

Coopersville Area District Library

Monthly Board Meeting

Date: November 19, 2025

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 (October 15, 2025) (m) p. 2-3**
4. **Public Comment:**
5. **Financial Reports**
 - a. October Operations: Balance Sheets & Budget vs. Actual (r) p. 4-6
 - b. Approve October expenditures, including ACH transactions totaling \$13,663.32 (m) p.7
 - c. Approve November checks to date, including ACH transactions #21441-21455 totaling \$26,409.62 (m) p. 8
 - d. Statement of Income (r) p. 9
 - e. Visa Reconciliation Detail (r) p. 10-12
 - f. CADL Building Expansion Budget Performance (r) p. 13
6. **Correspondence/Marketing (r) p. 14-16**
 - a. November Calendar
 - b. CADL Press Releases
 - c. Programming Flyers
7. **Director's Report (r) p. 17-20**
8. **Committee Reports (r) none**
7. **Unfinished Business**
 - a. Accessibility Additions Quotes (m) to be opened at meeting
8. **New Business**
 - a. Erate Decisions for 2026-2027 (m) p. 21
 - b. 2026 Health Insurance - Staff (m) p. 22-23
 - c. 2026 Health Insurance - Director (m) coming soon
 - d. Unique Management - Director Recommendation (m)
9. **Public/board Comments:**
10. **Next Meeting Board Meeting: December 17, 2025 at 7PM**

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

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

Minutes from October 15, 2025 Board Meeting

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

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

Staff Present: Elyshia Hoekstra/Director

Absent: None. All members present.

M/S (A. Deming, S. Mayrose) to approve 10/15/2025 agenda with the addition of quote from BCI (Page 1). Motion carried.

M/S (G. Dunn, R. DeVries) to approve 9/17/2025 Board Meeting minutes (Pages 2-3). Motion carried.

Public Present/Comments: No public present.

Financial Reports:

A. Informational review to receive and file September Operations: Balance Sheets & Budget vs. Actual (Pages 4-7).

B. M/S (A. Deming, P. Lindberg) to approve September expenditures, including ACH transactions #21424-21434 totaling \$9,867.89 (Page 8). Motion carried.

C. M/S (S. Mayrose, K. Waldecker) to approve October checks to date, including ACH transactions #21435-21440 totaling \$26,052.47 (Page 9). Motion carried.

D. Informational review to receive and file Statement of Income (Page 10-11).

E. Informational review to receive and file Visa Reconciliation Detail (Page 12).

**Amy D. raised a concern regarding the amount of Amazon purchases. Elyshia explained the purchases in her Director's Report.*

F. Informational review to receive and file CADL Building Expansion Budget Performance (Pages 13-15).

Correspondence/Marketing: – Pages 16-18 – Informational review to receive and file

- A. November Calendar
- B. CADL Press Releases
- C. Programming Flyers

Director's Report – Pages 19-21 – Informational review to receive and file *Bookkeeper KimL. is recuperating from her surgery and currently working from home. *The Library of Things is growing and will be available for checkout when added to the Lakeland catalogue. *CADL is partnering with Coopersville Senior Center for new programming closer to senior residents. *Baker & Taylor Publisher Services is closing so Elyshia has had to turn to other providers for book orders. This explains why there has been such an increase in purchases from Amazon. Ot *CADL's Teen Advisory Board will be entering a float in Coopersville's "Parade of Lights" Santa Parade on Friday, December 6, 2025. *Fire inspection was conducted and CADL was warned about two deficiencies: 1) duct box in basement with clamps on an old furnace and 2) the alarm box in the children's room needs to be refitted. Coopersville Polkton Fire & Rescue's Chief Kroll "will accept the deficiencies and wait until next year's inspection." No fine should be incurred.

Committee Reports:None

Unfinished Business:

Elyshia reviewed the quote of \$83,000.00 from BCI Construction for an ADA-Compliant ramp on the south side of the building and installation of cabinets, washdown sink, and mechanical vent work in the community room. It was noted that the bid did not include adding handicap entry doors to the south entrance. After discussion it was decided that Elyshia will advertise for additional bids before accepting the bid from BCI.

New Business – Pages 22-29

A. Job Descriptions – Pages 22-26

M/S (A. Deming, R. DeVries) to approve Job Descriptions for Circulation Manager and Circulation Assistant (Adult Programming) (Pages 22-26). Motion carried.

B. Quarter 4 Strategic Plan Update – Page 27-28

C. Quarter 4 Strategic Plan Considerations – Page 29

Public/Board Comments: Members will continue to collect "inspiration photos" for the future plans for the Shakespeare Garden area.

Adjournment: 8:02 p.m.

Next Board Meeting: November 19, 2025 at 7:00 p.m.

