members
- Director Letter of Understanding
- Proposed Intergovernmental Agreement between the City of Cedar Springs and Cedar Springs Public Library

[December and June closed door session minutes on file with Director per Open Meetings Act]

Minutes

REGULAR BOARD MEETING

Monday June 23,2025

DRAFT

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

1 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.

1. 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 2nd 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

111. 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-]. 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 (LSTAJ, a program facilitated by the Institute of Museum and Library Services (IMLSJ).

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 81 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
- 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]

Coverage Summary

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

General Liability

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 St tear, utility service failure, mold beyond limits
- Crime St 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 2nd by Lehmoine to approve MML Liability SC 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 30th 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 8L BONDS EXPENSE) by \$1,800

Motion by Howell 2nd by Dykstra to:

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

Increase 271-790-935.000 (INSURANCE 81 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 2nd by Lehmoine to:

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

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

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 theA+ staff.

XII Motion to Adjourn

Motion by Owen 2nd 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- _____

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

Meeting Attachments:

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

PERIOD ENDING 06/30/2025

CL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2025	MONTH 06/30/2025	BALANCE	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	151,749.72	4,865.27	(15,849.72)	111.66
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	0.00	(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	4,910.58	208.64	(1,410.58)	140.30
271-000-664.000	Interest Earned	2,500.00	9,240.19	385.39	(6,740.19)	369.61
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	6,860.00	420.00	(860.00)	114.33
271-000-674.000	Donations	1,000.00	1,036.86	0.00	(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	2,948.18	599.00	51.82	98.27
271-000-674.700	Area Libraries Lost & Damaged Books	200.00	424.84	72.96	(224.84)	212.42
271-000-677.000	Miscellaneous	3,000.00	2,622.45	14.50	377.55	87.42
Total Dept 000		375,940.00	377,899.29	6,565.76	(1,959.29)	100.52
TOTAL REVENUES		375,940.00	377,899.29	6,565.76	(1,959.29)	100.52
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	59,250.00	63,721.19	5,750.00	(4,471.19)	107.55
271-790-704.000	WAGES - PART TIME EMPLOYEES	127,800.00	117,055.52	12,615.82	10,744.48	91.59
271-790-705.000	Cleaning Service	2,000.00	1,363.39	202.95	636.61	68.17
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	100.00	56.17	5.72	43.83	56.17
271-790-709.000	SOCIAL SECURITY EXPENSE	15,000.00	14,071.35	1,405.01	928.65	93.81
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	3,000.00	2,610.55	86.69	389.45	87.02
271-790-724.000	TELEPHONE	2,400.00	1,410.84	161.93	989.16	58.79
271-790-724.100	INTERNET	3,500.00	1,664.72	124.98	1,835.28	47.56
271-790-726.000	OFFICE SUPPLIES	3,800.00	4,223.92	208.63	(423.92)	111.16
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	1,288.95	310.43	711.05	64.45
271-790-736.000	Adult Book Expense	9,500.00	7,880.40	556.85	1,619.60	82.95
271-790-736.500	TEEN BOOKS	1,000.00	974.55	124.88	25.45	97.46
271-790-737.000	Childrens Book Expense	9,500.00	7,514.26	717.66	1,985.74	79.10
271-790-738.000	Books Purchased with Donations	500.00	432.05	124.47	67.95	86.41
271-790-738.100	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	211.79	0.00	788.21	21.18
271-790-739.000	Area Libraries Lost & Damaged Books	1,000.00	1,056.03	121.08	(56.03)	105.60
271-790-801.000	Professional Service Expense	10,500.00	3,564.50	331.50	6,935.50	33.95
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	5,024.00	1,170.00	976.00	83.73
271-790-806.000	Collection Services	300.00	108.35	0.00	191.65	36.12
271-790-808.000	Lakeland Support Services	25,000.00	19,711.85	90.00	5,288.15	78.85
271-790-813.000	Garbage Disposal Service	400.00	297.24	0.00	102.76	74.31
271-790-851.000	POSTAGE	500.00	399.15	0.00	100.85	79.83
271-790-861.000	TRANSPORTATION EXPENSE	1,000.00	233.06	0.00	766.94	23.31
271-790-880.800	SUMMER READING PROGRAM	7,500.00	5,107.92	1,117.44	2,392.08	68.11
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	8,500.00	8,591.92	390.00	(91.92)	101.08
271-790-915.000	MEMBERSHIP & DUES EXPENSE	700.00	671.73	0.00	28.27	95.96

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	ACTIVITY FOR MONTH 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
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	933.55	147.64	66.45	93.36
271-790-926.000	Electric Expense	6,000.00	6,894.47	679.61	(894.47)	114.91
271-790-930.000	Repair & Maintenance Serv Exp	15,500.00	4,694.77	972.67	10,805.23	30.29
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	1,993.08	151.86	206.92	90.59
271-790-956.000	Miscellaneous Expense	5,000.00	4,790.97	447.98	209.03	95.82
271-790-956.400	Special Programs Expense	5,800.00	5,600.58	0.00	199.42	96.56
271-790-968.000	Public Relations	2,200.00	2,066.66	0.00	133.34	93.94
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	3,060.00	0.00	0.00	3,060.00	0.00
Total Dept 790 - Library		375,940.00	317,272.85	28,015.80	58,667.15	84.39
TOTAL EXPENDITURES		375,940.00	317,272.85	28,015.80	58,667.15	84.39
Fund 271 - Library Fund:						
TOTAL REVENUES		375,940.00	377,899.29	6,565.76	(1,959.29)	100.52
TOTAL EXPENDITURES		375,940.00	317,272.85	28,015.80	58,667.15	84.39
NET OF REVENUES & EXPENDITURES		0.00	60,626.44	(21,450.04)	(60,626.44)	100.00

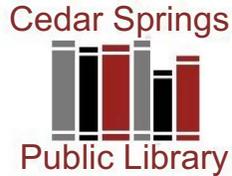
Fund 271 Library Fund

GL Number	Description	Balance
*-k-k-k Assets □ □ □		
271-000-001.100	General Checking - Independent Bar	253,011.37
271-000-001.110	CASH IN BANK - CHOICEONE	100,090.41
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
Total Assets		439,655.26
*-k-k-k Liabilities *-k-k-k		
271-000-201.000	Accounts Payable	802.09
271-000-207.000	Federal Withholding Taxes Pay	182.90
271-000-209.000	State Unemployment Tax Payable	20.42
271-000-210.000	State Withholding Payable	155.51
271-000-257.000	Accrued Wages Payable	3,843.23
271-000-262.000	FICA Taxes Payable	319.79
Total Liabilities		5,323.94
*-k-k-k Fund Balance *-k-k-k		
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 DON?	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	275,711.89
Total Fund Balance		373,704.88
Beginning Fund Balance		373,704.88
Net of Revenues VS Expenditures		60,626.44
Ending Fund Balance		434,331.32
Total Liabilities And Fund Balance		439,655.26

Check Date	Check	Vendor Name	Amount
Bank LibCk Library Main Checking Account			
06/11/2025	16949	CAREY AND PAUL GROUP	595.00
06/11/2025	16950	CONSUMERS ENERGY	679.61
06/11/2025	16951	HEIMLER CONSULTING	390.00
06/11/2025	16952	HILLARD ELECTRIC, INC	208.00
06/11/2025	16953	LAKELAND LIBRARY COOPERATIVE	90.00
06/11/2025	16954	NICK THOMAS ENTERTAINMENT	500.00
06/11/2025	16955	NORTHWEST KENT MECHANICAL	85.00
06/11/2025	16956	SPECTRUM ENTERPRISE	154.98
06/11/2025	16957	STREAMLINE	350.00
06/11/2025	16958	TURFS ARE US, INC	650.00
06/13/2025	4 (E)	ELAN FINANCIAL SERVICES	2,027.37
06/26/2025	16959	BAKER & TAYLOR, INC.	1,271.60
06/26/2025	16960	CITY OF CEDAR SPRINGS	147.64
06/26/2025	16961	DTE ENERGY	86.69
06/26/2025	16962	FOSTER SWIFT	331.50

LIBCK TOTALS:

Total of 15 Checks:	7,567.39
Less 0 Void Checks:	0.00
Total of 15 Disbursements:	7,567.39



Director's Report

July 2025

Board Tasks

- The Director is looking for new tasks for the 2025-26 Fiscal Year. He recommends waiting for the Strategic Planning process to be completed as it will dictate a lot of the library's projects moving forward.

