

# Coopersville Area District Library

Monthly Board Meeting

Date: September 18, 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 (August 21, 2024)** (m) [p.2-3](#)
4. **Public Comment:**
5. **Strategic Plan (Vision and Mission) – Carol Dawe** (m) [p.4-8](#)
6. **Financial Reports**
  - a. September Operations: Balance Sheets & Budget vs. Actual (r) [p.9-11](#)
  - b. Approve August expenditures, including ACH transactions #21105-21114 totaling \$16,988.16 (m) [p. 12](#)
  - c. Approve September checks to date, including ACH transactions #21115-21122 totaling \$46,404.96 (m) [p. 13](#)
  - d. Statement of Income (r) [p.14](#)
  - e. Visa Reconciliation Detail (r) [p.15-16](#)
  - f. CADL Building Expansion Budget Performance (r) [p.17](#)
7. **Correspondence/Marketing** (r) [p.18-24](#)
  - a. CADL Press Releases
  - b. October Calendar
  - c. Programming Flyers
8. **Director’s Report –** (r)
9. **Committee Reports** (r)
10. **Unfinished Business**
11. **New Business**
  - a. Circulation Assistant Job Description (m) [p. 25-26](#)
12. **Public/board Comments:**
13. **Next Meeting: Board meeting October 16, 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 Aug 21, 2024.**

**Call to Order:** President Sue Boomgaard-Rasch called the meeting to order at 7:04 pm.

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

**Staff Present:** Elyshia Hoekstra/Director, Kim Lothschutz/Bookkeeper, Carol Dawe/Lakeland Library Cooperative

**Absent:** None

**M/S (K. Waldecker, S. Mayrose) to approve 8/21/2024 agenda (Page 1-2).** Motion carried.

**Oaths of Office (Page 3).**

*Board members took their Oath of Office in the presence of Kim Lothschutz who was able to notarize the oaths.*

**M/S (P. Lindberg, A. Deming) to approve 7/17/2024 Board Minutes (Pages 4-5).** Motion carried.

**Public Present/Comments:** None

**Strategic Plan Report presented by Carol Dawe (Pages 6-12) – Informational Review**

*Carol Dawe from Lakeland Library Cooperative presented the draft of the CADL Strategic Plan October, 2024 - October, 2026. Here are some of the highlights and discussion points.*

*\*Carol mentioned that the focus group was the 2<sup>nd</sup> largest group she has worked with. The group was very positive, but its positivity makes it difficult to write a plan.*

*\*The idea is to plan to work and then work the plan.*

*\*Questions about the library's hours came up on the surveys but not so much in the focus group so another survey will have to be done.*

*\*Mini surveys or access to a QR code may be more helpful in gathering data for some issues.*

*\*Board could not agree on a new Mission Statement but did agree that connection should be the focus. Need to brainstorm more words for the mission statement.*

*\*Need to develop a small strategic plan for the board.*

**Financial Reports:**

- A. **Informational review to receive and file August Operations: Balance Sheets & Budget vs. Actual (Pages 13-19).**
- B. **M/S (K. Waldecker, R. DeVries) to approve June expenditures, including ACH transactions #21034-21080 totaling \$27,116.41 (Pages 20-21).** Motion carried.
- C. **M/S (K. Waldecker, S. Mayrose) to approve July 1<sup>st</sup>-11<sup>th</sup> expenditures, including ACH transactions #21052, 21062, 21074-21085 totaling \$16,810.09. (Page 22).** Motion carried.
- D. **M/S (K. Waldecker, R. DeVries) to approve July 12<sup>th</sup> -30<sup>th</sup> expenditures, including ACH transactions #21088-21098 totaling \$8,66748 (Page23).** Motion carried.
- E. **M/S (R. DeVries, P. Lindberg) to approve August checks to date, including ACH transactions #21099-21104 totaling \$21,47270 (Page 24).** Motion carried.
- F. **Informational review to receive and file Statement of Income (Page 25).**

**G. Informational review to receive and file** Visa Reconciliation Detail (Pages 26-27).

**H. Informational review to receive and file** CADL Building Expansion Budget Performance (Page 28).

**Correspondence/Marketing: – Pages 29-30 – Informational review to receive and file**

- A. CADL Press Releases
- B. September Calendar of Events
- C. Programming Flyers

*Classic Film Festival attendance averaged 8-9 viewers per film.*

*Minecraft Monday went well. Friends of the Library helped to support this activity.*

**Director's Report: – Pages 31-36 – Informational review to receive and file**

- A. Friends Minutes – Pages 35-36

**Committee Reports: - Informational review to receive and file**

- A. Grounds Committee – Page 37

*After reviewing the quotes from Summit the board decided that it would be a good idea to reach out for more quotes from other landscape companies.*

**Unfinished Business:**

*Shade company never showed up on August 20 to repair/replace the broken shade in the community room. Elyshia will follow up to find out why no one came.*

**New Business:**

- A. M/S (R. DeVries, P. Lindberg) to approve** Grant Resolution – Par Plan – Smart Thermostats (Page 38-39). Motion carried.