Balance Sheet

COOPERSVILLE AREA DISTRICT LIBRARY

As of November 10, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
101-001 Choice One - Checking	76,095.41
101-003 ICS-FDIC Savings	\$1,358.79
101-003-1 General ICS Savings	388,928.24
101-003-2 Dedicated ICS - Capital Projects	40,000.00
Total for 101-003 ICS-FDIC Savings	\$430,287.03
101-004 Building Debt Fund	71,299.70
101-005a Murray CD	14,868.83
101-007 Business Primary Share (Consumers Credit Union)	25.00
101-008 Consumers Credit Union	61,603.43
Total for Bank Accounts	\$654,179.40
Accounts Receivable	
101-018 Accounts Receivable	-10.99
Total for Accounts Receivable	-\$10.99
Other Current Assets	
101-019 Accounts Receivable, other	0.00
1499 Undeposited Funds	0.00
Total for Other Current Assets	\$0.00
Total for Current Assets	\$654,168.41
Other Assets	
Total for Assets	\$654,168.41
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
101-202 Accounts Payable	-\$2,698.73
202-2 Auditor Accounts Payable	
Total for 101-202 Accounts Payable	-\$2,698.73
Total for Accounts Payable	-\$2,698.73
Credit Cards	
101-211 VISA	442.89

Balance Sheet
COOPERSVILLE AREA DISTRICT LIBRARY

As of November 10, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for Credit Cards	\$442.89
Other Current Liabilities	
101-206 Accounts Payable, other	0.00
101-258 Payroll Liabilities	\$0.00
AFLAC	0.00
Alerus Retirement	0.00
Federal Taxes (941/943/944)	4,612.07
Health Insurance-20% of premium	0.00
MI Income Tax	902.61
MI Local Tax	88.52
Total for 101-258 Payroll Liabilities	\$5,603.20
101-259 Due to Other Funds	0.00
202-1 Accounts Payable Auditors	0.00
Direct Deposit Payable	0.00
Total for Other Current Liabilities	\$5,603.20
Total for Current Liabilities	\$3,347.36
Long-term Liabilities	
Total for Liabilities	\$3,347.36
Equity	
101-370 Committed Fund Balance	250,000.00
3000 Opening Bal Equity	244,449.10
3900 Retained Earnings	183,583.07
Net Income	-27,211.12
Total for Equity	\$650,821.05
Total for Liabilities and Equity	\$654,168.41

COOPERSVILLE AREA DISTRICT LIBRARY

Budgetvs.Actuals:Budget_FY26_P&L - FY26P&L Classes

July 2025 - June 2026

	1-GENERAL OPERATIONS			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	ACTUAL	BUDGET	OVER BUDGET
Income						
101-401 Property Taxes	-55.28	396,900.00	-396,955.28	\$ -55.28	\$396,900.00	\$ -396,955.28
101-539 State	427.70	19,000.00	-18,572.30	\$427.70	\$19,000.00	\$ -18,572.30
101-575 SBTE	757.24		757.24	\$757.24	\$0.00	\$757.24
101-580 Local Grants		12,200.00	-12,200.00	\$0.00	\$12,200.00	\$ -12,200.00
101-600 Charges for Services	2,155.00	4,900.00	-2,745.00	\$2,155.00	\$4,900.00	\$ -2,745.00
101-655 Fines & Forfeitures	1,552.11	33,200.00	-31,647.89	\$1,552.11	\$33,200.00	\$ -31,647.89
101-664 Investment Earnings	5,439.72	8,500.00	-3,060.28	\$5,439.72	\$8,500.00	\$ -3,060.28
101-672 Other Revenue	1,700.00	4,950.00	-3,250.00	\$1,700.00	\$4,950.00	\$ -3,250.00
101-690 Other Financing Sources	2.80	500.00	-497.20	\$2.80	\$500.00	\$ -497.20
Services	0.00		0.00	\$0.00	\$0.00	\$0.00
TotalIncome	\$11,979.29	\$480,150.00	\$ -468,170.71	\$11,979.29	\$480,150.00	\$ -468,170.71
GROSS PROFIT	\$11,979.29	\$480,150.00	\$ -468,170.71	\$11,979.29	\$480,150.00	\$ -468,170.71
Expenses						
101-701 Personnel Services	102,724.93	303,800.00	-201,075.07	\$102,724.93	\$303,800.00	\$ -201,075.07
101-726 Supplies	5,060.72	14,300.00	-9,239.28	\$5,060.72	\$14,300.00	\$ -9,239.28
101-800 Other Services & Charges	30,472.35	99,320.00	-68,847.65	\$30,472.35	\$99,320.00	\$ -68,847.65
101-970 Capital Outlay	21,459.18	62,200.00	-40,740.82	\$21,459.18	\$62,200.00	\$ -40,740.82
Total Expenses	\$159,717.18	\$479,620.00	\$ -319,902.82	\$159,717.18	\$479,620.00	\$ -319,902.82
NET OPERATING INCOME	\$ -147,737.89	\$530.00	\$ -148,267.89	\$ -147,737.89	\$530.00	\$ -148,267.89
NET INCOME	\$ -147,737.89	\$530.00	\$ -148,267.89	\$ -147,737.89	\$530.00	\$ -148,267.89

General Operations

Checking Account - October 8th-31st, 2025

Date	Num	Name	Amount
10/08/2025		Square Deposit	46.26
10/08/2025		Deposit	8,574.56
10/09/2025		Square Deposit	137.83
10/10/2025		Deposit	86.62
10/10/2025		Square Deposit	4.72
10/10/2025		Deposit	168.94
10/10/2025		Deposit	205.94
10/10/2025		Deposit	825.67
10/14/2025		Square Deposit	12.41
10/14/2025		Square Deposit	5.06
10/16/2025		Square Deposit	1.60
10/17/2025		Deposit	100.79
10/20/2025		Square Deposit	5.69
10/20/2025		Square Deposit	4.72
10/21/2025		Square Deposit	9.64
10/22/2025		Square Deposit	9.59
10/24/2025		Deposit	714.97
10/24/2025		Deposit	145.85
10/27/2025		Square Deposit	8.91
10/27/2025		Deposit	4,241.15
10/28/2025		Square Deposit	9.63
10/31/2025		Square Deposit	9.63
10/31/2025		Comerica Bank-Interest	59.58
10/31/2025		Deposit	81.25
10/15/2025	DD	Payroll	-6,225.66
10/29/2025	DD	Payroll	-6,286.43
10/15/2025	ACH	City of Grand Rapids	-4.68
10/15/2025	ACH	City of Grand Rapids	-5.71
10/16/2025	ACH	City of Muskegon	-53.04
10/16/2025	ACH	City of Muskegon	-53.12
10/16/2025	ACH	City of Grand Rapids	-5.38
10/21/2025	ACH	Alerus Retirement	-244.10
10/21/2025	ACH	City of Muskegon	-55.36
10/22/2025	ACH	Aflac	-396.45
10/22/2025	ACH	Everon	-87.01
10/29/2025	ACH	Alerus Retirement	-246.38
			1,807.69