Action & Information

- The RFID Tagging Project is ready for Phase 2, which includes the purchasing of additional materials. Please see the attached proposal from Bibliotheca. The Director is requesting Board Approval to move forward with purchasing materials needed for the next stage of the project.
- The Director met with Elmer Hitt, our representative from Michigan Municipal League, regarding our Workers' Compensation Insurance Fund. It is separate from the Liability Insurance and needs Board Approval to move forward with this coverage. There will need to be a Budget Amendment to line item 271-790-917.000 - Workers Compensation. See attached proposal.
- The Director has heard back from Clover regarding a new Point of Sale System. Please see the attached proposal for Board Approval. The new Point of Sale System will add a level of internal controls for our daily monetary transactions as well as make it easier for patrons to pay for fines and fees with credit cards.
- Wi-Fi Hotspots - Although Wi-Fi Hotspots are not going to be covered by E-Rate this upcoming year, there is still a high demand for the devices with CSPL patrons. Our current provider, Mobile Beacon, has been less than desirable when it comes to services. They cap the monthly data limit and sometimes people who check out the devices cannot use them because the data limit is reached almost immediately after checkout. The Director contacted Mobile Beacon about the data limits, but was told data was not capped, which is not true. He has yet to

hear back for a follow up. In addition, the current devices we are using are outdated and need upgrading. The Director has reached out to Verizon Wireless, who provides the cell phone service for the director's work phone, and they have provided an estimate to provide 10 new devices with a service plan. See attached.

- New printer - The Library's printer's "end of life" date is September 2025. This means maintenance and repair services will no longer be available for this particular printer after September. See attached proposal from Konica Minolta, the current vendor we use for our printing services, for purchasing an upgraded version of our current printer.

Community Engagement

- Several organizations geared toward family health and literacy have attended our library programs for Summer Reading to raise awareness of their services. Family Futures, an organization that focuses on the first five years of child development, and Dolly Parton's Imagination Library visited storytimes and North Kent Connect and Kent County Health Department set up tables on library grounds talking with patrons about services they offer. The Director would like to thank these local organizations for their continued partnership with the Library and looks forward to continuing similar community organization partnerships.

Program Attendance & Usage Stats

- See the attached Annual Report for a detailed comparison of Library Usage Statistics from FY 2023-24 and 2024-25.
- Summer Reading Program is going strong! The Director is very pleased with both program attendance AND participation.
 - 1,051 total participants
 - PreK registrations - 158
 - Youth registrations - 451
 - Teen registrations - 89
 - Adult registrations - 353
 - 1,090,018 Reading Points (participants earn a point for every minute they read. That's about 1,037 minutes, or about 17 hours, per participant!)

- o 1,736 missions have been completed (missions earn participants extra points for prizes)
 - 409,600 points have been earned from missions
 - 1,660 badges have been earned (participants earn badges as they earn points)
- o Total Summer Reading Events Attendance - 1,675 (Crafty Wednesdays, Skyhawks, Spoonman, etc.)

Patrons

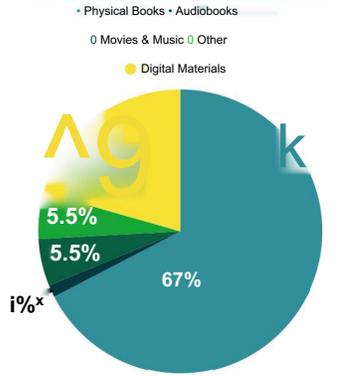
- See the attached Annual Report for a detailed comparison of Library Usage Statistics from FY 2023-24 and 2024-25.

Circulation

- See the attached Annual Report for a detailed comparison of Library Usage Statistics from FY 2023-24 and 2024-25.

2023-24 Annual Report vs. 2024-25 Annual Report

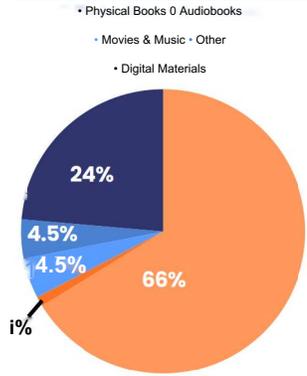
Items Checked Out 2023-24



44,591 Items checked out

QQ EOC Total physical
JZ, OuU items in collection

Items Checked Out 2024-25



47,366 Items checked out

OR, ROO Total physical
40,044 items in collection

Library Visits 2023-24

41,067 Total People who visited CSPL

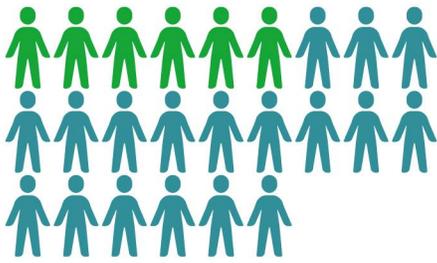


Library Visits 2024-25

37,550 Total People who visited CSPL



Program Participation 2023-24

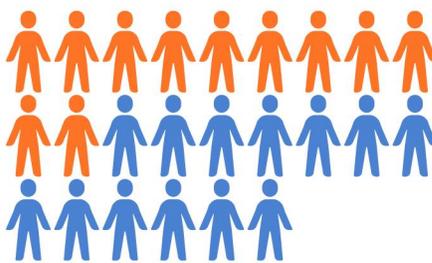


 = Passive Programs  = Program Attendance

11,405

Total Library Program Participation

Program Participation 2024-25

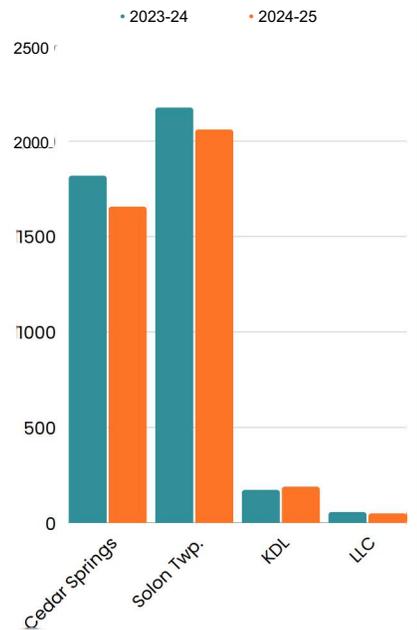


 = Passive Programs  = Program Attendance

19,040

Library Program Participation so far

Patrons



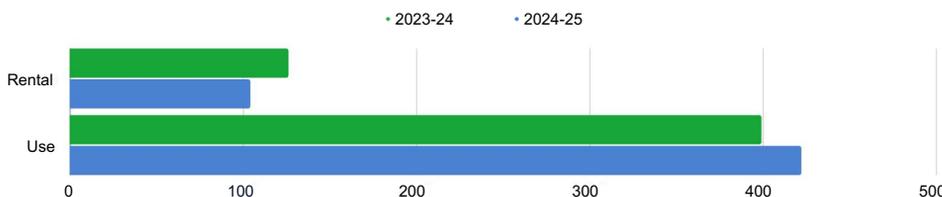
4,225

Patrons served from the community and surrounding area in 2023-24

3,958

Patrons served from the community and surrounding area so far

Room Rentals/Reservations



525 Total number of times CSPL's Community Room was used for programs, events, and rentals

526 Total number of times CSPL's Community Room was used for programs, events, and rentals



Executive Summary of Fiscal Year 2023-24 Compared to Fiscal Year 2024-25

Prepared by James Pugh, Director

This report provides a comparative overview of the Cedar Springs Public Library's performance across two fiscal years: 2023-24 and 2024-25. The Library's Fiscal Year is July 1 - June 30. The data reflects growth in circulation and program engagement, strategic collection management, and consistent community use of library spaces.

Key Year-over-Year Comparisons

Library Visits

- 2023-24: 41,067 visitors
- 2024-25: 37,550 visitors

While total visits declined slightly, the relocation of the door counter partway through 2024-25 is expected to improve future accuracy. Door counts and program attendance continue to reflect strong in-person engagement.

Circulation & Collection

- Total Items Checked Out:
 - 2023-24: 44,591
 - 2024-25: 47,366
- Physical Collection Size:
 - 2023-24: 32,536 items
 - 2024-25: 26,822 items

Circulation increased by 6%, despite a 17.5% reduction in the physical collection following a targeted weeding project. This effort removed outdated and underused materials, with the goal of enhancing relevance and circulation. Notably, digital content now represents 24% of all checkouts in 2024-25, up from 21% in the prior year, prompting further investment in Overdrive services.

Room Reservations & Rentals

- 2023-24: 525 total uses
- 2024-25: 526 total uses

The Community Room and Classroom continue to serve as popular venues for events, library programs, and community meetings. An operational change removing the 3-hour rental minimum was introduced during 2024-25 to increase access and generate additional revenue.

Program Participation

- 2023-24:11,405 attendees
- 2024-25:19,040 attendees

Program attendance grew by 67%, largely driven by expanded passive (self-directed) programming, such as reading challenges and in-library activities. This surge highlights the importance of flexible, accessible engagement opportunities and will inform future programming aligned with the Strategic Plan.

Patron Engagement

- Registered Patrons:
 - 2023-24:4,225
 - 2024-25:3,958

The slight drop in registered patrons reflects the Lakeland Library Cooperative's annual purge of inactive accounts. Despite this, CSPL averages 30 new library card registrations per month. However, approximately 16% of patrons are classified as "Active Users" (using the library at least once a month), indicating room for growth in sustained engagement.

