

Coopersville Area District Library
333 Ottawa Street
Coopersville, MI 48494

Minutes from the Board Meeting on November 17, 2021.

Call to order: Judy VanDongen called the in person meeting to order at 7 p.m.

Members Present: Judy VanDongen, Pat Lindberg, Stephanie Mayrose, Arno Driedger, Sue Boomgaard-Rasch, Bob TerAvest, Roland DeVries

Staff Present: Elyshia Hoekstra/Director

Absent: Norine Fox

Approval of Agenda: M/S (R. DeVries, B. TerAvest) approve the amended 11/17/2021 agenda (Page 1). Motion carried.

Approval of Minutes: M/S (A. Driedger, B. TerAvest) to approve 10/20/2021 board meeting minutes. (Page 2-3). Motion carried.

Public Comment:

Financial Reports

A. M/S (S. Mayrose, B. TerAvest) to receive and file October Operations: Balance Sheets & Budget vs. Actual (Pages 4-5). Motion carried.

B. M/S (B. TerAvest, S. Mayrose) to approve October expenditures, including ACH transactions #20170 totaling \$6,331.06 (Page 6). Motion carried.

C. M/S (A. Driedger, B. TerAvest) to approve November checks to date #20179-20191 totaling \$16,818.18. (Page 7). Motion carried.

D. M/S (B. TerAvest, J. VanDongen) to receive and file Statement of Income (Page 8). Motion carried.

E. M/S (A. Driedger, P. Lindberg) to receive and file Mastercard Reconciliation Detail (Page 9). Motion carried.

F. M/S (B. TerAvest, A. Driedger) to receive and file CADL Building Expansion Budget Performance (Page 10). Motion carried.

G. M/S (A. Driedger, S. Mayrose) to receive and file Consumers Program Application (Pages 11-17). Motion carried.

Correspondence/Marketing

M/S (R. DeVries, A. Drieg) to receive and file Correspondence and Marketing (Pages 18-29). Motion carried.

A. CADL Press Releases (Pages 18-19)

B. December Calendar of Events (Page 20)

Elyshia updated the board to say that the library is going to cancel the events over Christmas break because of the rise of Covid cases.

C. Library Event Flyers (Pages 21-25)

It was suggested by board members that Zach have a female partner for the Teen lock-in in order to be safe for all parties involved. Everyone agreed that was a good idea.

D. Coopersville Foundation Reward Letter (Pages 26-28)

E. Sportsman's Donation Request Letter (Page 29)

Director's Report (Pages 30-41)

M/S (A. Driedger, R. DeVries) to receive and file Director's Report (Pages 30-41). Motion carried.

A. Friends' October Meeting Minutes (Pages 33-36).

B. M/S (A. Driedger, R. DeVries) to receive and file Collection Policy and Reconsideration Form (Pages 37-41). Motion carried.

Additional items added to Director's Report –

1. *PPP Loan – our lawyer talked to the SBA and he spoke to our bank representative. We do not know if there will be any fees attached to the paying back of the loan, but that will be the final decision of the SBA.*
2. *Elyshia reported that the staff in-service day was very informative and well worth the time. They discussed multiple issues that might come up.*
3. *Carrie Sheridan has reported that they have received \$150,000 of Family Fare receipts. Once the paperwork is submitted the library will receive \$1000 as part of the Direct your Dollars Program.*

Committee Reports

M/S (S. Boomgaard-Rasch, R. DeVries) to receive and file Policy Committee Meeting Minutes from November 11, 2021. Motion carried.

The committee will work on different aspects of finishing up the manual. They are modifying the Lakeland policy manual to fit our library. The goal is to be finished by the end of the year.

New Business

A. Discussion/Employee Health Insurance Renewal (Page 42). M/S (B. TerAvest, R. DeVries) to approve the Employee Health Insurance Renewal for the same policy as we currently have. (Page 42). Motion carried.

This policy will be an increase of \$727.92 over the course of the year.

