

Coopersville Area District Library

Budget Hearing Meeting

Date: June 18, 2025

Time: 7:00 pm

Place: 333 Ottawa Street, Coopersville MI 49404

Budget Hearing Agenda

1. **Call to Order**
2. **Approval of Agenda** (m) p. 1
3. **Public Comment:**
4. **Presentation of:**
 - a. **2024-2025 Budget Amendments**
 - i. Operations Budget Summary 2024-2025 Amendments (m) p. 2, 12-13
 1. Operations Line Item Budget 2024-2025 Amendments (r) p. 3-9, 12-13
 - ii. Debt Budget 2024-2025 Amendments (m) p. 10, 12-13
 - iii. Capital Budget 2024-2025 Amendments (m) p. 11, 12-13
 - b. **2025-2026 Budget Proposal**
 - i. Operations 2025-2026 Budget Proposal (m) p. 2, 12-13
 1. Operations 2025-2026 Budget Proposal (r) p. 3-9, 12-13
 - ii. Debt 2025-2026 Budget Proposal (m) p. 10, 12-13
 - iii. Capital Budget 2025-2026 Budget Proposal (m) p. 11, 12-13
 - iv. Strategic Plan Considerations - Assigned for Subsequent Years Budget Appropriation (m) p. 14
5. **Public/board Comments:**
6. **Next Meeting: Board meeting to follow**

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

COOPERSVILLE AREA DISTRICT LIBRARY
Budget vs. Actuals: Budget_FY25_P&L -Amended (March 2024) - FY25 P&L Classes

July 2024 - June 2025

	1-General Operations				
	Actual	over Budget	Budget	Amended Budget	2025 - 2026 Budget
Income					
101-401 Property Taxes	412,005.21	15,224.39	391,000.00	411,570.00	396,900.00
101-539 State	14,264.99	-956.28	18,200.00	21,000.00	19,000.00
101-580 Local Grants	8,070.05	-6,687.84	14,348.09	13,469.00	12,200.00
101-600 Charges for Services	5,513.50	1,213.50	4,310.00	5,685.00	4,900.00
101-655 Fines & Forfeitures	5,141.16	-33,258.84	38,400.00	34,209.00	33,200.00
101-664 Investment Earnings	10,715.62	4,215.62	6,500.00	12,000.00	8,500.00
101-672 Other Revenue	9,989.35	1,904.35	5,035.00	9,988.36	4,950.00
101-690 Other Financing Sources	2,509.67	609.67	1,900.00	2,508.70	500.00
Total Income	\$ 468,209.55	-\$ 11,483.54	\$ 479,693.09	\$ 510,430.06	\$ 480,150.00
Gross Profit	\$ 468,209.55	-\$ 11,483.54	\$ 479,693.09	\$ 510,430.06	\$ 480,150.00
Expenses					
101-701 Personnel Services	239,432.10	-41,195.72	291,920.00	288,633.00	303,800.00
101-726 Supplies	9,722.48	-1,327.52	11,050.00	14,350.00	14,300.00
101-800 Other Services & Charges	89,535.49	-15,714.26	104,690.00	105,120.00	99,320.00
101-970 Capital Outlay	63,980.50	-677.68	65,250.00	53,904.00	62,200.00
Total Expenses	\$ 402,670.57	-\$ 70,239.43	\$ 472,910.00	\$ 462,007.00	\$ 479,620.00
Net Operating Income	\$ 65,538.98	\$ 58,755.89	\$ 6,783.09	\$ 48,423.06	\$ 530.00
Net Income	\$ 65,538.98	\$ 58,755.89	\$ 6,783.09	\$ 48,423.06	\$ 530.00

2024-2025 Amended Budget - Line Items & 2025-2026 Budget - Line Items					
July 1, 2024-June 30, 2025					
Distribution account	1-General Operations				
	Actual	Over budget by	Original Budget	Amended Budget	2025-2026 Budget
Income		0.00			
101-401 Property Taxes		0.00	0.00	0.00	0.00
101-405 Local, Chester Twp Millage	67,268.74	268.74	67,000.00	67,000.00	67,000.00
Total for 101-405 Local, Chester Twp Millage	\$67,268.74	\$268.74	\$67,000.00	\$67,000.00	\$67,000.00
101-406 Local, Polkton Twp Millage	104,393.99	393.99	104,000.00	104,300.00	104,000.00
Total for 101-406 Local, Polkton Twp Millage	\$104,393.99	\$393.99	\$104,000.00	\$104,300.00	\$104,000.00
101-407 Local, Wright Twp Millage	113,403.43	3,403.43	110,000.00	113,400.00	113,000.00
407-2 IFT - Wright	490.24	490.24	0.00	490.00	0.00
Total for 101-407 Local, Wright Twp Millage	\$113,893.67	\$3,893.67	\$110,000.00	\$113,890.00	\$113,000.00
101-408 Local, Coopersville Millage	107,946.42	2,946.42	105,000.00	107,900.00	107,900.00
408.1 IFT City	12,721.57	12,721.57	0.00	12,700.00	0.00
Total for 101-408 Local, Coopersville Millage	\$120,667.99	\$15,667.99	\$105,000.00	\$120,600.00	\$107,900.00
404-2 Delinquent Property Taxes	5,780.82	-5,000.00	5,000.00	5,780.00	5,000.00
Total for 101-401 Property Taxes (15)	\$412,005.21	\$15,224.39	\$391,000.00	\$411,570.00	\$396,900.00
101-539 State		0.00	0.00	0.00	0.00
101-540 Grants, State		0.00	0.00	0.00	0.00
540-9 MI Humanities Council	0.00	0.00	0.00	0.00	0.00
541-6 ALA Conference Grant	0.00	0.00	0.00	0.00	0.00
Total for 101-540 Grants, State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-541 State Aid, CADL	6,799.56	5,200.44	12,000.00	13,600.00	12,000.00
101-542 E-Rate Reimbursement	1,724.10	-456.72	2,200.00	1,700.00	2,000.00
101-573 LCSA Act	5,741.33	-5,700.00	4,000.00	5,700.00	5,000.00
Total for 101-539 State	\$14,264.99	-\$956.28	\$18,200.00	\$21,000.00	\$19,000.00
101-580 Local Grants		0.00	0.00	0.00	0.00
101-588 Rotary Grant		-500.00	500.00	0.00	0.00
588-4 Tween Grant	500.00	500.00	0.00	500.00	500.00
Total for 101-588 Rotary Grant	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
101-580-1 CADL Endowment Fund (VanDongen)	0.00	-1,100.00	1,100.00	1,100.00	1,100.00
101-580-2 LeMieux Designated Fund	3,833.25	233.25	3,600.00	3,833.00	3,800.00
101-580-3 Driedger Fund	142.50	0.00	0.00	142.00	0.00
101-580-4 Zahm Fund	267.30	0.00	0.00	267.00	0.00
101-583 Coopersville Foundation (32)	2127	627.00	1,500.00	2,127.00	1,500.00

583-5 Tween Space (33)	0.00	-928.09	928.09	0.00	0.00
Total for 101-583					
Coopersville Foundation	\$2,127.00	-\$301.09	\$2,428.09	\$2,127.00	\$1,500.00
101-584 CAYAC (32)	1,200.00	200.00	1,000.00	1,200.00	1,000.00
584-2 Welcoming Tweens into Library (33)	0.00	-1,420.00	1,420.00	0.00	0.00
Total for 101-584 CAYAC	\$1,200.00	-\$1,220.00	\$2,420.00	\$1,200.00	\$1,000.00
101-585 Westrate Fund	0.00	-4,300.00	4,300.00	4,300.00	4,300.00
Total for 101-580 Local Grants	\$8,070.05	-\$6,687.84	\$14,348.09	\$13,469.00	\$12,200.00
101-600 Charges for Services		0.00		0.00	0.00
101-628 Cash Drawer - Photocopier	2,269.50	469.50	1,800.00	2,300.00	2,000.00
101-629 Cash Drawer - Fax	845.00	345.00	500.00	850.00	700.00
101-630 Cash Drawer - DVD/Game rental		0.00	0.00	0.00	0.00
631-1 DVD Rentals	1,027.00	-273.00	1,300.00	1,030.00	1,000.00
631-2 Game Rentals	340.00	90.00	250.00	345.00	300.00
Total for 101-630 Cash Drawer - DVD/Game rental	\$1,367.00	-\$183.00	\$1,550.00	\$1,375.00	\$1,300.00
101-631 Cash Drawer - Room Rental	882.00	532.00	350.00	1,010.00	800.00
101-632 Cash Drawer - Lost Card	150.00	50.00	100.00	150.00	100.00
101-634 Cash Drawer - Coll. Agency Fee	0.00	0.00	10.00	0.00	0.00
Total for 101-600 Charges for Services	\$5,513.50	\$1,213.50	\$4,310.00	\$5,685.00	\$4,900.00
101-655 Fines & Forfeitures		0.00		0.00	0.00
101-656 Ottawa Co Penal Fines (1) (16)	5.69	-33,994.31	34,000.00	29,000.00	29,000.00
101-657 Fines & Forfeitures - Other	809.60	309.60	500.00	809.00	500.00
101-658 Cash Drawer - Materials Fines	4,124.93	524.93	3,600.00	4,200.00	3,600.00
101-659 Cash Drawer - Lost Items	200.94	-99.06	300.00	200.00	100.00
Total for 101-655 Fines & Forfeitures	\$5,141.16	-\$33,258.84	\$38,400.00	\$34,209.00	\$33,200.00
101-664 Investment Earnings		0.00	0.00	0.00	0.00
101-665 Interest, MoneyMarket Savings (2)(24)	10,715.62	4,215.62	6,500.00	12,000.00	8,500.00
Total for 101-664 Investment Earnings	\$10,715.62	\$4,215.62	\$6,500.00	\$12,000.00	\$8,500.00
101-672 Other Revenue		0.00		0.00	0.00
101-674 Private Contributions/Donations		0.00	350.00		
101-675 Donations, Memorial	240.00	240.00	0.00	240.00	0.00
101-676 Donations, Rotary	2,500.00	500.00	2,000.00	2,500.00	2,500.00
101-677 Donations, Friends	350.00	-2,650.00	3,000.00	350.00	500.00
677-2 Staff Meeting	400.00	40.00	360.00	400.00	400.00
677-4 Virtual Programming	550.00	550.00	0.00	550.00	0.00
677-6 Tween Space (3)	3,277.36	3,277.36	0.00	3,277.36	0.00

