

# Coopersville Area District Library

Monthly Board Meeting

Date: November 20, 2024

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 (October 16, 2024)** (m) p. 2-3
4. **Public Comment:**
5. **Financial Reports**
  - a. November Operations: Balance Sheets & Budget vs. Actual (r) p. 4-5
  - b. Approve October expenditures, including ACH transactions #21148-21154, 201157-21159 totaling \$22,848.98 (m) p. 6
  - c. Approve November checks to date, including ACH transactions #21155-21156, 21160-21170 totaling \$21,029.03 (m) p. 7
  - d. Statement of Income (r) p. 8
  - e. Visa Reconciliation Detail (r) p. 9-10
  - f. CADL Building Expansion Budget Performance (r) p. 11
6. **Correspondence/Marketing** (r) p. 12-13
  - a. CADL Press Releases
  - b. December Calendar
  - c. Programming Flyers
7. **Director's Report** – (r) p. 14-16
8. **Committee Reports** (r) no current reports
9. **Unfinished Business**
  - a. Signs (m)
  - b. Logo Update (i)
10. **New Business**
  - a. Health Insurance Renewal (m) p. 17-18
  - b. Whistleblower Policy, Patron Behavior Policy, Technology Assistance Policy (m) p. 19-30
  - c. Sick Leave Policy (m) p. 31-32
11. **Public/board Comments:**
12. **Next Meeting: Board meeting December 18, 2024 at 7PM**

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

Coopersville Area District Library  
333 Ottawa Street  
Coopersville, MI 49404

**Minutes from the Board Meeting on October 16, 2024.**

**Call to Order:** President Sue Boomgaard-Rasch called the meeting to order at 7:03 pm.

**Members Present:** Sue Boomgaard-Rasch, Roland DeVries, Kathi Waldecker, Amy Deming, Pat Lindberg, Norine Fox

**Staff Present:** Elyshia Hoekstra/Director

**Absent:** Stephanie Mayrose, Greg Dunn

**M/S (K. Waldecker, A. Deming) to approve 10/16/2024 agenda (Page 1).** Motion carried.

**M/S (K. Waldecker, P. Lindberg) to approve 9/18/2024 Board Minutes (Pages 2-3).** Motion carried.

**Public Present/Comments:** Coopersville resident Tom Nieboer was present.

**Financial Reports:**

- A. Informational review to receive and file October Operations: Balance Sheets & Budget vs. Actual (Pages 4-9).**
- B. M/S (P. Lindberg, K. Waldecker) to approve September expenditures, including ACH transactions #21123-21127 totaling \$6,558.42 (Page 10).** Motion carried.
- C. M/S (K. Waldecker, A. Deming) to approve October checks to date, including ACH transactions #21128-21147 totaling \$10,688.42 (Page 11).** Motion carried.
- D. Informational review to receive and file Statement of Income (Page 12-14).**
- E. Informational review to receive and file Visa Reconciliation Detail (Pages 15-16).**
- F. Informational review to receive and file CADL Building Expansion Budget Performance (Page 17).**

**Correspondence/Marketing: – Pages 18-20 – Informational review to receive and file**

- A. CADL Press Releases**
- B. November Calendar of Events**
- C. Programming Flyers**  
*Sue Boomgaard-Rasch's Mom enjoys the Book Club selections*

**Director's Report: – Pages 21-24 – Informational review to receive and file**

*Shades were fixed: one in common area and three in the children's area. Elyshia will check to see if remaining shades will be repaired.*

**Committee Reports:** No current reports

**Unfinished Business:**

**A. Strategic Plan -Final – Pages 25-34**

**M/S (R. DeVries, P. Lindberg) to approve** final draft of the Strategic Plan 2024-2027 (Pages 25-34). Motion carried.

*Final draft of the strategic plan will appear on CADL's website. A one-page handout will be available at the circulation desk.*

**B. Additional Grounds Quotes – Pages 35-42 – Discussion**

**M/S (A. Deming, K. Waldecker) to approve** \$2,430.00 quote from Royalty Lawn and Snow for landscape clean up (Pages 41-42). Motion carried.

**C. Signs – Pages 43-44**

**M/S (R. DeVries, A. Deming) to approve** \$350.00 quote from Rapp Signs for the purchase and installation of two parking signs (Pages 43-44). Motion carried.

**New Business:**

**A. Logo Creation Quotes – Pages 45-46 – Discussion**

**M/S (R. DeVries, P. Lindberg) to approve** acceptance of \$1,000.00 quote for new library logo design from Jenny Grace (Pages 45-46). Motion carried.

**B. Special Projects Assistant Job Description – Pages 47-48 – Discussion**

**M/S (R. DeVries, A. Deming) to approve** Special Projects Assistant Job Description (Pages 47-48) and to have Elyshia proceed with filling the position. Motion carried.

**Public/Board Comments:** **Public Present/Comments:** Mr. Nieboer shared that he was attending the meeting so he could become more involved in the Coopersville community. He praised the library's programming and said he often brings his child to the children's programs. During the board's discussion of landscaping he suggested that the board consider utilizing volunteers.

**Adjournment:** 8:30 pm

**Next Board Meeting:** November 20, 2024 at 7:00 pm

# COOPERSVILLE AREA DISTRICT LIBRARY

## Balance Sheet As of November 11, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	112,456.41
101-003 ICS-FDIC Savings	245,790.31
101-004 Building Debt Fund	140,105.59
101-005a Murray CD	14,264.16
101-006 Capital Fund	7,625.03
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	57,794.85
<b>Total Bank Accounts</b>	<b>\$578,061.35</b>
<b>Total Current Assets</b>	<b>\$578,061.35</b>
<b>TOTAL ASSETS</b>	<b>\$578,061.35</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	3,268.79
<b>Total Accounts Payable</b>	<b>\$3,268.79</b>
Credit Cards	
101-211 VISA	1,976.52
<b>Total Credit Cards</b>	<b>\$1,976.52</b>
Other Current Liabilities	
101-258 Payroll Liabilities	2,952.71
Alerus Retirement	-265.82
Federal Taxes (941/943/944)	7.18
Federal Unemployment (940)	-0.71
MI Income Tax	835.34
<b>Total 101-258 Payroll Liabilities</b>	<b>3,528.70</b>
202-1 Accounts Payable Auditors	1,501.74
<b>Total Other Current Liabilities</b>	<b>\$5,030.44</b>
<b>Total Current Liabilities</b>	<b>\$10,275.75</b>
<b>Total Liabilities</b>	<b>\$10,275.75</b>
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	95,264.66
Net Income	-21,928.16
<b>Total Equity</b>	<b>\$567,785.60</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$578,061.35</b>

