

LAKELAND LIBRARY COOPERATIVE BOARD MONTHLY MEETING

Thursday, November 11, 2021
9:30 a.m.

Advisory Council meeting immediately following the Board meeting.

Kent District Library Service Center
814 W. River Center Dr. NE,
Comstock Park, MI 49321

AGENDA

- 1) **CALL TO ORDER AND ROLL CALL**
 - a) Introduce New Members
- 2) **APPROVAL OF AGENDA** (m)
- 3) **QUESTIONS FROM MEMBERS & BOARD PRESIDENT/COOPERATIVE DIRECTOR ANSWERS**
- 4) **PUBLIC COMMENTS**
- 5) **APPROVAL OF MINUTES**
 - a) October 21, 2021 Board Minutes (m) PAGES 2-3
- 6) **FINANCIAL REPORT**
 - a) FY2020-2021 Final Draft Reports (m) PAGES 4-6
 - b) Monthly Financials and Check Register (m) PAGES 7-13
- 7) **PRESIDENT'S REPORT** (i)
- 8) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 14-17
- 9) **COUNCIL/COMMITTEE REPORTS** (f) NONE
- 10) **PUBLIC COMMENTS**
- 11) **BOARD MEMBER COMMENTS**
- 12) **NEXT MEETING** –Thursday, December 9, 2021, 9:30 a.m. Kent District Library Service Center
- 13) **ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, October 21, 2021, at 9:30 a.m.
Kent District Library Service Center**

Present: Dale Parus, Karen McKinnon, Diane Kooiker, Maggie McKeithan, Shirley Bruursema, Kelly Richards, Peggy Hemerling, Lance Werner

Staff Present: Carol Dawe and Sheryl VanderWagen

Absent: John McNaughton

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:32 a.m. by Dale Parus. There were 4 additional participants.
- 2) **APPROVAL OF AGENDA:** Diane Kooiker moved, supported by Shirley Bruursema, to approve the revised agenda as presented - *motion carried*.
- 3) **ELECTION OF OFFICERS:** Shirley Bruursema moved, supported by Kelly Richards to elect the 2021-2022 slate of officers as presented – *motion carried*.
FY2021-2022 Officers are: Dale Parus, President; Maggie McKeithan, Vice-President; Karen McKinnon, Treasurer; Peggy Hemerling, Secretary
- 4) **QUESTIONS FROM MEMBERS:** None
- 5) **PUBLIC COMMENTS:** No public comment
- 6) **APPROVAL OF MINUTES:** Peggy Hemerling moved, supported by Kelly Richards, to approve the board minutes from September 9, 2021, as presented – *motion carried*.
- 7) **FINANCIAL REPORT:**
 - a) September Financials and Check Register: Motion by Kelly Richards, supported by Maggie McKeithan to approve the August Financials and Check Register – *motion carried*.
- 8) **PRESIDENT’S REPORT:** Dale Parus reported that MLA and the Michigan library community successfully lobbied for an additional \$2,000,000 in State Aid to Public Libraries for the 2021-2022 fiscal year.
- 9) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe noted that the Cooperative will consider a strategic planning process once we know what the State Aid increase will be for Lakeland. That will be determined by the new census counts. She reported that she was elected president of the Michigan Cooperative Directors Association. She thanked Kelly Richards for his service to the Cooperative as he departs to Philadelphia in the next few months. Maggie McKeithan asked about the decline in bag counts in delivery compared to last September. Carol noted that these numbers can fluctuate from month to month as there are backlogs and as traffic patterns change in the libraries but overall, the numbers are increasing. Maggie noted that in general September circulation counts were lower than last September. Karen McKinnon noted that there are many more children in school this September than last September which can have an impact on library activity.
- 10) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council July 8, 2021, Regular and Special minutes – were presented for information.
 - b) Personnel Committee Minutes, September 22, 2021 – were presented for information
 - c) Personnel Committee Minutes, October 15, 2021 – were presented for information
- 11) **NEW BUSINESS:**
 - a) Cooperative Director Annual Evaluation – Motion by Kelly Richards, supported by Lance Werner to accept the Personnel Committee recommendation for a 5% salary increase for the director retroactive to October 1, 2021 - *motion carried*.
 - b) Operating Budget Amendment – Motion by Lance Werner, supported by Kelly Richards to approve FY2020-21 Budget Amendment #5 as presented – *motion carried*
 - c) Fund Depository Designates – Motion by Lance Werner, supported by Kelly Richards to approve the Designation of Fund Depositories for FY2021-2022 as presented – *motion carried*

12) **PUBLIC COMMENTS:** No public comment.

