

## Minutes

Approved 23Jun25

CEDAR SPRINGS PUBLIC LIBRARY  
SPECIAL STRATEGIC PLAN FOCUS GROUP BOARD MEETING

Tuesday May 27, 2025

6:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY**

107 Main Street, Cedar Springs, MI 49319

**I. Call to Order 6:00pm**

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

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

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

**II Pledge**

Chair Smith led the Board in the pledge of allegiance

**III Strategic Plan Focus Group**

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

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

Respectfully submitted by Secretary Howell

Ron M. Howell

29May25

REGULAR BOARD MEETING

Tuesday May 27, 2025

Approved 23Jun25

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY**

107 Main Street, Cedar Springs, MI 49319

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

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

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

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

**II. Pledge**

Chair Smith led the Board in the pledge of allegiance

**III. Approval of Agenda**

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

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

**IV. Consent Agenda**

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

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

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

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

**V. Directors Report-J. Pugh**

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

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

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

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

## Reading Program

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

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

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

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

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

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

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

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

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

Nays: None

**Motion Passes**

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

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

## VII. Committee Reports

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

Personnel Committee

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Public Comment**

There was no public comment.

**VIII Ongoing/New Business**

a. Continued Discussion of the Possible Alternative CSPL Footprint

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

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

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

Nays: None

**Motion Passes**

**IX Agenda Items for Jun23rd, 2025 Meeting**

The Director's Annual review

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

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

**X Informational Items**

None

**Public Comment**

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

**XI Board Comments**

Dykstra- none

Gritter-none

Lehmoine-none

Owen-none

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

Armock-none



## Minutes

Draft

CEDAR SPRINGS PUBLIC LIBRARY  
SPECIAL BUDGET HEARING BOARD MEETING

Monday April 28, 2025

6:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY  
107 Main Street, Cedar Springs, MI 49319

**I. Call to Order 6:00pm**

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

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

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

**II Pledge**

Chair Smith led the Board in the pledge of allegiance

**III Motion to Open Budget Hearing per Notice**

Motion by Owen 2nd by Lehmoine to Open the 2025-26 Budget Hearing.

Voice Vote: Ayes: All Nays: None Motion Passes

**IV Budget Resolution 2025-01 Presentation**

2025-26 Library Budget

Discussion-The Director reviewed some of details of the Budget i.e. combining certain accounts like book purchases and Programs; Fund balance and upcoming Audit; how the account numbers used are in compliance with the State Uniform Chart of Accounts.

There was discussion on the City/Township contract and which year we are in and Solon payment; E-rate Federal revenues; digitizing Board documents and use of lap tops; Discussions with City on maintenance costs and footprint of the lease; after audit then investments and interest income can be adjusted; Fund Raising vs. donation accounts; building maintenance and possible expansion; City millage rate and Downtown Development Authority capture; future purchase of books can be more flexible with combined accounts and replacement of "weeded"

books. Combined Program accounts also give more flexibility and the ability to improve popular Programs.

**V Public Comment**

Rose Powell-Great Job on the Budget document easy to understand.

**VI. Motion to Close Public Hearing**

Motion by Gritter 2nd by Owen to Close the 2025-26 Budget Hearing at 7:37pm.

Voice Vote: Ayes: All Nays: None Motion Passes

**REGULAR BOARD MEETING**

Monday April 28, 2025

DRAFT

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY**

107 Main Street, Cedar Springs, MI 49319

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

Meeting called to order by Chair Smith at 7:02pm

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

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

**II. Pledge**

Chair Smith led the Board in the pledge of allegiance

**III. Approval of Agenda**

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

Voice Vote: Ayes: All Nays: None Motion Passes

**IV. Consent Agenda**

- a. Minutes of 31Mar25 Regular Meeting
- b. March Financial Report from City

Motion by Owen 2nd by Gritter to accept and affirm the consent agenda (a) Minutes of the 31Mar25 Regular Meeting and (b) March Financial Report from the City as presented.

Voice Vote: Ayes: All Nays: None Motion Passes

V. **Directors Report-J. Pugh**

Board Tasks for Director from 03 April meeting-2024-25 Projects: RFID Tagging (Phase I)-Delayed; Niche Academy-Delayed

The Director presented 6 charts comparing the Cedar Springs to the other II Class 3 Libraries in Michigan serving a population of 7,000 to 11,999 which included 2023-24 Salary and Wage Comparison; 2023-24 Number of Total Paid Employees; 2023-24 Salary and Wage Budgets; 2023-24 Average Operating Hours per Week; Number of ALA-MLS Librarians; 2023-24 Total Population Served. When the new updated numbers come out, he will rerun the graphs.

Action and Information-initial weeding project is complete and will add back to the collection as we continue the tagging.