# COOPERSVILLE AREA DISTRICT LIBRARY

## General Operations Budget vs. Actuals YTD

July 2024 - June 2025

	1-GENERAL OPERATIONS				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>								
101-401 Property Taxes	-25.70	391,000.00	-391,025.70	-0.01 %	\$ -25.70	\$391,000.00	\$ -391,025.70	-0.01 %
101-539 State	0.00	18,200.00	-18,200.00	0.00 %	\$0.00	\$18,200.00	\$ -18,200.00	0.00 %
101-580 Local Grants	3,777.36	12,000.00	-8,222.64	31.48 %	\$3,777.36	\$12,000.00	\$ -8,222.64	31.48 %
101-600 Charges for Services	1,887.70	4,310.00	-2,422.30	43.80 %	\$1,887.70	\$4,310.00	\$ -2,422.30	43.80 %
101-655 Fines & Forfeitures	2,126.56	38,400.00	-36,273.44	5.54 %	\$2,126.56	\$38,400.00	\$ -36,273.44	5.54 %
101-664 Investment Earnings	4,752.28	6,500.00	-1,747.72	73.11 %	\$4,752.28	\$6,500.00	\$ -1,747.72	73.11 %
101-672 Other Revenue	790.00	7,035.00	-6,245.00	11.23 %	\$790.00	\$7,035.00	\$ -6,245.00	11.23 %
101-690 Other Financing Sources	2,098.92	200.00	1,898.92	1,049.46 %	\$2,098.92	\$200.00	\$1,898.92	1,049.46 %
Services	582.79		582.79		\$582.79	\$0.00	\$582.79	0.00%
<b>Total Income</b>	<b>\$15,989.91</b>	<b>\$477,645.00</b>	<b>\$ -461,655.09</b>	<b>3.35 %</b>	<b>\$15,989.91</b>	<b>\$477,645.00</b>	<b>\$ -461,655.09</b>	<b>3.35 %</b>
<b>GROSS PROFIT</b>	<b>\$15,989.91</b>	<b>\$477,645.00</b>	<b>\$ -461,655.09</b>	<b>3.35 %</b>	<b>\$15,989.91</b>	<b>\$477,645.00</b>	<b>\$ -461,655.09</b>	<b>3.35 %</b>
<b>Expenses</b>								
101-701 Personnel Services	82,827.27	280,920.00	-198,092.73	29.48 %	\$82,827.27	\$280,920.00	\$ -198,092.73	29.48 %
101-726 Supplies	3,456.88	11,050.00	-7,593.12	31.28 %	\$3,456.88	\$11,050.00	\$ -7,593.12	31.28 %
101-800 Other Services & Charges	36,816.22	104,690.00	-67,873.78	35.17 %	\$36,816.22	\$104,690.00	\$ -67,873.78	35.17 %
101-970 Capital Outlay	23,657.16	63,500.00	-39,842.84	37.26 %	\$23,657.16	\$63,500.00	\$ -39,842.84	37.26 %
Payroll Expenses	76.50		76.50		\$76.50	\$0.00	\$76.50	0.00%
<b>Total Expenses</b>	<b>\$146,834.03</b>	<b>\$460,160.00</b>	<b>\$ -313,325.97</b>	<b>31.91 %</b>	<b>\$146,834.03</b>	<b>\$460,160.00</b>	<b>\$ -313,325.97</b>	<b>31.91 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -130,844.12</b>	<b>\$17,485.00</b>	<b>\$ -148,329.12</b>	<b>-748.32 %</b>	<b>\$ -130,844.12</b>	<b>\$17,485.00</b>	<b>\$ -148,329.12</b>	<b>-748.32 %</b>
<b>NET INCOME</b>	<b>\$ -130,844.12</b>	<b>\$17,485.00</b>	<b>\$ -148,329.12</b>	<b>-748.32 %</b>	<b>\$ -130,844.12</b>	<b>\$17,485.00</b>	<b>\$ -148,329.12</b>	<b>-748.32 %</b>

**General Operations  
Checking Account  
October 10th - 31st, 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
10/09/2024		Deposit	\$28.34
10/10/2024		Deposit	\$10.61
10/10/2024		Deposit	\$2,707.81
10/11/2024		Deposit	\$124.90
10/15/2024		Deposit	\$6.72
10/15/2024		Deposit	\$17.82
10/17/2024		Deposit	\$24,470.70
10/18/2024		Deposit	\$176.60
10/18/2024		Deposit	\$12.95
10/22/2024		Deposit	\$26.20
10/24/2024		Deposit	\$7.69
10/24/2024		Deposit	\$208.95
10/25/2024		Deposit	\$115.10
10/28/2024		Deposit	\$4.77
10/28/2024		Deposit	\$578.78
10/29/2024		Deposit	\$51.65
10/31/2024		Deposit	\$114.67
10/16/2024	DD	Payroll	(\$5,748.69)
10/30/2024	DD	Payroll	(\$5,965.63)
10/10/2024		MI Department of Treasury	(\$1,631.07)
10/11/2024		M.E.R.S.	(\$1,751.00)
10/11/2024		EFTPS	(\$2,745.25)
10/11/2024		Alerus Retirement	(\$269.38)
10/15/2024		Transfer to Building Fund	(\$46,319.28)
10/16/2024		Alerus Retirement	(\$266.02)
10/16/2024		City of Muskegon	(\$62.12)
10/30/2024		Alerus Retirement	(\$266.30)
10/31/2024		Transfer to Building Fund	(\$24,647.23)
10/31/2024	21148	Cengage Learning	(\$112.26)
10/31/2024	21149	Raap Signs	(\$110.00)
10/31/2024	21150	Phil's Lawn Care & Snowplowing	(\$1,900.00)
10/21/2024	21151	Ottawa County Treasurer	(\$199.93)
10/21/2024	21152	Michigan Gas Utilities	(\$71.12)
10/21/2024	21153	Accident Fund Ins Co	(\$462.00)
10/31/2024	21158	U.S. Bank Equipment Finance	(\$317.80)
10/31/2024	21159	Consumers Energy	(\$970.41)
			<b>(\$65,151.23)</b>