General Operations

General Checking Account- November 2025

Date	Num	Name	Amount
11/03/2025		Square Deposit	\$8.76
11/04/2025		Square Deposit	\$4.72
11/05/2025		Square Deposit	\$2.77
11/06/2025		USAC	\$427.70
11/07/2025		Cash Drawer Deposit	\$96.10
11/07/2025		Square Deposit	\$28.77
11/10/2025		Square Deposit	\$4.72
11/10/2025		Wright Township - Bond	\$440.32
11/10/2025		Square Deposit	\$9.59
11/03/2025	ACH	M.E.R.S.	(\$1,920.00)
11/03/2025	ACH	Priority Health	(\$477.71)
11/05/2025	ACH	OverDrive	(\$11.56)
11/05/2025	ACH	Michigan Gas Utilities	(\$74.80)
11/12/2025	ACH	Payroll	(\$6,350.27)
11/12/2025	ACH	Alerus Retirement	(\$242.70)
11/13/2025	ACH	City of Grand Rapids	(\$9.00)
11/13/2025	ACH	City of Muskegon	(\$79.52)
11/14/2025	ACH	IRS	(\$4,604.89)
11/03/2025	21441	Midwest Tape- Hoopla	(\$659.03)
11/03/2025	21442	T-Mobile	(\$228.91)
11/03/2025	21443	U.S. Bank Equipment Finance	(\$317.39)
11/03/2025	21444	Consumers Energy	(\$867.94)
11/03/2025	21445	Ottawa County Treasurer	(\$122.22)
11/03/2025	21446	Zach Ludge	(\$33.60)
11/03/2025	21447	Everon	(\$87.01)
11/03/2025	21448	Phil's Lawn Care & Snowplowing	(\$1,900.00)
11/03/2025	21449	Quill	(\$69.99)
11/06/2025	21450	Midwest Tape	(\$284.93)
11/06/2025	21452	Forte	(\$2,986.00)
11/06/2025	21453	New Views LLC	(\$801.66)
11/06/2025	21454	Visa	(\$4,987.99)
11/06/2025	21455	Cengage Learning	(\$315.95)
			(\$26,409.62)

Coopersville Area District Library

Statement of Financial Income

July 2025 - June 2026

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	MURRAY FUND CD	TOTAL
Income				
101-401 Property Taxes	-55.28	126,981.17	0.00	\$126,925.89
101-539 State	427.70	0.00	0.00	\$427.70
101-575 SBTE	757.24	266.49	0.00	\$1,023.73
101-600 Charges for Services	2,155.00	0.00	0.00	\$2,155.00
101-655 Fines & Forfeitures	1,552.11	0.00	0.00	\$1,552.11
101-664 Investment Earnings	5,439.72	96.98	193.94	\$5,730.64
101-672 Other Revenue	1,700.00	0.00	0.00	\$1,700.00
101-690 Other Financing Sources	2.80	0.00	0.00	\$2.80
Services	0.00	0.00	0.00	\$0.00
Total Income	\$11,979.29	\$127,344.64	\$193.94	\$139,517.87
GROSS PROFIT	\$11,979.29	\$127,344.64	\$193.94	\$139,517.87
Expenses				
Total Expenses				\$0.00
NET OPERATING INCOME	\$11,979.29	\$127,344.64	\$193.94	\$139,517.87
NET INCOME	\$11,979.29	\$127,344.64	\$193.94	\$139,517.87

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 11/02/2025

RECONCILIATION REPORT

Reconciled on: 11/06/2025

Reconciled by: Kim Lothschutz

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

Summary

USD

Statement beginning balance	4,868.25
Charges and cash advances cleared (86)	5,088.07
Payments and credits cleared (6)	-4,968.33
Statement ending balance	4,987.99

Uncleared transactions as of 11/02/2025	51.93
Register balance as of 11/02/2025	5,039.92
Cleared transactions after 11/02/2025	0.00
Uncleared transactions after 11/02/2025	316.86
Register balance as of 11/06/2025	5,356.78