The Director requested the Board to discontinuing Unique Collections Services as the number of incidents were so few that they would do it inhouse so why pay \$300 a year to an agency.

**Motion** by Owen 2nd by Armock to cancel the contract with Unique Collection Services.

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

Community Engagement-Thursday, April 17, the Director, Program Manager, and Marketing & Communications Specialist attended the Cedar Springs Community Night.

Program Attendance & Usage Stats April 2025-Senior Neighbors (Exercise) 145; This program is so popular that a 2nd time is being added; Seed Starting Library, so far patrons have picked up over 250 seed packets; Creative Technology Academy Visits 162; Easter Celebration 175; Passive Programming 789 (I Spy, Find Dewey, etc.) Total Program Participation for April: 1,466

Room Reservations-Study Rooms Avg. 26/ week; Community Room Used: 32 Rented: 8

Library Usage Stats-Door Counts: 2,203; Total Patrons Cedar Springs City: 1,607 Solon Township: 1,990 KDL Service Area: 181 LLC Libraries: 55

Circulation-Total Items in Collection: 28,839 (this number shrank from 33,400 in March due to the Weeding Project); Items Added; 185 Total Items Checked Out: 4,032

The Director was asked if the Niche Academy would be affected by Administration's canceling of Mel Cat. We would lose some educational videos but they really don't know the full impact.

The web site is going great and generating more on-line library cards.

The transfer of funds and Accounts to Choice One is moving along.

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

The City requested additional action of the Board for the \$6,000 stipend given to the Director at hiring for health care or other fringe benefits confirming it is an annual payment.

**Motion** by Howell 2nd by Owen to confirm that the \$6,000 payment to the Director is a recurring payment.

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

Nays: None

Motion Passes

The Chair noted that the annual review of the Director is now due since he has now passed his one-year hire date.

The Chair and Director will be going to Lansing April 30<sup>th</sup> for the Michigan Library Day of Advocacy and meet with elected officials.

## VII. Committee Reports

The Chair noted that there were no committee meetings. He also noted that he and the Director met with the City to discuss maintenance obligations and liability insurance for such things as the new fountain.

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

## Public Comment

Rose Powell noted the Community Building Development Team (CBDT) met and is planning a June celebration of the new fountain. They will also be conducting a clean up around the library on May 16<sup>th</sup> and 17<sup>th</sup>.

## VIII Ongoing/New Business

- a. Schedule Strategic Planning Board Focus Group

Discussion: Carol Dawes of Lakeland Cooperative suggested the Board meet at 6pm on Tuesday May 27<sup>th</sup> prior to the regular 7pm meeting to review the focus group phase.

- b. 2025-26 Library Budget Resolution 2025-1 Approval

Motion by Owen 2nd by Dykstra to approve Resolution 2025-1 Cedar Springs Public Library Annual Budget for Fiscal Year July 1, 2025 through June 30, 2026 and authorize the Chair and Secretary to sign.

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

Nays: None

Motion Passes

## IX Agenda Items for May 27, 2025 Meeting

Strategic Plan Focus Group session at 6pm to hear the board ideas

Discussion: A question was raised about reviewing the old Strategic Plan as to accomplishments and unresolved items and there was general agreement that would be a good exercise.

The Director's Annual review process could happen in June and perhaps the Personnel Committee could send out questionnaires.

**X Informational Items**

None

**Public Comment**

Rose Powell noted that bids were being taken for September improvements to the Amphitheater play area and bathrooms.

**XI Board Comments**

Dykstra- Agree with Michelle easy to read budget documents

Gritter-Thank you James for good work on Budget

Lehmoine-Because of James work we have a lot of good things to look forward too

Owen-Thank you, Budget is very well put together.

Howell- Excited for the future, the library is an important and safe place for the community

Armock-Thank you for going to Advocacy Day (April 30<sup>th</sup>), Confirmed Clean Up Day is May 16<sup>th</sup> and 17<sup>th</sup>, and compliments to the Collections Manager.

Smith-Complimented James and staff work, no longer have to financially scrape by because of increased City and Solon contributions

**XII Motion to Adjourn**

Motion by Owen 2<sup>nd</sup> by Lehmoine to adjourn the meeting at 7:37pm

Voice Vote: Ayes: All Nays: None Motion Passes

Respectfully submitted by Secretary Howell

Ron M. Howell

01May25

Board Approved- \_\_\_\_\_

Next regular meeting scheduled for TUESDAY, May 27<sup>th</sup> 7:00 pm 2025 at the library due to Memorial Day Holiday on Monday May 26<sup>th</sup>. Special Strategic Plan meeting 6pm May 27<sup>th</sup> at library.

