

COOPERSVILLE AREA DISTRICT LIBRARY
PUBLIC BUDGET HEARING

Date: June 19, 2024
Time: 7:00 pm
Place: 333 Ottawa Street, Coopersville MI 49404

AGENDA

- 1. CALL TO ORDER:**
- 2. APPROVAL OF AGENDA:** p 1 **(MOTION TO APPROVE)**
- 3. PRESENTATION OF:**
 - A). FY 2023-2024 **BUDGET REVISION** p 2-7 **(MOTION TO APPROVE)**
 - B). GENERAL OPERATIONS BUDGET -
PROPOSED SUMMARY FY 2024/2025 p 2 **(MOTION TO APPROVE)**
Budget Detail & History p 2-7 **(MOTION TO RECEIVE AND FILE)**
 - C). CAPITAL FUND BUDGET -
AMENDED/PROPOSED FY2023/2024 – 2024/2025 p 8 **(MOTION TO APPROVE)**
 - D). Building Expansion Budget –
Amended FY 2023/2024 Proposed FY 2024/2025 p 9 **(MOTION TO APPROVE)**
- 4. PUBLIC COMMENT:**
- 5. TRUSTEE COMMENT:**
- 6. ADJOURNMENT:**

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: Budget_FY23-24

Budget_FY24-25

Operations Summary

July 2023 - June 2024

	1-General Operations					
	Actual	Original Budget	Over Budget	Amended Budget 23-24	24-25 Budget	
Income						
101-401 Property Taxes	381,170.06	335,350.00	45,820.06	380,965.00	391,000.00	
101-539 State	17,664.61	30,500.00	-12,835.39	24,253.00	18,200.00	
101-580 Local Grants	5,763.25	12,250.00	-6,486.75	16,053.00	14,348.09	
101-600 Charges for Services	3,968.89	4,520.00	-551.11	4,825.85	2,410.00	
101-655 Fines & Forfeitures	4,512.35	42,200.00	-37,687.65	39,185.00	38,400.00	
101-664 Investment Earnings	5,355.74	800.00	4,555.74	9,000.00	6,500.00	
101-672 Other Revenue	7,282.43	3,600.00	3,682.43	7,433.00	7,035.00	
101-690 Other Financing Sources	11,024.39	58,700.00	-47,675.61	32,531.00	1,900.00	
Total Income	\$ 436,741.72	\$ 487,920.00	-\$ 51,178.28	\$ 514,245.85	\$ 479,793.09	
Gross Profit	\$ 436,741.72	\$ 487,920.00	-\$ 51,178.28	\$ 514,245.85	\$ 479,793.09	
Expenses						
101-701 Personnel Services	192,794.17	309,355.00	-116,560.83	252,560.00	280,920.00	
101-726 Supplies	7,088.33	8,050.00	-961.67	11,850.00	11,050.00	
101-800 Other Services & Charges	81,680.27	84,190.00	-2,509.73	109,653.00	104,690.00	
101-970 Capital Outlay	62,677.87	60,300.00	2,377.87	87,775.00	62,250.00	
Total Expenses	\$ 344,240.64	\$ 461,895.00	-\$ 117,654.36	\$ 461,838.00	\$ 458,910.00	
Net Operating Income	\$ 92,501.08	\$ 26,025.00	\$ 66,476.08	\$ 52,407.85	\$ 20,883.09	
Net Income	\$ 92,501.08	\$ 26,025.00	\$ 66,476.08	\$ 52,407.85	\$ 20,883.09	

COOPERSVILLE AREA DISTRICT LIBRARY
Budget vs. Actuals: Budget_FY23-24
 July 2023 - June 2024

Budget_FY24-25
 July 2024 - June 2025

	Actual	Original Budget	Over Budget	Amended Budget 3-24	Budget 24-25
Income					
101-401 Property Taxes		0.00	0.00		
101-405 Local, Chester Twp Millage	65,005.72	58,900.00	6,105.72	65,000.00	67,000.00
405-1 IFT - Chester		100.00	-100.00	0.00	0.00
Total 101-405 Local, Chester Twp Millage	\$ 65,005.72	\$ 59,000.00	\$ 6,005.72	\$ 65,000.00	\$ 67,000.00
101-406 Local,Polkton Twp Millage	98,365.71	82,000.00	16,365.71	98,365.00	104,000.00
406-1 IFT - Polkton		0.00	0.00	0.00	0.00
Total 101-406 Local,Polkton Twp Millage	\$ 98,365.71	\$ 82,000.00	\$ 16,365.71	\$ 98,365.00	\$ 104,000.00
101-407 Local, Wright Twp Millage	106,123.76	95,200.00	10,923.76	106,000.00	110,000.00
407-1 IFT - Wright		550.00	-550.00	0.00	0.00
Total 101-407 Local, Wright Twp Millage	\$ 106,123.76	\$ 95,750.00	\$ 10,373.76	\$ 106,000.00	\$ 110,000.00
101-408 Local,Coopersville Millage	103,040.83	77,800.00	25,240.83	103,000.00	105,000.00
408.1 IFT City		14,900.00	-14,900.00	0.00	0.00
Total 101-408 Local,Coopersville Millage	\$ 103,040.83	\$ 92,700.00	\$ 10,340.83	\$ 103,000.00	\$ 105,000.00
404-2 Delinquent Property Taxes	8,634.04	5,900.00	2,734.04	8,600.00	5,000.00
Total 101-401 Property Taxes	\$ 381,170.06	\$ 335,350.00	\$ 45,820.06	\$ 380,965.00	\$ 391,000.00
101-539 State		0.00	0.00		
101-540 Grants, State		1,000.00	-1,000.00	0.00	0.00
101-540-9 MI Humanities Council	0.00	0.00	0.00	363.00	0.00
541-6 ALA Conference Grant	190.00	0.00	190.00	190.00	0.00
Total 101-540 Grants, State	\$ 190.00	\$ 1,000.00	-\$ 810.00	\$ 553.00	\$ 0.00
101-541 State Aid,CADL	6,383.58	12,600.00	-6,216.42	12,600.00	12,000.00
101-542 E-Rate Reimbursement	6,647.63	5,000.00	1,647.63	6,700.00	2,200.00
101-573 LCSA Act	4,443.70	11,900.00	-7,456.30	4,400.00	4,000.00
Total 101-539 State	\$ 17,664.91	\$ 30,500.00	-\$ 12,835.09	\$ 24,253.00	\$ 18,200.00
101-580 Local Grants		0.00	0.00		
101-580-1 CADL Endowment Fund (VanDongen)	1,164.00	1,150.00	14.00	1,160.00	1,100.00
101-580-2 LeMieux Designated Fund	3,650.25	3,400.00	250.25	3,650.00	3,600.00
101-580-3 Driedger Fund	113.00		113.00	113.00	0.00
101-583 Coopersville Foundation	4,638.00	2,000.00	2,638.00	4,900.00	1,500.00
101-583-1 Coopersville Foundation - Tween Space Carryover					928.09
101-584 CAYAC	1,420.00	1,000.00	420.00	1,400.00	1,000.00
101-584-1 CAYAC Tween Space Carryover					1,420.00
101-585 Westrate Fund	4,331.00	4,200.00	131.00	4,330.00	4,300.00
101-588 Rotary Grant		500.00	-500.00	0.00	500.00
588-1 Makers Space (Rotary Club)	500.00		500.00	500.00	0.00
Total 101-588 Rotary Grant	\$ 500.00	\$ 500.00	\$ 0.00	\$ 500.00	\$ 500.00
Total 101-580 Local Grants	\$ 15,816.25	\$ 12,250.00	\$ 3,566.25	\$ 16,053.00	\$ 14,348.09
101-600 Charges for Services			0.00		
101-628 Cash Drawer - Photocopier	1,964.80	2,000.00	-35.20	2,000.00	1,800.00
101-629 Cash Drawer - Fax	550.00	500.00	50.00	550.00	500.00
101-630 Cash Drawer - DVD/Game rental			0.00		
631-1 DVD Rentals	1,394.04	1,450.00	-55.96	1,400.00	1,300.00
631-2 Game Rentals	251.00	270.00	-19.00	260.00	250.00
Total 101-630 Cash Drawer - DVD/Game rental	\$ 1,645.04	\$ 1,720.00	-\$ 74.96	\$ 1,660.00	\$ 1,550.00
101-631 Cash Drawer - Room Rental	515.00	200.00	315.00	500.00	350.00
101-632 Cash Drawer - Lost Card	106.00	100.00	6.00	106.00	100.00
101-634 Cash Drawer - Coll. Agency Fee	9.85		9.85	9.85	10.00

Total 101-600 Charges for Services	\$ 4,790.69	\$ 4,520.00	\$ 270.69	\$ 4,825.85	\$ 4,310.00
101-655 Fines & Forfeitures		0.00	0.00		
101-656 Ottawa Co Penal Fines	0.00	37,500.00	-37,500.00	34,000.00	34,000.00
101-657 Fines & Forfeitures - Other	507.26	400.00	107.26	510.00	500.00
101-658 Cash Drawer - Materials Fines	4,320.43	4,000.00	320.43	4,350.00	3,600.00
101-659 Cash Drawer - Lost Items	322.62	300.00	22.62	325.00	300.00
Total 101-655 Fines & Forfeitures	\$ 5,150.31	\$ 42,200.00	-\$ 37,049.69	\$ 39,185.00	\$ 38,400.00
101-664 Investment Earnings		0.00	0.00		
101-665 Interest, MoneyMarket Savings	7,754.03	800.00	6,954.03	9,000.00	6,500.00
Total 101-664 Investment Earnings	\$ 7,754.03	\$ 800.00	\$ 6,954.03	\$ 9,000.00	\$ 6,500.00
101-672 Other Revenue			0.00		
101-674 Private Contributions/Donations	350.00	500.00	-150.00	350.00	350.00
101-675 Donations, Memorial	259.43		259.43	260.00	0.00
101-676 Donations, Rotary	2,500.00	1,500.00	1,000.00	2,500.00	2,000.00
101-677 Donations, Friends	988.00	500.00	488.00	988.00	3,000.00
677-1 Button Machine	0.00		0.00		
677-2 Staff Meeting	360.00		360.00	360.00	360.00
677-3 Telemon Outreach	0.00		0.00		
Total 101-677 Donations, Friends	\$ 1,348.00	\$ 500.00	\$ 848.00	\$ 1,348.00	\$ 3,360.00
101-678 Sportsmen's Club	600.00	500.00	100.00	600.00	600.00
101-680 Donations, Other	600.00		600.00	600.00	0.00
682-1 VOX Books	1,000.00		1,000.00	1,000.00	0.00
Total 101-680 Donations, Other	\$ 1,600.00	\$ 0.00	\$ 1,600.00	\$ 1,600.00	\$ 0.00
681-1 Summer Reading Program	450.00	500.00	-50.00	450.00	400.00
684-2 Winter Reading Club	325.00	100.00	225.00	325.00	325.00
Total 101-674 Private Contributions/Donations	\$ 7,432.43	\$ 3,600.00	\$ 3,832.43	\$ 7,433.00	\$ 7,035.00
Total 101-672 Other Revenue	\$ 7,432.43	\$ 3,600.00	\$ 3,832.43	\$ 7,433.00	\$ 7,035.00
101-690 Other Financing Sources			0.00		
692-0 Cash Drawer - Donations	317.29	200.00	117.29	320.00	200.00
692-1 Cash Drawer - Over/Under	12.91		12.91	12.00	0.00
692-3 MERS Unassigned Fund Balance	0.00	50,000.00	-50,000.00	0.00	0.00
692-4 Misc. Revenue	0.00	0.00	0.00	0.00	0.00
692-5 Capital Projects Funds		8,500.00	-8,500.00	21,175.00	1,700.00
692.7 Insurance-Water Damage Basement	11,024.39		11,024.39	11,024.00	0.00
Total 101-690 Other Financing Sources	\$ 11,354.59	\$ 58,700.00	-\$ 47,345.41	\$ 32,531.00	\$ 1,900.00
Total Income	\$ 451,133.27	\$ 487,920.00	-\$ 36,786.73	\$ 514,245.85	\$ 481,693.09
Expenses					
101-701 Personnel Services					
101-702 Salary,Wages	168,563.50	196,000.00	-27,436.50	196,000.00	214,200.00
101-705 Bonus	2,325.00	2,850.00	-525.00	2,500.00	2,500.00
101-706 Payroll Expenses	2,005.73	1,055.00	950.73	2,500.00	8,260.00
101-710 Payroll taxes	12,883.21	15,000.00	-2,116.79	15,000.00	16,500.00
101-711 Health/Dental/Life Insurance	9,578.73	14,100.00	-4,521.27	10,500.00	11,000.00
101-712 Alerus/MERS 457	0.00	3,500.00	-3,500.00	0.00	
101-713 MERS - Minimum Payment	16,995.00	19,200.00	-2,205.00	19,200.00	21,100.00
101-714 MERS - Unfunded Liability		50,000.00	-50,000.00	0.00	
101-715 Board Compensation		1,000.00	-1,000.00	1,000.00	1,000.00
101-716 Insurance, Operations	5,088.59	6,650.00	-1,561.41	5,500.00	6,000.00
101-717 Personnel Services, Misc.			0.00		
717-1 Staff Meetings	299.77		299.77	360.00	360.00
Total 101-717 Personnel Services, Misc.	\$ 299.77	\$ 0.00	\$ 299.77	\$ 360.00	\$ 360.00
Total 101-701 Personnel Services	\$ 217,739.53	\$ 309,355.00	-\$ 91,615.47	\$ 252,560.00	\$ 280,920.00
101-726 Supplies					
101-727 Operating Supplies					
101-728 Postage	279.13	300.00	-20.87	300.00	300.00
101-730 Computer/Printing Supplies	237.76	400.00	-162.24	400.00	400.00

