



# LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

## BOARD MONTHLY MEETING

Thursday, September 14, 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) August 10, 2023, Unofficial Board Minutes (m) PAGES 3-4
- 6) **FINANCIAL REPORT**
  - a) August Financials and monthly check register (m) PAGES 5-11
- 7) **PRESIDENT'S REPORT** (i)
- 8) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 12-19
- 9) **COUNCIL/COMMITTEE REPORTS**
  - a) Advisory Council Official Minutes July 13, 2023 (i) PAGES 20-21
- 10) **NEW BUSINESS**
  - a) 2023-2024 Meeting Dates Approval (m) PAGE 22
  - b) 2023-2024 Health Care Resolution (m) PAGE 23
  - c) FY2022-2023 End of Year Budget Amendments (m) PAGES 24-25
  - d) FY23-24 Budgets (m) PAGES 26-32
  - e) Plan of Service Revisions (m) PAGES 33-49
  - f) Ex Officio Board Member Appointment (m) Included in (e)
- 11) **PUBLIC COMMENTS**
- 12) **BOARD MEMBER COMMENTS**

13) NEXT MEETING: October 12 at the Kent District Library Service Center

14) ADJOURNMENT

(m)

**LAKELAND LIBRARY COOPERATIVE  
BOARD MINUTES – Unofficial  
Thursday, August 10, 2023 at 9:30 a.m.  
Kent District Library Service Center**

Present: Lance Werner (KDL), Dale Parus (IC), Karen McKinnon (AL), Diane Kooiker (HO), Maggie McKeithan (OS), Ron Suszek (MADL), Shirley Bruursema (KDL) Joe Zappacosta (SM), John McNaughton (GRPL)

Lakeland Staff Present: Carol Dawe, Sheryl VanderWagen, Amber McLain

Absent: None

**1) CALL TO ORDER AND ROLL CALL: The meeting was called to order at Lance Werner at 9:33 AM.**

**2) APPROVAL OF AGENDA:** Ron Suszek moved, supported by Shirley Bruursema to approve the agenda with the addition of a motion on 10b (Patmos Update)- *motion carried.*

**3) QUESTIONS FROM MEMBERS:** There were no questions from members.

**4) PUBLIC COMMENTS:** There were no public comments.

**5) APPROVAL OF MINUTES:** Diane Kooiker moved, supported by Maggie McKeithan to approve the board minutes from July with amendments – *motion carried.*

**6) FINANCIAL REPORT:**

- a) **July Financials and Check Register:** Maggie McKeithan moved, supported by Joe Zappacosta, to approve the July Financials as presented - *motion carried.*

**7) PRESIDENT'S REPORT**

- a) Lance Werner had nothing to report.

**8) DIRECTOR'S REPORT**

- a) Carol spoke about Digipalooza – Nicki from Lakeland is attending.
- b) The budget is being voted on at the advisory meeting following this meeting.
- c) The Lakeland managers are meeting with Sheryl to discuss onboarding her replacement.
- d) Carol will be heading to Albion for the MCDA retreat.
- e) Carol also spoke about some misinformation floating around.
- f) Dale Parus asked about the availability of student cards as librarians go into schools – Amber and Carol are nudging them.

**9) COUNCIL/COMMITTEE REPORTS**

- a) Advisory Official minutes included for informational purposes.

**10) NEW BUSINESS:**

- a) Correspondence from Georgetown – Requesting a seat: the bylaws and plan of service would need to be changed, and a discussion will be prepared for next month. A discussion of representation of smaller libraries, rather than libraries by population ensued.
- b) Patmos Update – Notice of separation if their millage does not pass. We must give them six month notice. They are currently going for a three year millage in November of 2023. John McNaughton moved, supported by Ron Suszek, to furnish a letter of separation to Patmos should they not meet their millage obligations for membership to Lakeland.

**11) PUBLIC COMMENTS:**

- a) None

**12) BOARD MEMBER COMMENTS:**

- a) John McNaughton – GRPL is going audits on their buildings to see if they are serviceable for their staff and patrons.
- b) Dale Parus – Ionia Library has been approached to be a part of the 150<sup>th</sup> anniversary of the city of Ionia.
- c) Diane Kooiker – Herrick has worked with a few advocacy groups that are anti-book banning.
- d) Ron Suszek – The MADL Library for the Visually Impaired was recognized as the library of the year by the National Library for the visually impaired.

- e) Maggie McKeithan – Spring Lake is plugging along on renovations.
  - f) Shirley Bruursema – KDL is going for a millage in November. They are cutting their millage, which is unusual in Michigan. KDL's summer reading has also gone very well.
  - g) Joe Zappacosta – Hackley is continuing to work on their annex building. Joe also thanked Carol for her time at Lakeland.
  - h) Karen McKinnon – Leighton had a "Touch a Truck" program with attendance between 500 and 600. She also passed along staff appreciation for Sheryl.
  - i) Lance Werner – Lance also thanked and passed along appreciation for Sheryl. Her also spoke about the KDL millage, and how KDL adjusted their meeting configuration to deal with book banning comments.
- 13) NEXT MEETING:** Thursday, **September 14** at 9:30 a.m. at Kent District Library Service Center.
- 14) ADJOURNMENT:** John McNaughton moved, supported by Karen McKinnon to adjourn at **10:08 AM** - *motion carried*.

Respectfully submitted by,  
Amber McLain

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

5

**ASSETS**

**Current Assets**

**Checking/Savings**

001 · Checking Accounts 189,324

002 · Savings Accounts 723,723

**Total Checking/Savings** 913,047

**Other Current Assets**

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 55,149

**Total Other Current Assets** 129,578

**Total Current Assets** 1,042,625

**Fixed Assets** 318,585

**TOTAL ASSETS** \$ 1,361,210

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

231 · Payroll Liabilities 3,706

237 · Benefit Liabilities 6,180

**Total Other Current Liabilities** 9,887

**Total Current Liabilities** 9,887

**Total Liabilities** 9,887

**Equity**

370 · Nonspendable Funds 88,574

371 · Property 318,585

390 · Unassigned Funds 792,063

**Net Income** 152,101

**Total Equity** 1,351,323

**TOTAL LIABILITIES & EQUITY** \$ 1,361,210

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

6

	YTD	Budget	%
<b>Income</b>			
566 · State Aid Revenue	711,962	709,000	100.4%
631 · Administrative Services	116,550	116,535	100.0%
632 · Delivery Services	106,248	106,247	100.0%
633 · ILS & IT Services	581,244	581,243	100.0%
665 · Interest Revenue	14,390	3,000	479.7%
672 · Other Revenue	100	100	100.0%
<b>Total Income</b>	<b>1,530,494</b>	<b>1,516,125</b>	<b>100.9%</b>
<b>Expense</b>			
702 · Salaries & Wages	699,081	785,090	89.0%
710 · Benefits	122,150	144,670	84.4%
719 · Mileage	4,503	3,000	150.1%
720 · Professional Development	3,863	9,000	42.9%
726 · Supplies	5,048	3,840	131.4%
801 · Professional Services	37,470	34,700	108.0%
810 · Insurance	16,538	15,215	108.7%
817 · ILS & IT Expenses	387,316	400,195	96.8%
831 · RIDES	8,311	8,005	103.8%
860 · Delivery Expenses	31,761	65,725	48.3%
880 · Member Development	4,239	7,000	60.6%
920 · Facility Expenses	26,115	39,685	65.8%
<b>Total Expense</b>	<b>1,346,393</b>	<b>1,516,125</b>	<b>88.8%</b>
<b>Net Ordinary Income</b>	<b>184,101</b>	<b>0</b>	<b>100.0%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
690 · Other Financing Sources	2,500		
<b>Total Other Income</b>	<b>2,500</b>		
<b>Other Expense</b>			
995 · FB Transfers Out	34,500	34,500	100.0%
<b>Total Other Expense</b>	<b>34,500</b>	<b>34,500</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>(32,000)</b>	<b>(34,500)</b>	<b>92.8%</b>
<b>Net Income</b>	<b>\$ 152,101</b>	<b>\$ (34,500)</b>	<b>-440.9%</b>

