

Coopersville Area District Library

Monthly Board Meeting

Date: January 15, 2024

Time: 7:00 pm

Place: 333 Ottawa Street, Coopersville MI 49404

Agenda

1. **Call to Order**
2. **Approval of Agenda** (m) p. 1
3. **Approval of the Minutes (December 18, 2024)** (m) p. 2-3
4. **Public Comment:**
5. **Financial Reports**
 - a. December Operations: Balance Sheets & Budget vs. Actual (r) p. 4-11
 - b. Approve November expenditures, including ACH transactions #21199-21210 totaling \$24,728.17 (m) p. 12
 - c. Approve December checks to date, including ACH transactions #21211-21217 totaling \$14,920.01 (m) p. 13
 - d. Statement of Income (r) p. 14-17
 - e. Visa Reconciliation Detail (r) p. 18-19
 - f. CADL Building Expansion Budget Performance (r) p. 20
6. **Correspondence/Marketing** (r) p. 21-22
 - a. CADL Press Releases
 - b. February Calendar
 - c. Programming Flyers
7. **Director's Report** – (r) p. 23-26
8. **Committee Reports** (r)
9. **Unfinished Business**
 - a. Lawyer reviewed parental leave policy p. 27-28
 - b. Logo update (if available)
10. **New Business**
 - a. Benefits Summary Draft p. 29-30
11. **Public/board Comments:**
12. **Next Meeting: Board meeting February 19, 2024 at 7PM**

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

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

Minutes from the Board Meeting on December 18, 2024.

Call to Order: President Sue Boomgaard-Rasch called the meeting to order at 7:02 pm.

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

Staff Present: Elyshia Hoekstra/Director

Absent: None

M/S (P. Lindberg, R. DeVries) to approve 12/18/2024 agenda (Page 1). Motion carried.

M/S (S. Mayrose, R. DeVries) to approve 11/20/2024 Board Minutes (Pages 2-3). Motion carried.

Public Present/Comments: Mr. Waldecker

No comments or questions were presented

Financial Reports:

- A. Informational review to receive and file** December Operations: Balance Sheets & Budget vs. Actual (Pages 4-5).
- B. M/S (G. Dunn, P. Lindberg) to approve** November expenditures, including ACH transactions #21171-21182 totaling \$10,207.17 (Page 6). Motion carried.
- C. M/S (A. Deming, K. Waldecker) to approve** December checks to date, including ACH transactions #21183-21198 totaling \$23,443.48 (Page 7). Motion carried.
- D. Informational review to receive and file** Statement of Income (Page 8).
- E. Informational review to receive and file** Visa Reconciliation Detail (Pages 9-10).
- F. Informational review to receive and file** CADL Building Expansion Budget Performance (Page 11).

Correspondence/Marketing: – Pages 12-17 – Informational review to receive and file

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

Director's Report: – Pages 15-16 – Informational review to receive and file

**New layer of mulch around the foundation of building will be done in the spring.*

**New sign at entrance of parking lot has been installed and City of Coopersville will be billed for half directly from Raap Signs.*

**Last phase of the Tween Space should be completed in January 2025.*

Committee Reports: _ Pages 18-23

A. Personnel Committee Minutes/12/09/2024 – Pages 18-19

B. Personnel Committee Minutes/12/16/2024 – Pages 21-23

**Director Elyshia and members of the Personnel Committee reviewed the details of the proposed temporary paid parental leave policy.*

**Committee is awaiting state's decisions regarding paid parental leave.*

Unfinished Business: None

New Business: Pages 20-23

A. Erate Internet Bid Renewal – Page 20

M/S (R. DeVries, K. Waldecker) to approve Erate Internet Bid Renewal for 2025 from Acentek for \$34.99 per month (Page 20). Motion carried.

B. Erate Technology Bids – Page 20

M/S (A. Deming, R. DeVries) to approve Erate Technology Bids for 2025 from Heimler Consulting for \$3,640.00 including installation. (Page 20). Motion carried.

CADL receives a 70% rebate on technology costs from the state.

C. Personnel Committee recommendation – Pages 21-23

M/S (S. Mayrose, G. Dunn) to approve a twelve-month temporary paid parental leave policy recommended by the Personnel Committee (Pages 21-23). Motion carried.

Public/Board Comments: None

Adjournment: 8:02

Next Meeting: January 15, 2025 at 7:00 pm

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet As of January 6, 2025

	TOTAL	
	AS OF JAN 6, 2025	AS OF JAN 6, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
101-001 Choice One - Checking	100,417.81	69,386.79
101-002 CoMerica Savings Account (deleted)	0.00	57,179.37
101-003 ICS-FDIC Savings	246,680.21	192,588.22
101-004 Building Debt Fund	140,496.49	146,116.43
101-005 Murray CD - Choice One (deleted)	0.00	8,658.57
101-005a Murray CD	14,369.87	
101-006 Capital Fund	7,625.66	33,014.66
101-007 Business Primary Share (Consumers Credit Union)	25.00	
101-008 Consumers Credit Union	58,081.28	
Total Bank Accounts	\$567,696.32	\$506,944.04
Accounts Receivable		
101-018 Accounts Receivable	300.00	-32.64
Total Accounts Receivable	\$300.00	\$ -32.64
Total Current Assets	\$567,996.32	\$506,911.40
TOTAL ASSETS	\$567,996.32	\$506,911.40
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
101-202 Accounts Payable	5,326.83	5,653.99
Total Accounts Payable	\$5,326.83	\$5,653.99
Credit Cards		
101-211 VISA	1,026.22	895.95
2331 Mastercard (old) (deleted)	0.00	103.76
Total Credit Cards	\$1,026.22	\$999.71
Other Current Liabilities		
101-258 Payroll Liabilities	4,456.65	2,963.55
Alerus Retirement	131.33	
Federal Taxes (941/943/944)	759.19	
MI Income Tax	149.02	
MI Local Tax	31.23	
Total 101-258 Payroll Liabilities	5,527.42	2,963.55
202-1 Accounts Payable Auditors	0.00	1,501.74
Direct Deposit Payable	3,066.88	
Total Other Current Liabilities	\$8,594.30	\$4,465.29
Total Current Liabilities	\$14,947.35	\$11,118.99
Total Liabilities	\$14,947.35	\$11,118.99

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet As of January 6, 2025

	TOTAL	
	AS OF JAN 6, 2025	AS OF JAN 6, 2024 (PY)
Equity		
101-370 Committed Fund Balance	250,000.00	250,000.00
3000 Opening Bal Equity	244,449.10	239,199.22
3900 Retained Earnings	95,699.23	26,308.35
Net Income	-37,099.36	-19,715.16
Total Equity	\$553,048.97	\$495,792.41
TOTAL LIABILITIES AND EQUITY	\$567,996.32	\$506,911.40

Coopersville Area District Library

Profit Loss Prev Year Comparison

July 2024 - June 2025

	TOTAL			
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE	% CHANGE
Income				
101-401 Property Taxes				
101-405 Local, Chester Twp Millage	5,112.27	65,005.72	-59,893.45	-92.14 %
405-2- Local, Chester Twp Bond Payment	18,728.26	21,260.14	-2,531.88	-11.91 %
Total 101-405 Local, Chester Twp Millage	23,840.53	86,265.86	-62,425.33	-72.36 %
101-406 Local,Polkton Twp Millage	4,814.66	98,365.71	-93,551.05	-95.11 %
406-2 Local, Polkton Twp Bond Payment	32,266.99	32,108.14	158.85	0.49 %
Total 101-406 Local,Polkton Twp Millage	37,081.65	130,473.85	-93,392.20	-71.58 %
101-407 Local, Wright Twp Millage	7,350.81	106,123.76	-98,772.95	-93.07 %
407-2 Local, Wright Twp Bond Payment	36,118.58	37,981.25	-1,862.67	-4.90 %
Total 101-407 Local, Wright Twp Millage	43,469.39	144,105.01	-100,635.62	-69.83 %
101-408 Local,Coopersville Millage	42,194.09	103,181.40	-60,987.31	-59.11 %
408-2 Local, Coopersville Bond Payment	39,841.86	35,941.97	3,899.89	10.85 %
Total 101-408 Local,Coopersville Millage	82,035.95	139,123.37	-57,087.42	-41.03 %
404-2 Delinquent Property Taxes		8,493.47	-8,493.47	-100.00 %
Total 101-401 Property Taxes	186,427.52	508,461.56	-322,034.04	-63.33 %
101-539 State				
101-540 Grants, State				
540-8 State of MI MLL Grant		0.00	0.00	
540-9 MI Humanities Council	0.00	363.00	-363.00	-100.00 %
541-6 ALA Conference Grant		190.00	-190.00	-100.00 %
Total 101-540 Grants, State	0.00	553.00	-553.00	-100.00 %
101-541 State Aid,CADL	0.00	12,939.70	-12,939.70	-100.00 %
101-542 E-Rate Reimbursement	626.50	8,222.62	-7,596.12	-92.38 %
101-573 LCSA Act		6,692.31	-6,692.31	-100.00 %
Total 101-539 State	626.50	28,407.63	-27,781.13	-97.79 %
101-580 Local Grants				
101-580-1 CADL Endowment Fund (VanDongen)		1,164.00	-1,164.00	-100.00 %
101-580-2 LeMieux Designaged Fund		3,650.25	-3,650.25	-100.00 %
101-580-3 Driedger Fund		113.00	-113.00	-100.00 %
101-583 Coopersville Foundation				
583-4 Virtual Reality Expansion		3,138.00	-3,138.00	-100.00 %
583-5 Tween Space	3,277.36	1,500.00	1,777.36	118.49 %
Total 101-583 Coopersville Foundation	3,277.36	4,638.00	-1,360.64	-29.34 %
101-584 CAYAC				
584-2 Welcoming Tweens into Library		1,420.00	-1,420.00	-100.00 %
Total 101-584 CAYAC		1,420.00	-1,420.00	-100.00 %
101-585 Westrate Fund		4,331.00	-4,331.00	-100.00 %
101-588 Rotary Grant				
588-1 Makers Space (Rotary Club)		500.00	-500.00	-100.00 %
588-4 Tween Grant	500.00		500.00	
Total 101-588 Rotary Grant	500.00	500.00	0.00	0.00 %
Total 101-580 Local Grants	3,777.36	15,816.25	-12,038.89	-76.12 %
101-600 Charges for Services				
101-628 Cash Drawer - Photocopier	1,014.90	2,180.40	-1,165.50	-53.45 %
101-629 Cash Drawer - Fax	426.00	576.00	-150.00	-26.04 %

