



April 27, 2026 Library Board Meeting Agenda

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 7:00pm
 - a. Roll Call: Verification of a Quorum
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Consent Agenda
 - a. Minutes of March 23, 2026 Regular Meeting
 - b. March 2026 Financial Reports
- V. Directors Report – J. Pugh
 - a. Board Tasks for Director from March 23, 2026 Regular Meeting
- VI. Chairperson’s Report – T. Smith
- VII. Committee Reports
 - a. Personnel Committee
 - b. Policy Committee
 - c. By-laws Committee
 - d. IT (Technology) Committee
 - e. Finance Committee
 - f. Strategic Plan Committee
- VIII. Public Comment

Thank you for joining us and taking an interest in the mission of the Cedar Springs Public Library. Anyone wishing to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes. The Board will not respond to or discuss public comments at this time.
- IX. Ongoing/New Business
 - a.
- X. Agenda Items for March 23, 2026 Meeting
 - a.
 - b.
- XI. Informational Items
 - a.

XII. Second Public Comment

Thank you for joining us and taking an interest in the mission of the Cedar Springs Public Library. Anyone wishing to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes. The Board will not respond to or discuss public comments at this time.

XIII. Board Comments

XIV. Motion to Adjourn

Meeting Attachments:

- Draft Minutes of 23 March 26 Regular Meeting - Corrected
- March 2026 Financial Report from City
- Director's March Report

Minutes

REGULAR BOARD MEETING

Monday March 23, 2026

Draft-corrected

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY

107 Main Street, Cedar Springs, MI 49319

I Call to Order 7:01pm

Meeting called to order by Chair Smith at 7:01 pm

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

Absent: Mark Dykstra

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

II Pledge

Chair Smith led the Board in the pledge of allegiance

The Chair suggested the Board does not need to say the pledge again or verify if there is a quorum again.

Motion by Owen 2nd by Lehmoine to strike saying the Pledge and Verifying a quorum again in agenda.

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

III Motion to Open Budget Hearing per Notice

Motion by Owen 2nd by Gritter to open the Budget Hearing.

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

IV. Budget Resolution 2026-01 Presentation

a. 2026-27 Library Budget

The Director read the Budget Resolution 26-01 and changes to each Revenue and Expenditure account from the Fiscal Year 2026-2027 Budget packet for tonight's Budget Hearing noting it contained projections into 28-29. The packet was submitted to the City and Township.

Discussion: Question about sufficient funds for Gas (includes electric) utility, water utility used 5% increase, \$6,000 stipend for Director and part time wages will need to be adjusted as tax amount and raises are determined.

V. Public Comment

Rose Powell-advised the Board the staff will be moving into new remodeled City Hall building by the end of April and an Open House is set for May 14th from 4-7pm and wanted to extend a personal invitation for the Board to attend. City took a heavy hit from the PFAS lawsuit and is building funds back up.

VI. Motion to Close Public Hearing

Motion by Owen 2nd by Gritter to ~~open~~ close the Budget Hearing.

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

VII Call to Order of Regular Meeting 7:19pm

~~a. Roll Call Verification of a quorum~~ removed by earlier motion

VIII Pledge removed by earlier motion.

Motion by Owen 2nd by Lehmoine to excuse Mark Dykstra from the meeting.

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

IX Approval of Agenda

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

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

X Consent Agenda

a. Minutes of March 2, 2026 Regular Meeting

It was noted the Minutes had misspelled the restricted \$10,000 fund title and should be changed from Close to Cowles. The Secretary will strike through and replace.

b. February Financial Reports from City

The Director circulated the Bank statement with check images for the Board to review.

The Chair noted that since the Board is approving a financial document we should use a roll call vote vs. voice.

Motion by Owen 2nd by Lehmoine to accept and affirm the consent agenda (a) Minutes of the Minutes of March 2, 2026 Special Meeting including the February Financial Reports from the City as presented.

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

Nays: None **Motion Passes**

XI Directors Report-J. Pugh

Board Tasks

The Strategic Plan: The Director received the compiled data from Lakeland Director Carol Dawe. The next steps are to comprise the data into a packet to present to the board for the April Board Meeting.