**Meeting Attachments:**

- Draft Minutes of 31Mar25 Regular Meeting
- March 2025 Financial Report from City
- Director's April Report
- Class 3 Lakeland Library Cooperative Comparison Table & Charts
- Resolution 2025-1 – Resolution to Adopt the 2025-26 Library Budget
- Suspending Using Unique Collections

PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2025	ACTIVITY FOR MONTH 04/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Revenues						
Dept 000						
271-000-400.100	Appropriation from Fund Bal	21,300.00	0.00	0.00	21,300.00	0.00
271-000-400.600	Approp. from Cleo Cowles	50.00	0.00	0.00	50.00	0.00
271-000-402.000	Tax Collections - Ad Valorem Roll	135,900.00	134,796.26	52.22	1,103.74	99.19
271-000-432.000	Tax Collections - DNR PLT	50.00	65.10	0.00	(15.10)	130.20
271-000-437.000	Tax Collections - IFT Roll	1,200.00	836.87	0.00	363.13	69.74
271-000-451.000	Library Rev-Penal Fines	14,000.00	0.00	0.00	14,000.00	0.00
271-000-452.000	Library Revenue-Solon Twnshp	175,400.00	181,894.00	0.00	(6,494.00)	103.70
271-000-453.000	USF FUNDS-ERATE	3,000.00	3,106.52	549.44	(106.52)	103.55
271-000-515.000	State Aid	5,240.00	10,663.28	0.00	(5,423.28)	203.50
271-000-625.000	BANK FEES -FINES & SERVICES	3,500.00	4,447.90	394.71	(947.90)	127.08
271-000-664.000	Interest Earned	2,500.00	8,274.21	3,791.65	(5,774.21)	330.97
271-000-664.200	Investment Income	100.00	0.00	0.00	100.00	0.00
271-000-667.000	Rental Income	6,000.00	6,000.00	440.00	0.00	100.00
271-000-674.000	Donations	1,000.00	946.86	0.00	53.14	94.69
271-000-674.200	Book Donations	500.00	840.00	10.48	(340.00)	168.00
271-000-674.400	Summer Reading Program Donations	3,000.00	2,349.18	300.00	650.82	78.31
271-000-674.700	Area Libraries Lost & Damaged Books	200.00	293.88	41.98	(93.88)	146.94
271-000-677.000	Miscellaneous	3,000.00	2,589.95	20.00	410.05	86.33
Total Dept 000		375,940.00	357,104.01	5,600.48	18,835.99	94.99
TOTAL REVENUES		375,940.00	357,104.01	5,600.48	18,835.99	94.99
Expenditures						
Dept 790 - Library						
271-790-702.000	WAGES - FULL TIME EMPLOYEES	59,250.00	45,336.57	4,423.08	13,913.43	76.52
271-790-704.000	WAGES - PART TIME EMPLOYEES	127,800.00	89,418.37	9,278.83	38,381.63	69.97
271-790-705.000	Cleaning Service	2,000.00	1,096.25	97.08	903.75	54.81
271-790-708.000	UNEMPLOYMENT EMPLY BENEFIT EXP	100.00	42.22	5.57	57.78	42.22
271-790-709.000	SOCIAL SECURITY EXPENSE	15,000.00	10,550.65	1,048.22	4,449.35	70.34
271-790-717.000	PENSION EXPENSE	3,530.00	0.00	0.00	3,530.00	0.00
271-790-721.000	GAS UTILITY EXPENSE	2,000.00	2,337.12	273.02	(337.12)	116.86
271-790-724.000	TELEPHONE	2,400.00	1,096.96	191.91	1,303.04	45.71
271-790-724.100	INTERNET	3,500.00	1,414.76	124.98	2,085.24	40.42
271-790-726.000	OFFICE SUPPLIES	3,800.00	3,733.95	461.57	66.05	98.26
271-790-734.000	Overdrive Program Expense	3,000.00	0.00	0.00	3,000.00	0.00
271-790-735.000	AV Expense	2,000.00	773.13	0.00	1,226.87	38.66
271-790-736.000	Adult Book Expense	9,500.00	6,309.86	1,584.70	3,190.14	66.42
271-790-736.500	TEEN BOOKS	1,000.00	733.18	128.41	266.82	73.32
271-790-737.000	Childrens Book Expense	9,500.00	5,909.96	1,465.52	3,590.04	62.21
271-790-738.000	Books Purchased with Donations	500.00	307.58	11.24	192.42	61.52
271-790-738.100	1,000 BOOKS BEFORE KINDERGARDEN	1,000.00	60.97	0.00	939.03	6.10
271-790-739.000	Area Libraries Lost & Damaged Books	1,000.00	771.97	41.99	228.03	77.20
271-790-801.000	Professional Service Expense	10,500.00	3,182.00	25.50	7,318.00	30.30
271-790-801.600	PROFESSIONAL SERVICE - LAWN/SNOW	6,000.00	3,724.00	376.00	2,276.00	62.07
271-790-806.000	Collection Services	300.00	98.50	19.70	201.50	32.83
271-790-808.000	Lakeland Support Services	25,000.00	19,621.85	4,766.79	5,378.15	78.49
271-790-813.000	Garbage Disposal Service	400.00	222.93	0.00	177.07	55.73
271-790-851.000	POSTAGE	500.00	326.15	10.01	173.85	65.23
271-790-861.000	TRANSPORTATION EXPENSE	1,000.00	95.51	0.00	904.49	9.55
271-790-880.800	SUMMER READING PROGRAM	7,500.00	2,994.70	0.00	4,505.30	39.93
271-790-895.000	SENIOR PROGRAMS	1,000.00	0.00	0.00	1,000.00	0.00
271-790-905.000	COMPUTER MAINTENANCE EXPENSE	7,500.00	8,057.92	2,534.99	(557.92)	107.44

