

# Coopersville Area District Library

Monthly Board Meeting

Date: July 17, 2024

Time: 7:00 pm

Place: 333 Ottawa Street, Coopersville MI 49404

## Agenda

1. **Call to Order**
2. **Approval of Agenda (m)** p. 1
3. **Election of Officers (m)** p. 2
4. **Approval of the Minutes (June 19, 2024 Budget Hearing) (m)** p. 3
5. **Approval of the Minutes (June 19, 2024 Regular Board Meeting) (m)** p. 4-5
6. **Public Comment:**
7. **Financial Reports**
  - a. July Operations: Balance Sheets & Budget vs. Actual (i) p. 6-8
  - b. Approve June expenditures, including ACH transactions # totaling \$ (i) p. 9-10
  - c. Approve July checks to date, including ACH transactions # totaling \$ (i) p. 11
  - d. Statement of Income (i) p. 12
  - e. Visa Reconciliation Detail (i) p. 13-14
  - f. CADL Building Expansion Budget Performance (i) p. 15
8. **Correspondence/Marketing (r)** p. 16-17
  - a. CADL Press Releases
  - b. August Calendar
  - c. Programming Flyers
9. **Director's Report – 2023-2024 Year in Review (r)** p. 18-30
  - a. Friends Minutes - not yet available
10. **Committee Reports (r)**
11. **Unfinished Business**
  - a.
12. **New Business**
  - a. Standing Committee Appointments (m) p. 31
13. **Public/board Comments:**
14. **Next Meeting: Board meeting August 21, 2024 at 7PM**

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



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July 17, 2024

**Subject:** Election of Officers for FY 2024/2025

<b><u>Officers:</u></b>	<b><u>Current 2023-24 Officers:</u></b>	<b><u>Nominated &amp; Elected:</u></b>
President:	Sue Boomgaard-Rasch	
Vice-President:	Roland DeVries	
Treasurer:	Robert TerAvest	
Secretary:	Norine Fox	

**Motion for Approval/Disapproval by**

**Seconded by:**

**Approved by Board:    YES            NO            Date:**

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Secretary's Signature

**Coopersville Area District Library**  
**333 Ottawa Street**  
**Coopersville, MI 48494**

**Minutes from the CADL FORMAL PUBLIC BUDGET HEARING on June 19, 2024**

**Call to order:** Sue Boomgaard-Rasch called the in person meeting to order at 7:01 p.m.

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

**Staff Present:** Elyshia Hoekstra/Director

**Absent:** Pat Lindberg, Bob TerAvest

**M/S (R. DeVries, S. Mayrose) to approve** 6/19/2024 CADL Formal Public Budget Hearing agenda (Page 1). Motion carried.

**Presentation of CADL Budget 2024-2025**

**A. M/S (K. Waldecker, G. Dunn) to approve** FY 2023/2024 Budget Revision (Page 2-7). Motion carried.

*Elyshia reported a sizeable increase in income due in part to increases in property taxes & more grant awards. CADL did receive less in penal fines. The library's expenses are stable. Auditors look at the summary line items and determine that they support the audit summary.*

**B. M/S (K. Waldecker, N. Fox) to approve** Proposed Summary FY 2024/2025 General Operations Budget (Page 2-7). Motion carried.

**M/S (R. DeVries, S. Mayrose) to receive and file** Budget Detail & History. Motion carried.

*CADL has received a grant for the new Tween Space. Library needs new office chairs and the cost of cleaning, materials, etc. has been increasing.*

**C. M/S (S. Mayrose, R. DeVries) to approve** Amended/Proposed FY2023/2024-2024/2025 Capital Fund Budget (Page 8). Motion carried.

*CADL has a capital fund for emergencies. Elyshia would like to dedicate some of these funds for capital projects.*

**D. M/S (R. DeVries, N Fox) to approve** Amended/Proposed FY2023/2024- 2024/2025 Building Expansion Budget (Page 9). Motion carried.

*No changes. Elyshia reported that library is paying down bond excess funds in bond account along with normal bond collection, which accounts for the lower tax request.*

**PUBLIC COMMENT:** No public present

**TRUSTEE COMMENT:** None

**ADJOURNMENT:** 7:46 p.m.

**Coopersville Area District Library**  
**333 Ottawa Street**  
**Coopersville, MI 49404**

**Minutes from the Board Meeting on June 19, 2024.**

**Call to Order:** President Sue Boomgaard-Rasch called the meeting to order at 7:46 p.m.

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

**Staff Present:** Elyshia Hoekstra/Director

**Absent:** Pat Lindberg, Bob TerAvest

**M/S (G. Dunn, R. DeVries) to approve 6/19/2024 agenda (Page 10).** Motion carried.

**M/S (K. Waldecker, R. DeVries) to approve 5/15/2024 minutes (Pages 11-12).** Motion carried.

**Public Present/Comments:** No public present

**Financial Reports:**

- A. M/S (K. Waldecker, R. DeVries) to receive and file June Operations: Balance Sheets & Budget vs. Actual (Pages 13-20).** Motion carried.
- B. M/S (S. Mayrose, R. DeVries) to approve May expenditures including ACH transactions #21018-21037 totaling \$16,648.43 (Page 21).** Motion carried.
- C. M/S (N. Fox, R. DeVries) to approve June checks to date, including #20932,21046-2121039 totaling \$17,768,36 (Page 22).** Motion carried.
- D. M/S (K. Waldecker, G. Dunn) to receive and file Statement of Income (Pages 23-24).** Motion carried.
- E. M/S (R. DeVries, S. Mayrose) to receive and file Visa Reconciliation Detail (Pages 25-26).** Motion carried.  
*A new \$10,000.00 credit limit has been established on the Visa Credit Card.*
- F. M/S (R. DeVries, K. Waldecker) to receive and file CADL Building Expansion Budget Performance (Page 27).** Motion carried.
- G. M/S (S. Mayrose, K. Waldecker) to receive and file Flex Administrator's Renewal (Pages 28-29).** Motion carried.  
*No changes from last year. Some staff have mentioned to Elyshia that \$500.00 Flex limit is not enough to cover basic eye or dental care.*
- H. M/S (R. DeVries, N. Fox) to approve an increase of \$150.00 to the Flex Account for all full-time employees.** Motion carried.

