Minutes

REGULAR BOARD MEETING

Monday, August 24, 2026 Approved September 28, 2026

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, Martineau

Absent: Armock

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

**Chairperson Smith informed the Board that Armock would be late. At 7:26pm, Armock was excused from the meeting

II. Pledge of Allegiance

Chair Smith led the Board in the pledge of allegiance

III. Approval of Agenda

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

Voice Vote: Ayes: All Nays: 0 **Motion Passes**

IV. Consent Agenda

a. Minutes of July 27, 2026 Regular Meeting

b. July 2026 Financial Reports

Motion by Owen, 2nd by Dykstra, to approve the Consent Agenda consisting of the July 2026 Regular Meeting Minutes, July 2026 Financial Reports, from July 27, 2026 Meeting.

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

Nays: 0 **Motion Passes**

V. Directors Report –

The Director reported:

- IT consultant - we are finalizing how to login on new credentials for email login, hopefully there will be an answer in a couple weeks

- Jerry Hall teen space - moving forward with this plan! When he passed away, he made a donation to the library and they are going to spend funds on redesigning the teen space to make it a more welcoming space - largely updating furniture - deadline October
- Expanding partnership with Senior Neighbors - they will also be taking over on Wednesdays to allow for an open house style to meet more seniors in the area; considering being a respite care spot for caregivers
- DaVita tax prep - offer free tax services; they will be here every other Saturday Feb thru March 2027
- Red Flannel committee meeting - James attended - we will do story time with the Court, book sale, trying to revitalize read-to-ride program
- Summer Reading Program final shoutout! We updated it how we did it in the past and everyone jumped on board. Staff, public, patrons, etc. all make it seem like it went well overall! Hope to expand the Feeding America partnership to be more than one day per week next year

Discussion:

- Michelle-requested mockup floor plan of teen space
- Tim-asked about phases of plan

VI. Chairperson's Report – T. Smith

- Requesting finance committee to get together to look at the Fraud Policy and update
- Requesting bylaws committee to convene to review and update as well - Tim will send invitation

VII. Committee Reports

a. Personnel Committee- None
b. Policy Committee-None
c. By-laws Committee-None
d. IT (Technology) Committee-None
e. Finance Committee-None
f. Strategic Plan Committee-None

VIII. Public Comment

- None

IX. Ongoing/New Business

a. Approval of Final 2025-26 Reconciled Budget

Discussion: Some line items are off on budget, there are a few overages - we will need to ask the City or auditors to look at this again – no action will be taken at this time. Will add to agenda next month after City / auditors have a chance to look over this before approval.

b. Approval of August 2026 Budget Amendment

Discussion: This Budget Amendment is for teen area redesign. Will need to pull $3540 from fund balance to pay for this, as donation was made prior to this fiscal year. Matching donation of $3500 made by Friends of the Library. We will only be paying $2383 out of the library budget.

Motion by Owen, 2nd by Lehmoine, to approve August 2026 Budget Amendment.

- Increase 271-000-400.100 (Appropriation from Fund Balance) by $3,540.
- Decrease 271-790-999.100(Appropriation to Fund Balance) by $3,500.
- Increase 271-790-970.000 (Capital Expense) by $7,040 to $12,540.

Roll Call Vote: Ayes: Dykstra, Gritter, Lehmoine, Owen, Smith, Martineau
Nays: 0 **Motion Passes**

c. Approval of Strategic Plan

Discussion: Board appreciates the layout of the strategic plan, easy to read and follow, had a question about the mission statement and it was discussed

Motion by Lehmoine, 2nd by Dykstra, to approve the 2026 Strategic Plan.
Roll Call Vote: Ayes: Dykstra, Gritter, Lehmoine, Owen, Smith, Martineau
Nays: 0 **Motion Passes**

d. **Motion** by Owen, 2nd by Dykstra, to excuse Armock from the meeting.
Voice Vote: Ayes: All Nays: 0 **Motion Passes**

X. Agenda Items for September 28, 2026 Meeting

a. Fraud policy update
b. More information on the teen redesign
c. Final 2025-2026 budget

XI. Informational Items

None

XII. Second Public Comment

- None

XIII. Board Comments

Dykstra- None
Gritter- Great job on the summer reading program! Likes that it was more individualized.
Lehmoine- Good job on the strategic plan - easy to plan, modern, and it's what we are here for.
Owen- Strategic plan looked great. Concerns over procedure.
Martineau- None

Smith- Appreciate this group and the work we do together! We have a great library here and he is honored to do his part to support it!

XIV. Motion to Adjourn

Motion by Owen, 2nd by Gritter to adjourn the meeting at 7:37 pm.
Voice Vote: Ayes: All Nays: 0 **Motion Passes**

Respectfully submitted by Allyssa Martineau- Board Secretary, August 27, 2026.

Board Approved-

[redacted] Board Secretary Date: 10/1/26

[redacted] Board Chair Date: 9-29-26

Next regular meeting scheduled for September 28, 2026, at 7:00 pm at the Library.

Meeting Attachments:

- Draft Minutes of 27 July 26 Regular Meeting
- July 2026 Financial Report from City
- Final 2025-26 Budget
- Director's August Report
- Teen Area Redesign Summary
- August 2026 Budget Amendment
- Strategic Plan Data Summary
- Draft Strategic Plan

Minutes

REGULAR BOARD MEETING

Monday, July 27, 2026 Draft

7:00 PM MEETING

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Mission Statement

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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

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- 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.

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- 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

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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

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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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BALANCE SHEET
Period Ending 07/31/2026

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.110	CASH IN BANK - CHOICEONE	395,913.87
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
271-000-019.000	Accounts Receivable	15,614.14
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		**498,082.12**
*** Liabilities ***		
271-000-209.000	State Unemployment Tax Payable	20.95
271-000-210.000	State Withholding Payable	690.71
Total Liabilities		**711.66**
*** 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 - 25-26		**446,419.78**
Net of Revenues VS Expenditures - 25-26		**84,567.67**
***25-26 End FB/26-27 Beg FB**		**530,987.45**
Net of Revenues VS Expenditures - Current Year		**(33,616.99)**
Ending Fund Balance		**497,370.46**
Total Liabilities And Fund Balance		**498,082.12**