REVENUE AND EXPENDITURE REPORT  
 PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2025	ACTIVITY FOR MONTH 04/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-790-915.000	MEMBERSHIP & DUES EXPENSE	700.00	671.73	0.00	28.27	95.96
271-790-917.000	Workmens Compensation Expense	300.00	263.39	0.00	36.61	87.80
271-790-918.000	WATER UTILITY EXPENSE	1,000.00	785.91	77.38	214.09	78.59
271-790-926.000	Electric Expense	6,000.00	5,555.69	573.60	444.31	92.59
271-790-930.000	Repair & Maintenance Serv Exp	15,500.00	3,372.10	350.00	12,127.90	21.76
271-790-930.300	Education/Training Expense	1,800.00	1,750.52	0.00	49.48	97.25
271-790-935.000	INSURANCE & BONDS EXPENSE	3,000.00	1,859.50	0.00	1,140.50	61.98
271-790-955.000	Bank Fees	2,200.00	1,671.91	114.99	528.09	76.00
271-790-956.000	Miscellaneous Expense	5,000.00	4,214.57	578.37	785.43	84.29
271-790-956.400	Special Programs Expense	5,000.00	5,565.38	399.28	(565.38)	111.31
271-790-968.000	Public Relations	2,000.00	1,964.14	0.00	35.86	98.21
271-790-970.000	Capital Expense	5,000.00	379.96	0.00	4,620.04	7.60
271-790-970.400	CAPITAL - TECHNOLOGY	16,800.00	16,800.00	0.00	0.00	100.00
271-790-999.100	APPROPRIATION TO FUND BALANCE	5,060.00	0.00	0.00	5,060.00	0.00
Total Dept 790 - Library		375,940.00	253,071.86	28,962.73	122,868.14	67.32
TOTAL EXPENDITURES		375,940.00	253,071.86	28,962.73	122,868.14	67.32
Fund 271 - Library Fund:						
TOTAL REVENUES		375,940.00	357,104.01	5,600.48	18,835.99	94.99
TOTAL EXPENDITURES		375,940.00	253,071.86	28,962.73	122,868.14	67.32
NET OF REVENUES & EXPENDITURES		0.00	104,032.15	(23,362.25)	(104,032.15)	100.00

Fund 271 Library Fund

GL Number	Description	Balance
*** Assets ***		
271-000-001.100	General Checking - Independent Bar	317,052.22
271-000-003.185	CD - CHOICE ONE	66,530.00
271-000-004.000	Petty Cash	289.14
271-000-035.000	Certificate of Deposit-Cowles	13,000.00
271-000-035.100	Certificate of Deposit-USF Funds	6,634.34
<b>Total Assets</b>		<b>403,505.70</b>
*** Liabilities ***		
271-000-201.000	Accounts Payable	282.09
271-000-209.000	State Unemployment Tax Payable	6.06
<b>Total Liabilities</b>		<b>288.15</b>
*** Fund Balance ***		
271-000-373.000	Assigned - USF Funds	6,629.29
271-000-375.500	RESTRICTED - CAPITAL MAINTENANCE	5,000.00
271-000-375.600	RESTRICTED - MABIE OPERATIONS DONA	73,363.70
271-000-383.300	Non-spendable - Cleo Cowles	13,000.00
271-000-390.000	Restricted - Library Operations	183,644.42
<b>Total Fund Balance</b>		<b>281,637.41</b>
<b>Beginning Fund Balance</b>		<b>281,637.41</b>
<b>Net of Revenues VS Expenditures</b>		<b>121,580.14</b>
<b>Ending Fund Balance</b>		<b>403,217.55</b>
<b>Total Liabilities And Fund Balance</b>		<b>403,505.70</b>