Coopersville Area District Library

Profit Loss Prev Year Comparison

July 2024 - June 2025

	TOTAL			
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE	% CHANGE
101-630 Cash Drawer - DVD/Game rental				
631-1 DVD Rentals	549.00	1,443.04	-894.04	-61.96 %
631-2 Game Rentals	170.00	275.00	-105.00	-38.18 %
Total 101-630 Cash Drawer - DVD/Game rental	719.00	1,718.04	-999.04	-58.15 %
101-631 Cash Drawer - Room Rental	392.00	510.00	-118.00	-23.14 %
101-632 Cash Drawer - Lost Card	72.00	121.00	-49.00	-40.50 %
101-634 Cash Drawer - Coll. Agency Fee		9.85	-9.85	-100.00 %
Total 101-600 Charges for Services	2,623.90	5,115.29	-2,491.39	-48.70 %
101-655 Fines & Forfeitures	150.10	124.21	25.89	20.84 %
101-656 Ottawa Co Penal Fines	5.69	29,774.95	-29,769.26	-99.98 %
101-657 Fines & Forfeitures - Other	380.50	507.26	-126.76	-24.99 %
101-658 Cash Drawer - Materials Fines	2,486.67	4,854.00	-2,367.33	-48.77 %
101-659 Cash Drawer - Lost Items	48.91	329.48	-280.57	-85.16 %
Total 101-655 Fines & Forfeitures	3,071.87	35,589.90	-32,518.03	-91.37 %
101-664 Investment Earnings				
101-665 Interest, MoneyMarket Savings	6,589.98	10,765.91	-4,175.93	-38.79 %
Total 101-664 Investment Earnings	6,589.98	10,765.91	-4,175.93	-38.79 %
101-672 Other Revenue	0.00		0.00	
101-674 Private Contributions/Donations		350.00	-350.00	-100.00 %
101-675 Donations, Memorial	315.00	259.43	55.57	21.42 %
101-676 Donations, Rotary		2,500.00	-2,500.00	-100.00 %
101-677 Donations, Friends	350.00	988.00	-638.00	-64.57 %
677-1 Button Machine		0.00	0.00	
677-2 Staff Meeting		360.00	-360.00	-100.00 %
677-3 Telemon Outreach		0.00	0.00	
677-4 Virtual Programming	550.00		550.00	
Total 101-677 Donations, Friends	900.00	1,348.00	-448.00	-33.23 %
101-678 Sportsmen's Club		600.00	-600.00	-100.00 %
101-680 Donations, Other		750.00	-750.00	-100.00 %
682-1 VOX Books		1,000.00	-1,000.00	-100.00 %
Total 101-680 Donations, Other		1,750.00	-1,750.00	-100.00 %
681-1 Summer Reading Program		450.00	-450.00	-100.00 %
684-2 Winter Reading Club	325.00	325.00	0.00	0.00 %
Total 101-674 Private Contributions/Donations	1,540.00	7,582.43	-6,042.43	-79.69 %
Total 101-672 Other Revenue	1,540.00	7,582.43	-6,042.43	-79.69 %
101-690 Other Financing Sources				
692-0 Cash Drawer - Donations	870.85	537.34	333.51	62.07 %
692-1 Cash Drawer - Over/Under	1.22	12.91	-11.69	-90.55 %
692.7 Insurance-Water Damage Basement	1,592.70	11,024.39	-9,431.69	-85.55 %
Total 101-690 Other Financing Sources	2,464.77	11,574.64	-9,109.87	-78.71 %
Services	410.99		410.99	
Total Income	\$207,532.89	\$623,313.61	\$ -415,780.72	-66.70 %
GROSS PROFIT	\$207,532.89	\$623,313.61	\$ -415,780.72	-66.70 %
Expenses				
101-701 Personnel Services				
101-702 Salary,Wages	104,851.69	177,002.90	-72,151.21	-40.76 %
101-705 Bonus		2,325.00	-2,325.00	-100.00 %

Coopersville Area District Library

Profit Loss Prev Year Comparison

July 2024 - June 2025

	TOTAL				
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE	% CHANGE	
101-706 Payroll Expenses	483.00	1,781.61	-1,298.61	-72.89 %	
101-710 Payroll taxes	7,982.92	13,532.94	-5,550.02	-41.01 %	
101-711 Health/Dental/Life Insurance	6,101.79	9,578.73	-3,476.94	-36.30 %	
101-712 Alerus/MERS 457	335.41	135.24	200.17	148.01 %	
101-713 MERS - Minimum Payment	12,257.00	18,540.00	-6,283.00	-33.89 %	
101-715 Board Compensation		940.00	-940.00	-100.00 %	
101-716 Insurance, Operations	6,433.00	5,088.59	1,344.41	26.42 %	
101-717 Personnel Services, Misc.					
717-1 Staff Meetings	147.20	359.77	-212.57	-59.08 %	
Total 101-717 Personnel Services, Misc.	147.20	359.77	-212.57	-59.08 %	
Total 101-701 Personnel Services	138,592.01	229,284.78	-90,692.77	-39.55 %	
101-726 Supplies					
101-727 Operating Supplies	8.79		8.79		
101-728 Postage	180.67	283.75	-103.08	-36.33 %	
101-730 Computer/Printing Supplies		237.76	-237.76	-100.00 %	
101-733 Supplies, Building/Janitorial	655.94	2,265.86	-1,609.92	-71.05 %	
101-734 Office Supplies (paper included)	929.93	1,065.01	-135.08	-12.68 %	
101-736 Collection Supplies	1,335.20	1,699.27	-364.07	-21.43 %	
Total 101-727 Operating Supplies	3,110.53	5,551.65	-2,441.12	-43.97 %	
101-750 Programming Supplies		2.98	-2.98	-100.00 %	
101-752 Adult Programs	455.16	1,089.03	-633.87	-58.21 %	
101-754 Teen Programming	171.23	443.19	-271.96	-61.36 %	
101-758 Early Literacy Programming	24.13	1,260.52	-1,236.39	-98.09 %	
101-759 General Programming	365.40	215.21	150.19	69.79 %	
759-1 Story Walk		214.27	-214.27	-100.00 %	
759-5 Makers Space	414.18		414.18		
Total 101-759 General Programming	779.58	429.48	350.10	81.52 %	
101-760 Summer Reading Clubs	-159.13	1,177.68	-1,336.81	-113.51 %	
101-761 Winter Reading Program	339.06		339.06		
101-768 Advertising/Marketing/Printing	237.30	97.23	140.07	144.06 %	
101-770 Programming Supplies - other	378.40	14.49	363.91	2,511.46 %	
Total 101-750 Programming Supplies	2,225.73	4,514.60	-2,288.87	-50.70 %	
Total 101-726 Supplies	5,336.26	10,066.25	-4,729.99	-46.99 %	
101-800 Other Services & Charges					
101-801 Professional/Contract Services					
101-802 Financial Services	1,075.00	1,211.00	-136.00	-11.23 %	
101-804 Legal Fees	490.00	833.00	-343.00	-41.18 %	
101-806 Audit Services		3,450.00	-3,450.00	-100.00 %	
101-808 Computer Tech Support					
808-1 Heimler Consulting (on-site work)	1,065.00	5,967.50	-4,902.50	-82.15 %	
808-3 Erate - Broadband Services Monthly Fees	830.00		830.00		
Total 101-808 Computer Tech Support	1,895.00	5,967.50	-4,072.50	-68.24 %	
101-809 Janitorial Service					
809-1 Cleaning Service	4,809.96	8,818.26	-4,008.30	-45.45 %	
809-2 Window Cleaning		685.00	-685.00	-100.00 %	
809-3 Gutter Cleaning		450.00	-450.00	-100.00 %	
809-4 Carpet Cleaning		2,522.50	-2,522.50	-100.00 %	
Total 101-809 Janitorial Service	4,809.96	12,475.76	-7,665.80	-61.45 %	