Details

Charges and cash advances cleared (86)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/30/2025	Expense	5371499951	Google LLC	67.20
10/03/2025	Expense		Playaway Products	58.99
10/05/2025	Expense		Amazon.com	127.22
10/06/2025	Expense		Amazon.com	6.36
10/06/2025	Expense		Amazon.com	72.04
10/06/2025	Expense		Amazon.com	248.07
10/06/2025	Expense		Amazon.com	24.95
10/07/2025	Expense		Amazon.com	11.04
10/07/2025	Expense		Amazon.com	11.39
10/07/2025	Expense		Amazon.com	24.03
10/07/2025	Expense		Amazon.com	24.68
10/07/2025	Expense		Amazon.com	56.95
10/07/2025	Expense		Amazon.com	11.69
10/07/2025	Expense		Amazon.com	171.86
10/08/2025	Expense		Amazon.com	64.55
10/08/2025	Expense		Amazon.com	18.39
10/08/2025	Expense		Amazon.com	61.90
10/08/2025	Expense		Amazon.com	12.00
10/08/2025	Expense		Amazon.com	24.99
10/09/2025	Expense	4590791	WuFoo	22.00
10/09/2025	Expense		Amazon.com	120.75
10/09/2025	Expense		Amazon.com	29.86
10/09/2025	Expense		Amazon.com	31.08
10/09/2025	Expense		Amazon.com	16.89
10/09/2025	Expense		Amazon.com	17.95
10/09/2025	Expense		Amazon.com	25.49
10/09/2025	Expense		WalMart	17.93
10/10/2025	Expense		Amazon.com	11.04
10/10/2025	CC Bill Payment		JanWay Company	63.00
10/10/2025	Expense		Amazon.com	13.74
10/10/2025	Expense		Amazon.com	17.95
10/11/2025	Expense		Amazon.com	11.79
10/12/2025	Expense		Amazon.com	17.60
10/12/2025	Expense		Amazon.com	65.06
10/12/2025	Expense		Amazon.com	7.18
10/12/2025	Expense		Amazon.com	38.31
10/12/2025	Expense		Amazon.com	18.22
10/12/2025	Expense		Amazon.com	38.79
10/13/2025	Expense		Amazon.com	19.49
10/13/2025	Expense		Family Fare	33.55

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2025	Expense		Amazon.com	5.84
10/13/2025	Expense		Amazon.com	7.49
10/13/2025	Expense		Amazon.com	41.08
10/13/2025	Expense		Amazon.com	28.84
10/14/2025	Expense		Amazon.com	17.60
10/14/2025	Expense		Amazon.com	178.73
10/14/2025	Expense		Amazon.com	36.37
10/15/2025	Expense		Amazon.com	10.80
10/15/2025	Expense		Amazon.com	21.56
10/15/2025	Expense		Amazon.com	81.78
10/15/2025	Expense		Coopersville Hardware & Feed	45.33
10/16/2025	Expense		Amazon.com	19.31
10/16/2025	Expense		Amazon.com	19.98
10/16/2025	Expense		Amazon.com	11.69
10/17/2025	Expense	INV12282858	Vonage	121.94
10/19/2025	Expense		Amazon.com	22.37
10/21/2025	Expense		Amazon.com	9.59
10/21/2025	Expense		Intuit	115.00
10/21/2025	Expense		Amazon.com	33.80
10/21/2025	Expense		ADT Security Services (VISA)	172.76
10/21/2025	Expense		Amazon.com	168.68
10/21/2025	Expense		Amazon.com	13.74
10/21/2025	Expense		Amazon.com	11.69
10/21/2025	Expense		Amazon.com	57.74
10/22/2025	Expense		Amazon.com	34.17
10/22/2025	Expense		Amazon.com	6.26
10/23/2025	Expense	A-036288-20251023-164	Mobile Beacon	960.00
10/23/2025	Expense		Amazon.com	12.09
10/23/2025	Expense		Ebay	31.96
10/24/2025	Expense		Netflix	7.99
10/27/2025	CC Bill Payment	1	Baker & Taylor	110.69
10/27/2025	Expense		family dollar	8.85
10/28/2025	Expense		International Transaction Fee	1.48
10/28/2025	Expense	EUS184538	ELEGOO US	53.00
10/28/2025	Expense		Amazon.com	65.45
10/28/2025	CC Bill Payment		Baker & Taylor	16.99
10/28/2025	Expense		Amazon.com	11.37
10/28/2025	Expense		Amazon.com	11.99
10/28/2025	Expense		Amazon.com	78.36
10/28/2025	Expense		Amazon.com	15.99
10/30/2025	Expense		Amazon.com	18.99
10/30/2025	Expense		Amazon.com	11.69
10/30/2025	Expense		Quill	192.66
10/30/2025	Expense		Amazon.com	96.18
10/31/2025	Expense		4AllPromos	285.03
11/01/2025	Expense	5399863912	Google LLC	67.20

Total 5,088.07

Payments and credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/01/2025	Bill		Visa	-4,868.25
10/17/2025	Credit Card Credit			-22.46
10/17/2025	Credit Card Credit			-14.27
10/17/2025	Credit Card Credit			-24.99
10/22/2025	Credit Card Credit			-22.37
10/29/2025	Credit Card Credit		Amazon.com	-15.99

Total -4,968.33

Additional Information

Uncleared charges and cash advances as of 11/02/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2025	Expense	7485	VoxBooks	51.93
Total				51.93

Uncleared charges and cash advances after 11/02/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/03/2025	Expense		Amazon.com	65.08
11/03/2025	Expense		Amazon.com	28.33
11/03/2025	Expense		Amazon.com	10.87
11/04/2025	Expense		Amazon.com	12.99
11/04/2025	Expense		Amazon.com	45.10
11/04/2025	Expense		Amazon.com	68.34
11/04/2025	Expense		Amazon.com	65.99
11/05/2025	Expense	22-13776-83767	Ebay	20.16
Total				316.86

