

Coopersville Area District Library

Monthly Board Meeting

Date: August 21, 2024

Time: 7:00 pm

Place: 333 Ottawa Street, Coopersville MI 49404

Agenda

1. **Call to Order**
2. **Approval of Agenda** (m) p.1-2
3. **Oaths of Office** (m) p.3
4. **Approval of the Minutes (July 17, 2024)** (m) p.4-5
5. **Public Comment:**
6. **Strategic Plan Report – Carol Dawe** (i) p.6-12
7. **Financial Reports**
 - a. August Operations: Balance Sheets & Budget vs. Actual (r) p.13-19
 - b. Approve June expenditures, including ACH transactions #21034-21080 totaling \$27,116.41 (a) p.20-21
 - c. Approve July 1st-11th expenditures , including ACH transactions #21052,21062,21074-21085 totaling \$16,810.09 (a) p.22
 - d. Approve July 12th-30th expenditures, including ACH transactions #21088-21098 totaling \$8,667.48 (a) p.23
 - e. Approve August checks to date, including ACH transactions #21099-21104 totaling \$21,472.70 (a) p.24
 - f. Statement of Income (r) p.25
 - g. Visa Reconciliation Detail (r) p.26-27
 - h. CADL Building Expansion Budget Performance (r) p.28
8. **Correspondence/Marketing** (r) p.29-30
 - a. CADL Press Releases
 - b. September Calendar
 - c. Programming Flyers
9. **Director’s Report –** (r) p.31-36
 - a. Friends Minutes (p.35-36)
10. **Committee Reports** (r)
 - a. **Grounds** p.37
11. **Unfinished Business**
12. **New Business**
 - a. Grant Resolution – Par Plan – Smart Thermostats (m) p.38-39
 - b. Summit Landscaping Quote (i) p.40-44
 - c. Library Signs (m) not ready - no action

d. Closed Day (October 19) (m)

13. **Public/board Comments:**

14. **Next Meeting: Board meeting September 18, 2024 at 7PM**

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

Oath of Office

Name: _____
[Print]

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the state of Michigan and that I will faithfully discharge the duties of my position on the Coopersville Area District Library Board to the best of my ability.

Signature: _____

Date Signed: _____

Witnessed by Notary:

Acknowledged by _____ before me on the _____ day of _____,

Signature _____

Printed name _____

Notary public, State of Michigan, County of: _____

My commission expires _____

*If performing a notarial act in a county other than the county of commission include: Acting in the County of _____

Stamp/Seal

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

Minutes from the Board Meeting on July 17, 2024.

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

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

Staff Present: Elyshia Hoekstra/Director

Absent: None

M/S (R. DeVries, K. Waldecker) to approve 7/17/2024 agenda with the addition of Bank Signers to New Business (Page 1). Motion carried.

M/S (S. Boomgaard-Rasch, K Waldecker) to nominate Amy Deming for Treasurer for 2024/2025. Amy accepted the nomination. Motion carried.

M/S (K.Waldecker, S. Mayrose) to accept the slate of officers for 2024/02025 (Page 2). Motion carried.

M/S (K. Waldecker, S. Mayrose) to approve Election of Officers for 2024/2025 (Page 2). Motion carried.

M/S (R. DeVries, K. Waldecker) to approve 6/19/2024 minutes of Budget Hearing (Page 3). Motion carried.

M/S (P. Lindberg, S. Mayrose) to approve 6/19/2024 minutes of Regular Board Meeting (Pages 4-5). Motion carried.

Public Present/Comments: *President Boomgaard-Rasch appreciates Elyshia's new format for board meeting agenda/meeting. Board agreed that the new format will allow meetings to run more efficiently. Board members were paid their stipends. Contributions to the Board's Flower Fund will be put on hold until a need arises. Elyshia mentioned that CADL has three regular volunteers. Board discussed ways to show appreciation for their volunteer time and plans to give them gift cards to local businesses twice a year. Suggestions were summer and Christmas.*

Financial Reports: – Informational Review

- A.** July Operations: Balance Sheets & Budget vs. Actual (Pages 6-8).
- B.** June expenditures including ACH transactions # totaling (Page 9-10).
- C.** July checks to date, including # totaling (Page 11).
Numbers for June expenditures and July checks to date are not available at this meeting due to issues with the reporting software, but will be made available at the August board meeting.
- D.** Statement of Income (Page 12).
- E.** Visa Reconciliation Detail (Pages 13-14).
- F.** CADL Building Expansion Budget Performance (Page 15).

Correspondence/Marketing: – Pages 16-17 – Informational review

- A. CADL Press Releases
- B. August Calendar of Events
- C. Programming Flyers

Director's Report-2023/2024 Year in Review: – Pages 18-30 – Informational review

A. Friends Minutes – not yet available

Roland D. asked if Katie's hours would need to be bumped up to 40 per week now that she is the Assistant Director. Elyshia explained that staff is looking at revamping job descriptions/hours at this time.

Committee Reports: None

Unfinished Business: None

New Business:

M/S (P. Lindberg, R. DeVries) to approve Standing Committee Appointments (Page 31).
Motion carried.

M/S (S. Mayrose, P. Lindberg) to approve removal of Robert TerAvest/resigned CADL Board Treasurer as a bank signer and approving Amy Deming/Newly elected CADL Board Treasurer as new official bank signer. Motion carried.

Public/Board Comments: *“Oath of Office” will take place for all board members at the August meeting. Kim L. will be present to notarize. Patrons inquiring about becoming involved with the library can contact the Friends of the Library.*

Adjournment: 7:54 p.m.

Next Meeting: Board Meeting August 21, 2024 at 7:00 p.m.

COOPERSVILLE AREA DISTRICT LIBRARY STRATEGIC PLAN

October, 2024 – October, 2026

In 2023, under the direction of the Coopersville Area District Library's board, the Library began strategic planning for years 2024 - 2026. With the limitations of running during a pandemic behind us, we are looking to new opportunities to create connections for our community and those that live within it. Our evaluation methods revealed foremost that the library has strong community support for the staff and the facilities. The process also helped us identify areas in which we can enhance, improve or create new opportunities.

THE PROCESS

Gathering community input. The Coopersville Area District Library solicited input from the Board, community partners, the staff and the public. Staff created a survey to gauge usage of the library and to determine the areas where the public would like to see improvements. 167 community members completed the survey. 9 focus groups, including two with the staff, the board, community partners, as well as 5 groups made up of members of the public met to determine further what our stakeholders believed we were doing well, and where we could improve.

Developing solutions. The data was compiled and then analyzed by a committee of staff, the library director, and the director of the Lakeland Library Cooperative in order to establish specific goals and strategic areas for expansion to keep the library an integral and valued asset to our community.

Creating a plan. We have created a plan to provide the community with resources and programming that connects the community to the library and to each other over the next three years. This includes core areas of focus, goals, objectives and staff-developed action plans with discussion and approval by the library board. Upon completion, the plan will be distributed to the public and quarterly updates will be provided to the library board.

NEXT STEPS

To guide implementation, the library board and staff will provide input to create annual Action Plans. The Action Plans provide a list of activities designed to help the library achieve its goals and objectives. It itemizes new initiatives and tasks designed to support specific objectives which will be implemented by staff.

The timing of certain activities will be determined by priority and influenced by various factors, such as funding and other resource allocation. Review and adjustment of the Action Plan will happen on a regular basis and board updates will be provided semi-annually. To accommodate internal and external changes, the Action Plan is a "living document." It is designed to be flexible

enough to accommodate revisions as needed to respond to evolving needs, resource fluctuations and most importantly, continued input from the community.

Coopersville Area District Library Strategic Plan, 2024-2026

After reviewing community feedback and analyzing the data received, the director, staff, and strategic planning facilitator identified three areas of focus to direct Coopersville Area District Library's Strategic Plan. A goal was developed under each area of focus and objectives for those goals were identified for three groups of people: staff members, board members and community members. This is a summary of those goals and objectives and a draft vision statement/mission statement to direct the library for the next 3 years.

Mission Statement:

Version 1: Coopersville Area District Library – connecting our community by providing resources, programming and partnerships.

Version 2: Coopersville Area District Library – creating community connections by providing resources, programming and partnerships.

I. Three Areas of Focus

- A. **Resources** (This area of focus is on the library's print and digital collections and other resources that the library offers.)
- B. **Programs** (This area of focus is on the services and programs the library offers.)
- C. **Partnerships** (This area of focus is about creating and maintaining community connections and partnerships.)

II. Goals

- A. Resources – Invest in a deeper more varied print and electronic collection
- B. Programs – Expand programming to meet a diverse set of community needs
- C. Partnerships – Build and expand strong relationships and partnerships with city/township organizations, community groups and the schools to create integrated library services and programs with the library

III. Objectives

- A. **Resources**
 - i. Staff Objectives
 - Evaluate, review, and weed existing collection
 - Identify new or existing areas to focus
 - Purchase new materials
 - Maintain collection
 - ii. Board Objectives
 - Budget for collection maintenance and expansion
 - Identify whether our current budget supports or sustains expansion
 - If not, explore alternative means of funding opportunities
 - iii. Community Objectives
 - Express interest in new collection items
 - Participate in micro surveys to expand collections
 - Engage with the rest of the community in book discussions, collection and book reviews, and by completing surveys after collection changes

B. Programming

- i. Staff Objectives
 - Evaluate and review existing programming
 - Create a staffing plan to accommodate additional programming
 - Put new programs into practice
 - Evaluate
- ii. Board Objectives
 - Assess whether programs are accessible (all programs are accessible to persons a disability)
 - Determine funding to help maintain or create more accessibility
 - Budget for increased programming
- iii. Community Objectives
 - Participate in micro surveys to help determine exactly which programs hold the most interest
 - Participate in programs
 - Complete follow up surveys to help us assess which programs should continue to grow

C. Partnerships

- i. Community Objectives
 - Identify new and existing partnerships
 - Build new partnerships
 - Maintain/expand old ones
 - Create goodwill opportunities to identify unforeseen partnerships
- ii. Board Objectives
 - Advocacy
 - Examples include working with the director to
 - Do presentations at township meetings
 - Identify other organizations you know of are involved with that the library can partner with
 - Leverage personal community connections
- iii. Community Objectives
 - Invite community leaders to accompany you to the library
 - Invite library staff or board members to community events
 - Suggest new connections

Summary of Focus Group Conversations

Carol Dawe, director of Lakeland Library Cooperative, conducted 5 focus groups with the public, one with the board, one with the staff and one with partners. This is a basic summary of those discussions with the focus groups consisting of 20 members of the public and about 20 staff/community partners.