Check Date	Check	Vendor Name	Amount
Bank LibCk Library Main Checking Account			
04/01/2025	16913	BAKER & TAYLOR, INC.	1,317.33
04/01/2025	16914	CONSUMERS ENERGY	573.60
04/01/2025	16915	JAMIE & COMPANY, LLC	500.00
04/01/2025	16916	SPECTRUM ENTERPRISE	124.98
04/01/2025	16917	UBIQUITI INC.	39.96
04/16/2025	16918	BAKER & TAYLOR, INC.	1,709.17
04/16/2025	16919	CITY OF CEDAR SPRINGS	376.00
04/16/2025	16920	DTE ENERGY	273.02
04/16/2025	16921	FOSTER SWIFT	25.50
04/16/2025	16922	HEIMLER CONSULTING	2,534.99
04/16/2025	16923	LAKELAND LIBRARY COOPERATIVE	4,719.27
04/16/2025	16924	MADL NORTH MUSKEGON BRANCH	26.00
04/16/2025	16925	SPECTRUM ENTERPRISE	59.98
04/16/2025	16926	STREAMLINE	350.00
04/16/2025	16927	UNIQUE MANAGEMENT SERVICES INC	19.70
04/22/2025	16928	ELAN FINANCIAL SERVICES	828.18
04/30/2025	16929	CITY OF CEDAR SPRINGS	77.38
04/30/2025	16930	COPIES PLUS PRINTING CO	36.00
04/30/2025	16931	KONICA MINOLTA BUSINESS SOLUTIONS	255.46
04/30/2025	16932	LAKELAND LIBRARY COOPERATIVE	47.52
04/30/2025	16933	PATMOS LIBRARY	15.99
04/30/2025	16934	PETTY CASH	182.01

LIBCK TOTALS:

Total of 22 Checks:	14,092.04
Less 0 Void Checks:	0.00
Total of 22 Disbursements:	14,092.04



# Director's Report

## May 2025

### Board Tasks

- 2024-25 Projects: Please see the attached project reports.

### Action & Information

- On Wednesday, April 30, the Library Board Chair and Director attended the 2025 Michigan Library Association's Advocacy Day at the state capital. We met with state representatives, along with other libraries, to request they supplement state funding for the Michigan eLibrary (MeL) in the absence of federal dollars. Although courts have reversed the Presidential Executive Order signed on March 14, 2025, the current proposed 2026 federal budget calls for completely eliminating the Institute of Museum and Library Services (IMLS), which is how the state currently funds MeL. The director encourages board members to not only contact their state representatives and tell them how important MeL is to our little library, I encourage them to reach out to their federal representative and tell them how important the IMLS is to small, rural, community libraries.
- The Library will have a delayed opening on Friday, June 6, for additional staff training on Sierra, our ILS system. The library will be open 1:00pm – 6:00pm.
- Summer Reading is 3 weeks away! See the attached flyer for all of the details of our events and reading challenge this summer.
- The Library was awarded a Michigan Humanities Council Arts & Humanities Touring Grant, which will cover 75% of the cost of the Richard's Family-Friendly Ventriloquist program on June 16. While this grant is available this year, this will be one of the many grants affected by the elimination of the IMLS, National Endowment of the Arts, National Endowment of the Humanities, and other cultural institutions funded by federal money.

## Community Engagement

- The Library is working with several local businesses for the Summer Reading Program in multifaceted ways:
  - Downtown Storybook Walkabout – pages of a picture book are put in front windows of downtown businesses, patrons walk from business to business reading the story.
  - We have had two generous monetary donors for our Summer Reading Program – \$1,500 from CS Manufacturing and \$250 from the Cedar Springs Women’s Club.
  - We have had several local businesses provide SRP prizes, like coupons, gift cards, and packages.
- The Director, Program Manager, and Marketing and Communications Specialist visited Green Acres retirement community for a library card drive. They also established regularly scheduled outreach, including visits to the library.

## Program Attendance & Usage Stats May 2025

- Programs
  - Book Club – 7
  - Senior Neighbors (Exercise) – 202
  - Storytimes – 166
  - Quilters – 65
  - Seed Library – 550 seed packets
  - CTA Visits – 200
  - Writer’s Group – 6
  - Young 5’s Visits – 91
  - Bluey Bash – 95
  - Passive Programming – 348 (I Spy, Find Dewey, etc.)
  - Total Program Participation for May: 1,730
- Room Reservations
  - Study Rooms – Avg. 21/week
  - Community Room Usage
    - Used: 49
    - Rented: 11
- Library Usage Stats
  - Door Counts: 2,860

## Patrons

- Total Patrons
  - Cedar Springs City: 1,612
  - Solon Township: 2,006
  - KDL Service Area: 183
  - LLC Libraries: 55
- Patrons Added
  - Cedar Springs City: 5
  - Solon Township: 16
  - KDL Service Area: 2
  - LLC Libraries: N/A