*CADL has five separate heating/cooling zones that require separate thermostats.*

- B. Summit Landscaping Quote (Pages 40-44) – Informational Review**

- C. Library Signs (Not ready – No Action)**

*Elyshia would like signs directing patrons to large parking lot on the south side of building & signs to handicapped parking on the north.*

- D. Closed Day – October 19, 2024**

**M/S (G. Dunn, A. Deming) to approve** CADL closure on October 19, 2024. Motion carried.

*Closing so staff can attend Assistant Director Katie VanHuis's wedding.*

**Public/Board Comments:** None

**Adjournment:** 8:42 pm

**Next Board Meeting:** September 18, 2024 at 7 pm.

## Notes on the strategic plan on page summaries

The following four pages (two front and back documents) are two options for the vision and mission statements and an associated 3-word tagline. The tagline can be found in the introductory paragraph to each option but is intended to be used with a logo or library materials. The rest of the information is the same in both versions.

Carol and I spent some time going over the feedback the Board gave us at the last meeting. We tried out many combinations of words and phrases that you suggested but also encompassed what we learned from the community during this process. The first option came very naturally out of our conversation, and I think it represents many of the ideas and concepts that you suggested at the meeting. After much deliberation, we came back around to one of our original concepts as well, as we felt that it still did a good job of describing what the community perceived the library to be and what it offers. We did add a vision statement to accompanying it, along with some key tagline words.

I'm afraid we were able to use everything that we talked about, but I truly think these two versions each tell the story to our community about what the library is and what it has to offer them. In my eyes, both vision statements invite users to see what the library has to offer them and invites us to remember what we are ultimately trying to achieve. The mission statements underline our dedication to continue to provide and to expand on the services that we offer our community. The Goals and Objectives then tell everyone how we plan to go about and achieve that mission in the next three years.

I am very happy with the way both of them turned out. While I wish I could have included even more of what the library is and does within these documents, these summaries are meant to be just that – summaries. With this strategic plan now almost done, it is our job to then go out and show everyone that while these statements are wonderful introductions to what the library is, it is so very much more. Let us tell you how.

I hope that one of these versions also speaks to you, and that once we choose which version we like, we can get the real work underway. I've got a draft of the full strategic plan nearly ready to go. It just needs some finishing touches (including some updated language to reflect the vision and mission statement we choose). And while Carol and I thought the appropriate timing to implement this plan is in 2025, I have started work on some of the action plans in order to make sure that we get the timing right when it comes to approving budgets and taking actions. I am very excited to see where this journey takes us and can't wait to share it with our community.

# Coopersville Area District Library Page 5

## Strategic Plan 2025-2027

After reviewing community feedback and analyzing the data received, the director, staff, and strategic planning facilitator identified three areas of focus to direct Coopersville Area District Library's Strategic Plan. A goal was developed under each area of focus and objectives for those goals were identified for three groups of people: staff members, board members, and community members. In each step of the process, we asked ourselves how each goal and objective would connect, enrich, and empower our community. This is a summary of those goals and objectives and a draft vision statement/mission statement to direct the library for the next three years.

### Vision Statement

Coopersville Area District Library provides access, creates connections, and inspires learning within our community and beyond.

### Mission Statement

Our library strives to connect people to information, skills, and each other in order to enrich our community and empower individuals through access to culture, knowledge and opportunities.

## Areas of Focus

Resources | Programs | Partnerships

## Goals and Objectives

Goal 1: Resources -- Invest in a deeper, more varied print and electronic collection

- Staff Objectives
  - Evaluate, review and weed existing collections
  - Identify new or existing areas of focus
  - Purchase new materials
  - Maintain collections
- Board Objectives
  - Budget for collection maintenance and expansion
  - Identify whether our current budget supports or sustains expansion
  - If it does not, explore alternative means for funding opportunities
- Community Objectives
  - Express interest in new collection items
  - Participate in micro surveys to help staff determine where to expand collections
  - Engage with the rest of the community in book discussions, collection and book reviews, and by completing post-program surveys to help determine whether changes are well received

## Goal 2: Programming - Expand programming to meet a diverse set of community needs

- Staff Objectives
  - Evaluate and review existing programming
  - Create a staffing plan to accommodate additional programming
  - Put new programs into practice
  - Evaluate! Evaluate! Evaluate!
- Board Objectives
  - Assess whether programs are accessible (Accessible programming refers to programs that are designed to be usable by people with disabilities. )
  - Determine funding to help maintain accessibilities or to create more accessibility options
  - Budget for increased programming and increased staffing
- Community Objectives
  - Participate in micro surveys to help determine exactly which programs hold the most interest
  - Suggest programs
  - Participate in programs
  - Complete follow up surveys to help us assess which programs should continue to expand

## Goal 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

- Staff Objectives
  - Identify new and existing partnerships
  - Build new partnerships
  - Maintain and expand existing programs
  - Create goodwill opportunities to identify unforeseen partnerships
- Board Objectives
  - Advocacy
    - Examples include working with the director to
      - Do presentations at township or club meetings
      - Identify how other organizations you are involved with can partner with the library for programming or other resource sharing
      - Leverage personal connections in the community
- Community Objectives
  - Invite community leaders to accompany you to the library
  - Invite library staff or board members to community events where the library could make connections or share impact
  - Suggest new connections inside and outside the community

# Coopersville Area District Library Page 7

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### Vision Statement

Coopersville Area District Library endeavors to engage, enrich, and inspire a growing and evolving community.

