

Event starts at 11:30AM

**SAVE
THE DATE**

**SHERYL'S
RETIREMENT
PARTY!!**

KDL Service Center

**08
10
23**

LAKELAND LIBRARY COOPERATIVE BOARD MONTHLY MEETING

Thursday, June 8th, 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) April 13th, 2023, Unofficial Minutes

(m)

PAGES 2-3

6) FINANCIAL REPORT

a) April and May financials and monthly check register

(m)

PAGES 4-15

7) PRESIDENT'S REPORT

(i)

8) COOPERATIVE DIRECTOR'S REPORT

(i)

PAGES 16-23

9) COUNCIL/COMMITTEE REPORTS

a) Advisory Council March 9th, 2023 Official minutes

(i)

PAGES 24-25

b) Standards Committee Report (No quorum in May)

(i)

10) ONGOING and NEW BUSINESS

a) Cedar Springs Update (Verbal report)

b) Update to Plan of Service

(m)

PAGES 26-32

c) Lakeland Funding Spreadsheet

(i)

PAGES 33-34

d) MCDA Anatomy of a Collection Development Policy

(mi)

PAGES 35-39

11) PUBLIC COMMENTS

12) BOARD MEMBER COMMENTS

13) NEXT MEETING: July 13th, at the Kent District Library Service Center.

14) ADJOURNMENT

(m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, April 13, 2023 at 9:30 a.m.
Kent District Library Service Center**

Present: Maggie McKeithan (OS), Diane Kooiker (HO), Ron Suszek (MADL), Dale Parus (IC), Carol Dawe (LL), Joe Zappacosta (SM), Karen McKinnon (AL), Shirley Bruursema (KDL)
Lakeland Staff Present: Amber McLain, Janet Cornell
Absent: Lance Werner (KDL)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 AM by Dale Parus.
- 2) **APPROVAL OF AGENDA:** Shirley Bruursema, moved, supported by Diane Kooiker, 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:** Ron Suszek moved, supported by John McNaughton, to approve the board minutes from March 9, 2023— *motion carried*.
- 6) **AUDIT REPORT:** Matt Holland from Gabridge & Co. presented the findings of the annual audit. Lakeland passed with flying colors thanks to the hard work of Janet Cornell. The PowerPoint presentation is posted under Documentation on the Lakeland site.
- 7) **FINANCIAL REPORT:**
 - a) March Financials and Check Register: John McNaughton moved, supported by Maggie McKeithan, to approve the March Financials as presented - *motion carried*.
- 8) **PRESIDENT'S REPORT**
 - a) Lance Werner was absent this month, there was no President's report.
- 9) **DIRECTOR'S REPORT**
 - a) Carol discussed the ALA bus initiative by Lakeland and encouraged members to register if they are interested.
 - b) Carol spoke about the MCDA working on Diversity initiatives regarding selection policies – these would be helpful for trustees, so it may behoove us to have a trustee event.
 - c) Carol spoke about the Patmos situation and their current policies.
- 10) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory council minutes included for information.
- 11) **ONGOING & NEW BUSINESS:**
 - a) *Strategic Plan Quarterly Update* – Carol introduced a goals document created for the strategic plan. Some points discussed: rebranding, communication, training, ILS initiatives. Document included for information.
- 12) **PUBLIC COMMENTS:**
 - a) There were no public comments.
- 13) **BOARD MEMBER COMMENTS:**
 - a) John McNaughton – GRPL has been working on a social media policy regarding how to handle inflammatory comments on social media. GRPL is also seeking to pursue a human rights policy.
 - b) Maggie McKeithan – Spring Lake is getting ready for renovation and cleaning out supplies.
 - c) Diane Kooiker - Herrick Main Branch is also getting ready for renovation, beginning at the end of June and lasting about a year.
 - d) Run Suszek – Mary Johnson is up for MLA appointment.
 - e) Shirley Bruursema – Library of Michigan will be hosting Trustee workshops on May 9 and May 16 from 1-3 PM.
 - f) Karen McKinnon – Karen mentioned that Leighton got a shoutout from Fox 17 for their programs – birds, trees, dragonflies, butterflies, and more!
 - g) Joe Zappacosta – Hackley created a teen space in their library.

- 14) **NEXT MEETING:** Thursday, **May 4**, at 9:30 AM at Kent District Library Service Center.
- 15) **ADJOURNMENT:** John McNaughton moved, supported by Ron Suszek to adjourn at 10:03 AM - *motion carried.*

Respectfully submitted by,
Amber McLain

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of April 30, 2023

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ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 186,054

002 · Savings Accounts 469,625

Total Checking/Savings 655,679

Accounts Receivable 76,784

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 55,149

Total Other Current Assets 129,578

Total Current Assets 862,041

Fixed Assets 318,585

TOTAL ASSETS \$ 1,180,626

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

231 · Payroll Liabilities 2,447

237 · Benefit Liabilities 4,642

Total Other Current Liabilities 7,088

Total Current Liabilities 7,088

Total Liabilities 7,088

Equity

370 · Nonspendable Funds 88,574

371 · Property 318,585

390 · Unassigned Funds 792,063

Net Income (25,684)

Total Equity 1,173,538

TOTAL LIABILITIES & EQUITY \$ 1,180,626

Lakeland Library Cooperative
Operating Budget vs. Actual
October 2022 through April 2023

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	YTD	Budget	%
Income			
566 · State Aid Revenue	353,483	709,000	49.86%
631 · Administrative Services	88,106	116,535	75.61%
632 · Delivery Services	80,293	106,247	75.57%
633 · ILS & IT Services	438,868	581,243	75.51%
665 · Interest Revenue	6,231	3,000	207.69%
672 · Other Revenue	50	100	50.0%
Total Income	\$ 967,030	\$ 1,516,125	63.78%
Expense			
702 · Salaries & Wages	429,126	785,090	54.66%
710 · Benefits	84,445	144,670	58.37%
719 · Mileage	2,130	3,000	70.99%
720 · Professional Development	2,690	9,000	29.89%
726 · Supplies	2,163	3,840	56.32%
801 · Professional Services	17,705	34,700	51.02%
810 · Insurance	16,538	15,215	108.7%
817 · ILS & IT Expenses	363,106	400,195	90.73%
831 · RIDES	194	8,005	2.43%
860 · Delivery Expenses	22,465	65,725	34.18%
880 · Member Development	3,251	7,000	46.45%
920 · Facility Expenses	16,901	39,685	42.59%
Total Expense	\$ 960,714	\$ 1,516,125	63.37%
Net Ordinary Income	\$ 6,316	\$ -	100.0%
Other Income			
690 · Other Financing Sources	2,500	0	0.0%
Total Other Income	\$ 2,500	\$ -	0.0%
Other Expense			
995 · FB Transfers Out	34,500	34,500	100.0%
Total Other Expense	\$ 34,500	\$ 34,500	100.0%
Net Other Income	\$ (32,000)	\$ (34,500)	92.75%
Net Income	\$ (25,684)	\$ (34,500)	74.45%

Lakeland Library Cooperative
Operating Checks for the Month
As of April 30, 2023

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Date	Name	Memo	Account	Amount
001.01 - Main - Checking				
04/04/2023	Amazon		Supplies	140.40
04/05/2023	Backstage Library Works		Authority Control	251.00
04/05/2023	Berger Chevrolet		Vehicle Repairs/Maintenance	3,864.16
04/05/2023	Granger	Trash Removal	Facility Contracts	114.63
04/05/2023	Printing Productions Ink		Supplies	1,148.16
04/06/2023	Comcast	Data Lines	IT Operations	575.00
04/06/2023	SS Power Wash	Truck wash	Vehicle Repairs/Maintenance	90.00
04/07/2023	MERS	Pension	Benefits	4,639.88
04/07/2023	State of Michigan--Vendor		Payroll Liabilities	2,037.92
04/07/2023	MI-Unemployment Insurance Agency		Payroll Expenses	1,543.00
04/07/2023	Fuel Management System		Vehicle Fuel	1,154.67
04/11/2023	Payroll		-SPLIT-	18,840.30
04/11/2023	United States Treasury		Payroll Liabilities	6,611.10
04/11/2023	MERS 401/457		Payroll Liabilities	1,467.37
04/11/2023	Dawe, Carol - vendor	Mileage and Prov development	-SPLIT-	498.99
04/19/2023	ALA- Memberships		Membership	208.00
04/19/2023	Delta Dental	Dental/Vision Ins	Benefits	385.89
04/19/2023	Henika District Library-Vendor	replacement keys	Delivery Supplies	38.16
04/19/2023	MCLS	Fuel surcharge	RIDES	194.16
04/20/2023	Aflac		Payroll Liabilities	670.52
04/20/2023	BCBS	Health Ins	Benefits	1,865.16
04/20/2023	BCN	Health Ins	Benefits	5,674.62
04/20/2023	Cintas	Floor mats	Facility Contracts	103.64
04/20/2023	Consumers Energy		Utilities	396.43
04/20/2023	DTE Energy		Utilities	263.76
04/20/2023	DTE Energy		Utilities	66.37
04/20/2023	Grand Rapids City Treasurer		Utilities	256.97
04/20/2023	Mitel		Telephones	468.64
04/20/2023	Overdrive	service plan	Overdrive Platform	1,000.00
04/20/2023	First National Bank		-SPLIT-	1,431.65
04/20/2023	Standard Insurance - MERS group	LTD & Life Ins	Benefits	287.21
04/21/2023	Fuel Management System		Vehicle Fuel	1,011.60
04/25/2023	Payroll		-SPLIT-	18,742.85
04/25/2023	United States Treasury		Payroll Liabilities	6,593.76
04/25/2023	MERS 401/457		Payroll Liabilities	1,467.37
04/28/2023	Grand Rapids Income Tax Dept.		Payroll Liabilities	110.16
04/28/2023	Walker City Treasurer		Payroll Liabilities	247.54
TOTAL				<u>84,461.04</u>