Coopersville Area District Library

Profit Loss Prev Year Comparison

July 2024 - June 2025

	TOTAL				
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE	% CHANGE	
101-817 Performers-Professional	100.00	3,085.58	-2,985.58	-96.76 %	
101-818 Workshops, Inservice		320.00	-320.00	-100.00 %	
Total 101-801 Professional/Contract Services	8,369.96	27,342.84	-18,972.88	-69.39 %	
101-810 Grounds Service/Repairs					
810.1 Sprinkler Service					
810.1.1 Contract Services		494.00	-494.00	-100.00 %	
810.1.2 Sprinkler Parts		575.61	-575.61	-100.00 %	
Total 810.1 Sprinkler Service		1,069.61	-1,069.61	-100.00 %	
810.2 Lawn Service	2,430.00	1,750.00	680.00	38.86 %	
810.3 Snow Removal	1,900.00	1,800.00	100.00	5.56 %	
810.7 Grounds, Misc.	1,107.48		1,107.48		
Total 101-810 Grounds Service/Repairs	5,437.48	4,619.61	817.87	17.70 %	
101-812 Equipment Service/Repair					
812.1 Fire/Security Equip					
812.1.1 Monthly Fees	1,806.75	1,943.91	-137.16	-7.06 %	
812.2.2 On-Site Repairs & Service Calls	1,059.55	678.75	380.80	56.10 %	
Total 812.1 Fire/Security Equip	2,866.30	2,622.66	243.64	9.29 %	
812.2 Heating & Cooling	570.00	-151.74	721.74	475.64 %	
812.3 Copier	1,791.91	3,550.67	-1,758.76	-49.53 %	
812.4 Audio/Visual Equipment	2,986.00	2,986.00	0.00	0.00 %	
812.5 Pest Control		300.70	-300.70	-100.00 %	
812.6 Window Blinds		95.00	-95.00	-100.00 %	
812.7 Generator	682.53	1,242.85	-560.32	-45.08 %	
Total 101-812 Equipment Service/Repair	8,896.74	10,646.14	-1,749.40	-16.43 %	
101-850 Telephone/Telecommunications					
850.1 Telecommunications	1,035.99	2,894.98	-1,858.99	-64.21 %	
Total 101-850 Telephone/Telecommunications	1,035.99	2,894.98	-1,858.99	-64.21 %	
101-860 Travel	28.14	306.10	-277.96	-90.81 %	
101-880 Dues & Fees					
101-820 Interest Paid		28,612.50	-28,612.50	-100.00 %	
101-882 Bank Fees, Operations Acct	25.99	530.00	-504.01	-95.10 %	
101-883 Bank Charges	5.00		5.00		
101-884 Licensing/Subscription Fees	4,629.29	5,345.18	-715.89	-13.39 %	
884-1 Movie License-Sportmens Club		606.44	-606.44	-100.00 %	
Total 101-884 Licensing/Subscription Fees	4,629.29	5,951.62	-1,322.33	-22.22 %	
101-886 Membership Dues	656.99	2,249.00	-1,592.01	-70.79 %	
101-888 Collection Agency Fee	29.55	88.65	-59.10	-66.67 %	
101-890 LLC Fees	13,275.83	17,346.08	-4,070.25	-23.46 %	
101-892 Dues & Fees, other	9.85		9.85		
101-894 Credit Card Fees	62.57	147.72	-85.15	-57.64 %	
894-1 Credit Card Fees - Friends	-6.84	0.00	-6.84		
Total 101-880 Dues & Fees	18,688.23	54,925.57	-36,237.34	-65.98 %	
101-920 Utilites					
101-921 Trash - Republic Services	74.90	187.25	-112.35	-60.00 %	
101-922 Water & Sewer - City	1,119.90	1,538.55	-418.65	-27.21 %	
101-923 Gas - MI Gas Utilities	636.37	1,808.97	-1,172.60	-64.82 %	
101-924 Electric - Consumers Energy	7,871.84	8,970.74	-1,098.90	-12.25 %	
Total 101-920 Utilites	9,703.01	12,505.51	-2,802.50	-22.41 %	

Coopersville Area District Library

Profit Loss Prev Year Comparison

July 2024 - June 2025

	TOTAL			
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE	% CHANGE
101-930 Repairs & Maintenance				
101-932 Plumbing				
932-1 Basement Water Damage		11,671.13	-11,671.13	-100.00 %
Total 101-932 Plumbing		11,671.13	-11,671.13	-100.00 %
101-934 Repairs, Misc.	360.00		360.00	
Total 101-930 Repairs & Maintenance	360.00	11,671.13	-11,311.13	-96.92 %
101-955 Misc. Expenses				
101-956 Material/Equipment				
956.4 Marshall Mem Makers Update		382.60	-382.60	-100.00 %
Total 101-956 Material/Equipment		382.60	-382.60	-100.00 %
Total 101-955 Misc. Expenses		382.60	-382.60	-100.00 %
Total 101-800 Other Services & Charges	52,519.55	125,294.48	-72,774.93	-58.08 %
101-970 Capital Outlay				
101-971 Equipment	1,899.98	4,187.83	-2,287.85	-54.63 %
971-1 Equipment under \$500.00	199.99	743.78	-543.79	-73.11 %
971-1a Tween Space	4,541.36	571.91	3,969.45	694.07 %
Total 971-1 Equipment under \$500.00	4,741.35	1,315.69	3,425.66	260.37 %
Total 101-971 Equipment	6,641.33	5,503.52	1,137.81	20.67 %
101-972 Capital Projects	550.00		550.00	
970-2 IT Updates to Computer Systems				
970-2a Network Switch		699.99	-699.99	-100.00 %
970-2b Wireless Controllers		449.99	-449.99	-100.00 %
970-2c Wireless Access Points		1,259.94	-1,259.94	-100.00 %
970-2d UPS	69.99	419.98	-349.99	-83.33 %
970-2e Firewall		1,399.99	-1,399.99	-100.00 %
970-2f Staff and Patron Computers	199.99		199.99	
970-2h New Website		1,500.00	-1,500.00	-100.00 %
Total 970-2 IT Updates to Computer Systems	269.98	5,729.89	-5,459.91	-95.29 %
972-1 Fire/Security Systems		8,261.61	-8,261.61	-100.00 %
972-2 Basement/Sewer Project		10,975.00	-10,975.00	-100.00 %
Total 101-972 Capital Projects	819.98	24,966.50	-24,146.52	-96.72 %
101-973 Materials	582.98		582.98	
101-974 Digitizing Project	850.00	1,070.00	-220.00	-20.56 %
101-976 Periodicals/Newspapers	863.20	863.20	0.00	0.00 %
101-978 Video Materials				
978-1 DVDs	595.30	1,395.56	-800.26	-57.34 %
978-2 Video Games	9.99	578.37	-568.38	-98.27 %
Total 101-978 Video Materials	605.29	1,973.93	-1,368.64	-69.34 %
101-980 Audio Materials	731.70	1,501.37	-769.67	-51.26 %
101-982 Digital Collections	5,997.06	12,112.44	-6,115.38	-50.49 %
101-984 Printed Materials (Books)	11,562.12	21,255.51	-9,693.39	-45.60 %
984.1 VOX Books	371.92	1,169.15	-797.23	-68.19 %
Total 101-984 Printed Materials (Books)	11,934.04	22,424.66	-10,490.62	-46.78 %
101-985 Lost & Damaged Items	168.01	224.80	-56.79	-25.26 %
101-987 Non-traditional (Hotspots)	5,119.24	5,920.98	-801.74	-13.54 %
Total 101-973 Materials	26,851.52	46,091.38	-19,239.86	-41.74 %
970-3 Staff Computer Chairs	722.85		722.85	

Coopersville Area District Library

Profit Loss Prev Year Comparison

July 2024 - June 2025

	TOTAL			
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	CHANGE	% CHANGE
986-3 Virtual Reality Grant		2,639.32	-2,639.32	-100.00 %
Total 101-970 Capital Outlay	35,035.68	79,200.72	-44,165.04	-55.76 %
101-990 Building Expansion				
101-991 Bond/Principal		110,000.00	-110,000.00	-100.00 %
101-994 Bond Interest	13,068.75		13,068.75	
Total 101-990 Building Expansion	13,068.75	110,000.00	-96,931.25	-88.12 %
Payroll Expenses	80.00	76.50	3.50	4.58 %
Total Expenses	\$244,632.25	\$553,922.73	\$ -309,290.48	-55.84 %
NET OPERATING INCOME	\$ -37,099.36	\$69,390.88	\$ -106,490.24	-153.46 %
NET INCOME	\$ -37,099.36	\$69,390.88	\$ -106,490.24	-153.46 %

COOPERSVILLE AREA DISTRICT LIBRARY

General Operations

December 11th - 31st, 2024

Date	Num	Name	Amount
12/11/2024		Square	9.64
12/11/2024		Cash Deposit	23.77
12/12/2024		Square	24.25
12/13/2024		Square	25.12
12/13/2024		Cash Drawer	59.40
12/16/2024		Square	27.90
12/16/2024		Cash Deposit	906.20
12/16/2024		Square	150.10
12/17/2024		Square	7.69
12/20/2024		Square	16.26
12/20/2024		Cash Drawer	136.99
12/23/2024		Square	29.02
12/26/2024		Cash Deposit	18,132.65
12/26/2024		Cash Deposit	7,762.22
12/27/2024		Cash Drawer	104.45
12/30/2024		E-rate reimbursements	227.50
12/30/2024		Square	5.74
12/30/2024		Square	8.67
12/31/2024		Square	242.45
12/31/2024		Interest	35.15
12/11/2024	DD	Payroll	-5,969.08
12/11/2024		Alerus Retirement	-269.38
12/16/2024		Transfer	-215.64
12/24/2024	DD	Payroll	-6,124.44
12/26/2024		Alerus Retirement	-265.82
12/30/2024		EFTPS	-1,339.87
12/31/2024	DD	Payroll	-3,183.41
12/31/2024	DD	Bonuses	-1,818.74
12/31/2024	DD	Unused PTO hours	-631.68
12/31/2024		Alerus Retirement	-138.62
12/31/2024		City of Muskegon	-90.40
12/11/2024	21199	Foster, Swift, Collins, & Smith P.C.	-196.00
12/11/2024	21200	Cengage Learning	-106.46
12/16/2024	21201	Michigan Gas Utilities	-274.30
12/23/2024	21207	Everon	-79.92
12/30/2024	21202	Elsa Soto Fernandez	-90.00
12/30/2024	21203	Raap Signs	-597.50
12/30/2024	21204	Fire Fighter Sales & Service, Inc.	-212.55
12/30/2024	21205	Katie Van Huis.	-122.00
12/30/2024	21206	DHE Plumbing and Mechanical	-295.00
12/30/2024	21208	U.S. Bank Equipment Finance	-317.39
12/30/2024	21209	Heimler Consulting	-2,354.98
12/30/2024	21210	AcenTek ascending Technology	-34.99
			3,207.00