* Year Not Closed

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 07/31/2026

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 07/31/2026	ACTIVITY FOR MONTH 07/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Revenues						
Dept 000						
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	156,300.00	0.00	0.00	156,300.00	0.00
271-000-432.000	Tax Collections - DNR PLT	60.00	0.00	0.00	60.00	0.00
271-000-437.000	Tax Collections - IFT Roll	860.00	0.00	0.00	860.00	0.00
271-000-530.000	USF FUNDS-ERATE	5,000.00	0.00	0.00	5,000.00	0.00
271-000-548.000	STATE AID	10,900.00	5,576.46	5,576.46	5,323.54	51.16
271-000-615.000	FINES & SERVICES	4,900.00	253.56	253.56	4,646.44	5.17
271-000-626.000	LIBRARY SERVICES - SOLON TWP	280,070.00	0.00	0.00	280,070.00	0.00
271-000-655.100	PENAL FINES	15,000.00	0.00	0.00	15,000.00	0.00
271-000-665.000	INTEREST INCOME	9,200.00	379.27	379.27	8,820.73	4.12
271-000-667.000	Rental Income	6,800.00	643.10	643.10	6,156.90	9.46
271-000-669.000	INVESTMENT INCOME	100.00	0.00	0.00	100.00	0.00
271-000-674.000	Donations	1,000.00	0.52	0.52	999.48	0.05
271-000-674.200	Book Donations	500.00	0.00	0.00	500.00	0.00
271-000-674.400	Summer Reading Program Donations	3,000.00	0.00	0.00	3,000.00	0.00
271-000-674.700	Area Libraries Lost & Damaged Books	400.00	75.37	75.37	324.63	18.84
271-000-677.000	Miscellaneous	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 000		497,140.00	6,928.28	6,928.28	490,211.72	1.39
TOTAL REVENUES		497,140.00	6,928.28	6,928.28	490,211.72	1.39
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	70,680.00	3,287.56	3,287.56	67,392.44	4.65
271-790-704.000	WAGES - PART TIME EMPLOYEES	165,000.00	7,734.13	7,734.13	157,265.87	4.69
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	4,730.00	5.38	5.38	4,724.62	0.11
271-790-709.000	SOCIAL SECURITY EXPENSE	16,300.00	843.13	843.13	15,456.87	5.17
271-790-719.000	WORKMENS COMPENSATION INSURANCE	730.00	656.00	656.00	74.00	89.86
271-790-726.000	OFFICE SUPPLIES	4,200.00	961.16	961.16	3,238.84	22.88
271-790-727.000	POSTAGE	560.00	0.00	0.00	560.00	0.00
271-790-734.000	Overdrive Program Expense	3,300.00	0.00	0.00	3,300.00	0.00
271-790-735.000	AV Expense	2,200.00	0.00	0.00	2,200.00	0.00
271-790-739.000	Area Libraries Lost & Damaged Books	1,150.00	33.59	33.59	1,116.41	2.92
271-790-746.000	CLEANING SUPPLIES	2,200.00	353.73	353.73	1,846.27	16.08
271-790-790.000	PROGRAMS	16,800.00	2,050.00	2,050.00	14,750.00	12.20
271-790-792.000	BOOKS	35,500.00	671.70	671.70	34,828.30	1.89
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	12,430.00	0.00	0.00	12,430.00	0.00
271-790-801.000	Professional Service Expense	20,000.00	6,960.00	6,960.00	13,040.00	34.80
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,610.00	645.00	645.00	5,965.00	9.76
271-790-808.000	Lakeland Support Services	27,560.00	4,976.07	4,976.07	22,583.93	18.06
271-790-811.000	COMPUTER MAINTENANCE EXPENSE	8,500.00	537.00	537.00	7,963.00	6.32
271-790-812.000	SOFTWARE	7,140.00	367.50	367.50	6,772.50	5.15
271-790-813.000	Garbage Disposal Service	440.00	0.00	0.00	440.00	0.00
271-790-850.000	COMMUNICATIONS - TELEPHONE	1,900.00	117.69	117.69	1,782.31	6.19
271-790-852.000	INTERNET EXPENSE	7,100.00	1,807.41	1,807.41	5,292.59	25.46
271-790-861.000	TRANSPORTATION EXPENSE	2,100.00	0.00	0.00	2,100.00	0.00
271-790-900.000	PUBLIC RELATIONS	2,200.00	0.00	0.00	2,200.00	0.00
271-790-922.000	WATER UTILITY EXPENSE	1,100.00	107.79	107.79	992.21	9.80
271-790-923.000	GAS UTILITY	2,820.00	61.20	61.20	2,758.80	2.17
271-790-926.000	Electric Expense	9,860.00	755.60	755.60	9,104.40	7.66
271-790-930.000	Repair & Maintenance Serv Exp	17,100.00	358.07	358.07	16,741.93	2.09

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 07/31/2026

GL NUMBER	DESCRIPTION	2026-27 AMENDED BUDGET	YTD BALANCE 07/31/2026	ACTIVITY FOR MONTH 07/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-790-955.000	Bank Fees	2,420.00	43.41	43.41	2,376.59	1.79
271-790-956.000	Miscellaneous Expense	5,500.00	563.25	563.25	4,936.75	10.24
271-790-957.000	MEMBERSHIP & DUES EXPENSE	890.00	745.00	745.00	145.00	83.71
271-790-960.000	INSURANCE - GENERAL LIABILITY & PROPERTY	8,470.00	5,379.00	5,379.00	3,091.00	63.51
271-790-961.000	EDUCATION/TRAINING EXPENSE	2,100.00	0.00	0.00	2,100.00	0.00
271-790-970.000	Capital Expense	5,500.00	0.00	0.00	5,500.00	0.00
271-790-970.400	CAPITAL - TECHNOLOGY	10,000.00	524.90	524.90	9,475.10	5.25
271-790-999.100	APPROPRIATION TO FUND BALANCE	11,050.00	0.00	0.00	11,050.00	0.00
Total Dept 790 - Library		497,140.00	40,545.27	40,545.27	456,594.73	8.16
TOTAL EXPENDITURES		497,140.00	40,545.27	40,545.27	456,594.73	8.16
Fund 271 - Library Fund:						
TOTAL REVENUES		497,140.00	6,928.28	6,928.28	490,211.72	1.39
TOTAL EXPENDITURES		497,140.00	40,545.27	40,545.27	456,594.73	8.16
NET OF REVENUES & EXPENDITURES		0.00	(33,616.99)	(33,616.99)	33,616.99	100.00

CHECK REGISTER FOR CITY OF CEDAR SPRINGS
CHECK DATE FROM 07/01/2026 - 07/31/2026

Bank LIBC1 LIBRARY MAIN CHECKING

Check Date	Check	Vendor Name	Amount	
07/08/2026	17147	CARSON CITY PUBLIC LIBRARY	17.00	
07/08/2026	17148	CINTAS CORP	102.91	
07/08/2026	17149	CIVICPLUS LLC	367.50	
07/08/2026	17150	CRITCHLOW ALLIGATOR SANCTUARY	575.00	
07/08/2026	17151	ELITE FUND INC	192.00	
07/08/2026	17152	FOSTER SWIFT	774.30	
07/08/2026	17153	INGRAM LIBRARY SERVICES	334.40	
07/08/2026	17154	LAKELAND LIBRARY COOPERATIVE	4,976.07	
07/08/2026	17155	MICHIGAN LIBRARY ASSOCIATION	620.00	
07/08/2026	17156	MML LIABILITY & PROPERTY POOL	5,379.00	
07/08/2026	17157	MML WORKERS COMP FUND	656.00	
07/08/2026	17158	NORTHWEST KENT MECHANICAL	2,147.46	
07/08/2026	17159	OVERDRIVE INC.	55.00	
07/08/2026	17160	RIVERSIDE FIRE & SECURITY LLC	358.07	
07/08/2026	17161	SPECTRUM ENTERPRISE	159.98	
07/08/2026	17162	THE HAWKS NEST	563.25	
07/08/2026	17163	TIPTOP ENTERTAINMENT LLC	1,475.00	
07/22/2026	17164	CINTAS CORP	221.06	
07/22/2026	17165	CITY OF CEDAR SPRINGS	6,720.69	
07/22/2026	17166	CONSUMERS ENERGY	755.60	V
07/22/2026	17167	DTE ENERGY	61.20	
07/22/2026	17168	FOSTER SWIFT	347.10	
07/22/2026	17169	HEIMLER CONSULTING	345.00	
07/22/2026	17170	INGRAM LIBRARY SERVICES	575.51	
07/22/2026	17171	KAJEET INC	2,172.33	
07/22/2026	17172	KONICA MINOLTA BUSINESS SOLUTIONS	237.09	
07/22/2026	17173	MCLS	125.00	
07/22/2026	17174	TURFS ARE US, INC	645.00	
07/23/2026	17(E)	CONSUMERS ENERGY	755.60	
07/23/2026	18(E)	ELAN FINANCIAL SERVICES	2,803.52	

LIBC1 TOTALS:

Total of 30 Checks:	34,517.64
Less 1 Void Checks:	755.60
Total of 29 Disbursements:	33,762.04

BALANCE SHEET
Period Ending 06/30/2026

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
271-000-019.000	Accounts Receivable	15,614.14
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		**542,295.67**
*** Liabilities ***		
271-000-201.000	Accounts Payable	5,130.38
271-000-207.000	Federal Witholding Taxes Pay	197.94
271-000-209.000	State Unemployment Tax Payable	29.30
271-000-210.000	State Withholding Payable	234.73
271-000-257.000	Accrued Wages Payable	5,279.11
271-000-262.000	FICA Taxes Payable	436.76
Total Liabilities		**11,308.22**
*** 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		**84,567.67**
Ending Fund Balance		**530,987.45**
Total Liabilities And Fund Balance		**542,295.67**