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

7

Date	Name	Memo	Account	Amount
<b>001.01 - Main - Checking</b>				
08/01/2023	Payroll		-SPLIT-	19,664.18
08/01/2023	United States Treasury		Payroll Liabilities	6,712.42
08/01/2023	MERS 401/457		Payroll Liabilities	1,327.37
08/01/2023	VanderGraaf, David - Vendor		Mileage	34.06
08/10/2023	BCBS	Health Insurance	Benefits	1,865.16
08/10/2023	Cintas	Floor Mats	Facility Contracts	103.64
08/10/2023	Comcast	Data Lines	Facility Contracts	575.00
08/10/2023	Consumers Energy		Utilities	543.84
08/10/2023	Granger	Trash Removal	Facility Contracts	116.17
08/10/2023	Healthiest You	Telehealth	Benefits	89.25
08/10/2023	Home Depot		Building Repairs/Maintenance	101.95
08/10/2023	Mitel		Telephones	476.60
08/10/2023	SS Power Wash		Vehicle Repairs/Maintenance	90.00
08/11/2023	MERS	Pension	Benefits	4,639.87
08/11/2023	State of Michigan--Vendor		Payroll Liabilities	1,952.13
08/11/2023	Backstage Library Works		Authority Control	1,205.50
08/11/2023	Coverall - New Dreams, Inc.	Janitorial Service	Facility Contracts	170.00
08/11/2023	Fuel Management System		Vehicle Fuel	1,053.58
08/11/2023	Dawe, Carol - vendor	Mileage and Supplies	-SPLIT-	997.25
08/15/2023	Payroll		-SPLIT-	19,614.20
08/15/2023	United States Treasury		Payroll Liabilities	6,551.04
08/15/2023	MERS 401/457		Payroll Liabilities	1,327.37
08/22/2023	Grand Rapids Income Tax Dept.		Payroll Liabilities	110.16
08/23/2023	Berger Chevrolet		Vehicle Repairs/Maintenance	88.66
08/23/2023	Delta Dental	Dental/Vision Insurance	Benefits	353.85
08/23/2023	Heimler, Nick	IT	Consulting	18,000.00
08/25/2023	Walker City Treasurer		Payroll Liabilities	248.54
08/25/2023	Allied Universal (Midstate)	Building Security	Facility Contracts	34.25
08/25/2023	Fuel Management System		Vehicle Fuel	1,149.84
08/25/2023	Superior Pest Control, Inc.	Pest Control	Facility Contracts	58.00
08/25/2023	Dawe, Carol - vendor	Mileage and IT	-SPLIT-	508.66
08/25/2023	Johnson, Nicki - Vendor	Conference/Training	-SPLIT-	1,274.20
08/28/2023	Aflac		Payroll Liabilities	670.52
08/28/2023	BCN	Health Insurance	Benefits	4,466.91
08/28/2023	DTE Energy		Utilities	55.59
08/28/2023	DTE Energy		Utilities	52.13
08/28/2023	First National Bank	IT, supplies, fax, bank fees	-SPLIT-	1,156.08
08/28/2023	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	252.78
08/29/2023	Payroll		-SPLIT-	20,623.32
08/29/2023	United States Treasury		Payroll Liabilities	6,886.82
08/29/2023	MERS 401/457		Payroll Liabilities	1,562.37
<b>TOTAL</b>				<b><u>126,763.26</u></b>

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

8

	<u>Pass Through</u>	<u>Capital</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	45,272	1,786
001.3 · eCommerce - Checking	8,049	
Total 001 · Checking Accounts	<u>53,321</u>	<u>1,786</u>
002 · Savings Accounts		77,630
Total Checking/Savings	<u>53,321</u>	<u>79,415</u>
Accounts Receivable	2,649	
Other Current Assets		
123 · Prepaid Expense		10,350
Total Other Current Assets	<u>0</u>	<u>10,350</u>
Total Current Assets	<u>55,970</u>	<u>89,765</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 55,970</u></u>	<u><u>\$ 89,765</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
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	15,970	43,396
Total Equity	<u>15,970</u>	<u>55,337</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 55,970</u></u>	<u><u>\$ 89,765</u></u>



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

9

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
<b>Income</b>						
628 · Group Supply Revenue	20,188	8,700	232.0%			
629 · Group Collections	95,973	92,000	104.3%			
635 · Group Services	70,450	75,500	93.3%			
637 · Ecommerce Fines	22,836	28,000	81.6%			
640 · ILS Add-on Services	0	5,000	0.0%			
645 · IT Services	258	350	73.7%			
665 · Interest Revenue				2,983	4,000	74.6%
672 · Other Revenue	250	750	33.3%			
677 · Group Training	1,600					
<b>Total Income</b>	<b>211,554</b>	<b>210,300</b>	<b>100.6%</b>	<b>2,983</b>	<b>4,000</b>	<b>74.6%</b>
<b>Expense</b>						
728 · Library Supply Expense	20,188	8,700	232.0%			
729 · Collection Expenses	88,389	92,000	96.1%			
805 · Group Subscriptions	70,450	75,500	93.3%			
807 · Fines Paid	14,699	28,000	52.5%			
820 · ILS Add-On Expense	0	5,000	0.0%			
830 · IT Services Expense	258	350	73.7%			
880 · Member Development	1,600					
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%
<b>Total 970 · Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>124,088</b>	<b>168,500</b>	<b>73.6%</b>
<b>Total Expense</b>	<b>195,584</b>	<b>210,300</b>	<b>93.0%</b>	<b>124,088</b>	<b>168,500</b>	<b>73.6%</b>
<b>Net Ordinary Income</b>	<b>15,970</b>	<b>0</b>	<b>100.0%</b>	<b>(121,104)</b>	<b>(164,500)</b>	<b>73.6%</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
699 · Fund Balance Transfers In	0	0	0.0%	164,500	164,500	100.0%
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>164,500</b>	<b>164,500</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>164,500</b>	<b>164,500</b>	<b>100.0%</b>
<b>Net Income</b>	<b>15,970</b>	<b>0</b>	<b>100.0%</b>	<b>43,396</b>	<b>0</b>	<b>100.0%</b>

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

10

Date	Name	Memo	Account	Amount
<b>001 · Checking Accounts</b>				
<b>001.11 · Checking - Pass Through</b>				
08/09/2023	ID Label, Inc.	Barcodes	Library Supplies	1,264.60
08/11/2023	Innovative Interfaces, Inc.	eMARC	Group Collections	107.59
08/11/2023	Library Ideas, LLC	Backordered books	Group Collections	129.24
08/23/2023	Better Containers Mfg	Love My Library Bags	Library Supplies	1,914.59
08/25/2023	OverDrive	audio and ebooks	Group Collections	4,828.94
Total 001.11 · Checking - Pass Through				<u>8,244.96</u>
<b>001.12 · Checking - Capital</b>				
Total 001.12 · Checking -				<u>0.00</u>
Total 001 · Checking Accounts				<u>8,244.96</u>
<b>TOTAL</b>				<u><u>8,244.96</u></u>

# Lakeland Library Cooperative

## Bank Account Configuration

11

In FY2021-22, we separated out the Pass Through and Capital funds from the Operating Fund, and the current bank accounts were changed to meet these needs. That year we also had cash flow coming in and out of the accounts for the ARPA Grant, which made it difficult to see our true needs. This fiscal year we have reviewed our activity to better reflect our bank account needs and have looked to change the makeup of the accounts to make sure the funds are insured, earn more interest revenue, and meet cash liquidity according to our banking policy.

### Bank Accounts for FY2022-23:

Bank	Type of Account	Fund	Rate	Insured
Flagstar	Interest Checking	Operating	1.05%	FDIC - up to \$250K for all checking accounts
	Interest Checking	Pass Through & Capital	1.05%	FDIC - up to \$250K for all checking accounts
	Savings	Operating	4.15%	FDIC - up to \$250K for all savings accounts
	Savings	Capital	4.15%	FDIC - up to \$250K for all savings accounts
Macatawa	Interest Checking	Operating	1.00%	FDIC - up to \$250K for all checking accounts
	Non-Interest Checking	Pass Through	0%	FDIC - up to \$250K for all checking accounts
MICLASS	Investment	Operating	5.44%	Investments authorized by Act 20 of 1943, as amended

### Bank Account changes for FY2023-24:

Bank	Type of Account	Fund	Rate	Insured
Flagstar	Insured Cash Sweep Checking*	Operating	3.80%	FDIC - Min \$25K with other checking account under Flagstar - rest of balance under different banks
	Interest Checking	Pass Through & Capital	1.05%	FDIC - up to \$250K with \$25K from other checking account
Macatawa	Non-Interest Checking	Pass Through	0%	FDIC - up to \$250K
MICLASS	Investment**	Operating	5.44%	Investments authorized by Act 20 of 1943, as amended
	Investment**	Capital	5.44%	Investments authorized by Act 20 of 1943, as amended

\* See Flagstar flier on Insured Cash Sweep for more information.

\*\*Divide current investment account into 2 sub accounts to keep track of the 2 different funds.



## COOPERATIVE DIRECTOR'S REPORT September 14, 2023

We are excited to welcome Ann and collaborate with her and gradually introduce her to all of you. Please reach out to me directly if you have concerns about service during this 6-8 weeks of transition. She will be here in Michigan in early November. (Please refer to my email of 9/5 for more information.) To reiterate, please use [tech-help@lcoop.org](mailto:tech-help@lcoop.org) for all Sierra, other 3<sup>rd</sup> party vendors and any other tech-related requests. **When in doubt, use tech-help!**

### Board Agenda Items:

**Financials:** Please look at the last page of the financials to see how we are utilizing better interest rates through our relationship with Flagstar and Mi CLASS. Many thanks to Janet, who is always looking for ways to improve our finances in terms of additional revenue, best practices and efficiencies and Karen McKinnon who has served us so well as treasurer these past two years and was enthusiastic and supportive of this new opportunity.

