**LAKELAND LIBRARY COOPERATIVE**
**BOARD MONTHLY MEETING**

**Thursday, July 14, 2022**
**9:30 a.m.**
*Advisory Council meeting immediately following the Board meeting.*

**Kent District Library Service Center**
**814 West River Center Drive NE, Comstock Park, MI 49321**

**Please read Cooperative Director's Report for information on agenda items.**

## AGENDA

1) **CALL TO ORDER AND ROLL CALL**

   a) Introduce New Members

2) **APPROVAL OF AGENDA**

3) **QUESTIONS FROM MEMBERS & BOARD PRESIDENT/COOPERATIVE DIRECTOR ANSWERS**

4) **PUBLIC COMMENTS**

5) **APPROVAL OF MINUTES**

   a) June 9th, 2022- Board Minutes                          *(m)*      PAGES 2-3

6) **FINANCIAL REPORT**                                      *(m)*      PAGES 4-9

   a) Monthly Financials and Check Register

   b) Pass-through account (ARPA Grant)

7) **PRESIDENT'S REPORT**                                    *(i)*

8) **COOPERATIVE DIRECTOR'S REPORT**                         *(i)*      PAGES 10-15

9) **COMMITTEE REPORTS**

   a) Advisory Council-Official Minutes June 9th, 2022       *(i)*      PAGES 16-17

10) **NEW BUSINESS**

   a) ARPA Capacity Grant Extension Opportunity              *(m)*      PAGES 18-19

   b) Plan of Service/By-laws Preliminary Proposals          *(m)*      PAGES 20-23

11) **PUBLIC COMMENTS**

12) **BOARD MEMBER COMMENTS**

13) **NEXT MEETING** – Thursday, August 11th, 2022, 9:30 at Kent District Library Service Center

14) **ADJOURNMENT**                                          *(m)*

*f – file   i – information   m – motion   p – presentation*

# LAKELAND LIBRARY COOPERATIVE
## BOARD MINUTES – Unofficial
### Thursday, June 9, 2022, at 9:30 a.m.
### Kent District Library Service Center

Present: Dale Parus, Maggie McKeithan, John McNaughton, Diane Kooiker, Karen McKinnon, Shirley Bruursema, Lance Werner
Absent: Peggy Hemerling, Brenda Hall
Staff Present: Carol Dawe, Sheryl VanderWagen,

1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:37 a.m. by Dale Parus. There were 26 additional participants. Matt Lawrence, interim director of Patmos Library was introduced.  John Martin introduced Sarah Derdowski who will assume the position of Executive Director and Amy Bailey, Library Director at Loutit District Library when he retires in July.
2) **APPROVAL OF AGENDA:** John McNaughton moved, supported by Diane Kooiker, to approve the agenda as presented - *motion carried.*
3) **QUESTIONS FROM MEMBERS:** None
4) **PUBLIC COMMENTS:** None
5) **APPROVAL OF MINUTES:** Shirley Bruursema moved, supported by Maggie McKeithan, to approve the board minutes from April 14, 2022, as presented – *motion carried.*
6) **FINANCIAL REPORT:**
    a) May Financials and Check Register: Motion by Lance Werner, supported by Karen McKinnon to approve the May financial report, check register, and pass-through transactions as presented – *motion carried.*
    b) Pass-through account discussion (ARPA Grant): Carol Dawe reported that the ARPA pass-through reimbursements are reflected in the financial report.
7) **PRESIDENT'S REPORT:** Dale Parus reported that he and Carol are working on preparations for the Strategic Planning sessions with Amanda Standerfer.
8) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe reminded everyone that the Cooperative Directors in the state work closely with each other and MLA regarding the intellectual freedom concerns that are ongoing throughout the state.  When a member library receives a challenge to materials, she, along with the MCDA and MLA, are there to assist and support our members during the process. Libraries in Michigan are not alone in these challenges and need to draw on available resources and people for assistance and support.
9) **COMMITTEE REPORTS**
    a) Advisory Council Official Minutes – March 10, 2022 included in the packet for information
10) **UNFINISHED BUSINESS**
    a) Strategic Planning Update—Dale Parus and Carol Dawe gave an update on the proposed planning process with Amanda Standerfer.  All libraries should set aside, October 13, 2022 (the regular Board/Advisory Council meeting date) for the Summit session. The Summit session will be a 6-hour in person session; add it to your calendars today. There will also be interviews, listening sessions and surveys in which the membership will be asked to participate in the months ahead of that date.  The times and number of sessions is still being worked out. The Board agreed to serve as a Committee of the Whole as the Planning Team overseeing the process.  The process is scheduled to be completed in October or November 2022 after Parus's term as Board President has expired but the Board agreed that he will remain as Team Leader throughout the process.
    b) Truck Update – Carol Dawe reported that Terry Cross located a used truck at a dealership in Elyria, OH that had 38,000 miles at a cost $50,000.  The truck has been purchased and delivered to Lakeland.  We will keep the two older trucks so that we have a spare. He will

continue to look for a second truck to replace the last old truck.  Both old trucks have well over 200,000 miles on them.

11) **NEW BUSINESS**
   a) Jamestown Conservatives Flyer – There was a general discussion of a flyer that was passed out at the Memorial Day parade containing misleading information regarding Lakeland and the Patmos Library.

12) **PUBLIC COMMENT:**
   a) Kelly Tinkham (NN) announced that the charging devices they were able to purchase through the ARPA equipment grant have been well-received by the citizens in her area.

13) **BOARD MEMBER COMMENT:**
   a) Shirley Bruursema reported that she is working on several millage campaigns for August.
   b) Karen McKinnon reported that the new doner wall at Leighton Township Library has been installed.
   c) Maggie McKeithan reported the Spring Lake District Library is beginning work with an architectural firm to work on an interior space refresh.
   d) John McNaughton reported that Grand Rapids Public Library is undergoing a technology audit and that they are continuing to work with the city on the parking lot situation.
   e) Dale Parus noted that he has been working with Carol on revisions to the Lakeland Plan of Service and Bylaws which will be brought to the Board for consideration this summer.

14) **NEXT MEETING:**  Thursday, July 14, 2022, 9:30 a.m. at Kent District Library Service Center.

15) **ADJOURNMENT:**  John McNaughton moved, supported by Karen McKinnon to adjourn at 10:20 a.m.  – motion carried.