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	15,614.14	15,614.14	(1,194.14)	108.28
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	478,144.33	23,093.12	(28,594.33)	106.36
TOTAL REVENUES		449,550.00	478,144.33	23,093.12	(28,594.33)	106.36
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	69,420.00	71,035.84	6,400.48	(1,615.84)	102.33
271-790-704.000	WAGES - PART TIME EMPLOYEES	151,370.00	136,415.18	15,693.43	14,954.82	90.12
271-790-705.000	Cleaning Service	2,100.00	1,600.11	208.07	499.89	76.20
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	4,510.00	3,393.17	10.82	1,116.83	75.24
271-790-709.000	SOCIAL SECURITY EXPENSE	15,530.00	15,870.01	1,690.18	(340.01)	102.19
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	1,961.40	357.59	(161.40)	108.97
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
271-790-727.000	POSTAGE	0.00	5.22	5.22	(5.22)	100.00
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	1,414.29	399.59	685.71	67.35
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	21,037.20	5,037.30	(217.20)	101.04
271-790-792.000	BOOKS	25,000.00	25,515.18	5,210.35	(515.18)	102.06
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	893.44	149.38	1,106.56	44.67
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

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

Bank LIBC1 LIBRARY MAIN CHECKING

Check Date	Check	Vendor Name	Amount
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

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						
271-790-918.000	WATER UTILITY EXPENSE	1,050.00	906.71	107.79	143.29	86.35
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	5,256.59	(1,472.41)	2,813.41	65.14
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	3,335.70	112.47	1,614.30	67.39
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	393,576.66	39,587.21	55,973.34	87.55
TOTAL EXPENDITURES		449,550.00	393,576.66	39,587.21	55,973.34	87.55
Fund 271 - Library Fund:						
TOTAL REVENUES		449,550.00	478,144.33	23,093.12	(28,594.33)	106.36
TOTAL EXPENDITURES		449,550.00	393,576.66	39,587.21	55,973.34	87.55
NET OF REVENUES & EXPENDITURES		0.00	84,567.67	(16,494.09)	(84,567.67)	100.00

Director's Report

August 2026

Board Tasks

- **The Strategic Plan:** Please see the attached summary of the data collected for the strategic plan.

Action & Information

- **Migrating Board Emails:** The Director and IT Consultant are finalizing a plan distribute the log in credentials for the new board emails. Due to other projects with Lakeland, such as the ILS migration project, the IT consultant has been busier than usual.
- **Jerry Hall Teen Space Dedication:** Two years ago, former mayor Jerry Hall passed away and requested donations be made to the Library. The donations totaled about $3,500 and staff decided to redesign the teen space to be more welcoming for teens to hang out after school. Unfortunately, the project kept getting postponed until now. Please see the attached Teen Space Redesign summary.

Community Engagement

- The Library is expanding its partnership with Senior Neighbors by offering more programs and resources for the aging population in the area. In addition to the Tuesday and Thursday exercise classes, they will be using the Library's Community Room Wednesday mornings to showcase what they can offer the communities.
- Met with representatives from VITA for free tax prep services this February – March, 2027. The dates and times will be set, stay tuned for more information as it becomes available.
- The Director attended the August 12 Red Flannel Festival Committee meeting to discuss ways the Library can continue participation in the Red Flannel festivities. We have agreed to continue with the special Red Flannel Storytime on Friday, October 2 featuring the Red Flannel Queen and Court, the Friends of the Library book sale over the festival weekend, and trying to bolster the Read to Ride program.

Program Attendance & Usage Stats

- **End of Summer Reading Stats:** I could not have been happier with the results from the Summer Reading Program this year. We changed the format slightly with a definitive beginning, middle, and end and participant reception was positive overall. With more opportunities to earn prizes, we hope that we fostered a lifelong love of reading for everyone who participated. The most important measure, however, was the experiences, connections, and sense of community the program generated that I am most excited about. Please see the attached 2026 Summer Reading Wrap Up.
- July Door Count: 6,327
- Total July Program participation: 4,097
    - Storytimes: 387
    - Senior Exercise: 199
    - Book Club: 12
    - Outreach visits: 105
        - Village Learning Center summer daycare visits to CSPL
    - Writers' Group: 10
    - Crochet Club: 16
    - Crafty Wednesdays: 786
    - Gather 2 Grow Lunches handed out: 607
    - Skyhawks Air Show: 250
    - Critchlow Alligator Sanctuary: 157
    - Jurassic Joel's Magic Show: 178
    - Passive Programs (Find Dewey, ISpy, etc.): 1,390
- Study Room Reservations: 109 (about 27/wk.)
- Community Room Uses: 40
    - Rentals: 8
    - Programs/Meetings: 32

Patrons: 3,791

- Cedar Springs: 1,573
- Solon Township: 1,979
- KDL: 168
- Other LLC Patrons: 71

Circulation: 5,807

- Adult books: 1,077
- Youth books: 2,730
- YA books: 178
- Books on CD: 62
- DVDs: 296
- Express Items (do not go out to other libraries): 231
- Other Items (including Library of Things, Hotspots, etc.): 54
- Digital Content: 1,179
    - E-Books: 334
    - E-Audiobooks: 672
    - Digital Magazines: 173

2026 Summer Reading Program Wrap-Up

The 2026 Summer Reading Program marked an important shift in how the Cedar Springs Public Library approaches summer reading. This year's program was designed with clear goals, measurable outcomes, and to encourage library use. Overall, the program showed strong community participation and provided valuable opportunities for children and families to read, learn, participate, and connect with the library.

2026 by the Numbers

- 1,002 participants
- 888,505 minutes read
- 6,221 raffle tickets earned
- 3,198 program attendees
- 1,115 lunches served through Gather 2 Grow
- 43% of participants completed all three Reading Levels
- 600 Dino Friends adopted – Children were encouraged to read to Dino Friends to build and strengthen their reading skills.

The program also showed strong engagement with the Reading Level structure. Forty-three percent of participants completed all three levels, demonstrating that a significant portion of participants remained engaged throughout the summer. This year, prizes were earned at each of the three levels, encouraging sustained engagement. At the same time, this figure gives us room to grow as we continue refining the program and developing strategies to encourage participants to reach the highest level.

Prize redemption also provides useful insight into participant behavior. Only 354 of the 6,221 raffle tickets earned remained unclaimed, or 5.69%. Level awards had similarly strong redemption rates, with just 2.51% of Level III awards, 2.75% of Level II awards, and 6.01% of Level I awards remaining unclaimed. This information will help inform how incentives are structured in future programs.

Comparing 2026 to 2025

The 2025 Summer Reading Program recorded 1,080 readers and 1,413,013 minutes read, along with 2,057 missions completed and 1,767 badges earned. While participation and total minutes read were higher in 2025, the two programs were

structured very differently. In 2025, there were no defined reading limits or program goals. Participants could continue earning raffle tickets simply by reading more, creating an open-ended system in which additional reading translated directly into additional opportunities to win prizes. However, there were less opportunities for participants to earn prizes as the options were receiving a coupon packet after reading a certain amount or being the grand prize raffle drawing winner.

The 2026 program intentionally moved away from that model. Rather than making the program primarily about accumulating raffle tickets, participants progressed through defined Reading Levels and participated in activities designed to encourage reading, engagement, and connection with the library. This created a clear beginning, middle, and end to the program and gave participants attainable goals to work toward. Moving away from the previous raffle drawing prize model is important because the library's goal is not simply to encourage participants to accumulate the most reading minutes or the most raffle tickets. Our goal is to foster a lasting love of reading and meaningful engagement with the library. An outcome-driven program allows us to measure success by participation, reading, program engagement, and progress toward established goals rather than by the quantity of distributed raffle tickets. It also creates a more equitable experience in which participants can successfully complete the program without feeling that they must compete with others who have more time or opportunity to read.

Looking Ahead

The 2026 results give us a strong foundation for continuing to refine the Summer Reading Program. The high level of participation, strong prize redemption, substantial reading activity, and community engagement demonstrate that the new structure can successfully motivate participants while keeping the focus on reading and library engagement.

Overall, 2026 was a success. The program established a clear framework, generated significant participation, connected families with library programs and community resources, and provided valuable data that will help us make the Summer Reading Program even stronger in the years ahead.

Cedar Springs Public Library

UNEARTH A STORY™ Summer Reading Program 2026



READ FOR PRIZES

Ages 0 – 17 only. Reading goals vary depending upon age of participant.