Total for 101-677 Donations, Friends	\$4,577.36	\$1,217.36	\$3,360.00	\$4,577.36	\$900.00
101-678 Sportsmen's Club	600.00	0.00	600.00	600.00	600.00
684-2 Winter Reading Club	325.00	0.00	325.00	325.00	450.00
101-680 Donations, Other	846.99	846.99	0.00	846.00	0.00
Total for 101-680 Donations, Other	\$846.99	\$846.99	\$0.00	\$846.00	\$0.00
681-1 Summer Reading Program	900.00	-400.00	400.00	900.00	500.00
Total for 101-674 Private Contributions/Donations	\$9,989.35	\$1,904.35	\$5,035.00	\$9,988.36	\$4,950.00
Total for 101-672 Other Revenue	\$9,989.35	\$1,904.35	\$5,035.00	\$9,988.36	\$4,950.00
101-690 Other Financing Sources		0.00		0.00	0.00
692-0 Cash Drawer - Donations	890.25	690.25	200.00	890.00	500.00
692-1 Cash Drawer - Over/Under	1.32	1.32	0.00	1.00	0.00
692-4 Misc. Revenue	25.40	25.40	0.00	25.00	0.00
692.7 Insurance-Water Damage Basement	1,592.70	1,592.70	0.00	1,592.70	0.00
692-5 Capital Projects Funds	0.00	-1,700.00	1,700.00	0.00	0.00
Total for 101-690 Other Financing Sources	\$2,509.67	\$609.67	\$1,900.00	\$2,508.70	\$500.00
Total for Income	\$468,209.55	-\$17,735.43	\$479,693.09	\$510,430.06	\$480,150.00
Gross Profit	\$468,209.55	-\$17,735.43	\$479,693.09	\$510,430.06	\$480,150.00
Expenses		0.00			
101-701 Personnel Services		0.00		0.00	0.00
101-702 Salary, Wages (4) (17)(25)	186,503.03	-27,696.97	214,200.00	225,000.00	227,000.00
101-706 Payroll Expenses (5)(25)	1,151.84	-7,108.16	8,260.00	1,500.00	1,500.00
101-710 Payroll taxes (4)(25)	14,511.47	-1,988.53	16,500.00	17,200.00	17,400.00
101-711 Insurance, Employees					
711-1 Health/Dental Ins (6)(25)	10,109.56	0.00	11,000.00	13,000.00	15,000.00
711-2 AFLAC Short Disability Ins (25)	598.26	0.00	0.00	2,000.00	4,500.00
Total for 101-711 Insurance, Employees	\$10,707.82	\$0.00	\$11,000.00	\$15,000.00	\$19,500.00
101-712 Alerus/MERS 457 (5)(25)(34)	594.45	594.45	0.00	1,000.00	3,700.00
101-713 MERS - Minimum Payment	19,261.00	-1,839.00	21,100.00	21,100.00	23,100.00
101-716 Insurance, Operations	6,433.00	433.00	6,000.00	6,433.00	7,000.00
101-717 Personnel Services, Misc.		0.00		0.00	0.00
717-1 Staff Meetings	269.49	-90.51	360.00	400.00	400.00
Total for 101-717 Personnel Services, Misc.	\$269.49	-\$90.51	\$360.00	\$400.00	\$400.00
101-705 Bonus (7)(35)	0.00	-2,500.00	2,500.00	0.00	3,200.00

101-715 Board Compensation	0.00	-1,000.00	1,000.00	1,000.00	1,000.00
Total for 101-701 Personnel Services	\$239,432.10	-\$41,195.72	\$291,920.00	\$288,633.00	\$303,800.00
101-726 Supplies		0.00		0.00	0.00
101-727 Operating Supplies		0.00		0.00	0.00
101-728 Postage	359.31	59.31	300.00	400.00	400.00
101-730 Computer/Printing Supplies	180.25	-219.75	400.00	400.00	400.00
101-733 Supplies, Building/Janitorial	1,229.46	-770.54	2,000.00	2,000.00	2,000.00
101-734 Office Supplies (paper included)	1,104.42	104.42	1,000.00	1,500.00	1,500.00
101-736 Collection Supplies	1,925.84	225.84	1,700.00	2,200.00	2,000.00
Total for 101-727 Operating Supplies	\$4,799.28	-\$600.72	\$5,400.00	\$6,500.00	\$6,300.00
101-750 Programming Supplies		0.00		0.00	0.00
101-752 Adult Programs (18)	638.29	-361.71	1,000.00	1,000.00	1,000.00
101-754 Teen Programming	537.03	-462.97	1,000.00	1,000.00	1,000.00
754-1 Tween Special Programming (18)	550.00	550.00	0.00	550.00	800.00
Total for 101-754 Teen Programming	\$1,087.03	\$87.03	\$1,000.00	\$1,550.00	\$1,800.00
101-758 Early Literacy Programming	67.67	-932.33	1,000.00	800.00	1,000.00
101-759 General Programming (18)	818.21	518.21	300.00	950.00	750.00
759-5 Makers Space (18)	456.15	456.15	0.00	600.00	600.00
759-1 Story Walk	0.00	-200.00	200.00	200.00	200.00
Total for 101-759 General Programming	\$1,274.36	\$774.36	\$500.00	\$1,750.00	\$1,550.00
101-760 Summer Reading Clubs	1,096.15	-503.85	1,600.00	1,600.00	1,600.00
101-761 Winter Reading Program	439.06	439.06	0.00	500.00	500.00
101-768 Advertising/Marketing/Printing	237.30	-112.70	350.00	350.00	350.00
101-769 Artwork/Decorations/Signage	83.34	-116.66	200.00	300.00	200.00
Total for 101-750 Programming Supplies	\$4,923.20	-\$726.80	\$5,650.00	\$7,850.00	\$8,000.00
Total for 101-726 Supplies	\$9,722.48	-\$1,327.52	\$11,050.00	\$14,350.00	\$14,300.00
101-800 Other Services & Charges		0.00		0.00	0.00
101-801 Professional/Contract Services		0.00		0.00	0.00
101-802 Financial Services	256.00	-164.00	420.00	420.00	420.00
101-804 Legal Fees	906.50	106.50	800.00	1,200.00	1,000.00
101-808 Computer Tech Support (19)(26)		0.00			

808-2 Off-Site Contract Renewals	149.99	149.99	0.00	150.00	150.00
808-3 Erate - Broadband Services Monthly Fees	3,585.00	3,585.00	0.00	4,000.00	4,000.00
808-1 Heimler Consulting (on-site work) (8)	0.00	-8,000.00	8,000.00	0.00	0.00
Total for 101-808 Computer Tech Support	\$3,734.99	-\$4,265.01	\$8,000.00	\$4,150.00	\$4,150.00
101-809 Janitorial Service		0.00		0.00	0.00
809-1 Cleaning Service	8,818.26	-681.74	9,500.00	9,700.00	9,700.00
809-2 Window Cleaning	750.00	50.00	700.00	700.00	700.00
809-3 Gutter Cleaning	125.00	-375.00	500.00	500.00	500.00
809-4 Carpet Cleaning	0.00	-2,000.00	2,000.00	2,500.00	2,000.00
Total for 101-809 Janitorial Service	\$9,693.26	-\$3,006.74	\$12,700.00	\$13,400.00	\$12,900.00
101-817 Performers-Professional	1,650.00	-850.00	2,500.00	1,650.00	2,500.00
101-818 Workshops, Inservice	652.98	-547.02	1,200.00	800.00	800.00
101-806 Audit Services	5,100.00	1,100.00	4,000.00	5,100.00	5,100.00
Total for 101-801 Professional/Contract Services	\$21,993.73	-\$7,626.27	\$29,620.00	\$26,720.00	\$26,870.00
101-810 Grounds Service/Repairs	18.8	0.00	0.00	0.00	0.00
810.3 Snow Removal	1,900.00	0.00	1,900.00	1,900.00	1,900.00
810.7 Grounds, Misc. (27)	2,240.99	240.99	2,000.00	3,000.00	500.00
810.1 Sprinkler Service		0.00			
810.1.1 Contract Services	494.00	-56.00	550.00	550.00	550.00
810.1.2 Sprinkler Parts	46.95	-203.05	250.00	250.00	250.00
Total for 810.1 Sprinkler Service	\$540.95	-\$800.00	\$800.00	\$800.00	\$800.00
810.2 Lawn Service	2,400.00	550.00	1,850.00	2,400.00	2,500.00
Total for 101-810 Grounds Service/Repairs	\$7,100.74	-\$9.01	\$6,550.00	\$8,100.00	\$5,700.00
101-812 Equipment Service/Repair		0.00		0.00	0.00
812.1 Fire/Security Equip		0.00			
812.1.1 Monthly Fees (28)	3,092.92	592.92	2,500.00	3,400.00	3,200.00
812.2.2 On-Site Repairs & Service Calls	1,059.55	439.55	620.00	1,100.00	600.00
Total for 812.1 Fire/Security Equip	\$4,152.47	\$1,032.47	\$3,120.00	\$4,500.00	\$3,800.00
812.2 Heating & Cooling	1,160.00	-190.00	1,350.00	1,350.00	1,500.00
812.3 Copier (28)	3,378.86	78.86	3,300.00	4,000.00	3,850.00
812.4 Audio/Visual Equipment	2,986.00	-14.00	3,000.00	3,000.00	3,000.00
812.6 Window Blinds	107.00	-893.00	1,000.00	500.00	150.00
812.7 Generator	682.53	-17.47	700.00	700.00	700.00
812.5 Pest Control	305.55	-4.45	310.00	310.00	310.00
Total for 101-812 Equipment Service/Repair	\$12,772.41	-\$7.59	\$12,780.00	\$14,360.00	\$13,310.00
101-850 Telephone/Telecommunications		0.00		0.00	0.00
850.1 Telecommunications	1,820.45	-979.55	2,800.00	2,000.00	2,800.00

