

Coopersville Area District Library

Monthly Board Meeting

Date: March 18, 2026

Time: 7:00 pm

Place: 333 Ottawa Street, Coopersville MI 49404

Agenda

1. **Call to Order**
2. **Approval of Agenda** (m) p. 1
3. **Approval of the Minutes (February 18, 2026)** (m) p. 2-3
4. **Public Comment:**
5. **Financial Reports**
 - a. February Operations: Balance Sheets & Budget vs. Actual (r) p. 4-6
 - b. Approve February expenditures, including ACH transactions #21522-21527 totaling \$9,879.28 (m) p.7
 - c. Approve March checks to date, including ACH transactions #21528-21538 totaling \$18,438.70 (m) p. 8
 - d. Statement of Income (r) p. 9
 - e. Visa Reconciliation Detail (r) p. 10-11
 - f. CADL Building Expansion Budget Performance (r) p. 12
 - g. Coopersville Area Foundation Fund Requests (m) p. 13-14
 - h. Constantine Irrigation Service Agreement (i) p. 15
6. **Correspondence/Marketing** (r) p. 16-18
 - a. April Calendar
 - b. CADL Press Releases
 - c. Programming Flyers
7. **Director's Report** (r) p. 19-21
8. **Committee Reports** (r)
9. **Unfinished Business**
10. **New Business**
 - a. Audit 3-year renewal (r) p. 22-23
 - b. Q2 Strategic Plan Update (r) p. 24-40
11. **Public/board Comments:**
12. **Next Meeting Board Meeting: April 15, 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 February 18, 2026 Board Meeting

Call to Order: President Sue Boogaard-Rasch called the meeting to order at 7:01 pm.

Members Present: Sue Boogaard-Rasch, Stephanie Mayrose, Amy Deming, Roland DeVries, Greg Dunn, Pat Lindberg, K. Waldecker, Norine Fox

Staff Present: Elyshia Hoekstra/Director

Absent: None

M/S (R. DeVries, A. Deming) to approve 2/18/2026 agenda with the addition of the BCI Change Order to Unfinished Business (Page 1). Motion carried.

M/S (A. Deming, P. Lindberg) to approve 1/21/2026 Board Meeting minutes (Pages 2-3). Motion carried.

Public Present/Comments:

Financial Reports:

- A. Informational review to receive and file January Operations: Balance Sheets & Budget vs. Actual (Pages 4-9).**
Request was made by board members for larger print on profit loss financial report.
- B. M/S (A. Deming, S. Mayrose) to approve** January expenditures, including ACH transactions #21500-21506 totaling \$26,071.00 (Pages 10). Motion carried.
- C. M/S (P. Lindberg, K. Waldecker) to approve** January checks to date, including ACH transactions #21507-21521 totaling \$21,823.48 (Page 11). Motion carried.
- D. Informational review to receive and file Statement of Income (Page 12).**
- E. Informational review to receive and file Visa Reconciliation Detail (Pages 13-14).**
- F. Informational review to receive and file CADL Building Expansion Budget Performance (Page 15).**

Correspondence/Marketing: – Pages 16-19 – Informational review to receive and file

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

Director's Report: – Pages 20-23 – Informational review to receive and file

**The interview process for a new bookkeeper is progressing. Elyshia has been meeting with a local candidate that seems promising. The new bookkeeper will have the opportunity to shadow Kim before beginning her retirement.*

**The snow blower has been very helpful.*

Committee Reports:

A. Grounds Committee

1. January 21, 2026 Minutes to come
2. February 5, 2026 Summary Pages 24-27

Unfinished Business:

A. BCI Change Order

M/S (R. DeVries, A. Deming) to approve BCI change order of \$436.00 to cover the faucet upgrade to a touchless faucet. The faucet will be installed in the new sink being added to the community room. (Page 28). Motion carried.

New Business:

A. Audit Presentation provided by CADL Treasurer Amy Deming

Amy presented a very thorough review of the June 30, 2025 Annual Financial Report (Audit Report). She explained that the opening Letter to the Library Board is the most important part of the report as it states and explains that CADL received a “clean” audit which means that the audit presents a true and fair picture of the library’s finances. Amy’s explanations of Basic Financial Statements and accompanying Notes with charts and graphs were explained in a way that board members could understand and appreciate. Amy agreed that upgrades to the community room and installation of the ADA ramp on the south side of the building demonstrate to the public that CADL is investing in library upgrades. She suggested transferring more funds to the capital projects fund.

The audit is an independent report paid for by CADL. Amy also added that the audit bid from Gabridge & Co. of \$7,000.00, \$7,200.00, and \$7,400.00 for the next three years is fair and acceptable.

Thank you, Amy, for your expert explanations, information, and advice.

Public/Board Comments: None

Adjournment: 8:16 pm.

Next Board Meeting: March 18, 2026 at 7:00 pm.