**General Operations
Checking Account
January 2025**

Date	Num	Name	Amount
01/03/2025		<i>Deposit</i>	113.71
01/06/2025		<i>Deposit</i>	33,935.32
01/02/2025		Priority Health	-477.71
01/03/2025		M.E.R.S.	-1,751.00
01/03/2025		State Of Michigan	-2,252.18
01/07/2025	DD	Payroll 12/30/2024-01/05/2025	-3,066.88
01/02/2025	21211	Consumers Energy	-1,123.33
01/02/2025	21212	Lakeland Library Cooperative	-4,895.83
01/02/2025	21213	New Views LLC	-801.66
01/02/2025	21214	T-Mobile	-228.64
01/02/2025	21215	Elyshia Hoekstra	-3,300.00
01/02/2025	21216	Midwest Tape- Hoopla	-671.79
01/02/2025	21217	River Valley Home Imp LLC	-560.00
			14,920.01

Coopersville Area District Library

Statement of Financial Income and Expense

July 1, 2024 - January 6, 2025

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND	MURRAY FUND CD	TOTAL
Income						
101-401 Property Taxes	0.00	0.00	0.00	0.00	0.00	\$0.00
101-405 Local, Chester Twp Millage	0.00	5,112.27	0.00	0.00	0.00	\$5,112.27
405-2- Local, Chester Twp Bond Payment	0.00	18,728.26	0.00	0.00	0.00	\$18,728.26
Total 101-405 Local, Chester Twp Millage	0.00	23,840.53	0.00	0.00	0.00	\$23,840.53
101-406 Local,Polkton Twp Millage	4,814.66	0.00	0.00	0.00	0.00	\$4,814.66
406-2 Local, Polkton Twp Bond Payment	0.00	32,266.99	0.00	0.00	0.00	\$32,266.99
Total 101-406 Local,Polkton Twp Millage	4,814.66	32,266.99	0.00	0.00	0.00	\$37,081.65
101-407 Local, Wright Twp Millage	7,350.81	0.00	0.00	0.00	0.00	\$7,350.81
407-2 Local, Wright Twp Bond Payment	0.00	36,118.58	0.00	0.00	0.00	\$36,118.58
Total 101-407 Local, Wright Twp Millage	7,350.81	36,118.58	0.00	0.00	0.00	\$43,469.39
101-408 Local,Coopersville Millage	42,194.09	0.00	0.00	0.00	0.00	\$42,194.09
408-2 Local, Coopersville Bond Payment	0.00	39,841.86	0.00	0.00	0.00	\$39,841.86
Total 101-408 Local,Coopersville Millage	42,194.09	39,841.86	0.00	0.00	0.00	\$82,035.95
Total 101-401 Property Taxes	54,359.56	132,067.96	0.00	0.00	0.00	\$186,427.52
101-539 State	0.00	0.00	0.00	0.00	0.00	\$0.00
101-540 Grants, State	0.00	0.00	0.00	0.00	0.00	\$0.00
540-9 MI Humanities Council	0.00	0.00	0.00	0.00	0.00	\$0.00
Total 101-540 Grants, State	0.00	0.00	0.00	0.00	0.00	\$0.00
101-541 State Aid,CADL	0.00	0.00	0.00	0.00	0.00	\$0.00
101-542 E-Rate Reimbursement	626.50	0.00	0.00	0.00	0.00	\$626.50
Total 101-539 State	626.50	0.00	0.00	0.00	0.00	\$626.50
101-580 Local Grants	0.00	0.00	0.00	0.00	0.00	\$0.00
101-583 Coopersville Foundation	0.00	0.00	0.00	0.00	0.00	\$0.00
583-5 Tween Space	3,277.36	0.00	0.00	0.00	0.00	\$3,277.36
Total 101-583 Coopersville Foundation	3,277.36	0.00	0.00	0.00	0.00	\$3,277.36
101-588 Rotary Grant	0.00	0.00	0.00	0.00	0.00	\$0.00
588-4 Tween Grant	500.00	0.00	0.00	0.00	0.00	\$500.00
Total 101-588 Rotary Grant	500.00	0.00	0.00	0.00	0.00	\$500.00
Total 101-580 Local Grants	3,777.36	0.00	0.00	0.00	0.00	\$3,777.36
101-600 Charges for Services	0.00	0.00	0.00	0.00	0.00	\$0.00
101-628 Cash Drawer - Photocopier	1,014.90	0.00	0.00	0.00	0.00	\$1,014.90
101-629 Cash Drawer - Fax	426.00	0.00	0.00	0.00	0.00	\$426.00
101-630 Cash Drawer - DVD/Game rental	0.00	0.00	0.00	0.00	0.00	\$0.00
631-1 DVD Rentals	549.00	0.00	0.00	0.00	0.00	\$549.00
631-2 Game Rentals	170.00	0.00	0.00	0.00	0.00	\$170.00
Total 101-630 Cash Drawer - DVD/Game rental	719.00	0.00	0.00	0.00	0.00	\$719.00
101-631 Cash Drawer - Room Rental	392.00	0.00	0.00	0.00	0.00	\$392.00
101-632 Cash Drawer - Lost Card	72.00	0.00	0.00	0.00	0.00	\$72.00
Total 101-600 Charges for Services	2,623.90	0.00	0.00	0.00	0.00	\$2,623.90
101-655 Fines & Forfeitures	150.10	0.00	0.00	0.00	0.00	\$150.10
101-656 Ottawa Co Penal Fines	5.69	0.00	0.00	0.00	0.00	\$5.69
101-657 Fines & Forfeitures - Other	380.50	0.00	0.00	0.00	0.00	\$380.50
101-658 Cash Drawer - Materials Fines	2,486.67	0.00	0.00	0.00	0.00	\$2,486.67
101-659 Cash Drawer - Lost Items	48.91	0.00	0.00	0.00	0.00	\$48.91
Total 101-655 Fines & Forfeitures	3,071.87	0.00	0.00	0.00	0.00	\$3,071.87
101-664 Investment Earnings	0.00	0.00	0.00	0.00	0.00	\$0.00
101-665 Interest, MoneyMarket Savings	5,749.22	232.54	290.25	107.33	210.64	\$6,589.98
Total 101-664 Investment Earnings	5,749.22	232.54	290.25	107.33	210.64	\$6,589.98
101-672 Other Revenue	0.00	0.00	0.00	0.00	0.00	\$0.00
101-674 Private Contributions/Donations	0.00	0.00	0.00	0.00	0.00	\$0.00
101-675 Donations, Memorial	240.00	0.00	0.00	75.00	0.00	\$315.00
101-677 Donations, Friends	350.00	0.00	0.00	0.00	0.00	\$350.00
677-4 Virtual Programming	550.00	0.00	0.00	0.00	0.00	\$550.00
Total 101-677 Donations, Friends	900.00	0.00	0.00	0.00	0.00	\$900.00
684-2 Winter Reading Club	325.00	0.00	0.00	0.00	0.00	\$325.00
Total 101-674 Private Contributions/Donations	1,465.00	0.00	0.00	75.00	0.00	\$1,540.00
Total 101-672 Other Revenue	1,465.00	0.00	0.00	75.00	0.00	\$1,540.00