**Correspondence/Marketing: – Pages 30-32**

**M/S (K. Waldecker, R. DeVries) to receive and file Correspondence and Marketing (Pages 30-32).** Motion carried.

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

**Director's Report: – Pages 33-35**

**M/S (K. Waldecker, G. Dunn) to receive and** file Director's Report (Pages 33-35). Motion carried.

*Virtual Reality equipment has arrived. Kids Food Basket is providing food for Coopersville youth this summer since Coopersville did not qualify for the Meet Up Eat Up program.*

**Committee Reports:** None

**New Business:**

- A. M/S (G. Dunn, R. DeVries) to approve** CADL Board Meeting Schedule 2024/25 (Page 36). Motion carried.
- B. M/S (S. Mayrose, R. DeVries) to approve** Resolution of “Designation of Authorized Signatures” (Page 37). Motion carried.
- C. M/S (G. Dunn, R. DeVries) to approve** Resolution of “Designation of Fund Depositories” (Page 38). Motion carried.
- D. M/S (R. DeVries, S. Mayrose) to approve** Recommendation from Bookkeeper for Pre-Approved Bills for FY 2024/25 (Page 29). Motion carried.
- E. M/S (N. Fox, R. DeVries) to approve** Carpet Cleaning Quote from Super Clean (Page 40). Motion carried.
- F. M/S (R. DeVries, N. Fox) to approve** Weeding Agreement with Circle of Friends (Page 41). Motion carried.
- G. M/S (R. DeVries, K. Waldecker) to approve** Worker's Comp Renewal with State Farm (Pages 43-50). **MOTION DENIED.**
- H. M/S (K. Waldecker, S. Mayrose) to approve** transferring worker's compensation insurance plan from State Farm to Accident Fund for an annual quoted fee of \$462.00. (Pages 43-50). Motion carried.  
*Accident Fund will need to conduct an audit in the correct fiscal year.*

**Unfinished Business:** None

**Public/Board Comments:**

**Adjournment:** 8:50 p.m.

**Next Meeting:** Board Meeting July 17, 2024 at 7:00 p.m.

## Coopersville Area District Library

## Balance Sheet - Operations

As of July 11, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	167,551.95
101-003 ICS-FDIC Savings	241,892.75
101-004 Building Debt Fund	27,361.11
101-005a Murray CD	14,051.90
101-006 Capital Fund	7,621.84
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	57,506.71
<b>Total Bank Accounts</b>	<b>\$516,011.26</b>
<b>Total Current Assets</b>	<b>\$516,011.26</b>
<b>TOTAL ASSETS</b>	<b>\$516,011.26</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	682.23
<b>Total Accounts Payable</b>	<b>\$682.23</b>
Credit Cards	
101-211 VISA	1,004.88
<b>Total Credit Cards</b>	<b>\$1,004.88</b>
Other Current Liabilities	
101-258 Payroll Liabilities	2,912.71
Alerus Retirement	474.28
Alerus Retirement	-201.16
<b>Total Alerus Retirement</b>	<b>273.12</b>
Federal Taxes (941/943/944)	1,012.41
Federal Unemployment (940)	0.71
Health Insurance-20% of premium	38.45
MI Income Tax	-1,467.67
MI Local Tax	-9.89
Muskegon City Estra Tax	60.00
<b>Total 101-258 Payroll Liabilities</b>	<b>2,819.84</b>
202-1 Accounts Payable Auditors	1,501.74
<b>Total Other Current Liabilities</b>	<b>\$4,321.58</b>
<b>Total Current Liabilities</b>	<b>\$6,008.69</b>
<b>Total Liabilities</b>	<b>\$6,008.69</b>

## Coopersville Area District Library

## Balance Sheet - Operations

As of July 11, 2024

	TOTAL
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	57,159.17
Net Income	-41,605.70
<b>Total Equity</b>	<b>\$510,002.57</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$516,011.26</b>

## COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: Budget\_FY25\_P&amp;L\_1 - FY25 P&amp;L Classes

July 2024 - June 2025

	1-GENERAL OPERATIONS				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>								
101-401 Property Taxes		391,000.00	-391,000.00		\$0.00	\$391,000.00	\$ -391,000.00	0.00%
101-539 State		18,200.00	-18,200.00		\$0.00	\$18,200.00	\$ -18,200.00	0.00%
101-580 Local Grants		12,000.00	-12,000.00		\$0.00	\$12,000.00	\$ -12,000.00	0.00%
101-600 Charges for Services	135.00	4,310.00	-4,175.00	3.13 %	\$135.00	\$4,310.00	\$ -4,175.00	3.13 %
101-655 Fines & Forfeitures	100.60	38,400.00	-38,299.40	0.26 %	\$100.60	\$38,400.00	\$ -38,299.40	0.26 %
101-664 Investment Earnings		6,500.00	-6,500.00		\$0.00	\$6,500.00	\$ -6,500.00	0.00%
101-672 Other Revenue		7,035.00	-7,035.00		\$0.00	\$7,035.00	\$ -7,035.00	0.00%
101-690 Other Financing Sources	-25,383.17	200.00	-25,583.17	-12,691.59 %	\$ -25,383.17	\$200.00	\$ -25,583.17	-12,691.59 %
Services	800.00		800.00		\$800.00	\$0.00	\$800.00	0.00%
<b>Total Income</b>	<b>\$ -24,347.57</b>	<b>\$477,645.00</b>	<b>\$ -501,992.57</b>	<b>-5.10 %</b>	<b>\$ -24,347.57</b>	<b>\$477,645.00</b>	<b>\$ -501,992.57</b>	<b>-5.10 %</b>
<b>GROSS PROFIT</b>	<b>\$ -24,347.57</b>	<b>\$477,645.00</b>	<b>\$ -501,992.57</b>	<b>-5.10 %</b>	<b>\$ -24,347.57</b>	<b>\$477,645.00</b>	<b>\$ -501,992.57</b>	<b>-5.10 %</b>
<b>Expenses</b>								
101-701 Personnel Services	9,966.74	280,920.00	-270,953.26	3.55 %	\$9,966.74	\$280,920.00	\$ -270,953.26	3.55 %
101-726 Supplies	-36.46	11,050.00	-11,086.46	-0.33 %	\$ -36.46	\$11,050.00	\$ -11,086.46	-0.33 %
101-800 Other Services & Charges	5,225.36	104,690.00	-99,464.64	4.99 %	\$5,225.36	\$104,690.00	\$ -99,464.64	4.99 %
101-970 Capital Outlay	1,302.49	63,500.00	-62,197.51	2.05 %	\$1,302.49	\$63,500.00	\$ -62,197.51	2.05 %
<b>Total Expenses</b>	<b>\$16,458.13</b>	<b>\$460,160.00</b>	<b>\$ -443,701.87</b>	<b>3.58 %</b>	<b>\$16,458.13</b>	<b>\$460,160.00</b>	<b>\$ -443,701.87</b>	<b>3.58 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -40,805.70</b>	<b>\$17,485.00</b>	<b>\$ -58,290.70</b>	<b>-233.38 %</b>	<b>\$ -40,805.70</b>	<b>\$17,485.00</b>	<b>\$ -58,290.70</b>	<b>-233.38 %</b>
<b>NET INCOME</b>	<b>\$ -40,805.70</b>	<b>\$17,485.00</b>	<b>\$ -58,290.70</b>	<b>-233.38 %</b>	<b>\$ -40,805.70</b>	<b>\$17,485.00</b>	<b>\$ -58,290.70</b>	<b>-233.38 %</b>