13) **BOARD MEMBER COMMENTS:**

Shirley Bruursema reminded everyone to thank those who were instrumental in getting the extra \$2M in State Aid for Public Libraries, most notably Senator Wayne Schmidt. Senator Schmidt is also MLA Legislator of the Year. She attended several good MLA sessions. She encouraged everyone to keep on top of attempts to divert Penal Fines away from libraries.

Lance Werner congratulated Carol Dawe and Kelly Richards on their new roles and responsibilities. He noted that Kelvin Watson, director of the Las Vegas-Clark County Library District is running for ALA President. He encouraged everyone to cast their vote for him in the upcoming ALA election.

Maggie McKeithan reported that Spring Lake District Library recently celebrated its 20th year in the current building. They held a big party and mortgage burning with a big community turnout.

Diane Kooiker reported that the new Herrick District Library website is up (<http://herrickdl.org>). They are using Biblioweb from Bibliocommons. Carol Dawe noted that at this time our shared Bibliocommons catalog can support one Biblioweb instance and that we are encouraging Bibliocommons to change that to allow for more Biblioweb instances.

Peggy Hemerling reported that Hastings Public Library is moving into a capital campaign where they hope to raise \$1.1M for the library. They are working with a fundraising consultant, and she is also exploring grant opportunities in addition to seeking the support of local donors. They have \$400K to start the campaign.

Karen McKinnon reported that the Leighton Township Library building addition is progressing.

Dale Parus reported that the Ionia Community Library millage election will take place on November 2, 2021.

Kelly Richards stated that he is both happy and sad as he prepares to take the director position in Philadelphia. The process began in May and is still ongoing. He spoke about his experience at MADL and with Lakeland and his appreciation for everything and everyone in the years he has been MADL director. The entire group wished him well in his new endeavor.

14) **NEXT MEETING:** Thursday, November 11, 2021, 9:30 a.m. at Kent District Library Service Center.

15) **ADJOURNMENT:** Lance Werner, supported by Peggy Hemerling moved to adjourn at 10:11 a.m. - *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen

Lakeland Library Cooperative
Funds Balance Sheet
As of September 30, 2021

	<u>Operating</u>	<u>Pass Through</u>	<u>Capital & Growth</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · Checking Accounts	182,315	5,920	20,091	208,325
1010 · Savings Accounts	577,945	0	75,998	653,942
1025 · CDs	150,006	0	0	150,006
1040 · eCommerce - Checking	0	8,314	0	8,314
Total Checking/Savings	910,265	14,234	96,088	1,020,587
Accounts Receivable	0	2,993	0	2,993
Other Current Assets				
1210 · Accrued Interest Receivable	5	0	0	5
1220 · Due from Other Funds	4,503	0	0	4,503
1225 · Prepaid Expenses	77,801	0	10,000	87,801
1270 · Undeposited Funds	0	0	0	0
Total Other Current Assets	82,308	0	10,000	92,308
Total Current Assets	992,573	17,227	106,088	1,115,889
Fixed Assets	273,727	0	0	273,727
Due From/(To)	17,440	-7,440	-10,000	0
TOTAL ASSETS	1,283,740	9,787	96,088	1,389,616
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	18,865	0	0	18,865
Credit Cards	372	0	0	372
Other Current Liabilities				
203 · Due To Other Fund	0	4,503	0	4,503
204 · Due to Members	0	5,284	0	5,284
2100 · Accrued Payroll	21,685	0	0	21,685
2110 · Accrued Payroll Taxes	1,531	0	0	1,531
2120 · Payroll Liabilities	2,163	0	0	2,163
2200 · Benefit Liabilities	3,540	0	0	3,540
Total Other Current Liabilities	28,919	9,787	0	38,706
Total Current Liabilities	48,156	9,787	0	57,943
Total Liabilities	48,156	9,787	0	57,943
Equity				
3002 · Property	273,727	0	0	273,727
3700 · Nonspendable Funds	65,317	0	0	65,317
3800 · Fund Balance - Committed	85,221	0	0	85,221
3900 · Unassigned Funds	749,501	0	85,401	834,902
Net Income	61,819	0	10,688	72,507
Total Equity	1,235,585	0	96,088	1,331,673
TOTAL LIABILITIES & EQUITY	1,283,740	9,787	96,088	1,389,616