Respectfully submitted by,
Sheryl VanderWagen

# Lakeland Library Cooperative
# Operating Fund Balance Sheet
**As of June 30, 2022**

**ASSETS**

| | |
|---|---:|
| **Current Assets** | |
| **Checking/Savings** | |
| 001 · Checking Accounts | 113,130 |
| 002 · Savings Accounts | 291,177 |
| **Total Checking/Savings** | 404,307 |
| **Accounts Receivable** | 1,959 |
| **Other Current Assets** | |
| 084 · Due from Other Funds | 255,792 |
| 123 · Prepaid Expenses | 61,342 |
| **Total Other Current Assets** | 317,134 |
| **Total Current Assets** | 723,401 |
| **Fixed Assets** | 267,209 |
| **TOTAL ASSETS** | **990,610** |

**LIABILITIES & EQUITY**

| | |
|---|---:|
| **Liabilities** | |
| **Current Liabilities** | |
| **Accounts Payable** | 1,008 |
| **Other Current Liabilities** | |
| 231 · Payroll Liabilities | 3,080 |
| 237 · Benefit Liabilities | 4,354 |
| **Total Other Current Liabilities** | 7,434 |
| **Total Current Liabilities** | 8,443 |
| **Total Liabilities** | 8,443 |
| **Equity** | |
| 370 · Nonspendable Funds | 77,801 |
| 371 · Property | 267,209 |
| 380 · Fund Balance - Committed | 221 |
| 390 · Unassigned Funds | 684,073 |
| Net Income | (47,137) |
| **Total Equity** | 982,167 |
| **TOTAL LIABILITIES & EQUITY** | **990,610** |

# Lakeland Library Cooperative
## Operating Fund - Budget vs. Actual
### October 2021 through June 2022

| | YTD | Budget | % |
|---|---|---|---|
| **Income** | | | |
| 566 · State Aid Revenue | 342,602 | 614,900 | 55.72% |
| 631 · Administrative Services | 85,524 | 113,126 | 75.6% |
| 632 · Delivery Services | 77,181 | 102,102 | 75.59% |
| 633 · ILS & IT Services | 443,643 | 588,797 | 75.35% |
| 665 · Interest Revenue | 811 | 1,000 | 81.08% |
| 672 · Other Revenue | | | |
| 675 · Affiliate Membership | 125 | | |
| 687 · Rebates | 900 | 100 | 900.0% |
| Total 672 · Other Revenue | 1,025 | 100 | 1,025.0% |
| 690 · Other Financing Sources | | | |
| 699 · Fund Balance Transfers In | 50,000 | 50,000 | 100.0% |
| Total 690 · Other Financing Sources | 50,000 | 50,000 | 100.0% |
| **Total Income** | 1,000,785 | 1,470,025 | 68.08% |
| | | | |
| **Expense** | | | |
| 702 · Salaries & Wages | 483,935 | 756,264 | 63.99% |
| 710 · Benefits | 102,415 | 147,528 | 69.42% |
| 719 · Mileage | 795 | 3,440 | 23.11% |
| 720 · Professional Development | 1,526 | 6,500 | 23.48% |
| 726 · Supplies | 1,120 | 5,715 | 19.6% |
| 801 · Professional Services | 16,518 | 40,240 | 41.05% |
| 810 · Insurance | 11,868 | 13,040 | 91.01% |
| 817 · ILS & IT Expenses | 351,360 | 391,918 | 89.65% |
| 831 · RIDES | 7,910 | 7,670 | 103.13% |
| 860 · Delivery Expenses | 43,255 | 51,560 | 83.89% |
| 880 · Member Development | 3,929 | 5,500 | 71.44% |
| 920 · Facility Expenses | 23,290 | 40,650 | 57.3% |
| **Total Expense** | 1,047,921 | 1,470,025 | 71.29% |
| **Net Income** | (47,137) | 0 | 100.0% |

| Date | Name | Memo | Account | Amount |
|------|------|------|---------|--------|
| **001.01 · Main - Checking** | | | | |
| 06/01/2022 | Ace Mobile Wash | | Vehicle Repairs/Maintenance | 60.00 |
| 06/01/2022 | AT&T Long Distance | | Itiva | 141.04 |
| 06/01/2022 | Backstage Library Works | | Authority Control | 471.40 |
| 06/01/2022 | Priority Health | Health Ins. | Benefits | 8,701.09 |
| 06/03/2022 | MERS | Defined Benefits | Benefits | 4,272.75 |
| 06/03/2022 | State of Michigan--Vendor | | Payroll Liabilities | 1,812.33 |
| 06/03/2022 | Standard Insurance - Agility | Dental/Vision Ins. | Benefits | 431.24 |
| 06/03/2022 | Standerfer, Amanda | Strategic Planning | Consulting | 3,600.00 |
| 06/06/2022 | Fuel Management System | | Vehicle Fuel | 1,414.54 |
| 06/06/2022 | First National Bank | IT Operations, CE supplies | -SPLIT- | 7,652.22 |
| 06/07/2022 | Payroll | | -SPLIT- | 16,886.63 |
| 06/07/2022 | MERS 401/457 | | Payroll Liabilities | 1,390.12 |
| 06/07/2022 | United States Treasury | | Payroll Liabilities | 6,001.74 |
| 06/07/2022 | Dawe, Carol - vendor | mileage, conference, subscription | -SPLIT- | 606.68 |
| 06/16/2022 | Allied Universal (Midstate) | Building security | Facility Contracts | 110.50 |
| 06/16/2022 | Granger | Trash Removal | Facility Contracts | 114.63 |
| 06/16/2022 | MCLS | | RIDES | 8,035.00 |
| 06/16/2022 | Michigan Library Association | | Memberships | 170.00 |
| 06/16/2022 | Aflac | | Payroll Liabilities | 670.52 |
| 06/16/2022 | AT&T | Itiva and Fax | -SPLIT- | 545.00 |
| 06/16/2022 | Cintas | Floor Mats | Facility Contracts | 97.78 |
| 06/16/2022 | Comcast | Data Lines | IT Operations | 575.00 |
| 06/16/2022 | Consumers Energy | | Utilities | 462.21 |
| 06/16/2022 | DTE Energy | | Utilities | 76.26 |
| 06/16/2022 | DTE Energy | | Utilities | 46.51 |
| 06/16/2022 | Mitel | | Telephones | 466.42 |
| 06/16/2022 | Ricoh USA Inc. | Copier | IT Operations | 87.11 |
| 06/20/2022 | Grand Rapids Income Tax Dept. | | Payroll Liabilities | 30.11 |
| 06/20/2022 | Walker City Treasurer | | Payroll Liabilities | 220.06 |
| 06/21/2022 | Payroll | | -SPLIT- | 17,974.26 |
| 06/21/2022 | MERS 401/457 | | Payroll Liabilities | 1,400.12 |
| 06/21/2022 | United States Treasury | | Payroll Liabilities | 6,399.20 |
| 06/21/2022 | Fuel Management System | | Vehicle Fuel | 1,605.55 |
| 06/29/2022 | Allied Universal (Midstate) | Repair entry pads | Building Repairs/Maintenance | 355.00 |
| 06/29/2022 | AT&T Long Distance | | Itiva | 148.26 |
| 06/29/2022 | Berger Chevrolet | Transmission repair | Vehicle Repairs/Maintenance | 10,686.25 |
| 06/29/2022 | Concentra Medical Centers | | Driver Certification | 164.00 |
| 06/29/2022 | Priority Health | Health Ins. | Benefits | 9,558.34 |
| 06/30/2022 | First National Bank | Truck Towing, IT, supplies | -SPLIT- | 1,476.95 |
| 06/30/2022 | Standard Insurance - MERS group | LTD/Life Ins. | Benefits | 256.72 |
| | | | **TOTAL** | **115,173.54** |