### Mission Statement

Coopersville Area District Library: creating community connections by providing resources, programming, and partnerships

## Areas of Focus

Resources | Programs | Partnerships

## Goals and Objectives

Goal 1: Resources -- Invest in a deeper, more varied print and electronic collection

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# COOPERSVILLE AREA DISTRICT LIBRARY

## Balance Sheet As of September 9, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	183,537.32
101-003 ICS-FDIC Savings	243,910.20
101-004 Building Debt Fund	82,127.77
101-005a Murray CD	14,159.23
101-006 Capital Fund	7,623.76
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	57,697.60
<b>Total Bank Accounts</b>	<b>\$589,080.88</b>
Accounts Receivable	
101-018 Accounts Receivable	578.76
<b>Total Accounts Receivable</b>	<b>\$578.76</b>
Other Current Assets	
101-019 Accounts Receivable, other	0.00
1499 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$589,659.64</b>
<b>TOTAL ASSETS</b>	<b>\$589,659.64</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	5,939.47
202-2 Auditor Accounts Payable	
<b>Total 101-202 Accounts Payable</b>	<b>5,939.47</b>
<b>Total Accounts Payable</b>	<b>\$5,939.47</b>
Credit Cards	
101-211 VISA	776.99

# COOPERSVILLE AREA DISTRICT LIBRARY

## Balance Sheet As of September 9, 2024

	TOTAL
<b>Total Credit Cards</b>	<b>\$776.99</b>
Other Current Liabilities	
101-206 Accounts Payable, other	0.00
101-258 Payroll Liabilities	2,952.71
Alerus Retirement	262.94
Federal Taxes (941/943/944)	1,365.41
Federal Unemployment (940)	0.00
Health Insurance-20% of premium	38.45
MI Income Tax	1,362.58
MI Local Tax	32.98
MI Unemployment Tax	0.00
Muskegon City Estra Tax	60.00
<b>Total 101-258 Payroll Liabilities</b>	<b>6,075.07</b>
101-259 Due to Other Funds	8,469.72
202-1 Accounts Payable Auditors	1,501.74
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$16,046.53</b>
<b>Total Current Liabilities</b>	<b>\$22,762.99</b>
<b>Total Liabilities</b>	<b>\$22,762.99</b>
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	97,642.07
Net Income	-25,194.52
<b>Total Equity</b>	<b>\$566,896.65</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$589,659.64</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		391,000.00	-391,000.00		\$0.00	\$391,000.00	\$ -391,000.00	0.00%
101-539 State	-6,556.12	18,200.00	-24,756.12	-36.02 %	\$ -6,556.12	\$18,200.00	\$ -24,756.12	-36.02 %
101-580 Local Grants	3,277.36	12,000.00	-8,722.64	27.31 %	\$3,277.36	\$12,000.00	\$ -8,722.64	27.31 %
101-600 Charges for Services	1,122.00	4,310.00	-3,188.00	26.03 %	\$1,122.00	\$4,310.00	\$ -3,188.00	26.03 %
101-655 Fines & Forfeitures	1,110.02	38,400.00	-37,289.98	2.89 %	\$1,110.02	\$38,400.00	\$ -37,289.98	2.89 %
101-664 Investment Earnings	2,398.71	6,500.00	-4,101.29	36.90 %	\$2,398.71	\$6,500.00	\$ -4,101.29	36.90 %
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	2,001.63	200.00	1,801.63	1,000.82 %	\$2,001.63	\$200.00	\$1,801.63	1,000.82 %
Services	582.79		582.79		\$582.79	\$0.00	\$582.79	0.00%
<b>Total Income</b>	<b>\$4,726.39</b>	<b>\$477,645.00</b>	<b>\$ -472,918.61</b>	<b>0.99 %</b>	<b>\$4,726.39</b>	<b>\$477,645.00</b>	<b>\$ -472,918.61</b>	<b>0.99 %</b>
<b>GROSS PROFIT</b>	<b>\$4,726.39</b>	<b>\$477,645.00</b>	<b>\$ -472,918.61</b>	<b>0.99 %</b>	<b>\$4,726.39</b>	<b>\$477,645.00</b>	<b>\$ -472,918.61</b>	<b>0.99 %</b>
<b>Expenses</b>								
101-701 Personnel Services	39,645.86	280,920.00	-241,274.14	14.11 %	\$39,645.86	\$280,920.00	\$ -241,274.14	14.11 %
101-726 Supplies	2,113.57	11,050.00	-8,936.43	19.13 %	\$2,113.57	\$11,050.00	\$ -8,936.43	19.13 %
101-800 Other Services & Charges	17,058.40	104,690.00	-87,631.60	16.29 %	\$17,058.40	\$104,690.00	\$ -87,631.60	16.29 %
101-970 Capital Outlay	14,221.14	63,500.00	-49,278.86	22.40 %	\$14,221.14	\$63,500.00	\$ -49,278.86	22.40 %
<b>Total Expenses</b>	<b>\$73,038.97</b>	<b>\$460,160.00</b>	<b>\$ -387,121.03</b>	<b>15.87 %</b>	<b>\$73,038.97</b>	<b>\$460,160.00</b>	<b>\$ -387,121.03</b>	<b>15.87 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -68,312.58</b>	<b>\$17,485.00</b>	<b>\$ -85,797.58</b>	<b>-390.69 %</b>	<b>\$ -68,312.58</b>	<b>\$17,485.00</b>	<b>\$ -85,797.58</b>	<b>-390.69 %</b>
<b>NET INCOME</b>	<b>\$ -68,312.58</b>	<b>\$17,485.00</b>	<b>\$ -85,797.58</b>	<b>-390.69 %</b>	<b>\$ -68,312.58</b>	<b>\$17,485.00</b>	<b>\$ -85,797.58</b>	<b>-390.69 %</b>