101-733 Supplies, Building/Janitorial	2,248.79	1,000.00	1,248.79	2,400.00	2,000.00
101-734 Office Supplies (paper included	1,013.09	1,000.00	13.09	1,200.00	1,000.00
101-736 Collection Supplies	1,699.27	1,100.00	599.27	1,800.00	1,700.00
Total 101-727 Operating Supplies	\$ 5,478.04	\$ 3,800.00	\$ 1,678.04	\$ 6,100.00	\$ 5,400.00
101-750 Programming Supplies					
101-752 Adult Programs	1,057.00	800.00	257.00	1,100.00	1,000.00
101-754 Teen Programming	443.19	600.00	-156.81	600.00	1,000.00
101-758 Early Literacy Programming	1,260.52	600.00	660.52	1,500.00	1,000.00
101-759 General Programming	267.21	200.00	67.21	300.00	300.00
759-1 Story Walk	214.27	100.00	114.27	300.00	200.00
Total 101-759 General Programming	\$ 481.48	\$ 300.00	\$ 181.48	\$ 600.00	\$ 500.00
101-760 Summer Reading Clubs	1,177.68	1,400.00	-222.32	1,400.00	1,600.00
101-768 Advertising/Marketing/Printing	97.23	350.00	-252.77	350.00	350.00
101-769 Artwork/Decorations/Signage		200.00	-200.00	200.00	200.00
Total 101-750 Programming Supplies	\$ 4,517.10	\$ 4,250.00	\$ 267.10	\$ 5,750.00	\$ 5,650.00
Total 101-726 Supplies	\$ 9,995.14	\$ 8,050.00	\$ 1,945.14	\$ 11,850.00	\$ 11,050.00
101-800 Other Services & Charges					
101-801 Professional/Contract Services					
101-802 Financial Services	211.00	420.00	-209.00	420.00	420.00
101-804 Legal Fees	833.00	800.00	33.00	833.00	800.00
101-806 Audit Services	3,450.00	5,000.00	-1,550.00	4,000.00	4,000.00
101-808 Computer Tech Support		10,000.00	-10,000.00	0.00	0.00
808-1 Heimler Consulting (on-site work)	5,967.50		5,967.50	8,000.00	8,000.00
Total 101-808 Computer Tech Support	\$ 5,967.50	\$ 10,000.00	-\$ 4,032.50	\$ 8,000.00	\$ 8,000.00
101-809 Janitorial Service					
809-1 Cleaning Service	8,016.60	9,500.00	-1,483.40	9,500.00	9,500.00
809-2 Window Cleaning	685.00	500.00	185.00	700.00	700.00
809-3 Gutter Cleaning	450.00	500.00	-50.00	450.00	500.00
809-4 Carpet Cleaning		0.00	0.00	2,600.00	2,000.00
Total 101-809 Janitorial Service	\$ 9,151.60	\$ 10,500.00	-\$ 1,348.40	\$ 10,650.00	\$ 12,700.00
101-817 Performers-Professional	3,085.58	2,000.00	1,085.58	3,500.00	2,500.00
101-818 Workshops, Inservice	320.00	1,200.00	-880.00	500.00	1,200.00
Total 101-801 Professional/Contract Services	\$ 23,018.68	\$ 29,920.00	-\$ 6,901.32	\$ 27,903.00	\$ 29,620.00
101-810 Grounds Service/Repairs			0.00		
810.1 Sprinkler Service	0.00	540.00	-540.00	0.00	0.00
810.1.1 Contract Services	494.00		494.00	500.00	550.00
810.1.2 Sprinkler Parts	575.61		575.61	580.00	250.00
Total 810.1 Sprinkler Service	\$ 1,069.61	\$ 540.00	\$ 529.61	\$ 1,080.00	\$ 800.00
810.2 Lawn Service	1,750.00	1,700.00	50.00	1,750.00	1,850.00
810.3 Snow Removal	1,800.00	1,800.00	0.00	1,800.00	1,900.00
810.7 Grounds, Misc.		100.00	-100.00	1,000.00	2,000.00
Total 101-810 Grounds Service/Repairs	\$ 4,619.61	\$ 4,140.00	\$ 479.61	\$ 5,630.00	\$ 6,550.00
101-812 Equipment Service/Repair		0.00	0.00		
812.1 Fire/Security Equip	0.00	2,500.00	-2,500.00	0.00	0.00
812.1.1 Monthly Fees	1,706.55		1,706.55	2,100.00	2,500.00
812.2.2 On-Site Repairs & Service Calls	619.75		619.75	620.00	620.00
Total 812.1 Fire/Security Equip	\$ 2,326.30	\$ 2,500.00	-\$ 173.70	\$ 2,720.00	\$ 3,120.00
812.2 Heating & Cooling	1,350.00	1,250.00	100.00	1,350.00	1,350.00
812.3 Copier	3,114.57	3,300.00	-185.43	3,300.00	3,300.00
812.4 Audio/Visual Equipment	2,986.00	3,000.00	-14.00	3,000.00	3,000.00
812.5 Pest Control	300.70	300.00	0.70	310.00	310.00
812.6 Window Blinds	95.00	300.00	-205.00	300.00	1,000.00
812.7 Generator	1,242.85	1,700.00	-457.15	1,250.00	700.00
Total 101-812 Equipment Service/Repair	\$ 11,415.42	\$ 12,350.00	-\$ 934.58	\$ 12,230.00	\$ 12,780.00
101-850 Telephone/Telecommunications			0.00		

850.1 Telecommunications	2,742.34	2,200.00	542.34	2,800.00	2,800.00
Total 101-850					
Telephone/Telecommunications	\$ 2,742.34	\$ 2,200.00	\$ 542.34	\$ 2,800.00	\$ 2,800.00
101-860 Travel	276.35	900.00	-623.65	500.00	900.00
101-880 Dues & Fees			0.00		
101-882 Bank Fees, Operations Acct	30.00	200.00	-170.00	50.00	50.00
101-884 Licensing/Subscription Fees	4,970.60	5,000.00	-29.40	5,100.00	5,100.00
884-1 Movie License-Sportmens Club	606.44	580.00	26.44	610.00	650.00
Total 101-884 Licensing/Subscription					
Fees	\$ 5,577.04	\$ 5,580.00	-\$ 2.96	\$ 5,710.00	\$ 5,750.00
101-886 Membership Dues	2,249.00	1,700.00	549.00	2,500.00	2,000.00
101-888 Collection Agency Fee	88.65	150.00	-61.35	100.00	150.00
101-890 LLC Fees	17,346.08	20,000.00	-2,653.92	21,000.00	25,000.00
101-892 Dues & Fees, other		100.00	-100.00	100.00	100.00
101-894 Credit Card Fees	127.24	100.00	27.24	140.00	130.00
894-1 Credit Card Fees - Friends			0.00		
Total 101-880 Dues & Fees	\$ 25,418.01	\$ 27,830.00	-\$ 2,411.99	\$ 29,600.00	\$ 33,180.00
101-920 Utilites		0.00	0.00		
101-921 Trash - Republic Services	149.80	150.00	-0.20	150.00	160.00
101-922 Water & Sewer - City	1,538.55	1,400.00	138.55	1,540.00	1,500.00
101-923 Gas - MI Gas Utilities	1,754.84	3,200.00	-1,445.16	3,200.00	3,200.00
101-924 Electric - Consumers Energy	8,970.74	12,500.00	-3,529.26	12,500.00	12,500.00
Total 101-920 Utilites	\$ 12,413.93	\$ 17,250.00	-\$ 4,836.07	\$ 17,390.00	\$ 17,360.00
101-930 Repairs & Maintenance			0.00		
101-931 Electrical	0.00	350.00	-350.00	350.00	350.00
101-932 Plumbing	0.00	400.00	-400.00	400.00	500.00
932-1 Basement Water Damage	10,936.14		10,936.14	12,000.00	0.00
Total 101-932 Plumbing	\$ 10,936.14	\$ 400.00	\$ 10,536.14	\$ 12,400.00	\$ 500.00
101-934 Repairs, Misc.	0.00	200.00	-200.00	200.00	200.00
Total 101-930 Repairs & Maintenance	\$ 10,936.14	\$ 950.00	\$ 9,986.14	\$ 12,950.00	\$ 1,050.00
101-955 Misc. Expenses					
101-956 Material/Equipment				0.00	350.00
956.4 Marshall Mem Makers Update	381.60	550.00	-168.40	550.00	0.00
Total 101-956 Material/Equipment	\$ 381.60	\$ 550.00	-\$ 168.40	\$ 550.00	\$ 350.00
101-958 Other Expenses-Misc.,	0.00	100.00	-100.00	100.00	100.00
Total 101-955 Misc. Expenses	\$ 381.60	\$ 650.00	-\$ 268.40	\$ 650.00	\$ 450.00
Total 101-800 Other Services & Charges	\$ 91,222.08	\$ 96,190.00	-\$ 4,967.92	\$ 109,653.00	\$ 104,690.00
101-970 Capital Outlay					
101-971 Equipment	4,187.83		4,187.83	8,500.00	6,000.00
971-1 Equipment under \$500.00	743.78		743.78	2,000.00	1,200.00
971-1a Tween Space	571.91		571.91	2,920.00	
Total 101-971 Equipment	\$ 4,931.61	\$ 0.00	\$ 4,931.61	\$ 10,500.00	\$ 7,200.00
101-972 Capital Projects	1,500.00	8,500.00	-7,000.00	1,500.00	1,750.00
970-2 It Updates	4,229.89	6,750.00	-2,520.11	6,750.00	4,000.00
972-1 Fire/Security Systems	8,698.38		8,698.38	8,700.00	0.00
972-2 Basement/Sewer Project	10,975.00		10,975.00	10,975.00	0.00
Total 101-972 Capital Projects	\$ 21,173.38	\$ 8,500.00	\$ 12,673.38	\$ 21,175.00	\$ 1,750.00
101-973 Materials					
101-974 Digitizing Project	1,070.00	1,350.00	-280.00	1,350.00	1,350.00
101-976 Periodicals/Newspapers	863.20	1,500.00	-636.80	900.00	900.00
101-978 Video Materials		2,500.00	-2,500.00		
978-1 DVDs	1,299.67		1,299.67	1,500.00	1,500.00
978-2 Video Games	581.37		581.37	1,000.00	1,000.00
Total 101-978 Video Materials	\$ 1,881.04	\$ 2,500.00	-\$ 618.96	\$ 2,500.00	\$ 2,500.00
101-980 Audio Materials	1,501.37	2,500.00	-998.63	2,500.00	2,500.00
101-982 Digital Collections	11,400.60	17,000.00	-5,599.40	17,000.00	17,000.00
101-984 Printed Materials (Books)	19,957.99	20,000.00	-42.01	23,000.00	22,500.00
984.1 VOX Books Grant	1,116.06		1,116.06	1,800.00	2,000.00
Total 101-984 Printed Materials (Books)	\$ 21,074.05	\$ 20,000.00	\$ 1,074.05	\$ 24,800.00	\$ 24,500.00
101-985 Lost & Damaged Items	251.83	150.00	101.83	250.00	250.00

101-986 Other Types of Materials				0.00			
986-3 Virtual Reality Grant	2,272.88	0.00	2,272.88		3,138.00		0.00
101-987 Non-traditional (Hotspots)	5,891.11	6,300.00	-408.89		6,300.00		6,300.00
101-988 Non-Traditional, other	0.00	500.00	-500.00		500.00		1,000.00
Total 101-973 Materials	\$ 43,933.20	\$ 51,800.00	-\$ 7,866.80	\$	56,100.00	\$	56,300.00
Total 101-970 Capital Outlay	\$ 70,038.19	\$ 60,300.00	\$ 9,738.19	\$	87,775.00	\$	65,250.00
Total Expenses	\$ 388,994.94	\$ 473,895.00	-\$ 84,900.06	\$	461,838.00	\$	461,910.00
Net Operating Income	\$ 62,138.33	\$ 14,025.00	\$ 48,113.33	\$	52,407.85	\$	19,783.09
Net Income	\$ 62,138.33	\$ 14,025.00	\$ 48,113.33	\$	52,407.85	\$	19,783.09

COOPERSVILLE AREA DISTRICT LIBRARY
Budget vs. Actuals: Budget_FY23-24
 July 2023 - June 2024

	3-Capital Projects					
	Actual	Original Budget	over Budget	Amended Budget 23-24	Budget 24-25	
Income						
Capital Projects Fund Balance Seeding						40,000.00
101-664 Investment Earnings			0.00			
101-665 Interest, MoneyMarket Savings	24.84	25.00	-0.16	25.00	10.00	
Total 101-664 Investment Earnings	\$ 24.84	\$ 25.00	-\$ 0.16	\$ 25.00	\$ 10.00	
Total Income	\$ 24.84	\$ 25.00	-\$ 0.16	\$ 25.00	\$ 10.00	
Gross Profit	\$ 24.84	\$ 25.00	-\$ 0.16	\$ 25.00	\$ 40,010.00	
Expenses						
101-970 Capital Outlay						
101-972 Capital Projects*	1,500.00	0.00	0.00	1,500.00	0.00	
972-1 Fire/Security Systems	8,698.38	0.00	0.00	8,700.00	0.00	
972-2 Basement/Sewer Project	10,975.00	0.00	0.00	10,975.00	0.00	
Total 101-972 Capital Projects	\$ 21,173.38	\$ 0.00	\$ 21,173.38	\$ 21,175.00	\$ 0.00	
970-2 IT Updates to Computer Systems						
970-2a Network Switch	699.99	750.00	-50.01	700.00	0.00	
970-2b Wireless Controllers	449.99	1,200.00	-750.01	1,200.00	0.00	
970-2c Wireless Access Points	1,259.94	1,800.00	-540.06	1,260.00	0.00	
970-2d UPS	419.98	1,200.00	-780.02	1,200.00	0.00	
970-2e Firewall	1,399.99	1,800.00	-400.01	1,800.00	0.00	
Total 970-2 IT Updates to Computer Systems	\$ 4,229.89	\$ 6,750.00	-\$ 2,520.11	\$ 6,160.00	\$ 0.00	
970-3 Staff Computer Chairs		1,750.00	-1,750.00	0.00	1,750.00	
970-4 Staff and Patron Computer Replacements - Phase 1					2,850.00	
970-4 Kids self checkout computer					4,000.00	
Total 101-970 Capital Outlay	\$ 25,403.27	\$ 8,500.00	\$ 16,903.27	\$ 27,335.00	\$ 8,600.00	
Total Expenses	\$ 25,403.27	\$ 8,500.00	\$ 16,903.27	\$ 27,335.00	\$ 8,600.00	
Net Operating Income	-\$ 25,378.43	-\$ 8,475.00	-\$ 16,903.43	-\$ 27,310.00	\$ 31,410.00	
Net Income	-\$ 25,378.43	-\$ 8,475.00	-\$ 16,903.43	-\$ 27,310.00	\$ 31,410.00	

*Streamline Website

COOPERSVILLE AREA DISTRICT LIBRARY
Budget vs. Actuals: Budget_FY23-24
 July 2023 - June 2024

	3-Capital Projects				
	Actual	Original Budget	over Budget	Amended Budget 23-24	Budget 24-25
Income					
Capital Projects Fund Balance Seeding					40,000.00
101-664 Investment Earnings			0.00		
101-665 Interest, MoneyMarket Savings	24.84	25.00	-0.16	25.00	10.00
Total 101-664 Investment Earnings	\$ 24.84	\$ 25.00	-\$ 0.16	\$ 25.00	\$ 10.00
Total Income	\$ 24.84	\$ 25.00	-\$ 0.16	\$ 25.00	\$ 10.00
Gross Profit	\$ 24.84	\$ 25.00	-\$ 0.16	\$ 25.00	\$ 40,010.00
Expenses					
101-970 Capital Outlay					
101-972 Capital Projects*	1,500.00	0.00	0.00	1,500.00	0.00
972-1 Fire/Security Systems	8,698.38	0.00	0.00	8,700.00	0.00
972-2 Basement/Sewer Project	10,975.00	0.00	0.00	10,975.00	0.00
Total 101-972 Capital Projects	\$ 21,173.38	\$ 0.00	\$ 21,173.38	\$ 21,175.00	\$ 0.00
970-2 IT Updates to Computer Systems					
970-2a Network Switch	699.99	750.00	-50.01	700.00	0.00
970-2b Wireless Controllers	499.99	1,200.00	-700.01	1,200.00	0.00
970-2c Wireless Access Points	1,259.94	1,800.00	-540.06	1,260.00	0.00
970-2d UPS	419.98	1,200.00	-780.02	1,200.00	0.00
970-2e Firewall		1,800.00	-1,800.00	1,800.00	0.00
Total 970-2 IT Updates to Computer Systems	\$ 2,879.90	\$ 6,750.00	-\$ 3,870.10	\$ 6,160.00	\$ 0.00
970-3 Staff Computer Chairs		1,750.00	-1,750.00	0.00	1,750.00
970-4 Staff and Patron Computer Replacements - Phase 1					2,850.00
970-4 Kids self checkout computer					4,000.00
Total 101-970 Capital Outlay	\$ 24,053.28	\$ 8,500.00	\$ 15,553.28	\$ 27,335.00	\$ 8,600.00
Total Expenses	\$ 24,053.28	\$ 8,500.00	\$ 15,553.28	\$ 27,335.00	\$ 8,600.00
Net Operating Income	-\$ 24,028.44	-\$ 8,475.00	-\$ 15,553.44	-\$ 27,310.00	\$ 31,410.00
Net Income	-\$ 24,028.44	-\$ 8,475.00	-\$ 15,553.44	-\$ 27,310.00	\$ 31,410.00

*Streamline Website

Coopersville Area District Library

Monthly Board Meeting

Date: June 19, 2024

Time: 7:00 pm

Place: 333 Ottawa Street, Coopersville MI 49404

AGENDA

1. **Call to Order**
2. **Approval of Agenda** p 10 **(MOTION TO APPROVE)**
3. **Approval of the Minutes** p 11-12 **(MOTION TO APPROVE)**
4. **Public Comment:**
5. **Financial Reports**
 - A. June Operations: Balance Sheets & Budget vs. Actual p 13-20 **(MOTION TO RECEIVE & FILE)**
 - B. Approve May expenditures, including ACH transactions
#21018-21037 totaling \$16648.43 p 21 **(MOTION TO APPROVE)**
 - C. Approve June checks to date, including ACH transactions
#20932,21046-2121039 totaling \$17,768.36 p 22 **(MOTION TO APPROVE)**
 - D. Statement of Income p 23-24 **(MOTION TO RECEIVE & FILE)**
 - E. Visa Reconciliation Detail p 25-26 **(MOTION TO RECEIVE & FILE)**
 - F. CADL Building Expansion Budget Performance p 27 **(MOTION TO RECEIVE & FILE)**
 - G. Flex Administrators Renewal p 28-29 **(MOTION TO RECEIVE & FILE)**
6. **Correspondence/Marketing** p 30-32 **(MOTION TO RECEIVE & FILE)**
 - A. CADL Press Releases
 - B. Programming Flyers
7. **Director's Report** – p 33-35
8. **Committee Reports:** **(MOTION TO APPROVE)**
9. **New Business**
 - A. CADL Board Meeting Schedule 2024/25 p 36 **(MOTION TO APPROVE)**
 - B. Resolution of “Designation of Authorized Signatures” p 37 **(MOTION TO APPROVE)**
 - C. Resolution of “Designation of Fund Depositories” p 38 **(MOTION TO APPROVE)**
 - D. Pre-Approved Bills 2024/25 p 39 **(MOTION TO APPROVE)**
 - E. Carpet Cleaning Quote p 40 **(MOTION TO APPROVE)**
 - F. Weeding Agreement p 41 **(MOTION TO APPROVE)**
 - G. Worker's Comp Renewal p 42-50 **(MOTION TO APPROVE)**
10. **Unfinished Business**
11. **Public/board Comments:**
12. **Next Meeting:** Board meeting July 17, 2023 at 7pm

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 49404

Minutes from the Board Meeting on May 15, 2024.

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:00 p.m.

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

Staff Present: Elyshia Hoekstra/Director, Kim Lothschutz/Bookkeeper

Absent: None

M/S (R. DeVries, B. TerAvest) to approve 5/15/2024 amended agenda (Page 1). Motion carried. Pages 6, 7, 8 *should be* 7, 8, 6 *respectively*.

M/S (P. Lindberg, S. Mayrose) to approve 4/17/2024 minutes (Pages 2-3). Motion carried.

Public Present/Comments: Amy Demming-incoming CADL board member whose appointment has been approved by the City of Coopersville. Amy will be replacing Trustee Bob TerAvest and will begin her term in June 2024.

Financial Reports:

- A. **M/S (S. Mayrose, K. Waldecker) receive and file** May Operations: Balance Sheets & Budget vs. Actual (Pages 4-5). Motion carried.
- B. **M/S (R. DeVries, B. TerAvest) to approve** April expenditures including ACH transactions #20998-21008 totaling \$51,061.30 (Page 7). Motion carried.
- C. **M/S (S. Mayrose, R. DeVries) to approve** May checks to date, including #21010-21016 totaling \$16,355.51 (Page 8). Motion carried.
- D. **M/S (P. Lindberg, S. Mayrose) to receive and file** Statement of Income (Page 6). Motion carried.
- E. **M/S (S. Mayrose, K. Waldecker) to receive and file** Visa Reconciliation Detail (Page 9-10). Motion carried.
- F. **M/S (B. TerAvest, P. Lindberg) to receive and file** CADL Building Fund Budget Performance (Page 11). Motion carried.

Correspondence/Marketing: – Pages 12-15

M/S (R. DeVries, K. Waldecker) to receive and file Correspondence and Marketing (Pages 12-15). Motion carried.

- A. CADL Press Releases
- B. June/July Calendar of Events
- C. Programming Flyers

Director's Report: – Pages 16-17

M/S (S. Mayrose, R. DeVries) to receive and file Director's Report (Pages 16-17). Motion carried.

CADL was awarded a grant for \$3,100 from the Coopersville Area Foundation. The funds will be used to purchase 10 Virtual Reality headsets. An evaluation of the VR program is required. Elyshia presented information on reasons for raising the credit limit on the library's credit card.

Committee Reports: None

New Business:

A. L4029/2024 – Pages 18-19

M/S (R. DeVries, K. Waldecker) to approve L4029/2024 (Pages 18-19). Motion carried.

B. Makerspace Purchase Request – Page 20

M/S (R.DeVries, B. TerAvest) to approve Makerspace Purchase Request of \$2,437.85 for Bin Storage Cabinet, Stackable Bin Lids, Dividers for Bins, Shelves for Bins, and Keys (Page 20).

Motion carried. *Funding for the Makerspace Bin Storage Cabinet came from insurance money from the flooded basement and two grants.*

Unfinished Business:

A. Budget Second Reading – Pages 21-27

M/S (P. Lindberg, S. Mayrose) to approve the 2025 Budget Second Reading (Pages 21-27). Motion carried.

The following topics were discussed during the second reading of the budget: purchasing a divided recycling/trash/pop can bin; professional cleaning of carpets and upholstery; and the backorder on shades in the community room. Final approval of budget will take place at the June 2024 board meeting.

B. Director's Evaluation – Discussion

Pat Lindberg shared the results from the evaluation forms and Elyshia received an average score of 4.1. Some discussion took place regarding the evaluation process. In the end the board voted to renew Elyshia's contract and granted her a 3.5% merit pay increase.

M/S (K. Waldecker, B. TerAvest) to approve 3.5% Merit Pay increase for Director Elyshia Hoekstra. Motion carried.

Public/Board Comments:

**At the beginning of the meeting Kim Lothschutz shared her thoughts about staffing at the library. She explained how the library is short staffed especially during illnesses when Elyshia is pulled away from her office and director's duties to fill in at the circulation desk. She feels that another person needs to be hired.*

**During her director's report Elyshia explained that she would like to promote Katie to assistant director and hire another part time (20 hours) person to work the circulation desk. This would help address the staff shortage issue.*

**Substitute Megan is resigning to pursue her career. Volunteer Mel Kelly is helping with shelf reading.*

Adjournment: 8:30 p.m.

Next Board Meeting: Wednesday, June 19, 2024 at 7:00 p.m.

Spring Cleanup Day: May 17 at 6 p.m.

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet As of June 10, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	217,603.84
101-003 ICS-FDIC Savings	239,924.12
101-004 Building Debt Fund	27,765.35
101-005 Murray CD - Choice One	0.00
101-005a Murray CD	14,000.26
101-006 Capital Fund	33,028.39
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	57,409.94
Total Bank Accounts	\$589,756.90
Accounts Receivable	
101-018 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
101-019 Accounts Receivable, other	0.00
1499 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$589,756.90
TOTAL ASSETS	\$589,756.90
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	5,008.19
202-2 Auditor Accounts Payable	
Total 101-202 Accounts Payable	5,008.19
Total Accounts Payable	\$5,008.19
Credit Cards	
101-211 VISA	234.98
Total Credit Cards	\$234.98
Other Current Liabilities	
101-206 Accounts Payable, other	0.00
101-258 Payroll Liabilities	2,952.71
258-1 Alerus Retirement Liability	-133.94
Alerus Retirement	133.94
Alerus Retirement	0.00

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet As of June 10, 2024

	TOTAL
Total Alerus Retirement	133.94
Federal Taxes (941/943/944)	3,699.22
Health Insurance-20% of premium	0.00
MI Income Tax	1,184.80
MI Local Tax	21.21
Muskegon City Estra Tax	40.00
Total 101-258 Payroll Liabilities	7,897.94
101-259 Due to Other Funds	0.00
202-1 Accounts Payable Auditors	1,501.74
Direct Deposit Payable	-692.19
Total Other Current Liabilities	\$8,707.49
Total Current Liabilities	\$13,950.66
Total Liabilities	\$13,950.66
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	22,078.18
Net Income	59,278.96
Total Equity	\$575,806.24
TOTAL LIABILITIES AND EQUITY	\$589,756.90

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
101-401 Property Taxes				
101-405 Local, Chester Twp Millage	65,005.72	58,900.00	6,105.72	110.37 %
405-1 IFT - Chester		100.00	-100.00	
405-2- Local, Chester Twp Bond Payment	21,260.14		21,260.14	
Total 101-405 Local, Chester Twp Millage	86,265.86	59,000.00	27,265.86	146.21 %
101-406 Local, Polkton Twp Millage	98,365.71	82,000.00	16,365.71	119.96 %
406-1 IFT - Polkton		0.00	0.00	
406-2 Local, Polkton Twp Bond Payment	32,108.14		32,108.14	
Total 101-406 Local, Polkton Twp Millage	130,473.85	82,000.00	48,473.85	159.11 %
101-407 Local, Wright Twp Millage	106,123.76	95,200.00	10,923.76	111.47 %
407-1 IFT - Wright		550.00	-550.00	
407-2 Local, Wright Twp Bond Payment	37,981.25		37,981.25	
Total 101-407 Local, Wright Twp Millage	144,105.01	95,750.00	48,355.01	150.50 %
101-408 Local, Coopersville Millage	103,040.83	77,800.00	25,240.83	132.44 %
408-2 Local, Coopersville Bond Payment	35,941.97		35,941.97	
408.1 IFT City		14,900.00	-14,900.00	
Total 101-408 Local, Coopersville Millage	138,982.80	92,700.00	46,282.80	149.93 %
404-2 Delinquent Property Taxes	8,634.04	5,900.00	2,734.04	146.34 %
Total 101-401 Property Taxes	508,461.56	335,350.00	173,111.56	151.62 %
101-539 State				
101-540 Grants, State		1,000.00	-1,000.00	
540-8 State of MI MLL Grant	0.00		0.00	
540-9 MI Humanities Council	0.00		0.00	
541-6 ALA Conference Grant	190.00		190.00	
Total 101-540 Grants, State	190.00	1,000.00	-810.00	19.00 %
101-541 State Aid, CADL	6,383.58	12,600.00	-6,216.42	50.66 %
101-542 E-Rate Reimbursement	6,647.63	5,000.00	1,647.63	132.95 %
101-573 LCSA Act	6,692.31	11,900.00	-5,207.69	56.24 %
Total 101-539 State	19,913.52	30,500.00	-10,586.48	65.29 %
101-580 Local Grants				
101-580-1 CADL Endowment Fund (VanDongen)	1,164.00	1,150.00	14.00	101.22 %
101-580-2 LeMieux Designated Fund	3,650.25	3,400.00	250.25	107.36 %
101-580-3 Driedger Fund	113.00		113.00	
101-583 Coopersville Foundation	1,500.00	2,000.00	-500.00	75.00 %
583-4 Virtual Reality Expansion	3,138.00		3,138.00	
Total 101-583 Coopersville Foundation	4,638.00	2,000.00	2,638.00	231.90 %
101-584 CAYAC		1,000.00	-1,000.00	
584-2 Welcoming Tweens into Library	1,420.00		1,420.00	
Total 101-584 CAYAC	1,420.00	1,000.00	420.00	142.00 %
101-585 Westrate Fund	4,331.00	4,200.00	131.00	103.12 %
101-588 Rotary Grant		500.00	-500.00	

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
588-1 Makers Space (Rotary Club)	500.00		500.00	
Total 101-588 Rotary Grant	500.00	500.00	0.00	100.00 %
Total 101-580 Local Grants	15,816.25	12,250.00	3,566.25	129.11 %
101-600 Charges for Services				
101-628 Cash Drawer - Photocopier	1,964.80	2,000.00	-35.20	98.24 %
101-629 Cash Drawer - Fax	550.00	500.00	50.00	110.00 %
101-630 Cash Drawer - DVD/Game rental		0.00	0.00	
631-1 DVD Rentals	1,394.04	1,450.00	-55.96	96.14 %
631-2 Game Rentals	251.00	270.00	-19.00	92.96 %
Total 101-630 Cash Drawer - DVD/Game rental	1,645.04	1,720.00	-74.96	95.64 %
101-631 Cash Drawer - Room Rental	515.00	200.00	315.00	257.50 %
101-632 Cash Drawer - Lost Card	106.00	100.00	6.00	106.00 %
101-634 Cash Drawer - Coll. Agency Fee	9.85		9.85	
Total 101-600 Charges for Services	4,790.69	4,520.00	270.69	105.99 %
101-655 Fines & Forfeitures		400.00	-400.00	
101-656 Ottawa Co Penal Fines	0.00	37,500.00	-37,500.00	0.00 %
101-657 Fines & Forfeitures - Other	507.26		507.26	
101-658 Cash Drawer - Materials Fines	4,320.43	4,000.00	320.43	108.01 %
101-659 Cash Drawer - Lost Items	322.62	300.00	22.62	107.54 %
Total 101-655 Fines & Forfeitures	5,150.31	42,200.00	-37,049.69	12.20 %
101-664 Investment Earnings				
101-665 Interest, MoneyMarket Savings	8,510.43	800.00	7,710.43	1,063.80 %
Total 101-664 Investment Earnings	8,510.43	800.00	7,710.43	1,063.80 %
101-672 Other Revenue				
101-674 Private Contributions/Donations	350.00		350.00	
101-675 Donations, Memorial	259.43	0.00	259.43	
101-676 Donations, Rotary	2,500.00	1,500.00	1,000.00	166.67 %
101-677 Donations, Friends	988.00	500.00	488.00	197.60 %
677-1 Button Machine	0.00		0.00	
677-2 Staff Meeting	360.00		360.00	
677-3 Telemon Outreach	0.00		0.00	
Total 101-677 Donations, Friends	1,348.00	500.00	848.00	269.60 %
101-678 Sportsmen's Club	600.00	500.00	100.00	120.00 %
101-680 Donations, Other	750.00	500.00	250.00	150.00 %
682-1 VOX Books	1,000.00		1,000.00	
Total 101-680 Donations, Other	1,750.00	500.00	1,250.00	350.00 %
681-1 Summer Reading Program	300.00	500.00	-200.00	60.00 %
684-2 Winter Reading Club	325.00	100.00	225.00	325.00 %
Total 101-674 Private Contributions/Donations	7,432.43	3,600.00	3,832.43	206.46 %
Total 101-672 Other Revenue	7,432.43	3,600.00	3,832.43	206.46 %
101-690 Other Financing Sources				

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
692-0 Cash Drawer - Donations	517.29	200.00	317.29	258.65 %
692-1 Cash Drawer - Over/Under	12.91		12.91	
692-3 MERS Unassigned Fund Balance		50,000.00	-50,000.00	
692-5 Capital Projects Funds		8,500.00	-8,500.00	
692.7 Insurance-Water Damage Basement	11,024.39		11,024.39	
Total 101-690 Other Financing Sources	11,554.59	58,700.00	-47,145.41	19.68 %
Total Income	\$581,629.78	\$487,920.00	\$93,709.78	119.21 %
GROSS PROFIT	\$581,629.78	\$487,920.00	\$93,709.78	119.21 %
Expenses				
101-701 Personnel Services				
101-702 Salary, Wages	167,592.68	196,000.00	-28,407.32	85.51 %
101-705 Bonus	2,325.00	2,850.00	-525.00	81.58 %
101-706 Payroll Expenses	2,005.73	1,055.00	950.73	190.12 %
101-710 Payroll taxes	12,883.21	15,000.00	-2,116.79	85.89 %
101-711 Health/Dental/Life Insurance	9,578.73	14,100.00	-4,521.27	67.93 %
101-712 Alerus/MERS 457		3,500.00	-3,500.00	
101-713 MERS - Minimum Payment	16,995.00	19,200.00	-2,205.00	88.52 %
101-714 MERS - Unfunded Liability		50,000.00	-50,000.00	
101-715 Board Compensation		1,000.00	-1,000.00	
101-716 Insurance, Operations	5,088.59	6,650.00	-1,561.41	76.52 %
101-717 Personnel Services, Misc.				
717-1 Staff Meetings	299.77		299.77	
Total 101-717 Personnel Services, Misc.	299.77		299.77	
Total 101-701 Personnel Services	216,768.71	309,355.00	-92,586.29	70.07 %
101-726 Supplies				
101-727 Operating Supplies				
101-728 Postage	279.13	300.00	-20.87	93.04 %
101-730 Computer/Printing Supplies	237.76	400.00	-162.24	59.44 %
101-733 Supplies, Building/Janitorial	2,248.79	1,000.00	1,248.79	224.88 %
101-734 Office Supplies (paper included)	1,013.09	1,000.00	13.09	101.31 %
101-736 Collection Supplies	1,862.28	1,100.00	762.28	169.30 %
Total 101-727 Operating Supplies	5,641.05	3,800.00	1,841.05	148.45 %
101-750 Programming Supplies				
101-752 Adult Programs	930.87	800.00	130.87	116.36 %
101-754 Teen Programming	443.19	600.00	-156.81	73.87 %
101-758 Early Literacy Programming	1,260.52	600.00	660.52	210.09 %
101-759 General Programming	215.21	200.00	15.21	107.61 %
759-1 Story Walk	214.27	100.00	114.27	214.27 %
759-2 Comm Found Grant-StoryWalk		0.00	0.00	
Total 101-759 General Programming	429.48	300.00	129.48	143.16 %
101-760 Summer Reading Clubs	1,111.87	1,400.00	-288.13	79.42 %
101-768 Advertising/Marketing/Printing	97.23	350.00	-252.77	27.78 %

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
101-769 Artwork/Decorations/Signage		200.00	-200.00	
Total 101-750 Programming Supplies	4,273.16	4,250.00	23.16	100.54 %
Total 101-726 Supplies	9,914.21	8,050.00	1,864.21	123.16 %
101-800 Other Services & Charges				
101-801 Professional/Contract Services				
101-802 Financial Services	1,211.00	420.00	791.00	288.33 %
101-804 Legal Fees	490.00	800.00	-310.00	61.25 %
101-806 Audit Services	3,450.00	5,000.00	-1,550.00	69.00 %
101-808 Computer Tech Support		10,000.00	-10,000.00	
808-1 Heimler Consulting (on-site work)	5,117.50		5,117.50	
Total 101-808 Computer Tech Support	5,117.50	10,000.00	-4,882.50	51.18 %
101-809 Janitorial Service		0.00	0.00	
809-1 Cleaning Service	8,016.60	9,500.00	-1,483.40	84.39 %
809-2 Window Cleaning	685.00	500.00	185.00	137.00 %
809-3 Gutter Cleaning	450.00	500.00	-50.00	90.00 %
Total 101-809 Janitorial Service	9,151.60	10,500.00	-1,348.40	87.16 %
101-817 Performers-Professional	3,085.58	2,000.00	1,085.58	154.28 %
101-818 Workshops, Inservice	320.00	1,200.00	-880.00	26.67 %
819 Pofessional Services, misc.		0.00	0.00	
Total 101-801 Professional/Contract Services	22,825.68	29,920.00	-7,094.32	76.29 %
101-810 Grounds Service/Repairs				
810.1 Sprinkler Service		540.00	-540.00	
810.1.1 Contract Services	494.00		494.00	
810.1.2 Sprinkler Parts	575.61		575.61	
Total 810.1 Sprinkler Service	1,069.61	540.00	529.61	198.08 %
810.2 Lawn Service	1,750.00	1,700.00	50.00	102.94 %
810.3 Snow Removal	1,800.00	1,800.00	0.00	100.00 %
810.7 Grounds, Misc.		100.00	-100.00	
Total 101-810 Grounds Service/Repairs	4,619.61	4,140.00	479.61	111.58 %
101-812 Equipment Service/Repair				
812.1 Fire/Security Equip		2,500.00	-2,500.00	
812.1.1 Monthly Fees	1,706.55		1,706.55	
812.2.2 On-Site Repairs & Service Calls	619.75		619.75	
Total 812.1 Fire/Security Equip	2,326.30	2,500.00	-173.70	93.05 %
812.2 Heating & Cooling	1,350.00	1,250.00	100.00	108.00 %
812.3 Copier	3,114.57	3,300.00	-185.43	94.38 %
812.4 Audio/Visual Equipment	2,986.00	3,000.00	-14.00	99.53 %
812.5 Pest Control	300.70	300.00	0.70	100.23 %
812.6 Window Blinds	95.00	300.00	-205.00	31.67 %
812.7 Generator	1,242.85	1,700.00	-457.15	73.11 %
812.9 Equipment Service/Repair, misc.		0.00	0.00	
Total 101-812 Equipment Service/Repair	11,415.42	12,350.00	-934.58	92.43 %

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
101-850 Telephone/Telecommunications				
850.1 Telecommunications	2,759.14	2,200.00	559.14	125.42 %
Total 101-850 Telephone/Telecommunications	2,759.14	2,200.00	559.14	125.42 %
101-860 Travel	276.35	900.00	-623.65	30.71 %
101-880 Dues & Fees	19.70		19.70	
101-820 Interest Paid	28,612.50		28,612.50	
101-882 Bank Fees, Operations Acct	530.00	200.00	330.00	265.00 %
101-883 Bank Charges	1,545.00		1,545.00	
101-884 Licensing/Subscription Fees	4,972.60	2,000.00	2,972.60	248.63 %
884-1 Movie License-Sportmens Club	606.44	580.00	26.44	104.56 %
Total 101-884 Licensing/Subscription Fees	5,579.04	2,580.00	2,999.04	216.24 %
101-886 Membership Dues	2,249.00	1,700.00	549.00	132.29 %
101-888 Collection Agency Fee	68.95	150.00	-81.05	45.97 %
101-890 LLC Fees	17,346.08	20,000.00	-2,653.92	86.73 %
101-892 Dues & Fees, other		100.00	-100.00	
101-894 Credit Card Fees	127.24	100.00	27.24	127.24 %
894-1 Credit Card Fees - Friends	-1.00		-1.00	
Total 101-880 Dues & Fees	56,076.51	24,830.00	31,246.51	225.84 %
101-920 Utilites				
101-921 Trash - Republic Services	149.80	150.00	-0.20	99.87 %
101-922 Water & Sewer - City	1,538.55	1,400.00	138.55	109.90 %
101-923 Gas - MI Gas Utilities	1,754.84	3,200.00	-1,445.16	54.84 %
101-924 Electric - Consumers Energy	8,970.74	12,500.00	-3,529.26	71.77 %
Total 101-920 Utilites	12,413.93	17,250.00	-4,836.07	71.96 %
101-930 Repairs & Maintenance				
101-931 Electrical		350.00	-350.00	
101-932 Plumbing		400.00	-400.00	
932-1 Basement Water Damage	10,936.14		10,936.14	
Total 101-932 Plumbing	10,936.14	400.00	10,536.14	2,734.04 %
101-934 Repairs, Misc.		200.00	-200.00	
Total 101-930 Repairs & Maintenance	10,936.14	950.00	9,986.14	1,151.17 %
101-955 Misc. Expenses				
101-956 Material/Equipment		550.00	-550.00	
956-1 Making Collections Accessible		0.00	0.00	
956-2 Music & Movement Sensory Grant		0.00	0.00	
956.4 Marshall Mem Makers Update	381.60		381.60	
Total 101-956 Material/Equipment	381.60	550.00	-168.40	69.38 %
101-958 Other Expenses-Misc.,		100.00	-100.00	
Total 101-955 Misc. Expenses	381.60	650.00	-268.40	58.71 %
Total 101-800 Other Services & Charges	121,704.38	93,190.00	28,514.38	130.60 %
101-970 Capital Outlay				
101-971 Equipment	2,449.97	0.00	2,449.97	

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
971-1 Equipment under \$500.00	1,613.75		1,613.75	
971-1a Tween Space	408.90		408.90	
Total 971-1 Equipment under \$500.00	2,022.65		2,022.65	
Total 101-971 Equipment	4,472.62	0.00	4,472.62	
101-972 Capital Projects	1,500.00	8,500.00	-7,000.00	17.65 %
970-2 IT Updates to Computer Systems	1,259.94		1,259.94	
972-1 Fire/Security Systems	8,698.38		8,698.38	
972-2 Basement/Sewer Project	10,975.00		10,975.00	
Total 101-972 Capital Projects	22,433.32	8,500.00	13,933.32	263.92 %
101-973 Materials				
101-974 Digitizing Project	1,070.00	1,350.00	-280.00	79.26 %
101-976 Periodicals/Newspapers	863.20	1,500.00	-636.80	57.55 %
101-978 Video Materials		2,500.00	-2,500.00	
978-1 DVDs	1,279.71		1,279.71	
978-2 Video Games	581.37		581.37	
Total 101-978 Video Materials	1,861.08	2,500.00	-638.92	74.44 %
101-980 Audio Materials	1,501.37	2,500.00	-998.63	60.05 %
101-982 Digital Collections	11,014.55	17,000.00	-5,985.45	64.79 %
101-984 Printed Materials (Books)	19,770.08	20,000.00	-229.92	98.85 %
984.1 VOX Books Grant	679.64		679.64	
Total 101-984 Printed Materials (Books)	20,449.72	20,000.00	449.72	102.25 %
101-985 Lost & Damaged Items	233.84	150.00	83.84	155.89 %
101-986 Other Types of Materials				
986.1 Rotary Grant		500.00	-500.00	
Total 101-986 Other Types of Materials		500.00	-500.00	
101-987 Non-traditional (Hotspots)	5,633.11	6,300.00	-666.89	89.41 %
101-988 Non-Traditional, other		0.00	0.00	
Total 101-973 Materials	42,626.87	51,800.00	-9,173.13	82.29 %
986-3 Virtual Reality Grant	4,710.73		4,710.73	
Total 101-970 Capital Outlay	74,243.54	60,300.00	13,943.54	123.12 %
101-990 Building Expansion				
101-991 Bond/Principal	110,000.00		110,000.00	
Total 101-990 Building Expansion	110,000.00		110,000.00	
Total Expenses	\$532,630.84	\$470,895.00	\$61,735.84	113.11 %
NET OPERATING INCOME	\$48,998.94	\$17,025.00	\$31,973.94	287.81 %
NET INCOME	\$48,998.94	\$17,025.00	\$31,973.94	287.81 %

Monthly Checks May 10th - 31st, 2024

Date	Num		Amount
05/09/2024		DEPOSIT	19.18
05/10/2024		DEPOSIT	93.06
05/13/2024		DEPOSIT	19.28
05/13/2024		DEPOSIT	12.02
05/16/2024		DEPOSIT	1,354.59
05/16/2024		DEPOSIT	326.59
05/17/2024		DEPOSIT	7.06
05/17/2024		DEPOSIT	12.54
05/20/2024		DEPOSIT	17.42
05/22/2024		DEPOSIT	54.24
05/24/2024		DEPOSIT	161.75
05/28/2024		DEPOSIT	46.36
05/28/2024		DEPOSIT	3,138.00
05/30/2024		DEPOSIT	140.19
05/30/2024		DEPOSIT	2,500.00
05/31/2024		DEPOSIT	28.83
05/31/2024		DEPOSIT	172.90
05/28/2024	ACH	VISA	(2,220.88)
05/29/2024	ACH	Checks Unlimited	(62.67)
05/09/2024	21018	Playaway Products	(436.42)
05/28/2024	21020	Michigan Gas Utilities	(84.97)
05/28/2024	21021	Cengage Learning	(144.30)
05/28/2024	21022	City of Coopersville	(269.41)
05/28/2024	21023	Coopersville Rotary Club.	(100.00)
05/28/2024	21024	Lakeland Library Cooperative	(116.10)
05/28/2024	21025	Swordsmanship Museum & Academy	(300.00)
05/28/2024	21026	Spoon Man Inc.	(400.00)
05/20/2024	21028	ADT Commercial	(84.42)
05/20/2024	21029	Scholastic Inc	(18.74)
05/20/2024	21030	DHE Plumbing and Mechanical	(275.00)
05/23/2024	21031	Elyshia Hoekstra	(164.00)
05/23/2024	21032	Anna Rhodes	(21.44)
05/23/2024	21033	Katie Van Huis.	(180.00)
05/23/2024	21036	U.S. Bank Equipment Finance	(289.18)
05/30/2024	21037	Henika District Library	(50.00)
05/17/2024	City Tax	City of Muskegon	(92.66)
05/13/2024	Payroll Tax	State Of Michigan	(495.95)
05/15/2024	DD	Payroll	(5,323.87)
05/29/2024	DD	Payroll	(5,518.42)
			(8,544.42)

Checking Account June 1-10, 2024

Date	Num	Name	Amount
06/03/2024		<i>Deposit</i>	52.74
06/03/2024		<i>Deposit</i>	120.06
06/04/2024		<i>Deposit</i>	17.52
06/06/2024		<i>Deposit</i>	8.08
06/06/2024		<i>Deposit</i>	1,570.00
06/07/2024		<i>Deposit</i>	148.50
06/07/2024		<i>Deposit</i>	57.99
06/12/2024	DD	Payroll Checks	(5,687.61)
06/03/2024	ACH	M.E.R.S.	(1,545.00)
06/04/2024	ACH	Priority Health	(416.53)
06/07/2024	ACH	Alerus Retirement	(133.94)
05/28/2024	20932	Patricia Wendt	(12.99)
06/06/2024	21046	Visa	(4,971.57)
06/10/2024	21047	Unique Management Services	(19.70)
06/10/2024	21048	Foster, Swift, Collins, & Smith P.C.	(294.00)
06/19/2024	21038	ULINE	(2,811.85)
06/19/2024	21045	T-Mobile	(229.60)
06/19/2024	21044	Allendale Township Library	(17.99)
06/19/2024	21043	AcenTek ascending Technology	(16.80)
06/19/2024	21042	Michigan Library Association	(620.00)
06/19/2024	21041	New Views LLC	(801.66)
06/19/2024	21040	Consumers Energy	(1,078.23)
06/19/2024	21039	Baker & Taylor	(1,085.78)
			<u>(17,768.36)</u>

Coopersville Area District Library

Statement of Financial Income

July 1, 2023 - June 10, 2024

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND CD	TOTAL
Income					
101-401 Property Taxes	0.00	0.00	0.00	0.00	\$0.00
101-405 Local, Chester Twp Millage	65,005.72	0.00	0.00	0.00	\$65,005.72
405-2- Local, Chester Twp Bond Payment	0.00	21,260.14	0.00	0.00	\$21,260.14
Total 101-405 Local, Chester Twp Millage	65,005.72	21,260.14	0.00	0.00	\$86,265.86
101-406 Local,Polkton Twp Millage	98,365.71	0.00	0.00	0.00	\$98,365.71
406-2 Local, Polkton Twp Bond Payment	0.00	32,108.14	0.00	0.00	\$32,108.14
Total 101-406 Local,Polkton Twp Millage	98,365.71	32,108.14	0.00	0.00	\$130,473.85
101-407 Local, Wright Twp Millage	106,123.76	0.00	0.00	0.00	\$106,123.76
407-2 Local, Wright Twp Bond Payment	0.00	37,981.25	0.00	0.00	\$37,981.25
Total 101-407 Local, Wright Twp Millage	106,123.76	37,981.25	0.00	0.00	\$144,105.01
101-408 Local,Coopersville Millage	103,040.83	0.00	0.00	0.00	\$103,040.83
408-2 Local, Coopersville Bond Payment	0.00	35,941.97	0.00	0.00	\$35,941.97
Total 101-408 Local,Coopersville Millage	103,040.83	35,941.97	0.00	0.00	\$138,982.80
404-2 Delinquent Property Taxes (deleted)	8,634.04	0.00	0.00	0.00	\$8,634.04
Total 101-401 Property Taxes	381,170.06	127,291.50	0.00	0.00	\$508,461.56
101-539 State	0.00	0.00	0.00	0.00	\$0.00
101-540 Grants, State	0.00	0.00	0.00	0.00	\$0.00
540-8 State of MI MLL Grant	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
541-6 ALA Conference Grant	190.00	0.00	0.00	0.00	\$190.00
Total 101-540 Grants, State	190.00	0.00	0.00	0.00	\$190.00
101-541 State Aid,CADL	6,383.58	0.00	0.00	0.00	\$6,383.58
101-542 E-Rate Reimbursement	6,647.63	0.00	0.00	0.00	\$6,647.63
101-573 LCSA Act	4,443.70	2,248.61	0.00	0.00	\$6,692.31
Total 101-539 State	17,664.91	2,248.61	0.00	0.00	\$19,913.52
101-580 Local Grants	0.00	0.00	0.00	0.00	\$0.00
101-580-1 CADL Endowment Fund (VanDongen)	1,164.00	0.00	0.00	0.00	\$1,164.00
101-580-2 LeMieux Designated Fund	3,650.25	0.00	0.00	0.00	\$3,650.25
101-580-3 Driedger Fund	113.00	0.00	0.00	0.00	\$113.00
101-583 Coopersville Foundation	1,500.00	0.00	0.00	0.00	\$1,500.00
583-4 Virtual Reality Expansion	3,138.00	0.00	0.00	0.00	\$3,138.00
Total 101-583 Coopersville Foundation	4,638.00	0.00	0.00	0.00	\$4,638.00
101-584 CAYAC	0.00	0.00	0.00	0.00	\$0.00
584-2 Welcoming Tweens into Library	1,420.00	0.00	0.00	0.00	\$1,420.00
Total 101-584 CAYAC	1,420.00	0.00	0.00	0.00	\$1,420.00
101-585 Westrate Fund	4,331.00	0.00	0.00	0.00	\$4,331.00
101-588 Rotary Grant	0.00	0.00	0.00	0.00	\$0.00
588-1 Makers Space (Rotary Club)	500.00	0.00	0.00	0.00	\$500.00
Total 101-588 Rotary Grant	500.00	0.00	0.00	0.00	\$500.00
Total 101-580 Local Grants	15,816.25	0.00	0.00	0.00	\$15,816.25
101-600 Charges for Services	0.00	0.00	0.00	0.00	\$0.00
101-628 Cash Drawer - Photocopier	1,964.80	0.00	0.00	0.00	\$1,964.80
101-629 Cash Drawer - Fax	550.00	0.00	0.00	0.00	\$550.00
101-630 Cash Drawer - DVD/Game rental	0.00	0.00	0.00	0.00	\$0.00
631-1 DVD Rentals	1,394.04	0.00	0.00	0.00	\$1,394.04
631-2 Game Rentals	251.00	0.00	0.00	0.00	\$251.00
Total 101-630 Cash Drawer - DVD/Game rental	1,645.04	0.00	0.00	0.00	\$1,645.04
101-631 Cash Drawer - Room Rental	515.00	0.00	0.00	0.00	\$515.00
101-632 Cash Drawer - Lost Card	106.00	0.00	0.00	0.00	\$106.00
101-634 Cash Drawer - Coll. Agency Fee	9.85	0.00	0.00	0.00	\$9.85
Total 101-600 Charges for Services	4,790.69	0.00	0.00	0.00	\$4,790.69
101-655 Fines & Forfeitures	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
101-657 Fines & Forfeitures - Other	507.26	0.00	0.00	0.00	\$507.26
101-658 Cash Drawer - Materials Fines	4,320.43	0.00	0.00	0.00	\$4,320.43

Coopersville Area District Library

Statement of Financial Income

July 1, 2023 - June 10, 2024

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND CD	TOTAL
101-659 Cash Drawer - Lost Items	322.62	0.00	0.00	0.00	\$322.62
Total 101-655 Fines & Forfeitures	5,150.31	0.00	0.00	0.00	\$5,150.31
101-664 Investment Earnings	0.00	0.00	0.00	0.00	\$0.00
101-665 Interest, MoneyMarket Savings	7,594.03	589.62	27.64	299.14	\$8,510.43
Total 101-664 Investment Earnings	7,594.03	589.62	27.64	299.14	\$8,510.43
101-672 Other Revenue	0.00	0.00	0.00	0.00	\$0.00
101-674 Private Contributions/Donations	350.00	0.00	0.00	0.00	\$350.00
101-675 Donations, Memorial	259.43	0.00	0.00	0.00	\$259.43
101-676 Donations, Rotary	2,500.00	0.00	0.00	0.00	\$2,500.00
101-677 Donations, Friends	988.00	0.00	0.00	0.00	\$988.00
677-1 Button Machine	0.00	0.00	0.00	0.00	\$0.00
677-2 Staff Meeting	360.00	0.00	0.00	0.00	\$360.00
677-3 Telemon Outreach	0.00	0.00	0.00	0.00	\$0.00
Total 101-677 Donations, Friends	1,348.00	0.00	0.00	0.00	\$1,348.00
101-678 Sportsmen's Club	600.00	0.00	0.00	0.00	\$600.00
101-680 Donations, Other	750.00	0.00	0.00	0.00	\$750.00
682-1 VOX Books	1,000.00	0.00	0.00	0.00	\$1,000.00
Total 101-680 Donations, Other	1,750.00	0.00	0.00	0.00	\$1,750.00
681-1 Summer Reading Program	300.00	0.00	0.00	0.00	\$300.00
684-2 Winter Reading Club	325.00	0.00	0.00	0.00	\$325.00
Total 101-674 Private Contributions/Donations	7,432.43	0.00	0.00	0.00	\$7,432.43
Total 101-672 Other Revenue	7,432.43	0.00	0.00	0.00	\$7,432.43
101-690 Other Financing Sources	0.00	0.00	0.00	0.00	\$0.00
692-0 Cash Drawer - Donations	317.29	0.00	0.00	200.00	\$517.29
692-1 Cash Drawer - Over/Under	12.91	0.00	0.00	0.00	\$12.91
692.7 Insurance-Water Damage Basement	11,024.39	0.00	0.00	0.00	\$11,024.39
Total 101-690 Other Financing Sources	11,354.59	0.00	0.00	200.00	\$11,554.59
Total Income	\$450,973.27	\$130,129.73	\$27.64	\$499.14	\$581,629.78
GROSS PROFIT	\$450,973.27	\$130,129.73	\$27.64	\$499.14	\$581,629.78
Expenses					
Total Expenses					\$0.00
NET OPERATING INCOME	\$450,973.27	\$130,129.73	\$27.64	\$499.14	\$581,629.78
NET INCOME	\$450,973.27	\$130,129.73	\$27.64	\$499.14	\$581,629.78