## Circulation

- Total Items in Collection: 27,987 (this number shrank due to the Weeding Project)
  - Items Added: 133
  - Total Items Checked Out: 4,380
  - Adult Books: 956
  - Youth Books: 1,613
  - YA Books: 120
  - Audiobooks: 52
  - DVDs: 189
  - Express Items (do not go out to other libraries): 179
  - Other Items (including Library of Things, Hotspots, etc.): 15
  - Digital Content (eBooks, eAudiobooks, eMagazines): 1,256

# Project



# BRIEF REPORT

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

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

**Budget: \$7,500.00**

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

### Important Notes:

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



# Project



# BRIEF REPORT

**Project Name: Niche Academy**

**Timeline: 14 weeks (3 months)**

**Budget: \$7,600.00**

Category	Details
Objectives	<ul style="list-style-type: none"> <li>Optimize patron website experience</li> <li>Improve patron knowledge on digital services offered by the library</li> <li>Utilize new staff tool for patron training</li> </ul>
Key Deliverables	<ul style="list-style-type: none"> <li>Interactive user guide videos embedded on our website</li> </ul>
Budget	 <span style="float: right;">\$7,800</span>
Stakeholders	<ul style="list-style-type: none"> <li>Staff</li> <li>Patrons</li> </ul>
Risks and Mitigations	<ul style="list-style-type: none"> <li>Delays in Process: Set clear deadlines and regular progress checks</li> <li>Budget Overrun: Implement regular budget reviews and adjust plans as necessary</li> <li>Technology issues: Train staff on basic troubleshooting; call customer support</li> </ul>
Status	<b>Completed - 4/23/2025</b>

## Important Notes: Approved at November 2024 Board Meeting

- Approved at November 2024 Board Meeting. Project Due Date:
- Additional \$200, one time, "Implementation fee".
- Budget amended at December 16th, 2024, Board Meeting
- While Niche is live and ready to go, we are waiting for the new website to go live; Director is working on adding some tutorials to current website.
- Director is working to integrate Niche Academy into new website.
- Video tutorials are live and on our website by clicking on "Learning Tools" on the main page or at [cedarspringslibrary.org/eresources](https://cedarspringslibrary.org/eresources)



# Budget Amendment

May 27, 2025

Decrease 271-790-999.100 (Appropriation to Fund Balance) by \$2,000

Increase 271-790-905.000 (Computer Maintenance Expense) by \$1,000

Increase 271-790-721.000 (Gas Utility Expense) by \$1,000

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

# Evaluation Summation Form

## Executive Director's Annual Evaluation

Date:

### Form Instructions:

- 1) Collect the evaluation forms from each board member and indicate how many Es, Ss, Ns, and Us each item and each category received in Part 1 of the form.
- 2) Summarize the comments for each section.
- 3) Use this form during your scheduled time with your director as an outline for discussion.
- 4) Fill out Part 2 of the form with your director.

### Part 1:

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

#### Area of Organizational Health

#### Rating

#### Customer Service & Community Relations

- Level of patron satisfaction  E  S  N  U
- Customer service received by patrons  E  S  N  U
- Consistent application of policies that affect the public  E  S  N  U
- Services are communicated to the public effectively  E  S  N  U
- Working relationships and cooperative arrangements with government officials, community groups and organizations  E  S  N  U
- Awareness of community needs  E  S  N  U
- Mechanisms are in place to hear from patrons and the community-at-large  E  S  N  U
- Library is being marketed to the community  E  S  N  U

Comments:

OS & CR totals: E  S  N  U

#### Organizational Growth

- The library is making progress on its long-range plan (LRP)  E  S  N  U
- Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement  E  S  N  U
- Goals and objectives are evaluated regularly  E  S  N  U
- Creativity and initiative are demonstrated in creating new services/programs  E  S  N  U
- Collection is responsive to community needs  E  S  N  U
- The library is responsive to changes in the community  E  S  N  U
- Staff are aware of library's long-range plan, policies and activities  E  S  N  U
- There is a working knowledge of significant developments and trends in the field  E  S  N  U
- Building and grounds are kept up and needed repairs and maintenance are done on a timely basis  E  S  N  U

Comments:

OG totals: E S  N U

## Administration & Human Resource Management

- Work is effectively assigned, appropriate levels of freedom and authority are delegated \_\_E \_\_ S \_\_N \_\_U
- Job descriptions are developed; regular performance evaluations are held and documented \_\_E \_\_S \_\_N \_\_u
- Personnel policies and state and federal regulations on workplaces and employment are effectively implemented \_\_ E \_\_s \_\_N \_\_u
- Policies and procedures are in place to maximize volunteer involvement \_\_ E \_\_s \_\_N \_\_u
- Staff development and education is encouraged; \_\_ E \_\_s \_\_N \_\_u
- Staff understand how their role at the library relates to the mission \_\_E \_\_s \_\_N \_\_u
- Library climate attracts, keeps, and motivates a diverse staff of top quality people \_\_E \_\_s \_\_N \_\_u