**General Operations  
Checking Account  
November 1st - 11th, 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
11/01/2024		Deposit	\$128.99
11/04/2024		Deposit	\$0.67
11/04/2024		Deposit	\$10.55
11/05/2024		Deposit	\$11.59
11/07/2024		Deposit	\$174.23
11/07/2024		Deposit	\$30.07
11/08/2024		Deposit	\$188.57
11/13/2024	DD	Payroll	(\$5,796.80)
11/01/2024		City of Muskegon	(\$92.98)
11/01/2024		EFTPS	(\$4,284.60)
11/01/2024		Priority Health	(\$416.53)
11/05/2024		M.E.R.S.	(\$1,751.00)
11/11/2024		Alerus Retirement	(\$265.82)
11/01/2024	21155	Quill	(\$69.99)
11/01/2024	21156	Everon	(\$464.50)
11/04/2024	21160	Visa	(\$3,079.21)
11/04/2024	21161	AcenTek ascending Technology	(\$34.99)
11/07/2024	21162	T-Mobile	(\$229.60)
11/07/2024	21163	Midwest Tape- Hoopla	(\$595.01)
11/07/2024	21164	Coopersville Hardware & Feed	(\$28.46)
11/07/2024	21165	New Views LLC	(\$801.66)
11/07/2024	21166	AVI Systems, Inc.	(\$2,986.00)
11/07/2024	21167	Foster, Swift, Collins, & Smith P.C.	(\$294.00)
11/18/2024	21168	Everon	(\$84.42)
11/18/2024	21169	Cengage Learning	(\$146.55)
11/18/2024	21170	Broadart Co.	(\$151.58)
			<b>(\$21,029.03)</b>

## Coopersville Area District Library

## Statement of Financial Income

July 2024 - June 2025

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND	MURRAY FUND CD	TOTAL
Income						
101-401 Property Taxes	-25.70	125,706.50	0.00	0.00	0.00	\$125,680.80
101-539 State	0.00	0.00	0.00	0.00	0.00	\$0.00
101-580 Local Grants	3,777.36	0.00	0.00	0.00	0.00	\$3,777.36
101-600 Charges for Services	1,887.70	0.00	0.00	0.00	0.00	\$1,887.70
101-655 Fines & Forfeitures	2,126.56	0.00	0.00	0.00	0.00	\$2,126.56
101-664 Investment Earnings	4,752.28	57.28	3.19	107.33	104.93	\$5,025.01
101-672 Other Revenue	790.00	0.00	0.00	75.00	0.00	\$865.00
101-690 Other Financing Sources	2,098.92	0.00	0.00	0.00	0.00	\$2,098.92
Services	582.79	0.00	0.00	0.00	0.00	\$582.79
<b>Total Income</b>	<b>\$15,989.91</b>	<b>\$125,763.78</b>	<b>\$3.19</b>	<b>\$182.33</b>	<b>\$104.93</b>	<b>\$142,044.14</b>
GROSS PROFIT	\$15,989.91	\$125,763.78	\$3.19	\$182.33	\$104.93	\$142,044.14
Expenses						
<b>Total Expenses</b>						<b>\$0.00</b>
NET OPERATING INCOME	\$15,989.91	\$125,763.78	\$3.19	\$182.33	\$104.93	\$142,044.14
NET INCOME	\$15,989.91	\$125,763.78	\$3.19	\$182.33	\$104.93	\$142,044.14



COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 11/01/2024

RECONCILIATION REPORT

Reconciled on: 11/04/2024

Reconciled by: Kim Lothschutz

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

Summary

USD

Statement beginning balance.....	2,824.37
Charges and cash advances cleared (53).....	3,096.60
Payments and credits cleared (2).....	-2,841.76
Statement ending balance.....	<u>3,079.21</u>
Uncleared transactions as of 11/01/2024.....	533.80
Register balance as of 11/01/2024.....	3,613.01
Cleared transactions after 11/01/2024.....	0.00
Uncleared transactions after 11/01/2024.....	14.32
Register balance as of 11/04/2024.....	3,627.33

Details

Charges and cash advances cleared (53)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2024	Expense		Book Outlet	81.90
09/30/2024	Expense	01720CP24290305	OverDrive	2.49
10/01/2024	Expense		Meijer	11.55
10/01/2024	Expense		Joann Fabrics	4.08
10/01/2024	Expense		Google LLC	57.60
10/01/2024	Expense		Meijer	2.31
10/02/2024	Expense		Amazon.com	17.90
10/03/2024	Expense		Amazon.com	13.68
10/03/2024	Expense		Amazon.com	18.67
10/03/2024	Expense		Amazon.com	6.81
10/04/2024	Expense		Ebay	17.62
10/07/2024	Expense		Menard	42.62
10/07/2024	Expense		Amazon.com	8.99
10/09/2024	Expense		Amazon.com	15.99
10/09/2024	Expense		Amazon.com	21.10
10/09/2024	Expense		Amazon.com	58.07
10/09/2024	Expense		Amazon.com	17.84
10/09/2024	Expense		WuFoo	19.00
10/10/2024	Expense		Amazon.com	11.73
10/11/2024	Expense		Amazon.com	10.56
10/12/2024	Expense		ADT Security Services (VISA)	152.94
10/13/2024	Expense		Amazon.com	59.95
10/14/2024	Expense		Amazon.com	17.39
10/15/2024	Expense		Amazon.com	9.99
10/15/2024	Expense		Joann Fabrics	3.82
10/15/2024	Expense		Tech Soup	36.00
10/15/2024	Expense		Amazon.com	2.32
10/15/2024	Expense	MB-184318	Mobile Beacon	258.00
10/17/2024	CC Bill Payment		Baker & Taylor	477.48
10/17/2024	CC Bill Payment		Baker & Taylor	604.25
10/17/2024	Expense		Amazon.com	27.19
10/18/2024	Expense		Amazon.com	17.39
10/18/2024	Expense		Amazon.com	9.99
10/18/2024	Expense		Dculus	10.59
10/18/2024	Expense		Vonage	137.62
10/21/2024	CC Bill Payment	1	Windmill Plumbing	360.00
10/21/2024	Expense	10001345123569	Intuit	82.50
10/21/2024	Expense		Ebay	17.62
10/22/2024	Expense		Amazon.com	19.96
10/22/2024	Expense		Prime Video	1.98