Conclusion

Across both fiscal years, Cedar Springs Public Library has demonstrated strong performance in key service areas, particularly circulation and programming. Strategic efforts to modernize the collection and improve access to digital resources have contributed to higher usage, while space and program offerings continue to connect residents with valuable community experiences. As CSPL looks ahead, increasing Active Patron engagement and strengthening digital services remain top priorities for long-term impact.



Summary: Workers' Compensation Fund Proposal with Michigan Municipal League

Prepared by James Pugh, Director

Presented by: Elmer Hitt, Account Executive

Service Provider: Meadowbrook, Inc.

Coverage Period: July 1, 2025 - June 30, 2026

Overview:

The Cedar Springs Public Library is being offered renewal coverage through the Michigan Municipal League (MML) Workers' Compensation Fund, a nonprofit self-insurance pool serving over 900 Michigan municipal entities. The Fund is known for its financial strength (over \$150 million in assets) and history of dividend returns (over \$58.3 million in the last five years).

Key Benefits:

- \$2,000,000 Employer's Liability per occurrence (included at no extra cost)
- Potential for dividend returns based on surplus and performance
- Access to risk management services, including safety consultations, training discounts, and resources
- Expert governmental claims handling and legal defense
- Long-term stability with a track record since 1977

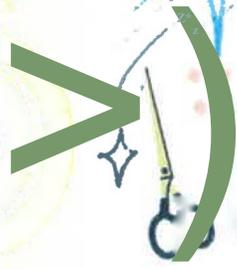
Member Responsibilities:

- Maintain MML membership
- Follow Fund safety and reporting procedures
- Submit to annual payroll audits for premium accuracy
- Provide 60 days' written notice to withdraw from the Fund

Regulatory Compliance:

The Fund is regulated by the Bureau, which approves rates, dividends, and other operational aspects. Regular financial reporting and audits are required.

Js



COLOR

WORLD™

PhaoMLm Participation

1080 Readers Registered

1,412,460 Minutes Read

2057 Missions Completed

1766 Badges Earned

COLOR OUR WORLD™



a.

**HOW LONG IS
2,460 MINUTES?**

1,41

**21 HOURS
47 MINUTES.
50 SECONDS
PER READER**

**2 TEARS
8 MONTHS
1 WEEK
13 HOURS**

e

w



Bill To

Cedar Springs Public Library (MI) - Main
 107 N Main St
 Cedar Springs MI 49319
 United States

Ship To

Cedar Springs Public Library (MI) - Main
 107 N Main St
 Cedar Springs MI 49319
 United States

Quote **QUO-US18488**

Date 3/4/2025

Customer: C0034861
 Quote Expiration: 7/31/2025

Payment Terms: Net 30 Days
 Sales Rep: Kyle Kigin

Item	Quantity	Net Price	Net Extended
Freight Standard Service SHP000001-000	1	130.00	130.00
RFID tag™ square (2,000/Roll) TAG000010-000	4	325.00	1,300.00
RFID workstation shielded NA STF000017-001	1	1,100.00	1,100.00
cloudCheck tablet, global SKU SCK400000-000	1	2,109.00	2,109.00
cloudCheck tablet annual license (max 4 devices) SCK400000-000-SUB	1	1,700.00	1,700.00
cloudCheck tablet Printer upgrade kit SCK400015-000	1	529.00	529.00
Refill Paper for:C component kiosk, sC500, sC1000, sC400, RemoteLocker, smartShelf integrated, 3M V and R upgrade, Flex BookDrop, replacment FX and C series staff printers, sC420, original C series staff printer AAA000267-000	1	199.00	199.00
		Total:	7,067.00
		Currency:	US Dollar

Terms and Conditions:

After 60 days, Bibliotheca, reserves the right to revise quote.
 Freight charges are estimated, actual charges will be billed.
 AMH systems will be invoiced at 50% order placement, 40% shipment, 10% at acceptance
 Taxes are not finalized until invoiced based on shipping jurisdiction, taxability, and rates at that time.
 A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers
 A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

<https://www.bibliotheca.com/terms-of-sale-agreement/>



Submit Purchase Order by fax to 877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

FW: john from clover

< john.jenkins@Fiserv.com >

Tue, 01 Jul 2025 5:23:12 PM -0400

To "director@cedarspringslibrary.org"<director@cedarspringslibrary.org>

Clover Mini - Use it just for payments or to run your whole business from inventory to payroll.

Get Started with Clover Mini - A Smart Investment for Your Business!

- **Clover Mini Terminal** - Yours for just **\$899**
 - **Cash Drawer** - One-time cost of only **\$75**
 - **Software & Security** - Just **\$29.99/month**
 - **Enjoy a \$450 Rebate** after 60 days of processing
 - **Low Credit Card Fees** - Only **2.3% + \$0.10 per transaction**
- ++ No hidden fees. Just powerful tools to grow your business.**



A complete point of sale that's better than ever

- Larger touch screen
The 8" touchscreen is easy to use and manage all your business.
- Payments are easier
Accept all major credit cards and contactless readers.
- Receipt* with option*
Customers can get a printed receipt with the built-in printer or you can use a receipt printer.



John Jenkins
Senior Business Consultant
Office: (531) 393-4070
john.jenkins@fiserv.com

3 J clover

Clover from Fiserv

Helping Small Businesses Thrive

[Clover](#) | [Join Our Team](#) | [Twitter](#) | [LinkedIn](#) | [Facebook](#) | [Instagram](#)

© 2025 Clover Network, Inc. The Clover name and logo are registered trademarks owned by Clover Network, Inc. and are registered or used in the U.S. and many foreign countries.

[Privacy Notice](#)

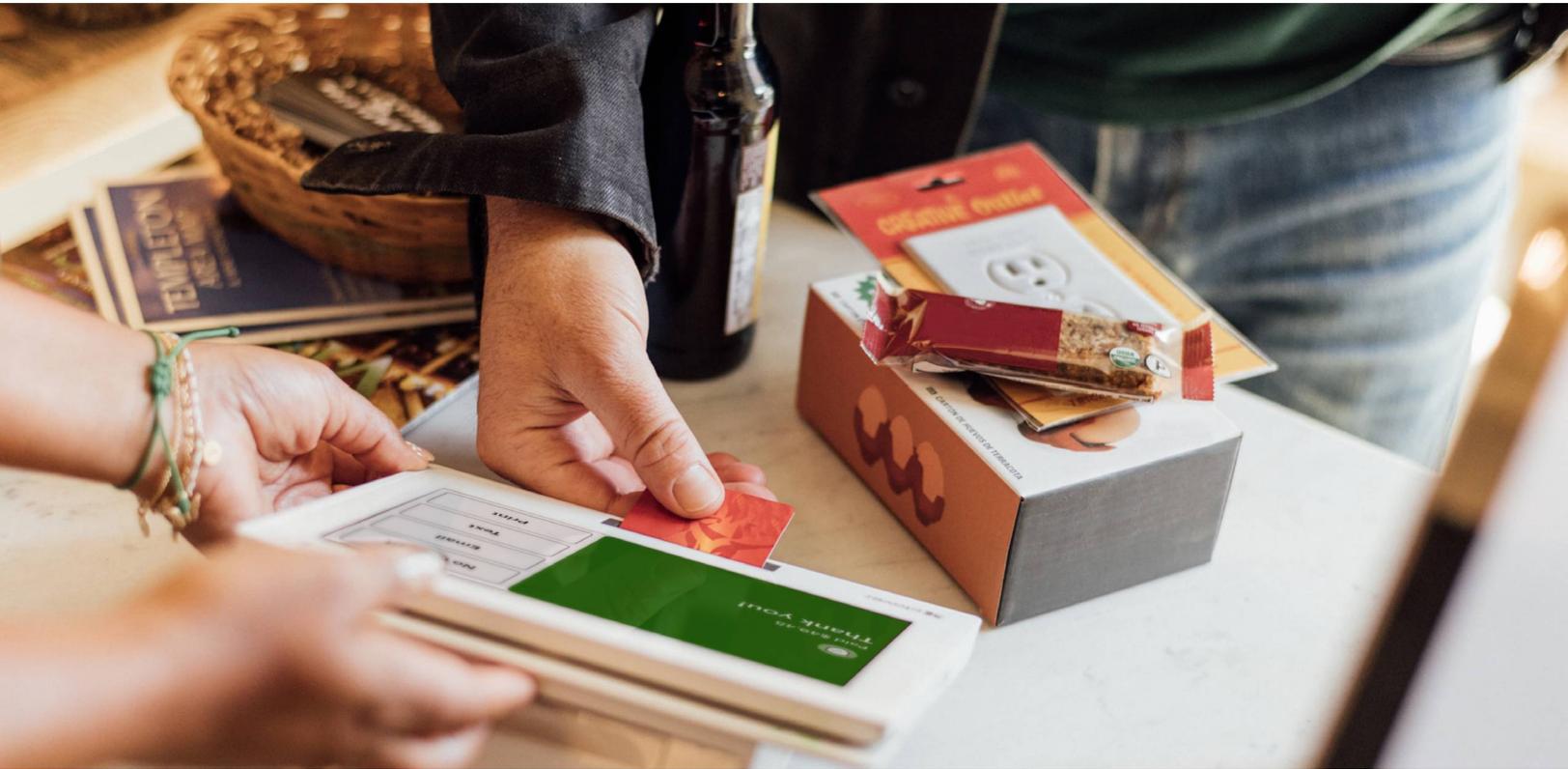
ESSENTIAL POS PLAN

Supported devices:

- Clover Mini, Clover Flex

Features:

- Customer engagement:
 - Create and launch promotions
 - Create loyalty & rewards programs
 - Collect customer info & feedback
- Employee management:
 - Create/track schedules and shifts
 - Employee clock in & permissions
 - Basic inventory management
 - Order management
 - Item-level discounts and tax calculations
 - Process payments when offline
 - Send paperless receipts
 - Accept on-screen signatures and tips
 - Ring up items, discounts and tax
 - Process refunds
 - Export basic reports such as sales, tax and payroll
 - Remotely monitor activity, sales and refunds
 - Basic access to more than 300 apps in the Clover App Market



Meet the mini POS that always comes up big

Powerful and sleek. Clover' Mini takes swipe, chip, and contactless payments right out of the box. With Clover you can also do your taxes, accounting, inventory, rewards, and virtually anything else your business needs.



Mighty and Mini

Need a reliable terminal?
Maybe a full-featured POS?
Clover Mini is both. Expand functionality with over 500+ apps in the Clover App Market.



Keep It in the Cloud

Your Clover Dashboard lets you see your complete sales history, monitor inventory, and manage employees — wherever, whenever.



Ready, Set, Grow

The Clover platform provides robust hardware and software solutions that grow with you as your business evolves.

Features that help get the job done:

- Accepts credit and EBT card swipes, EMV' chip + PIN/ signature, and contactless payments like Apple Pay' and Google Pay*
- Bright, durable 8-inch
- With a small countertop footprint of 4.2" by 8.3" by 6.7", the Mini is small enough for any space, but packs the POS power to run your business, front to back

38 clover Mini

Less Clutter. More Productivity.

Say goodbye to crowded counters and say hello to getting more done. Clover Mini gives your customers more ways to pay, while you get the benefits of a full-featured POS in a compact device.



Essential for Every Business

Your Clover Mini comes with all the essentials features you need to accept payments and run your business. With more than 500 apps, the Clover App Market lets you customize your device with whatever else your business needs. Get started with:



Register

Take orders, add or remove items, and accept payments.



Orders

Look up orders and do more with them such as take payments or issue refunds.



Rewards

Set up and run your own digital loyalty and marketing program in a snap.



Customers

View customer information, transaction history, and marketing preferences.



Reporting

Gain business insights from sales reports and business metrics.



Time Clock

Manage employee schedules, overtime, timesheets, payroll exports, and much more.

38 clover

For more information,
please contact your business consultant.

Thank you for your interest in Verizon.

Here is your quote.



This quotation is based on the terms and conditions of the NASPO Value Point (NVLPT) #MA152-1 Contract (f/k/a WSCA) ("the Agreement"). The NVLPT Agreement, Addenda and Attachments can be found on www.naspovaluepoint.org site for your review. Please note Promotional Offers in this quote may expire prior to the quote expiration date and are subject to change at any time without notice.

Created: 06/23/2025

Expires: 08/22/2025

Quote ID: 100745410-Q-29411653

Prepared for:

CEDAR SPRINGS PUBLIC
LIBRARY
107 N MAIN ST
CEDAR SPRINGS, MI,
49319

Prepared by:

Benjamin Daniel
2317400447
benjamin.daniel@verizonwireless.com
Location: 0067301

Quote overview

\$39.99/mo per line

Average cost per line for 10 lines before taxes, fees, or surcharges

\$4,798.80 Total Cost

Over 12 months before taxes, fees, or surcharges

Your estimated charges

With applicable discounts; additional charges, taxes, fees and surcharges apply.

Due monthly¹

\$399.90/mo

Plans & Features

\$399.90/mo

* includes monthly instant savings



Download the My Verizon for Business App to shop, manage your account, and more.

Quote details

Plans & features

Verizon Broadband Facts

Access Verizon business broadband labels for service in your area www.verizon.com/about/broadband-facts/

Government 5G Unlimited JetPack/MIFI Device - 60GB DPR & 5G UW (\$39.99/mo)

Qty: 10 x \$39.99 \$399.90

Feature(s) / Add On(s)

Decline Device Protection

Qty: 10 x \$0.00 \$0.00

International Travel Voice Select Canada

Qty: 10 x \$0.00 \$0.00

Due monthly **\$399.90**

Devices & accessories

Sonim H500 5G in Black (SONIMH500)

Retail price

Qty: 10 x \$199.99 \$1,999.90

Offer(s) Applied

For a limited time, get a select Jetpack on us with a 2y/1y agreement for Public Safety on select data plans \$19.99 or higher. Valid through 09/30/2025

Qty: 10 x -\$99.99 -\$999.90

Corporate Discount

Qty: 10 x -\$100.00 -\$1,000.00

Net price (2 yr contract) \$0.00

Due today

Qty: 10 x \$0.00 (price per device) \$0.00

Total due monthly for plan & features	\$399.90 \$399.90
---	-----------------------------

Taxes & fees

Total due today with tax	\$0.00
for device(s) & accessories	\$0.00
for business solution(s)	\$0.00

Additional fees for usage and coverage may apply. Offers & Coverage vary by services & equipment. See Verizonwireless.com for coverage map. Equipment and accessories are subject to availability while supplies last. Additional charges, taxes, fees and surcharges apply.

Important customer information

Prices referenced in this document are for estimating purposes only. Actual prices will be based on current equipment, calling plan and feature charges available at purchase are subject to change without notice. Equipment and accessories are subject to availability while supplies last.

Shipping cost and taxes are subject to change during checkout. Activation/upgrade fee/line up to \$35; restocking fee per device up to \$50. An Economic Adjustment Charge/line/mo may also apply; \$0.98 for basic phones & tablets; \$2.98 or \$3.97 for smartphones & data devices and for wireless business internet plan lines. Subject to business agreement, Calling Plan & credit approval. Either an Offer Recovery Fee or up to \$650 Early Termination Fee may apply. If applicable, your line's Offer Recovery Fee will be the sum of device discounts plus device credits you receive. Offers & coverage, varying by svc, not available everywhere; see vzw.com. Monthly charges are shown before taxes, and VZW surcharges/line/mo (including 36.6% Fed. Univ. Svc.; \$3.50 (voice)/\$0.06 (data-only) Admin Chrg; \$0.19 (voice)/\$0.02 (data-only) Regulatory Chrg). Your organization may qualify for better pricing when the final price is calculated upon checkout. In some states, sales tax is calculated on the full retail price or the VZW cost of the device you purchase, and not on the discounted price you pay. Some users may not be permitted to bill charges to their account, purchase order, and/or credit card. This may prevent you from completing your order online today. CA and NV calculate tax based on full retail value of the item(s) purchased. MA calculates tax on whichever is greater: full retail value or Verizon's cost of the item(s) purchased.

Legal Disclaimer

Prices referenced in this document are for estimating purposes only. Actual prices will be based on equipment, calling plan and feature charges available at the time of purchase and are subject to change without notice. Service plans, features and offers are subject to terms and conditions. Additional fees for usage and overages may apply. Offers & Coverage vary by service & equipment. See VerizonWireless.com for coverage map. Equipment and accessories are subject to availability while supplies last. 'Additional charges, taxes, fees, and surcharges apply. Offer Recovery Fee: We are able to make Equipment available to our government customers at significantly lower prices than the manufacturer's list prices by offering various subsidies in exchange for the customer meeting certain conditions. Here, if the Customer purchases Equipment from Verizon Wireless at a discounted price and then disconnects that Equipment from the Verizon network, or moves the Equipment to a Lesser Price Plan, prior to the expiration of 24 months after the date of activation, Verizon Wireless may recover an Offer Recovery Fee for the disconnected Equipment. The Offer Recovery Fee will be the difference between the full retail price of the Equipment at time of purchase and the discounted price paid by the Customer for the Equipment, plus any additional service discounts, credits, waived fees, and other offers provided, less 1/24 of that amount for each month the Equipment was connected to the line of service

Why Verizon

The network businesses rely on

If your network is down, you're down. Our award-winning network delivers the speed, reliability, coverage and performance that you need to succeed.

Superior Coverage

Our 4G LTE network covers 327 million people. That's over 99% of the U.S. population.

5G innovation

Verizon 5G Ultra Wideband is the fastest 5G in the world¹, with ultra-low lag and Massive capacity.²

Trusted security

Managing over 500,000 security network and hosting devices gives us valuable insights into the digital landscape.