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of April 30, 2023

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	<u>Pass Through</u>	<u>Capital</u>
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	46,003	4,775
001.3 · eCommerce - Checking	4,901	
Total 001 · Checking Accounts	<u>50,904</u>	<u>4,775</u>
002 · Savings Accounts		76,617
Total Checking/Savings	<u>50,904</u>	<u>81,391</u>
Accounts Receivable	12,483	
Other Current Assets		
123 · Prepaid Expense		10,350
Total Other Current Assets	<u>0</u>	<u>10,350</u>
Total Current Assets	<u>63,387</u>	<u>91,741</u>
TOTAL ASSETS	<u><u>\$ 63,387</u></u>	<u><u>\$ 91,741</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	<u>40,000</u>	<u>34,429</u>
Total Current Liabilities	<u>40,000</u>	<u>34,429</u>
Total Liabilities	40,000	34,429
Equity		
370 · Nonspendable Funds		10,350
390 · Unassigned Funds		1,591
Net Income	23,387	45,372
Total Equity	<u>23,387</u>	<u>57,313</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 63,387</u></u>	<u><u>\$ 91,741</u></u>

Lakeland Library Cooperative
Pass Through & Capital Budget vs. Actual
October 2022 through April 2023

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	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Ordinary Income/Expense						
Income						
628 · Group Supply Revenue	15,726	8,700	180.8%			
629 · Group Collections	74,116	92,000	80.6%			
635 · Group Services	63,306	75,500	83.8%			
637 · Ecommerce Fines	14,869	28,000	53.1%			
640 · ILS Add-on Services	0	5,000	0.0%			
645 · IT Services	129	350	36.8%			
665 · Interest Revenue				1,817	4,000	45.42%
672 · Other Revenue	0	750	0.0%			
Total Income	168,146	210,300	80.0%	1,817	4,000	45.42%
Expense						
728 · Library Supply Expense	15,726	8,700	180.8%			
729 · Collection Expenses	62,263	92,000	67.7%			
805 · Group Subscriptions	56,761	75,500	75.2%			
807 · Fines Paid	9,880	28,000	35.3%			
820 · ILS Add-On Expense	0	5,000	0.0%			
830 · IT Services Expense	129	350	36.8%			
969 · Other Services	0	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				343	7,500	4.57%
975 · Technology				64,274	95,000	67.66%
980 · Vehicle Purchases				56,329	66,000	85.35%
Total 970 · Capital Outlay	0	0	0.0%	120,945	168,500	71.78%
Total Expense	144,759	210,300	68.8%	120,945	168,500	71.78%
Net Ordinary Income	\$ 23,387	\$ -	100.0%	\$ (119,128)	\$ (164,500)	72.42%
Other Income						
699 · Fund Balance Transfers In						
699.1 · FB Transfers In-from Operating				34,500	34,500	100.0%
699.2 · FB from Capital Reserves				130,000	130,000	100.0%
699 · Fund Balance Transfers In - Other				0	0	0.0%
Total 699 · Fund Balance Transfers In	0	0	0.0%	164,500	164,500	100.0%
Total Other Income	0	0	0.0%	164,500	164,500	100.0%
Net Income	\$ 23,387	\$ -	100.0%	\$ 45,372	\$ -	100.0%

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of April 30, 2023

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Date	Name	Memo	Account	Amount
001.1 · Fund - Checking				
001.11 · Checking - Pass Thru				
04/05/2023	Woodlands Library Cooperative	Labor Law Posters	Library Supplies	324.00
04/06/2023	OverDrive	audio and ebooks	-SPLIT-	5,018.41
04/07/2023	Innovative Interfaces, Inc.	eMARC - audio and ebooks	-SPLIT-	109.72
04/07/2023	ProQuest LLC	Ancestry	Group Subscriptions	1,428.51
04/19/2023	ID Label, Inc.	Barcodes	Library Supplies	167.62
04/20/2023	First National Bank	Domain renewal	IT Services	42.99
04/21/2023	Library Ideas, LLC	Shipping balance on VOX book	Other Collections	4.49
Total 001.11 · Checking - Pass Thru				<u>7,095.74</u>
001.12 · Checking - Capital				
04/20/2023	Design Edge, Inc.	Logo/Rebranding project	-SPLIT-	2,142.50
Total 001.12 · Checking - Capital				<u>2,142.50</u>
TOTAL				<u><u>9,238.24</u></u>

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of May 31, 2023

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ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 180,593

002 · Savings Accounts 471,015

Total Checking/Savings 651,608

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 55,149

Total Other Current Assets 129,578

Total Current Assets 781,185

Fixed Assets 318,585

TOTAL ASSETS \$ 1,099,770

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 6,597

Other Current Liabilities

231 · Payroll Liabilities 2,518

237 · Benefit Liabilities 4,399

Total Other Current Liabilities 6,918

Total Current Liabilities 13,515

Total Liabilities 13,515

Equity

370 · Nonspendable Funds 88,574

371 · Property 318,585

390 · Unassigned Funds 792,063

Net Income (112,966)

Total Equity 1,086,256

TOTAL LIABILITIES & EQUITY \$ 1,099,770

Lakeland Library Cooperative
Operating Budget vs. Actual
October 2022 through May 2023

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	YTD	Budget	%
Income			
566 · State Aid Revenue	353,483	709,000	49.9%
631 · Administrative Services	88,106	116,535	75.6%
632 · Delivery Services	80,293	106,247	75.6%
633 · ILS & IT Services	438,868	581,243	75.5%
665 · Interest Revenue	7,763	3,000	258.8%
672 · Other Revenue	50	100	50.0%
Total Income	968,562	1,516,125	63.9%
Expense			
702 · Salaries & Wages	488,857	785,090	62.3%
710 · Benefits	94,575	144,670	65.4%
719 · Mileage	2,853	3,000	95.1%
720 · Professional Development	2,690	9,000	29.9%
726 · Supplies	2,838	3,840	73.9%
801 · Professional Services	18,605	34,700	53.6%
810 · Insurance	16,538	15,215	108.7%
817 · ILS & IT Expenses	373,832	400,195	93.4%
831 · RIDES	194	8,005	2.4%
860 · Delivery Expenses	24,807	65,725	37.7%
880 · Member Development	3,251	7,000	46.4%
920 · Facility Expenses	20,488	39,685	51.6%
Total Expense	1,049,529	1,516,125	69.2%
Net Ordinary Income	\$ (80,966)	\$ -	100.0%
Other Income/Expense			
Other Income			
690 · Other Financing Sources	2,500		
Total Other Income	2,500		
Other Expense			
995 · FB Transfers Out	34,500	34,500	100.0%
Total Other Expense	34,500	34,500	100.0%
Net Other Income	(32,000)	(34,500)	92.8%
Net Income	\$ (112,966)	\$ (34,500)	327.4%

Lakeland Library Cooperative
Operating Checks for the Month
As of May 31, 2023

12

Date	Name	Memo	Account	Amount
001.01 - Main - Checking				
05/03/2023	Backstage Library Works		Authority Control	1,104.00
05/03/2023	Berger Chevrolet		Vehicle Repairs/Maintenance	114.06
05/03/2023	Foster Swift Attorneys		Legal	235.00
05/03/2023	Granger	Trash Removal	Facility Contracts	114.63
05/05/2023	State of Michigan--Vendor		Payroll Liabilities	2,026.84
05/05/2023	MERS	Pension	Benefits	4,641.93
05/05/2023	Comcast	Data Lines	IT Operations	575.00
05/05/2023	Iserv	Domain renewal	IT Operations	36.00
05/05/2023	Overdrive	content credits	Overdrive Platform	1,330.00
05/05/2023	Fuel Management System		Vehicle Fuel	1,046.25
05/05/2023	Superior Pest Control, Inc.	Pest Control	Facility Contracts	153.00
05/09/2023	Payroll		-SPLIT-	18,917.59
05/09/2023	United States Treasury		Payroll Liabilities	6,649.22
05/09/2023	MERS 401/457		Payroll Liabilities	1,467.37
05/09/2023	VanderWagen, Sheryl -Vendor		Mileage	81.23
05/17/2023	Delta Dental	Dental/Vision Ins.	Benefits	385.89
05/17/2023	Michigan Library Association		Memberships	1,285.00
05/17/2023	West Michigan Document Shredding L	Document destruction	Facility Contracts	255.00
05/19/2023	Grand Rapids Income Tax Dept.		Payroll Liabilities	110.16
05/19/2023	Walker City Treasurer		Payroll Liabilities	246.22
05/19/2023	Aflac		Payroll Liabilities	670.52
05/19/2023	Amazon		Supplies	673.01
05/19/2023	BCBS	Health Ins.	Benefits	1,865.16
05/19/2023	BCN	Health Ins.	Benefits	5,674.62
05/19/2023	Cintas		Facility Contracts	103.64
05/19/2023	Consumers Energy		Utilities	377.27
05/19/2023	DTE Energy		Utilities	171.04
05/19/2023	DTE Energy		Utilities	52.43
05/19/2023	Mitel		Telephones	468.64
05/19/2023	Overdrive		Overdrive Platform	1,000.00
05/19/2023	Patron Point	Verify New Cards	Patron Point	166.80
05/19/2023	SS Power Wash	Truck wash	Vehicle Repairs/Maintenance	90.00
05/19/2023	Standard Insurance - MERS group	LTD/Life Ins.	Benefits	287.21
05/22/2023	Fuel Management System		Vehicle Fuel	1,002.79
05/23/2023	Payroll		-SPLIT-	18,939.41
05/23/2023	United States Treasury		Payroll Liabilities	6,657.50
05/23/2023	MERS 401/457		Payroll Liabilities	1,467.37
05/23/2023	Cornell, Janet - vendor		Mileage	107.62
05/31/2023	Berger Chevrolet		Vehicle Repairs/Maintenance	88.66
05/31/2023	Foster Swift Attorneys		Legal	235.00
05/31/2023	Heimler, Nick	Firewall	IT Operations	2,399.99
TOTAL				<u>\$ 83,273.07</u>