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/22/2024	Expense		Amazon.com	19.95
10/23/2024	Expense		Meijer	14.99
10/24/2024	Expense		Amazon.com	14.16
10/26/2024	Expense		Amazon.com	35.87
10/26/2024	Expense		Amazon.com	25.45
10/27/2024	Expense		Amazon.com	45.98
10/28/2024	Expense		Amazon.com	2.18
10/28/2024	Expense		Amazon.com	7.79
10/28/2024	Expense		Family Fare	40.23
10/29/2024	Expense		US Postmaster	73.00
10/30/2024	Expense		Amazon.com	13.39
10/31/2024	Expense		Amazon.com	35.63
10/31/2024	Expense		Amazon.com	20.49
<b>Total</b>				<b>3,096.60</b>

## Payments and credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/07/2024	Bill		Visa	-2,824.37
10/19/2024	Credit Card Credit		Amazon.com	-17.39
<b>Total</b>				<b>-2,841.76</b>

## Additional Information

## Uncleared charges and cash advances as of 11/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/31/2024	CC Bill Payment		Baker & Taylor	371.71
10/31/2024	Expense		Book Outlet	81.89
10/31/2024	Expense		Quill	22.60
11/01/2024	Expense		Google LLC	57.60
<b>Total</b>				<b>533.80</b>

## Uncleared charges and cash advances after 11/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/03/2024	Expense		Amazon.com	14.32
<b>Total</b>				<b>14.32</b>

# COOPERSVILLE AREA DISTRICT LIBRARY

## Building Fund Budget vs. Actuals YTD

July 2024 - June 2025

	2-DEBT SERVICE PAYMENT				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>								
101-401 Property Taxes	125,706.50	126,800.00	-1,093.50	99.14 %	\$125,706.50	\$126,800.00	\$ -1,093.50	99.14 %
101-664 Investment Earnings	57.28	500.00	-442.72	11.46 %	\$57.28	\$500.00	\$ -442.72	11.46 %
<b>Total Income</b>	<b>\$125,763.78</b>	<b>\$127,300.00</b>	<b>\$ -1,536.22</b>	<b>98.79 %</b>	<b>\$125,763.78</b>	<b>\$127,300.00</b>	<b>\$ -1,536.22</b>	<b>98.79 %</b>
<b>GROSS PROFIT</b>	<b>\$125,763.78</b>	<b>\$127,300.00</b>	<b>\$ -1,536.22</b>	<b>98.79 %</b>	<b>\$125,763.78</b>	<b>\$127,300.00</b>	<b>\$ -1,536.22</b>	<b>98.79 %</b>
<b>Expenses</b>								
101-800 Other Services & Charges	5.00	10.00	-5.00	50.00 %	\$5.00	\$10.00	\$ -5.00	50.00 %
101-990 Building Expansion	13,068.75	142,638.00	-129,569.25	9.16 %	\$13,068.75	\$142,638.00	\$ -129,569.25	9.16 %
<b>Total Expenses</b>	<b>\$13,073.75</b>	<b>\$142,648.00</b>	<b>\$ -129,574.25</b>	<b>9.17 %</b>	<b>\$13,073.75</b>	<b>\$142,648.00</b>	<b>\$ -129,574.25</b>	<b>9.17 %</b>
<b>NET OPERATING INCOME</b>	<b>\$112,690.03</b>	<b>\$ -15,348.00</b>	<b>\$128,038.03</b>	<b>-734.23 %</b>	<b>\$112,690.03</b>	<b>\$ -15,348.00</b>	<b>\$128,038.03</b>	<b>-734.23 %</b>
<b>NET INCOME</b>	<b>\$112,690.03</b>	<b>\$ -15,348.00</b>	<b>\$128,038.03</b>	<b>-734.23 %</b>	<b>\$112,690.03</b>	<b>\$ -15,348.00</b>	<b>\$128,038.03</b>	<b>-734.23 %</b>

## Upcoming Events at the Library

*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 November 13 is, *The Personal Librarian*, by Marie Benedict and Victoria Christopher Murray. A limited number of copies are available for checkout at the library.

*Cookbook Club* - Cookbook Club meets at 6:00 p.m. on the 4th Thursday of each month. This program is geared towards cooks of all experience levels, ages 18 and up. The next meeting is Thursday, October 24. The featured book is, *Easy Soups from Scratch with Quick Breads to Match*, by Ivy Manning. Registration is required and is available on the library's website.

*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. Just drop by and join in the fun!

*Makerspace Open House* - The 2nd Makerspace Open House will take place from 2:00-4:00 p.m. on Friday, October 25. The featured project for this month's event will be painting a pumpkin made on the library's very own 3-D printer. Patrons can also create individual art projects with other Makerspace supplies. Registration is not required to attend.

*Music & Movement* - Music and Movement, geared towards kids 18 months and older, meets at 10:00 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, November 15, at 10:00 a.m. This program is designed for families with children ages birth to 5 years old. Monthly sessions are based on a children's book, with accompanying finger plays, crafts, and activities. Each family receives a copy of the book to take home. Pre-registration is not required.

*Preschool Story Time* - Preschool Story Time, geared towards kids 2.5-5 years old, meets at 10:00 a.m. on Tuesday mornings. Registration is not required.

