



LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

BOARD MONTHLY MEETING

Thursday, November 9, 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) October 12, 2023, Unofficial Board Minutes (m) PAGES 2-3
- 6) **FINANCIAL REPORT**
 - a) October Financials and monthly check register (m) PAGES 4-19
- 7) **PRESIDENT'S REPORT** (i)
- 8) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 20-25
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council Official Minutes October 12, 2023 (i) PAGE 26
- 10) **NEW BUSINESS**
 - a) Board Officers Election (m) PAGES 27
 - b) Strategic Planning Update (m) PAGE 28-33
 - c) Muskegon County Libraries ILS Exploration (i)
 - d) Board Member Oath (Signing to be completed right before adjournment) (i) PAGE 34
- 11) **PUBLIC COMMENTS**
- 12) **BOARD MEMBER COMMENTS**
- 13) **NEXT MEETING: December 14th at the Kent District Library Service Center**
- 14) **ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, October 12, 2023, at 9:30 a.m.
Kent District Library Service Center**

Present: Lance Werner (KDL), John McNaughton (GRPL), Diane Kooiker (HO), Ron Suszek (MADL), Dale Parus (IC), Rob Bristow (OG), Shirley Bruursema (KDL), Carol Dawe (LL)

Lakeland Staff Present: Janet Cornell

Absent: Maggie McKeithan (OS), Joe Zappacosta (SM)

- 1) CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 am by Lance Werner.
- 2) APPROVAL OF AGENDA:** John McNaughton moved, supported by Rob Bristow, 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 Diane Kooiker, to approve the board minutes from September– *motion carried*.
- 6) FINANCIAL REPORT:**
 - a) September Financials and Check Register: John McNaughton moved, supported by Rob Bristow, to approve the September Financials as presented - *motion carried*.
 - b) MI Class Annual Report - Carol Dawe mentioned that the included report was very clear and informative on how our funds were invested. Recommended anyone looking to invest their finances to consider them as an option. John McNaughton moved, supported by Rob Bristow, to accept the MI Class Annual Report – *motion carried*.
- 7) PRESIDENT'S REPORT**
 - a) Lance Werner had nothing to report.
- 8) DIRECTOR'S REPORT**
 - a) Carol reported that an update on the Strategic Plan will be given in November.
 - b) Carol also mentioned she is working on Standards.
- 9) COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council official minutes for September 14, 2023, included for informational purposes.
- 10) NEW BUSINESS:**
 - a) Fund Depositories Designates – Dale Parus moved, supported by Ron Suszek, to approve the Designation of Fund Depositories Resolution for fiscal year 2023-2024 - *motion carried*.
 - b) Public Comment Policy Draft – John McNaughton moved, supported by Ron Suszek, to approve the Public Comment Policy Draft as presented - *motion carried*.
 - c) Board Member Oath Draft – Carol reported that the Michigan Cooperative Directors are encouraging every cooperative to have board members take an oath. This would set a good example for libraries to do this with their boards and help educate them on their roles and responsibilities – delineating the differences and duties between directors and boards. The board will do this in November once a full board has been elected. John McNaughton moved, supported by Rob Bristow, to approve the Board Member Oath Draft as presented - *motion carried*.
- 11) PUBLIC COMMENTS:**
 - a) Merri Jo Tuinstra (ES) shared that they are close to finishing their Atrium Renovation and will be hosting an open house later this month.
- 12) BOARD MEMBER COMMENTS:**
 - a) John McNaughton – GRPL formulated an annual report on instances occurring at the library. Violent instances were up a quarter over last year, and they have seen an uptick in the amount during this season. Although they want to be compassionate and understanding with mental health and homeless populations, it is concerning with front staff getting burned out and scared

dealing with these instances. Suggested forming a committee, or even emailing him, to discuss this issue and to come up with suggestions to resolve it.

- b) Ron Suszek – Mentioned he enjoyed the BiblioApps demo on October 11th and the comments that were shared.
- c) Dale Parus – none
- d) Diane Kooiker – none
- e) Rob Bristow – Mentioned he is happy to be a part of and serve on the board.
- f) Shirley Bruursema – Busy with the upcoming millage election at KDL, street signs are going up and preparations are running smoothly.
- g) Lance Werner – Added to Shirley's comments on the millage election. They are finding some great support; A recent pollster found that they have a 73% likelihood of the millage passing, showing that most people value the services libraries provide.

Lance also mentioned that he will not be at the next board meeting as he will be attending the Urban Library Council in Seattle as a keynote speaker on the topic of book banning.

13) NEXT MEETING: Thursday, November 9, 2023, at 9:30 a.m. at Kent District Library Service Center.

14) ADJOURNMENT: The meeting was adjourned at 9:52 am.

Respectfully submitted by,
Janet Cornell

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

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ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 164,646

002 · Savings Accounts 651,055

Total Checking/Savings 815,702

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 84,224

Total Other Current Assets 158,653

Total Current Assets 974,355

Fixed Assets 318,585

TOTAL ASSETS **\$ 1,292,940**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 10,296

Credit Cards 67

Other Current Liabilities

231 · Payroll Liabilities 2,579

237 · Benefit Liabilities 4,697

257 · Accrued Payroll 26,432

258 · Accrued Payroll Taxes 1,853

Total Other Current Liabilities 35,561

Total Current Liabilities 45,924

Total Liabilities 45,924

Equity

370 · Nonspendable Funds 88,574

371 · Property 318,585

390 · Unassigned Funds 792,063

Net Income 47,793

Total Equity 1,247,015

TOTAL LIABILITIES & EQUITY **\$ 1,292,940**

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

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| | YTD | Budget | % |
|--------------------------------|---------------------|---------------------|----------------|
| Income | | | |
| 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 | 21,141 | 3,000 | 704.7% |
| 672 · Other Revenue | 100 | 100 | 100.0% |
| Total Income | \$ 1,537,245 | \$ 1,516,125 | 101.39% |
| Expense | | | |
| 702 · Salaries & Wages | 787,863 | 792,090 | 99.5% |
| 710 · Benefits | 127,250 | 137,670 | 92.4% |
| 719 · Mileage | 4,735 | 5,000 | 94.7% |
| 720 · Professional Development | 4,552 | 5,680 | 80.1% |
| 726 · Supplies | 5,108 | 5,160 | 99.0% |
| 801 · Professional Services | 37,760 | 38,900 | 97.1% |
| 810 · Insurance | 16,538 | 16,615 | 99.5% |
| 817 · ILS & IT Expenses | 390,298 | 400,195 | 97.5% |
| 831 · RIDES | 8,157 | 8,405 | 97.0% |
| 860 · Delivery Expenses | 39,154 | 59,725 | 65.6% |
| 880 · Member Development | 4,277 | 7,000 | 61.1% |
| 920 · Facility Expenses | 31,760 | 39,685 | 80.0% |
| Total Expense | \$ 1,457,452 | \$ 1,516,125 | 96.1% |
| Net Ordinary Income | \$ 79,793 | \$ - | 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 | \$ 47,793 | \$ (34,500) | -138.5% |

