



LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

BOARD MONTHLY MEETING

Thursday, July 11, 2024
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 TO BOARD PRESIDENT/COOPERATIVE DIRECTOR
- 4) PUBLIC COMMENTS
- 5) APPROVAL OF MINUTES
 - a) May 9th, 2024 Unofficial Board Minutes (m) PAGES 2-3
- 6) FINANCIAL REPORT
 - a) May Financials and Monthly Check Registers (m) PAGES 4-9
 - b) June Financials and Monthly Check Registers (m) PAGES 10-17
- 7) PRESIDENT'S REPORT (i)
- 8) COOPERATIVE DIRECTOR'S REPORT (i) PAGES 18-23
- 9) COUNCIL/COMMITTEE REPORTS
 - April 11th, Advisory Council Minutes (i) PAGES 24-25
- 10) PUBLIC COMMENTS
- 11) BOARD MEMBER COMMENTS
- 12) NEXT MEETING: August 8th, 2024 at the Kent District Library Service Center
- 13) ADJOURNMENT (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, 5/9/2024 at 9:30 a.m.
Kent District Library Service Center**

Present: Maggie McKeithan (OS), John McNaughton (GRPL), Dale Parus (IC), Joe Zappacosta (SM), Ron Suszek (MADL), Lance Werner (KDL), Carol Dawe (LLC), Jessica Hunt (NG), Diane Kooiker (HO), Rob Bristow (OG)

Lakeland Staff Present: Amber McLain, Ann Langlois

Absent: None

- 1) CALL TO ORDER AND ROLL CALL:** The meeting was called to order at Lance Werner at 9:30.
- 2) APPROVAL OF AGENDA:** John McNaughton moved, supported by Rob Bristow, to approve the agenda as presented - *motion carried*.
- 3) QUESTIONS FROM MEMBERS:** The only question was regarding the status of Muskegon libraries – there will be a joint board meeting of the three Muskegon libraries on May 15 with more information to come following.
- 4) PUBLIC COMMENTS:** There were no public comments.
- 5) APPROVAL OF MINUTES:** John McNaughton moved, supported by Ron Suszek, to approve the board minutes from April 11, 2024– *motion carried*.
- 6) FINANCIAL REPORT:**
 - a) April Financials and Check Register: John McNaughton moved, supported by Rob Bristow, to approve the April Financials as presented - *motion carried*.
- 7) PRESIDENT'S REPORT**
 - a) Committee assignments included in this packet.
- 8) DIRECTOR'S REPORT**
 - a) There is currently an issue with one of the delivery trucks.
 - b) Biblioapps is up and running.
 - c) Lakeland's next project is going to be working on policies and standards.
- 9) COUNCIL/COMMITTEE REPORTS**
 - a) March 13 Official Advisory Minutes included for information.
- 10) NEW BUSINESS:**
 - a) Committee assignments – Ron Suszek moved, supported by Jessica Hunt, to approve the Committee assignments as presented - *motion carried*.
 - b) Strategic plan updates – the strategic plan is functioning as intended; Lakeland is making progress on goals.
- 11) PUBLIC COMMENTS:**
 - a) None.
- 12) BOARD MEMBER COMMENTS:**
 - a) Rob Bristow – Rob praised the new app.
 - b) Diane Kooiker – Construction continues at Herrick.
 - c) Ron Suszek – Muskegon Libraries have released their own Bibliocommons instance and app.
 - d) Joe Zappacosta – Hackley will be using Verdant IT solutions and have hired a new business manager. They are also planning to begin the strategic planning process.
 - e) Dale Parus – Dale's daughter got married!
 - f) John McNaughton – GRPL will be closed for staff in-service to train on de-escalation.
 - g) Maggie McKeithan – Spring Lake's construction is completed, and they have re-opened.

- 13) NEXT MEETING:** Thursday, June 13, at 9:30 a.m. at Kent District Library Service Center.
- 14) ADJOURNMENT:** John McNaughton moved, supported by Ron Suszek, to adjourn at 9:50 - *motion carried.*

Respectfully submitted by,
Amber McLain

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of May 31, 2024

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ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 143,638

002 · Savings Accounts 535,806

Total Checking/Savings 679,444

Accounts Receivable 9,913

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 64,084

Total Other Current Assets 138,513

Total Current Assets 827,869

Fixed Assets 653,105

TOTAL ASSETS \$ 1,480,974

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 2,550

Other Current Liabilities

231 · Payroll Liabilities 516

Total Other Current Liabilities 516

Total Current Liabilities 3,066

Total Liabilities \$ 3,066

Equity

370 · Nonspendable Funds 84,334

371 · Property 653,105

390 · Unassigned Funds 844,096

Net Income (103,627)

Total Equity \$ 1,477,908

TOTAL LIABILITIES & EQUITY \$ 1,480,974

Lakeland Library Cooperative
Operating Budget vs. Actual
October 2023 through May 2024