**General Operations  
Checking Account  
August 9th - 31st, 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
08/05/2024		Deposit	\$7.45
08/06/2024		Deposit	\$28.97
08/08/2024		Deposit	\$19.19
08/09/2024		Deposit	\$1,705.73
08/09/2024		Deposit	\$71.58
08/12/2024		Deposit	\$55.07
08/12/2024		Deposit	\$48.60
08/12/2024		Deposit	\$9,575.35
08/12/2024		Deposit	\$187.87
08/16/2024		Deposit	\$68.35
08/16/2024		Deposit	\$4.77
08/19/2024		Deposit	\$18.31
08/22/2024		Deposit	\$6,612.32
08/23/2024		Deposit	\$551.04
08/23/2024		Deposit	\$1,958.26
08/26/2024		Deposit	\$19.18
08/28/2024		Deposit	\$4.77
08/29/2024		Deposit	\$29,631.58
08/29/2024		Deposit	\$31.93
08/30/2024		Deposit	\$152.66
08/30/2024		Deposit	\$33.41
08/30/2024		Deposit	\$141.79
08/21/2024		Payroll	(\$6,072.21)
08/12/2024		IRS	(\$2,917.42)
08/15/2024		City of Muskegon	(\$62.34)
08/23/2024		Square	(\$93.28)
08/26/2024		Transfer to Building Fund	(\$25,108.41)
08/30/2024		Alerus Retirement	(\$536.06)
08/12/2024	21105	Friends of CADL	(\$101.64)
08/15/2024	21106	Heimler Consulting	(\$264.99)
08/15/2024	21107	Unique Management Services	(\$9.85)
08/15/2024	21108	Cengage Learning	(\$140.75)
08/15/2024	21109	Everon	(\$84.42)
08/19/2024	21110	Decker Agency	(\$6,000.00)
08/26/2024	21111	DHE Plumbing and Mechanical	(\$275.00)
08/26/2024	21112	Michigan Gas Utilities	(\$58.04)
08/26/2024	21113	U.S. Bank Equipment Finance	(\$289.18)
08/29/2024	21114	Midwest Tape	(\$82.98)
			<b>\$8,831.61</b>

**General Operations  
Checking Account  
September 1st - 9th, 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
09/03/2024		<i>Deposit</i>	5.55
09/03/2024		<i>Deposit</i>	232.74
09/04/2024		<i>Deposit</i>	42.56
09/09/2024		<i>Deposit</i>	75.00
09/10/2024		<i>Deposit</i>	3,967.62
09/06/2024		Deposit	117.94
09/09/2024		<i>Deposit</i>	12.99
09/09/2024		<i>Deposit</i>	6.99
09/04/2024		M.E.R.S.	(1,751.00)
09/03/2024		Priority Health	(416.53)
09/04/2024		IRS	(2,983.89)
09/04/2024	DD	Payroll	(5,347.15)
09/05/2024		Transfer to Building Fund	(29,631.58)
09/12/2024	21115	Heimler Consulting	(594.98)
09/12/2024	21116	Consumers Energy	(1,204.59)
09/12/2024	21117	New Views LLC	(801.66)
09/12/2024	21118	Visa	(3,181.13)
09/09/2024	21119	mk Solutions	(3,230.00)
09/09/2024	21120	Midwest Tape- Hoopla	(724.67)
09/09/2024	21121	Midwest Tape	(135.97)
09/09/2024	21122	Rivistas, LLC	(863.20)
			<b>(46,404.96)</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	0.00	58,707.61	0.00	0.00	0.00	\$58,707.61
101-539 State	-6,556.12	0.00	0.00	0.00	0.00	\$ -6,556.12
101-580 Local Grants	3,277.36	0.00	0.00	0.00	0.00	\$3,277.36
101-600 Charges for Services	1,122.00	0.00	0.00	0.00	0.00	\$1,122.00
101-655 Fines & Forfeitures	1,110.02	0.00	0.00	0.00	0.00	\$1,110.02
101-664 Investment Earnings	2,398.71	26.67	99.01	0.00	107.33	\$2,631.72
101-672 Other Revenue	790.00	0.00	0.00	75.00	0.00	\$865.00
101-690 Other Financing Sources	2,001.63	0.00	0.00	0.00	0.00	\$2,001.63
Services	582.79	0.00	0.00	0.00	0.00	\$582.79
<b>Total Income</b>	<b>\$4,726.39</b>	<b>\$58,734.28</b>	<b>\$99.01</b>	<b>\$75.00</b>	<b>\$107.33</b>	<b>\$63,742.01</b>
GROSS PROFIT	<b>\$4,726.39</b>	<b>\$58,734.28</b>	<b>\$99.01</b>	<b>\$75.00</b>	<b>\$107.33</b>	<b>\$63,742.01</b>
Expenses						
<b>Total Expenses</b>						<b>\$0.00</b>
NET OPERATING INCOME	<b>\$4,726.39</b>	<b>\$58,734.28</b>	<b>\$99.01</b>	<b>\$75.00</b>	<b>\$107.33</b>	<b>\$63,742.01</b>
NET INCOME	<b>\$4,726.39</b>	<b>\$58,734.28</b>	<b>\$99.01</b>	<b>\$75.00</b>	<b>\$107.33</b>	<b>\$63,742.01</b>