# Lakeland LIbrary Cooperative
## Pass Through & Capital Funds Balance Sheet
### As of June 30, 2022

| | Pass Through | Capital |
|---|---:|---:|
| **ASSETS** | | |
| **Current Assets** | | |
| **Checking/Savings** | | |
| **001 · Checking Accounts** | | |
| 001.1 · **Fund - Checking** | 243,531 | 684 |
| 001.3 · **eCommerce - Checking** | 8,016 | |
| Total 001 · **Checking Accounts** | 251,547 | 684 |
| 002 · **Savings Accounts** | | 25,178 |
| **Total Checking/Savings** | 251,547 | 25,862 |
| **Accounts Receivable** | 8,051 | |
| **Other Current Assets** | | |
| **084 · Due From Other Funds** | | |
| 084.2 · **Due From Pass Through** | | 75,000 |
| Total 084 · **Due From Other Funds** | 0 | 75,000 |
| 111 · ***Undeposited Funds** | 6,298 | |
| 123 · **Prepaid Expense** | | 10,000 |
| **Total Other Current Assets** | 6,298 | 85,000 |
| **Total Current Assets** | 265,896 | 110,862 |
| **TOTAL ASSETS** | **265,896** | **110,862** |
| | | |
| **LIABILITIES & EQUITY** | | |
| **Liabilities** | | |
| **Current Liabilities** | | |
| **Accounts Payable** | 122,147 | |
| **Other Current Liabilities** | | |
| **214 · Due To Other Funds** | | |
| 214.1 · **Due To Operating** | 226,089 | 34,429 |
| 214.3 · **Due to Capital** | 75,000 | |
| Total 214 · **Due To Other Funds** | 301,089 | 34,429 |
| **Total Other Current Liabilities** | 301,089 | 34,429 |
| **Total Current Liabilities** | 423,237 | 34,429 |
| **Total Liabilities** | 423,237 | 34,429 |
| **Equity** | | |
| 370 · **Nonspendable Funds** | | 10,000 |
| 390 · **Unassigned Funds** | | 13,588 |
| **Net Income** | (157,341) | 52,844 |
| **Total Equity** | (157,341) | 76,433 |
| **TOTAL LIABILITIES & EQUITY** | **265,896** | **110,862** |

# Lakeland LIbrary Cooperative
## FY2021-22 Pass Through & Capital  Budget vs. Actual
### October 2021 through June 2022

| | Pass Through | | | Capital & Growth | | |
|---|---|---|---|---|---|---|
| | YTD | Budget | % | YTD | Budget | % |
| **Income** | | | | | | |
| 528 · ARPA Grant Revenue | 784,705 | 1,100,000 | 71.3% | 0 | 0 | 0.0% |
| 628 · Group Supply Revenue | 6,900 | 8,700 | 79.3% | 0 | 0 | 0.0% |
| 629 · Group Collections | 79,707 | 59,950 | 133.0% | 0 | 0 | 0.0% |
| 635 · Group Services | 70,044 | 81,500 | 85.9% | 0 | 0 | 0.0% |
| 637 · Ecommerce Fines | 22,192 | 28,000 | 79.3% | 0 | 0 | 0.0% |
| 640 · ILS Add-on Services | 0 | 32,000 | 0.0% | 0 | 0 | 0.0% |
| 645 · IT Services | 129 | 350 | 36.8% | 0 | 0 | 0.0% |
| 665 · Interest Revenue | 0 | 0 | 0.0% | 218 | 0 | 100.0% |
| 672 · Other Revenue | 90 | 250 | 36.0% | 0 | 0 | 0.0% |
| 699 · Fund Balance Transfers In | 0 | 0 | 0.0% | 222,000 | 292,000 | 76.03% |
| **Total Income** | 963,767 | 1,310,750 | 73.5% | 222,218 | 292,000 | 76.1% |
| | | | | | | |
| **Expense** | | | | | | |
| 728 · Library Supply Expense | 6,900 | 8,700 | 79.3% | 0 | 0 | 0.0% |
| 729 · Collection Expenses | 82,607 | 59,950 | 137.8% | 0 | 0 | 0.0% |
| 805 · Group Subscriptions | 69,699 | 81,500 | 85.5% | 0 | 0 | 0.0% |
| 807 · Fines Paid | 20,109 | 28,000 | 71.8% | 0 | 0 | 0.0% |
| 820 · ILS Add-On Expense | 0 | 32,000 | 0.0% | 0 | 0 | 0.0% |
| 830 · IT Services Expense | 172 | 350 | 49.1% | 0 | 0 | 0.0% |
| 885 · ARPA Grant Expenses | 941,466 | 1,100,000 | 85.6% | 0 | 0 | 0.0% |
| 969 · Other Services | 155 | 250 | 62.0% | 33 | 0 | 100.0% |
| 970 · Capital Outlay | 0 | 0 | 0.0% | 169,340 | 292,000 | 57.99% |
| **Total Expense** | 1,121,108 | 1,310,750 | 85.5% | 169,373 | 292,000 | 58.01% |
| **Net Income** | **(157,341)** | **0** | **100.0%** | **52,844** | **0** | **100.0%** |

# Lakeland LIbrary Cooperative
## Pass Through & Capital - Monthly Checks
### As of June 30, 2022

| Date | Name | Memo | Account | Amount |
|------|------|------|---------|-------:|
| **001.1 · Fund - Checking** | | | | |
| **001.113 · Checking-Grant** | | | | |
| 06/06/2022 | Overdrive - ARPA | | Grant Expenses | 139,192.12 |
| 06/16/2022 | Michigan Library Assoc | | Grant Expenses | 39,678.15 |
| | | | Total 001.113 · Checking-Grant | 178,870.27 |
| **001.11 · Checking - Pass Thru** | | | | |
| 06/01/2022 | Swank Movie Licensing USA | | Group Subscriptions | 110.00 |
| 06/06/2022 | First National Bank | | Library Supplies | 2,020.01 |
| 06/16/2022 | Interactive Sciences | Wowbrary | Group Subscriptions | 6,705.98 |
| 06/16/2022 | Library Ideas, LLC | VOX books | Group Collections | 5,480.90 |
| 06/16/2022 | OverDrive | Audio and Ebooks | -SPLIT- | 5,585.57 |
| 06/21/2022 | Innovative Interfaces, Inc. | Emarc | Group Collections | 62.70 |
| 06/30/2022 | First National Bank | Domain renwal | IT Services | 42.99 |
| 06/30/2022 | OverDrive | Audio and Ebooks | -SPLIT- | 5,107.30 |
| | | | Total 001.11 · Checking - Pass T | 25,115.45 |
| **001.12 · Checking - Capital** | | | | |
| 06/06/2022 | Sunnyside Chevrolet | Truck 36 | Vehicle Purchases | 50,240.00 |
| | | | Total 001.12 · Checking - Capital | 50,240.00 |
| | | | **TOTAL** | **254,225.72** |

**LAKELAND LIBRARY COOPERATIVE**
**COOPERATIVE DIRECTOR'S REPORT**
**July 14, 2022**

Forth of July was a little different this year. I contracted an infection in my right eye and because of my generous nature, I shared it with my left eye.  I am on the mend but let me tell you, this is not the ailment you want as a librarian or a person who must write and work at a screen for a living.   I was supposed to have the Plan of Service ready. I have failed. It's almost ready but with my eyes, I just couldn't get it done. Instead, I have yet again taken an incremental approach and offered you a few items to consider ahead of the discussion of the major revisions. I also had to switch gears and prepare information on an opportunity to extend our ARPA grant and perhaps purchase more resources. We have also worked on replacing iTiva sooner rather than later!  My apologies to Dale and to all of you.