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 06/02/2024

RECONCILIATION REPORT

Reconciled on: 06/06/2024

Reconciled by: Kim Lothschutz

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

Summary		USD
Statement beginning balance		1,247.69
Charges and cash advances cleared (55)		7,207.95
Payments and credits cleared (4)		-3,484.07
Statement ending balance		<u>4,971.57</u>
Uncleared transactions as of 06/02/2024		-351.21
Register balance as of 06/02/2024		4,620.36
Cleared transactions after 06/02/2024		0.00
Uncleared transactions after 06/02/2024		70.86
Register balance as of 06/06/2024		<u>4,691.22</u>

Details

Charges and cash advances cleared (55)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/29/2024	Expense		4Imprint	356.28
04/30/2024	Expense		OverDrive	17.94
05/01/2024	Expense		Demco	725.10
05/01/2024	Expense		OverDrive	616.48
05/01/2024	Expense		Amazon.com	49.98
05/01/2024	Expense		Amazon.com	257.21
05/01/2024	Expense		OverDrive	75.95
05/01/2024	Expense		Collaborative Summer Library Program	35.98
05/01/2024	Expense		CC Bill Payment	57.60
05/02/2024	Expense		Book Outlet	208.27
05/03/2024	Expense		Amazon.com	42.11
05/03/2024	Expense		Amazon.com	9.96
05/09/2024	Expense		WuFoo	19.00
05/09/2024	Expense		Amazon.com	22.95
05/10/2024	Expense		Ebay	86.30
05/11/2024	Expense		Amazon.com	282.13
05/13/2024	Expense		Amazon.com	32.19
05/13/2024	Expense		Amazon.com	32.70
05/13/2024	Expense		Amazon.com	15.00
05/14/2024	Expense		Amazon.com	54.64
05/14/2024	Expense		Amazon.com	12.99
05/14/2024	Expense		Amazon.com	13.99
05/14/2024	Expense		Amazon.com	19.95
05/14/2024	Expense		Amazon.com	12.99
05/14/2024	Expense		WalMart	75.14
05/14/2024	Expense		Joann Fabrics	10.05
05/14/2024	Expense		WalMart	240.00
05/14/2024	Expense		Amazon.com	149.38
05/15/2024	Expense		Book Outlet	75.37
05/15/2024	Expense		Amazon.com	15.99
05/15/2024	Expense		Amazon.com	17.99
05/16/2024	Expense		Amazon.com	10.81
05/16/2024	Expense		Amazon.com	10.72
05/17/2024	Expense		Home Depot	66.71
05/17/2024	Expense		SheetLabels.com	32.88
05/18/2024	Expense		Vonage	135.84
05/19/2024	Expense		WalMart	5.58
05/20/2024	Expense		Family Fare	21.26
05/21/2024	Expense		ADT Security Services (VISA)	152.94
05/21/2024	Expense		Intuit	76.50
05/21/2024	Expense		Family Fare	11.98
05/22/2024	Expense		Amazon.com	8.69
05/22/2024	Expense		Target	50.00
05/23/2024	Expense		Amazon.com	9.99
05/23/2024	Expense		Amazon.com	2,220.88
05/23/2024	Expense		Amazon.com	67.98
05/24/2024	Expense			72.66
05/25/2024	Expense		Little Caesars	57.58
05/25/2024	Expense		Meijer	62.00
05/27/2024	Expense		Amazon.com	56.75
05/27/2024	Expense		Amazon.com	39.91
05/28/2024	Expense		Amazon.com	139.25
05/31/2024	Expense			77.84
06/01/2024	Expense		Google LLC	57.60
06/01/2024	Expense		Amazon.com	119.99
Total				7,207.95

Payments and credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/06/2024	Bill		Visa	-1,247.69
05/14/2024	Credit Card Credit		Joann Fabrics	-2.51
05/22/2024	Credit Card Credit		Amazon.com	-12.99
05/28/2024	Credit Card Payment	1632061639		-2,220.88
Total				-3,484.07

Additional Information

Uncleared charges and cash advances as of 06/02/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Expense		Book Outlet	213.27
05/14/2024	Expense		WalMart	52.00
Total				265.27

Uncleared payments and credits as of 06/02/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Expense		OverDrive	-616.48
Total				-616.48

Uncleared charges and cash advances after 06/02/2024

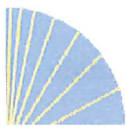
DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/04/2024	Expense		Tech Soup	36.00
06/04/2024	Expense		OverDrive	34.86
Total				70.86

COOPERSVILLE AREA DISTRICT LIBRARY

BUILDING FUND Budget vs. Actuals: 2023-2024

July 2023 - June 2024

	2-DEBT SERVICE PAYMENT				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
101-401 Property Taxes	127,291.50	131,500.00	-4,208.50	96.80 %	\$127,291.50	\$131,500.00	\$ -4,208.50	96.80 %
101-539 State	2,248.61		2,248.61		\$2,248.61	\$0.00	\$2,248.61	0.00%
101-664 Investment Earnings	589.62	400.00	189.62	147.41 %	\$589.62	\$400.00	\$189.62	147.41 %
Total Income	\$130,129.73	\$131,900.00	\$ -1,770.27	98.66 %	\$130,129.73	\$131,900.00	\$ -1,770.27	98.66 %
GROSS PROFIT	\$130,129.73	\$131,900.00	\$ -1,770.27	98.66 %	\$130,129.73	\$131,900.00	\$ -1,770.27	98.66 %
Expenses								
101-800 Other Services & Charges	30,112.50	10.00	30,102.50	301,125.00 %	\$30,112.50	\$10.00	\$30,102.50	301,125.00 %
101-990 Building Expansion	110,000.00	140,112.00	-30,112.00	78.51 %	\$110,000.00	\$140,112.00	\$ -30,112.00	78.51 %
Total Expenses	\$140,112.50	\$140,122.00	\$ -9.50	99.99 %	\$140,112.50	\$140,122.00	\$ -9.50	99.99 %
NET OPERATING INCOME	\$ -9,982.77	\$ -8,222.00	\$ -1,760.77	121.42 %	\$ -9,982.77	\$ -8,222.00	\$ -1,760.77	121.42 %
NET INCOME	\$ -9,982.77	\$ -8,222.00	\$ -1,760.77	121.42 %	\$ -9,982.77	\$ -8,222.00	\$ -1,760.77	121.42 %



It's that time of year again and we are excited to help you get your Flexible Spending Account Plan Renewed. Please follow the steps below to ensure a smooth renewal season. If you have any questions, please reach out to your Account Manager: Lidia Becker.

STEP 1) Complete and Return a copy of this Re-Enrollment Response Sheet to your Account Manager as soon as possible. Reminder: Renewal is your opportunity to make any changes to your current plan design. Once received your Account Manager will create customized enrollment material for you.



STEP 2) Distribute enrollment material to all eligible employees. It is imperative that all eligible employees receive this material so that they have information regarding the Flexible Spending Account including the eligibility list, guidelines and rules.

STEP 3) Return Completed Enrollment no later than 30 days prior to plan start date.

STEP 4) Confirm the Accuracy of the Enrollment Confirmation Report once it is provided to you.

Plan Design

Payroll Frequency

- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly

Date of First Deduction in the plan year: 8/15/24

Number of Deductions in the plan year: 26

Plan Limits: Your Medical FSA Maximum is currently set to: **\$2500**

Keep the Same OR Change to \$ _____ (cannot exceed the current IRS maximum of \$3200)

Auto Increase based on cost of living changes: You currently **Opt-Out** to auto increase to the IRS maximum if the IRS max increase the amount before Plan Year Start Date.

Keep the Same OR Change to _____

DEPENDENT CARE FSA Plan Limits: This limit is determined by the IRS. For 2024 the limit will remain at \$5000.00 (or \$2500.00 for married filing separately).

Terminated Employee Grace Period: Terminated employees have **90 Days** to submit claims for expenses incurred through his/her date of termination. Keep the Same Change to _____ Days

Year End Grace Period: The 2 ½ month grace period extension and the Rollover cannot both be offered for the Medical Flexible Spending Account. The Rollover is not available for Dependent Care Accounts.

- You currently **Do Not Offer** the 2 ½ month extension on the Medical FSA
- You currently have a year-end rollover amount of **\$500** (Cannot exceed \$640 IRS Max) for the Medical FSA. You currently **Opt-Out** to auto increase the rollover if the IRS should increase
- Keep the Same Change to rollover amount of \$ _____

HDHP with HSA Coordination

- 1) Do you currently offer a QHDHP with HSA group medical plan? Yes No
- 2) Do you allow for pre-tax contributions to HSA accounts? Yes No
- 3) Do you want to allow for a Limited Purpose FSA plan? Yes No

If Yes was selected for question 3, please ensure that enrollments differentiate between General Purpose FSA elections and Limited Purpose FSA elections when they are provided to Flex Administrators, Inc.

You currently **Do Not Offer** the debit card. If you offer the debit card, please complete the Copay Substantiation section. 2

COPAY SUBSTANTIATION: If we do not receive this list, the debit cards will not auto substantiate copay amounts and receipts will be required for all card swipes except those made at IAS merchants.

Plan Effective: ___/___/___ Plan Expires ___/___/___

Office Visit Copay Amount: _____ Chiropractic Visit Copay Amount: _____
Emergency Room Copay Amount: _____ Specialist Visit Copay Amount: _____
Urgent Care Copay Amount: _____ Other: _____: _____

If you want to **ADD** the debit card, please contact your Account Manager directly for assistance.

Check/Direct Deposit Reimbursement Options

Direct Deposit reimbursement will be processed at any dollar amount. If you do not currently offer direct deposit reimbursement, we strongly recommend adding that option for your employees as there is no additional fee for direct deposit reimbursement processing.

Minimum CHECK Reimbursement: Your minimum check reimbursement amount is currently set to: **\$50**

Direct Deposit Reimbursement Option: You currently **Offer** direct deposit reimbursement.

If you currently do not offer direct deposit but would like to add this option, please check this box:

If you offer direct deposit as a reimbursement option you will see these being pulled as "Flex Administrators Claim Fund" from your bank. Please make sure you approve these and, if needed, give your bank the Originator ID of 1382749962 and 9382749962

Enrollment Material Request

Our enrollment packets include the Enrollment Brochure, Enrollment Form (if requested), a customized insert with your specific plan design, a worksheet to help estimate annual election amount needed, Mandatory Statement for Dependent Care form and a debit card sheet which explains how the card works (if applicable). Please complete the information below so that we can prepare this material for you.

Enrollment Forms: (Please check one)

- We will supply enrollments to you via a spreadsheet or via our own form
- Enrollments will be completed online by Broker/Agent or Employer via the Employer Portal
- Please include an enrollment form that includes: (Please check ALL that apply)
 - Pre-Tax Insurance Premiums Pre-Tax HSA Contribution
 - Medical FSA Limited Purpose FSA Dependent Care FSA

Enrollment Packets (please check ALL that apply): These packets are needed by: ___/___/___

- Please send us _____ hard copies of the enrollment packet. **COST: No Cost**
- Please send us the enrollment packet in PDF format by e-mail. **COST: No Cost**

ENROLLMENTS MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR TO 8/1/2024 IN ORDER TO ENSURE DEBIT CARDS ARRIVE PRIOR TO 8/1/2024 (your plan start date).

Authorized Signature Elyshia Hodges Date 6/13/24

**Please return completed form to your account manager Lidia Becker by email or fax
Email: lbecker@flexadministrators.com | Fax: 616-454-6090**

Summer Reading Club at Your Library

It's that time of year again! Summer reading at the Coopersville Area District Library is here! This year's "Adventure Begins at Your Library" program started on June 10 and runs through July 31, 2024. Everyone from babies to adults can participate in the reading fun!

All you have to do is record your reading progress throughout the summer. Download the Beanstack Tracker app in order to easily and efficiently keep track of reading goals and achievements. Readers can log minutes and earn tickets to enter into prize drawings; they can also complete learning activities and challenges to get virtual badges. Families can manage multiple readers under one account, streamlining the tracking process. Visit <https://coopersvillelibrary.beanstack.org/reader365> or put the Beanstack Tracker app on your mobile device to get started!

As part of its Summer Reading Club experience, the library is hosting special performers on-site, 333 Ottawa St., throughout June and July. Most events require registration, as seating is limited. Registration is available online at www.coopersvillelibrary.org.

Special events and performers

include:

- * Swordsmanship Academy at 1:00 p.m. on Monday, June 17. Geared towards tweens and teens, this local group provides an interactive demonstration of historical swords!
- * Jim Cruise, aka The Spoon Man, is coming at 12:00 p.m. on Monday, June 24. His educational and entertaining musical program is great for all ages!
- * Outdoor Discovery Center will be here at 1:00 p.m. on Monday, July 15. This "Birds of Prey" program is for animal lovers of all ages!
- * MellyPop! Productions is coming at 12:00 p.m. on Monday, July 22. This puppet performance features colorful characters and imaginative stories for kids ages 4-10! This project is funded in part by Michigan Humanities, an affiliate of the National Endowment for the Humanities, and the Michigan Arts and Culture Council.
- * Matinee showings of a national park's documentary at 2:00 p.m. on Wednesday afternoons. This five-part Netflix series provides breathtaking views of national parks around the world. One hour-long episode will be shown each week, from June 19 through July 17.
- * "Google Earth" virtual reality ses-

sions from 2:00-4:00 p.m. on Thursday, June 20, and 10:30 a.m.-12:30 p.m. on Friday, June 28. Come check out the library's new VR headsets purchased through a grant from the Coopersville Area Community Foundation.

These special events are in addition to the library's ongoing programs, which include:

- * Maker Mondays (June 24, July 8, July 22) at 4:00 p.m. for kids and tweens
- * Story Time on Tuesdays at 10:00 a.m. for ages 2.5-5 years old
- * Early Literacy Activities on Wednesdays at 10:00 a.m. for ages 3 years old and up
- * Premiere Movie Night (June 25, July 23) at 6:30 p.m.

Keep checking the library's website and Facebook page for more information on the latest Summer Reading happenings! Thanks to all the local businesses, organizations, and individual donors who make this annual event possible for the community!