Coopersville Area District Library

Statement of Financial Income and Expense

July 1, 2024 - January 6, 2025

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND	MURRAY FUND CD	TOTAL
101-690 Other Financing Sources	0.00	0.00	0.00	0.00	0.00	\$0.00
692-0 Cash Drawer - Donations	870.85	0.00	0.00	0.00	0.00	\$870.85
692-1 Cash Drawer - Over/Under	1.22	0.00	0.00	0.00	0.00	\$1.22
692.7 Insurance-Water Damage Basement	1,592.70	0.00	0.00	0.00	0.00	\$1,592.70
Total 101-690 Other Financing Sources	2,464.77	0.00	0.00	0.00	0.00	\$2,464.77
Services	410.99	0.00	0.00	0.00	0.00	\$410.99
Total Income	\$74,549.17	\$132,300.50	\$290.25	\$182.33	\$210.64	\$207,532.89
GROSS PROFIT	\$74,549.17	\$132,300.50	\$290.25	\$182.33	\$210.64	\$207,532.89
Expenses						
101-701 Personnel Services	0.00	0.00	0.00	0.00	0.00	\$0.00
101-702 Salary, Wages	104,851.69	0.00	0.00	0.00	0.00	\$104,851.69
101-706 Payroll Expenses	483.00	0.00	0.00	0.00	0.00	\$483.00
101-710 Payroll taxes	7,982.92	0.00	0.00	0.00	0.00	\$7,982.92
101-711 Health/Dental/Life Insurance	6,101.79	0.00	0.00	0.00	0.00	\$6,101.79
101-712 Alerus/MERS 457	335.41	0.00	0.00	0.00	0.00	\$335.41
101-713 MERS - Minimum Payment	12,257.00	0.00	0.00	0.00	0.00	\$12,257.00
101-716 Insurance, Operations	6,433.00	0.00	0.00	0.00	0.00	\$6,433.00
101-717 Personnel Services, Misc.	0.00	0.00	0.00	0.00	0.00	\$0.00
717-1 Staff Meetings	147.20	0.00	0.00	0.00	0.00	\$147.20
Total 101-717 Personnel Services, Misc.	147.20	0.00	0.00	0.00	0.00	\$147.20
Total 101-701 Personnel Services	138,592.01	0.00	0.00	0.00	0.00	\$138,592.01
101-726 Supplies	0.00	0.00	0.00	0.00	0.00	\$0.00
101-727 Operating Supplies	8.79	0.00	0.00	0.00	0.00	\$8.79
101-728 Postage	180.67	0.00	0.00	0.00	0.00	\$180.67
101-733 Supplies, Building/Janitorial	655.94	0.00	0.00	0.00	0.00	\$655.94
101-734 Office Supplies (paper included)	929.93	0.00	0.00	0.00	0.00	\$929.93
101-736 Collection Supplies	1,335.20	0.00	0.00	0.00	0.00	\$1,335.20
Total 101-727 Operating Supplies	3,110.53	0.00	0.00	0.00	0.00	\$3,110.53
101-750 Programming Supplies	0.00	0.00	0.00	0.00	0.00	\$0.00
101-752 Adult Programs	455.16	0.00	0.00	0.00	0.00	\$455.16
101-754 Teen Programming	171.23	0.00	0.00	0.00	0.00	\$171.23
101-758 Early Literacy Programming	24.13	0.00	0.00	0.00	0.00	\$24.13
101-759 General Programming	365.40	0.00	0.00	0.00	0.00	\$365.40
759-5 Makers Space	414.18	0.00	0.00	0.00	0.00	\$414.18
Total 101-759 General Programming	779.58	0.00	0.00	0.00	0.00	\$779.58
101-760 Summer Reading Clubs	-159.13	0.00	0.00	0.00	0.00	\$ -159.13
101-761 Winter Reading Program	339.06	0.00	0.00	0.00	0.00	\$339.06
101-768 Advertising/Marketing/Printing	237.30	0.00	0.00	0.00	0.00	\$237.30
101-770 Programming Supplies - other	378.40	0.00	0.00	0.00	0.00	\$378.40
Total 101-750 Programming Supplies	2,225.73	0.00	0.00	0.00	0.00	\$2,225.73
Total 101-726 Supplies	5,336.26	0.00	0.00	0.00	0.00	\$5,336.26
101-800 Other Services & Charges	0.00	0.00	0.00	0.00	0.00	\$0.00
101-801 Professional/Contract Services	0.00	0.00	0.00	0.00	0.00	\$0.00
101-802 Financial Services	75.00	1,000.00	0.00	0.00	0.00	\$1,075.00
101-804 Legal Fees	490.00	0.00	0.00	0.00	0.00	\$490.00
101-808 Computer Tech Support	0.00	0.00	0.00	0.00	0.00	\$0.00
808-1 Heimler Consulting (on-site work)	1,065.00	0.00	0.00	0.00	0.00	\$1,065.00
808-3 Erate - Broadband Services Monthly Fees	830.00	0.00	0.00	0.00	0.00	\$830.00
Total 101-808 Computer Tech Support	1,895.00	0.00	0.00	0.00	0.00	\$1,895.00
101-809 Janitorial Service	0.00	0.00	0.00	0.00	0.00	\$0.00
809-1 Cleaning Service	4,809.96	0.00	0.00	0.00	0.00	\$4,809.96
Total 101-809 Janitorial Service	4,809.96	0.00	0.00	0.00	0.00	\$4,809.96
101-817 Performers-Professional	100.00	0.00	0.00	0.00	0.00	\$100.00
Total 101-801 Professional/Contract Services	7,369.96	1,000.00	0.00	0.00	0.00	\$8,369.96

Coopersville Area District Library

Statement of Financial Income and Expense

July 1, 2024 - January 6, 2025

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND	MURRAY FUND CD	TOTAL
101-810 Grounds Service/Repairs	0.00	0.00	0.00	0.00	0.00	\$0.00
810.2 Lawn Service	2,430.00	0.00	0.00	0.00	0.00	\$2,430.00
810.3 Snow Removal	1,900.00	0.00	0.00	0.00	0.00	\$1,900.00
810.7 Grounds, Misc.	1,107.48	0.00	0.00	0.00	0.00	\$1,107.48
Total 101-810 Grounds Service/Repairs	5,437.48	0.00	0.00	0.00	0.00	\$5,437.48
101-812 Equipment Service/Repair	0.00	0.00	0.00	0.00	0.00	\$0.00
812.1 Fire/Security Equip	0.00	0.00	0.00	0.00	0.00	\$0.00
812.1.1 Monthly Fees	1,806.75	0.00	0.00	0.00	0.00	\$1,806.75
812.2.2 On-Site Repairs & Service Calls	1,059.55	0.00	0.00	0.00	0.00	\$1,059.55
Total 812.1 Fire/Security Equip	2,866.30	0.00	0.00	0.00	0.00	\$2,866.30
812.2 Heating & Cooling	570.00	0.00	0.00	0.00	0.00	\$570.00
812.3 Copier	1,791.91	0.00	0.00	0.00	0.00	\$1,791.91
812.4 Audio/Visual Equipment	2,986.00	0.00	0.00	0.00	0.00	\$2,986.00
812.7 Generator	682.53	0.00	0.00	0.00	0.00	\$682.53
Total 101-812 Equipment Service/Repair	8,896.74	0.00	0.00	0.00	0.00	\$8,896.74
101-850 Telephone/Telecommunications	0.00	0.00	0.00	0.00	0.00	\$0.00
850.1 Telecommunications	1,035.99	0.00	0.00	0.00	0.00	\$1,035.99
Total 101-850 Telephone/Telecommunications	1,035.99	0.00	0.00	0.00	0.00	\$1,035.99
101-860 Travel	28.14	0.00	0.00	0.00	0.00	\$28.14
101-880 Dues & Fees	0.00	0.00	0.00	0.00	0.00	\$0.00
101-882 Bank Fees, Operations Acct	25.99	0.00	0.00	0.00	0.00	\$25.99
101-883 Bank Charges	0.00	5.00	0.00	0.00	0.00	\$5.00
101-884 Licensing/Subsription Fees	4,629.29	0.00	0.00	0.00	0.00	\$4,629.29
101-886 Membership Dues	656.99	0.00	0.00	0.00	0.00	\$656.99
101-888 Collection Agency Fee	29.55	0.00	0.00	0.00	0.00	\$29.55
101-890 LLC Fees	13,275.83	0.00	0.00	0.00	0.00	\$13,275.83
101-892 Dues & Fees, other	9.85	0.00	0.00	0.00	0.00	\$9.85
101-894 Credit Card Fees	62.57	0.00	0.00	0.00	0.00	\$62.57
894-1 Credit Card Fees - Friends	-6.84	0.00	0.00	0.00	0.00	\$ -6.84
Total 101-880 Dues & Fees	18,683.23	5.00	0.00	0.00	0.00	\$18,688.23
101-920 Utilites	0.00	0.00	0.00	0.00	0.00	\$0.00
101-921 Trash - Republic Services	74.90	0.00	0.00	0.00	0.00	\$74.90
101-922 Water & Sewer - City	1,119.90	0.00	0.00	0.00	0.00	\$1,119.90
101-923 Gas - MI Gas Utilities	636.37	0.00	0.00	0.00	0.00	\$636.37
101-924 Electric - Consumers Energy	7,871.84	0.00	0.00	0.00	0.00	\$7,871.84
Total 101-920 Utilites	9,703.01	0.00	0.00	0.00	0.00	\$9,703.01
101-930 Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	\$0.00
101-934 Repairs, Misc.	360.00	0.00	0.00	0.00	0.00	\$360.00
Total 101-930 Repairs & Maintenance	360.00	0.00	0.00	0.00	0.00	\$360.00
Total 101-800 Other Services & Charges	51,514.55	1,005.00	0.00	0.00	0.00	\$52,519.55
101-970 Capital Outlay	0.00	0.00	0.00	0.00	0.00	\$0.00
101-971 Equipment	1,899.98	0.00	0.00	0.00	0.00	\$1,899.98
971-1 Equipment under \$500.00	199.99	0.00	0.00	0.00	0.00	\$199.99
971-1a Tween Space	4,541.36	0.00	0.00	0.00	0.00	\$4,541.36
Total 971-1 Equipment under \$500.00	4,741.35	0.00	0.00	0.00	0.00	\$4,741.35
Total 101-971 Equipment	6,641.33	0.00	0.00	0.00	0.00	\$6,641.33
101-972 Capital Projects	550.00	0.00	0.00	0.00	0.00	\$550.00
970-2 IT Updates to Computer Systems	0.00	0.00	0.00	0.00	0.00	\$0.00
970-2d UPS	69.99	0.00	0.00	0.00	0.00	\$69.99
970-2f Staff and Patron Computers	199.99	0.00	0.00	0.00	0.00	\$199.99
Total 970-2 IT Updates to Computer Systems	269.98	0.00	0.00	0.00	0.00	\$269.98
Total 101-972 Capital Projects	819.98	0.00	0.00	0.00	0.00	\$819.98

