



Monthly Board Meeting

Place: 333 Ottawa Street, Coopersville MI 49404

Time: 7:00 pm

Date: October 21, 2026

Agenda

1. **Call to Order**
2. **Approval of Agenda** (m) [p. 1-2](#)
3. **Approval of the Minutes (September 16, 2026 Meeting)** (m) [p. 3-4](#)
4. **Public Comment:**
5. **Financial Reports**
 - a. October Operations: Balance Sheets & Budget vs. Actual (r) [p. 5-7](#)
 - b. Approve September expenditures, including ACH transactions #21677-21695 totaling \$77,425.95 (m) [p. 8-9](#)
 - c. Approve October checks to date, including ACH transactions #21650 totaling \$431.71 (m) [p. 10](#)
 - d. Statement of Income (r) [p. 11-14](#)
 - e. Visa Reconciliation Detail (r) [p. 15](#)
 - f. CADL Building Expansion Budget Performance (r) [p. 16](#)
6. **Correspondence/Marketing** (r) [p. 17-19](#)
 - a. CADL Press Releases
 - b. November Calendar
 - c. Programming Flyers
 - d. City of Coopersville Notice
7. **Director's Report** (r) [p. 20-23](#)
8. **Committee Reports** (r)
9. **Unfinished Business**
 - a. Fines Free Terms and Dates (m)
 - b. December/January Meetings (m)
10. **New Business**
 - a. Katie's Compensation Proposal (m) [p. 24](#)
 - b. Q4 Strategic Plan Updates (m) [p. 25-46](#)

11. Public/board Comments:

12. Next Meeting: Board meeting November 18, 2026 at 7PM

(m) - motion, (r) - receive and file, (i) - information, (d) - discussion

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from September 16, 2026 Board Meeting

Call to Order: Vice-President Roland DeVries called the meeting to order at 7:00pm.

Members Present: Pat Lindberg, Stephanie Mayrose, Greg Dunn, Amy Deming, Roland DeVries, Kathi Waldecker, Norine Fox

Staff Present: Elyshia Hoekstra/Director

Absent: Sue Boomgaard-Rasch

M/S (K. Waldecker, P. Lindberg) to approve September 16, 2026 agenda with addition of detention pond to Unfinished Business (Pages 1-2). Motion carried.

M/S (A. Deming, R. DeVries) to approve August 19, 2026 Board Meeting minutes (Pages 3-4). Motion carried.

Public Present/Comments: None

Financial Reports:

- A. Informational review to receive and file September Operations: Balance Sheets & Budget vs. Actual (Pages 5-12).**
- B. M/S (S. Mayrose, K. Waldecker) to approve** August expenditures, including ACH transactions #21660-21669 totaling \$41,084.83 (Pages 13-14). Motion carried.
- C. M/S (A. Deming, G. Dunn) to approve** September checks to date, including ACH transactions #21670-21676 totaling \$10,523.87 (Page 15). Motion carried.
- D. Informational review to receive and file Statement of Income (Page 16-19).**
- E. Informational review to receive and file Visa Reconciliation Detail (Page 20).**
- F. Informational review to receive and file CADL Building Expansion Budget Performance (Page 21).**

Correspondence/Marketing: – Pages 22-23 – Informational review to receive and file

- A. CADL Press Releases
- B. October Calendar
- C. Programming Flyers

Director's Report: – Pages 24-25 -Informational review to receive and file

Abby Weise has completed her Eagle Scout project of cleaning out the Shakespeare Garden. A recognition ceremony needs to be planned.

Committee Report: - Pages 26-28 – Informational review to receive and file

- A. Finance Committee

Unfinished Business: *Roland DeVries raised concerns regarding the trees in the detention pond. Roland discussed the situation with a contractor working on a detention pond for another business and he seemed to think the plant material in the library's pond is correct for wetlands. The contractor recommends that a landscaper pull out the trees. Elyshia will contact L & P Tree Service.*

New Business:

A. Copier Quotes

M/S (S. Mayrose, P. Lindberg) to approve Copier Quote from Kraft Business Solutions for \$293.87 per month for a 60 month lease (Pages 26-27). Motion carried.

B. Phone Quotes

M/S (P. Lindberg, K. Waldecker) to approve Phone Quote from Kraft Business Solutions for \$134.95 per month (Page 28). Motion carried.

C. Bylaw Language Update (previously approved change)

M/S (A. Deming, G. Dunn) to approve Bylaw Language Update indicated by highlighted text in bylaws: 1) Mission Statement 2) Board members may receive compensation for attending meetings... 3) The audit must be sent to the Michigan Department of Treasury by December 31st of year's end (Pages 29-39). Motion carried. *It was suggested that the bylaws should be on CADL's website.*

D. Recommendation from the Finance Committee – MERS Surplus

M/S (A. Deming, S. Mayrose) to approve the Coopersville Area District Library move 80% of the MERS Surplus Division Funds to Div 10 (Lib Dir) Division as of 10/01/2026 (Pages 42-52). Motion Carried.

E. Budget Adjustments – Pages 45-59

i. Recommendation from the Finance Committee – Fines and Rental Fee Free

M/S (K. Waldecker, G. Dunn) to approve Coopersville Area District Library going fine free and rental free by January 2027 (Pages 53-54). Motion carried.

ii. Recommendation from the Personnel Committee – Staff Raises

M/S (S. Mayrose, P. Lindberg) to approve a 5.5% wage increase for non-minimum wage staff effective their next paycheck following the September 16, 2026 Board meeting and an additional 5.5% wage increase effective January 1, 2027 (Pages 55-57). Motion carried.

iii. Recommendations from the Personnel Committee – Full-time Adult Services

M/S (A. Deming, P. Lindberg) to approve that the Coopersville Area Public Library Board create an adult librarian position and designate it as a full-time position (Pages 58-59). Motion carried.

Public/Board Comments:

4,000 items have been weeded from the collection. Greg Dunn suggests buying more books. Norine Fox would like to see library's name and new logo prominently displayed on the building.

Adjournment: 8:40pm.

Next Board Meeting: October 21, 2026 at 7:00 pm.

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet

As of October 9, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	127,105.97
101-003 ICS-FDIC Savings	0.00
101-003-1 General ICS Savings	393,721.80
101-003-2 Dedicated ICS - Capital Projects	40,000.00
Total 101-003 ICS-FDIC Savings	433,721.80
101-004 Building Debt Fund	82,611.52
101-005a Murray CD	15,073.58
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	63,392.08
Total Bank Accounts	\$721,929.95
Accounts Receivable	
101-018 Accounts Receivable	150.00
Total Accounts Receivable	\$150.00
Other Current Assets	
QuickBooks Tax Holding Account	7,259.93
Total Other Current Assets	\$7,259.93
Total Current Assets	\$729,339.88
TOTAL ASSETS	\$729,339.88
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	22,204.29
Total Accounts Payable	\$22,204.29
Credit Cards	
101-211 VISA	684.46
Total Credit Cards	\$684.46
Other Current Liabilities	
101-258 Payroll Liabilities	5,566.49
AFLAC	37.26
Alerus Retirement	-4,222.29
Empower	3,921.08
Federal Taxes (941/943/944)	5,055.63
Health Insurance-20% of premium	-96.95
IRA-roth	303.28
MI Income Tax	2,213.47
MI Local Tax	47.98

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet

As of October 9, 2026

	TOTAL
Total 101-258 Payroll Liabilities	12,825.95
Total Other Current Liabilities	\$12,825.95
Total Current Liabilities	\$35,714.70
Total Liabilities	\$35,714.70
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	192,589.20
Net Income	6,586.88
Total Equity	\$693,625.18
TOTAL LIABILITIES AND EQUITY	\$729,339.88

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L Classes

July 2026 - June 2027

	1-GENERAL OPERATIONS			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	ACTUAL	BUDGET	OVER BUDGET
Income						
101-401 Property Taxes	2,021.63		2,021.63	\$2,021.63	\$0.00	\$2,021.63
101-539 State	240.24		240.24	\$240.24	\$0.00	\$240.24
101-600 Charges for Services	1,454.20		1,454.20	\$1,454.20	\$0.00	\$1,454.20
101-655 Fines & Forfeitures	1,375.82		1,375.82	\$1,375.82	\$0.00	\$1,375.82
101-664 Investment Earnings	5,331.56		5,331.56	\$5,331.56	\$0.00	\$5,331.56
101-672 Other Revenue	1,050.00		1,050.00	\$1,050.00	\$0.00	\$1,050.00
Total Income	\$11,473.45	\$0.00	\$11,473.45	\$11,473.45	\$0.00	\$11,473.45
GROSS PROFIT	\$11,473.45	\$0.00	\$11,473.45	\$11,473.45	\$0.00	\$11,473.45
Expenses						
101-701 Personnel Services	82,490.20		82,490.20	\$82,490.20	\$0.00	\$82,490.20
101-726 Supplies	2,959.24		2,959.24	\$2,959.24	\$0.00	\$2,959.24
101-800 Other Services & Charges	29,911.32		29,911.32	\$29,911.32	\$0.00	\$29,911.32
101-970 Capital Outlay	16,092.61		16,092.61	\$16,092.61	\$0.00	\$16,092.61
Total Expenses	\$131,453.37	\$0.00	\$131,453.37	\$131,453.37	\$0.00	\$131,453.37
NET OPERATING INCOME	\$ -119,979.92	\$0.00	\$ -119,979.92	\$ -119,979.92	\$0.00	\$ -119,979.92
NET INCOME	\$ -119,979.92	\$0.00	\$ -119,979.92	\$ -119,979.92	\$0.00	\$ -119,979.92

General Operations

Sept 8 - 30, 2026

Date	Num	Name	Amount
09/11/2026	Deposit	Cash	\$75.65
09/11/2026	Deposit	Property Tax	\$8,883.75
09/17/2026	Deposit	Property Tax	\$7,459.91
09/18/2026	Deposit	Cash	\$103.60
09/18/2026	Deposit	Cash	\$1.00
09/21/2026	Deposit	Lakeland Fines	\$360.53
09/21/2026	Deposit	Property Tax	\$7,826.44
09/21/2026	Deposit	Property Tax	\$22,260.10
09/22/2026	Deposit	Property Tax	\$216.92
09/25/2026	Deposit	Property Tax	\$21,395.87
09/25/2026	Deposit	Cash	\$162.70
09/28/2026	Deposit	Property Tax	\$9,023.42
9/30/2026	Deposit	Sept 8-30 Square Deposits	\$278.46
09/30/2026	Deposit	Interest	\$81.09
9/16/2026	DD	Payroll	(\$6,553.87)
9/30/2026	DD	Payroll	(\$6,861.44)
09/16/2026	ACH	Tax Payment	(\$1,979.85)
09/17/2026	ACH	Empower	(\$329.29)
09/18/2026	ACH	OverDrive	(\$287.99)
09/30/2026	ACH	OverDrive	(\$4.98)
09/15/2026	ACH	M.E.R.S.	(\$2,091.00)
09/21/2026	ACH	Aflac	(\$436.05)
09/21/2026	ACH	Consumers Energy	(\$1,222.13)
09/25/2026	ACH	Amazon Capital Services	(\$1,263.40)
09/30/2026	ACH	Tax Payment	(\$2,103.76)
09/21/2026	Bond Transfer		(\$44,455.01)
09/14/2026	21677	Abigail Weise	(\$187.61)
09/14/2026	21678	Foster, Swift, Collins, & Smith P.C.	(\$53.40)
09/14/2026	21679	Lakeland Library Cooperative	(\$383.00)
09/14/2026	21680	Visa	(\$2,416.08)
09/14/2026	21681	Cengage Learning	(\$80.36)
09/14/2026	21682	New Views LLC	(\$801.66)
09/18/2026	21683	Katie Van Huis.	(\$27.51)
09/25/2026	21684	Elizabeth Thornburg.	(\$247.00)
09/25/2026	21685	Brenda Jones	(\$41.04)
09/28/2026	21686	DHE Plumbing and Mechanical	(\$295.00)
09/28/2026	21687	Brodart Co.	(\$266.67)
09/28/2026	21688	U.S. Bank Equipment Finance	(\$309.17)
09/28/2026	21689	Republic Services #240	(\$40.60)
09/28/2026	21690	City of Coopersville	(\$534.82)

09/28/2026	21691	Friends of CADL Book Sale	(\$243.60)
09/28/2026	21692	Phil's Lawn Care & Snowplowing	(\$2,000.00)
09/28/2026	21693	Cengage Learning	(\$147.20)
09/28/2026	21694	Heimler Consulting	(\$345.00)
09/28/2026	21695	U.S. Bank Equipment Finance	(\$1,417.46)
TOTAL			\$703.49

Friday, Oct 09, 2026

General Operations October 1-9, 2026

Date	Num	Name	Amount
10/01/2026	Deposit	Donations	\$450.00
10/01/2026	Deposit	Square	\$19.33
10/02/2026	Deposit	Cash	\$79.53
10/02/2026	Deposit	Square	\$11.62
10/05/2026	Deposit	Property Taxes	\$617.86
10/06/2026	Deposit	Property Taxes	\$917.08
10/01/2026	ACH	Priority Health	(\$1,055.76)
10/01/2026	ACH	Empower	(\$382.72)
10/01/2026	ACH	OverDrive	(\$55.73)
10/06/2026	ACH	Michigan Gas Utilities	(\$68.37)
10/08/2026	ACH	GR Tax	(\$1.13)
10/01/2026	21650	Board Check	(\$100.00)
TOTAL			\$431.71

Friday, Oct 09, 2026

Coopersville Area District Library

Statement of Financial Income and Expense

July 1 - October 9, 2026

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	4 - STRATEGIC PLAN	NOT SPECIFIED	TOTAL
Income					
101-401 Property Taxes	2,021.63	0.00	0.00	0.00	\$2,021.63
101-405 Local, Chester Twp Millage	0.00	383.49	0.00	0.00	\$383.49
405-2- Local, Chester Twp Bond Payment	0.00	3,539.81	0.00	0.00	\$3,539.81
Total 101-405 Local, Chester Twp Millage	0.00	3,923.30	0.00	0.00	\$3,923.30
101-406 Local,Polkton Twp Millage	0.00	0.00	0.00	0.00	\$0.00
406-2 Local, Polkton Twp Bond Payment	0.00	33,751.94	0.00	0.00	\$33,751.94
Total 101-406 Local,Polkton Twp Millage	0.00	33,751.94	0.00	0.00	\$33,751.94
101-407 Local, Wright Twp Millage	0.00	1,560.57	0.00	0.00	\$1,560.57
407-1 IFT - Wright	0.00	1,957.05	0.00	0.00	\$1,957.05
407-2 Local, Wright Twp Bond Payment	0.00	34,637.85	0.00	0.00	\$34,637.85
Total 101-407 Local, Wright Twp Millage	0.00	38,155.47	0.00	0.00	\$38,155.47
101-408 Local,Coopersville Millage	0.00	3,527.92	0.00	0.00	\$3,527.92
408-2 Local, Coopersville Bond Payment	0.00	51,584.79	0.00	0.00	\$51,584.79
408.1 IFT City	0.00	4,043.66	0.00	0.00	\$4,043.66
Total 101-408 Local,Coopersville Millage	0.00	59,156.37	0.00	0.00	\$59,156.37
Total 101-401 Property Taxes	2,021.63	134,987.08	0.00	0.00	\$137,008.71
101-539 State	0.00	0.00	0.00	0.00	\$0.00
101-540 Grants, State	0.00	0.00	0.00	0.00	\$0.00
541-6 Continuing Education	0.00	0.00	0.00	0.00	\$0.00
Total 101-540 Grants, State	0.00	0.00	0.00	0.00	\$0.00
101-541 State Aid,CADL	0.00	0.00	0.00	0.00	\$0.00
101-542 E-Rate Reimbursement	240.24	0.00	0.00	0.00	\$240.24
Total 101-539 State	240.24	0.00	0.00	0.00	\$240.24
101-600 Charges for Services	0.00	0.00	0.00	0.00	\$0.00
101-628 Cash Drawer	2.00	0.00	0.00	0.00	\$2.00
628-1 Photocopier	610.80	0.00	0.00	0.00	\$610.80
628-10 Over/Under	7.26	0.00	0.00	0.00	\$7.26
628-2 Fax	173.00	0.00	0.00	0.00	\$173.00
628-3 DVDs Rentals	228.00	0.00	0.00	0.00	\$228.00
628-5 Game Rentals	137.75	0.00	0.00	0.00	\$137.75
628-6 Room Rentals	250.00	0.00	0.00	0.00	\$250.00
628-7 Lost Card	35.99	0.00	0.00	0.00	\$35.99
628-9 Donations	9.40	0.00	0.00	0.00	\$9.40
Total 101-628 Cash Drawer	1,454.20	0.00	0.00	0.00	\$1,454.20
Total 101-600 Charges for Services	1,454.20	0.00	0.00	0.00	\$1,454.20
101-655 Fines & Forfeitures	0.00	0.00	0.00	0.00	\$0.00
655-2 Cash Drawer - Lost Items	126.93	0.00	0.00	0.00	\$126.93
655-3 Cash Drawer - Materials Fines	888.36	0.00	0.00	0.00	\$888.36
655-4 Ottawa Co Penal Fines	0.00	0.00	0.00	0.00	\$0.00
655-5 Fines & Forfeitures - Other	360.53	0.00	0.00	0.00	\$360.53
Total 101-655 Fines & Forfeitures	1,375.82	0.00	0.00	0.00	\$1,375.82
101-664 Investment Earnings	0.00	0.00	0.00	0.00	\$0.00
101-665 Interest, MoneyMarket Savings	5,331.56	47.25	0.00	0.00	\$5,378.81
Total 101-664 Investment Earnings	5,331.56	47.25	0.00	0.00	\$5,378.81

Coopersville Area District Library

Statement of Financial Income and Expense

July 1 - October 9, 2026

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	4 - STRATEGIC PLAN	NOT SPECIFIED	TOTAL
101-672 Other Revenue	0.00	0.00	0.00	0.00	\$0.00
101-674 Private Contributions/Donations	0.00	0.00	0.00	0.00	\$0.00
101-677 Donations, Friends	600.00	0.00	0.00	0.00	\$600.00
101-680 Donations, Other	450.00	0.00	0.00	0.00	\$450.00
Total 101-674 Private Contributions/Donations	1,050.00	0.00	0.00	0.00	\$1,050.00
Total 101-672 Other Revenue	1,050.00	0.00	0.00	0.00	\$1,050.00
Total Income	\$11,473.45	\$135,034.33	\$0.00	\$0.00	\$146,507.78
GROSS PROFIT	\$11,473.45	\$135,034.33	\$0.00	\$0.00	\$146,507.78
Expenses					
101-701 Personnel Services	0.00	0.00	0.00	0.00	\$0.00
701-a Salary, Wages	57,887.57	0.00	0.00	0.00	\$57,887.57
701-b Alerus 457	199.68	0.00	0.00	0.00	\$199.68
701-d Payroll Expenses	410.50	0.00	0.00	0.00	\$410.50
701-e Payroll taxes	4,366.27	0.00	0.00	0.00	\$4,366.27
701-f AFLAC Short Term Disb.	839.52	0.00	0.00	0.00	\$839.52
701-g Health/Dental Insurance	3,693.49	0.00	0.00	0.00	\$3,693.49
701-h Insurance, Operations	8,421.00	0.00	0.00	0.00	\$8,421.00
701-i MERS - Minimum Payment	4,382.00	0.00	0.00	0.00	\$4,382.00
701-l Staff Meetings	199.17	0.00	0.00	0.00	\$199.17
Total 101-701 Personnel Services	80,399.20	0.00	0.00	0.00	\$80,399.20
101-726 Supplies	0.00	0.00	0.00	0.00	\$0.00
101-727 Operating Supplies	0.00	0.00	0.00	0.00	\$0.00
727-a Collection Supplies	434.17	0.00	0.00	0.00	\$434.17
727-b Computer/Printing Supplies	63.98	0.00	0.00	0.00	\$63.98
727-c Office Supplies (paper included)	140.61	0.00	0.00	0.00	\$140.61
727-d Postage	82.00	0.00	0.00	0.00	\$82.00
727-e Supplies, Building/Janitorial	269.93	0.00	0.00	0.00	\$269.93
Total 101-727 Operating Supplies	990.69	0.00	0.00	0.00	\$990.69
728 Programming Supplies	-21.56	0.00	11.99	0.00	\$ -9.57
728-a Adult Programs	558.47	0.00	0.00	0.00	\$558.47
728-d Early Literacy Programming	908.88	0.00	0.00	0.00	\$908.88
728-e General Programming	64.56	0.00	0.00	0.00	\$64.56
728-f Summer Reading Clubs	-25.57	0.00	0.00	0.00	\$ -25.57
728-h Tween Programming	115.75	0.00	0.00	0.00	\$115.75
728-j Makers Space	368.02	0.00	0.00	0.00	\$368.02
Total 728 Programming Supplies	1,968.55	0.00	11.99	0.00	\$1,980.54
Total 101-726 Supplies	2,959.24	0.00	11.99	0.00	\$2,971.23
101-800 Other Services & Charges	0.00	0.00	0.00	0.00	\$0.00
805 Professional/Contract Services	12.37	0.00	0.00	0.00	\$12.37
805-c Financial Services	75.00	0.00	0.00	0.00	\$75.00
805-d Janitorial Service	0.00	0.00	0.00	0.00	\$0.00
805-d1 Carpet Cleaning	2,324.00	0.00	0.00	0.00	\$2,324.00
805-d2 Cleaning Service	2,404.98	0.00	0.00	0.00	\$2,404.98
Total 805-d Janitorial Service	4,728.98	0.00	0.00	0.00	\$4,728.98
805-d5 Rugs	304.50	0.00	0.00	0.00	\$304.50
805-j Legal Fees	53.40	0.00	0.00	0.00	\$53.40
Total 805 Professional/Contract Services	5,174.25	0.00	0.00	0.00	\$5,174.25
808 Travel	347.32	0.00	0.00	0.00	\$347.32
850 Telephone/Telecommunications	1,412.45	0.00	0.00	0.00	\$1,412.45

Coopersville Area District Library

Statement of Financial Income and Expense

July 1 - October 9, 2026

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	4 - STRATEGIC PLAN	NOT SPECIFIED	TOTAL
880 Dues & Fees	0.00	0.00	0.00	0.00	\$0.00
880-b Bank Fees, Operations Acct	20.00	0.00	0.00	0.00	\$20.00
880-d Credit Card Fees	52.89	0.00	0.00	0.00	\$52.89
880-e Credit Card Fees - Friends	-8.40	0.00	0.00	0.00	\$ -8.40
880-h Licensing/Subscription Fees	450.70	0.00	0.00	0.00	\$450.70
880-h1 Movie License-Sportmens Club	686.08	0.00	0.00	0.00	\$686.08
Total 880-h Licensing/Subscription Fees	1,136.78	0.00	0.00	0.00	\$1,136.78
880-j LLC Fees	9,682.08	0.00	0.00	0.00	\$9,682.08
880-k Membership Dues	200.00	0.00	0.00	0.00	\$200.00
Total 880 Dues & Fees	11,083.35	0.00	0.00	0.00	\$11,083.35
920 Utilites	0.00	0.00	0.00	0.00	\$0.00
920-a Electric - Consumers Energy	3,675.10	0.00	0.00	0.00	\$3,675.10
920-b Gas - MI Gas Utilities	268.19	0.00	0.00	0.00	\$268.19
920-c Trash - Republic Services	40.60	0.00	0.00	0.00	\$40.60
920-d Water & Sewer - City	118.53	0.00	0.00	476.94	\$595.47
Total 920 Utilites	4,102.42	0.00	0.00	476.94	\$4,579.36
930 Equipment Service/Repair	0.00	0.00	0.00	0.00	\$0.00
930-b Copier	2,701.25	0.00	0.00	0.00	\$2,701.25
930-d Fire/Security Equip	273.27	0.00	0.00	0.00	\$273.27
930-d1 Monthly Fees	559.74	0.00	0.00	0.00	\$559.74
Total 930-d Fire/Security Equip	833.01	0.00	0.00	0.00	\$833.01
930-f Heating & Cooling	295.00	0.00	0.00	0.00	\$295.00
930-g Pest Control	450.00	0.00	0.00	0.00	\$450.00
930-j Plumbing	350.00	0.00	0.00	0.00	\$350.00
Total 930 Equipment Service/Repair	4,629.26	0.00	0.00	0.00	\$4,629.26
931 Grounds Service/Repairs	-59.80	0.00	0.00	0.00	\$ -59.80
931-a Grounds, Misc.	187.61	0.00	0.00	0.00	\$187.61
931-c Snow Removal	2,000.00	0.00	0.00	0.00	\$2,000.00
931-d Sprinkler Service	0.00	0.00	0.00	0.00	\$0.00
931-d2 Sprinkler Parts	58.20	0.00	0.00	0.00	\$58.20
Total 931-d Sprinkler Service	58.20	0.00	0.00	0.00	\$58.20
Total 931 Grounds Service/Repairs	2,186.01	0.00	0.00	0.00	\$2,186.01
Total 101-800 Other Services & Charges	28,935.06	0.00	0.00	476.94	\$29,412.00
101-970 Capital Outlay	0.00	0.00	0.00	0.00	\$0.00
101-971 Equipment	2,432.00	0.00	0.00	0.00	\$2,432.00
101-973 Materials	0.00	0.00	0.00	0.00	\$0.00
973-c DVDs	199.68	0.00	0.00	0.00	\$199.68
973-d Video Games	234.36	0.00	0.00	0.00	\$234.36
973-f Library of Things Collection	533.28	0.00	0.00	0.00	\$533.28
973-g Digital Collections	7,998.93	0.00	0.00	0.00	\$7,998.93
973-h Printed Materials (Books)	4,390.37	0.00	45.86	0.00	\$4,436.23
973-i Lost & Damaged Items	27.99	0.00	0.00	0.00	\$27.99
973-k Non-traditional (Hotspots)	276.00	0.00	0.00	0.00	\$276.00
Total 101-973 Materials	13,660.61	0.00	45.86	0.00	\$13,706.47
101-975 Capital Projects	0.00	0.00	0.00	0.00	\$0.00
101-995 Strategic Plan	0.00	0.00	0.00	0.00	\$0.00
995-2 Building Rehab	0.00	0.00	1,025.00	0.00	\$1,025.00
Total 101-995 Strategic Plan	0.00	0.00	1,025.00	0.00	\$1,025.00
Total 101-975 Capital Projects	0.00	0.00	1,025.00	0.00	\$1,025.00
Total 101-970 Capital Outlay	16,092.61	0.00	1,070.86	0.00	\$17,163.47

Coopersville Area District Library

Statement of Financial Income and Expense

July 1 - October 9, 2026

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	4 - STRATEGIC PLAN	NOT SPECIFIED	TOTAL
101-990 Building Expansion	0.00	0.00	0.00	0.00	\$0.00
101-994 Bond Interest	0.00	9,975.00	0.00	0.00	\$9,975.00
Total 101-990 Building Expansion	0.00	9,975.00	0.00	0.00	\$9,975.00
Total Expenses	\$128,386.11	\$9,975.00	\$1,082.85	\$476.94	\$139,920.90
NET OPERATING INCOME	\$ -116,912.66	\$125,059.33	\$ -1,082.85	\$ -476.94	\$6,586.88
NET INCOME	\$ -116,912.66	\$125,059.33	\$ -1,082.85	\$ -476.94	\$6,586.88

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 10/01/2026

RECONCILIATION REPORT

Reconciled on: 10/05/2026

Reconciled by: Susan Sutherland

Any changes made to transactions after this date aren't included in this report.

Summary		USD
Statement beginning balance		2,416.08
Charges and cash advances cleared (18)		1,214.60
Payments and credits cleared (1)		<u>2,416.08</u>
Statement ending balance		<u>1,214.60</u>
Uncleared transactions as of 10/01/2026		369.38
Register balance as of 10/01/2026		<u>1,583.98</u>

Details

Charges and cash advances cleared (18)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/31/2026	Expense	5675007916	Google LLC	75.60
09/02/2026	Expense			9.54
09/08/2026	Expense	1526947734	Intuit	12.37
09/09/2026	Expense		WuFoo	22.00
09/15/2026	Expense		Panera Bread	21.34
09/15/2026	Expense	13574969	AcenTek ascending Technology	104.95
09/17/2026	Expense		Mobile Beacon	240.00
09/17/2026	Expense		Quill	47.03
09/17/2026	Expense		Tech Soup	36.00
09/18/2026	Expense		Vonage	139.17
09/21/2026	Expense	10001530777866	Intuit	156.50
09/23/2026	Expense			11.60
09/24/2026	Expense		Netflix	8.99
09/26/2026	Expense		HBO/MAX	2.99
09/26/2026	Expense		Disney	4.99
09/26/2026	Expense			134.95
09/30/2026	Expense		ADT Security Services (VISA)	77.78
09/30/2026	Expense		ADT Security Services (VISA)	108.80
Total				<u>1,214.60</u>

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/08/2026	Bill		Visa	-2,416.08
Total				<u>-2,416.08</u>

Additional Information

Uncleared charges and cash advances as of 10/01/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/20/2026	Expense		Fatso's	62.89
10/01/2026	Expense	13588159	AcenTek ascending Technology	230.89
10/01/2026	Expense		Google LLC	75.60
Total				<u>369.38</u>

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L Classes

July 2026 - June 2027

	2-DEBT SERVICE PAYMENT			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	ACTUAL	BUDGET	OVER BUDGET
Income						
101-401 Property Taxes				\$0.00	\$0.00	\$0.00
101-405 Local, Chester Twp Millage	383.49		383.49	\$383.49	\$0.00	\$383.49
405-2- Local, Chester Twp Bond Payment	3,539.81		3,539.81	\$3,539.81	\$0.00	\$3,539.81
Total 101-405 Local, Chester Twp Millage	3,923.30		3,923.30	\$3,923.30	\$0.00	\$3,923.30
101-406 Local,Polkton Twp Millage				\$0.00	\$0.00	\$0.00
406-2 Local, Polkton Twp Bond Payment	33,751.94		33,751.94	\$33,751.94	\$0.00	\$33,751.94
Total 101-406 Local,Polkton Twp Millage	33,751.94		33,751.94	\$33,751.94	\$0.00	\$33,751.94
101-407 Local, Wright Twp Millage	1,560.57		1,560.57	\$1,560.57	\$0.00	\$1,560.57
407-1 IFT - Wright	1,957.05		1,957.05	\$1,957.05	\$0.00	\$1,957.05
407-2 Local, Wright Twp Bond Payment	34,637.85		34,637.85	\$34,637.85	\$0.00	\$34,637.85
Total 101-407 Local, Wright Twp Millage	38,155.47		38,155.47	\$38,155.47	\$0.00	\$38,155.47
101-408 Local,Coopersville Millage	3,527.92		3,527.92	\$3,527.92	\$0.00	\$3,527.92
408-2 Local, Coopersville Bond Payment	51,584.79		51,584.79	\$51,584.79	\$0.00	\$51,584.79
408.1 IFT City	4,043.66		4,043.66	\$4,043.66	\$0.00	\$4,043.66
Total 101-408 Local,Coopersville Millage	59,156.37		59,156.37	\$59,156.37	\$0.00	\$59,156.37
Total 101-401 Property Taxes	134,987.08		134,987.08	\$134,987.08	\$0.00	\$134,987.08
101-664 Investment Earnings				\$0.00	\$0.00	\$0.00
101-665 Interest, MoneyMarket Savings	47.25		47.25	\$47.25	\$0.00	\$47.25
Total 101-664 Investment Earnings	47.25		47.25	\$47.25	\$0.00	\$47.25
Total Income	\$135,034.33	\$0.00	\$135,034.33	\$135,034.33	\$0.00	\$135,034.33
GROSS PROFIT	\$135,034.33	\$0.00	\$135,034.33	\$135,034.33	\$0.00	\$135,034.33
Expenses						
101-990 Building Expansion				\$0.00	\$0.00	\$0.00
101-994 Bond Interest	9,975.00		9,975.00	\$9,975.00	\$0.00	\$9,975.00
Total 101-990 Building Expansion	9,975.00		9,975.00	\$9,975.00	\$0.00	\$9,975.00
Total Expenses	\$9,975.00	\$0.00	\$9,975.00	\$9,975.00	\$0.00	\$9,975.00
NET OPERATING INCOME	\$125,059.33	\$0.00	\$125,059.33	\$125,059.33	\$0.00	\$125,059.33
NET INCOME	\$125,059.33	\$0.00	\$125,059.33	\$125,059.33	\$0.00	\$125,059.33



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Maker Monday 4:00 PM Author Visit: Doug Einfeld 6:00 PM	3 Storytime 10:00 AM TAB 3:30 PM	4 Move & Groove 10:00 AM & 10:45 AM	5 Pokémon Club 4:00-5:30 PM	6	7
8	9 Maker Monday 4:00 PM "Hello Autumn!" Sensory Playtime 5:30-7:00 PM	10 Storytime 10:00 AM	11  VETERANS DAY CLOSED	12 Adult Book Club :Isola 7:00 PM	13 Movie Matinee: Yours, Mine, and Ours 1:00 PM	14
15	16 Maker Monday 4:00 PM	17 Storytime 10:00 AM TAB 3:30 PM	18 OAISD Play 'N' Learn 10:00 AM Pelvic Health Seminar 11:30 AM Board Meeting 7:00 PM	19 Game Day: Michigan 1:00 PM Pokémon Club 4:00-5:30 PM Adult Craft Night: Plymer Clay Pens 6:00 PM	20 Community Makerspace: Mini 3D Paper Pumpkins 2:30-4:30 PM	21
22	23 Maker Monday 4:00 PM	24 Premiere Movie Night Devil Wears Prada 2 6:00 PM	25	26  CLOSED NOVEMBER 26 & 27 FOR THE HOLIDAY	27 	28 
29	30 Maker Monday 4:00 PM				Hours: Monday and Thursdays: 12-8 pm Tuesdays, Wednesdays, and Fridays: 10 am - 5:30pm Saturdays: 10 am - 2 pm www.coopersvillelibrary.org	

Bringing New Life as an Outdoor Programming Space

Local Scout Abby Weise recently completed her Eagle Scout project at the Coopersville Area District Library, adding an outdoor programming space not only for the library, but also for local families. Formerly intended to be a

"Shakespeare Flower Garden," the area to the south of the library had become overgrown and unusable. While at the library, Abby was staring out the window brainstorming ideas for an unrelated Future Prep Internship she was participating in.

"I kept thinking there must be a better use for that space," Abby said. "I had been looking for an Eagle Scout project

for awhile and decided to talk to the library director about doing something there. It turns out they had also been considering doing something with the space, so we decided to brainstorm ideas together."

The original flower garden had been partially taken out when the library expanded and without volunteers to maintain the area, it had become overgrown and unusable. The library provided funding for the project. With most of the work being done by volunteers, Abby was able to stay well under budget.

"We only ended up spending about \$1,300. We also finished the project faster than I expected. I planned for two days, and we finished in one. Nineteen people came to help, most of whom were family, friends, and members of my church," said Abby.



With the space clear and functional, Abby talked about the potential uses she envisions for the new space.

"The library will be adding benches in the future, once they determine what will work best in the space. Now they can host some of the Summer Reading Program events outside, like the ones from the zoo with animals. But this isn't just for the library. Residents can also use the space. The library doesn't just have books; they have a 'library of things.' Residents can check out things like cornhole and bring it outside to this area to play."

Working on this Eagle Scout project provided Abby with design experience she feels will help her as she is hoping to attend Calvin University next year to study engineering. Currently a Senior at Coopersville High School, Abby has been a Scout with Troop 146 out of Hudsonville for 5.5 years.

THE RANDALL ST. MARKET



Mark your Calendar

The Randall St. Market will open Sept 26, 2026 at 9am with vendors from handcrafted goods, to homegrown products, fallow, natural skin products, freeze dried chips/candies, candles, sourdough bread, muffins, cookies, jewelry, resin art, food trucks and sooooo much more!

Weather permitting, we will be open for a Fall themed market and candy for the kids on October 17, 2026. Costumes optional.

Want to be a vendor, and grow along with us?

GRAND
OPENING
SEPT 26, 2026
9AM-1PM
ADDITIONAL DATES
10/17/2026



Presented by
Street Sweets &
Treats at the
Refind Shoppe

244 W. Randall St.
Coopersville, MI 49404

Contact Info
Shanae Bartlett
shanaebartlett@outlook.com
248-388-9212

Adult Craft Night

THIRD THURSDAY OF THE MONTH

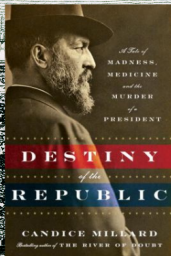
THURSDAY, OCTOBER 15TH 6:00PM

Adults 18+ Register at the front desk, or online.

Air Dry Clay Ghosts

Sculpt a little ghost friend from air dry clay





Coopersville Area District Library

October Book Club

October 15th - 19th

October 22nd - 26th

October 29th - 31st

THE WHITE HOUSE

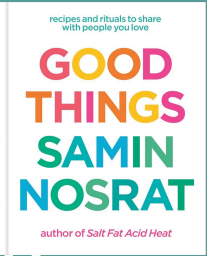
Cookbook Club

THURSDAY, OCTOBER 22ND 6:00PM

This month's book is **Good Things Recipes and Rituals to Share with People You Love** by Samin Nosrat.

Cookbook Club meets on the fourth Thursday of each month to discuss a book, look over a shared meal, and is always welcoming new members!

Registration required. Adults 18+ Register online or at the front desk.




MAKERSPACE OPEN HOUSE

THIRD FRIDAY OF THE MONTH

FRIDAY, OCTOBER 16TH 2:30-4:30 PM

Sublimated Pencil Pouch

FOLLOW THE FEATURED ACTIVITY, OR EXPLORE THE COLLECTION OF TOOLS AND MATERIALS.

ALL AGES WELCOME, NO REGISTRATION REQUIRED!




ADL: Author Presentation DOUG EINFELD

Monday November 2

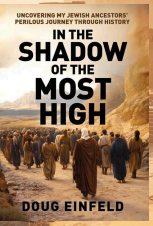
IN THE SHADOW OF THE MOST HIGH

UNCOVERING MY JEWISH ANCESTORY: PERILOUS JOURNEY THROUGH HISTORY

DOUG EINFELD

A Journey Through Jewish Biblical history, Christianity, faith, persecution, and more. What if your family history is the way you see history?

This presentation is completely free. No registration required!





Coopersville Area District Library 333 Ottawa St, Coopersville, MI 49404

Adult Game Day

OCT 15TH NOV 19TH DEC 17TH

3RD THURSDAY OF THE MONTH 1:00-3:00PM




CITY OF COOPERSVILLE

289 Danforth Street
Telephone: (616) 997-9731
www.cityofcoopersville.com



September 30, 2026

Ms. Elyshia Hoekstra, Executive Director
Northeast Ottawa District Library
333 Ottawa Street
Coopersville, MI 49404

**RE: PLEASE NOTE-MEETING TIME CORRECTION-IN REFERENCE TO SEPTEMBER 28, 2026,
CERTIFIED LETTER**

Dear Ms. Hoekstra,

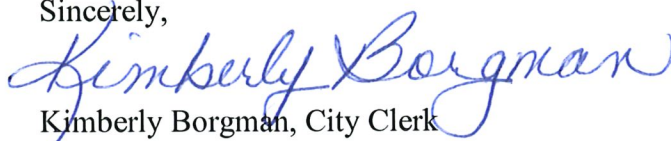
This letter is to provide you with official notice pursuant to Public Act 198 of 1974 that the Coopersville City Council will hold a "Public Hearing" on Monday, November 9, 2026, at **6:00 P.M.** at Coopersville City Hall, 289 Danforth Street, Coopersville, Michigan.

The purpose of the hearing will be to obtain input on an application the City of Coopersville has received for an Industrial Facilities Tax Exemption Certificate from fairlife, LLC., located at 999 W. Randall, Coopersville, Michigan 49404, for Real Property improvements totaling \$144,660,249.

You or your representative is invited to attend the "Public Hearing" and provide comments on the application. If you are unable to attend, you may provide written comments to the Coopersville City Clerk by 5:00 p.m., Monday, November 9, 2026.

Should you have any questions, please feel free to contact me at 997-9731, or by e-mail at kborgman@cityofcoopersville.com.

Sincerely,


Kimberly Borgman, City Clerk

September 2026 Director's Report

Financial

Audit

Our audit team supposedly has everything they need for us, but they did have to pause on working on our audit to take care of some with October 31 due dates. The hope is that they are able to circle back to it at the beginning of November (which was the end date I put on the request for completion) so my goal is to have something to present at the November meeting.

State Aid Report

The window for filing the state aid report opened October 1. I am actively working on it as my time allows. My goal is to finish before I go on maternity leave as I would only have a couple weeks to finish if I waited until I got back. The due date is February 1.

Building

Construction Updates

Logan met with his roofing/gutter team earlier this week and they do believe that we can reroute the down spout back toward the west side of the roof. The current downspout at that corner could probably take regular rainfall about 90% of the time. It's just the heavy rain that we might get some runoff. This seems like a better solution than any others we have encountered thus far. I told him to go ahead with getting a quote and hopefully we will have that before next week's meeting. If not, we can still plan on going forward as long as it's under the motion made at the last meeting.

Pond Trees

LP Tree Services took care of the trees that were encroaching on the retention pond. They graciously fit us in on a pretty tight schedule, and it

definitely looks much nicer than it did. I did not pursue any additional quotes as their price of \$600 seemed very reasonable given their short term availability and that it ended up being 1 larger willow and 4 smaller ones growing in there. He also said he'd tried to treat the stumps so they wouldn't grow back but I haven't had a chance to check and make sure.

Parking Lot

The sidewalk was done on October 8. It looks very nice, and I hope there is less tripping over any hazards on library property for the time to come. We've already had a few grateful comments for the fix.

Copier/Phones

Our new copier was installed October 7, and we are looking to install the phones shortly. They have a slightly longer turn around time, unfortunately, so we are looking for those to happen closer to the end of the month.

Coopersville Observer

Our updated Observer and Coopersville Yearbook database is now live. Here is a link to our new collection: <https://coopersville.historyarchives.online>. We have updated the link on our website and will be featuring it soon on social media as well.

