

Minutes
REGULAR BOARD MEETING

Monday, July 27, 2026

Draft

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

Mission Statement

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach, and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong Learning.

I. Call to Order 7:00 pm

Chairperson Smith called the meeting to order at 7:00 p.m.

a. Roll Call: Verification of a Quorum

Present: Dykstra, Gritter, Lehmoine, Owen, Smith, Armock, Martineau

Absent: None

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. Board Officer Elections

a. Vice Chair Lehmoine 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
Trustee Owen would like to note the vote cast for Chair was unanimous.
- Vice Chair- John Lehmoine, accepts
Trustee Owen would like to note the vote cast for Vice Chair was unanimous.
- Secretary- Allyssa Martineau, accepts
- Treasurer- Mark Dykstra, accepts
Trustee Owen would like to note the vote cast for Treasurer was unanimous.

IV. Approval of Agenda

Motion by Owen, 2nd by Dykstra, to approve the agenda as presented.

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

V. Consent Agenda

a. Minutes of June 22, 2026 Regular Meeting

b. June 2026 Financial Reports

c. Approval of Closed Session Minutes from 22 June, 2026 Meeting**

Motion by Lehmoine, 2nd by Owen, to approve the Consent Agenda consisting of the June 22, 2026 Regular Meeting Minutes, June 2026 Financial Reports, and Closed Session Minutes from 22 June, 2026 Meeting.

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

Nays: None

Motion Passes

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

VI. Directors Report – J. Pugh

The Director reported:

- The strategic plan is ready for Board input.
- Migrating Board email should have a plan in the near future. Director has been working with IT Consultant.
- The Library is now a member of Midwest Collaborative for Library Services (MCLS). Membership is only \$125 annually and grants access to discounts on supplies, training opportunities, consulting, and more.
- The new hotspots have arrived and are almost ready to begin circulating. Please see the attached draft new user agreement the requires Board approval.
- Community Engagement:
 - The reception, attendance, and overall feedback for the Summer Reading Program has been overwhelmingly positive. Average attendance at SRP events has been 125 people. The Director cannot thank the Program Manager, as well as the other staff and volunteers, enough for their hard work during this amazing Summer Reading Program.
 - Gather 2 Grow's admin did a surprise visit on one of the Crafty Wednesdays and was utterly impressed with the turnout.
- End of Fiscal Year 2025-26 Stats: CSPL has experienced sustained growth in nearly every major measure of service. See the attached 2025-26 Annual Report for a full breakdown of usage statistics. Highlights include:
 - Library visits reached 60,541, a 61% increase over FY 2024–25.
 - Annual circulation surpassed 50,000 checkouts
 - Program participation more than doubled over three years, increasing from 11,405 participants in 2023 to 23,823 participants at the end of June 2026.
 - Digital materials now account for 30% of all circulation, reflecting continued changes in patron borrowing habits.
 - Community meeting spaces continue to experience strong demand through room rentals, programs, and study room reservations.
- June Usage Stats

- SRP Participation:
 - Total Enrolled: 984
 - Total Reading Minutes: 583,285
 - Total Points Earned (for reading, completing missions, etc.): 587,956
 - Total Mission Completed: 1,501
 - Total Badges Earned: 5,308
 - Total Prizes Awarded: 4,455
- Door Count: 6,624
- Program Attendance: 4,572
- Study Room Reservations: 112
- Community Room Uses: 43
- Total Patrons: 3,771
- Total Circulation: 5,732

Discussion: The Board would like to start fresh with new emails with the @cedarspringslibrary.org domain. The Director will work with IT consultant and have more information at the August 24, 2026 Board Meeting. Chair Smith and Trustee Armock made suggestions on how to get more library card sign ups by partnering with local school bookfairs. Trustee Martineau said she could coordinate the effort if needed.

VII. Chairperson's Report – T. Smith

None.

VIII. Committee Reports

No committees met this past month.

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

IX. Public Comment

J. Owen: Brenda, from United Way, and herself will be meeting with the Director on August 10, 2026 meeting about the VITA tax program.

X. Ongoing/New Business

- a. Board Committee Assignments by Chair

The Chair distributed his list of the standing committees and confirmed the Chair of each for the fiscal year.

- Personnel Committee- H. Armock, M. Gritter (Chair) A. Martineau, Director
- Policy Committee- Director, Staff, H. Armock
- By-laws Committee- J. Lehmoine, M. Gritter, T. Smith, Director
- IT (Technology) Committee- Director, Staff, T. Owen
- Finance Committee- M. Dykstra (Chair) J. Lehmoine, T. Owen, Director
- Strategic Plan Committee- Director, M. Dykstra, J. Lehmoine

The Chair asked the Committee(s) to contact him when they want to meet.

b. 2026-27 Library Board Meeting Schedule

Discussion: Director informed everyone that the reason there is the March 1 was the February meeting was historically rescheduled the past two years, so this is a proactive approach. Trustee Owen reminded everyone of the Open Meetings Act protocols if the Board decides to update their meeting schedule.

Motion by Owen, 2nd by Dykstra, to approve the 2027 Library Board Meeting Schedule.

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

c. 2026-27 Library Closure Dates

Discussion: Trustee Gritter suggested the Library close on Saturday January 2 in addition to Friday January 1, as well as Saturday July 3 in addition to Monday July 5. She also asked about closing both Friday and Saturday for Juneteenth, Director Pugh explained it Federal Holiday is observed on that Friday and the Library is open Saturdays. Trustee Owen asked about Red Flannel Fest, and Director Pugh shared the Library usually has events on that Friday. Trustee Armock confirmed the closure for the Cedar Blitz Bike Race.

Motion by Owen, 2nd by Lehmoine, to approve the 2027 Library Closure Dates as amended.