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

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| Date | Name | Memo | Account | Amount |
|--------------------------------|---|-----------------------------|------------------------------|--------------------------|
| 001 - Checking Accounts | | | | |
| 09/06/2023 | BiblioCommons Corp. | BiblioCloud | Bibliocommons | 1,750.00 |
| 09/06/2023 | Seaman's Air Conditioning/Refrigerat HVAC | | Facility Contracts | 1,406.00 |
| 09/07/2023 | Berger Chevrolet | | Vehicle Repairs/Maintenance | 253.66 |
| 09/07/2023 | Cintas | Floor mats | Facility Contracts | 103.64 |
| 09/07/2023 | Comcast | Data Lines | IT Operations | 575.00 |
| 09/07/2023 | Consumers Energy | | Utilities | 549.68 |
| 09/07/2023 | Granger | Trash removal | Facility Contracts | 114.63 |
| 09/07/2023 | Healthiest You | Telehealth | Benefits | 76.50 |
| 09/07/2023 | Home Depot | | Building Repairs/Maintenance | 242.94 |
| 09/07/2023 | Ricoh USA Inc. | Copier | IT Operations | 40.90 |
| 09/07/2023 | SS Power Wash | | Vehicle Repairs/Maintenance | 90.00 |
| 09/08/2023 | MERS | Pension | Benefits | 6,180.31 |
| 09/08/2023 | State of Michigan--Vendor | | Payroll Liabilities | 3,044.15 |
| 09/08/2023 | Backstage Library Works | | Authority Control | 247.50 |
| 09/08/2023 | Coverall - New Dreams, Inc. | Janitorial service | Facility Contracts | 170.00 |
| 09/08/2023 | Fuel Management System | | Vehicle Fuel | 1,227.50 |
| 09/08/2023 | Innovative Interfaces, Inc. | Enhanced Monitoring Service | III Maintenance | 5,940.00 |
| 09/12/2023 | Payroll | | -SPLIT- | 22,546.40 |
| 09/12/2023 | United States Treasury | | Payroll Liabilities | 8,331.02 |
| 09/12/2023 | MERS 401/457 | | Payroll Liabilities | 1,327.37 |
| 09/20/2023 | Dell Business Credit | IT equipment | IT Operations | 2,327.07 |
| 09/20/2023 | Delta Dental | Dental/Vision Insurance | Benefits | 348.25 |
| 09/21/2023 | Aflac | | Payroll Liabilities | 377.30 |
| 09/21/2023 | BCBS | Health Insurance | Benefits | 1,989.30 |
| 09/21/2023 | BCN | Health Insurance | Benefits | 5,014.61 |
| 09/21/2023 | DTE Energy | | Utilities | 52.25 |
| 09/21/2023 | Michigan Insurance Company | | Insurance | 11,768.00 |
| 09/21/2023 | Mitel | | Telephones | 476.60 |
| 09/21/2023 | Standard Insurance - MERS group | LTD/Life Insurance | Benefits | 260.21 |
| 09/21/2023 | DTE Energy | | Utilities | 55.17 |
| 09/21/2023 | First National Bank | IT, conferences, bank fees | -SPLIT- | 2,421.03 |
| 09/22/2023 | Grand Rapids Income Tax Dept. | | Payroll Liabilities | 166.86 |
| 09/22/2023 | Walker City Treasurer | | Payroll Liabilities | 387.15 |
| 09/22/2023 | Allied Universal (Midstate) | Building security | Facility Contracts | 121.56 |
| 09/22/2023 | Dawe, Carol - vendor | Mileage and IT | -SPLIT- | 231.87 |
| 09/22/2023 | Fuel Management System | | Vehicle Fuel | 1,021.43 |
| 09/26/2023 | Payroll | | -SPLIT- | 17,419.82 |
| 09/26/2023 | United States Treasury | | Payroll Liabilities | 5,593.46 |
| 09/26/2023 | MERS 401/457 | | Payroll Liabilities | 1,327.37 |
| TOTAL | | | | <u>105,576.51</u> |

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of September 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 | 31,653 | 1,873 |
| 001.3 · eCommerce - Checking | 4,911 | |
| Total 001 · Checking Accounts | <u>36,564</u> | <u>1,873</u> |
| 002 · Savings Accounts | | 78,169 |
| Total Checking/Savings | <u>36,564</u> | <u>80,042</u> |
| Accounts Receivable | 9,762 | |
| Other Current Assets | | |
| 123 · Prepaid Expense | | 10,712 |
| Total Other Current Assets | <u>0</u> | <u>10,712</u> |
| Total Current Assets | 46,326 | 90,754 |
| TOTAL ASSETS | <u><u>\$ 46,326</u></u> | <u><u>\$ 90,754</u></u> |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Other Current Liabilities | | |
| 214 · Due To Other Funds | 40,000 | 34,429 |
| 223 · Due to Members | 6,326 | |
| Total Other Current Liabilities | <u>46,326</u> | <u>34,429</u> |
| Total Current Liabilities | <u>46,326</u> | <u>34,429</u> |
| Total Liabilities | 46,326 | 34,429 |
| Equity | | |
| 370 · Nonspendable Funds | | 10,350 |
| 390 · Unassigned Funds | | 1,591 |
| Net Income | | 44,384 |
| Total Equity | <u>0</u> | <u>56,325</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>\$ 46,326</u></u> | <u><u>\$ 90,754</u></u> |

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

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| | Pass Through | | | Capital & Growth | | |
|-------------------------------------|-------------------|-------------------|--------------|---------------------|---------------------|---------------|
| | YTD | Budget | % | YTD | Budget | % |
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| 628 · Group Supply Revenue | 20,511 | 20,570 | 99.7% | | | |
| 629 · Group Collections | 94,645 | 97,200 | 97.4% | | | |
| 635 · Group Services | 79,815 | 80,050 | 99.7% | | | |
| 637 · Ecommerce Fines | 22,663 | 28,000 | 80.9% | | | |
| 640 · ILS Add-on Services | 0 | 0 | 0.0% | | | |
| 645 · IT Services | 303 | 350 | 86.5% | | | |
| 665 · Interest Revenue | | | | 3,610 | 4,000 | 90.2% |
| 672 · Other Revenue | 2,839 | 2,850 | 99.6% | | | |
| 677 · Group Training | 1,600 | 1,600 | 100.0% | | | |
| Total Income | \$ 222,377 | \$ 230,620 | 96.4% | \$ 3,610 | \$ 4,000 | 90.2% |
| Expense | | | | | | |
| 728 · Library Supply Expense | 20,511 | 20,570 | 99.7% | | | |
| 729 · Collection Expenses | 94,645 | 97,200 | 97.4% | | | |
| 805 · Group Subscriptions | 79,815 | 80,050 | 99.7% | | | |
| 807 · Fines Paid | 22,663 | 28,000 | 80.9% | | | |
| 820 · ILS Add-On Expense | 0 | 0 | 0.0% | | | |
| 830 · IT Services Expense | 303 | 350 | 86.5% | | | |
| 880 · Member Development | 1,600 | 1,600 | 100.0% | | | |
| 969 · Other Services | 2,839 | 2,850 | 99.6% | | | |
| 970 · Capital Outlay | | | | | | |
| 971 · Building/Grounds Improvements | | | | 0 | 7,500 | 0.0% |
| 975 · Technology | | | | 63,912 | 95,000 | 67.3% |
| 980 · Vehicles | | | | 59,814 | 66,000 | 90.6% |
| Total 970 · Capital Outlay | | | | 123,726 | 168,500 | 73.4% |
| Total Expense | \$ 222,377 | \$ 230,620 | 96.4% | \$ 123,726 | \$ 168,500 | 73.4% |
| Net Ordinary Income | \$ - | \$ - | 0.0% | \$ (120,116) | \$ (164,500) | 73.0% |
| Other Income | | | | | | |
| 699 · Fund Balance Transfers In | | | | 164,500 | 164,500 | 100.0% |
| Total Other Income | \$ - | \$ - | 0.0% | \$ 164,500 | \$ 164,500 | 100.0% |
| Net Other Income | \$ - | \$ - | 0.0% | \$ 164,500 | \$ 164,500 | 100.0% |
| Net Income | \$ - | \$ - | 0.0% | \$ 44,384 | \$ - | 100.0% |

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

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| Date | Name | Memo | Account | Amount |
|---|--------------------------------------|---------------------------|---------------------|-----------|
| 001 - Checking Accounts | | | | |
| 001.11 - Checking - Pass Through | | | | |
| 09/07/2023 | OverDrive | audiobook | Group Collections | 50.83 |
| 09/08/2023 | Innovative Interfaces, Inc. | eMARC | Group Collections | 26.36 |
| 09/20/2023 | ID Label, Inc. | barcodes | Library Supplies | 362.50 |
| 09/21/2023 | First National Bank | domain renewal | IT Services | 44.99 |
| 09/21/2023 | OverDrive | audio and ebooks | Group Collections | 6,179.10 |
| 09/22/2023 | Fennville District Library-Vendor | efines and youth donation | -SPLIT- | 322.13 |
| 09/22/2023 | Freeport District Library - Vendor | efines and youth donation | -SPLIT- | 144.68 |
| 09/22/2023 | Gary Byker Memorial Library-Vendor | efines and youth donation | -SPLIT- | 273.04 |
| 09/22/2023 | Hesperia Community Library-Vendor | efines and youth donation | -SPLIT- | 87.40 |
| 09/22/2023 | Hopkins District Library-Vendor | efines and youth donation | -SPLIT- | 125.50 |
| 09/22/2023 | Ionia Community Library-Vendor | efines and youth donation | -SPLIT- | 123.57 |
| 09/22/2023 | Leighton Township Library-Vendor | efines and youth donation | -SPLIT- | 148.00 |
| 09/22/2023 | Patmos Library-Vendor | efines and youth donation | -SPLIT- | 391.02 |
| 09/22/2023 | Reynolds Township Library-Vendor | efines and youth donation | -SPLIT- | 204.79 |
| 09/22/2023 | Saranac Public Library-Vendor | efines and youth donation | -SPLIT- | 475.72 |
| 09/22/2023 | Saugatuck-Douglas District Library | efines and youth donation | -SPLIT- | 99.20 |
| 09/22/2023 | Sparta Township Library--Vendor | efines and youth donation | -SPLIT- | 252.98 |
| 09/22/2023 | White Cloud Community Library-Vendor | efines and youth donation | -SPLIT- | 155.82 |
| 09/22/2023 | White Lake Community Library-Vendor | efines and youth donation | -SPLIT- | 122.73 |
| 09/22/2023 | Swank Movie Licensing USA | License renewals | Group Subscriptions | 9,365.00 |
| Total 001.11 - Checking - Pass Through | | | | 18,955.36 |
| 001.12 - Checking - Capital | | | | |
| Total 001.12 - Checking - Capital | | | | 0.00 |
| 001.3 - eCommerce - Checking | | | | |
| 09/20/2023 | Allendale Township Library-Vendor | efines and youth donation | -SPLIT- | 361.67 |
| 09/20/2023 | Alvah N. Belding Library--Vendor | efines and youth donation | -SPLIT- | 129.03 |
| 09/20/2023 | Carson City Public Library-Vendor | efines and youth donation | -SPLIT- | 176.02 |
| 09/20/2023 | Cedar Springs Public Library-Vendor | efines and youth donation | -SPLIT- | 109.41 |
| 09/20/2023 | Coopersville Area District Library | efines and youth donation | -SPLIT- | 267.88 |
| 09/20/2023 | Croton Township Library - Vendor | efines and youth donation | -SPLIT- | 124.10 |
| 09/20/2023 | Dorr Township Library-Vendor | efines and youth donation | -SPLIT- | 103.17 |
| 09/20/2023 | Flat River Community Library-Vendor | efines and youth donation | -SPLIT- | 120.56 |
| 09/20/2023 | Fremont Area District Library-Vendor | efines and youth donation | -SPLIT- | 255.24 |
| 09/20/2023 | Fruitport District Library - Vendor | efines and youth donation | -SPLIT- | 89.66 |
| 09/20/2023 | Georgetown Twp Public Library | efines and youth donation | -SPLIT- | 1,952.43 |
| 09/20/2023 | Grand Rapids Public Library-Vendor | Youth Programing donation | Other Services | 67.59 |
| 09/20/2023 | Grant Area District Library-Vendor | efines and youth donation | -SPLIT- | 182.88 |
| 09/20/2023 | Hackley Public Library-Vendor | efines and youth donation | -SPLIT- | 276.43 |
| 09/20/2023 | Hastings Public Library-Vendor | efines and youth donation | -SPLIT- | 247.99 |
| 09/20/2023 | Henika District Library-Vendor | efines and youth donation | -SPLIT- | 150.47 |
| 09/20/2023 | Herrick District Library-Vendor | efines and youth donation | -SPLIT- | 659.44 |
| 09/20/2023 | Home Township Library - Vendor | efines and youth donation | -SPLIT- | 79.77 |
| 09/20/2023 | Howard Miller Library-Vendor | efines and youth donation | -SPLIT- | 291.93 |

