

# Coopersville Area District Library

## Monthly Board Meeting

**Date:** March 16, 2022

**Time:** 7:00 pm

**Place:** 333 Ottawa Street, Coopersville MI 49404

### AGENDA

1. **Call to Order**
2. **Approval of Agenda** (pg. 1) **(MOTION TO APPROVE)**
3. **Approval of the Minutes** (pgs. 2-3) **(MOTION TO APPROVE)**
4. **Public Comment:**
5. **Financial Reports**
  - A. March Operations: Balance Sheets & Budget vs. Actual (pgs. 4-5) **(MOTION TO RECEIVE & FILE)**
  - B. Approve February expenditures, including ACH transactions #20265-20281 totaling \$92,935.10 (pg. 6) **(MOTION TO APPROVE)**
  - C. Approve March checks to date #20282-20288 totaling \$15,573.54 (pg. 7) **(MOTION TO APPROVE)**
  - D. Statement of Income (pgs. 8-9) **(MOTION TO RECEIVE & FILE)**
  - E. Mastercard Reconciliation Detail (pg. 10) **(MOTION TO RECEIVE & FILE)**
  - F. CADL Building Expansion Budget Performance (pg. 11) **(MOTION TO RECEIVE & FILE)**
6. **Correspondence/Marketing**
  - A. CADL Press Releases (pgs. 12-13) **(MOTION TO RECEIVE & FILE)**
  - B. April Calendar of Events (pg. 14)
  - C. Programming Flyers (pg. 15)
7. **Director's Report** – (pgs. 18-20) **(MOTION TO RECEIVE & FILE)**  
Friends' minutes – see attached if available at time of meeting
8. **Committee Reports:** **(MOTION TO RECEIVE & FILE)**
  - A. Personnel Committee meeting – 3-4-2022 (pg. 21)
  - B. Policy Committee meeting --
9. **New Business**
  - A. CACF grant distribution – NEODL (pgs. 22-23) **(MOTION TO APPROVE)**
  - B. CACF grant distribution – Westrate (pgs. 24-25) **(MOTION TO APPROVE)**
  - C. Credit Card Payments (pg. 26) **(MOTION TO APPROVE)**
10. **Unfinished Business**
  - A. Meeting Room Policy (pg. 27-31) **(DISCUSSION/MOTION TO APPROVE)**
  - B. Handbook Discussion-if not discussed in committee reports
11. **Public/board Comments:**
12. **Next Meeting:** Board meeting April 20, 2022 at 7pm

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

**Minutes from the Board Meeting on February 16, 2022.**

**Call to order: Judy VanDongen called the in person meeting to order at 6:58 p.m.**

**Members Present: Judy VanDongen, Stephanie Mayrose, Arno Driedger, Sue Boomgaard-Rasch, Bob TerAvest, Norine Fox**

**Staff Present: Elyshia Hoekstra/Director, Katie VanHuis/Library Assistant**

**Absent: Pat Lindberg, Roland DeVries**

**Approval of Agenda: M/S (N. Fox, B. TerAvest) approve 2/16/2022 agenda (Page 1). Motion carried.**

**Approval of Minutes: M/S (B. TerAvest, S. Boomgaard-Rasch) to approve 1/19/2022 board meeting minutes (Provided at meeting). Motion carried.**

**Public Comment: None**

**Financial Reports**

**A. M/S (B. TerAvest, A. Driedger) to receive and file February Operations: Balance Sheets & Budget vs. Actual (Pages 2-6). Motion carried.**

**B. M/S (S. Mayrose, N. Fox) to approve January expenditures, including ACH transactions #20231-20253 totaling \$78,031.26 (Page 7). Motion carried.**

**C. M/S (N. Fox, B. TerAvest) to approve February checks to date #20254-20264 totaling \$7912.25. (Page 8). Motion carried.**

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

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

**F. M/S (S. Mayrose, B. TerAvest) to receive and file CADL Building Expansion Budget Performance (Page 11). Motion carried.**

**G. M/S (B. TerAvest, A. Driedger) to receive and file Coopersville Foundation Statements of Activity (Pages 12-17). Motion carried.**

**Correspondence/Marketing - Pages 18-26**

**M/S (S. Boomgaard-Rasch, S. Mayrose) to receive and file Correspondence and Marketing (Pages 18-26). Motion carried.**

A. CADL Press Releases

B. March Calendar of Events

C. Programming Flyers

**Director's Report – Pages 27-29**

**M/S (A. Driedger, N. Fox) to receive and file Director's Report (Pages 27-29). Motion carried.**  
Friends' Minutes – Pages 30-32

*\*Elyshia will be meeting with city officials to begin work on city emergency plan. CADL will be working on an emergency plan for the library as well.*

*\*Board really liked Heidi's and Zach's idea of the Dewey Decimal shelf markers.*

*\*Elyshia presented details regarding March's Quilt Month activities in CADL and neighboring libraries.*

## Committee Reports

*Building & Grounds: Judy VanDongen is concerned that the boxwood plants at the parking lot entrance to the library require too much maintenance for the library staff. She is going to check with Roland D. regarding removal of the real boxwoods and substituting artificial shrubs.*

## New Business

**A. M/S (N. Fox, S. Boomgaard-Rasch) to approve** New Chart of Accounts (Pages 3-6).  
Motion carried.

*\*The New Chart of Accounts is a state mandated format for presenting library budgets. This new format is simplified and will provide a uniform method of comparing library budgets across the state.*

*\*Friend's Budget Sheet-The Friends of the Library will be taking over control of their own budget and will be setting up their own bank account. In order to set up the new account Friends are requesting a transfer of \$4,719.89 from the CADL account into the newly created Friends of the Library account, less any expenses the Friends incur before the transfer can be made. This is a step in the group applying for its 501(c)(3) status.*

**B. M/S (N. Fox, S. Mayrose) to approve** transfer of \$4,719.89 from CADL account to the newly created Friends of the Library account. Motion carried.

*\*Arno mentioned MI HB3536 which would divert snowmobile fines from the general collection of penal fines in order to subsidize the maintenance of snowmobile trails. The bill has currently passed the House and is on its way to the Senate. Library advocates are working to block the bill as penal fines are currently one relied-on source of funding for libraries.*

## Unfinished Business

**A. M/S (B. TerAvest, A. Driedger) to approve** Bonus Policy (Pages 33-35). Motion carried.

**B. DISCUSSION-Meeting Room Policy** (Pages 36-41)

*Discussion centered on the inconsistencies in the CADL's current policy/procedures for using the meeting rooms. Should the library be more focused on renting out the rooms as a community service or in making a profit? Perhaps a combination of the two philosophies?*

**C. DISCUSSION-Personnel Manual -First Reading**

*Discussion centered on clarification of some of the manual's sections: Training manual, "legal prohibited drugs", chain of command when director is not in building, smoking & tobacco free policy. Personnel Committee recommends that the employment lawyer review/advise only the sections that were revised by the committee.*

