



LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

BOARD MONTHLY MEETING

Thursday, January 11, 2024
9:30 a.m.

**ADVISORY COUNCIL TO FOLLOW
and Lunch and Learn
on Library of Things
at approximately 11: a.m.**

**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 TO BOARD PRESIDENT/COOPERATIVE DIRECTOR**
- 4) **PUBLIC COMMENTS**
- 5) **APPROVAL OF MINUTES**
 - a) November 9th, 2023, Unofficial Board Minutes (m) PAGES 2-3
- 6) **FINANCIAL REPORT**
 - a) November and December Financials and monthly check registers (m) PAGES 4-16
- 7) **PRESIDENT'S Report** (i)
 - a) Director's Evaluation
 - b) Committee Assignments
- 8) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 17-25
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Minutes are not available due to no meeting in December, 2023. (i)
- 10) **PUBLIC COMMENTS**
- 11) **BOARD MEMBER COMMENTS**
- 12) **NEXT MEETING: February 8th at the Kent District Library Service Center**
- 13) **ADJOURNMENT** (m)

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

Present: Diane Kooiker (HO), Dale Parus (IC), Kerry Fountain (IS), Rob Bristow (OG), Maggie McKeithan (OS), Joe Zappacosta (SM), Ron Suszek (UM), Shirley Bruursema (KDL)
Lakeland Staff Present: Carol Dawe, Janet Cornell
Absent: Lance Werner (KDL), John McNaughton (GRPL)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:32 am. by Dale Parus.
 - a) Introduced New Members.
- 2) **APPROVAL OF AGENDA:** Rob Bristow moved, supported by Ron Suszek, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** Dale Parus congratulated Patmos and Kent District Libraries for their successful millage elections.
- 5) **APPROVAL OF MINUTES:** Rob Bristow moved, supported by Ron Suszek, to approve the board minutes from October 12, 2023 – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) October Financials and Check Register: Diane Kooiker moved, supported by Rob Bristow, to approve the October Financials as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT**
 - a) None
- 8) **DIRECTOR'S REPORT:** Carol Dawe reported on the following items -
 - a) Ann Langlois has officially started at Lakeland although she is back in Germany right now to tie up some moving issues. The staff met together to look at how and why we do things right now to see if there may be better ways of providing services or if we can eliminate things not needed.
 - b) Carol talked with Bibliocommons as they are also looking at different ways that they do business with large consortiums, so they can provide better service at a better price. We are the 2nd largest consortium they work with.
 - c) The financial audit is in the works and the state aid financials are done. The rest of the state aid report will be finished up this month. Carol asked Lakeland members to submit their state aid reports as soon as possible as well.
 - d) Patmos millage passed with a favorable rate of around 62 percent.
 - e) She is also working on standards and is focusing on the Newaygo County libraries right now.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council official minutes for October 12, 2023, included for informational purposes.
- 10) **NEW BUSINESS:**
 - a) Board Officers Election – Kerry Fountain moved, supported by Rob Bristow, to accept the election slate as presented – motion passed. The officers elected for one-year terms are the following:
 - Chair: Lance Werner (KDL)
 - Vice Chair: Dale Parus (IC)
 - Secretary: Ron Suszek (UM)
 - Treasurer: Maggie McKeithan (OS)
 - b) Strategic Planning Update – An update was included in the packet. Bold items are new, grey items are ones that have been completed. Action plans may be added as more activities are completed. Carol Dawe mentioned that she and Ann talked with Innovative. Money was set aside last year for training for her, and they also discussed the loan determinator table.
 - c) Muskegon County Libraries ILS Exploration – Ron Suszek reported that the Muskegon County libraries of MADL, Hackley, and White Lake have an RFP with Bibliocore to investigate the

feasibility of consolidating the ILS for their libraries. They should have more information after December 8th.

- d) Board Member Oath – The state of Michigan encourages local boards to take an oath of office. This is also encouraged for local library boards as well so that those elected to their positions understand their responsibilities. Those newly elected board members in attendance took the oath of office after the board meeting.

11) PUBLIC COMMENTS:

- a) There were no public comments.

12) BOARD MEMBER COMMENTS:

- a) Shirley Bruursema – Wrapping up the election duties which includes picking up signs, as some municipalities will issue fines for those leaving them out. It was a good outcome for both Patmos and KDL and she thanked all those who supported them in their elections. She is gearing up for 11 millage elections in 2024.
- b) Kerry Fountain – Made a trip up to Northern Michigan University to return an item lost in RIDES. The item would have cost \$2,500 to replace so she wanted to make sure it made it there safely.
- c) Rob Bristow – Happy to see the millage pass for Patmos as they are close neighbors.
- d) Joe Zappacosta – After 2 years of negotiating they have come up with a final agreement with the school district. This will allow them to move forward with some much-needed renovations at both of their locations.
- e) Maggie McKeithan – They are on track and under budget with their renovations. They are also adding some new self-checkouts.
- f) Diane Kooiker – none.
- g) Ron Suszek – Was hopeful for a good partnership with the NEA Big Read Lakeshore event on November 14th with author, Jerry Craft.
- h) Dale Parus - none.