Comments:

A&HRM totals: E    S    N    U   

## Financial Management/Legal Compliance / Fundraising

- Adequate control and accounting of all funds takes place; library uses sound financial practices \_\_ E \_\_ s \_\_N \_\_U
- Budget is prepared with input from staff and trustees; the library operates within budget guidelines \_\_ E \_\_s \_\_N \_\_U
- Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) \_\_E \_\_S \_\_N \_\_U
- Positive relationships with government, foundation and corporate funders are in place \_\_E \_\_S \_\_N \_\_U
- Positive relationships with individual donors is established \_\_E \_\_s \_\_N \_\_U
- Funds are disbursed in accordance with budget, contract/grant requirements and donor designations \_\_E \_\_s \_\_N \_\_U

Comments:

FM/LC/F totals: E    S    N    U   

## Board of Trustee relationship

- Appropriate, adequate, and timely information is provided to the board \_\_E \_\_S \_\_N \_\_U
- Support is provided to board committees \_\_E \_\_S \_\_N \_\_U
- The board is informed on the condition of the organization and all important factors influencing it \_\_E \_\_s \_\_ N \_\_U
- The board works effectively \_\_E \_\_s \_\_ N \_\_u

Comments:

BTR totals: E S    N    U

Additional Comments:

Total number of:

E  
S  
N  
U

Part 2:

Director Comments:

Overall rating:

Exceeds expectations

Meets expectations

Does not meet expectations

D i r e c t o r : a g r e e

d i s a g r e e

Director Signature:

Date:

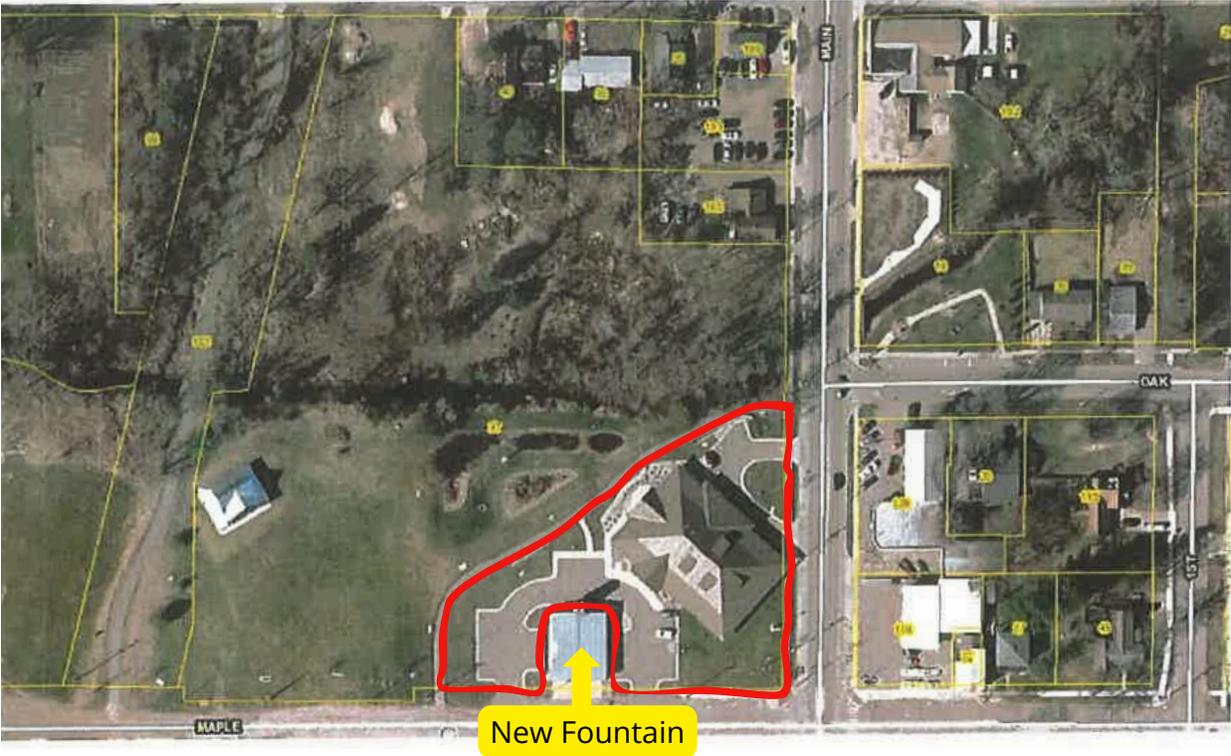
Board Signature:

Date:

# Current CSPL Footprint



# Possible Alternative CSPL Footprint



# COLOR OUR WORLD™

## SUMMER READING PROGRAM 2025

LAUNCH WEEK: MON. JUNE 9TH - SAT. JUNE 14TH

Watch our Launch Day video on Facebook Live on **Monday, June 9th at 10am** and learn all about the fun-filled Summer Reading Program.