LEVEL 1: DINO EXPLORER

PRIZE: CSPL T-SHIRT + ONE RAFFLE TICKET



LEVEL 2: DINO EXPERT

PRIZE: FREE BOOK + TWO RAFFLE TICKETS

LEVEL 3: PALEONTOLOGIST

PRIZE: COUPON BOOKLET & THREE RAFFLE TICKETS

RAFFLE



CONGRATS!!

YOU FINISHED YOUR READING EXPEDITION!
READ MORE FOR A CHANCE TO PIE MS. MELISSA AT THE SUMMER READING CELEBRATION ON SATURDAY, AUGUST 1!

Cedar Springs Public Library

UNEARTH A STORY™

SUMMER STATS

1002
PARTICIPANTS

6221
RAFFLE TICKETS EARNED

888,505
MINUTES READ

3198
PROGRAM ATTENDEES

1115
LUNCHES SERVED

43%
COMPLETED ALL THREE READING LEVELS

600
DINO FRIENDS ADOPTED

4.25%
UNCLAIMED PRIZES

Teen Space Redesign

August 2026

In 2024, prominent community member and former Cedar Springs mayor Jerry Hall passed away. In his final wishes, Jerry designated that memorial contributions be made to the Cedar Springs Public Library and entrusted the Library to determine how those funds could best serve the community. In response, the community demonstrated tremendous support, contributing $3,535 in Jerry's memory.

After several years of planning, the Library is now prepared to put those memorial funds toward a project that reflects Jerry's commitment to the Cedar Springs community: the redesign of the Teen Space.

The Teen Space redesign directly supports the Library's work and principles of supporting the needs of our communities through fostering curiosity, creativity, and lifelong learning. Our current Teen Space does not fully support the ways today's teens use a library. While the space includes comfortable chairs, small tables, and study cubbies, these furnishings do not consistently encourage teens to use the area for reading, homework, or studying; it simply supports spending time at the Library. The current design feels more like an extension of the Library's general seating area, especially in front of the fire place, rather than a space intentionally designed for teens.

This project will transform the area into a purposeful, welcoming environment designed around the needs and interests of our teenage patrons. It will provide opportunities for curiosity through access to books; foster connections by creating spaces where teens can gather; and support lifelong learning by providing comfortable and functional areas for reading, homework, and studying.

The study cubbies will be replaced with booth-style seating, creating a more comfortable and functional area for reading, studying, and working independently. Two book shelves will surround the seating area, helping to visually define the Teen Space while also putting the Library's collection at the center of the space. The existing comfortable chairs and coffee tables will be replaced with a tall communal table. The table will include built-in charging ports, allowing teens to conveniently charge and use their electronic devices while studying or completing homework. The table will also incorporate storage for the Library's collection of games, providing

teens with an additional opportunity to socialize, connect, and engage with one another. The result will be a space intentionally designed not simply for teens to sit, but for them to read, learn, create, connect, and explore.

The Library has worked with Educational Furniture, a company specializing in furniture solutions for schools and libraries throughout Michigan, to develop the redesign. The total project cost is $9,418.09.

The project will be funded through a combination of Jerry Hall's memorial contributions and support from the Friends of the Cedar Springs Library. The Breakdown will be as follows:

- Jerry Hall Memorial Contributions: $3,535.00
- Friends of the Cedar Springs Library Matching Donation: $3,500.00
- Library Contribution: $2,383.09
- Total Project Cost: $9,418.09

To celebrate the completion of the Teen Space and honor Jerry Hall's legacy, the Library will host a ribbon-cutting ceremony with the Hall family on Saturday, October 17, 2026. Additional details regarding the ceremony will be announced as they become available.

This project represents a meaningful investment in the Library's future while honoring Jerry Hall's legacy and the generosity of the community. More importantly, it puts those contributions toward a tangible improvement that directly advances the Library's purpose by creating a space where teens can foster curiosity, build connections, and develop lifelong learning habits.

620 E 18th Street
Muncie, IN 47302
Ph: 800.929.3375

Educational Furniture
For School | For Business | For Success

Quote

CPPL.2

Name/Address Cedar Springs Public Library
107 N Main St Cedar Springs MI 49319

Date 8/11/2026

Customer:

Attn: James Pugh

Quote valid for 30 days

Sales Rep
Johnny Gerard

Item	Description	Sample Photo	Quantity	Unit Price	Total
SBS-C2448-LL-G3	Shirley booth, Single sided, low back, 24"D x 48"W x 42"H, HPL base/PVC edge, Pricing Grade: G3, HPL Bench: WA Castle Oak 7928-38 PVC Bench: Rehau Castle Oak CP20580 HPL Base: WA Castle Oak 7928-38 PVC Base: Rehau Castle Oak CP20580 Fabric Back: Mayer Polygon Mulberry 452-001 (G3) Fabric Seat: Dillon Black (G1)		2	$1,889.18	$3,778.36
HAN001-T12-912	Hannah, Stacker, Armless. Thermoplastic 18D x 18W x 29.5H Thermoplastic-T12 Raven Seat & Back, 912 Black Powder Coated steel frame		2	$208.56	$417.12
O22-C3048-29	30"D x 48"W x 29.25"H, (2) 22" Orbit bases, HPL Worksurface: WA Crisp Linen 4942-38 PVC Worksurface: Rehau Crisp Linen CP60224 (Non-standard) Powder Coat: 912 Black		1	$989.74	$989.74
HAN008-T12-912	Hannah, Counter Height Stool, Armless. Thermoplastic, 18D x 18W x 34.5H, Raven, Black		4	$352.18	$1,408.72
WBXI-C4848S	WorkBox, Island, Worksurface, Component, Square with Radiused corners, 48"D x 48"W		1	$474.67	$474.67
AZ-2P1UC1O-72-BA	2 AC receptacles, 1 Dual USB Port (1USB-C/1USB-A), & 1 Open Port, 72" cord, Black finish, Silver anodized housing (CUTOUT 2" x 6.75", .25R)		1	$306.24	$306.24
WBXI-CS3036-LL-MOB-H3P2A	WorkBox, Island, Mobile Cabinet, Cupboard storage, component, 30"D x 30"W x 34.75"H		1	$1,569.74	$1,569.74
Non-Standard PVC	Upcharge for non-standard PVC		1	$473.50	$473.50

All prices include Delivery, Assembly, and Install.

Total $ 9,418.09

Price reflects a discount for PO, Cash, or Check. Add 3.75% if paying by Credit Card.

See our catalog at
www.edfurn.com

Budget Amendment

August 24, 2026

Increase 271-000-400.100 (Appropriation from Fund Balance) by $3,540. This is because the Library collected donations on Jerry Hall's behalf in 2024 and are not a part of the current Fiscal Year's Budget.

Decrease 271-790-999.100(Appropriation to Fund Balance) by $3,500.

Increase 271-790-970.000 (Capital Expense) by $7,040 to $12,540.

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.

Strategic Plan Data Summary

Under the direction of the Board of Trustees, the Cedar Springs Public Library has undertaken the development of a strategic plan to ensure the Library remains intentional and responsive as the communities of Cedar Springs and Solon Township grow, the needs of patrons change, and the role of libraries continues to evolve. The planning process was designed to move the Library toward a clear, community-informed direction for the future.

Strategic Plan Timeline

1. March 3, 2025 – Library Board agrees to work with Carol Dawe, Lakeland Library Cooperative Director, as the consultant for the Strategic Plan.
2. March 31, 2025 – Dawe reviews timeline and process with Library Board at board meeting.
3. May 2, 2025 – Dawe conducts Library Staff Focus Group.
4. May 27, 2025 – Dawe conducts Library Board Focus Group at special meeting.
5. June 2025 - July 2025 – Dawe and Pugh collaborate on drafting strategic planning survey based on staff and board inputs from focus groups.
6. August 25, 2025 – Library Board approves Strategic Plan Survey
7. September 8 - October 10, 2025 – Strategic Plan Survey is available to the public.
    a. The Survey was available online, at the Library, at City Hall and Township Offices.
    b. Pugh makes weekly trips to each location outside the library to pick up surveys.
    c. 123 surveys were submitted – 73 online, 50 paper
8. October 2025 - November 2025 – Pugh compiles the survey data.
    a. Pugh compiles contacts of survey takers who wished to participate in community focus groups, coordinates with Dawe for availability.
9. December 16, 2025 – Pugh sends out invites to community stakeholder focus groups.
10. January 2026 – Dawe conducts community focus groups 1/12 and 1/15 all day both days.
11. February - July 2026 – Dawe and Pugh compile and analyze data from surveys, focus groups, and existing data.
12. July 27, 2026 – Pugh presents Draft Strategic Plan to Library Board.