Lakeland Library Cooperative
Budget vs. Actual by Fund
 October 2020 through September 2021

	Operating		
	YTD	Budget	%
Income			
4000 · Administration & IT Revenue	237,996	237,985	100.0%
4010 · Cataloging Revenue	161,419	161,414	100.0%
4020 · Delivery Revenue	75,107	75,114	100.0%
4030 · ILS Revenue	264,511	264,512	100.0%
4040 · State Aid Revenue	561,185	560,900	100.1%
4050 · Miscellaneous Revenue	5,030	2,700	186.3%
Total Income	1,305,248	1,302,625	100.2%
Expense			
6000 · Salaries & Wages	690,785	706,275	97.8%
6010 · Benefits	106,462	113,030	94.2%
6050 · Liability Insurance	14,441	15,900	90.8%
6100 · Cataloging Services	50,932	54,000	94.3%
6300 · ILS Services	227,725	247,200	92.1%
6400 · IT Equipment & Services	37,668	40,000	94.2%
6800 · Professional Services	18,312	18,500	99.0%
6850 · RIDES	7,296	7,300	99.9%
6900 · Building/Grounds	37,197	40,700	91.4%
7100 · Transportation	42,177	44,025	95.8%
7400 · Mileage	196	2,025	9.7%
7500 · Professional Development	6,741	13,670	49.3%
7600 · Supplies	3,497	4,000	87.4%
Total Expense	1,243,428	1,306,625	95.5%
Net Ordinary Income	61,819	0	100.0%
Other Income			
9500 · FB Transfers for Fiscal Year	0	0	0.0%
Total Other Income	0	0	0.0%
Net Income	61,819	0	100.0%

Lakeland Library Cooperative
Budget vs. Actual by Fund
 October 2020 through September 2021

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
4700 · Pass Through Revenue						
4710 · Ecommerce Fines	20,080	40,000	50.2%	0	0	0.00
4720 · Group Purchases	59,733	56,000	106.67%	0	0	0.00
4730 · Group Services	83,784	116,900	71.67%	0	0	0.00
4740 · ILS Add-on Services	27,752	30,000	92.51%	0	0	0.00
4750 · IT Services	450	350	128.54%	0	0	0.00
4760 · Library Supplies	9,503	6,600	143.99%	0	0	0.00
4790 · Miscellaneous Pass Through	2,997	250	1,198.74%	0	0	0.00
Total 4700 · Pass Through Revenue	204,299	250,100	81.69%	0	0	0.00
Total Income	204,299	250,100	81.69%	0	0	0.00
Expense						
7800 · Pass Through Expenses						
7810 · Quarterly Fines	20,080	40,000	50.2%	0	0	0.00
7820 · Group Collections	59,733	56,000	106.67%	0	0	0.00
7830 · Group Subscriptions	83,784	116,900	71.67%	0	0	0.00
7840 · ILS Add-On Expense	27,752	30,000	92.51%	0	0	0.00
7850 · IT Services Expense	450	350	128.54%	0	0	0.00
7860 · Library Supply Expense	9,503	6,600	143.99%	0	0	0.00
7890 · Other Pass Through Expense	2,997	250	1,198.74%	0	0	0.00
Total 7800 · Pass Through Expenses	204,299	250,100	81.69%	0	0	0.00
9900 · Capital Outlay						
990.337 · Building/Grounds Improvements	0	0	0.0%	0	7,500	0.0%
990.710 · Technology Upgrades/Purchases	0	0	0.0%	89,313	92,500	96.55%
Total 9900 · Capital Outlay	0	0	0.0%	89,313	100,000	89.31%
Total Expense	204,299	250,100	81.69%	89,313	100,000	89.31%
Net Ordinary Income	0	0	0.0%	(89,313)	(100,000)	89.31%
Other Income						
9500 · FB Transfers for Fiscal Year	0	0	0.0%	100,000	100,000	100.0%
Total Other Income	0	0	0.0%	100,000	100,000	100.0%
Net Income	0	0	0.0%	10,688	0	100.0%

Lakeland Library Cooperative

Balance Sheet

As of October 31, 2021

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts	133,291.52
002 · Savings Accounts	653,942.40
003 · CDs	150,005.75

Total Checking/Savings 937,239.67

Accounts Receivable 61,194.28

Other Current Assets

084 · Due from Other Funds	23,649.85
123 · Prepaid Expenses	77,800.57

Total Other Current Assets 101,450.42

Total Current Assets 1,099,884.37

Fixed Assets

132 · Land and Improvements	76,518.00
136 · Building and Improvements	137,435.00
146 · Office Equipment	4,777.00
148 · Vehicles	46,708.00
160 · ILS System	8,289.00

Total Fixed Assets 273,727.00

TOTAL ASSETS 1,373,611.37

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

202 · Accounts Payable 22,963.84

Total Accounts Payable 22,963.84

Other Current Liabilities

214 · Due to Other Funds	114,416.51
231 · Payroll Liabilities	4,109.64
237 · Benefit Liabilities	4,067.11

Total Other Current Liabilities 122,593.26

Total Current Liabilities 145,557.10

Total Liabilities 145,557.10

Equity

370 · Nonspendable Funds	65,317.00
371 · Property	273,727.00
380 · Fund Balance - Committed	85,221.00
390 · Unassigned Funds	749,500.55
399 · Net Position - Unrestricted	61,819.35
Net Income	-7,530.63

Total Equity 1,228,054.27

TOTAL LIABILITIES & EQUITY 1,373,611.37

Lakeland Library Cooperative
FY2021-22 Operating Budget vs. Actual
 October 2021

	<u>Oct</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
566 · State Aid Revenue	0.00	560,900.00	0.0%
631 · Administrative Services	28,297.50	113,126.00	25.01%
632 · Delivery Services	25,525.50	102,102.00	25.0%
633 · ILS & IT Services	147,199.00	588,797.00	25.0%
665 · Interest Revenue	-4.52	1,000.00	-0.45%
672 · Other Revenue	0.00	100.00	0.0%
690 · Other Financing Sources	0.00	50,000.00	0.0%
Total Income	<u>201,017.48</u>	<u>1,416,025.00</u>	<u>14.2%</u>
Expense			
702 · Salaries & Wages	28,551.03	725,800.00	3.93%
710 · Benefits	8,206.56	143,210.00	5.73%
719 · Mileage	0.00	3,440.00	0.0%
720 · Professional Development	0.00	6,500.00	0.0%
726 · Supplies	0.00	5,715.00	0.0%
801 · Professional Services	30.00	30,240.00	0.1%
810 · Insurance	4,683.00	13,040.00	35.91%
817 · ILS & IT Expenses	163,978.74	382,700.00	42.85%
831 · RIDES	0.00	7,670.00	0.0%
860 · Delivery Expenses	2,241.64	51,560.00	4.35%
880 · Member Development	0.00	5,500.00	0.0%
920 · Facility Expenses	857.14	40,650.00	2.11%
Total Expense	<u>208,548.11</u>	<u>1,416,025.00</u>	<u>14.73%</u>
Net Income	<u><u>-7,530.63</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Lakeland Library Cooperative
Operating Checks for the Month
As of October 31, 2021