**General Operations  
Checking Account  
June 11th - 30th, 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
06/02/2024		Deposit	160.83
06/11/2024		Deposit	94.20
06/12/2024		Deposit	278.63
06/13/2024		Deposit	37.48
06/14/2024		Deposit	58.81
06/17/2024		Deposit	124.21
06/17/2024		Deposit	12.46
06/17/2024		Deposit	49.53
06/18/2024		Deposit	137.30
06/20/2024		Deposit	30.82
06/21/2024		Deposit	273.91
06/21/2024		Deposit	170.46
06/26/2024		Deposit	200.87
06/27/2024		Deposit	43.87
06/28/2024		Deposit	125.27
06/28/2024		Deposit	132.26
06/28/2024	21034	MellyPop! Productions	-604.00
06/28/2024	21035	ODC Network	-290.00
06/19/2024	21038	ULINE	-2,811.85
06/18/2024	21049	Heimler Consulting	-2,249.99
06/18/2024	21050	Cengage Learning	-145.05
06/18/2024	21051	Elizabeth Hoezee	-17.99
06/18/2024	21052	Foster, Swift, Collins, & Smith P.C.	-343.00
06/28/2024	21053	Library Design Associates Inc.	-595.00
06/21/2024	21055	Michigan Gas Utilities	-54.13
06/27/2024	21056	Lakeland Library Cooperative	-372.58
06/27/2024	21057	Playaway Products	-53.09
06/27/2024	21058	Super Clean	-2,522.50
06/27/2024	21059	Heidi Tagg	-29.75
06/27/2024	21060	U.S. Bank Equipment Finance	-436.10
06/27/2024	21063	Greg Dunn	-130.00
06/27/2024	21064	Kathi Waldecker	-110.00
06/27/2024	21065	Norine Fox	-120.00
06/27/2024	21066	Pat Lindberg	-130.00
06/27/2024	21067	Robert TerAvest	-100.00
06/27/2024	21068	Roland Devries	-110.00
06/27/2024	21069	Stephanie Mayrose	-110.00
06/27/2024	21070	Sue Boomgaard-Rasch	-130.00
06/27/2024	21071	Elite Fund Inc.	-111.00
06/27/2024	21072	Friends of CADL	-32.15
06/28/2024	21073	Midwest Tape- Hoopla	-1,382.12
06/30/2024	21076	Cengage Learning	-36.00

06/30/2024	21077	Katie Van Huis.	-54.65
06/30/2024	21078	New Views LLC	-801.66
06/30/2024	21080	Visa	-3,575.88
06/06/2024	ACH	City of Muskegon	-61.21
06/26/2024	DD	Payroll	-5,560.52
06/07/2024		EFTPS	-4,058.12
06/12/2024		City of Muskegon	-61.21
06/24/2024		State Of Michigan	1,574.99
06/27/2024		MI Department of Treasury	-1,701.27
06/28/2024		State Of Michigan	-1,710.96
06/28/2024		Alerus Retirement	-135.80
06/30/2024			125.27

**TOTAL****-\$ 27,116.41**

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

<b>Date</b>	<b>Num</b>		<b>Amount</b>
07/01/2024		<i>Deposit</i>	\$9.40
07/03/2024		<i>Deposit</i>	\$29.12
07/05/2024		<i>Deposit</i>	\$193.48
07/05/2024		<i>Deposit</i>	\$9.24
07/01/2024	21054	ADT Commercial	-\$84.42
07/02/2024	21062	Republic Services #240	-\$37.45
07/03/2024	21074	Lakeland Library Cooperative	-\$4,691.33
07/03/2024	21075	Midwest Tape- Hoopla	-\$699.39
07/03/2024	21079	AcenTek ascending Technology	-\$104.95
07/17/2024	21081	Coopersville Hardware & Feed	-\$28.46
07/17/2024	21082	T-Mobile	-\$229.60
07/15/2024	21083	Unique Management Services	-\$19.70
07/15/2024	21084	Elite Fund Inc.	-\$75.00
07/15/2024	21085	Cengage Learning	-\$79.47
07/10/2024	DD	Katie M Van Huis	-\$5,751.63
07/01/2024		Priority Health	-\$416.53
07/02/2024		MERS	-\$1,751.00
07/09/2024		EFTPS	-\$2,751.33
07/09/2024		State of MI	-\$28.33
07/10/2024		City of Muskegon	-\$61.50
07/10/2024			\$103.67
07/10/2024		Heidi C. Tagg	-\$103.67
<b>TOTAL</b>			<b>-\$16,568.85</b>

Thursday, Jul 11, 2024

## Coopersville Area District Library

## Statement of Financial Income and Expense

July 1-11, 2024

	1-GENERAL OPERATIONS	TOTAL
Income		
101-600 Charges for Services	135.00	\$135.00
101-655 Fines & Forfeitures	100.60	\$100.60
101-690 Other Financing Sources	-25,383.17	\$ -25,383.17
Services	800.00	\$800.00
<b>Total Income</b>	<b>\$ -24,347.57</b>	<b>\$ -24,347.57</b>
GROSS PROFIT	<b>\$ -24,347.57</b>	<b>\$ -24,347.57</b>
Expenses		
101-701 Personnel Services	9,966.74	\$9,966.74
101-726 Supplies	-36.46	\$ -36.46
101-800 Other Services & Charges	5,225.36	\$5,225.36
101-970 Capital Outlay	1,302.49	\$1,302.49
<b>Total Expenses</b>	<b>\$16,458.13</b>	<b>\$16,458.13</b>
NET OPERATING INCOME	<b>\$ -40,805.70</b>	<b>\$ -40,805.70</b>
NET INCOME	<b>\$ -40,805.70</b>	<b>\$ -40,805.70</b>

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 06/30/2024

RECONCILIATION REPORT

Reconciled on: 07/03/2024

Reconciled by: Kim Lothschutz

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

Summary	USD
Statement beginning balance.....	4,355.09
Charges and cash advances cleared (71).....	4,213.15
Payments and credits cleared (3).....	4,992.36
Statement ending balance.....	<u>3,575.88</u>
Uncleared transactions as of 06/30/2024.....	12.45
Register balance as of 06/30/2024.....	3,588.33
Cleared transactions after 06/30/2024.....	0.00
Uncleared transactions after 06/30/2024.....	81.58
Register balance as of 07/03/2024.....	<u>3,669.91</u>