**Public/Board Comments: None**

**Adjournment: 8:21 p.m.**

**Next Board Meeting: March 16, 2022 at 7:00 p.m.**

**Coopersville Area District Library**  
**Balance Sheet - Operations**  
 As of March 7, 2022

	Mar 7, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101-001 · Choice One - Checking	226,544.28
101-002 · General Operations (CoMerica)	206,273.46
Total Checking/Savings	432,817.74
Accounts Receivable	
101-018 · Accounts Receivable	4.90
Total Accounts Receivable	4.90
Total Current Assets	432,822.64
<b>TOTAL ASSETS</b>	<b>432,822.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 · Accounts Payable	2,258.38
Total Accounts Payable	2,258.38
Credit Cards	
101-209 · Mastercard	1,333.43
2331 · Mastercard (old)	169.00
Total Credit Cards	1,502.43
Other Current Liabilities	
101-206 · Accounts Payable, other	3,054.43
101-258 · Payroll Liabilities	1,007.05
PPP-3 · Unearned Federal PPP Loan	35,682.00
Total Other Current Liabilities	39,743.48
Total Current Liabilities	43,504.29
Total Liabilities	43,504.29
Equity	
101-370 · Committed Fund Balance	250,000.00
3000 · Opening Bal Equity	52,098.24
3900 · Retained Earnings	75,112.93
Net Income	12,107.18
Total Equity	389,318.35
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>432,822.64</b>

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

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
101-401 · Property Taxes	300,425.92	311,000.00	-10,574.08	96.6%
101-539 · State	4,416.77	12,700.00	-8,283.23	34.8%
101-580 · Local Grants	1,400.00	9,500.00	-8,100.00	14.7%
101-600 · Charges for Services	7,045.12	7,480.00	-434.88	94.2%
101-655 · Fines & Forfeitures	2,361.26	40,900.00	-38,538.74	5.8%
101-664 · Investment Earnings	119.99	400.00	-280.01	30.0%
101-672 · Other Revenue	3,035.00	8,030.00	-4,995.00	37.8%
101-690 · Other Financing Sources	6,740.28	55,000.00	-48,259.72	12.3%
<b>Total Income</b>	<b>325,544.34</b>	<b>445,010.00</b>	<b>-119,465.66</b>	<b>73.2%</b>
<b>Gross Profit</b>	<b>325,544.34</b>	<b>445,010.00</b>	<b>-119,465.66</b>	<b>73.2%</b>
Expense				
101-701 · Personnel Services	185,592.25	284,910.00	-99,317.75	65.1%
101-726 · Supplies	9,161.22	19,300.00	-10,138.78	47.5%
101-800 · Other Services & Charges	60,884.65	83,360.00	-22,475.35	73.0%
101-970 · Capital Outlay	28,963.30	57,300.00	-28,336.70	50.5%
<b>Total Expense</b>	<b>284,601.42</b>	<b>444,870.00</b>	<b>-160,268.58</b>	<b>64.0%</b>
<b>Net Ordinary Income</b>	<b>40,942.92</b>	<b>140.00</b>	<b>40,802.92</b>	<b>29,244.9%</b>
<b>Net Income</b>	<b>40,942.92</b>	<b>140.00</b>	<b>40,802.92</b>	<b>29,244.9%</b>

**General Operations**  
**February 11th - 28th, 2022**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/10/2022		Deposit	\$177.16
02/10/2022		Deposit	\$4,769.28
02/14/2022		Deposit	\$67.50
02/18/2022		Deposit	\$172.65
02/24/2022		Deposit	\$97,209.84
02/25/2022		Deposit	\$107.31
02/28/2022		Bank Fee	-\$20.00
02/28/2022		Interest	\$10.35
02/22/2022	ACH	Payroll	-\$4,995.34
02/10/2022	20265	Ingram	-\$115.11
02/10/2022	20266	New Views LLC	-\$801.66
02/10/2022	20267	Unique Management Services	-\$17.90
02/14/2022	20268	Katie Van Huis.	-\$172.00
02/28/2022	20269	Baker & Taylor	-\$1,009.97
02/12/2022	20270	Foster, Swift, Collins, & Smith P.C.	-\$21.00
02/12/2022	20271	Michigan Gas Utilities	-\$497.67
02/12/2022	20272	Rosen Publishing	-\$35.40
02/12/2022	20273	U.S. Bank Equipment Finance	-\$223.51
02/28/2022	20274	Grand Rapids Press	-\$153.88
02/23/2022	20275	AcenTek ascending Technology	-\$24.81
02/23/2022	20276	Cengage Learning	-\$171.09
02/23/2022	20277	Constantine Irrigation Inc.	-\$432.25
02/23/2022	20278	Lakeland Library Cooperative	-\$28.92
02/23/2022	20279	Midwest Tape	-\$209.95
02/23/2022	20280	Midwest Tape- Hoopla	-\$571.53
02/23/2022	20281	SecurAlarm Systems Inc.	-\$77.00
			<b><u>\$92,935.10</u></b>

General Operations  
March 1st - 7th, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/03/2022		Deposit	\$34,992.56
03/04/2022		Deposit	\$137.95
03/01/2022	ACH	EFTPS	-\$2,781.18
03/01/2022	ACH	Priority Health	-\$1,051.00
02/28/2022	ACH	CADL	-\$4,535.10
03/03/2022	ACH	M.E.R.S.	-\$1,379.00
03/08/2022	ACH	Payroll	-\$5,127.64
03/03/2022	20283	CC-Comerica Bank - Mastercard	-\$1,699.52
03/16/2022	20284	Ingram	-\$127.90
03/16/2022	20285	Zoobean Inc	-\$599.65
03/16/2022	20286	Phil's Lawn Care & Snowplowing	-\$1,500.00
03/16/2022	20287	Heimler Consulting	-\$468.98
03/16/2022	20288	T-Mobile	-\$287.00
			<u><u>\$15,573.54</u></u>