Date	Name	Memo	Account	Amount
001.01 - Main - Checking				
10/06/2021	Aggressive Cleaning Service LLC	Janitorial Services	Facility Service Contracts	405.00
10/06/2021	Allied Universal (Midstate)	Building Security	Facility Service Contracts	110.50
10/06/2021	AT&T Long Distance		Itiva	189.10
10/06/2021	Backstage Library Works		Authority Control	263.90
10/06/2021	Fuel Management System		Vehicle Fuel	943.70
10/06/2021	Great Lakes Tree Service	Tree removal	Facility Service Contracts	2,300.00
10/06/2021	Integrity Business Solutions, LLC		Supplies	378.46
10/06/2021	Pine Rest Chr Mental Health Service	EAP	Benefits	268.00
10/06/2021	Russell, Tiffany	CE Webinar	Continuing Education	400.00
10/07/2021	Cintas	Floor Mats	Facility Service Contracts	97.78
10/07/2021	Comcast	Data Lines	IT Operations	504.05
10/07/2021	Consumers Energy		Utilities	495.93
10/07/2021	Granger	Trash Removal	Facility Service Contracts	109.24
10/07/2021	LocalHop	Webpage	IT Operations	2,250.00
10/07/2021	Standard Insurance - Agility	Dental/Vision Ins.	Benefits	360.40
10/08/2021	MERS DB		Benefit Liabilities	3,268.97
10/08/2021	MI-Unemployment Agency		Payroll Liabilities	158.00
10/08/2021	State of Michigan-Vendor		Payroll Liabilities	1,655.08
10/12/2021	Payroll		Split	15,862.38
10/12/2021	941		Payroll Taxes	5,431.72
10/12/2021	ICMA		Payroll Liabilities	20.00
10/21/2021	MERS457/DC		Payroll Liabilities	1,022.63
10/21/2021	Ace Mobile Wash		Vehicle Repairs/Maint.	50.00
10/21/2021	Berger Chevrolet		Vehicle Repairs/Maint.	239.96
10/21/2021	Foster Swift Attorneys	Legal	Legal	40.00
10/21/2021	Fuel Management System		Vehicle Fuel	1,024.13
10/21/2021	Priority Health	Health Insurance	Benefits	6,957.36
10/21/2021	RNL Graphic Solutions (Pummill)	Supplies	Supplies	149.00
10/21/2021	Russell, Tiffany	Q&A Followup session	Continuing Education	400.00
10/22/2021	Grand Rapids Tax		Payroll Liabilities	145.40
10/22/2021	Walker City		Payroll Liabilities	205.01
10/25/2021	Grand Rapids City Treasurer		Utilities	264.02
10/26/2021	Payroll		Split	16,786.69
10/26/2021	941		Payroll Taxes	5,824.98
10/26/2021	ICMA		Payroll Liabilities	20.00
10/26/2021	MERS 457/DC		Payroll Liabilities	1,070.34
10/27/2021	Lighthouse Insurance	D&O, Cyber Ins.	Split	4,680.00
10/28/2021	Aflac	F3413	Payroll Liabilities	792.78
10/28/2021	AT&T	616 559-5253 3024	Split	569.50
10/28/2021	DTE Energy		Utilities	39.13
10/28/2021	DTE Energy		Utilities	36.36
10/28/2021	First National Bank	Supplies, Fees, IT Oper.	Split	1,052.03
10/28/2021	Mitel		Telephones	449.44

Lakeland Library Cooperative
Operating Checks for the Month
 As of October 31, 2021

Date	Name	Memo	Account	Amount
10/28/2021	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	267.30
10/29/2021	Innovative Interfaces, Inc.	Yearly Maintenance	Split	126,216.63
10/29/2021	Patron Point	Service	Patrol Point	14,500.00
			Total 001.01 · Main - Checking	<u>218,274.90</u>
			TOTAL	<u><u>218,274.90</u></u>

Lakeland Library Cooperative

Balance Sheet

As of October 31, 2021

	<u>Pass Through</u>	<u>Capital</u>	<u>Total</u>
ASSETS			
Current Assets			
001 · Checking Accounts			
001.11 · Checking - Pass Thru	12,536		12,536
001.12 · Checking - Capital		-119,100	-119,100
Total 001.01 · Fund - Checking	12,536	-119,100	-106,564
001.13 · eCommerce - Checking	8,314		8,314
Total 001 · Checking Accounts	20,850	-119,100	-98,250
Accounts Receivable	5,255		5,255
Total Accounts Receivable	5,255	0	5,255
Other Current Assets			
084 · Due From Other Funds			
084.01 · Due From Operating		96,088	96,088
Total 084.01 · Due From Operating	0	96,088	96,088
Total 084 · Due From Other Funds	0	96,088	96,088
123 · Prepaid Expense		10,000	10,000
Total Other Current Assets	0	106,088	106,088
TOTAL ASSETS	26,104	-13,012	13,093
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
202 · Accounts Payable	946	0	946
Total 202 · Accounts Payable	946	0	946
Total Accounts Payable	946	0	946
Other Current Liabilities			
214 · Due To Other Funds			
214.01 · Due To Operating			
214.11 · Pass Through To Operating	6,022	0	6,022
214.12 · Fines Paid to OP as Credit	4,503	0	4,503
214.13 · Capital To Operating		10,000	10,000
Total 214.01 · Due To Operating	10,525	10,000	20,525
Total 214 · Due To Other Funds	10,525	10,000	20,525
223 · Due to Members	5,284		5,284
Total Liabilities	16,755	10,000	26,755
Equity			
390 · Unassigned Funds			
390.2 · Unassigned - Capital		85,401	85,401
Total 390 · Unassigned Funds	0	85,401	85,401
399 · Net Position - Unrestricted	0	10,688	10,688
Net Income	9,349	-119,100	-109,751
Total Equity	9,349	-23,012	-13,662
TOTAL LIABILITIES & EQUITY	26,104	-13,012	13,093

Lakeland Library Cooperative
FY2021-22 Pass Through & Capital Budget vs. Actual
 October 2021

	Pass Through			Capital & Growth		
	Oct	Budget	% of Budget	Oct	Budget	% of Budget
Income						
628 · Group Supply Revenue	0	8,700	0.0%	0.00		
629 · Group Collections	8,381	59,950	13.98%	0.00		
635 · Group Services	1,914	81,500	2.35%	0.00	0.00	0.00
637 · Ecommerce Fines	0	28,000	0.0%	0.00	0.00	0.00
640 · ILS Add-on Services	0	32,000	0.0%	0.00	0.00	0.00
645 · IT Services	0	350	0.0%	0.00	0.00	0.00
672 · Other Revenue	0	250	0.0%	0.00	0.00	0.00
699 · Fund Balance Transfers In	0			0.00	222,000.00	0.0%
Total Income	10,295	210,750	4.89%	0.00	222,000.00	0.0%
Expense						
728 · Library Supply Expense	946	8,700	10.87%	0	0	0.00
729 · Collection Expenses	0	59,950	0.0%	0	0	0.00
805 · Group Subscriptions	0	81,500	0.0%	0	0	0.00
807 · Fines Paid	0	28,000	0.0%	0	0	0.00
820 · ILS Add-On Expense	0	32,000	0.0%	0	0	0.00
830 · IT Services Expense	0	350	0.0%	0	0	0.00
969 · Other Services	0	250	0.0%	0	0	0.00
970 · Capital Outlay	0			119,100	222,000	53.65%
Total Expense	946	210,750	0.45%	119,100	222,000	53.65%
Net Income	9,349	0	100.0%	-119,100	0	100.0%

Lakeland Library Cooperative
Pass Through & Capital Checks for the Month
As of October 31, 2021

Date	Name	Memo	Account	Amount
001 - Checking Accounts				
001.11 - Checking - Pass Thru				
10/29/2021	OverDrive	Service & Collections	Split	5,004.92
Total 001.11 - Checking - Pass Thru				5,004.92
001.12 - Checking - Capital				
10/29/2021	Patron Point	Configuration	Technology - ILS Software	5,000.00
10/29/2021	Innovative Interfaces, Inc.	Unlimited SIP2 & Cloud Hosting	Technology - ILS Software	114,100.00
Total 001.12 - Checking - Capital				119,100.00
TOTAL				<u>124,104.92</u>

**Lakeland Library
Director's Report
November 11, 2021**

We have experienced some pretty special milestones in the past few months here at LLC. Sheryl Vander Wagen became a grandmother for the 2nd time in October and Terry Cross became a grandfather for the first time today, November 4th! Jean Zabielski is retiring after 34 years as of December 1st. We thank her for her service these many years and wish her a joyful retirement. I am also please to announce that Amber McLain, director at Patmos Library and Nicki Johnson, technical services assistant at Georgetown Township Public Library will start as our digital content specialists in late November or early December. Jeff Lezman and I are reviewing resumes for our new cataloging position and the interview process will begin shortly.

We welcome Jeffery Babbit as the new director at Dorr Township Library. Welcome. We met already and we are all ready to assist when needed. Donna Clark has announced her retirement from Cedar Springs Public Library in December or January after over 20 years. I will be helping them with their director search.

As you know, the ARPA Capacity Grants were awarded. We are having our first official meeting on 11/8 and then our first meeting with the Library of Michigan on 11/15. I will be sharing more information at Advisory and providing a summary of the other Technology Grant that TLN is administrating too. Busy times, but Terry, Janet and I are ready and we will be supported by Kate Van Auken, Kate Andrade and Sheryl Mase. Cooperative Directors, all.

Our Web site is live!!!! Sheryl and I will be giving you a brief overview at the Advisory Council Meeting.

Just a reminder that we are in the midst of renewing digital magazines with Overdrive. Thank you all for the quick responses. I am hopeful we can get the pricing down a bit since a few libraries that weren't enrolled are now interested.

It's also good to remind you that we are now have unlimited SIP licenses so let Sheryl know if your needs change! We are here to help!

Also, please keep in mind that Lakeland staff will be taking vacation in November and December and we are officially off the day after Thanksgiving! This is an added holiday since the majority of the libraries are closed and it helps us not have to staff the building or delivery. Terry will send out his regular reminders closer to the date.

We hope to bring in some speakers to do director development. If you have ideas, please let me know.

Enjoy these autumn days!

Other Reports:

Delivery & Facility Manager - Terry Cross

October 2021 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

	October – 2021	October – 2020	Difference	% Change
Total Book Bags & Bins	2,577	2,807	(230)	(8%)

In October 2021, there were 2,577 book bags and bins sorted, loaded, and delivered to member libraries. The 2,577 bags and bins that were delivered in October 2021 were 8% less than the 2,807 bags and bins that were sorted and delivered in October of the prior year.

I drove for 10 days in October to cover for a Driver's vacation. Also, during the month, a sorter was out for six days due to a medical issue. To help cover for the sorter's absence during the time that I was driving, Emily, who works 5 days a week, worked extra hours and Jill, a part-time sorter who works two days a week, helped by working additional days. All of the sorters work great together, and we are fortunate to have employees who are willing to help out when needed.

As previously mentioned, the plan is to purchase two new delivery trucks as both trucks were purchased in February 2017 and each truck has a little over 212,000 miles. There is still an inventory shortage and there are not any vehicles available. We will continue to pursue the purchase of new vehicles and will provide updates when more information is available. Fortunately, both trucks are running well, and this month, they both received regularly scheduled oil, lube, and filter maintenance.

The annual carpet cleaning was done this month. The carpet cleaning company did a nice job, and the carpets look good.

We let the cleaning company go in the middle of the month. As a majority of the office staff are working remotely, it was decided that the office cleaning could be done by staff who come into the office daily. We will look for a new cleaning company as more staff return to the office and more cleaning time is required.

Finance & HR Assistant - Janet Cornell

It was a busy and tricky month setting up the new QuickBooks files for the different funds, reconciling the balances and closing out the old fiscal year. The last of the transactions have been posted and the financials reflect the fiscal year activities before any audit adjustments. Our audit is scheduled for early December and will be done remotely.

The accounts on the October financial statements are organized by account number, but the report will have the same look as prior reports and will share the same features. The report this month is missing the fund balance transfers for the new year as I am still reconciling bank accounts and moving items to the correct fund. This will be done by the next board meeting. The transactions reported are accurate, although the balance sheet accounts may need additional adjustments. This has been a labor-intensive process in getting the entries recorded properly but will be a much better reflection of the financials moving forward. This process was needed to bring us closer into compliance with the state uniform chart of accounts, and it will help in properly handling the finances for the grant we have received.

IT Manager - Thom Riley

Thom is on vacation.

Cataloging Services Manager - Jeff Lezman

October 2021 activities

Jean Zabielski announced her retirement after 34 years of service. Her retirement will begin on December 1.

