

# Coopersville Area District Library

Monthly Board Meeting

Date: October 16, 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 (September 18, 2024)** (m) p. 2-3
4. **Public Comment:**
5. **Financial Reports**
  - a. October Operations: Balance Sheets & Budget vs. Actual (r) p. 4-9
  - b. Approve September expenditures, including ACH transactions #21123-21127 totaling \$6,558.42 (m) p. 10
  - c. Approve October checks to date, including ACH transactions #21128-21147 totaling \$10,688.42 (m) p. 11
  - d. Statement of Income (r) p. 12-14
  - e. Visa Reconciliation Detail (r) p. 15-16
  - f. CADL Building Expansion Budget Performance (r) p. 17
6. **Correspondence/Marketing** (r) p. 18-20
  - a. CADL Press Releases
  - b. November Calendar
  - c. Programming Flyers
7. **Director's Report** – (r) p. 21-24
8. **Committee Reports** (r) no current reports
9. **Unfinished Business**
  - a. Strategic Plan - Final (m) p. 25-34
  - b. Additional Grounds Quotes (d) p. 35-42
  - c. Signs (m) p. 43-44
10. **New Business**
  - a. Logo Creation Quotes (d, m?) p. 45-46
  - b. Special Projects Assistant Job Description (m) p. 47-48
11. **Public/board Comments:**
12. **Next Meeting: Board meeting November 20, 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 September 18, 2024.**

**Call to Order:** President Sue Boomgaard-Rasch called the meeting to order at 7:00 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,

**Guest(s) Present:** Carol Dawe/Lakeland Library Cooperative

**Absent:** None

**M/S (S. Mayrose, K. Waldecker) to approve** 9/18/2024 agenda with changes (Page 1). Motion carried. *Add DHE Service Agreement to New Business.*

**M/S (P. Lindberg, K. Waldecker) to approve** 8/21/2024 Board Minutes (Pages 2-3). Motion carried.

**Public Present/Comments:** None

**Strategic Plan Update by Carol Dawe and Elyshia Hoekstra (Pages 4-8) – Informational Review**

*\*Carol and Elyshia explained the process they went through to write the two different versions of the Vision Statement and Mission Statement for the CADL Strategic Plan 2025-2027.*

*\*Carol explained that the Vision Statement and Mission Statement guide the purpose of the strategic plan's goals and objectives.*

*\*Board members discussed the differences between the two different versions and voted to adopt the Vision Statement and Mission Statement presented in Version #1.*

*\*Elyshia will present the entire strategic plan with Vision/Mission Statements from Version #1 at the October 16, 2024 board meeting. Methodology and implementation of the plan will be included.*

**M/S (K. Waldecker, A. Deming) to approve** Version #1 of the Strategic Plan/Vision and Mission (Pages 4-8). Motion carried.

**Financial Reports:**

**A. Informational review to receive and file** September Operations: Balance Sheets & Budget vs. Actual (Pages 9-11). *Elyshia and Amy are looking at different formats for reporting budget data.*

**B. M/S (R. DeVries, A. Deming) to approve** August expenditures, including ACH transactions #21105-21114 totaling \$16,988.16 (Page 12). Motion carried.

**C. M/S (R. DeVries, P. Lindberg) to approve** September checks to date, including ACH transactions #21115-21122 totaling \$46,404.96 (Page 13). Motion carried.

**D. Informational review to receive and file** Statement of Income (Page 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. October Calendar of Events
- C. Programming Flyers

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

**Committee Reports:** None

**Unfinished Business:**

**New Business:**

- A. **M/S (R. DeVries, G. Dunn) to approve** Circulation Assistant Job Description (Pages 25-26). Motion carried.  
*Elyshia is considering hiring two additional staff members: 1) A Special Project contracted position and 2) a second page for book shelving.*
- B. **M/S (P. Lindberg, R. DeVries) to approve** DHE Maintenance Agreement of \$295.00 per month (Pages 27-30 added at meeting). Motion carried.

**Public/Board Comments:** *Sue's friend Denise has volunteered her talents to create fall decor for the empty porch pots at the library's south entrance. Many thanks to Denise.*

**Adjournment:** 8:15 pm

**Next Board Meeting:** October 16, 2024 at 7 pm.

## Coopersville Area District Library

## Balance Sheet - Operations

As of October 10, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	198,570.53
101-003 ICS-FDIC Savings	243,910.20
101-003-1 General ICS Savings	965.45
<b>Total 101-003 ICS-FDIC Savings</b>	<b>244,875.65</b>
101-004 Building Debt Fund	69,084.63
101-005a Murray CD	14,159.23
101-006 Capital Fund	7,624.38
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	57,794.85
<b>Total Bank Accounts</b>	<b>\$592,134.27</b>
Accounts Receivable	
101-018 Accounts Receivable	6,556.12
<b>Total Accounts Receivable</b>	<b>\$6,556.12</b>
Other Current Assets	
Inventory Asset	81.90
<b>Total Other Current Assets</b>	<b>\$81.90</b>
<b>Total Current Assets</b>	<b>\$598,772.29</b>
<b>TOTAL ASSETS</b>	<b>\$598,772.29</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	818.23
<b>Total Accounts Payable</b>	<b>\$818.23</b>
Credit Cards	
101-211 VISA	367.77
<b>Total Credit Cards</b>	<b>\$367.77</b>
Other Current Liabilities	
101-258 Payroll Liabilities	2,952.71
Alerus Retirement	269.38
Federal Taxes (941/943/944)	4,115.05
Health Insurance-20% of premium	-301.18
MI Income Tax	3,676.74
MI Local Tax	33.06
Muskegon City Estra Tax	60.00

## Coopersville Area District Library

## Balance Sheet - Operations

As of October 10, 2024

	TOTAL
<b>Total 101-258 Payroll Liabilities</b>	<b>10,805.76</b>
101-259 Due to Other Funds	4,234.86
202-1 Accounts Payable Auditors	1,501.74
<b>Total Other Current Liabilities</b>	<b>\$16,542.36</b>
<b>Total Current Liabilities</b>	<b>\$17,728.36</b>
<b>Total Liabilities</b>	<b>\$17,728.36</b>
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	101,876.93
Net Income	-15,282.10
<b>Total Equity</b>	<b>\$581,043.93</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$598,772.29</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					\$0.00	\$0.00	\$0.00	0.00%
101-405 Local, Chester Twp Millage		67,000.00	-67,000.00		\$0.00	\$67,000.00	\$ -67,000.00	0.00%
101-406 Local, Polkton Twp Millage		104,000.00	-104,000.00		\$0.00	\$104,000.00	\$ -104,000.00	0.00%
101-407 Local, Wright Twp Millage		110,000.00	-110,000.00		\$0.00	\$110,000.00	\$ -110,000.00	0.00%
101-408 Local, Coopersville Millage		105,000.00	-105,000.00		\$0.00	\$105,000.00	\$ -105,000.00	0.00%
404-2 Delinquent Property Taxes		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
<b>Total 101-401 Property Taxes</b>		<b>391,000.00</b>	<b>-391,000.00</b>		<b>\$0.00</b>	<b>\$391,000.00</b>	<b>\$ -391,000.00</b>	<b>0.00%</b>
101-539 State					\$0.00	\$0.00	\$0.00	0.00%
101-540 Grants, State					\$0.00	\$0.00	\$0.00	0.00%
540-9 MI Humanities Council	0.00		0.00		\$0.00	\$0.00	\$0.00	0.00%
<b>Total 101-540 Grants, State</b>	<b>0.00</b>		<b>0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
101-541 State Aid, CADL	0.00	12,000.00	-12,000.00	0.00 %	\$0.00	\$12,000.00	\$ -12,000.00	0.00 %
101-542 E-Rate Reimbursement		2,200.00	-2,200.00		\$0.00	\$2,200.00	\$ -2,200.00	0.00%
101-573 LCSA Act		4,000.00	-4,000.00		\$0.00	\$4,000.00	\$ -4,000.00	0.00%
<b>Total 101-539 State</b>	<b>0.00</b>	<b>18,200.00</b>	<b>-18,200.00</b>	<b>0.00 %</b>	<b>\$0.00</b>	<b>\$18,200.00</b>	<b>\$ -18,200.00</b>	<b>0.00 %</b>
101-580 Local Grants					\$0.00	\$0.00	\$0.00	0.00%
101-580-1 CADL Endowment Fund (VanDongen)		1,100.00	-1,100.00		\$0.00	\$1,100.00	\$ -1,100.00	0.00%
101-580-2 LeMieux Designated Fund		3,600.00	-3,600.00		\$0.00	\$3,600.00	\$ -3,600.00	0.00%
101-580-3 Driedger Fund		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
101-580-4 Zahm Fund		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
101-583 Coopersville Foundation		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
583-5 Tween Space	3,277.36		3,277.36		\$3,277.36	\$0.00	\$3,277.36	0.00%
<b>Total 101-583 Coopersville Foundation</b>	<b>3,277.36</b>	<b>1,500.00</b>	<b>1,777.36</b>	<b>218.49 %</b>	<b>\$3,277.36</b>	<b>\$1,500.00</b>	<b>\$1,777.36</b>	<b>218.49 %</b>
101-584 CAYAC		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
101-585 Westrate Fund		4,300.00	-4,300.00		\$0.00	\$4,300.00	\$ -4,300.00	0.00%
101-588 Rotary Grant		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
<b>Total 101-580 Local Grants</b>	<b>3,277.36</b>	<b>12,000.00</b>	<b>-8,722.64</b>	<b>27.31 %</b>	<b>\$3,277.36</b>	<b>\$12,000.00</b>	<b>\$ -8,722.64</b>	<b>27.31 %</b>
101-600 Charges for Services					\$0.00	\$0.00	\$0.00	0.00%
101-628 Cash Drawer - Photocopier	539.60	1,800.00	-1,260.40	29.98 %	\$539.60	\$1,800.00	\$ -1,260.40	29.98 %
101-629 Cash Drawer - Fax	219.00	500.00	-281.00	43.80 %	\$219.00	\$500.00	\$ -281.00	43.80 %
101-630 Cash Drawer - DVD/Game rental	3.00		3.00		\$3.00	\$0.00	\$3.00	0.00%
631-1 DVD Rentals	283.00	1,300.00	-1,017.00	21.77 %	\$283.00	\$1,300.00	\$ -1,017.00	21.77 %
631-2 Game Rentals	88.00	250.00	-162.00	35.20 %	\$88.00	\$250.00	\$ -162.00	35.20 %
<b>Total 101-630 Cash Drawer - DVD/Game rental</b>	<b>374.00</b>	<b>1,550.00</b>	<b>-1,176.00</b>	<b>24.13 %</b>	<b>\$374.00</b>	<b>\$1,550.00</b>	<b>\$ -1,176.00</b>	<b>24.13 %</b>
101-631 Cash Drawer - Room Rental	309.00	350.00	-41.00	88.29 %	\$309.00	\$350.00	\$ -41.00	88.29 %
101-632 Cash Drawer - Lost Card	39.00	100.00	-61.00	39.00 %	\$39.00	\$100.00	\$ -61.00	39.00 %
101-634 Cash Drawer - Coll. Agency Fee		10.00	-10.00		\$0.00	\$10.00	\$ -10.00	0.00%
<b>Total 101-600 Charges for Services</b>	<b>1,480.60</b>	<b>4,310.00</b>	<b>-2,829.40</b>	<b>34.35 %</b>	<b>\$1,480.60</b>	<b>\$4,310.00</b>	<b>\$ -2,829.40</b>	<b>34.35 %</b>
101-655 Fines & Forfeitures					\$0.00	\$0.00	\$0.00	0.00%
101-656 Ottawa Co Penal Fines	0.00	34,000.00	-34,000.00	0.00 %	\$0.00	\$34,000.00	\$ -34,000.00	0.00 %
101-657 Fines & Forfeitures - Other	208.70	500.00	-291.30	41.74 %	\$208.70	\$500.00	\$ -291.30	41.74 %
101-658 Cash Drawer - Materials Fines	1,397.55	3,600.00	-2,202.45	38.82 %	\$1,397.55	\$3,600.00	\$ -2,202.45	38.82 %
101-659 Cash Drawer - Lost Items	58.90	300.00	-241.10	19.63 %	\$58.90	\$300.00	\$ -241.10	19.63 %
<b>Total 101-655 Fines &amp; Forfeitures</b>	<b>1,665.15</b>	<b>38,400.00</b>	<b>-36,734.85</b>	<b>4.34 %</b>	<b>\$1,665.15</b>	<b>\$38,400.00</b>	<b>\$ -36,734.85</b>	<b>4.34 %</b>
101-664 Investment Earnings					\$0.00	\$0.00	\$0.00	0.00%
101-665 Interest, MoneyMarket Savings	3,668.50	6,500.00	-2,831.50	56.44 %	\$3,668.50	\$6,500.00	\$ -2,831.50	56.44 %
<b>Total 101-664 Investment Earnings</b>	<b>3,668.50</b>	<b>6,500.00</b>	<b>-2,831.50</b>	<b>56.44 %</b>	<b>\$3,668.50</b>	<b>\$6,500.00</b>	<b>\$ -2,831.50</b>	<b>56.44 %</b>
101-672 Other Revenue					\$0.00	\$0.00	\$0.00	0.00%
101-674 Private Contributions/Donations		350.00	-350.00		\$0.00	\$350.00	\$ -350.00	0.00%
101-675 Donations, Memorial	240.00	0.00	240.00		\$240.00	\$0.00	\$240.00	0.00%
101-676 Donations, Rotary		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
101-677 Donations, Friends		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
677-2 Staff Meeting		360.00	-360.00		\$0.00	\$360.00	\$ -360.00	0.00%
677-4 Virtual Programming	550.00		550.00		\$550.00	\$0.00	\$550.00	0.00%
<b>Total 101-677 Donations, Friends</b>	<b>550.00</b>	<b>3,360.00</b>	<b>-2,810.00</b>	<b>16.37 %</b>	<b>\$550.00</b>	<b>\$3,360.00</b>	<b>\$ -2,810.00</b>	<b>16.37 %</b>
101-678 Sportsmen's Club		600.00	-600.00		\$0.00	\$600.00	\$ -600.00	0.00%
681-1 Summer Reading Program		400.00	-400.00		\$0.00	\$400.00	\$ -400.00	0.00%
684-2 Winter Reading Club		325.00	-325.00		\$0.00	\$325.00	\$ -325.00	0.00%
<b>Total 101-674 Private Contributions/Donations</b>	<b>790.00</b>	<b>7,035.00</b>	<b>-6,245.00</b>	<b>11.23 %</b>	<b>\$790.00</b>	<b>\$7,035.00</b>	<b>\$ -6,245.00</b>	<b>11.23 %</b>
<b>Total 101-672 Other Revenue</b>	<b>790.00</b>	<b>7,035.00</b>	<b>-6,245.00</b>	<b>11.23 %</b>	<b>\$790.00</b>	<b>\$7,035.00</b>	<b>\$ -6,245.00</b>	<b>11.23 %</b>
101-690 Other Financing Sources					\$0.00	\$0.00	\$0.00	0.00%
692-0 Cash Drawer - Donations	409.61	200.00	209.61	204.81 %	\$409.61	\$200.00	\$209.61	204.81 %
692-1 Cash Drawer - Over/Under	1.02		1.02		\$1.02	\$0.00	\$1.02	0.00%