**Coopersville Area District Library**  
**Statement of Financial Income**  
 July 2021 through June 2022

	TOTAL
Ordinary Income/Expense	
Income	
101-401 · Property Taxes	
101-404 · State of MI PPT reimbursement	11,548.84
101-405 · Local, Chester Twp Millage	
101-405 · Local, Chester Twp Millage - Other	48,031.97
Total 101-405 · Local, Chester Twp Millage	48,031.97
101-406 · Local, Polkton Twp Millage	
101-406 · Local, Polkton Twp Millage - Other	70,994.98
Total 101-406 · Local, Polkton Twp Millage	70,994.98
101-407 · Local, Wright Twp Millage	
101-407 · Local, Wright Twp Millage - Other	80,553.46
Total 101-407 · Local, Wright Twp Millage	80,553.46
101-408 · Local, Coopersville Millage	
101-408 · Local, Coopersville Millage - Other	89,296.67
Total 101-408 · Local, Coopersville Millage	89,296.67
Total 101-401 · Property Taxes	300,425.92
101-539 · State	
101-541 · State Aid, CADL	2,215.29
101-542 · E-Rate Reimbursement	2,201.48
Total 101-539 · State	4,416.77
101-580 · Local Grants	
101-583 · Coopersville Foundation	1,400.00
Total 101-580 · Local Grants	1,400.00
101-600 · Charges for Services	
101-628 · Cash Drawer - Photocopier	1,257.10
101-629 · Cash Drawer - Fax	277.42
101-630 · Cash Drawer - DVD/Game rental	1,228.86
101-631 · Cash Drawer - Room Rental	75.00
101-632 · Cash Drawer - Lost Card	79.00
101-633 · Cash Drawer - Candy Bars	521.20
101-635 · Cash Drawer - Friends Mis.	3,569.54
101-600 · Charges for Services - Other	37.00
Total 101-600 · Charges for Services	7,045.12
101-655 · Fines & Forfeitures	
101-656 · Ottawa Co Penal Fines	0.00
101-658 · Cash Drawer - Book Fines	2,025.36
101-659 · Cash Drawer - Lost Items	114.63
659.1 · Cash Drawer - Invoice Reimb.	221.27
Total 101-655 · Fines & Forfeitures	2,361.26
101-664 · Investment Earnings	
101-665 · Interest, MoneyMarket Savings	119.99
Total 101-664 · Investment Earnings	119.99
101-672 · Other Revenue	
101-674 · Private Contributions/Donations	
101-675 · Donations, Memorial	235.00
101-677 · Donations, Friends	1,750.00
101-680 · Donations, Other	1,050.00
Total 101-674 · Private Contributions/Donations	3,035.00
Total 101-672 · Other Revenue	3,035.00
101-690 · Other Financing Sources	
692.0 · Cash Drawer - Donations	44.65
692.1 · Cash Drawer - Over/Under	-2.62



Coopersville Area District Library  
Statement of Financial Income  
July 2021 through June 2022

	TOTAL
692.3 · Misc. Revenue	106.80
692.4 · Capital Projects Funds	6,591.45
Total 101-690 · Other Financing Sources	6,740.28
Total Income	325,544.34
Gross Profit	325,544.34
Net Ordinary Income	325,544.34
Net Income	<u>325,544.34</u>

**Coopersville Area District Library**  
**Reconciliation Detail**  
 101-209 · Mastercard, Period Ending 02/28/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,856.29
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 21 Items</b>						
Credit Card Charge	01/05/2022	7053000	Amazon.com	X	-14.96	-14.96
Credit Card Charge	01/19/2022	7794655	Amazon.com	X	-17.96	-32.92
Credit Card Charge	01/24/2022	48229...	Deluxe Checks	X	-59.74	-92.66
Credit Card Charge	01/25/2022	4624204	Amazon.com	X	-12.81	-105.47
Credit Card Charge	01/28/2022	76988...	Cengage Learning	X	-23.79	-129.26
Credit Card Charge	02/01/2022		Consumers Energy	X	-1,047.49	-1,176.75
Credit Card Charge	02/02/2022		Gordon Food Service	X	-108.00	-1,284.75
Credit Card Charge	02/02/2022		Joann Fabrics	X	-23.29	-1,308.04
Credit Card Charge	02/09/2022	8593805	Amazon.com	X	-51.92	-1,359.96
Credit Card Charge	02/09/2022	5940256	Amazon.com	X	-22.36	-1,382.32
Credit Card Charge	02/09/2022	8185845	Amazon.com	X	-17.99	-1,400.31
Credit Card Charge	02/09/2022	1903428	Amazon.com	X	-14.90	-1,415.21
Credit Card Charge	02/09/2022	8185845	Amazon.com	X	-6.67	-1,421.88
Credit Card Charge	02/11/2022	DVD	Amazon.com	X	-17.99	-1,439.87
Credit Card Charge	02/16/2022	DVD	Amazon.com	X	-19.96	-1,459.83
Credit Card Charge	02/17/2022	07757...	Vonage	X	-125.38	-1,585.21
Credit Card Charge	02/18/2022	1122651	Amazon.com	X	-16.50	-1,601.71
Credit Card Charge	02/21/2022	23226...	Quill	X	-58.54	-1,660.25
Credit Card Charge	02/23/2022	DVD	Amazon.com	X	-19.96	-1,680.21
Credit Card Charge	02/23/2022	Monthly	Intuit	X	-4.24	-1,684.45
Credit Card Charge	02/25/2022	6824254	Amazon.com	X	-15.07	-1,699.52
Total Charges and Cash Advances					-1,699.52	-1,699.52
<b>Payments and Credits - 1 Item</b>						
Bill	01/31/2022	1/2022	CC-Comerica Bank -...	X	2,856.29	2,856.29
Total Cleared Transactions					1,156.77	1,156.77
Cleared Balance					-1,156.77	1,699.52
<b>Uncleared Transactions</b>						
<b>Charges and Cash Advances - 7 Items</b>						
Credit Card Charge	01/21/2022	9873819	Amazon.com		-7.39	-7.39
Credit Card Charge	01/28/2022	44170...			-46.19	-53.58
Credit Card Charge	02/21/2022	23296...	Quill		-61.44	-115.02
Credit Card Charge	02/21/2022	6824524	Amazon.com		-41.93	-156.95
Credit Card Charge	02/21/2022	6824254	Amazon.com		-18.33	-175.28
Credit Card Charge	02/23/2022	2309034	Amazon.com		-42.02	-217.30
Credit Card Charge	02/23/2022	4137026	Amazon.com		-24.42	-241.72
Total Charges and Cash Advances					-241.72	-241.72
<b>Payments and Credits - 1 Item</b>						
General Journal	06/30/2021	GCPA...			14.84	14.84
Total Uncleared Transactions					-226.88	-226.88
Register Balance as of 02/28/2022					-929.89	1,926.40
Ending Balance					-929.89	1,926.40

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

	Jul '21 - Jun 22	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
101-401 · Bond millage		
101-405 · Bond - Chester Twp	26,707.72	28,500.00
101-406 · Bond - Polkton Twp	34,253.44	34,000.00
101-407 · Bond - Wright Twp	39,499.06	20,000.00
101-408 · Bond - City of Coopersville	43,788.17	62,000.00
<b>Total 101-401 · Bond millage</b>	<b>144,248.39</b>	<b>144,500.00</b>
101-665 · Interest	63.26	100.00
<b>Total Income</b>	<b>144,311.65</b>	<b>144,600.00</b>
<b>Expense</b>		
101-882 · Bank Fees	515.00	1,000.00
101-990 · Building Expansion		
101-991 · Bond Principal	0.00	105,000.00
101-993 · Bond/Election/Bank Fees	1,500.00	1,500.00
101-994 · Bond Interest	16,406.25	32,813.00
<b>Total 101-990 · Building Expansion</b>	<b>17,906.25</b>	<b>139,313.00</b>
<b>Total Expense</b>	<b>18,421.25</b>	<b>140,313.00</b>
<b>Net Ordinary Income</b>	<b>125,890.40</b>	<b>4,287.00</b>
<b>Net Income</b>	<b>125,890.40</b>	<b>4,287.00</b>



The Polkton Charter Township  
Board of Review will meet at the  
Polkton Township Hall, 6900 Arthur Street  
Coopersville, MI 49404

~Organizational Meeting~

Tuesday, March 8, 2022 at 11:00 AM

~ Appeals Hearings--By Appointment ~

Monday, March 15, 2022 from 1:30 PM to 4:30 PM and 6:00 PM to 9:00 PM.