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 08/31/2024

RECONCILIATION REPORT

Reconciled on: 09/03/2024

Reconciled by: Kim Lothschutz

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

Summary

USD

Statement beginning balance.....	8,569.93
Charges and cash advances cleared (26).....	3,327.89
Payments and credits cleared (6).....	-8,716.69
Statement ending balance.....	<u>3,181.13</u>
Uncleared transactions as of 08/31/2024.....	1,185.17
Register balance as of 08/31/2024.....	4,366.30
Cleared transactions after 08/31/2024.....	0.00
Uncleared transactions after 08/31/2024.....	57.60
Register balance as of 09/03/2024.....	4,423.90

Details

Charges and cash advances cleared (26)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2024	Expense		TD3 Innovative Gaming	550.00
08/01/2024	CC Bill Payment		Google LLC	57.60
08/02/2024	Expense		OverDrive	50.82
08/05/2024	Expense		327 Pizza	33.92
08/09/2024	Expense		WuFoo	19.00
08/12/2024	Expense		Amazon.com	17.95
08/13/2024	Expense		Amazon.com	19.96
08/13/2024	Expense		Amazon.com	20.78
08/14/2024	Expense			6.12
08/18/2024	Expense		Vonage	136.34
08/18/2024	Expense			79.00
08/19/2024	Expense		Amazon.com	7.74
08/19/2024	Expense		Quill	38.99
08/19/2024	Expense		Amazon.com	41.88
08/21/2024	Expense		Meijer	36.98
08/21/2024	Expense		Amazon.com	17.95
08/21/2024	Expense		Amazon.com	16.59
08/21/2024	Expense		Intuit	76.50
08/21/2024	Expense		ADT Security Services (VISA)	152.94
08/22/2024	Expense		Quill	38.99
08/22/2024	Expense		Amazon.com	15.20
08/26/2024	Expense		Amazon.com	24.45
08/27/2024	Expense		Amazon.com	44.97
08/28/2024	Expense		Book Outlet	57.46
08/28/2024	Expense		Amazon.com	9.59
08/29/2024	CC Bill Payment		Baker & Taylor	1,756.17

Total 3,327.89

Payments and credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2024	Bill		Visa	-8,569.93
08/08/2024	Credit Card Credit		Amazon.com	-7.99
08/14/2024	Credit Card Credit		Amazon.com	-79.00
08/22/2024	Credit Card Credit		Quill	-38.99
08/23/2024	Credit Card Credit		Amazon.com	-14.79
08/23/2024	Credit Card Credit		Amazon.com	-5.99

Total -8,716.69

**Additional Information**

Uncleared charges and cash advances as of 08/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/24/2024	Expense		Quill	253.48
07/31/2024	Expense		Baker & Taylor	282.98
08/22/2024	Expense		Quill	648.71
<b>Total</b>				<b>1,185.17</b>

Uncleared charges and cash advances after 08/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2024	Expense		Google LLC	57.60
<b>Total</b>				<b>57.60</b>