Staff

Maternity Leave

The plan is for me to not return after the Thanksgiving Holiday as I will likely have the baby over that weekend. I am looking ahead as schedules and scheduling. Katie has made a proposal for her taking on some administrative stuff while I'm away, and I am recommending that we take action based on her recommendation if the board is so inclined. She makes a valid point when it comes to our PTO policy, and I have attached her proposal for review. I have already approved her request for hours, and I have not scheduled her for a Saturday shift during my time off so she can concentrate

on desk administrative stuff during the week.

Lakeland, State, Other News

Lakeland News

I am officially done as chair for Lakeland's Advisory committee. I've been in all the roles for my max term which adds up to 6 years now. I am happy to pass this role on to someone else and get the chance to sit back let someone else grow into the position for the next few years.

Statistics

September 2026

	Sep-26	Sep-25	% Change		2026-2027 YTD	2025-2026 YTD	% Change
Circulation							
Checkouts	3,099	3,012	3%		11,246	12,040	-7%
OverDrive circulation	1,165	1,261	-8%		4,095	2,684	53%
E-Magazines	159	226	-30%		489	1208	-60%
Hoopla	375	327	15%		1,197	1126	6%
Items Loaned to other libraries	521	527	-1%		1,633	1567	4%
Renewals	1,951	1,951	0%		6,874	7,597	-10%
Total Circulation	7,270	7,304	0%		25,534	26,222	-3%
Library Patrons							
Patrons getting 1st library card	33	35	-6%		89	109	-18%
Registered CADL Patrons	3,848	3,856	0%		3,848	3,856	0%
Library Collection							
*Items Added:	205	270	-24%		633	666	-5%
Items Withdrawn	377	53	611%		885	138	541%
Total Items owned	40,284	42,308	-5%		40,284	42,308	-5%
Interlibrary Loans							
Items Loaned to other libraries	521	527	-1%		1,633	1567	4%
Borrowed- LLC + Mel	510	376	36%		1,262	1408	-10%
Traffic Count							
Library Visits	2,782	2,976	-7%		9,453	9,077	4%
Programming & Services							
Open Hours	185	178	4%		360	545	-34%
Children's Program Attendance	443	278	59%		1,465	689	113%
Program Attendance Total	546	382	43%		1,838	901	104%
Number of Monthly Programs	37	25	48%		600	62	868%
Internet Computer Sessions	551	345	60%		961	933	3%
Wireless Sessions	767	1163	-34%		2,252	2938	-23%

Katie's Proposal for Maternity Leave Compensation

Proposal for compensation as interim director during the upcoming maternity leave:

Preferred compensation method: PTO hours for 2027

11 hours/week for 8 weeks = 88 hours PTO

(11 hours x \$22.14 hourly wage = \$243.54/week)

*Note: the highest level of PTO is awarded to full-timers who have been here for 7+ years. There is no tier distinction for someone who's been here over double that time (16 years, in my case). Right now, time off in the near future is more valuable to me than an immediate bonus to my paycheck.

If awarding PTO hours as compensation isn't possible—since the current PTO policy is based on hours worked throughout the year—the alternative method would be a weekly monetary bonus for the duration of the leave:

\$250/week for 8 weeks = \$2000

*Note: In 2025, the bonus was \$200/week. I am asking for \$50 more since the cost of living has continued to rise. This is also the 4th time in almost 6 years I've been asked to step in during an extended leave.

Action Plan

Goal 1

Part 1: Resources – Invest in a deeper, more varied print and electronic collection
(Adult)

Action Plan – Staff

Objective	Action Item	Time Frame	By whom
Evaluate, review and weed existing collection	Evaluate and weed Adult Fiction	Spring 2025	Staff
Evaluate, review and weed existing collection	Evaluate and weed Adult Non-Fiction	Fall 2025	Staff
Identify new or existing areas to purchase material	Conduct mini surveys to identify interested areas	Winter 2026 (initial), then ongoing	Staff
Identify new or existing areas to purchase material	Conduct a data assessment of the ILS to determine what materials check out the most often	Spring 2025	Staff
Purchase new	Use assigned budget to	Winter 2026	Staff

material

purchase new material

(initial), then
ongoing

Update: Staff has already started the weeding process. We've pulled several reports from our ILS to determine what materials have not checked out in the last 5 years. When that is complete, we will determine what areas receive more attention and require us to purchase more material. **(Q1 2025)**. While weeding of the adult fiction continues, an inventory of the adult nonfiction is underway. This will help us determine if items are missing, out of date, and which sections need more material. This will be followed by weeding of these sections on an individual basis with priority given to high priority collections (the collections most out of date or lacking in material), simultaneous to micro surveys which will also help determine where interests lie. **(Q2 2025)**. The inventory of the adult non-fiction is finished and weeding has begun. Weeding will continue through the summer and most likely into the fall. Micro surveys are set to go out throughout the rest of the summer to help determine which areas will be focused on first. **(Q3 2025)** Weeding of the nonfiction continues. There's a lot of elements to consider since it hasn't been weeded in quite awhile. Inventory of other sections continues with the added help of a second volunteer. We hope this will take only a few more months to finish. Micro surveys are currently being distributed by bookmark and via our website. We plan to circulate these until the end of November, but we will keep an eye on the responses and respond as we order new materials. **(Q4 2025)** Mini surveys have been distributed, and we've collected some responses. However, we were hoping for a bit more feedback, so we've decided to run it for another month or so. We are already using the results that we've been given to help inform purchasing decisions in small ways but a larger purchase will wait for more responses. **(Q1 2026)** Inventory is done, and we are making good progress in weeding the collection. Our second push for survey takers did not yield many additional responses. History and Biographies & Memoirs were the top two votes in responses that were collected. More investment will be made in these areas in the coming months, with an additional mini survey going out to narrow down which parts of those areas interest people. This will be followed by a mini survey asking about adult fiction and kids nonfiction. **(Q2 2026)** This quarter we concentrated on weeding before the Friends of the Library's Annual Book Sale in August. We weeded many collections to make room for new arrivals. Two mini surveys are developed to narrow down Adult Nonfiction choices and Kids area focuses. These will be active for the next

2-3 months. **(Q3 2026)** We have made several purchases in the adult nonfiction area and have plans to purchase more in the upcoming months. Our surveys have not had many responses so we are going based on that original survey and recent and upcoming releases in those areas, as well as responses to the books we have purchased already. **(Q4 2026)**

Action Plan – Board



Objective	Action Item	Time Frame	By whom
Collection maintenance	Consider budgeted line items to insure maintenance of current collection	Spring 2025	Board
Collection expansion	Review line items to consider room for expansion	Spring 2025	Board
Identify deficits	Consider budget as a whole for ability to maintain and grow collection	Summer 2025	Board
Identify alternate funding opportunities	If deficit or concern, explore want or need to go for a Headlee Override or additional millage	Winter 2026 – Spring 2027 with Budget Consideration	Board

Update: Director has begin preliminary work on budget 2025-2026. A goal date for a first draft is end of January 2025. It will then be reviewed with the bookkeeper and then the finance committee with a target date for the Finance Committee of February 2025. (January 2025). **(Q1 2025)** Budgetary initiatives have been identified to begin work on bulking up certain sections. Budget first reading was completed March 2025. Second reading will be April 2025, with the final approval set for June 2025. **(Q2 2025)**. The final budget for 2025-2026 was approved in June 2025 with an additional \$4,000 allocated to support the creation and/or support to 4 specific collection areas. Surveys will go out through the rest of the summer to help determine which collections those will be. **(Q3 2025)** With allocations already made, it is time to wait for the staff's

portion and the results of the surveys to see where the allocations need to be focused. Projected end date is Winter 2025 unless survey results require further investigation. **(Q4 2025)** Budget already allocated for the 2025-2026 Fiscal Year to boost 3-4 collection areas. These allocations were one-time allocations from fund balance. With budget discussion in March, the board may discuss long term plans to go for a Headlee Override or additional millage to support continued collection growth. **(Q1 2026)**. New budget considerations are currently still in the planning process. **(Q2 2026)**. We've carried over some budget considerations into the new fiscal year to once again focus on resource expansion. **(Q3 2026)** We have begun discussing different ways we can meet the needs of our community when it comes to budgets, including whether we might want to go for the Headlee Override in a few years. **(Q4 2026)**

Action Plan – Community



Objective	Action Item	Time Frame	By whom
Collection expansion	Participate in micro-surveys to help identify areas of interest	Ongoing, through Winter 2026	Community
Collection expansion	Express interest in new materials throughout the year	Ongoing, through Winter 2026	Community
Engage with rest of the community and with librarians	Participate in book discussions, collection and book reviews	Winter 2026	Community
Collection maintenance	Participate in post-addition surveys to let us know how you like new materials or collection changes	Winter 2026– Summer 2026	Community