Coopersville Area District Library

Statement of Financial Income and Expense

July 1, 2024 - January 6, 2025

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND	MURRAY FUND CD	TOTAL
101-973 Materials	582.98	0.00	0.00	0.00	0.00	\$582.98
101-974 Digitizing Project	850.00	0.00	0.00	0.00	0.00	\$850.00
101-976 Periodicals/Newspapers	863.20	0.00	0.00	0.00	0.00	\$863.20
101-978 Video Materials	0.00	0.00	0.00	0.00	0.00	\$0.00
978-1 DVDs	595.30	0.00	0.00	0.00	0.00	\$595.30
978-2 Video Games	9.99	0.00	0.00	0.00	0.00	\$9.99
Total 101-978 Video Materials	605.29	0.00	0.00	0.00	0.00	\$605.29
101-980 Audio Materials	731.70	0.00	0.00	0.00	0.00	\$731.70
101-982 Digital Collections	5,997.06	0.00	0.00	0.00	0.00	\$5,997.06
101-984 Printed Materials (Books)	11,562.12	0.00	0.00	0.00	0.00	\$11,562.12
984.1 VOX Books	371.92	0.00	0.00	0.00	0.00	\$371.92
Total 101-984 Printed Materials (Books)	11,934.04	0.00	0.00	0.00	0.00	\$11,934.04
101-985 Lost & Damaged Items	168.01	0.00	0.00	0.00	0.00	\$168.01
101-987 Non-traditional (Hotspots)	5,119.24	0.00	0.00	0.00	0.00	\$5,119.24
Total 101-973 Materials	26,851.52	0.00	0.00	0.00	0.00	\$26,851.52
970-3 Staff Computer Chairs	722.85	0.00	0.00	0.00	0.00	\$722.85
Total 101-970 Capital Outlay	35,035.68	0.00	0.00	0.00	0.00	\$35,035.68
101-990 Building Expansion	0.00	0.00	0.00	0.00	0.00	\$0.00
101-994 Bond Interest	0.00	13,068.75	0.00	0.00	0.00	\$13,068.75
Total 101-990 Building Expansion	0.00	13,068.75	0.00	0.00	0.00	\$13,068.75
Payroll Expenses	80.00	0.00	0.00	0.00	0.00	\$80.00
Total Expenses	\$230,558.50	\$14,073.75	\$0.00	\$0.00	\$0.00	\$244,632.25
NET OPERATING INCOME	\$ -156,009.33	\$118,226.75	\$290.25	\$182.33	\$210.64	\$ -37,099.36
NET INCOME	\$ -156,009.33	\$118,226.75	\$290.25	\$182.33	\$210.64	\$ -37,099.36

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 01/01/2025

RECONCILIATION REPORT

Reconciled on: 01/06/2025

Reconciled by: Kim Lothschutz

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

Summary

USD

Statement beginning balance.....	5,312.29
Charges and cash advances cleared (37).....	2,988.70
Payments and credits cleared (3).....	-5,337.76
Statement ending balance.....	<u>2,963.23</u>
Uncleared transactions as of 01/01/2025.....	57.60
Register balance as of 01/01/2025.....	3,020.83
Cleared transactions after 01/01/2025.....	0.00
Uncleared transactions after 01/01/2025.....	848.62
Register balance as of 01/06/2025.....	3,869.45

Details

Charges and cash advances cleared (37)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/19/2024	Expense		Amazon.com	19.96
11/30/2024	Expense	5117148635	Google LLC	57.60
12/02/2024	CC Bill Payment		Coopersville Observer	50.00
12/03/2024	Expense		BookList	99.00
12/04/2024	Expense		WalMart	40.53
12/04/2024	Expense		Amazon.com	24.69
12/04/2024	Expense		Amazon.com	19.95
12/05/2024	Expense		4Imprint	274.20
12/06/2024	CC Bill Payment		Blackstone Publishing Library ...	56.86
12/06/2024	Expense		Amazon.com	44.97
12/06/2024	Expense		Coopersville Observer	112.30
12/08/2024	Expense		Amazon.com	21.54
12/08/2024	Expense		Amazon.com	14.99
12/08/2024	Expense		Amazon.com	32.97
12/09/2024	Expense		WuFoo	19.00
12/10/2024	Expense		Amazon.com	45.84
12/10/2024	Expense		Amazon.com	100.23
12/10/2024	Expense		Amazon.com	8.79
12/14/2024	Expense		Amazon.com	72.66
12/16/2024	Expense		Amazon.com	19.95
12/16/2024	Expense		Oriental Trading	14.96
12/17/2024	Expense		Amazon.com	14.96
12/17/2024	Expense	INV11327876	Vonage	121.80
12/20/2024	Expense		Tech Soup	80.00
12/21/2024	Expense	10001359412783	Intuit	88.50
12/21/2024	Expense		ADT Security Services (VISA)	177.87
12/21/2024	Expense		Amazon.com	14.66
12/21/2024	Expense		Amazon.com	11.81
12/21/2024	Expense		Amazon.com	72.94
12/22/2024	Expense		Amazon.com	19.99
12/22/2024	Expense		Amazon.com	16.98
12/22/2024	Expense		Canva US Inc.	300.00
12/23/2024	CC Bill Payment		Baker & Taylor	830.52
12/23/2024	Expense		Biggby Coffee	25.00
12/23/2024	Expense		Big Lots	5.34
12/24/2024	Expense		Amazon.com	12.60
12/28/2024	Expense		Amazon.com	44.74

Total 2,988.70

Payments and credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2024	Bill		Visa	-5,312.29
12/04/2024	Credit Card Credit		Amazon.com	-15.48
12/04/2024	Credit Card Credit		Amazon.com	-9.99
Total				-5,337.76

Additional Information

Uncleared charges and cash advances as of 01/01/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/31/2024	Expense	5144819269	Google LLC	57.60
Total				57.60

Uncleared charges and cash advances after 01/01/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/02/2025	Expense		Mobile Beacon	840.00
01/03/2025	Expense	07-12538-38774	Ebay	8.62
Total				848.62

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	5,112.27		5,112.27		\$5,112.27	\$0.00	\$5,112.27	0.00%
405-2- Local, Chester Twp Bond Payment	18,728.26	21,200.00	-2,471.74	88.34 %	\$18,728.26	\$21,200.00	\$ -2,471.74	88.34 %
Total 101-405 Local, Chester Twp Millage	23,840.53	21,200.00	2,640.53	112.46 %	\$23,840.53	\$21,200.00	\$2,640.53	112.46 %
101-406 Local,Polkton Twp Millage					\$0.00	\$0.00	\$0.00	0.00%
406-2 Local, Polkton Twp Bond Payment	32,266.99	32,100.00	166.99	100.52 %	\$32,266.99	\$32,100.00	\$166.99	100.52 %
Total 101-406 Local,Polkton Twp Millage	32,266.99	32,100.00	166.99	100.52 %	\$32,266.99	\$32,100.00	\$166.99	100.52 %
101-407 Local, Wright Twp Millage					\$0.00	\$0.00	\$0.00	0.00%
407-2 Local, Wright Twp Bond Payment	36,118.58	37,900.00	-1,781.42	95.30 %	\$36,118.58	\$37,900.00	\$ -1,781.42	95.30 %
Total 101-407 Local, Wright Twp Millage	36,118.58	37,900.00	-1,781.42	95.30 %	\$36,118.58	\$37,900.00	\$ -1,781.42	95.30 %
101-408 Local,Coopersville Millage					\$0.00	\$0.00	\$0.00	0.00%
408-2 Local, Coopersville Bond Payment	39,841.86	35,600.00	4,241.86	111.92 %	\$39,841.86	\$35,600.00	\$4,241.86	111.92 %
Total 101-408 Local,Coopersville Millage	39,841.86	35,600.00	4,241.86	111.92 %	\$39,841.86	\$35,600.00	\$4,241.86	111.92 %
Total 101-401 Property Taxes	132,067.96	126,800.00	5,267.96	104.15 %	\$132,067.96	\$126,800.00	\$5,267.96	104.15 %
101-664 Investment Earnings					\$0.00	\$0.00	\$0.00	0.00%
101-665 Interest, MoneyMarket Savings	232.54	500.00	-267.46	46.51 %	\$232.54	\$500.00	\$ -267.46	46.51 %
Total 101-664 Investment Earnings	232.54	500.00	-267.46	46.51 %	\$232.54	\$500.00	\$ -267.46	46.51 %
Total Income	\$132,300.50	\$127,300.00	\$5,000.50	103.93 %	\$132,300.50	\$127,300.00	\$5,000.50	103.93 %
GROSS PROFIT	\$132,300.50	\$127,300.00	\$5,000.50	103.93 %	\$132,300.50	\$127,300.00	\$5,000.50	103.93 %
Expenses								
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	1,000.00		1,000.00		\$1,000.00	\$0.00	\$1,000.00	0.00%
Total 101-801 Professional/Contract Services	1,000.00		1,000.00		\$1,000.00	\$0.00	\$1,000.00	0.00%
101-880 Dues & Fees					\$0.00	\$0.00	\$0.00	0.00%
101-883 Bank Charges	5.00	10.00	-5.00	50.00 %	\$5.00	\$10.00	\$ -5.00	50.00 %
Total 101-880 Dues & Fees	5.00	10.00	-5.00	50.00 %	\$5.00	\$10.00	\$ -5.00	50.00 %
Total 101-800 Other Services & Charges	1,005.00	10.00	995.00	10,050.00 %	\$1,005.00	\$10.00	\$995.00	10,050.00 %
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	13,068.75	26,138.00	-13,069.25	50.00 %	\$13,068.75	\$26,138.00	\$ -13,069.25	50.00 %
Total 101-990 Building Expansion	13,068.75	142,638.00	-129,569.25	9.16 %	\$13,068.75	\$142,638.00	\$ -129,569.25	9.16 %
Total Expenses	\$14,073.75	\$142,648.00	\$ -128,574.25	9.87 %	\$14,073.75	\$142,648.00	\$ -128,574.25	9.87 %
NET OPERATING INCOME	\$118,226.75	\$ -15,348.00	\$133,574.75	-770.31 %	\$118,226.75	\$ -15,348.00	\$133,574.75	-770.31 %
NET INCOME	\$118,226.75	\$ -15,348.00	\$133,574.75	-770.31 %	\$118,226.75	\$ -15,348.00	\$133,574.75	-770.31 %

Upcoming Events at the Library

Adult Book Club - Adult Book Club meets on the 2nd Wednesday of each month at 7:00 p.m. The title up for discussion on January 8 is, *Tom Lake*, by Ann Patchett. A limited number of copies are available for checkout at the library.