Performance

Verizon is the most awarded brand for Wireless Network Quality according to J.D. Power.³

Massive capacity

We obsess over the details, analyzing millions of gigabytes of data every day.

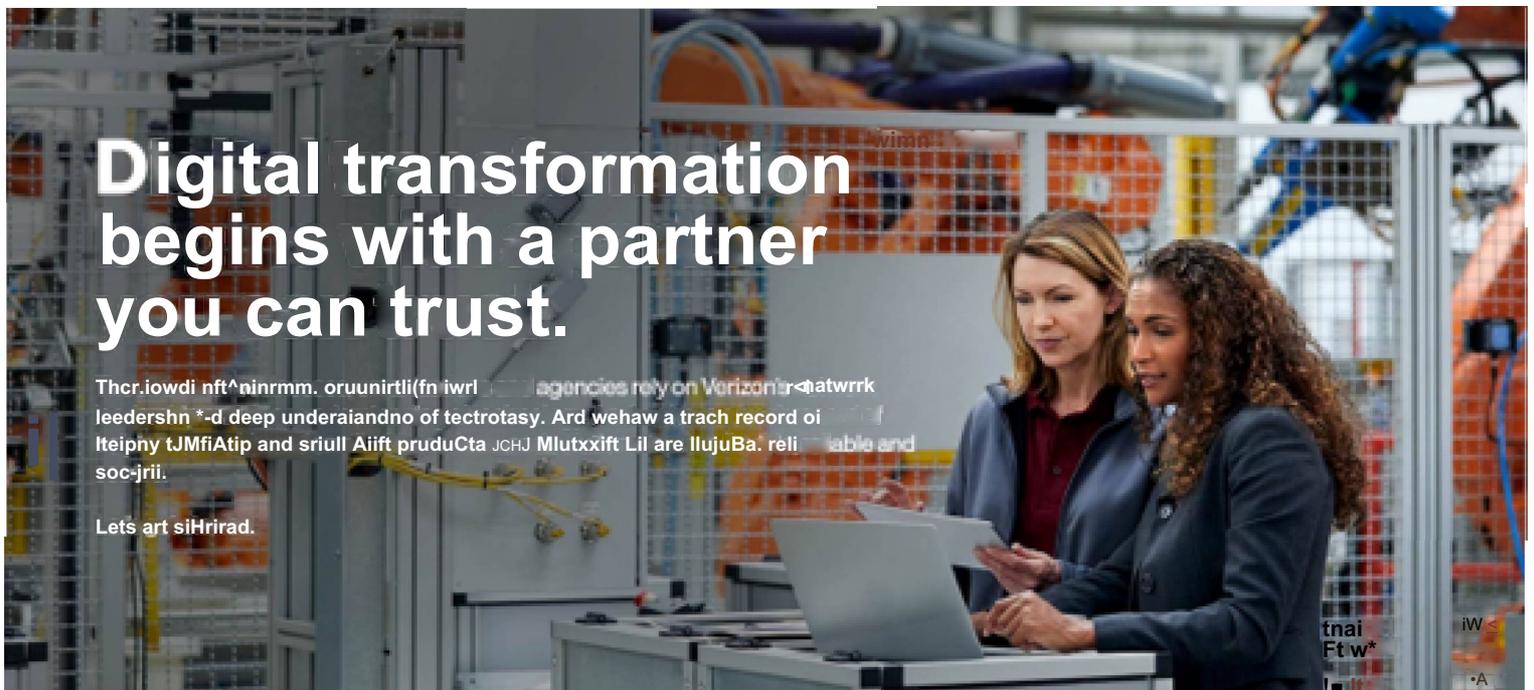
Easy integration

We've certified 900+ machine-to-machine (M2M) chipsets, modules and devices.

¹ Global claim from May 2020, based on Opensignal independent analysis of mobile measurements recorded during the period January 31 - April 30, 2020 © 2020 Opensignal Limited.

² 5G Ultra Wideband (UWB) available only in parts of select cities. 5G UWB access requires a 5G capable device with select voice/data & 5G UWB plans. 5G Nationwide available in 2,700+ cities.

³ Verizon received the highest number of awards in network quality for the 25th time as compared to all other brands in the J.D. Power 2003- 2020 Volume 1 and 2 U.S. Wireless Network Quality Performance Studies. Network Quality measures customers' satisfaction with their network performance with wireless carriers. For J.D. Power 2020 award information, visit jdpower.com/awards for more details.



Digital transformation begins with a partner you can trust.

Ther lowdi nft^ainrmm. oruunirtli(fn iwrl agencies rely on Verizon's natwrk leedershn *d deep underaiandno of tectrotasy. Ard wehaw a trach record oi lteipny tJMfiAtip and sriull Aiift pruduCta JCHJ Mlutxxift Lil are llujuBa. reli able and soc-jrii.

Lets art siHrirad.

tnai Ft w* iW < •A



KONICA MINOLTA



PROPOSAL FOR:
Cedar Springs Public Library

PRESENTED BY:
Maddison Tongue
Named Account Executive - GES
Konica Minolta Business Solutions U.S.A., Inc.



KONICA MINOLTA

July 20, 2025

Cedar Springs Public Library
107 N Main St.
Cedar Springs, MI, 49319

Dear James Pugh:

We at Konica Minolta are excited to present a proposal that integrates our top-tier print services and solutions with our state-of-the-art imaging technology. This innovative blend is designed to provide you with a strategic edge, offering a comprehensive approach to achieving both your immediate and future business objectives.

In today's fast-paced and adaptable work environment, it's essential to have technologies and solutions that effortlessly link people, spaces, and technology. Konica Minolta is dedicated to enhancing your collaboration and productivity while optimizing workplace efficiency.

Thank you for considering Konica Minolta. We look forward to demonstrating our commitment to you and are confident that our offering will meet your expectations and deliver increased value and efficiencies.

Sincerely,

Maddison Tongue
MTongue@kmbs.konicaminolta.us
2488836041



KONICA MINOLTA

Creating New Value

The traditional office environment is changing and will continue to do so. Business transformation is key to managing growth and increasing profitability. As your business evolves you must continually seek competitive advantages and ways to reshape workflow by selecting and implementing smart tools and technologies that will advance your teams into the workplace of the future. Konica Minolta realizes your success is reflected in us: in our actions, in our solutions, in our results. We are the partner you can trust and rely on to help you navigate change and meet the expectations of the digitally connected workplace. A partner committed to client-first methodologies, offering innovation through a comprehensive suite of products and services that includes Managed Print Services, industry-leading MFP technology, IT services, Video Security Solutions, our Blue Iris IQ offering of Intelligent Information Management solutions and best-of-breed software solutions. Our end-to-end strategy and consultative engagements provide a 360° view of your business processes and challenges, as well as a clear vision of your goals and objectives. Through our collaborative approach, we enable targeted solutions that yield improved efficiencies, cost reductions and the realization of your strategic vision.

Our Portfolio

At Konica Minolta, we believe work is about people (workers), spaces (the physical spaces they work in, which can be many) and technology (from hardware to software). We need to join them effectively to achieve true connectivity. That is why at Konica Minolta we have adopted the Intelligent Connected Workplace approach. In the past, these pillars that make up the world of work have been treated as separate entities. But we are changing that. Our Intelligent Connected Workplace (ICW) is a dynamic and digitally-transformed work model. Disparate data points are connected to allow smarter ways of working and better corporate insights, to help the progression to a more agile way of working.

KONICA MINOLTA PORTFOLIO

<div style="text-align: center;">  KONICA MINOLTA </div> <ul style="list-style-type: none"> • Office Solutions & Systems • Commercial & Production Printers • Wide Format Printers • Servers & Networking Equipment • Managed Print Services • Managed Enterprise Services 	<div style="text-align: center;">  BLUEIRISIQ </div> <ul style="list-style-type: none"> • Business Process Improvement • Content Management • Case Management • Intelligent Automation • Robotic Process Automation • Business Process Outsourcing • Scanning Services 	<div style="text-align: center;">  ALL COVERED <small>A Konica Minolta Division</small> </div> <ul style="list-style-type: none"> • Managed IT Services • Cybersecurity Services • Device Lifecycle Services • IT Procurement Services • M365 Managed Services • Unified Communications • Penetration Testing • Cloud Solutions • Application Development 	<div style="text-align: center;">  FORCE <small>SECURITY SOLUTIONS</small> <small>A KONICA MINOLTA COMPANY</small> </div> <ul style="list-style-type: none"> • Door Access Controls • Intrusion Detection Systems • Fire Alarm Systems • IP Video Surveillance • Cyber Security • Electronic Article Surveillance
---	--	---	--