## COOPERSVILLE AREA DISTRICT LIBRARY

## Building Fund Budget vs. Actuals YTD

July 2024 - June 2025

	2-DEBT SERVICE PAYMENT			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	ACTUAL	BUDGET	OVER BUDGET
<b>Income</b>						
101-401 Property Taxes	58,707.61	126,800.00	-68,092.39	\$58,707.61	\$126,800.00	\$ -68,092.39
101-664 Investment Earnings	26.67	500.00	-473.33	\$26.67	\$500.00	\$ -473.33
<b>Total Income</b>	<b>\$58,734.28</b>	<b>\$127,300.00</b>	<b>\$ -68,565.72</b>	<b>\$58,734.28</b>	<b>\$127,300.00</b>	<b>\$ -68,565.72</b>
<b>GROSS PROFIT</b>	<b>\$58,734.28</b>	<b>\$127,300.00</b>	<b>\$ -68,565.72</b>	<b>\$58,734.28</b>	<b>\$127,300.00</b>	<b>\$ -68,565.72</b>
<b>Expenses</b>						
101-800 Other Services & Charges		10.00	-10.00	\$0.00	\$10.00	\$ -10.00
101-990 Building Expansion		142,638.00	-142,638.00	\$0.00	\$142,638.00	\$ -142,638.00
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$142,648.00</b>	<b>\$ -142,648.00</b>	<b>\$0.00</b>	<b>\$142,648.00</b>	<b>\$ -142,648.00</b>
<b>NET OPERATING INCOME</b>	<b>\$58,734.28</b>	<b>\$ -15,348.00</b>	<b>\$74,082.28</b>	<b>\$58,734.28</b>	<b>\$ -15,348.00</b>	<b>\$74,082.28</b>
<b>NET INCOME</b>	<b>\$58,734.28</b>	<b>\$ -15,348.00</b>	<b>\$74,082.28</b>	<b>\$58,734.28</b>	<b>\$ -15,348.00</b>	<b>\$74,082.28</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 September 11 is the novel, *The Women*, by Kristin Hannah. A limited number of copies are available for check-out at the library.

**Adult Craft Night** - Adult Craft Night meets at 6:00 p.m. on the 3rd Thursday of each month. For adults ages 18 and up. This program is free of charge and all materials are provided. This program is limited and filled on a first-come, first-served basis. Check out the library's website and Facebook page for information on this month's craft.

**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, September 26, with the theme of favorite fall recipes! It can be a family tradition, a recipe that was shared by a friend, or one you just came across in a cookbook and loved. 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! The fall session begins on September 16.

**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.

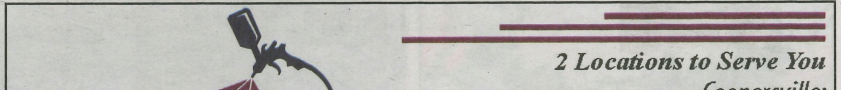
**Play 'N' Learn** - Ottawa Area Intermediate School District (OAISD) will be hosting another Play 'N' Learn on Friday, September 20, at 10:00 a.m. This program is designed for families with children ages birth to 5 years old. Monthly sessions are based on a children's book, with accompanying finger 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.

**Teen Advisory Board** - Teen Advisory

Board (TAB) had its first meeting of the new school year on Tuesday, September 3, from 3:30-4:30 p.m. Meetings will now take place on an every other week basis, with the next meeting on September 17. 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).



Coopersville Area District Library

**TEEN Advisory BOARD**

MEETS BI-WEEKLY  
3:30PM - 4:30PM

MEETINGS RESUME SEPT 3RD

PLAN PROGRAMMING

SELECT NEW TEEN MATERIALS

PLAY GAMES

EAT SNACKS

MAKE THE LIBRARY A BETTER PLACE FOR TEENS

**THE *Mostly* TRUE STORY OF TANNER & LOUISE**

COLLEEN OAKLEY

USA Today Bestselling Author

October Book Club

WEDNESDAY, OCTOBER 9, AT 7 PM

# MOVIE NIGHT



**Tuesday, September 24, at 6:30 p.m.**

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

## 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 September 11 is the novel, *The Women*, by Kristin Hannah. A limited number of copies are available for checkout at the library.

**Classic Film Festival** - There's only one showing left in the 2024 Festival! Doors open at 6:00 p.m. with the screening to start at 6:30 p.m. on Tuesday, August 27. Admission and popcorn are free, thanks to the generous support of the Coopersville Sportsman's Club. Please call the library to find out the specific title.

**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, September 26. 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! The fall session begins on September 9.

**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. The fall session begins on September 4.

**Play 'N' Learn** - Ottawa Area Intermediate School District (OAISD) will be hosting another Play 'N' Learn on Friday, September 20, 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. The fall session begins on September 3.

**Teen Advisory Board** - Teen Advisory Board (TAB) will have its first meeting of the new school year on Tuesday, September 3, from 3:30-4:30 p.m. Meetings will then take place on an every other week basis. 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! Signup 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).

# COOPERSVILLE AREA DISTRICT LIBRARY 2024 EVENTS CALENDAR

# October



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	Storytime 10 AM TAB 3:30PM	1 Music & Movement 10AM	2 3	4	5
6	7 Maker Monday 4PM	8 Storytime 10 AM	9 Music & Movement 10AM Adult Book Club: <i>The Mostly True Story of Tanner &amp; Louise</i> 7PM	10	11	12
13	14 Maker Monday 4PM	15 Storytime 10 AM TAB 3:30PM	16 Music & Movement 10AM Library Board Meeting 7 PM	17 Adult Craft Night 6 PM	18 OAISD Play 'N' Learn 10 AM	19 <b>CLOSED</b>
20	21 Maker Monday 4PM	22 Storytime 10 AM Premiere Movie Night 6:30 PM	23 Music & Movement 10AM	24 Cookbook Club 6 PM	25	26
27	28 Maker Monday 4PM	29 Storytime 10 AM TAB 3:30PM	30 Music & Movement 10AM	31	1	2

**HALLOWEEN**

Hours:  
 Monday and Thursdays: 12-8 pm  
 Tuesdays, Wednesdays, and Fridays: 10 am -5:30pm  
 Saturdays: 10 am - 2 pm  
[www.coopersvillelibrary.org](http://www.coopersvillelibrary.org)

# Director's Report for August 2024 - Elyshia Hoekstra

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## Building/Grounds

### **Additional Landscaping Quotes**

I am still in the process of gathering quotes to expand our knowledge of what we can do about the garden beds. Unfortunately, I haven't been able to schedule some walk-throughs until more recently so I haven't been able to get any other quotes. I have two walk-throughs scheduled, however, so I'm hoping to have those ready soon.