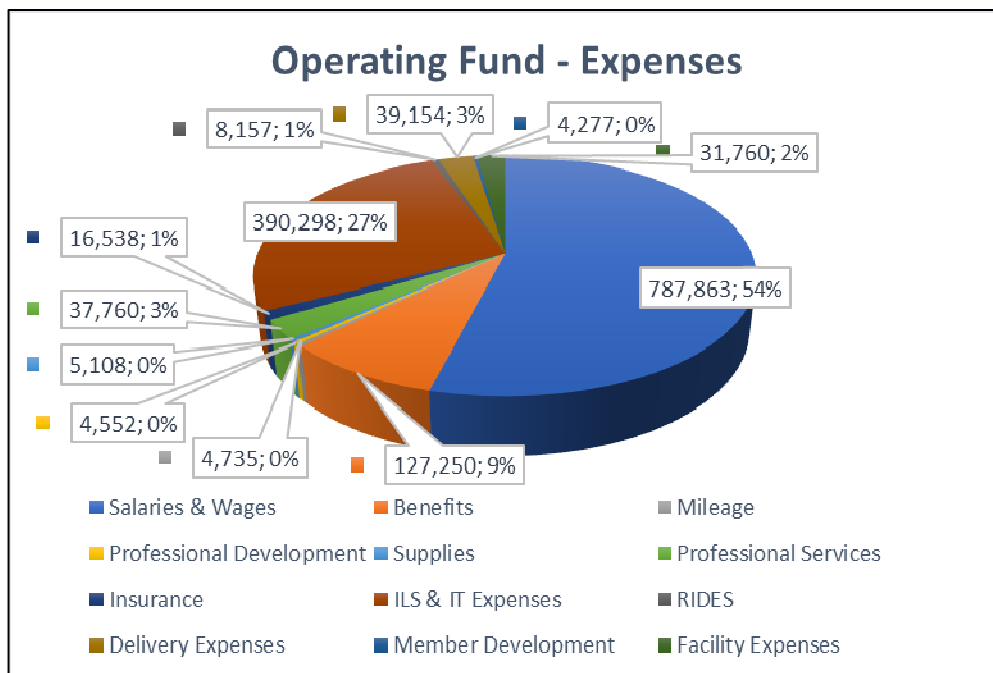
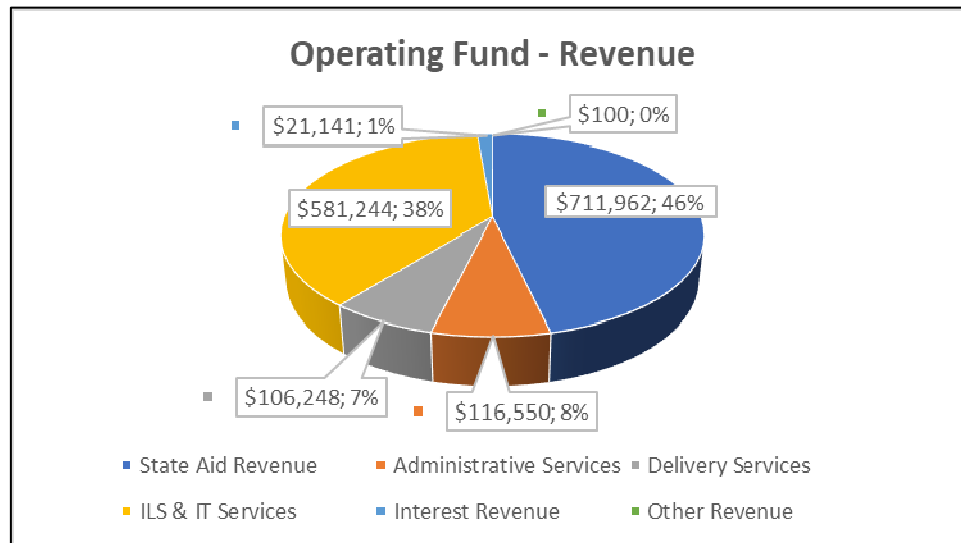
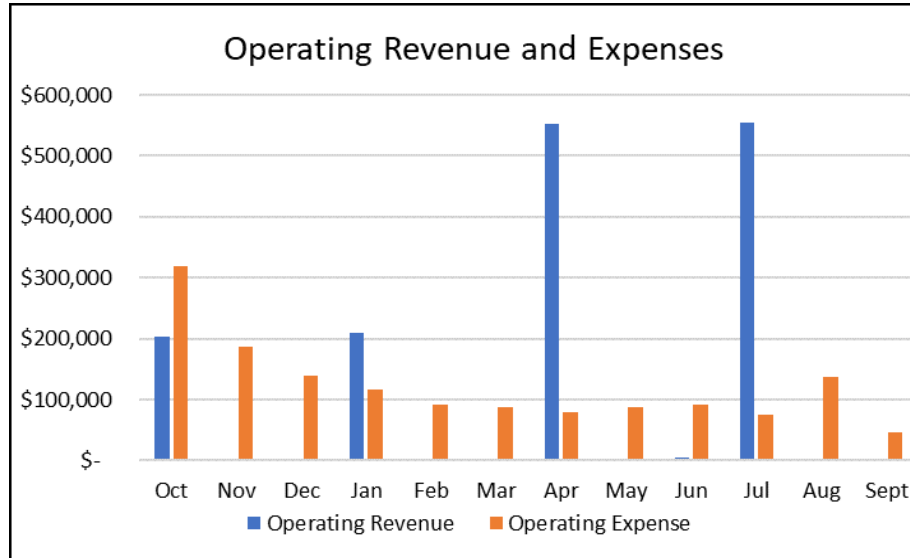
Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of September 30, 2023

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| Date | Name | Memo | Account | Amount |
|------------------------------------|---------------------------------------|---------------------------|----------------|------------------|
| 09/20/2023 | Kent District Library-Vendor | Youth Programing donation | Other Services | 67.59 |
| 09/20/2023 | Lake Odessa Community Library | efines and youth donation | -SPLIT- | 107.13 |
| 09/20/2023 | Loutit District Library--Vendor | efines and youth donation | -SPLIT- | 241.62 |
| 09/20/2023 | Muskegon Area District Library-Vendor | efines and youth donation | -SPLIT- | 1,001.51 |
| 09/20/2023 | Newaygo Area District Library-Vendor | efines and youth donation | -SPLIT- | 147.36 |
| 09/20/2023 | Salem Township Library-Vendor | efines and youth donation | -SPLIT- | 274.90 |
| 09/20/2023 | Spring Lake District Library-Vendor | efines and youth donation | -SPLIT- | 192.14 |
| 09/20/2023 | Tamarack District Library-Vendor | efines and youth donation | -SPLIT- | 110.59 |
| Total 001.3 · eCommerce - Checking | | | | 7,788.51 |
| TOTAL | | | | 26,743.87 |