**Meeting Calendar:** Dates for next year as required by law. We post these online and at the office.

**Health Care Resolution:** This is an annual requirement to make sure that we follow the law as we provide health care to our employees. Nothing has changed from last year.

**End of Year Budget Amendments:** These are necessary in order to balance all accounts and close the fiscal year. The endnotes explain it well.

**Budgets:** The Finance Committee reviewed the budget and approved it. The Advisory Council voted in August to send the budgets to the board. These endnotes should also help with questions but reach out to me or I can answer questions at the board meeting too.

**Plan of Service and Bylaws Revisions and Ex Officio Board Member appointment:** A 2-page explanation for the proposed revisions (highlighted in yellow) within the attached Plan of Service and Bylaws is provided. As you well know, once you go down the path of revising these documents, it can be a pretty deep well or rabbit hole. Dale Parus and I worked on this again and with hope we've addressed the needed changes and provided additional clarity throughout both documents. Many thanks to Dale for all his work on this these past couple of years.

I thought it might be helpful to provide a little context. This all began when we agreed to move away from our homegrown classification system of A-F libraries and move toward the LM Classification of I-VI. We took a shortcut so that we wouldn't have to change the make-up of the board but as we looked at this, it became clear that we had to embrace the idea of all Class IV (including Georgetown) libraries having fixed seats. Exceptions just muddy the waters, so these revisions keep the count of board members at 9 as required by law. To that end, KDL will have one fixed seat instead of two. Do not despair. We added a provision that the board can appoint an Ex Officio board member so Shirley will still play an integral role at Lakeland for as long as she is on the KDL board. If these revisions are approved, I am sure the board will appoint Shirley as ex officio as well.

We've also updated Appendix D which shows the representation of the board by library class. I know there was concern about the smaller libraries being represented. Our service and cost models are based on a combination of shared costs and costs by population. It really makes it more equitable, so much so that we are going to review cataloging costs for all 40 libraries. The current model doesn't seem to be as balanced as we thought and since one of the goals of our strategic plan is being more equitable, this seems like the perfect time to address this area of service now that we have the by-laws and plan of service revisions complete.

#### **Advisory Agenda Items:**

**Fall Programming Ideas:** Please come ready to share.

**Summer Reading Donations:** Good news and just a chance to share what you might do with your \$67.00 and encourage you to reach out to these generous and inspiring donors.

**Board Elections.** Class I, II, III and V libraries, come ready to caucus! Democracy in action!

#### **Committees:**

**Continuing Education:** Please see Amber's report below. The committee has been very busy! I am excited to share that the Back to Basic's collection development all day session on November 14<sup>th</sup> is coming together nicely. The flyer will go out and registration will open on Monday, 9/11. We are pleased to work with Rebecca Vnuk from LibraryReads and her board members, including Michigan's very own, Jessica Trotter from Capital Area District Library. Please register ASAP!

**Circulation Committee:** Amber is going to work on additional training materials for all things MelCat.

**Overdrive Committee:** We will meet via Zoon on September 20<sup>th</sup> at 10:00 a.m. to discuss a new pricing model and better selection and hold fulfillment options.

**Other items to note:**

As you read above and will read in the other reports below, so much information to share. We are working on annual reviews and goals, although some of these will be postponed until January when Ann is more settled, and we have a better understanding of the e-mail situation. Dave and Nick are working tirelessly on moving many of you to your own e-mail. Thank you for your patience and willingness to move quickly as time is of the essence.

As per the board's request, a letter was sent and acknowledged via email to the Patmos board. Lance and I drafted the letter notifying them that pursuant to our Plan of Service, they have until March 31<sup>st</sup> to provide proof of eligibility of membership, or it will end on April 1, 2024. I plan to attend their September 11<sup>th</sup> board meeting in case there are questions or concerns. I also attached a summary of our services which I have shared with the board in the past. Thanks to Lance for his help with this.

Our health insurance was renewed with a modest increase in pricing. We requested that each employee sign off on the changes. We are new to Blue Cross Blue Shield Michigan, and everyone seems pleased if you can be pleased with health insurance companies these days. So many hoops. We had some snafus but Ellen and Cheis at Crosby, our agency have helped us solve those issues. We also signed up our part-time employees for Healthiest You, a telehealth program that is so affordable and has been well received. Let me know if you have any questions.

I am working with Saugatuck, Flat River, Freemont, and Coopersville on strategic planning, and it is going well due to the dedicated efforts of each staff and director! I think I am gaining more from this than they are. The patron focus groups are such a joy for me. I am so happy to help these libraries think strategically as they move forward!

I spent a few days in Albion with the other cooperative directors and we have the makings of a strong strategic plan for our group. It was a very productive day and a half and a beautiful drive home through the backroads of central Michigan.

See you all on the 14<sup>th</sup>. Enjoy these autumnal days....my favorite time of the year.

**Manager/Specialist Reports:****Cataloging Services Manager - Jeff Lezman****August 2023 activities**

E-mail & telephone consulting contacts: 38

Sierra records manually edited: 67

We added 911 Hoopla records to the database.

In August, we removed all OverDrive bibliographic records from Sierra. These materials will appear in the Bibliocommons catalog through the BiblioCloud Records service.

### July 2023 Statistics

The statistics for July 2023 show an increase in the number of cataloging requests we received, and an increase in the number of records cataloged compared to July of last year.

The number of requests to be cataloged in July was up by 21% compared to July 2022. The number of requests received that were already in the database decreased by 39%.

The number of records copy-cataloged in July was up by 10% compared to July 2022, while the number of original records cataloged was down by 6%. The total number of records cataloged was up by 9% compared to July 2022.

<b>Cataloging</b>	<b>July 2023</b>	<b>YTD</b>	<b>July 2022</b>	<b>YTD</b>	<b>Monthly %</b>	<b>YTD PCT</b>
Requests Received	<b>1980</b>	<b>17844</b>	1637	18418	21%	-3%
Requests already in database	<b>60</b>	<b>567</b>	99	905	-39%	-37%
Requests to be cataloged	<b>1920</b>	<b>17277</b>	1538	17513	25%	-1%
Copy Cataloging	<b>1700</b>	<b>15883</b>	1542	15765	10%	1%
Original Cataloging	<b>167</b>	<b>2232</b>	178	1876	-6%	19%
Total Cataloged	<b>1867</b>	<b>18115</b>	1720	17641	9%	3%

### **Delivery and Facility Manager - Terry Cross**

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

	<b>August – 2023</b>	<b>August – 2022</b>	<b>Difference</b>	<b>% Change</b>
Total Book Bags & Bins	3,273	3,287	(14)	(.4%)

In August 2023, there were 3,273 book bags and bins sorted, loaded, and delivered to member libraries. The 3,273 bags and bins that were delivered in August 2023 were .4% less than the 3,287 bags and bins that were sorted and delivered in August of the prior year.

**RIDES statistics:** In addition to the book bags and bins that were received from member libraries, we also received and sorted 173 Mel Cat bins in August 2023. This was an increase of 14 bins as compared to the 159 bins that were received in August 2022. Also in August 2023, we sent out 167 bins, which was an increase of 13 bins as compared to the 154 bins that were sent out in August 2022. (The RIDES statistics were formerly reported under the ILS Manager's section of the Monthly Report).

In August, I covered for driver and sorter vacation time off by driving 5 days and helped sort for 5 days.

All 3 trucks had oil/lube/filter service in August. All of the trucks are current with their regularly scheduled maintenance.

I worked on cutting back and removing overgrown bushes, weeds and invasive vines that were over taking about 435 feet of the property bordering the north and east sides of our lot. Other general building maintenance in August included the replacement of a toilet.

### **Digital Services Specialist – Nicki Johnson**

In August, I attended Digipalooza in Cleveland, OH, put on by Overdrive. I learned many great tips for Overdrive purchasing which I will be sharing at the next OD meeting on September 20th. I also met purchasers from other libraries/co-ops and got to hear how they handle some of the situations that Lakeland also encounters. In all, a very eventful couple of days! Last month, I also met with hoopla to go over some possible reporting to be shared. As of now, each library is on its own with hoopla. I am hoping to be able to get some info that will help libraries compare and contrast their services. I believe seeing what is going out in hoopla will also help with other purchasing (Overdrive, physical items, hoopla flex, etc.) Movie licensing has been ordered, with most members renewing their subscriptions.

### **Finance & HR Assistant - Janet Cornell**

August was a busy month reconciling accounts and calculating end-of-year spending. Fiscal year end budget adjustments between accounts and departments are included in the packet.

Carol and I met with our banker last month to discuss ways to manage our funds. We added checking and savings accounts last fiscal year when we separated the fund accounts, and this was the first chance we had to look at how they were being used and if they were meeting our needs and expectations. A few changes will be made to the account configurations between banks so that we can keep a better handle on our finances.

We received donations from Loeks and the Grand Rapids Asian-Pacific Foundation to be distributed to our member libraries for youth programs. I'll be sending a letter to you later this month as the funds are being disbursed. Since we also have the ecommerce fine distribution this month, I plan to include them together in one payment for you. I will send you the breakdown for each so you can allocate the funds to the right accounts when you deposit the check or record the ACH deposit. If you are not signed up to receive ACH funds and would like to receive funds from us this way, please email me and I can get you the information to do this.