### **Signs**

Pat and I have been missing each other the last few weeks, and she is now gone for an extended vacation. Unfortunately that means that I can't get this back on our agenda for this month, but I am hoping to get that ready for October's agenda, so that we can hopefully get it installed before the ground freezes.

## Finances

### **MERS**

Kim and I met with our regional rep a few weeks ago. While our position is looking pretty positive, we asked for some projections to see what our payment might look like if we were to transfer over part or some of our funds. We are still waiting on those numbers, but it should give us a better idea where we stand if we were to go ahead and transfer. My original thought was to do it by January 1st then recalculate our minimum payment, but Kim made a very good point. She suggested that the presidential elections might very well effect the market over the course of the next year. Perhaps it was better to wait until July 2025 to make the transfer. I agree that sounds like a good plan at this point.

## Staff

### **Programs**

Fall programs have begun. We are back to our normal routine with a few items staying through the fall. Cookbook club has become at least a semi-permanent addition. We also have scheduled a couple of VR programs. Our first two will take place as part of TAB and

Maker Monday to target children, then we will branch out to include programs that will hopefully appeal to adults and seniors.

## **Closed**

As we approved last month, we will be closed October 19 so the staff can attend Katie's wedding.

## **New Circulation Assistant**

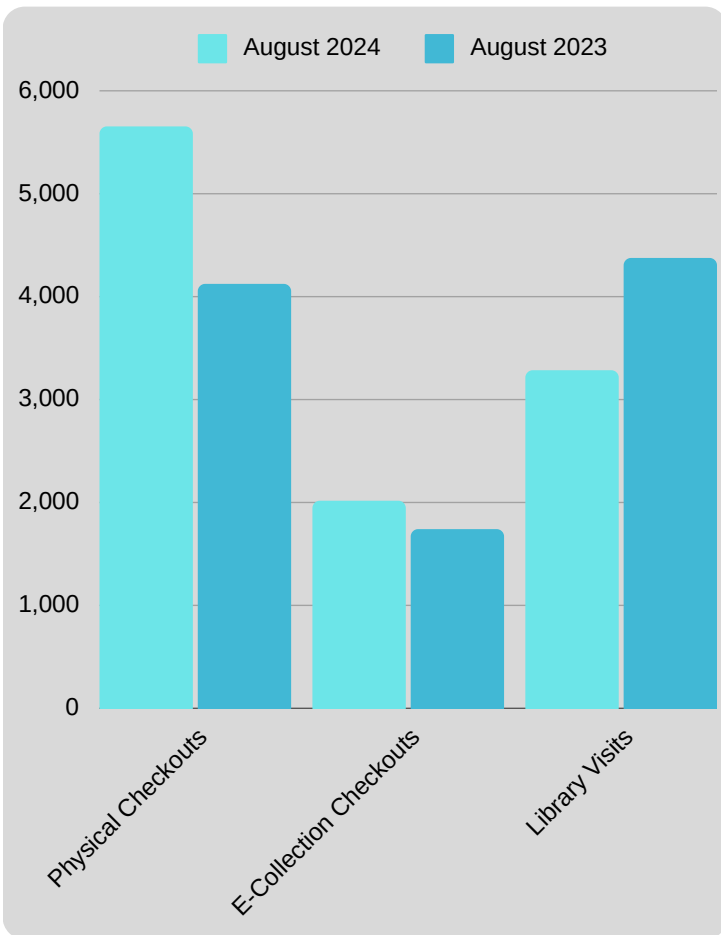
At the time of writing this, I am in the process of finishing up interviews for this position. We've had around 35 people apply for the position, and at this point, I intend to interview 10. Several are well qualified so I have high hopes that we will find someone who fits well into this position.