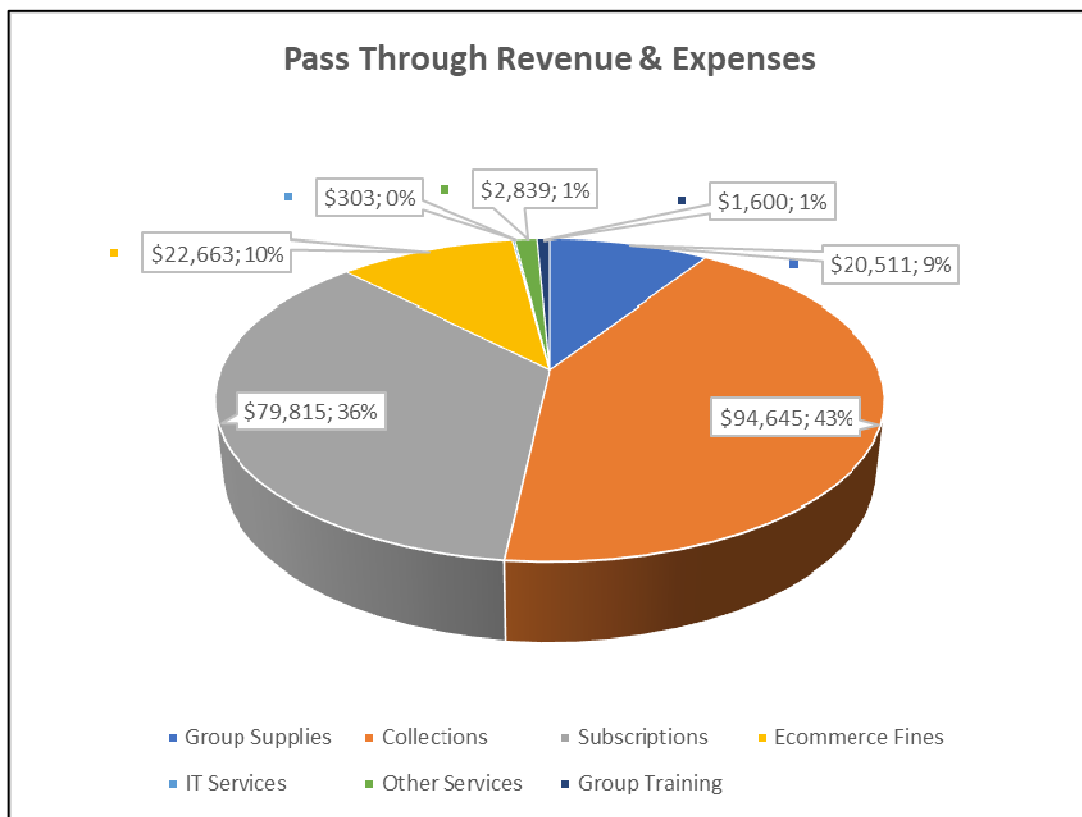
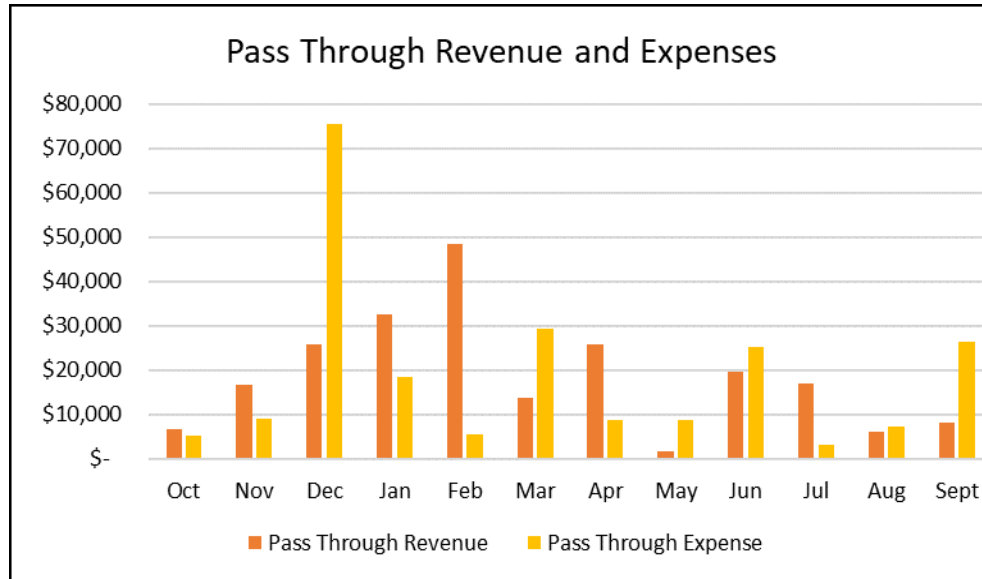
Lakeland Library Cooperative FY2022-23 Revenue and Expenses by Fund

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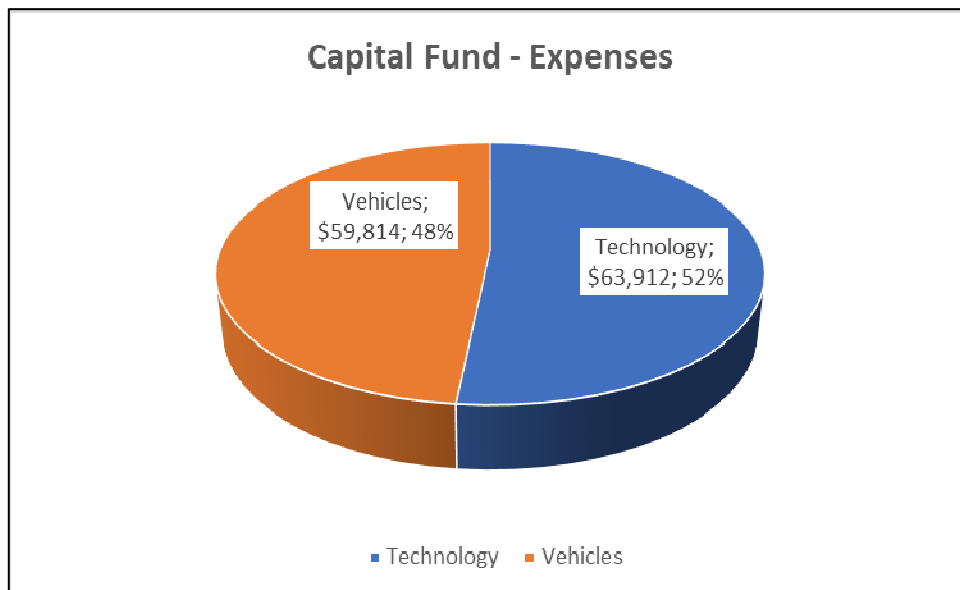
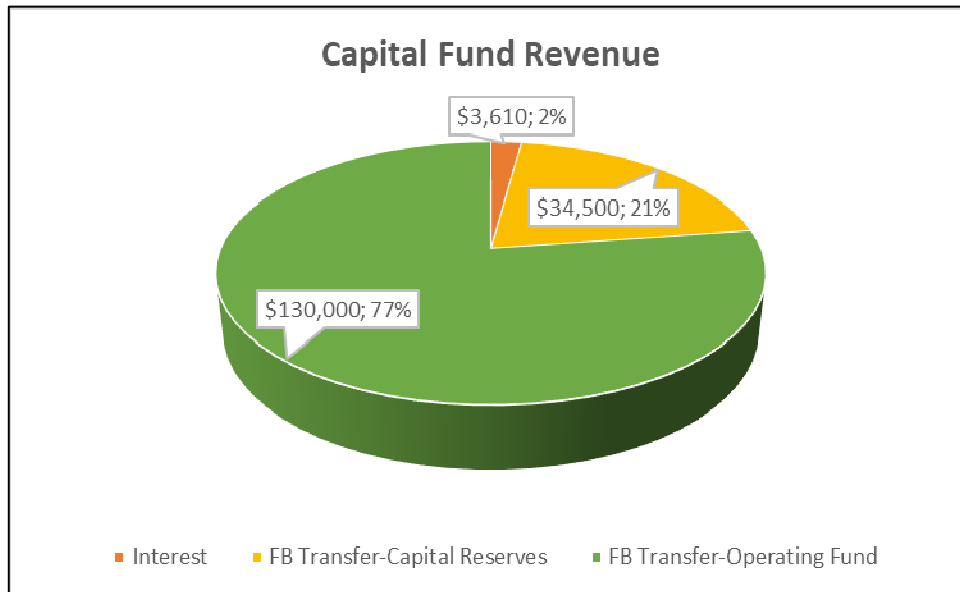
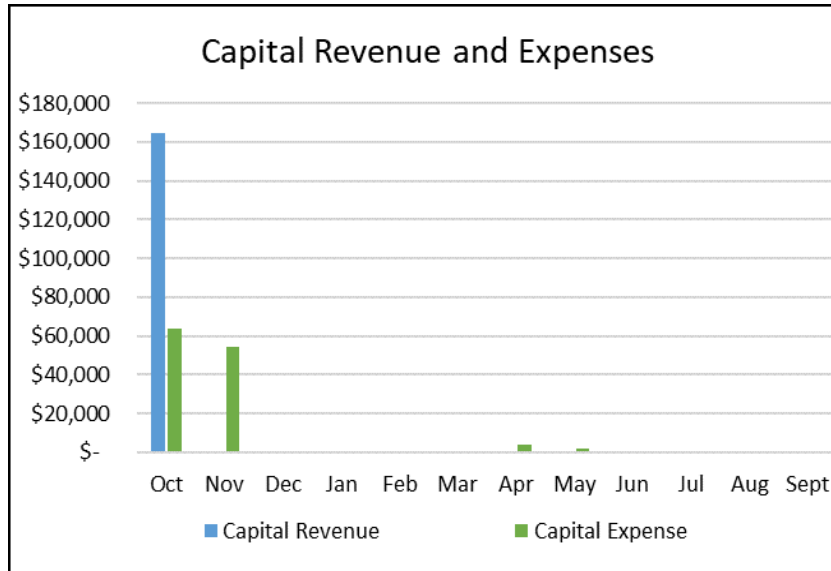
Lakeland Library Cooperative FY2022-23 Revenue and Expenses by Fund