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

SERVER • JUNE 17, 2024

PAGE FIVE

Library Hires New Children's Librarian

Coopersville Area District Library would like to introduce you to their newest team member.

Brenda says, "Hiya! My name is Brenda Jones, and I'll be the new part-time Children's Librarian at Coopersville Area District Library. I began my career as a preschool teacher in Battle Creek, MI and taught for five years before working at Marshall District Library in Marshall, MI. While there, I worked as a Library Clerk for two years and a Library Assistant for almost six years in the Programming Department. Overall, I've worked in libraries for nearly eight years and have

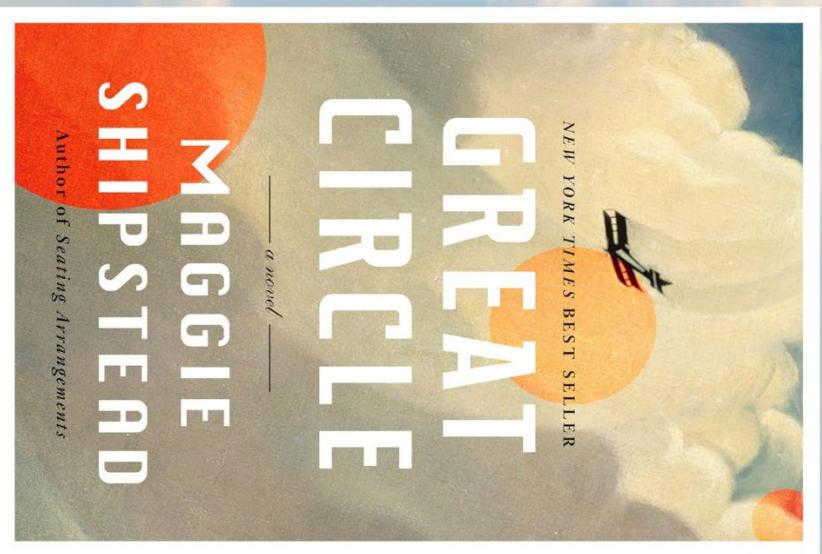
primarily worked with preschool, elementary, and middle school students. My favorite programs are storytimes and craft activities where I get to help students learn new skills and encourage their passions! In 2022, I earned my master's in library and information science from Wayne State University, which helped expand my knowledge of the resources that libraries have available for the communities we serve. I look forward to learning more about Coopersville and the unique personality of this community."

Join us in welcoming Brenda to our library and our community!



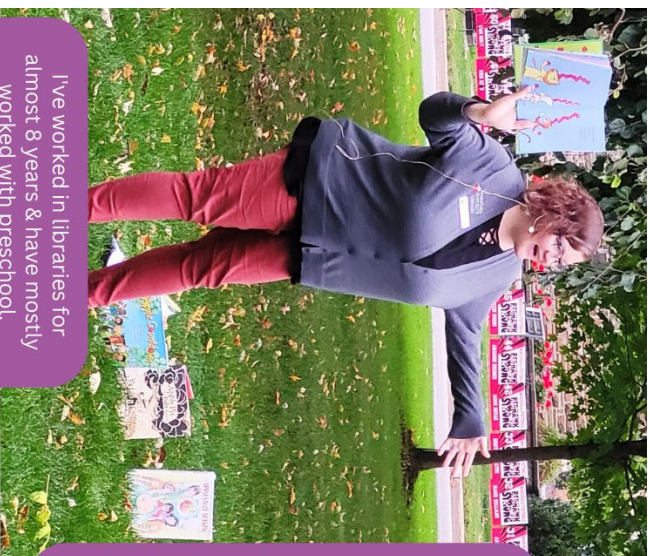
COOPERSVILLE

July Book Club



WEDNESDAY, JULY 10, AT 7 PM

JOIN US IN THE LIBRARY'S COMMUNITY ROOM
TO DISCUSS THIS MONTH'S SELECTION



I've worked in libraries for almost 8 years & have mostly worked with preschool, elementary, & middle school students. My favorite programs are storytimes & crafts where I get to help students learn new skills & encourage their passions!

In 2022 I earned my Masters in Library & Information Science from Wayne State University, which helped expand my knowledge of the resources that librarians have available for the communities we serve. I look forward to learning more about Coopersville & the unique personality of this community.



Hi there!

My name is Brenda & I'm the new part-time Children's Librarian at Coopersville Area District Library.

I began my career as a preschool teacher & taught for 5 years before working at Marshall District Library in Marshall, MI. While there, I worked as a Library Clerk for 2 years & a Library Assistant for almost 6 years in the Programming Department.



MOVIE NIGHT



Tuesday, June 25, at 6:30 p.m.

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

Coopersville Area District Library
Directors Report for May 2024 – Elyshia Hoekstra

- I. Building
 - a. Solar Energy Quote/Grant – I have submitted the paperwork for the grant so now we just wait to see how it goes. They didn't give an expected date for notification so I'm not sure how long the review process will be.
- II. Financials
 - a. Budget – I've attached the budget documents in old business for your review. This is the second reading so I'll answer any questions any of you might have at the meeting. I have changed a few line items to account for a few things that have come in and out over this month, but there hasn't been anything major except I have decided on a product regarding some of the grant money and donations over the past year to be used toward a makerspace cabinet. We had a couple of smaller donations, a rotary grant, and some of the insurance money for the damaged shelf I'd intended to use before it had been damaged by the sewer back up. I found something that I think will work very nicely for it. Given the cost of the item, I've included it's purchase for approval in new business.
 - b. L4029 – I am waiting on the rest of the paperwork related to our L4029 to come through. I've included a preliminary one for our board meeting in new business. The one item(s) relates to the debt millage amount. PFM is currently working on this but says they should be able to get it to me early next week before the board meeting. I'll provide an updated L4029 copy for the board meeting with the accompanying information related to it.
- III. Programs
 - a. Summer Reading – Summer Reading is right around the corner. We have a lot of fun stuff planned and a few things that we are finishing up before we get the final calendar out. However, I have attached the preliminary calendar for both June and July, but we plan to add a couple more programs for adults along the way. Our theme is Adventure Begins at Your Library and we are going with a camping/outdoors take on that theme.
- IV. Staffing
 - a. Brenda will be joining us on May 28th, but she stopped by for some orientation on May 6. I think she is going to work out very nicely, and we can't wait to work with her. I've asked her to provide a little bio to put in the Observer, and I may not have that before the packet. If I don't, keep an eye on out for the next Observer as that is the issue we plan to have it in.
- V. Friends
 - a. The Friends met on May 7. I'll provide their minutes at the board meeting if I have them.
- VI. Library and other news
 - a. Our new library app will go live May 15. We are very excited and can't wait to share it with everyone. We've had quite a bit of interest in it, so we expect the response to the new app will be very positive.
- VII. Statistics – See attached
 - a. Katie and I have figured out what the problem was with our recent statistics. It is now fixed and while I still think we are down a bit from last year in feet through the door, it isn't as large of a difference as we had originally thought.

April Statistics

	4/1/2024	4/1/2023			Current YR	Last Yr	
	Current Yr	Last Yr	% Change		2023-2024 YTD	2022 -2023 YTD	% Change
Circulation							
Items checked out at CADL	3,460	3,368	0.027316		36,396	37,422	-3%
OverDrive E-Book circulation	1,571	1,329	18%		14,242	12,940	10%
E-Magazines	177	121	46%		2,330	1,007	131%
Hoopla	356	327	9%		3,396	3,827	-11%
Items Loaned to other libraries	475	385	23%		4,667	4,148	13%
Renewals	2,161	2,255	-4%		22,719	22,761	0%
Total Circulation	8,200	7,785	5%		83,750	79,948	5%
Library Patrons							
Patrons getting 1st library card	15	17	-12%		278	330	-16%
Registered CADL Patrons	4,424	4,444	0%		4,424	4,444	0%
Library Collection							
*Items Added:	17,163	30,716	-44%		69,751	298,026	-77%
Items Withdrawn	176	40	340%		1914	412	-365%
Total Items owned	546,149	1,395,414	-100%		546,149	1,395,414	-61%
Interlibrary Loans							
Items Loaned to other libraries	475	385	100%		4,667	4,127	13%
Borrowed- LLC + Mel	381	460	100%		5,148	4,909	5%
Traffic Count							
Library Visits	3,192	4,936	-35%		28,223	35,382	-20%
Programming & Services							
Open Hours	185	174	6%		1,781	1,785	0%
Children's Program Attendance	190	154	23%		1,973	1,518	30%
Program Attendance Total	301	124	143%		2,458	2,082	18%
Number of Monthly Programs	18	21	-14%		223	187	19%
Ancestry Plus	1	5	-80%		184	602	-69%
Internet Computer Sessions	107	386	-72%		2,631	3,488	-25%
Wireless Sessions	1,216	454	168%		6,531	4,805	36%



LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

June 11, 2024

Members of the Coopersville Area District Library Board,

The purpose of this letter is to update you on the CADL Strategic Plan. Due to internal staffing issues at Lakeland, I had to step back for a couple months but we are back on track! Elyshia and I have been compiling data from the 5 focus groups that I held in April and the 167 responses to the survey that was provided earlier this year. The great news is that it is not just good news but exemplary responses that every library would want to receive. This is an indicator of your excellent staff, director and of you, the board and the wonderful individuals that you serve!

There are some do's and don'ts of strategic planning. The first rule is to "plan the work and work the plan." The 2nd rule is to look at all the data. We serve the entire district not just those that use a pen as a sword. There is very little negativity in these results and there are so many amazing comments, suggestions and complements! The respondents love the staff, the building, the programs, the collection and the leadership. So what are we looking for? We need to drill down and see what suggestions are reasonable, possible and beneficial to the most individuals and groups.

Elyshia and I will be meeting with the staff in June and July to discuss the feedback and put it into manageable categories to share with you. There must have been 40-50 suggestions just for programming. We need to "plan the work and work the plan" so that we are strategic in what we try to accomplish. It's not a to-do list, it's a plan.

We hope you will be patient with us. There is no use rushing the process because what usually happens is the expectations become unrealistic and can't be easily implemented due to cost, lack of staff input and limited definitions of what we want to truly accomplish with this plan.

We will present the data and our recommendations at the August board meeting. I look forward to our discussion and wish you all a restful and enjoyable summer.

Sincerely,

Carol Dawe
Director

Lakeland Library Cooperative

We strengthen libraries through expertise, services, and shared resources for the benefit of communities and individuals.

4138 3 Mile Road NW-Grand Rapids, MI 49534 (616) 559-5253 www.llcoop.org



PUBLIC NOTICE

**The Coopersville Area District Library will hold its board meetings for
FY 2023/2024 on the third Wednesday of each month
at 7:00 p.m. as follows:**

July 17, 2024

January 15, 2025

August 21, 2024

February 19, 2025

September 18, 2024

March 19, 2025

October 16, 2024

April 16, 2025

November 20, 2024

May 21, 2025

December 18, 2024

**June 18, 2025 -
(Annual Budget Hearing/
Regular Meeting)**

Our meetings comply with the Open Meetings Act and the Public is welcome to attend.



**Coopersville Area District Library
Board Resolution**

Designation of Authorized Signatures

The Coopersville Area District Library Board hereby designates the following CADL Board officers and staff as authorized signatures on the various accounts at Consumer’s Credit Union, Choice One Bank and Bloom Credit Union for Fiscal Year 2024/2025.

For Signing checks:

- Board President
- Treasurer
- Library Director

For Transferring Funds:

- Board President
- Treasurer
- Library Director
- BookKeeper

Motion for approval/disapproval by: _____

Seconded by: _____

Approval by board YES NO Date; _____

Secretary’s Signature: _____



Coopersville Area District Library Board Resolution

Designation of Fund Depositories

The Coopersville Area District Library Board hereby designates the following financial institutions as authorized depositories for the Library's funds for Fiscal Year 2024/2025.

- Consumer's Credit Union
- Choice One
- Bloom Credit Union

Motion for Approval/Disapproval by _____

Seconded by _____

Approved by Board YES NO Date _____

Secretary's Signature: _____



June 19, 2024

**PRE-APPROVED BILLS FOR FY 2023/24
RECOMMENDATION FROM
Director/Bookkeeper**

Background justification for the following recommendations as per requirement of the Michigan Department of Treasury.

I hereby recommend to the board that:

- 1. Approval of 1st, 2nd, 3rd and 4th Quarter 2024/25 Payroll Payments:** Payroll payments are pre-approved by the board for the period July 1, 2024 to June 30, 2024.
- 2. Approval of 1st, 2nd, 3rd and 4th Quarter 2024/25 Library Invoices:** Library Invoices which generate interest, late fees, or denial of service when not paid within thirty days are pre-approved by the board for the period July 1, 2024 to June 30, 2025.

Motion for Approval/Disapproval by _____

Seconded by _____

Approved by Board: YES NO Date: _____

Secretary's Signature

SUPER CLEAN

INVOICE NO. Page 40

CALL INFORMATION

DATE 5/29/24

TIME 5:00 PM

★ NOW ON FACEBOOK ★

16850 48th Ave.
Coopersville, Michigan 49404

PHONE: **(616) 899-2409**

- ★ Carpet & Furniture Cleaning
- ★ Ceramic Tile Cleaning
- ★ Water Extraction



~~A Quote~~

WORK SCHEDULED

DATE

TIME

NAME Coopersville Area District Library

TELEPHONE HOME

ADDRESS 333 Ottawa St

WORK 616-837-6809

CITY - STATE - ZIP Coopersville

REFERENCE

Minimum of 1½% service charge per month if not paid in 30 days unless other arrangements are made.

RESIDENTIAL COMMERCIAL Carpet Furniture Water Extraction Ceramic Tile Amount

Clean + Deodorize

East + West Entries	39.00
Original Library	579.50
Teen Room	110.00
Local History	35.00
Meeting Room	37.50
Area Behind Counter	71.00
Kids' Area	249.00
Community Room	313.50
5 Mats	30.50
Director's office	24.50
Protector applied to all Carpet + Mats (½ cost of cleaning/Area)	744.50
2 Half Moon Benches (25.00 EA)	50.00
3 chairs (24.00 EA)	72.00
1 Loveseat (36.00 EA)	36.00
3 connected chairs in Teen Room (12.00 EA)	36.00
1 Round Footstool in Teen Room	16.00
Protector applied to all furniture (¾ cost of cleaning/Item)	78.50

Total 2522.50

Thank You!