Details

Charges and cash advances cleared (71)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2024	Expense		OverDrive	616.48
06/03/2024	Expense		Family Fare	20.96
06/03/2024	Expense		Amazon.com	12.89
06/03/2024	Expense		Amazon.com	32.98
06/04/2024	Expense		OverDrive	34.86
06/04/2024	Expense		Tech Soup	36.00
06/05/2024	Expense		Amazon.com	31.94
06/06/2024	Expense		family dollar	15.53
06/06/2024	Expense		Amazon.com	30.82
06/07/2024	Expense		Meijer	94.78
06/07/2024	Expense		OverDrive	386.05
06/07/2024	Expense		WalMart	26.39
06/08/2024	Expense		Book Outlet	83.37
06/09/2024	Expense		Amazon.com	11.78
06/09/2024	Expense		Amazon.com	12.79
06/09/2024	Expense		Home Depot	4.96
06/09/2024	Expense		Amazon.com	36.86
06/09/2024	Expense		WuFoo	19.00
06/10/2024	Expense		Mobile Beacon	258.00
06/10/2024	Expense		Amazon.com	14.95
06/11/2024	Expense		Amazon.com	19.96
06/13/2024	Expense		Amazon.com	12.93
06/13/2024	Expense		Amazon.com	29.87
06/14/2024	Expense		Quill	38.99
06/14/2024	Expense		Amazon.com	44.16
06/15/2024	Expense		ADT Mobility	59.00
06/16/2024	Expense		Amazon.com	139.99
06/16/2024	Expense		Amazon.com	25.00
06/18/2024	CC Bill Payment		Vonage	135.84
06/19/2024	Expense			10.59
06/20/2024	Expense			10.59
06/20/2024	Expense			10.59
06/21/2024	Expense			10.59
06/21/2024	Expense		Intuit	76.50
06/21/2024	Expense		ADT Security Services (VISA)	152.94
06/21/2024	Expense		WalMart	7.76
06/24/2024	Expense		Amazon.com	14.49
06/25/2024	Expense		Amazon.com	41.99
06/25/2024	Expense		Amazon.com	18.99
06/25/2024	Expense		Amazon.com	19.96
06/26/2024	Expense		Biggby Coffee	60.00
06/26/2024	Expense		Meijer	27.25
06/27/2024	CC Bill Payment		Baker & Taylor	1,139.70
06/27/2024	Expense			10.59
06/27/2024	Expense			10.59
06/27/2024	Expense			10.59
06/28/2024	Expense			6.35
06/28/2024	Expense			10.59
06/28/2024	Expense			6.35
06/28/2024	Expense			10.59
06/28/2024	Expense			10.59
06/28/2024	Expense			10.59
06/28/2024	Expense			6.35
06/28/2024	Expense			6.35
06/28/2024	Expense			6.35
06/29/2024	Expense			22.25
06/29/2024	Expense			10.59

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/29/2024	Expense			7.94
06/29/2024	Expense			9.53
06/29/2024	Expense			9.53
06/29/2024	Expense			22.25
06/29/2024	Expense			10.59
06/29/2024	Expense			22.25
06/29/2024	Expense			9.00
06/29/2024	Expense			9.53
06/29/2024	Expense			9.53
06/29/2024	Expense			22.25
06/29/2024	Expense			10.59
06/29/2024	Expense			9.53
06/29/2024	Expense			22.25
<b>Total</b>				<b>4,213.15</b>

Payments and credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/06/2024	Bill		Visa	-4,971.57
06/21/2024	Credit Card Credit		Amazon.com	-7.25
06/21/2024	Credit Card Credit		Amazon.com	-13.54
<b>Total</b>				<b>-4,992.36</b>

Additional Information

Uncleared charges and cash advances as of 06/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/30/2024	Expense	01720CP24196088	OverDrive	12.45
<b>Total</b>				<b>12.45</b>

Uncleared charges and cash advances after 06/30/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/02/2024	Expense		Quill	81.58
<b>Total</b>				<b>81.58</b>

## 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
<b>Income</b>								
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	600.08	400.00	200.08	150.02 %	\$600.08	\$400.00	\$200.08	150.02 %
<b>Total Income</b>	<b>\$130,140.19</b>	<b>\$131,900.00</b>	<b>\$ -1,759.81</b>	<b>98.67 %</b>	<b>\$130,140.19</b>	<b>\$131,900.00</b>	<b>\$ -1,759.81</b>	<b>98.67 %</b>
<b>GROSS PROFIT</b>	<b>\$130,140.19</b>	<b>\$131,900.00</b>	<b>\$ -1,759.81</b>	<b>98.67 %</b>	<b>\$130,140.19</b>	<b>\$131,900.00</b>	<b>\$ -1,759.81</b>	<b>98.67 %</b>
<b>Expenses</b>								
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 %
<b>Total Expenses</b>	<b>\$140,112.50</b>	<b>\$140,122.00</b>	<b>\$ -9.50</b>	<b>99.99 %</b>	<b>\$140,112.50</b>	<b>\$140,122.00</b>	<b>\$ -9.50</b>	<b>99.99 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -9,972.31</b>	<b>\$ -8,222.00</b>	<b>\$ -1,750.31</b>	<b>121.29 %</b>	<b>\$ -9,972.31</b>	<b>\$ -8,222.00</b>	<b>\$ -1,750.31</b>	<b>121.29 %</b>
<b>NET INCOME</b>	<b>\$ -9,972.31</b>	<b>\$ -8,222.00</b>	<b>\$ -1,750.31</b>	<b>121.29 %</b>	<b>\$ -9,972.31</b>	<b>\$ -8,222.00</b>	<b>\$ -1,750.31</b>	<b>121.29 %</b>



## Coopersville Area District Library 2024 Events Calendar



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5 Minecraft (registration required) 4PM	6 Storytime 10 AM Classic Film: <i>Adventures of Robin Hood</i> 6:30PM	7 Inside Out 10AM	8 Friends of CADL Book Sale 9AM-7PM	9 Friends of CADL Book Sale 9AM-5PM	10 Friends of CADL Book Sale 9AM-1:30PM
11	12 Maker Monday 4PM	13 Storytime 10 AM Classic Film: <i>Wizard of Oz</i> 6:30PM	14 Music & Movement 10AM Adult Book Club: <i>Burnt Toast Makes You Sing Good</i> 7PM	15 Adult Craft Night 6 PM	16 OAISD Play 'N' Learn 10 AM	17
18	19 Minecraft (registration required) 4PM	20 Storytime 10 AM Classic Film: <i>Raiders of the Lost Ark</i> 6:30PM	20 Inside Out 10AM Library Board Meeting 7 PM	22 Cookbook Club 6 PM	23	24
25	26 Maker Monday 4PM	27 Classic Film: <i>Princess Bride</i> 6:30PM	28 Music & Movement 10AM	29	30 Hours: Monday and Thursdays: 12-8 pm Tuesdays, Wednesdays, and Fridays: 10 am - 5:30pm Saturdays: 10 am - 2 pm <a href="http://www.coopersvillelibrary.org">www.coopersvillelibrary.org</a>	

**2024 CLASSIC Film Festival**

EVERY TUESDAY  
IN AUGUST!  
6:30 PM

FREE ADMISSION & POPCORN

### COOPERSVILLE AREA DISTRICT LIBRARY

333 Ottawa St, Coopersville, MI  
[coopersvillelibrary.org](http://coopersvillelibrary.org)

- August 6:  
*The Adventures of Robin Hood*
- August 13:  
*The Wizard of Oz*
- August 20:  
*Raiders of the Lost Ark*
- August 27:  
*The Princess Bride*

MADE POSSIBLE THROUGH THE SUPPORT OF THE COOPERSVILLE SPORTSMAN'S CLUB.