B. 2022 Holiday Closing Schedule (addition). M/S (B. TerAvest, R. DeVries) to approve the library holiday closing schedule as presented, including the addition of the Friday after Thanksgiving for 2022.

C. Director Recommendation in Regards to PPP Loan Payback. M/S (R. DeVries, S. Boomgaard-Rasch) to approve the directors recommendation to pre-approve the movement of funds for the payback of the PPP Loan in whatever manner the bank requests that the funds be returned.

Unfinished Business

Public/Board Comments

Judy presented to the board a Thank You Note from Kayla for their wedding gift.

There was some discussion over whether the board should do a Christmas party after December's meeting this year for board members, staff, and significant others. It was decided that everyone would plan on their being a party, but that a more firm decision will be made possibly a week before the meeting – taking into consideration the rise in Covid. Elyshia is also looking into possibilities for the end of the year bonus for staff. The policy she may present would grant staff \$.25 per hour worked that year. She is checking with our lawyer to see if that is okay, as the auditor's answer from last year was vague.

Adjournment: _____ p.m.

Next Meeting: December 15, 2021 at 7:00 pm.

Coopersville Area District Library
Balance Sheet - Operations
As of December 6, 2021

December 15th, 2021
Board Mtg.

	Dec 6, 21
ASSETS	
Current Assets	
Checking/Savings	
2710199 · Choice One - Checking	53,566.40
2710201 · General Operations (CoMerica)	206,253.12
Total Checking/Savings	259,819.52
Accounts Receivable	
1200 · Accounts Receivable	-33,951.92
Total Accounts Receivable	-33,951.92
Total Current Assets	225,867.60
TOTAL ASSETS	225,867.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,732.59
Total Accounts Payable	2,732.59
Credit Cards	
2332 · Mastercard	632.51
Total Credit Cards	632.51
Other Current Liabilities	
2717701 · Payroll Liabilities	1,205.22
Total Other Current Liabilities	1,205.22
Total Current Liabilities	4,570.32
Total Liabilities	4,570.32
Equity	
2713800 · Designated-Unemployment Insur.	10,147.10
3000 · Opening Bal Equity	10,336.45
3900 · Retained Earnings	70,576.69
3901 · Committed Fund Balance	250,000.00
Net Income	-119,762.96
Total Equity	221,297.28
TOTAL LIABILITIES & EQUITY	225,867.60

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

	TOTAL
Ordinary Income/Expense	
Income	
40 · Property Taxes	
2715820 · Local, Polkton Twp Millage	
5820 · IFT - Polkton	2.70
2715820 · Local, Polkton Twp Millage - Other	1,699.14
Total 2715820 · Local, Polkton Twp Millage	1,701.84
2715830 · Local, Wright Twp Millage	-63.51
Total 40 · Property Taxes	1,638.33
41 · Intergovernmental Revenue	
1902 · State	
2715390 · Grants, State	4,630.48
2715750 · State Aid, CADL	5,187.41
2715770 · E-Rate Reimbursement	976.50
Total 1902 · State	10,794.39
Total 41 · Intergovernmental Revenue	10,794.39
42 · Fines & Forfeitures(Penal Fine)	
2715780 · Ottawa Co Penal Fines	36,589.87
Total 42 · Fines & Forfeitures(Penal Fine)	36,589.87
43 · Charges for Services	
2716552 · Cash Drawer - Book Fines	1,238.99
2716553 · Cash Drawer - Photocopier	736.20
2716556 · Cash Drawer - Fax	164.42
2716557 · Cash Drawer - Lost Items	130.96
2716558 · Cash Drawer - Candy Bars	372.00
2716559 · Cash Drawer - Lost Card	52.00
2716560 · Cash Drawer - Friends Mis.	2,834.35
2716562 · Cash Drawer - DVD/Game rental	832.29
2716564 · Cash Drawer - Misc. Income	151.28
2718003 · Cash Drawer - Over/Under	-1.69
Total 43 · Charges for Services	6,510.80
45 · Investment Earnings	
2716650 · Interest, MoneyMarket Savings	71.43
Total 45 · Investment Earnings	71.43
46 · Contributions	
2716760 · Donations, Friends	450.00
2716770 · Donations, Other	800.00
2716780 · Donations, Berlin Fair	300.00
2718000 · Donations - Cash Drawer	20.75
Total 46 · Contributions	1,570.75
47 · Other	
2716569 · Capital Projects Funds	3,752.00
2716570 · Misc. Revenue	106.80
Total 47 · Other	3,858.80
Total Income	61,034.37
Gross Profit	61,034.37
Net Ordinary Income	61,034.37
Net Income	61,034.37