Holiday Closing - The library will be closed Tuesday, December 31, and

Wednesday, January 1, for the New Year's holiday. Regular business hours will resume on January 2.

January Series - The library is once again a remote host site for Calvin University's popular *January Series*. This series aims to cultivate deep thought and conversations about important issues of the

day in order to inspire cultural renewal and make better global citizens. Livestreams of the lectures are held from 12:30 - 1:30 p.m., Monday through Friday, from January 20-January 31, 2024. Visit calvin.edu/january for a full lineup of speakers and topics.

Maker Mondays - Join Mr. Zach from 4:00-5:00 p.m. on Monday afternoons for a variety of STEM activities, games, and experiments for kids and tweens! Registration is not required. Just drop by and join in the fun! The program will resume on January 6, due to a holiday break.

Music & Movement -

Music and Movement, geared towards kids 12 months and older, meets at 10:00 a.m. on Wednesday mornings. Registration is not required. The program will resume on January 8, due to a holiday break.

Preschool Story Time - Preschool Story Time, geared towards kids 2.5-5 years old, meets at 10:00 a.m. on Tuesday mornings. Registration is not required. The program will resume on January 7, due to a holiday break.

Teen Advisory Board - Teen Advisory Board (TAB) meets at 3:30 p.m. on an every other Tuesday basis. The next meeting is on January 7.

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

WRIGHT TOWNSHIP SYNOPSIS OF APPROVED REGULAR BOARD MEETING MINUTES

November 13, 2024 - 7:30 pm / In Office at 1565 Jackson St. Marne, MI 49435

Treasurer Dietrich called the meeting to order at 7:30 pm, Board members present include Trustee Adam Taylor, Trustee Brad Anderson, and Treasurer Sharyl Dietrich.

Anderson motioned to approve the agenda with additions of the Historical Commission Report. Taylor supported, all ayes, motion carried. Motion made by Anderson, supported by Dietrich to approve bills and payroll in the amount of \$492,131.07 for October 2024. Two ayes, one nay. Motion carried.

Motion made by Anderson, supported by Taylor to approve meeting minutes from October 9, 2024. No public comments.

Ottawa County Commissioner Allison Miedema was not at the meeting. Fire report was given by Taylor.

Upcoming Events at the Library

Adult Book Club - Adult Book Club meets on the 2nd Wednesday of each month at 7:00 p.m. The title up for discussion on January 8 is, *Tom Lake*, by Ann Patchett. A limited number of copies are available for checkout at the library.

Holiday Closings - The library will be closed Tuesday, December 24, and Wednesday, December 25, for the Christmas holiday. The library will be closed Tuesday, December 31, and Wednesday, January 1, for the New Year's holiday.

Maker Mondays - Join Mr. Zach from 4:00-5:00 p.m. on Monday afternoons for a variety of STEM activities, games, and

experiments for kids and tweens! Registration is not required. Just drop by and join in the fun! The last meeting before the holidays will be December 16. The program will resume on January 6.

Makerspace Open House - The next Makerspace Open House will take place from 2:30-4:30 p.m. on Friday, December 27. Patrons of all ages can come to create individual art projects with our Makerspace supplies! There is no featured project this month. Registration is not required to attend.

Movie Matinee - Since the usual Premiere Movie Night falls on Christmas Eve, we are hosting a family movie mati-

nee at 3:00 p.m. on Thursday, December 26, instead. Please call the library or visit the library's website to find out what specific movie will be playing. Thanks to the Coopersville Sportsman's Club for making these movie screenings possible. As always, there is free admission and free popcorn!

Music & Movement - Music and Movement, geared towards kids 12 months and older, meets at 10:00 a.m. on Wednesday mornings. Registration is not required. The last meeting before the holidays will be December 18. The program will resume on January 8.

Play 'N' Learn - Ottawa Area

Intermediate School District (OAISD) will be hosting another Play 'N' Learn on Friday, December 20, at 10:00 a.m. This program is

designed for families with children ages birth to 5 years old. Monthly sessions are based on a children's book, with accompanying finger plays, crafts, and activities. Each family receives a copy of the book to take home. Pre-registration is not required.

Preschool Story Time - Preschool Story Time, geared towards kids 2.5-5 years old, meets at 10:00 a.m. on Tuesday mornings. Registration is not required. The last meeting before the holidays will be December 17. The program will resume on January 7.

Teen Advisory Board - Teen Advisory Board (TAB) meets at 3:30 p.m. on an every other Tuesday basis, with the next meeting on January 7, due to the holidays. This is open to all teens in the community, regardless of what school they attend. Help plan teen programs, suggest materials for the library, and make the library an overall better place for teens!

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

Classified Ads

FOR SALE

Firewood - Clean, dry, cut, split, large quantities available. Selling wood over 35 years! We accept DHS payments. Call/text (616) 262-3160.

SERVICES CONTINUED

Bigelow Outdoor Services - Snow Plowing, Lawn Care, Irrigation, Spring & Fall Clean Ups & Fertilization. Call (616) 540-6102 for your free estimate today. Serving Coopersville and the

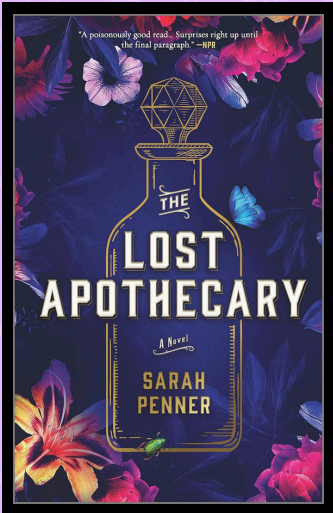
February

Coopersville Area District Library 2025 Events Calendar

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

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

							1
2	3 Maker Monday 4PM	4 Storytime 10 AM TAB 3:30PM	5 Music & Movement 10AM	6	7	8	
9	10 Maker Monday 4PM	11 Storytime 10 AM	12 Music & Movement 10AM Adult Book Club <i>The Lost Apothecary</i> 7PM	13	14 	15	
16	17 Maker Monday 4PM	18 Storytime 10 AM TAB 3:30PM	19 Music & Movement 10AM Library Board Meeting 7PM	20 Adult Craft Night 6PM	21 OAISD 10AM	22	
23	24 Maker Monday 4PM	25 Storytime 10 AM Premiere Movie Night "Wicked" 6:30PM	26 Music & Movement 10AM	27 Cookbook Club 6PM	28 Makerspace 2:30-4:30 PM		



February Book Club
Wednesday, February 12, at 7 pm

MOVIE NIGHT

Tom Hanks Robin Wright



Tuesday, January 28, at 6:30 p.m.
Thank you to the Coopersville Sportsman's Club for making our movie nights possible!

Director's Report for December 2024 - Elyshia Hoekstra

Building/Grounds

Tween Space

The tween space is finally complete, along with a couple other side jobs that Dave Howell with River Valley Home Improvements helped us finish up. We have mostly also finished the shift of books from section to section to their new homes. Our last step will be to begin shifting some graphic novels and non-fiction in to the Tween section, and we will then turn our focus to other sections.

Finances

Audit

Our audit was finished just in time this year! The last piece was submitted to the state on December 30th and accepted on December 31st, so I am happy to report that we are still in compliance. I have official copies to hand out to all of you at the meeting, and I will approach with you all whether we want a formal presentation from Gabridge and Co at the meeting. In summary, we had a clean audit with significant changes from previous years, except our fund balance went up and our net pension liability went down as we continue to hope for each year.

State Aid

I was able to meet my goal of submitting our State Aid report before the end of the year. I also finished and submitted it on December 30th. This helps determine how much receive in state aid this upcoming year and involves inputting a lot of statistics, many of which we keep track of over the course of the year, but some of which we can't retrieve until the year is over.

Policies

I am working on updating a fair number of our policies in the coming months. Some of them we've had in place for decades and haven't been updated except when we changed our name from Northeast Ottawa District Library to Coopersville Area District Library. Besides the employee-related policies that we are already addressing, the audit has prompted/reminded me to review our financial policies, so I'm beginning with those. Many of

them will pass to the policy committee after I draft any changes, but I will be reviewing a few of the policies with finance committee before moving on to the policy committee as well.

New eBook/eAudiobook Platform

I am looking into adding a new eBook/eAudiobook platform. It is called the Palace Project. It has its pros and cons, but there are many things about it that I feel like would be beneficial to our library. Some of the pros are that all our content from Libby would also be available on this platform. Hoopla would not be at this time, but many audiobook titles that are available on Hoopla would also be available on the Palace Project if we were to also add the content available from a vendor called Blackstone Unlimited. While the price isn't exactly cheap (\$2250 for adult collection and \$750 for children content), it may take some of the burden off from Hoopla and allow faster, simultaneous access to Blackstone Media's content at the very least.

This isn't the only price consideration with the Palace Project as well. The platform costs \$375 by itself (which is really cheap as platforms go. The price was negotiated by TLN, a cooperative on the other side of the state, to make it affordable for even small libraries.) They also have a subscription that they offer in conjunction with the Palace Project called Unlimited Listens which costs \$742 for roughly 5,000 audio titles. While these titles aren't necessarily as mainstream as others, they have some genre categories that are often overlooked in other places, such as Westerns or Christian Nonfiction.