*Premiere Movie Night* - Premiere Movie Nights take place on the 4th Tuesday of each month at 6:30 p.m. Doors open at 6:00 p.m. The next movie night is October 22. Please call the library or visit the library's website to find out what specific movie will be playing. Thanks to the Coopersville Sportsman's Club for making these movie nights possible.

*Teen Advisory Board* - Teen Advisory Board (TAB) meets at 3:30 p.m. on an every other Tuesday basis, with the next meeting on October 29. This is open to all teens in the community, regardless of what school they attend. Help plan teen programs, suggest materials for the library, and make the library an overall better place for teens! Sign-up sheets are available at the library's front desk.

For more information on library operations and services, please visit the library's Facebook page or its website, [www.coopersvillelibrary.org](http://www.coopersvillelibrary.org).

# MAKERSPACE OPEN HOUSE

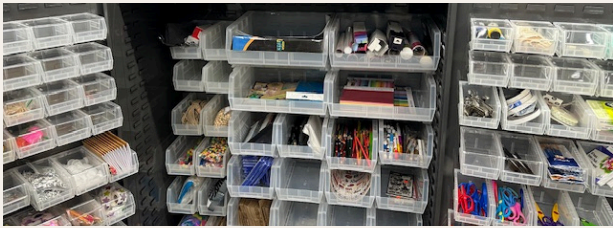
COOPERSVILLE  
AREA  
DISTRICT  
LIBRARY

## UNLEASH YOUR CREATIVITY!

Join us for a dive into our new community makerspace! Now open once a month or on a case by case basis.

## THIS MONTH'S FEATURED ACTIVITY:

- Create a thankfulness sign using our Ellison die cut machine!
- Don't feel like doing that project? Try out some of our other crafty items!
- No registration necessary!
- All ages welcome!



## FRIDAY, NOVEMBER 22 2:30-4:30 PM

333 Ottawa Street

616-837-6809

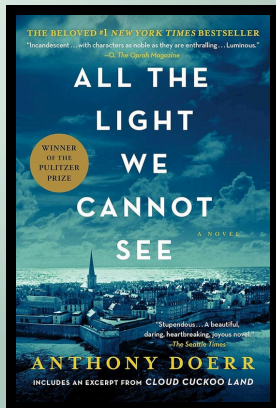
coopervillelibrary.org

# MOVIE NIGHT



## Tuesday, November 26, at 6:30 p.m.

Thank you to the Coopersville Sportsman's Club for making our movie nights possible!



## December Book Club WEDNESDAY, DECEMBER 11, AT 7 PM



# Director's Report for October 2024 - Elyshia Hoekstra

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## Building/Grounds

### Landscaping

Royalty Landscaping arrived on November 4 and worked through the drizzle to clean up the beds. While it seems a little stark compared to what was there, I think they did a very good job of making sure everything was cut back, weeded, tidy, and ready to start again next year. Once spring rolls around, I think we'll have a nice (less overrun) state to begin with. The one thing I was not expecting was them to take the entirety of the mulch that was already there, but it makes sense considering how much of the weeds and shrubs were overgrown into it. If we wanted to, we could lay new mulch before the snow flies, but they seemed to think that we were fine waiting for spring to come around.

### Signs

Pat and I are currently working on the signs for additional parking. I had her go ahead with the ramp sign.

As to the bigger sign, I reached out to Dennis with the City. He was much more amendable to working with us this time around than when I reached out the last time. While he would be willing to move the sign to the back of the library, he now wonders if the board could split the cost of a new sign to put one in both the front and the back. This would put the cost closer to \$600 for each of us. As I said, he'd be willing to move it if that was the way we chose to go, but he'd prefer splitting the cost if we'd be willing.

### Tween Space

The Tween section is underway and has new books added. We are currently still waiting on a delivery date for the rest of the shelving so I don't have an update on that portion yet, but we are hoping that the rest of the project will fall into place when it does become available.

## Finances

### Michigan Earned Sick Time Act

Please see new business for the new policy.

## **Brownfield Plan Amendment**

Some of you might have heard or read about the Brownfield Plan Amendment that was passed by the City of Coopersville at their meeting in October. We were not provided notice for this meeting so it wasn't until I received a notice from the County that it would be discussed at an Ottawa County Board of Commissioners meeting on November 12th that I was made aware of it. I had not read the Observer article before that time. This amendment would effect the library by taking a portion (albeit a small-ish portion) of our millage during the 15 year plan. It would begin with \$3,306 in 2026 but then increase to nearly \$7,000 in 2027 and would steadily increase over that 15 years until it reached an estimated \$8,375 in 2038. While this might not show up as a hit to the library millage collection from year to year, it would likely show up as a lack of increase from year to year that we've come to expect with increased property values. I am not able to make the Nov 12 meeting at the Ottawa County Board of Commissioners, but I have reached out to Clare Membiela with the Library of Michigan to find out what our options are. Michigan Law provides for library millage exemptions with it comes to TIFAs and DDAs and other similar authorities (which we took advantage of several years back in order to opt out of DDA capture of our millage). However, it does not provide exemptions for Brownfields, which seems to be how this is being spun since the DDA turned down the proposal. I am hoping to have more information by the meeting to be able to share on the subject.

## **Staff**

### **Programs**

Because of December holidays falling when they do, staff time off, and other considerations, we have moved some of our programming to different days than normal or decided to not hold a couple of programs. We still have a fairly full lineup of programs but not quite as many as we would if the holidays had fallen during the weekend or later in the week.

### **Closed**

We are closed November 28 and 29 for the Thanksgiving holiday, December 24 and 25 for Christmas, and December 31 and January 1 for New Year.