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Lakeland Library Cooperative FY2022-23 Revenue and Expenses by Fund

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

14

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 114,545

002 · Savings Accounts 593,887

Total Checking/Savings 708,433

Accounts Receivable 22,180

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 64,084

Total Other Current Assets 138,513

Total Current Assets 869,125

Fixed Assets 318,585

TOTAL ASSETS \$ 1,187,710

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 3,910

Other Current Liabilities

231 · Payroll Liabilities 2,195

237 · Benefit Liabilities 4,210

Total Other Current Liabilities 6,404

Total Current Liabilities 10,314

Total Liabilities \$ 10,314

Equity

370 · Nonspendable Funds 88,574

371 · Property 318,585

390 · Unassigned Funds 792,063

399 · Net Position - Unrestricted 47,793

Net Income -69,619

Total Equity \$ 1,177,396

TOTAL LIABILITIES & EQUITY \$ 1,187,710

Lakeland Library Cooperative
Operating Budget vs. Actual
October 2023

15

| | Oct 23 | Budget | % |
|--------------------------------|--------------------|---------------------|---------------|
| Income | | | |
| 566 · State Aid Revenue | 0 | 709,000 | 0.0% |
| 631 · Administrative Services | 29,484 | 139,186 | 21.2% |
| 632 · Delivery Services | 27,601 | 117,496 | 23.5% |
| 633 · ILS & IT Services | 148,409 | 565,273 | 26.3% |
| 665 · Interest Revenue | 0 | 5,000 | 0.0% |
| 672 · Other Revenue | 0 | 100 | 0.0% |
| Total Income | \$ 205,494 | \$ 1,536,055 | 13.4% |
| Expense | | | |
| 702 · Salaries & Wages | 28,324 | 811,730 | 3.5% |
| 710 · Benefits | 17,483 | 153,750 | 11.4% |
| 719 · Mileage | 224 | 3,500 | 6.4% |
| 720 · Professional Development | 327 | 9,000 | 3.6% |
| 726 · Supplies | 35 | 3,840 | 0.9% |
| 801 · Professional Services | 500 | 26,740 | 1.9% |
| 810 · Insurance | 11,065 | 17,480 | 63.3% |
| 817 · ILS & IT Expenses | 168,020 | 400,305 | 42.0% |
| 831 · RIDES | 0 | 8,580 | 0.0% |
| 860 · Delivery Expenses | 2,336 | 57,555 | 4.1% |
| 880 · Member Development | 0 | 6,000 | 0.0% |
| 920 · Facility Expenses | 1,799 | 37,575 | 4.8% |
| Total Expense | \$ 230,113 | \$ 1,536,055 | 15.0% |
| Net Ordinary Income | \$ (24,619) | \$ - | 100.0% |
| Other Expense | | | |
| 995 · FB Transfers Out | 45,000 | 45,000 | 100.0% |
| Total Other Expense | \$ 45,000 | \$ 45,000 | 100.0% |
| Net Income | \$ (69,619) | \$ (45,000) | 154.7% |

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

16

| Date | Name | Memo | Account | Amount |
|--------------------------------|---|------------------------------------|------------------------------|--------------------------|
| 001 - Checking Accounts | | | | |
| 10/04/2023 | Pine Rest Chr Mental Health Service | EAP | Benefits | 324.00 |
| 10/04/2023 | Seaman's Air Conditioning/Refrigeration | | Building Repairs/Maintenance | 966.52 |
| 10/04/2023 | Meekhof Tire Sales & Service, Inc. | | Vehicle Repairs/Maintenance | 3,389.56 |
| 10/06/2023 | MERS | Pension | Benefits | 4,697.46 |
| 10/06/2023 | State of Michigan--Vendor | | Payroll Liabilities | 2,057.41 |
| 10/06/2023 | MI-Unemployment Insurance Agency | | Payroll Liabilities | 151.00 |
| 10/09/2023 | Amazon | Bulding Repairs, delivery supplies | -SPLIT- | 690.17 |
| 10/09/2023 | Berger Chevrolet | | Vehicle Repairs/Maintenance | 146.45 |
| 10/09/2023 | Cintas | Floor mats | Facility Contracts | 119.20 |
| 10/09/2023 | Comcast | Data Lines | IT Operations | 575.00 |
| 10/09/2023 | Granger | Trash removal | Facility Contracts | 114.63 |
| 10/09/2023 | Healthiest You | Telehealth | Benefits | 76.50 |
| 10/09/2023 | Home Depot | Parking lot repairs | Building Repairs/Maintenance | 359.77 |
| 10/10/2023 | Payroll | | -SPLIT- | 17,336.36 |
| 10/10/2023 | United States Treasury | | Payroll Liabilities | 5,575.66 |
| 10/10/2023 | MERS 401/457 | | Payroll Liabilities | 1,327.37 |
| 10/10/2023 | Backstage Library Works | | Authority Control | 330.70 |
| 10/10/2023 | Coverall - New Dreams, Inc. | Janitorial service | Facility Contracts | 855.00 |
| 10/10/2023 | Fuel Management System | | Vehicle Fuel | 1,014.81 |
| 10/10/2023 | OCLC | EZproxy | IT Operations | 1,158.52 |
| 10/10/2023 | ProQuest LLC | | Syndetics | 22,054.37 |
| 10/18/2023 | Delta Dental | Dental/Vision Insurance | Benefits | 342.65 |
| 10/18/2023 | Innovative Interfaces, Inc. | | Ill Maintenance | 134,392.26 |
| 10/18/2023 | White Pine Library Cooperative | MCDA | Memberships | 500.00 |
| 10/19/2023 | Aflac | | Payroll Liabilities | 403.82 |
| 10/19/2023 | BCBS | Health Insurance | Benefits | 1,989.30 |
| 10/19/2023 | BCN | Health Insurance | Benefits | 5,014.61 |
| 10/19/2023 | Berger Chevrolet | | Vehicle Repairs/Maintenance | 107.21 |
| 10/19/2023 | Consumers Energy | | Utilities | 438.02 |
| 10/19/2023 | DTE Energy | | Utilities | 73.64 |
| 10/19/2023 | DTE Energy | | Utilities | 52.34 |
| 10/19/2023 | Grand Rapids City Treasurer | | Utilities | 239.30 |
| 10/19/2023 | Michigan Insurance Company | Property Insurance | Insurance | 2,398.00 |
| 10/19/2023 | Mitel | | Telephones | 478.00 |
| 10/19/2023 | Overdrive | service plan | Overdrive Platform | 8,000.00 |
| 10/19/2023 | Patron Point | Verify Transactions | Patron Point | 324.90 |
| 10/19/2023 | SS Power Wash | Truck wash | Vehicle Repairs/Maintenance | 90.00 |
| 10/19/2023 | Standard Insurance - MERS group | LTD/Life Insurance | Benefits | 260.21 |
| 10/20/2023 | Grand Rapids Income Tax Dept. | | Payroll Liabilities | 109.98 |
| 10/20/2023 | Walker City Treasurer | | Payroll Liabilities | 260.51 |
| 10/20/2023 | Cornell, Janet - vendor | mileage and postage | -SPLIT- | 19.47 |
| 10/20/2023 | Fuel Management System | | Vehicle Fuel | 1,014.86 |
| 10/24/2023 | Payroll | | -SPLIT- | 18,448.67 |
| 10/24/2023 | United States Treasury | | Payroll Liabilities | 5,929.46 |
| 10/24/2023 | MERS 401/457 | | Payroll Liabilities | 1,375.91 |
| TOTAL | | | | <u>245,583.58</u> |