If we went all in, the price would \$4,117 for the first year. This doesn't include content we add via other resources which are also available to us with the Palace Project app (like Amazon exclusive titles, Libby content and other vendors), which brings me to the biggest reason I am looking at this platform. I think the Palace Project moves in the right direction when it comes to e-content licensing. They've negotiated contracts with the smaller publishers to give more flexibility on licensing (owning copies over renting them, having more simultaneous use copies without having to pay quite as much for them, etc). While it doesn't change the mind of the Big 5 publishers and therefore the most popular content, I think this is something libraries should support in general because this is the licensing we need to really be able to give our patrons what they need.

Staff

Programs

We are once again a host site for the January series which runs from January 20-31. We will be providing coffee and a snack for attendees. We also returned back to our normal programming after the Winter holidays, so we have a full lineup of coming up in January and February.

Friends of the Library Bake Sale

The Friends of CADL bake sale took place December 12th. At their January 8 meeting, they announced that they made approximately \$360 on the endeavor. This was about the same as what they made in May but less than the made for their Winter Sale last year. We theorized that much of it had to do with weather, and some members suggested that they had different products for sale this year that might not have been as popular as what they've produced in previous years.

Page

Originally, I had planned to hire a second page last year around the time we hired a new circulation person. However, when the person turned us down to lack of time, we decided to make do as is. Recently, our current page has asked for fewer hours due to an increase in their school and internship load. I anticipate that as a college senior, she will be leaving us by the end of the semester and moving on to a position more closely aligned with her field of study. With the anticipated need for a page in general but especially as summer comes around, I plan to post for a new page in the next week or so. This will be a 4-8 hour position during the school year but will most likely grow to our current page's load through the summer which is closer to 8-16. This is a position we generally hire high school students for in order to allow them to gain working experience at an entry level position.

Lakeland, State, and Other News

After the a month off, Lakeland did meet on January 9th. There wasn't a lot that was talked about, but we did discuss a budget amendment and approved a raise for our cooperative director, Carol Dawe, who has done a great job since joining Lakeland 7 years ago.

On a state level, there isn't a whole lot happening right now. There has been some new legislation introduced with the new year, but it won't likely go very far for several months. With the majority change in the legislature, MLA is considering going through another strategic plan to help decide where they can go from here.

Statistics

December 2024

	12/1/2024	12/1/2023		Current YR	Last Yr	
	Current Yr	Last Yr	% Change	2024-2025 YTD	2023 -2024 YTD	% Change
Circulation						
Items checked out at CADL	2,641	2,844	-7%	29,050	22,422	30%
OverDrive E-Book circulation	1,246	1,251	0%	9,689	8,125	19%
E-Magazines	214	312	-31%	1,333	1,281	4%
Hoopla	382	343	11%	2,647	2,056	29%
Items Loaned to other libraries	395	385	3%	3,328	2,536	31%
Renewals	1,954	2,022	-3%	16,347	14,632	12%
Total Circulation	6,832	7,157	-5%	62,394	51,052	22%
Library Patrons						
Patrons getting 1st library card	19	18	6%	183	166	10%
Registered CADL Patrons	3,983	4,315	-8%	3,983	4,315	-8%
Library Collection						
*Items Added:	162	8,398	-98%	8798	18128	-51%
Items Withdrawn	179	610	-71%	1353	764	77%
Total Items owned	44,953	505,292	-91%	44,953	505,292	-91%
Interlibrary Loans						
Items Loaned to other libraries	395	385	3%	3,328	2,536	31%
Borrowed- LLC + Mel	427	402	6%	3,661	3,054	20%
Traffic Count						
Library Visits*	1,593	2,350	-32%	19,661	17,054	15%
Programming & Services						
Open Hours	163	165	-1%	1,232	1,065	16%
Children's Program Attendance	151	37	308%	1,874	1,315	43%
Program Attendance Total	157	73	115%	2,419	1,570	54%
Number of Monthly Programs	12	10	20%	161	136	18%
Ancestry Plus	17	-	#DIV/0!	36	43	-16%
Internet Computer Sessions	215	140	54%	2,049	1,216	69%
Wireless Sessions	780	742	5%	6,364	3,833	66%

1.1 Paid Parental Leave

CADL will provide up to 8 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will be in effect for births, adoptions or placements of foster children occurring on or after January 01, 2025 but before December 31, 2025 or otherwise determined by the Library Board.

A. Eligibility

Eligible employees must meet the following criteria

- Have been employed with CADL for at least 12 months (the 12 months do not need to be consecutive).
- Be a full- or part-time, regular employee (temporary employees are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be the spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

B. Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 8 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 8-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 8 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 70% of the employees regular, straight time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- An employee may use earned but unused paid time off and/or sick leave to make up the remaining 30% of leave if they so choose.
- Approved paid parental leave may be taken at any time during the 6-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 6-month time frame.
- Employees are able to take intermittent leave and must use all paid parental leave during the 6-month time frame indicated above. Any unused parental leave will be forfeited at the end of the 6-month time frame.

- Upon termination of the individual's employment at the company, he or she will not be paid for any unused parental leave for which he or she was eligible.

C. Coordination with Other Policies

- The library does not qualify for Family and Medical Leave Act (FMLA) as it employs less than 50 employees. However, the library will use FMLA guidelines to help dictate the length of time and qualifications surrounding paid time off in regards to paid parental leave. As such, paid parental leave will run concurrently with leave outlined under the FMLA guidance. Thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care will be counted toward the 12 weeks of available leave per a 12-month period. In no case will the total amount of leave—where paid or unpaid—granted to the employee exceed 12 weeks during the 12-month period. See below for additional guidance about leave granted using FMLA guidance.
- After the paid parental leave is exhausted, the balance of unpaid leave (if applicable) may be compensated with earned, unused sick time or PTO. Upon exhaustion of accrued sick time and PTO, any remaining leave will be unpaid leave.
- The library will maintain all benefits for employees during the paid parental leave period just as if they were taking any other library paid leave such as paid time off or paid sick leave.
- If a library holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

D. Requests for Paid Parental Leave

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

E. FMLA Guidelines

A. Eligibility

Eligible employees must meet the following criteria

- Have been employed with CADL for at least 12 months (the 12 months do not need to be consecutive).
- Be a full- or part-time, regular employee (temporary employees are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be the spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

B. Time

- Under FMLA guidance, leave is granted for up to 12 weeks. Leave will not be extended beyond 12 weeks within a 12-month period.

CADL Benefits Summary

Updated 01/15/2025

Employment Categories:

Salaried: Employees in administrative positions who work between 35 to 45 hours per week

Full-time: Employees who work 36 to 40 hours per week

Three-quarter time (3/4): Employees who work over 30 hours per week

Part-time: Regularly scheduled to work no less than 15 hours per week or 780 per year.

Employment Categories	Salaried	Full-time	Three-quarter time $\frac{3}{4}$	Part-Time
Holidays	All board-approved holidays	All board-approved holidays	Holidays falling on scheduled work days	Holidays falling on scheduled work days
Paid Time Off (PTO)	6-8% of hours worked previous year. 3 tiers based on longevity. Please see employee handbook for full policy.	5-8% of hours worked previous year. 4 tiers based on longevity. Please see employee handbook for full policy.	3-5% of hours worked previous year. 3 tiers based on longevity. Please see employee handbook for full policy.	2% of hours worked previous year. Please see employee handbook for full policy.
Bereavement leave	1-3 days depending on relation	1-3 days depending on relation	1-3 days depending on relation	No benefits
Sick Leave	Preloaded January 1 based on hours worked previous year. 1 hour for every 30 hours worked.	Preloaded January 1 based on hours worked previous year. 1 hour for every 30 hours worked.	Preloaded January 1 based on hours worked previous year. 1 hour for every 30 hours worked.	Preloaded January 1 based on hours worked previous year. 1 hour for every 30 hours worked.
Parental Leave (temporary)	8 weeks at 70% salary, up to 12 weeks total with remaining unpaid.	8 weeks at 70% salary, up to 12 weeks total with remaining unpaid.	8 weeks at 70% salary, up to 12 weeks total with remaining unpaid.	8 weeks at 70% salary, up to 12 weeks total with remaining unpaid.

Insurance	80% employer/20% employee (single coverage) or deductible upon negotiation	80% employer/20% employee (single coverage)	100% employee paid (single coverage)	No benefits
Dental / Vision	\$650 employer paid toward Flex account to be used for these expenses. August through July.	\$650 employer paid toward Flex account to be used for these expenses. August through July.	No benefits	No benefits
Life	No benefits	No benefits	No benefits	No benefits
Short-term Disability	No benefits	No benefits	No benefits	No benefits
Long-term Disability	No benefits	No benefits	No benefits	No benefits
Retirement M.E.R.S.	Account closed No benefits	Account closed No benefits	No benefits	No benefits
Retirement “457”	Employer matches 50% of employee contribution up to 8% of employee's annual income.	Employer matches 12.5% of employee contribution up to 8% of employee's annual income.	Employer matches 12.5% of employee contribution up to 8% of employee's annual income.	Employer matches 12.5% of employee contribution up to 8% of employee's annual income.
Tuition Reimbursement	\$1000 per fiscal year *See Personnel Manual for limitations.	\$1000 per fiscal year *See Personnel Manual for limitations.	No benefits	No benefits
Annual Bonus	\$0.25 per hour worked in a calendar year. Must score 3 or higher on annual evaluation.	\$0.25 per hour worked in a calendar year. Must score 3 or higher on annual evaluation.	\$0.25 per hour worked in a calendar year. Must score 3 or higher on annual evaluation.	\$0.25 per hour worked in a calendar year. Must score 3 or higher on annual evaluation.