Total for 101-850 Telephone/Telecommunications	\$1,820.45	-\$979.55	\$2,800.00	\$2,000.00	\$2,800.00
101-860 Travel (10)	243.74	-656.26	900.00	400.00	900.00
101-880 Dues & Fees		0.00	0.00	0.00	0.00
101-882 Bank Fees, Operations Acct	25.99	-24.01	50.00	50.00	50.00
101-883 Bank Charges	0.00	0.00	0.00	0.00	0.00
101-884 Licensing/Subsription Fees (9) (20)	8,063.65	2,963.65	5,100.00	10,000.00	7,500.00
884-1 Movie License-Sportmens Club	356.00	-294.00	650.00	700.00	700.00
Total for 101-884 Licensing/Subsription Fees	\$8,419.65	\$2,669.65	\$5,750.00	\$10,700.00	\$8,200.00
101-886 Membership Dues	941.99	-1,058.01	2,000.00	2,000.00	2,000.00
101-888 Collection Agency Fee	88.65	-61.35	150.00	150.00	150.00
101-890 LLC Fees (29)	17,568.08	-7,431.92	25,000.00	17,800.00	18,000.00
101-894 Credit Card Fees	130.53	0.53	130.00	130.00	130.00
894-1 Credit Card Fees - Friends	-2.00	-2.00	0.00	0.00	0.00
101-820 Interest Paid	0.00	0.00	0.00	0.00	0.00
101-892 Dues & Fees, other	0.00	-100.00	100.00	100.00	100.00
Total for 101-880 Dues & Fees	\$27,172.89	-\$6,007.11	\$33,180.00	\$30,930.00	\$28,630.00
101-920 Utilites		0.00	0.00	0.00	0.00
101-921 Trash - Republic Services	112.35	-47.65	160.00	160.00	160.00
101-922 Water & Sewer - City	1,425.55	-74.45	1,500.00	1,600.00	1,600.00
101-923 Gas - MI Gas Utilities	2,245.51	-954.49	3,200.00	3,200.00	3,200.00
101-924 Electric - Consumers Energy (28)	13,337.18	837.18	12,500.00	15,000.00	15,000.00
Total for 101-920 Utilites	\$17,120.59	-\$239.41	\$17,360.00	\$19,960.00	\$19,960.00
101-930 Repairs & Maintenance		0.00	0.00	0.00	0.00
101-932 Plumbing (30)	1,310.94	810.94	500.00	2,000.00	500.00
932-1 Basement Water Damage	0.00	0.00	0.00	0.00	0.00
Total for 101-932 Plumbing	\$1,310.94	\$810.94	\$500.00	\$2,000.00	\$500.00
101-931 Electrical	0.00	-350.00	350.00	350.00	350.00
101-934 Repairs, Misc.	0.00	-200.00	200.00	200.00	200.00
Total for 101-930 Repairs & Maintenance	\$1,310.94	\$260.94	\$1,050.00	\$2,550.00	\$1,050.00
101-955 Misc. Expenses		0.00	0.00	0.00	0.00
101-956 Material/Equipment		-350.00	350.00	0.00	0.00
956.4 Marshall Mem Makers Update	0.00	0.00	0.00	0.00	0.00
Total for 101-956 Material/Equipment	\$0.00	-\$350.00	\$350.00	\$0.00	\$0.00
101-958 Other Expenses-Misc.,	0.00	-100.00	100.00	100.00	100.00

Total for 101-955 Misc. Expenses	\$0.00	-\$450.00	\$450.00	\$100.00	\$100.00
Total for 101-800 Other Services & Charges	\$89,535.49	-\$15,714.26	\$104,690.00	\$105,120.00	\$99,320.00
101-970 Capital Outlay		0.00		0.00	0.00
101-971 Equipment (11)	599.99	-5,400.01	6,000.00	3,000.00	3,000.00
971-1 Equipment under \$500.00	511.54	-688.46	1,200.00	1,200.00	1,200.00
971-1a Tween Space	4,925.36	4,925.36	0.00	5,000.00	0.00
Total for 971-1 Equipment under \$500.00	\$5,436.90	\$4,236.90	\$1,200.00	\$6,200.00	\$1,200.00
Total for 101-971 Equipment	\$6,036.89	-\$1,163.11	\$7,200.00	\$9,200.00	\$4,200.00
101-972 Capital Projects		0.00	1,750.00	0.00	0.00
972-4 Nursing Room Conversion (36)	\$2,911.75	2,911.75	\$0.00	\$3,700.00	\$0.00
Total for 101-972 Capital Projects	\$2,911.75	\$2,911.75	\$0.00	\$3,700.00	\$0.00
101-973 Materials		0.00	0.00	0.00	0.00
101-974 Digitizing Project	1,070.00	-280.00	1,350.00	1,350.00	1,350.00
101-976 Periodicals/Newspapers (37)	1,491.65	591.65	900.00	1,500.00	900.00
101-978 Video Materials		0.00			
978-1 DVDs	1,251.34	-248.66	1,500.00	1,500.00	1,500.00
978-2 Video Games	611.17	-388.83	1,000.00	1,000.00	1,000.00
Total for 101-978 Video Materials	\$1,862.51	-\$637.49	\$2,500.00	\$2,500.00	\$2,500.00
101-980 Audio Materials	1,507.61	-992.39	2,500.00	2,500.00	2,000.00
101-981 Library of Things Collection	2,107.20	2,107.20	0.00	2,124.00	1,000.00
101-982 Digital Collections (12) (38)	16,146.11	-853.89	17,000.00	19,200.00	19,200.00
101-984 Printed Materials (Books) (21) (22) (40)	22,880.23	380.23	22,500.00	2,700.00	24,500.00
984.1 VOX Books	371.92	-1,628.08	2,000.00	380.00	0.00
Total for 101-984 Printed Materials (Books)	\$23,252.15	-\$1,247.85	\$24,500.00	\$3,080.00	\$24,500.00
101-985 Lost & Damaged Items	199.96	-50.04	250.00	250.00	250.00
101-987 Non-traditional (Hotspots)	5,986.49	-313.51	6,300.00	6,300.00	6,300.00
101-988 Non-Traditional, other	250.00	-750.00	1,000.00	1,000.00	0.00
101-986 Other Types of Materials	0.00	0.00	0.00	0.00	0.00
986-2 Comm. Foundation Grant	\$1,158.18	\$0.00	\$0.00	\$1,200.00	\$0.00
Total for 101-973 Materials	\$55,031.86	-\$2,426.32	\$56,300.00	\$41,004.00	\$58,000.00
Total for 101-970 Capital Outlay	\$63,980.50	-\$677.68	\$65,250.00	\$53,904.00	\$62,200.00
Total for Expenses	\$402,670.57	-\$58,915.18	\$472,910.00	\$462,007.00	\$479,620.00
Net Operating Income	\$65,538.98	\$41,179.75	\$6,783.09	\$48,423.06	\$530.00

Budget vs. Actuals_Budget_FY25_P&L -Amended (February 2024)_Class_Report					
July 1, 2024-June 30, 2025					
Distribution account	2-Debt Service Payment				
	Actual	Over budget by	Original Budget	Amended Budget	2025-2026 Budget
Income		0.00			
101-401 Property Taxes		0.00	0.00	0.00	0.00
101-405 Local, Chester Twp Millage		0.00	0.00	0.00	0.00
405-2- Local, Chester Twp Bond Payment	22,430.98	1,230.98	21,200.00	22,400.00	22,400.00
Total for 101-405 Local, Chester Twp Millage	\$22,430.98	\$1,230.98	\$21,200.00	\$22,400.00	\$22,400.00
101-406 Local,Polkton Twp Millage		0.00	0.00	0.00	0.00
406-2 Local, Polkton Twp Bond Payment	35,693.66	3,593.66	32,100.00	35,600.00	35,600.00
Total for 101-406 Local,Polkton Twp Millage	\$35,693.66	\$3,593.66	\$32,100.00	\$35,600.00	\$35,600.00
101-407 Local, Wright Twp Millage		0.00	0.00	0.00	0.00
407-2 Local, Wright Twp Bond Payment	38,611.32	711.32	37,900.00	38,600.00	38,600.00
Total for 101-407 Local, Wright Twp Millage	\$38,611.32	\$711.32	\$37,900.00	\$38,600.00	\$38,600.00
101-408 Local,Coopersville Millage		0.00	0.00	0.00	0.00
408-2 Local, Coopersville Bond Payment	40,473.49	4,873.49	35,600.00	40,100.00	40,100.00
Total for 101-408 Local,Coopersville Millage	\$40,473.49	\$4,873.49	\$35,600.00	\$40,100.00	\$40,100.00
404-2 Delinquent Property Taxes (40)	4,084.03	0.00	0.00	4,084.00	0.00
Total for 101-401 Property Taxes (23)	\$141,293.48	\$10,409.45	\$126,800.00	\$140,784.00	\$136,700.00
101-539 State		0.00	0.00	0.00	0.00
101-573 LCSA Act	2,294.55	2,294.55	0.00	2,200.00	2,200.00
Total for 101-539 State	\$2,294.55	\$2,294.55	\$0.00	\$2,200.00	\$2,200.00
101-664 Investment Earnings		0.00	0.00	0.00	0.00
101-665 Interest, MoneyMarket Savings	522.25	22.25	500.00	522.00	500.00
Total for 101-664 Investment Earnings	\$522.25	\$22.25	\$500.00	\$522.00	\$500.00
101-672 Other Revenue		0.00			
Total for 101-672 Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
101-690 Other Financing Sources		0.00			
Total for 101-690 Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for Income	\$144,110.28	\$12,726.25	\$127,300.00	\$143,506.00	\$139,400.00
Gross Profit	\$144,110.28	\$12,726.25	\$127,300.00	\$143,506.00	\$139,400.00
Expenses		0.00			
101-801 Professional/Contract Services		0.00	0.00	0.00	0.00
101-802 Financial Services	1,000.00	0.00	1,000.00	1,000.00	1,000.00
Total for 101-801 Professional/Contract Services	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
101-882 Bank Fees, Operations Acct	500.00	500.00	500.00	500.00	500.00
101-883 Bank Charges	5.00	-5.00	10.00	5.00	10.00
Total for 101-880 Dues & Fees	\$505.00	\$495.00	\$510.00	\$505.00	\$510.00
Total for 101-800 Other Services & Charges	\$1,505.00	\$495.00	\$1,510.00	\$1,505.00	\$1,510.00
101-990 Building Expansion		0.00			
101-994 Bond Interest	26,137.50	-0.50	26,138.00	26,137.50	23,550.00
101-991 Bond/Principal	115,000.00	0.00	115,000.00	115,000.00	120,000.00
Total for 101-990 Building Expansion	\$141,137.50	-\$0.50	\$141,138.00	\$141,137.50	\$143,550.00
Total for Expenses	\$142,642.50	\$494.50	\$142,648.00	\$142,642.50	\$145,060.00
Net Operating Income	\$1,467.78	\$12,231.75	-\$15,348.00	\$863.50	-\$5,660.00