1. Why did you sign up today?
 - a. Preserve the library, intellectual freedom, great staff, worried about increased millage (one person who works for local government) More Hoopla, More Hoopla, More Hoopla, increase in adult programming, more support for home schoolers and STEM. Greater accessibility.
2. What strengths do you see in the library (I prompt about the collection, programs and the staff and building) Staff, staff, staff, the collection, building, playground, programs, magazines.
3. What can the library do better?
 - a. A deeper or more varied investment in the library's print collection –Teens and Tweens, more classical and story focused children books and not just thematic or social issues. Materials that correspond with programs, theology and a few groups mentioned more reader's advisory from staff.
 - b. Programs to promote health, wellness and personal growth: exercise, cooking, nutrition, library of things, field trips, rural community life: canning, homesteading and STEM etc.
 - c. Continue to build strong relationships and partnerships with city/township organizations, community groups and the schools to create integrated library services and programs with the local schools, Farm Museum, local businesses and restaurants.
4. Several survey questions were discussed with the focus group participants.
 - a. Different hours received 19.8% of responses for what would make you use the library more. Focus groups feel hours have improved and wondered what we can afford. They want more hours if affordable. The 6:00 close was mentioned multiple times. More consistent hours are easier to remember.
 - b. What are the best marketing materials? Mailers, newspaper and social media. Something for everyone's needs.
 - c. Activities for homeschool programs: Stem, study groups, social hours.
 - d. What other ideas do you have?
 - i. A plethora of ideas were shared but the prevailing view was to keep the collection and programming as first priorities and empower the staff so they remain at the library. In other words, keep growing and improving as you have been and add new options.
 - ii. Staff and partners both acknowledge doing more with less and looking for board guidance and advocacy to strengthen both relationships and funding.

Summary of Survey Results

The strategic planning survey asked 10 questions of our community, and we received 167 results.

1. How often do you visit the library?
 - a. The majority of respondents seem to be frequent library users, with over half visiting the library weekly to several times a month.
2. How often do you use the library's online resources (Libby, Hoopla, MeL resources, etc.)?
 - a. 30% indicated that they never used these resources; however, 70% indicated that they use the library's online resources anywhere from several times a week to several times a year.
3. What would make you use the library more?
 - a. The largest percentage of respondents indicated "other" to this question. The responses ranged from having more time in their work or day-to-day schedule to more events, programs, or resources that meet their particular needs.
 - b. Of the other responses provided, "more information about what the library offers" came in second. This might indicate that the library needs to seek alternative ways of advertising for upcoming events and programs.
4. When you used the library in the last year – either in person or online – what services did you or other members of your household use?
 - a. Baby/Preschool – The greatest responses indicate that survey takers brought their children to borrow materials or attend a program.
 - b. Youth – Again, survey takers that the majority of the time they visited the library to was to borrow materials or attend a program.
 - c. Teen – The largest responses for this question by far, was to borrow physical material, followed by a wider range of second place activities. These activities include borrow online material, attend a program, borrow a hotspot, work or study, meet or socialize with others, or to make use of other services such as the puzzle exchange, free Covid tests or free masks.
 - d. Adult – Just as with teens, there was a clear winner (borrow physical materials). Many survey respondents indicated that they use the library's online resources or the public computers. They also made use of library services such as puzzles, free Covid tests, free masks, etc.
5. Did you know the library currently offers these services?
 - a. Yes
 - i. The majority of respondents were aware of the library's online eBooks, eAudiobooks and eMagazines; study rooms; used books sale; copy/printing/faxing/scanning services; and film screenings and book discussions.
 - b. No
 - i. Over half of respondents indicated that they were unaware that the library had streaming movies and television, The Gerald R. Ford Presidential Museum pass for checkout, and that the library livestreams Calvin University's "January Series"

6. As the library plans for the next 3-5 years, our strategic planning committee would like to determine the areas to prioritize. Please rate your interest in the following possible areas of library focus.
 - a. Nearly half of respondents voted “very interested” to the following three areas of focus.
 - i. A deeper more varied investment in the library’s print collection
 - ii. Programs to promote health wellness and personal growth
 - iii. Continuing to build strong relationships and partnerships with city/township organizations, community groups and the schools to create integrated library services and programs with the library.
7. Do you reside in...
 - a. Coopersville: 51%
 - b. Polkton: 24%
 - c. Wright: 13%
 - d. Chester: 5%
 - e. Other: 6%
8. How do you usually find out about community events?
 - a. The majority of people found out about community events via social media followed next by the newspaper and word of mouth.
9. How would you like to find out about library events?
 - a. The majority of respondents chose email or email newsletter followed by Facebook and the newspaper.
10. What else would you like to tell us about the library?

There were a variety of answers to this question, but overwhelming responses indicated that users were very happy with the library and library staff. Many staff members were mentioned by name. Many respondents also indicated that while they loved what the library had to offer, they would love even more of the same – programs, collection items, and partnerships.

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet As of July 11, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	176,076.11
101-003 ICS-FDIC Savings	241,892.75
101-004 Building Debt Fund	27,361.11
101-005 Murray CD - Choice One	0.00
101-005a Murray CD	14,051.90
101-006 Capital Fund	33,025.11
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	57,506.71
Total Bank Accounts	\$549,938.69
Accounts Receivable	
101-018 Accounts Receivable	400.00
Total Accounts Receivable	\$400.00
Other Current Assets	
101-019 Accounts Receivable, other	0.00
1499 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$550,338.69
TOTAL ASSETS	\$550,338.69
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	2,701.70
202-2 Auditor Accounts Payable	
Total 101-202 Accounts Payable	2,701.70
Total Accounts Payable	\$2,701.70
Credit Cards	
101-211 VISA	483.61

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet As of July 11, 2024

	TOTAL
Total Credit Cards	\$483.61
Other Current Liabilities	
101-206 Accounts Payable, other	0.00
101-258 Payroll Liabilities	2,952.71
Alerus Retirement	273.12
Federal Taxes (941/943/944)	1,454.61
Federal Unemployment (940)	0.00
Health Insurance-20% of premium	38.45
MI Income Tax	314.76
MI Local Tax	11.32
MI Unemployment Tax	0.00
Muskegon City Estra Tax	20.00
Total 101-258 Payroll Liabilities	5,064.97
101-259 Due to Other Funds	8,469.72
202-1 Accounts Payable Auditors	1,501.74
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$15,036.43
Total Current Liabilities	\$18,221.74
Total Liabilities	\$18,221.74
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	90,722.95
Net Income	-53,055.10
Total Equity	\$532,116.95
TOTAL LIABILITIES AND EQUITY	\$550,338.69

Coopersville Area District Library

Balance Sheet - Operations

As of August 8, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	215,061.07
101-003 ICS-FDIC Savings	241,892.75
101-004 Building Debt Fund	23,137.84
101-005a Murray CD	14,155.58
101-006 Capital Fund	7,623.11
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	57,600.51
Total Bank Accounts	\$559,495.86
Accounts Receivable	
101-018 Accounts Receivable	409.99
Total Accounts Receivable	\$409.99
Total Current Assets	\$559,905.85
TOTAL ASSETS	\$559,905.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	118.89
Total Accounts Payable	\$118.89
Credit Cards	
101-211 VISA	1,228.80
Total Credit Cards	\$1,228.80
Other Current Liabilities	
101-258 Payroll Liabilities	8,524.70
202-1 Accounts Payable Auditors	1,501.74
Total Other Current Liabilities	\$10,026.44
Total Current Liabilities	\$11,374.13
Total Liabilities	\$11,374.13
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	90,722.95
Net Income	-36,640.33
Total Equity	\$548,531.72
TOTAL LIABILITIES AND EQUITY	\$559,905.85