Tuesday, March 16, 2022 from 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM.

~Follow-up Meeting~

Tuesday, March 22, 2022 at 11:00am

Tentative Ratios and Multiplying Factors are listed below:

<b>Agriculture</b>	47.14	1.06068
<b>Commercial</b>	47.45	1.05375
<b>Industrial</b>	49.60	1.00815
<b>Residential</b>	45.81	1.09147
<b>Personal</b>	50.00	1.00000

Changes have been made in the Assessment Roll reflecting the above.

If you have any questions regarding your assessment,

Please call 837-6876 to make an appointment.

Wayne Pickler, Assessor, Polkton Charter Township

Seeing it was soon after heavy rains and some snow melt, we obviously thought we had a leak going on in the house. The sound seemed to be coming from the fireplace. I diligently inspected around and even inside looking for a wet spot. Nothing.

I turned my attention next to the patio door. Again, I found no drips or wet spots. But the drip, drip, drip, continued.

To make a long drip story short, we found the source of the dripping noise. It was one of my granddaughter's toys which ended up on the bottom of a basket near the fireplace. The toy was left on and its batteries were so drained

human batteries when we are alone is self-pity. Solomon compares a quarreling Page 12 constant drip, drip, drip of a leaky roof. The drips of self-pity are just as monotonous and exhausting.

My granddaughter's toy changed its tune after I replaced the old batteries with fresh, new ones. The same is true for us. Replace self-pity with "others-pity" by doing something for someone else each day. Even if it's only a prayer.

~ Dr. Terry Slachter,  
Lamont Christian Reformed Church  
(www.lamontcrc.org)

## A Library Quilt Hop

Did you know March is National Quilting Month? Come celebrate by joining in a county-wide library quilt hop! The Coopersville Area District Library is teaming up with five other libraries within Ottawa County to offer special events, displays, and prizes for quilt enthusiasts from March 1-31, 2022.

The event schedule at the Coopersville Area District Library is as follows:

**Quilt Display:** March 1-3. Check out a variety of locally made quilts in the library's Community Room during open hours.

**Feed Sack Quilts Presentation:** Thursday, March 10, at 6:00 p.m. Rhea Mae Hubbel will share about her 1930's feed sack quilt collection. This event is free, but registration is required to attend.

**Adult Craft Night:** Quilting Program: Thursday, March 17, at 6:00 p.m. The library's monthly Craft Night will be in-person this month. Join Kayla to make paper patchwork notebooks. This event is free, but registration is required to attend.

**Textile Bias Weaving:** Thursday, March 24, at 6:00 p.m. Arlene Tiemeyer will lead a workshop on bias weaving using looms. The cost is \$5 to

cover the rental of looms, and all supplies are provided. Registration is required to attend. **Barn Quilting:** Thursday, March 31, at 6:00 p.m. Kate Terpstra will be hosting a barn quilt painting workshop. All supplies and a variety of patterns will be provided. The cost is \$30 and registration is required to attend.

To register for any of these events, please go online to [www.coopersvillelibrary.org](http://www.coopersvillelibrary.org), click on the Events tab, then the Adults button to find the registration form. You can also call the library at (616) 837-6809 for assistance.

To find out more details about what is happening at the other participating libraries, please pick up a brochure from the Coopersville Area District Library. Inside of the brochure, you will also find a Quilt Hop Card. If you visit 3 or more libraries and get that card punched at each stop, you can be entered to win a \$25 gift card to local quilting shops. The other libraries involved in this quilt hop are: Gary Byker Library (Hudsonville); Georgetown Township Public Library; Herrick District Library (Holland); Loutit District Library (Grand Haven); Spring Lake District Library.



# April 2022



SUN	MON	TUE	WED	THU	FRI	SAT
					01	02
03	04 Maker Mondays 4-5pm	05 Music and Movement 10am	06 Storytime 10am	07	08	09
10	11 Maker Mondays 4-5pm	12 Music and Movement 10am	13 Storytime 10am Adult Book Club <i>The Women of Copper Country</i> by Mary Doria Russell	14	15	16
17	18 Maker Mondays 4-5pm	19 Music and Movement 10am	20 Storytime 10am	21 Adult Craft Night <i>Online</i>	22 OAISD Play 'n Learn 10am	23
24	25 Maker Mondays 4-5pm	26 Music and Movement 10am	27 Storytime 10am	28	29	30

Hours of operation:

Monday: 12:00 - 8:00    Tuesday: 10:00 - 5:30    Wednesday: 10:00 - 5:30  
Thursday: 12:00 - 8:00    Friday: 10:00 - 5:30    Saturday: 10:00 - 2:00



# SPRING 2022 @ YOUR LIBRARY

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



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



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

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



## Adult Book Club Wednesday, April 13 7:00 p.m.

The Adult Book Club meets on the 2nd Wednesday of every month. The selection for April's discussion is *The Women of Copper Country* by Mary Doria Russell.

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

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



## March is National Quilting Month!

### Celebrate with a Library Quilt Hop at Ottawa County Libraries!

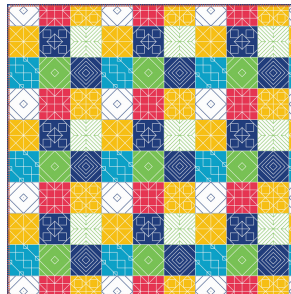
The Coopersville Area District Library is partnering with the following libraries to offer quilting displays, events, and presentations all month long:

Gary Byker Library of Hudsonville  
Georgetown Township Public Library  
Herrick District Library  
Loutit District Library  
Spring Lake District Library



## Textile Bias Weaving Thursday, March 24 6:00 p.m.

Instructor: Arlene Tiemeyer  
Cost: \$5  
Registration required.



## Barn Quilting Workshop Thursday, March 31 6:00 p.m.

Instructor: Kate Terpstra  
Cost: \$30  
Registration required.

**Register online at [www.coopersvillelibrary.org](http://www.coopersvillelibrary.org) or by calling (616) 837-6809.**

For more information on all events offered, visit [www.coopersvillelibrary.org](http://www.coopersvillelibrary.org) or visit the library to pick up a brochure.