### **IT Manager – Dave VanderGraaf**

After organizing tech equipment and removing hard drives, some older equipment (over 10 years) has started to be recycled with the help of a local vendor. If you are interested in doing this for your library, please confirm with your IT but feel free to reach out to me, and I'd be happy to refer you to them.

Testing resolutions for various email issues (such as distribution list errors) is ongoing. The email migration project has been making a lot of progress, and despite some challenges with forwarding and distribution list changes, seven locations migrated email during August. Five locations are scheduled for work this month, and four additional locations who already have their own email solution have reached out and requested email address updates.



A reminder email will be sent out next week regarding the following:

\*Library locations that are using their own email solution (but still have @llcoop.org email accounts) can hopefully provide updated email addresses as soon as possible in order to disable the accounts December 31<sup>st</sup>.

\*Once email is migrated, we are requesting an updated email address (doesn't have to be the same one) to be used for all Lakeland services (Sierra, BiblioCommons, Capira, PatronPoint, MessageBee, etc.)

\*Please remember to update your email address for things like MCLS-Michlib or .gov subscription lists, and vendors. I also noticed Missy from EliteFund offered steps for libraries to update their email address with them/USAC/sam.gov for e-rate applications.

\*If you haven't planned an email migration yet, please reach out to your IT contractor (email questions to [tech-help@llcoop.org](mailto:tech-help@llcoop.org)).

Help desk tickets created: 183

Help desk tickets closed: 180

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

## **ILS Manager (From Sheryl VanderWagen)**

This is my last official report for you because by the time you read this, I will have had my last day at Lakeland on September 1. But for this one final report for August ILS activities, I share the following:

Thank you all from the bottom of my heart for your support these last 21 years. Thank you for the beautiful reception last month, I was overwhelmed. Working with all of you even from when I started in Allendale as a student worker back in the mid-70's, followed by Director at Coopersville (1981-84), Assistant Director and Director at Georgetown (1984-2002) and finally these last 21 years at Lakeland has left me with so many memories; the good ones far outweigh the bad ones, and I've enjoyed it so very much. I have loved working with and getting to know so many of you over the course of those years. You have truly enriched my life.

**Patron Registration Standards Revised:** With the disabling of PHONE notification (TNS) in Sierra in July, the Patron Registration Standards posted to the ILS Information page had to be revised along with the removal of the PHONE option in the Notice Preferences field in Sierra. All patrons with the PHONE (p) option were updated to PRINT (a) on August 30, 2023, and the PHONE option was removed from the table in Sierra. MessageBee uses the PRINT (a) option but setting that field is optional. The system will either email patrons based on the existence of an email address in the patron record or send the notification to MessageBee. MessageBee does NOT use the Sierra TNS settings.

**ILS Procedures:** Over the course of the last nine months, I have been documenting much of what I do into procedural documents for use by LLC staff members and the incoming ILS Manager. It has been a monumental task to say the least. I am happy to say that I completed that project during August. LLC staff members have, and the incoming ILS Manager will have ready access to that documentation. I hope that the documentation leaves the Sierra system in good stead!

**Third Quarter Ecommerce Distribution:** I reviewed with Janet and the incoming ILS Manager how to run our ecommerce reports for the upcoming distribution this month. For this quarter, you will be receiving your detail reports from Janet.

**Sierra High Demand Holds:** In September 2022, we reported to Innovative that the export of records from the High Demand Holds mode in Sierra created duplicate entries in the export.

This was referred to software engineering at the time and was recently marked as resolved. I tested the export, and it functions as expected with only a single entry per title. We have closed the outstanding ticket with the helpdesk.

**Annual Patron and Charges Purge:** In August following the summer reading programs, we conducted the annual patron and charges purges as provided in the LLC Circulation policy. Patrons whose records expired longer than three years ago AND who had no circ activity for three years (2019 and earlier). Circactivity includes not only check in, check out and holds but also activity such as validation through the patron API for third party resources and log in to their records in the public catalog. 31,700 patron records were removed (over 40% of these were unused GRPL patron records loaded to the system before the KDL migration in 2015). Old charges from 7 years ago (outside of the Michigan statute of limitations – 2016) were also purged. Following the charges purge, we conducted a synchronization of accounts in collections with Unique Management. The oldest expired record that was removed had expired in 1997 (but had charges dating back to 2016) and the lowest fine amount removed was \$.05. Both of those old charges were at libraries who are currently fines free. There were over 79,000 patrons with no circ activity since 2019 (pre-COVID), but not all of them expired longer than three years ago. There were over 10,000 patrons with charges from 2016 and earlier on their records. Of these patrons, 6400 of them met the record purge criteria so they were also removed. Given that 38,000 patron records were removed, there are still around 41,000 patrons on the system who have not returned to the library since COVID (i.e. have no circ activity since 2019). After this purge, there are less than 7500 GRPL and KDL patron records left on the system so the majority of these 41,000 patrons belong to shared ILS libraries.

I received a good question about what will happen with these in the future after automatic renewal of patron records is in place. After consulting with Amber I can share the following which she has shared before. First, the auto renewal will only apply to patrons with email addresses in their records because Patron Point operates on an email basis only. Second, renewal applies to adult patrons whose addresses can be verified in the national address database. If the address cannot be verified to be the same address as on our records, the renewal will NOT occur. Patron records for minors will not be automatically renewed because the address cannot be verified. There will always be expired patron records that meet the policy criteria, what we hope is that there won't be as many.

## **Member Services Manager – Amber McLain**

### **Patron Point**

Student forms are up and running and have been disseminated to the libraries that requested them. These forms allow for the issuing of student type library cards with no verification on patron point's end. (We are working on a few issues that were recently reported.)

Auto-Renew implementation is being worked on and should be ready to go by October 1 for the new fiscal year. If you would like to customize the emails for your library, please get in contact with me.

### **BiblioSuggest**

With Sheryl now officially retired, Carol and I are looking into how to best roll out, train, and implement when it comes to BiblioSuggest. Hang tight for more information as this project progresses.

### **Email**

As a reminder, please notify us once you have migrated your emails. We need to switch your old @llcoop emails out in a number of places - such as Sierra, the directory, our for Bibliocommons, Capira, MessageBee, Patron Point, Hoopla, Overdrive etc.

### **Continuing Education**

The Continuing Education Committee is proud to announce its upcoming slate of events for the fall and winter:

- October 12: Be a Genealogy Genius
- November 9: Lakeland Lunch and Learn - Seed Libraries
- November 14: Back to Basics
- January 11: Lakeland Lunch and Learn - Library of Things
- March 14: Lakeland Lunch and Learn - Outreach

You can check the Lakeland calendar for information on registering for these events, and keep an eye on your email for more information on each event.

\*\*\*\*\*

Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Official  
Thursday, July 13, 2023 at 9:30 a.m.  
At the KDL Service Center**

Council Members Present: Mary Cook (OA), Kelly Tinkham (NN), Elyshia Hoekstra (OC), Carol Dawe (LL)

Lakeland Staff Present: Amber McLain, Sheryl VanderWagen

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:11 by Mary Cook.
- 2) **APPROVAL OF AGENDA:** Karen McKinnon moved, supported by Cierra Bakovka to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:**
  - a) None
- 4) **APPROVAL OF MINUTES:** Mary Johnson moved, supported by Jessica Hunt, to approve the Advisory Council minutes from June, 2023, as presented – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORT:** None.
- 6) **BOARD REPORT:** None.
- 7) **ILS MANAGER'S REPORT:** See written report.
- 8) **MEMBER SERVICE MANAGER'S:** Amber spoke about Patron Point's auto-renew process and reported that she will be hosting FAQ sessions soon regarding it so the libraries can get a better picture of what the process, timeline, costs, and savings are. She also shared that June was the biggest month for Patron Point so far, with over 600 applications.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol spoke about vacant board spots. There will also be an OverDrive committee meeting soon.
- 10) **COMMITTEE REPORTS:**
  - a) Continuing Ed – For informational purposes.
- 11) **OTHER REPORTS:**
  - a) **MLA** – July is MLA's fiscal year, so appointees and committees will change. The budget was passed with no increase or decrease to libraries. Dale Parus emphasized how important it is to connect to constituents and legislators alike.
- 12) **ONGOING AND NEW BUSINESS:**
  - a) ALA Conference sharing
    - i) Cierra Bakovka shared that her favorite session was about mistakes that often made when renovating or expanding. She also mentioned stress management for library management.
    - ii) Maggie McKeithan shared information about senior programming in the arts.
    - iii) Stef Reed shared there was a panel on biophilic design in libraries. They also shared a session regarding bookmobiles and outreach.
    - iv) Elyshia Hoekstra shared that she enjoyed sessions on sustainability, land acknowledgements, burnout, and using VR in the library.
    - v) Teresa Kline thanked Carol for setting up the bus trip down to Chicago.
  - b) Intellectual Freedom:
    - i) Stef Reed shared that a patron had an issue with rainbows.
    - ii) Virginia DeMumbrum shared that Moms for Liberty showed up at their library board meeting, and had 12 people show up to support the library.
- 13) **PUBLIC COMMENTS:**
  - a) Jen Salgat asked about floating or substitute staff.
  - b) Peggy Hemerling shared that Hastings is fully funded for their HVAC system and window replacement project.
  - c) Maggie McKeithan shared that they need quotes for sound systems for their project room at Spring Lake.
  - d) Mary Johnson shared that she is proud of the staff at MADL for proposing excellent topics for MLA