Budget vs. Actuals_Budget_FY25_P&L -Amended (February 2024)_Class_Report					
July 1, 2024-June 30, 2025					
Distribution account	3-Capital Projects				
	Actual	Over budget by	Original Budget	Amended Budget	2025-2026 Budget
Income		0.00			
101-664 Investment Earnings		-10.00	10.00	10.00	0.00
101-665 Interest, MoneyMarket Savings	291.55	-8.45			
Total for 101-664 Investment Earnings	\$291.55	-\$18.45	\$10.00	\$10.00	\$0.00
Total for Income	\$291.55	-\$18.45	\$10.00	\$10.00	\$0.00
Gross Profit	\$291.55	-\$18.45	\$10.00	\$10.00	\$0.00
Expenses		0.00			
101-810 Grounds Service/Repairs		0.00			
101-810.1 Nursing Room (36)	0.00	0.00	0.00	0.00	0.00
810.7 Grounds, Misc. (13)	3,082.50	-15.00	0.00	3,100.00	0.00
Total for 101-810 Grounds Service/Repairs	\$3,082.50	-\$15.00	\$0.00	\$3,100.00	\$0.00
Total for 101-800 Other Services & Charges	\$3,082.50	-\$15.00	\$0.00	\$3,100.00	\$0.00
101-972 Capital Projects		0.00			
970-2 IT Updates to Computer Systems		0.00			
970-2f Staff and Patron Computers	2,624.93	-225.07	2,850.00	2,850.00	3,000.00
970-2g Kids Computer Replacement (14)	1,899.99	0.00	4,000.00	2,000.00	4,000.00
Total for 970-2 IT Updates to Computer Systems	\$4,524.92	-\$225.07	\$6,850.00	\$4,850.00	\$7,000.00
970-3 Staff Computer Chairs (14)	643.85	-6.15	1,750.00	650.00	0.00
972-1 Logo (31)	\$1,100.00		\$0.00	\$1,100.00	\$0.00
Total for 101-972 Capital Projects	\$6,268.77	-\$231.22	\$8,600.00	\$6,600.00	\$7,000.00
Total for 101-970 Capital Outlay	\$6,268.77	-\$231.22	\$8,600.00	\$6,600.00	\$7,000.00
Total for Expenses	\$9,351.27	-\$246.22	\$8,600.00	\$9,700.00	\$7,000.00
Net Operating Income	-\$9,059.72	\$227.77	-\$8,590.00	-\$9,690.00	-\$7,000.00

Footnote Number	Explanation
1	Monthly totals currently projects a lower collection than last year
2	Interest rates are still sitting well. Original budget was conservative.
3	Significant Friends donation toward seating in Tween space
4	Increased for additional staffing
5	Our MERS 457 was accidentally separated out instead of payroll expenses as originally planned. Budget shifted to accommodate. Will keep it separated out next year too for audit purposes.
6	Increased to cover employer paid short term disability
7	Quickbooks decided not to separate out bonuses for some reason, and we can't go back and change it until we run it the next time. Therefore I've moved most of the budgeted amount into payroll where QB recorded the transactions.
8	Did not need as much computer work done this year.
9	Unexpected purchase of self-checkout licenses. And the cost for our website renewal increased with increased requirements for accessibility
10	Staff did not travel as much this year.
11	Didn't need as much budgeted here.
12	Additional budget for potential addition of Palace Project
13	Initial grounds cleanup and new sign for the library
14	Came in cheaper than expected
15	Too early to know if we come in as projected this year and therefore can't plan on next year
16	Since penal fines is coming in so low in 24-25, planning on a low number again until we know differently
17	Able to budget around the same amount for staffing, despite another significant increase to minimum wage coming in 2025-26
18	A step toward additional programming per strategic plan
19	Same as the amended budget for 24-25, but not separated out until exact Erate numbers can be determined
20	A decrease from the amended 24-25 but still an increase from the original 24-25 budget due to an increase in subscription costs along with the need to probably get new self-checkout software
21	I'd like to budget more in this line item in line with our strategic plan, but I need to see where we stand with property taxes first
22	Combined Vox books and regular books due to a new vendor upgrade not separating them out anymore
23	Waiting on final numbers from 2024-2025 for changes, along with our debt levy calculations which happens after we receive our L4028 and L4029 in April
24	Increased a little due to the renewal at of our CDs at a good rate for the following year
25	Increases to accommodate staffing changes. See Director's Report 4/16/2025
26	An area for potential savings. Could be adjusted next year if things look more positive
27	For 24-25, adjustments made for extra gardeningwork. For 25-26, these items should be distributed in other line items until it is decided what more needs to be done
28	Increase in pricing for this service
29	Coming in cheaper than expected. Place for cost savings for the next year.
30	Missed payment for a last years service, replacement of a toilet, and clearance of a clog. Hopefully not repeatable next year
31	Cheaper than expected
32	Increased grant request
33	These were grants we received (and accounted for as income last year). We spent them this year, but we should have accounted for them differently. Because we already accounted for them last year, we eliminated them in the line item this year.
34	Reduction based on actual year spenditure estimates

35	Quickbooks refuses to show bonuses properly as its own line item. It is still accounting for it in wages.
36	Nursing room expenses. We have enough leftover this year to put it in our regular budget vs our capital
37	Accidentally paid next year's periodicals this year. Puts us on track to pay it when we order it though.
38	I made some additional ebook purchases on Overdrive to free up some long wait lists.
39	Finally have this number.
40	(A little out of order) Designated Acentek grant plus extra for large print/dislexic friendly kids books

Fund Balance Budget Appropriations to Support Strategic Plan Initiatives

Budget Item		Amount
Programming	Early Literacy Programming	\$1,000.00
	Elementary/Tween Programming	\$1,000.00
	Teen Programming	\$1,000.00
	Adult Programming	\$1,000.00
	General Programming	\$7,000.00
	Collection	Collection 1
Collection 2		\$1,000.00
Collection 3		\$1,000.00
Collection 4		\$1,000.00
	Total	\$15,000.00

Coopersville Area District Library

Monthly Board Meeting

Date: June 18, 2025

Time: Following Budget Hearing

Place: 333 Ottawa Street, Coopersville MI 49404

Agenda

1. **Call to Order**
2. **Approval of Agenda** (m) p. 1
3. **Approval of the Minutes (May 21, 2025)** (m) p. 1 -1
4. **Public Comment:**
5. **Financial Reports**
 - a. June Operations: Balance Sheets & Budget vs. Actual (r) p. 18-20
 - b. Approve May expenditures, including ACH transactions #21330-21339 totaling \$11,775.13; Net income to expenses -\$8,117.59 (m) p. 21
 - c. Approve June checks to date, including ACH transactions #21282-21356 totaling \$26,675.01 (m) p. 22
 - d. Statement of Income (r) p. 23
 - e. Visa Reconciliation Detail (r) p. 24-25
 - f. CADL Building Expansion Budget Performance (r) p. 26
6. **Correspondence/Marketing** (r) p. 27-29
 - a. CADL Press Releases
 - b. July Calendar
 - c. Programming Flyers
7. **Director's Report** – (r) p. 30-37
8. **Committee Reports** (r)
9. **Unfinished Business**
 - a.
10. **New Business**
 - a. CADL Board Meeting Schedule 2024/25 p. 38
 - b. Resolution of “Designation of Authorized Signatures” p. 39
 - c. Resolution of “Designation of Fund Depositories” p. 40
 - d. Resolution to close account at Bloom Credit Union p. 41
 - e. Pre-Approved Bills 2024/25 p. 42
 - f. Flex Administration Renewal p. 43-44
11. **Public/board Comments:**
12. **Next Meeting: Board meeting May 21, 2025 at 7PM**

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

Minutes from May 21, 2025 Board Meeting

Call to Order: Vice-President Roland DeVries called the meeting to order at 7:00 pm.

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

Staff Present: Katie VanHuis/Assistant Director, Kim Lothschutz/Bookkeeper

Absent: President Sue Boomgaard-Rasch, Director Elyshia Hoekstra

M/S (G. Dunn, K. Waldecker) to approve 5/21/2025 agenda (Page 1). Motion carried.

M/S (S. Mayrose, A. Deming) to approve 4/16/2025 minutes (Pages 2-3). Motion carried.

Public Present/Comments: No public present

Financial Reports:

- A. Informational review to receive and file April Operations: Balance Sheets & Budget vs. Actual (Pages 4-5).**
- B. M/S (P. Lindberg, S. Mayrose) to approve April expenditures, including ACH transactions #21303-21316 totaling \$7,156.70 (Page 6).** Motion carried.
- C. M/S (A. Deming, G. Dunn) to approve May checks to date, including ACH transactions #21317-21329 totaling \$7,567.61 (Page 7)** Motion carried.
- D. Informational review to receive and file Statement of Income (Page 8).**
- E. Informational review to receive and file Visa Reconciliation Detail (Pages 9-10).**
- F. Informational review to receive and file CADL Building Expansion Budget Performance (Page 11).**

Correspondence/Marketing: – Pages 12-13 – Informational review to receive and file

- A. CADL Press Releases
- B. Events Graphics

Director's Report: – Page 14 – Informational Review to receive and file

**CADL received two grants. Funds from the general foundation grant will be used to purchase items for the "Library of Things." Funds from the CAYAC grant will be used to purchase stackable furniture for the teen area.*

**Coopersville Area Public Schools did not meet criteria for Michigan's summer food distribution program "Meet Up & Eat Up" so CADL will not be a host site this summer. "Kid's Food Basket" may be providing a food program with CADL as a distribution site.*

Committee Reports: None

Unfinished Business:

Palace Project is slated to take effect July 1, 2025.

New Business: Pages 15-20

A. L4029 2025 – Pages 15-20 – Discussion

M/S (A. Deming, P. Lindberg) to approve verification of information provided on Michigan Department of Treasury form L4029/2025 Tax Rate Request prepared by Director Elyshia Hoekstra (Pages 15-16). Motion carried.

Public/Board Comments:

Roland questioned whether Phil's Lawn Service was going to take care of weeds in the parking lot. Kim L. will examine the matter.

Adjournment: 7:31 pm.

Next Meeting: June 18, 2025 at 7:00 p.m.