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

17

| | <u>Pass Through</u> | <u>Capital</u> |
|---------------------------------------|-------------------------|-------------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 001 · Checking Accounts | | |
| 001.1 · Fund - Checking | 56,058 | 1,493 |
| 001.3 · eCommerce - Checking | 6,857 | |
| Total 001 · Checking Accounts | <u>62,916</u> | <u>1,493</u> |
| 002 · Savings Accounts | | 57,168 |
| Total Checking/Savings | <u>62,916</u> | <u>58,661</u> |
| Accounts Receivable | 1,387 | |
| Other Current Assets | | |
| 123 · Prepaid Expense | | 10,712 |
| Total Other Current Assets | <u>0</u> | <u>10,712</u> |
| Total Current Assets | <u>64,302</u> | <u>69,373</u> |
| TOTAL ASSETS | <u><u>\$ 64,302</u></u> | <u><u>\$ 69,373</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 | <u>\$ 40,000</u> | <u>\$ 34,429</u> |
| Equity | | |
| 370 · Nonspendable Funds | | 10,350 |
| 390 · Unassigned Funds | | 1,591 |
| 399 · Net Position - Unrestricted | | 44,384 |
| Net Income | 24,302 | (21,381) |
| Total Equity | <u>\$ 24,302</u> | <u>\$ 34,944</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>\$ 64,302</u></u> | <u><u>\$ 69,373</u></u> |

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

18

| | Pass Through | | | Capital & Growth | | |
|-------------------------------------|------------------|-------------------|---------------|--------------------|--------------------|---------------|
| | Oct 23 | Budget | % | Oct 23 | Budget | % |
| Income | | | | | | |
| 628 · Group Supply Revenue | 0 | 8,700 | 0.0% | | | |
| 629 · Group Collections | 21,849 | 92,000 | 23.7% | | | |
| 635 · Group Services | 0 | 86,000 | 0.0% | | | |
| 637 · Ecommerce Fines | 6,945 | 28,000 | 17.9% | | | |
| 645 · IT Services | 0 | 350 | 0.0% | | | |
| 665 · Interest Revenue | | | | 142 | 2,000 | 7.1% |
| 672 · Other Revenue | 0 | 750 | 0.0% | | | |
| 677 · Group Training | 200 | | | | | |
| Total Income | \$ 28,994 | \$ 215,800 | 12.5% | \$ 142 | \$ 2,000 | 7.1% |
| Expense | | | | | | |
| 728 · Library Supply Expense | 0 | 8,700 | 0.0% | | | |
| 729 · Collection Expenses | 4,692 | 92,000 | 5.1% | | | |
| 805 · Group Subscriptions | 0 | 86,000 | 0.0% | | | |
| 807 · Fines Paid | 0 | 28,000 | 0.0% | | | |
| 830 · IT Services Expense | 0 | 350 | 0.0% | | | |
| 969 · Other Services | 0 | 750 | 0.0% | | | |
| 970 · Capital Outlay | | | | | | |
| 971 · Building/Grounds Improvements | | | | 0 | 7,500 | 0.0% |
| 975 · Technology | | | | 66,523 | 85,000 | 78.3% |
| Total 970 · Capital Outlay | | | | 66,523 | 92,500 | 71.9% |
| Total Expense | \$ 4,692 | \$ 215,800 | 2.2% | \$ 66,523 | \$ 92,500 | 71.9% |
| Net Ordinary Income | \$ 24,302 | \$ - | 100.0% | \$ (66,381) | \$ (90,500) | 73.3% |
| Other Income | | | | | | |
| 699 · Fund Balance Transfers In | | | | 45,000 | 90,500 | 49.7% |
| Total Other Income | \$ - | \$ - | 0.0% | \$ 45,000 | \$ 90,500 | 49.7% |
| Net Income | \$ 24,302 | \$ - | 100.0% | \$ (21,381) | \$ - | 100.0% |

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

19

| Date | Name | Memo | Account | Amount |
|---|-----------------------------|------------------|------------------|------------------|
| 001 · Checking Accounts | | | | |
| 001.11 · Checking - Pass Through | | | | |
| 10/19/2023 | OverDrive | audio and ebooks | Group Collection | 4,691.65 |
| Total 001.11 · Checking - Pass Through | | | | 4,691.65 |
| 001.12 · Checking - Capital | | | | |
| 10/20/2023 | Innovative Interfaces, Inc. | Cloud Hosting | Technology | 66,523.07 |
| Total 001.12 · Checking - Capital | | | | 66,523.07 |
| TOTAL | | | | 71,214.72 |



LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

COOPERATIVE DIRECTOR'S REPORT

November 9th, 2023

Once in a blue moon, I read an article that really tips the scales for me. David Brooks' "The essential skills for being human" in the 10/22 print edition of **The New York Times** is that article. I don't always agree with him but as a social scientist, I think Brooks has great ideas and observations, researches and conveys them well and his intellectual curiosity continues to inspire me. I purchased the reprint rights for this for all of you, the LLC leadership team and the MCDA directors. **The Times** has strict standards so I'm not posting it as a part of the packet but as an attachment. Life is very tumultuous right now and I hope you find this as helpful and encouraging as I do. I'm happy to discuss it if you are interested. Happy holidays in advance.

Tiffany Chase has been promoted to director at the Newaygo District Library!. Mary Cook will be leaving Allendale to be the director of the Gary Byker Memorial Library in Hudsonville. Congratulations to them both and best of luck to Kelly Tinkam who will remain part-time at Newaygo and to Melissa Huisman (Gary Byker) who is retiring after 27years. Best to you as you begin this new chapter!

Ann Langois has arrived, and her first official day was 10/27. She will return to Germany on the 9th and be back with us by the end of the month. While in Germany, she will work full-time for us and she now has access to everything she needs. Thank you for your patience. We are all so pleased she is a part of Lakeland!

The LLC leadership team is meeting on Monday, November 6th and we are going to begin to look at best practices and how we can truly transform our services. This will take time, patience and a lot of input from all of you but now is the time and the strategic plan will be our guide....slowly but surely. We are also having an all staff luncheon to welcome not only Ann, but Tisha and May our new(ish) sorters as well.

Patmos: We will be able to announce the results of the election at the meeting and see how they will move forward if it passes. I plan to attend their board meeting on the 13th.

I'm continuing my work with 5 libraries as they go through the strategic planning process. This is such important work and I am so pleased to be a part of it. It is a bit discouraging when participants try to turn it into a book banning discussion but it's also

uplifting when other participants support me when I take us back to the original intent of the focus group. We certainly do live in interesting times.

Please read everyone's reports below because we have made such progress in so many areas even though this has been such a challenging time and will continue to be so until we sort out reports, e-mail and other issues but I am so proud to be a part of the LLC team.

Board and Advisory Agenda Items:

Board: Dale will reside since Lance is out of town. Welcome Kerry Fountain as our newest Board member and to Rob Bristow who joined us last year.

- Board Officers Election: The slate is included in the packet.
- Strategic Planning Update: I have updated the plan and look forward to your comments and questions.
- Muskegon County Libraries ILS Exploration: MADL, White Lake and Hackley are taking preliminary steps to research other ILS offerings and if going on their own as a countywide entity would be beneficial. They will provide information but again this is preliminary and will take time.
- Board Member Oath (Signing to be completed right before adjournment, so Ingrid Boyer can act as notary.)

Advisory: Welcome to Stef Reed as our newest officer We will have thorough updates on the first 3 agenda items and we look forward to the discussion on the MLA conference.

- Patron Point Update
- BiblioSuggest Update
- BiblioApps Update
- MLA Conference Discussion

Manager/Specialist Reports:

Cataloging Services Manager - Jeff Lezman

October 2023 activities

E-mail & telephone consulting contacts: 19

Sierra records manually edited: 37

We added 749 Hoopla records to the database.

Jeff Lezman and Allison VandenBos-Hipskid attended a webinar entitled "Future applications of AI in the creating and managing of library metadata."

September 2023 Statistics

The statistics for September 2023 show a decrease in the number of cataloging requests we received, and a decrease in the number of records cataloged compared to September of last year.

The number of requests to be cataloged in September was down by 23% compared to September 2022. The number of requests received that were already in the database increased by 82%.