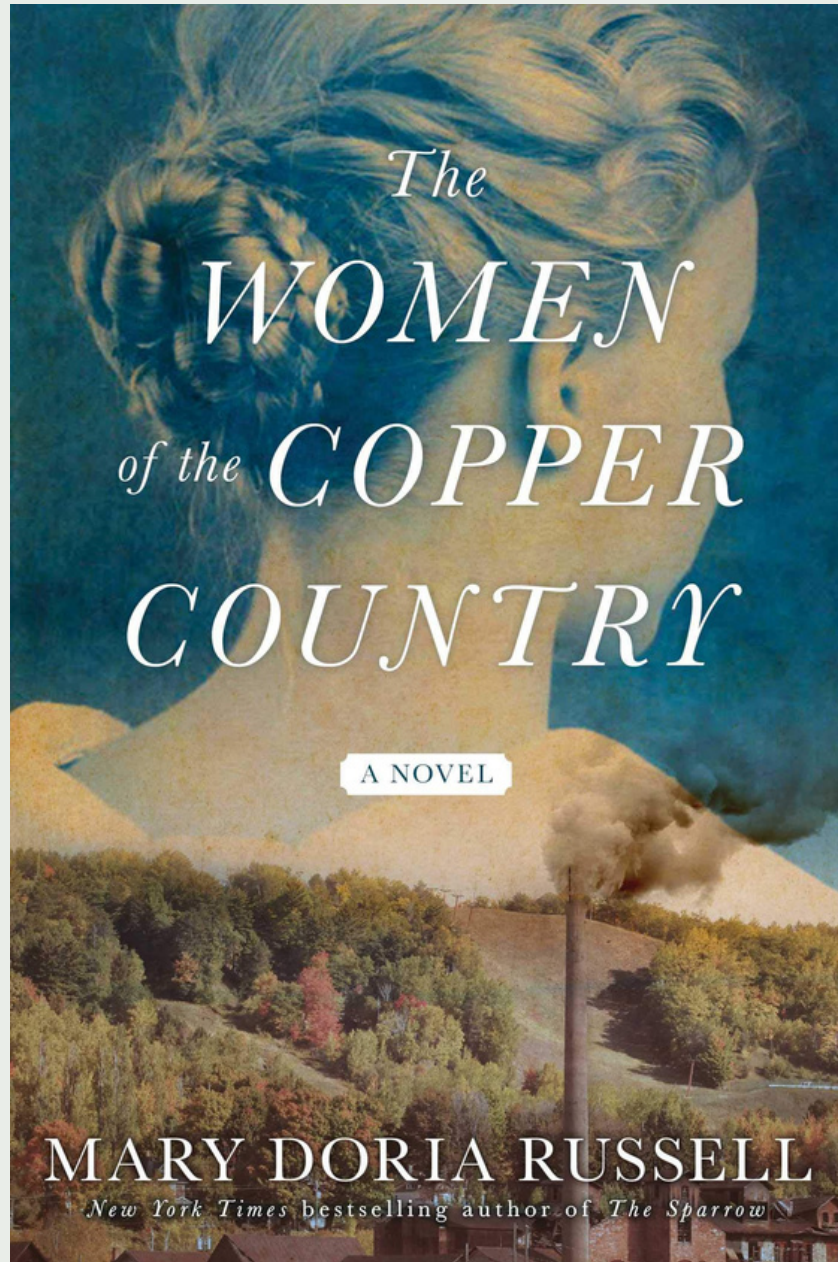


The library's hours of operation are: Mondays and Thursdays 12:00-8:00 p.m.; Tuesdays, Wednesdays, and Fridays 10:00 a.m. - 5:30 p.m.; Saturdays 10:00 a.m. - 2:00 p.m.

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



# April Book Club Page 16



WEDNESDAY, APRIL 13TH,  
7 P.M.

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



Coopersville Area District Library



# ADULT CRAFT NIGHT

THURSDAY, MARCH 17TH

6:00 P.M.

IN THE COMMUNITY ROOM

## PAPER PATCHWORK NOTEBOOK

This program will take place in person in the library's community room. It is free of charge and all materials will be provided.

This program is limited to 20 seats, filled on a first-come, first-served basis. Pre-register at [coopersvillelibrary.org](http://coopersvillelibrary.org).



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

I. Building

It's been a fairly quiet month for building issues, thankfully. Our only incident was leaking under two of our toilets. We called in the plumber. One was a matter of bolts coming loose over time that needed to be tightened down. The other seemed to be a matter of the seal not setting correctly. He took the toilet off and reset and caulked it. He suggested that they might have been installed before the floor was completely set, so that they shifted as the floor settled. We haven't had a problem with either of them since.

II. Financials

The budget work has started as we get ready to close out 2021-2022 and get ready for 2022-2023. Kim and I are crunching numbers and getting ready the budget ready to present to the finance committee later this month. The personnel committee also met to discuss wishlist items for the new budget. We are on track to present the budget to the board at the April meeting.

Cash Drawer – See New Business

I did hear back from the Memory Lab Network which we applied for last month. Unfortunately we were not chosen to receive the grant, but we do plan to reapply if it opens up again next year. They apparently had an overwhelming interest in this round, especially from Michigan Libraries.

III. Staff

Heidi has announced that she will be leaving us for full retirement mid-May. We are sad to see her go but are happy to give her the extra time to spend with her grandson and the new grandbaby on the way.

This means I am also in the process of defining current job descriptions and drafting a job ad for a new children's librarian. I hope to be able to budget enough to attract someone who can work a few more hours a week and so we can do a few more programs geared toward young children, as well as more outreach into the schools and the community.

IV. Friends

The Friends meeting is on March 9<sup>th</sup>. This month's meeting began with Zach giving a little overview of summer reading. He was excited that we might possibly get the chance to kick off summer reading by having Miranda come here to Coopersville. He asked for monetary support and volunteers in helping decorate the library to host her.

The Friends also discussed buying the library's cash drawer as the library looks to up get a newer, upgraded model for their own use. The library's current cash drawer would be suitable for the limited use the Friends would need it for.

The primary discussion centered on their spring membership drive. They are considering their membership drive a fundraiser and are using National Library Week in April as an appropriate time of the year to do. They will set up a table in the library with all the necessary information on how to join. They will also have a prize for one lucky person who joins or renews their membership.

V. Library and other news

I attended the Lakeland meeting today where we had some discussion on a number of topics. One of the main topics we discussed was whether we wanted to continue to pursue billed items using Unique Management, the collection agency we've been using since the 90s. We use the service Lakeland-wide, so it would be an all or none decision. There were a lot of valid points on both side of the conversation, but we didn't make a decision today. We will revisit this again next month.

We are also looking forward to a discussion on strategic planning. A few years ago, Lakeland hired someone to come in and develop a strategic plan for our ILS council. Lakeland has successfully met all its goals (though some remain on going), and we'd like to continue to look ahead by developing a strategic plan once again. This is likely to take place in early fall.

VI. Statistics – see attached

## February Statistics

	2/1/2022	2/1/2021		Current YR	Last Yr	
	Current Yr	Last Yr	% Change 2019- 2020	2021 -2022 YTD	2020 - 2021 YTD	% Change
<b>Circulation</b>						
Items checked out at CADL	2,915	2,670	9%	27,816	19,846	40%
OverDrive E-Book circulation	955	1,027	-7%	8,142	8,361	-3%
E-Magazines	66	58	14%	587	317	85%
Hoopla	405	342	18%	2,984	2601	15%
Items Loaned to other libraries	367	522	-30%	3,077	4,070	-24%
Renewals	2,721	1,919	42%	17,856	16,069	11%
Total Circulation	7,429	6,538	14%	60,462	51,264	18%
<b>Library Patrons</b>	9					
Patrons getting 1st library card	16	18	-11%	184	172	7%
Registered CADL Patrons	4,357	4,544	-4%	4,357	4,544	-4%
<b>Library Collection</b>						
*Items Added:	42,354	15,225	178%	321103	143,769	123%
Items Withdrawn	NA	195	#VALUE!	439	791	45%
Total Items owned	1,142,767	941,569	21%	1,142,767	941,569	21%
<b>Interlibrary Loans</b>						
Items Loaned to other libraries	367	522	100%	3,061	4,070	-25%
Borrowed- LLC + Mel	410	589	100%	3,234	3,639	-11%
<b>Traffic Count</b>						
Library Visits	1,435	1,294	11%	12,550	9,224	36%
<b>Programming &amp; Services</b>						
Open Hours	169	134	26%	1,423	1260	13%
Children's Program Attendance	54	239	-77%	1,020	2,173	-53%
Online Engagement	13	245	-95%	667	2,199	-70%
Program Attendance Total	74	245	-70%	1,397	1,866	-25%
Number of Monthly Programs	9	4	125%	79	42	88%
Ancestry Plus	98	520	-81%	17,923	2331	669%
Internet Computer Sessions	181	89	103%	1,851	847	119%
Wireless Sessions	456	545	-16%	4,708	4,548	4%