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet As of June 18, 2025

	TOTAL	
	AS OF JUN 18, 2025	AS OF JUN 18, 2024 (PY)
ASSETS		
Current Assets		
Bank Accounts		
101-001 Choice One - Checking	25,177.47	211,608.23
101-003 ICS-FDIC Savings	1,358.79	240,922.56
101-003-1 General ICS Savings	479,317.28	
101-003-2 Dedicated ICS - Capital Projects	40,000.00	
Total 101-003 ICS-FDIC Savings	520,676.07	240,922.56
101-004 Building Debt Fund	28,750.61	27,350.65
101-005a Murray CD	14,626.80	14,051.90
101-006 Capital Fund	7,626.96	33,028.39
101-007 Business Primary Share (Consumers Credit Union)	25.00	25.00
101-008 Consumers Credit Union	58,274.58	57,409.94
Total Bank Accounts	\$655,157.49	\$584,396.67
Accounts Receivable		
101-018 Accounts Receivable	236.00	-5.69
Total Accounts Receivable	\$236.00	\$ -5.69
Total Current Assets	\$655,393.49	\$584,390.98
TOTAL ASSETS	\$655,393.49	\$584,390.98
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
101-202 Accounts Payable	-373.99	8,808.95
Total Accounts Payable	\$ -373.99	\$8,808.95
Credit Cards		
101-211 VISA	3,456.05	1,233.88
Total Credit Cards	\$3,456.05	\$1,233.88
Other Current Liabilities		
101-258 Payroll Liabilities	0.00	2,952.71
AFLAC	159.90	
Alerus Retirement	0.00	69.06
Federal Taxes (941/943/944)	1,875.48	1,391.69
Federal Unemployment (940) (deleted-1)	0.00	9.81
Health Insurance-20% of premium	47.77	38.45
MI Income Tax	94.30	1,515.75
MI Local Tax	196.12	30.93
Total 101-258 Payroll Liabilities	2,373.57	6,008.40
202-1 Accounts Payable Auditors	0.00	1,501.74

COOPERSVILLE AREA DISTRICT LIBRARY

Balance Sheet As of June 18, 2025

	TOTAL	
	AS OF JUN 18, 2025	AS OF JUN 18, 2024 (PY)
Total Other Current Liabilities	\$2,373.57	\$7,510.14
Total Current Liabilities	\$5,455.63	\$17,552.97
Total Liabilities	\$5,455.63	\$17,552.97
Equity		
101-370 Committed Fund Balance	250,000.00	250,000.00
3000 Opening Bal Equity	244,449.10	244,449.10
3900 Retained Earnings	95,499.23	26,308.35
Net Income	59,989.53	46,080.56
Total Equity	\$649,937.86	\$566,838.01
TOTAL LIABILITIES AND EQUITY	\$655,393.49	\$584,390.98

COOPERSVILLE AREA DISTRICT LIBRARY

Profit and Loss Comparison

July 2024 - June 2025

	TOTAL	
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)
Income		
101-401 Property Taxes	553,298.69	508,461.56
101-539 State	16,559.54	28,407.63
101-580 Local Grants	8,070.05	15,816.25
101-600 Charges for Services	5,528.50	5,115.29
101-655 Fines & Forfeitures	5,205.60	35,589.90
101-664 Investment Earnings	11,817.89	10,765.91
101-672 Other Revenue	10,064.35	7,582.43
101-690 Other Financing Sources	2,509.67	11,574.64
Total Income	\$613,054.29	\$623,313.61
GROSS PROFIT	\$613,054.29	\$623,313.61
Expenses		
101-701 Personnel Services	239,450.75	229,261.28
101-726 Supplies	9,734.46	10,066.25
101-800 Other Services & Charges	94,832.66	111,293.23
101-970 Capital Outlay	70,643.69	79,200.72
101-990 Building Expansion	141,137.50	124,301.25
Total Expenses	\$555,799.06	\$554,122.73
NET OPERATING INCOME	\$57,255.23	\$69,190.88
NET INCOME	\$57,255.23	\$69,190.88

General Operations

Checking Account May 13th - 31st, 2025

Date	Num	Name	Amount
05/12/2025		Square	4.91
05/13/2025		Square	50.09
05/14/2025		Square	36.13
05/15/2025		Square	4.72
05/16/2025		Deposit	119.87
05/16/2025		Square	19.23
05/17/2025		Deposit	2,525.09
05/19/2025		Square	43.68
05/20/2025		Square	7.11
05/22/2025		Square	1.99
05/22/2025		E-rate Deposit	513.24
05/23/2025		Deposit	136.29
05/23/2025		Square	20.11
05/27/2025		Square	28.17
05/28/2025		Square	10.85
05/29/2025		Square	9.59
05/30/2025		Deposit	87.83
05/30/2025		Square	9.05
05/31/2025		Interest Deposit	29.59
05/30/2025		Flex Administrators	(1,066.26)
5/28/2025		Payroll	(6,545.88)
05/14/2025		Alerus Retirement	(268.03)
05/28/2025		Alerus Retirement	(268.03)
05/19/2025		Transfer to Bldg. Fund	(332.67)
05/20/2025	21330	Everon	(87.01)
05/20/2025	21331	Gray Fox Woodworking LLC	(85.00)
05/21/2025	21332	City of Coopersville	(148.07)
05/21/2025	21333	VanKempen Electric Inc.	(877.50)
05/31/2025	21334	DHE Plumbing and Mechanical	(295.00)
05/31/2025	21335	Brodart Co.	(332.20)
05/31/2025	21336	U.S. Bank Equipment Finance	(317.39)
05/31/2025	21337	Phil's Lawn Care & Snowplowing	(600.00)
05/31/2025	21338	Cengage Learning	(163.19)
05/31/2025	21339	Michigan Gas Utilities	(116.68)
05/23/2025	ACH	Aflac	(272.22)
			(8,117.59)

General Operations

Checking Account - June 1st-12th, 2025

Date	Num	Name	Amount
06/02/2025		Square	4.72
06/02/2025		Square	66.52
06/03/2025		Square	38.13
06/04/2025		Square	67.91
06/05/2025		Square	14.31
06/05/2025		E-rate Reimb	167.58
06/06/2025		Cash Drawer	166.39
06/06/2025		Square	20.15
06/09/2025		Square	36.12
06/09/2025		Foundation Grant	2,127.00
06/11/2025		Square	40.66
6/11/2205		Payroll	(7,267.02)
06/02/2025		Priority Health	(477.71)
06/03/2025		IRS	(3,347.38)
06/06/2025		M.E.R.S.	(1,751.00)
06/11/2025		Alerus Retirement	(247.39)
06/16/2025	21282	Freddy Cheeks Productions LLC	(350.00)
06/23/2025	21283	Rusty Ammerman	(500.00)
06/30/2025	21284	Natalie Budnick	(200.00)
06/30/2025	21285	Nick Thomas Entertainment	(500.00)
06/09/2025	21341	Lakeland Library Cooperative	(30.00)
06/09/2025	21342	T-Mobile	(200.90)
06/09/2025	21343	Consumers Energy	(1,184.30)
06/09/2025	21344	Fish Window Cleaning	(750.00)
06/09/2025	21345	AcenTek ascending Technology	(34.99)
06/09/2025	21346	Visa	(5,233.69)
06/09/2025	21347	New Views LLC	(801.66)
06/09/2025	21348	Midwest Tape- Hoopla	(693.33)
06/09/2025	21349	Midwest Tape	(79.98)
06/16/2025	21350	Brodart Co.	(88.44)
06/16/2025	21351	Everon	(87.01)
06/16/2025	21352	Phil's Lawn Care & Snowplowing	(400.00)
06/17/2025	21353	Blackstone Publishing Library Sales	(3,000.00)
06/17/2025	21354	Unique Management Services	(19.70)
06/17/2025	21355	Heimler Consulting	(455.00)
06/17/2025	21356	Lyrasis	(1,725.00)
			(26,675.01)

Coopersville Area District Library

Statement of Financial Income

July 2024 - June 2025

	1-GENERAL OPERATIONS	2-DEBT SERVICE PAYMENT	3-CAPITAL PROJECTS	MURRAY FUND	MURRAY FUND CD	TOTAL
Income						
101-401 Property Taxes	412,005.21	141,293.48	0.00	0.00	0.00	\$553,298.69
101-539 State	14,264.99	2,294.55	0.00	0.00	0.00	\$16,559.54
101-580 Local Grants	8,070.05	0.00	0.00	0.00	0.00	\$8,070.05
101-600 Charges for Services	5,528.50	0.00	0.00	0.00	0.00	\$5,528.50
101-655 Fines & Forfeitures	5,205.60	0.00	0.00	0.00	0.00	\$5,205.60
101-664 Investment Earnings	10,715.62	522.25	5.12	107.33	467.57	\$11,817.89
101-672 Other Revenue	9,989.35	0.00	0.00	75.00	0.00	\$10,064.35
101-690 Other Financing Sources	2,509.67	0.00	0.00	0.00	0.00	\$2,509.67
Total Income	\$468,288.99	\$144,110.28	\$5.12	\$182.33	\$467.57	\$613,054.29
GROSS PROFIT	\$468,288.99	\$144,110.28	\$5.12	\$182.33	\$467.57	\$613,054.29
Expenses						
Total Expenses						\$0.00
NET OPERATING INCOME	\$468,288.99	\$144,110.28	\$5.12	\$182.33	\$467.57	\$613,054.29
NET INCOME	\$468,288.99	\$144,110.28	\$5.12	\$182.33	\$467.57	\$613,054.29

COOPERSVILLE AREA DISTRICT LIBRARY

101-211 VISA, Period Ending 05/31/2025

RECONCILIATION CHANGE REPORT

Since this reconciliation on 06/05/2025, changes were made to the reconciled transactions in this report.