## Cookbook Club

**THURSDAY, JULY 25  
AT 6:00 PM  
IN THE COMMUNITY ROOM**

**Registration Required**

**July's Selection:**  
**Magnolia Table: A Collection of Recipes for Gathering v.3**

Coopersville Area District Library  
333 Ottawa St, Coopersville, MI 49406



**August Book Club**

**Burnt Toast Makes You Sing Good**

*A Memoir of Food & Love from an American Midwest Family*

**KATHLEEN FLINN**

Author of the New York Times Bestseller  
The Sharper Your Knife the Less You Cry



**WEDNESDAY, AUGUST 14, AT 7 PM**

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

**VIRTUAL REALITY  
MINI GOLF TOURNAMENT**

Experience the game of Mini Golf through the  
immersive world of Virtual Reality!

Monday, July 22	<b>TWO SESSIONS EACH DAY:</b>
Tuesday, July 23	
Wednesday, July 24	
Thursday, July 25	
Friday, July 26	

2:00 - 3:00 PM  
3:00 - 4:00 PM

For all ages. Limited to 10 people per session. Registration required.  
Register online at [coopersvillelibrary.org](http://coopersvillelibrary.org)

Coopersville Area District Library  
333 Ottawa, Coopersville, MI 48827-0827

our recent essay, "I Found My Thrill on ... The photo essay can be found at [coopersvillehistory@gmail.com](mailto:coopersvillehistory@gmail.com) for more information.

## 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](http://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 sessions 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](http://www.coopersvillelibrary.org).

# 2023-2024 Year in Review - Director's Report

## Board - Staff - Volunteers

### Library Board

This fiscal year we saw one new board member change. In June we said goodbye to Bob TerAvest from the City of Coopersville. Beginning here in July we welcome Amy Deming to take his place. Bob was a member of the library board for 8.5 years.

Current Board Members include:

<b>City of Coopersville</b> Amy Deming Norine Fox	<b>Chester Township</b> Kathi Waldecker Sue Boomgaard- Rasch
<b>Polkton Township</b> Greg Dunn Pat Lindberg	<b>Wright Township</b> Roland DeVries Stephanie Mayrose

### Library Staff

The library has three full time employees working at 36-37 hours weekly in addition to the director as a salaried employee at 40 hours weekly. We have five additional part-time employees. We have had one staff changeover in the last year and have had one staff member leave. In April, Shannon Donley left us as Children's Librarian. In May, we hired Brenda Jones as her replacement. We are very happy to have her on board, and she's been doing a wonderful job, especially considering that she started just shy of the start of summer reading. Megan Draper also left us after the Christmas Break to pursue a job in her degreed field.

Elyshia also promoted Katie VanHuis from Data Entry librarian to Assistant Director effective July 1. We are in the process of determining what her duties would be. We also plan to hire a part-time circulation support position that will be hours than the limited substitute position that Megan occupied.

Current staff include:

Elyshia Hoekstra Director Full Time 40 hours weekly	Katie VanHuis Assistant Director Full Time 37 hours weekly	Zach Ludge Youth Services (Teens) Full Time 36.5 hours weekly	Anna Rhodes Circulation Manager Full Time 36.5 hours weekly
Brenda Jones Youth Services (Children) Part Time 19-23 hours weekly	Olivia Laug Page Part Time 16 hours weekly	Wendi Roberts Circulation Support Part Time 4.5 hours bi-weekly (no summer)	Kim Lothschutz Bookkeeper Part Time 10 hours weekly
Heidi Tagg Youth Services Support Part Time 8 hours occasionally	Pending Job Duty Revision Circulation Support Part Time 20 hours weekly		

## Contracted Services

The library contracts its IT services according to a bidding process. During the 23-24 fiscal year, we bid out our IT services and once again chose **Heimler Consulting** for 2 more years.

The library has outsourced its weekly cleaning services with **New Views, LLC** since the summer of 2021. They clean twice a week, usually on Monday and Thursday mornings. We have been fairly satisfied with their work. They've had some staff turnover again this year. They are currently training a few new members of their cleaning crew. We were unsatisfied with the previous product that used to keep the floors clean in our entryway, so I purchased a steam mop in early fall. The cleaning crew now uses this nearly every clean, and it has gone a long way in helping with eliminating the salt and mud from the grooves in the type of flooring we have. It hasn't been perfect, especially when the cleaning crew does get new staff, but they have been super willing to work with us and have been willing to use what I suggest.

## Volunteers

The library has had several opportunities to utilize volunteers over the last year. We have three regular volunteers who have been able to help with several ongoing collection maintenance throughout the year. **Mel Kelly** has been helping with shelf reading our collection. Since he began volunteering in late fall he has made his way through every section except the picture books. We also have two teen volunteers, **Nathan and Lucas Weining**, who have helped with cleaning, dusting and straightening shelves.

This year we also utilized a number of teen volunteers through our TAB program. They have helped with programs around the library.

I also have had a homeschool teen who is looking for an internship similar to the one we do for high school students at CAPS. She helped with some summer reading decorations, but I am also in the process of coming up with some tasks for her in the months coming up.

## Friends of the Library

The Friends of the Library have continued to make wonderful contributions to the library for the last few years. They have done bake sales, the annual book sale, and Berlin Fair as well as supporting the library monetarily for special programs and requests, including staff meeting meals, birthday cake for our annual Dr. Seuss' birthday celebration, and more.

## Building and Grounds

This year has been more than of a struggle than most to take care of our building and grounds. For the grounds, we haven't been able to find a dedicated lawn maintenance volunteer or group of volunteers to keep the library's gardens clean and tidy. **Phil's Lawn Mowing Service** agreed to do some more work for a little extra funds; however, they weren't able to help with weeding. In the early summer of this year, we were finally able to find a group willing to help us out for this year. The **Circle of Friends** has agreed to help with weeding in 2024 in exchange for not having to pay room rental for their monthly meetings.

**Phil's Lawn Service** also does the snowplowing.

The library contracted with **AVI Systems** for maintenance of its audio-visual equipment and **DHE Climate** to service the furnace and heating/cooling systems last year, and they continued to service the library through this year.

**Constantine Irrigation** services the outside irrigation system for lawn and garden maintenance.

**ADT** manages the security system and provides fire alarm inspection annually. At the beginning of our fiscal year, we went with ADT over our previous alarm company as we wanted to upgrade our cameras and add extra cameras outside of the building.