# Statistics

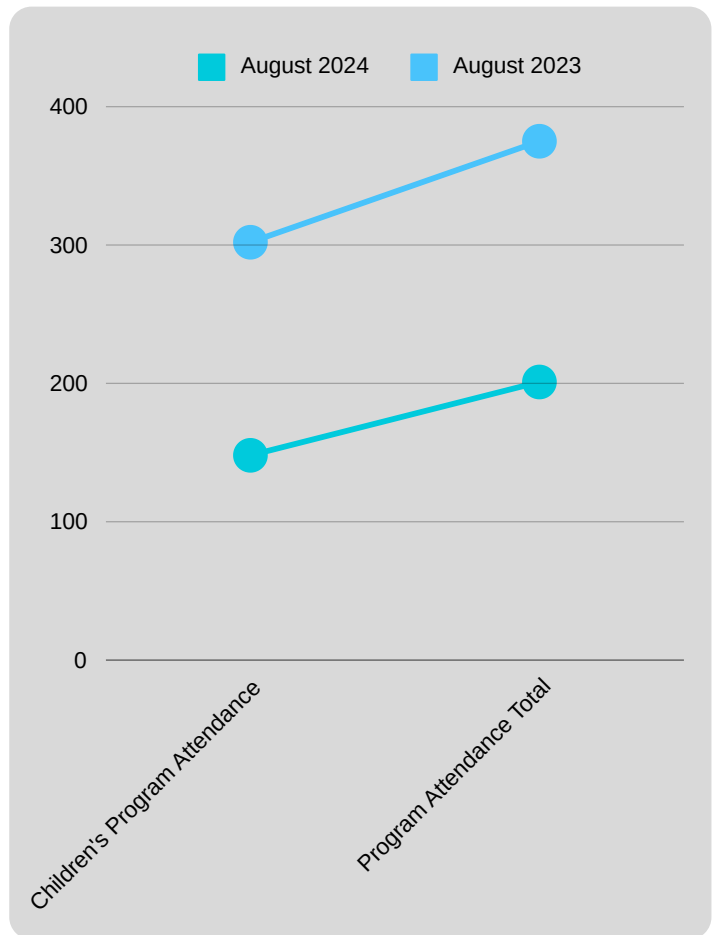
## August 2024

	8/1/2024	8/1/2023			Current YR	Last Yr	
	Current Yr	Last Yr	% Change		2024-2025 YTD	2023 -2024 YTD	% Change
<b>Circulation</b>							
Items checked out at CADL	5,654	4,124	37%		11,254	9,469	19%
OverDrive E-Book circulation	1,473	1,290	14%		2,967	2,714	9%
E-Magazines	165	127	30%		350	257	36%
Hoopla	379	324	17%		734	637	15%
Items Loaned to other libraries	579	353	64%		1,177	910	29%
Renewals	2,669	2,880	-7%		5,564	6,335	-12%
<b>Total Circulation</b>	<b>10,919</b>	<b>9,098</b>	<b>20%</b>		<b>22,046</b>	<b>20,322</b>	<b>8%</b>
<b>Library Patrons</b>							
Patrons getting 1st library card	30	31	-3%		<b>64</b>	<b>67</b>	-4%
Registered CADL Patrons	<b>3919</b>	<b>4212</b>	-7%		3,919	4,212	-7%
<b>Library Collection</b>							
*Items Added:	7,692	184	4080%		<b>7,907</b>	<b>1,772</b>	346%
Items Withdrawn	92		#DIV/0!		<b>279</b>	<b>26</b>	-973%
<b>Total Items owned</b>	<b>499,880</b>	<b>623,266</b>	-20%		499,880	623,266	-20%
<b>Interlibrary Loans</b>							
Items Loaned to other libraries	579	353	64%		1,177	910	29%
Borrowed- LLC + Mel	624	430	45%		1,297	1,116	16%
<b>Traffic Count</b>							
Library Visits	3,285	4,376	-25%		6,566	7,335	-10%
<b>Programming &amp; Services</b>							
Open Hours	197	193	2%		366	364	1%
Children's Program Attendance	<b>148</b>	<b>302</b>	-51%		515	675	-24%
Program Attendance Total	<b>201</b>	<b>375</b>	-46%		694	795	-13%
Number of Monthly Programs	<b>18</b>	<b>25</b>	-28%		48	49	-2%
Ancestry Plus	5	-	#DIV/0!		12	-	#DIV/0!
Internet Computer Sessions	327	251	30%		644	409	57%
Wireless Sessions	960	446	115%		1,819	877	107%

## Checkout Comparison



## Program Attendance





# + Library Assistant - Circulation

## + Library Assistant – Circulation

This position's primary role is to manage the circulation of library materials and provide patron support at the front desk. This position reports directly to the Library Director but is considered a support role to the circulation manager. When necessary,

## + Essential Job Functions

- Assist patrons in person, by phone, and electronically with inquiries and library services.
- Performs daily library tasks, including checking in and out of library materials.
- Issues library cards.
- Performs data entry tasks to update library records and manage circulation activities.
- Shelf returned items when necessary, read and straighten assigned sections, and maintain public spaces.
- Provide excellent customer service
- Conduct research, data collection and occasional cataloging of library resources.
- Help troubleshoot software issues and provide basic technical support to library users.
- Support library staff in organizing library events, programs, and displays.
- Collect money for donations, lost or damaged items, and other fees.
- Assist with the opening and closing procedures when assigned to an opening or closing shift.

## + Education and Experience

- High school diploma or equivalent required.
- Basic computer skills and familiarity with office equipment.
- Excellent interpersonal and communication skills.
- Ability to stand for long periods of time, bend, stretch and lift up to 40 pounds.
- Enthusiasm for public service and the library profession.

## + Compensation and Benefits

Beginning wage shall start at \$11/hr:

- All pay raises are based on merit and cost of living in accordance with the budget and the ability to accommodate increases.
- Promotion and wage increases shall be given as merited after yearly evaluation and upon the start of the new fiscal year.
- Employee benefits are outlined in the Employee Handbook.