Next Steps

1. Board Approves Strategic Plan
2. Director works with Library Staff to devise action items/projects that pertain to approved plan.
3. Director provides regular updates to Library Board on plan progress.

Community Input and Assessment

Information was gathered through a combination of digital and physical community surveys, staff and Board focus groups, community focus groups, existing Library data, circulation statistics, program attendance, monthly reports, and direct community feedback.

Survey results indicate strong community support for the Library. Of respondents, 90.3% reported being either very satisfied or satisfied with the Library overall. The majority of respondents also identified the Library as an important part of the community and valued its welcoming environment, knowledgeable staff, facilities, equitable service, accessibility, and ability to meet their needs.

The survey further demonstrated that the Library's traditional services remain central to the community. Physical collections were identified as the most important service, followed by Library programs and events, digital collections, customer service, and the Library website. Respondents also identified the Library as a place to find materials, pick up holds, attend programs, spend time, and access community space.

Strategic Direction

As part of this process, the Director and Consultant determined that it was important to revisit the Library's mission, vision, and values, which have not been substantially updated since 2019 and the communities and the role of the Library have changed since then. Reframing the mission as a Purpose Statement, while updating the Vision and Values, gives the Library a clearer and more current foundation for making decisions and ensures these guiding statements reflect who we are today and where we want to go in the future. The proposed Purpose Statement is:

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

The proposed Vision is to be “a vibrant community hub where knowledge, connections, and curiosity empower every person to learn, grow, and thrive.” The

strategic framework is supported by six core values: Access, Curiosity, Community, Service, Stewardship, and Growth. Together, these values emphasize equitable access, lifelong learning, meaningful partnerships, welcoming and responsive service, responsible stewardship of public resources, and continuous improvement. The strategic plan is intended to provide the Library with a clear foundation for decision making, resource allocation, programming, services, and organizational growth while remaining grounded in the needs and priorities expressed by the community.

The following is the compiled results of the information gathered for the purposes of drafting this Strategic Plan.

Why A Strategic Plan?



- **Our community is growing.**
- **Patron needs are changing.**
- **Libraries are evolving.**
- **We want to be intentional—not reactive.**

WHAT A STRATEGIC PLAN IS AND IS NOT

A STRATEGIC PLAN IS

A DIRECTION
It sets our priorities and gives us a clear sense of where we are going.

A DECISION-MAKING TOOL
It helps us say “yes” to the right things and “no” to the wrong things.

A SHARED PLAN
It reflects our community’s needs and our values. We all have a role in making it happen.

A GUIDE FOR GROWTH
It helps us build on our strengths, explore opportunities, and prepare for the future.

A LIVING DOCUMENT
It’s reviewed regularly and adjusted as our community and the world change.

A STRATEGIC PLAN IS NOT

NOT A CHECKLIST
It is not a long list of tasks or programs.
It focuses on the big picture.

NOT A SCHEDULE
It does not list every activity or timeline.
Action plans will help with the details.

NOT JUST FOR LEADERSHIP
It is not created by a few people for everyone else. It belongs to all of us.

NOT SET IN STONE
It is not rigid or permanent.
We will adapt it as we learn and grow.

NOT JUST A DOCUMENT ON A SHELF
It is not something we create and forget.
It guides our work every day.

How We Gathered Info



Survey

- **Both digital and physical**
- **At Library, City Hall, Township Office**



Focus Groups

- **Staff Focus Group**
- **Board Focus Group**
- **Community Focus Groups**



Existing Library Data

- **Circulation Stats**
- **Monthly Reports**
- **Program Attendance**

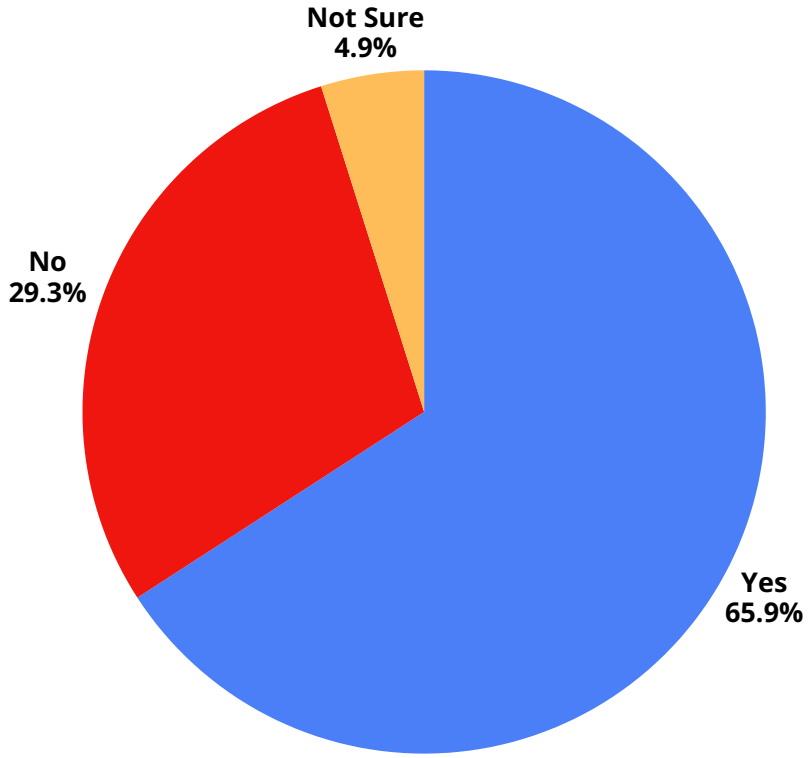


Community Feedback

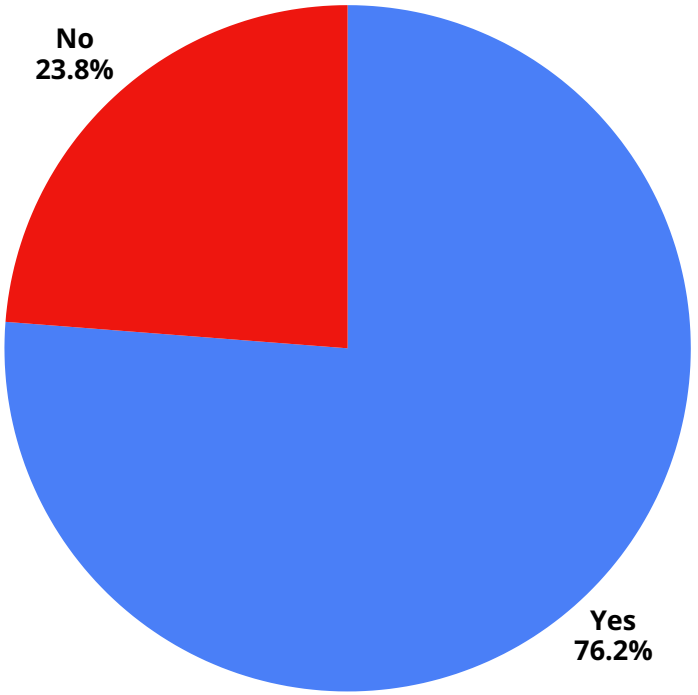
- **Listening to community suggestions**