COOPERSVILLE AREA DISTRICT LIBRARY

General Operations Budget vs. Actuals YTD

July 2024 - June 2025

	1-GENERAL OPERATIONS				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
101-401 Property Taxes					\$0.00	\$0.00	\$0.00	0.00%
101-405 Local, Chester Twp Millage		67,000.00	-67,000.00		\$0.00	\$67,000.00	\$ -67,000.00	0.00%
101-406 Local, Polkton Twp Millage		104,000.00	-104,000.00		\$0.00	\$104,000.00	\$ -104,000.00	0.00%
101-407 Local, Wright Twp Millage		110,000.00	-110,000.00		\$0.00	\$110,000.00	\$ -110,000.00	0.00%
101-408 Local, Coopersville Millage		105,000.00	-105,000.00		\$0.00	\$105,000.00	\$ -105,000.00	0.00%
404-2 Delinquent Property Taxes		5,000.00	-5,000.00		\$0.00	\$5,000.00	\$ -5,000.00	0.00%
Total 101-401 Property Taxes		391,000.00	-391,000.00		\$0.00	\$391,000.00	\$ -391,000.00	0.00%
101-539 State					\$0.00	\$0.00	\$0.00	0.00%
101-541 State Aid, CADL	0.00	12,000.00	-12,000.00	0.00 %	\$0.00	\$12,000.00	\$ -12,000.00	0.00 %
101-542 E-Rate Reimbursement		2,200.00	-2,200.00		\$0.00	\$2,200.00	\$ -2,200.00	0.00%
101-573 LCSA Act		4,000.00	-4,000.00		\$0.00	\$4,000.00	\$ -4,000.00	0.00%
Total 101-539 State	0.00	18,200.00	-18,200.00	0.00 %	\$0.00	\$18,200.00	\$ -18,200.00	0.00 %
101-580 Local Grants					\$0.00	\$0.00	\$0.00	0.00%
101-580-1 CADL Endowment Fund (VanDongen)		1,100.00	-1,100.00		\$0.00	\$1,100.00	\$ -1,100.00	0.00%
101-580-2 LeMieux Designated Fund		3,600.00	-3,600.00		\$0.00	\$3,600.00	\$ -3,600.00	0.00%
101-580-3 Driedger Fund		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
101-580-4 Zahm Fund		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
101-583 Coopersville Foundation		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
583-5 Tween Space	3,277.36		3,277.36		\$3,277.36	\$0.00	\$3,277.36	0.00%
Total 101-583 Coopersville Foundation	3,277.36	1,500.00	1,777.36	218.49 %	\$3,277.36	\$1,500.00	\$1,777.36	218.49 %
101-584 CAYAC		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
101-585 Westrate Fund		4,300.00	-4,300.00		\$0.00	\$4,300.00	\$ -4,300.00	0.00%
101-588 Rotary Grant		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
Total 101-580 Local Grants	3,277.36	12,000.00	-8,722.64	27.31 %	\$3,277.36	\$12,000.00	\$ -8,722.64	27.31 %
101-600 Charges for Services					\$0.00	\$0.00	\$0.00	0.00%
101-628 Cash Drawer - Photocopier	212.10	1,800.00	-1,587.90	11.78 %	\$212.10	\$1,800.00	\$ -1,587.90	11.78 %
101-629 Cash Drawer - Fax	67.00	500.00	-433.00	13.40 %	\$67.00	\$500.00	\$ -433.00	13.40 %
101-630 Cash Drawer - DVD/Game rental	3.00		3.00		\$3.00	\$0.00	\$3.00	0.00%
631-1 DVD Rentals	121.00	1,300.00	-1,179.00	9.31 %	\$121.00	\$1,300.00	\$ -1,179.00	9.31 %
631-2 Game Rentals	39.00	250.00	-211.00	15.60 %	\$39.00	\$250.00	\$ -211.00	15.60 %
Total 101-630 Cash Drawer - DVD/Game rental	163.00	1,550.00	-1,387.00	10.52 %	\$163.00	\$1,550.00	\$ -1,387.00	10.52 %
101-631 Cash Drawer - Room Rental	250.00	350.00	-100.00	71.43 %	\$250.00	\$350.00	\$ -100.00	71.43 %
101-632 Cash Drawer - Lost Card	24.00	100.00	-76.00	24.00 %	\$24.00	\$100.00	\$ -76.00	24.00 %
101-634 Cash Drawer - Coll. Agency Fee		10.00	-10.00		\$0.00	\$10.00	\$ -10.00	0.00%
Total 101-600 Charges for Services	716.10	4,310.00	-3,593.90	16.61 %	\$716.10	\$4,310.00	\$ -3,593.90	16.61 %
101-655 Fines & Forfeitures					\$0.00	\$0.00	\$0.00	0.00%
101-656 Ottawa Co Penal Fines	0.00	34,000.00	-34,000.00	0.00 %	\$0.00	\$34,000.00	\$ -34,000.00	0.00 %
101-657 Fines & Forfeitures - Other		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
101-658 Cash Drawer - Materials Fines	563.02	3,600.00	-3,036.98	15.64 %	\$563.02	\$3,600.00	\$ -3,036.98	15.64 %
101-659 Cash Drawer - Lost Items	39.00	300.00	-261.00	13.00 %	\$39.00	\$300.00	\$ -261.00	13.00 %
Total 101-655 Fines & Forfeitures	602.02	38,400.00	-37,797.98	1.57 %	\$602.02	\$38,400.00	\$ -37,797.98	1.57 %
101-664 Investment Earnings					\$0.00	\$0.00	\$0.00	0.00%
101-665 Interest, MoneyMarket Savings	228.60	6,500.00	-6,271.40	3.52 %	\$228.60	\$6,500.00	\$ -6,271.40	3.52 %
Total 101-664 Investment Earnings	228.60	6,500.00	-6,271.40	3.52 %	\$228.60	\$6,500.00	\$ -6,271.40	3.52 %
101-672 Other Revenue					\$0.00	\$0.00	\$0.00	0.00%
101-674 Private Contributions/Donations		350.00	-350.00		\$0.00	\$350.00	\$ -350.00	0.00%
101-675 Donations, Memorial		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
101-676 Donations, Rotary		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
101-677 Donations, Friends		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
677-2 Staff Meeting		360.00	-360.00		\$0.00	\$360.00	\$ -360.00	0.00%
677-4 Virtual Programming	550.00		550.00		\$550.00	\$0.00	\$550.00	0.00%
Total 101-677 Donations, Friends	550.00	3,360.00	-2,810.00	16.37 %	\$550.00	\$3,360.00	\$ -2,810.00	16.37 %
101-678 Sportsmen's Club		600.00	-600.00		\$0.00	\$600.00	\$ -600.00	0.00%
681-1 Summer Reading Program		400.00	-400.00		\$0.00	\$400.00	\$ -400.00	0.00%
684-2 Winter Reading Club		325.00	-325.00		\$0.00	\$325.00	\$ -325.00	0.00%
Total 101-674 Private Contributions/Donations	550.00	7,035.00	-6,485.00	7.82 %	\$550.00	\$7,035.00	\$ -6,485.00	7.82 %
Total 101-672 Other Revenue	550.00	7,035.00	-6,485.00	7.82 %	\$550.00	\$7,035.00	\$ -6,485.00	7.82 %
101-690 Other Financing Sources					\$0.00	\$0.00	\$0.00	0.00%
692-0 Cash Drawer - Donations	33.16	200.00	-166.84	16.58 %	\$33.16	\$200.00	\$ -166.84	16.58 %
692-1 Cash Drawer - Over/Under	0.62		0.62		\$0.62	\$0.00	\$0.62	0.00%
692.7 Insurance-Water Damage Basement	1,592.70		1,592.70		\$1,592.70	\$0.00	\$1,592.70	0.00%
Total 101-690 Other Financing Sources	1,626.48	200.00	1,426.48	813.24 %	\$1,626.48	\$200.00	\$1,426.48	813.24 %
Services	409.99		409.99		\$409.99	\$0.00	\$409.99	0.00%