DATE	TYPE	REF NO.	PAYEE	ORIGINAL AMT (USD)	CURRENT AMT (USD)	CHANGE	AMOUNT CHANGE (USD)
05/28/2025	Expense		Baker & Taylor	425.28	0.00	Deleted	-425.28
Total							-425.28

RECONCILIATION REPORT

Reconciled on: 06/05/2025

Reconciled by: Kim Lothschutz

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

Summary

USD

Statement beginning balance	5,201.42
Charges and cash advances cleared (36)	5,233.69
Payments and credits cleared (1)	-5,201.42
Statement ending balance	5,233.69
Register balance as of 05/31/2025	5,233.69
Cleared transactions after 05/31/2025	0.00
Uncleared transactions after 05/31/2025	11.56
Register balance as of 06/05/2025	5,245.25

Details

Charges and cash advances cleared (36)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2025	Expense		Google LLC	57.60
05/02/2025	Expense		Coopersville Locksmith	673.39
05/05/2025	CC Bill Payment		Baker & Taylor	1,055.65
05/07/2025	Expense		Amazon.com	7.99
05/07/2025	Expense		Amazon.com	3.13
05/07/2025	Expense		Amazon.com	29.99
05/08/2025	Expense		Amazon.com	30.06
05/08/2025	Expense	3147953	WT Cox	645.73
05/08/2025	Expense		US Postmaster	73.00
05/08/2025	Expense		Amazon.com	34.60
05/09/2025	Expense		WuFoo	22.00
05/12/2025	Expense		Amazon.com	37.94
05/12/2025	Expense		Amazon.com	19.95
05/13/2025	Expense		Amazon.com	19.95
05/14/2025	Expense		Amazon.com	26.94
05/15/2025	Expense		Amazon.com	18.49
05/16/2025	Expense		Amazon.com	42.61
05/17/2025	Expense	INV11811006	Vonage	121.95
05/19/2025	Expense		Amazon.com	25.20
05/19/2025	Expense		Amazon.com	30.71
05/19/2025	Expense		Amazon.com	25.53
05/19/2025	Expense		Amazon.com	1,158.18
05/20/2025	Expense		Biggby Coffee	18.73
05/20/2025	Expense		Amazon.com	73.73
05/20/2025	Expense		Meijer	21.32
05/20/2025	Expense		Target	50.00
05/21/2025	Expense		Amazon.com	51.65
05/21/2025	Expense		ADT Security Services (VISA)	172.76
05/21/2025	Expense		Intuit	122.00
05/27/2025	Expense		Amazon.com	34.99
05/27/2025	Expense		Amazon.com	19.95

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/27/2025	Expense		Amazon.com	12.99
05/28/2025	Expense		Baker & Taylor	425.28
05/29/2025	Expense		Amazon.com	10.91
05/29/2025	Expense		Amazon.com	45.80
05/31/2025	Expense		Amazon.com	12.99
Total				5,233.69

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2025	Bill		Visa	-5,201.42
Total				-5,201.42

Additional Information

Uncleared charges and cash advances after 05/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/04/2025	Expense	01720CP25172432	OverDrive	11.56
Total				11.56

Coopersville Area District Library

Profit and Loss -Debt Service

July 2024 - June 2025

	2-DEBT SERVICE PAYMENT	TOTAL
Income		
101-401 Property Taxes	141,293.48	\$141,293.48
101-539 State	2,294.55	\$2,294.55
101-664 Investment Earnings	522.25	\$522.25
Total Income	\$144,110.28	\$144,110.28
GROSS PROFIT	\$144,110.28	\$144,110.28
Expenses		
101-800 Other Services & Charges	1,505.00	\$1,505.00
101-990 Building Expansion	141,137.50	\$141,137.50
Total Expenses	\$142,642.50	\$142,642.50
NET OPERATING INCOME	\$1,467.78	\$1,467.78
NET INCOME	\$1,467.78	\$1,467.78

Upcoming Events at the Library

Adult Book Club - Adult Book Club meets on the 2nd Wednesday of each month at 7:00 p.m. The title up for discussion on May 14 is, *The Storied Life of A.J. Fikry*, by Gabrielle Charbonnet.

Adult Craft Night - Adult Craft Night meets on the 3rd Thursday of each month at 6:00 p.m. The project for May 15 is a sunflower door hanger! All materials are provided free of charge. This program is open to ages 18 and up. Registration is required as seats are limited. Register online or call the library to reserve your spot.

Cookbook Club - Cookbook Club meets at 6:00 p.m. on the 4th Thursday of each month. The next meeting is May 22. This month's cookbook selection is, *My Little Michigan Kitchen*, by Mandy McGarvey. 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!

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

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

Premiere Movie Night - Premiere Movie Nights take place 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 night is May 27. Please call the library or visit its website to find out what movie will be showing. Thanks to the Coopersville Sportsman's Club for making these movie nights possible!

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.

Teen Advisory Board - Teen Advisory Board (TAB) meets at 3:30 p.m. on an every other Tuesday basis. The next meeting is on May 13.

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

Upcoming Events at the Library

Adult Book Club - Adult Book Club meets on the 2nd Wednesday of each month at 7:00 p.m. The title up for discussion on June 11 is, *Fuzz: When Nature Breaks the Law*, by Mary Roach.

Adult Craft Night - Craft Night is currently on a hiatus for the summer months. There will not be a meeting in either June or July.

Cookbook Club - Cookbook Club

meets at 6:00 p.m. on the 4th Thursday of each month. The next meeting is May 22. This month's cookbook selection is, *My Little Michigan Kitchen*, by Mandy McGarvey. 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.

Holiday Closing - The library will be closed on Monday, May 26, to observe Memorial Day. Normal business hours resume at 10:00 a.m. on Tuesday, May 27.

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! **Please note: Maker Monday will not meet on May 26 (due to the holiday) or June 2 (due to Summer Reading preparations).

Music & Movement - Music and Movement, geared towards kids 12 months and older, meets at 10:00 a.m. on Wednesday mornings. Registration is not required. **Please note: Music & Movement will not meet on May 28 or June 4. We are taking a break to focus

on preparations for Summer Reading.

Play 'N' Learn - Ottawa Area Intermediate School District (OAISD) will be hosting another Play 'N' Learn on Friday, June 20, at 10:00 a.m. This program is designed for families with children ages birth to 5 years old. Monthly sessions are based on a children's book, with accompanying finger plays, crafts, and activities. Each family receives a copy of the book to take home. Pre-registration is not required.

Premiere Movie Night - Premiere Movie Nights take place 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 nights are May 27 and June 24. Please call the library or visit its website to find out what movie will be showing. Thanks to the Coopersville Sportsman's Club for making these movie nights possible!

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. **Please note: Story Time will not meet on May 27 or June 3. We are taking a break to focus on preparations for Summer Reading.

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

Classified Ads

FOR SALE

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

RENTALS

Coopersville - River Village - Senior apartments. 62 years of age and older. Rent is based on income. Free heat. One bedroom apartments. Barrier free units. Call for details. Call today, (616) 837-0699. TDD/TTY 711. EHO. This institution is an equal opportunity provider, and employer.

Coopersville - The Meadows - Heat is included in rent. One bedroom starts at \$576 base

SERVICES CONTINUED

Erny's Handyman Services, LLC - Replacements, Renovations & Repairs. Licensed and Insured Contractor. Affordable rates. Old-school workmanship. Coopersville. (616) 375-3747.





Coopersville Area District Library
2025 Events Calendar

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

Note: Any programs with ** require pre-registration.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 ★ ★ ★ CLOSED FOR THE HOLIDAY	5 OPEN REGULAR HOURS
6 COLOR OUR WORLD June 9 - July 25	7 Maker Monday 4:00 PM	8 Storytime 10:00 AM	9 Move & Groove 10:00 AM Adult Book Club 7:00 PM	10	11	12
13	14 **Summer Reading: Natalie Budnick Art Workshop 12:00 PM	15 Storytime 10:00 AM	16 Move & Groove 10:00 AM Library Board Meeting 7:00 PM	17	18 OAISD 10:00 AM	19
20	21 **Summer Reading: Juggle Boy Nick 12:00 PM Maker Monday 4:00 PM	22 Storytime 10:00 AM Premiere Movie Night 6:30 PM	23 Move & Groove 10:00 AM	24 **Cookbook Club 6:00PM	25 SUMMER READING ENDS	26
27	28	29	30	31		



- July 4: LIBRARY CLOSED
- July 7 @ 4:00 PM: Maker Monday (ages 5-12)
- July 8 @ 10:00 AM: Storytime (ages 2+)
- July 9 @ 10:00 AM: Move & Groove (ages 1+)
- July 9 @ 7:00 PM: Adult Book Club
- July 14 @ 12:00 PM: Natalie Budnick Art Workshop (ages 10-17)**
- July 15 @ 10:00 AM: Storytime (ages 2+)
- July 16 @ 10:00 AM: Move & Groove (ages 1+)
- July 16 @ 7:00 PM: Library Board of Trustees Meeting
- July 18 @ 10:00 AM: OAISD Play 'N' Learn (ages 0-5)
- July 21 @ 12:00 PM: Juggle Boy Nick (all ages)**
- July 21 @ 4:00 PM: Maker Monday (ages 5-12)
- July 22 @ 10:00 AM: Storytime (ages 2+)
- July 22 @ 6:30 PM: Premiere Movie Night
- July 23 @ 10:00 AM: Move & Groove (ages 1+)
- July 24 @ 6:00 PM: Cookbook Club
- July 25: Summer Reading Program Ends



Coopersville Area District Library

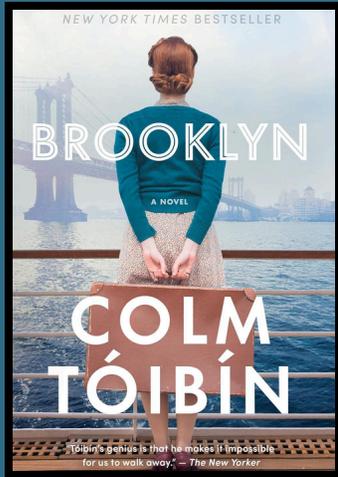
Hours:
Monday and Thursdays: 12-8 pm
Tuesdays, Wednesdays, and Fridays: 10 am -5:30pm
Saturdays: 10 am - 2 pm
www.coopersvillelibrary.org



Scan this QR code to sign up for our summer reading program and start tracking your reading on Beanstack! Read and participate in library activities for a chance at fun prizes, including a Pizza Hut voucher, McDonald's coupon, a Whitecaps ticket and more!



*Note: Pre-registration is required to attend several special summer programming. Please look for ** to note these programs and register online at coopersvillelibrary.org/events or call 616-837-6809 if you wish to attend.



July Book Club

Wednesday, July 9, at 7 pm



Coopersville Area District Library
Connect • Enrich • Empower

MOVIE NIGHT

Tuesday, June 24, at 6:30 p.m.

Thank you to the Coopersville Sportsman's Club for making our movie nights possible!

2025 READING BUS SCHEDULE

What it is: The Words on Wheels Reading Bus is a joint project between the Rotary Club of Coopersville, Coopersville Area Public Schools, and the Coopersville Area District Library. The goal is to keep kids reading through the summer when they don't have access to a school library.

How it works: Kids browse the shelves and take home three books. One book is to keep and the other two can be returned on a following visit (to any Reading Bus stop - it does not need to be the same location). Kids do not need a library card to check out any items.