Survey Results

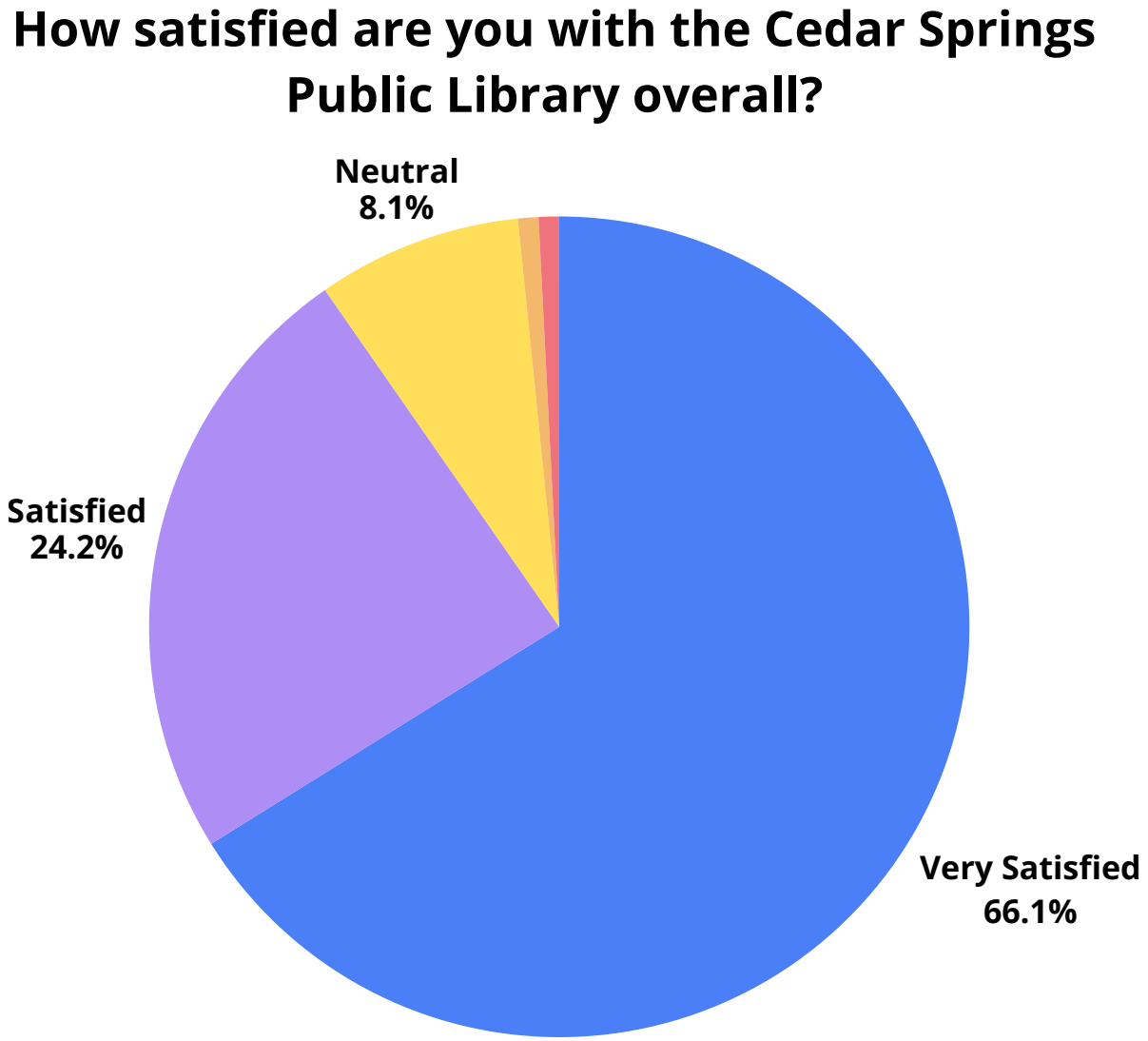
Do you have a Cedar Springs Public Library card?



Are you a resident of Cedar Springs or Solon Township?