COOPERSVILLE AREA DISTRICT LIBRARY

General Operations Budget vs. Actuals YTD

July 2024 - June 2025

	1-GENERAL OPERATIONS				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Income	\$7,410.55	\$477,645.00	\$ -470,234.45	1.55 %	\$7,410.55	\$477,645.00	\$ -470,234.45	1.55 %
GROSS PROFIT	\$7,410.55	\$477,645.00	\$ -470,234.45	1.55 %	\$7,410.55	\$477,645.00	\$ -470,234.45	1.55 %
Expenses								
101-701 Personnel Services					\$0.00	\$0.00	\$0.00	0.00%
101-702 Salary, Wages	16,289.02	214,200.00	-197,910.98	7.60 %	\$16,289.02	\$214,200.00	\$ -197,910.98	7.60 %
101-705 Bonus		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
101-706 Payroll Expenses	124.84	8,260.00	-8,135.16	1.51 %	\$124.84	\$8,260.00	\$ -8,135.16	1.51 %
101-710 Payroll taxes	1,240.24	16,500.00	-15,259.76	7.52 %	\$1,240.24	\$16,500.00	\$ -15,259.76	7.52 %
101-711 Health/Dental/Life Insurance	958.91	11,000.00	-10,041.09	8.72 %	\$958.91	\$11,000.00	\$ -10,041.09	8.72 %
101-713 MERS - Minimum Payment	3,502.00	21,100.00	-17,598.00	16.60 %	\$3,502.00	\$21,100.00	\$ -17,598.00	16.60 %
101-715 Board Compensation		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
101-716 Insurance, Operations		6,000.00	-6,000.00		\$0.00	\$6,000.00	\$ -6,000.00	0.00%
101-717 Personnel Services, Misc.					\$0.00	\$0.00	\$0.00	0.00%
717-1 Staff Meetings	33.92	360.00	-326.08	9.42 %	\$33.92	\$360.00	\$ -326.08	9.42 %
Total 101-717 Personnel Services, Misc.	33.92	360.00	-326.08	9.42 %	\$33.92	\$360.00	\$ -326.08	9.42 %
Total 101-701 Personnel Services	22,148.93	280,920.00	-258,771.07	7.88 %	\$22,148.93	\$280,920.00	\$ -258,771.07	7.88 %
101-726 Supplies					\$0.00	\$0.00	\$0.00	0.00%
101-727 Operating Supplies					\$0.00	\$0.00	\$0.00	0.00%
101-728 Postage	82.00	300.00	-218.00	27.33 %	\$82.00	\$300.00	\$ -218.00	27.33 %
101-730 Computer/Printing Supplies		400.00	-400.00		\$0.00	\$400.00	\$ -400.00	0.00%
101-733 Supplies, Building/Janitorial	330.93	2,000.00	-1,669.07	16.55 %	\$330.93	\$2,000.00	\$ -1,669.07	16.55 %
101-734 Office Supplies (paper included)	695.93	1,000.00	-304.07	69.59 %	\$695.93	\$1,000.00	\$ -304.07	69.59 %
101-736 Collection Supplies	680.19	1,700.00	-1,019.81	40.01 %	\$680.19	\$1,700.00	\$ -1,019.81	40.01 %
Total 101-727 Operating Supplies	1,789.05	5,400.00	-3,610.95	33.13 %	\$1,789.05	\$5,400.00	\$ -3,610.95	33.13 %
101-750 Programming Supplies	112.29		112.29		\$112.29	\$0.00	\$112.29	0.00%
101-752 Adult Programs	118.13	1,000.00	-881.87	11.81 %	\$118.13	\$1,000.00	\$ -881.87	11.81 %
101-754 Teen Programming	5.18	1,000.00	-994.82	0.52 %	\$5.18	\$1,000.00	\$ -994.82	0.52 %
101-758 Early Literacy Programming		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
101-759 General Programming		300.00	-300.00		\$0.00	\$300.00	\$ -300.00	0.00%
759-1 Story Walk		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
Total 101-759 General Programming		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
101-760 Summer Reading Clubs	-326.28	1,600.00	-1,926.28	-20.39 %	\$ -326.28	\$1,600.00	\$ -1,926.28	-20.39 %
101-768 Advertising/Marketing/Printing		350.00	-350.00		\$0.00	\$350.00	\$ -350.00	0.00%
101-769 Artwork/Decorations/Signage		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
101-770 Programming Supplies - other	268.33		268.33		\$268.33	\$0.00	\$268.33	0.00%
Total 101-750 Programming Supplies	177.65	5,650.00	-5,472.35	3.14 %	\$177.65	\$5,650.00	\$ -5,472.35	3.14 %
Total 101-726 Supplies	1,966.70	11,050.00	-9,083.30	17.80 %	\$1,966.70	\$11,050.00	\$ -9,083.30	17.80 %
101-800 Other Services & Charges					\$0.00	\$0.00	\$0.00	0.00%
101-801 Professional/Contract Services					\$0.00	\$0.00	\$0.00	0.00%
101-802 Financial Services	75.00	420.00	-345.00	17.86 %	\$75.00	\$420.00	\$ -345.00	17.86 %
101-804 Legal Fees		800.00	-800.00		\$0.00	\$800.00	\$ -800.00	0.00%
101-806 Audit Services		4,000.00	-4,000.00		\$0.00	\$4,000.00	\$ -4,000.00	0.00%
101-808 Computer Tech Support					\$0.00	\$0.00	\$0.00	0.00%
808-1 Heimler Consulting (on-site work)		8,000.00	-8,000.00		\$0.00	\$8,000.00	\$ -8,000.00	0.00%
808-3 Erate - Broadband Services Monthly Fees	285.00		285.00		\$285.00	\$0.00	\$285.00	0.00%
Total 101-808 Computer Tech Support	285.00	8,000.00	-7,715.00	3.56 %	\$285.00	\$8,000.00	\$ -7,715.00	3.56 %
101-809 Janitorial Service	801.66		801.66		\$801.66	\$0.00	\$801.66	0.00%
809-1 Cleaning Service		9,500.00	-9,500.00		\$0.00	\$9,500.00	\$ -9,500.00	0.00%
809-2 Window Cleaning		700.00	-700.00		\$0.00	\$700.00	\$ -700.00	0.00%
809-3 Gutter Cleaning		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
809-4 Carpet Cleaning		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
Total 101-809 Janitorial Service	801.66	12,700.00	-11,898.34	6.31 %	\$801.66	\$12,700.00	\$ -11,898.34	6.31 %
101-817 Performers-Professional		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
101-818 Workshops, Inservice		1,200.00	-1,200.00		\$0.00	\$1,200.00	\$ -1,200.00	0.00%
Total 101-801 Professional/Contract Services	1,161.66	29,620.00	-28,458.34	3.92 %	\$1,161.66	\$29,620.00	\$ -28,458.34	3.92 %
101-810 Grounds Service/Repairs					\$0.00	\$0.00	\$0.00	0.00%
810.1 Sprinkler Service					\$0.00	\$0.00	\$0.00	0.00%
810.1.1 Contract Services		550.00	-550.00		\$0.00	\$550.00	\$ -550.00	0.00%
810.1.2 Sprinkler Parts		250.00	-250.00		\$0.00	\$250.00	\$ -250.00	0.00%
Total 810.1 Sprinkler Service		800.00	-800.00		\$0.00	\$800.00	\$ -800.00	0.00%
810.2 Lawn Service		1,850.00	-1,850.00		\$0.00	\$1,850.00	\$ -1,850.00	0.00%
810.3 Snow Removal		1,900.00	-1,900.00		\$0.00	\$1,900.00	\$ -1,900.00	0.00%
810.7 Grounds, Misc.	400.00	2,000.00	-1,600.00	20.00 %	\$400.00	\$2,000.00	\$ -1,600.00	20.00 %
Total 101-810 Grounds Service/Repairs	400.00	6,550.00	-6,150.00	6.11 %	\$400.00	\$6,550.00	\$ -6,150.00	6.11 %

COOPERSVILLE AREA DISTRICT LIBRARY

General Operations Budget vs. Actuals YTD

July 2024 - June 2025

	1-GENERAL OPERATIONS				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
101-812 Equipment Service/Repair					\$0.00	\$0.00	\$0.00	0.00%
812.1 Fire/Security Equip					\$0.00	\$0.00	\$0.00	0.00%
812.1.1 Monthly Fees	237.36	2,500.00	-2,262.64	9.49 %	\$237.36	\$2,500.00	\$ -2,262.64	9.49 %
812.2.2 On-Site Repairs & Service Calls		620.00	-620.00		\$0.00	\$620.00	\$ -620.00	0.00%
Total 812.1 Fire/Security Equip	237.36	3,120.00	-2,882.64	7.61 %	\$237.36	\$3,120.00	\$ -2,882.64	7.61 %
812.2 Heating & Cooling		1,350.00	-1,350.00		\$0.00	\$1,350.00	\$ -1,350.00	0.00%
812.3 Copier	289.18	3,300.00	-3,010.82	8.76 %	\$289.18	\$3,300.00	\$ -3,010.82	8.76 %
812.4 Audio/Visual Equipment		3,000.00	-3,000.00		\$0.00	\$3,000.00	\$ -3,000.00	0.00%
812.5 Pest Control		310.00	-310.00		\$0.00	\$310.00	\$ -310.00	0.00%
812.6 Window Blinds		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
812.7 Generator		700.00	-700.00		\$0.00	\$700.00	\$ -700.00	0.00%
Total 101-812 Equipment Service/Repair	526.54	12,780.00	-12,253.46	4.12 %	\$526.54	\$12,780.00	\$ -12,253.46	4.12 %
101-850 Telephone/Telecommunications					\$0.00	\$0.00	\$0.00	0.00%
850.1 Telecommunications	241.29	2,800.00	-2,558.71	8.62 %	\$241.29	\$2,800.00	\$ -2,558.71	8.62 %
Total 101-850 Telephone/Telecommunications	241.29	2,800.00	-2,558.71	8.62 %	\$241.29	\$2,800.00	\$ -2,558.71	8.62 %
101-860 Travel		900.00	-900.00		\$0.00	\$900.00	\$ -900.00	0.00%
101-880 Dues & Fees					\$0.00	\$0.00	\$0.00	0.00%
101-882 Bank Fees, Operations Acct		50.00	-50.00		\$0.00	\$50.00	\$ -50.00	0.00%
101-883 Bank Charges	25.99		25.99		\$25.99	\$0.00	\$25.99	0.00%
101-884 Licensing/Subscription Fees	134.20	5,100.00	-4,965.80	2.63 %	\$134.20	\$5,100.00	\$ -4,965.80	2.63 %
884-1 Movie License-Sportmens Club		650.00	-650.00		\$0.00	\$650.00	\$ -650.00	0.00%
Total 101-884 Licensing/Subscription Fees	134.20	5,750.00	-5,615.80	2.33 %	\$134.20	\$5,750.00	\$ -5,615.80	2.33 %
101-886 Membership Dues	100.00	2,000.00	-1,900.00	5.00 %	\$100.00	\$2,000.00	\$ -1,900.00	5.00 %
101-888 Collection Agency Fee	19.70	150.00	-130.30	13.13 %	\$19.70	\$150.00	\$ -130.30	13.13 %
101-890 LLC Fees	4,691.33	25,000.00	-20,308.67	18.77 %	\$4,691.33	\$25,000.00	\$ -20,308.67	18.77 %
101-892 Dues & Fees, other		100.00	-100.00		\$0.00	\$100.00	\$ -100.00	0.00%
101-894 Credit Card Fees	17.88	130.00	-112.12	13.75 %	\$17.88	\$130.00	\$ -112.12	13.75 %
894-1 Credit Card Fees - Friends	0.00		0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 101-880 Dues & Fees	4,989.10	33,180.00	-28,190.90	15.04 %	\$4,989.10	\$33,180.00	\$ -28,190.90	15.04 %
101-920 Utilites					\$0.00	\$0.00	\$0.00	0.00%
101-921 Trash - Republic Services		160.00	-160.00		\$0.00	\$160.00	\$ -160.00	0.00%
101-922 Water & Sewer - City	426.46	1,500.00	-1,073.54	28.43 %	\$426.46	\$1,500.00	\$ -1,073.54	28.43 %
101-923 Gas - MI Gas Utilities	55.88	3,200.00	-3,144.12	1.75 %	\$55.88	\$3,200.00	\$ -3,144.12	1.75 %
101-924 Electric - Consumers Energy	2,538.76	12,500.00	-9,961.24	20.31 %	\$2,538.76	\$12,500.00	\$ -9,961.24	20.31 %
Total 101-920 Utilites	3,021.10	17,360.00	-14,338.90	17.40 %	\$3,021.10	\$17,360.00	\$ -14,338.90	17.40 %
101-930 Repairs & Maintenance					\$0.00	\$0.00	\$0.00	0.00%
101-931 Electrical		350.00	-350.00		\$0.00	\$350.00	\$ -350.00	0.00%
101-932 Plumbing		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
101-934 Repairs, Misc.		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%
Total 101-930 Repairs & Maintenance		1,050.00	-1,050.00		\$0.00	\$1,050.00	\$ -1,050.00	0.00%
101-955 Misc. Expenses					\$0.00	\$0.00	\$0.00	0.00%
101-956 Material/Equipment		350.00	-350.00		\$0.00	\$350.00	\$ -350.00	0.00%
101-958 Other Expenses-Misc.,		100.00	-100.00		\$0.00	\$100.00	\$ -100.00	0.00%
Total 101-955 Misc. Expenses		450.00	-450.00		\$0.00	\$450.00	\$ -450.00	0.00%
Total 101-800 Other Services & Charges	10,339.69	104,690.00	-94,350.31	9.88 %	\$10,339.69	\$104,690.00	\$ -94,350.31	9.88 %
101-970 Capital Outlay					\$0.00	\$0.00	\$0.00	0.00%
101-971 Equipment		6,000.00	-6,000.00		\$0.00	\$6,000.00	\$ -6,000.00	0.00%
971-1 Equipment under \$500.00		1,200.00	-1,200.00		\$0.00	\$1,200.00	\$ -1,200.00	0.00%
971-1a Tween Space	3,277.36		3,277.36		\$3,277.36	\$0.00	\$3,277.36	0.00%
Total 971-1 Equipment under \$500.00	3,277.36	1,200.00	2,077.36	273.11 %	\$3,277.36	\$1,200.00	\$2,077.36	273.11 %
Total 101-971 Equipment	3,277.36	7,200.00	-3,922.64	45.52 %	\$3,277.36	\$7,200.00	\$ -3,922.64	45.52 %
101-972 Capital Projects	550.00		550.00		\$550.00	\$0.00	\$550.00	0.00%
101-973 Materials	129.00		129.00		\$129.00	\$0.00	\$129.00	0.00%
101-974 Digitizing Project	850.00	1,350.00	-500.00	62.96 %	\$850.00	\$1,350.00	\$ -500.00	62.96 %
101-976 Periodicals/Newspapers		900.00	-900.00		\$0.00	\$900.00	\$ -900.00	0.00%
101-978 Video Materials					\$0.00	\$0.00	\$0.00	0.00%
978-1 DVDs	39.91	1,500.00	-1,460.09	2.66 %	\$39.91	\$1,500.00	\$ -1,460.09	2.66 %
978-2 Video Games	-3.00	1,000.00	-1,003.00	-0.30 %	\$ -3.00	\$1,000.00	\$ -1,003.00	-0.30 %
Total 101-978 Video Materials	36.91	2,500.00	-2,463.09	1.48 %	\$36.91	\$2,500.00	\$ -2,463.09	1.48 %
101-980 Audio Materials		2,500.00	-2,500.00		\$0.00	\$2,500.00	\$ -2,500.00	0.00%
101-982 Digital Collections	997.54	17,000.00	-16,002.46	5.87 %	\$997.54	\$17,000.00	\$ -16,002.46	5.87 %
101-984 Printed Materials (Books)	2,441.42	22,500.00	-20,058.58	10.85 %	\$2,441.42	\$22,500.00	\$ -20,058.58	10.85 %
984.1 VOX Books	371.92	2,000.00	-1,628.08	18.60 %	\$371.92	\$2,000.00	\$ -1,628.08	18.60 %
Total 101-984 Printed Materials (Books)	2,813.34	24,500.00	-21,686.66	11.48 %	\$2,813.34	\$24,500.00	\$ -21,686.66	11.48 %