Where it will be this summer:

- 24th Street Neighborhood (Eastmanville)
- Berlin Fairgrounds (2008 Berlin Fair Drive, Marne)
- Easy Feet Daycare (495 Ridgeland Drive, Coopersville)
- Coopersville Area Public Schools Daycare (795 East St, Coopersville)
- Coopersville Farm Museum (375 Main Street, Coopersville)
- Eagle Ridge/Creekside Drive Neighborhood (Coopersville)
- Linnott Community Park (15299 Mill Street S, Lamont)
- Marne United Methodist Church (14801 Washington Street, Marne)
- Timberline Estates (260 Pin Oak Dr, Coopersville)

MONDAYS IN JUNE (9 th , 14 th , 23 rd)	MONDAYS IN JULY (7 th , 14 th , 20 th , 28 th)	WEDNESDAYS IN JUNE (11 th , 18 th , 25 th)	WEDNESDAYS IN JULY (9 th , 16 th , 23 rd , 30 th)
10:00 AM - 1:00 AM 8101 PEST DAYCARE	10:00 AM - 1:00 AM 8101 PEST DAYCARE	9:30 AM - 1:30 AM CAPP DAYCARE	9:30 AM - 1:30 AM CAPP DAYCARE
1:30 AM - 3:30 PM MARNE UNITED METHODIST CHURCH	1:30 AM - 3:30 PM MARNE UNITED METHODIST CHURCH	1:45 AM - 3:15 PM SNACK COMMUNITY PARK	1:45 AM - 3:15 PM SNACK COMMUNITY PARK
3:30 PM - 5:45 PM TIMBERLINE ESTATES (PARK ONLY)	3:30 PM - 5:45 PM TIMBERLINE ESTATES (PARK & 28th ONLY)	1:30 PM - 3:00 PM EAGLE RIDGE NEIGHBORHOOD	3:30 PM - 5:00 PM EAGLE RIDGE NEIGHBORHOOD
7:15 PM - 9:45 PM SAGLE RIDGE/CRACKERS NEIGHBORHOOD (PARK & 25th ONLY)	7:15 PM - 9:45 PM SAGLE RIDGE/CRACKERS NEIGHBORHOOD (PARK & 25th ONLY)		

SPECIAL EVENTS

SATURDAY, JUNE 28 & JULY 26 FROM 10:00 AM - 1:00 PM
COOPERSVILLE FARM MUSEUM: "TEDS, CRAFTS, & COTTAGE"

WEDNESDAY, JUNE 18 STARTING AT 2:00 PM
BERLIN FAIRGROUNDS: "1005" DAY"

WEDNESDAY, AUGUST 4 STARTING AT 10:00 AM
COOPERSVILLE FARM MUSEUM: "1005" DAY"

THURSDAY, AUGUST 7 FROM 5:30-8:30 PM
DOWNTOWN COOPERSVILLE: "MUSIC ON MAIN FAMILY NIGHT"

FRIENDS OF CADL USED BOOK SALE

AUGUST 7: 9AM-7PM
 AUGUST 8: 9AM-5PM
 AUGUST 9: 9AM-1:30PM

COOPERSVILLE AREA DISTRICT LIBRARY
 333 OTTAWA STREET
 COOPERSVILLELIBRARY.ORG

Director's Report for March 2025 - Elyshia Hoekstra

Building/Grounds

Grounds

The contractor work is finished on the nursing room. Several items came in higher than I was expecting and is therefore over my initial budget. I don't think my original numbers had included the exhaust fan install which was around \$800. We also found out that the lock that the locksmith had originally quoted us for didn't fit our door, and we had to get a different, more expensive version. That was around \$200 more than we were expecting. VanKempen's original quote for the electrical changes also didn't account for the work we needed done to install the exhaust fan. That was an additional \$200 as well. As of right now, everything has been purchased for the room except the chair, a side table, a shelf, and paint for the walls. The chair is just over \$500. I am spending a little more for the chair than maybe I could because this is the price range for a chair that is an electric recliner, a feature that makes it accessible to users who do not have the leg strength to push back a manual recliner. It is also zero wall so that when it reclines, if someone uses that feature, it does not hit the wall. The side table and shelf come out to just over \$100 together, and the paint and painting supplies should be right around \$100 as well. This puts the project around \$3,700 rather than my original \$2,000 estimate. I'd like to proceed as planned if that is still okay.

Finances

Donations

The day I left, we were blessed to receive a donation from Acentek's employee match program of \$600. This is the second time we've received the donation while I've been here, but I know we've also received it a time or two in the past as well. As it is so close to the end of the year, I decided to use the purchase toward expanding a collection that we've put some work into prepping but didn't receive a grant for. (We applied for a Dollar General grant but didn't receive it.) This money will help expand our large print section for our teen users along with audio-enabled books for kids and teens as well as dyslexic-friendly font books. I also added a little of the excess money we had leftover from this year's budget back into this year's book budget to allow us to invest about \$1000 of our money into the project as well.

Grants

Katie said she mentioned last month that we received two grants in May. We purchased most of the items so here is a breakdown of what they are.

Coopersville Area Foundation Grant

- Money to expand our Library of Things collection (\$2,100) - items include Tonie Box, metal detector, Roku sticks, battery tester, and more. With the end of the year (and budget) upon us and some room leftover in some of our line items, I went ahead and purchased a few items to “match” a few of their contributions. This includes items to compliment the Tonie Box, including a second Tonie Box.

CAYAC

- Stackable seating for the teen area (\$1,200) - this was about half of what we originally asked for, but it was enough to purchase 6 chairs that are already in regular use. I plan to see if we can purchase a few more of these or similar items for other areas of the library along the way.

Staff

Palace Project

Zach and Katie have been contributing to the back end of the project while I've been gone. Our hope is to go live July 1, but I still need to familiarize myself with what needs to be finished yet.

Myself

As I know Katie already mentioned it, I'll keep it brief. On April 19, my husband, Nate, and I welcomed Damon Kyle into our family. The whole family is doing well. Thank you for all your well wishes.



Other staffing items

While I was back for the first week of summer reading, my focus was finalizing the budget and getting the board packet out. As that was the case, I have not had a chance to post for a new person to replace Katie M. However, I am happy to hear from other staff that Brenda has done a great job in stepping up to full-time. Olivia has also been a big help in filling the void as far as desk time goes, especially as we step into summer reading. Our regular staff has also been fantastic in keeping the library up and running and moving along. I have to personally say thank you to all of them, especially Katie and Kim who have done so much of the administration part while I've been gone.

Friends

Bake Sale

The Friends of the Library bake sale took place June 12. The minutes from the last Friends meeting on May 14th are attached. They next meet on July 23.

Lakeland, State, and Other News

Policy Updates

The Lakeland meetings this month focused on approving several policy changes. The policies related to patron privacy and plan of service were updated at the board meeting to insure those were up to date regarding the laws surrounding patron privacy. The advisory council voted on changes to the Circulation Policy. This policy governs the bare minimum of how Lakeland libraries circulate items within the cooperative. Most of the changes were to update long outdated language and policies that had changed on an individual basis since the last time the policy had been reviewed. There were no major changes that effect the way the libraries function.

Statistics

May 2025

	5/1/2025	5/1/2024		Current YR	Last Yr	
	Current Yr	Last Yr	% Change	2024-2025 YTD	2023 -2024 YTD	% Change
Circulation						
Items checked out at CADL	3,339	3,472	-4%	45,359	39,868	14%
OverDrive E-Book circulation	1,273	1,400	-9%	16,169	15,642	3%
E-Magazines	190	117	62%	2,450	2,447	0%
Hoopla	375	335	12%	4,562	3,731	22%
Items Loaned to other libraries	396	457	-13%	5,263	5,124	3%
Renewals	1,969	1,929	2%	25,848	24,648	5%
Total Circulation	7,542	7,710	-2%	99,651	91,460	9%
Library Patrons						
Patrons getting 1st library card	32	23	39%	301	301	0%
Registered CADL Patrons	4,128	4,445	-7%	4,128	4,445	-7%
Library Collection						
*Items Added:	147	239	-38%	9,672	85,255	-89%
Items Withdrawn	89	245	-64%	1,972	2,159	9%
Total Items owned	41,548	45,254	-8%	41,548	559,905	-93%
Interlibrary Loans						
Items Loaned to other libraries	396	457	-13%	5,263	5,124	3%
Borrowed- LLC + Mel	398	488	-18%	5,492	5,636	-3%
Traffic Count						
Library Visits	2,631	3,024	-13%	32,042	31,247	3%
Programming & Services						
Open Hours	181	174	4%	2,123	1,955	9%
Children's Program Attendance	236	225	5%	3231	2198	47%
Program Attendance Total	310	334	-7%	4163	2792	49%
Number of Monthly Programs	16	25	-36%	245	248	-1%
Internet Computer Sessions	231	1,807	-87%	4,890	4,438	10%
Wireless Sessions	1,123	1,182	-5%	10,411	8,707	20%

April 2025

	4/1/2025	4/1/2024			Current YR	Last Yr	
Circulation	Current Yr	Last Yr	% Change		2024-2025 YTD	2023 -2024 YTD	% Change
Items checked out at CADL	3,565	3,460	0.030347		42,020	36,396	15%
OverDrive E-Book circulation	1,332	1,571	-15%		14,896	14,242	5%
E-Magazines	229	177	29%		2,260	2,330	-3%
Hoopla	366	356	3%		4,187	3,396	23%
Items Loaned to other libraries	516	475	9%		4,867	4,667	4%
Renewals	2,169	2,161	0%		23,879	22,719	5%
Total Circulation	8,177	8,200	0%		92,109	83,750	10%
Library Patrons							
Patrons getting 1st library card	24	15	60%		269	278	-3%
Registered CADL Patrons	4,096	4,424	-7%		4,096	4,424	-7%
Library Collection							
*Items Added:	224	398	-44%		9,525	69,751	-86%
Items Withdrawn	333	176	89%		1883	1914	2%
Total Items owned	41,823	45,317	-99%		41,823	546,149	-92%
Interlibrary Loans							
Items Loaned to other libraries	516	475	100%		4,867	4,667	4%
Borrowed- LLC + Mel	415	381	100%		5,094	5,148	-1%
Traffic Count							
Library Visits	2,750	3,192	-14%		29,411	28,223	4%
Programming & Services							
Open Hours	185	185	0%		1,942	1,781	9%
Children's Program Attendance	343	190	81%		2,995	1,973	52%
Program Attendance Total	408	301	36%		3,853	2,458	57%
Number of Monthly Programs	21	18	17%		229	223	3%
Internet Computer Sessions	231	107	116%		3,767	2,631	43%
Wireless Sessions	929	1,216	-24%		9288	7,525	-50%

Friends of the Coopersville Area District Library Meeting

The Wednesday, May 14, 2025 meeting was called to order by Pam Bacon at 1:00pm.

Present: Judy Driedger, Katie Van Huis, Andrea Gasser and Pam Bacon.

A motion was made by Judy Driedger to approve the minutes of the March 12, 2025 meeting, and seconded by Andrea Gasser.