Balance Sheet
 COOPERSVILLE AREA DISTRICT LIBRARY
 As of March 9, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	315,825.49
101-003 ICS-FDIC Savings	-\$38,641.21
101-003-1 General ICS Savings	352,840.50
101-003-2 Dedicated ICS - Capital Projects	40,000.00
Total for 101-003 ICS-FDIC Savings	\$354,199.29
101-004 Building Debt Fund	153,583.95
101-005a Murray CD	15,073.58
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	62,429.54
Total for Bank Accounts	\$901,136.85
Accounts Receivable	
101-018 Accounts Receivable	3,098.96
Total for Accounts Receivable	\$3,098.96
Other Current Assets	
101-019 Accounts Receivable, other	0.00
1499 Undeposited Funds	0.00
QuickBooks Tax Holding Account	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$904,235.81
Total for Assets	\$904,235.81
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	\$2,267.05
202-2 Auditor Accounts Payable	
Total for 101-202 Accounts Payable	\$2,267.05
Total for Accounts Payable	\$2,267.05
Credit Cards	
101-211 VISA	-217.13

Balance Sheet
 COOPERSVILLE AREA DISTRICT LIBRARY
 As of March 9, 2026

DISTRIBUTION ACCOUNT	TOTAL
Total for Credit Cards	-\$217.13
Other Current Liabilities	
101-206 Accounts Payable, other	0.00
101-258 Payroll Liabilities	\$5,566.49
AFLAC	37.26
Alerus Retirement	309.19
Federal Taxes (941/943/944)	4,733.96
Health Insurance-20% of premium	0.00
MI Income Tax	1,557.04
MI Local Tax	150.76
Total for 101-258 Payroll Liabilities	\$12,354.70
101-259 Due to Other Funds	0.00
202-1 Accounts Payable Auditors	0.00
Direct Deposit Payable	-6,546.48
Total for Other Current Liabilities	\$5,808.22
Total for Current Liabilities	\$7,858.14
Total for Liabilities	\$7,858.14
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	176,773.09
Net Income	225,155.48
Total for Equity	\$896,377.67
Total for Liabilities and Equity	\$904,235.81

COOPERSVILLE AREA DISTRICT LIBRARY

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

July 2025 - June 2026

	1-GENERAL OPERATIONS			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	ACTUAL	BUDGET	OVER BUDGET
Income						
101-401 Property Taxes	368,705.81	396,900.00	-28,194.19	\$368,705.81	\$396,900.00	\$ -28,194.19
101-539 State	427.70	19,000.00	-18,572.30	\$427.70	\$19,000.00	\$ -18,572.30
101-575 SBTE	757.24		757.24	\$757.24	\$0.00	\$757.24
101-580 Local Grants	5,337.80	12,200.00	-6,862.20	\$5,337.80	\$12,200.00	\$ -6,862.20
101-600 Charges for Services	4,429.94	5,400.00	-970.06	\$4,429.94	\$5,400.00	\$ -970.06
101-655 Fines & Forfeitures	3,413.02	33,200.00	-29,786.98	\$3,413.02	\$33,200.00	\$ -29,786.98
101-664 Investment Earnings	10,452.27	8,500.00	1,952.27	\$10,452.27	\$8,500.00	\$1,952.27
101-672 Other Revenue	5,300.00	4,950.00	350.00	\$5,300.00	\$4,950.00	\$350.00
101-690 Other Financing Sources	10,368.64	0.00	10,368.64	\$10,368.64	\$0.00	\$10,368.64
Services	0.00		0.00	\$0.00	\$0.00	\$0.00
Total Income	\$409,192.42	\$480,150.00	\$ -70,957.58	\$409,192.42	\$480,150.00	\$ -70,957.58
GROSS PROFIT	\$409,192.42	\$480,150.00	\$ -70,957.58	\$409,192.42	\$480,150.00	\$ -70,957.58
Expenses						
101-701 Personnel Services	196,249.05	303,800.00	-107,550.95	\$196,249.05	\$303,800.00	\$ -107,550.95
101-726 Supplies	7,730.17	14,300.00	-6,569.83	\$7,730.17	\$14,300.00	\$ -6,569.83
101-800 Other Services & Charges	68,588.40	99,320.00	-30,731.60	\$68,588.40	\$99,320.00	\$ -30,731.60
101-970 Capital Outlay	39,027.10	62,200.00	-23,172.90	\$39,027.10	\$62,200.00	\$ -23,172.90
Total Expenses	\$311,594.72	\$479,620.00	\$ -168,025.28	\$311,594.72	\$479,620.00	\$ -168,025.28
NET OPERATING INCOME	\$97,597.70	\$530.00	\$97,067.70	\$97,597.70	\$530.00	\$97,067.70
NET INCOME	\$97,597.70	\$530.00	\$97,067.70	\$97,597.70	\$530.00	\$97,067.70