Coopersville Area District Library

Personnel Committee meeting 3/4/2022

Agenda

*Began at 10:30am*

1. Short Budget update

*Elyshia gave an explanation about the things she had been working in regards to the budget and the personnel related services. She has some budgeting concerns for the next year. The primary concern is that we may owe more for our MERS liability that was otherwise made aware to us because of shifting markets between 2019 and 2020. While those numbers were available, we weren't quite aware, until recently, what impact that would make on how much we owed. That being the case, it will likely take us at least one more year to pay off our liability. Elyshia will not have an updated number as to when that will be until the 2021 actuarial report is released sometime in May or June.*

*Another budget concern is in regards to a Personal Property Tax reimbursement. This is a \$9,000-\$11,000 income that the library received for the past few years. The law that gives that to libraries goes away in 2023. Elyshia isn't sure if we will still be receiving it in the next Fiscal Year or not, but it does look like it is a source of income that we cannot count on being there.*

2. Wishlist items and priority list

*With that the case, Elyshia asked the personnel committee what item they felt should be considered a priority when it comes to budgeting for it in this next fiscal year. The number one answer was some sort of matching when it comes to the MERS 457 plan which we just opened up to all of our employees. Elyshia had already started crunching numbers on this end. She anticipates a possibility of a 2% match for up to 8% of what an employee contributes.*

*Pat suggested that the committee and the employees would probably be okay with a 1% if that is what is necessary. Elyshia promised to keep everyone up do date as the finance committee met to see what could be budgeted for.*

*Elyshia also mentioned a few other financial concerns that have an impact on the personnel portion of the budget. Even with looking at only 2% of a MERS matching, we may have to go with a little bit of a less increase in raises this year (if any can be given). It is much more likely that we will only be able to budget 2%. Judy mentioned that there were years that we haven't been able to offer anything. Pat also pointed out that if we are still able to do a small increase AND MERS matching this will be an increase from what they are currently receiving.*

*Elyshia also noted that in May, Heidi Tagg will be retiring fully to spend more time with her grandkids. Elyshia is looking at the numbers necessary to hire someone to do children's programming, both what is already offered and maybe also expanding what we offer.*



**Allendale**  
community foundation<sup>SM</sup>

**Grand Haven Area**  
community foundation<sup>SM</sup>

**Coopersville Area**  
community foundation<sup>SM</sup>

March 4, 2022

Coopersville Area District Library  
 LaVonne Marshall  
 333 Ottawa  
 Coopersville, MI 49404

Dear Friends,

We are pleased to inform you of the amount available for you to request from the Robert and Judy VanDongen Fund held here at the Community Foundation.

Following the Foundation's spending policy, the spendable amount for the upcoming fiscal year will be determined each year at 4% of the average of the previous 12 rolling quarters of the average market value of the fund balance of each individual fund managed as an endowment within the Foundation ending December 31st. The amount available for distribution from your fund in 2022 is:

NEODL: \$1,112.74

You may submit a written request, via the enclosed grant recommendation form, for this distribution at any time during the 2022 calendar year. In addition to the attached form, a copy of the Minutes approving this action from your organization's Board of Directors is required for distribution. Thank you for following this procedure to ensure that we are honoring your organization's intent for use of these funds. If you are unclear as to the charitable intent of this fund, please e-mail me at [hcole@ghacf.org](mailto:hcole@ghacf.org), or call me at 842-6378, for clarification.

A reminder will be sent electronically in the third quarter of 2022. If you would like to update the e-mail contact on file, please reach out at your earliest convenience. In the event that the distribution is not taken by December 31, 2022, these funds will simply roll back into the principal portion of your fund and continue to grow the fund balance.

We are happy to partner with you to help build your fund and to support your valuable work in the community. We are always here to help you with ideas to raise awareness and dollars for your fund – just give us a call.

Sincerely,

Holly Cole  
 Vice President of Grants & Program  
 Grand Haven Area Community Foundation

Adrienne Whisman  
 Philanthropic Services Associate  
 Grand Haven Area Community Foundation

*Enclosure*

# RECOMMENDATION FOR GRANT DISTRIBUTION FROM ORGANIZATION FUNDS



Date: 3-16-22

Holly Cole, Vice President of Grants & Program  
Grand Haven Area Community Foundation  
One South Harbor Drive  
Grand Haven, MI 49417

Dear Holly:

Please let this letter serve as our recommendation for a grant in the amount of 112.74 from the NEODL Fund.

The grant will be used to support adult programs and services. This project is in accordance with our Fund Agreement with the Grand Haven Area Community Foundation. Attached is a copy of the Minutes approving this action from the meeting of the Board of Directors held on \_\_\_\_\_. Funds for this grant should be taken from NEODL.  
FASB account \_\_\_\_\_  
Non- FASB account 112.74.

Sincerely,

Elyshia Hoekstra  
Executive Director

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Treasurer

**Our Organization's contact information is as follows:**

Organization Name: Coppersville Area District Library  
Address: 333 Ottawa St  
City: Coppersville  
State: MI  
Zip Code: 49404  
Preferred Contact Name: Elyshia Hoekstra  
Contact Email: eeh@lcoop.org

Check here to confirm that a copy of the Minutes approving this request is enclosed.



**Allendale**  
 community foundation<sup>SM</sup>

**Grand Haven Area**  
 community foundation<sup>SM</sup>

**Coopersville Area**  
 community foundation<sup>SM</sup>

March 4, 2022

Coopersville Area District Library  
 LaVonne Marshall  
 333 Ottawa  
 Coopersville, MI 49404

Dear Friends,

We are pleased to inform you of the amount available for you to request from the Westrate Children's Library Endowment Fund held here at the Community Foundation.

Following the Foundation's spending policy, the spendable amount for the upcoming fiscal year will be determined each year at 4% of the average of the previous 12 rolling quarters of the average market value of the fund balance of each individual fund managed as an endowment within the Foundation ending December 31st. The amount available for distribution from your fund in 2022 is:

WESTRA: \$3,415.29  
 WESTRA-F: \$724.87

You may submit a written request, via the enclosed grant recommendation form, for this distribution at any time during the 2022 calendar year. In addition to the attached form, a copy of the Minutes approving this action from your organization's Board of Directors is required for distribution. Thank you for following this procedure to ensure that we are honoring your organization's intent for use of these funds. If you are unclear as to the charitable intent of this fund, please e-mail me at [hcole@ghacf.org](mailto:hcole@ghacf.org), or call me at 842-6378, for clarification.

A reminder will be sent electronically in the third quarter of 2022. If you would like to update the e-mail contact on file, please reach out at your earliest convenience. In the event that the distribution is not taken by December 31, 2022, these funds will simply roll back into the principal portion of your fund and continue to grow the fund balance.

We are happy to partner with you to help build your fund and to support your valuable work in the community. We are always here to help you with ideas to raise awareness and dollars for your fund – just give us a call.

Sincerely,

Holly Cole  
 Vice President of Grants & Program  
 Grand Haven Area Community Foundation

Adrienne Whisman  
 Philanthropic Services Associate  
 Grand Haven Area Community Foundation

*Enclosure*



# RECOMMENDATION FOR GRANT DISTRIBUTION FROM ORGANIZATION FUNDS



Date: 3-16-22

Holly Cole, Vice President of Grants & Program  
Grand Haven Area Community Foundation  
One South Harbor Drive  
Grand Haven, MI 49417

Dear Holly:

Please let this letter serve as our recommendation for a grant in the amount of 4140.16 from the WESTRA, WESTRA-F Fund.

The grant will be used to support Children's services and program. This project is in accordance with our Fund Agreement with the Grand Haven Area Community Foundation. Attached is a copy of the Minutes approving this action from the meeting of the Board of Directors held on \_\_\_\_\_. Funds for this grant should be taken from WESTRA + WESTRA - F.  
FASB account 3,415.29.  
Non- FASB account 724.87.

Sincerely,

Elyshia Hoekstra  
Executive Director

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Treasurer

**Our Organization's contact information is as follows:**

Organization Name: Coopersville Area District Library  
Address: 333 Ottawa St  
City: Coopersville  
State: MI  
Zip Code: 49404  
Preferred Contact Name: Elyshia Hoekstra  
Contact Email: ccoeh@llcoop.org

Check here to confirm that a copy of the Minutes approving this request is enclosed.

## Cash Drawer/Accepting Credit Card payments

Background: We've recently had problems with our cash drawer not zeroing out after we balance the drawer. This isn't a major problem as we can void the transaction at the point. However, it does make it more difficult to balance the drawer and be positive we have the right number. We've tried a number of different fixes to no avail, including restarting it from its factory settings. Unfortunately, the company we purchased it from quite a many years ago is no longer servicing that particular cash drawer.

Action: Kim has graciously made a donation of \$500 to replace the drawer. While in the process of looking for a new cash drawer, a suggestion was made by staff to add an option to accept card payments. We are getting more and more requests for this service. I went ahead and compared several choices. Of the choices I explored, many were beyond our price point for hardware and software or would require that we purchase the hardware and use a third party vendor. The four major Point of Sales I considered were Square, Paypal, Quickbooks POS, and Toast.

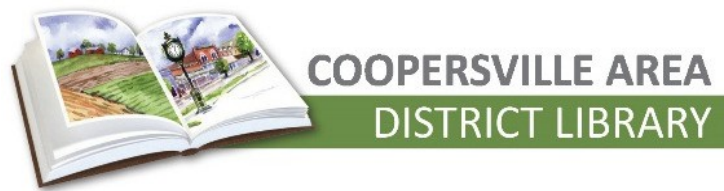
Toast was affordable, but as it turns out is only for restaurants.

Quickbooks is \$960 (on sale) for the software, but does not include the hardware. Basic hardware would cost approximately another \$900 to purchase directly from Quickbooks.

Paypal offers a cost per transaction that depends on the kind of transaction. The percentages vary from 1.9%-3.5% and the fixed fee ranges from \$0.05-\$0.49. They also do not sell the hardware needed to use it.

Square – Square can be pretty expensive if you are buying the hardware directly from Square. I found a Square cash register and an accompanying cash drawer and receipt printer for approximately \$350. I then found a refurbished Ipad with good reviews for another \$290. While this puts us over the donation amount, it costs a lot less overall then the other choices. Square's cost per transaction is also one of the lowest out there. Each credit card transaction costs us 2.6% +\$0.10. There is no monthly cost. To demonstrate what that looks like, it would cost us approximately \$0.62 for a \$20 purchase

I'd like permission to go ahead and start using Square to accept credit card payments. I don't feel the cost to accept credit card payments through Square is all that unreasonable for the convenience of allowing patrons to be able to use their cards. I do propose that we put a \$5 minimum just so that we aren't charged for a \$1 purchase or something like that, but I feel like this would help us meet an increasing need that we are seeing from week to week.



## **Meeting Rooms: Policy and Procedure**

Coopersville Area District Library (CADL) is pleased to be able to offer both a Community Room and a Meeting Room for public use. Please read the following policies and procedures, which explain how this process works.

If you have any questions, please contact the library at 616-837-6809. The agreement must be signed and dated by a designated contact person for your organization/company. Your organization/company will be held responsible for following all of the required procedures.

### **Public Use**

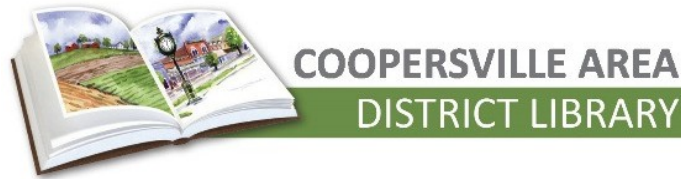
It is the policy of the Board of Trustees of the Coopersville Area District Library (CADL) to allow local businesses and non-profit organizations and groups to use the library community room or meeting room on an equitable basis, regardless of the beliefs or affiliations of the groups requesting their use. Permission will be granted if the facilities are not needed for programs sponsored in whole or in part by the library, and when such use is not disruptive of the programs and activities of the library. Such permission is revocable and does not constitute a lease. Permission to use the library community and meeting rooms does not imply library endorsement of the aims, policies or activities of any group or organization.

Organizations and businesses using the library's Community or Meeting Room will not be permitted to use advertising and publicity which imply that their programs are sponsored or co-sponsored or approved by the library, unless written permission to do so has been previously given by the library director. Organizations and businesses using the library's Community Room or the Meeting Room will make no monetary profit from its use.

An adult leader shall be present at all times and be responsible for the supervision of any group of children under the age of 18 using the rooms.

Admission may be charged for programs sponsored by the library and its affiliated organizations, and the sale of goods that directly benefit the library will be permitted.

Coopersville Area District Library presumes that all organizations or businesses hosting events will uphold high ethical standards without regard to race, color, religion, sex, age, national origin or disability.



## **Room Description and Fees**

### **Boyce Meeting Room: No Charge**

Up to 8 people. WIFI, HDMI hook up, flat screen connection. Free of charge, however, reservations are required. Reservations can be made by calling the library at 616-837-6809 or in person at the library. One hour time blocks with a minimum of two hours total are allowed per day. The Meeting room will be available for use by non-profit organizations, for profit groups and private individuals. The meeting room is reserved on a first-come first-serve basis. The Meeting Room is available during the library's regular open hours.