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

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40 · Property Taxes	1,638.33	311,000.00	-309,361.67	0.5%
41 · Intergovernmental Revenue	10,794.39	22,200.00	-11,405.61	48.6%
42 · Fines & Forfeitures(Penal Fine)	36,589.87	36,000.00	589.87	101.6%
43 · Charges for Services	6,510.80	12,380.00	-5,869.20	52.6%
45 · Investment Earnings	71.43	400.00	-328.57	17.9%
46 · Contributions	1,570.75	8,030.00	-6,459.25	19.6%
47 · Other	3,858.80	55,000.00	-51,141.20	7.0%
Total Income	61,034.37	445,010.00	-383,975.63	13.7%
Gross Profit	61,034.37	445,010.00	-383,975.63	13.7%
Expense				
20 · Salary & Wages	73,687.92	189,950.00	-116,262.08	38.8%
20.1 · Fringe Benefits	41,492.49	87,960.00	-46,467.51	47.2%
22 · Operating Supplies	936.56	3,700.00	-2,763.44	25.3%
23 · Repairs & Maintenance	14,348.47	26,460.00	-12,111.53	54.2%
25 · Professional Services	4,332.99	19,100.00	-14,767.01	22.7%
27 · Insurance	6,641.00	6,000.00	641.00	110.7%
29 · Dues & Fees	11,566.82	24,950.00	-13,383.18	46.4%
32 · Utilites	7,525.49	16,150.00	-8,624.51	46.6%
33 · Telephone	1,400.11	2,500.00	-1,099.89	56.0%
34 · Programming	860.13	3,600.00	-2,739.87	23.9%
34.2 · Programming - Other	0.00	2,700.00	-2,700.00	0.0%
37 · Other Expenses	428.52	4,650.00	-4,221.48	9.2%
38 · Capital Outlay	17,576.83	57,150.00	-39,573.17	30.8%
Total Expense	180,797.33	444,870.00	-264,072.67	40.6%
Net Ordinary Income	-119,762.96	140.00	-119,902.96	-85,545.0%
Net Income	-119,762.96	140.00	-119,902.96	-85,545.0%

General Operations
Checking Account - 1251000673

General Checking
November 9th - 30th, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/12/2021		Deposit	228.54
11/19/2021		Deposit	134.25
11/26/2021		Deposit	116.83
11/29/2021		Deposit	546.38
12/03/2021		Deposit	164.66
11/23/2021		Deposit	57.74
11/30/2021		Interest	3.12
11/30/2021		Service Charge	20.00-
11/02/2021	ACH	EFTPS	2,820.02-
11/16/2021	ACH	Payroll	4,506.97-
11/29/2021	ACH	Priority Health	990.34-
11/30/2021	ACH	Payroll	4,981.53-
11/08/2021	20192	Elite Fund Inc.	55.00-
11/08/2021	20193	New Views LLC	801.66-
11/10/2021	20194	Michigan Gas Utilities	143.06-
			13,067.06-