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

d. 2026-27 Schedule of Fees

Discussion: The Director informed everyone of the changes to the WiFi Hotspot fee structure and stated that the other fees will remain the same. Trustee Armock asked about the costs of printing and the Director said that these fees mirror Sparta Library's printing fees and are comparable to local printer Copies Plus. He also explained that he

is lenient in certain situations when it comes to printing, offering free copies and discounts when feasible.

Motion by Owen, 2nd by Gritter, to approve the 2026-27 Schedule of Fees as submitted.

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

Nays: None

Motion Passes

e. New WiFi Hotspot User Agreement

Discussion: The Director explained how the new agreement is similar to the old agreement and that the due dates, service shut off, billing structure, and costs have all been updated to fit the new service plan.

Motion by Owen, 2nd by Gritter, to approve New WiFi Hotspot User Agreement.

Voice Vote: Ayes: All Nays: None

Motion Passes

f. Approval of Strategic Plan

The Strategic Plan is ready for Board review and approval.

Discussion: The Board reviewed the draft Strategic Plan and discussed its overall structure, clarity, and content. Several members expressed appreciation for the work completed by the Library Director and Consultant from Lakeland in developing the draft through community surveys, focus groups, board input, staff input, and library data. Discussion focused primarily on the proposed Purpose, Vision, and Values statements, with one member expressing that the Board should have a more direct role in establishing the Library's mission and vision, while others noted that the draft reflected the collaborative strategic planning process and was presented for Board review and refinement. The Director clarified that the Strategic Plan establishes the Library's long-term direction, while staff will develop detailed action plans for Board review and ongoing progress updates. The Board asked for a month for further review with Director providing the raw data of the strategic planning process for the next meeting. No formal action was taken on the draft Strategic Plan.

XI. Agenda Items for May 26, 2026 Meeting

- a. Strategic Plan
- b. Email Update
- c. Review and Approve Final 2025-26 Budget Reconciliation

XII. Informational Items

None.

XIII. Second Public Comment

J. Owen: Thinks the raw data from the strategic planning process would be helpful if made public.

XIV. Board Comments

Dykstra- N/A

Gritter- Thanked the Director

Lehmoine- Welcomed Allyssa to the Board

Owen- Welcomed Allyssa to the Board

Armock- Thanked the staff for motivating her kids to read

Martineau- Thanked the staff as well

Smith- Appreciated everyone's time.

XV. Motion to Adjourn

Motion by Owen 2nd by Lehmoine to adjourn the meeting at 8:04 pm.

Voice Vote:

Ayes: All

Nays: None

Motion Passes

Respectfully submitted by Tim Smith, Board Chair

Board Approved- _____

Next regular meeting scheduled for Monday, August 24, 2026, at 7:00 pm at the Library.

Meeting Attachments:

- Draft Minutes of 22 June 26 Regular Meeting
- June 2026 Financial Report from City
- Director's July Report
- 2027 Library Board Meeting Schedule
- 2027 Library Closure Dates
- 2026-27 Proposed Schedule of Fees
- New WiFi Hotspot User Agreement
- Draft Strategic Plan

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REGULAR BOARD MEETING
Monday, June 22, 2026
7:00 PM MEETING

Draft

CEDAR SPRINGS PUBLIC LIBRARY

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Mission Statement

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach, and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong Learning.

I. Call to Order

Chairperson Smith called the meeting to order at 7:00 p.m.

a. Roll Call: Verification of a Quorum

Present: Dykstra, Gritter, Lehmoine, Owen, Smith, Armock

Absent: None.

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 Gritter to move closed session to end of agenda.

Motion Withdrawn

Motion by Owen, second by Lehmoine, to amend the agenda to remove the New WiFi Hotspot User Agreement from the discussion and to add the notes from the June 4, 2026 Finance Committee Meeting to the meeting attachments.

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

Motion by Owen, second by Dykstra, to approve the Agenda as amended.

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

IV. Consent Agenda

a. Minutes of May 26, 2026 Regular Meeting

b. May 2026 Financial Reports

Motion by Owen, second by Lehmoine, to approve the Consent Agenda consisting of the May 26, 2026 Regular Meeting Minutes and May 2026 Financial Reports.

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

Nays: None **Motion Passes**

V. Directors Report – J. Pugh

Director Pugh reported:

- Work continues on development of the Strategic Plan with assistance from Lakeland Library Cooperative.

- Financial Policies were reviewed and clarifications were given. Committee recommendations were forwarded to the full board for approval.
- WiFi Hotspot service proposals have been gathered and are awaiting Board approval.
- The Director confirmed the cost of setting up board emails to the library's server: \$800. This cost will be covered in the FY 2026-27 Budget. Next steps are to coordinate moving current board email accounts to the new server over the next several months. Again, this will improve records retention, FOIA compliance, and account security.
- The Director completed, and passed, the Library of Michigan's Financial Management Cohort.
- The Director attended the Michigan Library Association's Intellectual Freedom Summit held in Lansing June 10-11. This free summit was for library leaders and workers to collaborate on ways to ensure intellectual freedoms for all library patrons are upheld at the local and state levels. Accommodations (hotel, meals, etc.) were covered by a grant from the Mellon Foundation.
- Community Engagement:
 - Summer Reading Kick Off Week Stats(6/8-6/13):
 - Total Enrolled: 783
 - Total Reading Minutes: 108,026
 - Total Points Earned (for reading, completing missions, etc.): 110,518
 - Total Mission Completed: 547
 - Total Badges Earned: 1,827
 - Total Prizes Awarded: 1,168
 - May Statistics were reviewed, including:
 - Door Count: 5,226
 - Program Attendance: 1,243
 - Study Room Reservations: 89
 - Community Room Uses: 36
 - Total Patrons: 3,708
 - Total Circulation: 3,726

Discussion: None

VI. Chairperson's Report – T. Smith

Chair Smith informed the Board of the new Board Trustee, Allyssa Martineau, will be joining the Board for the July 27, 2026 meeting. The Chair also recognized Director Pugh for receiving multiple complements from KDL staff at Kristen Hannah event. The Chair also provided additional information regarding the Agreement for Interest Earned on Tax Collections from the City.