Update: Dependent on making headway in the areas above. No new update in this area yet. (January 2025). **(Q1 2025)**. These initiatives are set to begin and coincide with adult nonfiction weeding in Fall 2025. **(Q2 2025)** Micro surveys should be coming out soon and then staff will be able to know where to focus attention. **(Q3 2025)** Micro surveys currently active. Waiting for community response. **(Q4 2025)**. Initial survey responses have been tallied. Limited response for a higher budget item to be used, so another push for more responses is currently underway. Small additions in areas of interest are being considered in December 2025 and January 2026 book purchases. They will continue to be considered in purchases throughout the rest of the year. **(Q1 2026)** History and Biography & Memoirs are the two highest votes for purchase considerations. In

the coming months, the library will focus on these two areas. Additional purchases will depend on new mini-surveys to be released soon. **(Q2 2026)**. Surveys are out and still available to narrow down focus on several nonfiction areas. Response has been limited so far, so more participation is encouraged. **(Q4 2026)**

Action Plan

Goal 2

Part 1: Programs – Expand programming to meet a diverse set of community needs

Action Plan – Staff

Objective	Action Item	Time Frame	By whom
Evaluate and review existing programming	Evaluate and review children's programming	Spring 2025	Staff
Evaluate and review existing programming	Evaluate and review adult's programming	Fall 2025	Staff
Create a staffing plan to accommodate additional programming	Create initial plan based on review of existing programming. Expand as more programming is introduced.	Winter 2026 (initial), then ongoing	Staff
Put new programs into practice	Begin new programs as time and staffing allows. Some programs may begin before Spring 2026.	Spring 2026, ongoing	Staff
Evaluate new programs.	Evaluate both new and existing programs to see how they are received and	Spring 2025 (initial), then ongoing	Staff

whether adjustments need
to be made

Update: Evaluating children's programming hasn't yet begun (January 2025), but the plan is to begin doing so in Spring, in anticipation of summer reading. While a formal staffing plan has not yet begun, the preliminary steps for one have been. Director and assistant director have evaluated current duties to determine what areas of regular staffing need support. A formal staffing plan will follow with an examination of areas requiring attending in regards to programming. **(Q1 2025)** Unexpected staffing changes have helped make the early decision to move our children's librarian to full-time which will eventually support more children's programming. Due to a 12 week period of short-staffing, the director and staff have decided to postpone additional programming until Fall 2025 when another part-time circulation person can be hired. **(Q2 2025)** The library is in the midst of hiring a new part-time circulation clerk whose duties will encompass many adult programming. Expanded children's programming has been discussed and will be initiated in the Fall and Winter 2026. **(Q3 2025)** Part-time adult services assistant hired. New programs have begun; many more in the works for adults. Kids programs are also in the works with projected start dates in the Winter 2026. **(Q4 2025)** New kids programs are set to begin late January. Several programs are still being discussed for a later date. Currently at 4 new adult programs and 2 new kids programs. Evaluation currently underway. **(Q1 2026)**. New programs have been well received. All 6 are planned to continue for the near future. Budget considerations being evaluated for finishing up this fiscal year and planning for the next to support current programs and lay foundation for new ones. **(Q2 2026)**. The foundation was laid this quarter for many new programs. Sustaining these programs will be dependent on continued expansion, response and popularity. With many programs established or in the works, we are excited to see if more resources will become necessary. **(Q3 2026)** We have hired a full-time adult services librarian, and we have begun evaluating programs we currently have. Some programs are being phased out, some shifted in focus, and some new ones are being planned based on the responses that we've seen so far from our community. **(Q4 2026)**

Part 2: Programs – Expand programming to meet a diverse set of community needs

Action Plan – Board



Objective	Action Item	Time Frame	By whom
Assess whether programs are accessible. (Accessible programming refers to programs that are designed to be usable by people with disabilities.)	Do a program assessment to determine accessibility. Sample a program in children, youth and adult areas.	Summer/Fall 2026	Board with help from Director
Determine funding to help maintain accessibilities or to create more accessibility options	Review 2025-26 budget line items as new budget to make initial room for potential changes if needed	Spring 2025	Board
Determine funding to help maintain accessibilities or to create more accessibility options	Review 2026-27 budget line items as new budget to make additional room for potential changes if needed	Spring 2025	Board
Budget for increased programming and staffing	Consider budget as a whole for ability to maintain and grow programs in the current fiscal year or next	Spring 2025	Board
Budget for increased programming and	If deficit or concern, explore want or need to	Summer/Winter 2026 into	Board

Update: The director has begun preliminary budget considerations for all action plan items. While initial programming has been considered, large programming changes may need to be considered in the next fiscal year. The board will help determine this as the budget process for the 2025-26 FY continues. **(Q1 2025)** Budget initiatives are underway to support additional programming. This will begin with some fund balance dedication to items that will support additional programming, but implementation of those programs would be ongoing. This will begin Fall 2025. **(Q2 2025)** The library board approved a new budget in June 2025 which begins July 2025. The new budget supports an increase to programming that is set to begin in the fall and winter of 2025. The library board will consider other concerns related to accessibility and programming in the coming months. **(Q3 2025)** Library board considering 3 building related budget proposals to make programming more accessible. 1. Handicap accessible ramp in the back of the building, 2. Expanded programming storage and usage area in community room, 3. Reinventing Shakespeare garden area for outside programming/play space/etc. Currently waiting on quotes for the first two and gathering ideas for the last. **(Q4 2025)** Handicap ramp and expanded storage has been approved and a contractor chosen. Work should begin in February or March with the outside space to follow in Spring. **(Q1 2026)** Work has begun on the community room and in preparation for new ramp. Handicap doors installed, along with wiring and plumbing for the community room. Cabinets are ordered. Install will be in the next 4-8 weeks. **(Q2 2026)**. Everything is installed and well underway to being used. Organization of the cabinets and continued programming around them is ongoing, so future considerations are dependent on reactions from the public. **(Q3 2026)** The board approved the hiring of a full-time adult services librarian whose focus will be evaluating and expanding adult programs. We are in the process of doing this now. **(Q4 2026)**

Part 3: Programs – Expand programming to meet a diverse set of community needs

Action Plan – Community



Objective	Action Item	Time Frame	By whom
Participate in micro surveys to help determine exactly which programs hold the most interest	Participate in micro-surveys to help identify areas of interest	Ongoing, beginning in 2025 and going into the following years	Community
Suggest programs	Express interest in new programs throughout the year. Share interesting programs happening at other libraries.	Ongoing, beginning in 2025 and going into the following years	Community
Participate in programs	Participate in programs. If you can't, tell us why you can't.	Winter 2026, Spring 2026, Summer 2026, Fall 2026	Community
Complete follow up surveys to help us assess which programs should continue to expand	Participate in post-programs surveys to let us know how you liked programming, times, content, and accessibility.	Ongoing with new programming additions	Community

Update: Some initial, small programming has been expanded or introduced. The first micro-survey will go out post-summer reading 2025 to assess their success/failure. **(Q1 2025)** Due to staffing changes some small programming initiatives are on hold until Fall 2025. A post-summer reading survey is still planned. **(Q2 2025)** As summer reading is underway and community members are still in the midst of participation, no new action has yet been taken. **(Q3 2025)**

With new programs started, looking for feedback from the public. Some informal feedback being gathered with a winter survey planned. **(Q4 2025)** New adult programs added; new kids programming scheduled in Jan/Feb 2026; micro-surveys coming after kids programming gets underway. **(Q1 2026)**. Have had some good informal feedback for programs. More feedback requested. **(Q2 2026)**. We've had great response to most of the programs we've presented so far. Some programs are less than a year old so require a few more statistics to determine whether they are worth continuing or if our attention needs to be elsewhere. Continued feedback is welcome. **(Q3 2026)** Based on program numbers, along with informal feedback, we have phased out a couple of our adult programs in the next few months. New or adapted programs are planned to fill the gap along with expanding the variety of programs we offer. The opportunity is coming for the public to provide feedback on the new or adapted programs. **(Q4 2026)**

Action Plan

Goal 3

Part 1: Partnerships -Build and expand strong relationships and partnerships with city/township organizations, community groups, and the schools to create integrated library services and programs with the library