13) NEXT MEETING: Thursday, December 14th, at 9:30 a.m. at Kent District Library Service Center.

14) ADJOURNMENT: Ron Suszek moved, supported by Dale Parus, to adjourn at 10:09 am - *motion carried.*

Respectfully submitted by,
Janet Cornell

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

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 104,955

002 · Savings Accounts 529,015

Total Checking/Savings 633,971

Other Current Assets

084 · Due from Other Funds 74,429

111 · Undeposited Funds 5,184

123 · Prepaid Expenses 64,084

Total Other Current Assets 143,697

Total Current Assets 777,668

Fixed Assets 318,585

TOTAL ASSETS \$ 1,096,253

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 7,463

Other Current Liabilities

231 · Payroll Liabilities 2,833

237 · Benefit Liabilities 4,380

Total Other Current Liabilities 7,213

Total Current Liabilities 14,676

Total Liabilities \$ 14,676

Equity

370 · Nonspendable Funds 88,574

371 · Property 318,585

390 · Unassigned Funds 792,063

399 · Net Position - Unrestricted 47,793

Net Income (165,438)

Total Equity \$ 1,081,577

TOTAL LIABILITIES & EQUITY \$ 1,096,253

Lakeland Library Cooperative
Operating Budget vs. Actual
 October through November 2023

	<u>YTD</u>	<u>Budget</u>	<u>%</u>
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	6,113	5,000	122.3%
672 · Other Revenue	125	100	125.1%
Total Income	<u>\$ 211,732</u>	<u>\$ 1,536,055</u>	<u>13.8%</u>
Expense			
702 · Salaries & Wages	92,195	811,730	11.4%
710 · Benefits	33,074	153,750	21.5%
719 · Mileage	672	3,500	19.2%
720 · Professional Development	840	9,000	9.3%
726 · Supplies	270	3,840	7.0%
801 · Professional Services	890	26,740	3.3%
810 · Insurance	17,821	17,480	102.0%
817 · ILS & IT Expenses	178,293	400,305	44.5%
831 · RIDES	0	8,580	0.0%
860 · Delivery Expenses	3,694	57,555	6.4%
880 · Member Development	642	6,000	10.7%
920 · Facility Expenses	3,779	37,575	10.1%
Total Expense	<u>\$ 332,171</u>	<u>\$ 1,536,055</u>	<u>21.6%</u>
Net Ordinary Income	<u>\$ (120,438)</u>	<u>\$ -</u>	<u>100.0%</u>
Other Expense			
995 · FB Transfers Out	45,000	45,000	100.0%
Total Other Expense	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>100.0%</u>
Net Other Income	<u>\$ (45,000)</u>	<u>\$ (45,000)</u>	<u>100.0%</u>
Net Income	<u><u>\$ (165,438)</u></u>	<u><u>\$ (45,000)</u></u>	<u><u>367.6%</u></u>

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

Date	Name	Memo	Account	Amount
001.01 - Main Checking-Sweep Acct				
11/01/2023	Unique	Message Bee	Notifications	8,493.00
11/03/2023	MERS	Pension	Benefits	4,209.61
11/03/2023	State of Michigan--Vendor		Payroll Liabilities	1,807.50
11/03/2023	Backstage Library Works		Authority Control	1,189.40
11/03/2023	Fuel Management System		Vehicle Fuel	1,123.74
11/03/2023	Superior Pest Control, Inc.	Pest Control	Facility Contracts	58.00
11/03/2023	Dawe, Carol - vendor	Mileage and Conference	-SPLIT-	424.08
11/06/2023	Amazon	Delivery Supplies	Supplies	32.98
11/06/2023	Cintas	Floor mats	Facility Contracts	119.20
11/06/2023	First National Bank	IT, supplies, fees, Fax	-SPLIT-	847.66
11/06/2023	Granger	Trash Removal	Facility Contracts	114.63
11/07/2023	Payroll		-SPLIT-	20,148.27
11/07/2023	United States Treasury		Payroll Liabilities	7,277.82
11/07/2023	MERS 401/457		Payroll Liabilities	2,152.47
11/17/2023	Grand Rapids Income Tax Dept.		Payroll Liabilities	109.98
11/17/2023	Walker City Treasurer		Payroll Liabilities	228.60
11/20/2023	Coverall - New Dreams, Inc.	Janitorial Service	Facility Contracts	170.00
11/20/2023	Fuel Management System		Vehicle Fuel	1,072.42
11/20/2023	Aflac		Payroll Liabilities	403.82
11/20/2023	Amazon	IT supplies	Supplies	27.93
11/20/2023	BCBS	Health Insurance	Benefits	3,117.83
11/20/2023	BCN	Health Insurance	Benefits	5,014.61
11/20/2023	Berger Chevrolet		Vehicle Repairs/Maintenance	88.66
11/20/2023	Comcast	Data Lines	IT Operations	575.00
11/20/2023	Consumers Energy		Utilities	363.52
11/20/2023	DTE Energy		Utilities	52.54
11/20/2023	DTE Energy		Utilities	168.96
11/20/2023	Healthiest You	Telehealth	Benefits	76.50
11/20/2023	Home Depot		Building Repairs/Maintenance	215.20
11/20/2023	Mitel		Telephones	478.00
11/20/2023	SS Power Wash		Vehicle Repairs/Maintenance	90.00
11/20/2023	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	269.65
11/21/2023	Payroll		-SPLIT-	23,394.70
11/21/2023	United States Treasury		Payroll Liabilities	8,112.52
11/21/2023	MERS 401/457		Payroll Liabilities	1,905.14
11/29/2023	Delta Dental	Dental/Vision Insurance	Benefits	423.53
11/29/2023	Lake Odessa Community Library		Prof Collection	64.40
11/30/2023	Berger Chevrolet		Vehicle Repairs/Maintenance	107.21
11/30/2023	Cintas	Floor mats	Facility Contracts	119.20
11/30/2023	First National Bank	Continuing Ed, supplies, IT, fees	-SPLIT-	2,614.12
11/30/2023	Home Depot		Building Repairs/Maintenance	72.48
			TOTAL	<u>97,334.88</u>

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

	Pass Through	Capital
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	52,428	1,589
001.3 · eCommerce - Checking	9,684	
Total 001 · Checking Accounts	62,112	1,589
002 · Savings Accounts		57,559
Total Checking/Savings	62,112	59,148
Accounts Receivable	1,075	
Other Current Assets		
111 · *Undeposited Funds	250	
123 · Prepaid Expense		10,712
Total Other Current Assets	250	10,712
Total Current Assets	63,437	69,860
TOTAL ASSETS	\$ 63,437	\$ 69,860
 LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	40,000	34,429
Total Current Liabilities	40,000	34,429
Total Liabilities	\$ 40,000	\$ 34,429
 Equity		
370 · Nonspendable Funds		10,350
390 · Unassigned Funds		1,591
399 · Net Position - Unrestricted		44,384
Net Income	23,437	(20,894)
Total Equity	23,437	35,431
TOTAL LIABILITIES & EQUITY	\$ 63,437	\$ 69,860

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

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	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	9,772	28,000	34.9%			
645 · IT Services	0	350	0.0%			
665 · Interest Revenue				629	2,000	31.5%
672 · Other Revenue	0	750	0.0%			
677 · Group Training	1,675					
Total Income	\$ 33,296	\$ 215,800	15.4%	\$ 629	\$ 2,000	31.5%
Expense						
728 · Library Supply Expense	169	8,700	1.9%			
729 · Collection Expenses	9,689	92,000	10.5%			
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	\$ 9,859	\$ 215,800	4.6%	\$ 66,523	\$ 92,500	71.9%
Net Ordinary Income	\$ 23,437	\$ -	100.0%	\$ (65,894)	\$ (90,500)	72.8%
Other Income/Expense						
Other Income						
699 · Fund Balance Transfers In						
699.1 · FB Transfers In-from Operating				45,000	45,000	100.0%
699.2 · FB from Capital Reserves				0	45,500	0.0%
Total 699 · Fund Balance Transfers In	0	0	0.0%	45,000	90,500	49.7%
Total Other Income	0	0	0.0%	45,000	90,500	49.7%
Net Other Income	\$ -	\$ -	0.0%	\$ 45,000	\$ 90,500	49.7%
Net Income	\$ 23,437	\$ -	100.0%	\$ (20,894)	\$ -	100.0%

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

Date	Name	Memo	Account	Amount
001.1 - Fund - Checking				
001.11 - Checking - Pass Through				
11/20/2023	OverDrive	audio and ebooks	Group Collections	4,997.78
11/29/2023	ID Label, Inc.	barcodes	Library Supplies	169.10
Total 001.11 - Checking - Pass Through				<u>5,166.88</u>
001.12 - Checking - Capital				
Total 001.12 - Checking - Capital				<u>0.00</u>
TOTAL				<u><u>5,166.88</u></u>

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

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 52,756

002 · Savings Accounts 429,015

Total Checking/Savings 481,771

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 64,084

Total Other Current Assets 138,513

Total Current Assets 620,284

Fixed Assets 318,585

TOTAL ASSETS \$ 938,869

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

231 · Payroll Liabilities 2,646

237 · Benefit Liabilities 4,841

Total Other Current Liabilities 7,487

Total Current Liabilities 7,487

Total Liabilities \$ 7,487

Equity

370 · Nonspendable Funds 88,574

371 · Property 318,585

390 · Unassigned Funds 792,063

399 · Net Position - Unrestricted 47,793

Net Income (315,633)

Total Equity \$ 931,382

TOTAL LIABILITIES & EQUITY \$ 938,869

Lakeland Library Cooperative
Operating Budget vs. Actual
October through December 2023

	YTD	Budget	%
Income			
566 · State Aid Revenue	-	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	6,113	5,000	122.3%
672 · Other Revenue	125	100	125.1%
Total Income	211,732	1,536,055	13.8%
Expense			
702 · Salaries & Wages	154,548	811,730	19.0%
710 · Benefits	43,473	153,750	28.3%
719 · Mileage	789	3,500	22.5%
720 · Professional Development	1,078	9,000	12.0%
726 · Supplies	334	3,840	8.7%
801 · Professional Services	920	26,740	3.4%
810 · Insurance	17,821	17,480	102.0%
817 · ILS & IT Expenses	249,292	400,305	62.3%
831 · RIDES	-	8,580	0.0%
860 · Delivery Expenses	6,490	57,555	11.3%
880 · Member Development	1,975	6,000	32.9%
920 · Facility Expenses	5,645	37,575	15.0%
Total Expense	482,365	1,536,055	31.4%
Net Ordinary Income	\$ (270,633)	\$ -	100.0%
Other Expense			
995 · FB Transfers Out	45,000	45,000	100.0%
Total Other Expense	45,000	45,000	100.0%
Net Other Income	(45,000)	(45,000)	100.0%
Net Income	\$ (315,633)	\$ (45,000)	701.4%

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

Date	Name	Memo	Account	Amount
001.01 - Main Checking-Sweep Acct				
12/01/2023	MERS	Pension	Benefits	4,380.20
12/01/2023	State of Michigan--Vendor		Payroll Liabilities	2,253.00
12/01/2023	Allied Universal (Midstate)	Building Security	Facility Contracts	320.50
12/01/2023	Dawe, Carol - vendor	Mileage and supplies	-SPLIT-	386.56
12/04/2023	Lighthouse Insurance	Cybersecurity and D&O	Insurance	6,756.00
12/05/2023	Payroll		-SPLIT-	19,820.66
12/05/2023	United States Treasury		Payroll Liabilities	6,525.70
12/05/2023	MERS 401/457		Payroll Liabilities	1,905.14
12/13/2023	Brandli, Paige	SRP workshop	Continuing Education	355.93
12/13/2023	MCLS		SkyRiver	45,962.91
12/13/2023	State of MI - SOS		Driver Certifications	45.00
12/15/2023	Grand Rapids Income Tax Dept.		Payroll Liabilities	109.98
12/15/2023	Walker City Treasurer		Payroll Liabilities	284.53
12/15/2023	Allied Universal (Midstate)	Building Security	Facility Contracts	121.56
12/15/2023	Backstage Library Works		Authority Control	274.50
12/15/2023	Coverall - New Dreams, Inc.	Janitorial Services	Facility Contracts	170.00
12/15/2023	Fuel Management System		Vehicle Fuel	807.40
12/18/2023	Aflac		Payroll Liabilities	403.82
12/18/2023	BCBS	Health Insurance	Benefits	2,518.30
12/18/2023	BCN	Health Insurance	Benefits	5,014.61
12/18/2023	Comcast	Data Lines	IT Operations	575.00
12/18/2023	Consumers Energy		Utilities	390.86
12/18/2023	DTE Energy		Utilities	55.94
12/18/2023	DTE Energy		Utilities	301.43
12/18/2023	Granger	Trash Removal	Facility Contracts	114.63
12/18/2023	Healthiest You		Benefits	76.50
12/18/2023	LocalHop	Webpage	IT Operations	3,100.00
12/18/2023	Mitel		Telephones	487.11
12/18/2023	Patron Point		Patrol Point	16,000.00
12/18/2023	Ricoh USA Inc.	Copier	IT Operations	26.96
12/18/2023	SS Power Wash	Truck wash	Vehicle Repairs/Maintenance	90.00
12/19/2023	Payroll		-SPLIT-	19,924.66
12/19/2023	United States Treasury		Payroll Liabilities	6,541.48
12/19/2023	MERS 401/457		Payroll Liabilities	1,905.14
12/27/2023	Boyer, Allison	SRP refreshments	Continuing Education	70.00
12/27/2023	CDW-G	Email Filtering	IT Operations	5,020.00
12/27/2023	Delta Dental	Dental/Vision Insurance	Benefits	385.89
12/29/2023	Berger Chevrolet		Vehicle Repairs/Maintenance	88.66
12/29/2023	Cintas	Floor Mats	Facility Contracts	119.20
12/29/2023	First National Bank	Training, IT, bank fees, Fax	-SPLIT-	1,234.93
12/29/2023	Michigan Insurance Company	Worker's Comp Audit	Insurance	159.00
12/29/2023	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	269.65
12/29/2023	Dawe, Carol - vendor	Mileage and supplies	-SPLIT-	180.18

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

Date	Name	Memo	Account	Amount
12/29/2023	Fuel Management System		Vehicle Fuel	1,765.10
12/29/2023	Superior Pest Control, Inc.	Pest Control	Facility Contracts	58.00
12/29/2023	Home Depot		Building Repairs/Maintenance	27.60
			TOTAL	<u>157,384.22</u>

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

	Pass Through	Capital
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	46,901	1,589
001.3 · eCommerce - Checking	3,136	
Total 001 · Checking Accounts	50,037	1,589
002 · Savings Accounts		57,559
Total Checking/Savings	50,037	59,148
Accounts Receivable	23	
Other Current Assets		
123 · Prepaid Expense		10,712
Total Other Current Assets	-	10,712
Total Current Assets	50,060	69,860
TOTAL ASSETS	\$ 50,060	\$ 69,860
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	40,000	34,429
Total Current Liabilities	40,000	34,429
Total Liabilities	40,000	34,429
Equity		
370 · Nonspendable Funds		10,350
390 · Unassigned Funds		1,591
399 · Net Position - Unrestricted		44,384
Net Income	10,060	(20,894)
Total Equity	10,060	35,431
TOTAL LIABILITIES & EQUITY	\$ 50,060	\$ 69,860

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

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	169	8,700	1.9%			
629 · Group Collections	21,849	92,000	23.7%			
635 · Group Services	-	86,000	0.0%			
637 · Ecommerce Fines	9,772	28,000	34.9%			
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				629	2,000	31.5%
672 · Other Revenue	-	750	0.0%			
677 · Group Training	1,675					
Total Income	33,465	215,800	15.5%	629	2,000	31.5%
Expense						
728 · Library Supply Expense	169	8,700	1.9%			
729 · Collection Expenses	15,011	92,000	16.3%			
805 · Group Subscriptions	-	86,000	0.0%			
807 · Fines Paid	6,551	28,000	23.4%			
830 · IT Services Expense	-	350	0.0%			
880 · Member Development	1,675					
969 · Other Services	-	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				-	7,500	0.0%
975 · Technology				66,523	85,000	78.3%
Total 970 · Capital Outlay				66,523	92,500	71.9%
Total Expense	23,405	215,800	10.8%	66,523	92,500	71.9%
Net Ordinary Income	\$ 10,060	\$ -	100.0%	\$ (65,894)	\$ (90,500)	72.8%
Other Income						
699 · Fund Balance Transfers In						
699.1 · FB Transfers In-from Operating				45,000	45,000	100.0%
699.2 · FB from Capital Reserves				-	45,500	0.0%
Total 699 · Fund Balance Transfers In	-	-	0.0%	45,000	90,500	49.7%
Total Other Income	-	-	0.0%	45,000	90,500	49.7%
Net Income	\$ 10,060	\$ -	100.0%	\$ (20,894)	\$ -	100.0%

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

16

Date	Name	Memo	Split	Amount
001.1 · Fund - Checking				
001.11 · Checking - Pass Through				
12/13/2023	Kent District Library-Vendor	Reimbursed for 11/14/23 workshop	Member Development	1,675.00
12/15/2023	Coopersville Area District Library		Efines	176.34
12/15/2023	Fennville District Library-Vendor		Efines	103.73
12/15/2023	Freeport District Library - Vendor		Efines	47.64
12/15/2023	Gary Byker Memorial Library-Vendor		Efines	100.64
12/15/2023	Ionia Community Library-Vendor		Efines	108.48
12/15/2023	Patmos Library-Vendor		Efines	321.53
12/15/2023	Reynolds Township Library-Vendor		Efines	55.98
12/15/2023	Saranac Public Library-Vendor		Efines	348.34
12/15/2023	Saugatuck--Douglas District Library		Efines	31.83
12/15/2023	Sparta Township Library--Vendor		Efines	103.99
12/15/2023	White Cloud Community Library-Vendor		Efines	25.99
12/15/2023	White Lake Community Library-Vendor		Efines	56.92
12/29/2023	OverDrive	Audio and Ebooks	-SPLIT-	5,321.16
Total 001.11 · Checking - Pass Through				8,477.57
001.12 · Checking - Capital				
Total 001.12 · Checking - Capital				0.00
Total 001.1 · Fund - Checking				8,477.57
001.3 · eCommerce - Checking				
12/11/2023	Allendale Township Library-Vendor		Efines	244.31
12/11/2023	Cedar Springs Public Library-Vendor		Efines	128.56
12/11/2023	Flat River Community Library-Vendor		Efines	106.23
12/11/2023	Fremont Area District Library-Vendor		Efines	165.42
12/11/2023	Georgetown Twp Public Library-Vendor		Efines	1,510.84
12/11/2023	Grant Area District Library-Vendor		Efines	45.70
12/11/2023	Hackley Public Library-Vendor		Efines	114.72
12/11/2023	Hastings Public Library-Vendor		Efines	119.32
12/11/2023	Henika District Library-Vendor		Efines	35.96
12/11/2023	Herrick District Library-Vendor		Efines	939.96
12/11/2023	Howard Miller Library-Vendor		Efines	163.70
12/11/2023	Loutit District Library--Vendor		Efines	236.04
12/11/2023	Muskegon Area District Library-Vendor		Efines	786.72
12/11/2023	Newaygo Area District Library-Vendor		Efines	60.47
12/11/2023	Salem Township Library-Vendor		Efines	216.92
12/11/2023	Spring Lake District Library-Vendor		Efines	152.77
12/11/2023	Tamarack District Library-Vendor		Efines	39.65
Total 001.3 · eCommerce - Checking				5,067.29
TOTAL				13,544.86



LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

COOPERATIVE DIRECTOR'S REPORT

January 11, 2024

My daughter came “home” from NYC and gave me love, laughter and Covid. I’m no longer positive but I’m struggling with a bit of a relapse with terrible fatigue and a bad cough. It has slowed me down....at least the holiday décor is put away but that’s probably the reason for the relapse.

What you see below is what I provided as a part of my annual performance review for the Board. I have updated it since November 21st to reflect recent changes BUT I think it gives a very good overview of all that has happened in 2023. I know I left out things but it’s a good place to start as we begin 2024. If you take away nothing else, the LLC team and membership- all of us- work together to support each other and it truly is a privilege to be a part of this organization.

Director Evaluation Annual Update: (Updated in bold as of 1/5/2024)

I am pleased with the progress of the strategic plan and know that we will move forward now that we are fully staffed.

2022-2023 was once again a busy year with challenges, major changes, projects and quite a few successes. **There is always room for improvement, especially involving communication.**

I would like to focus on the ILS and working with the entire team to transform how we provide services, training, reports, updates and upgrades and new products and functionality. This affects every member of the LLC staff, including how we budget and bill the membership. This would be the main goal of 2023-2024 and is part of the strategic plan as well.

The entire LLC Staff should be commended for their dedication, professionalism, extraordinary effort, and customer service. We look forward to improving our service model even further to meet the needs of our members.

Staff achievements:

1. Overall Lakeland tech staff worked on the transition to a new ILS manager, keeping all systems running and migrating e-mail for **most of the LLC** libraries with the rest being moved off our existing hosted system in 2024. **Some of our hosted distribution e-mail lists will migrate to Google in 2024. Other options will be explored for sharing information. We have also completed the first stage of BiblioApps implementation by creating Apple and Google Developer Accounts. I never understood the expression “Death by 1,000 cuts until now.” We got through it and have two new cell phones for LLC use as a part of the deal. You can ask but I might ask you to wait for my memoir...Dave mentions in his report he is behind....this is why. He worked non-stop on this along with his other duties.**
2. Jeff and the cataloging services department coordinated the move to the cloud for Overdrive records and **the same will be done for Hoopla without any additional cost.** This will save hours of time, provide immediate access for the public and ensure quality records at the same time. The cataloging staff will continue to load music records for Hoopla. The cataloging backlog is now always under 400 items and many of those are pre-order/on-order items. **This is largely due to the increase in productivity since Allison joined us two years ago! Due to a recommendation from our long time cataloger, Julie, we have changed the way we accept original cataloging at the office to cut down on staff time. Detailed information went out in our December report and is below in Jeff’s report.**
3. The delivery and facilities department, led by Terry Cross, has two new trucks and two new sorters. The building is in great shape and upgrades and maintenance are on schedule. **Due to wage increases, we had a larger pool of applicants and were able to hire extremely competent individuals.**
4. We had another successful audit and have streamlined and enhanced some of our finance and HR procedures. We will continue to do so in 2023-2024. **Janet also onboarded 3 individuals this year and 9 total in the last 3 years.**
5. We have a new logo, and our website has been completely rebranded. Amber also implemented PatronPoint with some roadblocks, but we are continuing to educate the vendor on the needs of shared system customers. **Due to this effort, we will be turning on patron card renewal in January, 2024! BiblioSuggest will also be available for patrons (and staff) by the end of January. (Amber and I have the same cough and recording a video is a bit difficult for her at this moment.) Our CE committee has implemented Lunch and Learn after Advisory meetings and hosted (along with generous**

support from KDL) a back to basics weeding/selection program for over 85 participants in November and other sessions and there is more to come!

6. Nicki has trained library staff in better ways to use Overdrive in terms of selection and ordering and weeding. **LLC now assists our RLA Overdrive partners with statistical reporting for our shared digital content.** We have revamped our group purchase procedures and offerings **and will continue to streamline our processes and product offerings.**

7. We welcomed our new ILS manager, Ann in September. **She is now permanently stateside as of mid-December and lives fairly close to the LLC office! Her assessment of practices that need updating and areas where training opportunities are essential will be introduced at the January 2024 Advisory Council Meeting.**

8. **As mentioned above and in a December email, we are implementing BiblioApps with Bibliocommons for all interested libraries for no additional fees. Bibliocommons has bundled this into our current annual maintenance. As previously mentioned, between this app, Hoopla and Overdrive records and BiblioSuggest, I estimate that the membership has saved between \$80,000 and \$100,000 per year in maintenance costs, depending on which quotes you use from the past 3 years. Either way, it's a huge savings.**

The following are some of the projects, issues, programs, etc. that I worked on directly and in some cases with other LLC staff members, member library directors, staff and boards and our partners.

1. The Plan of Service and Bylaws were completely rewritten and revised in the past two years and submitted to the LM for approval. Georgetown was added as a full board member and an ex officio position was created as well.
2. The LLC strategic planning process was completed last January, and quarterly updates are provided to the board.
3. The Lakeland Circulation, CE, Overdrive and Youth Service groups are now fully member lead committees of the Advisory Council. The summer reading program received donations for the first time in many years.
4. Patmos Library was defunded over book challenges. I spoke at least 4 times within the past year at their board meetings, worked with staff and board member and provided information to the public as well. I was interviewed by Bridge, Grand Rapids Press, NPR, The Washington Post and USA today. The milage has passed and the library can remain a member of LLC. With hope, they can find a director and I will help with this search if asked.