General Operations February 10th - 28th, 2026

Date	Num	Name	Amount
02/10/2026	Bond	Deposit	\$267.01
02/10/2026	Property Tax	Deposit	\$10,082.46
02/10/2026	Square	Deposit	\$6.47
02/11/2026	Square	Deposit	\$63.64
02/12/2026	Property Tax	Deposit	\$16,593.06
02/13/2026	Cash Drawer	Deposit	\$162.50
02/13/2026	Square	Deposit	\$121.41
02/17/2026	Square	Deposit	\$3.75
02/17/2026	Square	Deposit	\$7.10
02/18/2026	Square	Deposit	\$7.64
02/19/2026	Property Tax	Deposit	\$81,332.55
02/19/2026	Square	Deposit	\$42.70
02/20/2026	Cash Drawer	Deposit	\$119.40
02/20/2026	Square	Deposit	\$67.24
02/23/2026	Square	Deposit	\$15.18
02/23/2026	PPT	Deposit	\$10,367.64
02/24/2026	Square	Deposit	\$23.23
02/24/2026	Property Tax	Deposit	\$46,695.84
02/24/2026	Bond	Deposit	\$158.10
02/26/2026	Property Tax	Deposit	\$8,250.59
02/25/2026	Square	Deposit	\$16.16
02/26/2026	Square	Deposit	\$13.96
02/27/2026	Cash Drawer	Deposit	\$110.90
02/27/2026	Square	Deposit	\$17.08
02/12/2026	Transfer		(\$569.72)
02/26/2026	Transfer		(\$834.75)
02/23/2026	Transfer		(\$296.41)
02/18/2026	ACH	Alerus Retirement	(\$311.23)
02/20/2026	ACH	Aflac	(\$266.94)
2/18/2026	DD	Payroll	(\$6,546.48)
02/12/2026	21522	Lori DeJong	(\$7.25)
02/23/2026	21523	DHE Plumbing and Mechanical	(\$867.32)
02/23/2026	21524	Brodart Co.	(\$138.90)
02/23/2026	21525	Historical Society of Michigan	(\$100.00)
02/23/2026	21526	Argent Institutional Trust Company	(\$500.00)
02/23/2026	21527	Hesperia Community Library	(\$10.00)
TOTAL			\$164,096.61

General Operations March 1-9, 2026

Date	Num	Name	Amount
03/05/2026	Square	Deposit	\$12.02
03/06/2026	Cash Drawer	Deposit	\$177.40
03/01/2026		Interest Deposit	\$155.21
03/02/2026	Square	Deposit	\$1.02
03/03/2026	Square	Deposit	\$66.94
03/09/2026	ACH	WuFoo	(\$22.00)
03/02/2026	ACH	Priority Health	(\$1,055.76)
03/03/2026	ACH	M.E.R.S.	(\$1,920.00)
03/04/2026	ACH	Overdrive	(\$43.35)
03/09/2026	ACH	Michigan Gas Utilities	(\$506.08)
03/10/2026	ACH	IRS	(\$3,148.94)
3/24/2026	ACH	Consumers	(\$1,077.67)
3/4/2026	DD	Payroll	(\$6,555.28)
03/05/2026	21528	DHE Plumbing and Mechanical	(\$295.00)
03/05/2026	21529	Midwest Tape- Hoopla	(\$720.81)
03/05/2026	21530	Brodart Co.	(\$111.15)
03/05/2026	21531	T-Mobile	(\$207.19)
03/05/2026	21532	Everon	(\$91.09)
03/05/2026	21533	AcenTek ascending Technology	(\$31.49)
03/05/2026	21534	New Views LLC	(\$801.66)
03/05/2026	21535	Sanilac Computer Products	(\$220.00)
03/05/2026	21536	Constantine Irrigation Inc.	(\$494.00)
03/05/2026	21537	U.S. Bank Equipment Finance	(\$349.82)
03/05/2026	21538	Streamline	(\$1,200.00)
			(\$18,438.70)

Coopersville Area District Library

Statement of Financial Income

July 2025 - June 2026

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	MURRAY FUND CD	TOTAL
Income				
101-401 Property Taxes	368,705.81	137,629.99	0.00	\$506,335.80
101-539 State	427.70	0.00	0.00	\$427.70
101-575 SBTE	757.24	266.49	0.00	\$1,023.73
101-580 Local Grants	5,337.80	0.00	0.00	\$5,337.80
101-600 Charges for Services	4,429.94	0.00	0.00	\$4,429.94
101-655 Fines & Forfeitures	3,477.32	0.00	0.00	\$3,477.32
101-664 Investment Earnings	10,452.27	395.97	398.69	\$11,246.93
101-672 Other Revenue	5,300.00	0.00	0.00	\$5,300.00
101-690 Other Financing Sources	10,368.64	0.00	0.00	\$10,368.64
Services	0.00	0.00	0.00	\$0.00
Total Income	\$409,256.72	\$138,292.45	\$398.69	\$547,947.86
GROSS PROFIT	\$409,256.72	\$138,292.45	\$398.69	\$547,947.86
Expenses				
Total Expenses				\$0.00
NET OPERATING INCOME	\$409,256.72	\$138,292.45	\$398.69	\$547,947.86
NET INCOME	\$409,256.72	\$138,292.45	\$398.69	\$547,947.86

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 03/01/2026

RECONCILIATION REPORT

Reconciled on: 03/05/2026

Reconciled by: Kim Lothschutz

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

Summary	USD
Statement beginning balance.....	9,143.96
Charges and cash advances cleared (34).....	3,343.68
Payments and credits cleared (3).....	-9,233.63
Statement ending balance.....	<u>3,254.01</u>
Uncleared transactions as of 03/01/2026.....	118.95
Register balance as of 03/01/2026.....	<u>3,372.96</u>