**Muskegon Fire Equipment** inspects our fire extinguishers annually.

We also had some unexpected costs associated with two sewer backups within two months in the fall of 2023. We made insurance claims on both incidents, which paid for the cleanup (done

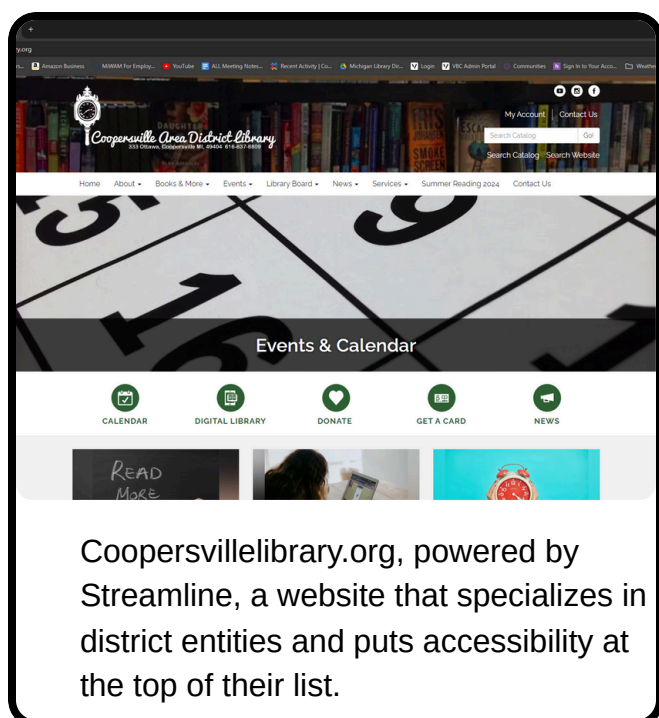
by **ServPro**) and most of the damage to the basement equipment. We also decided to do two capital projects to help prevent future backups. This included redirecting our sump pump. This work was performed by **Windmill Plumbing**. We also installed a double cleanout 100 feet from our current cleanout as a way to better clean our sewer lines in the future. This work was completed by **BRiK Plumbing**.

We received a quote to make sure that our detention pond was draining like normal. **AWM** came out and inspected the pond and suggested a few measures to make sure it continues to do its job. They did a little bit of weeding around the drain in this fiscal year and sprayed to prevent new weeds from clogging it. In the late fall of 2024, they will come out and clear out more of the overgrowth in order to make it a little healthier and to prevent overgrowth in the spring.

Another thing that we've dealt with over this last year is several bouts of vandalism. We've had things broken in our parking lot, eggs thrown at our building, and something cracked a small part of our window off from the magazine section of the library. I am currently looking into getting that fixed as well.

On the up side, our community room rentals have been on the rise. We are so happy that the room is being used, and it is used for the purposes for which it was intended, including historical related programs, health related programs, seminars, meetings, and more.

## Technology and Equipment



### New technologies purchased this year include:

- 1 Laptop – Replacement laptop for Elyshia's laptop which had stopped charging and staying charged regularly.
- 1 Docking station
- 1 Firewall
- 1 Server
- 1 Network Switch
- 2 Wireless Controllers
- 6 Access Points
- 4 UPS
- 1 New Website

## **New equipment purchased this year include:**

1 Makerspace Cabinet – various donations were used to purchase this item which will be used to house materials for our makerspace area

10 VR headsets – Coopersville Community Foundation Grant – to expand programming in a variety of different ways included taking participants to places they’ve never been or can no longer travel to

Several small items toward Tween space – CACF and CAYAC grants – larger items will be purchased in next fiscal year.

## **Finances**

The library recorded budgets this year for the building expansion/capital expenses and a separate account for operations. For the purpose of this report I will focus on the library’s operation budget.

### **FY 2023/24 the library received \$7,919 in monetary donations.**

Patron donations - \$2,087

Rotary - \$2,500 to support Summer Reading Club

Friends of the Library - \$1,348

Memorial Donations - \$259

Summer Reading Donations - \$300

Winter Reading Donations - \$325

Coopersville Sportsman’s Club - \$600 – Movie License for copyright compliance

### **Coopersville Area Community Foundation annual fund distributions**

Westrate Children’s Endowment Fund - \$4,331

CADL Endowment Fund - \$1,164

Coopersville Library Fund (Norm and Meg LeMieux) - \$3,650.25

### **Grant Awards**

\$1,420 - Coopersville Area Youth Advisory Committee (CAYAC) – Tween Space Expansion

\$1,500 – Coopersville Area Community Foundation – Tween Space Expansion

\$3,138 – Coopersville Area Community Foundation – Virtual Reality Equipment

## Budget Review for FY 2023/2024

**Revenue:** The library will end the FY received approximately \$455,924.01 in revenue. This does not include penal fine money which I haven't received confirmation of the exact amount yet. I do have the final number for collection, so I can estimate it will come in just under \$30,000 (a sharp decrease from last year). It also does not include the second state aid payment of approximately \$6,000.

State Aid did not increase from last year to this one. We have received one of two payments to date totaling \$6,383.58. We expect the other half to be slightly more than the first, which should comfortably meet the \$12,000 estimate, as we have in our final budget.

**Expenditures:** The library's expenditures total approximately \$409,310. This leaves us with a net income of \$46,613.84.

**Fund Balance:** The library currently has a \$482,182.76 fund balance split between three banks in order to insure all revenue. This includes one CD held at Choice One bank, two at Bloom Credit Union, our general fund checking account at Choice One, and a CD at Consumer's Credit Union. The library also holds \$7,622.83 in assets at Bloom Credit Union earmarked for Capital Improvements, and \$27,361.11 in our Building Expansion fund earmarked for Bond Repayment. The library also plans to earmark an additional \$40,000 toward capital improvements from our ICS account. We currently plan to keep it in the ICS account in order to keep the return we have on the account.

## Collections

### Physical Collections

The library added 96,622 items to the collection this year. 45,224 of these items are physical pieces with digital items added through electronic subscriptions. Because our integrated library system no longer holds all the data for our digital collections as it used to, I can say we have a total collection of 557,660 items, but this isn't a true representation of our digital content.

### Digital Collections

**OverDrive – 17,081 checkouts**

The library shares an eBooks and digital audio book collection with Lakeland Library Cooperative with some individual purchases available to just our patrons. The Lakeland Library Cooperative has partnered with a few other Michigan library cooperatives to share e-resources from their OverDrive accounts with our patrons and vice versa. This partnership has greatly increased the number of digital titles our patrons have access to. While the number above does not reflect checkouts from their collections, we do have statistics to know that our patrons checked out just over 2,600 items from these other library's digital collections.

### **OverDrive Magazines – 2,693 checkouts**

In late 2020, we transitioned e-magazines platforms. This number now includes all electronic magazine checkouts during this fiscal year.

### **Hoopla – 4,090 checkouts**

Hoopla includes eBooks, audiobooks, music, movies and television on demand with no wait time.

## **Computer Usage**

The library provides access to computers and instruction on using computers, which is a vital service to the community. Many residents within our district live in rural areas with limited broadband access.

This last fiscal year the library recorded 6,467 individual sessions. Wireless users accessing the Internet with personal devices at the library totaled 9,836 sessions. Our AWE kids computers logged 794 sessions. We have an additional kids computer and two kids tablets whose data is not recorded separately and is included within the sessions listed above.

The library also provides access to the Internet for patrons at home by circulating hotspots to the public. We circulated as few as 27 hotspots and as many as 30 at different times throughout the year. We've had to purchase 4 replacement hotspots for various reasons, including non-returns, damaged or not working units. All together, they circulated 1,065 times.