### **Community Room:**

Programs sponsored by the Library and/or the Friends of the Library may use the Library meeting rooms during regular library hours at no charge.

Not-for-profit groups or organizations based within the library district as well as the constituent governmental entities of the Library (City of Coopersville, Chester Township, Polkton Township, and Wright Township) and their boards, commissions and agencies will be allowed to use the meeting room for a \$25 fee (cost of cleaning). Not-for-profit groups that request the community room after normal library hours will need to submit their request to the library director for approval before signing the room rental agreement.

The Community Room is not available for individual use.

**The Community Room will not be available for**

- a. Individual, family or group use for private parties.
- b. Commercial enterprise promoting or offering goods or services, for free or for a fee, or soliciting business

For profit group fees are as follows:

A \$100 deposit is required at the time the rental agreement is submitted. The deposit is refundable if the checklist requirements have been met.

### **Fees:**

<u>Number of Hours</u>		<u>Resident Rate</u>		<u>Non-Resident Rate</u>
1-6		\$75		\$100
7-12		\$125		\$150

### **Fees:**

**Non-Profit (resident) - \$5/hr**

**For Profit (resident) - \$10/hr**

**Non-Profit (non-resident) - \$10/hr**

**For Profit (non-resident) - \$15/hr**

**After hours reservations are an additional \$10/hr. Before hours reservations are allowed only with direct approval from the Director.**

## **Rental Procedure**

All Organizations and businesses will need to complete and submit the Room Request Form to use the Community Room. Room Request Forms can be obtained at the library circulation desk

or online at [www.coopersvillelibrary.org](http://www.coopersvillelibrary.org) under the “Using the Library” tab. Once CADL receives the request, a staff member will contact the organization/business to confirm, answer questions, and/or get more details. Every effort will be made to accommodate requests made for room usage if the space is available.

The community room is reserved on a first-come, first-served basis for a maximum of two times per group per month. It is your responsibility to keep track of your group’s usage. Reservations may be made up to three months in advance. It is possible to make your monthly/bi-monthly meeting a regular event.

If your plans change, please contact the library as soon as possible to cancel your reservation. Not showing up for scheduled reservations may affect your ability to use the facility in the future.

The CADL Community Room is available Monday through Friday 8:00 am – 10:00 pm or by special arrangement with the Director.

The Community Room will have access to the kitchenette if reserved. The kitchen has a refrigerator, microwave oven, and dishwasher. The room also has access to coffee and water. Please make all arrangements necessary with your caterer, including delivery and pick-up times, clean-up and supply of all plates, glasses, utensils and napkins. Catering materials cannot be left overnight in the community room or the kitchenette.

Please schedule a one-on-one instruction appointment with a CADL staff member to make sure you understand how to use the audiovisual equipment that is available for use.

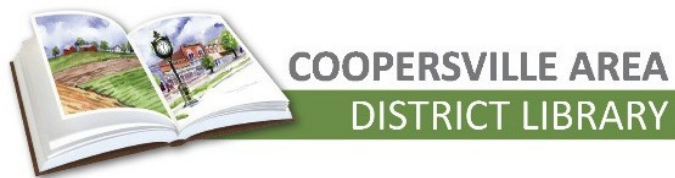
The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its community room or meeting room. Any individual group or organization using CADL facilities shall be held responsible for willful or accidental damage to the library building, grounds, collections, or equipment caused by the group or organization, its members or those attending its program.

Any individual group, or organization holding an event or meeting at CADL must fully release and discharge the library, its administration, and all other staff from any and all claims from injuries, including death, damages or loss, which may be alleged to have arisen out of, or in connection with, the meeting.

### **Check-In Procedure**

You will need to check-in at the front desk upon arrival. At this time, a Library Assistant will show you to your reserved room and give you the Check-Out Procedures. This is also the opportunity for you to let the Library Assistant know of any last minute details – e.g., who the caterers are or any questions you might have.

As the contact for your group, it is your responsibility to have the members follow all applicable policies. Please make sure you show them the nearest bathrooms and exits in case of an emergency (evacuation map is provided). Lastly, all members of your group must have vacated the building before you leave.



**Check-Out Procedure – To be given to contact upon check-in.**

This is a copy of the Check-Out Procedures to for you to review. You will receive another copy when you check in at the front desk on the day of your meeting. When you are done with your meeting, please sign, date, and return your completed form to the front desk.

Our goal is to have the room readily available for a meeting immediately following yours. We do have a cleaning service; however, it is not their responsibility to clean up after your meeting. If you have any questions, please let us know.

After your meeting is completed please check off each item:

- Turn off all audiovisual equipment
- All tables are washed and straightened.
- All chairs are stacked and or straightened.
- No tables out of doors.
- All spills are wiped up on counters and in refrigerator.
- Bathrooms are clean, water off on sinks and toilets flushed.
- Lights are off
- Put back items on counter as you found them
- Pick up catering equipment; do not leave anything behind
- Remove and recycle trash
- Turn off all kitchen equipment, including coffee makers
- Remove all food items from the building; leftovers cannot be stored in the refrigerator

**RENTAL AGREEMENT FOR USE OF CADL COMMUNITY ROOM**

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Purpose: \_\_\_\_\_

Rental from \_\_\_\_\_ : \_\_\_\_\_ AM/PM to \_\_\_\_\_ : \_\_\_\_\_ AM/PM

**Fees**

<u>Number of Hours</u>	<u>Resident Rate</u>	<u>Non-Resident Rate</u>
1-6	\$75	\$100
7-12	\$125	\$150

An additional \$100 deposit is required when you submit the rental agreement.

Renter agrees to the following:

- No use before 8:00 am or after 10 pm
- Room capacity is 90 people
- No alcoholic beverages allowed
- CADL is a smoke free building + 25' from any door
- No red colored punch or juice
- The Renter will reimburse CADL for actual costs of repairs needed as a result of damage
- Renter's use of CADL community room is limited to the community room, kitchen, and bathrooms.
- The main library and children's room will maintain regular hours and unavailable if renters time goes beyond normal open hours.
- CADL is not responsible for lost or stolen items, anything left will be held for 30 days.
- The Renter shall indemnify, save and hold harmless CADL from any and all claims for Renter's guest or licensee.
- No holes shall be made in walls or ceiling. Do not put tape on the walls or ceiling.
- During rental, no doors are to be blocked open to the outside.
- No roller blade shoes or like items or bikes or any items that will leave marks on the floor allowed.
- The Renter will clean CADL after use according to the checklist provided. Contact person is responsible to complete the cleaning check list.
- Renter is not allowed into the community room until the reserved time of the rental.
- CADL hereby rents to the Renter, the community room. Full payment for use of the room must be made at the time the agreement is signed. CADL cannot hold the date requested until full payment is made and the contract is completed.
- CADL shall only be liable for any loss, damage or injury which results from a building defect, as provided applicable Michigan law, if that defect is not caused by the Renter.
- Trash and recyclables removed from the building.
- Deposit will be refunded in accordance with the completed checklist.

I have read and agree to follow the rules of the rental agreement.

Signature \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_

Paid Date:	Rental Check #	Received by
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