## **Lakeland, State, and Other News**

# Statistics

## October 2024

	10/1/2024	10/1/2023		Current YR	Last Yr	
	Current Yr	Last Yr	% Change	2024-2025 YTD	2023 -2024 YTD	% Change
<b>Circulation</b>						
Items checked out at CADL	3316	3310	0%	23,300	16,174	44%
OverDrive E-Book circulation	1426	1426	0%	7,239	5,525	31%
E-Magazines	195	228	-14%	912	645	41%
Hoopla	360	334	8%	1,840	1,300	42%
Items Loaned to other libraries	227	493	-54%	2,510	1,707	47%
Renewals	1,876	2,015	-7%	12,543	10,610	18%
Total Circulation	7,400	7,806	-5%	48,344	35,961	34%
<b>Library Patrons</b>						
Patrons getting 1st library card	22	20	10%	146	122	20%
Registered CADL Patrons	3,958	4,265	-7%	3,958	4,265	-7%
<b>Library Collection</b>						
*Items Added:	148	864	-83%	8452	3713	128%
Items Withdrawn	447		#DIV/0!	968	26	3623%
Total Items owned	45,260	495,690	-91%	45,260	495,690	-91%
<b>Interlibrary Loans</b>						
Items Loaned to other libraries	227	493	-54%	2,510	1,707	47%
Borrowed- LLC + Mel	429	549	-22%	2,813	2,104	34%
<b>Traffic Count</b>						
Library Visits	2,866	2,478	16%	15,666	11,939	31%
<b>Programming &amp; Services</b>						
Open Hours	189	186	2%	894	731	22%
Children's Program Attendance	400	249	61%	1,450	1,119	30%
Program Attendance Total	500	280	79%	1,919	1,296	48%
Number of Monthly Programs	29	22	32%	127	110	15%
Ancestry Plus	-	38	-100%	19	38	-50%
Internet Computer Sessions	331	267	24%	1,535	881	74%
Wireless Sessions	1,064	742	43%	4,689	1,355	246%



## Coopersville Area District Library

### BENEFITS RENEWAL 01/01/25

	<b>CURRENT</b>		<b>RENEWAL</b>		<b>Option 1</b>		<b>Option 2</b>		<b>Option 3</b>		<b>Option 4</b>	
<b>Insurance Company</b>	Priority Health		Priority Health		Priority Health		BCN		BCN		HAP	
<b>Plan Type</b>	HMO		HMO		HMO		HMO		HMO		EPO	
	1000		1000		1500		1000 Gold Opt 2		1500 Gold Opt 3		1200 Gold B12	
<b>Office Visit Copay In Network (PCP/Specialist)</b>	\$20/\$50		\$20/\$50		\$20/\$50		\$20/\$40		\$20/\$40		\$35/\$60	
<b>Deductible</b>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>
In Network	\$1,000	\$2,000	\$1,000	\$2,000	\$1,500	\$3,000	\$1,000	\$2,000	\$1,500	\$3,000	\$1,200	\$2,400
Out of Network	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Coinsurance</b>												
In Network	80%/20%		80%/20%		80%/20%		80%/20%		80%/20%		100%	
Out of Network	N/A		N/A		N/A		N/A		N/A		N/A	
<b>Maximum OOP</b>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>	<i>Single</i>	<i>Family</i>
In Network	\$8,150	\$16,300	\$8,150	\$16,300	\$8,200	\$16,400	\$8,150	\$16,300	\$8,150	\$16,300	\$8,000	\$16,000
Out of Network	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Prescription Drug Copay</b>												
Generic	\$5/\$35		\$5/\$35		\$5/\$35		\$15/\$40		\$10/\$30		\$5/\$30	
Brand Name	\$75/\$90/20%		\$75/\$90/20%		\$75/\$85/20%		\$80/\$100/20%/20%		\$60/\$80/20%		\$40/\$80/20%/50%	
<b>Emergency Room Copay</b>	\$250 after Ded.		\$250 after Ded.		\$250 after Ded.		\$250 after Ded.		\$250 after Ded.		\$300	
<b>Urgent Care Copay</b>	\$85		\$85		\$85		\$50		\$50		\$65	
<b>Routine Office Visits</b>	\$20		\$20		\$20		\$20		\$20		\$35	
<b>Rates</b>												
Single (1)	Member Level Rated		Member Level Rated		Member Level Rated		Member Level Rated		Member Level Rated		Member Level Rated	
Double (0)												
Family (0)												
<b>MONTHLY TOTAL w/taxes &amp; fees</b>	<b>\$416.53</b>		<b>\$477.71</b>		<b>\$465.90</b>		<b>\$502.15</b>		<b>\$498.94</b>		<b>\$493.29</b>	
			<b>14.69%</b>		<b>11.85%</b>		<b>20.56%</b>		<b>19.78%</b>		<b>18.43%</b>	

\*Pediatric Dental is NOT included in the above plans/rates. No members currently eligible.



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of the Blue Cross and Blue Shield Association

## Western Michigan Health Insurance Pool

**Group Number: 71565 Package Code(s): 036, 037**  
**Division Code(s): 3000, 3100**  
**PPO – ENHANCED LEVEL HSA 036, 037, RX6, HEARING**  
**Effective Date: 01/01/2025**  
**Benefits-at-a-glance**

This is intended as an easy-to-read summary and provides only a general overview of your benefits. It is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay. If there is a discrepancy between this Benefits-at-a-Glance and any applicable plan document, the plan document will control.

BCBSM provides administrative claims services only. Your employer or plan sponsor is financially responsible for claims.

**Note:** A list of services that require approval **before** they are provided is available online at (<https://www.bcbsm.com/importantinfo>). Select **Approving covered Services**.

Member's responsibility (deductibles, copays, coinsurance and dollar maximums)		
Benefits	In-Network	Out-of-Network
<b>Deductibles</b> - per calendar year The full family deductible must be met under a two person or family contract before benefits are paid for any person on the contract.	\$1,650 per member \$3,300 per family	\$3,300 per member \$6,600 per family
<b>Copays</b> • Fixed Dollar Copays	No Copay	No Copay
<b>Coinsurance</b> • Percent Coinsurance	0%	20% <b>Note:</b> Services without a network are covered at the in-network level.
<b>Annual out-of-pocket maximums</b> The full family out of pocket maximum must be met before it is considered satisfied.	\$2,650 per member \$5,300 per family Includes Deductible, Coinsurance and Copays	\$5,300 per member \$10,600 per family Excludes Deductible and includes Coinsurance
<b>Lifetime dollar maximum</b>	Unlimited	

Preventive Care Services		
Benefits	In-Network	Out-of-Network
Health Maintenance Exam - one per calendar year	Covered - 100%	Not Covered
Routine Physical Related Test X-Rays, EKG and lab procedures performed as part of the health maintenance exam	Covered - 100%	Not Covered
Annual Gynecological Exam - two per calendar year, in addition to health maintenance exam	Covered - 100%	Not Covered
Pap Smear Screening - one per calendar year	Covered - 100%	Not Covered

# Whistleblower Protection Policy

## Objective

Coopersville Area District Library is committed to upholding the highest standards of ethical, moral and legal conduct, and transparency through open communication. Accordingly, all trustees, directors, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to Coopersville Area District Library's own policies in conducting their duties and responsibilities.