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of May 31, 2023

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	<u>Pass Through</u>	<u>Capital</u>
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	46,749	3,809
001.3 · eCommerce - Checking	6,503	
Total 001 · Checking Accounts	<u>53,252</u>	<u>3,809</u>
002 · Savings Accounts		76,863
Total Checking/Savings	<u>53,252</u>	<u>80,672</u>
Accounts Receivable	332	
Other Current Assets		
123 · Prepaid Expense		10,350
Total Other Current Assets	<u>0</u>	<u>10,350</u>
Total Current Assets	<u>53,584</u>	<u>91,022</u>
TOTAL ASSETS	<u><u>\$ 53,584</u></u>	<u><u>\$ 91,022</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	3,909	2,143
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	<u>40,000</u>	<u>34,429</u>
Total Current Liabilities	<u>43,909</u>	<u>36,571</u>
Total Liabilities	43,909	36,571
Equity		
370 · Nonspendable Funds		10,350
390 · Unassigned Funds		1,591
Net Income	9,676	42,509
Total Equity	<u>9,676</u>	<u>54,450</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 53,584</u></u>	<u><u>\$ 91,022</u></u>

Lakeland Library Cooperative
Pass Through & Capital Budget vs. Actual
October 2022 through May 2023

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	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	15,726	8,700	180.8%			
629 · Group Collections	74,116	92,000	80.6%			
635 · Group Services	63,306	75,500	83.8%			
637 · Ecommerce Fines	16,471	28,000	58.8%			
640 · ILS Add-on Services	0	5,000	0.0%			
645 · IT Services	129	350	36.8%			
665 · Interest Revenue				2,097	4,000	52.4%
672 · Other Revenue	250	750	33.3%			
Total Income	169,998	210,300	80.8%	2,097	4,000	52.4%
Expense						
728 · Library Supply Expense	15,726	8,700	180.8%			
729 · Collection Expenses	70,791	92,000	76.9%			
805 · Group Subscriptions	63,396	75,500	84.0%			
807 · Fines Paid	9,880	28,000	35.3%			
820 · ILS Add-On Expense	0	5,000	0.0%			
830 · IT Services Expense	129	350	36.8%			
880 · Member Development	400					
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	67.7%
980 · Vehicles				59,814	66,000	90.6%
Total 970 · Capital Outlay	0	0	0.0%	124,088	168,500	73.6%
Total Expense	160,322	210,300	76.2%	124,088	168,500	73.6%
Net Ordinary Income	\$ 9,676	\$ -	100.0%	\$ (121,991)	\$ (164,500)	74.2%
Other Income						
699 · Fund Balance Transfers In				164,500	164,500	100.0%
Total Other Income	0	0	0.0%	164,500	164,500	100.0%
Net Income	\$ 9,676	\$ -	100.0%	\$ 42,509	\$ -	100.0%

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of May 31, 2023

15

Date	Name	Memo	Account	Amount
001.1 · Fund - Checking				
001.11 · Checking - Pass Thru				
05/05/2023	BookPage		Group Subscriptions	6,634.93
05/05/2023	Innovative Interfaces, Inc.	eMARC	Group Collections	24.22
05/19/2023	OverDrive	Audio and ebooks	Group Collections	4,995.80
Total 001.11 · Checking - Pass Through				<u>11,654.95</u>
001.12 · Checking - Capital				
Total 001.12 · Checking - Capital				<u>0.00</u>
TOTAL				<u><u>\$ 11,654.95</u></u>

COOPERATIVE DIRECTOR'S REPORT

June 8, 2023

First of all, Save the date! More information to follow but please join us after the Advisory Council Meeting on August 10th to celebrate Sheryl VanderWagen's long and successful career as she begins her next chapter!

I drove over 800 miles in April and May and that doesn't include a trip to Lansing for Advocacy Day because I drove with the delightful and thoughtful Natalie Williams from Herrick or a trip to Novi to pick up MAP materials for all of you from TLN on my way to a lunch with a cousin. It does include board meetings at Freemont and Flat River focusing on strategic planning, a staff focus group at Flat River, a presentation on intellectual freedom at Coopersville, meetings with the Newaygo County Library Directors about Contract Services and the Circulation Committee meeting at Grant. I also made presentations about the funding of Lakeland libraries at Patmos and Cedar Springs. The "famous" spreadsheet is included in the board packet.

I also attended "Think Space" at Boyne Mountain and then I treated myself to a weekend in Traverse City. Think Space focused on Intellectual Freedom and the speakers were terrific. The downside was that I felt as though we are fighting a battle we may not win because the opposing views are almost impossible to understand and/or persuade. I arrived at my B & B in Traverse with just enough time to walk to the City Opera House and hear Chasten Buttigieg talk about his new young adult book based on his memoir, "I have something to tell you." I share this because it was life affirming. Mr. Buttigieg was born and raised in Traverse and spent his first 18 years as a closeted and fearful young gay man in a very conservative part of rural Michigan. He presented his parents with a letter, grabbed his duffle bag and left. Thankfully, he heeded his mother's advice a few months later. "Come home," she said. "We will figure it out." He spoke about how important it is that people hear from people like him. His book tour is going to states like Utah, Tennessee, Texas, and some other states that have banned books and passed laws that most people oppose. This is why we fight for first amendment rights and intellectual freedom. This is why we don't argue about the title or the content of the books but rather we promote the right to read. This is why I love my job even on the days that I am exhausted and discouraged but never defeated. Thanks for listening.

Agenda Items:

Board---

1. **Cedar Springs Update:** This is best discussed in person. I spoke about the benefits of equitable funding in May and will speak to the City Council on 6/8 in the evening.

2. **Update to the Plan of Service:** The Standard Committee recommends these changes to provide clarity and consistency. If the board votes to approve this, the committee can move forward as I will share in the committee update.
3. **Lakeland Funding Spreadsheet:** I have shared this with citizens and board members as an unofficial document. I would like to share it with the board because I think it will help us as we focus on standards for our members. I look forward to the discussion and sharing my experiences with Cedar Springs, Patmos and the citizens of Algoma.
4. **Anatomy of a Collection Development Policy:** The MCDA's DEI committee created this document with hope that libraries will share it with their boards and staffs to educate them as to why a policy is so important and to explain the components that make up the policy. Special thanks to Kate Van Auken, Steve Bowers, Eric Palmer, Jennifer Balcom and Kate Andrade for their efforts. I am hoping the board will vote to approve this policy as a sample resource.

Advisory Council—

1. **Continuing Education Committee:** We've been busy! I'm happy to discuss the enclosed flyers and members of the committee can answer questions!
2. **Patron Point:** You might recall when we pitched this what seems like 2 years ago, that the goal was to provide automatic renewal. We would like to implement this for you but there will be a cost for verification for each renewal. Amber, Sheryl and I can answer your questions. No vote is needed at the June meeting, but we would like to put this on the agenda for a vote in July if the membership is willing to do so. We feel we can get this implemented by October in time for Lakeland's new fiscal year. We can work out billing if need be for those of you with budgeting issues.
3. **BiblioCommons Consortia/Cooperative Bundle Changes:** I'm pleased to tell you that as the largest or 2nd largest Consortia Client, that Bibliocommons is changing how they bundle their products, and we are eligible for these two features without any increase in our annual maintenance. (There is a one-time implementation fee of \$1,750 that Lakeland can cover out of our regular maintenance budget.) We will be sharing more information at the meeting, but this is a great opportunity to put all Overdrive records from both the LLC and MCLS content groups and the Advantage titles that individual libraries have purchased into our public access discovery layer. This means that we will no longer have to manually load these records and all Overdrive records will be in the catalog! The Suggest feature allows patrons to request a new title from within the catalog. Stay tuned at the meeting for more information.

Demos on both will be conducted at the AC meeting.

- a. **BiblioCloud Overdrive Records Project**
- b. **BiblioSuggest Patron Materials Request Feature**

Other items: The bus ride to the ALA exhibits is all set for the 25th. We have 25 participants. Special thanks to Innovative Interfaces and Hoopla/Midwest Tapes for their discounted passes and to Terry for coordinating the bus!

I will be on vacation from 6/12-23 but I will be working some, speaking at a Pre-ALA conference in Chicago on the 21st and working remotely as needed especially on 6/16 for the MCDA meeting and 6/20 for meetings and preparation for my presentation at The Alliance for Library Impact Conference. I am also attending a pre-conference in the morning to hone my facilitating skills. I'll see many of you on the bus or at ALA on the 25th too.