Details

Charges and cash advances cleared (34)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/30/2026	Expense		Ace Hardware	29.67
01/31/2026	Expense	5473439447	Google LLC	75.60
02/01/2026	Expense		Amazon.com	31.98
02/02/2026	Expense		Amazon.com	45.56
02/03/2026	Expense		Coopersville Cares	35.00
02/03/2026	Expense		Coopersville Cares	24.00
02/04/2026	Expense		Amazon.com	24.92
02/04/2026	Expense		Demco	415.96
02/05/2026	Expense		Amazon.com	8.85
02/06/2026	Expense		Amazon.com	105.74
02/06/2026	Expense		Amazon.com	14.59
02/06/2026	Expense		Cengage Learning	51.33
02/08/2026	Expense		Amazon.com	9.69
02/09/2026	Expense	47710951	Quill	143.02
02/09/2026	Expense		WuFoo	22.00
02/09/2026	Expense		Amazon.com	12.99
02/09/2026	Expense		Biggby Coffee	41.18
02/10/2026	Expense		Amazon.com	12.99
02/11/2026	Expense		Michigan Library Association	385.00
02/11/2026	Expense		Ace Hardware	95.39
02/12/2026	Expense		Amazon.com	12.32
02/12/2026	Expense		WalMart	40.28
02/13/2026	Expense	24511	Michigan Library Association	385.00
02/17/2026	Expense	INV12664389	Vonage	121.94
02/17/2026	Expense	INSPY026	Amazon.com	45.56
02/21/2026	Expense		Intuit	115.00
02/25/2026	Expense		Netflix	7.99
02/26/2026	Expense		Tonies US, Inc.	63.57
02/26/2026	Expense		American Library Association	55.00
02/26/2026	Expense		American Library Association	717.00
02/26/2026	Expense		Disney	4.99
02/26/2026	Expense		HBO/MAX	2.99
02/28/2026	Expense		ADT Security Services (VISA)	77.78
02/28/2026	Expense		ADT Security Services (VISA)	108.80

Total 3,343.68

Payments and credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/27/2026	Credit Card Payment		Visa	-8,837.55
02/05/2026	Credit Card Credit			-60.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/05/2026	Bill		Visa	-336.08
Total				-9,233.63

Additional Information

Uncleared charges and cash advances as of 03/01/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/28/2026	Expense	5504432451	Google LLC	75.60
02/28/2026	Expense	01720CP26065713	OverDrive	43.35
Total				118.95

COOPERSVILLE AREA DISTRICT LIBRARY

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

July 2025 - June 2026

	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				\$0.00	\$0.00	\$0.00
405-1 IFT - Chester	32.14		32.14	\$32.14	\$0.00	\$32.14
405-2- Local, Chester Twp Bond Payment	22,450.45	22,400.00	50.45	\$22,450.45	\$22,400.00	\$50.45
Total 101-405 Local, Chester Twp Millage	22,482.59	22,400.00	82.59	\$22,482.59	\$22,400.00	\$82.59
101-406 Local, Polkton Twp Millage				\$0.00	\$0.00	\$0.00
406-2 Local, Polkton Twp Bond Payment	37,189.85	35,600.00	1,589.85	\$37,189.85	\$35,600.00	\$1,589.85
Total 101-406 Local, Polkton Twp Millage	37,189.85	35,600.00	1,589.85	\$37,189.85	\$35,600.00	\$1,589.85
101-407 Local, Wright Twp Millage				\$0.00	\$0.00	\$0.00
407-1 IFT - Wright	438.68		438.68	\$438.68	\$0.00	\$438.68
407-2 Local, Wright Twp Bond Payment	37,293.57	38,600.00	-1,306.43	\$37,293.57	\$38,600.00	\$ -1,306.43
Total 101-407 Local, Wright Twp Millage	37,732.25	38,600.00	-867.75	\$37,732.25	\$38,600.00	\$ -867.75
101-408 Local, Coopersville Millage				\$0.00	\$0.00	\$0.00
408-2 Local, Coopersville Bond Payment	40,225.30	40,100.00	125.30	\$40,225.30	\$40,100.00	\$125.30
Total 101-408 Local, Coopersville Millage	40,225.30	40,100.00	125.30	\$40,225.30	\$40,100.00	\$125.30
Total 101-401 Property Taxes	137,629.99	136,700.00	929.99	\$137,629.99	\$136,700.00	\$929.99
101-539 State				\$0.00	\$0.00	\$0.00
101-573 LCSA Act		2,200.00	-2,200.00	\$0.00	\$2,200.00	\$ -2,200.00
Total 101-539 State		2,200.00	-2,200.00	\$0.00	\$2,200.00	\$ -2,200.00
101-575 SBTE	266.49		266.49	\$266.49	\$0.00	\$266.49
101-664 Investment Earnings				\$0.00	\$0.00	\$0.00
101-665 Interest, MoneyMarket Savings	395.97	500.00	-104.03	\$395.97	\$500.00	\$ -104.03
Total 101-664 Investment Earnings	395.97	500.00	-104.03	\$395.97	\$500.00	\$ -104.03
Total Income	\$138,292.45	\$139,400.00	\$ -1,107.55	\$138,292.45	\$139,400.00	\$ -1,107.55
GROSS PROFIT	\$138,292.45	\$139,400.00	\$ -1,107.55	\$138,292.45	\$139,400.00	\$ -1,107.55
Expenses						
101-800 Other Services & Charges				\$0.00	\$0.00	\$0.00
805 Professional/Contract Services				\$0.00	\$0.00	\$0.00
805-c Financial Services		1,000.00	-1,000.00	\$0.00	\$1,000.00	\$ -1,000.00
Total 805 Professional/Contract Services		1,000.00	-1,000.00	\$0.00	\$1,000.00	\$ -1,000.00
880 Dues & Fees				\$0.00	\$0.00	\$0.00
880-a Bank Charges		10.00	-10.00	\$0.00	\$10.00	\$ -10.00
880-b Bank Fees, Operations Acct	500.00	500.00	0.00	\$500.00	\$500.00	\$0.00
Total 880 Dues & Fees	500.00	510.00	-10.00	\$500.00	\$510.00	\$ -10.00
Total 101-800 Other Services & Charges	500.00	1,510.00	-1,010.00	\$500.00	\$1,510.00	\$ -1,010.00
101-990 Building Expansion				\$0.00	\$0.00	\$0.00
101-991 Bond/Principal		120,000.00	-120,000.00	\$0.00	\$120,000.00	\$ -120,000.00
101-994 Bond Interest	11,775.00	23,550.00	-11,775.00	\$11,775.00	\$23,550.00	\$ -11,775.00
Total 101-990 Building Expansion	11,775.00	143,550.00	-131,775.00	\$11,775.00	\$143,550.00	\$ -131,775.00
Total Expenses	\$12,275.00	\$145,060.00	\$ -132,785.00	\$12,275.00	\$145,060.00	\$ -132,785.00
NET OPERATING INCOME	\$126,017.45	\$ -5,660.00	\$131,677.45	\$126,017.45	\$ -5,660.00	\$131,677.45
NET INCOME	\$126,017.45	\$ -5,660.00	\$131,677.45	\$126,017.45	\$ -5,660.00	\$131,677.45