This policy provides an avenue for all trustees, directors, employees and volunteers to report any known or suspected conduct contrary to these standards without fear of intimidation, harassment, discrimination or retaliation.

## Risk Assessment

Due to the wide range of activities this policy covers, Coopersville Library assesses the risk as high that unlawful, unfair or unethical behavior may take place at any level within the library structure. A serious violation may occur that management is either unaware of or fails to address. Coopersville Library also assesses the risk as high that unlawful, unfair or unethical behavior will go unreported without an internal policy to protect employees from reporting such behavior.

## Authority/Compliance Officer

Coopersville Library has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the director. If an individual is not comfortable speaking with the director or is not satisfied with the director's response, they are encouraged to speak with the Library Board President. The Director is required to report complaints or concerns about suspected ethical and legal violations in writing to the Coopersville Area District Library's Board President (Compliance Officer), who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Director or the organization's Library Board President. The Coopersville Area District Library board of trustees will oversee adoption and implementation of this policy, and monitor compliance.

## State Law Requirement

The Michigan Whistleblowers' Protection Act (469 P.A. 1980) creates protections for employees under Michigan Law. An employer may not discharge, threaten or otherwise discriminate against an employee because an employee or a person acting on their behalf reports or is about to report a violation or suspected violation of federal, state or local laws, rules or regulations of a public body.

## Procedure

## **Reporting**

All reports should be made using the Whistleblower Reporting Form, attached as Appendix A, which will be available on the library website. Trustees, officers, employees and volunteers should promptly report alleged violations to the Director. If the reporter deems it inappropriate to file the report with the Director, the report may be submitted to the president then subsequently the vice-president or secretary of the board of trustees if the president is the subject of the report.

## **Anonymous reporting**

With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on the form. However, anonymous reports must include sufficient information, including but not limited to: name of the person against whom the report is being made, date of the incident, and a description of the incident, so that an investigation can be conducted.

## **Handling reports**

The board of trustees shall provide the reporter a timely acknowledgement of receipt of the report. All reports submitted will be placed on the agenda for the next scheduled meeting of the board. An appropriate investigation will be undertaken by the board, legal counsel, or other designee if deemed appropriate by the board. A report summarizing the findings will be given to the reporter within 10 business days of the board meeting, if the reporter's name is provided on the Whistleblower Reporting Form. If more than 10 business days from the date of the board meeting are needed to complete a thorough investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.

## **Results of investigation**

If the investigation establishes that a violation of law, external regulation or Coopersville Area District Library policy has occurred, then the board of trustees shall determine the appropriate action based upon law and Coopersville Area District Library policy. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Coopersville Area District Library policy has occurred, then the board shall report its findings and plan of action. The investigation is closed when the Compliance Officer has deemed the investigation is complete and the board has approved a recommendation for a resolution and/or corrective action.

## **Documentation**

The Compliance Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation shall remain in Coopersville Area District Library's records for at least five years.

## **Confidentiality**

All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with federal

and state law and the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who have a need to know so that the board of trustees can conduct an effective investigation and determine what action to take. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

### **Protection against retaliation**

Any Coopersville Area District trustee, officer, employee or volunteer who reports known or suspected violation(s) in good faith shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

## **Regulations**

### **Discipline for retaliatory conduct**

Retaliation is a serious violation of this policy and should be reported immediately to the president of the board of trustees. Depending on the nature and seriousness of the offense, Coopersville Area District Library will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, up to and including dismissal or termination. Volunteers that engage in any such conduct will not be permitted to volunteer in Coopersville Area District Library activities.

### **Good-faith reporting**

Any Coopersville Area District Library trustee, officer, employee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. Coopersville Area District Library will impose appropriate discipline against any trustee, officer or employee found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination. This includes, but is not limited to, giving false information or making a report in retaliation. Volunteers that engage in any such conduct will not be permitted to volunteer in Coopersville Area District Library activities.

### **Applicability and distribution of policy**

This policy shall apply to and be distributed to all Coopersville Area District Library employees, trustees, officers, and volunteers at the time of appointment or hiring and annually thereafter.

Whistleblower Policy Appendix A  
WHISTLEBLOWER REPORTING FORM

Your name\* (see note below) \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name of person you are reporting \_\_\_\_\_

Date of incident \_\_\_\_\_

Type of incident

- Incorrect financial reporting
- Unlawful activity
- Activities that are inconsistent with Coopersville Area District Library policies
- Other serious improper conduct

Description of incident

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Submit this report to Whistleblower Policy Compliance Officer, c/o Coopersville Area District Library 333 Ottawa St. Coopersville, MI 49404. The Compliance Officer is the current president of the board. If the Compliance Officer is the person you are reporting, submit the report to the vice-president or secretary of the board.

All information in this form will be kept confidential. Please review the attached Whistleblower Policy.

*\*NOTE: With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on the form. All other requested information must be provided, so that an investigation can be conducted.*

# Technology Assistance Policy

## Introduction

The Coopersville Area District Library is committed to providing patrons with access to technology resources and assistance to support their information and learning needs. The purpose of this policy is to outline the guidelines and procedures for providing tech help to patrons effectively and efficiently.

## Scope

This policy applies to all library staff members responsible for providing technology assistance to patrons.