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	YTD	Budget	%
Income			
566 · State Aid Revenue	353,592	709,000	49.9%
631 · Administrative Services	88,452	139,186	63.5%
632 · Delivery Services	82,804	117,496	70.5%
633 · ILS & IT Services	445,226	565,273	78.8%
665 · Interest Revenue	18,551	5,000	371.0%
672 · Other Revenue	125	100	125.1%
Total Income	\$ 988,750	\$ 1,536,055	64.4%
Expense			
702 · Salaries & Wages	498,092	811,730	61.4%
710 · Benefits	87,342	153,750	56.8%
719 · Mileage	2,311	3,500	66.0%
720 · Professional Development	2,380	9,000	26.4%
726 · Supplies	2,358	3,840	61.4%
801 · Professional Services	21,574	26,740	80.7%
810 · Insurance	17,821	17,480	102.0%
817 · ILS & IT Expenses	274,076	400,305	68.5%
831 · RIDES	-	8,580	0.0%
860 · Delivery Expenses	6,144	57,555	10.7%
880 · Member Development	2,460	6,000	41.0%
920 · Facility Expenses	22,146	37,575	58.9%
Total Expense	\$ 936,704	\$ 1,536,055	61.0%
Net Ordinary Income	\$ 52,046	\$ -	100.0%
Other Expense			
990 · Debt Service	110,673		
995 · FB Transfers Out	45,000	45,000	100.0%
Total Other Expense	\$ 155,673	\$ 45,000	345.9%
Net Other Income	\$ (155,673)	\$ (45,000)	345.9%
Net Income	\$ (103,627)	\$ (45,000)	230.3%

Lakeland Library Cooperative
Operating Checks for the Month
As of May 31, 2024

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Date	Name	Memo	Account	Amount
001.01 - Main Checking-Sweep Acct				
05/01/2024	Heimler, Nick	IT operations	IT Consulting	5,015.00
05/01/2024	Seaman's Air Conditioning/Refrigeration		Building Repairs and Maintenance	344.70
05/01/2024	Tanzi, Nick	webinar 4/10/24	Continuing Education	500.00
05/06/2024	Coverall - New Dreams, Inc.	Janitorial services	Facility Contracts	150.00
05/06/2024	Dawe, Carol - vendor		Mileage	178.22
05/06/2024	Superior Pest Control, Inc.	Pest Control	Facility Contracts	163.00
05/07/2024	Payroll		-SPLIT-	18,002.00
05/07/2024	United States Treasury		Payroll Liabilities	6,090.22
05/07/2024	MERS 401/457		Payroll Liabilities	2,006.22
05/10/2024	Berger Chevrolet		Vehicle Repairs and Maintenance	88.66
05/10/2024	First National Bank	IT operations, phones	-SPLIT-	756.68
05/10/2024	Home Depot		Building Repairs and Maintenance	204.70
05/10/2024	Overdrive	content credits	Overdrive Platform	1,330.00
05/10/2024	MERS	Pension	Benefits	4,334.35
05/10/2024	State of Michigan--Vendor		Payroll Liabilities	1,901.52
05/15/2024	Delta Dental	Dental/Vision Insurance	Benefits	259.21
05/17/2024	Grand Rapids Income Tax Dept.		Payroll Liabilities	109.98
05/17/2024	Walker City Treasurer		Payroll Liabilities	229.77
05/17/2024	Flyers Energy (Fuel Mgt)		Vehicle Fuel	1,153.18
05/20/2024	Backstage Library Works		Authority Control	234.30
05/20/2024	Aflac		Payroll Liabilities	403.82
05/20/2024	Amazon		Building Repairs and Maintenance	48.00
05/20/2024	BCBS	Health Insurance	Benefits	2,518.30
05/20/2024	BCN	Health Insurance	Benefits	2,727.73
05/20/2024	Berger Chevrolet		Vehicle Repairs and Maintenance	746.92
05/20/2024	Cintas	Floor mats	Facility Contracts	119.20
05/20/2024	Comcast-Data Lines	Data Lines	IT Operations	575.00
05/20/2024	Consumers Energy		Utilities	375.46
05/20/2024	DTE Energy		Utilities	138.48
05/20/2024	DTE Energy		Utilities	59.47
05/20/2024	Granger	Trash Removal	Facility Contracts	114.63
05/20/2024	Healthiest You	Telehealth	Benefits	76.50
05/20/2024	Iserv	Domain renewal	IT Operations	36.00
05/20/2024	Mitel		Telephones	485.84
05/21/2024	Payroll		-SPLIT-	17,637.65
05/21/2024	United States Treasury		Payroll Liabilities	6,024.28
05/21/2024	MERS 401/457		Payroll Liabilities	2,006.22
05/31/2024	MERS	Pension	Benefits	4,334.35
05/31/2024	State of Michigan--Vendor		Payroll Liabilities	1,912.01
TOTAL				<u>\$ 83,391.57</u>

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of May 31, 2024

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	<u>Pass Through</u>	<u>Capital</u>
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	41,508	1,322
001.3 · eCommerce - Checking	9,329	
Total 001 · Checking Accounts	<u>50,837</u>	<u>1,322</u>
002 · Savings Accounts		54,150
Total Checking/Savings	<u>50,837</u>	<u>55,472</u>
Accounts Receivable	5,202	
Other Current Assets		
084 · Due From Other Funds	79	
123 · Prepaid Expense		10,712
Total Other Current Assets	<u>79</u>	<u>10,712</u>
Total Current Assets	<u>56,118</u>	<u>66,184</u>
TOTAL ASSETS	<u><u>\$ 56,118</u></u>	<u><u>\$ 66,184</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	4,998	
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>44,998</u>	<u>34,429</u>
Total Liabilities	<u>\$ 44,998</u>	<u>\$ 34,429</u>
Equity		
370 · Nonspendable Funds		10,712
390 · Unassigned Funds		113
Net Income	11,119	20,931
Total Equity	<u>\$ 11,119</u>	<u>\$ 31,756</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 56,118</u></u>	<u><u>\$ 66,184</u></u>