- e) Carol Dawe spoke more about our Back To Basics program coming up on November 14.
  - f) Shirely Bruursema asked about the Freedom to Read resolution by the Board of Education.
  - g) Jen Salgat asked whether we were trending towards digital only cards – a conversation ensued regarding whether digital cards are overtaking their physical codes.
- 14) **NEXT MEETING:** Thursday, July 13, 2023, following the 9:30 a.m. Board Meeting at Kent District Library Service Center
- 15) **ADJOURNMENT:** Cierra Bakovka moved, supported by Jen Salgat, to adjourn at 10:51 - *motion carried.*

Respectfully submitted by,  
Amber McLain

**Lakeland Library Cooperative Board  
and Advisory Council Meetings  
FY2023-2024**

<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
October 12, 2023	Kent District Library Service Center <b>Strategic Planning Summit to follow</b> 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
November 9, 2023	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
December 14, 2023	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
January 11, 2024	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
February 8, 2024	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
March 14, 2024	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
April 11, 2024	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
May 9, 2024	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
June 13, 2024	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
July 11, 2024	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
August 8, 2024	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow
September 12, 2024	Kent District Library Service Center 814 West River <b>Center</b> Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow



**RESOLUTION TO ADOPT 80%/20% EMPLOYER/EMPLOYEE HEALTH CARE COST  
OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED  
HEALTH INSURANCE CONTRIBUTION ACT  
(September 14, 2023)**

**WHEREAS**, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

**WHEREAS**, the Act contains two acceptable options for libraries and library cooperatives complying with the requirements of the Act;

**WHEREAS**, the options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;

**WHEREAS**, the Lakeland Library Cooperative Board has decided to adopt the 80%/20% option as its choice of compliance under the Act;

**NOW, THEREFORE, BE IT RESOLVED** the Board of the Lakeland Library Cooperative elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year October 1st, 2023 through September 30th, 2024.

Upon a call of the roll, the vote was as follows:

Ayes:

Nays:

Absent:

**RESOLUTION DECLARED ADOPTED.**

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Board President

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Date

*Lakeland Library Cooperative*

*We strengthen libraries through expertise, services, and shared resources for the benefit of communities and individuals.*

4138 3 Mile Road NW-Grand Rapids, MI 49534 (616) 559-5253 [www.llcoop.org](http://www.llcoop.org)

**Reconcile Accounts and Department Budget Adjustments - Operating**  
**For Board Approval - September 14, 2023**

Transfer From				Transfer To				Notes
Account	Amount	Current Budget	Amended Budget	Account	Amount	Current Budget	Amended Budget	
Benefits	(7,000)	144,670	137,670	Salaries/Wages	7,000	785,090	792,090	1
Professional Development	(3,320)	9,000	5,680	Mileage	2,000	3,000	5,000	2
				Supplies	1,320	3,840	5,160	3
Delivery Expenses	(6,000)	65,725	59,725	Professional Services	4,200	34,700	38,900	4
				Insurance	1,400	15,215	16,615	5
				RIDES	400	8,005	8,405	6
<b>Total Transferred</b>	<b>\$ (16,320)</b>			<b>Total Transferred</b>	<b>\$ 16,320</b>			

**Notes:**

- 1 - Retirement payout and bonus paid to the director
- 2 - Increase in library visits
- 3 - Order for Non-Resident cards
- 4 - IT Consulting fees for email migration
- 5 - Increase in Cybersecurity policy and added additional truck
- 6 - Additional fuel service charge fees

Transfer Adjustments Between Departments within Budget Line Items (Classes)										7
Dept	Class	Amount	Current Dept Budget	Amended Dept Budget	Dept	Class	Amount	Current Dept Budget	Amended Dept Budget	Notes
<b>State Aid Revenue Total Budget \$709,000</b>										
Delivery	2	(4,690)	163,070	158,380	Administration	1	6,310	319,050	325,360	
ILS	3	(1,620)	24,707	23,087						
<b>Benefits Total Budget (after amending) \$137,670</b>										
ILS	3	(3,400)	71,836	68,436	Administration	1	2,900	49,247	52,147	
					Delivery	2	500	16,587	17,087	
<b>Supplies Total Budget (after amending) \$5,160</b>										
Delivery	2	(890)	1,000	110	Administration	1	1,110	3,820	4,930	
ILS	3	(220)	340	120						
<b>Professional Services Total Budget (after amending) \$38,900</b>										
Administration	1	(4,800)	25,700	20,900	ILS	3	4,800	13,200	18,000	
<b>Insurance Total Budget (after amending) \$16,615</b>										
Administration	1	(500)	10,350	9,850	Delivery	2	500	6,265	6,765	
<b>Total Transferred</b>		<b>\$ (6,310)</b>			<b>Total Transferred</b>		<b>\$ 6,310</b>			

**Note:**

- 7 - Adjust allocation of state aid revenue and amended expenses to balance budgets by department.



**FY2022-23 Pass Through Budget Amendment**  
**Budget Adjustments for Fiscal Year End - Pass Through Fund**  
**For Board Approval - September 14, 2023**

25

<b>Acct#</b>	<b>Account</b>	<b>Current Budget</b>	<b>Amend</b>	<b>Final Budget</b>	<b>Notes</b>
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**REVENUES**

628	Group Supplies	8,700	11,870	20,570	1
629	Group Collections	92,000	5,200	97,200	2
635	Group Services	75,500	4,550	80,050	3
637	Ecommerce Fines	28,000	-	28,000	
640	ILS Add-On Services	5,000	(5,000)	-	4
645	IT Services	350	-	350	
665	Interest Revenue	-	-	-	
672	Other Revenue	750	2,100	2,850	5
677	Group Training	-	1,600	1,600	6
<b>Total Amended Revenue</b>		<b>210,300</b>	<b>20,320</b>	<b>230,620</b>	

**EXPENSES**

728	Library Supplies	8,700	11,870	20,570	1
729	Group Collection Expense	92,000	5,200	97,200	2
805	Group Subscriptions	75,500	4,550	80,050	3
807	Fines Paid	28,000	-	28,000	
820	ILS Add-On Expenses	5,000	(5,000)	-	4
830	IT Service Expenses	350	-	350	
880	Member Development	-	1,600	1,600	6
969	Other Service Expenses	750	2,100	2,850	5
<b>Total Amended Expenses</b>		<b>210,300</b>	<b>20,320</b>	<b>230,620</b>	

**Notes:**

- 1 - Book-binding machines purchased
- 2 - Increased revenue for Overdrive with removal of maintenance to Operating Fund;  
Reduced purchases of VOX books
- 3 - Added Transparent Language subscription
- 4 - ILS Add-ons now included in Operating costs
- 5 - Donations received for Library Youth Programs
- 6 - ALA trip

**LAKELAND LIBRARY COOPERATIVE  
FY2023-24 OPERATING BUDGET**

26

	FY2023-24				
	Total	Total	Over	Percent	
	FY2022-23	FY2023-24	(Under)	Change	Notes
	FY2022-23	FY2023-24	FY2022-23		
<b>Revenue:</b>					
State Aid	\$ 709,000	\$ 709,000	-	0%	
Revenue by Libraries	804,025	821,955	17,930	2%	
Investment Revenue	3,000	5,000	2,000	67%	1
Rebates	100	100	-	0%	
<b>Total Revenues</b>	<b>\$ 1,516,125</b>	<b>\$ 1,536,055</b>	<b>\$ 19,930</b>	<b>1.3%</b>	
<b>Expenses:</b>					
Salary & Wage Expenses	\$ 785,090	\$ 811,730	\$ 26,640	3%	
Benefits	144,670	153,750	9,080	6%	
Mileage	3,000	3,500	500	17%	2
Professional Development	9,000	9,000	-	0%	
Supplies	3,840	3,840	-	0%	
Professional Services	34,700	26,740	(7,960)	-23%	3
Insurance	15,215	17,480	2,265	15%	4
ILS & IT Expenses	400,195	400,305	110	0%	
Rides Delivery	8,005	8,580	575	7%	5
Delivery Expenses	65,725	57,555	(8,170)	-12%	6
Member Development	7,000	6,000	(1,000)	-14%	7
Facility	39,685	37,575	(2,110)	-5%	
<b>Total Expenditures</b>	<b>\$ 1,516,125</b>	<b>\$ 1,536,055</b>	<b>\$ 19,930</b>	<b>1.3%</b>	
<b>Net Position before FB Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Other Funding Sources:</b>					
Transfer FB for Operating Expenses	-	-	-		
<b>Other Expenses:</b>					
Transfer FB to Capital Fund	34,500	45,000	10,500	30%	
<b>Other Fund Sources/Expenses</b>	<b>\$ (34,500)</b>	<b>\$ (45,000)</b>	<b>\$ (10,500)</b>	<b>30.4%</b>	
<b>Net Position with FB Transfers</b>	<b>\$ (34,500)</b>	<b>\$ (45,000)</b>	<b>\$ (10,500)</b>		

**Lakeland Library Cooperative**  
**FY2023-24 Pass Through Budget**

27

	<b><i>FY2022-23</i></b>	<b><i>FY2023-24</i></b>	<b><i>Difference</i></b>	<b><i>%</i></b>	<b><i>Notes</i></b>
<b><i>REVENUES</i></b>					
Group Supplies	8,700	8,700	-	0%	
Group Collections	92,000	92,000	-	0%	
Group Services	85,500	86,000	500	1%	
Ecommerce Fines	28,000	28,000	-	0%	
ILS Add-On Services	5,000	-	(5,000)	-100%	8
IT Services	350	350	-	0%	
Other Revenue	750	750	-	0%	
<b>Total Revenue</b>	<b>\$ 220,300</b>	<b>\$ 215,800</b>	<b>\$ (4,500)</b>	<b>-2%</b>	
<b><i>EXPENSES</i></b>					
Library Supplies	8,700	8,700	-	0%	
Group Collection Expense	92,000	92,000	-	0%	
Group Subscriptions	85,500	86,000	500	1%	
Fines Paid	28,000	28,000	-	0%	
ILS Add-On Expenses	5,000	-	(5,000)	-100%	
IT Service Expenses	350	350	-	0%	
Other Service Expenses	750	750	-	0%	
<b>Total Expenses</b>	<b>\$ 220,300</b>	<b>\$ 215,800</b>	<b>\$ (4,500)</b>	<b>-2%</b>	
<b>Net Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	

**Lakeland Library Cooperative**  
**FY2023-24 Capital and Growth Fund Budget**

28

	<b>FY22-23 Budget</b>	<b>FY23-24 Budget</b>	<b>FY23-24 Over/(Under) FY22-23</b>	<b>Notes</b>
<b>Revenue</b>				
Investment Revenue	4,000	2,000	(2,000)	9
Total Revenues	<b>\$ 4,000</b>	<b>\$ 2,000</b>	<b>\$ (2,000)</b>	
<b>Expenses</b>				
Technology - IT Hardware	70,000	85,000	15,000	10
Technology - ILS	25,000	-	(25,000)	
Building Improvements	7,500	7,500	-	
Vehicles	66,000	-	(66,000)	
Total Expenses	<b>\$ 168,500</b>	<b>\$ 92,500</b>	<b>\$ (76,000)</b>	
<b>Other Revenue Sources</b>				
Fund Balance Transfers In -				
From Capital Reserves	130,000	45,500	(84,500)	
From Operating FB	34,500	45,000	10,500	
Total Other Revenue Sources	<b>\$ 164,500</b>	<b>\$ 90,500</b>	<b>\$ (74,000)</b>	
<b>Net Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Lakeland Library Cooperative  
Fund Balance Reserves  
FY2022 through FY2023

	<u>Totals</u>	<u>Notes</u>
<b>Fund Balance Reserves:</b>		
<b>FB Reserves 10/1/2022:</b>	761,154	
<b>Projected FY23 Net Position</b>	62,700	
<b>FB Reserves Available as of 9/30/2023:</b>	<u>\$ 823,854</u>	
<b>FY2023-24 Budget from FB Reserves:</b>		
<b>Assigned Funds - Personnel Changes</b>	8,000	11
<b>Unassigned Funds</b>	<u>(98,500)</u>	
<b>FB Reserves Available as of 9/30/2023:</b>	<u>\$ 733,354</u>	

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**2023-2024 Budget Packet Endnotes:**

1. Increase in interest rates on investment revenue.
2. Additional LLC Personnel factored into costs.
3. The cost for the single audit for the ARPA grant was removed.
4. Added third truck.
5. Increase in fuel surcharges.
6. Less maintenance costs due to newer trucks.
7. Cost savings.
8. No longer applies. Costs are in operating.
9. Decrease due to completion of grant.
10. Server and email upgrades
11. Costs for moving expenses for ILS manager.

		Total FY2022-23 LLC Fees	Total FY2023-24 LLC Fees	FY23-24 Over (Under) FY22-23	%
Library					
OA	Allendale Township	23,796	24,254	458	1.9%
IB	Alvah N. Belding Memorial	18,431	18,322	(109)	-0.6%
MA	Carson City Public/Crystal Public	18,585	19,382	796	4.3%
EC	Cedar Springs Public	15,328	15,679	351	2.3%
OC	Coopersville Area District Library	16,116	16,351	235	1.5%
NC	Croton Township Library	12,545	12,781	236	1.9%
AD	Dorr Township	15,175	16,029	854	5.6%
AF	Fennville District	17,931	18,548	617	3.4%
MG	Flat River Community (Greenville)	22,067	23,076	1,009	4.6%
BF	Freeport District	12,857	13,272	415	3.2%
NF	Fremont Area District	19,327	19,899	572	3.0%
SF	Fruitport District Library	15,974	16,574	600	3.8%
OH	Gary Byker (Hudsonville)	19,219	19,502	282	1.5%
OG	Georgetown Township (Jenison)	35,483	35,891	408	1.1%
GR	Grand Rapids Public	6,640	6,718	79	1.2%
NG	Grant Area District	17,126	16,891	(235)	-1.4%
SM	Hackley Public (Muskegon)	23,646	24,247	601	2.5%
BH	Hastings Public	16,821	16,661	(160)	-1.0%
AW	Henika District (Wayland)	14,995	15,520	525	3.5%
HO	Herrick District (Holland)	46,720	48,165	1,445	3.1%
NH	Hesperia Community	12,931	13,194	263	2.0%
ME	Home Township (Edmore)	12,379	12,745	366	3.0%
AH	Hopkins Public	12,819	12,972	153	1.2%
OZ	Howard Miller (Zeeland)	24,588	25,553	965	3.9%
IC	Ionia Community	20,454	20,902	447	2.2%
KU	Kent District	6,425	6,505	80	1.2%
IL	Lake Odessa Community	13,562	13,655	93	0.7%
AL	Leighton Township (Moline)	15,117	15,420	303	2.0%
OL	Loutit District (Grand Haven)	23,618	24,354	735	3.1%
UM	Muskegon Area District	75,643	77,797	2,154	2.8%
NN	Newaygo Area District	14,504	14,646	141	1.0%
OJ	Patmos (Jamestown)	16,939	17,198	259	1.5%
AB	Salem Township (Burnips)	16,067	16,242	175	1.1%
IS	Saranac/Clarksville Public	20,222	20,327	105	0.5%
AS	Saugatuck-Douglas District	13,807	14,258	451	3.3%
ES	Sparta Carnegie Township	15,181	15,724	542	3.6%
OS	Spring Lake District	22,801	22,450	(351)	-1.5%
ML	Tamarack District (Lakeview)	16,393	17,304	911	5.6%
MH	TCH Reynolds Township (Howard City)	15,556	15,980	424	2.7%
BM	Thornapple-Kellogg (Middleville)	15,712	15,919	207	1.3%
NW	White Cloud Community	15,644	15,746	102	0.7%
SW	White Lake Community	14,880	15,305	425	2.9%
TOTAL		\$ 804,025	\$ 821,955	\$ 17,930	2.2%

Lakeland Library Cooperative  
Pass Through Cost per Library - FOR REFERENCE ONLY~

32

Library	Library Supplies	Group Collections	Group Subscriptions	Services	FY22-23 SubTotal	Efines*	FY22-23 Total
Allendale Township	373	2,778	2,515	-	5,666	429	6,095
Alvah N. Belding Memorial	239	2,357	1,728	240	4,563	77	4,640
Carson City Public/Crystal Public	72	2,658	602	-	3,332	113	3,445
Cedar Springs Public	-	2,357	2,033	-	4,390	548	4,938
Coopersville Area District Library	1,379	3,103	2,264	-	6,746	500	7,246
Croton Township Library	63	2,157	1,287	-	3,507	46	3,553
Dorr Township	450	2,357	1,774	-	4,581	125	4,706
Fennville District	68	2,697	2,380	283	5,427	267	5,693
Flat River Community (Greenville)	665	2,571	3,331	-	6,567	331	6,897
Freeport District	18	2,493	1,434	-	3,945	80	4,025
Fremont Area District	2,314	-	1,941	-	4,255	453	4,708
Fruitport District Library	-	2,357	1,925	240	4,522	134	4,656
Gary Byker (Hudsonville)	1,539	2,562	2,933	160	7,194	91	7,285
Georgetown Township (Jenison)	1,078	4,892	2,814	-	8,784	4,384	13,168
Grand Rapids Public	1,172	-	-	-	1,172	-	1,172
Grant Area District	233	2,357	1,996	43	4,629	228	4,857
Hackley Public (Muskegon)	416	2,866	2,042	-	5,324	221	5,545
Hastings Public	-	-	1,442	-	1,442	337	1,779
Henika District (Wayland)	248	2,357	1,622	57	4,284	127	4,411
Herrick District (Holland)	1,348	-	2,352	-	3,700	2,487	6,188
Hesperia Community	-	2,357	1,938	43	4,339	47	4,386
Home Township (Edmore)	-	2,157	316	-	2,473	34	2,507
Hopkins Public	-	2,157	1,018	-	3,175	48	3,223
Howard Miller (Zeeland)	143	2,521	3,805	-	6,469	890	7,359
Ionia Community	1,277	2,357	323	43	4,001	352	4,353
Kent District	-	-	-	-	-	-	-
Lake Odessa Community	1,476	2,157	1,724	43	5,400	107	5,507
Leighton Township (Moline)	153	2,357	2,716	45	5,272	91	5,363
Loutit District (Grand Haven)	153	381	2,258	80	2,872	650	3,522
Muskegon Area District	550	5,066	6,331	-	11,947	2,030	13,977
Newaygo Area District	45	3,071	2,448	-	5,563	211	5,775
Patmos (Jamestown)	18	2,529	3,419	-	5,966	930	6,895
Salem Township (Burnips)	27	2,357	2,049	-	4,433	673	5,106
Saranac/Clarksville Public	323	2,477	1,946	-	4,747	1,083	5,830
Saugatuck-Douglas District	1,327	2,357	2,990	-	6,674	100	6,774
Sparta Carnegie Township	1,251	2,357	43	-	3,651	230	3,881
Spring Lake District	926	43	2,656	80	3,706	425	4,131
Tamarack District (Lakeview)	188	3,371	1,889	-	5,449	239	5,687
TCH Reynolds Township (Howar	957	2,157	1,889	-	5,003	281	5,284
Thornapple-Kellogg (Middleville)	-	2,357	-	-	2,357	71	2,429
White Cloud Community	369	2,357	43	-	2,769	132	2,901
White Lake Community	369	2,357	2,178	-	4,904	210	5,114
<b>Totals</b>	<b>\$ 21,228</b>	<b>\$ 92,221</b>	<b>\$ 80,390</b>	<b>\$ 1,357</b>	<b>\$ 195,197</b>	<b>\$ 19,813</b>	<b>\$ 215,010</b>

~Based on last 4 quarters - as of quarter ending 6/30/23.

\*Efines are collected from patrons and disbursed to the libraries.



## **Explanation of the Plan of Service and Bylaws Revisions:**

Please also refer to the Cooperative Director's Report on page 12 in the packet.

### **Plan of Service Revisions recommendations:**

#### **Table of Contents** (Page 35 of this packet.)

1. Pagination was updated for the original document but it doesn't match the packet pagination in this document.

#### **Miscellaneous edits throughout the document:**

2. The initials LM were removed and replaced with Library of Michigan for clarity and consistency.

### **Article III, Membership:**

#### **Section 3, Withdrawal** (Page 36-37 of this packet.)

1. Due to the additional services provided by LLC, a more detailed description of reasons for notification of withdrawal is needed.

### **Article V, Cooperative Board:**

#### **Section 2, Representation and Eligibility** (Page 37-38 of this packet.)

1. Clarifies that the board consists of (9) voting members and allows the board to appoint an Ex Officio Board Member.
2. Georgetown Township Library is now a Class VI library and is eligible for a permanent seat on the LLC board.
3. According to State Aid to Public Libraries Act 89 of 1977, Library Cooperatives' Boards shall consist of 9 members.
  - a. Section 397.557, Cooperative library board as representative of participating libraries; selection of members; existing systems, Sec. 7 states: *A cooperative library board shall be representative of the participating libraries except as specifically provided in section 6. It shall consist of 9 members with the method of selection to be stated in the approved plan as provided in section 4. In the case of existing systems which otherwise qualify as cooperative libraries, the number of board members and their relationship to existing governmental units may continue if approved by a majority of the participating libraries and specified in the approved plan. History: 1977, Act 89, Imd. Eff. Aug. 2, 1977.*
4. In order to maintain fair and equitable representation for all member libraries, the best solution is to provide equal representation for all Class VI libraires regardless of population. Kent District Library will have one board member instead of two and be represented by the library director.

5. It is also recommended that Shirley Bruursema be made an ex officio member of the Lakeland board until she is no longer a member of the Kent District Library Board. An ex officio member can consult and advise the board but not vote.

**Section 3, Elections** (Page 38-39 of this packet.)

1. The section on elections was edited for clarity.

**Bylaws Revisions Recommendations:**

**ARTICLE II: COOPERATIVE BOARD** (Page 44 of this packet.)

1. Under Section 3: Duties, the new language clarifies the President's role on committees.

**Appendix D: Board Representation by LM Class:** (Page 49 of this packet.)

1. This chart was updated to reflect the proposed changes in representation.

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

**REVISIONS  
APPROVED BY THE BOARD  
ON JUNE 8TH, 2023**

**PROPOSED REVISIONS in YELLOW  
FOR DISCUSSION  
ON SEPTEMBER 14<sup>th</sup>, 2023**

**TABLE OF CONTENTS**

<b>I.</b>	<b>Name</b>	<b>2</b>
<b>II.</b>	<b>Authority</b>	<b>2</b>
<b>III.</b>	<b>Membership</b>	<b>2-3</b>
	1. Requirements	
	2. Adoption	
	3. Withdrawal	
<b>IV.</b>	<b>Disputes</b>	<b>3</b>
<b>V.</b>	<b>Cooperative Board</b>	<b>3-5</b>
	1. Authority	
	2. Representation and Eligibility	
	3. Elections	
	4. Meetings	
<b>VI.</b>	<b>Advisory Council</b>	<b>5</b>
	1. Authority	
	2. Representation and Eligibility	
	3. Elections	
	4. Meetings	
<b>VII.</b>	<b>Funding</b>	<b>5-6</b>
	1. State Aid	
	2. Additional Revenue	
	3. Budgeting	
	4. Financial Records	
<b>VIII.</b>	<b>Services and Fees</b>	<b>7</b>
<b>IX.</b>	<b>Plan Approval and Revisions</b>	<b>7</b>

## 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 the 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 its full membership in the LLC at least 12 months prior to membership termination, or from services that have budget implications as determined by the LLC Board, such as, but not limited to:
    - the Shared Integrated Library System
    - the Overdrive Content Group

- **Cataloging Services**

- Duplicate copies of the resolution, certified by the clerk of the local board/authority, shall be filed with the LLC Board and the Library of Michigan.
- The LLC Board may give notice of the intent to terminate a library membership 6 months in advance, 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) voting 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. The LLC Board may appoint an Ex Officio Board (non-voting) member in accordance with this document and the established by-laws.

- 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 Library of Michigan 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 of 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 Library of Michigan 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 annually at an 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 Library of Michigan LM class of which that library is a member.

- Elected members shall begin their terms October 1<sup>st</sup>.
- 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 VII: 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

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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 VIII: 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 IX: 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:

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Date: 

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Authorized by Library of Michigan:

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Date: 

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<b><u>TABLE OF CONTENTS:</u></b>	<b><u>PAGE</u></b>
<b>ARTICLE I -- NAME, AUTHORITY AND PURPOSE</b>	<b>1</b>
<b>ARTICLE II -- COOPERATIVE BOARD</b>	<b>2-3</b>
<b>ARTICLE III -- ADVISORY COUNCIL</b>	<b>3-4</b>
<b>ARTICLE IV -- COOPERATIVE DIRECTOR</b>	<b>4-5</b>
<b>ARTICLE V -- COMMITTEES</b>	<b>5-6</b>
<b>ARTICLE VI -- AMENDMENTS OF BYLAWS</b>	<b>6</b>

## LAKELAND LIBRARY COOPERATIVE BYLAWS

### ARTICLE I: NAME, AUTHORITY AND PURPOSE

1. The name of this organization shall be Lakeland Library Cooperative (LLC).
2. The authority for LLC is provided in the Plan of Service as set up under Public Act 89 of 1977, as amended.
3. The mission of LLC is to strengthen member libraries providing the means to share resources, services, and expertise for the benefit of individuals and communities.
4. The Plan of Service provides fundamental information regarding LLC's organization, membership, and services. These Bylaws should be viewed only within the context of the approved Plan of Service and the laws referenced within.
5. These Bylaws supersede all previous Bylaws.

### ARTICLE II: COOPERATIVE BOARD

1. The Board shall be established pursuant to the Plan of Service.
2. The Board will elect officers at its annual meeting:
  - The officers shall be elected from the members of the Board at the beginning of the annual meeting. The previous fiscal year's President will conduct the election.
  - The new officers will immediately take office upon election and shall serve for one year.
  - No officer shall serve more than two consecutive terms in the same office, and there shall be a period of three (3) years before the same individual can serve in the same office again following their last term whether it be one or two years.
3. The Board officers will perform the following duties:
  - The President presides at all board meetings, appoints members to standing, ad-hoc and special committees, may serve as chair or as an ex-officio member (non-voting) of committees and performs all other such duties as may be assigned by the Board.
  - The Vice-President in the absence of the President, shall assume all duties of the President and perform such other duties as the President or Board may direct.
  - The Secretary insures a true and accurate record of all meetings of the Board and performs other duties as generally associated with the office.
  - The Treasurer certifies invoices, is a signatory on investment and banking activity, serves as the chair of the finance Committee, review the annual audit and submit it to the Board and performs such other duties as the President or Board may direct.
4. Meetings of the Board
  - Regular Meetings
    - Will be scheduled a minimum of eight (8) times a year.
    - Will be scheduled for the second Thursday of each month. These dates, however, are subject to change if circumstances warrant.
    - A tentative schedule of meeting dates, times and locations for the

coming year will be presented no later than at the September meeting.

- Special meetings
    - May be called by the President or upon request of a simple majority of the members of LLC Board.
    - The purpose of the meeting shall be stated in the communication.
5. Quorum and Adherence
- A simple majority of LLC Board constitutes a quorum for the transaction of business.
  - Robert's Rules of Order, Revised shall be the parliamentary authority on all matters not covered by these Bylaws.
  - The Board will adhere to Open Meetings Act 267, 1976 as amended.
6. The order of business may be, but is not necessarily limited to, the following:
- Call to Order and Roll Call
  - Approval of Agenda
  - Public Comment
  - Approval of Minutes
  - Correspondence
  - Financial Report
  - Cooperative Report
  - Committee Reports
  - Continuing Business
  - New Business
  - Public Comment
  - Board Member Comments
  - Next Meeting
  - Adjournment

### **ARTICLE III: ADVISORY COUNCIL**

1. The Council shall be established pursuant to the Plan of Service.
2. The Council will elect officers at its annual meeting:
  - The officers shall be elected by the LLC member libraries at the beginning of the annual meeting. The previous fiscal year's Chair will conduct the election.
  - The new officers will immediately take office upon election and shall serve for one year.
  - No officer shall serve more than two consecutive terms in the same office, and there shall be a period of three (3) years before the same individual can serve in the same office again following their last term whether it be one or two years.
3. The Advisory officers will perform the following duties:
  - The Chairperson presides at all Council meetings, establishes and appoints members to standing, ad-hoc and special committees, serve as an ex-officio member of committees and performs all other such duties as may be assigned by the Board.
  - The Vice-Chairperson in the absence of the Chairperson, shall assume all

duties of the Chairperson and perform such other duties as the Chairperson or Board may direct.

- The Secretary insures a true and accurate record of all meetings of the Board and performs other duties as generally associated with the office.
4. Meetings of the Council:
- Regular Meetings
    - Will be scheduled a minimum of eight (8) times a year.
    - Will be scheduled for the second Thursday of each month. These dates, however, are subject to change if circumstances warrant.
    - A tentative schedule of meeting dates, times and locations for the coming year will be presented no later than at the September meeting.
5. Special meetings
- May be called by the Chairperson or upon request of a simple majority of the members of Council.
  - The purpose of the meeting shall be stated in the communication.
6. Quorum and Adherence
- Fifteen (15) of the member libraries must have a representative present to constitute a quorum. Each member library represented that is present shall receive one vote. If a quorum is not present, the meeting may still be held, but no official votes taken.
  - Robert's Rules of Order, Revised shall be the parliamentary authority on all matters not covered by these Bylaws.
  - The Council will adhere to Open Meetings Act 267, 1976 as amended.
7. The order of business may be, but is not necessarily limited to, the following:
- Call to Order and Roll Call
  - Approval of Agenda
  - Public Comment
  - Approval of Minutes
  - Correspondence
  - Cooperative Report
  - Committee Reports
  - Continuing Business
  - New Business
  - Public Comment
  - Next Meeting
  - Adjournment

#### **ARTICLE IV: COOPERATIVE DIRECTOR**

1. The Director shall be hired by the Board with the advice of the Advisory Council.
2. The Director shall administer LLC in accordance with these Bylaws, the Plan of Service and Board policies.
3. The Cooperative Director or designee shall be an ex-officio, non-voting member of LLC Board, the Advisory Council and all committees. He/she shall prepare all agendas with the advice of the President or Chairpersons.
4. The Cooperative Director, or his/her designee, shall keep the minutes of all meetings; keep an accurate record of all business transacted; shall be custodian of all records and shall conduct all correspondence of the Board and Council,

unless otherwise provided, and distribute the official minutes of each meeting to the Board, Council and the full LLC membership.

## **ARTICLE V: COMMITTEES**

### **1. Board Committees:**

- All committees are composed of members from various Class libraries (I-VI). A simple majority of committee constitutes a quorum. All committees shall have advisory powers only unless specific power to act with the prior consensus of the Board has been granted.
- Standing committees shall be assigned at the designated Annual Meeting with members appointed by the Board President. Additional standing committees not listed below can be formed with approval of the Board.
  - The Finance Committee is comprised of the President (ex-officio) and three additional board members, one of whom is the Treasurer and the chair. The committee reviews budgetary, investment and banking matters.
  - The Personnel Committee is comprised of the President who is the chair and three additional board members, The committee coordinates the hiring of a new Cooperative Director, developing annual objectives and conducting an annual review for the Director, reviewing the establishment or abolishment of staff positions, personnel policies and benefits.
- Ad-Hoc or Special Committees with limited scope and duration may be formed at any time with appointments made by the President with approval of the Board.

### **2. Council Committees**

- All committees are composed of volunteer members from various Class libraries (I-VI). Membership is not term limited. Each committee must have at least 8 members. A simple majority of committee constitutes a quorum. Officers are elected by a majority of the committee in attendance. Officers shall hold a two-year term. No officer shall serve more than two consecutive terms in the same office. The role of secretary will rotate between committee members or provided by LLC staff. Minutes of each meeting shall be recorded and distributed to the full Lakeland Library Cooperative membership by the Committee Secretary. Membership is open to any paid staff at a member library. Each committee works to promote, educate and support the focus of the group for the member libraries and the cooperative as a whole. All committees shall only have advisory powers.
- Standing committees shall be reviewed at the designated Annual Meeting(s) with chairpersons approved or appointed by the Council Chairperson. Additional standing committees can be formed with approval of the Council membership. The following are existing Advisory Council Standing Committees:
  - Adult Services
  - Circulation
  - Continuing Education
  - Lakeland Digital Library (Overdrive and other vendors)
  - Youth Services

- Ad-Hoc or Special Committees with limited scope and duration may be formed at any time with appointments made by the Chairperson with approval of the Council.

#### **ARTICLE IV: AMENDMENTS**

1. Amendments to these Bylaws may be proposed as part of the agenda for any regular meeting of the Board and will become effective if approved by a 2/3 majority of the Board members present.

#### **ADOPTION DATE**

As approved by The Lakeland Library Cooperative Board:

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Date: **September 8, 2022**



Lakeland Member Library	2020 Census Population	2020 Census Class	2022-2023 Populaton by Class	Number of Board positions
Croton Township Library	3,368	1		
Freeport District Library	6,102	2		
Hesperia Community Library	5,839	2		
Home Township Library	4,343	2		
Hopkins District Library	4,851	2		
Lake Odessa Community	4,293	2		
Saugatuck-Douglas District	5,686	2		
Leighton Township Library	7,001	3		
Newaygo Area District	7,494	3		
Alvah N. Belding Memorial	11,087	3		
Cedar Springs Public	10,123	3		
Dorr Township Library	7,922	3		
Grant Area District Library	8,861	3		
Henika District Library	7,978	3		
Patmos Library	9,630	3		
Salem Township Library	8,289	3		
Saranac Public Library	10,470	3		
Sparta Carnegie Township	9,395	3		
Tamarack District Library	10,328	3		
Timothy C. Hauenstein	9,992	3		
White Cloud Community	8,766	3		
<b>Totals for Class I, II &amp; III</b>			<b>161,818</b>	<b>1</b>
Carson City Public Library	13,102	4		
Coopersville Area District	12,679	4		
Gary Byker Memorial Library	12,374	4		
White Lake Community	12,381	4		
Fennville District Library	14,496	4		
Flat River Community	18,223	4		
Fremont Area District	13,885	4		
Fruitport District Library	14,575	4		
Hastings Public Library	13,514	4		
Howard Miller Library	25,071	4		
Ionia Community Library	23,680	4		
Spring Lake District Library	19,868	4		
Thornapple Kellogg School	18,577	4		
<b>Totals for Class IV</b>			<b>212,425</b>	<b>2</b>
Allendale Township Library	35,384	5		
Hackley Public Library	40,907	5		
Loutit District Library	39,331	5		
<b>Totals for Class V</b>			<b>115,622</b>	<b>1</b>
Georgetown Township	54,091	6		
Grand Rapids Public Library	198,917	6		
Herrick District Library	109,385	6		
Kent District Library	439,194	6		
Muskegon Area District	107,902	6		
<b>Totals for Class VI</b>			<b>909,489</b>	<b>5</b>
<b>Totals for Cooperative</b>			<b>1,399,354</b>	<b>9</b>