The number of records copy-cataloged in September was down by 25% compared to September 2022, due to staff vacations, while the number of original records cataloged was down by 32%. The total number of records cataloged was down by 26% compared to September 2022.

| Cataloging | September 2023 | YTD | September 2022 | YTD | Monthly % | YTD PCT |
|------------------------------|-----------------------|--------------|-----------------------|------------|------------------|----------------|
| Requests Received | 1695 | 21384 | 2196 | 22542 | -23% | -5% |
| Requests already in database | 60 | 672 | 33 | 985 | 82% | -32% |
| Requests to be cataloged | 1635 | 20712 | 2163 | 21557 | -24% | -4% |
| Copy Cataloging | 1055 | 18199 | 1413 | 18737 | -25% | -3% |
| Original Cataloging | 153 | 2588 | 225 | 2330 | -32% | 11% |
| Total Cataloged | 1208 | 20787 | 1638 | 21067 | -26% | -1% |

Delivery & Facility Manager - Terry Cross

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

| | October – 2023 | October – 2022 | Difference | % Change |
|------------------------|-----------------------|-----------------------|-------------------|-----------------|
| Total Book Bags & Bins | 3,015 | 2,774 | 241 | 9% |

In October 2023, there were 3,015 book bags and bins sorted, loaded, and delivered to member libraries. The 3,015 bags and bins that were delivered in October 2023 were 9% more than the 2,774 bags and bins that were sorted and delivered in October 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 194 Mel Cat bins in October 2023. This was an increase of 60 bins as compared to the 134 bins that were received in October 2022. Also in October 2023, we sent out 187 bins, which was an increase of 59 bins as compared to the 128 bins that were sent out in October 2022.

In October, I drove for two weeks, covering for both of the drivers who were each off for one week.

Building maintenance in October consisted of painting the parking space lines and handicap logo in the front parking lot and filling in the larger cracks with a heated rubber type crack filler. The work was done at a substantially lower cost than quotes that were received by contractors. I also replaced a faucet, and the carpets were cleaned.

Digital Services Specialist – Nicki Johnson

In October, VOX orders were placed with free shipping and a 12% discount. Creativebug subscriptions were finalized. We were able to roll the existing subscriptions in with new sign-ups for extra savings for all involved. I have also been working on continued Overdrive stats. New lanyards are in the works for all board, advisory and committee members.

Finance & HR Assistant - Janet Cornell

The FY23 financials have been wrapped up and the pre-audit financial statements are included in this packet. There are still quite a few reports to finalize for the audit, but I have started compiling and entering data for the state aid report so we can finish that soon. I received information for our worker's compensation audit and was able to send out the required documents for that last month.

We finalized the changes we had planned for the bank accounts. The sweep account is doing what it is supposed to do, and we were able to open a MI Class sub account for our capital funds. This should continue to increase our interest revenue while rates are still high.

QuickBooks Questions -

I have received a few questions from directors about TechSoup discontinuing QuickBooks Desktop. I've investigated the situation and Intuit is reducing the availability of their Desktop version. It will still be available, but they are going to a yearly subscription to it as many other software providers have done.

Intuit is recommending users switch to QB Online which TechSoup will continue to offer, but that may or may not be your best or easiest solution. There are some features available in Desktop that aren't available in QB Online and some of the areas of entry aren't named the same – enough to cause some frustration as you learn the program.

If you want to stay with the Desktop version, you would only be able to purchase a subscription by calling Intuit directly. Be advised that there will be a substantial price difference between TechSoup and Intuit's subscription price. Because of this, I am looking into some other alternatives to QuickBooks that will be easy to use and affordable. I will be sending out a survey to get some data from you as I start this process. Please fill out the survey whether you use QuickBooks or not. You may be using a program that will be a good solution for those facing this problem. It will also help me in determining what alternatives will be a good solution.

I will share the survey results and the information I gather with you so you can make your decision. If I find a few alternatives that may be a good fit, I'll try and schedule a demo for you to participate and ask questions - bringing my questions as well. I hope to get these scheduled before the end of the year. If you need to make a switch, it would be better to do this in January, so you don't have to reenter payroll for the calendar year.

IT Manager – Dave VanderGraaf

Email

The migration project has passed the halfway point and is going well, with 8 more locations planned for this month. Distribution list testing has started (using a new platform and a different email domain) and will be shared soon.

Servers

Four of Lakeland's servers are set to have warranties expiring within the year. With some former services now retired (Scola, iTiva, etc.), a full assessment is needed to verify equipment needs. EZproxy troubleshooting is still ongoing.

Old Equipment

Another full trailer of old equipment has been picked up by Dedicated Recycling from Norton Shores, but this project is also still ongoing.

Ticket Counts

October help desk tickets created: 166

October help desk tickets closed: 155

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

ILS Manager – Ann Langois -No report

Member Services Manager – Amber McLain

Patron Point

As you all know, we hit a bit of a SNAFU with auto-renew, so that has been put on hold for the time being. The good news is that there has been movement on this, and we are working with Patron Point to improve the situation and hopefully get us back on track soon. Beyond that, Patron Point is performing as expected with few exceptions - if you run into an issue, please reach out to me so I can look into it and possibly put a ticket in with Patron Point to see what we can do about the issue.

Capira

As we wean off of Capira, they are a bit slow to respond to our requests, so please be patient when submitting requests for changes.

Bibliocommons

BiblioSuggest is currently in its testing phase. We will be monitoring its performance in the test libraries. Then we will tweak the product as necessary before rolling it out to all libraries. We expect the member-wide rollout to be no later than the end of the calendar year.

Committees

Committees are going well. I attend all meetings as a liaison to Lakeland to provide resources and support where needed. I also step in to facilitate these meetings where necessary.

Youth Services has their annual Summer Reading Workshop coming up on November 17.

Continuing Education also has events coming up:

- 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. If you have any ideas for further events, please feel free to reach out, we love to hear your ideas!

Email Migration

As a reminder, once you migrate, please fill out

Email Migration Survey:

<https://docs.google.com/forms/d/e/1FAIpQLSfImp3B7DFi9XFqg-PowLC93HyjFxm1vtjSUMAKpbr8X6iK3Q/viewform>

And a Directory update form: <https://llcoop.org/directory-update-form/>

This helps to expedite the process of migration, and also ensures that you have the email you want for each service we provide. If you have any questions or need any assistance with switching email addresses over, please feel free to contact me.

Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, September 14, 2023 at 9:30 a.m.
At the KDL Service Center**

Council Members Present:

Lakeland Staff Present:

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:05 by Mary Cook.
- 2) **APPROVAL OF AGENDA:** Teresa Kline moved, supported by Deanna Riggelman to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** None.
- 4) **APPROVAL OF MINUTES:** Matt Lubbers-Moore moved, supported by **Joe Zappacosta**, to approve the Advisory Council minutes from **August 2023**, as presented – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORT:** Mary Cook gave an update about board elections.
- 6) **BOARD REPORT:** None.
- 7) **ILS MANAGER'S REPORT:** Carol gave an update about how things are going since Sheryl's retirement. She also emphasized that the libraries should email tech-help whenever possible to provide a written record for staff.
- 8) **MEMBER SERVICE MANAGER'S REPORT:** Amber shared that Patron Point student forms are up and running, BiblioSuggest is being worked on, and Continuing Ed has events upcoming.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol ran a survey about New Director orientation being online versus in person.
- 10) **COMMITTEE REPORTS:**
 - a) Continuing Education – included for information.
 - b) Circulation – included for information.
- 11) **OTHER REPORTS:**
 - a) **MLA:** Shirley Bruursema shared that the fall legislative session will be busy. First Amendment protections, big box store issues, and gun limitations are expected to be discussed. Dale Parus shared more about the big box and gun issues.
- 12) **ONGOING BUSINESS:**
 - a) Fall Programming and Projects
 - i) Ionia is currently undergoing a staffing shift
 - ii) Flat River is currently renovating their teen area
 - iii) Allendale is currently getting estimates for their new website
 - iv) Tamarack is working with their High School to get books in student hands because the school doesn't have a library
 - v) Spring Lake is having a block party with John Ball Zoo, a Firetruck, and more
 - vi) Hudsonville shared that LibraryMarket's calendar has been approached for a possible MCLS group purchase
- 13) **NEW BUSINESS:**
 - a) The group split into two to caucus for two open Board seats.
 - b) Motion to approve Dale Parus for Class 4 representative - Matt Lubbers Moore moved, supported by Maggie McKeithan.
- 14) **PUBLIC COMMENTS:** None.
- 15) **NEXT MEETING:** Thursday, **October 12, 2023** following the 9:30 a.m. Board Meeting at Kent District Library Service Center
- 16) **ADJOURNMENT:** Motion to adjourn at 10:44 - *motion carried*.