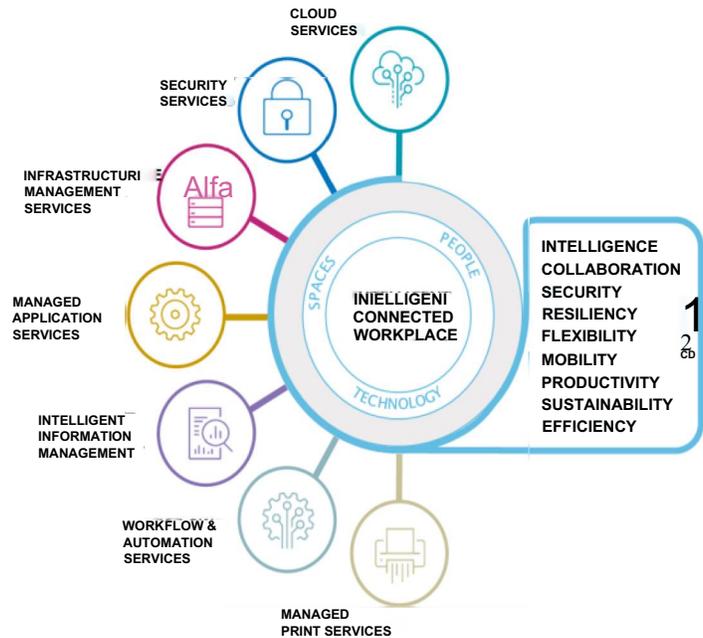


KONICA MINOLTA

Together, with our Intelligent Connected Workplace, we make your workplace work for you enabling people to collaborate and move fluidly across different work scenarios and providers, without friction, fear or frustration.

Our portfolio of hardware and solutions is designed to integrate across the entire workplace ecosystem which helps to promote greater collaboration, productivity, improved efficiency, and heightened security within your organization. Printers, Video Security Solutions, IT Security & Cloud Services, Managed Print Services, Blue Iris IQ's Intelligent Information Management offerings and much more - our solutions and services are built around you. We put you in control so you can work smarter, more efficiently, and more securely.

Partnering with organizations of all sizes, this 360-degree approach is built from a combination of our global expertise as a digital transformation provider, paired with our local market knowledge enables us to build scalable solutions that meet differing organizational needs.





KONICA MINOLTA

C3011 COLOR COPIER/PRINTER WITH DF-714 - 03011 COLOR
COPIER/PRINTER WITH DF-714

- 1 C3011 COLOR COPIER/PRINTER WITH DF-714
- 1 FK-514 Fax Kit (Supports 1st & 2nd fax line -- no mount kit required)
- 1 LK-116 BITDEFENDER VIRUS SCAN
- 1 PWRFILTER WNOISE & SURGE PROTECT 120V/15A
- 1 FS-539 Finisher
- 1 PK-524 2-3 hole punch kit for FS-539/FS-539SD
- 1 PC-216 Paper Feed Cabinet
- 1 Black Toner (Yield 28,000)
- 1 Yellow Toner (Yield 28,000)
- 1 Magenta Toner (Yield 28,000)
- 1 Cyan Toner (Yield 28,000)
- 1 Waste Toner Box WX-107 (Yield 44,000)

Purchase Price:

\$4,604.82





KONICA MINOLTA

Providing unparalleled benefits that include: Managed Print Services

Moving our clients from an unmanaged print to a managed print environment delivers material savings to the bottom line. However, the hard costs, such as hardware, printing supplies and maintenance are only a portion of the total cost of creating documents.

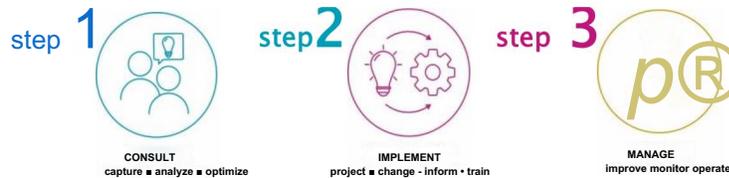
Understanding both visible and unseen costs is integral to controlling them and helping your organization become more efficient and profitable.

The Benefits of Managing your Print Behavior



Methodology

We strategically combine consulting, hardware, software implementation and workflow management to give you a solution that's unique to your business.

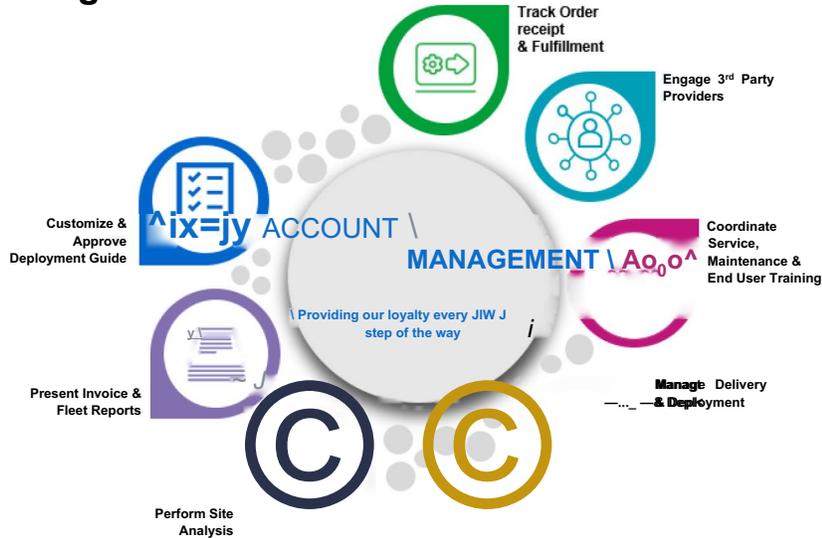


- Identify how many devices and whether each is performing optimally
- Track how much volume is being generated per device, by department and user
- Determine how much you are spending per device and its cost-per-print
- Monitor print jobs to allocate costs and identify new ways to improve output - including digitization and automating your print workflow



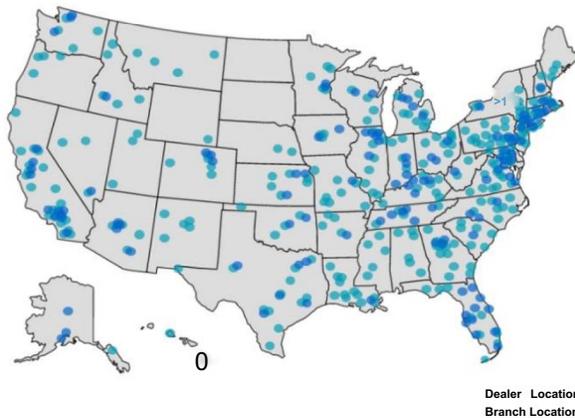
KONICA MINOLTA

Account Management



Comprehensive Service Program

Konica Minolta will provide the most comprehensive support and service program in the industry. We have an established nationwide service program that is effective, simple to manage and efficient in delivering comprehensive service. With 100+ Direct Branch Offices and approximately 250+ Authorized Dealers nationwide, all fully supported by Konica Minolta Service and Technical experts, the Konica Minolta service model ensures that our customers receive the same high level of service, compliant with Konica Minolta's prescribed standards, consistently across all locations.



- Direct service capability through established branch location
- Supplemental coverage via authorized dealer network
- Thousands of technical service staff in the field

Guaranteed Service Standards

The Konica Minolta service program includes a variety of provisions designed to optimize the availability of your Konica Minolta products. These service guarantees are based around the corporate service standard of a minimum 95% average fleet uptime. Normal service hours are from 8:00am to 5:00pm Monday to Friday, excluding holidays.

Customer Care Center

Konica Minolta's proposal to you includes a centralized service call request process that will ensure timely response to all service requests. While Konica Minolta utilizes a vast network of Service providers, the service call process is standardized through our centralized customer



KONICA MINOLTA

support facilities staffed 24 hours a day, 365 days per year. Your team will be provided a toll-free and web-based access to our customer care center - A single point of contact staffed by customer support professionals dedicated to handling all requests quickly and efficiently. Predictable, Professional, Personalized.

Online Account Management - Convenience at Your Fingertips

MyKMBS.com is a secure and comprehensive, online service management website that provides the tools to manage your fleet at your convenience 24/7. The site provides a detailed snapshot of your devices install dates, service contract coverage dates, service history and the exact location of the device, down to the floor or department. Our clients are provided with an efficient way to request service, order supplies and automate your meter reads. Additionally, all reports can easily be downloaded directly into Microsoft Excel, providing a simple method to sort and retain data.



Customer One Guarantee

We are so confident in the quality of our products that we guarantee your Konica Minolta MFP will (1) meet factory specifications and (2) be compatible with your network, or we'll replace it with an equivalent model:

- First two years:** brand new MFP replacement
- After two years:** new or refurbished replacement
- Plus,** Konica Minolta will also provide a \$1,000 credit towards your next Konica Minolta MFP as a way to say "we're sorry for the inconvenience."**



KONICA MINOLTA
CUSTOMER ONE GUARANTEE

Konica Minolta will maintain the equipment covered by this guarantee in good operating condition and necessary maintenance, service and repairs as specified by the terms of the written maintenance agreement.