## **Programming**

We held a total of 234 programs. We tried several new programs this year, most of which we plan to have again either regularly or intermittently. Some of these programs include Inside Out,



Stickerpalooza, Virtual Reality programs, 3-D printer programming, eclipse programming, Keys to Aging, and Cookbook Club.

## **Meet Up Eat Up and Kids Food Basket**

The library was not able to offer “meet up and eat up” this year. The numbers in our community did not qualify for the program. This program is usually done in partnership with CAPS food service and the Ottawa Great Start program and is federally funded with grant money. Instead, the library worked with CAPS Community Leadership Team to get donated snacks from Kids Food Basket. The library was able to work this into some summer programming in order to do a limited distribution on Tuesdays at Timberline, with the leftovers being offered on Wednesdays at the playground at the library.

## **Rotary Reading Bus**

The library is once again supporting the Rotary Reading Bus. We coordinate with bus stops and the bus driver to help them get a schedule set up, and we advertise it in conjunction with our own summer reading program and made additional signs to be put up around the community as well this year.

## **Summer Reading Club**

The summer reading club is on track for being a huge success once again. We had some great programs in June including the **Swordmanship Academy and Museum** and the **Spoonman**. Both were well attended for size of group we were able to accommodate. We have two more performers scheduled for July including **Outdoor Discovery Center** and **MellyPop**.

We have offered the reading portion of our program both through our online platform, Beanstack, as well as by paper log. Both methods have seen significant use so far. While we haven't quite seen the participation both in terms of sign ups and active readers as compared to last year, the difference isn't significant in my opinion. It is only slightly down from last year and those who are participating are still steadily completing activities, earning badges, and still generally excited about summer reading and participating.

## **New and Returning Programs**

We have a fun lineup of regular programming throughout the year. These programs include Music & Movement, Storytime, Sensor Gyms, Dr. Seuss' Birthday Party, Maker Mondays,

Teen Advisory Board (TAB), Adult Book Club, Premiere Movie Night, the January Series, Classic Film Festival, Teen Lock-in, Winter Reading, and Adult Craft Night.

We continued our regular programming throughout the summer again this year in order to better engage our young attendees. These programs include Music & Movement. Storytime was alternated between inside and Inside Out, a program series that encourages taking learning outside through literacy and activity. Since this was a new activity for Brenda, we decided to do it every other week this summer. Ironically, each time it has been scheduled to be outside, either a heat advisory or rain have brought it back inside.

We also invited back the Ottawa County ISD for their Play 'n Learn events. They have been at the library almost every month throughout the year except one staff development day and one day where it fell just before a holiday. They also continued their program throughout the summer for a second year.

## Community Involvement

### **Rotary**

This year the library has served as the primary meeting venue for Rotary. Through our continued partnership with rotary, and as I've taken a more active role throughout the year, we've garnered support for a number of our programs. Rotary supported our summer reading program this year with a significant increase which has gone a long way in supporting the adult and family programs that we offer throughout the summer. Through their mini grant program they've also supported the purchase of the makerspace cabinet. We intend to apply for their next round of grants to continue to support our programming financially. Members of rotary have also supported the library by becoming aware of the library's needs through our membership.

This year I also agreed to be treasurer for the group. I'm hoping this investment will also benefit the library in terms of making sure the funding is available to continue the grants and donations that help entities like the library fund projects like summer reading.

### **School Visits**

We had to pull back just a little bit this summer with school visits. Our week of visits just before summer reading happened to happen when we were without a Children's Librarian. Zach stepped up to the plate and visited CAPS elementary, middle and high school, but we weren't able to do any of the private schools in the area. However, Ms. Shannon did a great

job of visiting Divine Providence throughout the year, and it is something we are discussing with Ms. Brenda for the coming Fall.

Throughout the summer, Ms. Heidi has also been helping Ms. Brenda out by visiting the Telemon Migrant School for some story time outreach. Ms. Brenda will be taking over that program shortly as well.

## Local/Statewide Library Involvement

### **Lakeland Library Cooperative**

Coopersville Library has been an active member of the Lakeland Library Cooperative for a long time. This year, I participated not just as a member but also as the Advisory Council Board Vice Chair for the first year. I'm glad that it has been going well, and I've been growing both personally and professionally in more role. Being a part of the Lakeland Cooperative has given our library a number of benefits, including a shared Integrated Library System, Overdrive/Libby, as well as a number of group purchasing discounts.

### **MLA Ambassador**

I also joined the Michigan Library Association as an Ambassador in June of 2023. This is a volunteer opportunity that allows individuals to add their influence to a number of projects that MLA does over the course of the year. Ambassadors have stood on committees such as continuing education, annual conferences, state-wide advocacy, and book awards. I finished up my second year as a Mitten Committee member in January 2024.

We chose *An American Story* as the winner, with a number of great books as runners up. I had a lot of fun reading a whole lot of picture books that I wouldn't have probably picked up on my own, despite having a child to read picture books to. I did decide to take a year off from the committee for this upcoming year as I've taken on other duties, such as rotary secretary, and I want to also concentrate on the finishing stages of our strategic plan.

### **Strategic Plan**

Late last year, we began the process of developing our strategic plan. The decision came out of a number of different opportunities, including the need for a new logo and the fact that we felt it was time to give work toward some goals. We asked LLC cooperative director, Carol Dawe, to facilitate the process. The process included staff and board focus groups, community focus groups, a survey, compilation, and a second staff meeting to narrow down

results. We are in the finishing stages of making the data presentable and will be presenting the results to the library board and the public in our August 2024 meeting.

## General notes

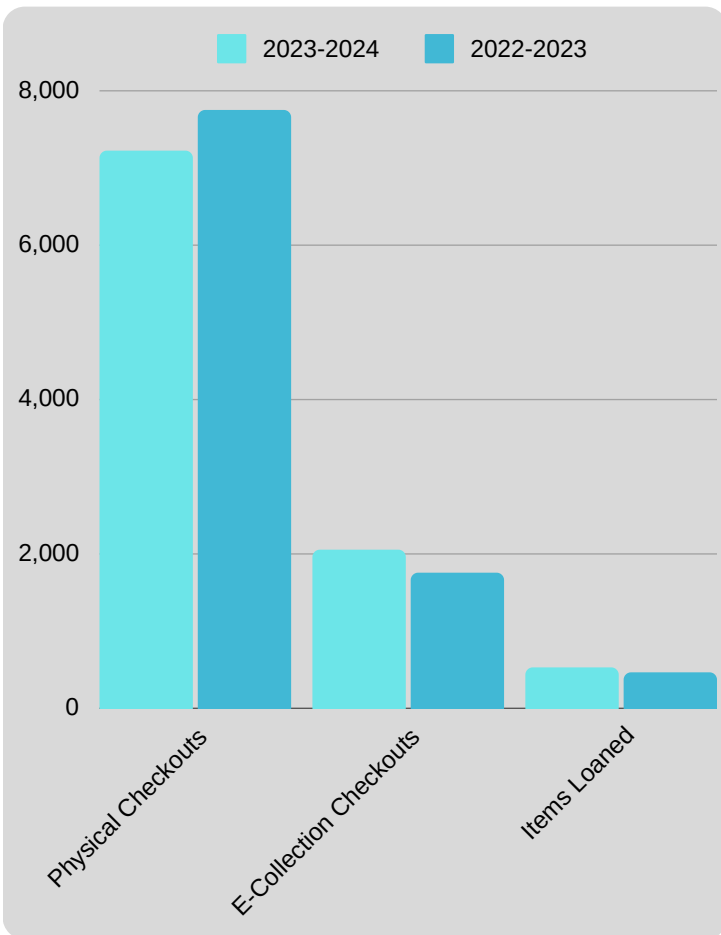
- We have a few weeks of summer reading left to go, but we currently (at the time of writing this) have 612 readers signed up – 359 of them actively logging their reading.
- We will be asking funding for our Friends group for a number of upcoming items.
  - Tween section – as mentioned above we received a number of grants to get this project off the ground, but there is a funding gap that we hope that the Friends group will be able to help us with.
  - Minecraft program – while it wasn't strictly a summer reading program, we were approached by a vendor who leads a program related to Minecraft, a popular build and interact with your own world video game. We wanted to continue programming engagement throughout the summer with this particular program (along with Cookbook club and our Classic Film Festival). Financial help from the Friends group would ease the cost of this program and would help us continue to offer the occasional “outside” program outside of summer reading dates.
- I did hear back about the solar energy grant. Apparently there were quite a few libraries that applied this year, and we were not selected. I plan to apply again next year, and I am on the lookout for alternative grants or opportunities. I also reached out to Allen Bonthuis from Harvest Solar to tell him the news, and he said he would keep an eye out for opportunities for us as well.

# Year End Statistics

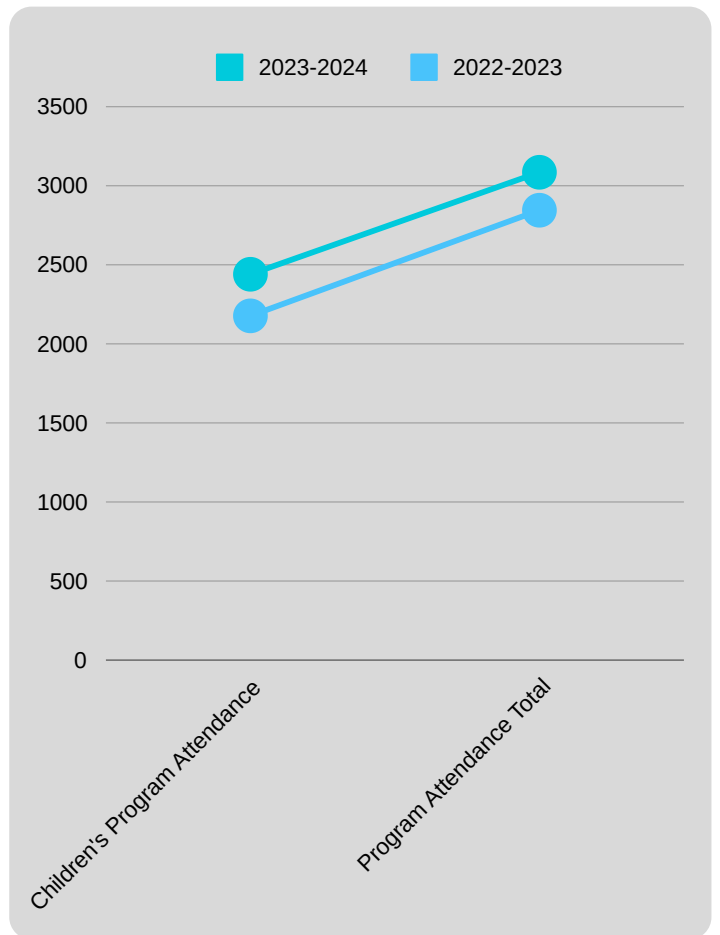
## June 2024

	6/1/2024	6/1/2023			Current YR	Last Yr	
	Current Yr	Last Yr	% Change		2023-2024 YTD	2022 -2023 YTD	% Change
<b>Circulation</b>							
Items checked out at CADL	5,039	5,544	-9%		44,907	46615	-4%
OverDrive E-Book circulation	1,439	1,315	9%		17,081	15,659	9%
E-Magazines	86	126	-32%		2,533	1,256	102%
Hoopla	359	316	14%		4,090	4,533	-10%
Items Loaned to other libraries	530	466	100%		5,654	5,083	11%
Renewals	2,186	2,208	-1%		26,834	27,133	-1%
Total Circulation	9,639	9,975	-3%		101,099	98,122	3%
<b>Library Patrons</b>							
Patrons getting 1st library card	45	40	13%		346	401	-14%
Registered CADL Patrons	4,485	4,520	-1%		4,485	4,520	-1%
<b>Library Collection</b>							
*Items Added:	11,367	2,338	386%		96,622	327,595	-71%
Items Withdrawn	16	3	433%		2175	461	-372%
Total Items owned	557,660	1,279,914	-56%		557,660	1,279,914	-56%
<b>Interlibrary Loans</b>							
Items Loaned to other libraries	530	466	100%		5,654	5,034	12%
Borrowed- LLC + Mel	515	602	100%		6,151	5,980	3%
<b>Traffic Count</b>							
Library Visits	3,412	4,989	-32%		34,659	45,021	-23%
<b>Programming &amp; Services</b>							
Open Hours	174	170	2%		2,129	2,144	-1%
Children's Program Attendance	242	405	-40%		2,440	2,177	12%
Program Attendance Total	293	405	100%		3,085	2,845	8%
Number of Monthly Programs	21	23	100%		269	234	15%
Ancestry Plus	24	23	4%		215	625	-66%
Internet Computer Sessions	863	143	503%		5,301	3,853	38%
Wireless Sessions	986	486	103%		8,699	5,617	55%

### Checkout Comparison



### Program Attendance





July 17, 2024

### **Standing Committee Appointments:**

	<b>Current 2023/24 Appointees</b>	<b>2024/2025 Appointees</b>
Personnel:	Pat Lindberg (Chair) Roland DeVries  Director to assist	(Chair)  Director to assist
Policy & Procedures:	Stephanie Mayrose (Chair) Sue Boomgaard-Rasch Kathi Walkdecker Director to assist	(Chair)  Director to assist
Building & Grounds:	Roland Devries (Chair) Norine Fox Greg Dunn Director to assist	(Chair)  Director to assist
Finance:	Bob TerAvest (Chair) Pat Lindberg  Director to assist	(Chair)  Director to assist

**Motion for Approval/Disapproval by**

**Seconded by:**

**Approved by Board:    YES            NO            Date:**

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Secretary's Signature