Discussion: None

VII. Committee Reports

- a. Personnel Committee
- b. Policy Committee

- c. By-laws Committee
- d. IT (Technology) Committee
- e. Finance Committee – Notes are attached.
- f. Strategic Plan Committee

VIII. Public Comment

N/A

IX. Ongoing/New Business

- a. Proposal from City

The Board reviewed the Agreement for Interest Earned on Tax Collections.

Discussion: Chair Smith informed the Board that this will help the City with streamlining accounts. The Chair also informed the Board the total annual amount collected from the interest is \$60.

Motion by Owen, second by Armock, to accept the Agreement for Interest Earned on Tax Collections from the City.

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

Nays: None

Motion Passes

- b. New Financial Policies – Fraud Prevention, Fund Balance, General Finance, Investment, and Purchasing

The Board reviewed the proposed attorney-vetted policies.

Discussion: The Finance Committee met and recommends passing the Fund Balance, General Finance, Investment, and Purchasing policies while waiting on the Fraud Prevention Policy. Discussion about procedures took place. Chair Smith asked about updating Board Bylaws first before approving Fraud Prevention Policy; Director Pugh informed the Board the Library's attorney does recommend updating bylaws before updating policies. Chair Smith will reach out to attorney to get the preferred protocols when updating policies and bylaws.

Motion by Owen, second by Lehmoine, to approve Fund Balance Policy, General Finance Policy, Investment Policy, and Purchasing Policy as presented.

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

Nays: None

Motion Passes

- c. June 2026 Budget Amendments

Discussion: Director Pugh informed the Board that these budget amendments ensure no line item will have a negative balance. The Director highlighted that the need for Summer Reading Programming prizes, such as prize machine trinkets, T-shirts, etc. are the reason for such a high amount moving to Programs. This is due to the overwhelmingly positive reception and high attendance for the Summer Reading Programs thus far.

Motion by Owen, second by Lehmoine to approve the the June 2026 Budget Amendments as presented.

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

Nays: None

Motion Passes

- d. Closed session – To consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. MCL 15.268(a) - Director requests a closed session for his evaluation.

Motion by Armock, second by Owen that the Board enter closed session as specified in section 8 of the OMA.49.2 for the permitted purpose of considering a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, since the named person requests a closed session as is their right at 7:26pm.

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

Nays: None

Motion Passes

Motion by Owen, second by Gritter that the Board leave closed session and enter into open session at 8:00pm.

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

Nays: None

Motion Passes

Motion by Owen, second by Gritter to approve Chair Smith to write Director Employment Condition Letter and submit to the City.

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

Nays: None

Motion Passes

X. Agenda Items for July 27, 2026 Meeting

- a. Board Officer Elections
- b. Final Budget Reconciliation
- c. Approve Board Meeting calendar
- d. Approve Schedule of Fees

XI. Informational Items

XII. Second Public Comment

N/A

XIII. Board Comments

Dykstra- "We're movin' and groovin'."

Gritter-

Lehmoine-

Owen-

Armock-

Martineau-

Smith-

XIV. Motion to Adjourn

Motion by Dykstra, second by Armock to adjourn the meeting at 8.04pm.

Voice Vote:

Ayes: All

Nays: None

Motion Passes

Respectfully submitted by Tim Smith, Board Chair

Board Approved- _____

Next regular meeting scheduled for Monday, July 27, 2026, at 7:00 pm at the library

Meeting Attachments:

- Draft Minutes of 26 May 26 Regular Meeting
- May 2026 Financial Report from City
- Director's June Report
- June 4, 2026 Financial Committee Meeting notes
- Agreement for Interest Earned on Tax Collections
- New Financial Policies – Fraud Prevention, Fund Balance, General Finance, Investment, and Purchasing
- June Budget Amendments and spreadsheet of all Budget Amendments for FY 2025-26

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.110	CASH IN BANK - CHOICEONE	440,127.42
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	6,634.97
Total Assets		526,681.53
*** Liabilities ***		
271-000-201.000	Accounts Payable	3,314.67
271-000-209.000	State Unemployment Tax Payable	1,501.71
Total Liabilities		4,816.38
*** Fund Balance ***		
271-000-373.000	Assigned - USF Funds	6,629.29
271-000-375.500	RESTRICTED - CAPITAL MAINTENANCE	5,000.00
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	348,426.79
271-000-390.100	UNASSIGNED - MABIE FUNDS DONATION	73,363.70
Total Fund Balance		446,419.78
Beginning Fund Balance		446,419.78
Net of Revenues VS Expenditures		75,445.37
Ending Fund Balance		521,865.15
Total Liabilities And Fund Balance		526,681.53