The Director met with a member of the Mabie Family. Some funds have been approved to move from the restricted fund balance line item Mabie Operations Donation to the Summer Reading Donations revenue line item. The Director is in the process of meeting with other members of the Mabie Family regarding the remaining funds.

The Director spoke with the City about the new fountain's water and power supply and it was confirmed that the water and power hook ups are connected to the Heart of Cedar Springs. The Library is not responsible for paying the water and energy use of the fountain.

Action and Information

WiFi Hotspot quotes: The Director has heard back from the third vendor for circulating WiFi hotspots. The Director included the 3 WiFi hotspot quotes from Kajeet-Total first-year cost: **\$2,172.33** Ongoing Annual-**\$1,650**; T-Mobile-Total first-year cost: **≈ \$3,570** Ongoing Annual **\$3,570** (Service fees not included); Verizon--Total first-year cost: **≈ \$4,799** Ongoing Annual-**\$4,799**

Discussion: Board Questions about tax on Kajeet quote; strategic plan comments on Hot Spots; capacity and spotty coverage.

This will be an agenda item for the April 27th meeting.

Financial Policies: No update.

Email Newsletter Capabilities: The Marketing & Communications Specialist attended a webinar showcasing the Email Newsletter capability our website vendor, Streamline, offers at no additional cost. We are working out some details, but will hopefully start an email newsletter marketing campaign in the next month or so. You can sign up for the newsletter now at the Library's website www.cedarspringslibrary.org and click on the "Join our mailing list" box on the bottom right-hand corner of the screen.

Community Engagement-

Ms. Melissa, the Program Manager, has been a featured Guest Reader for multiple school classrooms for March is Reading Month. This is a wonderful way to connect with young readers within the community. The Director included the Spring 2026 Program Flyer for all of the Library's upcoming spring programming in the packet.

Program Attendance & Usage Stats

February Door Count: 4,905

Reading Challenge SNOW Much Fun: Program Information can be found at www.cedarspringslibrary.org/reading-is-snow-much-fun: Kids: 135 enrolled; Teens/Adults: 76 enrolled. Over 112,000 minutes read total!

Total February Program participation: 1,774

Storytimes: 356; Senior Exercise: 167; Quilters: 54 Book Club: 6 Outreach visits: 290 Writers' Group: 9 Build a Birdfeeder: 18 Indoor Bounce House: 163 Crochet Group: 9 Passive Programs

(Find Dewey, ISpy, etc.): 491 Study Room Reservations: 88 (about 22/wk.) Community Room Uses: Rentals: 9 Programs/Meetings: 37

Patrons- Cedar Springs: 1,497 Solon Township: 1,909 KDL: 171-There has been a slight increase in KDL shared patrons due to the Krause Memorial Branch's (Rockford) closure for remodeling Other LLC Patrons: 65

Circulation-Adult books: 718, Youth books: 1,374, YA books: 70 Books on CD: 42 DVDs: 240 Express Items (do not go out to other libraries): 137 Other Items (including Library of Things, Hotspots, etc.): 9 Digital Content: 1,163 E-Books: 357 E-Audiobooks: 575 Digital Magazines: 231

Motion by Owen 2nd by Armock to increase the Director's purchasing limits from \$500 to \$1,250.

Discussion: How was increase amount determined, this item will part of new Financial Policy being drafted by attorney, if set by Board may conflict with Budget approval line items, large priced items and approval process, is this a By-law change vs. motion.

Owen amended the Motion to make this an agenda item for the April 27th Meeting

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

XII Chairperson's Report-T. Smith

The Chair had nothing to report.

XIII Committee Reports.

It was noted there were no committee meetings since the last Board meeting.

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

XIV Public Comment

Rose Powell-noted that a City Council member had resigned and the council will be making an appointment in the next 60 days for a person to fill that position for the rest of the unexpired term.

XV Ongoing/New Business

- a. Approval of Fiscal Year 2026-27 Library Budget.

Motion by Armock 2nd by Lehmoine to approve Resolution 2026-01 by adopting Cedar Springs Library annual Budget.