Allendale

Community Foundation



Grand Haven Area

Community Foundation



Coopersville Area

Community Foundation

Recommendation for Grant Distribution from Organization Funds

Please mail completed forms to the GHACF address below or email them to Adrienne Whisman at awhisman@ghacf.org.

Amy Moore, Vice President of Grants & Program
Grand Haven Area Community Foundation
6 Sherman Ave.
Grand Haven, MI 49417

Dear Amy:

Please let this letter serve as our recommendation for a grant in the amount of \$1,266.00 from our Fund(s):

NEODL

The grant will be used to support Adult collections, services and programs

This project is in accordance with our Fund Agreement with the Grand Haven Area Community Foundation. Attached is a copy of the Minutes approving this action from the meeting of the Board of Directors held on March 18, 2026.

Non-FASB account \$ 1,266.00

FASB account \$ _____

Sincerely,

Board President or Chair

Treasurer (or equivalent member
of the Executive Committee)

Our Organization's contact information is as follows:

Organization Name: Coopersville Area District Library

Address: 333 Ottawa St

City: Coopersville

State: MI Zip Code: 49404

Preferred Contact's Name: Elyshia Hoekstra

Contact's Email: director@coopersvillelibrary.org

Internal Use Only

Date Received:

Reviewed by:

ID:



Check here to confirm that a copy of the Minutes approving this request is enclosed.



Allendale

Community Foundation



Grand Haven Area

Community Foundation



Coopersville Area

Community Foundation

Recommendation for Grant Distribution from Organization Funds

Please mail completed forms to the GHACF address below or email them to Adrienne Whisman at awhisman@ghacf.org.

Amy Moore, Vice President of Grants & Program
Grand Haven Area Community Foundation
6 Sherman Ave.
Grand Haven, MI 49417

Dear Amy:

Please let this letter serve as our recommendation for a grant in the amount of \$4,719.00 from our Fund(s):

WESTRA, WESTRA-F

The grant will be used to support Childrens collection, services and programs

This project is in accordance with our Fund Agreement with the Grand Haven Area Community Foundation. Attached is a copy of the Minutes approving this action from the meeting of the Board of Directors held on _____.

Non-FASB account \$ 3,896.00

FASB account \$ 823.00

Sincerely,

Board President or Chair

Treasurer (or equivalent member
of the Executive Committee)

Our Organization's contact information is as follows:

Organization Name: Coopersville Area District Library

Address: 333 Ottawa St

City: Coopersville

State: MI Zip Code: 49404

Preferred Contact's Name: Elyshia Hoekstra

Contact's Email: director@coopersvillelibrary.org

Internal Use Only

Date Received:

Reviewed by:

ID:



Check here to confirm that a copy of the Minutes approving this request is enclosed.



Service Agreement

Coopersville Area District Library
 Elyshia Hoekstra
 333 Ottawa St
 Coopersville Mi 49404
 837-6809

SAVE 5%
 On Your Sprinkling Service

This early Service Agreement offer not only saves you money, but also gives you preferred customer status mid-season repairs are required, preferred customers always take priority. Your agreement includes:

SPRING SERVICE: (April-June)

Turn sprinkler system on, reactivate controller and program controller system, inspect system for coverage and adjustments, reactivate pump and filter system. Any additional repairs will be invoiced separately.

SUMMER SERVICE: (July, August)

Check system for leaks, proper coverage and operation. Any additional repairs will be invoiced separately.