# 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
692.7 Insurance-Water Damage Basement	1,592.70		1,592.70		\$1,592.70	\$0.00	\$1,592.70	0.00%
<b>Total 101-690 Other Financing Sources</b>	<b>2,003.33</b>	<b>200.00</b>	<b>1,803.33</b>	<b>1,001.67 %</b>	<b>\$2,003.33</b>	<b>\$200.00</b>	<b>\$1,803.33</b>	<b>1,001.67 %</b>
Services	582.79		582.79		\$582.79	\$0.00	\$582.79	0.00%
<b>Total Income</b>	<b>\$13,467.73</b>	<b>\$477,645.00</b>	<b>\$ -464,177.27</b>	<b>2.82 %</b>	<b>\$13,467.73</b>	<b>\$477,645.00</b>	<b>\$ -464,177.27</b>	<b>2.82 %</b>
<b>GROSS PROFIT</b>	<b>\$13,467.73</b>	<b>\$477,645.00</b>	<b>\$ -464,177.27</b>	<b>2.82 %</b>	<b>\$13,467.73</b>	<b>\$477,645.00</b>	<b>\$ -464,177.27</b>	<b>2.82 %</b>
<b>Expenses</b>								
101-701 Personnel Services					\$0.00	\$0.00	\$0.00	0.00%
101-702 Salary, Wages	38,599.49	214,200.00	-175,600.51	18.02 %	\$38,599.49	\$214,200.00	\$ -175,600.51	18.02 %
101-705 Bonus		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
101-706 Payroll Expenses	272.97	8,260.00	-7,987.03	3.30 %	\$272.97	\$8,260.00	\$ -7,987.03	3.30 %
101-710 Payroll taxes	2,938.16	16,500.00	-13,561.84	17.81 %	\$2,938.16	\$16,500.00	\$ -13,561.84	17.81 %
101-711 Health/Dental/Life Insurance	1,298.54	11,000.00	-9,701.46	11.80 %	\$1,298.54	\$11,000.00	\$ -9,701.46	11.80 %
101-713 MERS - Minimum Payment	5,253.00	21,100.00	-15,847.00	24.90 %	\$5,253.00	\$21,100.00	\$ -15,847.00	24.90 %
101-715 Board Compensation		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
101-716 Insurance, Operations	6,000.00	6,000.00	0.00	100.00 %	\$6,000.00	\$6,000.00	\$0.00	100.00 %
101-717 Personnel Services, Misc.					\$0.00	\$0.00	\$0.00	0.00%
717-1 Staff Meetings	71.60	360.00	-288.40	19.89 %	\$71.60	\$360.00	\$ -288.40	19.89 %
<b>Total 101-717 Personnel Services, Misc.</b>	<b>71.60</b>	<b>360.00</b>	<b>-288.40</b>	<b>19.89 %</b>	<b>\$71.60</b>	<b>\$360.00</b>	<b>\$ -288.40</b>	<b>19.89 %</b>
<b>Total 101-701 Personnel Services</b>	<b>54,433.76</b>	<b>280,920.00</b>	<b>-226,486.24</b>	<b>19.38 %</b>	<b>\$54,433.76</b>	<b>\$280,920.00</b>	<b>\$ -226,486.24</b>	<b>19.38 %</b>
101-726 Supplies					\$0.00	\$0.00	\$0.00	0.00%
101-727 Operating Supplies					\$0.00	\$0.00	\$0.00	0.00%
101-728 Postage	95.41	300.00	-204.59	31.80 %	\$95.41	\$300.00	\$ -204.59	31.80 %
101-730 Computer/Printing Supplies		400.00	-400.00		\$0.00	\$400.00	\$ -400.00	0.00%
101-733 Supplies, Building/Janitorial	330.93	2,000.00	-1,669.07	16.55 %	\$330.93	\$2,000.00	\$ -1,669.07	16.55 %
101-734 Office Supplies (paper included)	1,375.62	1,000.00	375.62	137.56 %	\$1,375.62	\$1,000.00	\$375.62	137.56 %
101-736 Collection Supplies	774.56	1,700.00	-925.44	45.56 %	\$774.56	\$1,700.00	\$ -925.44	45.56 %
<b>Total 101-727 Operating Supplies</b>	<b>2,576.52</b>	<b>5,400.00</b>	<b>-2,823.48</b>	<b>47.71 %</b>	<b>\$2,576.52</b>	<b>\$5,400.00</b>	<b>\$ -2,823.48</b>	<b>47.71 %</b>
101-750 Programming Supplies	344.22		344.22		\$344.22	\$0.00	\$344.22	0.00%
101-752 Adult Programs	264.76	1,000.00	-735.24	26.48 %	\$264.76	\$1,000.00	\$ -735.24	26.48 %
101-754 Teen Programming	11.99	1,000.00	-988.01	1.20 %	\$11.99	\$1,000.00	\$ -988.01	1.20 %
101-758 Early Literacy Programming		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
101-759 General Programming	4.50	300.00	-295.50	1.50 %	\$4.50	\$300.00	\$ -295.50	1.50 %
759-1 Story Walk		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
759-5 Makers Space	116.31		116.31		\$116.31	\$0.00	\$116.31	0.00%
<b>Total 101-759 General Programming</b>	<b>120.81</b>	<b>500.00</b>	<b>-379.19</b>	<b>24.16 %</b>	<b>\$120.81</b>	<b>\$500.00</b>	<b>\$ -379.19</b>	<b>24.16 %</b>
101-760 Summer Reading Clubs	-326.28	1,600.00	-1,926.28	-20.39 %	\$ -326.28	\$1,600.00	\$ -1,926.28	-20.39 %
101-768 Advertising/Marketing/Printing	75.00	350.00	-275.00	21.43 %	\$75.00	\$350.00	\$ -275.00	21.43 %
101-769 Artwork/Decorations/Signage		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
101-770 Programming Supplies - other	268.33		268.33		\$268.33	\$0.00	\$268.33	0.00%
<b>Total 101-750 Programming Supplies</b>	<b>758.83</b>	<b>5,650.00</b>	<b>-4,891.17</b>	<b>13.43 %</b>	<b>\$758.83</b>	<b>\$5,650.00</b>	<b>\$ -4,891.17</b>	<b>13.43 %</b>
<b>Total 101-726 Supplies</b>	<b>3,335.35</b>	<b>11,050.00</b>	<b>-7,714.65</b>	<b>30.18 %</b>	<b>\$3,335.35</b>	<b>\$11,050.00</b>	<b>\$ -7,714.65</b>	<b>30.18 %</b>
101-800 Other Services & Charges					\$0.00	\$0.00	\$0.00	0.00%
101-801 Professional/Contract Services					\$0.00	\$0.00	\$0.00	0.00%
101-802 Financial Services	75.00	420.00	-345.00	17.86 %	\$75.00	\$420.00	\$ -345.00	17.86 %
101-804 Legal Fees		800.00	-800.00		\$0.00	\$800.00	\$ -800.00	0.00%
101-806 Audit Services		4,000.00	-4,000.00		\$0.00	\$4,000.00	\$ -4,000.00	0.00%
101-808 Computer Tech Support	38.00		38.00		\$38.00	\$0.00	\$38.00	0.00%
808-1 Heimler Consulting (on-site work)	610.00	8,000.00	-7,390.00	7.63 %	\$610.00	\$8,000.00	\$ -7,390.00	7.63 %
808-3 Erate - Broadband Services Monthly Fees	350.00		350.00		\$350.00	\$0.00	\$350.00	0.00%
<b>Total 101-808 Computer Tech Support</b>	<b>998.00</b>	<b>8,000.00</b>	<b>-7,002.00</b>	<b>12.48 %</b>	<b>\$998.00</b>	<b>\$8,000.00</b>	<b>\$ -7,002.00</b>	<b>12.48 %</b>
101-809 Janitorial Service	801.66		801.66		\$801.66	\$0.00	\$801.66	0.00%
809-1 Cleaning Service	1,603.32	9,500.00	-7,896.68	16.88 %	\$1,603.32	\$9,500.00	\$ -7,896.68	16.88 %
809-2 Window Cleaning		700.00	-700.00		\$0.00	\$700.00	\$ -700.00	0.00%
809-3 Gutter Cleaning		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
809-4 Carpet Cleaning		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
<b>Total 101-809 Janitorial Service</b>	<b>2,404.98</b>	<b>12,700.00</b>	<b>-10,295.02</b>	<b>18.94 %</b>	<b>\$2,404.98</b>	<b>\$12,700.00</b>	<b>\$ -10,295.02</b>	<b>18.94 %</b>
101-817 Performers-Professional		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
101-818 Workshops, Inservice		1,200.00	-1,200.00		\$0.00	\$1,200.00	\$ -1,200.00	0.00%
<b>Total 101-801 Professional/Contract Services</b>	<b>3,477.98</b>	<b>29,620.00</b>	<b>-26,142.02</b>	<b>11.74 %</b>	<b>\$3,477.98</b>	<b>\$29,620.00</b>	<b>\$ -26,142.02</b>	<b>11.74 %</b>
101-810 Grounds Service/Repairs	35.99		35.99		\$35.99	\$0.00	\$35.99	0.00%
810.1 Sprinkler Service					\$0.00	\$0.00	\$0.00	0.00%
810.1.1 Contract Services		550.00	-550.00		\$0.00	\$550.00	\$ -550.00	0.00%
810.1.2 Sprinkler Parts		250.00	-250.00		\$0.00	\$250.00	\$ -250.00	0.00%
<b>Total 810.1 Sprinkler Service</b>		<b>800.00</b>	<b>-800.00</b>		<b>\$0.00</b>	<b>\$800.00</b>	<b>\$ -800.00</b>	<b>0.00%</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
810.2 Lawn Service		1,850.00	-1,850.00		\$0.00	\$1,850.00	\$ -1,850.00	0.00%
810.3 Snow Removal		1,900.00	-1,900.00		\$0.00	\$1,900.00	\$ -1,900.00	0.00%
810.7 Grounds, Misc.	400.00	2,000.00	-1,600.00	20.00 %	\$400.00	\$2,000.00	\$ -1,600.00	20.00 %
<b>Total 101-810 Grounds Service/Repairs</b>	<b>435.99</b>	<b>6,550.00</b>	<b>-6,114.01</b>	<b>6.66 %</b>	<b>\$435.99</b>	<b>\$6,550.00</b>	<b>\$ -6,114.01</b>	<b>6.66 %</b>
101-812 Equipment Service/Repair					\$0.00	\$0.00	\$0.00	0.00%
812.1 Fire/Security Equip					\$0.00	\$0.00	\$0.00	0.00%
812.1.1 Monthly Fees	796.50	2,500.00	-1,703.50	31.86 %	\$796.50	\$2,500.00	\$ -1,703.50	31.86 %
812.2.2 On-Site Repairs & Service Calls		620.00	-620.00		\$0.00	\$620.00	\$ -620.00	0.00%
<b>Total 812.1 Fire/Security Equip</b>	<b>796.50</b>	<b>3,120.00</b>	<b>-2,323.50</b>	<b>25.53 %</b>	<b>\$796.50</b>	<b>\$3,120.00</b>	<b>\$ -2,323.50</b>	<b>25.53 %</b>
812.2 Heating & Cooling	275.00	1,350.00	-1,075.00	20.37 %	\$275.00	\$1,350.00	\$ -1,075.00	20.37 %
812.3 Copier	867.54	3,300.00	-2,432.46	26.29 %	\$867.54	\$3,300.00	\$ -2,432.46	26.29 %
812.4 Audio/Visual Equipment		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
812.5 Pest Control		310.00	-310.00		\$0.00	\$310.00	\$ -310.00	0.00%
812.6 Window Blinds		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
812.7 Generator		700.00	-700.00		\$0.00	\$700.00	\$ -700.00	0.00%
<b>Total 101-812 Equipment Service/Repair</b>	<b>1,939.04</b>	<b>12,780.00</b>	<b>-10,840.96</b>	<b>15.17 %</b>	<b>\$1,939.04</b>	<b>\$12,780.00</b>	<b>\$ -10,840.96</b>	<b>15.17 %</b>
101-850 Telephone/Telecommunications	410.66		410.66		\$410.66	\$0.00	\$410.66	0.00%
850.1 Telecommunications	276.30	2,800.00	-2,523.70	9.87 %	\$276.30	\$2,800.00	\$ -2,523.70	9.87 %
<b>Total 101-850 Telephone/Telecommunications</b>	<b>686.96</b>	<b>2,800.00</b>	<b>-2,113.04</b>	<b>24.53 %</b>	<b>\$686.96</b>	<b>\$2,800.00</b>	<b>\$ -2,113.04</b>	<b>24.53 %</b>
101-860 Travel		900.00	-900.00		\$0.00	\$900.00	\$ -900.00	0.00%
101-880 Dues & Fees					\$0.00	\$0.00	\$0.00	0.00%
101-882 Bank Fees, Operations Acct		50.00	-50.00		\$0.00	\$50.00	\$ -50.00	0.00%
101-883 Bank Charges	25.99		25.99		\$25.99	\$0.00	\$25.99	0.00%
101-884 Licensing/Subscriptions Fees	4,080.49	5,100.00	-1,019.51	80.01 %	\$4,080.49	\$5,100.00	\$ -1,019.51	80.01 %
884-1 Movie License-Sportmens Club		650.00	-650.00		\$0.00	\$650.00	\$ -650.00	0.00%
<b>Total 101-884 Licensing/Subscriptions Fees</b>	<b>4,080.49</b>	<b>5,750.00</b>	<b>-1,669.51</b>	<b>70.97 %</b>	<b>\$4,080.49</b>	<b>\$5,750.00</b>	<b>\$ -1,669.51</b>	<b>70.97 %</b>
101-886 Membership Dues	200.00	2,000.00	-1,800.00	10.00 %	\$200.00	\$2,000.00	\$ -1,800.00	10.00 %
101-888 Collection Agency Fee	29.55	150.00	-120.45	19.70 %	\$29.55	\$150.00	\$ -120.45	19.70 %
101-890 LLC Fees	8,983.58	25,000.00	-16,016.42	35.93 %	\$8,983.58	\$25,000.00	\$ -16,016.42	35.93 %
101-892 Dues & Fees, other		100.00	-100.00		\$0.00	\$100.00	\$ -100.00	0.00%
101-894 Credit Card Fees	43.62	130.00	-86.38	33.55 %	\$43.62	\$130.00	\$ -86.38	33.55 %
894-1 Credit Card Fees - Friends	-8.36		-8.36		\$ -8.36	\$0.00	\$ -8.36	0.00%
<b>Total 101-880 Dues &amp; Fees</b>	<b>13,354.87</b>	<b>33,180.00</b>	<b>-19,825.13</b>	<b>40.25 %</b>	<b>\$13,354.87</b>	<b>\$33,180.00</b>	<b>\$ -19,825.13</b>	<b>40.25 %</b>
101-920 Utilites					\$0.00	\$0.00	\$0.00	0.00%
101-921 Trash - Republic Services	74.90	160.00	-85.10	46.81 %	\$74.90	\$160.00	\$ -85.10	46.81 %
101-922 Water & Sewer - City	855.26	1,500.00	-644.74	57.02 %	\$855.26	\$1,500.00	\$ -644.74	57.02 %
101-923 Gas - MI Gas Utilities	168.92	3,200.00	-3,031.08	5.28 %	\$168.92	\$3,200.00	\$ -3,031.08	5.28 %
101-924 Electric - Consumers Energy	4,797.29	12,500.00	-7,702.71	38.38 %	\$4,797.29	\$12,500.00	\$ -7,702.71	38.38 %
<b>Total 101-920 Utilites</b>	<b>5,896.37</b>	<b>17,360.00</b>	<b>-11,463.63</b>	<b>33.97 %</b>	<b>\$5,896.37</b>	<b>\$17,360.00</b>	<b>\$ -11,463.63</b>	<b>33.97 %</b>
101-930 Repairs & Maintenance					\$0.00	\$0.00	\$0.00	0.00%
101-931 Electrical		350.00	-350.00		\$0.00	\$350.00	\$ -350.00	0.00%
101-932 Plumbing		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
101-934 Repairs, Misc.		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
<b>Total 101-930 Repairs &amp; Maintenance</b>		<b>1,050.00</b>	<b>-1,050.00</b>		<b>\$0.00</b>	<b>\$1,050.00</b>	<b>\$ -1,050.00</b>	<b>0.00%</b>
101-955 Misc. Expenses					\$0.00	\$0.00	\$0.00	0.00%
101-956 Material/Equipment		350.00	-350.00		\$0.00	\$350.00	\$ -350.00	0.00%
101-958 Other Expenses-Misc.,		100.00	-100.00		\$0.00	\$100.00	\$ -100.00	0.00%
<b>Total 101-955 Misc. Expenses</b>		<b>450.00</b>	<b>-450.00</b>		<b>\$0.00</b>	<b>\$450.00</b>	<b>\$ -450.00</b>	<b>0.00%</b>
<b>Total 101-800 Other Services &amp; Charges</b>	<b>25,791.21</b>	<b>104,690.00</b>	<b>-78,898.79</b>	<b>24.64 %</b>	<b>\$25,791.21</b>	<b>\$104,690.00</b>	<b>\$ -78,898.79</b>	<b>24.64 %</b>
101-970 Capital Outlay					\$0.00	\$0.00	\$0.00	0.00%
101-971 Equipment		6,000.00	-6,000.00		\$0.00	\$6,000.00	\$ -6,000.00	0.00%
971-1 Equipment under \$500.00	199.99	1,200.00	-1,000.01	16.67 %	\$199.99	\$1,200.00	\$ -1,000.01	16.67 %
971-1a Tween Space	3,277.36		3,277.36		\$3,277.36	\$0.00	\$3,277.36	0.00%
<b>Total 971-1 Equipment under \$500.00</b>	<b>3,477.35</b>	<b>1,200.00</b>	<b>2,277.35</b>	<b>289.78 %</b>	<b>\$3,477.35</b>	<b>\$1,200.00</b>	<b>\$2,277.35</b>	<b>289.78 %</b>
<b>Total 101-971 Equipment</b>	<b>3,477.35</b>	<b>7,200.00</b>	<b>-3,722.65</b>	<b>48.30 %</b>	<b>\$3,477.35</b>	<b>\$7,200.00</b>	<b>\$ -3,722.65</b>	<b>48.30 %</b>
101-972 Capital Projects	550.00		550.00		\$550.00	\$0.00	\$550.00	0.00%
970-2 IT Updates to Computer Systems					\$0.00	\$0.00	\$0.00	0.00%
970-2d UPS	69.99		69.99		\$69.99	\$0.00	\$69.99	0.00%
970-2f Staff and Patron Computers	199.99		199.99		\$199.99	\$0.00	\$199.99	0.00%
<b>Total 970-2 IT Updates to Computer Systems</b>	<b>269.98</b>		<b>269.98</b>		<b>\$269.98</b>	<b>\$0.00</b>	<b>\$269.98</b>	<b>0.00%</b>
<b>Total 101-972 Capital Projects</b>	<b>819.98</b>		<b>819.98</b>		<b>\$819.98</b>	<b>\$0.00</b>	<b>\$819.98</b>	<b>0.00%</b>
101-973 Materials	582.98		582.98		\$582.98	\$0.00	\$582.98	0.00%
101-974 Digitizing Project	850.00	1,350.00	-500.00	62.96 %	\$850.00	\$1,350.00	\$ -500.00	62.96 %
101-976 Periodicals/Newspapers	863.20	900.00	-36.80	95.91 %	\$863.20	\$900.00	\$ -36.80	95.91 %



# 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
101-978 Video Materials					\$0.00	\$0.00	\$0.00	0.00%
978-1 DVDs	315.93	1,500.00	-1,184.07	21.06 %	\$315.93	\$1,500.00	\$ -1,184.07	21.06 %
978-2 Video Games	-3.00	1,000.00	-1,003.00	-0.30 %	\$ -3.00	\$1,000.00	\$ -1,003.00	-0.30 %
<b>Total 101-978 Video Materials</b>	<b>312.93</b>	<b>2,500.00</b>	<b>-2,187.07</b>	<b>12.52 %</b>	<b>\$312.93</b>	<b>\$2,500.00</b>	<b>\$ -2,187.07</b>	<b>12.52 %</b>
101-980 Audio Materials	993.76	2,500.00	-1,506.24	39.75 %	\$993.76	\$2,500.00	\$ -1,506.24	39.75 %
101-982 Digital Collections	3,023.31	17,000.00	-13,976.69	17.78 %	\$3,023.31	\$17,000.00	\$ -13,976.69	17.78 %
101-984 Printed Materials (Books)	6,209.16	22,500.00	-16,290.84	27.60 %	\$6,209.16	\$22,500.00	\$ -16,290.84	27.60 %
984.1 VOX Books	371.92	2,000.00	-1,628.08	18.60 %	\$371.92	\$2,000.00	\$ -1,628.08	18.60 %
<b>Total 101-984 Printed Materials (Books)</b>	<b>6,581.08</b>	<b>24,500.00</b>	<b>-17,918.92</b>	<b>26.86 %</b>	<b>\$6,581.08</b>	<b>\$24,500.00</b>	<b>\$ -17,918.92</b>	<b>26.86 %</b>
101-985 Lost & Damaged Items	35.94	250.00	-214.06	14.38 %	\$35.94	\$250.00	\$ -214.06	14.38 %
101-987 Non-traditional (Hotspots)	1,083.40	6,300.00	-5,216.60	17.20 %	\$1,083.40	\$6,300.00	\$ -5,216.60	17.20 %
101-988 Non-Traditional, other		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
<b>Total 101-973 Materials</b>	<b>14,326.60</b>	<b>56,300.00</b>	<b>-41,973.40</b>	<b>25.45 %</b>	<b>\$14,326.60</b>	<b>\$56,300.00</b>	<b>\$ -41,973.40</b>	<b>25.45 %</b>
970-3 Staff Computer Chairs	79.00		79.00		\$79.00	\$0.00	\$79.00	0.00%
<b>Total 101-970 Capital Outlay</b>	<b>18,702.93</b>	<b>63,500.00</b>	<b>-44,797.07</b>	<b>29.45 %</b>	<b>\$18,702.93</b>	<b>\$63,500.00</b>	<b>\$ -44,797.07</b>	<b>29.45 %</b>
Payroll Expenses	76.50		76.50		\$76.50	\$0.00	\$76.50	0.00%
<b>Total Expenses</b>	<b>\$102,339.75</b>	<b>\$460,160.00</b>	<b>\$ -357,820.25</b>	<b>22.24 %</b>	<b>\$102,339.75</b>	<b>\$460,160.00</b>	<b>\$ -357,820.25</b>	<b>22.24 %</b>
NET OPERATING INCOME	<b>\$ -88,872.02</b>	<b>\$17,485.00</b>	<b>\$ -106,357.02</b>	<b>-508.28 %</b>	<b>\$ -88,872.02</b>	<b>\$17,485.00</b>	<b>\$ -106,357.02</b>	<b>-508.28 %</b>
NET INCOME	<b>\$ -88,872.02</b>	<b>\$17,485.00</b>	<b>\$ -106,357.02</b>	<b>-508.28 %</b>	<b>\$ -88,872.02</b>	<b>\$17,485.00</b>	<b>\$ -106,357.02</b>	<b>-508.28 %</b>

**General Operations**  
**Checking Account**  
September 10th - 20th, 2024

Date	Num	Name	Amount
09/09/2024		Deposit	\$1,888.01
09/09/2024		Deposit	\$96.80
09/10/2024		Deposit	\$3,694.97
09/10/2024		Deposit	\$112.59
09/10/2024		Deposit	\$29.12
09/12/2024		Deposit	\$82.57
09/13/2024		Deposit	\$7.06
09/13/2024		Deposit	\$70.70
09/16/2024		Rental Deposit Refund	(\$36.19)
09/17/2024		Deposit	\$9.20
09/19/2024		Deposit	\$33.70
09/20/2024		Deposit	\$8,071.45
09/20/2024		Deposit	\$14.41
09/20/2024		Deposit	\$120.60
09/23/2024		Deposit	\$9.45
09/23/2024		Deposit	\$192.75
09/25/2024		Deposit	\$22,372.58
09/25/2024		Deposit	\$51.74
09/27/2024		Deposit	\$12.56
09/27/2024		Deposit	\$79.60
09/30/2024		Deposit	\$110.00
09/09/2024	21123	Everon	(\$84.42)
09/09/2024	21124	T-Mobile	(\$229.60)
09/18/2024	21125	Henika District Library	(\$50.00)
09/18/2024	21126	Michigan Gas Utilities	(\$55.00)
09/18/2024	21127	Cengage Learning	(\$177.09)
09/18/2024	DD	Payroll	(\$5,371.67)
09/09/2024	ACH	City of Muskegon	(\$61.88)
09/09/2024	ACH	Alerus Retirement	(\$262.94)
09/19/2024	ACH	Alerus Retirement	(\$265.82)
<b>TOTAL</b>			<b>\$30,465.25</b>

**General Operations  
Checking Account**

**October 1st - 9th, 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
10/3/2024		Deposit	0.72
10/04/2024		Deposit	35.69
10/04/2024		Deposit	8,093.87
10/04/2024		Deposit	116.99
10/07/2024		Deposit	9.64
10/04/2024	21128	Lakeland Library Cooperative	(5,251.83)
10/04/2024	21129	Midwest Tape- Hoopla	(682.58)
10/04/2024	21130	Midwest Tape	(403.90)
10/04/2024	21131	The Library Network	(49.00)
10/04/2024	21132	Coopersville Rotary Club.	(100.00)
10/04/2024	21133	Republic Services #240	(37.45)
10/04/2024	21134	Consumers Energy	(1,053.94)
10/04/2024	21135	Cengage Learning	(65.58)
10/10/2024	21136	AcenTek ascending Technology	(35.01)
10/10/2024	21137	Midwest Tape	(370.91)
10/10/2024	21138	City of Coopersville	(428.80)
10/10/2024	21139	U.S. Bank Equipment Finance	(289.18)
10/10/2024	21140	Coopersville High School	(75.00)
10/10/2024	21142	Everon	(84.42)
10/10/2024	21143	New Views LLC	(801.66)
10/10/2024	21144	Republic Services #240	(37.45)
10/10/2024	21145	T-Mobile	(229.60)
10/10/2024	21146	Visa	(2,824.37)
10/10/2024	21147	Heimler Consulting	(285.00)
10/02/2024	DD	Payroll	(5,423.12)
10/01/2024		Priority Health	(416.53)
<b>TOTAL</b>			<b>(10,688.42)</b>

# Coopersville Area District Library

## Statement of Financial Income and Expense

July 1 - October 10, 2024

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND	MURRAY FUND CD	NOT SPECIFIED	TOTAL
<b>Income</b>							
101-401 Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-405 Local, Chester Twp Millage	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
405-2- Local, Chester Twp Bond Payment	0.00	10,239.17	0.00	0.00	0.00	0.00	\$10,239.17
<b>Total 101-405 Local, Chester Twp Millage</b>	<b>0.00</b>	<b>10,239.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$10,239.17</b>
101-406 Local,Polkton Twp Millage	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
406-2 Local, Polkton Twp Bond Payment	0.00	16,066.80	0.00	0.00	0.00	0.00	\$16,066.80
<b>Total 101-406 Local,Polkton Twp Millage</b>	<b>0.00</b>	<b>16,066.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$16,066.80</b>
101-407 Local, Wright Twp Millage	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
407-2 Local, Wright Twp Bond Payment	0.00	32,350.12	0.00	0.00	0.00	0.00	\$32,350.12
<b>Total 101-407 Local, Wright Twp Millage</b>	<b>0.00</b>	<b>32,350.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$32,350.12</b>
101-408 Local,Coopersville Millage	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
408-2 Local, Coopersville Bond Payment	0.00	39,695.37	0.00	0.00	0.00	0.00	\$39,695.37
<b>Total 101-408 Local,Coopersville Millage</b>	<b>0.00</b>	<b>39,695.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$39,695.37</b>
<b>Total 101-401 Property Taxes</b>	<b>0.00</b>	<b>98,351.46</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$98,351.46</b>
101-539 State	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-540 Grants, State	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
540-9 MI Humanities Council	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
<b>Total 101-540 Grants, State</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>
101-541 State Aid,CADL	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
<b>Total 101-539 State</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>
101-580 Local Grants	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-583 Coopersville Foundation	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
583-5 Tween Space	3,277.36	0.00	0.00	0.00	0.00	0.00	\$3,277.36
<b>Total 101-583 Coopersville Foundation</b>	<b>3,277.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$3,277.36</b>
<b>Total 101-580 Local Grants</b>	<b>3,277.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$3,277.36</b>
101-600 Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-628 Cash Drawer - Photocopier	539.60	0.00	0.00	0.00	0.00	0.00	\$539.60
101-629 Cash Drawer - Fax	219.00	0.00	0.00	0.00	0.00	0.00	\$219.00
101-630 Cash Drawer - DVD/Game rental	3.00	0.00	0.00	0.00	0.00	0.00	\$3.00
631-1 DVD Rentals	283.00	0.00	0.00	0.00	0.00	0.00	\$283.00
631-2 Game Rentals	88.00	0.00	0.00	0.00	0.00	0.00	\$88.00
<b>Total 101-630 Cash Drawer - DVD/Game rental</b>	<b>374.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$374.00</b>
101-631 Cash Drawer - Room Rental	309.00	0.00	0.00	0.00	0.00	0.00	\$309.00
101-632 Cash Drawer - Lost Card	39.00	0.00	0.00	0.00	0.00	0.00	\$39.00
<b>Total 101-600 Charges for Services</b>	<b>1,480.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$1,480.60</b>
101-655 Fines & Forfeitures	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-656 Ottawa Co Penal Fines	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-657 Fines & Forfeitures - Other	208.70	0.00	0.00	0.00	0.00	0.00	\$208.70
101-658 Cash Drawer - Materials Fines	1,397.55	0.00	0.00	0.00	0.00	0.00	\$1,397.55
101-659 Cash Drawer - Lost Items	58.90	0.00	0.00	0.00	0.00	0.00	\$58.90
<b>Total 101-655 Fines &amp; Forfeitures</b>	<b>1,665.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$1,665.15</b>
101-664 Investment Earnings	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-665 Interest, MoneyMarket Savings	3,668.50	57.28	2.54	0.00	107.33	0.00	\$3,835.65
<b>Total 101-664 Investment Earnings</b>	<b>3,668.50</b>	<b>57.28</b>	<b>2.54</b>	<b>0.00</b>	<b>107.33</b>	<b>0.00</b>	<b>\$3,835.65</b>
101-672 Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-674 Private Contributions/Donations	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-675 Donations, Memorial	240.00	0.00	0.00	75.00	0.00	0.00	\$315.00
101-677 Donations, Friends	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
677-4 Virtual Programming	550.00	0.00	0.00	0.00	0.00	0.00	\$550.00
<b>Total 101-677 Donations, Friends</b>	<b>550.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$550.00</b>
<b>Total 101-674 Private Contributions/Donations</b>	<b>790.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$865.00</b>
<b>Total 101-672 Other Revenue</b>	<b>790.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$865.00</b>
101-690 Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
692-0 Cash Drawer - Donations	409.61	0.00	0.00	0.00	0.00	0.00	\$409.61
692-1 Cash Drawer - Over/Under	1.02	0.00	0.00	0.00	0.00	0.00	\$1.02
692.7 Insurance-Water Damage Basement	1,592.70	0.00	0.00	0.00	0.00	0.00	\$1,592.70
<b>Total 101-690 Other Financing Sources</b>	<b>2,003.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$2,003.33</b>
Services	582.79	0.00	0.00	0.00	0.00	0.00	\$582.79
<b>Total Income</b>	<b>\$13,467.73</b>	<b>\$98,408.74</b>	<b>\$2.54</b>	<b>\$75.00</b>	<b>\$107.33</b>	<b>\$0.00</b>	<b>\$112,061.34</b>
<b>GROSS PROFIT</b>	<b>\$13,467.73</b>	<b>\$98,408.74</b>	<b>\$2.54</b>	<b>\$75.00</b>	<b>\$107.33</b>	<b>\$0.00</b>	<b>\$112,061.34</b>
<b>Expenses</b>							
101-701 Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-702 Salary,Wages	38,599.49	0.00	0.00	0.00	0.00	11,043.13	\$49,642.62
101-706 Payroll Expenses	272.97	0.00	0.00	0.00	0.00	47.90	\$320.87
101-710 Payroll taxes	2,938.16	0.00	0.00	0.00	0.00	838.91	\$3,777.07
101-711 Health/Dental/Life Insurance	1,298.54	0.00	0.00	0.00	0.00	0.00	\$1,298.54
101-713 MERS - Minimum Payment	5,253.00	0.00	0.00	0.00	0.00	0.00	\$5,253.00
101-716 Insurance, Operations	6,000.00	0.00	0.00	0.00	0.00	0.00	\$6,000.00

# Coopersville Area District Library

## Statement of Financial Income and Expense

July 1 - October 10, 2024

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND	MURRAY FUND CD	NOT SPECIFIED	TOTAL
101-717 Personnel Services, Misc.	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
717-1 Staff Meetings	71.60	0.00	0.00	0.00	0.00	0.00	\$71.60
<b>Total 101-717 Personnel Services, Misc.</b>	<b>71.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$71.60</b>
<b>Total 101-701 Personnel Services</b>	<b>54,433.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,929.94</b>	<b>\$66,363.70</b>
101-726 Supplies	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-727 Operating Supplies	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-728 Postage	95.41	0.00	0.00	0.00	0.00	0.00	\$95.41
101-733 Supplies, Building/Janitorial	330.93	0.00	0.00	0.00	0.00	0.00	\$330.93
101-734 Office Supplies (paper included)	1,375.62	0.00	0.00	0.00	0.00	0.00	\$1,375.62
101-736 Collection Supplies	774.56	0.00	0.00	0.00	0.00	0.00	\$774.56
<b>Total 101-727 Operating Supplies</b>	<b>2,576.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$2,576.52</b>
101-750 Programming Supplies	344.22	0.00	0.00	0.00	0.00	0.00	\$344.22
101-752 Adult Programs	264.76	0.00	0.00	0.00	0.00	0.00	\$264.76
101-754 Teen Programming	11.99	0.00	0.00	0.00	0.00	0.00	\$11.99
101-759 General Programming	4.50	0.00	0.00	0.00	0.00	0.00	\$4.50
759-5 Makers Space	116.31	0.00	0.00	0.00	0.00	0.00	\$116.31
<b>Total 101-759 General Programming</b>	<b>120.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$120.81</b>
101-760 Summer Reading Clubs	-326.28	0.00	0.00	0.00	0.00	0.00	\$ -326.28
101-768 Advertising/Marketing/Printing	75.00	0.00	0.00	0.00	0.00	0.00	\$75.00
101-770 Programming Supplies - other	268.33	0.00	0.00	0.00	0.00	0.00	\$268.33
<b>Total 101-750 Programming Supplies</b>	<b>758.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$758.83</b>
<b>Total 101-726 Supplies</b>	<b>3,335.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$3,335.35</b>
101-800 Other Services & Charges	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-801 Professional/Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-802 Financial Services	75.00	0.00	0.00	0.00	0.00	0.00	\$75.00
101-808 Computer Tech Support	38.00	0.00	0.00	0.00	0.00	0.00	\$38.00
808-1 Heimler Consulting (on-site work)	610.00	0.00	0.00	0.00	0.00	0.00	\$610.00
808-3 Erate - Broadband Services Monthly Fees	350.00	0.00	0.00	0.00	0.00	0.00	\$350.00
<b>Total 101-808 Computer Tech Support</b>	<b>998.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$998.00</b>
101-809 Janitorial Service	801.66	0.00	0.00	0.00	0.00	0.00	\$801.66
809-1 Cleaning Service	1,603.32	0.00	0.00	0.00	0.00	0.00	\$1,603.32
<b>Total 101-809 Janitorial Service</b>	<b>2,404.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$2,404.98</b>
<b>Total 101-801 Professional/Contract Services</b>	<b>3,477.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$3,477.98</b>
101-810 Grounds Service/Repairs	35.99	0.00	0.00	0.00	0.00	0.00	\$35.99
810.7 Grounds, Misc.	400.00	0.00	0.00	0.00	0.00	0.00	\$400.00
<b>Total 101-810 Grounds Service/Repairs</b>	<b>435.99</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$435.99</b>
101-812 Equipment Service/Repair	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
812.1 Fire/Security Equip	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
812.1.1 Monthly Fees	796.50	0.00	0.00	0.00	0.00	0.00	\$796.50
<b>Total 812.1 Fire/Security Equip</b>	<b>796.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$796.50</b>
812.2 Heating & Cooling	275.00	0.00	0.00	0.00	0.00	0.00	\$275.00
812.3 Copier	867.54	0.00	0.00	0.00	0.00	0.00	\$867.54
<b>Total 101-812 Equipment Service/Repair</b>	<b>1,939.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$1,939.04</b>
101-850 Telephone/Telecommunications	410.66	0.00	0.00	0.00	0.00	0.00	\$410.66
850.1 Telecommunications	276.30	0.00	0.00	0.00	0.00	0.00	\$276.30
<b>Total 101-850 Telephone/Telecommunications</b>	<b>686.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$686.96</b>
101-880 Dues & Fees	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-820 Interest Paid	0.00	13,073.75	0.00	0.00	0.00	0.00	\$13,073.75
101-883 Bank Charges	25.99	0.00	0.00	0.00	0.00	0.00	\$25.99
101-884 Licensing/Subscription Fees	4,080.49	0.00	0.00	0.00	0.00	0.00	\$4,080.49
101-886 Membership Dues	200.00	0.00	0.00	0.00	0.00	0.00	\$200.00
101-888 Collection Agency Fee	29.55	0.00	0.00	0.00	0.00	0.00	\$29.55
101-890 LLC Fees	8,983.58	0.00	0.00	0.00	0.00	0.00	\$8,983.58
101-894 Credit Card Fees	43.62	0.00	0.00	0.00	0.00	0.00	\$43.62
894-1 Credit Card Fees - Friends	-8.36	0.00	0.00	0.00	0.00	0.00	\$ -8.36
<b>Total 101-880 Dues &amp; Fees</b>	<b>13,354.87</b>	<b>13,073.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$26,428.62</b>
101-920 Utilites	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-921 Trash - Republic Services	74.90	0.00	0.00	0.00	0.00	0.00	\$74.90
101-922 Water & Sewer - City	855.26	0.00	0.00	0.00	0.00	0.00	\$855.26
101-923 Gas - MI Gas Utilities	168.92	0.00	0.00	0.00	0.00	0.00	\$168.92
101-924 Electric - Consumers Energy	4,797.29	0.00	0.00	0.00	0.00	0.00	\$4,797.29
<b>Total 101-920 Utilites</b>	<b>5,896.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$5,896.37</b>
<b>Total 101-800 Other Services &amp; Charges</b>	<b>25,791.21</b>	<b>13,073.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$38,864.96</b>
101-970 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
101-971 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
971-1 Equipment under \$500.00	199.99	0.00	0.00	0.00	0.00	0.00	\$199.99
971-1a Tween Space	3,277.36	0.00	0.00	0.00	0.00	0.00	\$3,277.36
<b>Total 971-1 Equipment under \$500.00</b>	<b>3,477.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$3,477.35</b>
<b>Total 101-971 Equipment</b>	<b>3,477.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$3,477.35</b>

Coopersville Area District Library

Statement of Financial Income and Expense

July 1 - October 10, 2024

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND	MURRAY FUND CD	NOT SPECIFIED	TOTAL
101-972 Capital Projects	550.00	0.00	0.00	0.00	0.00	0.00	\$550.00
970-2 IT Updates to Computer Systems	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
970-2d UPS	69.99	0.00	0.00	0.00	0.00	0.00	\$69.99
970-2f Staff and Patron Computers	199.99	0.00	0.00	0.00	0.00	0.00	\$199.99
<b>Total 970-2 IT Updates to Computer Systems</b>	<b>269.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$269.98</b>
<b>Total 101-972 Capital Projects</b>	<b>819.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$819.98</b>
101-973 Materials	582.98	0.00	0.00	0.00	0.00	0.00	\$582.98
101-974 Digitizing Project	850.00	0.00	0.00	0.00	0.00	0.00	\$850.00
101-976 Periodicals/Newspapers	863.20	0.00	0.00	0.00	0.00	0.00	\$863.20
101-978 Video Materials	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
978-1 DVDs	315.93	0.00	0.00	0.00	0.00	0.00	\$315.93
978-2 Video Games	-3.00	0.00	0.00	0.00	0.00	0.00	\$ -3.00
<b>Total 101-978 Video Materials</b>	<b>312.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$312.93</b>
101-980 Audio Materials	993.76	0.00	0.00	0.00	0.00	0.00	\$993.76
101-982 Digital Collections	3,023.31	0.00	0.00	0.00	0.00	0.00	\$3,023.31
101-984 Printed Materials (Books)	6,209.16	0.00	0.00	0.00	0.00	0.00	\$6,209.16
984.1 VOX Books	371.92	0.00	0.00	0.00	0.00	0.00	\$371.92
<b>Total 101-984 Printed Materials (Books)</b>	<b>6,581.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$6,581.08</b>
101-985 Lost & Damaged Items	35.94	0.00	0.00	0.00	0.00	0.00	\$35.94
101-987 Non-traditional (Hotspots)	1,083.40	0.00	0.00	0.00	0.00	0.00	\$1,083.40
<b>Total 101-973 Materials</b>	<b>14,326.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$14,326.60</b>
970-3 Staff Computer Chairs	79.00	0.00	0.00	0.00	0.00	0.00	\$79.00
<b>Total 101-970 Capital Outlay</b>	<b>18,702.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$18,702.93</b>
Payroll Expenses	76.50	0.00	0.00	0.00	0.00	0.00	\$76.50
<b>Total Expenses</b>	<b>\$102,339.75</b>	<b>\$13,073.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,929.94</b>	<b>\$127,343.44</b>
NET OPERATING INCOME	\$ -88,872.02	\$85,334.99	\$2.54	\$75.00	\$107.33	\$ -11,929.94	\$ -15,282.10
NET INCOME	\$ -88,872.02	\$85,334.99	\$2.54	\$75.00	\$107.33	\$ -11,929.94	\$ -15,282.10

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 10/01/2024

RECONCILIATION REPORT

Reconciled on: 10/07/2024

Reconciled by: Kim Lothschutz

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

Summary

USD

Statement beginning balance.....	3,181.13
Charges and cash advances cleared (39).....	2,824.37
Payments and credits cleared (1).....	-3,181.13
Statement ending balance.....	<u>2,824.37</u>

Uncleared transactions as of 10/01/2024.....	159.93
Register balance as of 10/01/2024.....	2,984.30
Cleared transactions after 10/01/2024.....	0.00
Uncleared transactions after 10/01/2024.....	17.98
Register balance as of 10/07/2024.....	3,002.28

Details

Charges and cash advances cleared (39)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2024	Expense		Google LLC	57.60
09/04/2024	Expense	01720CP24255360		12.45
09/06/2024	Expense			9.75
09/06/2024	Expense		Michaels	37.12
09/06/2024	Expense		Michaels	6.86
09/07/2024	Expense		WalMart	4.50
09/09/2024	Expense		WuFoo	19.00
09/09/2024	Expense		Baker & Taylor	488.38
09/09/2024	Expense		Amazon.com	8.69
09/09/2024	Expense		Amazon.com	19.99
09/10/2024	Expense		Amazon.com	19.96
09/10/2024	Expense		Amazon.com	15.99
09/10/2024	Expense		Amazon.com	35.99
09/12/2024	Expense		Ebay	41.60
09/12/2024	Expense		Amazon.com	4.95
09/13/2024	Expense		Joann Fabrics	3.26
09/14/2024	Expense		Amazon.com	72.30
09/15/2024	Expense		Amazon.com	13.02
09/17/2024	Expense		Vonage	137.16
09/17/2024	Expense		Amazon.com	20.29
09/17/2024	Expense		American Button	79.00
09/19/2024	Expense		Amazon.com	66.84
09/21/2024	Expense		Intuit	76.50
09/21/2024	Expense		ADT Security Services (VISA)	152.94
09/23/2024	Expense		Meijer	14.99
09/23/2024	Expense		Amazon.com	32.12
09/23/2024	Expense			37.48
09/23/2024	Expense		SheetLabels.com	28.30
09/23/2024	Expense		Amazon.com	22.64
09/24/2024	Expense		Panera Bread	22.69
09/24/2024	Expense		Amazon.com	16.19
09/25/2024	Expense		Amazon.com	19.96
09/26/2024	Expense		WalMart	26.58
09/27/2024	CC Bill Payment		Baker & Taylor	240.57
09/27/2024	CC Bill Payment		Baker & Taylor	115.03
09/27/2024	CC Bill Payment		Baker & Taylor	164.64
09/27/2024	CC Bill Payment		Baker & Taylor	205.47
09/30/2024	Expense	01720CO24288549	OverDrive	453.98
10/01/2024	Expense		Amazon.com	19.59

## Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/31/2024	Bill		Visa	-3,181.13
<b>Total</b>				<b>-3,181.13</b>

**Additional Information**

## Uncleared charges and cash advances as of 10/01/2024

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	2.31
10/01/2024	Expense		Google LLC	57.60
10/01/2024	Expense		Meijer	11.55
10/01/2024	Expense		Joann Fabrics	4.08
<b>Total</b>				<b>159.93</b>

## Uncleared charges and cash advances after 10/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/04/2024	Expense		Ebay	17.98
<b>Total</b>				<b>17.98</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					\$0.00	\$0.00	\$0.00	0.00%
101-405 Local, Chester Twp Millage					\$0.00	\$0.00	\$0.00	0.00%
405-2- Local, Chester Twp Bond Payment	10,239.17	21,200.00	-10,960.83	48.30 %	\$10,239.17	\$21,200.00	\$ -10,960.83	48.30 %
<b>Total 101-405 Local, Chester Twp Millage</b>	<b>10,239.17</b>	<b>21,200.00</b>	<b>-10,960.83</b>	<b>48.30 %</b>	<b>\$10,239.17</b>	<b>\$21,200.00</b>	<b>\$ -10,960.83</b>	<b>48.30 %</b>
101-406 Local,Polkton Twp Millage					\$0.00	\$0.00	\$0.00	0.00%
406-2 Local, Polkton Twp Bond Payment	16,066.80	32,100.00	-16,033.20	50.05 %	\$16,066.80	\$32,100.00	\$ -16,033.20	50.05 %
<b>Total 101-406 Local,Polkton Twp Millage</b>	<b>16,066.80</b>	<b>32,100.00</b>	<b>-16,033.20</b>	<b>50.05 %</b>	<b>\$16,066.80</b>	<b>\$32,100.00</b>	<b>\$ -16,033.20</b>	<b>50.05 %</b>
101-407 Local, Wright Twp Millage					\$0.00	\$0.00	\$0.00	0.00%
407-2 Local, Wright Twp Bond Payment	32,350.12	37,900.00	-5,549.88	85.36 %	\$32,350.12	\$37,900.00	\$ -5,549.88	85.36 %
<b>Total 101-407 Local, Wright Twp Millage</b>	<b>32,350.12</b>	<b>37,900.00</b>	<b>-5,549.88</b>	<b>85.36 %</b>	<b>\$32,350.12</b>	<b>\$37,900.00</b>	<b>\$ -5,549.88</b>	<b>85.36 %</b>
101-408 Local,Coopersville Millage					\$0.00	\$0.00	\$0.00	0.00%
408-2 Local, Coopersville Bond Payment	39,695.37	35,600.00	4,095.37	111.50 %	\$39,695.37	\$35,600.00	\$4,095.37	111.50 %
<b>Total 101-408 Local,Coopersville Millage</b>	<b>39,695.37</b>	<b>35,600.00</b>	<b>4,095.37</b>	<b>111.50 %</b>	<b>\$39,695.37</b>	<b>\$35,600.00</b>	<b>\$4,095.37</b>	<b>111.50 %</b>
<b>Total 101-401 Property Taxes</b>	<b>98,351.46</b>	<b>126,800.00</b>	<b>-28,448.54</b>	<b>77.56 %</b>	<b>\$98,351.46</b>	<b>\$126,800.00</b>	<b>\$ -28,448.54</b>	<b>77.56 %</b>
101-664 Investment Earnings					\$0.00	\$0.00	\$0.00	0.00%
101-665 Interest, MoneyMarket Savings	57.28	500.00	-442.72	11.46 %	\$57.28	\$500.00	\$ -442.72	11.46 %
<b>Total 101-664 Investment Earnings</b>	<b>57.28</b>	<b>500.00</b>	<b>-442.72</b>	<b>11.46 %</b>	<b>\$57.28</b>	<b>\$500.00</b>	<b>\$ -442.72</b>	<b>11.46 %</b>
<b>Total Income</b>	<b>\$98,408.74</b>	<b>\$127,300.00</b>	<b>\$ -28,891.26</b>	<b>77.30 %</b>	<b>\$98,408.74</b>	<b>\$127,300.00</b>	<b>\$ -28,891.26</b>	<b>77.30 %</b>
<b>GROSS PROFIT</b>	<b>\$98,408.74</b>	<b>\$127,300.00</b>	<b>\$ -28,891.26</b>	<b>77.30 %</b>	<b>\$98,408.74</b>	<b>\$127,300.00</b>	<b>\$ -28,891.26</b>	<b>77.30 %</b>
<b>Expenses</b>								
101-800 Other Services & Charges					\$0.00	\$0.00	\$0.00	0.00%
101-880 Dues & Fees					\$0.00	\$0.00	\$0.00	0.00%
101-820 Interest Paid	13,073.75		13,073.75		\$13,073.75	\$0.00	\$13,073.75	0.00%
101-883 Bank Charges		10.00	-10.00		\$0.00	\$10.00	\$ -10.00	0.00%
<b>Total 101-880 Dues &amp; Fees</b>	<b>13,073.75</b>	<b>10.00</b>	<b>13,063.75</b>	<b>130,737.50 %</b>	<b>\$13,073.75</b>	<b>\$10.00</b>	<b>\$13,063.75</b>	<b>130,737.50 %</b>
<b>Total 101-800 Other Services &amp; Charges</b>	<b>13,073.75</b>	<b>10.00</b>	<b>13,063.75</b>	<b>130,737.50 %</b>	<b>\$13,073.75</b>	<b>\$10.00</b>	<b>\$13,063.75</b>	<b>130,737.50 %</b>
101-990 Building Expansion					\$0.00	\$0.00	\$0.00	0.00%
101-991 Bond/Principal		115,000.00	-115,000.00		\$0.00	\$115,000.00	\$ -115,000.00	0.00%
101-993 Bond/Election/Bank Fees		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
101-994 Bond Interest		26,138.00	-26,138.00		\$0.00	\$26,138.00	\$ -26,138.00	0.00%
<b>Total 101-990 Building Expansion</b>		<b>142,638.00</b>	<b>-142,638.00</b>		<b>\$0.00</b>	<b>\$142,638.00</b>	<b>\$ -142,638.00</b>	<b>0.00%</b>
<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>\$85,334.99</b>	<b>\$ -15,348.00</b>	<b>\$100,682.99</b>	<b>-556.00 %</b>	<b>\$85,334.99</b>	<b>\$ -15,348.00</b>	<b>\$100,682.99</b>	<b>-556.00 %</b>
<b>NET INCOME</b>	<b>\$85,334.99</b>	<b>\$ -15,348.00</b>	<b>\$100,682.99</b>	<b>-556.00 %</b>	<b>\$85,334.99</b>	<b>\$ -15,348.00</b>	<b>\$100,682.99</b>	<b>-556.00 %</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 October 9 is the novel, *The Mostly True Story of Tanner & Louise*, by Colleen Oakley. A limited number of copies are available for checkout 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 October'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!

**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, October 18, 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 nights are September 24 and 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.

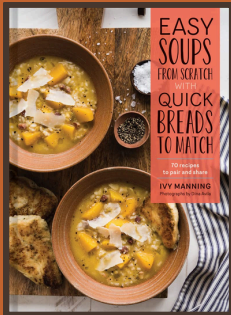
**Teen Advisory Board** - The Teen Advisory Board (TAB) meets at 3:30 p.m. on an every other Tuesday basis, with the next meeting on October 1. This is open to all teens in the community, regardless of what school they attend. Help plan teen programs, suggest materials for the library, and make the library 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).

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## October Cookbook Club

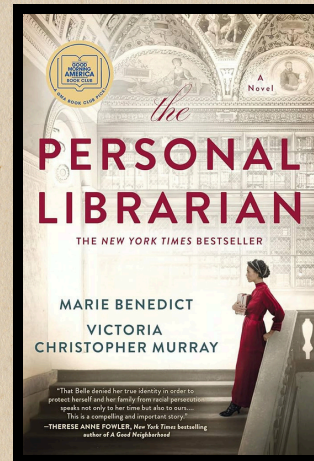
THURSDAY, OCTOBER 24, AT 6:00 PM



Easy Soups from Scratch with Quick Breads to Match by Ivy Manning



Registration required.  
Sign up at the front desk or online at [coopersvillelibrary.org/cookbook-club](http://coopersvillelibrary.org/cookbook-club)



November Book Club  
WEDNESDAY, NOVEMBER 13, AT 7 PM

# 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 October 9 is the novel, *The Mostly True Story of Tanner & Louise* by Colleen Oakley. A limited number of copies are available for checkout at the library.

**Adult Craft Night** - Adult Craft Night meets at 6:00 p.m. on the 3rd Thursday of each month. October's craft is a clay pot scarecrow! 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.

**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.

**Library Closing** - The library will be closed on Saturday, October 19. Normal business hours will resume at 12:00 p.m. on Monday, October 21.

**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 other individual art projects with 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, October 18, 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 meetings on October 15 and 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.

**Virtual Reality Event for Tweens** - The library is hosting a virtual reality event for middle-schoolers from 3:30-4:30 p.m. on Friday, October 18. Join Mr. Zach for a fun afternoon of playing the game *Among Us* on our new Meta Quest headsets. Space is limited, so registration is required to participate. Registration is available on the library's website.

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

## Wright Township Senior Services

### COOPERSVILLE AREA DISTRICT LIBRARY 2024 EVENTS CALENDAR



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Hours: Monday and Thursdays: 12-8 pm Tuesdays, Wednesdays, and Fridays: 10 am -5:30pm Saturdays: 10 am - 2 pm <a href="http://www.coopersvillibrary.org">www.coopersvillibrary.org</a>					1	2
3	4 Maker Monday 4PM	5 Storytime 10 AM	6 Music & Movement 10AM	7	8	9
10	11 Maker Monday 4PM	12 Storytime 10 AM TAB 3:30PM	13 Music & Movement 10AM Adult Book Club 7PM	14 Native American Heritage Month VR Scavenger Hunt 4PM and 6:30PM	15 OAISD Play 'N' Learn 10 AM	16
17	18 Maker Monday 4PM	19 Storytime 10 AM	20 Music & Movement 10AM Library Board Meeting 7 PM	21 Adult Craft Night 6 PM	22 Makerspace Open House 2-4:30PM	23
24	25 Maker Monday 4PM	26 Storytime 10 AM TAB 3:30PM Premiere Movie Night 6:30 PM	27 Music & Movement 10AM	28 CLOSED Happy Thanksgiving	29 CLOSED	30 OPEN

# MOVIE NIGHT



**Tuesday, October 22, at 6:30 p.m.**

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

# MAKERSPACE OPEN HOUSE

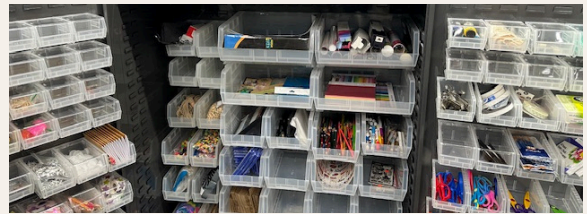
COOPERSVILLE  
AREA  
DISTRICT  
LIBRARY

## 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:

- Paint a pumpkin made on the library's very own 3-D printer!
- Don't feel like doing that project? Try out some of our other crafty items!
- No registration necessary!
- All ages welcome!



**FRIDAY, OCTOBER 25  
2:00-4:00 PM**

333 Ottawa Street

616-837-6809

[coopersvillelibrary.org](http://coopersvillelibrary.org)

## Building/Grounds

### **Additional Landscaping Quotes**

I have included the landscaping quote I mentioned at the last meeting along with one more that I received last week. I also included the original one from Summit Landscaping. I wasn't sure where we stood on whether we wanted a professional company to do the fall cleanup or whether a workday was being planned, so I left it as a item in unfinished business to have a discussion on it. I have to say none of the quotes are apples to apples. Each walkthrough went differently and each company focused on different things so without have more specifics about which direction we want to go, I'm not sure how well these quotes do in helping us choose a company.

### **Signs**

This is back on our agenda. Pat and I finally connected on some options, which I should have in time to add them to the packet. I think we settled on some good options to convey our meaning so we'll see what you think in order to hopefully move forward.

### **Tween Space**

We've finally been able to do some scheduling related to the tween project. After several local contractors turned me down because they didn't have time, I was able to connect with a local contractor who was able to help with our project. His name is David Howell with River Valley Home Improvements. His estimated cost is \$60/hr at 6 hours for a total \$360. There is likely to be a little more for some hardware that has come up missing.

We are likely also going to have to do it in two stages. In the process of prepping for the eventual project, we realized we were missing a few shelving pieces and some hardware that we'd need to install some shorter shelving related to the project. In the next couple of weeks he'll install the tall shelf that we have on hand, and do some repair work to the computer desk in our kids room. I've ordered the shorter shelving pieces which came out to \$594. Unfortunately, we can't complete the project without those pieces so I went ahead and purchased them. We had a very generous donation from the Friends group that helped us purchase the lounge seating (which came in a little cheaper than anticipated), and some of the grant monies helped with the seating and shelving as well, so I feel like the project should be covered between the grants and the donation. This does extend the timeline on

the shorter shelves since the anticipated ship time is 8 weeks. However, I'm holding out hope that because it is a smaller order, it will ship sooner than that.

### **Self-checkouts**

The hardware for our two new self-checkouts has been installed and seems to be working properly. I plan to take the cost of the hardware out of capital funds since it was an unexpected expense. I also hope to get a few good years out of them before they need to be replaced again, and I'm hoping that the next software we choose can use the same hardware.

## **Finances**

### **Michigan Earned Sick Time Act**

Kim and I have watched quite a few webinars and read quite a few articles related to Michigan's new Earned Sick Time Act. This goes into effect on February 21, 2025 and sets requirement about sick leave for all employees, not just full-time. This means we need to modify our current policy to accommodate the changes or draft a new policy that does the same. Kim and I are throwing around a few ideas and will have something ready for the policy committee by November which we can hopefully pass before the end of the year since our general PTO and Sick Leave Policies renew at the beginning of the year.

I also have a new number for minimum wage which will also increase significantly on February 21 unless new legislation goes through. This would effect 2 of our current employees and potentially a 3rd if we were to hire them. I have been accounting for this when I budgeted last year for everyone except the newest addition, and while I very slightly underbudgeted as I didn't account for inflation that is included in the new law, I think we should be fine when/if the minimum wage part goes into effect.

## **Staff**

### **Programs**

We are excited to introduce a few new programs in the next few months. In October, we have our second Makerspace Open House, this time featuring our 3D printer. Zach is bringing back the VR for a game program aimed at Tweens. The game is called Among Us and is a sort of mystery game to find out who is the bad guy.

In November, VR will make two appearances. The first will be a game for the TAB group called Demeo, which is a character based game sort of like Dungeons and Dragons from what I understand. The second VR program celebrates National Indigenous Heritage Month. We are taking participants on a virtual tour of a few national parks in a scavenger hunt type fashion. This program highlights areas of cultural and historical significance for indigenous peoples around the United States.

## **Closed**

As we approved a couple months ago now, we will be closed October 19 so the staff can attend Katie's wedding.

## **New Circulation Assistant**

We welcome Katie McLaren as our new Circulation Assistant. She comes fresh off the plane from Hawaii where she spent the last couple of years doing work in marine science. She is a native of Grand Haven, and we are happy to welcome her back to Michigan and to our library. She is a hard worker, learns quickly, and I believe she will be a great addition to our team. We are still working on which naming convention works best. Katie V and Katie M, Katie 1 and Katie 2, and a few others have all been suggested, but so far we haven't settled a good variation.

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

I thought I was running against other Lakeland directors, but I guess no one else decided to run, so I was unanimously elected as Chair of Lakeland's Advisory Committee. I have been first secretary and then vice-chair for the last three years. I can't say I'm not a bit nervous to be taking up such a leadership roll, but I look forward to learning from the experience.

The state aid report window opened October 1 and runs through February 28. I've started just a little bit on it, but it involves a deep dive into our statistics and I do wait for our audit to double check financial numbers as well. We'll be

# Statistics

## September 2024

	9/1/2024	9/1/2023		Current YR	Last Yr	
	Current Yr	Last Yr	% Change	2024-2025 YTD	2023 -2024 YTD	% Change
<b>Circulation</b>						
Items checked out at CADL	3,130	3,395	-8%	19,984	12,864	55%
OverDrive E-Book circulation	1,352	1,385	-2%	5,813	4,099	42%
E-Magazines	182	160	14%	717	417	72%
Hoopla	391	329	19%	1,480	966	53%
Items Loaned to other libraries	508	304	67%	2,283	1,214	88%
Renewals	2,208	2,260	-2%	10,667	8,595	24%
Total Circulation	7,771	7,833	-1%	40,944	28,155	45%
<b>Library Patrons</b>						
Patrons getting 1st library card	26	35	-26%	124	102	22%
Registered CADL Patrons	3,939	4,246	-7%	3,939	4,246	-7%
<b>Library Collection</b>						
*Items Added:	182	1,077	-83%	8,304	2,849	191%
Items Withdrawn	55	-	#DIV/0!	521	26	1904%
Total Items owned	45,482	576,962	-92%	45,482	576,962	-92%
<b>Interlibrary Loans</b>						
Items Loaned to other libraries	508	304	67%	2,283	1,214	88%
Borrowed- LLC + Mel	414	439	-6%	2,384	1,555	53%
<b>Traffic Count</b>						
Library Visits	2,953	2,126	39%	12,800	9,461	35%
<b>Programming &amp; Services</b>						
Open Hours	170	181	-6%	705	545	29%
Children's Program Attendance	175	195	-10%	1,057	870	21%
Program Attendance Total	239	221	8%	1,426	1,016	40%
Number of Monthly Programs	21	39	-46%	99	88	13%
Ancestry Plus	-	-	#DIV/0!	19	-	#DIV/0!
Internet Computer Sessions	243	205	19%	1,204	614	96%
Wireless Sessions	947	478	98%	3,625	1,355	168%



# STRATEGIC PLAN

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***CONNECT.***

***ENRICH.***

***EMPOWER.***

**COOPERSVILLE  
AREA DISTRICT  
LIBRARY**

**2025-2027**

# Table of Contents

- Introduction
- The Process
- What We Heard
- Mission, Vision, & Goals
- Goal 1: Resources
- Goal 2: Programming
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# Introduction

## ➤ Strategic Plan 2025-2027

In 2023, under the direction of the Coopersville Area District Library's board, the Library began strategic planning for the years 2025-2027. With the limitations of operating during a pandemic behind us, we are looking for new opportunities to create connections for our community and those that live within it.

## Evaluation and Process

Foremost, our evaluation methods revealed that the library has strong community support for its staff and for the facility. The process also helped us identify areas in which we can enhance, improve, or create new opportunities



# The Process

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## Gathering Community Input

The Coopersville Area District Library solicited input from the library board, the library staff, community partners, and the general public. Staff created a survey to gauge usage of the library and to determine the areas where the public would like to see improvements. One hundred and sixty-seven community members completed the survey. Nine focus groups met to determine further what our stakeholders believed we were doing well and where we could improve. The library staff had two meetings, in addition to separate meetings of the library board, community partners, and five groups of members of the general public.

## Developing Solutions

The data from the survey and focus groups was then compiled and analyzed by a committee of the Lakeland Library Cooperative director, the Coopersville Area District Library director, and library staff. The committee sought to establish specific goals and strategic areas for expansion to keep the library an integral and valued asset to our community.

## Creating a Plan

We created a plan to provide the community with resources and programming that connects its members to the library and to each other over the next three years. This includes core areas of vision, goals, objectives, and staff-developed action plans with discussion and approval by the library board. The new strategic plan is available to the public and quarterly updates will be provided to the library board.

# What We Heard



## STAFF

Users indicated both within the survey and the focus groups a resounding support for the library staff and the library building. They truly appreciate the friendliness and helpfulness of the staff, and the availability of spaces within the library.

## COLLECTION

Respondents indicated that they would appreciate an expansion of our current print and digital collections. Hoopla was mentioned many times, as was the expansion of our print collection to include more teen, tween, and story-focused children's books. Users also indicated that they would like to see a wider variety of adult offerings as well.

## PROGRAMS

Community members also love the programs the library currently offers but would like to see more of them. Suggestions during the focus groups included programs for homeschoolers, programs put on with community partners, and programs serving more age groups.

## LIBRARY HOURS

Some survey respondents and focus group members expressed an interest in varied or expanded hours. Since the survey did not include enough detail to determine what hours might better serve the community, this point will require further research and may be addressed in future strategic plans.

## OVERALL

Staff and community partners both acknowledge we all are doing more with less and are looking for board guidance and advocacy to strengthen both relationships and funding.



## ➤ 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.

## ➤ Goals

- Invest in a deeper, more varied print and electronic collection
- Expand programming to meet a diverse set of community needs
- 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

# Goal 1: Resources

Invest in a deeper, more varied print and electronic collection

## ➤ Staff Objectives

- Evaluate, review, and weed existing collection
- Identify new or existing areas to 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: Programs

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

# Next Steps

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To guide implementation, the library board and staff will provide input to create annual Action Plans. The Action Plans provide a list of activities designed to help the library achieve its goals and objectives. It itemizes new initiatives and tasks designed to support specific objectives which will be implemented by staff. In each step of the process, we endeavor to connect, enrich, and empower our community through items, services, and programs we offer.

The timing for certain activities will be determined by priority and influenced by various factors, such as funding and other resource allocation. Review and adjustment of the Action Plans will happen on a regular basis and board updates will be provided quarterly. To accommodate internal and external changes, the Action Plans are “living documents.” They are designed to be flexible enough to accommodate revisions as needed and to respond to evolving needs, resource fluctuations, and, most importantly, continued input from the community.



## Coopersville Area District Library; Landscape Improvements 2024

**COOPERSVILLE AREA DISTRICT LIBRARY**  
**333 OTTAWA STREET**  
**COOPERSVILLE, MICHIGAN 49404**

**Sales:** Kilian Goodson

**Coopersville Area District Library; Landscape  
Improvements 2024**

333 Ottawa Street Coopersville, Michigan 49404

**Est ID:** EST4811402

**Date:** Aug-01-2024

[ ] A 30% down payment is required to schedule work. If the 30% down payment is \$1,500 or more you will be required to pay by check or ACH payment. Credit card payments will subject to a 3% surcharge.

### OPTION 1: REPAIR

**\$2,346.00**

SCOPE OF WORK: REPAIR AND REFRESH EXISTING BEDS

- REMOVE GROUND COVERS; BUGGLEWEED
- REMOVE HIDDEN HOLLYS, REMOVE SUCKERS FROM TREES, WEEDING, ETC.
- TRIM BACK LARGE SHRUBS
- SPREAD NEW BARK WHERE NEEDED [UP TO 3 YARDS]
- HAUL AWAY INCLUDED

QUALIFICATIONS:

- SUMMIT IS NOT RESPONSIBLE FOR DAMAGES TO HIDDEN UNDERGROUND IRRIGATION OR UTILITIES
- DOES NOT COVER IRRIGATION REPAIR
- DOES NOT INCLUDE ANY PLANTS, PLANTING OR TRANSPLANTING
- LIMITED TO MULCH BEDS DIRECTLY AROUND LIBRARY; EXCLUDES SHAKESPEARE GARDEN OR OTHER BEDS

**OPTION 2: REPLACE****\$11,434.12**

SCOPE OF WORK: REPAIR AND REFRESH EXISTING BEDS

- REMOVE ALL DESIGNATED PLANTS [TREES TO REMAIN]
- REMOVE ALL MULCH
- APPLY PREEMERGENT AND OR BROADLEAF HERBICIDE
- INSTALL WEED FABRIC
- INSTALL PLANTS  
\$3000 BUDGETARY PLANTING ALLOWANCE INCLUDED; FINAL DESIGN OF PLANTS TO BE APPROVED PRIOR TO ORDERING PLANTS
- SPREAD 1-3" STONE AT 3-4" DEPTH
- HAUL AWAY INCLUDED

QUALIFICATIONS

- SUMMIT IS NOT RESPONSIBLE FOR DAMAGES TO HIDDEN UNDERGROUND IRRIGATION OR UTILITIES
- DOES NOT COVER IRRIGATION REPAIR
- LIMITED TO MULCH BEDS DIRECTLY AROUND LIBRARY; EXCLUDES SHAKESPEARE GARDEN OR OTHER BEDS

**SHAKESPEARE GARDEN CLEAN UP [1 DAY]****\$2,635.00**

SCOPE OF WORK: CLEAN UP SHAKESPEARE GARDEN

- SPEND ONE DAY CLEANING UP PATHS, WEEDING, PRUNING OVERGROWN SHAKESPEARE BED.
- INCLUDES \$800 PLANTING ALLOWANCE FOR NEW PLANTS. WILL ONLY BE CHARGED IF USED  
- PLANTING DESIGN TO BE APPROVED PRIOR TO ORDERING PLANTS

QUALIFICATIONS:

- SUMMIT IS NOT RESPONSIBLE FOR DAMAGES TO HIDDEN UNDERGROUND IRRIGATION OR UTILITIES
- DOES NOT COVER IRRIGATION REPAIR
- LIMITED TO SHAKESPEARE GARDEN AND NO OTHER BEDS.

**PROPOSALS ARE VALID FOR 15 DAYS**

1. Proposals which are not signed within 15 days of receipt are subject to price changes.
2. If construction has not started within 15 days of a signed Proposal, the Proposal is subject to price changes.
3. Prior to any changes of cost, the Customer will be notified.
4. Customers will be given the option to **opt out** of their signed Proposal if there are additional cost due to industry inflation that directly effects material, labor, or equipment cost.
5. Summit Landscape Management will pass on only direct cost increases (**0% mark-up**) due to industry inflation that affects material, labor, or equipment cost.

**TERMS AND CONDITIONS**

**1. General.** These Terms and Conditions constitute the entire agreement between Summit Landscape Management,

Inc./Summit Tree Service, Inc. and its subcontractors (collectively "Summit") and Customer.

**2. Contract Work.** Summit shall furnish the labor, materials, equipment, tools, and services (the "Work") described in the Proposal at the address identified in the Proposal. The Work shall be conducted in a good, workmanlike manner consistent with accepted industry standards. There shall be no obligation to provide any additional work or services unless otherwise agreed to in writing by Summit and Customer.

**3. Contract Sum.** The Contract Sum is the total amount to be paid to Summit for the Work. The prices set forth in the Proposal are an estimate of the cost for the Work and not a fixed price. All Work, including additional work, is provided on a time and material basis which may be increased from the price reflected in the Proposal. The Contract Sum is subject to escalation in the event of delays occasioned by the Customer, unforeseen site conditions and increases in the costs of wages, fuel, supplies and/or materials.

**4. Payment.** The Customer shall be responsible for full payment, irrespective of whether or not the Work is or may be covered by the Customer's insurance company. Customer shall be responsible for late fees in the amount of 1.5% per month for any and all balances more than thirty (30) days old. In the event Customer does not timely pay, Summit may suspend all Work and/or pursue legal action. Customer agrees to pay all of Summit's reasonable attorney's fees, litigation costs, and all other charges and costs incurred by Summit in collecting payment from Customer. Customer also agrees to pay statutory charges applicable to a form of payment returned by Customer's bank for any reason.

**5. Site Conditions.** The Proposal does not include costs associated with underground items (i.e., septic tanks, drain fields, irrigation systems and utility services) and site conditions (i.e., rocks, debris, unstable, compacted or clay soils) which are not visible or which the Customer does not specify prior to the commencement of the Work. If the Work requires excavation, blasting and/or disturbance to subsurface soils, Summit will not commence the Work until a dig notice is issued and all public underground utilities have been properly marked as set forth in the Michigan Miss Dig Underground Facility Damage Prevention and Safety Act, MCL § 460.721, et seq. Customer is solely responsible for locating and identifying private underground utilities or facilities including, but not limited to, irrigation systems, electrical wiring, wells, electric pet fencing, septic and drainage systems, and under no circumstances will Summit be responsible for damage to private underground utilities or facilities not identified, properly marked or disclosed by the Customer.

**6. Site Damage.** Customer acknowledges that the nature of the Work and the use of equipment associated with the Work may result in unforeseen damage to the surrounding terrain and adjacent plant material. In acknowledging this risk Customer agrees that the costs associated with repairing such damage will be borne solely by Customer.

**7. Changes in the Work.** From time-to-time, Customer may order changes in the Work consisting of additions, deletions, or modifications. Such changes in the Work shall be by a written change order ("Change Order") signed by both the Customer and an authorized representative of Summit. In no event, however, shall failure by the Customer to obtain a written Change Order for the Work relieve Customer from paying Summit for any additional work performed by Summit at Customer's request.

**8. Customer's Duties and Liability.** Customer agrees to defend, hold harmless and indemnify Summit against all claims, lawsuits and any other liability or injury to persons or damage to property or personal injury (including death) arising from any and all the Work performed by Summit.

**9. Limitation of Damages.** Summit's liability and Customer's exclusive remedy shall, at Summit's election, be to repair or replace that portion of the Work found by Summit to be defective following its inspection. In no event, however, shall Summit's liability to Customer or any of Customer's agents, contractors, successors, or assigns exceed the total proceeds actually received by Summit from Customer for the Work. Summit shall under no circumstances be liable for incidental or consequential damages. If Customer believes that the Work or any portion thereof is defective or unsatisfactory, Customer shall provide written notice to Summit within ten (10) days after the Work is completed, describing in detail why Customer believes the work is defective or otherwise unsatisfactory. If such notice is not timely provided, Customer shall be deemed to have accepted the Work and Summit will have no obligation to repair or replace the Work.

**10. Ownership and Access.** Customer warrants that she/he/it owns all trees, plant material and property upon which the Work is to be performed, and that Summit can legally and adequately access the property to perform the Work. Prior to the commencement of the Work, Customer will provide Summit with all pertinent information as to the location of Customer's property boundaries, which Summit may rely on to perform the Work. Summit shall not be liable for damages or costs resulting from errors or omissions made by Customer regarding ownership rights or property boundaries including, but not

limited to, claims for common law or statutory trespass and/or nuisance, and Customer further agrees to indemnify and defend Summit from any claims arising from ownership or property rights which result from Customer's errors or omissions.

**11. Warranty.** All supplies and materials, including plants, trees, shrubs and turf, are warranted by Summit from one year from completion of the Work unless otherwise specified. This warranty does not include the labor necessary to replace supplies and materials, including plants, trees, shrubs and turf. This warranty is void if the damage or loss is caused by the Customer, improper care, under watering, overwatering, improper trimming or pruning, accident or any other event outside of Summit's control. This warranty shall not apply to hydromulch grass installations, and Customer is solely responsible for the care of the seed and grass once hydroseeding or hydromulching has been completed, including acts of God which may cause a complete loss of grass and/or grass seed.

**12. Pesticides and Chemicals.** The Work may include the use of pesticides and/or chemicals which when ingested, inhaled or absorbed can be harmful to humans and/or pets. Additional precautions may be necessary for pregnant women, infants, small children, senior citizens or persons taking prescription medications. Customer acknowledges these risks, agrees to notify Summit of any area where pesticides or chemicals should not be applied and further to avoid any area treated with pesticides and/or chemicals until the time period provided by Summit has elapsed. Customer agrees that Summit is not responsible for any unforeseen or abnormal reactions resulting from the use of pesticides and/or chemicals.

**13. Copyright.** Ownership and copyright for any drawings or specifications used for the Work belong to Summit and shall not be used by Customer for any other purpose other than for the Work performed by Summit.

**14. Returns.** Summit does not accept the return of plants, plant materials, soil, rock, brick or any other bulk materials following delivery, or irrigation parts, lights, wiring or other buried items once installed.

**15. Termination by Summit.** Summit may terminate this agreement at any time with or without cause upon 15 days written notice to customer.


**16. Dispute Resolution; Claims.** Any dispute arising out of the Work shall be governed by, and construed in accordance with, the laws of the State of Michigan without giving effect to any choice or conflict of law provision or rule (whether in the State of Michigan or any other jurisdiction). Summit and Customer both irrevocably agree that any legal suit, action or proceeding against it arising out of or based upon Work may be instituted in any state or federal court located in the State of Michigan (each a "Michigan Court"), and preferably the state and federal court located in Grand Rapids, Michigan, and irrevocably waives, to the fullest extent such party may effectively do so, any objection which it may now or hereafter have to the laying of venue of any such action in any Michigan Court, and irrevocably submits to the exclusive jurisdiction of any such Michigan Court in any such action.

**17. Enforceability.** If any provision herein is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability or the remainder of the provision or the remaining provisions.

**18. Waiver; Remedies.** No term or provision herein shall be deemed waived and no breach excused unless either (i) waiver or bar is required by these Terms and Conditions or (ii) such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to, or waiver of, or excuse for any other different or subsequent breach.

**19. Assignment.** Summit may assign to any third party its rights and obligations with respect to Customer.

**20. Force Majeure.** Summit shall not be responsible or liable for any delays in in the Work due to any cause or condition beyond its control, including, without limitation, fire, flood, earthquake, labor dispute, shortages of materials or supplies, riot or other civil disturbances, war, acts of God or nature, accident or any acts of government.

**Contractor:**   
\_\_\_\_\_ Kilian Goodson

**Client:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_ 08/06/2024

**Signature Date:** \_\_\_\_\_

**Email:** kiliang@summitlandscapeinc.com

September 16, 2024

Attn: Elyshia Hoekstra  
Coopersville Area District Library  
333 Ottawa St  
Coopersville, MI 49404

(616)837-6809

Supplies:

- 5 – Large contractor bags of grass seed =\$361.80

Supplies total =\$361.80

Labor:

- All planting beds around entire perimeter of building – Remove ground cover, saplings, and weeds; Trim all plantings as needed; Cut back ornamental grasses / perennials
- Back of building / front of generator – Remove all ornamental grasses and metal edge; Smooth out area; Install grass seed
- Large stone beds – Remove damages metal edge; Cut in a natural edge
- Back of building / parking lot island bed – Remove weeds and 1 dead tree
- Left side of building / garden area – (Leave outside perimeter shrub / hedge) Trim only; Remove all plantings, weeds, and dead growth inside Hedge
- Front / far left side of property – (Leave 3 large trees); Remove shrubs, weeds, and ground cover; Smooth out area; Install grass seed

Labor total =\$4,285.00

10% New customer discount =\$428.50

New labor total =\$3,856.50

Grand total with supplies =\$4,218.30

/s/ \_\_\_\_\_

/s/ \_\_\_\_\_





# Royalty Lawn and Snow

6573 Henry Street | Allendale Charter Township, Michigan 49401  
 616-308-2636 | royaltylawnandsnow1@gmail.com | royaltylawnandsnow.com

**RECIPIENT:**

**Elyshia**  
 333 Ottawa Street  
 Coopersville, Michigan 49404

<b>Quote #423</b>	
Sent on	Sep 27, 2024
<b>Total</b>	<b>\$3,620.00</b>

Product/Service	Description	Qty.	Unit Price	Total
Pruining	<p>All plants that are staying will be pruned for the fall to allow healthy and even growth next spring. These are some examples.</p> <p>Trimming Evergreen Bushes in the garden area                      Trimming Red Switchgrasses                      Trimming Witch Alder                      Trimming Arrowwood Viburnum                      Trimming Oakleaf Hydrangeas                      Trimming Japanese Juniper</p> <p>Price Includes Disposal</p>	1	\$425.00	\$425.00
Removal	<p>This is the price for everything we believe needs to be removed.</p> <p>Digging out grasses alongside generator and raking mulch back in the holes / or we can remove the area of mulch and fill with dirt + seed for an additional \$85</p> <p>Digging out ALL bugleweeds within the beds as it is becoming invasive to other plants</p> <p>Cutting off the suckers growing on the base of the tree in the front</p> <p>Digging below the ground and cutting the dead tree out from within the island in the parking lot. \$75</p> <p>Removing all Asiatic Dayflowers growing within the garden area</p> <p>Removing 1/4-1/2 of the False Sunflowers growing within the garden area as most of them are dead to not being pruned</p> <p>Remove overgrown Rosebush to allow spiral tree behind it to be seen</p> <p>Pulling large weeds and spraying remainder.</p>	1	\$465.00	\$465.00



# Royalty Lawn and Snow

6573 Henry Street | Allendale Charter Township, Michigan 49401  
 616-308-2636 | royaltylawnandsnow1@gmail.com | royaltylawnandsnow.com

Product/Service	Description	Qty.	Unit Price	Total
Mulching - Recommended for the Spring	<p>This is an option incase you would like the beds freshened up after the cleanup.</p> <p>Mulching front and back landscape beds with black mulch 1.5" thick to freshen up color.</p> <p>12yrd of mulch delivered and installed.</p>	1	\$1,000.00	\$1,000.00
Mowing (Weekly) 2025	<p>Weekly Lawn Maintenance</p> <ul style="list-style-type: none"> <li>- Mowing</li> <li>- Trimming</li> <li>- Blowing off hard surfaces</li> </ul> <p>For next year</p> <p>\$65 per visit (Willing to discuss numbers if interested)</p>	1	\$65.00	\$65.00
Weed Control	<p>Spraying weeds within landscape beds and pulling out any larger weeds.</p> <p>Price is per visit for 1x/Month up to 2 Hours of weeding + Spray</p> <p>Est 5-6 Visits per season</p>	1	\$125.00	\$125.00
Dirtwork	<p>On the property line - remove dead trees but leave larger established trees that are surrounding the area.</p> <p>Cut down and till up the area of vegetation followed by a coat of 1-2" of topsoil with seed + straw.</p> <p>Based on 10 yards of soil - If additional is needed it will be installed at a rate of \$100 delivery and installed</p>	1	\$1,540.00	\$1,540.00

**Total**

**\$3,620.00**

Quote is broken down into sections in which you can pick and choose what options you would like to go with. Upon accepting the Pruning and Removal Quotes. I would like to meet back and discuss what our plans were unless we have approval to do what we believe needs to be done.

This quote is valid for the next 30 days, after which values may be subject to change.



12 X 18 Aluminum  
\$55 each

Sign posts - \$75  
each



Customer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: 10/9/2024

Price: \_\_\_\_\_

Description: \_\_\_\_\_

*This drawing was prepared for illustration purposes and are intended for use at Raap Signs only. These rights are released by act of sale only. Thank you*



616-677-0158  
RaapSigns.com

2615 Arthur St  
Coopersville, MI 49404

# Logo Pricing

Since this is something that we've talked about in the past, but since we felt it was reliant on a new strategic plan, I went ahead and reached out to two logo artists to feel out what their pricing and timelines might be. I think it might be perfect timing to get this underway if we feel that we want to go this route.

I am recommending that we might like to approach this a little differently this time around if we do indeed decide to go this route. In order to move the process along and not to rely on times that a committee can meet to decide and debate choices, I wonder if we could structure it a little differently. What if I worked with the artist we chose to formulate a survey that you all could take that would allow you to express the icons, themes, and colors that you felt best represented what the library is. Then the artist and I would discuss which of those stand out the most, and they would come back with 3-4 options that the board could choose from that would possibly contain a more traditional version, a more abstract version, etc. that would allow us to choose the one that the majority likes. At that stage, we'd also choose font and color based on the final concept art. We can discuss this further at the meeting.

## A. Rachel Hyde - Hyde Creative

Greg Dunn recommended Rachel during the first round of new logo exploration. She was the artist who recommended that we do a strategic plan to identify a vision and mission statement and to ascertain what our goals were.

Pricing: \$2200 but may be willing to work on price depending on our budget. Process may change accordingly.

Process: present 4-5 concepts, select one to move forward into design with fonts and color, review for goodness of fit, revise for final review and approval, and final delivery of materials.

Final presentation: The final deliverable package includes font specifications and color palette, as well as horizontal and vertical logo formats in full color and solid white. You'll also have each version of the logo saved in multiple usable file formats: .png, .jpg, .eps, and .pdf as applicable.

Timing: After December 16

Logo samples:



## B. Jenni Grace

Carol Dawe recommended Jenni because she did Lakeland's recent logo along with the Library Cooperatives of Michigan. She also recommended her because she felt she was very easy to work with and was very reasonably priced.

Pricing: \$1000 for the process I described to her

Process: Formulating survey for board, discussing survey results with me, presenting 4-5 concepts, selecting one to move forward with, deciding on font and color, second review and approval.

Final presentation: deliverables include any font or color specifications that we choose, horizontal and vertical logos in full color and solid white, along with multiple usable formats.

Timing: should be able to start fairly soon, but she is in central time so we there is an hour time difference when it comes to meetings.

Logo samples:



# + Library Assistant - Special Projects

## + Library Assistant – Special Projects

As a Special Projects Library Assistant, an individual will be instrumental in managing unique library projects that enhance our digital and physical collections. This role will focus on digitization efforts, including adding metadata for images of historical significance, uploading images to databases, and ensuring our digital resources are easily accessible and accurately cataloged.

## + Essential Job Functions

- **Metadata Management:**
  - Convert and add comprehensive metadata for digital images.
  - Ensure metadata accuracy and consistency according to library standards.
  - Collaborate with other librarians and staff to update and maintain metadata records.
- **Image Uploading:**
  - Upload digital images to the library's database with appropriate tags and descriptions.
  - Verify the quality and resolution of images before uploading.
  - Monitor the database for any discrepancies and address them promptly.
- **Project Coordination:**
  - Manage and execute special projects assigned by the Library Director.
  - Develop and implement project plans, timelines, and goals.
  - Report on project progress and outcomes regularly.
- **Digital Collection Management:**
  - Assist in the digitization of physical resources.
  - Organize and maintain the digital collection, ensuring ease of access for users.
  - Support digital preservation initiatives.
- **Collaboration:**
  - Work with other departments and external partners to enhance library resources.

## + Education and Experience

- College education and experience required within the field of historical and/or digital archives.
- Experience with metadata standards and practices.

- Proficiency in image editing and management software.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Familiarity with digital preservation techniques and digital libraries.
- Knowledge of copyright laws and digital rights management.
- Ability to work independently and as part of a team.

## **+ Compensation and Benefits**

Beginning wage shall start at \$12/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.

**This is currently a part-time, temporary position. After initial project timeline is complete, library leadership will re-evaluate budgeting and project needs to decide whether to continue the program or to terminate the position.**