

LAKELANDL LIBRARY COOPERATIVE BOARD MONTHLY MEETING

Thursday, January 12, 2023
9:30 a.m.

ADVISORY COUNCIL TO FOLLOW

Kent District Library Service Center
814 W River Center 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) November 10, 2022, Unofficial Minutes (m) PAGES 2-3
- 6) FINANCIAL REPORT
 - a) November financials and monthly check register (m) PAGES 4-9
 - b) December financials and monthly check register (m) PAGES 10-15
 - c) 2021-2022 Annual Financial Snapshot (m) PAGES 16-18
- 7) PRESIDENT'S REPORT (i)
- 8) COOPERATIVE DIRECTOR'S REPORT (i) PAGES 19-28
- 9) COUNCIL/COMMITTEE REPORTS
 - a) No Advisory meeting in October or December
- 10) NEW BUSINESS
 - a) Attorney General Opinion on Intellectual Freedom (Werner) (m)
 - b) Strategic planning update (Parus) (i)
- 11) PUBLIC COMMENTS
- 12) BOARD MEMBER COMMENTS
- 13) NEXT MEETING: February 9th at the Kent District Library Service Center.
- 14) ADJOURNMENT (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, November 10, 2022 at 9:30 a.m.
Kent District Library Service Center**

Present: Joe Zappacosta, John McNaughton, Dale Parus, Lance Werner, Shirley Bruursema, Maggie McKeithan, Ron Suszek

Staff Present: Carol Dawe, Amber McLain

Absent: Karen McKinnon, Diane Kooiker

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 a.m. by Lance Werner.
- 2) **APPROVAL OF AGENDA:** Ron Suszek moved, supported by Meggie McKeithan, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Maggie McKeithan moved, supported by John McNaughton, to approve the board minutes from October 12, 2022 with one correction– *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) October Financials and Check Register: John McNaughton moved, supported by Shirley Bruursema, to approve the October Financials as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT:** Lance Werner made a statement in regard to the situation at Patmos library – Lakeland is waiting for direction from their board before releasing a statement. Lance also congratulated/consolated libraries based on their millage results.
- 8) **DIRECTOR'S REPORT:** In addition to the written report provided in the meeting packet, Carol Dawe pointed out that the MCDA is preparing to host a program on misinformation with a speaker from the University of Michigan. Carol also reiterated that Sheryl VanderWagen is retiring next year (please see ILS manager report for more information) and urged members to complete large-scale ILS projects before June. Carol also issued a reminder that Nonresident Cards are a library-by-library decision.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory council minutes for September 8, 2022 are included in the meeting packet for informational purposes.
- 10) **NEW BUSINESS:**
 - a) *Millages:* Shirley Bruursema won 3 of 3 millages.
 - b) *Strategic Planning Update:* There will be a meeting on November 14, 2022 to look at the plan and consider next steps.
 - c) *Intellectual Freedom:* From Lance Werner – The book-banning movement has escalated recently largely because it was used to energize a voting block for the November election. Lance contends that we may see a decrease as it has been proven to be an unfruitful political agenda; Lance also suggests role-playing on all levels of staff and officials; Lance also urges people to remember mental health in all of this; From Carol Dawe – the closing keynote speaker at MLA demonstrated how many people have dealt with intellectual freedom challenges.
- 11) **PUBLIC COMMENTS:**
 - a) Merri Jo Tuinstra shared that she is so thankful for Sheryl VanderWagen and everything she does for Lakeland.
- 12) **BOARD MEMBER COMMENTS:**
 - a) Joe Zappacosta shared that he is very excited to be on the board. He has been at Hackley for 4 years and looks forward to learning from this new role.
 - b) Dale Parus shared that Ionia lost its millage once again.
 - c) Shirley Bruursema gave her condolences to those who lost millages.
 - d) Maggie McKeithan shared that OS is kicking off a capital campaign to fundraise for updating facilities.

- e) Ron Suszek shared that MADL installed a tovertofel.
- 13)** John McNaughton considering going out and doing more engagement with nontraditional areas of the population.
- 14)** Lance Werner shared that he has been doing training regarding book banning and intellectual freedom via Zoom and is willing to provide that to Lakeland Libraries as well.
- 15) NEXT MEETING:** Thursday, December 8, 2022, at 9:30 a.m. at Kent District Library Service Center.
- 16) ADJOURNMENT:** John McNaughton moved, supported by Dale Parus, to adjourn at 9:55 a.m. - *motion carried.*

Respectfully submitted by,
Amber McLain

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of November 30, 2022

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 185,771

002 · Savings Accounts 267,867

Total Checking/Savings 453,638

Other Current Assets

084 · Due from Other Funds 104,429

123 · Prepaid Expenses 55,149

Total Other Current Assets 159,578

Total Current Assets 613,216

Fixed Assets 267,209

TOTAL ASSETS \$ 880,425

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 5,435

Other Current Liabilities

231 · Payroll Liabilities 2,487

237 · Benefit Liabilities 4,641

Total Other Current Liabilities 7,128

Total Current Liabilities 12,563

Total Liabilities 12,563

Equity

370 · Nonspendable Funds 77,801

371 · Property 267,209

380 · Fund Balance - Committed 221

390 · Unassigned Funds 579,573

399 · Net Position - Unrestricted 188,542

Net Income (245,484)

Total Equity 867,862

TOTAL LIABILITIES & EQUITY \$ 880,425

Lakeland Library Cooperative
FY2021-22 Operating Budget vs. Actual
October through November 2022

	YTD	Budget	%
Income			
566 · State Aid Revenue	0	709,000	0.0%
631 · Administrative Services	29,138	116,535	25.0%
632 · Delivery Services	26,562	106,247	25.0%
633 · ILS & IT Services	145,311	581,243	25.0%
665 · Interest Revenue	1,374	3,000	45.8%
672 · Other Revenue	0	100	0.0%
Total Income	202,385	1,516,125	13.35%
Expense			
702 · Salaries & Wages	98,301	785,090	12.52%
710 · Benefits	28,492	144,670	19.69%
719 · Mileage	541	3,000	18.03%
720 · Professional Development	2,194	9,000	24.38%
726 · Supplies	301	3,840	7.83%
801 · Professional Services	575	34,700	1.66%
810 · Insurance	15,622	15,215	102.67%
817 · ILS & IT Expenses	292,542	400,195	73.1%
831 · RIDES	0	8,005	0.0%
860 · Delivery Expenses	5,502	65,725	8.37%
880 · Member Development	975	7,000	13.93%
920 · Facility Expenses	2,824	39,685	7.12%
Total Expense	447,868	1,516,125	29.54%
Net Income	\$ (245,483.8)	0	100.0%

Lakeland Library Cooperative
Operating Checks for the Month
As of November 30, 2022

Date	Name	Memo	Account	Amount
001.01 - Main - Checking				
11/02/2022	AT&T Long Distance		Itiva/MessageBee	56.59
11/02/2022	Backstage Library Works		Authority Control	1,172.00
11/02/2022	Granger	Trash removal	Facility Contracts	114.63
11/02/2022	Innovative Interfaces, Inc.		III Maintenance	129,847.62
11/03/2022	Cintas	Floor mats	Facility Contracts	103.64
11/03/2022	First National Bank	IT, Conferences, supplies	-SPLIT-	2,072.16
11/03/2022	Lighthouse Insurance	D&O and Cybersecurity	Insurance	6,120.00
11/04/2022	MERS	Pension	Benefits	4,613.42
11/04/2022	State of Michigan--Vendor		Payroll Liabilities	2,368.92
11/04/2022	Fuel Management System		Vehicle Fuel	1,324.95
11/04/2022	Superior Pest Control, Inc.	Pest Control	Facility Contracts	70.00
11/04/2022	Dawe, Carol - vendor	Mileage and Supplies	-SPLIT-	938.43
11/08/2022	Payroll		-SPLIT-	18,647.56
11/08/2022	MERS 401/457		Payroll Liabilities	1,452.37
11/08/2022	United States Treasury		Payroll Liabilities	6,739.96
11/16/2022	Foster Swift Attorneys		Legal	67.50
11/16/2022	Membiela, Clare	2022 SRP (check on hold for delay)	Continuing Education	255.37
11/17/2022	Aflac		Payroll Liabilities	670.52
11/17/2022	BCBS	Health Ins.	Benefits	1,865.16
11/17/2022	Overdrive		Overdrive Platform	1,000.00
11/18/2022	Grand Rapids Income Tax Dept.		Payroll Liabilities	223.32
11/18/2022	Walker City Treasurer		Payroll Liabilities	285.63
11/18/2022	BCN	Health Ins.	Benefits	5,674.62
11/18/2022	Comcast	Data Lines	IT Operations	575.00
11/18/2022	Consumers Energy		Utilities	397.64
11/18/2022	DTE Energy		Utilities	43.33
11/18/2022	DTE Energy		Utilities	166.84
11/18/2022	Mitel		Telephones	471.51
11/18/2022	SS Power Wash		Vehicle Repairs/Maintenance	60.00
11/18/2022	Standard Insurance - MERS gr LTD & Life Ins.		Benefits	287.21
11/21/2022	Fuel Management System		Vehicle Fuel	1,341.35
11/22/2022	Payroll		-SPLIT-	18,654.70
11/22/2022	United States Treasury		Payroll Liabilities	6,742.36
11/22/2022	MERS 401/457		Payroll Liabilities	1,467.37
11/22/2022	Dawe, Carol - vendor		Mileage	20.94
11/30/2022	AT&T Long Distance	Final bill	Itiva/MessageBee	0.09
11/30/2022	Berger Chevrolet		Vehicle Repairs/Maintenance	177.32
11/30/2022	BiblioCommons Corp.		Bibliocore	107,449.93
TOTAL				\$ 323,539.96

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of November 30, 2022

	<u>Pass Through</u>	<u>Capital</u>
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	72,353	1,669
001.3 · eCommerce - Checking	5,254	
Total 001 · Checking Accounts	<u>77,607</u>	<u>1,669</u>
002 · Savings Accounts		80,410
Total Checking/Savings	<u>77,607</u>	<u>82,079</u>
Accounts Receivable	4,050	
Other Current Assets		
123 · Prepaid Expense		10,350
Total Other Current Assets	<u>0</u>	<u>10,350</u>
Total Current Assets	<u>81,657</u>	<u>92,429</u>
TOTAL ASSETS	<u><u>\$ 81,657</u></u>	<u><u>\$ 92,429</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
214 · Due To Other Funds	70,000	34,429
Total Other Current Liabilities	<u>70,000</u>	<u>34,429</u>
Total Current Liabilities	<u>70,000</u>	<u>34,429</u>
Total Liabilities	70,000	34,429
Equity		
370 · Nonspendable Funds		10,350
390 · Unassigned Funds		1,591
Net Income	11,657	46,059
Total Equity	<u>11,657</u>	<u>58,000</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 81,657</u></u>	<u><u>\$ 92,429</u></u>

Lakeland Library Cooperative
Pass Through & Capital Budget vs. Actual
October through November 2022

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	0	8,700	0.0%			
629 · Group Collections	16,605	92,000	18.0%			
635 · Group Services	0	75,500	0.0%			
637 · Ecommerce Fines	5,341	28,000	19.1%			
640 · ILS Add-on Services	0	5,000	0.0%			
645 · IT Services	0	350	0.0%			
665 · Interest Revenue				362	4,000	9.05%
672 · Other Revenue	0	750	0.0%			
699 · Fund Balance Transfers In				164,500	164,500	100.0%
Total Income	21,946	210,300	10.4%	164,862	168,500	97.84%
Expense						
728 · Library Supply Expense	0	8,700	0.0%			
729 · Collection Expenses	10,289	92,000	11.2%			
805 · Group Subscriptions	0	75,500	0.0%			
807 · Fines Paid	0	28,000	0.0%			
820 · ILS Add-On Expense	0	5,000	0.0%			
830 · IT Services Expense	0	350	0.0%			
969 · Other Services	0	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				0	7,500	0.0%
975 · Technology				64,274	95,000	67.66%
980 · Vehicle Purchases				54,529	66,000	82.62%
Total 970 · Capital Outlay	0	0	0.0%	118,803	168,500	70.51%
Total Expense	10,289	210,300	4.9%	118,803	168,500	70.51%
Net Income	\$ 11,657	0	100.0%	\$ 46,059	0	100.0%

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of November 30, 2022

Date	Name	Memo	Account	Amount
001.1 - Fund - Checking				
001.11 - Checking - Pass Through				
11/04/2022	Swank Movie Licensing USA	lost check replacement	Group Subscriptions	10,139.00
11/04/2022	OverDrive	ebooks	Group Collections	3,032.18
11/17/2022	OverDrive	audiobooks	Group Collections	2,082.08
11/21/2022	Innovative Interfaces, Inc.	eMarc	Split	37.05
11/29/2022	OverDrive	ebooks	Group Collections	3,095.36
Total 001.11 - Checking - Pass Through				<u>18,385.67</u>
001.12 - Checking - Capital				
11/28/2022	Berger Chevrolet	Truck 37 purchase	Vehicle Purchases	54,529.00
Total 001.12 - Checking - Capital				<u>54,529.00</u>
TOTAL				<u><u>\$ 72,914.67</u></u>

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of December 31, 2022

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 102,474

002 · Savings Accounts 219,098

Total Checking/Savings 321,572

Other Current Assets

084 · Due from Other Funds 104,429

123 · Prepaid Expenses 55,149

Total Other Current Assets 159,578

Total Current Assets 481,149

Fixed Assets 267,209

TOTAL ASSETS \$ 748,358

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 1,136

Other Current Liabilities

231 · Payroll Liabilities 2,773

237 · Benefit Liabilities 4,683

Total Other Current Liabilities 7,456

Total Current Liabilities 8,591

Total Liabilities 8,591

Equity

370 · Nonspendable Funds 77,801

371 · Property 267,209

380 · Fund Balance - Committed 221

390 · Unassigned Funds 579,573

399 · Net Position - Unrestricted 188,542

Net Income (373,579)

Total Equity 739,767

TOTAL LIABILITIES & EQUITY \$ 748,358

Lakeland Library Cooperative
Operating Budget vs. Actual
October through December 2022

	YTD	Budget	%
Income			
566 · State Aid Revenue	0	709,000	0.0%
631 · Administrative Services	29,138	116,535	25.0%
632 · Delivery Services	26,562	106,247	25.0%
633 · ILS & IT Services	145,311	581,243	25.0%
665 · Interest Revenue	2,744	3,000	91.45%
672 · Other Revenue			
687 · Rebates	0	100	0.0%
Total 672 · Other Revenue	0	100	0.0%
Total Income	203,754	1,516,125	13.44%
Expense			
702 · Salaries & Wages	158,752	785,090	20.22%
710 · Benefits	42,748	144,670	29.55%
719 · Mileage	541	3,000	18.03%
720 · Professional Development	2,263	9,000	25.14%
726 · Supplies	431	3,840	11.21%
801 · Professional Services	867	34,700	2.5%
810 · Insurance	17,680	15,215	116.2%
817 · ILS & IT Expenses	339,362	400,195	84.8%
831 · RIDES	0	8,005	0.0%
860 · Delivery Expenses	8,236	65,725	12.53%
880 · Member Development	1,846	7,000	26.37%
920 · Facility Expenses	4,607	39,685	11.61%
Total Expense	577,333	1,516,125	38.08%
Net Income	(\$373,579)	0	100.0%

Lakeland Library Cooperative
Operating Checks for the Month
As of December 31, 2022

Date	Name	Memo	Account	Amount
001.01 - Main - Checking				
12/02/2022	MERS	Defined Benefits	Benefits	4,639.87
12/02/2022	State of Michigan--Vendor		Payroll Liabilities	2,034.94
12/02/2022	Delta Dental	Dental/Vision Ins.	Benefits	581.72
12/02/2022	Cintas	Floor Mats	Facility Contracts	103.64
12/02/2022	First National Bank		-SPLIT-	3,251.47
12/06/2022	Payroll		-SPLIT-	21,918.79
12/06/2022	United States Treasury		Payroll Liabilities	8,193.54
12/06/2022	MERS 401/457		Payroll Liabilities	1,467.37
12/06/2022	Fuel Management System		Vehicle Fuel	1,059.50
12/06/2022	McLain, Amber - Vendor	Mileage and Conference	-SPLIT-	438.53
12/14/2022	Backstage Library Works	Authority Control	Authority Control	326.40
12/14/2022	Granger	Trash Removal	Facility Contracts	115.49
12/14/2022	MCLS		SkyRiver	44,408.61
12/16/2022	Grand Rapids Income Tax Dept.		Payroll Liabilities	110.16
12/16/2022	Walker City Treasurer		Payroll Liabilities	246.26
12/20/2022	Payroll		-SPLIT-	18,991.35
12/20/2022	United States Treasury		Payroll Liabilities	6,812.20
12/20/2022	MERS 401/457		Payroll Liabilities	1,467.37
12/20/2022	Aflac		Payroll Liabilities	670.52
12/20/2022	BCBS	Health Ins.	Benefits	1,865.16
12/20/2022	BCN	Health Ins.	Benefits	5,674.62
12/20/2022	Comcast	Data Lines	IT Operations	575.00
12/20/2022	Consumers Energy		Utilities	429.37
12/20/2022	DTE Energy		Utilities	362.06
12/20/2022	DTE Energy		Utilities	46.86
12/20/2022	Mitel		Telephones	471.51
12/20/2022	Overdrive	Service Plan	Overdrive Platform	1,000.00
12/20/2022	Ricoh USA Inc.	Copier	IT Operations	33.68
12/20/2022	SS Power Wash		Vehicle Repairs/Maintenance	60.00
12/28/2022	Allied Universal (Midstate)	Building Security	Facility Contracts	139.00
12/28/2022	Backstage Library Works	Authority Control	Authority Control	198.10
12/28/2022	Concentra Medical Centers		Driver Certification	164.00
12/28/2022	Meekhof Tire Sales & Service, Inc.		Vehicle Repairs/Maintenance	1,400.37
12/28/2022	AT&T	Fax and Itiva	-SPLIT-	299.26
12/28/2022	Cintas	Floor Mats	Facility Contracts	103.64
12/28/2022	Michigan Insurance Company	Insurance for new truck	Vehicle Insurance	2,058.00
12/28/2022	Standard Insurance - MERS group	LTD/Life Ins.	Benefits	287.21
12/28/2022	Fuel Management System		Vehicle Fuel	1,109.53
12/28/2022	Superior Pest Control, Inc.	Pest Control	Facility Contracts	58.00
TOTAL				<u><u>133,173.10</u></u>

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of December 31, 2022

	<u>Pass Through</u>	<u>Capital</u>
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	67,459	1,715
001.3 · eCommerce - Checking	2,833	
Total 001 · Checking Accounts	<u>70,292</u>	<u>1,715</u>
002 · Savings Accounts		80,720
Total Checking/Savings	<u>70,292</u>	<u>82,435</u>
Accounts Receivable	24,349	
Other Current Assets		
123 · Prepaid Expense		10,350
Total Other Current Assets	<u>0</u>	<u>10,350</u>
Total Current Assets	<u>94,641</u>	<u>92,785</u>
TOTAL ASSETS	<u><u>\$ 94,641</u></u>	<u><u>\$ 92,785</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
214 · Due To Other Funds	70,000	34,429
Total Other Current Liabilities	<u>70,000</u>	<u>34,429</u>
Total Current Liabilities	<u>70,000</u>	<u>34,429</u>
Total Liabilities	<u>70,000</u>	<u>34,429</u>
Equity		
370 · Nonspendable Funds		10,350
390 · Unassigned Funds		1,591
Net Income	24,641	46,415
Total Equity	<u>24,641</u>	<u>58,356</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 94,641</u></u>	<u><u>\$ 92,785</u></u>

Lakeland Library Cooperative
Pass Through & Capital Budget vs. Actual
October through December 2022

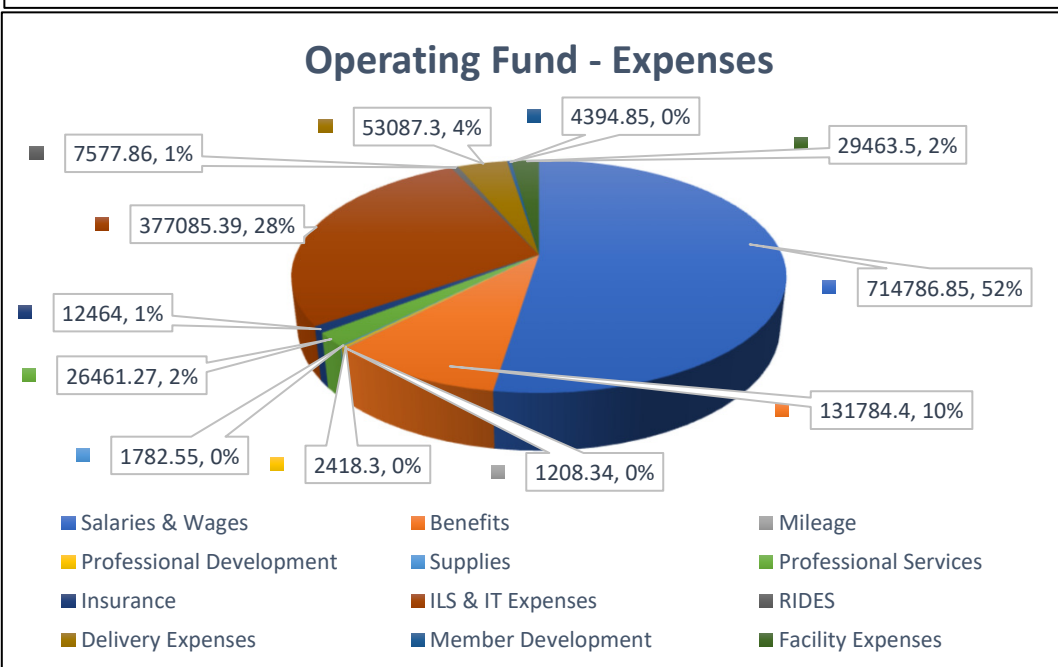
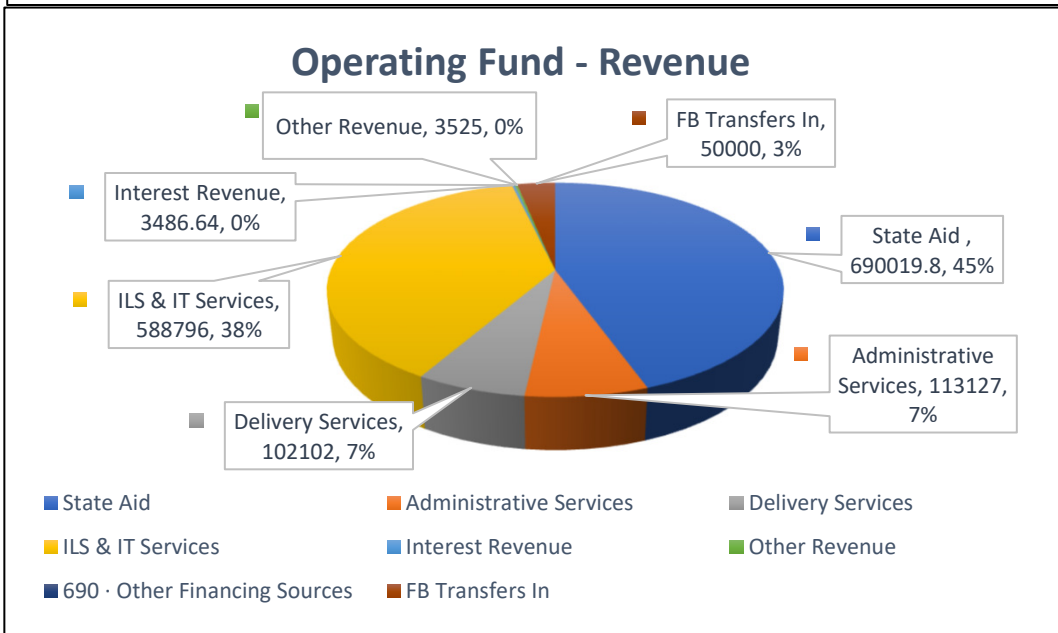
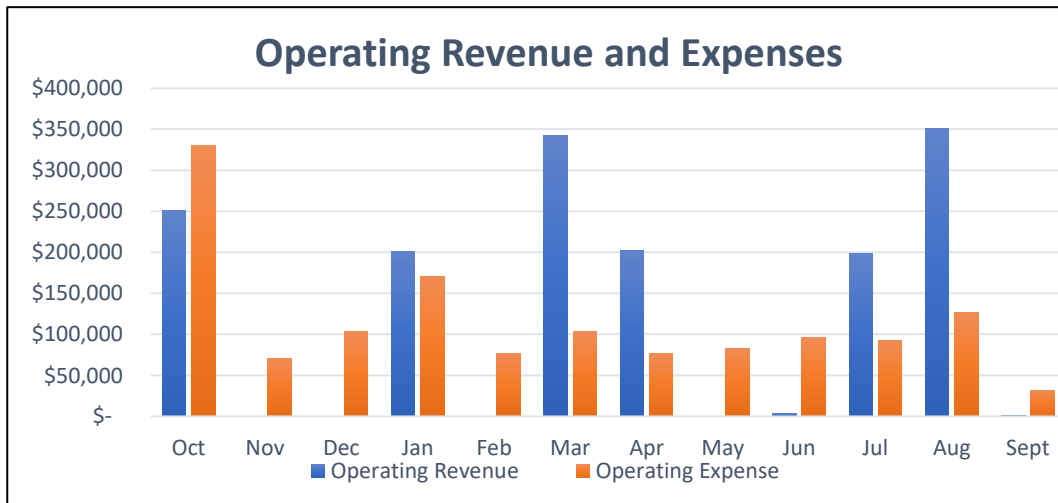
	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	0	8,700	0.0%			
629 · Group Collections	40,954	92,000	44.5%			
635 · Group Services	0	75,500	0.0%			
637 · Ecommerce Fines	6,836	28,000	24.4%			
640 · ILS Add-on Services	0	5,000	0.0%			
645 · IT Services	0	350	0.0%			
665 · Interest Revenue				718	4,000	17.95%
672 · Other Revenue	0	750	0.0%			
699 · Fund Balance Transfers In				164,500	164,500	100.0%
Total Income	47,790	210,300	22.7%	165,218	168,500	98.05%
Expense						
728 · Library Supply Expense	0	8,700	0.0%			
729 · Collection Expenses	19,229	92,000	20.9%			
805 · Group Subscriptions	0	75,500	0.0%			
807 · Fines Paid	3,919	28,000	14.0%			
820 · ILS Add-On Expense	0	5,000	0.0%			
830 · IT Services Expense	0	350	0.0%			
969 · Other Services	0	750	0.0%			
970 · Capital Outlay				118,803	168,500	70.51%
Total Expense	23,148	210,300	11.0%	118,803	168,500	70.51%
Net Income	\$ 24,641	0	100.0%	\$ 46,415	0	100.0%

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of December 31, 2022

Date	Name	Memo	Account	Amount
001.11 · Checking - Pass Through				
12/19/2022	Innovative Interfaces, Inc.	eMarc-audio & ebooks	-SPLIT-	128.96
12/19/2022	Library Ideas, LLC	VOX books	Other Collections	3,797.39
12/19/2022	VanderWagen, Sheryl	Ecommerce tests	Fines Paid	4.00
12/20/2022	OverDrive	Audio and ebooks	-SPLIT-	5,013.43
Total 001.11 · Checking - Pass Through				<u>8,943.78</u>
001.12 · Checking - Capital				
Total 001.12 · Checking - Capital				<u>0.00</u>
001.3 · eCommerce - Checking				
12/12/2022	Allendale Township Library-Vendor		Fines Paid	44.75
12/12/2022	Carson City Public Library-Vendor		Fines Paid	43.50
12/12/2022	Cedar Springs Public Library-Vendor		Fines Paid	130.71
12/12/2022	Coopersville Area District Library-Vendor		Fines Paid	38.99
12/12/2022	Dorr Township Library-Vendor		Fines Paid	29.14
12/12/2022	Fennville District Library-Vendor		Fines Paid	49.78
12/12/2022	Flat River Community Library-Vendor		Fines Paid	63.85
12/12/2022	Fremont Area District Library-Vendor		Fines Paid	91.52
12/12/2022	Gary Byker Memorial Library-Vendor		Fines Paid	41.75
12/12/2022	Georgetown Twp Public Library-Vendor		Fines Paid	766.93
12/12/2022	Grant Area District Library-Vendor		Fines Paid	26.21
12/12/2022	Hackley Public Library-Vendor		Fines Paid	90.14
12/12/2022	Hastings Public Library-Vendor		Fines Paid	72.69
12/12/2022	Herrick District Library-Vendor		Fines Paid	574.33
12/12/2022	Home Township Library - Vendor		Fines Paid	26.09
12/12/2022	Hopkins District Library-Vendor		Fines Paid	35.98
12/12/2022	Howard Miller Library-Vendor		Fines Paid	161.30
12/12/2022	Ionia Community Library-Vendor		Fines Paid	102.41
12/12/2022	Lake Odessa Community Library-Vendor		Fines Paid	31.70
12/12/2022	Leighton Township Library-Vendor		Fines Paid	33.69
12/12/2022	Loutit District Library--Vendor		Fines Paid	157.74
12/12/2022	Muskegon Area District Library-Vendor		Fines Paid	443.21
12/12/2022	Newaygo Area District Library-Vendor		Fines Paid	59.54
12/12/2022	Patmos Library-Vendor		Fines Paid	137.36
12/12/2022	Salem Township Library-Vendor		Fines Paid	130.36
12/12/2022	Saranac Public Library-Vendor		Fines Paid	182.37
12/12/2022	Saugatuck--Douglas District Library-Vendo		Fines Paid	26.22
12/12/2022	Sparta Township Library--Vendor		Fines Paid	57.07
12/12/2022	Spring Lake District Library-Vendor		Fines Paid	134.51
12/12/2022	Tamarack District Library-Vendor		Fines Paid	51.12
12/12/2022	Thornapple Kellogg Library-Vendor		Fines Paid	20.58
12/12/2022	White Cloud Community Library-Vendor		Fines Paid	34.41
12/12/2022	White Lake Community Library-Vendor		Fines Paid	80.10
Total 001.3 · eCommerce - Checking				<u>3,970.05</u>
TOTAL				<u><u>12,913.83</u></u>

Lakeland Library Cooperative

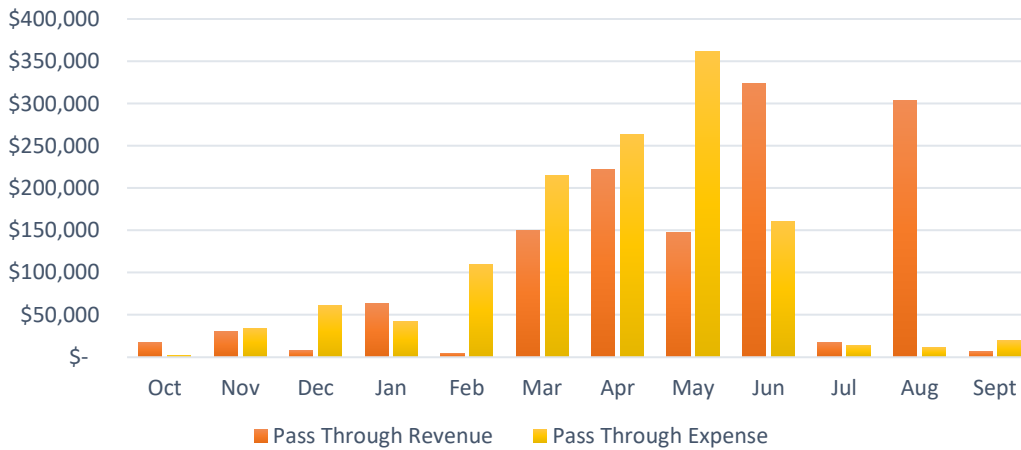
FY 2021-22 Revenue and Expenses by Fund



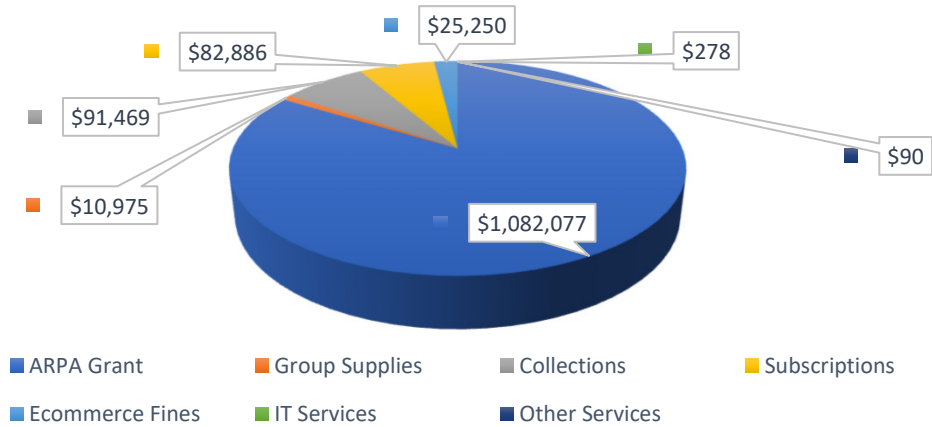
Lakeland Library Cooperative

FY2021-22 Revenue and Expenses by Fund

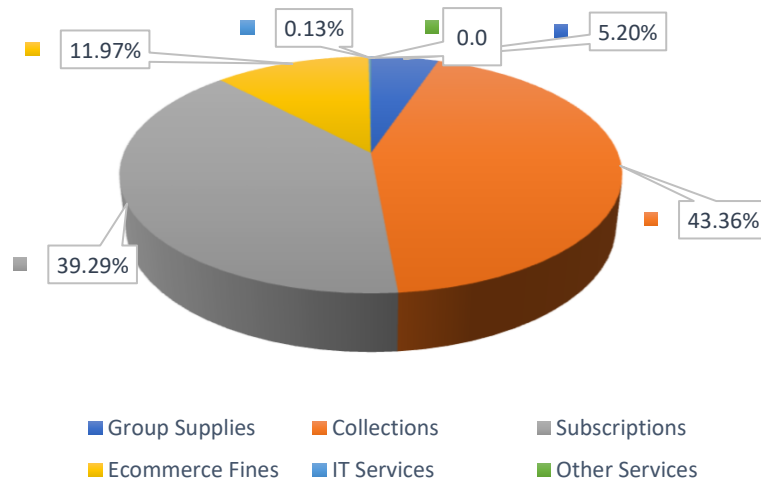
Pass Through Revenue and Expenses



Pass Through Revenue & Expenses (with Grant)

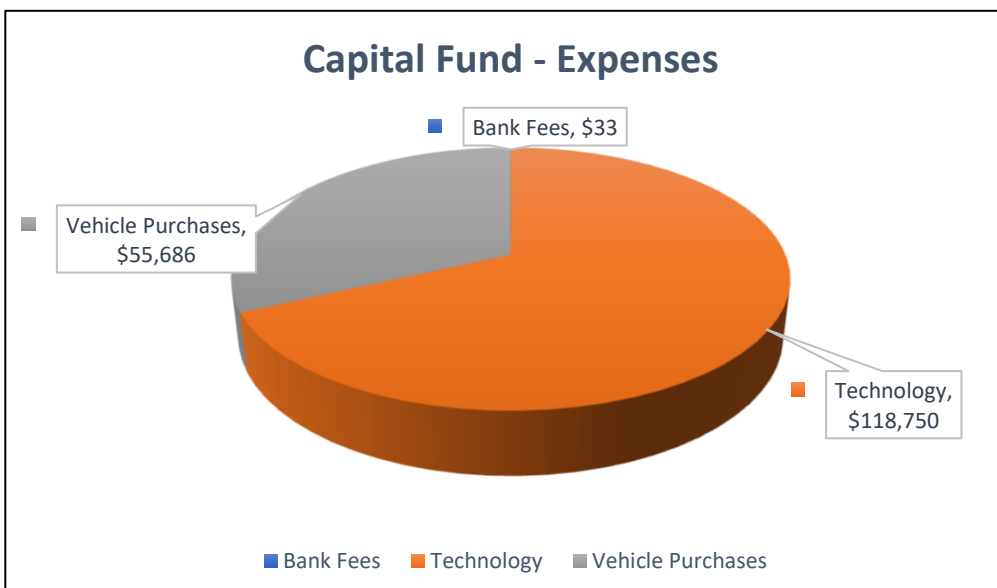
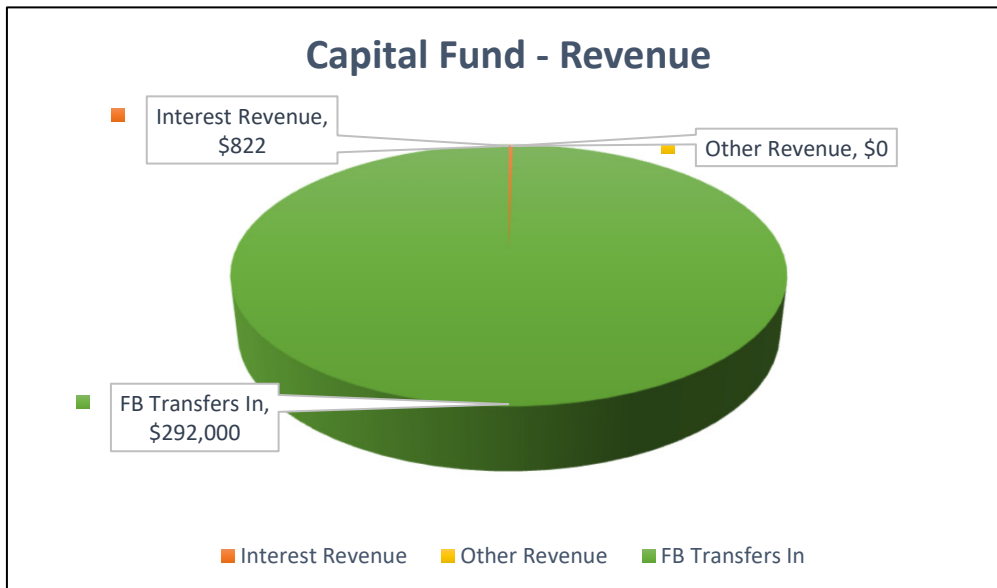
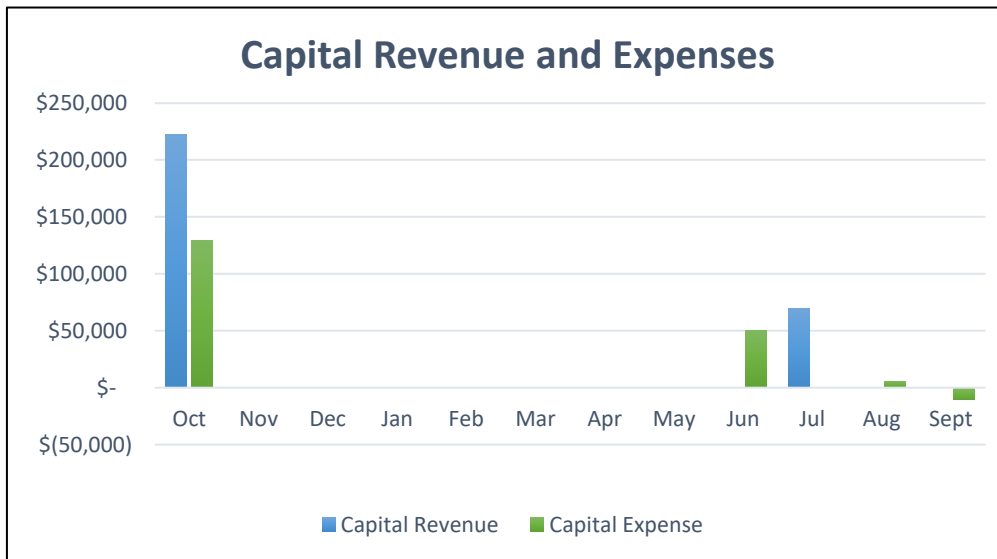


Pass Through Revenue & Expenses (w/o Grant)



Lakeland Library Cooperative

FY2021-22 Revenue and Expenses by Fund



**LAKELAND LIBRARY COOPERATIVE
COOPERATIVE DIRECTOR'S REPORT
January 12, 2023**

Happy New Year to all of you! I hope you had a nice holiday season. My daughter visited and I'm pleased to say I have plane and theater tickets in NYC for an April visit with her. I leave right after the Board and Advisory meetings.

I'd like to welcome Erin Moull as the director of Croton District Library and Ellen Peters as the director of the Loutit District Library. Erin was on the Croton library board and worked for the township and brings a lot of local experience. Ellen was director of the Fowlerville District Library here in Michigan and also worked for a number of years at the Spokane Public Library in Spokane, Washington. I have met with both of them and hope that you will reach out as well. Welcome to you both!

Special congratulations to Elyshia Hoekstra on the birth of her son, Indiana (Indy) John on November 12th (Two days after attending the board and advisory meeting!) He joins big sisters, Kailyn and Evelyn and proud papa, Nate.

Agenda items:

Board:

- Attorney General Opinion on Intellectual Freedom—Lance, Board President will explain this proposal that would be helpful to provide us with guidance as we move forward in these uncertain times.
- Strategic Plan Update: Dale, chair of this committee will provide an update if needed.

Advisory:

- Sheryl will lead a discussion as to whether the group would like to implement the new 1-day courtesy notice in Sierra (version 5.5). There was mixed reaction at the Circulation Committee so no clear recommendation. It's an all or nothing set up (systemwide) but once set-up, the notices run automatically just like our current courtesy notices.
- Director Development topics: Please come ready to provide some information on speakers, etc. for future advisory meetings and I'll share some options as well. See below for February's offering.
- Circulation Committee Officers Approval: Per our new bylaws, committee elections need to be approved/accepted by the Council/Board that oversees them.

Save the Dates:

- Patron Point Implementation will be split into three sections over the month of January. See Amber's report below for more information but the schedule is as follows:
 - **January 9** - Ottawa and Muskegon Libraries
 - **January 16** - Allegan, Barry, and Ionia Libraries
 - **January 23** - Kent, Montcalm, and Newaygo Libraries
- **January 24, 2023:** The Continuing Education Committee is pleased to offer the webinar Understanding Gender Diversity with Danny Alvarez. The webinar will be on **January 24th** at 1pm. The flyer is attached, and you can register here: <https://llcoop.org/calendar/#/events/38NB64A4ph/instances/AxrWeRWqCD/>

- February 9th, 2023--Advisory Council Meeting: Karl Butterer, Labor Attorney at Foster, Swift, Collins and Smith will join us in person to explain the new minimum wage and sick leave laws. He will begin speaking at 10:30 for about an hour or 75 minutes with questions. All library staff members are invited.

Committees:

- The Circulation Committee (formally the Circ. Forum) has elected official officers for the first time. The list of elected officers is attached and Advisory will approve the election results.
- Erin Supris (Saranac) has stepped down as co-chair of the CE committee, but Alison Anderson (Taylor) (Spring Lake) has agreed to stay on as the solo chair.

Other items of note:

- **Logo:** Look for a new Lakeland logo to go with our new strategic plan.
- **E-mail:** We will be installing Proofpoint as an additional layer of security (antispam) on our email client. Dave will be working with Proofpoint to get this completed as soon as possible. There will be training and monitoring to help utilize this new layer of security to its maximum capability. Stay tuned.
Group Purchases: We need to look the Capira renewal. We will get pricing together and set up a webinar for existing and prospective members in the next week or so. We have added Transparent Languages to our group purchase offerings. Nicki has coordinated this along with the renewal of the Overdrive Magazines. We changed the billing for Overdrive Magazines for this year and by next year will have a more equitable pricing model. Thank you for your willingness to accept this one year change. We are also looking at Cover One Book Repair System for book repair machines. This video is pretty interesting: <https://www.coverone.net/demos/>. We will be getting quotes for all 3 models and we will set up a webinar as well. We are going to work with Ancestry again too on pricing. Please keep a watch for e-mails on all these products from Nicki and me.
- **Grants:** We are still waiting to see if the ARPA grant for eBooks and audiobooks is going to be extended. Nicki and I are working with the cooperative directors to have a number of options at the ready. This grant will also be extended to the 11 large standalone libraries if we do something with Overdrive. If we do something with Hoopla, it would be statewide with more details shared as we know more.
- **Trucks:** We took possession of the 2nd new truck in December. Terry and I are looking at options to selling one and keeping one of the older trucks.
- **Policies:** I will be working on update LLC policies, starting with the administrative policies that seem to be duplicative since we revised the plan of service and the bylaws. I hope to have a strategy and timetable in place for discussion in February.
- **ILS Manager:** We are all working with Sheryl as she prepares to retire by September 1st. We are streamlining some of her duties now instead of later so that we can better define this important position. We will be revising the job description and provide a timetable for recruiting and hiring later in the 1st quarter of 2023. I will set up a personnel committee meeting to discuss salary and other issues by the end of the 1st quarter of 2023.
- **Intellectual Freedom:** I was able to attend the first two-day session of MLA's Think Space on Intellectual Freedom here in Grand Rapids on December 8th and 9th. The

Lakeland Cohort includes Virginia De Mumbrum, John McNaughton, Stefanie Reed, Jackie Roseberry, Ron Suszek, Lance Werner, Joe Zappacosta and me. It was incredibly enriching, inspiring and empowering. Everyone participated and the speakers were some of the best I've ever heard in my long career. We meet online in February and then for another two days in Boyne in May. Reach out to one of us if you have questions or just want to hear about what we learned.

Manager Reports:

Cataloging Services Manager - Jeff Lezman

November 2022 activities

Sheryl VanderWagen and Jeff Lezman met with Vanessa Walstra from Herrick District Library, to discuss cataloging procedures and ways both cataloging centers can work together.

Cataloging staff attended a webinar on ambiguity in the workplace.

E-mail & telephone consulting contacts: 46

We added 28,576 Hoopla records and 184 Overdrive records to the database.

Sierra records manually edited: 71

December 2022 activities

E-mail & telephone consulting contacts: 38

We added 32,040 Hoopla records and 114 Overdrive records to the database.

Sierra records manually edited: 75

October 2022 Statistics

The statistics for October 2022 show an increase in the number of cataloging requests we received, and an increase in the number of records cataloged compared to October of last year. At the same time, the number of materials cataloged has also increased.

The number of cataloging requests received in October was up by 9% compared to October 2021. The number of requests received that were already in the database increased by 24%.

The number of records copy-cataloged in October was up by 73% compared to October 2021, while the number of original records cataloged was up by 92%. The total number of records cataloged was up by 74% compared to October 2021.

Cataloging	Oct. 2022	YTD	Oct. 2021	YTD	Monthly %	YTD PCT
Requests Received	2052	2052	1885	1885	9%	9%
Requests already in database	99	99	80	80	24%	24%
Requests to be cataloged	1953	1953	1805	1805	8%	8%
Copy Cataloging	2048	2048	1187	1187	73%	73%
Original Cataloging	223	223	116	116	92%	92%
Total Cataloged	2271	2271	1303	1303	74%	74%

November 2022 Statistics

The statistics for November 2022 show a slight decrease in the number of cataloging requests we received, and an increase in the number of records cataloged compared to November of last year.

The number of cataloging requests received in November was down by 5% compared to November 2021. The number of requests received that were already in the database decreased by 52%.

The number of records copy-cataloged in November was up by 22% compared to November 2021, while the number of original records cataloged was down by 14%. The total number of records cataloged was up by 18% compared to November 2021.

Cataloging	Nov. 2022	YTD	Nov. 2021	YTD	Monthly %	YTD PCT
Requests Received	1773	3825	1864	3749	-5%	2%
Requests already in database	31	130	65	145	-52%	-10%
Requests to be cataloged	1742	3695	1799	3604	-3%	3%
Copy Cataloging	1651	3699	1355	2542	22%	46%
Original Cataloging	139	362	161	277	-14%	31%
Total Cataloged	1790	4061	1516	2819	18%	44%

Delivery & Facility Manager - Terry Cross

In December 2022, there were 2,602 book bags and bins sorted, loaded, and delivered to member libraries. The 2,602 bags and bins that were delivered in December 2022 were 1% less than the 2,647 bags and bins that were sorted and delivered in December of the prior year.

From January 1, 2022, through December 31, 2022, a total of 34,380 book bags and bins were sorted, loaded, and delivered to member libraries. This a 2% increase over the 33,396 book bags and bins that were delivered during January 1, 2021, through December 31, 2022.

The new fully equipped delivery truck arrived on December 1, and it was put into use on the next day. The truck is wonderful. Given the truck shortage and changing commercial truck market, the process of purchasing the new truck took a year and a half to complete. Again, thank you very much to everyone for approving the purchase of the new truck. It greatly facilitates delivery and has already made a tremendous difference.

As of January 1, 2023, we are using the new 2022 Chevrolet Express Cutaway with 3,986 miles and a 2019 Chevrolet Express Cutaway with 58,771 miles for daily deliveries. Considering that each truck is driven around 50,000 miles per year, the delivery fleet should be fully equipped for the next 3 years. We still have both of the used 2013 Chevrolet Express trucks that were used the last 5 ½ years. One of the trucks has 261,643 miles and the second one has 244,387 miles. The plan is to keep the truck that has fewer miles and to sell the other one in January 2023.

Four new tires were put on the 2019 Chevy Express, an alignment was done, and the steering link idler arm and pitman arm were replaced. Prior to the repairs, the truck was constantly leaning to the right.

All employees who drive the trucks are required to have a current Chauffer's License, pass the DOT re-certification physical and maintain a current Medical Examiner's Certificate. All the drivers are current with the requirements as an employee passed the re-certification physical and obtained a current Medical Examiner's Certificate in December.

Staff reviews on the five-delivery staff were performed in December. There wasn't any significant problems noted, and all of the staff proved to be very capable, flexible, reliable, and worked very well together throughout the entire evaluation period.

When a sorter and or driver is off, I fill in and help sort and or drive the routes. This prevents sorting backlogs and ensures that the routes are not missed. In December I helped sort 4 days and drove 4 days.

In December and early January, 144 Vox Books were sorted and delivered, 10 Labor Law Posters were ordered, and 13 boxes of Love my Library Poly bags were ordered by member libraries.

Finance & HR Assistant - Janet Cornell

The financials for FY22 have been completed and the audit has begun. A single item audit is also being done for the ARPA grant in compliance with the agreement in use of federal funds. The grant made a big difference in our financial numbers for the year.

I have included a graphical summary of Revenue and Expenses for all the funds and have included a comparison with and without the grant funds in the Pass-Through Fund pie charts.

The monthly activity includes the grant funds but is a good visual of when the majority of the grant funds were administered.

The Vox book order was billed as well as the Overdrive eMagazine subscription. The bill for the new Transparent Language group purchase will be sent out in the 1st week of January.

The quarterly bills for January-March also were sent out at the end of the month.

We are working with Every Library Institute who will be assisting Patmos with their expenses and have billed them directly for fees through September. Any pass-through services that will be renewed for Patmos will be billed to them as well. We apprised the LLC Treasurer of this change as well.

IT Manager – Dave VanderGraaf

We have made progress in resolving stat group code issues and are continuing to work towards a goal of zero "stat code 0" circ transactions.

Email issues have become a higher priority, and we are looking to implement an additional spam filtering solution very soon.

Libby app issues were reported by library staff and patrons regarding card verification. This has been resolved, and the causes found included IP changes with OverDrive's authentication servers, additional whitelisting needed with ProQuest, and further complications were due to an update to the Libby app. Please note that we have witnessed instances where patrons were unable to re-verify unless they cleared the app's stored cache data, or uninstalled and reinstalled the app.

Google Analytics accounts were updated to use GA4 IDs as requested by BiblioCommons.

The reports website llcreports.org has been updated. The reports for i-Tiva (retired) can be found in the MessageBee option, and folders have been updated to include 2023. Year-end reports were uploaded for locations with their fiscal year ending January 1st.

November help desk tickets created: 186
November help desk tickets closed: 183
December help desk tickets created: 135
December help desk tickets closed: 128

*Tickets can span several days/weeks depending on the issue/project.

ILS Manager - Sheryl VanderWagen

RIDES statistics: We received 134 totes in October 2022, up 4 totes from 2021. We sent out 128 totes in October 2022, up 6 totes from October 2021. We received 134 totes in November 2022, up 3 totes from 2021. We sent out 140 totes in November 2022, up 21 totes from November 2021.

Calendar Year Stats: Initial compilation of the annual calendar year statistics indicates a significant growth in circulation from 2021 to 2022. LLC members circulated 4,812,307 items during 2022, this is a 9% increase from 2021 when members circulated 4,422,378 items. Both holds placed and ILL's were down compared to 2021 with 508,464 holds placed and 301,221

items shared between ILS members in 2022. In 2021 there were 539,306 (-6%) holds placed and 334,803 (-10%) items shared between ILS members. We saw an increase in MeLCat transactions in 2022 with 26,533 items received and 34,297 items loaned by member libraries compared to 2021 when member libraries received 22,940 items (+16%) and loaned 28,882 items (+19%). I know you all work hard to serve your communities every day and these numbers show that you have been successful. Let's see if we can hit 5,000,000 in 2023!

Sierra: The upgrade to Sierra version 5.5 was completed on Monday evening, November 14, 2022.

Bibliocommons: Early the week of November 14, it was reported that some newly added bibliographic records were not appearing in the Bibliocommons catalogs. We opened a ticket with Bibliocommons and subsequently found out that this was also happening at other customers' sites and was an issue with the syncing process between our server and the Bibliocommons servers resulting in a longer than normal delay for records to appear to the public. Bibliocommons issued a general alert on November 17, 2022. An update that the issue was resolved was sent out on November 28, 2022.

Capira Catalog Search issues: There are two issues that have been reported to OCLC: the first being when you add part of the authors name to a search (for example: Cameron red winter) Capira doesn't bring back results BUT Sierra, Classic WebPac and Bibliocommons will ALL bring back the correct anticipated results. If you search just for red winter without using any part of the authors name, Capira DOES give results. The second issue being that limiting to search results by library location isn't working at all. Capira just re-applies all locations limit and doesn't honor a limit by location (example: we have several titles by Sally Clarkson but Tamarack District Library only owns one of them and Capira won't apply the limit so that only that one title shows in the results. Again Sierra, Classic WebPac and Bibliocommons all work as expected.

Shoutbomb CHX Command and MeLCat items: In February and March 2020, Shoutbomb and other Sierra/MeLCat participants (which we also verified locally) discovered a glitch in the API used by MeLCat that not only cancelled a MeLCat request on command from the patron through Shoutbomb, but the API also removed the virtual item record, thus resulting in broken requests for the lending libraries. ILL has attempted to fix this issue a couple of times in the last couple of releases and we believe that Sierra 5.5 now has the final fix so that a patron using the CHX command to cancel a MeLCat request through Shoutbomb doesn't also cause the virtual record to be removed from the system. I've been working with Shoutbomb to verify that this glitch is finally fixed. I am currently waiting for my test item to arrive at LLC.

KDL/GRPL Patron record check link: In December, we discovered that the link to the GRPL/KDL Patron record API check was not working. We contacted tech staff at GRPL and found that when they migrated to their new website, the link for this page was left behind. We were given access to the link that is on their old website, while they work to resolve this issue. The updated link is on the Lakeland ILS info page and also noted here: https://oldwww.grpl.org/cgi-bin/llc_restricted/eqinfo.cgi the login and password remain the same.

Ecommerce in Classic Webpac: We have disabled ecommerce and fines payment in the classic webpac (<http://lakenet.ilcoop.org>). Patrons who want to pay fines online MUST use the Bibliocommons fines payment interface. OCLC has updated the Fines and Fees link in the Capira app.

MessageBee Setup: Member library caller ID was completed in November 2022. The MessageBee project setup is now complete.

2023 Holidays: I sent out a link to the 2023 Google document for designating library holidays to all directors and the Advisory Council list. I will be adding the 2023 holidays in early January.

Unsuppression of Short Bib Records Test: I updated the suppression rules for Sierra and the classic webpac (Lakenet) and opened a ticket with Bibliocommons to have them adjust the system record contribution settings. This project is complete.

Itypes: Over the last several months, I have had requests for new itypes to be added to Sierra. I have added several new itypes because of your requests. The updated itypes list with loan rules has been posted to the ILS Information page on the Lakeland website. If you are fines free and planning to use any of the new itypes, please contact me before moving your items so that I can set up the fines free rules for your library. If you need assistance moving items from their current itypes to one of the new itypes, you can also contact me for a batch update.

Purging old fines: At the request of the Spring Lake District Library, I worked with a file of their patrons who had old overdue fines assessed for Spring Lake items on their records, purging those old overdue charges but leaving manual and replacement charges on the records. This was completed for Spring Lake during November. Spring Lake has been fines free since 2020, so this was a cleanup project for them.

Videogame sharing: I am working on system setup for videogame sharing. This setup will include a new location code for sharing libraries along with additional itypes specifically assigned to videogames for all libraries. Please respond to the survey that was sent out regarding needed itypes and whether your library is willing to share those items with patrons from other shared ILS libraries. Thank you for your responses to the survey.

Printed Overdue and Hold Notices: There were several patrons over the years who did not want to be called by the automated phone notification system so library staff were instructed to place ##'s in front of those patrons' telephone numbers. This is no longer an option now that we have MessageBee and centralized notice printing. Since we started in September, I have been printing, scanning, and emailing those notices to library staff members with notification that I would be ending that on December 31. Henceforth, the notices will be dumped by the system and those patrons will no longer receive notifications of holds or overdue. Patrons have the option to have notices sent to an email address or to be called by the MessageBee service or they can subscribe to Shoutbomb text messages.

Member Services Manager -Amber McLain

Hello everyone! As Carol mentioned in her report, we are officially rolling Patron Point out to all libraries over the course of January. I will be hosting seven Zoom webinar training sessions as well as setting aside 35 one-hour sessions for in-person training to ensure maximum availability.

Our Patron Point page (<https://ilcoop.org/patron-point/>) has the following resources available:

- Three Informational Flyers
- Three Promotional Flyers
- Eight Social Media Graphics
- Six Topic-Based Video Tutorials
- 13 Page Training Manual
- Six Page Tips & Tricks Document

- Five Page Condensed “Getting Started With” Document
- Six Page Implementation Checklist and Guide

Some statistics for Patron Point so far:

Maps

- LLC Map – 1,639 views
- Allegan County Map – 598 views
- Barry County Map – 138 views
- Ionia County Map – 131 views
- Kent County Map – 185 views
- Montcalm County Map – 496 views
- Muskegon County Map - 114 views
- Newaygo County Map – 144 views
- Ottawa County Map – 955 views

Test Libraries

- Georgetown – 94 applications
- Hudsonville – 85 applications
- MADL – 4 (*testing in house*)

Once we have the application functionality of Patron Point in place fairly solidly (there will always be something that will come up!), we will look at the next steps for it. Other than that, I will be working on Lakeland’s training academy!

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Respectfully submitted,

Carol Dawe



*LAKELAND
CONTINUING
EDUCATION
PRESENTS*

UNDERSTANDING GENDER DIVERSITY

WITH DANNY ALVAREZ

This workshop will focus on building an understanding that gender is something that affects everyone in the room - whether or not someone consciously considers it. This is an engaging workshop where attendees will participate in activities, practice time, and Q+A. We will focus on differentiating between gender identity, sexual orientation and sex assigned at birth. We will also clarify terminology, share ways to create more gender inclusive environments and brainstorm next steps.

JANUARY 24, 2023

REGISTRATION

LLCOOP.ORG