5. Algoma vote on withdrawing from KDL: I spoke with dozens of residents, took meetings with members of both side and prepared documents highlighting our services and the disparity in budgets of our member libraries. I worked with Lance on this as well.
6. Cedar Springs has experienced great upheaval due to a contract renewal with Solon Township. I counseled the board, the mayor, staff and presented at multiple board and city council meetings. The contract has been signed. I am scheduled to do board development in December and with hope assist as they hire a new director.
7. Our long-time ILS manager retired in September. I worked all last year to ensure we had much needed documentation and to find a suitable replacement. Both have been accomplished but now we need to transform how the ILS is managed, updated, and focus on training for member libraires.
8. I completed my term as the Chair of the Michigan Cooperative Directors Association in October. During my two years, we created documents and presentations on intellectual freedom, DEIA, board development, accessibility and created a service document for all 11 cooperatives. We now have committees, chairs and stronger relationships with LM, MLA and MCLS. I attended the LM board meetings several times to represent the MCDA. I also spoke on behalf of the group at MLA and other functions, programs, and events.
9. Muskegon Area District Library, Hackley and White Lake are investigating moving to their own ILS. They approached me midway through last year and I have provided support throughout this process. I am working with Jeff Lezman on cataloging issues as MADL moves to catalog their own collection.
10. I negotiated reduced pricing for our Overdrive Magazine Group and am working closely with Bibliocommons for price restructuring. **(See above)**.
11. I spoke at an ALA preconference for the Library Alliance on Intellectual Freedom and participated in other webinars on this topic throughout the year. I also spoke to the Coopersville and Belding boards on this topic, and I have done general board development at Hastings, Grand Rapids, Coopersville, Salem, Cedar Springs and others. I have advised over 35 member libraries on intellectual freedom; the OMA and other board issues this past year.
12. I am assisting Saugatuck, Coopersville, Fremont, and Flat River in strategic planning including survey creation and focus groups with the board, staff, public and partners. I will begin work with Hesperia, Hopkins, and White Lake in 2024 if their boards move forward with this project.
13. I assisted the City of Hudsonville with their search for a new director and was a part of the team that interviewed and selected the candidate. I did the same for a youth services librarian at Hastings since the director had to recuse herself. I have helped Allendale, Patmos, Cedar Springs, and others peripherally with other hiring and other personnel issues.

14. I recommended and Advisory agreed to cancel the shared mobile app and move to BiblioApps. I will be directly involved in this implementation along with other LLC staff.
15. Standards for libraries need to be a focus for next year. A committee has been formed.

These items along with the strategic plan should provide the board with examples and insight into the duties and responsibilities of the cooperative director and goals for 2023-2024. Please let me know if you have any questions.

Again, I would like to thank Terry, Brian, Ron, Jill, Jeff R, Tisha, Mae, Jeff L., Julie, Allison, Janet, Dave, Amber, Nicki and Ann for all their incredible work this year!

Other Reports:

To:

Cataloging Services Manager - Jeff Lezman

From: LLC Cataloging



LAKELAND LIBRARY
COOPERATIVE

Record #

Returning materials called in for Cataloging

Title

Beginning in January 2024, we will be making a change in how we return materials that have been called in for original cataloging. In an effort to save both time and money, we will only return materials in padded envelopes if they are sent to us in padded envelopes.

The cost of padded envelopes is high, and it requires a great deal of staff time to repackage these materials to go through Delivery. Our Delivery staff take great care with the many hundreds of items they deal with every day, so damage to materials in Delivery is a rarity.

All materials returning from Cataloging will either be covered by a white wrap-around slip or have a white return slip inserted into the item. An image of the new return slip can be seen below. Please share this information with your staff.

As stated above, this change will help us to save money and staff time. Meanwhile, you will still have the option to have materials returned in padded envelopes. Any item sent to us in a padded envelope will be returned in the same envelope.

We will begin this new procedure in January 2024.

November/December 2023 activities

E-mail & telephone consulting contacts: 41

Sierra records manually edited: 99

We added 14,264 Hoopla records to the database.

October 2023 Statistics

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

The number of requests to be cataloged in October was down by 7% compared to October 2022. The number of requests received that were already in the database increased by 9%.

The number of records copy-cataloged in October was down by 13% compared to October 2022, while the number of original records cataloged was up by 11%. The total number of records cataloged was down by 11% compared to October 2022.

Cataloging	October 2023	YTD	October 2022	YTD	Monthly %	YTD PCT
Requests Received	1909	1909	2052	2052	-7%	-7%
Requests already in database	108	108	99	99	9%	9%
Requests to be cataloged	1801	1801	1953	1953	-8%	-8%
Copy Cataloging	1783	1783	2048	2048	-13%	-13%
Original Cataloging	248	248	223	223	11%	11%
Total Cataloged	2031	2031	2271	2271	-11%	-11%

November 2023 Statistics

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

The number of requests to be cataloged in November was up by 7% compared to November 2022. The number of requests received that were already in the database increased by 132%.

The number of records copy-cataloged in November was up by 5% compared to November 2022, while the number of original records cataloged was up by 101%. The total number of records cataloged was up by 12% compared to November 2022.