We added 24,000 Kanopy records for the Hackley Public Library.

October e-mail & telephone consulting contacts: 38

In October, we added 45,458 Hoopla records and 1168 Overdrive records to the database.

September 2021 Statistics

These statistics for September 2021 show a decrease in the number of cataloging requests we received, and an increase in the number of records cataloged compared to last year. The large increase in original cataloging is due to our efforts in reducing the cataloging backlog.

The number of cataloging requests received in September was down by 5% compared to September 2020. The number of requests received that were already in the database increased by 161%. The number of records copy-cataloged in September was up 7% compared to September 2020, while the number of original records cataloged was up by 31%. The total number of records cataloged was up by 9% compared to September 2020.

These statistics represent the end of the fiscal year. Overall, compared to last year we saw an increase in every category from the number of requests we received to the number of materials that were cataloged.

Cataloging	Sept. 2021	YTD	Sept. 2020	YTD	Monthly %	YTD PCT
Requests Received	1902	22998	2003	18310	-5%	26%
Requests already in database	120	865	46	534	161%	62%
Requests to be cataloged	1782	22133	1957	17776	-9%	25%
Copy Cataloging	1775	18992	1658	15159	7%	25%
Original Cataloging	151	2002	115	1860	31%	8%
Total Cataloged	1926	20994	1773	17019	9%	23%

ILS Manager - Sheryl VanderWagen

RIDES statistics: We received 141 totes in September 2021, up 45 totes from 2020. We sent out 123 totes in September 2021, up 39 totes from September 2020.

Patron Aliases: I am working with the Innovative Help desk to have the patron alias field added to patron records. A Patron Alias functions as an alternate name field for those patrons whose preferred names differ from their legal names. A record with a patron alias field will have notices and holdshelf items set to the alias rather than the legal name field. For example,

patrons who normally go by their middle names: Derk John Smith, who is commonly referred to as John Smith not Derk Smith. This will not be a required field but only one that is used if needed. We will also be working with Capira and Patron Point to include this field in the patron registration forms. And we'll also be looking at re-printing our paper registration forms as this project moves forward.

Patron Point: We are making progress in the set-up process. We have had one session on configuration and our next session is scheduled to take place the week of November 15. PatronPoint is configuring the necessary patron profiling information on their backend.

Fines Free Libraries: I worked with a few libraries in October to adjust their no fines configurations. Many of those configurations were set prior to the pandemic closures and did not reflect some of the changes to location codes/itypes used by those libraries post-pandemic. Fremont Area District Library is on the schedule for configuration and Herrick District Library will remain fines free after January 1, 2022. For libraries that plan to go fines free, contact me for the form and I will put you on my schedule. Open a ticket with tech-help@llcoop.org if we need to adjust your library's particular configuration.

2022 Holidays: It's that time again for shared ILS members to submit their 2022 holiday closures. Watch for a notification from me about filling out and submitting the 2022 form. These will be due back to Lakeland by mid-December.

Temporary Closures: I worked with MADL to temporarily close, and redirect holds for the Montague branch (UO) to their North Muskegon branch (UW) beginning, November 2 while Montague is undergoing some renovation. We will also be doing a temporary closure for White Cloud (NW) starting December 1 for a re-carpeting project.

iTiva: On Tuesday, October 25 we had many of Monday's TNS notices sent back to the server by iTiva. Thom Riley immediately began working with the system and with the Illion support desk to determine why this was happening. We looked at several possibilities for the cause of the problem but in the end, it was something outside the service and Lakeland's control. In the end the cause of issue was the recent conversion to 10-digit dialing in our area and an area-wide software/routing problem at the telco. As of this writing, the telco has not resolved the problem. We will continue to print the unsuccessful overdue and hold pickup notices until the issue is resolved.

Idea Lab Challenge: I am serving as an Expert Reviewer for the latest Idea Lab challenge that focuses on Sierra system administration. Idea Lab is the enhancements platform for Sierra and the other Ill products. There are periodic "challenges" where the focus is on a particular aspect of the system. Users submit enhancement ideas on that topic for a short period of time and winning ideas are fast-tracked into system software updates.

Vacation: October 22-28

Respectfully submitted,

Carol Dawe