## Guidelines

1. **Availability:** Technology assistance will be available during the library's regular operating hours. Patrons seeking assistance outside these hours may be directed to online resources or scheduled appointments as deemed appropriate.
2. **Scope of Assistance:** Library staff will provide assistance with a wide range of technology-related issues, including but not limited to:
  - Basic computer skills
  - Internet browsing and searching
  - Email account setup and usage
  - Printing and scanning documents
  - Using library databases and digital resources
  - Troubleshooting common software and hardware problems
3. **Limitations:** Library staff will assist patrons with technology-related issues to the best of their abilities. However, they may not be able to provide assistance with specialized software or hardware configurations beyond the library's standard equipment. Library staff attempt to take every precaution when handling patron property, but the Library or its staff are not responsible for broken equipment or loss of data. Library staff may also limit help if they become uncomfortable with the content or extent to which help is asked (e.g. screening inappropriate content, jail-breaking phones, etc.).  
(add staff is not responsible for broken equipment or lost data "shall not be held liable "...)
4. **Priority:** Assistance will be provided on a first-come, first-served basis. Priority may be given to patrons with urgent needs, such as job applications or academic research.

5. Respect and Patience: Staff will treat all patrons seeking technology assistance with respect and patience, regardless of their level of expertise. They will strive to create a welcoming and inclusive environment conducive to learning.

6. Confidentiality: Staff will respect the privacy of patrons seeking technology assistance and will not access or disclose any personal information without consent.

7. Documentation and Training: Staff members responsible for providing technology assistance will receive regular training to stay updated on the latest software, hardware, and troubleshooting techniques. They will also maintain documentation of frequently encountered issues and solutions for reference.

### **Feedback and Improvement**

The library welcomes feedback from patrons regarding their experience with technology assistance services. Suggestions for improvement will be considered and incorporated into future updates of this policy and staff training programs.

### **Conclusion**

The Coopersville Area District Library is committed to providing patrons with the support they need to navigate the increasingly digital world. This technology assistance policy serves as a framework for ensuring that all patrons receive courteous, effective, and timely help with their technology-related needs.



## PATRON BEHAVIOR POLICY

### **I. Introduction.**

The Coopersville Area District Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials, services and equipment . In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource by enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings (interior and exterior), all grounds controlled and operated by the Library (“Library Property”), and to all persons entering in or on to Library Property, unless otherwise specified.

### **II. Rules for a Safe Environment.**

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance, recreational drugs, marijuana, alcoholic or intoxicating liquor are not allowed on Library property.
- D. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment (including toys that can be ridden or wagons) is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in the Library for use by individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

- E. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- F. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.
- G. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library or on Library property without expressed permission from the Library Director.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

### **III. Rules for Personal Behavior.**

- A. Personal Property. Personal property brought into the Library is subject to the following:
  - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
  - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
  - 3. The Library does not guarantee storage for personal property.
  - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and beverages are only permitted in designated areas.
- C. Unauthorized Use. Patrons must leave the Library Building promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library’s parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits

placed on the patron by the Library Director, his or her designee, or the Library Board.

- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or equipment shall be required to leave the Library and shall not remain on Library Property. This includes sleeping on Library furniture, the floor, or outside on Library Property.
- E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:
1. Spitting;
  2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
  3. Climbing on furniture;
  4. Using obscene or threatening language or gestures;
  5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property, or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
  6. Other behaviors that interfere with Library patrons' use of the Library or the ability of staff to do his or her job.
- F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
  2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
    - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
    - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
    - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
    - d. No person shall block ingress or egress from the Library building.
    - e. Permitted times will be limited to the operating hours of the Library.
    - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, excessive personal grooming, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.
- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from

electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to, body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons, outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification; Masks. Patrons must provide identification to Library staff when requested. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.
- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property. Visible or damp swimming suits left uncovered are not considered to be appropriate attire. No bras or sports bra tops allowed without a proper full shirt over the top. No one with uncovered undergarments will be permitted on library property.

#### **IV. Rules for the Use and Preservation of Library Materials and Property.**

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall not load or install any programs or software on Library

computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.

- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

**V. Violations and Appeal.**

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations and Appeal Policy.

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## 1.1 Sick Days

The Library provides paid sick leave benefits to all employees for periods of temporary absence due to illnesses or non-work-related injuries. Employees may use sick time for the following reasons.

- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.

On January 1 of each year, the Library awards paid sick leave to eligible employees. The Library front loads paid sick leave based upon the number of hours the employee worked in the previous calendar year. On January 1, the Library will award you paid sick leave by dividing your total hours worked in the previous calendar year by 30. If an employee works more hours than the previous year, the employee begins accruing additional sick leave when additional hours are worked. These hours accrue at one hour for every 30 hours worked. For example:

<b>Total hours worked in previous year</b>	<b>Sick time awarded on January 1 (Total hours worked in prior year divided by 30)</b>
2,080	69 hours
1,872	62 hours
1,560	52 hours
1,300	43 hours

New employees will begin accruing sick leave immediately upon employment. However, a new employee must wait 90 days before they are eligible to use earned sick time.

Time spent not actually working, including but not limited to time spent on vacation, holidays, disability leave, sick leave, and other types of leave time is **not** considered "hours worked" and will not count toward the calculation of PTO and sick leave benefits.

Employees are eligible to earn at least 72 hours per year, but an employee may earn more or less based on actual hours worked. Sick time may be carried over into the new year and has no limit, but Coopersville Area District Library may limit the amount of sick leave that can be taken in a given year to 240 hours.

Paid sick leave may be used in one-hour increments.

If you cannot report to work because of an illness or injury, you should notify your supervisor or Library Director before the scheduled start of your workday. Your supervisor or Library Director must also be contacted on each additional day of absence.

If you are absent for more than three consecutive days due to illness or injury, you must provide a doctor's statement that states the illness or injury, the date when it began, and when you should be able to return to work.

When using sick leave you will be paid at your normal base pay rate. Sick leave benefits do not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Refer to Section 5.2. Workers' Compensation of the Employee Handbook for use of sick leave during state-mandated waiting period for work-related injuries.

The Library may not retaliate against an employee for requesting or using sick time for which the employee is eligible. An employee may bring a civil action or file a complaint with the Michigan Department of Licensing and Regulatory Affairs.