Cataloging	November 2023	YTD	November 2022	YTD	Monthly %	YTD PCT
Requests Received	1901	3810	1773	3825	7%	0%
Requests already in database	72	180	31	130	132%	38%
Requests to be cataloged	1829	3630	1742	3695	5%	-2%
Copy Cataloging	1727	3510	1651	3699	5%	-5%
Original Cataloging	279	527	139	362	101%	46%
Total Cataloged	2006	4037	1790	4061	12%	-1%

Delivery and Facility Manager - Terry Cross

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

	December – 2023	December – 2022	Difference	% Change
Total Book Bags & Bins	2,534	2,602	(68)	(3%)

In December 2023, there were 2,534 book bags and bins sorted, loaded, and delivered to member libraries. The 2,534 bags and bins that were delivered in December 2023 were 3% less than the 2,602 bags and bins that were sorted and delivered in December 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 137 Mel Cat bins in December 2023. This was an increase of 11 bins as compared to the 126 bins that were received in December 2022. Also in December 2023, we sent out 136 bins, which was an increase of 11 bins as compared to the 125 bins that were sent out in December 2022.

In order for the drivers and sorters to take their remaining time off before the end of the year, I drove for 6 days and sorted for 6 days.

A “Love Your Library” Poly Bag group order was initiated in December 2023. Nine libraries placed orders for a total of 11 cases. In order to get optimal purchase quantity

discounts on the bags and favorable bulk shipping rates, the bags are ordered 3 times per year, in December, April and August. The next order will be in April 2024.

Outside building maintenance in December consisted of cleaning out all of the flowerbeds and removing all of the remaining leaves.

ILS Manager - Ann Langlois

Training: There will be a training on Create Lists in Sierra on Wednesday, January 31 at 2 p.m., and Thursday, February 1 at 10 a.m. for approximately an hour each session. It is a basic introduction and will focus on how to run the New Books No Longer New report as well as some monthly reports that libraries need. This will empower member libraries to run some of the reports that do not require LLC assistance. The session will be recorded and the recording will be shared afterward for those unable to attend in real time.

Placing holds in Sierra: when using Sierra to place a hold, please use the bibliographic level hold in most cases, which is the “hold copy returned soonest” button. The benefit is that the patron will receive the book faster and there’s less chance of a fallen hold as the other types of holds, item level. only hit the paging list once. Occasionally an item-level hold is required, such as staff needing to get a certain copy of a book back for a repair; the “hold selected item” button will be chosen only in cases like those.

Linking patrons: several library staff members have requested a way to link patron and minor child accounts. There is a way to do this via the “linked patrons” feature in circulation. Only library staff will be able to see the link; it will not show up in Bibliocommons/the OPAC for patrons.

Documentation: a major goal of mine is to update and streamline existing documentation, and create it where it is needed, in consultation with the members.

Finance and Human Resources Specialist - Janet Cornell

December was a short and busy month, with much of my time used looking into QB Alternatives. After sending out the QB survey to our members in November, I was surprised that about 30 percent of our membership uses QB in one version or another. Of those members, about 10 were informed about the required switch that needs to be made before May 2024, which also justified spending some time on this project. Although there are plenty of accounting software programs available, I focused my search on programs that would be affordable and offered tools necessary in governmental accounting – including budgeting, reports, payroll, and fund accounting. I was able to set up some demos with vendors featuring their software capabilities, and I have compiled an Excel spreadsheet detailing the programs I investigated. If you would like to receive a summary of my findings and did not receive my follow-up emails with them, please email a request to me and I will forward you the results and links to the demos.

I have received communications from our auditor to complete the field work on FY2022-23. They were as backlogged as I was in December, so this work will be done in early January with audit results ready to present at the March meeting.

IT Manager – Dave VanderGraaf

BiblioApp

Phase1 “prep” has been completed, and Biblio now has access to Lakeland Library Cooperative’s Google and Apple developer accounts.

EZproxy

Now with a paid company account with Google, changes are currently being made to address issues when using NewYork Times access.

Email Migration Project

Although nearly all locations have been completely migrated, I am behind on following up with directors individually as previously stated last month. Please look for an email from me within the next two weeks.

December help desk tickets created: 145

December help desk tickets closed: 132

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

Member Services Manager = Amber McLain

BiblioSuggest is working as expected with our test libraries. As soon as I am able to record a training webinar (which will be available on demand), I will get that content out to you all so you may train your staff. After that, we will turn the function on for all libraries and you may begin advertising it to your patrons and begin working it into your workflows.

PatronPoint

Great news! We have worked out the kinks with Patron Point - it took them totally overhauling how their auto-renew code was written, but it’s been done! We are planning on turning the service on on the 15th (After the Advisory meeting discussion) and working out any bugs that come up from there.

Continuing Education & Training

Please keep an eye on the Lakeland calendar and your emails! The Continuing Education committee is working to provide training opportunities this year, with topics ranging from outreach to AI and more. Additionally, now that Ann is on board, she and I will work towards hosting more foundational training in the near future.

Respectfully submitted,

Carol Dawe