Office Systems

Konica Minolta is your best choice for managing content, increasing efficiency, improving productivity, managing and recovering costs. Offering a complete line up in every segment in both color and monochrome devices, providing a common platform and interface with the bizhub experience.



Konica Minolta bizhub products offer advanced features, functions and solutions to speed your workflow - touchscreen control, mobility and solutions at your control panel. The modularity and versatility of the MFPs allow users to work the way THEY want to work. We offer a complete line up in every segment, in both color and monochrome devices.



KONICA MINOLTA



Konica Minolta's entire A3 portfolio has been honored with the 2025 A3 Line of the Year Award from Keypoint Intelligence. This prestigious recognition highlights the portfolio's exceptional and consistent performance, strong security features, robust administrative capabilities, and seamless fleet setup and management, all of which consistently exceeded average benchmarks in ease of use, features, and value during testing.

Additionally, Konica Minolta's bizhub C451i, C551i, C651i, and C751i models have earned Four Pick Awards from Keypoint Intelligence. These awards, based on rigorous lab performance and competitive analysis, recognize the models for their impressive productivity, faster-than-average job streams and first-print-out times, and suitability for modern working environments.

Mid-Volume Flexible solutions for every business need. Print/copy output speeds of 55ppm, 45 ppm, 36 ppm, 28 ppm, and 22 ppm.

Light-Volume Perfect for fit for mixed MFP and desktop environments. Provides increased efficiency, wide- ranging flexibility, reduced cost and greater accuracy and accountability.



Customizable:

The bizhub MFP user interface can be customized to suit individual needs by adding or removing an application from the home screen, customizing a scanning process or displaying the functions that match small business needs or enterprise user demands.



Simplicity:

The exclusive INFOPalette design lets you drag, drop, pinch in and pinch out, rotate images and more. Most models provide the ability to preview documents before you print, reducing errors that waste time and paper.

Recognition and Awards

We are proud to be recognized from widely respected organizations for our achievements as we continually demonstrate our ongoing pursuit of excellence.





KONICA MINOLTA

Protecting our planet is a top priority. We align our sustainability goals to the United Nations Foundation Sustainable Development Goals (SDGs) on a global level - eliminating pollutants, reducing energy consumption and creating products and solutions that help our clients realize their own sustainability goals and assist them in resolving their environmental issues.

- 
 Eco Vision 2050 - our long term environmental action plan to:
 - Reduce CO2 emissions throughout product life cycles by 80%
 - Promote recycling
 - Work to promote biodiversity



clean planet

- 
 EPEAT- proud to have the highest total of EPEAT points of any registered imaging equipment company in the world

- 
 Clean Planet - Cost-free program for the recycling of consumables. Since our 2014 launch, more than 7,800,000 items have been recycled

- 
 Simitri® HD^E Toner - made with plant based “biomass” materials, consuming less energy during production and CO2, NOx and Sox emissions are reduced by more than 1/3 during use

- 
 IH Fixing Technology - Induction Heating (IH) Fixing technology only heats the roller’s surface rather than the entire roller. This reduces power consumption during the fixing process and results in shorter warm-up times.

- 
 We use the United Nation’s Sustainable Development Goals (SDGs) to help guide us towards achieving our vision, ultimately creating new value for society.



- 
 Green Products/Green Factory Certification System & Green Marketing

To ensure efficient implementation of environmental management Konica Minolta is committed to the environment by operating its management systems based on ISO 14001.



2026 Library Board Meeting Schedule

- January 26
- February 23
- March 23
- April 27
- May 26
- June 22
- July 27
- August 24
- September 28
- October 26
- November 23
- December 14



All meetings are held in the Library's Community Room.
Meetings begin at **7:00pm.**



2026 Holiday Closure Schedule for the Cedar Springs Public Library

January

Thursday 1/1/26 - New Year's Day

Monday 1/19/26 - Martin Luther King Jr. Day

February

Monday 2/16/26 - President's Day

May

Saturday 5/23/26 - Observing Memorial Day

Monday 5/25/26 - Memorial Day

June

Friday 6/19/26 - Juneteenth

July

Friday 7/3/26 - Observing Independence Day

Saturday 7/4/26 - Independence Day

September

Saturday 9/5/26 - Observing Labor Day

Monday 9/7/26 - Labor Day

October

Monday 10/12/26 - Indigenous Peoples Day (staff In-service training. Closed to Public)

November

Wednesday 11/11/26 - Veterans Day

Thursday 11/26/26 - Thanksgiving Day

Friday 11/27/26 - Observing Thanksgiving Day

Saturday 11/28/26 - Observing Thanksgiving Day

December

Thursday 12/24/26 - Christmas Eve

Friday 12/25/26 - Christmas Day

Saturday 12/26/26 - Observing Christmas

Thursday 12/31/26 - New Year's Eve

2026 Additional Closure Schedule for the Cedar Springs Public Library

*All dates are tentative and subject to change as more information is provided.

June

Saturday 6/20/26 - Cedar Springs Renaissance Faire (Open for Friends' Book Sale)

July

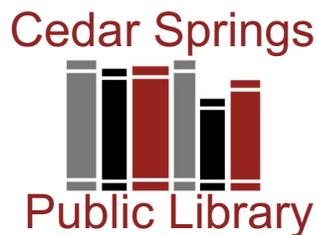
Saturday 7/11/25 - Cedar Blitz Gravel Race

August

Saturday 8/1/25 - CSPL's Summer Reading Celebration

October

Saturday 10/3/25 - Red Flannel Festival (Open for Friends' Book Sale)



2025-26 SCHEDULE OF FEES

Printing/Copying

Black & White	\$0.25 per page
Color	\$0.50 per page

Faxing

\$1.00 per page (Cover page is free)

Checks Returned for Non-Sufficient Funds

\$35 per check

Lost/Damaged Library Cards

\$1.00 replacement fee

Processing Fee for Lost/Damaged Items

Additional \$2.00 to cost of replacing materials to cover cost of RFID Tags, Barcodes, etc.

Overdue Wi-Fi to Go Hotspots

\$1.00 per day - Device replacement charge after 1 week.

Credit Card Transactions

3% processing fee added to each transaction. \$2.00 minimum purchase required.

NO LATE FEES ON OUR OVERDUE BOOKS, MOVIES, OR BOOKS ON CD*

*Some lending libraries still charge overdue fees. Replacement charges are in effect on any item not returned for 30 days.



Budget Amendment

July 28, 2025

Decrease 271-790-999.100 (Appropriation to Fund Balance) by \$410

Increase 271-790-935.000 (insurance & Bonds Expense) by \$20

Increase 271-790-917.000 (Workmens Compensation Expense) by \$390

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.

Committee Assignments for FY 2025
Number of Members as defined in Bylaws
Strategic Plan Committee is not defined by the Bylaws

Personnel & Compensation Committee

1. Heidi Armock
2. Michelle Gritter (C)
3. Ron Howell

Policy Committee

Director: James Pugh (C)

Staff Member:

1. Heidi Armock

Bylaws Committee

1. John Lemoine (C)
2. Tim Smith
3. Michelle Gritter

IT Committee

Director: James Pugh (C)

1. Tony Owen

Staff Person:

Finance Committee

Treasurer: Mark Dykstra (C)

1. John Lemoine
2. Tony Owen

Strategic Plan Committee

Director: James Pugh (C)

1. Mark Dykstra
2. John Lemoine

Dear James,

Following our normal review process the Board of Trustees propose that your salary and benefits for the 2025-2026 Budget year is as follows:

Salary: Increase the current salary of \$57,500.00 to \$62,000.00 Starting July 1.

Stipend: \$6000 payable at the first pay period of 2026 as a one-time separate check.

Vacation: 3 weeks

ESTA PTO: 72 hours front loaded at the beginning of the fiscal year of July 1.

On behalf of the trustees of the Cedar Springs Public Library, we continue to be excited about you joining us in our mission to move the library forward. We know you have been successful in your first year of engaging and inspiring the staff and working hard to build community goodwill around the library. We thank you for your hard work and are energized about the future.

Thankyou,

A black rectangular redaction box covering the signature of Tim Smith.

Tim Smith, Cedar Springs Library Board Chair

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF CEDAR
SPRINGS AND THE CEDAR SPRINGS PUBLIC LIBRARY**

This Intergovernmental Agreement ("Agreement") is entered into as of, 2025 (the "Effective Date") by and between the City of Cedar Springs, a Michigan municipal corporation ("City"), and the Cedar Springs Public Library ("Library"), a public library established and operating under Michigan Public Act 164 of 1877 ("PA 164").

