

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

**Minutes from the Board Meeting on December 15, 2021.**

**Call to order:** Judy VanDongen called the in person meeting to order at 6:55p.m.

**Members Present:** Judy VanDongen, Pat Lindberg, Stephanie Mayrose, Arno Driedger, Sue Boomgaard-Rasch, Roland DeVries, Norine Fox

**Staff Present:** Elyshia Hoekstra/Director

**Absent:** Bob TerAvest

**Approval of Agenda: M/S (A. Driedger, R. DeVries) approve** 12/15/2021 agenda (Page 1). Motion carried.

**Approval of Minutes: M/S (R. DeVries, P. Lindberg) to approve** 11/17/2021 board meeting minutes with corrections. (Page 2-4). Motion carried.

**Public Comment:** No public present/No comments

**Financial Reports**

**A. M/S (A. Driedger, N. Fox) to receive and file** December Operations: Balance Sheets & Budget vs. Actual (Pages 5-6). Motion carried.

**B. M/S (S. Mayrose, A. Driedger) to approve** November expenditures, including ACH transactions #20192-20194 totaling \$13,067.06 (Page 7). Motion carried.

**C. M/S (R. DeVries, P. Lindberg) to approve** December checks to date #20195-20207 totaling \$14,794.33. (Page 8). Motion carried.

**D. M/S (A. Driedger, S. Mayrose) to receive and file** Statement of Income (Page 9). Motion carried.

**E. M/S (S. Boomgaard-Rasch, N. Fox) to receive and file** Mastercard Reconciliation Detail (Page 10). Motion carried.

**F. M/S (P. Lindberg, A. Driedger) to receive and file** CADL Building Expansion Budget Performance (Page 11). Motion carried.

**G. M/S (R. DeVries, A. Driedger) to receive and file** 2021 Pension Reporting Form 5572 (Pages 12). Motion carried.

**Correspondence/Marketing**

**M/S (P. Lindberg, N. Fox) to receive and file** Correspondence and Marketing (Pages 13-17). Motion carried.

A. CADL Press Releases (Pages 13)

B. January Calendar of Events (Page 14)

C. Programming Flyers (Pages 15-17)

**Director's Report (Pages 30-41)**

**M/S (P. Lindberg, R. DeVries) to receive and file** Director's Report (Pages 18-20). Motion carried.

No Friends' Minutes. Friends raised \$580.00 from their December Bake Sale. Friends will meet in January, 2022.

**Director's Report – Update**

- *VanKempen Electric needs to repair another flood light in the parking lot. It may have been struck by lightning. There will be an extra fee for the repair.*
- *There have been no updates on the PPP loan.*
- *State aid report has been filed.*

- *Audit has been completed and filed. Auditor will present at January's meeting.*
- *Elyshia will be on vacation until the new year.*
- *Elyshia gave a brief summary of the city of Rockford's intention to leave the Kent District Library system and join the Lakeland Library Cooperative. This is causing some controversy in Rockford and the LLC. More info to come on this subject as Rockford moves forward with this change.*
- *Kiwanis Club of Coopersville approached Elyshia and invited CADL to join the organization. "Coopersville Kiwanis club participates in a variety of projects throughout the year that involve fundraising, community service, and assisting children locally and worldwide." Membership is \$125.00 per year and CADL would be involved in the organization's project choices. Currently CADL pays \$100.00 every two months to belong to Coopersville Rotary.*

**M/S (R. DeVries, J. VanDongen) to approve** expenditure of \$125.00 for CADL to join the Kiwanis Club of Coopersville. Motion carried.

### **Committee Reports**

**M/S (S. Mayrose, R. DeVries) to receive and file** Policy Committee Meeting Minutes from November 23, 2021 (Page 21) Motion carried.

### **New Business**

**A. M/S (A. Driedger, S. Boomgaard-Rasch) to approve** PTO Policy (Page 22-23). Motion carried.

*Employees can carry over sick time but not PTO. They need to use it or lose it.*

**B. Mission Statement** (Page 24)-Discussion

**C. M/S (S. Boomgaard-Rasch, S. Mayrose) to approve** Bonus Policy (Page 25). Motion carried.

**D. MERS-457-Employment Contributions** (to be added) – Discussion

*MERS Matching program is currently offered to the Director only. The program needs to be modified to allow all employees to contribute to MERS. If modified employees would have the option of contributing pre or post tax or not to contribute.*

**M/S (S. Mayrose, P. Lindberg) to approve** opening up the MERS 457 plan to all employees to contribute and to allow a Roth contribution if they so choose. Motion carried.

**E. M/S (R. DeVries, J. VanDongen) to approve** Generator Annual Maintenance Agreement (Pages 26-30). Motion carried.

*Discussion regarding cost of generator maintenance was discussed. Since the city of Coopersville purchased the generator and gave it the CADL it was suggested that City Manager Dennis Luce be contacted about sharing the cost with CADL.*

**F. M/S (A. Driedger, J. Vandongen) to approve** acceptance of revised 2015 mission statement to read as follows: **Preserving** the past. **Providing** technology and education to inspire a life time of learning. **Promoting** culture and community through literature, the arts, and the sciences. (Pg. 24) Motion carried.

**Unfinished Business: None**

**Public/Board Comments: None**

**Adjournment: 8:37 p.m.**

**Next Meeting: January 19, 2021 at 7:00 pm.**

## Coopersville Area District Library

## Balance Sheet

As of January 10, 2022

01/10/22

Accrual Basis

	Jan 10, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
2710199 · Choice One - Checking	83,479.55
2710201 · General Operations (CoMerica)	206,258.20
Total Checking/Savings	289,737.75
Accounts Receivable	
1200 · Accounts Receivable	-33,951.92
Total Accounts Receivable	-33,951.92
Other Current Assets	
1200.1 · Accounts Receivable, other	33,956.82
Total Other Current Assets	33,956.82
Total Current Assets	289,742.65
<b>TOTAL ASSETS</b>	<b>289,742.65</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	10,652.14
Total Accounts Payable	10,652.14
Credit Cards	
2332 · Mastercard	1,846.78
Total Credit Cards	1,846.78
Other Current Liabilities	
2000.1 · Accounts Payable, other	3,054.43
2717701 · Payroll Liabilities	62.80
PPP-3 · Unearned Federal PPP Loan	35,682.00
Total Other Current Liabilities	38,799.23
Total Current Liabilities	51,298.15
Total Liabilities	51,298.15
Equity	
2713800 · Designated-Unemployment Insur.	10,147.10
3000 · Opening Bal Equity	41,951.14
3900 · Retained Earnings	75,112.93
3901 · Committed Fund Balance	250,000.00
Net Income	-138,766.67
Total Equity	238,444.50
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>289,742.65</b>

**Coopersville Area District Library**  
**Profit & Loss Budget vs. Actual**  
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40 · Property Taxes	64,409.19	311,000.00	-246,590.81	20.7%
41 · Intergovernmental Revenue	5,816.77	22,200.00	-16,383.23	26.2%
42 · Fines & Forfeitures(Penal Fine)	0.00	36,000.00	-36,000.00	0.0%
43 · Charges for Services	7,992.95	12,380.00	-4,387.05	64.6%
45 · Investment Earnings	86.97	400.00	-313.03	21.7%
46 · Contributions	2,075.95	8,030.00	-5,954.05	25.9%
47 · Other	3,858.80	55,000.00	-51,141.20	7.0%
<b>Total Income</b>	<b>84,240.63</b>	<b>445,010.00</b>	<b>-360,769.37</b>	<b>18.9%</b>
Gross Profit	84,240.63	445,010.00	-360,769.37	18.9%
Expense				
20 · Salary & Wages	92,813.96	189,950.00	-97,136.04	48.9%
20.1 · Fringe Benefits	50,321.46	87,960.00	-37,638.54	57.2%
22 · Operating Supplies	1,283.69	3,700.00	-2,416.31	34.7%
23 · Repairs & Maintenance	19,142.90	26,460.00	-7,317.10	72.3%
25 · Professional Services	11,362.96	19,100.00	-7,737.04	59.5%
27 · Insurance	6,641.00	6,000.00	641.00	110.7%
29 · Dues & Fees	16,263.72	24,950.00	-8,686.28	65.2%
32 · Utilites	7,517.09	16,150.00	-8,632.91	46.5%
33 · Telephone	1,525.49	2,500.00	-974.51	61.0%
34 · Programming	1,126.34	3,600.00	-2,473.66	31.3%
34.2 · Programming - Other	0.00	2,700.00	-2,700.00	0.0%
37 · Other Expenses	528.63	4,650.00	-4,121.37	11.4%
38 · Capital Outlay	21,632.30	57,150.00	-35,517.70	37.9%
<b>Total Expense</b>	<b>230,159.54</b>	<b>444,870.00</b>	<b>-214,710.46</b>	<b>51.7%</b>
Net Ordinary Income	-145,918.91	140.00	-146,058.91	-104,227.8%
Net Income	-145,918.91	140.00	-146,058.91	-104,227.8%