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 06/30/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 06/30/2026	ACTIVITY FOR MONTH 06/30/2026	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Revenues						
Dept 000						
271-000-400.100	Appropriation from Fund Bal	40,160.00	0.00	0.00	40,160.00	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	139,980.00	162,774.86	4,350.48	(22,794.86)	116.28
271-000-432.000	Tax Collections - DNR PLT	50.00	66.39	0.00	(16.39)	132.78
271-000-437.000	Tax Collections - IFT Roll	1,240.00	853.32	0.00	386.68	68.82
271-000-451.000	Library Rev-Penal Fines	14,420.00	0.00	0.00	14,420.00	0.00
271-000-452.000	Library Revenue-Solon Twnshp	224,050.00	251,339.00	0.00	(27,289.00)	112.18
271-000-453.000	USF FUNDS-ERATE	3,090.00	5,286.53	0.00	(2,196.53)	171.09
271-000-515.000	State Aid	5,390.00	10,996.08	0.00	(5,606.08)	204.01
271-000-569.000	STATE GRANTS - OTHER	940.00	2,271.51	0.00	(1,331.51)	241.65
271-000-625.000	BANK FEES -FINES & SERVICES	3,600.00	4,130.49	282.32	(530.49)	114.74
271-000-664.000	Interest Earned	2,500.00	6,767.47	376.89	(4,267.47)	270.70
271-000-664.200	Investment Income	100.00	0.00	0.00	100.00	0.00
271-000-667.000	Rental Income	6,180.00	8,883.24	684.96	(2,703.24)	143.74
271-000-674.000	Donations	1,000.00	4,427.75	1,572.50	(3,427.75)	442.78
271-000-674.200	Book Donations	500.00	640.93	0.00	(140.93)	128.19
271-000-674.400	Summer Reading Program Donations	3,000.00	3,000.00	0.00	0.00	100.00
271-000-674.700	Area Libraries Lost & Damaged Books	210.00	951.30	211.83	(741.30)	453.00
271-000-677.000	Miscellaneous	3,090.00	141.32	0.00	2,948.68	4.57
Total Dept 000		449,550.00	462,530.19	7,478.98	(12,980.19)	102.89
TOTAL REVENUES		449,550.00	462,530.19	7,478.98	(12,980.19)	102.89
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	69,420.00	69,404.60	4,769.24	15.40	99.98
271-790-704.000	WAGES - PART TIME EMPLOYEES	151,370.00	132,337.41	11,615.66	19,032.59	87.43
271-790-705.000	Cleaning Service	2,100.00	1,570.08	178.04	529.92	74.77
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	4,510.00	3,390.40	8.05	1,119.60	75.18
271-790-709.000	SOCIAL SECURITY EXPENSE	15,530.00	15,433.25	1,253.42	96.75	99.38
271-790-721.000	GAS UTILITY EXPENSE	2,600.00	2,244.99	86.19	355.01	86.35
271-790-724.000	TELEPHONE	1,800.00	1,803.75	199.94	(3.75)	100.21
271-790-724.100	INTERNET	2,000.00	1,765.61	0.00	234.39	88.28
271-790-726.000	OFFICE SUPPLIES	3,990.00	2,615.28	113.41	1,374.72	65.55
271-790-734.000	Overdrive Program Expense	3,150.00	2,435.74	0.00	714.26	77.33
271-790-735.000	AV Expense	2,100.00	1,272.04	257.34	827.96	60.57
271-790-739.000	Area Libraries Lost & Damaged Books	1,100.00	578.70	17.00	521.30	52.61
271-790-790.000	PROGRAMS	20,820.00	20,752.80	4,752.90	67.20	99.68
271-790-792.000	BOOKS	25,000.00	24,392.49	4,087.66	607.51	97.57
271-790-792.100	LIBRARY OF THINGS	1,000.00	0.00	0.00	1,000.00	0.00
271-790-792.200	DIGITAL MATERIALS	3,000.00	2,744.93	55.00	255.07	91.50
271-790-801.000	Professional Service Expense	19,050.00	17,296.90	774.30	1,753.10	90.80
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,300.00	5,258.00	853.00	1,042.00	83.46
271-790-808.000	Lakeland Support Services	21,430.00	17,741.17	160.43	3,688.83	82.79
271-790-813.000	Garbage Disposal Service	420.00	300.39	75.36	119.61	71.52
271-790-851.000	POSTAGE	530.00	346.51	0.00	183.49	65.38
271-790-861.000	TRANSPORTATION EXPENSE	2,000.00	885.94	141.88	1,114.06	44.30
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	7,900.00	5,949.96	285.00	1,950.04	75.32
271-790-906.000	SOFTWARE	7,100.00	7,096.50	367.50	3.50	99.95
271-790-915.000	MEMBERSHIP & DUES EXPENSE	800.00	643.50	0.00	156.50	80.44
271-790-917.000	Workmens Compensation Expense	700.00	687.00	0.00	13.00	98.14
271-790-918.000	WATER UTILITY EXPENSE	1,050.00	906.71	107.79	143.29	86.35

07/22/2026 03:48 PM
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REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 06/30/2026

Page: 2/2

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 06/30/2026	ACTIVITY FOR MONTH 06/30/2026	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-790-926.000	Electric Expense	9,300.00	7,593.52	702.27	1,706.48	81.65
271-790-930.000	Repair & Maintenance Serv Exp	15,800.00	3,644.15	2,147.46	12,155.85	23.06
271-790-930.300	Education/Training Expense	2,000.00	1,398.80	0.00	601.20	69.94
271-790-935.000	INSURANCE & BONDS EXPENSE	8,070.00	6,729.00	0.00	1,341.00	83.38
271-790-955.000	Bank Fees	2,310.00	2,002.92	40.03	307.08	86.71
271-790-956.000	Miscellaneous Expense	4,950.00	3,269.73	46.50	1,680.27	66.06
271-790-968.000	Public Relations	2,100.00	1,662.67	0.00	437.33	79.17
271-790-970.000	Capital Expense	5,250.00	765.51	0.00	4,484.49	14.58
271-790-970.400	CAPITAL - TECHNOLOGY	22,910.00	20,163.87	0.00	2,746.13	88.01
271-790-999.100	APPROPRIATION TO FUND BALANCE	90.00	0.00	0.00	90.00	0.00
Total Dept 790 - Library		449,550.00	387,084.82	33,095.37	62,465.18	86.10
TOTAL EXPENDITURES		449,550.00	387,084.82	33,095.37	62,465.18	86.10
Fund 271 - Library Fund:						
TOTAL REVENUES		449,550.00	462,530.19	7,478.98	(12,980.19)	102.89
TOTAL EXPENDITURES		449,550.00	387,084.82	33,095.37	62,465.18	86.10
NET OF REVENUES & EXPENDITURES		0.00	75,445.37	(25,616.39)	(75,445.37)	100.00

07/22/2026 03:52 PM
User: EMILY
DB: Cedar Springs

CHECK REGISTER FOR CITY OF CEDAR SPRINGS
CHECK DATE FROM 06/01/2026 - 06/30/2026

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank LIBC1 LIBRARY MAIN CHECKING			
06/10/2026	17133	ARROWASTE	75.36
06/10/2026	17134	CONSUMERS ENERGY	702.27
06/10/2026	17135	HEIMLER CONSULTING	285.00
06/10/2026	17136	INGRAM LIBRARY SERVICES	2,348.69
06/10/2026	17137	LAKELAND LIBRARY COOPERATIVE	160.43
06/10/2026	17138	SPECTRUM ENTERPRISE	159.98
06/10/2026	17139	STREAMLINE	367.50
06/10/2026	17140	TURFS ARE US, INC	853.00
06/23/2026	17141	CEDAR SPRINGS SALES & GRAPHIX	4,320.00
06/23/2026	17142	CINTAS CORP	178.04
06/23/2026	17143	CITY OF CEDAR SPRINGS	107.79
06/23/2026	17144	DTE ENERGY	86.19
06/23/2026	17145	INGRAM LIBRARY SERVICES	452.45
06/23/2026	17146	JAMES PUGH	141.88
06/25/2026	16(E)	ELAN FINANCIAL SERVICES	1,855.72

LIBC1 TOTALS:

Total of 15 Checks:	12,094.30
Less 0 Void Checks:	0.00
Total of 15 Disbursements:	12,094.30



Director's Report

July 2026

Board Tasks

- **The Strategic Plan:** After months of consulting with the Lakeland Library Cooperative Director, a draft strategic plan is now ready for Board input. Please see attached. If approved, the Director and staff will draft and implement corresponding action items with quarterly updates from the Director of the plan's progress.

Action & Information

- **Migrating Board Emails:** The Director has been communicating with the IT consultant to devise the best way to move forward with migrating board emails to the library's server. A solution should be found imminently.
- **MCLS Membership:** The Library is now a member of the Midwest Collaborative for Library Services. Membership is only \$125 annually and grants access to discounts on supplies, training opportunities, consulting, and more.
- **New WiFi Hotspot User Agreement:** The new hotspots have arrived and are almost ready to begin circulating. Please see the attached draft new user agreement the requires Board approval.

Community Engagement

- The reception, attendance, and overall feedback for the Summer Reading Program has been overwhelmingly positive. Average attendance at SRP events has been 125 people. The Director cannot thank the Program Manager, as well as the other staff and volunteers, enough for their hard work during this amazing Summer Reading Program.
- Gather 2 Grow's admin did a surprise visit on one of the Crafty Wednesdays and was utterly impressed with the turnout.

Program Attendance & Usage Stats

- **End of FY 2025–26 Stats:** CSPL has experienced sustained growth in nearly every major measure of service. While registered patron numbers have gradually declined, active library use has increased substantially. FY 2025–26 established new records for library visits, circulation, and program participation, indicating that the Library is successfully adapting to changing community needs. Highlights include:
 - Library visits reached 60,541, a 61% increase over FY 2024–25.
 - Annual circulation surpassed 50,000 checkouts
 - Program participation more than doubled over three years, increasing from 11,405 participants in 2023 to 23,823 participants at the end of June 2026.
 - Digital materials now account for 30% of all circulation, reflecting continued changes in patron borrowing habits.
 - Community meeting spaces continue to experience strong demand through room rentals, programs, and study room reservations.

Overall, these trends demonstrate that the Library is expanding its impact, increasing community engagement, and providing services that meet the evolving needs of Cedar Springs, Solon Township, and the surrounding area. See the attached 2025–26 Annual Report for a full breakdown of usage statistics.

- Summer Reading Stats (as of July 17, 2026):
 - Total Enrolled: 984
 - Total Reading Minutes: 583,285
 - Total Points Earned (for reading, completing missions, etc.): 587,956
 - Total Mission Completed: 1,501
 - Total Badges Earned: 5,308
 - Total Prizes Awarded: 4,455
- June Door Count: 6,624
- Total June Program participation: 4,572
 - Storytimes: 419
 - Senior Exercise: 197
 - Book Club: 11

- Outreach visits: 590
 - School Outreach and Village Learning Center summer daycare visits to CSPL
- Writers' Group: 5
- Crochet Club: 13
 - This is a new group that meets Monday afternoons in the Library Classroom. All are welcome to attend.
- Crafty Wednesdays: 791
- Gather 2 Grow Lunches handed out: 508
- Dino Builders: 148
- Donna Clark Sidewalk Chalk Art: 94
- Dino Camp: 82
- Passive Programs (Find Dewey, ISpy, etc.): 1,714
- Study Room Reservations: 112 (about 28/wk.)
- Community Room Uses:
 - Rentals: 9
 - Programs/Meetings: 34

Patrons: 3,771

- Cedar Springs: 1,551
- Solon Township: 1,965
- KDL: 186
- Other LLC Patrons: 69

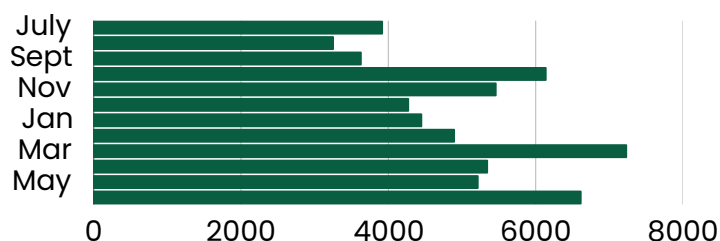
Circulation: 5,732

- Adult books: 1,033
- Youth books: 2,633
- YA books: 225
- Books on CD: 39
- DVDs: 270
- Express Items (do not go out to other libraries): 219
- Other Items (including Library of Things, Hotspots, etc.): 91
- Digital Content: 1,222
 - E-Books: 328
 - E-Audiobooks: 686
 - Digital Magazines: 208

2025-26 Annual Report

July 1, 2025 – June 30, 2026

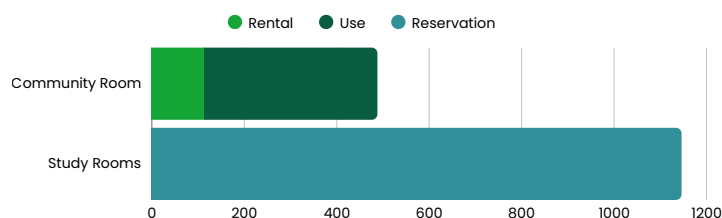
Door Counts



Total Library Visits = 60,541

Monthly Average = 5,045

Space Usage



Total Community Room Rentals = 113

Monthly Average = 9

Total Community Room Uses = 375

Monthly Average = 31

Total Study Room Reservations = 1,146

Monthly Average = 96

Program Participation



= Passive Programs (Reading Challenges, ISpy, etc.) = Program Attendance

Total Programs = 403

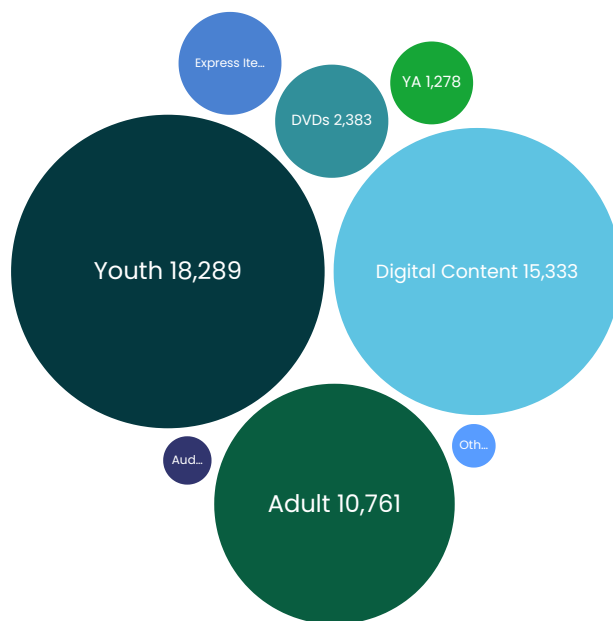
Monthly Average = 34

Total Program Participation = 23,823

Monthly Average = 244

Reading Challenges and passive youth activities make up 47% of program participation

Number of Checkouts



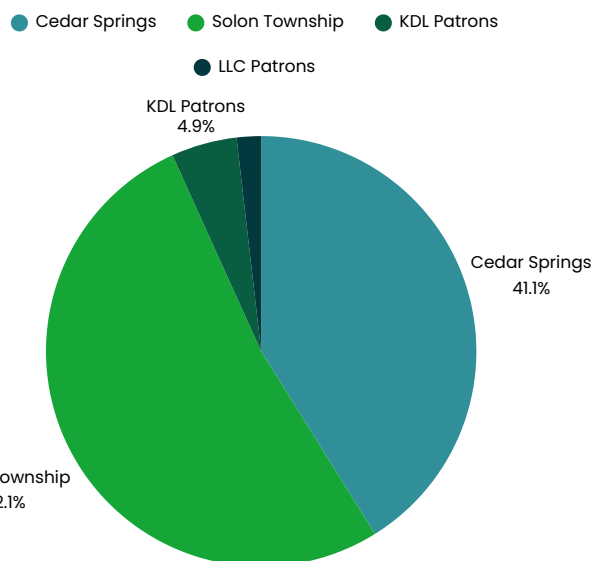
Total Number of Circulating Items = 27,906

Total Items Checked Out = 50,802

Monthly Average = 4,234

Digital Content (eBooks, Audiobooks, and Magazines) make up 30% of total checkouts. Up 6% from FY 2024-25.

Patron Location



Total Number of Patrons = 3,771

2027 Library Board Meeting Schedule

- January 25
- March 1
- March 22
- April 26
- May 24
- June 28
- July 26
- August 23
- September 27
- October 25
- November 22
- December 13



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

Cedar Springs



Public Library

2027 Holiday Closure Schedule for the Cedar Springs Public Library

January

Friday 1/1/27 – New Year's Day

Monday 1/18/27 – Martin Luther King Jr. Day

February

Monday 2/15/27 – President's Day

May

Saturday 5/29/27 – Observing Memorial Day

Monday 5/31/27 – Memorial Day

June

Friday 6/18/27 – Observing Juneteenth

Saturday 6/19/27 – Juneteenth

July

Monday 7/5/27 – Observing Independence Day

September

Saturday 9/4/27 – Observing Labor Day

Monday 9/6/27 – Labor Day

October

Monday 10/11/27 – Indigenous Peoples Day (Staff In-service training. Closed to Public)