Discussion: The Township and City were thanked for coming together on funding to make this all work,

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

Nays-none

Motion Passes

XVI Agenda Items for the April 27, 2026 Regular Meeting

Hot Spots, Strategic Plan Update, Finance Policy with Motion to set Director’s spending limits, 3-5 year capital plan

XI Informational Items

It was noted there were no Informational Items.

XII Public Comment

There was no public comment

XIII Board Comments

Gritter-appreciated James work

Lehmoine-encouraged and loves the communication with City and Township

Owen-all good

Howell-

Armock-thanks for the hard work

Smith-grateful to Board for the thorough Budget process, the work of staff

XIV Motion to Adjourn

Motion by Owen 2nd by Lehmoine to adjourn the meeting at 8:10pm

Voice Vote: Ayes: All Nays: None

Motion Passes

Respectfully submitted by Ron M. Howell, Secretary

26Mar26

Board Approved- _____

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

Meeting Attachments:

NOTICE OF SPECIAL MEETING: BUDGET HEARING

Draft Minutes of 2 March 26 Regular Meeting

February 2026 Financial Report from City

Director’s March Report

Spring Programs (March to May 2026) Flyer

Quotes packets (3) for WiFi Hotspot service

Budget Presentation packet including Resolution 2026-1, to adopt the Cedar Springs Public Library Annual Budget

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.110	CASH IN BANK - CHOICEONE	503,186.81
271-000-003.185	CD - CHOICE ONE	66,530.00
271-000-004.000	Petty Cash	289.14
271-000-004.100	CASH DRAWER	100.00
271-000-035.000	Certificate of Deposit-Cowles	13,000.00
271-000-035.100	Certificate of Deposit-USF Funds	6,634.34
Total Assets		589,740.29
*** Liabilities ***		
271-000-209.000	State Unemployment Tax Payable	1,472.41
Total Liabilities		1,472.41
*** Fund Balance ***		
271-000-373.000	Assigned - USF Funds	6,629.29
271-000-375.500	RESTRICTED - CAPITAL MAINTENANCE	5,000.00
271-000-375.600	RESTRICTED - MABIE OPERATIONS DONA	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	348,426.79
Total Fund Balance		446,419.78
Beginning Fund Balance		446,419.78
Net of Revenues VS Expenditures		141,848.10
Ending Fund Balance		588,267.88
Total Liabilities And Fund Balance		589,740.29

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026	ACTIVITY FOR MONTH 03/31/2026	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	146,241.56	328.60	(6,261.56)	104.47
271-000-432.000	Tax Collections - DNR PLT	50.00	66.39	66.39	(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	251,339.00	(27,289.00)	112.18
271-000-453.000	USF FUNDS-ERATE	3,090.00	4,828.93	0.00	(1,738.93)	156.28
271-000-515.000	State Aid	5,390.00	10,996.08	5,427.00	(5,606.08)	204.01
271-000-569.000	STATE GRANTS - OTHER	940.00	1,671.51	727.20	(731.51)	177.82
271-000-625.000	BANK FEES -FINES & SERVICES	3,600.00	2,978.82	486.59	621.18	82.75
271-000-664.000	Interest Earned	2,500.00	2,937.21	817.16	(437.21)	117.49
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	6,908.98	1,292.40	(728.98)	111.80
271-000-674.000	Donations	1,000.00	2,606.69	372.40	(1,606.69)	260.67
271-000-674.200	Book Donations	500.00	617.00	0.00	(117.00)	123.40
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	210.00	550.09	109.59	(340.09)	261.95
271-000-677.000	Miscellaneous	3,090.00	141.32	0.00	2,948.68	4.57
Total Dept 000		449,550.00	432,736.90	260,966.33	16,813.10	96.26
TOTAL REVENUES		449,550.00	432,736.90	260,966.33	16,813.10	96.26
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	67,320.00	52,712.26	13,500.64	14,607.74	78.30
271-790-704.000	WAGES - PART TIME EMPLOYEES	153,470.00	94,916.95	10,341.76	58,553.05	61.85
271-790-705.000	Cleaning Service	2,100.00	1,068.07	137.56	1,031.93	50.86
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	4,510.00	3,361.10	606.60	1,148.90	74.53
271-790-709.000	SOCIAL SECURITY EXPENSE	15,530.00	11,293.62	1,823.92	4,236.38	72.72
271-790-721.000	GAS UTILITY EXPENSE	2,100.00	1,785.95	348.96	314.05	85.05
271-790-724.000	TELEPHONE	1,700.00	1,288.51	157.67	411.49	75.79
271-790-724.100	INTERNET	2,000.00	1,445.65	159.98	554.35	72.28
271-790-726.000	OFFICE SUPPLIES	3,990.00	1,966.12	271.57	2,023.88	49.28
271-790-734.000	Overdrive Program Expense	3,150.00	1,825.02	0.00	1,324.98	57.94
271-790-735.000	AV Expense	2,100.00	838.94	214.91	1,261.06	39.95
271-790-739.000	Area Libraries Lost & Damaged Books	1,100.00	552.52	39.23	547.48	50.23
271-790-790.000	PROGRAMS	16,000.00	11,707.32	922.15	4,292.68	73.17
271-790-792.000	BOOKS	25,000.00	15,687.72	2,950.78	9,312.28	62.75
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	1,915.48	0.00	1,084.52	63.85
271-790-801.000	Professional Service Expense	19,050.00	16,415.80	507.30	2,634.20	86.17
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,300.00	4,145.00	30.00	2,155.00	65.79
271-790-808.000	Lakeland Support Services	26,250.00	13,215.39	0.00	13,034.61	50.34
271-790-813.000	Garbage Disposal Service	420.00	225.03	75.36	194.97	53.58
271-790-851.000	POSTAGE	530.00	346.51	0.00	183.49	65.38
271-790-861.000	TRANSPORTATION EXPENSE	2,000.00	506.48	62.35	1,493.52	25.32
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	7,900.00	5,139.97	0.00	2,760.03	65.06
271-790-906.000	SOFTWARE	6,800.00	3,785.00	367.50	3,015.00	55.66
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	632.58	131.82	417.42	60.25