## Coopersville Area District Library Statement of Financial Income

July 2021 through June 2022

	TOTAL
Ordinary Income/Expense	
Income	
40 · Property Taxes	
2715811 · Local,Coopersville Millage	
2715818 · IFT City	0.00
2715811 · Local,Coopersville Millage - Other	28,733.68
Total 2715811 · Local,Coopersville Millage	28,733.68
2715820 · Local,Polkton Twp Millage	
5820 · IFT - Polkton	2.70
2715820 · Local,Polkton Twp Millage - Other	11,213.59
Total 2715820 · Local,Polkton Twp Millage	11,216.29
2715830 · Local, Wright Twp Millage	
5830 · IFT - Wright	365.66
2715830 · Local, Wright Twp Millage - Other	10,455.69
Total 2715830 · Local, Wright Twp Millage	10,821.35
2715840 · Local, Chester Twp Millage	
5840 · IFT - Chester	1,690.34
2715840 · Local, Chester Twp Millage - Other	11,947.53
Total 2715840 · Local, Chester Twp Millage	13,637.87
Total 40 · Property Taxes	64,409.19
41 · Intergovernmental Revenue	
1902 · State	
2715390 · Grants, State	2,215.29
2715750 · State Aid,CADL	0.00
2715770 · E-Rate Reimbursement	2,201.48
Total 1902 · State	4,416.77
2715400 · Grants, Local	
2715404 · Coopersville Foundation	1,400.00
Total 2715400 · Grants, Local	1,400.00
Total 41 · Intergovernmental Revenue	5,816.77
42 · Fines & Forfeitures(Penal Fine)	
2715780 · Ottawa Co Penal Fines	0.00
Total 42 · Fines & Forfeitures(Penal Fine)	0.00
43 · Charges for Services	
2716552 · Cash Drawer - Book Fines	1,474.54
2716553 · Cash Drawer - Photocopier	905.80
2716556 · Cash Drawer - Fax	250.42
2716557 · Cash Drawer - Lost Items	110.88
2716558 · Cash Drawer - Candy Bars	421.00
2716559 · Cash Drawer - Lost Card	61.00
2716560 · Cash Drawer - Friends Mis.	3,546.54
2716562 · Cash Drawer - DVD/Game rental	1,000.86
2716564 · Cash Drawer - Misc. Income	221.27
2718003 · Cash Drawer - Over/Under	0.64
Total 43 · Charges for Services	7,992.95
45 · Investment Earnings	
2716650 · Interest, MoneyMarket Savings	86.97
Total 45 · Investment Earnings	86.97
46 · Contributions	
2716760 · Donations, Friends	450.00
2716770 · Donations, Other	1,050.00
2716775 · Donations, Memorial	235.00
2716780 · Donations, Berlin Fair	300.00
2718000 · Donations - Cash Drawer	40.95
Total 46 · Contributions	2,075.95
47 · Other	
2716569 · Capital Projects Funds	3,752.00
2716570 · Misc. Revenue	106.80
Total 47 · Other	3,858.80
Total Income	84,240.63
Gross Profit	84,240.63
Net Ordinary Income	84,240.63
Net Income	84,240.63

**General Operations**  
**Checking Account - 1251000673**

General Checking  
December 11th - 31st, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/03/2021		Deposit	\$164.66
12/10/2021		Deposit	\$710.43
12/13/2021		Deposit	\$235.00
12/17/2021		Deposit	\$250.08
12/23/2021		Deposit	\$175.60
12/30/2021		Deposit	\$116.58
12/30/2021		Deposit	\$54,028.08
12/13/2021		Deposit	\$1,224.98
12/31/2021		Service Charge	-\$20.00
12/31/2021		Interest	\$2.05
12/14/2021	ACH	Payroll	-\$5,311.45
12/28/2021	ACH	Payroll	-\$4,985.04
12/31/2021	ACH	Bonues	-\$1,335.75
12/27/2021	ACH	EFTPS	-\$2,810.76
12/27/2021	ACH	State Of Michigan	-\$1,784.68
12/30/2021	ACH	CADL	-\$1,878.77
12/10/2021	20208	Coopersville Rotary Club.	-\$100.00
12/10/2021	20209	Foster, Swift, Collins, & Smith P.C.	-\$798.00
12/10/2021	20210	Grand Rapids Press	-\$153.88
12/10/2021	20211	Heimler Consulting	-\$1,759.00
12/10/2021	20212	Unique Management Services	-\$35.80
12/01/2021	20213	Ingram	-\$109.64
12/01/2021	20214	SecurAlarm Systems Inc.	-\$77.00
12/10/2021	20215	Andrea L. Gasser	-\$80.52
12/10/2021	20216	Watertown Township	-\$19.49
12/10/2021	20217	Gabridge & Company PLC	-\$3,250.00
12/10/2021	20218	Herrick District Library	-\$5.00
12/10/2021	20219	Muskegon Fire Equipment	-\$160.55
12/06/2021	20220	??? Year End Journal Entries	\$0.00
12/28/2021	20221	Cengage Learning	-\$177.41
12/28/2021	20222	Lakeland Library Cooperative	-\$2,037.60
12/28/2021	20223	Michigan Gas Utilities	-\$351.20
12/28/2021	20224	Midwest Tape	-\$120.46
12/28/2021	20225	Republic Services #240	-\$37.45
12/28/2021	20226	U.S. Bank Equipment Finance	-\$275.37
12/31/2021	20227	CC-Comerica Bank - Mastercard	-\$1,894.47
12/31/2021	20228	Heimler Consulting	-\$729.97
12/31/2021	20229	Katie Van Huis.	-\$85.00
12/31/2021	20230	Lakeland Library Cooperative	-\$4,350.28
<b>TOTAL</b>			<b><u><u>\$22,172.92</u></u></b>

**General Operations**  
**Checking Account - 1251000673**

General Checking  
January 1st - 10th, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/03/2022		<i>Deposit</i>	12,354.85
01/07/2022		<i>Deposit</i>	147.75
01/01/2022	ACH	Priority Health	1,051.00-
01/04/2022	ACH	EFTPS	327.36-
01/03/2022	ACH	Payroll	411.43-
01/11/2022	ACH	Payroll	5,337.41-
			<u><u>5,375.40</u></u>

**Coopersville Area District Library**  
**Reconciliation Detail**  
2332 · Mastercard, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						592.58
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 10 items</b>						
Credit Card Charge	11/09/2021	1697812	Amazon.com	X	-17.96	-17.96
Credit Card Charge	11/23/2021	6447409	Amazon.com	X	-19.96	-37.92
Credit Card Charge	11/23/2021	6447409	Amazon.com	X	-17.96	-55.88
Credit Card Charge	11/29/2021	21237...	Quill	X	-26.80	-82.68
Credit Card Charge	11/30/2021	21261...	Quill	X	-13.13	-95.81
Credit Card Charge	12/01/2021	Nov. 2...	Consumers Energy	X	-978.75	-1,074.56
Credit Card Charge	12/16/2021		Coopersville Hardware	X	-34.95	-1,109.51
Credit Card Charge	12/17/2021		Vonage	X	-125.38	-1,234.89
Credit Card Charge	12/23/2021		Intuit	X	-19.08	-1,253.97
Credit Card Charge	12/31/2021			X	-47.92	-1,301.89
Total Charges and Cash Advances					-1,301.89	-1,301.89
Total Cleared Transactions					-1,301.89	-1,301.89
Cleared Balance					1,301.89	1,894.47
<b>Uncleared Transactions</b>						
<b>Charges and Cash Advances - 3 items</b>						
Credit Card Charge	12/28/2021		One Eyed Pete's		-25.00	-25.00
Credit Card Charge	12/28/2021		327 Pizza		-25.00	-50.00
Credit Card Charge	12/28/2021		Family Fare		-25.00	-75.00
Total Charges and Cash Advances					-75.00	-75.00
<b>Payments and Credits - 1 item</b>						
General Journal	06/30/2021	GCPA...			14.84	14.84
Total Uncleared Transactions					-60.16	-60.16
Register Balance as of 12/31/2021					1,362.05	1,954.63
<b>Ending Balance</b>					<b>1,362.05</b>	<b>1,954.63</b>



**CADL Building Expansion**  
**Profit & Loss Budget vs. Actual**  
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
1102 · Bond millage		
1102.1 · Bond - City of Coopersville	44,923.01	62,000.00
1102.2 · Bond - Chester Twp	22,966.23	28,500.00
1102.3 · Bond - Polkton Twp	29,195.27	34,000.00
1102.4 · Bond - Wright Twp	36,960.72	20,000.00
<b>Total 1102 · Bond millage</b>	134,045.23	144,500.00
2100 · Interest	39.93	100.00
<b>Total Income</b>	134,085.16	144,600.00
<b>Expense</b>		
1200 · Building Expansion		
1207 · Bond/Election Fees	0.00	500.00
<b>Total 1200 · Building Expansion</b>	0.00	500.00
2000 · Bank Fees	505.00	1,000.00
2001 · Bond Interest	16,406.25	32,813.00
2002 · Bond Principal	0.00	105,000.00
<b>Total Expense</b>	16,911.25	139,313.00
<b>Net Ordinary Income</b>	117,173.91	5,287.00
<b>Net Income</b>	<b>117,173.91</b>	<b>5,287.00</b>

# Small Business Trade Ally Program Project Completion Form



Date Stamp: 12/14/2021  
 Facility Name: Coopersville Library  
 Facility Address: 333 Ottawa St, Coopersville, MI, 49404  
 Proposal No: 55963-1

Project Information			
<b>Facility Information</b>	Coopersville Library 333 Ottawa St Coopersville, MI, 49404	<b>Customer Information</b>	COOPERSVILLE AREA DISTRICT LIBRARY 333 Ottawa St Coopersville, MI, 49404
<b>Facility Contact</b>	Elyshia Hoekstra	<b>Customer Contact</b>	Elyshia Hoekstra
<b>Telephone</b>	6168376809	<b>Telephone</b>	6168376809
<b>Fax</b>		<b>Fax</b>	
<b>Email</b>	cooeh@llcoop.org	<b>Email</b>	
Building Information			
<b>Square Footage of Facility</b>	12,000	<b>Building Type</b>	Miscellaneous
<b>Own or Rent</b>	Own	<b>Year Building Built</b>	Pre 1978
Project Summary			
<b>Total MCF Reduced</b>	0.00	<b>Total Project Cost</b>	\$3,438.61
<b>Total kW Reduced</b>	0.00	<b>0% Sales Tax Included</b>	
<b>Total Annual kWh Savings</b>	6,319.53	<b>Total Incentives</b>	\$1,074.32
<b>Total Annual Dollar Savings</b>	\$924.49	<b>Total Customer Payment</b>	\$2,364.29
		<b>Payback (in years)</b>	2.56
Trade Ally Information			
<b>Trade Ally's Name</b>	VAN KEMPEN ELECTRIC INC	<b>Trade Ally's Telephone</b>	(616) 785-1800
<b>Disclaimer: Savings and payback are estimates and will vary depending on actual usage.</b>			

Lighting Summary Table						
Item #	Location	Qty.	Existing Description	Replacement Description	Control s Qty.	Measure Verified? (Y/N)
1	400w pole fixture	4	400 Watt High Pressure Sodium (2021)	200W LED EXT (2021)	0	
2	250w pole fixture	1	250 Watt High Pressure Sodium (2021)	95W LED EXT (2021)	0	
3	Pole flood	2	250 Watt High Pressure Sodium (2021)	95W LED EXT (2021)	0	

**Small Business Trade Ally Program  
Project Completion Form**



Date Stamp: 12/14/2021  
Facility Name: Coopersville Library  
Facility Address: 333 Ottawa St, Coopersville, MI, 49404  
Proposal No: 55963-1

**Changes to the Lighting, Other Prescriptive Measures, and/or Other Custom Measures Summary Tables, if necessary.**  
Attach Additional pages if needed.

**Customer Acceptance:  
TO BE SIGNED AFTER THE PROJECT IS COMPLETED**

I, Elyshia Hoekstra, certify that the energy efficient equipment shown in the previous table(s) has been installed, functionally tested, and proven to be in operating condition. All old equipment has been removed by the Trade Ally. The installation date is also certified. I am satisfied with the energy efficiency equipment and installation.

Elyshia Hoekstra  
Authorized agent or signator on behalf of Coopersville Library

12-17-21  
Date

**Trade Ally's Signature**

Please attach a list of installed ballasts and lamps (include make and model number only if more than one type is installed).

I, Brent Osmeice, certify that the energy efficient equipment shown in the previous table(s) has been installed (according to program specifications), functionally tested and proven to be in operating condition. The installation date is also certified. All old equipment has been removed from facility and disposed of according to the policies of the Consumers Energy Small Business Trade Ally Program.

Brent Osmeice  
Trade Ally's Signature

12/14/2021  
Date

Send completed form (all pages) to:

Consumers Energy Small Business Trade Ally Program  
P.O.Box 1040  
Okemos, MI 48805  
Phone: 1-877-607-0737  
Fax: 1-877-607-0738

E-mail: [ConsumersEnergySmallBusinessSolutions@CMSEnergy.com](mailto:ConsumersEnergySmallBusinessSolutions@CMSEnergy.com)



PUBLIC LIBRARY SURVEY

PART I: ADMINISTRATIVE ENTITY INFORMATION

- 1. Report Start Period \_\_\_\_\_
- 2. Report End Period \_\_\_\_\_
- 3. FSCS \_\_\_\_\_
- 4. Current Legal Name of Main Library \_\_\_\_\_
- 5. Legal Name of Main Library at Reporting Year End \_\_\_\_\_
- 6. Street Address \_\_\_\_\_
- 7. City \_\_\_\_\_
- 8. Zip \_\_\_\_\_
- 9. Mailing Address \_\_\_\_\_
- 10. Mailing City \_\_\_\_\_
- 11. Mailing ZIP Code \_\_\_\_\_
- 12. County \_\_\_\_\_
- 13. Township \_\_\_\_\_
- 14. Cooperative \_\_\_\_\_
- 15. Phone Number \_\_\_\_\_
- 16. TDD Number \_\_\_\_\_
- 17. Director's Name \_\_\_\_\_
- 18. Email Address of Library Director \_\_\_\_\_
- 19. Fax \_\_\_\_\_
- 20. Web Address \_\_\_\_\_
- 21. Has Friends Group? \_\_\_\_\_
- 22. Library Class \_\_\_\_\_
- 23. Administrative Structure Code \_\_\_\_\_
- 24. ReEstablishDate \_\_\_\_\_
- 25. ReEstablishStatute \_\_\_\_\_
- 26. Local Governance \_\_\_\_\_
- 27. Type \_\_\_\_\_

Public Library Definition

- Library has organized collection of printed or other library materials \_\_\_\_\_
- Library has paid staff \_\_\_\_\_
- Library has an established schedule in which services of the staff are available to the public \_\_\_\_\_
- Library facilities necessary to support collection, staff, and schedule \_\_\_\_\_
- Library is supported in whole or part with public funds \_\_\_\_\_
- Geographic Code \_\_\_\_\_
- Was there a legal service area boundary change during the reporting period? \_\_\_\_\_

Library Fines

Is your library currently collecting overdue fines? \_\_\_\_\_



**PART III: OPEN HOURS AND SQUARE FOOTAGE SUMMARY**

- 1. Number of Central Libraries \_\_\_\_\_
- 2. Unduplicated Average Hours per Week, Central(s) \_\_\_\_\_
- 3. Annual Scheduled Public Service Hours, Central(s) \_\_\_\_\_
- 4. Actual Annual Public Service Hours, Central(s) \_\_\_\_\_
- 5. Central Library(ies) Weeks Open \_\_\_\_\_
- 6. Number of Branch Libraries \_\_\_\_\_
- 7. Unduplicated Average Hours per Week, Branch(es) \_\_\_\_\_
- 8. Annual Scheduled Public Service Hours, Branch(es) \_\_\_\_\_
- 9. Actual Annual Public Service Hours, Branch(es) \_\_\_\_\_
- 10. Branch(es) Weeks Open \_\_\_\_\_
- 11. Number of Bookmobiles \_\_\_\_\_
- 12. Annual Scheduled Public Service Hours, Bookmobile(s) \_\_\_\_\_
- 13. Actual Annual Public Service Hours, Bookmobile(s) \_\_\_\_\_
- 14. Bookmobile(s) Weeks Open \_\_\_\_\_
- 15. Total Number of Outlets \_\_\_\_\_
- 16. Total Unduplicated Average Hours per Week \_\_\_\_\_
- 17. Total Annual Scheduled Public Service Hours \_\_\_\_\_
- 18. Total Annual Public Service Hours \_\_\_\_\_
- 19. Total Outlet Weeks Open \_\_\_\_\_
- 20. Central Library(ies) Square Feet \_\_\_\_\_
- 21. Branch(es) Square Feet \_\_\_\_\_
- 22. Total Square Feet \_\_\_\_\_

- Were any of the library's physical locations closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic? \_\_\_\_\_
- Did any staff continue to provide services to the public during any portion of the period when the building was physically closed due to the Coronavirus (COVID-19) pandemic? \_\_\_\_\_
- How many hours of alternate service were provided due to the Coronavirus (COVID-19) pandemic? \_\_\_\_\_

	District #	Name
MI Representative		
MI Senate		
US Representative		



**PART IV: PAID STAFF**

- 1. Number of ALA-MLS Librarians \_\_\_\_\_
- 2. Total Hours per Week worked by ALA-MLS Librarians \_\_\_\_\_
- 3. ALA-MLS FTE (40 Hours/wk) \_\_\_\_\_
- 4. Number of Other Librarians \_\_\_\_\_
- 5. Total Hours per Week worked by Other Librarians \_\_\_\_\_
- 6. Other Librarians FTE (40 Hours/wk) \_\_\_\_\_
- 7. Number of Total Librarians \_\_\_\_\_
- 8. Total Hours per Week worked by Total Librarians \_\_\_\_\_
- 9. Total Librarians FTE (40 Hours/wk) \_\_\_\_\_
- 10. Number of All Other Paid Staff \_\_\_\_\_
- 11. Total Hours per Week worked by All Other Paid Staff \_\_\_\_\_
- 12. All Other Paid Staff FTE (40 Hours/wk) \_\_\_\_\_
- 13. Number of Total Paid Employees \_\_\_\_\_
- 14. Total Hours per Week worked by Total Paid Employees \_\_\_\_\_
- 15. Total Paid Employees FTE (40 Hours/wk) \_\_\_\_\_

- Did the library have any temporary staffing reductions due to the COVID-19 Pandemic? \_\_\_\_\_
- If your library reduced staffing hours Due to COVID-19 provide an approximate total of the hours reduced? \_\_\_\_\_
- Were library staff re-assigned to assist other government agencies or nonprofit organizations with Coronavirus (COVID-19) pandemic -related efforts? \_\_\_\_\_





**LSA Subtotals**

- 1. Subtotal Legal Service Area Population Served \_\_\_\_\_
- 2. Subtotal Local Penal Fine Revenues \_\_\_\_\_
- 3. Subtotal Income From Voted Millage \_\_\_\_\_
- 4. Subtotal Appropriated Tax Income \_\_\_\_\_
- 5. Subtotal Other Location Government Income \_\_\_\_\_
- 6. Subtotal Total Local Government Income \_\_\_\_\_
- 7. Subtotal Other Local Operating Income \_\_\_\_\_

**B. Contracted Municipality**

	Contracted Municipality	Contract Municipality Local Penal Fine Revenues	Contract Municipality Income From Voted Millage	Contract Municipality Appropriated Tax Income	Contract Municipality Contract Fee Income	Contract Municipality Total Local Government Income	Contract Municipality Other Local Operating Income	Contracted Verified Info

**CM Subtotals**

- 1. Contracted Municipality Population Served \_\_\_\_\_
- 2. Local Penal Fine Revenues \_\_\_\_\_
- 3. Income from Voted Millage \_\_\_\_\_
- 4. Appropriated Tax Income \_\_\_\_\_
- 5. Contract Fee Income \_\_\_\_\_
- 6. Total Local Government Income \_\_\_\_\_
- 7. Other Local Operating Income \_\_\_\_\_

**C. Total Operating Income Summary**

- 1. Total Local Government Income E1 + E2 \_\_\_\_\_
- 2. Total Other Local Operating Income F1 + F2 \_\_\_\_\_
- 3. Total Local Operating Income E1 + E2 + F1 + F2 \_\_\_\_\_
- 4. State Government Operating Income \_\_\_\_\_
- 5. Federal Government Operating Income \_\_\_\_\_
- 6. Total Operating Income \_\_\_\_\_

- Did your library experience budget reductions due to the COVID-19 Pandemic \_\_\_\_\_
- If your budget was reduced due to COVID-19, please enter the approximate amount of the reduction \_\_\_\_\_





**PART VI: CAPITAL INCOME**

- 1. Federal Capital Income \_\_\_\_\_
- 2. State Capital Income \_\_\_\_\_
- 3. Local Capital Income \_\_\_\_\_
- 4. Private Capital Income \_\_\_\_\_
- 5. Total Capital Income \_\_\_\_\_
- 6. Total Population Served \_\_\_\_\_

**PART VII: OPERATING EXPENDITURES**

**A. Staff Expenditures**

- 1. Salaries and Wages \_\_\_\_\_
- 2. Employee Benefits \_\_\_\_\_
- 3. Total Staff Expenditures \_\_\_\_\_

**B. Collection Expenditures**

- 4. Print Materials \_\_\_\_\_
- 5. Other Materials \_\_\_\_\_
- 6. Electronic Materials \_\_\_\_\_
- 7. Total Collection Expenditures \_\_\_\_\_

**C. Other Operating Expenditures**

- 8. Other Operating Expenditures \_\_\_\_\_

**Total Operating Expenditures**

- 9. Total Operating Expenditures \_\_\_\_\_

**PART VIII: CAPITAL OUTLAY**

- 1. Capital Expenditures for Electronic Access \_\_\_\_\_
- 2. Furnishings and Equipment Expenditures \_\_\_\_\_
- 3. Building Expenditures \_\_\_\_\_
- 4. Other Capital Expenditures \_\_\_\_\_
- 5. Total Capital Expenditures \_\_\_\_\_

**PART IX: LIBRARY COLLECTION**

- 1. Number of Print Materials \_\_\_\_\_
- 2. Audio (Physical Units) \_\_\_\_\_
- 3. Audio (Downloadable Units) \_\_\_\_\_
- 4. Video (Physical Units) \_\_\_\_\_
- 5. Video (Downloadable Units) \_\_\_\_\_
- 6. Subscriptions (Non-electronic) \_\_\_\_\_
- 7. Electronic Books (E-Books) \_\_\_\_\_
- 8. Other Circulating Physical Items \_\_\_\_\_
- 9. Total Collection (Physical / Electronic Units) \_\_\_\_\_

**Databases**

- 9. Local Databases
- 10. State Databases
- 11. Other Databases
- 12. Total Databases
- 13. Local/other cooperative agreements Licensed Databases



PART X: LIBRARY SERVICES

A. Library Visits

- 1. Library Visits \_\_\_\_\_
- 2. Virtual Visits to the Library's Website \_\_\_\_\_

B. Summer Reading Participation

- 1. Do you offer a structured summer education and enrichment program for children \_\_\_\_\_
- 2. How many children signed up for this program \_\_\_\_\_
- 3. How many children completed this program \_\_\_\_\_
- 4. Do you offer a structured summer education and enrichment program for teens \_\_\_\_\_
- 5. How many teens signed up for this program \_\_\_\_\_
- 6. How many teens completed this program \_\_\_\_\_
- 7. Total Participation \_\_\_\_\_

C. Program Attendance

- 1. Summer Reading Events Children Programs \_\_\_\_\_
- 2. Summer Reading Events Children Attendance \_\_\_\_\_
- 3. Summer Reading Events Teens Programs \_\_\_\_\_
- 4. Summer Reading Events Teens Attendance \_\_\_\_\_
- 5. Children's Programs (not including summer reading events ) \_\_\_\_\_
- 6. Children's Program Attendance (not including summer reading events ) \_\_\_\_\_
- 7. Do any of your programs focus on early literacy for ages 0-5 \_\_\_\_\_
- 8. Total Early Literacy Programs Offered (Subset of #1 & #5) \_\_\_\_\_
- 9. Total Early Literacy Program Attendance \_\_\_\_\_
- 10. Teen Programs (not including summer reading events ) \_\_\_\_\_
- 11. Teen Program Attendance (not including summer reading events ) \_\_\_\_\_
- 12. Adult Programs \_\_\_\_\_
- 13. Adult Program Attendance \_\_\_\_\_
- 14. General Programs \_\_\_\_\_
- 15. General Program Attendance \_\_\_\_\_
- 16. Total Programs \_\_\_\_\_
- 17. Total Attendance \_\_\_\_\_

D. Circulation Transactions

- 1. Circulation of Children's Materials \_\_\_\_\_
- 2. Circulation of Non-Children's Materials \_\_\_\_\_
- 3. Circulation of Electronic Materials \_\_\_\_\_
- 4. Electronic Collection (DBASE)Use \_\_\_\_\_
- 5. Total Physical Circulation \_\_\_\_\_
- 6. Total Collection Use \_\_\_\_\_

E. Reference Transactions

- 7. Reference Transactions \_\_\_\_\_

F. Interlibrary Loans

- 8. Number of items loaned to other libraries \_\_\_\_\_
- 9. Number of items borrowed from other libraries \_\_\_\_\_
- 10. Does your Library Participate in MeLCAT? \_\_\_\_\_
- 11. Does you Library offer these enhanced services  
 AV Borrowing \_\_\_\_\_ Visiting Patron \_\_\_\_\_



PART X: LIBRARY SERVICES

New Program Questions for 2021

- 1. Number of Synchronous (Live: In Person or Virtual) Summer Reading Events For Children Ages 0-5 \_\_\_\_\_
- 2. Attendance at Synchronous (Live: In Person or Virtual) Summer Reading Programs For Children Ages 0-5 \_\_\_\_\_
- 3. Number of Synchronous (Live: In Person or Virtual) Summer Reading Events For Children Ages 6-11 \_\_\_\_\_
- 4. Attendance at Synchronous (Live: In Person or Virtual) Summer Reading Programs For Children Ages 6-11 \_\_\_\_\_
- 5. Number of Synchronous (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18 \_\_\_\_\_
- 6. Attendance at Synchronous (Live: In Person or Virtual) Summer Reading Events For Teens Ages 12-18 \_\_\_\_\_
- 7. Number of Synchronous (Live: In Person or Virtual) Program Sessions For Children Ages 0-5 \_\_\_\_\_
- 8. Attendance at Synchronous (Live: In Person or Virtual) Programs For Children Ages 0-5 \_\_\_\_\_
- 9. Number of Synchronous (Live: In Person or Virtual) Program Sessions For Children Ages 6-11 \_\_\_\_\_
- 10. Attendance at Synchronous (Live: In Person or Virtual) Programs For ChildreNumber of Synchronous Virtual Program Sessionsn Ages 6-11 \_\_\_\_\_
- 11. Number of Synchronous In-Person Onsite Program Sessions \_\_\_\_\_
- 12. Number of Synchronous In-Person Offsite Program Sessions \_\_\_\_\_
- 13. Number of Synchronous Virtual Program Sessions \_\_\_\_\_

- Total Number of Synchronous Program Sessions \_\_\_\_\_
- Total Attendance at Synchronous (LIVE: Virtual or In Person) Programs \_\_\_\_\_






**PART XII: NONRESIDENT FEES INFORMATION**

- 1. Non-Resident Fee \_\_\_\_\_
- 2. NR Fee Annual or One Time \_\_\_\_\_
- 3. Fee schedule or non-resident rate \_\_\_\_\_
- 4. Full Library Service for Contracted Municipalities \_\_\_\_\_

**PART XIII: TECHNOLOGY**

- 1. Total number of computers that the library provides for use by staff only \_\_\_\_\_
- 2. Total number of computers that the library provides for public use \_\_\_\_\_
- 3. Is your library circulation system automated? \_\_\_\_\_
- 4. Circulation System Vendor Name \_\_\_\_\_
- 5. Total income budgeted for the library's ILS \_\_\_\_\_
- 6. Is your card catalog automated? \_\_\_\_\_
- 7. Card Catalog Vendor Name \_\_\_\_\_
- 8. Patron Initiated ILL \_\_\_\_\_
- 9. Do you offer a Remote Catalog? \_\_\_\_\_
- 10. Do you provide Self Checkout? \_\_\_\_\_
- 11. Is your Circulation System Shared? \_\_\_\_\_
- 12. Do you provide Wireless Internet Access to Patrons? \_\_\_\_\_



# MLS STAFF

**PART XIV: SALARY AND BENEFIT INFORMATION**

1. MLS Director Avg. Hrs/Wk \_\_\_\_\_
2. MLS Director Min Salary \_\_\_\_\_
3. MLS Director Max. Salary \_\_\_\_\_
4. MLS Director Min. Hourly Wage \_\_\_\_\_
5. MLS Director Max. Hourly Wage \_\_\_\_\_
6. MLS Assist. DIR. Avg. Hrs/WK \_\_\_\_\_
7. MLS Assist. DIR. Min. Salary \_\_\_\_\_
8. MLS Assist. DIR. Max. Salary \_\_\_\_\_
9. MLS Assist. DIR. Min. Hr Wage \_\_\_\_\_
10. MLS Assist. DIR. Max. Hr Wage \_\_\_\_\_
11. MLS Dept/Branch Head Avg Hrs/Wk \_\_\_\_\_
12. MLS Dept/Branch Head Min. Salary \_\_\_\_\_
13. MLS Dept/Branch Head Max. Salary \_\_\_\_\_
14. MLS Dept/Branch Head Min. Hr Wage \_\_\_\_\_
15. MLS Dept/Branch Head Max. Hr Wage \_\_\_\_\_
16. MLS Senior Level Lib. Avg. Hrs/Wk \_\_\_\_\_
17. MLS Senior Level Lib. Min. Salary \_\_\_\_\_
18. MLS Senior Level Lib. Max. Salary \_\_\_\_\_
19. MLS Senior Level Lib. Min. Hr Wage \_\_\_\_\_
20. MLS Senior Level Lib. Max. Hr Wage \_\_\_\_\_
21. MLS Mid Level Lib. Avg. Hrs/Wk \_\_\_\_\_
22. MLS Mid Level Lib. Min. Salary \_\_\_\_\_
23. MLS Mid Level Lib. Max. Salary \_\_\_\_\_
24. MLS Mid Level Lib. Min. Hr Wage \_\_\_\_\_
25. MLS Mid Level Lib. Max. Hr Wage \_\_\_\_\_
26. MLS Entry Lv. Lib. Avg. Hrs/Wk \_\_\_\_\_
27. MLS Entry Lv. Lib. Min. Salary \_\_\_\_\_
28. MLS Entry Lv. Lib Max. Salary \_\_\_\_\_
29. MLS Entry Lv. Lib Min. Hourly Wage \_\_\_\_\_
30. MLS Entry Lv. LibMax. Hourly Wage \_\_\_\_\_



PART XIV: SALARY AND BENEFIT INFORMATION

# Non-MLS STAFF

- 1. Non-MLS Director Avg. Hrs/Wk \_\_\_\_\_
- 2. Non-MLS Director Min Salary \_\_\_\_\_
- 3. Non-MLS Director Max. Salary \_\_\_\_\_
- 4. Non-MLS Director Min. Hourly Wage \_\_\_\_\_
- 5. Non-MLS Director Max. Hourly Wage \_\_\_\_\_
- 6. Non-MLS Assist. DIR. Avg. Hrs/WK \_\_\_\_\_
- 7. Non-MLS Assist. DIR. Min. Salary \_\_\_\_\_
- 8. Non-MLS Assist. DIR. Max. Salary \_\_\_\_\_
- 9. Non-MLS Assist. DIR. Min. Hr Wage \_\_\_\_\_
- 10. Non-MLS Assist. DIR. Max. Hr Wage \_\_\_\_\_
- 11. Non-MLS Dept/Branch Head Avg Hrs/Wk \_\_\_\_\_
- 12. Non-MLS Dept/Branch Head Min. Salary \_\_\_\_\_
- 13. Non-MLS Dept/Branch Head Max. Salary \_\_\_\_\_
- 14. Non-MLS Dept/Branch Head Min. Hr Wage \_\_\_\_\_
- 15. Non-MLS Dept/Branch Head Max. Hr Wage \_\_\_\_\_
- 16. Non-MLS Senior Level Lib. Avg. Hrs/Wk \_\_\_\_\_
- 17. Non-MLS Senior Level Lib. Min. Salary \_\_\_\_\_
- 18. Non-MLS Senior Level Lib. Max. Salary \_\_\_\_\_
- 19. Non-MLS Senior Level Lib. Min. Hr Wage \_\_\_\_\_
- 20. Non-MLS Senior Level Lib. Max. Hr Wage \_\_\_\_\_
- 21. Non-MLS Mid Level Lib. Avg. Hrs/Wk \_\_\_\_\_
- 22. Non-MLS Mid Level Lib. Min. Salary \_\_\_\_\_
- 23. Non-MLS Mid Level Lib. Max. Salary \_\_\_\_\_
- 24. Non-MLS Mid Level Lib. Min. Hr Wage \_\_\_\_\_
- 25. Non-MLS Mid Level Lib. Max. Hr Wage \_\_\_\_\_
- 26. Non-MLS Entry Lv. Lib. Avg. Hrs/Wk \_\_\_\_\_
- 27. Non-MLS Entry Lv. Lib. Min. Salary \_\_\_\_\_
- 28. Non-MLS Entry Lv. Lib Max. Salary \_\_\_\_\_
- 29. Non-MLS Entry Lv. Lib Min. Hourly Wage \_\_\_\_\_
- 30. Non-MLS Entry Lv. LibMax. Hourly Wage \_\_\_\_\_



# SUPPORT STAFF

**PART XIV: SALARY AND BENEFIT INFORMATION**

- 1. Comp/Tech Specialist Avg. Hrs/Wk \_\_\_\_\_
- 2. Comp/Tech Specialist Min. Salary \_\_\_\_\_
- 3. Comp/Tech Specialist Max. Salary \_\_\_\_\_
- 4. Comp/Tech Specialist Min. Hourly Wage \_\_\_\_\_
- 5. Comp/Tech Specialist Max. Hourly Wage \_\_\_\_\_
- 6. Library Clerk Avg. Hrs/WK \_\_\_\_\_
- 7. Library Clerk Min. Salary \_\_\_\_\_
- 8. Library Clerk Max. Salary \_\_\_\_\_
- 9. Library Clerk Min. Hr Wage \_\_\_\_\_
- 10. Library Clerk Max. Hr Wage \_\_\_\_\_
- 11. Library Page Avg Hrs/Wk \_\_\_\_\_
- 12. Library Page Min. Salary \_\_\_\_\_
- 13. Library Page Max. Salary \_\_\_\_\_
- 14. Library Page Min. Hr Wage \_\_\_\_\_
- 15. Library Page Max. Hr Wage \_\_\_\_\_





**PART XIV: SALARY AND BENEFIT INFORMATION**

# Benefits

## Director Benefits

- 1. Health Insurance \_\_\_\_\_
  - 2. Dental Insurance \_\_\_\_\_
  - 3. Life Insurance \_\_\_\_\_
  - 4. Pension \_\_\_\_\_
  - 5. Vision Insurance \_\_\_\_\_
  - 6. Paid Sick Leave \_\_\_\_\_
  - 7. Paid Vacation \_\_\_\_\_
  - 8. Paid Holidays \_\_\_\_\_
  - 9. Deferred Compensation \_\_\_\_\_
  - 10. Disability \_\_\_\_\_
  - 11. Paid Personal Days \_\_\_\_\_
  - 12. Longevity \_\_\_\_\_
  - 13. Other \_\_\_\_\_
- Benefits \_\_\_\_\_

## Full Time Benefits

- 1. Health Insurance \_\_\_\_\_
  - 2. Dental Insurance \_\_\_\_\_
  - 3. Life Insurance \_\_\_\_\_
  - 4. Pension \_\_\_\_\_
  - 5. Vision Insurance \_\_\_\_\_
  - 6. Paid Sick Leave \_\_\_\_\_
  - 7. Paid Vacation \_\_\_\_\_
  - 8. Paid Holidays \_\_\_\_\_
  - 9. Deferred Compensation \_\_\_\_\_
  - 10. Disability \_\_\_\_\_
  - 11. Paid Personal Days \_\_\_\_\_
  - 12. Longevity \_\_\_\_\_
  - 13. Other \_\_\_\_\_
- Benefits \_\_\_\_\_

## Part Time Benefits

- 1. Health Insurance \_\_\_\_\_
  - 2. Dental Insurance \_\_\_\_\_
  - 3. Life Insurance \_\_\_\_\_
  - 4. Pension \_\_\_\_\_
  - 5. Vision Insurance \_\_\_\_\_
  - 6. Paid Sick Leave \_\_\_\_\_
  - 7. Paid Vacation \_\_\_\_\_
  - 8. Paid Holidays \_\_\_\_\_
  - 9. Deferred Compensation \_\_\_\_\_
  - 10. Disability \_\_\_\_\_
  - 11. Paid Personal Days \_\_\_\_\_
  - 12. Longevity \_\_\_\_\_
  - 13. Other \_\_\_\_\_
- Benefits \_\_\_\_\_



**PART XV: CURRENT MILLAGE INFORMATION**

1. Millage Rate \_\_\_\_\_
2. Millage Authorization Date \_\_\_\_\_
3. Millage Rate Levied \_\_\_\_\_
4. Millage Expiration Date \_\_\_\_\_
5. Millage Voted in Perpetuity \_\_\_\_\_
6. Millage is for Operating, Debt, or Both? \_\_\_\_\_
7. Millage Rate (2) \_\_\_\_\_
8. Millage Authorization Date (2) \_\_\_\_\_
9. Millage Rate Levied (2) \_\_\_\_\_
10. Millage Expiration Date (2) \_\_\_\_\_
11. Millage Voted in Perpetuity (2) \_\_\_\_\_
12. Millage is for Operating, Debt, or Both? (2) \_\_\_\_\_
13. Millage Rate (3) \_\_\_\_\_
14. Millage Authorization Date (3) \_\_\_\_\_
15. Millage Rate Levied (3) \_\_\_\_\_
16. Millage Expiration Date (3) \_\_\_\_\_
17. Millage Voted in Perpetuity (3) \_\_\_\_\_
18. Millage is for Operating, Debt, or Both? (3) \_\_\_\_\_

**PART XVI: TRUSTEES REPORT**

Trustee Title	Trustee Name	Trustee Email	Trustee Voting Member?	Trustee Address 1	Trustee Address 2	Trustee City	Trustee State	Trustee Zip Code	Trustee Phone	Trustee Term Expires	Trustee Verified Info

Select the option which describes how your library Board members are designated

The Library Trustees are: \_\_\_\_\_



**PART XVII: CERTIFICATION OF INFORMATION**

- 1. Authorized Official Name \_\_\_\_\_
- 2. Authorized Official Title \_\_\_\_\_
- 3. Authorized Official Phone Number \_\_\_\_\_
- 4. Authorized Official Email \_\_\_\_\_
- 5. Authorized Official Submit Date \_\_\_\_\_
- 6. Contact Person Name \_\_\_\_\_
- 7. Contact Person Title \_\_\_\_\_
- 8. Contact Person Phone Number \_\_\_\_\_
- 9. Contact Person Email \_\_\_\_\_
- 10. Contact Person Submit Date \_\_\_\_\_
- 11. Director Name \_\_\_\_\_
- 12. Director Phone Number \_\_\_\_\_
- 13. Director Email \_\_\_\_\_
- 14. Director Submit Date \_\_\_\_\_

**I certify that the information provided on this application truly represents the library's activities and that the financial information can be verified by audit.**

\_\_\_\_\_

**I certify that state aid funds were used for expenses that are consistent with at LEAST ONE of the purposes AND ONE of the priorities of the Library Services & Technology Act (20 USC Chapter 72 Subchapter II).**

\_\_\_\_\_

Notes:



PART II: OUTLETS

Outlet Name

---

Outlet Address

Physical Street Address

---

City

---

ZIP Code

---

County

---

Outlet Phone & Codes

Phone

---

Outlet Type Code

---

Metropolitan Status Code

---

Outlet Counts

Area in Square Feet of outlet

---

Number of Bookmobiles

---

Public Service Hours Per Year

---

Number of Weeks Open

---

Contact

Identification

Library Name

---

Library Type

---

Library Class

---

Contact Address

Address 2

---

State

---

Contact

Fax

---

Email

---

URL

---

Contact Name

Director Name

---

Title

---



Current Library Schedule

Current Open Time Monday

Current Closed Time Monday

Current Open Time Tuesday

Current Closed Time Tuesday

Current Open Time Wednesday

Current Closed Time Wednesday

Current Open Time Thursday

Current Closed Time Thursday

Current Open Time Friday

Current Closed Time Friday

Current Open Time Saturday

Current Closed Time Saturday

Current Open Time Sunday

Current Closed Time Sunday

Horizontal lines for inputting current library schedule information.

Alternate Dates

Alternate Start Date

Alternate End Date

Horizontal lines for inputting alternate dates.

Alternate Library Schedule

Alternate Open Time Monday

Alternate Closed Time Monday

Alternate Open Time Tuesday

Alternate Closed Time Tuesday

Alternate Open Time Wednesday

Alternate Closed Time Wednesday

Alternate Open Time Thursday

Alternate Closed Time Thursday

Alternate Open Time Friday

Alternate Closed Time Friday

Alternate Open Time Saturday

Alternate Closed Time Saturday

Alternate Open Time Sunday

Alternate Closed Time Sunday

Horizontal lines for inputting alternate library schedule information.

# February Book Club

What if there was a place where people weren't constantly scrolling?  
Where forest hikes were never tainted by a ringtone? Where getting  
lost meant really getting lost? These questions led me through  
rugged Appalachian backcountry and into the heart of . . .

## THE QUIET ZONE

UNRAVELING THE MYSTERY  
OF A TOWN SUSPENDED  
IN SILENCE

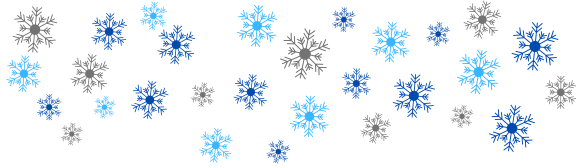
STEPHEN KURCZY

WEDNESDAY, FEBRUARY 9TH,  
7 P.M.

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



*Coopersville Area District Library*



**Coopersville Area District Library**  
333 Ottawa St., Coopersville, MI 49404 616-837-6809

# WINTER 2022 @ YOUR LIBRARY

## Music & Movement Tuesdays at 10:00 a.m.

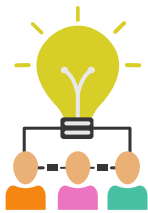


Join Mrs. Tagg for songs, dancing, and other fun activities!  
Geared towards ages 0-5 and caregivers.



## Preschool Story Time Wednesdays at 10:00 a.m.

Stories and songs with Mrs. Tagg, plus you get a craft to take home!  
Geared toward ages 2-5 and caregivers.



## Teen Advisory Board January 25 at 3:30 p.m.

All local teens are invited to come and hang out with your peers and Mr. Zach to discuss upcoming programming, special events, and new teen materials at the library.

## Adult Craft Night (virtual) January 20 and February 17

Adult Craft Night is still being held virtually at this time.

Watch for a new craft tutorial to debut on the library's Facebook and YouTube channel on the 3rd Thursday of the month.



## Maker Mondays Mondays at 4:00 p.m.

Join Mr. Zach for a variety of weekly STEAM-based activities and experiments.  
Geared towards upper elementary and middle school students.



## OAISD Visit January 14 at 10:00 a.m.

The Early Literacy team from the Ottawa Area Intermediate School District will be at the library distributing free books to any families that stop by on Friday, January 14!



## Adult Book Club January 12 & February 9 7:00 p.m.

Book Club meets on the 2nd Wednesday of the month.

Selected titles are:  
January 12: *Inland* by Téa Obrecht.  
February 9: *The Quiet Zone: Unraveling the Mystery of a Town Suspended in Silence* by Stephen Kurczy.

## The January Series January 10-28, 2022

Come view this popular Calvin University lecture series at the library!

Multiple screenings of each day's hour-long program will be offered.

Mondays and Thursdays:

12:30 p.m. & 2:00 p.m. & 6:00 p.m.

Tuesdays, Wednesdays, and Fridays:

12:30 p.m. & 2:00 p.m.

<https://calvin.edu/january-series/speakers/>



The library's hours of operation are: Mondays and Thursdays 12:00-8:00 p.m.; Tuesdays, Wednesdays, and Fridays 10:00 a.m. - 5:30 p.m.; Saturdays 10:00 a.m. - 2:00 p.m.

For up-to-date information on the library and its programs, please visit the library's Facebook page or its website ([www.coopersvillelibrary.org](http://www.coopersvillelibrary.org)).



# February 2022



SUN	MON	TUE	WED	THU	FRI	SAT
		01	02 Storytime 10am	03	04	05
06	07 Maker Mondays 4-5pm	08 Music and Movement 10am	09 Storytime 10am Adult Book Club <i>The Quiet Zone</i> by Stephen Kurczy	10	11	12
13	14 Maker Mondays 4-5pm	15 Music and Movement 10am	16 Storytime 10am	17 Adult Craft Night <i>Online</i>	18	19
20	21 Maker Mondays 4-5pm	22 Music and Movement 10am	23 Storytime 10am	24	25	26
27	28 Maker Mondays 4-5pm					

**Hours of operation:**  
Monday: 12:00 - 8:00    Tuesday: 10:00 - 5:30    Wednesday: 10:00 - 5:30  
Thursday: 12:00 - 8:00    Friday: 10:00 - 5:30    Saturday: 10:00 - 2:00



---

**RE: Library Generator information**

---

**From :** Dennis Luce <dluce@cityofcoopersville.com>

Wed, Jan 12, 2022 03:43 PM

**Subject :** RE: Library Generator information

**To :** COO Elyshia Hoekstra <coeh@llcoop.org>

Good Afternoon Elyshia,

At last night's meeting, the DDA Board denied the request to cover any percentage of the generator service contract.  
Sorry, it was worth a try.