FALL SERVICE: (October, November)

Turn off water source and drain to prevent freezing, remove and winterize pumping units and filters when necessary, set controller for off season.

This agreement does not include materials, only labor for the above mentioned services. Any additional service and parts required will be billed on a time and materials basis.

*By card
 3/2/26
 ECH*

Please circle service(s) desired:

Spring Service	Summer Service	Fall Service	Total of all Services	PrePay Price
185.00	150.00	185.00	520.00	494.00

To qualify for the specified service(s) above please return remittance and original signed agreement by MARCH 10

*** PAYMENT OF ALL THREE SERVICES MUST ACCOMPANY THIS AGREEMENT TO QUALIFY FOR THE PRE-PAY PRICE***

Signature Elyshia Hoekstra Date 3/2/26

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 No Move & Groove	2	3 SPRING BREAK BEGINS	4
5 EASTER	6 Senior Craft 1:00 PM No Maker Monday	7 Storytime: Open Play 10:00-11:30 AM	8 Move & Groove: Open Play 10:00 AM -12:00 PM Adult Book Club: Demon Copperhead 7:00 PM	9 Pokémon Club 3:30-5:00 PM	10 Movie Matinee: Zootopia 2 1:00 PM	11
12	13 Maker Monday 4:00 PM	14 Storytime 10:00 AM TAB 3:30 PM	15 Move & Groove 10:00 AM & 10:45 AM Library Board Meeting 7:00 PM	16 Senior Game Day 1:00 PM Adult Craft Night 6:00 PM	17 OAISD Play 'N' Learn 10:00 AM Community Makerspace 2:30-4:30 PM	18
19	20 Maker Monday 4:00 PM	21 Storytime 10:00 AM	22 Move & Groove 10:00 AM & 10:45 AM	23 Cookbook Club 6:00 PM	24	25
26	27 Maker Monday 4:00 PM	28 Storytime 10:00 AM TAB 3:30 PM Premiere Movie 6:30 PM	29 Move & Groove 10:00 AM & 10:45 AM	30	Hours: Monday and Thursdays: 12-8 pm Tuesdays, Wednesdays, and Fridays: 10 am -5:30pm Saturdays: 10 am - 2 pm www.coopersvillelibrary.org	

Upcoming Events at Your Library

House will take place from 2:30-4:30 p.m. on Friday, March 20. This month's featured project is quilted iced cookies! This event is open to everyone from kids to adults. Registration is not required to attend.

Move & Groove - Move & Groove is geared towards kids 12 months and older. Due to its popularity, there are now two sessions: 10:00 a.m. and 10:45 a.m. on Wednesday mornings. Registration is not required.

Play 'N' Learn - Ottawa Area Intermediate School District (OAISD) will be hosting another Play 'N' Learn on Friday, March 20, at 10:00 a.m. This program is designed for families with children ages birth to 5 years old. Pre-registration is not required.

Pokémon Club - Do you love all things Pokémon? Join Mr. Zach for the next Pokémon Club meeting from 3:30-5:00 p.m. on Thursday, March 12. Learn about collecting, trading, and playing Pokémon cards! Anyone ages 5-17 can participate. Pre-registration is not required.

Premiere Movie Night - Premiere Movie Nights showcase a newly released film on the 4th Tuesday of each month. Doors open at 6:00 p.m. and the show starts at 6:30 p.m. The next movie is March 24. Please call the library or visit its website to find out the title. Thanks to the Coopersville Sportsman's Club for making these nights possible!

Preschool Story Time - Preschool Story Time, geared towards kids 3-6 years old, meets at 10:00 a.m. on Tuesday mornings. Registration is not required. For more information on library operations and services, please visit the library's Facebook page or its website, www.coopersvillelibrary.org.

Activities for Seniors - The library has partnered with the city's Senior Recreation department to offer more entertainment and enrichment events for local seniors. While these events have a senior focus, all adults 18+ are welcome to attend any and every program. Pre-registration is not required.

Movie Matinee at 1:00 p.m. on the second Friday of the month (March 13)

Game Day at 1:00 p.m. on the third Thursday of the month (March 19)

Adult Book Club - Adult Book Club meets on the 2nd Wed. of each month at 7:00 p.m. The title up for discussion on March 11 is the novel *Lessons in Chemistry*, by Bonnie Garmus.

Adult Craft Night - Adult Craft Night meets at 6:00 p.m. on the 3rd Thursday of each month. On Thursday, March 19, we'll be making trunket dishes out of fabric scraps! Space is limited, so registration is required. Call the library or go to coopersvillelibrary.org to reserve your spot.

Cookbook Club - Cookbook Club meets at 6:00 p.m. on the 4th Thursday of each month. The next meeting is Thursday, March 26. This month's selection is *Home is Where the Eggs Are*, by Molly Yeh. This program is for ages 18 and over. Cooks of all experience levels are welcome! For more information, call the library or email info@coopersvillelibrary.org.

Maker Mondays - Join Mr. Zach from 4:00-5:00 p.m. on Monday afternoons for a variety of STEM activities, games, and experiments for kids and tweens! Registration is not required.