**Agenda Items:**

**Board-**     There are separate handouts in the packet for both issues under new business regarding the **ARPA Grant and the Plan of Service and By-laws revisions.**

**Advisory-**
   **I**ntellectual Freedom Resources for Discussion

- Please see the 3 documents in the Advisory Packet.
    - The first two are written by Clare Membiela at the Library of Michigan. I think they are pitch perfect and easy to understand and can be used as a tool to explain why we do what we do!
    - The third document is just another article about what we are facing all around the country. We are not alone.

   **GIS Demo**- Amber McLain (You are in for a treat! Please see her report below.)

   **I-Tiva Replacement** – Sheryl VanderWagen (Please see her very thorough report below.)

**Other Items:**

**Budgeting:**  The finance committee will be meeting in late July. Janet and I are working on several items including a revised Menu Services Formula and a better explanation of actual costs for each library. We will present the budget to Advisory in August pending the approval of the Finance Committee.

**Croton Township Library**:  I am helping with a search to replace their director.  This is further complicated by their severe budget constraints.  I met with the other directors in Newaygo County, and they were incredibly helpful, and the board was very appreciative when I shared their observations and suggestions. It takes a village.

**Patmos Library:**  Congratulations to Matt Lawrence on his new position at Herrick District Library. His last day was July 8th.  I am helping the board with staffing, but it is difficult in this climate, and they may have to pause their search. Again, I reached out to local library directors, and they provided much needed insight and information.

**Email:** Please see Dave's report about spam and other issues. He is working hard to gather date and provide options. More in the near future. Thank you for your patience. And please follow his suggestions about SPAM below!!! Thank you.

**Health Care:** We are going to be able to offer a new plan for LLC staff members that has better benefits and will save LLC about $20,000 a year. The reason: a change in staff demographics!

**MCDA:** We will be working on the grant extension if approved by the board. We will be offering a trustee training on intellectual freedom at 6:00 p.m. on Zoom on Thursday, August 11th. We are thinking of offering to take a larger role in putting together the Small and Rural Libraries Conference. Look for a survey from Amber on all things training and there will be some questions about this conference too. We welcomed Mallorie DeVilbiss as the new director of the Suburban Library Cooperative. Sheryl Mase from Mid-Michigan Library League is retiring November 1st. There will be one remaining director from when I started in 2018. (I really don't think it's because of me…do you?)

**Staff:** As you read the reports below, be mindful that these are truly hard working and dedicated individuals, and it is such a privilege to work beside them and all of you.

## Manager Reports:

**Cataloging Services Manager - Jeff Lezman**

June 2022 activities

May e-mail & telephone consulting contacts: 73

We added 22,648 Hoopla records and 652 Overdrive records to the database.

We added 702 Hoopla Flex records for the Herrick District Library.

Sierra records edited: 155

May 2022 Statistics

The statistics for May 2022 show an increase in the number of cataloging requests we received, and an increase in the number of records cataloged compared to May of last year. At the same time our overall year-to-date statistics show a decrease in the number of requests received and in the number of materials cataloged.

The number of cataloging requests received in May was up by 29% compared to May 2021. The number of requests received that were already in the database increased by 50%.

The number of records copy-cataloged in May was up 19% compared to May 2021, while the number of original records cataloged was up by 91%. The total number of records cataloged was up by 25% compared to May 2021.

| Cataloging | May 2022 | YTD | May 2021 | YTD | Monthly % | YTDPCT |
|---|---|---|---|---|---|---|
| Requests Received | **1932** | **14956** | 1497 | 15464 | 29% | -3% |
| Requests already in database | **129** | **755** | 86 | 508 | 50% | 49% |
| Requests to be cataloged | **1803** | **14201** | 1411 | 14956 | 28% | -5% |
| Copy Cataloging | **1404** | **12491** | 1180 | 13049 | 19% | -4% |
| Original Cataloging | **221** | **1429** | 116 | 1265 | 91% | 13% |
| Total Cataloged | **1625** | **13920** | 1296 | 14314 | 25% | -3% |

**Delivery & Facility Manager - Terry Cross**

June 2022 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

|  | June – 2022 | June – 2021 | Difference | % Change |
|---|---|---|---|---|
| Total Book Bags & Bins | 2,954 | 2,761 | 193 | 6% |

In June 2022, there were 2,954 book bags and bins sorted, loaded, and delivered to member libraries. The 2,954 bags and bins that were delivered in June 2022 were 6% more than the 2,761 bags and bins that were sorted and delivered in June of the prior year.

The 3 sorters and 2 drivers continue to be extremely reliable. I helped sort five days to help with the bigger loads and prevent sorting backlogs. Also in June, we sorted and delivered 135 VOX books to 13 libraries.

In June, one driver successfully received his Medical Examiner's Certificate. All of the drivers are current with the State of Michigan commercial vehicle driver licensing requirements.

As mentioned in last month's report, one of the trucks broke down on June 1, 2022. The truck was out of commission for 13 working days. A rental was used for 5 days, and we used the new truck for the remaining 8 days. The truck needed extensive repairs that included a remanufactured transmission, a new radiator and catalytic converter.

After searching since July of 2021, we found a truck. The truck was purchased on June 4, 2022 and was delivered on June 7, 2022. As mentioned above, it was immediately put to use. The total cost of the truck, including document, registration and delivery fees was $50,240. The truck is a 2019 Chevrolet Express 3500 with 38,393 miles and is equipped with a 16-foot Unicell Box. Thank you very much to all of the member libraries and to the Board for your approval and for allowing us to buy the truck. I would also like to thank Karen McKinnon and Carol for all of their help in facilitating a prompt purchasing process.

The original plan was to buy two new trucks and keep one truck. The budgeted cost for a single truck is $65,000, and $130,000 for two trucks. Each truck is driven around 50,000 miles per year and would have an estimated useful life of 3 years. This plan has been changed because of the current

market conditions and that it could potentially be another 2 years before new trucks become available.

Assuming that the shortage of new trucks will continue for another 2 years, one option is to plan on driving both of the 2017 used trucks for another two years, and at the same time, be prepared to purchase a new or used truck if one becomes available and is priced within budget.

As demonstrated below, significant repairs have been done on both of the used 2017 trucks:

| 2017 Chevy #34 | Service Performed | # of Miles When Service Was Performed | Current Miles |
| --- | --- | --- | --- |
| | Transmission | 240,000 | 242,000 |

| 2017 Chevy #35 | Service Performed | # of Miles When Service Was Performed | Current Miles |
| --- | --- | --- | --- |
| | New Engine | 108,836 | 242,000 |
| | Transmission | 215,982 | |

In order to keep both of the trucks running for another 2 years, it is highly probable that Truck #34 will need a new engine in the near future. The estimated price of a new engine is $11,000. As a new engine would increase the useful life of the truck, the $11,000 could be added to and taken from the capital budget as the cost of the engine would be in addition to normal repair and maintenance amounts that would normally be included in the operating budget.

In summary:
- Incorporate the recently acquired truck into the routes. This would reduce the mileage on both of the used trucks and should extend their lives.

- Plan on driving the 2 used trucks for another 2 years, assuming that the truck shortage will continue.

- Include $11,000 in the capital budget for a new engine for truck #34.

- At the same time, be prepared to purchase a new or used truck if one is available at a reasonable price that is within budgeted amounts.

- If a new truck is purchased, keep the used truck that is expected to cost the least to maintain and sell the other used truck.

**Finance & HR Assistant - Janet Cornell**

The budget for FY23 is in full process and will be presented to the Finance Committee this month.  We are working on making the budget easier to understand so you will better be able to determine costs for your budgets.  The menu services formulas created years ago to equalize costs per library make it difficult to predict budget changes.  I am working with Carol to see how these affect the budgeted figures so we can give you a better idea of what to budget in the future.

We purchased a new truck this past month and fixed the transmission on the old one so that we would have a truck available when one breaks down.  This will help keep costs down on truck leasing in the new budget.

The last of the expenses for the grant will be paid this month so we can wrap up the financials in August.  There is still a lag in processing the reimbursement from the state, but as we will finish paying invoices in July, we will still have time to receive the reimbursement before final reports on the grant are due.

**IT Manager - Dave VanderGraaf**

The SSL certificate for the Zimbra email server was renewed, which resolved the reported connection issues with Firefox and Outlook.  The verification of Zimbra email accounts has resulted in finding several unused accounts.  We will be working with library directors as we perform some clean up before considering any additional and/or alternative email solutions to resolve current issues.

We are also seeing an increase in spam messages to Zimbra accounts that attempt to obtain account information with phrases like "password expired" or "account update required".  Since these emails <u>are not from Lakeland</u>, please mark these as spam and delete them.

Hardware warranties for both the EZproxy and Tableau servers have been renewed with 2-year extensions, now ending late 2024.  An assessment of current cloud solutions and on-premise servers has started, including the review of their primary use and function along with any associated subscriptions or coverage plans.

Sierra WebPAC training has been scheduled for the first week of August, which will help to then assist with configuring host payment pages.

June help desk tickets created:  195
June help desk tickets resolved:  185
*Tickets can span several days/weeks depending upon the issue/project.

**ILS Manager - Sheryl VanderWagen**

**RIDES statistics:** We received 138 totes in May 2022, up 6 totes from 2021. We sent out 125 totes in May 2022, up 14 totes from May 2021.

**Sierra Outage on June 30, 2022:** Between 8:00 p.m. and 8:30 p.m. on Thursday evening, June 30, all Lakeland users were suddenly disconnected from Sierra.  I opened a ticket with the III helpdesk and found out that there were Internet issues at the ProQuest Chicago data center that hosts our servers.  Access was returned about 2:00 a.m. on July 1.  In a follow-up report to customers, Innovative Interfaces reported that there had been a fiber cut in the Chicago ring while the ISP was doing maintenance. The outage affected all customers (Sierra, Polaris, and ExLibris) who are hosted at that center along with many other Chicago area entities. The data center continued to function internally, and no data was affected. Fortunately, service was restored before our morning scripts, notices and other automatic processes ran on the server. These processes normally start around 6:00 a.m.

**I-Tiva replacement:** We had several issues with i-Tiva and our analog telephone lines during June.  We are working with Unique Management to implement their MessageBee service to replace i-Tiva. The contract has been signed and we are working on implementation with Unique. Dave and I will be working on this project together. Every library will be contacted about setting up Caller ID for their library. All overdue and hold pickup notices will be converted to automated jobs that run at 6:00 a.m. each morning.  We will be bringing a request to the Advisory Council to extend the hold pickup time from 7 to 10 days (like MeLCat holds) to better serve our patrons due to the fact that there will be a delay in notice delivery.

**Patron Point:** Amber McLain has taken over this project.  Please see the update in her report.

**Ecommerce:** The 2nd quarter ecommerce distribution was completed in June. Reports have been emailed to member libraries and Janet added the credits to the quarterly invoices.

**Preferred Names:** All current legal names in the default name field in our patron records have been copied into the new legal name field.  Preferred Name is still the system default name field and required for notices, Bibliocommons, MeLCat and other 3rd party applications.  Sierra has been updated to require that the Preferred Name be entered before a record can be saved, even if the name is the same as the Legal Name. Unique Management will use the Legal Name field because that is the name on the patron's government ID. Names in both fields are entered [LAST NAME, FIRST NAME].  Updated patron registration guidelines have been posted to the Lakeland website on the ILS Information page: https://llcoop.org/ils-information/

**New Hoopla subscribers:** I created location codes for two new Hoopla libraries, Alvah N. Belding and Hesperia libraries.  If you are planning to subscribe to Hoopla soon, remember to have us help you complete your Hoopla setup form, and the necessary new location codes Jeff will need to load the Hoopla bibliographic records for your library.

**New branches:** I worked on setup of the UA and UT location code sets for the system's rule determiner table.  I also worked on the set up of the HP codes for Herrick's 2nd 24-hour library.

**Barcodes and delivery dots:** I notified everyone of the June barcode and delivery dot orders. The deadline for the orders was June 30, 2022.  The order will be placed in early July.


**Member Services Manager – Amber McLain**
Hi everyone! Now that I've been working full time for a month, we've made substantial progress on the Patron Point project. All GIS files are now complete (including KDL and GRPL!), and we will have more information on implementation in the coming weeks. An added bonus – creating GIS files has allowed me to create Google maps for each library – I will be demonstrating this new utility during advisory. To see this new feature, visit llcoop.org/member-directory/ and click the link in the Map column. At the bottom of this same page are county maps containing library service areas. My hope is that these maps will make determining a patron's home library easier. There will be tutorials on how to utilize these maps efficiently in the coming weeks. I'm also in the beginning stages of developing extensive training that will be available to all member libraries – keep an eye out for a survey regarding this, I want your input! That's all for now but look out for more in the future!