General Operations
Checking Account - 1251000673

General Checking
December 1st - 10th, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/01/2021	ACH	EFTPS	-\$3,958.02
12/06/2021	ACH	M.E.R.S.	-\$1,379.00
12/06/2021	ACH	M.E.R.S.	-\$4,176.00
12/06/2021	20195	VOID	\$0.00
12/06/2021	20196	City of Coopersville	-\$179.84
12/06/2021	20197	Lakeland Library Cooperative	-\$806.45
12/10/2021	20198	AcenTek ascending Technology	-\$24.81
12/10/2021	20199	Consumers Energy	-\$978.75
12/10/2021	20200	New Views LLC	-\$801.66
12/10/2021	20201	T-Mobile	-\$287.00
12/10/2021	20202	Cengage Learning	-\$196.58
12/10/2021	20203	Midwest Tape- Hoopla	-\$548.16
12/10/2021	20204	VOID	\$0.00
12/10/2021	20205	VOID	\$0.00
12/10/2021	20206	Baker & Taylor	-\$949.71
11/30/2021	20207	Midwest Tape	-\$508.35
			-\$14,794.33

Coopersville Area District Library
Reconciliation Detail
2332 · Mastercard, Period Ending 11/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,263.14
Cleared Transactions						
Charges and Cash Advances - 13 items						
Credit Card Charge	09/27/2021	1735432	Amazon.com	X	-17.96	-17.96
Credit Card Charge	10/25/2021	9260228	Amazon.com	X	-84.39	-102.35
Credit Card Charge	10/25/2021	7217823	Amazon.com	X	-24.26	-126.61
Credit Card Charge	10/31/2021	4793035	Amazon.com	X	-36.70	-163.31
Credit Card Charge	11/01/2021	1881055	Amazon.com	X	-12.99	-176.30
Credit Card Charge	11/09/2021		Gordon Food Service	X	-108.00	-284.30
Credit Card Charge	11/09/2021	6728210	Amazon.com	X	-54.89	-339.19
Credit Card Charge	11/18/2021	1697812	Amazon.com	X	-14.89	-354.08
Credit Card Charge	11/19/2021	7957	Vonage	X	-125.38	-479.46
Credit Card Charge	11/22/2021	635632	WalMart	X	-44.56	-524.02
Credit Card Charge	11/23/2021	8913856	Amazon.com	X	-35.78	-559.80
Credit Card Charge	11/23/2021	P1-67...	Intuit	X	-16.96	-576.76
Credit Card Charge	11/23/2021	3580200	Amazon.com	X	-15.82	-592.58
Total Charges and Cash Advances					-592.58	-592.58
Payments and Credits - 1 item						
Bill	11/01/2021		CC-Comerica Bank -...	X	3,263.14	3,263.14
Total Cleared Transactions					2,670.56	2,670.56
Cleared Balance					-2,670.56	592.58
Uncleared Transactions						
Charges and Cash Advances - 2 items						
Credit Card Charge	11/29/2021	21237...	Quill		-26.80	-26.80
Credit Card Charge	11/30/2021	21261...	Quill		-13.13	-39.93
Total Charges and Cash Advances					-39.93	-39.93
Total Uncleared Transactions					-39.93	-39.93
Register Balance as of 11/30/2021					-2,630.63	632.51
Ending Balance					-2,630.63	632.51

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

	Jul '21 - Jun 22	Budget
Ordinary Income/Expense		
Income		
1102 · Bond millage		
1102.1 · Bond - City of Coopersville	44,741.79	62,000.00
1102.2 · Bond - Chester Twp	21,888.33	28,500.00
1102.3 · Bond - Polkton Twp	28,582.61	34,000.00
1102.4 · Bond - Wright Twp	36,855.62	20,000.00
Total 1102 · Bond millage	132,068.35	144,500.00
2100 · Interest	28.06	100.00
Total Income	132,096.41	144,600.00
Expense		
1200 · Building Expansion		
1207 · Bond/Election Fees	0.00	500.00
Total 1200 · Building Expansion	0.00	500.00
2000 · Bank Fees	505.00	1,000.00
2001 · Bond Interest	16,406.25	32,813.00
2002 · Bond Principal	0.00	105,000.00
Total Expense	16,911.25	139,313.00
Net Ordinary Income	115,185.16	5,287.00
Net Income	115,185.16	5,287.00