Thanks,

Dennis Luce

---

**From:** COO Elyshia Hoekstra <coeh@llcoop.org>

**Sent:** Tuesday, January 4, 2022 1:47 PM

**To:** Dennis Luce <dluce@cityofcoopersville.com>

**Subject:** Library Generator information

Hi Dennis,

Here is the information that I have on the generator. One is the agreement between the City/DDA and the library. The second is the emergency opening procedures that the library put in place were we ever to be asked to be open if an emergency situation were to exist. If you want any more info, I think I have some correspondences saved between LaVonne and Stephen that I could probably track down as well.

Thank you for being willing to propose this to your board. We truly appreciate any help they may be willing to give.

Thanks again,

Elyshia Hoekstra, Director  
Coopersville Area District Library  
616-837-6809

---

**From :** COO Elyshia Hoekstra <coeh@llcoop.org>

Tue, Jan 04, 2022 01:47 PM

**Subject :** Library Generator information

 2 attachments

**To :** dluce@cityofcoopersville.com

Hi Dennis,

Here is the information that I have on the generator. One is the agreement between the City/DDA and the library. The second is the emergency opening procedures that the library put in place were we ever to be asked to be open if an emergency situation were to exist. If you want any more info, I think I have some correspondences saved between LaVonne and Stephen that I could probably track down as well.

Thank you for being willing to propose this to your board. We truly appreciate any help they may be willing to give.

Thanks again,

Elyshia Hoekstra, Director  
Coopersville Area District Library  
616-837-6809

---

 **Generator - emergency plan parameters.docx**

74 KB

 **DDA Agreement - Generator project.PDF**

497 KB

---

Coopersville Area District Library  
Directors Report for January 2022 – Elyshia Hoekstra

- I. Building
  - a. Lighting – Our lighting has been completed. We are very pleased with the coverage of the new lights and are glad that we have them now that the days are so short and the weather is getting worse.
  - b. Generator – We are scheduled for our generator maintenance in February. As I provided in correspondences, the City turned down any contribution toward the generator maintenance.
  - c. Technology – In December, there were a number of instances where we lost power and the slight delay of the generator kicking in seems to have worn out one of our older network devices called a UPS. This meant that our network was down for a couple days right around Christmas Eve/Christmas Day and the following Sunday. Luckily, we were closed those days and the timing, hopefully, did not interrupt our patrons ability to contact us too much. We did, however, have to pay for its replacement, along with several backup batteries for a few of our computers as this outage led us to realize that some of our staff computers were not being backed up. At this time, we can absorb these costs in our technology budget. Hopefully, nothing else needs to be replaced before the end of this fiscal year.
- II. Financials
  - a. PPP loan update – I reached out to our contact at Choice One to ask for an update. He reached out to his SBA contact for an update. The SBA contact hadn't replied quite yet, but Aaron, at Choice One, did receive a blind copy of an email with contact information between our lawyer and a lawyer for the SBA. It sounds like it may be a possibility that we will end up returning the funds directly to the Treasury rather than through Choice One and then the SBA and then the Treasury. I am waiting for the next update on this.
  - b. Audit – Today Ian from Gabridge and Company, will be joining us to go over our final audit for last year.
- III. Staff
  - a. Interns – This week, we are receiving the help of two interns from Coopersville High School. We are helping them out with some school credit and in return receive some help with a few special projects we've had on the back burner. We think that they will receive some good experience in working in the library world.
  - b. Covid – We've had a positive case of Covid over the last few weeks. Luckily, they were not in close contact with any of the rest of our staff so we were able to allow them to quarantine without being extremely short-staffed. However, we did postpone book club one week because of making schedules work. We also took this time to be cautious concerning our children's program and have put those on hold for a couple weeks (possibly more) to help limit possible Covid contacts in our community.
- IV. Friends

- a. The Friends met January 12th. If I get their minutes before the meeting, I will provide those when I have them.

V. Library and other news

- a. Due to my dad's passing away, I was not able to make the Lakeland meetings. I will wait for the minutes and if I get them before the board meeting, I will hopefully also have an update there.
- b. I attended one Kiwanis meeting so far. We discussed ways to expand our membership. Kiwanis requires 15 new members to create a new club so we are still in the recruiting stage. If you know of anyone who is looking to join a service-driven club focused on literacy and future leader development in the nearby elementary schools, please send them my way and I can see about getting a meeting set up with the veteran Kiwanis members in our group who will be able to explain the history, goals, and endeavors of the club.

VI. Statistics

- a. You'll find the statistics for December attached. We were doing curbside only during December of last year so that accounts for the zero comparison in some of the categories.

## December Statistics

	12/1/2021	12/1/2020		Current YR	Last Yr	
	Current Yr	Last Yr	% Change 2019-2020	2021 -2022 YTD	2020 - 2021 YTD	% Change
<b>Circulation</b>						
Items checked out at CADL	2,575	1,542	67%	21,757	15678	39%
OverDrive E-Book circulation	998	1,018	-2%	6,030	6268	-4%
E-Magazines	59	45	31%	393	234	68%
Hoopla	336	316	6%	2,231	1937	15%
Items Loaned to other libraries	329	546	100%	2,313	2937	-21%
Renewals	1,852	1,867	-1%	13,567	12569	8%
Total Circulation	6,149	5,334	15%	46,291	39623	17%
<b>Library Patrons</b>						
Patrons getting 1st library card	18	68	-74%	147	143	3%
Registered CADL Patrons	4,323	4,516	-4%	4,323	4516	-4%
<b>Library Collection</b>						
*Items Added:	24,783	17,211	44%	203744	113370	80%
Items Withdrawn	108	-	#DIV/0!	413	392	5%
Total Items owned	1,142,734	921,168	24%	1,142,734	921168	24%
<b>Interlibrary Loans</b>						
Items Loaned to other libraries	329	546	100%	2,297	2937	-22%
Borrowed- LLC + Mel	353	482	100%	2,384	2381	0%
<b>Traffic Count</b>						
Library Visits	1,257	-	#DIV/0!	9,653	7930	22%
<b>Programming &amp; Services</b>						
Open Hours	166	120	38%	1,317	984	34%
Children's Program Attendance	88	202	-56%	844	1744	-52%
Online Engagement	10	31	-68%	734	1758	-58%
Program Attendance Total	98	202	100%	822	1505	-45%
Number of Monthly Programs	9	4	100%	391	32	1122%
Ancestry Plus	3,426	42	8057%	17,163	1435	1096%
Internet Computer Sessions	191	-	#DIV/0!	1,962	758	159%
Wireless Sessions	504	453	11%	2,993	3505	-15%

# Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution is being adopted by the governing body of the participating entity and applies to all reporting units of said participating entity.

**WHEREAS**, \_\_\_\_\_ ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS**, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS**, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

**WHEREAS**, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. \_\_\_\_\_

Optional additional job positions:

2. \_\_\_\_\_

3. \_\_\_\_\_

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on \_\_\_\_\_, 20\_\_\_\_\_.

Authorized signature (must be currently in a position named above): \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Witness name: \_\_\_\_\_

Witness title: \_\_\_\_\_

## SPECTRUM SERVICE PROPOSAL

These prices will remain in effect throughout the Initial Order Term, subject to the following contingencies:

- ▶ final engineering, design and site visits; and acceptance of and entering into the Spectrum Enterprise Service Agreement (as may be negotiated by the parties as stated in the Terms of Offer section above), which shall govern the contractual relationship between the parties and the provision of the services under such contract.

### Investment for Spectrum Services Based on a 12 Month Initial Order Term

Location	Service	Qty/ Svc. Cap	MRC 12 Month Term
333 Ottawa St	Business Internet Access	200x10 Mbps	\$59.99
		600x35 Mbps	\$114.99
		940X35 Mbps	\$149.99
	Static IPs	1	\$14.99
		5	\$24.99
Total OTC			\$0.00

Pricing is provided only for the sites shown in the Service Proposal. Pricing for additional sites shall be determined upon Spectrum's receipt of site information for the new service location, evaluation of the requested services, performance of surveys, and other information that may be required.

Pricing shown above is exclusive of taxes, fees and surcharges. MRCs and OTCs are subject to taxes, fees and surcharges as described in Section 7(b) (Taxes, Surcharges and Fees) of the Spectrum Enterprise Service Agreement.