November

Thursday 11/11/27 – Veterans Day

Thursday 11/25/27 – Thanksgiving Day

Friday 11/26/27 – Observing Thanksgiving Day

Saturday 11/27/27 – Observing Thanksgiving Day

December

Friday 12/24/27 – Christmas Eve

Saturday 12/25/27 – Christmas Day

Friday 12/31/27 – New Year's Eve

2027 Additional Closure Schedule for the Cedar Springs Public Library

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

July

Saturday 7/10/27 – Cedar Blitz Gravel Race

Saturday 7/31/27 – CSPL's Summer Reading Celebration

October

Saturday 10/2/27 – Red Flannel Festival (Open for Friends' Book Sale)

Cedar Springs



Public Library

2026–27 Proposed Schedule of Fees

Printing: \$.25 per page for black and white, \$0.50 per page for color

Faxing: Cover page free, \$1 for every page after that to send and to receive

Checks returned for Non-sufficient Funds: \$35 per check

Lost/damaged library cards: \$1.00 replacement fee

Reprocessing fee for damaged items (barcodes, RFID tags, etc.): Additional \$2.00 to cost of replacing materials

Overdue Books and BOCD: N/A

Overdue Movies: N/A

Overdue WI-FI to Go Hotspots: Service gets suspended one (1) day after original due date. Replacement charge after five (5) days after original due date.

Credit Cards: 3% additional processing fee. \$2.00 minimum purchase.



Mobile Hotspot Lending Agreement and Liability Waiver

Eligibility and Checkout Requirements

To borrow a mobile hotspot, the patron must:

- Be 18 years of age or older.
- Present a valid Cedar Springs Public Library Adult card in good standing.
- Present a valid photo identification with a current address that matches the patron's library account.
- Read and sign this agreement in the presence of a Cedar Springs Public Library staff member each time a hotspot is checked out.

Loan Period and Returns

- Mobile hotspots may be checked out for three (3) weeks. No renewals.
- Only one (1) mobile hotspot may be checked out per library card at a time.
- Hotspots may be returned to the Circulation Desk or to the library book drop.
 - When returning a hotspot through a book drop, the hotspot must be placed in its protective case and all components, including the charger and any supplied instructions, must be secured inside the carrying case.
- Mobile internet service will be deactivated one (1) day after the due date if the device has not been returned. Equipment costs will be billed five (5) days after due date.

Care and Use of Equipment

The borrowed equipment includes a Kajeet KJ1 SmartSpot hotspot with smartSIM, charger, and protective case. The patron is responsible for the borrowed equipment from the time of checkout until the equipment is returned and checked in by library staff. The patron agrees to:

- Handle the equipment with reasonable care.
- Keep the device in a temperature-controlled environment.
 - Do not leave the hotspot in a vehicle or expose it to extreme heat, cold, moisture, or direct sunlight for extended periods.
- Use the hotspot in accordance with all applicable laws and the Cedar Springs Public Library's Internet and Computer Use Policy.

Internet Access Notice

The Cedar Springs Public Library does not guarantee uninterrupted or successful internet access. Connectivity depends on factors including, but not limited to, cellular signal strength, network availability, and geographic location.

Parent/Guardian Notice

The Cedar Springs Public Library offers optional internet content filtering on mobile hotspots. Parents or guardians who wish to have filtering enabled must notify library staff at the time of checkout and specify the desired level of filtering. While filtering can help restrict access to inappropriate content, no filtering system is completely effective, and parents or guardians remain responsible for supervising and monitoring a minor's internet use.

Equipment Costs

By signing this agreement, the patron agrees to pay the following replacement costs if equipment is lost, stolen, not returned, or damaged beyond repair:

Kajeet KJ1 SmartSpot hotspot with smartSIM	\$94.00
Charger and charging cable	\$10.00
Protective case	\$5.00
Complete replacement set (hotspot, charger, and case)	\$109.00

The Library reserves the right to assess additional repair costs when equipment is returned damaged but repairable.

Patron Agreement

By signing below, I acknowledge that I have read and understand this Mobile Hotspot Lending Agreement and agree to:

- Abide by all Cedar Springs Public Library policies governing the use of mobile hotspots.
- Return the hotspot and all accompanying components by the due date.
- Accept responsibility for any loss, theft, damage, or non-return of the equipment.
- Pay all applicable replacement or repair charges as outlined in this agreement.

Patron Information

Print Name _____

Signature _____

Date _____

Library Card Number / Barcode _____

I understand that internet access is not guaranteed and depends on cellular network availability.

Patron Initials: _____

Strategic Plan: Growing Together – A Note from the Director

When I joined the Cedar Springs Public Library, I immediately recognized something special: a shared excitement about what the library could become. A beautiful facility, great staff, engaging programs, a collection with room to grow; the question was never whether Cedar Springs Public Library was a good library. It was, "How can we become an even better one?" For me, the answer was simple: Challenge accepted.

The timing could not have been better. The Library had recently emerged from a difficult period, one in which its future was uncertain. But, thanks to the tireless efforts of previous Directors, the resilience of the staff, the guidance of the Board of Trustees, and the unwavering support of the communities we serve, CSPL endured. Grateful for the support, the Board and staff were ready to move forward with renewed purpose, poised to show everyone exactly what a well-funded small-town library could do.

Thanks to the new library services agreement between the City of Cedar Springs and Solon Township, the Library now has the strongest financial foundation in its history. Finally, instead of asking about our limits, we can begin asking about our possibilities. However, with those possibilities comes an equally important responsibility: to be accountable of every public dollar entrusted to us.

I believe the most valuable way to honor that responsibility is this: Show, don't tell.

This Strategic Plan is how we intend to do exactly that. Rather than making assumptions about what our communities wanted, we asked. Working alongside the Lakeland Library Cooperative Director, we gathered input through community surveys and focus groups, engaged the Board of Trustees and library staff in meaningful conversations, and carefully analyzed library data. Every goal in this Strategic Plan is rooted in what we heard from the people we serve and reflects our commitment to growing alongside our communities and meeting their changing needs.