REPORTS

Library Director's Report: (given by Katie Van Huis in Elyshia Hoekstra's absence)

1. The Summer Reading Program will run June 9 until the end of July.
2. The decorations are being made for the reading program.
3. Katie will be posting the information on the Library webpage for the June 12 Bake Sale and the Book Sale in August at the appropriate times.

Financial Statement: Jackie Ranson

1. Jackie Ranson forwarded the Treasurer's Report to all members prior to our meeting.

Old Business:

1. Book Sorting Schedule was set as follows:
 - a. June – Andrea Gasser (Judy Driedger and Pam Bacon will be helping)
 - b. July – all available Friends to get the last of the books sorted and packed up for the sale.
2. Our June Bake Sale will be held on Thursday, June 12, 2025.
 - a. The Library staff will set up the tables for the Friends.
 - b. Baked goods, and other donations may be dropped off on Wednesday, June 11, or Thursday, June 12 at 10am. Pam Bacon will drop off the decorations and Judy Driedger and Katie Van Huis will set up on Thursday morning.
 - c. Sale begins at noon when the library opens until sold out.
3. The August Book Sale will be on August 7, 8 and 9.
 - a. See sorting schedule above.
 - b. Judy Driedger and Ann Vander Schuur are setting up the book sale worker schedule.
 - c. Pam Bacon has contacted the Coopersville coaches to schedule the teams to help. The Football Team will bring the books up from the basement on Wednesday, June 6 at 10am. The Cayak group will organize the books on the tables at noon.

- d. Monday, August 11 all Friends are asked to come and help pack up books to go to the Coopersville Cares Sale that week.
- e. The Wrestling Team will take the leftover books to Grace Lutheran Church on Tuesday, August 12 at 10
- f. Pam will get water and treats for all helpers.

No New Business at this time.

The meeting was adjourned at 1:20pm

Our next meeting is Wednesday, July 23, 2025 at 1pm in the library. **PLEASE NOTE THE DATE CHANGE AS PAM WILL BE OUT OF TOWN ON JULY 9.**

All are welcome, please consider bringing a guest.

Respectfully Submitted

Pam Bacon



PUBLIC NOTICE

**The Coopersville Area District Library will hold its board meetings for
FY 2025/2026 on the third Wednesday of each month
at 7:00 p.m. as follows:**

July 16, 2024

January 21, 2025

August 20, 2024

February 18, 2025

September 17, 2024

March 18, 2025

October 15, 2024

April 15, 2025

November 19, 2024

May 20, 2025

December 17, 2024

**June 17, 2025 -
(Annual Budget Hearing/
Regular Meeting)**

Our meetings comply with the Open Meetings Act and the Public is welcome to attend.



Coopersville Area District Library

Connect ★ Enrich ★ Empower

Coopersville Area District Library Board Resolution

Designation of Authorized Signatures

The Coopersville Area District Library Board hereby designates the following CADL Board officers and staff as authorized signatures on the various accounts at Consumer’s Credit Union, Choice One Bank and Bloom Credit Union for Fiscal Year 2025/2026.

For Signing checks:

- Board President
- Treasurer
- Library Director

For Transferring Funds:

- Board President
- Treasurer
- Library Director
- BookKeeper

Motion for approval/disapproval by: _____

Seconded by: _____

Approval by board YES NO Date _____

Secretary’s Signature: _____



**Coopersville Area District Library
Board Resolution**

Designation of Fund Depositories

The Coopersville Area District Library Board hereby designates the following financial institutions as authorized depositories for the Library's funds for Fiscal Year 2025/2026.

- Consumer's Credit Union
- Choice One
- Bloom Credit Union

Motion for Approval/Disapproval by _____

Seconded by _____

Approved by Board YES NO Date _____

Secretary's Signature: _____



**Coopersville Area
District Library**
Connect ★ Enrich ★ Empower

**Coopersville Area District Library
Board Resolution**

Account Closure

The Coopersville Area District Library Board hereby designates the library director and/or library bookkeeper to withdraw the remaining amount of funds in Capital Fund at Bloom Credit Union, currently to the amount of \$7,629.47 plus any subsequent investment earnings. The library's representative is then authorized to close the account along with the parent account and any other associated accounts.

Motion for Approval/Disapproval by _____

Seconded by _____

Approved by Board YES NO Date _____

Secretary's Signature: _____



Coopersville Area District Library

Connect * Enrich * Empower

June 18, 2025

**PRE-APPROVED BILLS FOR FY 2025/26
RECOMMENDATION FROM
Director/Bookkeeper**

Background justification for the following recommendations as per requirement of the Michigan Department of Treasury.

I hereby recommend to the board that:

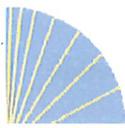
- 1. Approval of 1st, 2nd, 3rd and 4th Quarter 2025/26 Payroll Payments:** Payroll payments are pre-approved by the board for the period July 1, 2025 to June 30, 2026.
- 2. Approval of 1st, 2nd, 3rd and 4th Quarter 2025/26 Library Invoices:** Library Invoices which generate interest, late fees, or denial of service when not paid within thirty days are pre-approved by the board for the period July 1, 2025 to June 30, 2026.

Motion for Approval/Disapproval by _____

Seconded by _____

Approved by Board: YES NO Date: _____

Secretary's Signature



FSA Plan Re-Enrollment Response Sheet

Coopersville Library

Plan Year: 8/1/2025-7/31/2026

It's that time of year again and we are excited to help you get your Flexible Spending Account Plan Renewed. Please follow the steps below to ensure a smooth renewal season. If you have any questions, please reach out to your Account Manager: Lidia Becker.

STEP 1) Complete and Return a copy of this Re-Enrollment Response Sheet to your Account Manager as soon as possible. Reminder: Renewal is your opportunity to make any changes to your current plan design. Once received your Account Manager will create customized enrollment material for you.



STEP 2) Distribute enrollment material to all eligible employees. It is imperative that all eligible employees receive this material so that they have information regarding the Flexible Spending Account including the eligibility list, guidelines and rules.

STEP 3) Return Completed Enrollment no later than 30 days prior to plan start date.

STEP 4) Confirm the Accuracy of the Enrollment Confirmation Report once it is provided to you.

Plan Design

Payroll Frequency

- Weekly, Semi-Monthly, Bi-Weekly, Monthly

Date of First Deduction in the plan year: 8/6/25

Number of Deductions in the plan year: 26

Plan Limits: Your Medical FSA Maximum is currently set to: \$2500

Keep the Same OR Change to \$ (cannot exceed the current IRS maximum of \$3300)

Auto Increase based on cost of living changes: You currently Opt-Out to auto increase to the IRS maximum if the IRS max increase the amount before Plan Year Start Date.

Keep the Same OR Change to

DEPENDENT CARE FSA Plan Limits: This limit is determined by the IRS. For 2025 the limit will remain at \$5000.00 (or \$2500.00 for married filing separately).

Terminated Employee Grace Period: Terminated employees have 90 Days to submit claims for expenses incurred through his/her date of termination. Keep the Same OR Change to Days

Year End Grace Period: The 2 1/2 month grace period extension and the Rollover cannot both be offered for the Medical Flexible Spending Account. The Rollover is not available for Dependent Care Accounts.

- You currently Do Not Offer the 2 1/2 month extension on the Medical FSA
You currently have a year-end rollover amount of \$500 (Cannot exceed \$660 IRS Max) for the Medical FSA. You currently Opt-Out to auto increase the rollover if the IRS should increase
Keep the Same OR Change to rollover amount of \$ 650

HDHP with HSA Coordination

- 1) Do you currently offer a QHDHP with HSA group medical plan? Yes No
2) Do you allow for pre-tax contributions to HSA accounts? Yes No
3) Do you want to allow for a Limited Purpose FSA plan? Yes No

If Yes was selected for question 3, please ensure that enrollments differentiate between General Purpose FSA elections and Limited Purpose FSA elections when they are provided to Flex Administrators, Inc.

You currently **Do Not Offer** the debit card. If you offer the debit card, please complete the Copay Substantiation section. 2

COPAY SUBSTANTIATION: If we do not receive this list, the debit cards will not auto substantiate copay amounts and receipts will be required for all card swipes except those made at IIAS merchants.

Plan Effective: ___/___/___ Plan Expires ___/___/___

Office Visit Copay Amount: _____ Chiropractic Visit Copay Amount: _____
Emergency Room Copay Amount: _____ Specialist Visit Copay Amount: _____
Urgent Care Copay Amount: _____ Other: _____:

If you want to ADD the debit card, please contact your Account Manager directly for assistance.

Check/Direct Deposit Reimbursement Options

Direct Deposit reimbursement will be processed at any dollar amount. If you do not currently offer direct deposit reimbursement, we strongly recommend adding that option for your employees as there is no additional fee for direct deposit reimbursement processing.

Minimum CHECK Reimbursement: Your minimum check reimbursement amount is currently set to: **\$50**

Direct Deposit Reimbursement Option: You currently **Offer** direct deposit reimbursement.

If you currently do not offer direct deposit but would like to add this option, please check this box:

If you offer direct deposit as a reimbursement option you will see these being pulled as "Flex Administrators Claim Fund" from your bank. Please make sure you approve these and, if needed, give your bank the Originator ID of 1382749962 and 9382749962

Enrollment Material Request

Our enrollment packets include the Enrollment Brochure, Enrollment Form (if requested), a customized insert with your specific plan design, a worksheet to help estimate annual election amount needed, Mandatory Statement for Dependent Care form and a debit card sheet which explains how the card works (if applicable). Please complete the information below so that we can prepare this material for you.

Enrollment Forms: (Please check one)

- We will supply enrollments to you via a spreadsheet or via our own form
- Enrollments will be completed online by Broker/Agent or Employer via the Employer Portal
- Please include an enrollment form that includes: (Please check ALL that apply)
 - Pre-Tax Insurance Premiums Pre-Tax HSA Contribution
 - Medical FSA Limited Purpose FSA Dependent Care FSA

Enrollment Packets (please check ALL that apply): These packets are needed by: ___/___/___

- Please send us _____ hard copies of the enrollment packet. **COST:**
- Please send us the enrollment packet in PDF format by e-mail. **COST: No Cost**

ENROLLMENTS MUST BE RECEIVED NO LATER THAN 30 DAYS PRIOR TO 8/1/2025 IN ORDER TO ENSURE DEBIT CARDS ARRIVE PRIOR TO 8/1/2025 (your plan start date).

Authorized Signature Elyshia Hoelster Date 6/18/25

Please return completed form to your account manager Lidia Becker by email or fax
Email: lbecker@flexadministrators.com | Fax: 616-454-6090