Makerspace Open House - The next Makerspace Open

Dr. Seuss Birthday Bash

The Coopersville Area District Library is hosting its annual Dr. Seuss Birthday Bash on Saturday, March 7, 2026, from 11:00 a.m. – 1:00 p.m. This party celebrates March as National Reading Month while also commemorating the well-known author's birthday.

There will be: Seussical crafts and activities for all ages, a movie, bingo, and even a themed birthday cake! Registration is not required to

attend. Thanks to the Friends of CADL for sponsoring this event.

The library is open: Mondays and Thursdays, from 12:00 p.m. – 8:00 p.m.; Tuesdays, Wednesdays, and Fridays, from 10:00 a.m. – 5:30 p.m.; Saturdays, from 10:00 a.m. – 2:00 p.m. Information about programs and event registration can be found at www.coopersvillelibrary.org.

Upcoming Events at Your Library

Activities for Seniors - The library has partnered with the city's Senior Recreation department to offer more entertainment and enrichment events for local seniors. While these events have a senior focus, all adults 18+ are welcome to attend any and every program. Pre-registration is not required.

Craft Afternoon at 1:00 p.m. on the 1st Monday of the month (March 2)

Movie Matinee at 1:00 p.m. on the second Friday of the month (March 13)

Game Day at 1:00 p.m. on the third Thursday of the month (March 19)

Adult Book Club - Adult Book Club meets on the 2nd Wednesday of each month at 7:00 p.m. The title up for discussion on March 11 is the novel *Lessons in Chemistry*, by Bonnie Garmus.

Cookbook Club - Cookbook Club meets at 6:00 p.m. on the 4th Thursday of each month. The next meeting is Thursday, February 26. This month's selection is, *What to Cook When You Don't Feel Like Cooking*, by Caroline Chambers. This program is for ages 18 and over. Cooks of all experience levels are welcome! For more information, call the library or email info@coopersvillelibrary.org.

Maker Mondays - Join Mr. Zach from 4:00-5:00 p.m. on Monday afternoons for a variety of STEM activities, games, and experiments for

kids and tweens! Registration is not required.

Move & Groove - Move & Groove is geared towards kids 12 months and older. Due to its popularity, there are now two sessions: 10:00 a.m. and 10:45 a.m. on Wednesday mornings. Registration is not required.


Premiere Movie Night - Premiere Movie Nights showcase a newly released film on the 4th Tuesday of each month. Doors open at 6:00 p.m. and the show starts at 6:30 p.m. The next movie is on February 24. Please call the library or visit its website to find out the title. Thanks to the Coopersville Sportsman's Club for making these movie nights possible!

Preschool Story Time - Preschool Story Time, geared towards kids 3-6 years old, meets at 10:00 a.m. on Tuesday mornings.

Registration is not required.

Road Scholar Lecture - The next Road Scholar virtual lecture is at 1:00 p.m. on Thursday, February 26. Join author and professor Louis Masur as he traces the northern journey of Thomas Jefferson and James Madison, exploring the enduring bond between these two Founding Fathers. Registration is not required to attend.

For more information on library operations and services, please visit the library's Facebook page or its website. www.coopersvillelibrary.org.



Coopersville Area District Library
Connect • Enrich • Empower

April Book Club

Wednesday, April 8, at 7 PM

CADL SENIOR SERIES

Game Day

3RD THURSDAY OF THE MONTH
1:00-2:30PM

FEB. 19TH | MAR. 19TH | APR. 16TH

NO REGISTRATION REQUIRED

THIS PROGRAM IS ORIENTED TOWARDS SENIORS,
BUT ALL ADULTS 18+ ARE INVITED TO PLAY!




Storytime

Tuesday Mornings at 10am



This Spring on March 3, 10, 17, & 24; April 7, 14, 21, & 28; May 5, 12, & 19.

Join us for books, songs, rhymes, & a craft!
Intended for ages 3-6 & caregivers.



Cookbook Club

THURSDAY, MARCH 26TH
6:00PM

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

This month's book is *Home is Where the Eggs Are* by Molly Yeh.



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





Coopersville Area District Library
Connect • Enrich • Empower

Move & Groove!

Wednesday Mornings
10:00am AND 10:45am

Join us for a movin' & groovin' good time of getting our wiggles out together!

Intended for ages 1 yr & above with their caregivers

This Spring on March 4, 11, 18, & 25; April 8, 15, 22, 29; May 6, 13, & 20.

February 2025 Director's Report

Programming

Strategic Plan Update (Programming Related)

This quarter, I spoke with the staff about the extra funds we had set aside for supporting and enhancing programs throughout this fiscal year. The Glowforge and the sublimation printer (which I purchased earlier this year) used up much of the general programming budget, but the budgets associated with the different age ranges are mostly still unspent. I've given staff the go ahead to make some recommendations on what items they feel would best support current and upcoming programs, and we will likely be making purchases associated with those line items in the coming weeks/months.

Financial/Staff

Bookkeeper Position

We'd like to welcome Susan Sutherland to our library staff. Susan is a long time patron and has a background in accounts payable/receivable. This is her first complete bookkeeper job, but she is a quick learner. We are happy to see her join our team.

Building

Construction Updates

All the wiring and plumbing has been completed, including the handicap accessible doors. Cabinet renderings have been finalized, so we are just waiting on those to be made for install. We don't have an approximate date yet. We also do not have an approximate date for the ramp as of yet.