Growth without direction is simply spending. Growth guided by a shared vision creates lasting impact. This Strategic Plan is our roadmap for investing in our collections, programs, technology, facilities, and staff in ways that will strengthen the Library's impact for years to come. It reflects our belief that every improvement should make the Library more welcoming, more accessible, more innovative, and more responsive to the needs of our communities.

Over the coming years, we hope you won't simply read about these improvements, you'll experience them. You'll discover new programs, expanded collections, enhanced technology, welcoming spaces, and opportunities to learn, create, and connect. Our goal is that every visit demonstrates the value of your investment while bringing our vision to life: to be a vibrant community hub where knowledge, connections, and curiosity empower every person to learn, grow, and thrive. That goal is reflected in our purpose: We are committed to supporting the growing needs of our communities through our collection, connections, and curiosity.

On behalf of the Board of Trustees and the staff of the Cedar Springs Public Library, thank you for your continued trust and support. This Strategic Plan is our promise that you won't simply hear about the value of your investment, you'll see it in the services we provide, the experiences we create, and the opportunities we make possible. We are honored to serve you, excited for the future, and eager to show you what a well-supported small-town library can do.

Sincerely,

James Pugh, MMLIS

Cedar Springs



Public Library

STRATEGIC PLAN: GROWING TOGETHER 2026-2030



@reallygreatsite

reallygreatsite.com

Our Commitment to YOU



Growing Together

The Cedar Springs Public Library is more than a place to borrow books. It is a cornerstone of our communities where people discover new ideas, build meaningful connections, and find opportunities to learn and grow. As our communities continue to evolve, so does the Library. This Strategic Plan reflects our commitment to meeting the changing needs of those we serve through our collection, connections, and curiosity while strengthening our organization for the future.

This plan was shaped by you, the voices of our communities. Through surveys, focus groups, conversations with community stakeholders, and thoughtful feedback from patrons, we gained valuable insight into the needs, priorities, and aspirations of the people we serve. Guided by that input, and grounded in our purpose, vision, and values, we have created a roadmap that will guide our decisions and investments over the coming years.

By strengthening our collection, expanding meaningful partnerships, delivering engaging programs and services, and continuously improving how we operate, we will build upon our strong foundation while embracing new opportunities. Together with our patrons, partners, staff, volunteers, and Board of Trustees, we will continue creating a welcoming library where knowledge, connections, and curiosity empower every person to learn, grow, and thrive.

Our Purpose

We are committed to supporting the growing needs of our communities through our collection, connections, and curiosity.

Our Vision

To be a vibrant community hub where knowledge, connections, and curiosity empower every person to learn, grow, and thrive.

Our Values

Access – We ensure equitable access to information, resources, and opportunities for all.

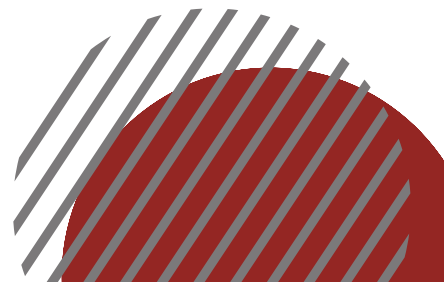
Curiosity – We encourage exploration, discovery, creativity, and lifelong learning.

Community – We cultivate meaningful connections and partnerships that strengthen our communities.

Service – We provide welcoming, responsive, and high-quality service to everyone we serve.

Stewardship – We maintain public resources with integrity, transparency, and accountability.

Growth – We embrace innovation, adaptability, and continuous improvement in our services and organization.



Purpose Statement: The Cedar Springs Public Library is committed to supporting the growing needs of our communities through our collection, connections, and curiosity.

1 Commitment to Growing our Collection

We will strategically grow and maintain a diverse, relevant, and accessible collection that reflects the interests and needs of our communities.

- Increase investment in collection development
- Expand shelf space
- Implement community feedback
- Expand Library of Things collection

2 Commitment to Growing our Connections

We will actively develop and sustain relationships with residents, organizations, businesses, schools, and local leaders to enhance services, expand opportunities, and increase our impact.

- Create targeted outreach plan
- Strengthen awareness of library resources
- Implement patron instructional content

3 Commitment to Growing our Curiosity

We are committed to fostering curiosity, creativity, and lifelong learning through diverse and engaging educational, cultural, recreational, and enriching programs for all.

- Expand program offerings for all ages
- Encourage community participation in programming
- Work with community experts to offer instructional programs for all ages
- Improve our library spaces
- Emphasize skills educational programs
- Perform program audit

4 Commitment to Growing Ourselves

We are committed to fostering organizational excellence through the growth and development of our staff, Board of Trustees, and facilities.

- Invest in professional development
- Update library policies and bylaws
- Develop Capital Improvement Plan



Our commitment to forward momentum



PURPOSE - We are committed to supporting the growing needs of our communities through our collection, connections, and curiosity

VISION - To grow together with our communities by inspiring curiosity, strengthening connections, and expanding opportunities for lifelong learning

COLLECTION - Grow and maintain a relevant and accessible collection

CONNECTIONS - Strengthen partnerships and community engagement

CURIOSITY - Expand programs and learning opportunities

OURSELVES - Develop staff, Board, and operations

Staff carry out projects and initiatives

- Assign responsibilities
- Allocate resources
- Establish timelines
- Define success measures.

- Collection usage
- Program attendance
- Community partnerships
- Patron feedback
- Staff and board development
- Financial and operational metrics

Quarterly reports by the Library Director to celebrate successes, address challenges, and update priorities.