Lakeland Library Cooperative
Pass Through & Capital Budget vs. Actual
October 2023 through May 2024

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	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	6,207	8,700	71.3%			
629 · Group Collections	66,583	92,000	72.4%			
635 · Group Services	14,705	86,000	17.1%			
637 · Ecommerce Fines	22,859	28,000	81.6%			
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				2,454	2,000	122.7%
672 · Other Revenue	-	750	0.0%			
677 · Group Training	1,675					
Total Income	\$ 112,029	\$ 215,800	51.9%	\$ 2,454	\$ 2,000	122.7%
Expense						
728 · Library Supply Expense	6,207	8,700	71.3%			
729 · Collection Expenses	64,861	92,000	70.5%			
805 · Group Subscriptions	14,705	86,000	17.1%			
807 · Fines Paid	13,461	28,000	48.1%			
830 · IT Services Expense	-	350	0.0%			
880 · Member Development	1,675					
965 · Information Technology				66,523		
969 · Other Services	-	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				5,500	7,500	73.3%
975 · Technology				-	85,000	0.0%
Total 970 · Capital Outlay	-	-	0.0%	5,500	92,500	5.9%
Total Expense	\$ 100,909	\$ 215,800	46.8%	\$ 72,023	\$ 92,500	77.9%
Net Ordinary Income	\$ 11,119	\$ -	100.0%	\$ (69,569)	\$ (90,500)	76.9%
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	45,500	100.0%
Total 699 · Fund Balance Transfers In	-	-	0.0%	\$ 90,500	\$ 90,500	100.0%
Total Other Income	-	-	0.0%	\$ 90,500	\$ 90,500	100.0%
Net Other Income	-	-	0.0%	\$ 90,500	\$ 90,500	100.0%
Net Income	\$ 11,119	\$ -	100.0%	\$ 20,931	\$ -	100.0%

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of May 31, 2024

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Date	Name	Memo	Account	Amount
001 · Checking Accounts				
001.1 · Fund - Checking				
001.11 · Checking - Pass Through				
05/01/2024	Better Containers Mfg	library bags	Library Supplies	1,723.21
05/15/2024	ID Label, Inc.	barcodes	Library Supplies	668.85
05/20/2024	BookPage	subscription	Group Subscriptions	6,947.82
05/20/2024	OverDrive	audio, ebooks	-SPLIT-	375.00
05/20/2024	Swank Movie Licensing U!	movie license addition	Group Subscriptions	214.00
Total 001.11 · Checking - Pass Through				<u>9,928.88</u>
001.12 · Checking - Capital				
05/01/2024	Sam the Concrete Man	Replace deck	Building Improvements	5,500.00
Total 001.12 · Checking - Capital				<u>5,500.00</u>
Total 001.1 · Fund - Checking				<u>15,428.88</u>
001.3 · eCommerce - Checking				
Total 001.3 · eCommerce - Checking				<u>0.00</u>
TOTAL				<u><u>15,428.88</u></u>

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of June 30, 2024

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ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 85,075

002 · Savings Accounts 512,375

Total Checking/Savings 597,449

Accounts Receivable 3,318

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 64,084

Total Other Current Assets 138,513

Total Current Assets 739,280

Fixed Assets 653,105

TOTAL ASSETS \$ 1,392,385

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 125

Other Current Liabilities

231 · Payroll Liabilities 2,451

237 · Benefit Liabilities 4,337

Total Other Current Liabilities 6,789

Total Current Liabilities 6,914

Total Liabilities \$ 6,914

Equity

370 · Nonspendable Funds 84,334

371 · Property 653,105

390 · Unassigned Funds 844,096

Net Income (196,063)

Total Equity \$ 1,385,472

TOTAL LIABILITIES & EQUITY \$ 1,392,385

Lakeland Library Cooperative
Operating Budget vs. Actual
October 2023 through June 2024

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	YTD	Budget	%
Income			
566 · State Aid Revenue	353,592	709,000	49.9%
631 · Administrative Services	89,154	139,186	64.1%
632 · Delivery Services	83,423	117,496	71.0%
633 · ILS & IT Services	447,223	565,273	79.1%
665 · Interest Revenue	20,119	5,000	402.4%
672 · Other Revenue	125	100	125.1%
Total Income	\$ 993,637	\$ 1,536,055	64.7%
Expense			
702 · Salaries & Wages	554,315	811,730	68.3%
710 · Benefits	95,388	153,750	62.0%
719 · Mileage	2,335	3,500	66.7%
720 · Professional Development	2,380	9,000	26.4%
726 · Supplies	2,440	3,840	63.5%
801 · Professional Services	25,716	26,740	96.2%
810 · Insurance	17,821	17,480	102.0%
817 · ILS & IT Expenses	275,471	400,305	68.8%
831 · RIDES	8,550	8,580	99.6%
860 · Delivery Expenses	23,075	57,555	40.1%
880 · Member Development	2,460	6,000	41.0%
920 · Facility Expenses	24,076	37,575	64.1%
Total Expense	\$ 1,034,027	\$ 1,536,055	67.3%
Net Ordinary Income	\$ (40,390)	\$ -	100.0%
Other Expense			
990 · Debt Service	110,673		
995 · FB Transfers Out	45,000	45,000	100.0%
Total Other Expense	\$ 155,673	\$ 45,000	345.9%
Net Income	\$ (196,063)	\$ (45,000)	435.7%

Lakeland Library Cooperative
Operating Checks for the Month
As of June 30, 2024

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Date	Name	Memo	Account	Amount
001 - Checking Accounts				
001.01 - Main Checking-Sweep Acct				
06/03/2024	Dawe, Carol - vendor		Mileage	305.52
06/03/2024	Langlois, Ann - Vendor		Mileage	10.72
06/03/2024	Amazon		Supplies	77.19
06/03/2024	First National Bank	IT, phones, bank fees	-SPLIT-	628.86
06/03/2024	Flyers Energy (Fuel Mgt)		Vehicle Fuel	1,123.90
06/03/2024	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	261.96
06/03/2024	Home Depot		Building Repairs/Maintenance	121.86
06/04/2024	Payroll		-SPLIT-	17,631.84
06/04/2024	United States Treasury		Payroll Liabilities	6,023.14
06/04/2024	MERS 401/457		Payroll Liabilities	2,006.22
06/12/2024	Heimler, Nick		IT Consulting	2,210.00
06/13/2024	BCBS	Health Insurance	Benefits	2,518.30
06/13/2024	BCN	Health Insurance	Benefits	2,727.73
06/13/2024	Berger Chevrolet		Vehicle Repairs/Maintenance	14,644.55
06/13/2024	Cintas	Floor Mats	Facility Contracts	119.20
06/13/2024	Comcast-Data Lines	Data Lines	IT Operations	575.00
06/13/2024	Consumers Energy		Utilities	461.45
06/13/2024	Flyers Energy (Fuel Mgt)		Vehicle Fuel	1,070.44
06/13/2024	Granger	Trash Removal	Facility Contracts	114.63
06/13/2024	Healthiest You	Telehealth Insurance	Benefits	76.50
06/13/2024	Ricoh USA Inc.	Copier	IT Operations	72.66
06/13/2024	SS Power Wash	Truck wash	Vehicle Repairs/Maintenance	90.00
06/13/2024	Aflac		Payroll Liabilities	403.82
06/13/2024	Mitel		Telephones	485.84
06/14/2024	Grand Rapids Income Tax Dept.		Payroll Liabilities	163.84
06/14/2024	Walker City Treasurer		Payroll Liabilities	230.99
06/17/2024	Allied Universal (Midstate)	Building Security	Facility Contracts	121.56
06/17/2024	Backstage Library Works		Authority Control	401.20
06/17/2024	Coverall - New Dreams, Inc.	Janitorial services	Facility Contracts	190.00
06/17/2024	MCLS		Rides	8,549.50
06/17/2024	Cross, Terry - Vendor		Mileage	23.45
06/18/2024	Payroll		-SPLIT-	17,653.42
06/18/2024	United States Treasury		Payroll Liabilities	6,034.36
06/18/2024	MERS 401/457		Payroll Liabilities	2,006.22
06/26/2024	Concentra Medical Centers		Driver Certifications	178.00
06/26/2024	Delta Dental	Dental/Vision Insurance	Benefits	259.21
06/26/2024	Foster Swift Attorneys		Legal	245.00
06/27/2024	DTE Energy		Utilities	59.58
06/27/2024	DTE Energy		Utilities	67.17
06/27/2024	First National Bank	Membership, fees, IT, phones	-SPLIT-	2,079.51
06/27/2024	Flyers Energy (Fuel Mgt)		Vehicle Fuel	948.27

Lakeland Library Cooperative
Operating Checks for the Month
As of June 30, 2024

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Date	Name	Memo	Account	Amount
06/27/2024	Home Depot	supplies and bldg repairs	-SPLIT-	240.92
06/27/2024	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	261.96
			TOTAL	<u>93,475.49</u>

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of June 30, 2024

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	<u>Pass Through</u>	<u>Capital</u>
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	30,718	1,957
001.3 · eCommerce - Checking	5,242	
Total 001 · Checking Accounts	<u>35,959</u>	<u>1,957</u>
002 · Savings Accounts		47,150
Total Checking/Savings	35,959	49,107
Accounts Receivable	7,722	
Other Current Assets		
084 · Due From Other Funds	79	
123 · Prepaid Expense		10,712
Total Other Current Assets	<u>79</u>	<u>10,712</u>
Total Current Assets	<u>43,760</u>	<u>59,819</u>
TOTAL ASSETS	<u>\$ 43,760</u>	<u>\$ 59,819</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	<u>40,000</u>	<u>34,429</u>
Total Current Liabilities	<u>40,000</u>	<u>34,429</u>
Total Liabilities	\$ 40,000	\$ 34,429
Equity		
370 · Nonspendable Funds		10,712
390 · Unassigned Funds		113
Net Income	3,760	14,565
Total Equity	<u>\$ 3,760</u>	<u>\$ 25,390</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 43,760</u>	<u>\$ 59,819</u>

Lakeland Library Cooperative
Pass Through & Capital Budget vs. Actual
October 2023 through June 2024

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	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	6,919	8,700	79.5%			
629 · Group Collections	68,383	92,000	74.3%			
635 · Group Services	21,756	86,000	25.3%			
637 · Ecommerce Fines	24,832	28,000	88.7%			
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				2,489	2,000	124.4%
672 · Other Revenue	-	750	0.0%			
677 · Group Training	1,675					
Total Income	\$ 123,565	\$ 215,800	57.3%	\$ 2,489	\$ 2,000	124.4%
Expense						
728 · Library Supply Expense	6,919	8,700	79.5%			
729 · Collection Expenses	69,921	92,000	76.0%			
805 · Group Subscriptions	21,756	86,000	25.3%			
807 · Fines Paid	19,534	28,000	69.8%			
830 · IT Services Expense	-	350	0.0%			
880 · Member Development	1,675					
965 · Information Technology				66,523		
969 · Other Services	-	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				5,500	7,500	73.3%
975 · Technology				6,400	85,000	7.5%
Total 970 · Capital Outlay	-	-	0.0%	11,900	92,500	12.9%
Total Expense	\$ 119,806	\$ 215,800	55.5%	\$ 78,423	\$ 92,500	84.8%
Net Ordinary Income	\$ 3,760	\$ -	100.0%	\$ (75,935)	\$ (90,500)	83.9%
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	45,500	100.0%
Total 699 · Fund Balance Transfers In	-	-	0.0%	90,500	90,500	100.0%
Total Other Income	\$ -	\$ -	0.0%	\$ 90,500	\$ 90,500	100.0%
Net Income	\$ 3,760	\$ -	100.0%	\$ 14,565	\$ -	100.0%

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of June 30, 2024

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Date	Name	Memo	Account	Amount
001 - Checking Accounts				
001.1 - Fund - Checking				
001.11 - Checking - Pass Through				
06/03/2024	OverDrive	audio and ebooks	-SPLIT-	4,998.49
06/17/2024	Coopersville Area District Library-Vendo	efines paid - ACH	Fines Paid	124.21
06/17/2024	Fennville District Library-Vendor	efines paid - ACH	Fines Paid	100.67
06/17/2024	Freeport District Library - Vendor	efines paid - ACH	Fines Paid	43.88
06/17/2024	Gary Byker Memorial Library-Vendor	efines paid - ACH	Fines Paid	195.01
06/17/2024	Ionia Community Library-Vendor	efines paid - ACH	Fines Paid	39.27
06/17/2024	Leighton Township Library-Vendor	efines paid - ACH	Fines Paid	46.08
06/17/2024	Patmos Library-Vendor	efines paid - ACH	Fines Paid	275.38
06/17/2024	Saranac Public Library-Vendor	efines paid - ACH	Fines Paid	247.43
06/17/2024	Sparta Township Library--Vendor	efines paid - ACH	Fines Paid	96.38
06/17/2024	TCH Reynolds Township Library-Vendor	efines paid - ACH	Fines Paid	152.73
06/17/2024	White Lake Community Library-Vendor	efines paid - ACH	Fines Paid	46.60
06/26/2024	Barcode Service, Inc.	delivery dots	Library Supplies	711.94
06/26/2024	Interactive Sciences-Wowbrary	Wowbrary	Group Subscriptions	7,051.29
06/27/2024	OverDrive	audio and ebooks	-SPLIT-	5,059.58
Total 001.11 - Checking - Pass Through				<u>19,188.94</u>
001.12 - Checking - Capital				
06/12/2024	Heimler Consulting	replace server	Capital Outlay-Technolo	6,399.98
Total 001.12 - Checking - Capital				<u>6,399.98</u>
Total 001.1 - Fund - Checking				<u>25,588.92</u>
001.3 - eCommerce - Checking				
06/12/2024	Allendale Township Library-Vendor	efines paid	Fines Paid	249.74
06/12/2024	Alvah N. Belding Library--Vendor	efines paid	Fines Paid	72.39
06/12/2024	Carson City Public Library-Vendor	efines paid	Fines Paid	60.31
06/12/2024	Cedar Springs Public Library-Vendor	efines paid	Fines Paid	89.12
06/12/2024	Croton Township Library - Vendor	efines paid	Fines Paid	31.46
06/12/2024	Flat River Community Library-Vendor	efines paid	Fines Paid	246.15
06/12/2024	Fremont Area District Library-Vendor	efines paid	Fines Paid	162.31
06/12/2024	Fruitport District Library - Vendor	efines paid	Fines Paid	25.97
06/12/2024	Georgetown Twp Public Library-Vendor	efines paid	Fines Paid	1,328.04
06/12/2024	Grant Area District Library-Vendor	efines paid	Fines Paid	31.70
06/12/2024	Hackley Public Library-Vendor	efines paid	Fines Paid	198.19
06/12/2024	Hastings Public Library-Vendor	efines paid	Fines Paid	32.65
06/12/2024	Henika District Library-Vendor	efines paid	Fines Paid	30.77
06/12/2024	Herrick District Library-Vendor	efines paid	Fines Paid	592.44
06/12/2024	Howard Miller Library-Vendor	efines paid	Fines Paid	134.62
06/12/2024	Loutit District Library--Vendor	efines paid	Fines Paid	190.26
06/12/2024	Muskegon Area District Library-Vendor	efines paid	Fines Paid	649.69
06/12/2024	Newaygo Area District Library-Vendor	efines paid	Fines Paid	98.51

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of June 30, 2024

17

Date	Name	Memo	Account	Amount
06/12/2024	Salem Township Library-Vendor	eFines paid	Fines Paid	222.73
06/12/2024	Spring Lake District Library-Vendor	efines paid	Fines Paid	160.60
06/12/2024	Tamarack District Library-Vendor	efines paid	Fines Paid	85.34
Total 001.3 · eCommerce - Checking				4,692.99
TOTAL				30,281.91



LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

COOPERATIVE DIRECTOR'S REPORT July 11, 2024

From Carol: I am now the mother of a 30 year old.....as of June 20th. Time flies. As the fiscal year winds down, I am so pleased at what we have already achieved and how we are moving forward a team, a cooperative and as advocates across the state!

May Email, Zoom, and phone consults- member libraries and advocacy: 58: vendors: 4

June Email, Zoom, and phone consults- member libraries and advocacy: 61: vendors: 2

Board and Agenda Items

Board: No new or unfinished business.

Advisory: See our full report for more information.

The link to the Web Accessibility Webinar for the slides/recording are attached to the email that came with the packet. We will have a brief discussion at Advisory so that I can take your questions/requests to the cooperative directors for next steps and ideas for other programs on this issue.

We will be offering an Adult Service Committee, and the first meeting is August 1st. The agenda is attached and we can discuss this at Advisory if needed.

Other items of note:

Increased state aid: As you know, MLA announced an additional \$1,000,000 (I love all those zeros) in state aid. This should mean approximately \$140,000 plus for the cooperative in FY2024-25. Before we get all excited...we have been using money from our fund balance for the hosting services for Sierra. (I am also working on getting this cost reduced now that we are finished with our 5 year contract.) We won't have to do this anymore and this will please our auditor since the funds should be coming out of operating, especially with the new GASB rulings. There will be additional money remaining. The LLC Finance Committee will meet to go over our recommendations and we will share options/opportunities to the full board and to Advisory as needed. I have to applaud everyone who attended Advocacy Day in April. I think it made a huge difference. Thank you all! A special thank you to MLA staff and committee members that worked so hard for us as well! Hip, Hip Hurray!

Budget: Janet and the rest of the LLC Team and I are working on the budget and will work with Finance in August. Except for the increase in State Aid, we hope costs will be similar to last year.

Michigan Activity Pass: TLN (The Library Network) will be providing some promotional materials for all 83 buildings within LLC for their MAP program. Terry, Ron and Jeff will be delivering them in the next few weeks.

Saranac-Clarksville District Library: A new director was hired, and Alex Larson will begin on July 24th. She comes to us from Iowa.

Mentor/Mentee: Thank you all of you who have been mentoring new directors these past few years. If you need a mentor or would like to be one, please let me know.

IT: Lakeland has a new main server at the office and its install will be completed shortly. We also are changing phone systems and will be up and running by the end of August. We will be saving approximately \$2,000 - \$2,400 a year due to remote work, less staff in the office and simple cost savings and a more responsive vendor. Thanks to Nick for his work on all of this!

Cataloging: Jeff is working on standards for our 4 cataloging centers and for specific training for MADL as they join the other 3. We are also looking at pricing and procedures.

Board and Library Development: I am continuing to work with Coopersville, Fremont, Flat River and Hesperia on their strategic plans. I will also be working with the Kent District Library Board during their board retreat in August on board development, roles and responsibilities. Please let me know if I can help your library board and I'm happy to help you in your role in any way!

Vacation: I will be out on 7/12 and then 7/17 to 7/26 but I'll be available on a limited basis as needed especially in the evening. This is the longest time away in many years.

Manager/Specialist Reports:

Cataloging Services Manager - Jeff Lezman

June 2024 activities

E-mail & telephone consulting contacts: 43

Sierra records manually edited: 36

We added 14,532 Hoopla records to the database.

May 2024 Statistics

The statistics for May 2024 show an increase in the number of cataloging requests we received, and a slight decrease in the number of records cataloged compared to May of last year.

The number of requests to be cataloged in May was up by 10% compared to May 2023. The number of requests received that were already in the database increased by 24%.

The number of records copy-cataloged in May was down by 4% compared to May 2023, while the number of original records cataloged was up by 9%. The total number of records cataloged was down by 3% compared to May 2023.

Cataloging	May 2024	YTD	May 2023	YTD	Monthly %	YTD PCT
Requests Received	2088	13858	1904	14090	10%	-2%
Requests already in database	63	683	51	454	24%	50%
Requests to be cataloged	2025	13175	1853	13636	9%	-3%
Copy Cataloging	1606	11546	1678	12775	-4%	-10%
Original Cataloging	225	1805	206	1809	9%	0%
Total Cataloged	1831	13351	1884	14584	-3%	-8%

Delivery & Facility Manager - Terry Cross

June 2024 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

	June – 2024	June – 2023	Difference	% Change
Total Book Bags & Bins	2,815	3,141	(326)	(11%)

In June 2024, there were 2,815 book bags and bins sorted, loaded, and delivered to member libraries. The 2,815 bags and bins that were delivered in June 2024 were 11% less than the 3,141 bags and bins that were sorted and delivered in June of the prior year. In June, the drivers loaded and delivered an average of 141 book bags and bins per day for delivery. Historically, the number of book bags and bins that are sorted, loaded, and delivered to member libraries on any given day remains very consistent.

RIDES statistics: In addition to the book bags and bins that were received from member libraries, we also received and sorted 158 MelCat bins in June 2024. This was an increase of 18 bins as compared to the 176 bins that were received in June 2023. These are MelCat bins that are sorted and distributed to member libraries. Also in June 2024, we sent out 133 bins, which was a decrease of 41 bins as compared to the 174 bins that were sent out in June 2023. These are MelCat items that have been received from member libraries and are being sent to libraries outside of Lakeland. Similar to book bags and bins, the number of MelCat items distributed to and received from member libraries on any given day of the week is very consistent.

In addition to the routine oil changes, all three of the trucks required repairs in June. The Anti-Lock Braking System was repaired on the oldest truck at a cost of \$747. In addition to being used as a back-up, this truck is being rotated in the normal delivery schedules and is being driven for about a week a month in an attempt to extend the useful lives of the other 2 trucks.

The second truck that was repaired had extensive rodent damage to the wiring of the truck. The wire damage was so severe that the entire engine had to be removed in order to replace the wiring harness. Berger Chevrolet worked with the insurance adjusted and the auto carrier approved claim for the total \$10,471 repair cost, less the \$500 deductible.

Repairs were done on the third truck to fix the wheel speed sensors and to replace components of the front-end suspension including the idler arm, pitman arm and both inner tie rods. Also, based on the truck's 120,298 mileage, manufacturer's scheduled maintenance including a tune-up and to have all the fluids changed was performed. The cost of all the repairs was \$4,065.

Over the last two months, I drove for six days, covering for driver time off.

Budget work was done in June for the upcoming budget year for the Delivery, Facilities and Supply budgets. A review of the current year's budget reflects actual expenditures in Delivery and Facilities are well within budgeted parameters.

In May and June, there were fourteen e-mail and or phone contacts with member libraires. These communications were related to drivers' access to buildings, changes in delivery schedules due to renovations and supply orders.

Digital Services Specialist – Nicki Johnson

The Vox order is in. A meeting for the Overdrive Group will be scheduled for August and I have my own Zoom account now!

Finance & HR Assistant - Janet Cornell

May and June were busy with spring cleaning of files as I started going through the accounting drive and organizing files for retention and ease of access. The sudden remote work during the pandemic threw us into digital mode without much organization of these files. Although I was able to react to this as we went to keep some file system going, now that things have calmed down, I'm cleaning the system up so that it is easier to find and access retained fiscal year activity. There are also paper files that need to be scanned in for remote access, and many file cabinets to go through. I have set a goal to spend a little more time at the office to clean these up in the coming months.

I have begun updating procedures in my job duties so that there are video recordings of how to do certain activities, especially transactions between the two QuickBooks fund files. Although I have quite a few written procedures, the video format for some activities is better to show the nuances of working with these two files.

I have started pulling budgeting information together and updated budgeting spreadsheets so we can have the budget for the new fiscal year done in July. Also, in May and June, I attended some webinars to keep up with HR and payroll law compliance. This highlighted some areas I need to update and will be working on those this summer.

The ecommerce fine distribution was sent out in June, and the quarterly billing and library summary sheets were emailed at the beginning of July as we head into our last quarter of the fiscal year.

Email and phone consults with member libraries and vendors: 13

ILS Manager – Ann Langlois

May Email, Zoom, and phone consults- member libraries: 51 ; vendors: 3

June Email, Zoom, and phone consults- member libraries: 58; vendors: 2

May help tickets opened: 154

May help tickets closed: 158
 June help tickets opened: 127
 June help tickets closed: 120

Patrons with no ptype: we received a report of an item going out on hold to a patron where it shouldn't have. It turns out that the patron didn't have a ptype registered (it was 0). Please make sure to fully fill out patron accounts; this helps the system function correctly.

I ran a report, found 241 patrons in the system like this, and updated their records.

p21570474 Last Updated: 05-13-2024 Cr	
EXP DATE	04 - 21 - 2024
PCODE1	h BORN ..
PCODE2	a ADULT
PCODE3	0 None
P TYPE	0 -
TOT CHKOUT	230
TOT RENWAL	115

Annual Patron Deletion: Just a reminder that in mid to late August I'll work on the following: Each year we delete patron records that have expired more than 3 years ago, have had no activity and do not owe any money (Lakeland Circulation policy CIRC 2.9). In addition, we also purge old charges that are beyond the state Statute of Limitations (6 years) in a separate report. Following the fines purge, patrons who qualify to be deleted are gathered in the same manner and a 2nd patron purge is conducted.

Guardian ID & additional searches in patron record: we've received requests to make the guardian ID # searchable under Find a Patron in Sierra's circulation module. iii charges for this service and we've contracted this field to make it searchable, for a fee of \$2,400. Some additional patron fields will also now be searchable as part of this project: Guardian ID/Guardian Name, and Email Address/Phone #. These will be added to the search choices available in the image below within the next 4-6 weeks, per iii's timeline.