Roof Leak

We are waiting for the technician to make the repairs on this. He was supposed to come out a few weeks ago and did not. I am checking up with him currently to see when we might expect him again.

Self Checkout

We have gone with another vendor for our self checkout stations in our adult and children's area. We had some issues with our last vendor in that they tried to bill us for 5 years a couple of years ago. We negotiated it down to two years, but we were not happy with the experience. I requested quotes from several companies and ended up choosing Tech Logic. We are able to reuse the hardware with them and are just switching over software. This will happen in the next few weeks.

Lakeland, State, Other News

Outsourcing Delivery

At Lakeland meetings this month, the Lakeland board decided to outsource delivery on the retirement of long-time Facilities Manager, Terry Cross. Terry is looking to retire at the end of April. We are still looking at the logistics and considering how things may change, but Lakeland is hoping to keep most, if not all, of the process the same. They also do not anticipate an increase in fees to Lakeland member libraries within this fiscal year.

Statistics

February 2025

	2/1/2026	2/1/2025			Current YR	Last Yr	
Circulation	Current Yr	Last Yr	% Change		2025-2026 YTD	2024 -2025 YTD	% Change
Items checked out at CADL	3,316	2,945	13%		27,930	34,949	-20%
OverDrive E-Book circulation	1,350	1,183	14%		9,096	12,236	-26%
E-Magazines	163	229	-29%		2,214	1,793	23%
Hoopla	409	372	10%		3,733	3,413	9%
Items Loaned to other libraries	515	457	13%		4,079	4,351	-6%
Renewals	1,698	1,671	2%		16,687	19,808	-16%
Total Circulation	7,451	6,857	9%		63,739	76,550	-17%
Library Patrons							
Patrons getting 1st library card	27	31	-13%		223	245	-9%
Registered CADL Patrons	3,956	4,044	-2%		3,956	4,044	-2%
Library Collection							
*Items Added:	199	148	34%		1,561	9110	-83%
Items Withdrawn	965	147	556%		2,165	1550	-40%
Total Items owned	42,136	45,010	-6%		42,136	45,010	-6%
Interlibrary Loans							
Items Loaned to other libraries	515	457	100%		4,079	4,351	-6%
Borrowed- LLC + Mel	362	479	100%		3,405	4,679	-27%
Traffic Count							
Library Visits	2,956	2,543	16%		22,902	24,389	-6%
Programming & Services							
Open Hours	170	170	0%		1,425	1,575	-10%
Children's Program Attendance	402	244	65%		2,805	2,450	14%
Program Attendance Total	499	370	35%		3,506	3,238	8%
Number of Monthly Programs	32	15	113%		232	206	13%
Internet Computer Sessions	160	182	-12%		2,532	2,551	-1%
Wireless Sessions	783	840	-7%		6,532	8,072	-19%

January 23, 2026

Dear Ms. Elyshia Hoekstra,

We would like to extend our sincere thanks to the Coopersville Area District Library (the “Library”) for the opportunity to serve as the Library’s independent auditors over the past several years. Working with you and your staff has been a pleasure, and we appreciate the cooperative and professional relationship that has developed during our engagement.

We are pleased to present our proposed fees for the Library’s financial statement audits for the years ending June 30, 2026, June 30, 2027, and June 30, 2028. We look forward to the opportunity to continue our partnership with the Library.

Outlined below is the proposed fee schedule:

<u>6/30/2026</u>	<u>6/30/2027</u>	<u>6/30/2028</u>
\$ 7,200	\$ 7,400	\$ 7,600

These fees are based on the understanding that the Library’s accounting records will be reasonably complete and auditable. Should additional services be required to assist with the preparation of an adjusted trial balance or to address unusual or complex accounting matters, such services would be billed separately at our standard hourly rates.

Please note that fees quoted for subsequent years may be subject to renegotiation if there are significant changes in the scope of the Library’s operations, reporting requirements, or applicable professional standards that materially affect our estimated audit effort. Any such changes would be discussed with you in advance of establishing a revised fee arrangement.

The proposed fees do not include special projects or services that would require a separate engagement. However, we will remain available throughout the year to answer general accounting or financial reporting questions and to assist you or your staff with routine matters at no additional charge.

Thank you again for the opportunity to continue serving the Library. We value our relationship and look forward to working with you in the years ahead. If you have any questions regarding this proposal or would like to discuss it further, please do not hesitate to contact us.

Very truly yours,

Gabridge & Company

Joe Verlin, CPA, CGFM
Gabridge & Company, PLC

This proposal is hereby accepted.

Signature

Date

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 material	Use assigned budget to purchase new material	Winter 2026 (initial), then ongoing	Staff

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)**

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 2026 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)**.

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– Spring 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)**.

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 whether adjustments need to be made	Spring 2025 (initial), then ongoing	Staff

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)**.

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 staffing	If deficit or concern, explore want or need to go for a Headlee Override or additional millage	Summer/Winter 2026 into Spring 2026	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)**.

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)**.

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 opportunities to identify unforeseen partnerships	Put opportunities into practice.	Fall 2026	Staff

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)**.

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)**.

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)**.



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

Q4



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

Q4

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

Q4