Action Plan - Staff

Objective	Action Item	Time Frame	By whom
Identify new and existing partnerships	Conduct an internal assessment to help determine existing partnerships and to identify possible new partnerships.	Winter 2026	Staff
Build new partnerships	Identify ways in which new partnerships can be built. Make connections. Build relationships.	Spring 2026	Staff
Create goodwill opportunities to identify unforeseen partnerships	Brainstorm on how to create opportunities where new or expanded partnerships may arise.	Summer 2026	Staff
Create goodwill	Put opportunities into	Fall 2026	Staff

opportunities to practice.
identify
unforeseen
partnerships

Update: A formal assessment hasn't yet been conducted. This is expected to begin in late 2025 and into 2026. **(Q1 2025)**. Nothing has changed in this area yet. **(Q2 2025)** The director has begun participating in a community outreach initiative along with several other community groups, including the schools, churches, the Rotary club, and other groups. This group is currently conducting an assessment of community needs and wants in order to help determine how this group can support and meet these needs and wants. Development of the group is in the early stages, but the hope is that the library will be able to meet some of the needs of the community in regards to access to information and will in turn have new access to information that we can share with the community. **(Q3 2025)** Group relatively established to share resources among non-profits in Coopersville community and beyond. Currently sharing what the library has available through several platforms. Hoping to raise awareness through these platforms. **(Q4 2025)** Continued use of the community outreach team. Preliminary partnership with Senior Center begun. Identification of more partnerships underway. **(Q1 2026)**. Senior Center partnership flourishing. No new partnerships identified. Looking ahead to summer reading for new opportunities. **(Q2 2026)**. Summer reading planning made new, exciting connections this year with continued opportunities to look for partnerships and continued collaboration after summer reading ends. **(Q3 2026)** We are continuing to build partnerships in different ways. Usually this comes in the form of programs we are able to offer. Recent partnerships have included MSU extension and Ivy Rehab. **(Q4 2026)**

Part 2: Partnerships –Build and expand strong relationships and partnerships with city/township organizations, community groups, and the schools to create integrated library services and programs with the library

Action Plan – Board



Objective	Action Item	Time Frame	By whom
Advocacy	Consider giving a presentation about the library/library resources at townships	Already begun, ongoing	Board
Advocacy	Consider giving a presentation about the library/library resources at other member groups	Spring 2026	Board
Advocacy	Respond to calls for action from MLA and other library advocacy groups when library-related action items are being considered on a legislative level.	Ongoing	Board

Update: Some board members have already begun approaching townships with annual presentations. Some may also be taking action when calls to action are put out by MLA in anticipation of legislative action. **(Q1 2025)** The same actions are continuing. **(Q2 2025)**. The same actions are continuing and will renew with the presentation of the director's Year in Review report. **(Q3 2025)**. With the new Year in Review available, board members are currently planning to present at townships or are dropping off information to be shared. **(Q4 2025)**. Again, board members have presented or are planning to present or drop off information at local townships. **(Q1 2026)** Nothing new in this area. **(Q2 2026)**. A new Year in Review is in the works, and we are excited to illustrate everything that has

happened this year. This data will be shared with townships and other agencies in the coming months. **(Q3 2026)** See above. **(Q4 2026)**

Part 3: Partnerships –Build and expand strong relationships and partnerships with city/township organizations, community groups, and the schools to create integrated library services and programs with the library

Action Plan – Community



Objective	Action Item	Time Frame	By whom
Facilitate new partnerships in our community.	Invite community leaders to accompany you to the library	Ongoing, through Winter 2027	Community
Facilitate new partnerships in our community.	Invite library staff or board members to community events where the library could make connections or share impact	Ongoing, through Winter 2027	Community
Create connections between library staff and board members and community leaders.	Suggest new connections inside and outside the community	Winter 2026	Community

Update: Informal introductions or partnerships have been self-introduced. They are currently under review by the director for plausibility and ways to expand connections. **(Q1 2025)**. A new community resource group is in the process of forming. The library plans to attend in order to create/bolster connections and partnerships within the community. The first meeting is set to take place April 2025. **(Q2 2025)**. As stated above, the director has begun participating in a community outreach initiative along with several other community groups, including the schools, churches, the Rotary club, and other groups. This group is currently conducting an assessment of community needs and wants in order to help determine how this group can support and meet these needs and wants. Development of the group is in the early stages, but the hope is that the library

will be able to meet some of the needs of the community in regards to access to information and will in turn have new access to information that we can share with the community. **(Q3 2025)**. See staff section above. Expanded awareness of library programs and services is expected using the sharing resources the group has developed along with a community calendar available on the City of Coopersville's Discover Coopersville area. **(Q4 2025)**. The library has continued to make use of the relationship with the Coopersville Community Outreach group. The library was also approached by the Senior Center to collaborate on programming in a more centralized place. The library is actively encouraging community members to share potential partnerships with library personnel in order to determine if a good partnership would work. **(Q1 2026)**. Continued partnership with Senior Center strengthened. Nothing else new in this area. **(Q2 2026)**. Some new connections made through Summer Reading support. Exploring partnerships for after summer. **(Q3 2026)** We are exploring some new connections and partnerships through the winter months. One has resulted in a program with Ivy Rehab. **(Q4 2026)**

Strategic Plan Quarterly Updates

Goal 1 - Resources (2026)

Q1

Goal 1.1 - Staff

Weeding ongoing.
Micro surveys out. More responses needed.
Small collection purchases being made.

Goal 1.2 - Board

Budget decisions already made for current FY. Awaiting current collection changes which are dependent on staff/community input

Goal 1.3 - Community

More survey responses needed.

Q2

Goal 1.1 - Staff

Weeding ongoing going well. Two collections chosen - biography and history, with new survey to narrow down topics.

Goal 1.2 - Board

Budget decisions already made for current FY.
Awaiting current collection changes which are dependent on staff/community input

Goal 1.3 - Community

Still more survey responses needed.

Q3

Goal 1.1 - Staff

New survey out. Waiting on results for a bulk purchase.

Goal 1.2 - Board

Budget decisions made for new fiscal year.
Collection expansion will carry over with careful input from community survey.

Goal 1.3 - Community

Still more survey responses needed.

Q4

Goal 1.1 - Staff

Purchase new and recent releases in the areas that have been identified from the first survey.

Goal 1.2 - Board

Budget decisions made for new fiscal year.
Collection expansion will carry over with careful input from community survey.

Goal 1.3 - Community

Still more survey responses needed.

Strategic Plan Quarterly Updates

Goal 2 - Programs (2026)

Q1

Goal 2.1 - Staff

New programming has been underway for short time. More programs planned.

Goal 2.2 - Board

Budget decisions already made for current FY. Awaiting current program feedback staff/community input.

Goal 2.3 - Community

Informal feedback gathered. Formal survey waiting for a few more programs to happen.

Q2

Goal 2.1 - Staff

New programs started. Staff considering budget decisions for foundations for future programs.

Goal 2.2 - Board

Budget decisions already made for current FY. Awaiting current program feedback staff/community input.

Goal 2.3 - Community

Overwhelming informal feedback gathered on new programs. Formal survey waiting for a few more programs to happen, but response seems positive.

Q3

Goal 2.1 - Staff

New programs well underway. Most well attended. Additional items purchased to help support these and future programs.

Goal 2.2 - Board

Budget largely spent in last fiscal year for program expansion. Future expansion will require regular budgeting.

Goal 2.3 - Community

New programs received well so far. Additional programs have not been planned while these programs become established.

Q4

Goal 2.1 - Staff

Programs going through evaluation. Some changing or being phased out. New ones planned.

Goal 2.2 - Board

Budget amendments made to account for a full-time adult services librarian who will focus on adult programming.

Goal 2.3 - Community

Programs going through evaluation. Some changing or being phased out. New ones planned.

Strategic Plan Quarterly Updates

Goal 3 - Partnerships (2026)

Q1

Goal 3.1 - Staff

Continued work with Coopersville Community Outreach Group. Focus on sharing programs and services.

Goal 3.2 - Board

Continued goal from last year - reaching out to townships to present about what's going on the library.

Goal 3.3 - Community

Continued expansion of awareness of library programs and services. Forming new partnership with Senior Center.

Q2

Goal 3.1 - Staff

Continued work with Coopersville Community Outreach Group and Senior Center. Continued focus on sharing programs and services.

Goal 3.2 - Board

Continued goal from last year - reaching out to townships to present about what's going on the library.

Goal 3.3 - Community

Current continued focus on partnership with Senior Center; considering other partnerships as summer approaches.

Q3

Goal 3.1 - Staff

Continued work with Coopersville Community Outreach Group and Senior Center. Continued focus on sharing programs and services. Additional of working with new groups for summer reading support.

Goal 3.2 - Board

Continued goal from last year - reaching out to townships to present about what's going on the library.

Goal 3.3 - Community

Current continued focus on partnership with Senior Center and with local business for summer reading.

Q4

Goal 3.1 - Staff

Continued work with Coopersville Community Outreach Group and Senior Center. Narrowed down some of Senior offerings to allow for further expansion in other areas.

Goal 3.2 - Board

Continued goal - reaching out to townships to present about what's going on the library.

Goal 3.3 - Community

Changing some senior programs to allow for expansion of others. Still retaining partnership with Senior Center but adding other partnerships as opportunity presents.