COOPERSVILLE AREA DISTRICT LIBRARY

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L Classes

July 2025 - June 2026

	2-DEBT SERVICE PAYMENT			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	ACTUAL	BUDGET	OVER BUDGET
Income						
101-401 Property Taxes	126,981.17	136,700.00	-9,718.83	\$126,981.17	\$136,700.00	\$ -9,718.83
101-539 State		2,200.00	-2,200.00	\$0.00	\$2,200.00	\$ -2,200.00
101-575 SBTE	266.49		266.49	\$266.49	\$0.00	\$266.49
101-664 Investment Earnings	96.98	500.00	-403.02	\$96.98	\$500.00	\$ -403.02
Total Income	\$127,344.64	\$139,400.00	\$ -12,055.36	\$127,344.64	\$139,400.00	\$ -12,055.36
GROSS PROFIT	\$127,344.64	\$139,400.00	\$ -12,055.36	\$127,344.64	\$139,400.00	\$ -12,055.36
Expenses						
101-800 Other Services & Charges		1,510.00	-1,510.00	\$0.00	\$1,510.00	\$ -1,510.00
101-990 Building Expansion	11,775.00	143,550.00	-131,775.00	\$11,775.00	\$143,550.00	\$ -131,775.00
Total Expenses	\$11,775.00	\$145,060.00	\$ -133,285.00	\$11,775.00	\$145,060.00	\$ -133,285.00
NET OPERATING INCOME	\$115,569.64	\$ -5,660.00	\$121,229.64	\$115,569.64	\$ -5,660.00	\$121,229.64
NET INCOME	\$115,569.64	\$ -5,660.00	\$121,229.64	\$115,569.64	\$ -5,660.00	\$121,229.64



Coopersville Area District Library 2025 Events Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	ADULT WINTER READING BEGINS Craft Time (Senior Focus) Yarn Letter Ornaments 1:00 PM Maker Monday 4:00 PM	1 Storytime 10:00 AM TAB 3:30 PM	2 Move & Groove 10:00 AM	3	4	5 6
7	Maker Monday 4:00 PM	8 Storytime 10:00 AM	9 Move & Groove 10:00 AM Adult Book Club: Horse 7PM	10	11 FRIENDS OF CADL BAKE SALE 12:00PM Cookbook Club: Cookie Swap 6:00 PM	12 Movie Matinee Sense & Sensibility (1995) 1:00 PM
14	Maker Monday 4:00 PM	15 Storytime 10:00 AM	16 Move & Groove 10:00 AM Library Board Meeting 7:00 PM	17	18 Game Day (Senior Focus) Bananagrams 1:00 PM Adult Craft Night Yarn Letter Ornaments 6:00 PM	19 QAISD Play 'N' Learn 10:00 AM Community Makerspace 3D Paper Snowflakes 2:30-4:30 PM
21	22	23 NO STORY TIME Premiere Movie Night Disney's A Christmas Carol (2009) 6:30 PM	24 CLOSED FOR THE HOLIDAY	25 CLOSED FOR THE HOLIDAY	26	27 OPEN
28	29	30 NO STORY TIME	31 CLOSED FOR THE HOLIDAY	Hours: Monday and Thursdays: 12-8 pm Tuesdays, Wednesdays, and Fridays: 10 am -5:30pm Saturdays: 10 am - 2 pm www.coopersvillelibrary.org		

Programs for Seniors at Your Library

The Coopersville Area District Library has recently partnered with the city's Senior Recreation Department to offer more entertainment and enrichment events for local seniors. While these events have a senior focus, all adults 18+ are welcome to attend any and every program. Three new afternoon sessions have been added to the library's regular programming schedule:

Craft Time: 1:00 p.m. on the 1st Monday of the month - No experience is necessary, just a desire to have some fun and be creative! There will be a featured project each month selected by library staff.

Movie Matinee: 1:00 p.m. on the 2nd Friday of the month - Admission and popcorn are free, thanks to the support of the

Coopersville Sportsman's Club! The matinee lineup will highlight a different staff pick each month. Call the library to find out the specific title.

Game Day: 1:00 p.m. on the 3rd Thursday of the month - Discover how to play card or board games from the library's collection — or bring a favorite

from home to share with other attendees! Check the library's website or call the library at (616) 837-6809 for more details. Registration is not required to attend.
For more information on library operations and services, please visit the library's Facebook page or its website, www.coopersvillelibrary.org.

Upcoming Events at Your 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 November 12 is, *Daisy Jones and the Six*, by Taylor Jenkins Reid.

Adult Craft Night - Adult Craft Night meets at 6:00 p.m. on the 3rd Thursday of each month. On Thursday, November 20, come string a popcorn and fresh cranberry garland to trim your holiday table or tree! Space is limited, so registration is required. Call the library to reserve your spot.

Community Makerspace - The next Makerspace will take place from 2:30-4:30 p.m. on Friday, November 21.

This event is open for everyone from kids to adults! All of our craft and art supplies are available to use - so come unleash your creativity! Registration is not required to attend.

Cookbook Club - Cookbook Club usually meets at 6:00 p.m. on the 4th Thursday of each month. Due to the Thanksgiving holiday, the next meeting is Monday, November 24. This month's selection is *Cook What You Have* by Christopher Kimball. This program is for ages 18 and over. Cooks of all experience levels are welcome! For more information, email info@coopersvillelibrary.org.

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!

Move & Groove - Move & Groove, formerly called Music & Movement, is geared towards kids 12 months and older and meets at 10:00 a.m. on Wednesday mornings. Registration is not required. There will not be any meeting on November 26.

Play 'N' Learn - Ottawa Area Intermediate School District (OAISD) will be hosting another Play 'N' Learn on Friday, November 21, 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. 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. There will not be any meeting on November 25.

Premiere Movie Night - Premiere Movie Nights showcase a newly released film on the 4th Tuesday of

each month. Doors open at 6:00 p.m. and the show starts at 6:30 p.m. The next movie is November 25. Please call the library or visit its website to find out the title. Thanks to the Coopersville Sportsman's Club for making these movie nights possible!

Road Scholar Lecture - The next virtual Road Scholar lecture is at 1:00 p.m. on Monday, November 24. Historian Ruth Polling examines how the presence of GIs reshaped British communities during World War II, from friendships and alliances to moments of friction.

Senior Events

Craft Afternoon at 1:00 p.m. on the first Monday of the month (November 3) Featured project: Paper Gratitude and Treat Boxes

Movie Matinee at 1:00 p.m. on the first Friday of the month (November 14) Please call the library or check online for the specific title.

Game Day at 1:00 p.m. on the third Thursday of the month (November 20) Join friends for an afternoon of fun card and board games!

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

Sixth Annual Holiday Bake Sale

Conklin Reformed Church, located at 3769 Solter St., Conklin, will have

chocolate walnut, or peanut

CITY OF COOPERSVILLE

Upcoming Events at Your 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 November 12 is, *Daisy Jones and the Six*, by Taylor Jenkins Reid.

Community Makerspace - It's back! The next Makerspace will take place from 2:30-4:30 p.m. on Friday, October 24.

This event is open for everyone from kids to adults! We're making Halloween tote bags with our new sublimation printer. Plus, all the rest of our craft and art supplies are available to use - so come unleash your creativity! Registration is not required to attend.

Cookbook Club - Cookbook Club meets at 6:00 p.m. on the 4th Thursday of each month. The next meeting is October 23. This month's cookbook selection is,

Every Season is Soup Season, by Shelly Westerhausen Worcel. This program is for ages 18 and over. Cooks of all experience levels are welcome! For more information or questions about this program, email info@coopersvillelibrary.org.

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!

Move & Groove - Move & Groove, formerly called Music & Movement, is geared towards kids 12 months and older and meets at 10:00 a.m. on Wednesday mornings. Registration is not required.

Play 'N' Learn - Ottawa Area

Intermediate School District (OAISD) will be hosting another Play 'N' Learn on Friday, November 21, 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.

Premiere Movie Night - Premiere Movie Nights showcase a newly released film on the 4th Tuesday of each month. Doors open at 6:00 p.m. and the show

starts at 6:30 p.m. The next movie is on October 28. Please call the library or visit its website to find out the title. Thanks to the Coopersville Sportsman's Club for making these movie nights possible!

Road Scholar Lecture - The first virtual Road Scholar lecture that the library will host is scheduled for 1:00 p.m. on Monday, October 27. Join Carolyn Crouch to explore the origins of the Hope Diamond, supposed curse and its connection to the extravagant and reckless lifestyle of its larger-than-life owner, Evalyn Walsh McLean!

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

CARD SENIOR SERIES
Game Day

NOV. 20TH | DEC. 18TH | JAN. 15TH
 3RD THURSDAY OF THE MONTH
 1:00-2:30PM

NO REGISTRATION REQUIRED
 THIS PROGRAM IS ORIENTED TOWARDS SENIORS,
 BUT ALL ADULTS 18+ ARE INVITED TO PLAY!

**DROP IN TO PLAY
 CLASSIC CARD
 GAMES, LEARN NEW
 ONES, AND REVEL IN
 YOUR VICTORIES!**




Adult Craft Night
 THURSDAY, NOVEMBER 20TH 6:00PM



Popcorn Garlands
 Celebrate the season with classic holiday garlands!

Make a popcorn and fresh cranberry garland to trim your holiday tables or tree.



Registration required. Adults 18+
 Register online or at the front desk.

MOVIE NIGHT
DOWNTON ABBEY
 THE GRAND FINALE

Tuesday
 November 25th


DOORS OPEN 6:00PM
 FILMS STARTS 6:30PM

POPCORR PROVIDED



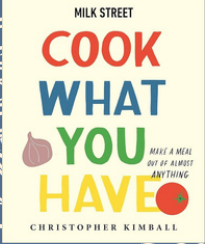
THANK YOU TO THE COOPERSVILLE SPORTSMAN'S CLUB FOR SPONSORING!

Cookbook Club
 NOVEMBER 24TH 6:00PM




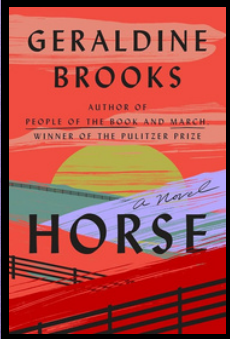
Discuss the month's book and all things food and cooking over a shared meal.

This month's book is **Cook What You Have** by Christopher Kimball



Registration required. Adults 18+
 Register online or at the front desk.

December Book Club
 Wednesday, December 10, at 7 PM

ADULT WINTER READING

DECEMBER 1ST 2025 - JANUARY 31ST 2026




September 2025 Director's Report

Board

- Staff - Volunteers

Kim

Kim is now back to her usual hours. We are happy to have her back in the building, especially as our auditors will be here the week of the 17th to work on our audit.

Future Prep'd

Over the course of about 6 weeks beginning at the end of September through the beginning of November, the library was excited to be a host site for a program called Future Prep'd which is a county-wide program that is enacted by local schools. Coopersville Schools is one of the participants. As part of the program, we had five students and two supervising teachers come to our library twice a week to help us solve a "driving question." In the quest for answers to our driving question, the student participants gained experience writing a cover letter and resume, learning about the library and who its stakeholders were, discovering how the library makes decisions that effect our stakeholders, and what kinds of things we do on a daily basis. The "driving question" that we gave them this year was "how can we help the library make the community aware of everything the library has to offer?"

Mr. Zach was the primary contact for our site for the program, but at the end, the five students presented to solutions to our driving questions to both him and I. The solutions included partnering with a local business to put placemats with library information and fun games at their restaurant, placing the occasional full color ad in the Observer, distributing flyers to local businesses, doing a Spotify ad, doing more door to door or business to business outreach, and hosting an Open House to highlight the library's offerings. Mr. Zach and I were impressed with their research and ideas, and we are currently looking into doing several of their solutions.

Financials

Doc Access

Several items have come up of late that require making room for within our budget for the year. The deadline for website accessibility is April 2027 for municipalities and libraries under 50,000 residents. While that seems like awhile out yet, I've been looking into what we

need to make this happen for a while now. Using Streamline as our website hosting site went a long way toward meeting that goal, but one item that remained outstanding was making the pdfs on our website accessible. Streamline now offers a product that overlays uploaded pdfs to our website and converts it into html which a format that is more accessible to screen readers. The cost is per page and goes in 1,000 page increments. We currently have nearly 1,500 pdf pages on our website. This would make it about \$100/month (for 2,000 pages) to make the pdfs on our website accessible. I felt this was actually a fairly reasonable price considering the time, effort, and expertise level needed to have myself or my staff make the pdfs accessible on our own. I went ahead and purchased the service, and all current pdfs should now be accessible on our website.

Gutters

We had Fish Windows come out this past week to clean our gutters in preparation for winter as we tend to get a lot of overhang and dripping snow when it melts. They said that our gutters looked pretty good in terms of leaf accumulation; however, the gutters on the northeast side of the building (the front portion of the building) had standing water. He checked the downspouts and did not find a clog, so his conclusion is that it is a slope issue. While he didn't think it was a severe issue, he did suggest we address it fairly soon. I've been trying to discover which contractor installed our original gutters and am coming up empty so I'll likely be branching to requesting a service call from some local companies.

Unique Management LLC

Here is a bit of background for the Unique Management item in new business. Unique Management is the company Lakeland Library Cooperative contracts out to for the collection of unreturned items or it's monetary equivalent over \$80.00. Until recently, all libraries in the cooperative were required to use the service. Now, libraries are able to opt out of doing so. What would happen was that when a patron was billed for at least one unreturned or damaged item and the fees associated with that patrons record were over \$80.00 the library system would send the information to Unique Management who would begin the process of trying to get that money or materials back to the owning library. The fee for doing so is up to \$9.85 per person.

I'd like to propose that we opt out of sending patrons to Unique. My reasoning is that in the past 12 months we have sent 9 accounts. Of the 9 accounts sent, we've recovered just under \$150.00 in fines and just under \$850.00 in returned materials. We've also waived just over \$320.00 in fines. With that said, I'm not sure if we can accurately tell how much of that returned materials/collected fines are associated with Unique's pursuit of the delinquent

accounts. The way the system works is that our library software sends a patron to collections on the Sunday night after the patron meets the criteria above to do so. I get a report the Monday morning after listing the patron and the amount owed. In order to avoid our paying the \$9.85 fee to send the patron and as an act of keeping goodwill with our patrons, I or one of my staff reaches out to the patron and let's them know that they have outstanding items. If they return the books before we open Tuesday morning, I am able to contact Unique and have them remove that person from collections, and we aren't charged for the pursuit of the fine.

Without having kept track of how often this results in returned material, I will say that I'd guess pretty close to half or more of it results in returned material within a week or two of our reaching out, many within the 24 hour period to remove the fine. We don't have the data to see which act results in the return of material, but our calling the patrons to request the return does tend to seem like a better act of personal connection than a collection agency service. I would also like to note that Unique Management doesn't really have a bit to go along with their bark. Michigan Law no longer allows for these fines to be added to a person's credit report.

Local/Statewide Library Involvement

Strategic Plan

We will be addressing more quotes at our meeting today. We do have a sealed bid policy for this price point, so I will be saving their physical (or digital) opening for the actual meeting.

Statistics

October 2025

	10/1/2025	10/1/2024			Current YR	Last Yr	
	Current Yr	Last Yr	% Change		2025-2026 YTD	2024 -2025 YTD	% Change
Circulation							
Items checked out at CADL	3462	3316	4%		15,502	23,300	-33%
OverDrive E-Book circulation	1229	1426	-14%		3,913	7,239	-46%
E-Magazines	242	195	24%		1,450	912	59%
Hoopla	392	360	9%		1,518	1,840	-18%
Items Loaned to other libraries	589	227	159%		2,156	2,510	-14%
Renewals	1,790	1,876	-5%		9,387	12,543	-25%
Total Circulation	7,704	7,400	4%		33,926	48,344	-30%
Library Patrons							
Patrons getting 1st library card	28	22	27%		137	146	-6%
Registered CADL Patrons	3,880	3,958	-2%		3,880	3,958	-2%
Library Collection							
*Items Added:	214	148	45%		880	8452	-90%
Items Withdrawn	338	447	-24%		476	968	-51%
Total Items owned	42,520	45,260	-6%		42,520	45,260	-6%
Interlibrary Loans							
Items Loaned to other libraries	589	227	159%		2,156	2,510	-14%
Borrowed- LLC + Mel	461	429	7%		1,869	2,813	-34%
Traffic Count							
Library Visits	3,459	2,866	21%		12,536	15,666	-20%
Programming & Services							
Open Hours	185	189	-2%		730	894	-18%
Children's Program Attendance	434	393	10%		1,123	1,450	-23%
Program Attendance Total	583	493	18%		1,484	1,919	-23%
Number of Monthly Programs	31	28	11%		93	127	-27%
Internet Computer Sessions	384	331	16%		1,317	1,535	-14%
Wireless Sessions	1,250	1,064	17%		4,188	4,689	-11%

Erate Bids

Internet

	Type	Speed	Price	Contract months	Additional
Verizon	Fiber	500MB	\$1,082.21	36	
Acentek	Fiber	500MB	\$165.95	Year to year	\$5.00/mo Static IP
Frontier	Fiber	500MB	\$580.00	36	

Firewall

	Price	Install
Electranaca	\$12,040	Yes
Optimus	\$7,505	No
Heimler	\$2,550	Yes

Basic
Maintenance

MIBS

Price

Electranaca	\$3,960	No Bid
Heimler	\$5,400	\$1,380

Proposal for: COOPERSVILLE AREA DISTRICT LIBRARY

Agent: LISA BERG County: OTTAWA
 Quote ID: 837527 # employees: 2
 Zip code: 49404 # members: 2
 Group ID: 776836

Priority Health

Effective Date: 1/1/2026
 Generated on: 11/04/2025

Plan comparison

	Current Plan	Renewal Plan
Benefit details	PriorityHMO Gold G10	PriorityHMO Gold G10
Renew this plan		<input type="checkbox"/>
Product	HMO	HMO
Coinsurance	20 %	20 %
Coinsurance Maximum	\$4,500 / \$9,000 embedded	\$4,500 / \$9,000 embedded
Deductible individual/family	\$1,000 / \$2,000 embedded	\$1,000 / \$2,000 embedded
Office visits PCP/SPEC/UC	\$20 / \$50 / \$85 copay before deductible	\$20 / \$60 / \$85 copay before deductible
Out-of-pocket limit	\$8,150 / \$16,300 embedded	\$8,700 / \$17,400 embedded
Preventive health services	Covered in full	Covered in full
Prescription	\$5 / \$35 / \$75 / \$90 / 20% / 20% before deductible	\$5 / \$35 / \$75 / \$90 / 20% / 20% before deductible
Outpatient services	20% coinsurance after deductible	20% coinsurance after deductible
Inpatient hospital services	20% coinsurance after deductible	20% coinsurance after deductible
Emergency room	\$250 copay after deductible	\$350 copay after deductible
Lab services	\$35 copay before deductible	\$35 copay before deductible
Maternity/postnatal	Covered in full	Covered in full
Virtual care	\$10 copay before deductible	\$10 copay before deductible
Adult Vision Exam	\$15 copay for eye exam including refraction	\$15 copay for eye exam including refraction
Totals	with taxes and fees	with taxes and fees
Monthly premium	\$477.71	\$1,055.76
Annual total premium	\$5,732.52	\$12,669.12

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 Quote ID: 837527 # employees: 2
 Zip code: 49404 # members: 2
 Group ID: 776836

Priority Health

Effective Date: 1/1/2026
 Generated on: 11/04/2025

Plan comparison

	Alternate Renewal Plan		Alternate Renewal Plan
Benefit details	PriorityHMO Gold G10 - West MI Partners (Kent)		PriorityHMO Gold G15
Renew this plan	<input type="checkbox"/>		<input type="checkbox"/>
	Tier 1	Tier 2	
Product	HMO	HMO	HMO
Coinsurance	20 %	40 %	20 %
Coinsurance Maximum	\$4,500 / \$9,000 embedded	N/A / N/A	\$4,500 / \$9,000 embedded
Deductible individual/family	\$1,000 / \$2,000 embedded	\$4,000 / \$8,000 embedded	\$1,500 / \$3,000 embedded
Office visits PCP/SPEC/UC	\$20 / \$60 / \$85 copay before deductible	\$60 / \$180 / \$170 copay before deductible	\$20 / \$60 / \$85 copay before deductible
Out-of-pocket limit	\$8,700 / \$17,400 embedded	\$8,700 / \$17,400 embedded	\$9,200 / \$18,400 embedded
Preventive health services	Covered in full	Covered in full	Covered in full
Prescription	\$5 / \$35 / \$75 / \$90 / 20% / 20% before deductible	\$5 / \$35 / \$75 / \$90 / 20% / 20% before deductible	\$5 / \$35 / \$75 / \$85 / 20% / 20% before deductible
Outpatient services	20% coinsurance after deductible	40% coinsurance after deductible	20% coinsurance after deductible
Inpatient hospital services	20% coinsurance after deductible	40% coinsurance after deductible	20% coinsurance after deductible
Emergency room	\$350 copay after deductible	\$350 copay after deductible	\$350 copay after deductible
Lab services	\$35 copay before deductible	\$105 copay before deductible	\$35 copay before deductible
Maternity/postnatal	Covered in full	Covered in full	Covered in full
Virtual care	\$10 copay before deductible	\$10 copay before deductible	\$10 copay before deductible
Adult Vision Exam	\$15 copay for eye exam including refraction	\$15 copay for eye exam including refraction	\$15 copay for eye exam including refraction
Totals	with taxes and fees		with taxes and fees
Monthly premium	\$959.05		\$1,029.48
Annual total premium	\$11,508.60		\$12,353.76