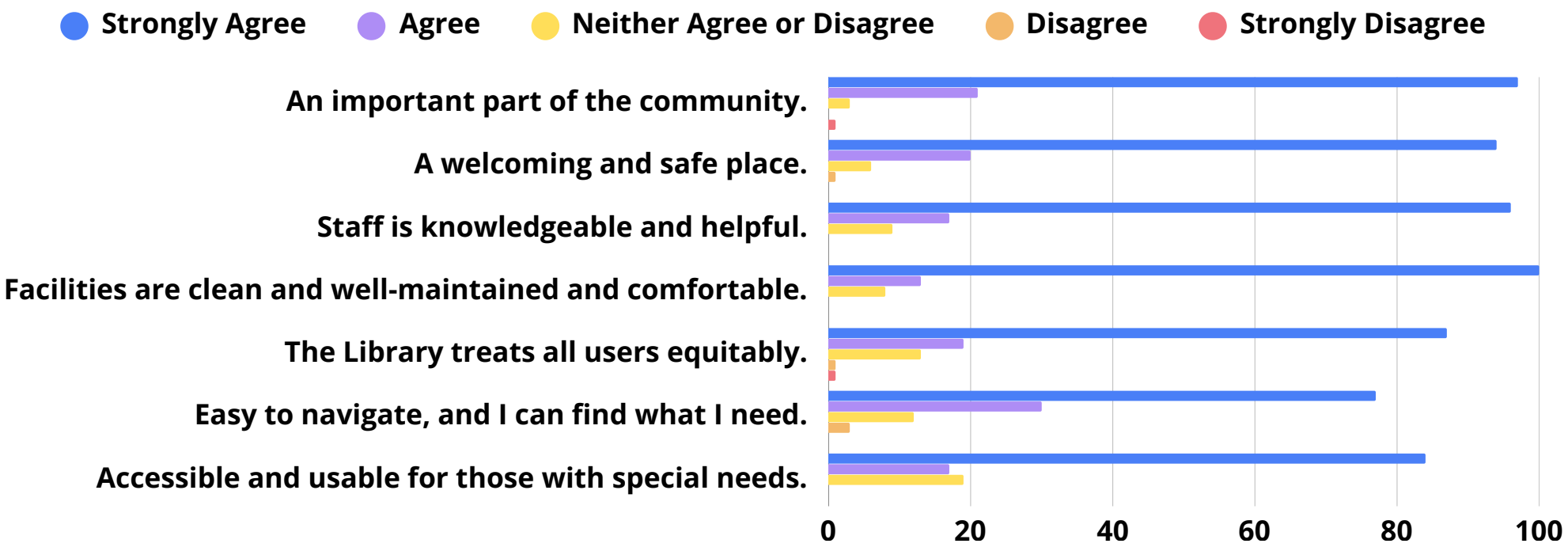


Survey Results



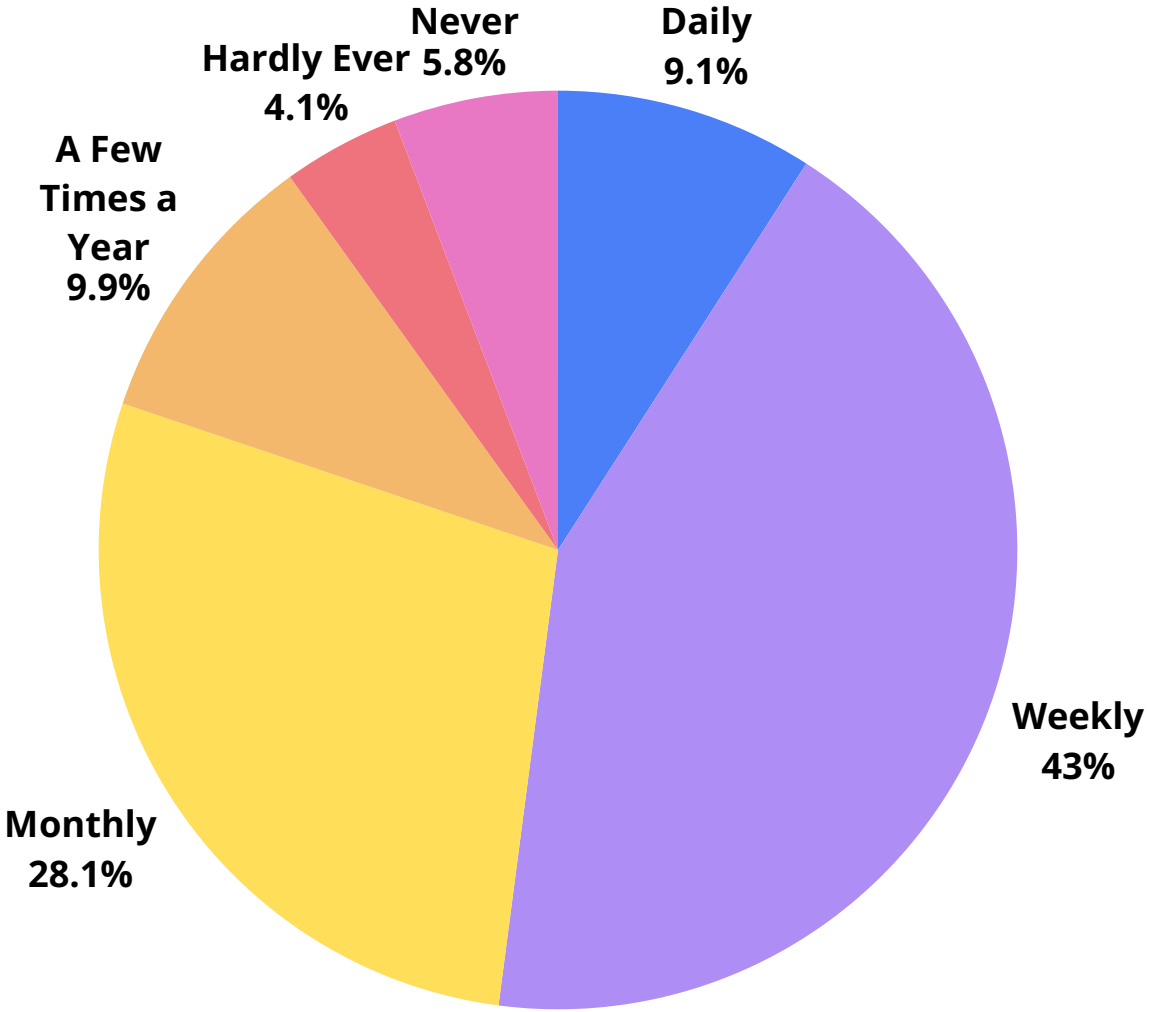
Survey Results

Thinking about the Cedar Springs Public Library, please indicate how strongly you agree or disagree with the following.

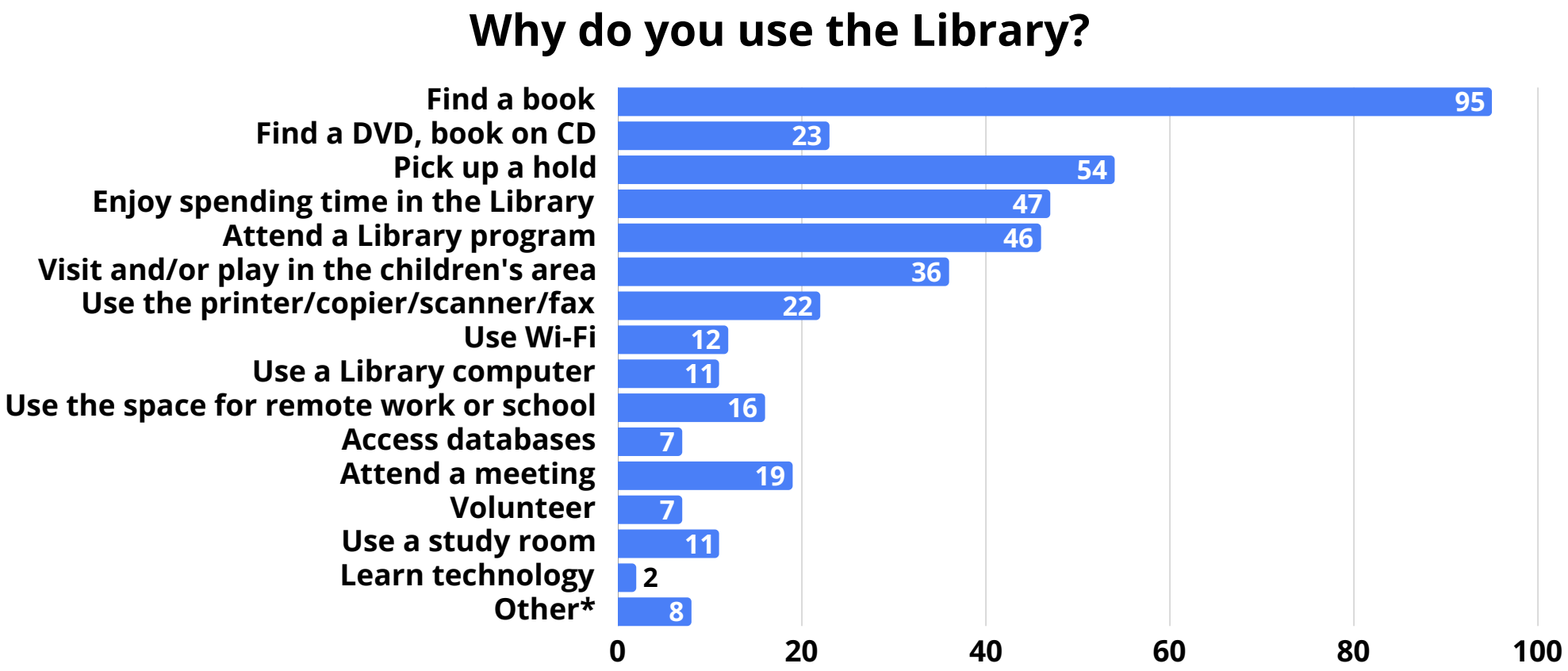


Survey Results

How often do you use the Library and/or online Library services?