COOPERSVILLE AREA DISTRICT LIBRARY

General Operations Budget vs. Actuals YTD

July 2024 - June 2025

	1-GENERAL OPERATIONS				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
101-985 Lost & Damaged Items	35.94	250.00	-214.06	14.38 %	\$35.94	\$250.00	\$ -214.06	14.38 %
101-987 Non-traditional (Hotspots)	624.20	6,300.00	-5,675.80	9.91 %	\$624.20	\$6,300.00	\$ -5,675.80	9.91 %
101-988 Non-Traditional, other		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
Total 101-973 Materials	5,486.93	56,300.00	-50,813.07	9.75 %	\$5,486.93	\$56,300.00	\$ -50,813.07	9.75 %
970-3 Staff Computer Chairs	304.16		304.16		\$304.16	\$0.00	\$304.16	0.00%
Total 101-970 Capital Outlay	9,618.45	63,500.00	-53,881.55	15.15 %	\$9,618.45	\$63,500.00	\$ -53,881.55	15.15 %
Total Expenses	\$44,073.77	\$460,160.00	\$ -416,086.23	9.58 %	\$44,073.77	\$460,160.00	\$ -416,086.23	9.58 %
NET OPERATING INCOME	\$ -36,663.22	\$17,485.00	\$ -54,148.22	-209.68 %	\$ -36,663.22	\$17,485.00	\$ -54,148.22	-209.68 %
NET INCOME	\$ -36,663.22	\$17,485.00	\$ -54,148.22	-209.68 %	\$ -36,663.22	\$17,485.00	\$ -54,148.22	-209.68 %

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

Date	Num	Name	Amount
06/02/2024		Bank Interest	\$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		Bank Interest	\$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)
			<u>(\$27,241.68)</u>

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

Date	Num		Amount
07/01/2024		Deposit	\$9.40
07/03/2024		Deposit	\$29.12
07/05/2024		Deposit	\$193.48
07/05/2024		Deposit	\$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	Payroll	-\$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

TOTAL

-\$16,568.85

Thursday, Jul 11, 2024

General Operations

Checking Account - July 12th-31st, 2024

Date	Num	Name	Amount
07/08/2024		DEPOSIT	\$7.79
07/09/2024		DEPOSIT	\$19.38
07/10/2024		DEPOSIT	\$9.40
07/12/2024		DEPOSIT	\$3,827.36
07/12/2024		DEPOSIT	\$25,403.27
07/12/2024		DEPOSIT	\$196.95
07/15/2024		DEPOSIT	\$1.46
07/15/2024		DEPOSIT	\$10.61
07/16/2024		DEPOSIT	\$4.72
07/18/2024		DEPOSIT	\$4.87
07/19/2024		DEPOSIT	\$167.87
07/19/2024		DEPOSIT	\$14.90
07/22/2024		DEPOSIT	\$8.62
07/22/2024		DEPOSIT	\$3,447.53
07/23/2024		DEPOSIT	\$15.82
07/23/2024		DEPOSIT	\$2,454.25
07/24/2024		DEPOSIT	\$48.60
07/25/2024		DEPOSIT	\$6,556.12
07/25/2024		DEPOSIT	\$29,774.95
07/25/2024		DEPOSIT	\$57.07
07/26/2024		DEPOSIT	\$86.42
07/26/2024		DEPOSIT	\$4.77
07/29/2024		DEPOSIT	\$1,310.67
07/29/2024		DEPOSIT	\$8.91
07/30/2024		DEPOSIT	\$33.60
07/31/2024		DEPOSIT	\$134.80
07/31/2024		DEPOSIT	\$218.09
07/17/2024	21088	ADT Commercial	(\$84.42)
07/17/2024	21089	Rosen Publishing	(\$539.32)
07/17/2024	21090	Heimler Consulting	(\$285.00)
07/17/2024	21091	City of Coopersville	(\$426.46)
07/31/2024	21092	Phil's Lawn Care & Snowplowing	(\$400.00)
07/31/2024	21093	Michigan Gas Utilities	(\$55.88)
07/31/2024	21094	Cengage Learning	(\$65.58)
07/31/2024	21095	Grant District Library	(\$5.99)
07/29/2024	21096	Flex Administrators	(\$225.00)
07/29/2024	21097	Muskegon Area District Library	(\$29.95)
07/29/2024	21098	U.S. Bank Equipment Finance	(\$289.18)
07/19/2024		State Of Michigan	(\$43.14)
07/24/2024	DD	Payroll	(\$5,659.29)
07/26/2024		Alerus Retirement	(\$538.27)
07/25/2024		Wire Transaction Fee	(\$20.00)
TOTAL			\$65,161.32

**General Operations
Checking Account
August 1st - 8th, 2024**

Date	Num	Name	Amount
08/02/2024		DEPOSIT	\$151.95
08/05/2024	4GCPA.23.13	VOID Double State Payment	\$1,782.43
08/01/2024		Priority Health	(\$416.53)
08/02/2024		M.E.R.S.	(\$1,751.00)
08/07/2024	DD	Payroll	(\$5,692.92)
08/01/2024	21099	Coopersville Rotary Club.	(\$100.00)
08/01/2024	21100	New Views LLC	(\$801.66)
08/05/2024	21101	Midwest Tape- Hoopla	(\$674.25)
08/05/2024	21102	Sanilac Computer Products	(\$850.00)
08/05/2024	21103	T-Mobile	(\$229.60)
08/05/2024	21104	Visa	(\$8,569.93)
08/02/2024	ACH	Consumers Energy	(\$2,538.76)
08/05/2024	ACH	MI Department of Treasury	(\$1,782.43)
TOTAL			(\$21,472.70)

Thursday, Aug 08, 2024

Coopersville Area District Library

Statement of Financial Income

July 1, 2024 - July 30, 2025

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND CD	TOTAL
Income					
101-401 Property Taxes	0.00	7,325.48	0.00	0.00	\$7,325.48
101-539 State	0.00	0.00	0.00	0.00	\$0.00
101-580 Local Grants	3,277.36	0.00	0.00	0.00	\$3,277.36
101-600 Charges for Services	730.80	0.00	0.00	0.00	\$730.80
101-655 Fines & Forfeitures	693.82	0.00	0.00	0.00	\$693.82
101-664 Investment Earnings	228.60	11.59	1.27	103.68	\$345.14
101-672 Other Revenue	550.00	0.00	0.00	0.00	\$550.00
101-690 Other Financing Sources	1,626.48	0.00	0.00	0.00	\$1,626.48
Services	409.99	0.00	0.00	0.00	\$409.99
Total Income	\$7,517.05	\$7,337.07	\$1.27	\$103.68	\$14,959.07
GROSS PROFIT	\$7,517.05	\$7,337.07	\$1.27	\$103.68	\$14,959.07
Expenses					
Total Expenses					\$0.00
NET OPERATING INCOME	\$7,517.05	\$7,337.07	\$1.27	\$103.68	\$14,959.07
NET INCOME	\$7,517.05	\$7,337.07	\$1.27	\$103.68	\$14,959.07