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026	ACTIVITY FOR MONTH 03/31/2026	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-790-926.000	Electric Expense	9,300.00	5,604.55	658.07	3,695.45	60.26
271-790-930.000	Repair & Maintenance Serv Exp	16,300.00	1,496.69	48.75	14,803.31	9.18
271-790-930.300	Education/Training Expense	2,000.00	1,398.80	350.00	601.20	69.94
271-790-935.000	INSURANCE & BONDS EXPENSE	8,070.00	6,729.00	1,759.00	1,341.00	83.38
271-790-955.000	Bank Fees	2,310.00	1,860.97	37.98	449.03	80.56
271-790-956.000	Miscellaneous Expense	5,250.00	3,099.25	286.31	2,150.75	59.03
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	190.00	0.00	0.00	190.00	0.00
Total Dept 790 - Library		449,550.00	290,888.80	35,790.17	158,661.20	64.71
TOTAL EXPENDITURES		449,550.00	290,888.80	35,790.17	158,661.20	64.71
Fund 271 - Library Fund:						
TOTAL REVENUES		449,550.00	432,736.90	260,966.33	16,813.10	96.26
TOTAL EXPENDITURES		449,550.00	290,888.80	35,790.17	158,661.20	64.71
NET OF REVENUES & EXPENDITURES		0.00	141,848.10	225,176.16	(141,848.10)	100.00

Check Date	Check	Vendor Name	Amount
Bank LIBC1 LIBRARY MAIN CHECKING			
03/03/2026	17087	ARROWASTE	75.36
03/03/2026	17088	CITY OF CEDAR SPRINGS	65.91
03/03/2026	17089	FOSTER SWIFT	427.20
03/03/2026	17090	INGRAM LIBRARY SERVICES	1,190.94
03/03/2026	17091	MICHIGAN LIBRARY ASSOCIATION	350.00
03/03/2026	17092	SPECTRUM ENTERPRISE	159.98
03/03/2026	17093	STREAMLINE	367.50
03/03/2026	17094	SUMMIT FIRE PROTECTION	48.75
03/17/2026	11(E)	CONSUMERS ENERGY	658.07
03/17/2026	17096	CITY OF CEDAR SPRINGS	95.91
03/17/2026	17097	COPIES PLUS PRINTING CO	211.32
03/17/2026	17098	DTE ENERGY	348.96
03/17/2026	17099	FOSTER SWIFT	80.10
03/17/2026	17100	INGRAM LIBRARY SERVICES	931.82
03/17/2026	17101	MICHIGAN MUNICIPAL LEAGUE	1,759.00
03/18/2026	12(E)	ELAN FINANCIAL SERVICES	2,141.41
03/31/2026	17102	DEMCO	271.57
03/31/2026	17103	INGRAM LIBRARY SERVICES	185.12
03/31/2026	17104	MELISSA DUBRIDGE	110.35