Respectfully submitted by,
Amber McLain



LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

Board Officers Election: October 2023-September 2024

Board Meeting: November 9, 2023

Slate of Candidates for one-year terms:

Chair: Lance Werner (Kent District Library, Class VI)

Write-in: _____

Results:

Vice Chair: Dale Parus (Ionia Community Library, Class IV)

Write-in: _____

Results:

Secretary: Ron Suszek (Muskegon Area District Library, Class VI)

Write-in: _____

Results:

Treasurer: Maggie McKeithan (Spring Lake Library District, Class IV)

Write in: _____

Results:



LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

Activity Plan 2023 – 2025 October 2023 UPDATE

Staff Key:

CD=Cooperative Director

CS=Cataloging Services

DS=Digital Services

FD=Facilities & Delivery

FHR=Finance & Human Resources

IT=Information Technology

ILS=Integrated Library System

MS=Member Services

* All staff members report to Cooperative Director

** Only current activity has dates

Grey shading means completed.

Current/New Activity is in **bold text**.

LEADING

Goal 1.1 Ensure barrier-free, two-way communication between members and with LLC.

| Activity | Staff Responsible | Timeline | Update |
|---|-------------------|----------------|--|
| Develop a Communication Plan that includes email and other upgrades to improve access to information, troubleshooting, and networking | LLC Team | Begin 4/1/2023 | Starting to look at samples, get team input etc. Entire team working to support Dave as he works with Nick Heimler. 19 libraries are complete as of 10/31. 4 in process with 13 more to do! Looking and testing options for distribution lists. Amber, Carol are participating in a |

| | | | |
|---|--------------------|-------------------------|---|
| | | | workshop on communication plans to move us forward. |
| Consider a platform like Slack, Jira or Teams | IT, MS | Begin 4/1/2023 | Waiting for input from new ILS manager. |
| Update LLC marketing/promotional materials | CD, FD, MS, DS, IT | Completed by 12/31/2023 | This project is completed and we will continue to add branding as needed. |

Goal 1.2 Model diversity, equity, and inclusion practices for deeper understanding of the library's role in embracing inclusion in all aspects of their operations.

| Activity | Staff Responsible | Timeline | Update |
|---|--------------------------|-----------------|--|
| Review LLC policies for DEI practices and integration | CD, MS, FHR | TBD | Looking at cataloging and budgeting and other standards for equity among members |
| Review marketing language | CD, DS, FHR, MS | TBD | |
| Support members in learning about and integrating DEI practices | CD, FHR | Ongoing | LLC Director attends MCDA DEI meeting. Group provided an "Anatomy of a Collection Development Policy" and on an Accessibility Policy draft which will be shared in late November. |

Goal 1.3 Incorporate intellectual freedom into our Plan of Service, bylaws, policies, and training plans.

| Activity | Staff Responsible | Timeline | Update |
|---|--------------------------|-----------------|---------------|
| Consult ALA Office for Intellectual Freedom and other partners for resources and guidance | CD, DS, FHR | TBD | |
| Conduct an audit/review of all bylaws, policies, and training plans | CD, DS, FHR | TBD | |

| | | | |
|---|-------------|-----|---------------------------------------|
| Edit and update bylaws, policies, and training plans to incorporate intellectual freedom concepts and practices | CD, DS, FHR | TBD | Bylaws and Plan of Service completed. |
|---|-------------|-----|---------------------------------------|

LEARNING

Goal 2.1 Create comprehensive training to provide a multi-format, standardized curriculum for member library staff.

| Activity | Staff Responsible | Timeline | Update |
|--|-------------------|--|--|
| Create a training plan - consider different levels of staff, web portal and corresponding curriculum that incorporates on-demand, remote, regional, and in-person training for the current ILS, reports and statistics and other requests from recent and future surveys with built in measurements from evaluations/surveys for every session | MS, LLC TEAM | Begin in 10/2023 Late 2 nd Quarter | Amber has a template ready. Waiting for Ann to arrive and for them to do a needs assessment and then begin to create a calendar etc. |
| Seek out volunteers (at all levels of library staff) to give input/Beta test, badging | MS, LLC TEAM | Begin in 2/2024 | |
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| | | | |
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Goal 2.2 Work with library-related partners across the state to create a shared method of informing member library staff about training opportunities.

| Activity | Staff Responsible | Timeline | Update |
|---|-------------------|----------|---|
| Partner with MCLS, MLA, LOM, school association to determine best communication methods | CD | TBD | Until staffing issues at LOM are resolved, this will be difficult to address. Sharing info with Coop Directors. |

| | | | |
|--|------------|-----|---|
| Work with partners to create a statewide CE calendar, newsletter, or other communication vehicle | CD, MS, DS | TBD | Until staffing issues at LOM are resolved, this will be difficult to address. Hiring is almost complete at LOM so we will update this as info is provided. |
| | | | |
| | | | |

Goal 2.3 Add value to the operations and culture of members libraries by delivering continuing education, professional development, and networking opportunities that are not available from other sources.

| Activity | Staff Responsible | Timeline | Update |
|---|--------------------------|--------------------------------------|--|
| Determine CE/PD needs that are currently not met by other sources | CD, MS & CE COMMITTEE | ONGOING Schedule for 2023 is set. | New programs/webinars etc. Back to Basics: Collection Development. Beyond Book bans. Board Development on IF. |
| Develop additional networking opportunities for members | CD, MS and CE COMMITTEE | Ongoing. | ALA Bus Trip, Post Advisory Council Brown Bag Lunches. Others will be added. |

LENDING

Goal 3.1 Ensure a cohesive vision for the future of the ILS by capturing institutional knowledge and creating a succession plan to fill key roles.

| Activity | Staff Responsible | Timeline | Update |
|---|--------------------------|------------------|---|
| Document current key roles/positions/procedures | LCC TEAM | Completed 8/1/23 | Job description, job posted, procedures and documentation and current ILS recommendations |

| | | | |
|--|--------------|--|---|
| Determine hiring needs and potential timelines for future openings | CD | Completed by 6/1/2023 | Interviews |
| Hire new ILS Manager | | Completed 8/1. Waiting for onsite onboarding . | Make an offer and set start date, develop onboarding plan |
| Onboarding of new ILS Manager on site. | CD, LLC TEAM | Plan completed and onboarding is ongoing until mid Dec. | Develop onboarding plan and follow the plan |

Goal 3.2 Improve the functionality of the ILS by investigating ways to streamline and maximize the features of the existing ILS and 3rd party add-ons.

| <u>Activity</u> | <u>Staff Responsible</u> | <u>Timeline</u> | <u>Update</u> |
|---|----------------------------------|-----------------|--|
| LLC staff learn more about ILS functionality and integrations | LLC TEAM with lead by ILS and MS | 2024—exact TBD | 24 Training hours were purchased from Innovative for staff use to commence in December. Meet with Innovative staff in November with Ann. Reports are being reviewed as are all current practices. This will take a lot of time in 2024. |

Goal 3.3 Develop a wish list of ILS features and functionality desired by members to inform future ILS decision-making.

| <u>Activity</u> | <u>Staff Responsible</u> | <u>Timeline</u> | <u>Update</u> |
|---|--------------------------|-----------------|---------------|
| Create a Task Force to inform process and develop feedback mechanisms | ILS, MS, CS, IT, CD, DS | TBD | |
| Investigate additional potential ILS features and functionalities | ILS, MS, CS, IT, CD, DS | TBD | |
| Survey members | MS | TBD | |

Goal 3.4 Find ways to share resources and services to benefit all members.

| <u>Activity</u> | <u>Staff Responsible</u> | <u>Timeline</u> | <u>Update</u> |
|-----------------|--------------------------|-----------------|---------------|
|-----------------|--------------------------|-----------------|---------------|

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|---|------------------|------------|--|
| Investigate additional shared collections, i.e., library of things, STEM kits, other rotating collections | CS, DFS, ILS, MS | 2024, TBD | |
| Investigate additional group purchases and subscriptions, i.e., HR Source, Board Source | DS, CD | ONGOING | Renewals, new products etc. Crafty is new. Vox, Ancestry. BiblioApps, etc. |
| Feedback mechanism, decision-tree creation, work on formalizing process for group purchases. | DS, CD, MS | 1/1/2024-- | Google Spreadsheets have been implemented. Others are being explored. |

| Goal 3.5 Complete a delivery study and implement recommended changes for increased efficiency and access. | | | |
|--|-------------------|----------------|--|
| Activity | Staff Responsible | Timeline | Update |
| Conduct a study to identify potential problem points in delivery service procedures and consider possible procedures to streamline | FDS, CD, ILS | Began 7/1/2023 | Looking at various options, various bag counts to target growing need at specific libraries. |
| Update delivery policies based on study findings | FDS, CD, ILS | TBD | |
| Communicate and implement new delivery procedures based on study findings | FDS, DS, MS, ILS | TBD | |

OATH OF OFFICE

Name: _____
[Print]

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the state of Michigan and that I will faithfully discharge the duties of my position on the Lakeland Library Cooperative Board in accordance with the Plan of Service, Bylaws and associated documents, laws and policies to the best of my ability.

Signature: _____

Date Signed: _____

Notary Stamp and Signature: