

# Coopersville Area District Library

Monthly Board Meeting

Date: December 18, 2024

Time: 7:00 pm

Place: 333 Ottawa Street, Coopersville MI 49404

## Agenda

1. **Call to Order**
2. **Approval of Agenda** (m) p.1
3. **Approval of the Minutes (November 20, 2024)** (m) p.2-3
4. **Public Comment:**
5. **Financial Reports**
  - a. December Operations: Balance Sheets & Budget vs. Actual (r) p. 4-5
  - b. Approve November expenditures, including ACH transactions #21171-21182 totaling \$10,207.17 (m) p. 6
  - c. Approve December checks to date, including ACH transactions #21183-21198 totaling \$23,44.48 (m) p. 7
  - d. Statement of Income (r) p. 8
  - e. Visa Reconciliation Detail (r) p. 9-10
  - f. CADL Building Expansion Budget Performance (r) p. 11
6. **Correspondence/Marketing** (r) p.12-17
  - a. CADL Press Releases
  - b. January Calendar
  - c. Programming Flyers
7. **Director's Report** – (r)
8. **Committee Reports** (r)
  - a. Personnel committee minutes – 12/09/24 (included) p. 18-19
  - b. Personnel committee minutes – 12/16/24 (will be added after meeting)
9. **Unfinished Business**
10. **New Business**
  - a. Erate Internet Bid Renewal p. 20
  - b. Erate Technology Bids p. 21
  - c. Personnel committee recommendation – (will be added after 12/16 meeting)
11. **Public/board Comments:**
12. **Next Meeting: Board meeting January 15, 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 November 20, 2024.**

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

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

**Staff Present:** Elyshia Hoekstra/Director

**Absent:** Amy Deming, Kathi Waldecker

**M/S (R. DeVries, S. Mayrose) to approve** 11/20/2024 agenda (Page 1). Motion carried.

**M/S (P. Lindberg, R. DeVries) to approve** 10/16/2024 Board Minutes (Pages 2-3). Motion carried.

**Public Present/Comments:** None

**Financial Reports:**

- A. Informational review to receive and file** November Operations: Balance Sheets & Budget vs. Actual (Pages 4-5).
- B. M/S (N. Fox, S. Mayrose) to approve** October expenditures, including ACH transactions #21148-21154, 21157-21159 totaling \$22,848.98 (Page 6). Motion carried.
- C. M/S (S. Mayrose, P. Lindberg) to approve** November checks to date, including ACH transactions #21155-21156, 21160-21170 totaling \$21,029.03 (Page 7). Motion carried.
- D. Informational review to receive and file** Statement of Income (Page 8).
- E. Informational review to receive and file** Visa Reconciliation Detail (Pages 9-10).
- F. Informational review to receive and file** CADL Building Expansion Budget Performance (Page 11).

**Correspondence/Marketing: – Pages 12-13 – Informational review to receive and file**

- A. CADL Press Releases
- B. December Calendar of Events (not included)
- C. Programming Flyers

**Director's Report: – Pages 14-16 – Informational review to receive and file**

*\*Elyshia is pleased with landscape clean up by Royalty Landscaping and Snow. After some board discussion regarding the removal of all the mulch it was decided that late fall would be a better time to replace it if possible. Elyshia will contact Phil's Lawn Service to see if this can be done for a lower price of approximately \$500.00 instead of \$1,000.00 that Royalty quoted.*

*\*Detention pond scheduled for cleaning. There was a question about a tree that should be removed.*

*\*Tween Space installation is progressing.*

*\*Elyshia is investigating CADL's options for the Brownfield Plan Amendment which would result in some loss to the library's millage over the next 15 years.*

**Committee Reports:** No current reports

**Unfinished Business:**

**A. Signs**

**M/S (R. DeVries, N. Fox) to approve** expenditure of \$600.00 to pay half the purchase of a new sign for the front of the library/community park. City of Coopersville has agreed to pay \$600.00 toward the other half. Motion carried.

**B. Logo update**

*Survey results were gathered and most shared similar ideas for the logo. Elyshia and logo designer Jenny Grace decided on a 4-5 color palette with green being primary. Jenny will provide sample designs in January.*

**New Business:****A. Health Insurance Renewal – Pages 17-18**

**M/S (R. DeVries, S. Mayrose) to approve** monthly expenditure of \$477.71 for renewal of staff health insurance (Pages 17). Motion carried.

**M/S (P. Lindberg, G. Dunn) to approve** expenditure of \$3,300.00 for renewal of director's health insurance (Page 18). Motion carried.

**B. Whistleblower Policy, Patron Behavior Policy, Technology Assistance Policy -Pages 10-30.**

**M/S (S. Mayrose, P. Lindberg) to approve** Whistleblower Policy (Pages 19-22). Motion carried.

**M/S (P. Lindberg, S. Mayrose) to approve** Technology Assistance Policy (Pages 23-24). Motion carried.

*Board members discussed the importance of providing technology assistance to patrons but felt the policy and possible liability issues should be reviewed by the lawyer. Also, the last line in guideline #3/Page 23 needs to be removed.*

**M/S (P. Lindberg, S. Mayrose) to approve** amended Technology Assistance Policy with removal of the last line in Guideline #3 (Page 23). Motion carried.

**M/S (G. Dunn, S. Mayrose) to approve** Patron Behavior Policy (Pages 25-30). Motion carried.

**C. Sick Leave Policy – Pages 31-32**

**M/S (R. DeVries, P. Lindberg) to approve** Sick Leave Policy (Pages 31-32). Motion carried.

*Policy needs to be reviewed by the lawyer.*

**D. M/S (G. Dunn, S. Mayrose) to accept the CADL's calendar of Closed Day for 2025 (Page 33/distributed at meeting). Motion carried.**

**Public/Board Comments:** Plans for staff/board holiday gathering were discussed.

**Next Meeting:** December 18, 2024 at 7:00 pm

# COOPERSVILLE AREA DISTRICT LIBRARY

## Balance Sheet As of November 11, 2024

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

# COOPERSVILLE AREA DISTRICT LIBRARY

## General Operations Budget vs. Actuals YTD

July 2024 - June 2025

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

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

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

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

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

## Coopersville Area District Library

## Statement of Financial Income

July 2024 - June 2025

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



COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 12/01/2024

RECONCILIATION REPORT

Reconciled on: 12/09/2024

Reconciled by: Kim Lothschutz

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

Summary

USD

Statement beginning balance.....	2,642.44
Charges and cash advances cleared (44).....	5,753.96
Payments and credits cleared (2).....	-3,084.11
Statement ending balance.....	<u>5,312.29</u>
Uncleared transactions as of 12/01/2024.....	57.60
Register balance as of 12/01/2024.....	5,369.89
Cleared transactions after 12/01/2024.....	0.00
Uncleared transactions after 12/01/2024.....	442.79
Register balance as of 12/09/2024.....	<u>5,812.68</u>

Details

Charges and cash advances cleared (44)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/01/2024	Expense		ADT Security Services (VISA)	436.77
10/31/2024	CC Bill Payment		Baker & Taylor	371.71
10/31/2024	Expense		Book Outlet	81.89
11/01/2024	Expense		Craft outlet	86.18
11/01/2024	Expense		Google LLC	57.60
11/03/2024	Expense		Amazon.com	14.32
11/04/2024	Expense		OverDrive	2.49
11/04/2024	Expense		Amazon.com	53.74
11/06/2024	Expense		Amazon.com	12.99
11/06/2024	Expense		Quill	22.60
11/07/2024	Expense		Mobile Beacon	960.00
11/08/2024	Expense		Tech Soup	36.00
11/08/2024	CC Bill Payment		Mobile Beacon	258.00
11/09/2024	Expense		WuFoo	19.00
11/11/2024	Expense		Demco	565.63
11/11/2024	Expense		Amazon.com	19.96
11/11/2024	Expense		Oriental Trading	64.86
11/12/2024	Expense		Hobby Lobby	21.05
11/12/2024	Expense		WalMart	146.28
11/13/2024	Expense		Michaels	59.17
11/14/2024	Expense		Amazon.com	17.89
11/14/2024	Expense		Amazon.com	23.55
11/14/2024	Expense		Amazon.com	76.53
11/14/2024	CC Bill Payment		Quill	5.99
11/15/2024	Expense		OverDrive	342.38
11/15/2024	Expense		OverDrive	59.99
11/17/2024	Expense		Vonage	121.80
11/18/2024	Expense		Amazon.com	24.62
11/19/2024	Expense		Amazon.com	16.57
11/19/2024	Expense		Amazon.com	47.44
11/19/2024	Expense		WalMart	18.99
11/19/2024	Expense		WalMart	18.97
11/19/2024	Expense		Amazon.com	19.96
11/21/2024	Expense		Intuit	82.50
11/21/2024	Expense		Amazon.com	14.96
11/21/2024	Expense		ADT Security Services (VISA)	160.53
11/25/2024	CC Bill Payment		Baker & Taylor	1,122.71
11/25/2024	Expense		327 Pizza	45.26
11/26/2024	Expense		Collaborative Summer Library...	124.53

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/26/2024	CC Bill Payment		Quill	37.99
11/26/2024	Expense		Amazon.com	15.38
11/26/2024	Expense		Book Outlet	32.52
11/27/2024	Expense		Amazon.com	12.22
11/30/2024	Expense		Amazon.com	20.44
<b>Total</b>				<b>5,753.96</b>

## Payments and credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/31/2024	Bill		Visa	-3,079.21
11/19/2024	Credit Card Credit		Amazon.com	-4.90
<b>Total</b>				<b>-3,084.11</b>

**Additional Information**

## Uncleared charges and cash advances as of 12/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2024	Expense	5117148635	Google LLC	57.60
<b>Total</b>				<b>57.60</b>

## Uncleared charges and cash advances after 12/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/02/2024	CC Bill Payment		Coopersville Observer	50.00
12/02/2024	Expense		Amazon.com	19.96
12/03/2024	Expense		BookList	99.00
12/04/2024	Expense		Amazon.com	19.95
12/04/2024	Expense		Amazon.com	24.69
12/04/2024	Expense		WalMart	40.53
12/06/2024	CC Bill Payment		Blackstone Publishing Library ...	56.86
12/06/2024	Expense		Amazon.com	44.97
12/06/2024	Expense		Coopersville Observer	112.30
<b>Total</b>				<b>468.26</b>

## Uncleared payments and credits after 12/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/04/2024	Credit Card Credit		Amazon.com	-15.48
12/04/2024	Credit Card Credit		Amazon.com	-9.99
<b>Total</b>				<b>-25.47</b>

# COOPERSVILLE AREA DISTRICT LIBRARY

## Building Fund Budget vs. Actuals YTD

July 2024 - June 2025

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



Coopersville Area District Library  
2025 Events Calendar

Hours:  
Monday and Thursdays: 12-8 pm  
Tuesdays, Wednesdays, and Fridays: 10 am -5:30pm  
Saturdays: 10 am - 2 pm  
www.coopersvillibrary.org

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 <i>Happy New Years</i> LIBRARY CLOSED	2	3	4
5	Maker Monday 4PM	6 Storytime 10 AM TAB 3:30PM	7 Music & Movement 10AM Adult Book Club Tom Lake 7PM	8	9	10
12	Maker Monday 4PM	13 Storytime 10 AM	14 Music & Movement 10AM  Library Board Meeting 7PM	15  Adult Craft Night 6:00PM	16	17 OAISD 10AM
19	Maker Monday 4PM January Series: "Jonathan Eig" 12:30PM	20 Storytime 10 AM January Series: "Todd Komarnicki" 12:30PM TAB 3:30PM Premiere Movie Night "Here" 6:30PM	21 Music & Movement 10AM  January Series: "John Inazu" 12:30PM	22  January Series: "Heather Templeton Dill" 12:30PM	23  January Series: "Kristjan Prirk" 12:30PM Makerspace 2:30-4:30 PM	24
26	Maker Monday 4PM January Series: "Peter Sagal" 12:30PM	27 Storytime 10 AM January Series: "Alastair Humphreys" 12:30PM	28 Music & Movement 10AM  January Series: "Reshma Saujani" 12:30PM	29  January Series: "Michaela O'Donnell" 12:30PM	30  January Series: "Hunter Woodhall" 12:30PM	31

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## Local Librarian Receives Award



One of just seven Michigan librarians to be honored, Coopersville Area District Library's Katie VanHuis was recently chosen to receive the James Patterson Bonus Award by best selling author James Patterson and the American Library Association. In celebration of his latest nonfiction title, "The Secret Lives of Librarians," world's bestselling author James Patterson selected 250 librarians and library workers across the country to receive a \$200 bonus. The total donation amount was \$50,000. To date, James Patterson has given over \$100 million to education and literacy programs across the U.S.

Polkton Charter Township  
A Regular Board meeting was held on  
November 7, 2024 - Thursday at 7:00 p.m.  
Present: D. Blier, T. Costigan, J. Key, R. Liszewski,  
J. Meerman and M. VanDenBrink. Absent: C. Langeland

# 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 December 11 is, *All the Light We Cannot See*, by Anthony Doerr. A limited number of copies are available for checkout at the library.

**Friends of CADL Holiday Bake Sale** - Stop by on Thursday, December 12, to check out a wide variety of yummy holiday treats made by the Friends of CADL! The sale starts at 12:00 p.m. and goes until the supply runs out. Proceeds from the bake sale fund new programs and materials at the library. Thanks in advance for your support!

**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 12 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, December 20**, at 10:00 a.m. This program is designed for families with children ages birth to 5 years old. Monthly sessions are based on a children's book, with accompanying finger plays, crafts, and activities. Each family receives a copy of the book to take home. Pre-registration is not required.

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

**Teen Advisory Board - Teen Advisory Board (TAB)** meets at 3:30 p.m. on an every other Tuesday basis, with the next meeting on December 10. 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).

# Kringle Christmas Market

The Coopersville Old Kids

# 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:

- No featured item, but feel free to use many available supplies.
- No registration necessary!
- All ages welcome!



**FRIDAY, DECEMBER 27  
2:30-4:30 PM**

333 Ottawa Street

616-837-6809

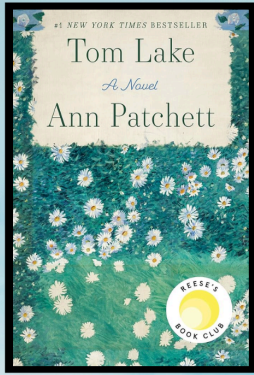
[coopersvillelibrary.org](http://coopersvillelibrary.org)

# FAMILY MOVIE MATINEE



**Thursday, December 26, at 3:00 p.m.**

Sponsored by the Coopersville Sportsman's Club!



**January Book Club**  
Wednesday, January 8, at 7 pm



# Director's Report for October 2024 - Elyshia Hoekstra

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## Building/Grounds

### Landscaping

I was able to contact Phil and ask him about the wood chips. However, he wasn't sure if he was going to be able to obtain any wood chips from his normal sources given the time of year. He was going to look into it; however, it did snow about a week later. Given the unpredictability of Michigan weather, I guess we'll see if it makes it down or not.

WMS did not make it out on their originally scheduled date because of weather. They plan to stop in the week of the 9th if weather allows, but as of writing this that have not yet done so.

### Signs

The large sign has been ordered. It will take a bit to be completed, but Dennis has again agreed to pay half. Raap signs plans on billing the library directly for half and the City directly for the other half.

### Tween Space

The last phase of this is planned for the week of the board meeting; although I don't have a specific date yet. It's possible I'll have one and can give a verbal update at the meeting.

## Finances

### Brownfield Plan Amendment

I don't have anything new related to this right now. I'm still exploring what is going on and what our options might be.

### Audit

Our audit field day was December 11th. We uploaded the majority of the items that were needed before hand so the field day went fairly smoothly. We are hoping for a quick turnaround so that we can meet State deadlines, and at that point, I will schedule the presentation.

## Staff

## **Programs**

We are once again a host site for the January series which runs from January 20-31. We will be providing coffee and a snack for attendees. A list of the speakers can be found on our calendar or they are also individual posted on our website and will shortly also appear on Facebook.

## **Friends of the Library Book Sale**

The Friends of CADL book sale took place December 12th. It will likely not be done by the time I send this out, but I may have some numbers for you for a verbal update at our board meeting.

## **Closed**

We are closed December 24 and 25 for Christmas, and December 31 and January 1 for New Year.

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

There was no Lakeland meeting this month.



# Statistics

## November 2024

	11/1/2024	11/1/2023			Current YR	Last Yr	
	Current Yr	Last Yr	% Change		2024-2025 YTD	2023 -2024 YTD	% Change
<b>Circulation</b>							
Items checked out at CADL	3,109	3,404	-9%		26,409	19,578	35%
OverDrive E-Book circulation	1,204	1,349	-11%		8,443	6,874	23%
E-Magazines	207	324	-36%		1,119	969	15%
Hoopla	425	413	3%		2,265	1,713	32%
Items Loaned to other libraries	423	444	-5%		2,933	2,151	36%
Renewals	1,850	2,000	-8%		14,393	12,610	14%
Total Circulation	7,218	7,934	-9%		55,562	43,895	27%
<b>Library Patrons</b>							
Patrons getting 1st library card	18	26	-31%		164	148	11%
Registered CADL Patrons	3,974	4,294	-7%		3,974	4,294	-7%
<b>Library Collection</b>							
*Items Added:	184	6,017	-97%		8,636	9,730	-11%
Items Withdrawn	206	128	61%		1,174	154	-662%
Total Items owned	47,906	498,347	-90%		47,906	498,347	-90%
<b>Interlibrary Loans</b>							
Items Loaned to other libraries	423	444	-5%		2,933	2,151	36%
Borrowed- LLC + Mel	421	548	-23%		3,234	2,652	22%
<b>Traffic Count</b>							
Library Visits	2,402	2,765	-13%		18,068	14,704	23%
<b>Programming &amp; Services</b>							
Open Hours	175	170	3%		1,069	901	19%
Children's Program Attendance	273	159	72%		1723	1278	35%
Program Attendance Total	343	201	71%		2262	1497	51%
Number of Monthly Programs	22	16	38%		149	126	18%
Ancestry Plus	-	5	-100%		19	43	-56%
Internet Computer Sessions	299	195	53%		1,834	1,076	70%
Wireless Sessions	895	994	-10%		5,584	3,091	81%

Coopersville Area District Library

Personnel Committee Meeting

December 09, 2024

## Minutes

Call to order 8:58PM

### 1. Option 1: Paid Parental Leave (argument and policy attached)

*Elyshia presented the information included in the packet. Elyshia stressed that the cost of the regular employees is already accounted for in our regular budget. It would be the cost of substitutes that would be extra. However, that cost is also already accounted for because Elyshia did not end up hiring a second page at this time. Katie M has been a real asset in picking up some of that work. In fact, there would likely need to be this amount budgeted for anyway because of having two employee's half around the same time.*

*There was some discussion over length of time. Pat suggested 6 weeks for a normal birth, and 8 weeks for cesarean. Later in the discussion, Sue suggested 8 weeks across the board to account for any other complications. There was also discussion surrounding the amount of pay that someone could be entitled to during time off. Roland suggest 66% which is what his place of employment provides through Short Term Disability. Sue suggested 75% with staff able to use PTO/sick time for the remaining amount. Elyshia still worried that for some employees it would use up all or most of their PTO/sick time within that scenario, and some employees may not even have enough to cover time off.*

*The committee did bring up concerns about abuse of the system (6-8 weeks off every year in the case of adoption or foster care). Elyshia suggested talking to our lawyer for language to help dissuade abuse of that kind.*

*Elyshia was asked to leave for a short time and discussion continued. Afterward, the committee decided to table the conversation until Stephanie's perspective could be gained.*

### 2. Option 2: Donated Sick Leave (sample policy attached)

*Elyshia presented a sample policy from another library. While this might help in this particular scenario, it isn't a guaranteed form of time off. It changes from year to year and may not always be available to employees.*

### 3. Option 3: Employee-Paid Short-Term Disability (sample plans attached)

- a. Please note, this isn't helpful in this particular case since you have to be on the policy for longer than 10 months (for Aflac) and over 9 months (for Colonial Life) for it to be available to you.

*Elyshia presented the two options that she had quotes for. At this time, it would be a voluntary on the part of employees and they would pay the cost to have it. The discussion was that it was nice to offer something like this, but that it wouldn't be helpful in this particular situation. Roland was also concerned about the amount of leave this would grant someone, but Elyshia assured him that the policy would limit time off to 12 weeks (paid, unpaid or combination) and it couldn't be extended using STD.*

*At that point, all discussion was tabled for a second meeting with the hope that Stephanie could attend.*

*Adjourned 8:23PM.*

#### C. Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the Family and Medical Leave Act (FMLA); thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and revisions under FMLA will apply. In no case will the total amount of leave—where paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) may be compensated with earned, unused sick time or PTO. Upon exhaustion of accrued sick time and PTO, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The library will maintain all benefits for employees during the paid parental leave period just as if they were taking any other library paid leave such as paid time off or paid sick leave.
- If a library holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

#### D. Requests for Paid Parental Leave

- The employee will provide the director with notice of the request for leave at least 30 days prior to the proposed date of leave (or if the leave was not foreseeable, as soon as possible).
- As with the case for all CADL policies, administration has the exclusive right to interpret this policy.

	Internet Bids			
	Type	Speed	price/month	extra information
Cytranet	fiber	500MB	\$1,368	\$550/month
Verizon	fiber	500MB	\$1,116.21	36 months
Spectrum	coax	400MB	\$79.98	
Spectrum	fiber	500MB	\$1,068	
Acentek	Fiber	300MB	\$34.99	

	WAP (wireless access point)		
	Price	Shipping	Install
Optimus	\$1,049.59	\$250	Doesn't install
Heimler	\$1,350	none	Does install

	Network Switch		
	Price	Shipping	Install
Optimus	\$3,115.42	\$250	Doesn't install
Heimler	\$1,180	none	Does install

	UPS (uninterrupted power supply)		
	Price	Shipping	Install
Optimus	\$1,067.04	\$250	Doesn't install
Heimler	\$1,110	none	Does install