Other Reports:

Cataloging Services Manager - Jeff Lezman

May 2023 activities

In January 2022, the cataloging department had a backlog of approximately 3,500 records. Since then, we have implemented a strategy to reduce that number while simultaneously keeping up-to-date with new cataloging requests. This month our backlog has fallen below 350 records. This achievement would not have been possible without the exemplary efforts of Allison VanDenBos-Hipskind and Julie Veneziano.

E-mail & telephone consulting contacts: 37

We added 24,511 Hoopla records and 674 Overdrive records to the database.

Sierra records manually edited: 131

April 2023 Statistics

The statistics for April 2023 show no significant in the number of cataloging requests we received, and a decrease in the number of records cataloged compared to April of last year.

The number of cataloging requests received in April was down by 2% compared to April 2022. The number of requests received that were already in the database decreased by 49%.

The number of records copy-cataloged in April was down by 15% compared to April 2022, while the number of original records cataloged was down by 38%. The total number of records cataloged was down by 19% compared to April 2022.

Cataloging	Apr. 2023	YTD	Apr. 2022	YTD	Monthly %	YTD PCT
Requests Received	1656	12186	1694	13024	-2%	-6%
Requests already in database	41	403	80	626	-49%	-36%

Requests to be cataloged	1615	11783	1614	12398	0%	-5%
Copy Cataloging	1390	11097	1633	11087	-15%	0%
Original Cataloging	213	1603	342	1208	-38%	33%
Total Cataloged	1603	12700	1975	12295	-19%	3%

Delivery and Facility Manager - Terry Cross

May 2023 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

	May – 2023	May – 2022	Difference	% Change
Total Book Bags & Bins	3,000	2,738	262	10%

In May 2023, there were 3,000 book bags and bins sorted, loaded, and delivered to member libraries. The 3,000 bags and bins that were delivered in May 2023 were 10% greater than the 2,738 bags and bins that were sorted and delivered in May of the prior year.

Both of the trucks received oil/lube/filter service in April and May, and all of the trucks are current with their regularly scheduled maintenance. In April, the front brake pads and rotors and rear brake pads, drums/rotors were replaced on truck #36. At 69,114 miles, the following suggested manufactures maintenance was also performed on truck #36: brake system flush, automatic transmission service fluid exchange and fluid flush, fuel system service, power steering flush package, and the rear differential fluid was changed. During the 5 days that the truck was unavailable, the third back-up truck was used to make deliveries and we were able to save around \$750 by not having to lease a rental truck.

Design Edge Sign Company finished replacing the sign in the front of the building with a sign that displays Lakeland's new logo. The company also finished placing the new logo on the boxes of the 2 delivery trucks.

In April, I worked with Carol on reserving charter bus reservations for the trip to attend the ALA annual conference at the McCormick Place Convention Center in Chicago. Reservations for one 56-seat bus was made with Great Lakes Motorcoach.

A sorter resigned effective May 19. After starting as a Summer Sorter 10 years ago, Emily has worked intermittently at Lakeland, and for the last 4 years, she held the part-time 25 hours per week sorter position. Emily will be attending school full-time and has also accepted a full-time position. Her diligence and concern for her co-workers has been greatly appreciated by all of the delivery staff. It seems like yesterday when sorting and delivery resumed after the COVID-19 shut down and Emily demonstrated these qualities to their fullest. I don't know what we would have done without her.

A new sorter has been hired and her first day is June 20, 2023. The work schedule will be the same, Monday through Friday, 5 hours per day, 25 hours per week. Since Emily's last day on May 19, I have been sorting a lot and a very special thanks to Jill who has picked up extra days from her normally scheduled 2 days per week.

I also drove 2 days in May to cover for time off taken by both of the drivers.

After we purchased the two trucks, we kept one of the older trucks to use as a back-up. New tires have been put on the back-up truck, and overall, it is in good condition, handles good and has already been used numerous times. After both of the new trucks were purchased, Karen McKinnon suggested that useful lives of the newer trucks could be extended by routinely using the older truck. Based on Karen's suggestion, the older truck is being driven 4 times per month and figuring the routes average 200 miles per day, the annual mileage of each truck will be reduced by around 4,800 miles.

Digital Services Specialist – Nicki Johnson

This month I have gotten together with a new rep for ComicsPlus, as our last one flaked out on us. I also have an appointment to review a demo of NewspaperArchive to see if the database could be a feasible offering for group purchase. A group purchase of VOX books was put together with a total of 123 books! I've been working on action plans for libraries with Overdrive content credit. I have also been helping to pull together stats and standards with Carol. Wowbrary has been renewed and two or three extra libraries have joined. The Overdrive Committee meeting was very productive, with great discussion.

Finance & HR Specialist - Janet Cornell

Our first state aid funds were dispersed in early April. With most of our expenditures being paid at the beginning of the fiscal year, it is nice to show that we have received a good portion of revenue to help cover them.

I have started organizing spreadsheets and writing internal procedures for budgeting as we work preparing for next year's budget. The goal is to have some internal checklists in place to help maintain consistency and continuity in the budgeting process.

Each spring I try to get caught up on changes to employment, payroll and HR laws. I was able to attend a few updates and webinars addressing these topics to stay abreast of changes and keep compliant.

With Terry's help I have also done some spring cleaning of financial paper files scheduled for destruction. I'm also working on organizing our accounting drive for ease in accessing and retaining these records now that most of our financial records are digital.

IT Manager – Dave VanderGraaf

Email

As you all may be aware by now, we've been working through several issues related to email over the past few months. Thank you to staff members who continue to report problems! A regularly occurring spam message has been resolved (see email that will be sent out Friday). An issue involving errors when sending to tech-help was fixed, and we were recently notified of some distribution lists also experiencing delivery issues. As we continue to work towards resolving these, we also shared last month a decision to encourage libraries to have email solutions of their own. This is a huge project that involves a hectic schedule and multiple moving parts, so Carol & I have discussed all potential solutions with Nick Heimler, and we've decided on presenting an option to 5 locations that involves switching from Zimbra to Zoho. These locations have already been selected, and directors will be approached by Nick. For more info, please see Nick's email that was sent on May 25.

Sierra upgrade

With the recent Sierra upgrade to 5.6, some of you (think there were 5 locations last time) may experience jar error messages. If Sierra is giving these errors, please contact tech-help and/or Nick Heimler so that the new jarmap is installed on problematic PCs for you.

VOIP

With a recent merge/acquisition of RingCentral and Mitel, we are exploring alternative options to our current Mitel phone solution.

Logo rebranding

Some websites (llcreports.org, eservices.llcoop.net) have been updated to the new logo.

Firewall

The subscription service for our firewall has been renewed (thank you Nick Heimler).

Help desk tickets

April help desk tickets created: 106

April help desk tickets closed: 85

May help desk tickets created: 146

May help desk tickets closed: 137

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

ILS Manager - Sheryl VanderWagen

RIDES statistics: We received 194 totes in March 2023, up 26 totes from 2022. We sent out 171 totes in March 2023, up 38 totes from March 2022. We received 170 totes in April 2023, up 11 totes from 2022. We sent out 173 totes in April 2023, up 46 totes from April 2022.

Sierra: We upgraded to Sierra v5.6 on Wednesday evening, April 26, 2023, after 9:00 p.m. This release had the fix for the software bug that allowed more than one renewal of MeLCat items through the API (used by Bibliocommons). We received a notification from Innovative regarding a necessary server reboot following routine maintenance to the underlying virtual machine hosting our Sierra sever. The Sierra server reboot occurred on Wednesday, May 24 between 10:00 p.m and 11:00 p.m. There was no access to Sierra during the reboot process and took about 15 minutes.

Bibliocommons: We have opened a ticket with Bibliocommons in connection with the Lakeland logo update and rebranding. Amber redid the new logos according to their size specification and submitted them to Bibliocommons and we're waiting for them to update the logo on the parent catalog page and on library child catalogs that use the Lakeland logo. We have been notified that they are beginning work on this so you should see the updated branding soon.

Capira: We have opened a ticket with OCLC/Capira in connection with the Lakeland rebranding project so that the Lakeland logo can be updated in the app where necessary. Amber did the logos according to the Capira size specifications and submitted them to OCLC and we're waiting for them to update the app appropriate pages of the app.

My MeLCat Links: Oops! It was brought to our attention that the links on the My MeLCat page: https://elibrary.mel.org/screens/pverify_web.html direct patrons to the classic WebPac login

screen: <https://sam.lcoop.org/patroninfo> instead of our member libraries' Bibliocore login pages. We worked with the MCLS staff to update those links for each library's Bibliocore instance. Our thanks to the library that reported this through tech-help@lcoop.org

New Courtesy Notice (1-day): The first Courtesy Reminder notices went out the morning of May 3, 2023. There were email reminders sent to patrons for 680 items due on May 4, 2023. In comparison, the 3-day Courtesy/Renewal notices generate reminders for between 4000-5000 items per day. This proportion has been consistent since the reminders started. The system does not track the number of individual patrons who received these reminders.

Web Management Reports: Several users have noticed that the REPORTS image in the top left corner of the header for Web Managements Reports is broken and does not display. We reported to the Innovative helpdesk, and they reported back that the image will be fixed when we upgrade to Sierra v6.0 (the next release). This is not anything related to the browsers or browser versions users are currently using. However, the start over link that is connected to the broken image is working so that when you click on the broken image, you can still start over in Web Management Reports.

Fines Free projects: Most juvenile materials along with DVD's and Audiobooks at Patmos (OJ) have been configured to be fines free. The updated list of fines free libraries has been posted to the Lakeland website. I also worked with the staff there to make their DVD collection shareable with the rest of the shared ILS member libraries except for their new items.

New Ptypes for Flat River: I configured their ptypes 109 and 110 for a student restricted card (e-access + 4 physical items) and a nonresident student card for students in the Greenville school district that live outside of Lakeland. Patrons with these ptypes are set up for use only at Flat River and will be blocked at other shared ILS locations.

Monthly Status Reports: Please contact me by June 30 if you need assistance with cleanup of items on your monthly/quarterly status reports: missing, lost, lost & paid, in transit, billed, and other item statuses. The system does not have an automatic status progression and those items will remain with those statuses until your staff either cleans up the reports on their own by setting items withdrawn manually or contacts me for assistance with the cleanup and updating of items in batch. We have the capability to import records by barcode so if you would like me to update selected items in batch, you can send me an Excel spreadsheet including the barcodes with the items you would like to have set withdrawn and deleted. I do regular cleanup of these lists for many libraries but not ALL libraries, if you have questions about this and whether I do this type of cleanup for your library or if you would like to start doing this, please contact me.

Training: I conducted an on-site training for Create Lists at TCH Reynolds Township Library on Friday, April 21, and an on-site consultation with staff members at Loutit District Library on May 17.

Pink Non-Resident Cards: I am working with Terry on a supply order for more pink non-resident cards because our current supply is dwindling. Our last order was in May 2018, and we are nearing the end of that order. We still have some of the old supply left, so you can continue to send us orders using the Lakeland supply order form.

Sierra Create Lists: As the number of items in the database has increased exponentially to over 55,000,000 items, the time it takes to create a list of item records has also increased. However, there is a noticeable difference in the time for queries to run when they contain date fields such as create date, updated date, out dates, due dates, etc. Queries without dates complete much quicker than queries with dates. I opened a ticket with the ILL helpdesk and the

technician was able to replicate the problem. A problem report has been submitted to the software engineers. We don't have confirmation as to the cause, but it is being looked at. In the meantime, we recommend that users start their queries for item records with the knowledge that the query could take 2-3 hours to complete so that queries are not left in processing overnight. The queries won't finish once users have logged out and will remain in processing until they are cancelled. Queries returning bibliographic and patron records are not impacted by this problem.

Member Services Manager -Amber McLain

Patron Point

We had 448 Patron Point applications in the month of May.

I have completed all of the Spanish language forms for the libraries who requested them - if your library did not request Spanish forms but are considering them now, feel free to reach out and I can get them set up for you now.

I am currently working with Patron Point to set up student forms for the libraries who have requested them. The forms are set up, so we are just waiting on the backend coding from Patron Point to get done. I will be sending updates to the affected libraries when I have news. I am also working to create the email campaigns that allow the

Delivery Dots and Barcodes

Delivery dot and barcode orders will be out soon, so keep an eye on your emails! This is something that I will be taking over from Sheryl, so the email will be coming from me. If you do not receive the emails regarding ordering barcodes and delivery dots by June 10, please reach out to me - we are having some issues with emails getting to libraries that have their own domains.

Continuing Education

As one of the liaisons for the CE Committee, I am currently conducting a survey regarding interest in a new series of events coming this fall and winter, which will occur after the Advisory Meetings in September, November, January, and March. If you have not yet filled this out, please do. The survey will allow us to plan these events more effectively. If this first round of events goes well, we will be looking at making this a more permanent series.

Training

If you have any topics that you would be interested in having Lakeland-provided training on, please reach out to me. I am currently compiling a list of resources to create a sort of knowledge base for our members. This knowledge base will span all topics and cover as much information as possible. For more nuanced topics, Lakeland is planning to create a suite of training materials (printed and video) that would be comparable to the Niche Academy we used to have. This is my next big project after Patron Point winds down.

Website

If you haven't had the chance, take a look at our website! It's been rebranded and tweaked to fit the new logo.

.....

Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, March 9, 2023 at 9:30 a.m.
At the KDL Service Center**

Council Members Present: Mary Cook (OC), Kelly Tinkham (NN), Elyshia Hoekstra (OC)
Lakeland Staff Present: Carol Dawe, Sheryl VanderWagen, Amber McLain

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:36 by Mary Cook.
- 2) **APPROVAL OF AGENDA:** Merri Jo Tuinstra moved, supported by Cierra Bakovka to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:**
 - a) Teresa Kline shared that one of Fennville's trustees was appointed to LSTA advisory council.
 - b) Amber McLain encouraged directors to encourage all youth services staff to apply for eclipse glasses from STAR Net – the link is in the newsletter. [And here:
<http://www.starnetlibraries.org/about/our-projects/solar-eclipse-activities-libraries-seal/>]
- 4) **APPROVAL OF MINUTES:** Merri Jo Tuinstra moved, supported by Cierra Bakovka, to approve the Advisory Council minutes from February 9, 2023, as presented – *motion carried*.
- 5) **BOARD REPORT:** None.
- 6) **ILS MANAGER'S REPORT:** Sheryl shared that MeLCat renewals are affected by a bug in Bibliocore but an update is coming early April. Additionally, there was a hold issue on items with volumes in Bibliocommons, but it is slated to be fixed with a Mid-March update.
- 7) **MEMBER SERVICE MANAGER'S REPORT:** Amber shared that Patron Point reports are delayed and noted the ability to send form submissions directly to email.
- 8) **COOPERATIVE DIRECTOR'S REPORT:** Carol showcased the new newsletter and snapshot and discussed website rebranding. Carol also encouraged feedback regarding the website and what members would like to see changed or added as we go about this process – please reach out to Amber with comments.
- 9) **COMMITTEE REPORTS:**
 - a) Continuing Ed – Minutes included for information.
- 10) **OTHER REPORTS:**
 - a) **MLA** – Shirley Bruursema shared that there are many initiatives currently in place and committee hearings are going well. Dale Parus shared that the committee is working on both Fiscal and Nonfiscal. HB4149 and HB4150 are the main gun bills. The legislature has doubled down on having open carry and concealed carry restricted, especially in government buildings. The question is whether libraries would be government buildings covered under that. Lance brought up a bill protecting school library workers from harassment and encouraged the MLA committee to push for public library workers to be protected as well.
- 11) **ONGOING AND NEW BUSINESS:**
 - a) Group purchase Updates – Comics Plus deadline is coming up, CoverOne purchase is complete. We will attempt to keep group purchases consistent annually.
 - b) Collection Development Update – The board has moved forward with a committee regarding standards for collection and create a strong foundation and for the organization as a whole. It was also pointed out that this would not include Lakeland telling individual libraries what their collection should or should not include.
 - c) Intellectual Freedom Sharing
 - i) Kamey Howe shared that a resident shared that KDL wouldn't remove books and that was a reason that Cedar Springs should not join KDL. She also pointed out that nonresidents were showing up to meetings to attempt to sway the boards.
 - ii) Sheryl VanderWagen discussed that organizations are coordinating efforts to attack libraries.
 - iii) Cierra Bakovka shared that organizations are funding candidates to get on boards.

- iv) Teresa Kline also pointed out that it's going on outside of our sphere as well, on school boards in particular.

12) **PUBLIC COMMENTS:**

- a) Peggy Hemerling shared that Hastings put an RFP out for their window project. Hastings also shared that Hoopla cost discussions led to a generous patron donation.
- b) Kerry Fountain shared that Clarksville had a generous patron donation from a person who went there as a child – the money was used to renovate the bathrooms, and that project just wrapped up.
- c) Cierra Bakovka shared that Henika received a generous donation this past December.
- d) Teresa Kline shared that Fennville is working with an art crew to create a sculpture that will be at the library, and it will be dedicated to the migrant workers of the area.

13) **NEXT MEETING:** Thursday, March 13, 2023, following the 9:30 a.m. Board Meeting at Kent District Library Service Center

14) **ADJOURNMENT:** Matt Lubbers-Moore moved, supported by Virginia DeMumbrum, to adjourn at 11:18 - *motion carried.*

Respectfully submitted by,
Amber McLain

REVISIONS TO
THE LAKELAND LIBRARY
COOPERATIVE
PLAN OF SERVICE AND GOVERNANCE
APPROVED BY THE BOARD ON
SEPTEMBER 8TH, 2022

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ARTICLE I. NAME

The name of this library cooperative shall be the Lakeland Library Cooperative (“LLC”).

ARTICLE II. AUTHORITY

1. This Plan of Service is authorized, and LLC is established under the terms of the State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended. (Appendix A)
2. This Plan of Service supersedes all previous Plans of Service.

ARTICLE III. MEMBERSHIP

1. Requirements:

- Full Membership in the LLC shall be open to any public library that meets the requirements of P.A. 89 of 1977:
- Maintenance of a minimum local support of 3/10 of a mill on taxable value as calculated under section 27a of the General Property Tax Act, PA206 of 1893, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.
- Participation in the development of the cooperative plans.
- Loan materials to other libraries participating in the Cooperative through interlibrary loan and/or reciprocal borrowing agreements.
- Maintenance of an open-door policy to other residents of the State of Michigan as provided in Article 8, Section 9 of State Constitution of 1963. (Appendix A-2)

2. Adoption:

- An eligible library’s Governing Board and/or municipal governing or appropriating body shall adopt a resolution requesting that the local library become a member of LLC. Duplicate copies of the resolution, certified by the clerk of the local board/ authority, shall be filed with the LLC Board. The Board shall accept the request for membership or show reason for denial of the request for membership within sixty (60) days. When the Board has accepted the resolution, the Board President and Secretary shall endorse the resolution and file a copy with the Library of Michigan.

3. Withdrawal:

- The member library’s Governing Board and/or municipal governing or appropriating body must adopt a resolution to withdraw from membership in the LLC. Duplicate copies of the resolution, certified by the clerk of the local board/ authority, shall be filed with the Board and the Library of Michigan **at least 12 months prior to the date of withdrawal** ~~– six months prior to October 1 of LLC’s next fiscal year.~~
- The LLC Board may give notice of intent to terminate a library membership **at least 12 months in advance** ~~6 months prior to October 1 of LLC’s next fiscal year~~ if the library does not meet eligibility requirements as noted in Article III,

Section 1 above.

- All contractual agreements entered between the member library and LLC and/or contractual agreements entered by LLC on behalf of the member library must be fulfilled prior to the termination of membership. Notification of all outstanding contractual obligations will be provided to the member library before the withdrawal process is begun.

ARTICLE IV: DISPUTES

1. LLC is committed to resolving disputes at the local level, including mediation, arbitration and litigation.

- The cooperative director and the director of the member library concerned shall meet and attempt in good faith to resolve any issues or concerns.
 - If a resolution of the concerns is still not possible, the board of each library concerned, following a review of the issue, shall petition the LLC Board in writing for redress of the matters in dispute specifying the remedies sought.
 - The LLC Director shall present the petition to the LLC Board (within 90 days), along with his or her recommendations. The LLC Director shall report the conclusion of the Board to all parties concerned, promptly and in writing.
2. If a dispute concerning the cooperative and its member libraries that cannot be resolved on the local level.
- The matter, along with copies of all documentation, shall be reported to the Library of Michigan by the LLC Board or by the board of the library or libraries involved.
 - The Library of Michigan may hear the case. The decision of the Library of Michigan shall be final. (MCLS 397.572 section 22).

ARTICLE V: COOPERATIVE BOARD

1. Authority: The Board shall

- Hire a director to manage the LLC.
- Develop, revise, and adhere to the approved by-laws (Appendix B), plans, policies and provide services, consistent with State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended.
- Approve the budgets and provide fiduciary oversight.
- not be deemed to deprive any local board of any of its powers or property.

2. Representation and Eligibility:

- The LLC Board shall consist of nine (9) members as provided in Public Act 89, 1977, Section 7. All board members will be library directors from within the LLC member libraries. Current Advisory Council Officers are ineligible to serve as members of the Board
- There will be a mix of permanent and elected positions on the board based

on population statistics provided annually by the Library of Michigan (“LM”) and their Class identification system of public libraries.

- Permanent Positions:
 - Member libraries with LM Class 6 designation and a service area population of more than 100,000 are eligible to have their director have a permanent position on the board.
 - These positions have no term limit or election requirement by the LLC membership.
 - These positions will be filled by the member library’s Board.
 - In case of a vacancy, the board the member library shall designate an interim director.
 - Member libraries with a LM a Class 6 designation and a service area population of more than 200,000 are eligible to have two permanent seats on the board, the director and one member library board member.
 - These positions have no term limit or election requirement by the LLC membership.
 - In case of a vacancy, the board the member library shall designate an interim director.
- Elected Positions:
 - Member libraries with a LM Class designation are eligible for their directors to be elected to the LLC board for a two-year term with no term limits on a staggered schedule as follows:
 - Class 1, 2 and 3 libraries shall join together to elect one board member every two years in odd numbered years.
 - Class 4 libraries shall elect two board members, one each in even and odd numbered years.
 - Class 5 libraries (and Class 6 libraries serving a population less than 100,000) shall elect one board member every two years in even numbered years.

3. Elections:

- Elected Positions:
 - The LLC Board shall announce in June of each year the scheduled open elections as stated above.
 - Interested individuals will self- nominate and inform the board president of their intent.
 - Elections shall be held at the August Advisory Council meeting each year with the election results announced no later than September 15th of that year. Each member library shall cast one vote for each available member position in the LM class of which that library is a member.
 - Elected members shall begin their terms October 1st.
 - If libraries join or withdraw from LLC, the composition of the Board shall be reviewed, and election requirements adjusted accordingly at the end

of the fiscal year.

4. Meetings:

- Meetings will comply with the Open Meetings Act, P.A. 267, of 1976, as amended. (Appendix E)
- The annual meeting shall be held in October.
- The Board will meet at least 8 times per year, as determined at the annual meeting.
- Special meetings may be called by the Board president or upon the request of four members of the Board.

ARTICLE VI: ADVISORY COUNCIL

1. Authority: The major functions of the Council are:

- Adhere to the approved by-laws, (Appendix B) plans, policies and provide services, consistent with State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended.
- To advise the Board and Director on issues regarding policies, services and other concerns that may affect LLC, including the annual review of budgets.
- In consultation with the Director, to review current services, research new services and plan for the implementation of Board-approved new services.

2. Representation and eligibility:

- The Council shall be composed of the director from each of the member libraries. If unable to attend, the director, or the member library's governing body, may appoint one staff member as a replacement, with voting privileges. Current Board Members are ineligible to serve as officers of the Advisory Council.

3. Elections

- The Council shall elect a Chair, Vice-Chair and a Secretary at the annual meeting.

4. Meetings:

- Meetings of the Council will comply with the Open Meeting Act, P.A. 267, of 1976 as amended.
- The Council will meet at least 8 times per year, as determined at the annual meeting.
- The annual meeting of the Council shall be held in October.
- Special meetings may be called by the Council Chair or upon the request of 20 members.

ARTICLE VI: FUNDING

1. State Aid

- LLC shall apply for State Aid before February 1 of each year.
- State Aid, granted by the State of Michigan for cooperative libraries as

authorized by Public Act 90, 1977, Section 13 and paid to the LLC, will be used for any library-related purpose approved by the Board.

- LLC charges for services may be paid from funds coming to the member library from the State of Michigan as authorized by Public Act 89, 1977, Section 16 (4).

2. Additional Revenue

- Member libraries may contract with the LLC for services.
- Grant funds will be used in accordance with state and federal laws and GASB accounting standards.
- Donations will be used in accordance with state and federal laws and GASB accounting standards.

3. Budgeting

- The fiscal year of LLC shall be October 1 to September 30.
- LLC charges for services and products are to be determined on a yearly basis using the Member Services Formula (Appendix F) which is reviewed by the Council and approved by the Board. All payments shall be made to LLC.
- The Director will work with the Board to develop a tentative draft budget for the upcoming fiscal year, and present the budget to the Council, and forward the Council's recommendation to the Board.
- All funds received by LLC will be deposited in separate and/or designated funds and will be used only for expenses authorized by the Board.
- The investment of surplus funds shall conform to the Public Act 20 of 1943 (as amended.)

4. Financial records:

- Regular financial statements shall be made available to the Board and Advisory Council.
- The LLC financial records will comply with Federal and State regulations, Government Accounting Standards Board (GASB) principles, and be organized under the guidelines of the State of Michigan's "Uniform Chart of Accounts."
- The LLC will provide an annual financial audit filed within 12 months of the close of the fiscal year. If the annual financial audit report discloses a deficit or other material deficiency, LLC shall submit a corrective action plan for review and approval by the Department of Treasury. The corrective action plan shall include a deficit elimination plan and proof that the plan has been filed with the Department of Treasury as required by section 21 of 1971 PA 140, MCL 141.921.
- LLC shall maintain fidelity bond coverage and appropriate insurance and file annual verification of coverage as required by the Library of Michigan.

ARTICLE VII: SERVICES AND FEES

1. The LLC provides members with a variety of services and products, such as a shared integrated library system, which are available to all member libraries depending on contracts, licenses and individual and collective decisions as detailed in LLC's List of Services and Products (Appendix G), the Member Services Formula and Annual Budget and other policy documents.

ARTICLE VIII: PLAN APPROVAL AND REVISIONS

1. The Plan of Service will be reviewed and or revised in the year that the Library of Michigan certifies the information collected from the decennial Census or, at any time, by a 2/3 majority vote of the Board members present.
2. After the review, the Board shall submit a revised Plan of Service to the Library of Michigan for approval and provide a copy of the plan and appendices annually.

ADOPTION DATE

As approved by The Lakeland Library Cooperative Board:

Date: _____

Authorized by Library of Michigan:

Date: _____

	A	B	D	E	F	G	H	I	33 J
1	2021/2022 Annual Report/State Aid :Lakeland Library Cooperative								
2	Member Library	Library Class/Pop. Served	Total Collection Expenditures	Total Staff Expenditures	Total Operating Expenditures	Total Population	Total Per Capita Cost	Collection costs per capita	Staffing costs per capita
3	<i>Spring Lake District Library</i>	<i>Class 4: 12,000-25,999</i>	<i>\$146,774</i>	<i>\$890,653</i>	<i>\$1,334,638</i>	<i>19,868</i>	<i>\$67.18</i>	<i>\$7.39</i>	<i>\$44.83</i>
4	<i>Fremont Area District Library</i>	<i>Class 4: 12,000-25,999</i>	<i>\$43,318</i>	<i>\$511,041</i>	<i>\$887,686</i>	<i>13,885</i>	<i>\$63.93</i>	<i>\$3.12</i>	<i>\$36.81</i>
5	<i>Lake Odessa Community Library</i>	<i>Class 2: 4,000-6,999</i>	<i>\$23,030</i>	<i>\$132,911</i>	<i>\$265,405</i>	<i>4,293</i>	<i>\$61.82</i>	<i>\$5.36</i>	<i>\$30.96</i>
6	<i>Grand Rapids Public Library</i>	<i>Class 6: 50,000+</i>	<i>\$1,540,905</i>	<i>\$6,902,364</i>	<i>\$11,881,190</i>	<i>198,917</i>	<i>\$59.73</i>	<i>\$7.75</i>	<i>\$34.70</i>
7	<i>Loutit District Library</i>	<i>Class 5: 26,000-49,999</i>	<i>\$196,795</i>	<i>\$1,299,948</i>	<i>\$2,274,928</i>	<i>39,331</i>	<i>\$57.84</i>	<i>\$5.00</i>	<i>\$33.05</i>
8	<i>Kent District Library</i>	<i>Class 6: 50,000+</i>	<i>\$4,352,150</i>	<i>\$15,673,289</i>	<i>\$25,133,217</i>	<i>439,194</i>	<i>\$57.23</i>	<i>\$9.91</i>	<i>\$35.69</i>
9	<i>Saugatuck-Douglas District Library</i>	<i>Class 2: 4,000-6,999</i>	<i>\$38,610</i>	<i>\$158,755</i>	<i>\$295,101</i>	<i>5,686</i>	<i>\$51.90</i>	<i>\$6.79</i>	<i>\$27.92</i>
10	<i>Muskegon Area District Library</i>	<i>Class 6: 50,000+</i>	<i>\$577,805</i>	<i>\$2,470,577</i>	<i>\$5,061,814</i>	<i>107,920</i>	<i>\$46.90</i>	<i>\$5.35</i>	<i>\$22.89</i>
11	<i>Herrick District Library</i>	<i>Class 6: 50,000+</i>	<i>\$835,261</i>	<i>\$3,365,717</i>	<i>\$5,103,872</i>	<i>109,385</i>	<i>\$46.66</i>	<i>\$7.64</i>	<i>\$30.77</i>
12	<i>Grant Area District Library</i>	<i>Class 3: 7,000-11,999</i>	<i>\$35,962</i>	<i>\$215,323</i>	<i>\$402,900</i>	<i>8,861</i>	<i>\$45.47</i>	<i>\$4.06</i>	<i>\$24.30</i>
13	<i>Hastings Public Library</i>	<i>Class 4: 12,000-25,999</i>	<i>\$35,372</i>	<i>\$345,719</i>	<i>\$594,238</i>	<i>13,514</i>	<i>\$43.97</i>	<i>\$2.62</i>	<i>\$25.58</i>
14	<i>Hesperia Community Library</i>	<i>Class 2: 4,000-6,999</i>	<i>\$45,908</i>	<i>\$133,006</i>	<i>\$251,973</i>	<i>5,839</i>	<i>\$43.15</i>	<i>\$7.86</i>	<i>\$22.78</i>
15	<i>Hackley Public Library</i>	<i>Class 5: 26,000-49,999</i>	<i>\$115,795</i>	<i>\$1,307,094</i>	<i>\$1,751,614</i>	<i>40,907</i>	<i>\$42.82</i>	<i>\$2.83</i>	<i>\$31.95</i>
16	<i>Henika District Library</i>	<i>Class 3: 7,000-11,999</i>	<i>\$25,341</i>	<i>\$221,652</i>	<i>\$337,832</i>	<i>7,978</i>	<i>\$42.35</i>	<i>\$3.18</i>	<i>\$27.78</i>
17	<i>Saranac Clarksville District Library</i>	<i>Class 3: 7,000-11,999</i>	<i>\$73,710</i>	<i>\$211,603</i>	<i>\$441,936</i>	<i>10,470</i>	<i>\$42.21</i>	<i>\$7.04</i>	<i>\$20.21</i>
18	<i>White Cloud Community Library</i>	<i>Class 3: 7,000-11,999</i>	<i>\$26,485</i>	<i>\$235,189</i>	<i>\$341,684</i>	<i>8,766</i>	<i>\$38.98</i>	<i>\$3.02</i>	<i>\$26.83</i>
19	<i>Flat River Community Library</i>	<i>Class 4: 12,000-25,999</i>	<i>\$101,305</i>	<i>\$304,651</i>	<i>\$688,276</i>	<i>18,223</i>	<i>\$37.77</i>	<i>\$5.56</i>	<i>\$16.72</i>
20	<i>Newaygo Area District Library</i>	<i>Class 2: 4,000-6,999</i>	<i>\$24,360</i>	<i>\$142,535</i>	<i>\$278,883</i>	<i>7,494</i>	<i>\$37.21</i>	<i>\$3.25</i>	<i>\$19.02</i>
21	<i>Fennville District Library</i>	<i>Class 4: 12,000-25,999</i>	<i>\$34,925</i>	<i>\$266,811</i>	<i>\$532,926</i>	<i>14,496</i>	<i>\$36.76</i>	<i>\$2.41</i>	<i>\$18.41</i>
22	<i>Alvah N. Belding Memorial Library</i>	<i>Class 3: 7,000-11,999</i>	<i>\$70,708</i>	<i>\$173,845</i>	<i>\$398,705</i>	<i>11,087</i>	<i>\$35.96</i>	<i>\$6.38</i>	<i>\$15.68</i>
23	<i>Gary Byker Memorial Library of Hudsonv</i>	<i>Class 3: 7,000-11,999</i>	<i>\$36,622</i>	<i>\$283,050</i>	<i>\$442,106</i>	<i>12,374</i>	<i>\$35.73</i>	<i>\$2.96</i>	<i>\$22.87</i>
24	<i>Howard Miller Library</i>	<i>Class 4: 12,000-25,999</i>	<i>\$119,000</i>	<i>\$511,981</i>	<i>\$878,984</i>	<i>25,071</i>	<i>\$35.06</i>	<i>\$4.75</i>	<i>\$20.42</i>
25	<i>Tamarack District Library</i>	<i>Class 3: 7,000-11,999</i>	<i>\$33,336</i>	<i>\$124,680</i>	<i>\$343,840</i>	<i>10,328</i>	<i>\$33.29</i>	<i>\$3.23</i>	<i>\$12.07</i>
26	<i>White Lake Community Library</i>	<i>Class 3: 7,000-11,999</i>	<i>\$31,695</i>	<i>\$239,168</i>	<i>\$380,354</i>	<i>12,381</i>	<i>\$30.72</i>	<i>\$2.56</i>	<i>\$19.32</i>
27	<i>Croton Township Library</i>	<i>Class 1: 3,999 or less</i>	<i>\$30,547</i>	<i>\$70,013</i>	<i>\$101,360</i>	<i>3,368</i>	<i>\$30.10</i>	<i>\$9.07</i>	<i>\$20.79</i>
28	<i>Coopersville Area District Library</i>	<i>Class 3: 7,000-11,999</i>	<i>\$38,705</i>	<i>\$204,638</i>	<i>\$380,161</i>	<i>12,679</i>	<i>\$29.98</i>	<i>\$3.05</i>	<i>\$16.14</i>
29	<i>Leighton Township Library</i>	<i>Class 2: 4,000-6,999</i>	<i>\$31,309</i>	<i>\$118,032</i>	<i>\$203,276</i>	<i>7,001</i>	<i>\$29.04</i>	<i>\$4.47</i>	<i>\$16.86</i>
30	<i>Ionia Community Library</i>	<i>Class 4: 12,000-25,999</i>	<i>\$46,611</i>	<i>\$508,123</i>	<i>\$671,833</i>	<i>23,680</i>	<i>\$28.37</i>	<i>\$1.97</i>	<i>\$21.46</i>
31	<i>Timothy C. Hauenstein Reynolds</i>	<i>Class 3: 7,000-11,999</i>	<i>\$21,943</i>	<i>\$176,279</i>	<i>\$275,155</i>	<i>9,992</i>	<i>\$27.54</i>	<i>\$2.20</i>	<i>\$17.64</i>
32	<i>Home Township Library</i>	<i>Class 2: 4,000-6,999</i>	<i>\$13,329</i>	<i>\$59,028</i>	<i>\$105,703</i>	<i>4,343</i>	<i>\$24.34</i>	<i>\$3.07</i>	<i>\$13.59</i>
33	<i>Sparta Carnegie Township Library</i>	<i>Class 3: 7,000-11,999</i>	<i>\$36,794</i>	<i>\$158,593</i>	<i>\$223,961</i>	<i>9,395</i>	<i>\$23.84</i>	<i>\$3.92</i>	<i>\$16.88</i>
34	<i>Georgetown Township Public Library</i>	<i>Class 5: 26,000-49,999</i>	<i>\$281,894</i>	<i>\$705,161</i>	<i>\$1,252,044</i>	<i>54,091</i>	<i>\$23.15</i>	<i>\$5.21</i>	<i>\$13.04</i>

	A	B	D	E	F	G	H	I	34 J
1	2021/2022 Annual Report/State Aid :Lakeland Library Cooperative								
2	Member Library	Library Class/Pop. Served	Total Collection Expenditures	Total Staff Expenditures	Total Operating Expenditures	Total Population	Total Per Capita Cost	Collection costs per capita	Staffing costs per capita
35	Patmos Library	Class 3: 7,000-11,999	\$24,509	\$111,931	\$216,329	9,630	\$22.46	\$2.55	\$11.62
36	Hopkins District Library	Class 2: 4,000-6,999	\$5,144	\$54,725	\$107,393	4,851	\$22.14	\$1.06	\$11.28
37	Cedar Springs Public Library	Class 3: 7,000-11,999	\$17,704	\$135,602	\$202,780	10,123	\$20.03	\$1.75	\$13.40
38	Salem Township Library	Class 3: 7,000-11,999	\$29,525	\$96,774	\$158,462	8,289	\$19.12	\$3.56	\$11.67
39	Carson City Public Library	Class 3: 7,000-11,999	\$28,730	\$142,542	\$239,686	13,102	\$18.29	\$2.19	\$10.88
40	Dorr Township Library	Class 3: 7,000-11,999	\$27,134	\$95,805	\$144,889	7,922	\$18.29	\$3.43	\$12.09
41	Freeport District Library	Class 2: 4,000-6,999	\$9,565	\$61,411	\$99,662	6,102	\$16.33	\$1.57	\$10.06
42	Allendale Township Library	Class 5: 26,000-49,999	\$63,707	\$224,361	\$402,458	35,384	\$11.37	\$1.80	\$6.34
43	Thornapple Kellogg School & Library	Class 4: 12,000-25,999	\$4,725	\$133,635	\$154,232	18,577	\$8.30	\$0.25	\$7.19
44	Fruitport District Library	Class 4: 12,000-25,999	\$20,333	\$67,941	\$118,979	14,575	\$8.16	\$1.40	\$4.66
45	Notes:								
46	Libraries in grass green are well funded.								
47	Libraries in light green are adequately funded.								
48	Libraries in pink are underfunded								
49	Libraries in red are severely underfunded including Patmos.								
50									
51	2021-2022 data for last FY within that time frame for each library.								
52	This data is self reported by each library to the Library Michigan.								
53	Lakeland Staff condensed the data and calculated the per captia fields.								



Anatomy of a Collection Development Policy

Please feel free to use this template or any portion or modification of it as a guideline for creating your library's Collection Development Policy. The Michigan Cooperative Directors Association strongly advises all library policies to be vetted by your library's attorney before adoption.

I. Introduction

Library collection development should work to support all of the communities served and to create policies and programming that will celebrate identities and not just support the ideas of free speech and the press. The library should support creating equitable and inclusive collections even when these practices challenge long-standing ideals of neutrality in library services. Inclusion means to promote positive affirmations of identities and the library will purposely shy away from collecting materials that disparage marginalized groups. It is inaccurate to characterize libraries as neutral as we have always made choices in what we collect and whom we serve. While uplifting all communities served, it is also our responsibility to select materials that are accurate and truthful to sustain intellectual freedom.

Libraries have broad freedom to select materials to add to their collections but are legally limited in their ability to remove materials from their collections due to challenges based on the content of those materials. Recently a Texas judge ruled “Although libraries are afforded great discretion for their selection and acquisition decisions,” the judge wrote, “the First Amendment prohibits the removal of books from libraries based on either viewpoint or content discrimination.” At the time of the crafting of the document, the ruling is being appealed.

[Michigan Library Book Bans: Lessons from a Federal Texas Case](#)

II. Purpose/Policy Statement:

Policy creation is a partnership between the Library Director and the Board where the Director drafts the policy, and the Board discusses the policy before approval. Why do you have this collection development policy? Think about your library's vision and mission. Be sure to consult the entire demographic of your area. Some helpful websites include [Kids Count](#), [Demographics Now](#), your area Intermediate School District (ISD), and the County Health Department. Libraries follow state laws of MI including [OMA](#) and the [Library Privacy Act](#).

Examples:

- The library and its board of trustees uphold the democratic ideal of the freedom to read and the ability to access information.
- Privacy and confidentiality are key components of freedom to read and access information. While patrons are free to reject titles for themselves and their children, they cannot restrict others' freedom to choose what to read, hear, or view.
- The library endorses the American Library Association's [Library Bill of Rights](#).
- The library is committed to resource sharing which provides access to materials beyond the scope of local collections for patrons.
- Responsibility for any limitation on materials read by children and adolescents rests with the youth's parents or legal guardians. The Library does not stand [in loco parentis](#). Selection decisions are not influenced by the possibility that materials may be accessible to minors.

III. Definitions

Are there any terms you feel need to be defined?

Examples:

- Collection: The term "collection" means books, magazines, DVDs, CDs, library programs, or other synonyms and applies to all library materials in the collection, including adult, young adult, and juvenile; however, the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet.
- Digital materials: This includes but is not limited to e-books, audiobooks, e-magazines, and databases.

IV. Scope

What types of items are collected? Why?

Examples:

- The library has the responsibility to provide materials representing a wide range of ideas and opinions to meet the various ages, interests, educational and reading levels, and cultural backgrounds of all its citizens including minority populations.
- The library provides materials in an array of formats including print and electronic.
- Items added to the collection are available so citizens may educate themselves as well as meet general and job-related needs. Items also help stimulate thought, encourage freedom of expression, enrich lives, and celebrate leisure time with the enjoyment of reading.
- All public library collections contain materials that some patrons may find objectionable, and in turn, public libraries may omit from the collection materials that some patrons consider important, both for purposes of balancing the collection and in instances when

materials do not meet the selection criteria. This applies to materials for any age or audience.

V. Responsibility

Who is responsible for the selection of materials which are added to the library's collection?

Examples:

- The Library Board delegates administration and responsibility for selection of the collection to the Library Director who works within the framework of policies approved by the Library Board. The Library Director selects materials and/or delegates selection to staff members qualified for this duty by education, training, interest, and job classification.

VI. Selection of Materials

What items are selected? Do you have special collections? What criteria are used when selecting or not selecting items for the collection? Cost? Availability? Discounts? Consider listing the factors used to select items. Librarian resources for reviews include [Library Journal](#), [BookPage](#), [Booklist](#), [Kirkus](#), as well as [additional review publications provided by the American Library Association](#).

Examples:

- The library's collection aims to meet the diverse cultural, informational, educational, and recreational needs of the local community.
- Information is available in a variety of formats representing a wide range of views, expressions, opinions, and interests.
- A balanced collection attempts to represent all sides of issues as far as the availability of materials, space, and budget allows.
- Priority is given to materials with the broadest appeal and multiple criteria may be used to evaluate items for the collection, however, selected items are not required to meet all criteria.
- The inclusion of a title in the collection does not imply endorsement of the ideas presented in the material, nor does the absence of a title from the collection imply disapproval.
- Criteria selectors may use to evaluate regardless of format (there could be many more):
 - Authenticity of information**-Collecting materials that showcase accurate and truthful information is of the utmost importance. Items that are known to perpetuate false information and inaccuracies will not be purchased.
 - Authority of the author**-The competence and reputation of an author
 - Content of the work**-objective, accurate, timely, literary quality
 - Diversity**-subjects, ideas, opinions, viewpoints.
 - Local Interest**

Physical features and format

Price and availability

Public Interest/Demand

Relevance-suitability of the subject format and style for the intended audience

VII. Collection Maintenance

What factors to consider when deselecting materials?

Examples:

- All collections need to be weeded on a continuing and scheduled basis to keep the collection in good condition with current materials.
- Circulation is especially important when deciding to retain an item.
- Space may dictate deselecting items as well as the cost of replacement, the appearance of the item, and its timeliness.

VIII. Donations

Do you accept donations? If so, what types of items? Do they also need to meet the criteria as an item that was selected for the collection? Do you accept monetary donations?

Examples:

- The library accepts gifts of hardcover books, magazines, historical materials, and audiovisual materials if there is demand.
- Donated items become the sole property of the library.
- The library does not accept textbooks or encyclopedias.
- Donations can be made for the purchase of materials in memory or honor of someone.

IX. Reconsideration of Library Materials

Is the form easily available for patrons to access? Should it be? Should the patron have to meet with the Library Director and only then if the situation can't be resolved, then the Library Director can give the Reconsideration form to the patron?

Examples:

- Patron concerns about materials included in library collections should discuss the reasons with the Director for an explanation of the library's criteria for selection, acquisition, or access.
- Patrons may also submit a "Statement of Concern About Library Resources" to the Director.
- Patrons not satisfied with the Director's decision may request, in writing, a review by the Board of Trustees.

X. Statement of Concern Regarding Library Resources

This form is pretty standard in our industry. Refer to Examples below for more information.

Examples[ALA Selection Policy Toolkit](#)[ALA Sample Reconsideration Form](#)[Charlotte Mecklenburg Library Policies](#)[Downers Grove Public Library Policy Manual](#)(Collection Management pages 68-73)[MI Right to Read Resources and Toolkit](#) (More policies in the Toolkit)[Otsego Library Reconsideration Form](#)[Rochester Hills Materials Selection Collection Development Policy](#)[Rochester Hills Reconsideration of Library Materials Policy](#)[Seattle Public Library Selection and Withdrawal of Materials Policy](#)**Other documents for reference**[Citizen's Guide US Federal Obscenity Law](#)[First Amendment and Censorship](#)[Freedom to Read](#)[Freedom to View](#)[Intellectual Freedom and Censorship Q & A](#)[Library Bill of Rights](#)[MI Library Privacy Act 455 of 1982](#)[MI Open Meetings Act](#)[MI Public Act 343 of 1984](#) (MI Obscene Material Act, including Obscenity Test)