If you sign up during Launch Week you will be entered to win one of our 5 Family Play Passes to Backyard Fun Zone. Also 14 winners will receive a refillable popcorn bucket from Celebration Cinemas.



### HOW DO I SIGN UP?

The Summer Reading Program is Online via ReadSquared.



REGISTER ONLINE AT:

[HTTP://CEDARSPRINGS.READSQUARED.COM](http://cedarsprings.readsquared.com)

OR DOWNLOAD THE APP ON ALL APPLE AND ANDROID DEVICES.

**LAST DAY TO LOG POINTS:  
FRIDAY,  
JULY 25TH**

### WIN PRIZES



# SUMMER READING PROGRAM EVENTS



## STORYTIME

### FAMILY STORYTIME:

FRIDAYS 10:30AM

Come enjoy books, songs, and a take-home craft. It's a great way to build early literacy, creativity and social skills.

June 13<sup>th</sup> Red      July 4<sup>th</sup> NO STORYTIME  
June 20<sup>th</sup> Orange      July 11<sup>th</sup> Green  
June 27<sup>th</sup> Yellow      July 18<sup>th</sup> Blue  
   July 25<sup>th</sup> Violet

### MUSIC & MOVEMENT

#### STORYTIME:

Geared towards babies and toddlers. Explore through music and movement and build early literacy, creativity and social skills.

Tuesday, June 10<sup>th</sup> @10:30am  
Tuesday, June 24<sup>th</sup> @10:30am  
Tuesday, July 8<sup>th</sup> @10:30am  
Tuesday, July 22<sup>nd</sup> @10:30am



**ATTEND OUR PROGRAMS AND LISTEN FOR THE SECRET CODE. ENTER IT IN READSQUARED TO GET MORE POINTS TOWARDS RAFFLE TICKETS.**

## FAMILY EVENTS:

These family programs require **NO SIGN UP** and **ALL** are welcome to attend.

**VENTRILQUIST - MON. JUNE 16<sup>TH</sup> 2PM**

Richard's family-friendly ventriloquist show is a side-splitting performance suitable for all ages. With a winning combination of clean and kid-friendly comedy, larger-than-life and colorful puppets, music, magic, and plenty of engaging audience participation, it's an unforgettable experience.

**JUGGLER - THUR. JUNE 26<sup>TH</sup> 1PM**

Nick Thomas combines world-record breaking juggling skills with an engaging sense of humor to create moments that captivate, entertain, and inspire. From mesmerizing light-up routines to inventive props like Slinkys, Nick's performances are designed to wow audiences of all ages.



**SKYHAWKS - WED. JULY 9<sup>TH</sup> 6PM**

Bring your lawn chairs and come out to the Wolverine Skyhawks' Model Airplane Landing Strip at 13540 West Street, Cedar Springs. Please feel free to bring snacks, drinks and there will also be hot dogs provided for a donation. Come sit back and enjoy the show. *Rain Date: Thursday, July 17<sup>th</sup>*

**SPOONMAN - THUR. JULY 17<sup>TH</sup> 11AM**

The Spoonman is a performer who rocks, hops, bops, and dances as he creates beautiful music with, you guessed it, SPOONS! I dare you to try not to laugh during this show! All are welcome to come join us at the Cedar Springs Library for this fun-filled show.

**SIDEWALK CHALK - SAT. JULY 19<sup>TH</sup> 10AM-11AM**

We are inviting families to show their artistic skills with sidewalk chalk. Prizes for all children who attend.

**FOAM PARTY - FRI. JULY 25<sup>TH</sup> 1PM-2PM**

Bring the whole family to an amazing foam party celebration. Make sure you are prepared to get wet! The party will be located outside by the Amphitheater.

## CRAFTY WEDNESDAYS

Crafty Wednesdays are open to everyone. These programs are open house style so feel free to join us whenever it works for you. Don't forget to ask for the secret code word.

**June 11<sup>th</sup> - Perler Beads 11am -1pm**

**June 25<sup>th</sup> - Suncatchers 11am -1pm**

**July 9<sup>th</sup> - Diamond Art 11am -1pm**

**July 23<sup>rd</sup> - Painting 11am -1pm**

# END OF SUMMER CELEBRATION

## SATURDAY, AUGUST 2ND 1-3PM

Let's wrap up the end of the SUMMER READING PROGRAM with a BIG PARTY!

Join us as we celebrate with inflatable obstacle courses, bounce houses, slides, and a corn maze! There will also be games, a dunk tank, princesses, superheroes and so much more fun! Prize winners will be announced at 2:30pm.

If you cannot attend in person, watch it LIVE on Facebook.

Follow us on these platforms to be updated on everything happening at the Library.