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 08/01/2024

RECONCILIATION REPORT

Reconciled on: 08/05/2024

Reconciled by: Kim Lothschutz

VISA Page 26 July 2024

EH

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

Summary USD

Statement beginning balance	3,575.88
Charges and cash advances cleared (57)	8,926.21
Payments and credits cleared (2)	-3,932.16
Statement ending balance	8,569.93
Uncleared transactions as of 08/01/2024	1,144.06
Register balance as of 08/01/2024	9,713.99
Cleared transactions after 08/01/2024	0.00
Uncleared transactions after 08/01/2024	50.82
Register balance as of 08/05/2024	9,764.81

Details

Charges and cash advances cleared (57)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/30/2024	Expense	01720CP24196088	OverDrive	12.45
07/01/2024	Expense		Amazon.com	55.48
07/01/2024	Expense		Google LLC	57.60
07/02/2024	Expense		Amazon.com	26.10
07/02/2024	Expense		Quill	81.58
07/03/2024	Expense		Tech Soup	18.00
07/05/2024	Expense	MB-179927	Mobile Beacon	129.00
07/06/2024	Expense		Amazon.com	15.79
07/06/2024	Expense		Amazon.com	72.32
07/07/2024	Expense		Amazon.com	7.19
07/07/2024	Expense		Amazon.com	10.45
07/08/2024	Expense		Amazon.com	9.78
07/08/2024	Expense		Amazon.com	5.19
07/09/2024	Expense		Amazon.com	19.96
07/09/2024	Expense		WuFoo	19.00
07/10/2024	Expense			250.00
07/11/2024	Expense		327 Pizza	50.00
07/15/2024	Expense		Taco Bell	5.00
07/15/2024	Expense		Taco Bell	5.00
07/15/2024	Expense		Taco Bell	5.00
07/15/2024	Expense		Taco Bell	5.00
07/15/2024	Expense		Taco Bell	5.00
07/15/2024	Expense		Taco Bell	5.00
07/15/2024	Expense		Demco	640.70
07/16/2024	Expense		family dollar	2.65
07/17/2024	Expense		Amazon.com	53.63
07/17/2024	Expense		Amazon.com	40.81
07/17/2024	Expense		Amazon.com	29.98
07/18/2024	Expense		Vonage	136.34
07/18/2024	Expense		Costco	21.19
07/18/2024	Expense	02635	WalMart	20.74
07/18/2024	Expense		Mobile Beacon	129.00
07/18/2024	Expense		US Postmaster	75.87
07/18/2024	Expense		Amazon.com	177.51
07/18/2024	Expense		Amazon.com	50.90
07/18/2024	Expense		Amazon.com	17.40
07/18/2024	Expense		Tech Soup	18.00
07/19/2024	Expense		OverDrive	272.47
07/19/2024	Expense		Amazon.com	7.45
07/21/2024	Expense		Intuit	76.50
07/21/2024	Expense		ADT Security Services (VISA)	152.94
07/22/2024	Expense		Amazon.com	79.00
07/23/2024	Expense		American Button	112.29
07/24/2024	Expense		family dollar	4.51
07/24/2024	Expense		Meijer	51.13
07/24/2024	Expense		Amazon.com	31.79
07/24/2024	Expense		Amazon.com	19.95
07/24/2024	Expense		Quill	250.66
07/25/2024	Expense		Amazon.com	17.99
07/26/2024	Expense		Quill	2.82
07/28/2024	Expense		Amazon.com	29.66
07/29/2024	Expense		Amazon.com	24.78
07/29/2024	Expense		Amazon.com	46.98
07/29/2024	CC Bill Payment	1	Baker & Taylor	2,158.21
07/30/2024	Expense			3,277.36
07/31/2024	Expense		Amazon.com	7.70
08/01/2024	Expense		Amazon.com	17.41

Total

Payments and credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/30/2024	Bill		Visa	-3,575.88
07/09/2024	Credit Card Credit		4Imprint	-356.28
Total				-3,932.16

Additional Information

Uncleared charges and cash advances as of 08/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/24/2024	Expense		Quill	253.48
07/31/2024	Expense		Baker & Taylor	282.98
08/01/2024	CC Bill Payment		Google LLC	57.60
08/01/2024	Expense		TD3 Innovative Gaming	550.00
Total				1,144.06

Uncleared charges and cash advances after 08/01/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/02/2024	Expense		OverDrive	50.82
Total				50.82

COOPERSVILLE AREA DISTRICT LIBRARY

Building Fund Budget vs. Actuals YTD

July 2024 - June 2025

	2-DEBT SERVICE PAYMENT				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
101-401 Property Taxes					\$0.00	\$0.00	\$0.00	0.00%
101-405 Local, Chester Twp Millage					\$0.00	\$0.00	\$0.00	0.00%
405-2- Local, Chester Twp Bond Payment	1,310.67	21,200.00	-19,889.33	6.18 %	\$1,310.67	\$21,200.00	\$ -19,889.33	6.18 %
Total 101-405 Local, Chester Twp Millage	1,310.67	21,200.00	-19,889.33	6.18 %	\$1,310.67	\$21,200.00	\$ -19,889.33	6.18 %
101-406 Local,Polkton Twp Millage					\$0.00	\$0.00	\$0.00	0.00%
406-2 Local, Polkton Twp Bond Payment		32,100.00	-32,100.00		\$0.00	\$32,100.00	\$ -32,100.00	0.00%
Total 101-406 Local,Polkton Twp Millage		32,100.00	-32,100.00		\$0.00	\$32,100.00	\$ -32,100.00	0.00%
101-407 Local, Wright Twp Millage					\$0.00	\$0.00	\$0.00	0.00%
407-2 Local, Wright Twp Bond Payment	2,454.25	37,900.00	-35,445.75	6.48 %	\$2,454.25	\$37,900.00	\$ -35,445.75	6.48 %
Total 101-407 Local, Wright Twp Millage	2,454.25	37,900.00	-35,445.75	6.48 %	\$2,454.25	\$37,900.00	\$ -35,445.75	6.48 %
101-408 Local,Coopersville Millage					\$0.00	\$0.00	\$0.00	0.00%
408-2 Local, Coopersville Bond Payment	1,854.83	35,600.00	-33,745.17	5.21 %	\$1,854.83	\$35,600.00	\$ -33,745.17	5.21 %
Total 101-408 Local,Coopersville Millage	1,854.83	35,600.00	-33,745.17	5.21 %	\$1,854.83	\$35,600.00	\$ -33,745.17	5.21 %
Total 101-401 Property Taxes	5,619.75	126,800.00	-121,180.25	4.43 %	\$5,619.75	\$126,800.00	\$ -121,180.25	4.43 %
101-664 Investment Earnings					\$0.00	\$0.00	\$0.00	0.00%
101-665 Interest, MoneyMarket Savings	11.59	500.00	-488.41	2.32 %	\$11.59	\$500.00	\$ -488.41	2.32 %
Total 101-664 Investment Earnings	11.59	500.00	-488.41	2.32 %	\$11.59	\$500.00	\$ -488.41	2.32 %
Total Income	\$5,631.34	\$127,300.00	\$ -121,668.66	4.42 %	\$5,631.34	\$127,300.00	\$ -121,668.66	4.42 %
GROSS PROFIT	\$5,631.34	\$127,300.00	\$ -121,668.66	4.42 %	\$5,631.34	\$127,300.00	\$ -121,668.66	4.42 %
Expenses								
101-800 Other Services & Charges					\$0.00	\$0.00	\$0.00	0.00%
101-880 Dues & Fees					\$0.00	\$0.00	\$0.00	0.00%
101-883 Bank Charges		10.00	-10.00		\$0.00	\$10.00	\$ -10.00	0.00%
Total 101-880 Dues & Fees		10.00	-10.00		\$0.00	\$10.00	\$ -10.00	0.00%
Total 101-800 Other Services & Charges		10.00	-10.00		\$0.00	\$10.00	\$ -10.00	0.00%
101-990 Building Expansion					\$0.00	\$0.00	\$0.00	0.00%
101-991 Bond/Principal		115,000.00	-115,000.00		\$0.00	\$115,000.00	\$ -115,000.00	0.00%
101-993 Bond/Election/Bank Fees		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
101-994 Bond Interest		26,138.00	-26,138.00		\$0.00	\$26,138.00	\$ -26,138.00	0.00%
Total 101-990 Building Expansion		142,638.00	-142,638.00		\$0.00	\$142,638.00	\$ -142,638.00	0.00%
Total Expenses	\$0.00	\$142,648.00	\$ -142,648.00	0.00%	\$0.00	\$142,648.00	\$ -142,648.00	0.00%
NET OPERATING INCOME	\$5,631.34	\$ -15,348.00	\$20,979.34	-36.69 %	\$5,631.34	\$ -15,348.00	\$20,979.34	-36.69 %
NET INCOME	\$5,631.34	\$ -15,348.00	\$20,979.34	-36.69 %	\$5,631.34	\$ -15,348.00	\$20,979.34	-36.69 %

Upcoming Events at the Library

Classic Film Festival - It's that time of year - the Classic Film Festival is back every Tuesday in August! This year's selections tie in with our Summer Reading theme of "Adventure Begins at Your Library!" Due to licensing restrictions, specific titles cannot be published outside of the library. Please call or visit our website to find out what is showing! Doors open at 6:00 p.m. with the screenings to start at 6:30 p.m. Admission and popcorn are free, thanks to the generous support of the Coopersville Sportsman's Club.

Minecraft Monday - The library is partnering with TD3 Innovative Gaming to provide Minecraft programming for kids and tweens in August. Test your survival skills on a deserted tropical island on Monday, August 19! The program starts at 4:00 p.m. and lasts about two hours. Registration is required as each offering is limited to 15 participants. Registration is available on the library's website.

Adult Book Club - Adult Book Club meets on the 2nd Wednesday of each month at 7:00 p.m. The title up for discussion on August 14 is the memoir "Burnt Toast Makes You Sing Good," by Kathleen Flinn.

Adult Craft Night - Adult Craft Night is held at 6:00 p.m. on the 3rd Thursday of every month. Come out on August 15 to make perler bead magnets! All supplies are provided free of charge. Registration is required to attend, as space is limited. Registration is available online.

Cookbook Club - Cookbook Club meets at 6:00 p.m. on the 4th Thursday of each month. This program is geared towards adults, ages 18 and up. Cooks of

all experience levels are welcome. The cookbook chosen for the August 22 meeting is "The Complete Summer Cookbook," by America's Test Kitchen. Registration is required to attend and is available on the library's website.

Music & Movement - Music and Movement, geared towards kids 18 months and older, meets at 10:00 a.m. on Wednesday mornings. Registration is not required to attend these events. Weather permitting, some of the meetings will be held outside this summer.

Play 'N' Learn - Ottawa Area Intermediate School District (OAISD) will be hosting another Play 'N' Learn on Friday, August 16, at 10:00 a.m. This program is designed for families with children ages birth to 5 years old. Monthly sessions are based on a children's book, with accompanying finger plays, crafts, and activities. Each family receives a copy of the book to take home. Pre-registration is not required.

Preschool Story Time - Preschool Story Time, geared towards kids 2.5-5

years old, meets at 10:00 a.m. on Tuesday mornings.

For more information on library opera-

tions and services, please visit the library's Facebook page or its website, www.coopersvillelibrary.org.



2 Locations to Serve You
Coopersville:
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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

- 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

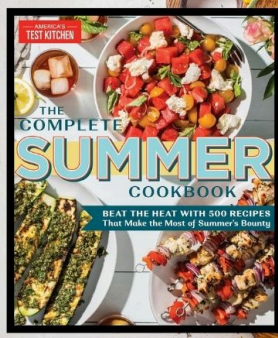
MADE POSSIBLE THROUGH THE SUPPORT OF THE COOPERSVILLE SPORTSMAN'S CLUB.

Cookbook Club

THURSDAY, AUGUST 22
 AT 6:00 PM
 IN THE COMMUNITY ROOM

Registration Required

August's Selection:
The Complete Summer Cookbook by America's Test Kitchen



BEAT THE HEAT WITH 500 RECIPES That Make the Most of Summer's Bounty

Coopersville Area District Library
 333 Ottawa St, Coopersville, MI 49404



September

Coopersville Area District Library 2024 Events Calendar

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

1	CLOSED 	2	3	4	5	6	7
8	Maker Monday 4PM	9	10	11	12	13	14
15	Maker Monday 4PM	16	18	19	20	21	
22	Maker Monday 4PM	23	24	25	26	27	28
29	Maker Monday 4PM	30	1	2	3	4	

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

Director's Report for July 2024 - Elyshia Hoekstra

Building/Grounds

Farm Museum's Quilt Walk

As in previous years, we are one stop along the way for the Farm Museum's Quilt Walk. This year we have two on display. Unfortunately, the descriptions were not included so we are still in the process of getting those written up, and we will include those when they become available. I believe we are again 1 of 26 business who have a quilt on display in our community this year. I've also heard that they have had another record breaking year for the number of quilts they have on display. While I don't have the exact number, it sounds like there are quite a few to see.

Copse near Depot

We were recently informed that the copse next to the Depot is actually on our property. Their maintenance team had been trimming it back yearly, but they had planned to cut down/mow down the lilac bush and the misc. plants there and replant grass seed to better manage the area. They reached out to the City to double check that it was theirs and turns out it is not. This might be something we should discuss in conjunction with the Summit Landscaping quote in new business.

Summit Landscaping

I was unable to make the Grounds Meeting on July 29th, so Katie attended for me. It is her summary that I've included under the Grounds Committee meeting minutes, and I'm sure the rest of the Grounds Committee may have something to add. Based on Katie's viewpoint, I decided to reach out to Summit Landscaping to see if they could give us an opinion on what we had and what we might want to do to make things require less maintenance. I've included their quote in new business as an item for discussion. He provided me with two options. The first provides a step toward less maintenance by removing the bugleweed and a few other items and replacing it with mulch in order to create more space between plants that can be more easily weeded. The second option replaces the entirety of the beds with rocks and replaces it with some shrubs or small trees instead. We could of course choose something in between as well.

He also included a separate section that breaks down the cleanup and possible replacement of some of the plants in the Shakespeare garden as well.

Finances

MERS

Kim and I are in the process of finding a day that works for both us and our representative to go over this year's Actuarial Report. I've gone through it briefly with Kim, and we feel we are pretty close to the time of transferring over our surplus funds into our regular account in order to bring down that actual amount we owe. We just want to confirm this with our rep to make sure we are both on the same page.

Staff

Programs

We've come to the close of another Summer reading program. Summer reading has come to a close for another year. We had 662 total registered individuals. Of those who registered, 483 actively logged reading through the program. 280 met their reading goals, receiving Grand Rapids Griffins tickets, Grand Rapids Rise tickets, Whitecaps tickets, Pizza Hut Coupons and more.

We held 4 performer programs: the Swordsmanship Museum and Academy, The Spoonman, Outdoor Discovery Center, and MellyPop. We received a grant from the Michigan Humanities Council to help with the cost of MellyPop. A total of children and adults attended these programs. We also held two sets of special programs through the summer in conjunction with our new virtual reality equipment. One was centered on a Google Earth type experience that introduced new users to the virtual reality world. The second was a week long mini golf tournament. Attendees of both were very wowed by the experience. While we didn't see great attendance at the first, the second picked up a little more steam and we had attendees of all ages including adults. For adults, we tried two new programs – cookbook club and a puzzle challenge. Both went over well, and we plan to do the former consistently throughout the year and the latter more sporadically. We also did outreach every week in conjunction with food distribution through Kids Food Basket with a partnership with Coopersville Schools and the Ottawa Community Schools Network.

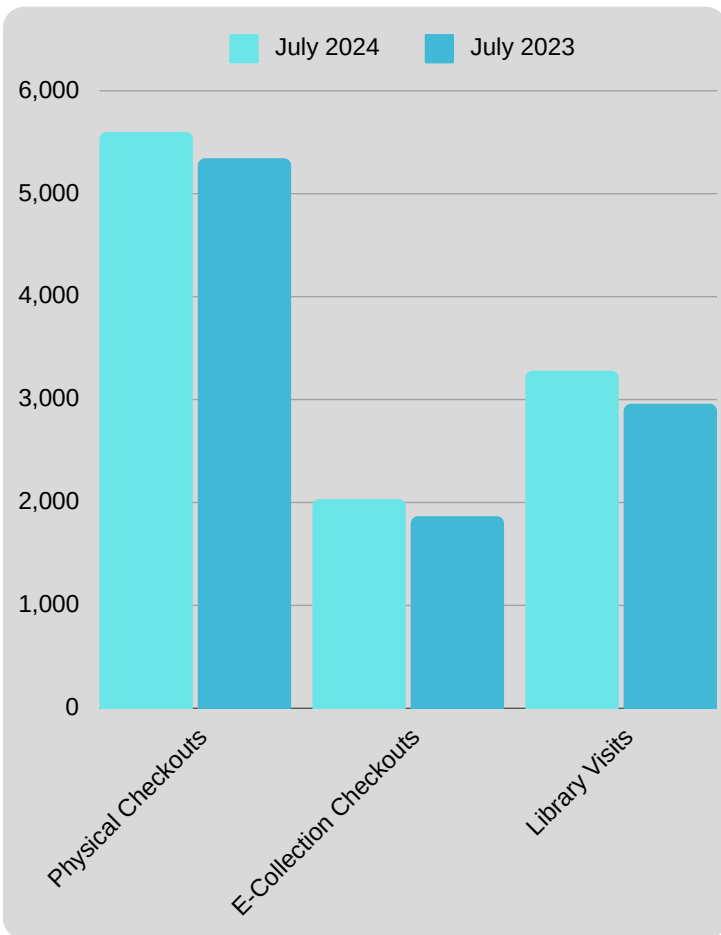
Our regular programs throughout the summer included story times, Music and Movement, Maker Mondays, adult craft night, and adult book club. Many of which were very well attended.

Statistics

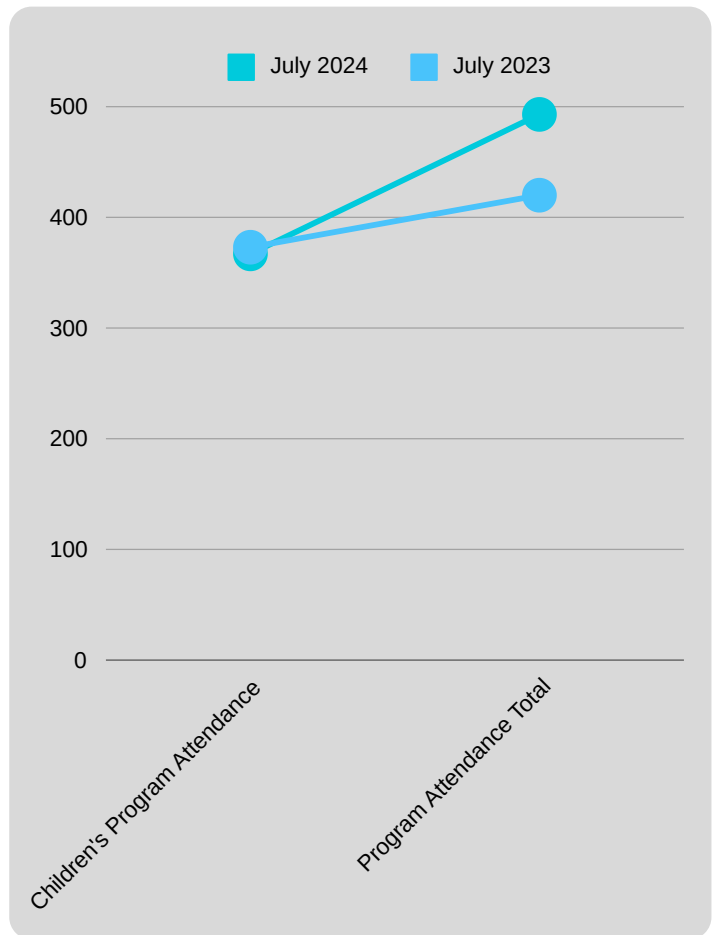
July 2024

	7/1/2024	7/1/2023		Current YR	Last Yr
	Current Yr	Last Yr	% Change	2024-2025 YTD	2023 -2024 YTD
Circulation					
Items checked out at CADL	5,600	5,345	5%	5,600	5,345
OverDrive E-Book circulation	1,494	1,424	5%	1,494	1,424
E-Magazines	185	130	42%	185	130
Hoopla	355	313	13%	355	313
Items Loaned to other libraries	598	557	7%	598	557
Renewals	2,895	3,455	-16%	2,895	3,455
Total Circulation	11,127	11,224	-1%	11,127	11,224
Library Patrons					
Patrons getting 1st library card	34	36	-6%	34	36
Registered CADL Patrons	4,519	4,553	-1%	4,519	4,553
Library Collection					
*Items Added:	215	1,588	-86%	215	1,588
Items Withdrawn	187	26	619%	187	26
Total Items owned	529,621	1,079,319	-51%	529,621	1,079,319
Interlibrary Loans					
Items Loaned to other libraries	598	557	7%	598	557
Borrowed- LLC + Mel	673	686	-2%	673	686
Traffic Count					
Library Visits	3,281	2,959	11%	3,281	2,959
Programming & Services					
Open Hours	169	171	-1%	169	171
Children's Program Attendance	367	373	-2%	367	373
Program Attendance Total	493	420	17%	493	420
Number of Monthly Programs	30	24	25%	30	24
Ancestry Plus	7	-	#DIV/0!	7	-
Internet Computer Sessions	317	158	101%	317	158
Wireless Sessions	859	431	99%	859	431

Checkout Comparison



Program Attendance



Friends of the Coopersville Area District Library Meeting

Wednesday, July 10, 2024 was called to order by Pam Bacon at 1:04pm.

Present: Elyshia Hoekstra, Carrie Sheridan, Pam Bacon, Judy Driedger, Andrea Gasser and Jackie Ransom.

A motion was made by Judy Driedger to approve the minutes of the May 8, 2024 meeting, and seconded by Carrie Sheridan.

REPORTS

Library Director's Report: Elyshia Hoekstra

1. The Summer Reading Program is going well.
2. The Adult prizes were received damaged and will be replaced with another choice.
3. The Tween Room Grant has been received and the Friends will be donating \$3277.36 toward the project. Motion was made by Carrie Sheridan, seconded by Judy Driedger and approved by the Friends.
4. Zach will be leading a Tween Program in August similar to Minecraft. There will be two sessions of 2 hours each, with 12-15 participants in a class. The Friends have donated \$550.00 toward the software for this program.
5. The Friends donated \$400.00 for the Staff Support Lunches and miscellaneous for the 2024-2025 budget.
6. Elyshia requested a free book coupon be given to participants in their gift bags at the Coopersville Car Show.

Financial Statement: Jackie Ransom

1. Jackie Ransom forwarded the Treasurer's Report to all members prior to our meeting.
2. Jackie reported that \$361.85 was made at the June Bake Sale.

Old Business

1. Friends of the Library book sort. The next assignment is as follows:
 - a. July 1-31 – Carrie Sheridan (all Friends to assist if needed)
2. Book Sale:
 - a. Judy Driedger and Ann Vander Schuur will be calling volunteers next week for work schedules.
 - b. Carrie will confirm student helpers.
 - c. Pam will get water and treats.
 - d. 7/7/2024 The Library staff will set up the tables for the sale.
 - e. Carrie will review and make additional signs if necessary.

- f. 7/7/2024, 10am: Books brought up from the basement by Coopersville athletes.
- g. 7/7/2024 noon: Cayak students will set books in place.
- h. Pam Bacon and Carrie Sheridan available for desk set up on each sale day.

The meeting was adjourned at 1:42pm

Our next meeting is Wednesday, September 11, 2024 at 1pm in the library.

All are welcome, please consider bringing a guest.

Respectfully Submitted

Pam Bacon

Building and Grounds Meeting Notes**Monday, July 22, 2024****KVH**

- Started with a walk around the building to assess the different areas:
 - Back (parking lot side):
 - Overall, pleased with how much better it all looks than the last walkabout. Still some nut sedge popping up that needs to be addressed. Also, a tree within a tree on the north side of the entryway that needs to be cut out. Norine said she and her husband would come and dig out what remains in the planters. There are a lot of tall weeds in the grasses in front of the generator that need to be pulled out, so that the generator can “breathe”.
 - Front (Ottawa St side):
 - More weeds on this side than on the back. (Most likely because the Circle of Friends did not get to that side before Phil dropped off the mulch.) But still looks better than it did pre-mulch.
 - This is the side that Greg proposed we think about down the road making into a pollinator/native garden. But only, he said, if we were able to get a grant to make it happen.
 - Side (rocks/garden):
 - Roland wanted to have the rocks sprayed again for weeds, as there are quite a few emerging.
 - The garden question is still not resolved. What is for certain is that there is not much to be done at the moment because we are in the middle of summer. Any big changes need to be made either late fall or early spring. Greg suggested when the time comes, the easiest thing to do would be to take out what you want to save, destroy the rest of it, and replant those items.
- Takeaways
 - The committee feels like it is necessary to contact a landscaper or landscaping company to come in and evaluate the property. First, to give an assessment of the maintenance needed for what we currently have. Then, to give an idea of what kind of design would work best to keep it at the same maintenance level (or even lower) in the future. The only companies suggested to reach out to were Summit Landscaping and Wolf Creek Landscaping.
 - The committee seemed receptive to the idea of making an outdoor space that’s more practical for programming. However, their focus right now is on taking better care of what we currently have before making any big changes. Also, it was noted that this pavilion/gazebo would only be possible through donors, not through the library’s regular budget.
 - The gist of the conversation was that we need a two-fold plan going forward: to do current maintenance of the landscape and then to have one for continued maintenance in the future.

**Resolution of Support
Michigan Township Participating Plan Grant Application**

WHEREAS the **Coopersville Area District Library** wishes to apply for a Risk Reduction Grant through the Michigan Township Participating Plan (Par Plan) to assist in purchasing/funding **Smart Thermostats**; and

WHEREAS the **Coopersville Area District Library** is seeking a grant contribution of \$2,690.00.

NOW, THEREFORE, BE IT RESOLVED, that the **Coopersville Area District Library** supports submittal of an application to the Michigan Township Participating Plan for a **\$2,690.00** grant to assist in funding **Smart Thermostats program**.

Motion by _____ seconded by _____, the **President** declared the motion adopted.
The following voted:

Yeas:

Nays:

Absent:

CERTIFICATION

I, _____, **Coopersville Area District Library's secretary**, hereby certify that the foregoing is a true and original copy of the resolution adopted by the **Coopersville Area District Library** at a **regular** meeting on **August 21, 2024** at **7pm**, which was held in accordance with the Open Meetings Act of the State of Michigan.

Norine Fox



Office 616 · 896 · 8414
Fax 616 · 896 · 8565
Web www.dheplumbing.com

Date:8-7-2024

Service/Replacement Proposal

Attn: Elyshia Hoekstra Email: director@coopersvillelibrary.com

BILLING LOCATION:
Coopersville Area District Library
333 Ottawa St.
Coopersville, MI 49404

EQUIPMENT LOCATION
Coopersville Area District Library
333 Ottawa St.
Coopersville, MI 49404

Pursuant to your request, **DHE Plumbing & Mechanical** offers the following proposal for your approval.

We Propose to:

- * Replace (5) thermostats with **Pelican TC1** Wi-Fi thermostats.
- * Includes removal of existing thermostat and installation of new.
- * Set up thermostat to configure with equipment its connected to.
- * Install pelican gateway, test for connection.

Note: account setup and programing not included. To be done by customer.

<https://www.pelicanwireless.com/>

All labor, materials, taxes, and permits to do the above work is included for a total price of: **\$2,690.00**

Customer Approval & Signature: _____

Thank you for the opportunity to provide you with this proposal. Please contact me with any questions.

Best Regards,
Tony Witte Tonyw@dheplumbing.com, 616-840-2109



Coopersville Area District Library; Landscape Improvements 2024

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

Sales: Kilian Goodson
Coopersville Area District Library; Landscape Improvements 2024
333 Ottawa Street Coopersville, Michigan 49404

Est ID: EST4811402

Date: Aug-01-2024

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

OPTION 1: REPAIR

\$2,346.00

SCOPE OF WORK: REPAIR AND REFRESH EXISTING BEDS

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

QUALIFICATIONS:

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

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

SCOPE OF WORK: REPAIR AND REFRESH EXISTING BEDS

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

QUALIFICATIONS

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

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

SCOPE OF WORK: CLEAN UP SHAKESPEARE GARDEN

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

QUALIFICATIONS:

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

PROPOSALS ARE VALID FOR 15 DAYS

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

TERMS AND CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

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

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

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

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

Contractor: 
_____ Kilian Goodson

Client: _____

Signature Date: 08/06/2024

Signature Date: _____

Email: kiliang@summitlandscapeinc.com