LIBC1 TOTALS:

Total of 19 Checks:	9,479.27
Less 0 Void Checks:	0.00
Total of 19 Disbursements:	9,479.27

Director's Report

April 2026

Board Tasks

- Unfortunately, due to tremendous loss with the former director Donna Clark and personal loss, the Director was unable to accomplish much this past month. There are few, if any, updates.
- The Strategic Plan: The Director received the compiled data from Lakeland Director Carol Dawe. The next steps are to comprise the data into a packet to present to the board for the May Board Meeting.
- Mabie Donations Fund: The Director is in the process of meeting with members of the Mabie Family regarding the restricted funds housed in the Library's Fund Balance.

Action & Information

- **WiFi Hotspot quotes:** Awaiting Board Approval.
- **Financial Policies Update:** The Director has heard from the Attorney, but has not had time to meet with the Financial Committee. He hopes to have the committee meet before the May Board Meeting.
- **Sewage Backup:** On Tuesday, April 14, 2026, sewage started backing up in the mechanical room of the library and some public toilets were not functioning properly. Due to staff and patron safety and sanitation concerns, the Director decided to close the library until the issue could be resolved. Northwest Kent Mechanical was called, but unfortunately needed different equipment to get to the issue. They came back Wednesday, April 15, and had to run a camera and a snake through the pipes outside of the library. An obstruction was found comprising years' worth of feminine hygiene products and "flushable" wipes. The obstruction was removed and the issue has been resolved. Staff have put up signs warning patrons of flushing such products in each and every bathroom stall in the library.

Community Engagement

- The Director would like to take a moment to sincerely thank our community for the overwhelming outpouring of support, kindness, and comfort following the sudden passing of Donna Clark this past month. Donna's positive influence on the library and the broader community cannot be overstated—her dedication, warmth, and vision helped shape the library into a place of connection and belonging for so many. Her absence is deeply felt by staff and patrons alike. As we move forward, we are committed to honoring her memory and preserving her legacy through the continued work of the library and the values she so strongly embodied.

Program Attendance & Usage Stats

- March Door Count: 7,242
- Reading Challenge SNOW Much Fun
 - Final stats will be included in May 2026 Report
- Total March Program participation:
 - Storytimes: 399
 - Toddler Sensory Bins: 35
 - Senior Exercise: 277
 - Quilters: 14
 - Due to scheduling conflicts with the Community Room, the Stitch and Chatter Quilting Group has picked a new location and will no longer be using CSPL.
 - Book Club: 8
 - Outreach visits: 67
 - Writers' Group: 6
 - 1st Grade Glow Party: 119
 - Pokemon Night: 70
 - Crochet Club: 26
 - This is a new group that meets Monday afternoons in the Library Classroom. All are welcome to attend.
 - Crafty Saturday: 26
 - Seed Starter Workshop: 22

- Passive Programs (Find Dewey, ISpy, etc.): 510
- Study Room Reservations: 106 (about 27/wk.)
- Community Room Uses: 46
 - Rentals: 9
 - Programs/Meetings: 37

Patrons: 3,674

- Cedar Springs: 1,505
- Solon Township: 1,926
- KDL: 171
- Other LLC Patrons: 72

Circulation: 4,265

- Adult books: 1,009
- Youth books: 1,410
- YA books: 123
- Books on CD: 35
- DVDs: 253
- Express Items (do not go out to other libraries): 213
- Other Items (including Library of Things, Hotspots, etc.): 13
- Digital Content: 1,209
 - E-Books: 356
 - E-Audiobooks: 618
 - Digital Magazines: 235