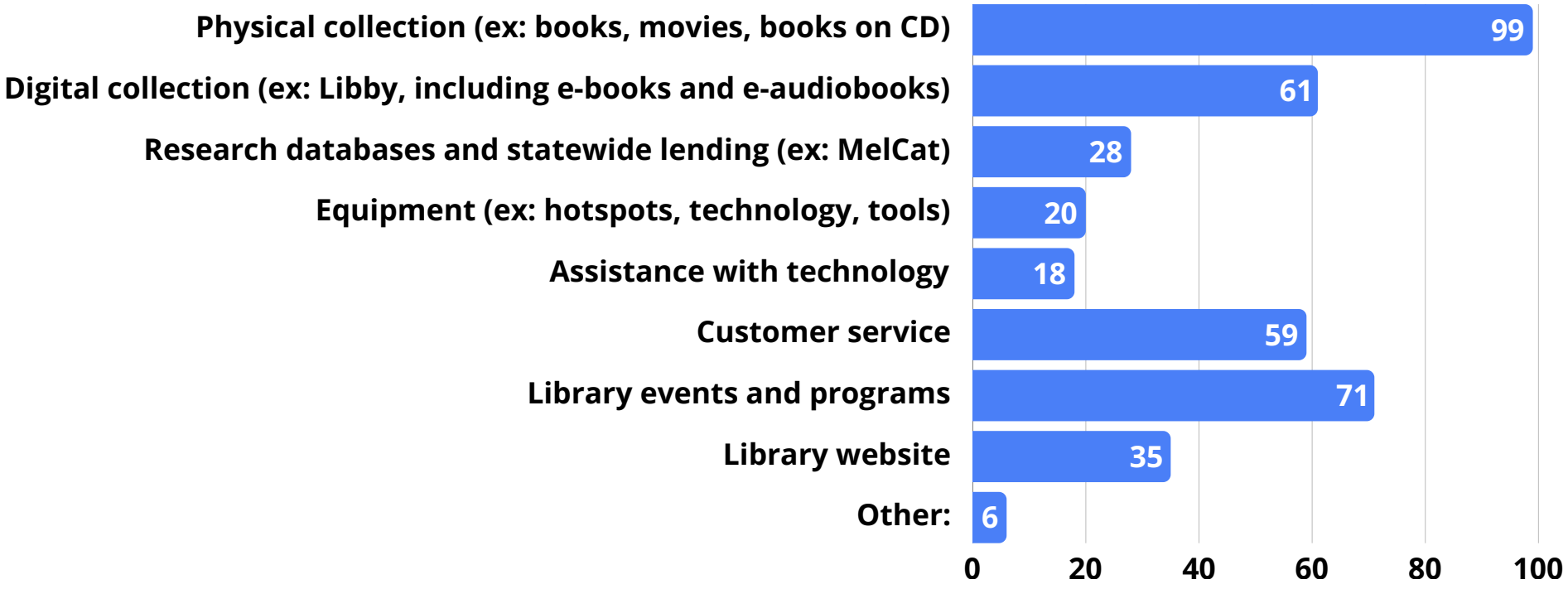


Survey Results



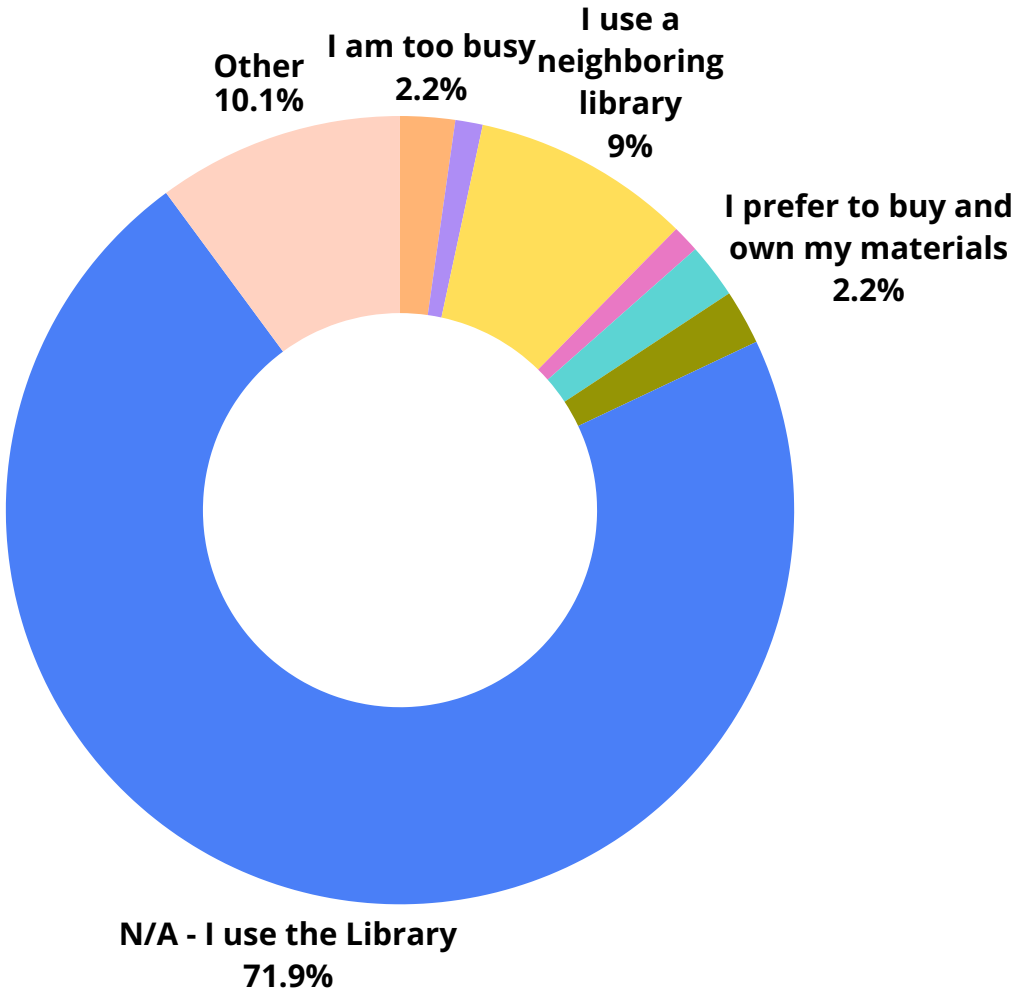
Survey Results

Which of the following services are important to you and your family?



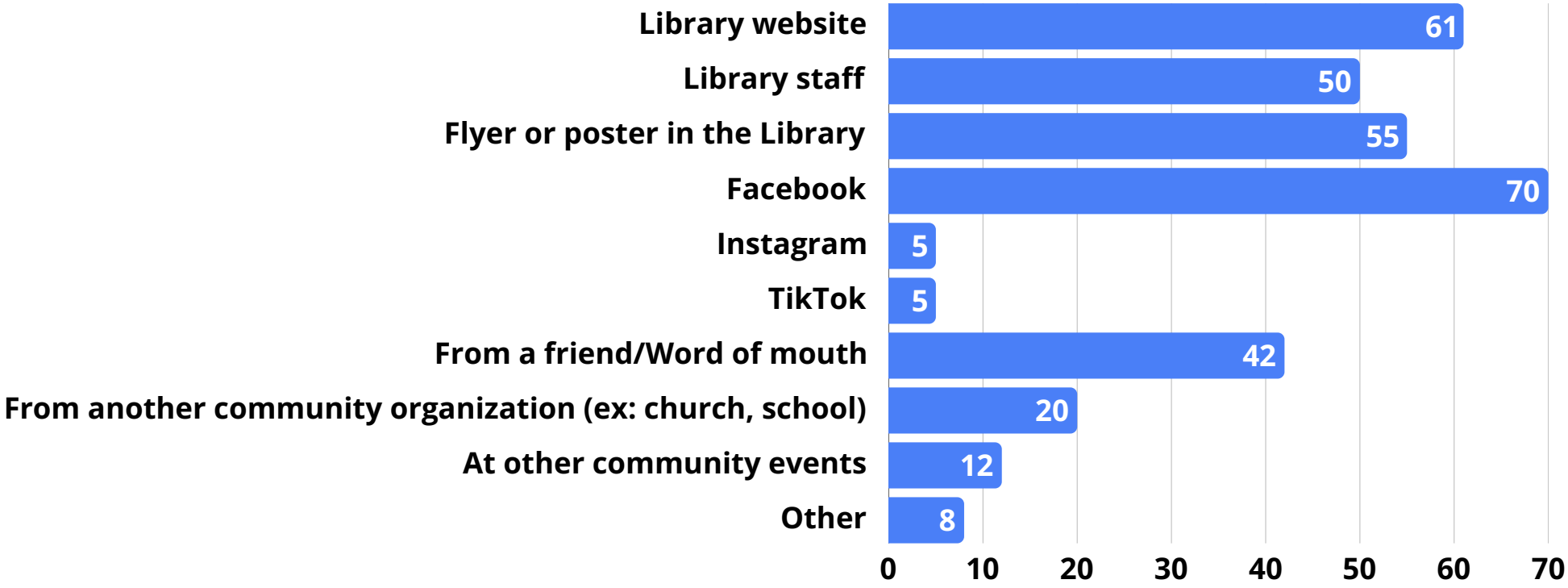
Survey Results

If you don’t use the Library, please indicate the reason below.



Survey Results

Where do you learn about what's going on at the Library and in the community?



WHAT WE HEARD

Top Themes from Our Strategic Planning Survey

COLLECTIONS
More variety in books, eBooks, audiobooks & digital resources

HOURS
More evening and weekend availability

PROGRAMS
More programs and events for all ages and interests

CHILDREN & FAMILIES
Early literacy, story times, sensory play & family fun

COMMUNITY
A welcoming place that brings people together

TEENS
More programs, books & spaces just for teens

LEARNING & ENRICHMENT
Classes, workshops, speakers, crafts, wellness & lifelong learning

HOMESCHOOL SUPPORT
Resources, materials & programs for homeschoolers

COMMUNITY PARTNERSHIPS
Stronger connections with schools, local organizations & the community

TECHNOLOGY & ACCESS
Easy-to-use resources, online access & digital literacy

SPACES
Cozy, comfortable spaces to read, learn & connect

STAFF
Friendly, knowledgeable & dedicated to our community

Inspiration for Growth

The Mission

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.

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.

Cedar Springs Public Library

JAMES PUGH
DIRECTOR
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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

DRAFT



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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.

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

DRAFT

Cedar Springs Public Library

STRATEGIC PLAN: GROWING TOGETHER

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



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DRAFT

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.

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