RECITALS

- A. The City established the Cedar Springs Public Library, commonly referred to as the Cedar Springs Community Library, pursuant to the provisions of PA 164. To the extent of any conflict or inconsistency between this Agreement and PA 164, PA 164 shall control.
- B. PA 164 establishes that the Library is not a department of the City, but operates as an independent governmental authority under Michigan law that is governed by the Cedar Springs Public Library Board of Directors.
- C. The City owns the building located at 107 N. Main Street, Cedar Springs, Michigan 49319, which it leases to the Library under a certain lease agreement a copy of which is attached here to as Exhibit A (the "Lease Agreement").
- D. The City has historically provided certain audit, administrative, human resources, accounting, payroll, and landscaping services to the Library at the City's expense, but as an independent governmental authority, the Library needs to assume responsibility for those services directly or compensate the City for the provision of those services.
- E. The parties wish to enter into this Agreement to memorialize the arrangement between the City and Library regarding the administrative and other services that the City will provide the Library and related matters.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein, the parties agree as follows:

AGREEMENT

Section 1. Library Fund; Budget; Annual Audit

- 1.1. As required by PA 164, the City shall levy and collect the property taxes dedicated to the Library and shall deposit the same in a fund known as the "Library Fund". In addition, any other sources of revenue such as state aid and penal fines shall be deposited into the Library Fund. The Library Fund shall be maintained in the City Treasury.

- 1.2. The Library Fund shall be kept separate and apart from other funds of the City and the type and manner of expenditures are solely under the authority of the Governing Board of the Cedar Springs Public Library (the "Library Board"). The City shall provide draws from the Library Fund upon voucher by the Library Board. The City shall disperse payments as authorized by the Library Board from the Library Fund at least 2 times per month. Payments shall be made in the name of the Library. Each month and as needed, the Library Board shall prepare and present to the City a statement of the invoices to be paid from the Library Fund, having attached to the invoice/voucher written evidence of the approval of such payment.
- 1.4. The Library shall comply with the applicable provisions of the Uniform Budget and Accounting Act, Public Act 2 of 1968 (the "UBAA") along with all applicable accounting and auditing procedures and standards adopted by the Michigan Department of Treasury for local units of government ("Auditing Standards"). The Library Board shall develop and approve an annual budget that complies with the applicable provisions of the UBAA and any other applicable law. A copy of the annual budget shall be provided to the City in draft form no later than February 1 of each year, and a copy of the final, adopted budget shall be provided no later than May 1 of each year.
- 1.5 The parties acknowledge and agree that because the City is the custodian of the Library Fund, the Library Fund will be included in the City's annual audit. If the City occurs any additional costs or expenses related to the annual audit of the Library Fund that are the result of the Library's failure to comply with any provision of applicable law, including, but not limited to, the UBAA or Auditing Standards, or the Library's failure or inability to provide any documents, information, or records, the Library shall hold the City harmless from those costs upon demand with City staff time charged at the hourly rate plus benefit cost of the lowest-paid employee capable of completing the work. At its sole cost and expense, including reimbursement for any City staff time charged at the hourly rate plus benefit cost of the lowest-paid employee capable of completing the work, the Library may obtain an independent audit of the Library Fund at any time and the City shall reasonably comply with all requests for information, documents, or records. 1.6 As provided in Section 5 of Act 164, the Library Board shall have exclusive control over the expenditures of all monies collected to the credit of the Library Fund. Nothing in this Agreement shall be interpreted to waive that exclusive control. The City shall not release any funds from the Library Fund without express authorization from the Library.
- 1.7 The City shall maintain and provide to the Library the following documentation.
 - a. Within 10 business days of receipt, the City shall provide the Library with a copy of the bank statements.

- b. The City shall keep and maintain records that come into its possession related to the Library Fund that the City is required to maintain pursuant to its record retention policies then in effect. This includes providing documentation that payments were made in the name of the Cedar Springs Public Library and the City shall record the invoice numbers with the payment.

2. Legal Employer

- 2.1. The Cedar Springs Public Library is the legal employer of all Library employees. All Library employees shall be managed and governed by the Cedar Springs Public Library Personnel Policies. For Library employees, the Library Board shall be solely responsible for setting rates of pay, work hours, benefits, and all other terms and conditions of employment. The Library shall be solely responsible for all personnel decisions regarding Library employees. The Library shall be solely responsible for obtaining workers' compensation insurance coverage for Library employees.
- 2.2 Cedar Springs Public Library employees are ineligible for City-offered benefits. The City's role shall be solely to provide payroll and administrative processing services for the Library as otherwise contemplated by this Agreement, and the City shall not exercise control over Library employees. The Library shall provide the City with timely notice of any changes to its personnel roster.
- 2.3 By no later than July 1, 2025, the Library shall obtain its own Employer Identification Number (EIN) from the Internal Revenue Service, and shall provide that number to the City. The City shall utilize the Library's EIN for all payroll processing services performed for Library employees, and the Library shall be identified as the employer (along with the Library's EIN, where required) on all tax forms and employee-benefit forms provided to Library employees.

3. Administrative and Other Services

- 3.1. Beginning on the Effective Date, except as otherwise expressly provided by this Agreement, the City shall have the option to provide administrative or other services to the Library, including but not limited to, accounting, payroll, snow removal, and lawn care services and the Library shall separately contract with the City or other service providers to provide those services as necessary.
- 3.2. Unless terminated by either party with 90 days prior written notice, the City shall provide accounts payable and payroll services to the Library at a cost of \$6,298 annually, with an automatic annual increase of 5% at the one-year anniversary of the Effective Date. This fee shall be paid by the Library to the City on annual basis due to the City on July 1st of each year and reflects a proportionate shared expense of wages, benefits, plus 10% to cover software expenses, printing/digitization expenses, workers compensation, general liability, performance bonds, and all other fees associated with the accounts payable and payroll services provided. If due to a change in applicable law or accounting standards, the costs to the City of providing the

accounting and payroll services pursuant to this Section 3.2 increases in a given year beyond the 5% annual increase, the parties agree to meet and confer on a mutually acceptable increase in the City's fees for providing accounting and payroll services. Included in the accounts payable and payroll services provided by the City, the City shall prepare and produce the following reports upon reasonable request of the Library:

- (a) Trial Balance sheet reporting all assets, liabilities, balances with revenues and expenditures activity for the month, with year-to-date activity and current annual budget amounts.
- (b) Budget Report (comparative- previous year, original, amended, activity through, current.)
- (c) A General Ledger activity report for the month.

4. Insurance

4.1. The Library shall provide insurance in the forms and minimum coverage amounts as further specified in the Lease, including, but not limited to, property insurance for the contents and personal property of the Library

4.2. The City shall obtain and maintain property insurance that covers the building and fixtures as further outlined in the Lease.

5. Annual Reporting

5.1. The Library shall report annually to the City Council at the December Council meeting on the following:

- a. Money received from the Library Fund and all other sources (donations/grants/etc.), and how the money was expended.
- b. The number of books and periodicals on hand and added by purchase, gift, or otherwise during the year.
- c. The number of books lost or missing.
- d. The number of visitors attending the Library.
- e. The number of books loaned out and the general character and kind of those books.
- f. The findings and statements of fact for any outside audits completed by the Library must be made available to the public.
- g. Any strategic planning or long-term visions for the Library.

h. Other statistics, information, and suggestions as deemed appropriate by the Library Board.

6. General Provisions

- 6.1. This Agreement may be amended only by written agreement signed by both parties.
- 6.2. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
- 6.3. If any provision of this Agreement is deemed invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- 6.3 The section headings in this Agreement have been inserted for purposes of convenience and shall not be used for interpretive purposes. The use herein of the word "including" following any general statement, term, or matter shall not be construed to limit such statement, term, or matter to the specific items or matters set forth immediately following such word or to similar items, or matters, whether or not non-limiting language is used. The word "or" as used herein is not exclusive and is deemed to have the meaning "and/or." References in this Agreement to any agreement, instrument, or other document mean such agreement, instrument, or other document as amended, supplemented, and modified from time to time to the extent permitted by the provisions thereof and not prohibited by this Agreement. No provision, uncertainty or ambiguity in or with respect to this Agreement shall be construed or resolved against any party hereto, whether under any rule of construction or otherwise. On the contrary, this Agreement has been reviewed by each of the parties hereto and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of the parties. The use of the word "shall" in this agreement is mandatory and the use of the word "may" is permissive.
- 6.4. Except where otherwise expressly provided herein, this Agreement constitutes the entire agreement between the parties with respect to the subject matter herein.

7. Term & Termination

- 7.1 This Agreement is effective as of the Effective Date Term and may be terminated by either party with or without cause by giving written notice to the other party not less than six (6) months prior to the end of the current fiscal year. Such termination shall become effective at midnight of the last calendar day of the fiscal year. Upon termination, the parties will have no further duties, rights, or responsibilities to the other party except for those provided by PA 164, other applicable law, the Lease Agreement, or other agreement between the parties..

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

CITY OF CEDAR SPRINGS

By: _____

Name: Lisa Atchison

Title: Mayor

Date: _____

By: _____

Name: Rebecca Johnson

Title: Clerk

Date: _____

CEDAR SPRINGS PUBLIC LIBRARY

By: _____

Name: _____

Title: Board Chairperson

Date: _____