Will Rosel

June 19, 2024

In exchange for three months of weeding, Coopersville Area District Library waives the fee associated with the Community Room's rental for the Circle of Friends for 10 meetings within the same calendar year. This agreement is good for the 2024 calendar year and can be renewed for subsequent years if both parties agree to the same arrangement and the same circumstances apply.

Motion for Approval/Disapproval by _____

Seconded by _____

Approved by Board YES NO Date _____

Secretary's Signature: _____

Details for **Guaranteed Cost**

Quoted Rates by Class Code

Michigan - 07/01/2024 through 07/01/2025					
Loc.	Classification	Code	Premium Basis Total Estimated Annual Renumeration	Rate Per \$100 of Renumeration	Estimated Annual Premium
1	PUBLIC LIBRARY OR MUSEUM	8810	171717	0.0700	\$120.00
	Total Manual Premium				\$120.00
	Employers Liability (E/L) increased limits factor	9807	120	0.0100	\$1.00
	Balance to E/L increased limits minimum premium	9848	1	50	\$49.00
	Total Subject Premium				\$170.00
	Total Modified Premium				\$170.00
	Group Program Credit	9138	170	0.9500	(\$9.00)
	Total Standard Premium				\$161.00
	Terrorism Premium	9740	171717	0.0200	\$34.00
	Expense Constant	0900	1	250	\$250.00
	Catastrophe Premium	9741	171717	0.0100	\$17.00
	Estimated Annual Premium				\$462.00
	Other Premium and Surcharges				
	Total Amount Due				\$462.00

Total Estimated Annual Premium \$462.00

Quote Referral

This quote is not a bindable quote as it requires review by underwriting. Please do not print or share with policyholder as this quote is not approved and pricing may change.

Coverages and Endorsements

We have reviewed the application and are providing those coverages provided by the standard Workers' Compensation Policy and any state-mandated endorsements. Any coverages or endorsements not specifically mentioned in this quote are not included with this proposal.

Item 3A (WC): MI

Item 3B Employers' Liability

Each Accident: \$500,000

Disease - Policy Limit: \$500,000

Disease - Each Employee: \$500,000

Item 3C (Other States):

05/22/2024

Quote # 0267339802

COOPERSVILLE AREA DISTRICT LIBRARY
333 OTTAWA ST
COOPERSVILLE, MI 49404-1243

DECKER AGENCY LLC
9848 PORTAGE ROAD, SUITE 101
PORTAGE, MI 49002

Summary

Option: Guaranteed Cost

Insurance Company	CompWest Insurance Company	Total Estimated Premium	\$462.00
Effective Date	07/01/2024		
Expiration Date	07/01/2025	Group Program	Municipal Group Program
Quote Valid Through	07/01/2024		
Payment Terms		Total Plan Cost	\$462.00
Annual - Direct Bill			

Premium Payments and Schedule

This schedule is an estimate only. Please refer to the direct bill invoice which will include due dates and other policies billings, if applicable. It is hereby agreed and understood that the premium is to be paid on an installment basis as follows:

	Due Date	Amount Due
1	07/01/2024	\$462.00
Total Amount Due		\$462.00

Billing Method(s)
Direct Bill

Installment Plan(s):
Annual - Direct Bill

See the attached Notice of Installment Payment worksheets for additional information.

Terms and Conditions

- This quote is based on payrolls, rates and experience modifications currently in effect as outlined below. Any changes to these values or other rating factors, as mandated by regulatory entities, may result in adjustments to our proposal. Additionally Accident Fund reserves the right to adjust the quote if the payrolls or premiums change more than 10% prior to policy issuance.
 - If during the course of the policy, the scope of the Insured's operations materially changes, we reserve the right to adjust the pricing and/or program(s) offered based on the exposures, losses and risk characteristics.

Disclaimers

This quotation is valid until policy effective date but is subject to change prior to acceptance if there is a change in exposure, or a change in rates or other items required to be charged by applicable jurisdictions.

Fee Disclosures: Unless prohibited by state law, the following fees may be charged to underwritten policies:

Paper Invoice Fee:	Insufficient Funds Fee:	Reinstatement Fee:
\$5	\$20	Up to \$20*

*Depending on payment plan

Applicant's Signature X _____ Date ____ / ____ / ____

Signature of Agent/Producer X _____ Date ____ / ____ / ____



STATE FARM FIRE AND CASUALTY COMPANY
 PO Box 2915
 Bloomington IL 61702-2915

BALANCE DUE NOTICE

POLICY NUMBER Page 45
 92-G3-C163-0
 WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
 06/30/2024 TO 06/30/2025
 DATE DUE PLEASE PAY THIS AMOUNT
 JUN 30 2024 \$ 519.00

04-1491-FBDB

COOPERSVILLE AREA DISTRICT
 LIBRARY
 333 OTTAWA ST
 COOPERSVILLE MI 49404-1243

*Received
 5-13-24
 ETH*

PREMIUM	\$	519.00
AMOUNT DUE	\$	519.00
DATE DUE		JUN 30 2024

IMPORTANT NOTICE

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

State Farm Fire and Casualty Company
 Bloomington, IL
 4/14(C)

Thanks for letting us serve you...

Agent DAVE AHRENS INS AGENCY INC
 Telephone (616) 997-9701

23 2343 7696
 ↓ Please fold and tear here ↓

Please keep this part for your record.

Prepared 05/06/2024

MOVING? PLEASE SEE YOUR STATE FARM AGENT. 04-1491-FBDB

INSURED COOPERSVILLE AREA DISTRICT

POLICY NUMBER 92-G3-C163-0 WORKERS COMPENSATION

PLEASE RETURN THIS PORTION WITH
 YOUR CHECK PAYABLE TO STATE FARM

DATE DUE	PLEASE PAY THIS AMOUNT
JUN 30	\$ 519.00

Please contact your State Farm Agent
 to make any policy changes.

0409407303
 State Farm Insurance Companies
 PO Box 680001
 DALLAS TX 75368-0001



For office use only 530-694 a.5-DA 07-30-2019 (F0419B)

Prepared 05/06/2024

FIRE BAL DUE	\$ 519.00	0730
--------------	-----------	------

000421200051900 092660856163001504>



WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY Page 46
INFORMATION PAGE

04-1491-FBDB

POLICY NO. 92-G3-C163-0 COVERAGE IS PROVIDED BY
REPLACES NO. 92-GQ-H239-8 STATE FARM FIRE AND CASUALTY COMPANY
PO Box 2915, Bloomington IL 61702-2915

1. NAMED INSURED & MAILING ADDRESS NCCI CARRIER CODE NO. 14842
COOPERSVILLE AREA DISTRICT INTRASTATE RISK ID NO. 00836575A
LIBRARY FEIN 381884904
333 OTTAWA ST LOCATION:
COOPERSVILLE MI 49404-1243 333 OTTAWA ST
COOPERSVILLE MI 49404-1243

INSURED IS A CORPORATION

COPYRIGHT 1987 NATIONAL COUNCIL ON COMPENSATION INSURANCE

2. THE POLICY PERIOD IS FROM 06/30/2024 TO 06/30/2025 12:01 A.M. STANDARD TIME AT THE INSURED'S MAILING ADDRESS.

3A. WORKERS COMPENSATION INSURANCE: PART ONE OF THE POLICY APPLIES TO THE WORKERS COMPENSATION LAW OF THE STATES LISTED HERE: MI

B. EMPLOYERS LIABILITY INSURANCE: PART TWO OF THE POLICY APPLIES TO WORK IN EACH STATE LISTED IN ITEM 3A. THE LIMITS OF OUR LIABILITY UNDER PART TWO ARE: BODILY INJURY BY ACCIDENT \$ 500,000 EACH ACCIDENT
BODILY INJURY BY DISEASE \$ 500,000 EACH EMPLOYEE
BODILY INJURY BY DISEASE \$ 500,000 POLICY LIMIT

C. OTHER STATES INSURANCE: PART THREE OF THE POLICY APPLIES TO ALL STATES EXCEPT ME, MT, ND, OH, RI, WA, WV, WY AND STATES LISTED IN 3A.

D. THIS POLICY INCLUDES THESE ENDORSEMENTS AND SCHEDULES: WC000000C
WC210304 WC210303A WC210402C* FE-5499

*EFFECTIVE 06/30/24

4. THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF RULES, CLASSIFICATIONS, RATES AND RATING PLANS. ALL INFORMATION REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT.

CODE NOS. AND CLASSIFICATIONS	PREMIUM BASIS TO-TAL ESTIMATED AN-NUAL REMUNERATION	RATE/\$100 REMUNERA-TION	ESTIMATED ANNUAL PREMIUM
5183 PLUMBING NOC	500	1.31	7
5191 OFFICE MACHINE OR APPLIANCE INSTALLATION, INSPECTION, ADJUSTMENT OR REPAIR	3,709	.41	15
√ 8810 PUBLIC LIBRARY OR MUSEUM: PROFESSIONAL EMPLOYEES	176,973	.06	106
9015 JANITORIAL OPERATIONS AND CUSTODIAL CARE	10,075	1.15	116
9063 EXERCISE OR HEALTH INSTITUTE & CLERICAL	3,300	.31	10
EMPLOYERS LIABILITY INCREASED LIMITS PREMIUM ADJUSTMENT REQUIRED FOR MINIMUM PREMIUM TERRORISM 9740	194,557	.01	100 146 ✓ 19 ✓
MINIMUM PREMIUM \$ 400 MICHIGAN	TOTAL	ESTIMATED ANNUAL PREMIUM \$ (MIN.)	519
PREMIUM ADJUSTMENT PERIOD SHALL BE ANNUAL	DEPOSIT PREMIUM \$		519

PREPARED 05/06/2024

WC 00 00 01 04-84

COUNTERSIGNED



POLICY NO. 92-G3-C163-0
REPLACES NO. 92-GQ-H239-8 STATE FARM FIRE AND CASUALTY COMPANY
PO Box 2915, Bloomington IL 61702-2915

NAMED INSURED & MAILING ADDRESS:

COOPERSVILLE AREA DISTRICT
LIBRARY
333 OTTAWA ST
COOPERSVILLE MI 49404-1243

Thank you for allowing State Farm® to provide your business with Workers' Compensation Insurance. To help you remain **compliant** with your state(s) regulations, required posters have been made available to you through www.statefarm.com.® It is **YOUR RESPONSIBILITY TO POST** this information as required by the state(s) in which you conduct business.

To download and print your **required postings**:

1. Go to www.st8.fm/claimkit
2. Scroll to locate the State(s) you operate in and select the link

The information on the **right side** of the page includes state required bulletins and posters which need to be **printed and displayed** in your place of business.

In addition, while we hope you never experience a workplace injury, we want you to be prepared in the event you need to report a claim. You can also download and print the **First Report of Injury** document from the same web page.

On the **right side** of the page you will locate the '**First Report of Injury**,' which is **YOUR RESPONSIBILITY TO USE TO NOTIFY US OF ALL EMPLOYEE INJURIES** as soon as the injury occurs. In addition, the information on the **left side** of the page is what you will need when reporting a claim, including phone and fax numbers and mailing address.

If you do not have access to the internet or the ability to print the required posters, please contact your State Farm agent or call 1-855-264-2229 for a claims kit to be mailed to you.

Again, we thank you for choosing State Farm to provide your business with Workers' Compensation Insurance.

Important Information on How Your Workers' Compensation Premium Is Determined and the Audit Process

When your policy was issued, the premium was based on an **estimate** of your business operations and your workers' payroll. At the end of the policy period, an audit will be performed to determine your **actual** payroll and business operations. We will be able to calculate the final premium from this information.

The Audit Process

A review of your financial records, such as payroll logs, general ledgers and tax returns will be required. A State Farm[®] representative will contact you by mail, telephone or visit with you in person to obtain the information. It is to your benefit to have your accounting records set up by employee and type of work they perform. We will also obtain a complete description of your business operations to confirm the classification codes on your policy are correct. We will assign the payroll to the classification code(s) that represent the type of work performed and apply the appropriate rating factor to determine your final premium. The final audit premium will be compared to the estimated premium and a Premium Adjustment Statement will be sent to you reflecting any change. Please note that a significant change may require that we also adjust your current policy premium.

Items That Affect Your Premium

- **Sole Proprietor/Partner/Officer** - The remuneration used for each covered sole proprietor/partner/officer may be either a predetermined amount, or actual remuneration* subject to a minimum/maximum.

**Remuneration means all payroll and other forms of earning such as bonuses, commissions, sick days, meals, and lodging.*

- **Employees/Temporary Employees/Leased Employees** - Actual remuneration paid to each employee. You may be responsible for temporary/leased employees regardless of the temporary or leasing company's insurance arrangements.
- **Use of Subcontractors** - A Certificate of Insurance for Workers' Compensation coverage needs to be obtained annually for every subcontractor you hire. If certificates are not obtained, the subcontractor and their employees may be considered as your employees for premium calculation. This could substantially increase your final premium.
- **Business Operations** - The actual remuneration will be assigned to a classification code in accordance with industry rules as published by the National Council of Compensation Insurance (NCCI) or specific guidelines as published by your state.

All audit information provided will be kept confidential.

If you have any questions concerning this information, please contact your State Farm agent.

*The information contained in this document outlines general concepts.
Information required may vary by state and could be impacted by state law.*

TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019.

Definitions

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

"Act" means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002 and any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

"Act of Terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

"Insured Loss" means any loss resulting from an act of terrorism (including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

"Insurer Deductible" means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums, during the immediately preceding calendar year.

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year, and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, in the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

WC 21 04 02 C
(Ed. 01-2021)

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

Schedule

State

Rate per \$100 of Remuneration

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective
Insured

Policy No.

Endorsement No.
Premium \$

Insurance Company

Countersigned By _____

WC 21 04 02 C
(Ed. 01-2021)