**********************************
Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE**     16
**ADVISORY COUNCIL MINUTES – Official**
**Thursday, April 14, 2022, following the Board meeting**
**Kent District Library Service Center**

Council Members Present: Britney Dillon, Mary Cook, Elyshia Hoekstra
Staff Present: Carol Dawe, Sheryl VanderWagen

1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:56 a.m. by Chair, Britney Dillon. There were 24 additional participants.
2) **APPROVAL OF AGENDA:** Stefanie Reed (MG) moved, supported by Kelly Tinkham (NN), to approve the agenda as presented - *motion carried.*
3) **PUBLIC COMMENTS:** None
4) **APPROVAL OF MINUTES:**
   a) Merri Jo Tuinstra (ES) moved, supported by Mary Johnson (MADL), to approve the Advisory Council minutes from March 10, 2022, as presented – *motion carried.*
5) **BOARD REPORT:** None
6) **ILS MANAGERS REPORT:**
   Sheryl VanderWagen encouraged everyone to read her written report in the Board packet. She announced that the rescheduled Sierra upgrade will be after 9:00 p.m. on Wednesday, May 4, 2022. She will send out reminders as the date gets closer.
7) **COOPERATIVE DIRECTOR'S REPORT:**
   Carol Dawe encouraged everyone to read her written report in the Board packet. She also asked for input from members regarding things they would like to see from the Youth Services and Adult Services group. The group gave her some ideas including mentorship for support staff, adult programming ideas and sharing, and marketing advice. She noted she hopes to include more about Lakeland in the newsletter instead of just member library items by including things like committee reports and other LLC activities. She asked about paper copies and noted that they could be sent in delivery to be posted for staff who do not have access to email at the various libraries. There was also a suggestion that Lakeland could store some "library thing" type items that could serve as a floating collection for members.
8) **OTHER REPORTS:**
   a) Continuing Ed Committee – Carol gave the report for the committee. The committee has new co-chairs who are both support staff, Erin Supri (IS) and Alison Taylor (OS) and there are also other new members. They will be focusing on local programs because there is so much training available statewide now.
   b) MLA Legislative Committee Report – Shirley Bruursema (KDL) reported that the Legislative committee did not meet in April. They are scheduled to meet in May.
9) **UNFINISHED BUSINESS:**
   a) Unique Management discussion: Sheryl VanderWagen explained the reports provided in the Advisory Council packet that focus on potential patrons who could become eligible for submission to collections. She also mentioned that 19 libraries get the 24-hour acknowledgement email from Unique which gives members a final chance to shelf check items before the contact process is started. Libraries who do not currently receive that email, expressed interest in starting it. Sheryl will contact Unique and enroll the libraries that are not getting this email. Discussion on keeping the program as is; raising the threshold for amount owed; or dropping the program altogether ensued. Sheryl VanderWagen will contact Unique to get data on the rate of return of items following each contact made by Unique.

Motion by Peggy Hemerling (BH), supported by Melissa Huisman (OH) to raise the collection agency money owed threshold from $40.00 to $80.00 and to re-evaluate the program in a year. *Motion carried.*

Motion by Jennifer Salgat (IL), supported by Brenda Hall (MADL) to keep the collection agency program settings as is. *Motion failed.*

Motion by Maggie McKeithan (OS), supported by Kerry Fountain (IS) to eliminate the collection agency program with Unique. *Motion failed.*

10) **PUBLIC COMMENTS:**

a)      Merri Jo Tuinstra (ES) thanked everyone for their help during her first year as director of the Sparta Carnegie Township Library.

b)      Melissa Huisman thanked the Ottawa County libraries who participated in the joint Quilt Walk program;113 people completed the walk by visiting the exhibits at each participating library.

c)      Mary Johnson (MADL) announced that the Holton branch will re-open to the public following renovations on Monday, March 25, 2022. MADL is planning to open the new Laketon Township branch in time for summer reading.  There is a new Storyville along with other renovations planned for the Ravenna branch.

11) **NEXT MEETING:** Thursday, May 12, 2022, following the Board meeting at the Kent District Library Service Center.

11) **ADJOURNMENT:** Ingrid Boyer (AS), supported by Jessica Hunt (NG) moved to adjourn at 11:21 a.m. - *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen

**FY2022-23 ARPA GRANT EXTENSION**

I spoke with Karen McKinnon, board treasurer and had her review this document and I clarified some things at her suggestion. Thank you, Karen.

Lakeland Library Cooperative was approved in January 2022 for an LSTA American Rescue Plan Act (ARPA) grant funded by the American Rescue Plan Act. The grant is scheduled to end on September 30th, 2022 and is on target to spend all allocated funds.

In anticipation that there **_may be_** additional funds available due to supply chain issues effecting other grant recipients, the Library of Michigan has requested that we amend our grant contract for an extension through March 31, 2023. **_If_** the funds are available, LLC, as grant administrator, would purchase additional e-books and e-audiobooks on behalf of the 11 large standalone Michigan public libraries (including GRPL and KDL) and the 11 shared content purchasing groups (including the Lakeland Digital Library).This includes almost every public library in Michigan.  The grant committee would be following similar procedures and specifications as detailed in the original grant. This purchase would not exceed $250,000.

The Cooperative Directors have been approached by Hoopla in recent months since they are about to roll out a consortia ready product early next year. We feel strongly that we would like to approach this as a statewide group and not by individual content group to 1.) get the best price but more importantly, 2.)  to make sure that we are meeting the needs of all libraries, large and small and provide everyone with a seat at the table.   I am already in preliminary talks with Hoopla about purchasing one copy/one use (not metered) materials for the Grant and then we are negotiating other group purchases as mentioned above.  Overdrive would be our fallback, but this could be the beginning of a statewide purchase/agreement with Hoopla which would be very exciting.

Again, this is in the preliminary stage since I just spoke with the Library of Michigan on July 5th and pending board approval, the grant committee can then move forward. I just shared this new development with the cooperative directors on 7/8.  It's all happening very quickly.  The Library of Michigan wasn't sure this was even a realistic path because it is all **_tentative,_** but Hoopla may be a real opportunity for libraries statewide, even without this extra funding but it is a good place to start if the grant money comes available.   This grant extension comes at the perfect time. How can we say no to additional funding and a new partner for libraries statewide? We at least have to try, right?

To amend our current grant contract, we need to do the following:

1.  Approval by the Lakeland Board by August 10th, 2022, for the grant extension from 9/30/2022 through 3/31/2023 with an understanding that an additional $250,000 in funds may be available for reimbursement of purchases by the Lakeland Library Cooperative on behalf of Michigan Libraries.

2.  Upon board approval for the contract extension, Carol Dawe, Grant Administrator, will send an email to Karren Reish at the Library of Michigan to extend the date to 3/31/2023 and the director of the Library of Michigan will approve.

3.  The Mi-83 Digital Content Grant Committee will work with Hoopla or Overdrive and the standalones and content groups to prepare orders of materials so that they are ready for purchase.

4. As soon as possible and no later than February 1, 2023, Karren Reish at the Library of Michigan will confirm the amount with the Carol Dawe and add the designated funds to the contract and receive approval from the Michigan Department of Education. (This is the part that takes a lot of time so it's essential we are ready to go.)

5. As soon as the funds are approved and accessible, the orders will be placed.

6. The Lakeland Board will then approve the disbursement of these funds for purchase and reimbursement as previously approved and listed below with amended dates.

   o The additional grant funds would be administered between 10/1/2022 and 3/31/2023 falling within Lakeland's 2022-2023 budget year.
   o Accounting for this grant will be as a separate department in the Pass-Through Fund Budget. Specific financial activity for the grant will be included in the monthly board reports of the Pass-Through Budget.
   o Funds budgeted to administer the grant are not to exceed the amount of **$250,000** using the following established accounts:
     - 268-000-528 – ARPA Grant Revenue
     - 268-791-885 – ARPA Grant Expenses

7. The grant work will be complete by 3/31/2023, except for the final audit.

Plan of Service/Bylaws Preliminary Revision Proposals

As we revise the Lakeland Library Cooperative Plan of Service and By-laws, we have encountered a few items that need revision before we address the documents in full.

**1.) Number of required meetings per year:**

The current Plan of Service and Bylaws are both inconsistent and contradictory as to how many meetings are required. It is recommended that both documents state that the Board and Advisory will meet *at a minimum of* 8 times a year.

**2.) Scheduled Time of the Board and Advisory Meetings**

At present the LLC Board meets at 9:30 on the 3rd Thursday of the month.  In the past, the Advisory Council and ILS Council rotated and met every other month after the completion of the board meeting. In 2018, we eliminated the ILS council and Advisory now meets monthly after the Board meeting. At least once a year, we need to have a special meeting so that Advisory can meet prior to the Board meeting in order that a vote from each entity can occur on some pressing matter such as elections, budgets, a major purchase such as SIP licenses etc.

It is recommended that we make this change permanent and that the Advisory Council meets on the 2nd Thursday of the month at 9:30 and that the LLC Board meets at 11:00 a.m. on the 2nd Thursday of each month.  The time in between can be used for networking, director/staff development, vendor demonstrations etc. Maybe we can even reinstate the bringing of snacks!

**3.) LLC Member Library Groups A-E vs. Library of Michigan Class 1-6**

One question that I hear from new directors, board members, staff members and other cooperative directors and staff at our partner agencies is "Why don't you use the LM Classification for LLC libraries?"  I have researched this and realize that several years ago this had merit due to the makeup of the board and the role of the ILS and budgetary and governance issues.  I think this has changed now that 2 of our permanently seated libraries are standalone libraries in regards to the ILS and the role of the board is so much more collaborative and unified.

This issue should be resolved before we revise the Plan of Service and By-laws because it directly impacts the sections in each document that address how the board seats are filled, how board members vote and how those votes are tabulated.

Please see the attached spreadsheets which provide 2 scenarios.

  o   Scenario 1 provides a modification to the current LLC Member Library Groups A-E to take into consideration the new census date. Please look at the key at the bottom of the spreadsheet for the explanation. This scenario

keeps the groups but changes the number of seats from a 2$^{nd}$ A/B library seat to a 2$^{nd}$ seat for B/C libraries due to population shifts.

- o Scenario 2 shifts LLC to the Library of Michigan numerical classification 1-6 and also takes into account the new census data. Several LLC libraries moved up a class. Again, please look at the key at the bottom of the spreadsheet for explanation and clarification. We use population as our guide in this scenario as well. Any library or libraries with a population of less than 100,000 is entitled to one board member. Those with more than 200,000 are entitled to two board members. The exception in this scenario is that Georgetown, although a class 6 library now, is placed with the class 5 libraries due to their population being under 100,000. I spoke with Director Bristow, and he agreed that this was the best approach. I recommend using this model because it is as fair and equitable as the old model but less complicated and without the confusion of having 2 different models in use.

I look forward to the discussion.


Carol Dawe

| Location | Pre Census Population | 2021 LLC Group | 2021 Total Pop by Class | Board Members | Post Census Population | 2022 LLC Group | 2022 Total Pop by Class | Board Members |
|---|---|---|---|---|---|---|---|---|
| Croton Township Library | 3,228 | A | | | 3,368 | A | | |
| Lake Odessa Community Library | 4,168 | A | | | 4,293 | A | | |
| Home Township Library | 4,220 | A | | | 4,343 | A | | |
| Hopkins District Library | 4,610 | A | | | 4,851 | A | | |
| Saugatuck-Douglas District Library | 5,101 | A | | | 5,686 | A | | |
| Hesperia Community Library | 5,933 | A | | | 5,839 | A | | |
| Freeport District Library | 5,641 | A | | | 6,102 | A | | |
| Leighton Township Library | 4,934 | A | | | 7,001 | A | | |
| Newaygo Area District Library | 6,834 | A | | | 7,494 | A | | |
| Dorr Township Library | 7,439 | A | | | 7,922 | A | | |
| Henika District Library | 7,135 | A | | | 7,978 | A | | |
| Salem Township Library | 7,357 | A | | | 8,289 | A | | |
| White Cloud Community Library | 8,533 | A | | | 8,766 | A | | |
| Grant Area District Library | 8,875 | A | | | 8,861 | A | | |
| Sparta Carnegie Township Library | 9,110 | A | | | 9,395 | A | | |
| Patmos Library | 7,034 | A | | | 9,630 | A | | |
| Timothy C. Hauenstein Reynolds Township Library | 9,714 | A | | | 9,992 | A | 119,810 | 1 |
| Cedar Springs Public Library | 9,483 | A | 119,349 | 1.5* | 10,123 | B | | |
| Tamarack District Library | 10,250 | B | | | 10,328 | B | | |
| Saranac Public Library | 10,188 | B | | | 10,470 | B | | |
| Alvah N. Belding Memorial Library | 11,000 | B | | | 11,087 | B | | |
| Gary Byker Memorial Library of Hudsonville | 10,983 | B | | | 12,374 | B | | |
| White Lake Community Library | 11,811 | B | | | 12,381 | B | | |
| Coopersville Area District Library | 11,862 | B | | | 12,679 | B | | |
| Carson City Public Library | 10,857 | B | | | 13,102 | B | | |
| Hastings Public Library | 13,233 | B | | | 13,514 | B | | |
| Fremont Area District Library | 13,326 | B | | | 13,885 | B | | |
| Fennville District Library | 14,230 | B | | | 14,496 | B | | |
| Fruitport District Library | 13,598 | B | | | 14,575 | B | | |
| Flat River Community Library | 17,626 | B | | | 18,223 | B | | |
| Thornapple Kellogg School and Community Library | 15,497 | B | | | 18,577 | B | | |
| Spring Lake District Library | 18,260 | B | 162,283 | 1.5* | 19,868 | B | 205,682 | 1.5* |
| Ionia Community Library | 21,638 | C | | | 23,680 | C | | |
| Howard Miller Library | 22,115 | C | | | 25,071 | C | | |
| Allendale Township Library | 28,283 | C | | | 35,384 | C | | |
| Loutit District Library | 35,540 | C | | | 39,331 | C | | |
| Hackley Public Library | 40,898 | C | | | 40,907 | C | | |
| Georgetown Township Public Library | 46,985 | C | 195,549 | 1 | 54,091 | C | 218,464 | 1.5* |
| Muskegon Area District Library | 105,852 | D | | 1 | 107,920 | D | | 1 |
| Herrick District Library | 102,423 | D | | 1 | 109,385 | D | | 1 |
| Grand Rapids Public Library | 188,040 | D | 396,315 | 1 | 198,917 | D | 416,222 | 1 |
| Kent District Library | 395,660 | E | 395,660 | 2 | 439,194 | E | 439,194 | 2 |
| | | | | | | | | |
| **GRAND TOTALS** | **1,289,504** | | | **9** | **1,399,372** | | | **9** |
| | | *One seat represented by A or B | | | | * One seat represented by a B or C | | |

Scenario number 1 continues as in the past with 5
population groups. Due to the change in population
within groups B and C, The division is as follow.
Group A, B and C each get one seat and then instead
of A and B sharing an additonal seat, due to the
increase in population, B and C would share an
additional seat. For our purposes, any group or library
that serves under 200,000 gets one seat and any
group or library that serves over 200,000 gets 2 seats.

Key:
LLC Groups based on populaton
Group 1: 0 to 9,999
Group 2: 10,000 to 19,999
Group 3  20,000 to 99,000
Group 4  100,000 to 249,000
Group 5   250,000 and above

**Libraries in light peach moved up a group in 2022**

Scenario 2: Lakeland Libraries by Library of Michigan Classification 1-6

| Location | Pre Census Population | Pre LM Census Class | 2021 Total Pop by Group | 2021 LLC Group | Post LM Census Population | Post LM Census Class | 2022 Total Pop by Class | Board Members | 2022 LLC Group |
|---|---|---|---|---|---|---|---|---|---|
| Croton Township Library | 3,228 | 1 | | A | 3,368 | 1 | | | A |
| Freeport District Library | 5,641 | 2 | | A | 6,102 | 2 | | | A |
| Hesperia Community Library | 5,933 | 2 | | A | 5,839 | 2 | | | A |
| Home Township Library | 4,220 | 2 | | A | 4,343 | 2 | | | A |
| Hopkins District Library | 4,610 | 2 | | A | 4,851 | 2 | | | A |
| Lake Odessa Community Library | 4,168 | 2 | | A | 4,293 | 2 | | | A |
| Saugatuck-Douglas District Library | 5,101 | 2 | | A | 5,686 | 2 | | | A |
| Leighton Township Library | 4,934 | 2 | | A | 7,001 | 3 | | | A |
| Newaygo Area District Library | 6,834 | 2 | 44669 | A | 7,494 | 3 | | | A |
| Alvah N. Belding Memorial Library | 11,000 | 3 | | B | 11,087 | 3 | | | B |
| Cedar Springs Public Library | 9,483 | 3 | | A | 10,123 | 3 | | | **B** |
| Dorr Township Library | 7,439 | 3 | | A | 7,922 | 3 | | | A |
| Grant Area District Library | 8,875 | 3 | | A | 8,861 | 3 | | | A |
| Henika District Library | 7,135 | 3 | | A | 7,978 | 3 | | | A |
| Patmos Library | 7,034 | 3 | | A | 9,630 | 3 | | | A |
| Salem Township Library | 7,357 | 3 | | A | 8,289 | 3 | | | A |
| Saranac Public Library | 10,188 | 3 | | B | 10,470 | 3 | | | B |
| Sparta Carnegie Township Library | 9,110 | 3 | | A | 9,395 | 3 | | | A |
| Tamarack District Library | 10,250 | 3 | | B | 10,328 | 3 | | | B |
| Timothy C. Hauenstein Reynolds Township Library | 9,714 | 3 | | A | 9,992 | 3 | | | A |
| White Cloud Community Library | 8,533 | 3 | | A | 8,766 | 3 | 161,818 | 1 | A |
| Carson City Public Library | 10,857 | 3 | | B | 13,102 | 4 | | | B |
| Coopersville Area District Library | 11,862 | 3 | | B | 12,679 | 4 | | | B |
| Gary Byker Memorial Library of Hudsonville | 10,983 | 3 | | B | 12,374 | 4 | | | B |
| White Lake Community Library | 11,811 | 3 | 151631 | B | 12,381 | 4 | | | B |
| Fennville District Library | 14,230 | 4 | | B | 14,496 | 4 | | | B |
| Flat River Community Library | 17,626 | 4 | | B | 18,223 | 4 | | | B |
| Fremont Area District Library | 13,326 | 4 | | B | 13,885 | 4 | | | B |
| Fruitport District Library | 13,598 | 4 | | B | 14,575 | 4 | | | B |
| Hastings Public Library | 13,233 | 4 | | B | 13,514 | 4 | | | B |
| Howard Miller Library | 22,115 | 4 | | C | 25,071 | 4 | | | C |
| Ionia Community Library | 21,638 | 4 | | C | 23,680 | 4 | | | C |
| Spring Lake District Library | 18,260 | 4 | | B | 19,868 | 4 | | | B |
| Thornapple Kellogg School and Community Library | 15,497 | 4 | 149,523 | B | 18,577 | 4 | 212,425 | 2 | B |
| Allendale Township Library | 28,283 | 5 | | C | 35,384 | 5 | | | C |
| Hackley Public Library | 40,898 | 5 | | C | 40,907 | 5 | | | C |
| Loutit District Library | 35,540 | 5 | | C | 39,331 | 5 | | | C |
| Georgetown Township Public Library | 46,985 | 5 | 151,706 | C | 54,091 | 6* | 169,713 | 1 | C |
| Grand Rapids Public Library | 188,040 | 6 | | D | 198,917 | 6 | | 1 | D |
| Herrick District Library | 102,423 | 6 | | D | 109,385 | 6 | | 1 | D |
| Kent District Library | 395,660 | 6 | | E | 439,194 | 6 | | 2 | E |
| Muskegon Area District Library | 105,852 | 6 | 791,975 | D | 107,920 | 6 | 855,416 | 1 | D |
| | | | | | | | | | |
| **GRAND TOTALS** | **1,289,504** | | | | **1,399,372** | | | 9 | |

Scenario 2 moves LLC from Groups A-E to the LM model of Classes 1-5. For our purposes, any class or library that represents less than 200,000 gets one board seat. Over 200,000, you get two seats. The only exception is that we classify Georgetown as a Class 6 but group them with the class 5 since they have a population less than 100,000.

Key:
**LM Library Classes based on population**
Class 1: 0 to 3,999
Class 2: 4,000 to 6,999
Class 3: 7,000 to 11,999
Class 4: 12,000 to 25,999
Class 5: 26,000 to 49,999
Class 6: 50,000 and above

**Libraries in dark gray moved up a class in 2022.**

**Combined populaton classes for board representation**
LM Census Class 1-3
LM Census Class 4
LM Census Class 5
LM Census Class 6

**LLC Groups based on populaton (for reference only)**
Group 1: 0 to 9,999
Group 2: 10,000 to 19,999
Group 3: 20,000 to 99,000
Group 4: 100,000 to 249,000
Group 5: 250,000 and above