☐ Find a patron

File

n NAME	▼	<input type="text"/> <input type="button" value="Search"/>
n NAME		
f FAMILY ID		
b BARCODE		
u MICH ID		
v FINE INV NO		
. RECORD NO		

2nd Quarter Meeting: don't forget the next quarterly meeting on July 18 at 1:30 p.m.; the theme will be Help Us Help You. We'll share some best practices for putting in help desk tickets and

interacting with Lakeland staff, as well as other updates from us. All staff are invited to attend. The session will be recorded for those unable to attend in real time. Register using this link: <https://llcoop.org/calendar/#/events/Wo5nYthbKs/instances/fbHKDDn3Cf>

Member Services Manager – Amber McLain

Email/Phone Consults with Libraries (May & June): 62

Email/Phone Consults with Vendors (May& June): 8

BiblioCommons

BiblioCommons continues to function as expected, with few disruptions. With the latest update (v9.23) items on order with OverDrive will display as “On Order” rather than “all copies in use.” This is a small change for transparency and information sharing’s sake.

BiblioApp

The BiblioApp continues to function consistently, apart from a few known issues that we are aware of and that bibliocommons is currently working on fixes for (self-checkout on newer iphones and some android devices, most notably). For a list of current known issues, please visit <https://llcoop.org/biblioapps-faq>. If you experience an issue that is listed under current known issues on this page, you do not need to open a ticket. If your issue is not listed, please open a ticket with tech help with as much information as possible (your phone type, what the error is, does it happen consistently, etc).

BiblioSuggest

BiblioSuggest continues to function as expected. Please check your suggestions consistently! Your patrons are using this service, and if you are not checking this module, those requests are sitting there for months. Directors will be receiving an email from me this month with your BiblioCommons logins to ensure that you have everything you need to make this module work for you.

Suggestions made through the app will be sent to the LLC Parent catalog (llc.bibliocommons.com) bibliosuggest module. You are free to log into the parent catalog with your admin account and respond to requests for your library. Otherwise, I will be sending spreadsheets of requests from your patrons to you monthly.

Patron Point

Patron Point continues to function as expected with applications and auto-renew.

Continuing Education

The Continuing Education Committee will be hosting an introductory and informational meeting regarding the forthcoming Adult Services committee at Lakeland on August 1st from 2 to 3 PM on Zoom. To register, visit <https://events.getlocalhop.com/adult-services-committee/event/oYd1AauEOx/> or see the calendar on the Lakeland website.

The CE Committee will also be hosting a Youth Services STEM workshop on September 9 at Spring Lake. More information about this program is coming soon, so keep an eye on your emails.

Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, May 9, 2024 at 9:30 a.m.
KDL Service Center**

Council Members Present: Mary Cook (OH), Elyshia Hoekstra (OC), Stef Reed (MG)

Staff Present: Ann Langlois, Amber McLain, Carol Dawe

Absent: None

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at Mary Cook at 10:00 a.m.
- 2) **APPROVAL OF AGENDA:** Cierra Bakovka moved, supported by Matt Lubbers-Moore, to approve the agenda with the removal of the linked patron functionality - *motion carried*.
- 3) **PUBLIC COMMENTS**
 - a) Jen Salgat (IS) brought up the idea of eliminating physical library cards.
 - i) Jessica Hunt (NG) brought up the idea that not everyone has devices.
 - ii) Cierra Bakovka (AW) brought up that not every patron will be comfortable with the technology required for this.
 - iii) A discussion ensued about how to set up records without physical cards.
 - iv) A discussion ensued regarding how to service users in the hypothetical situation where digital cards are the norm.
 - b) A discussion ensued regarding active card users and how to increase this number.
 - i) Foot traffic vs. Card Holder numbers were discussed.
 - c) Stef Reed announced that Flat River received a \$35,000 grant for hot spots.
 - d) Mary Johnson shared that first amendment auditors visited MADL and were killed with kindness.
 - e) Abby Black shared that Allendale's rotary club donated \$5,000 for teen furniture and has committed to donating \$1,500 yearly.
- 4) **APPROVAL OF MINUTES:** Peggy Hemerling moved, supported by Mary Johnson, to approve the Advisory Council minutes from April 11, 2024 as presented – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORT:** Nothing to report.
- 6) **BOARD REPORT:** There was nothing to report from the Board President.
- 7) **ILS MANAGER'S REPORT:** Ann shared that we are reviewing the Home Library policy language presented in her report. She also shared plans for future quarterly meetings.
- 8) **MEMBER SERVICES MANAGER REPORT:** Amber shared news about the app, how it works, and current issues. BiblioSuggest, Patron Point, and BiblioCommons are all functioning as expected. Please see the written report for more details.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Linking patron record discussion will be tabled until July. Carol discussed an issue with Lakeland email. Carol also shared that she will be sending the requirements for posting minutes per the OMA out to directors. Carol also discussed the Cooperative Association's planned webinars regarding new web accessibility requirements.
- 10) **COMMITTEE REPORTS:**
 - a) None.
- 11) **OTHER REPORTS:**
 - a) MLA Legislature Committee Reports – A senator has been found to champion the freedom to read initiative. The data collected within the last year regarding the public's attitude towards book banning will be presented to the house speaker. There will be an MLA Advocacy hour with Bob DeVries on May 16 at 10 AM speaking about legislative issues.
- 12) **NEW BUSINESS:**
 - a) Fines Waiving/Fines Free Policy – A discussion regarding a multitude of scenarios regarding waiving fines at home libraries for home patrons, for visiting patrons, for hotspots, etc. A variance in opinions was presented and no action was taken at this time. The Advisory Council will look into the scenarios presented within this discussion and draft a new set of options for policy language.

13) **PUBLIC COMMENTS:**

- a) Jessica Grant brought up a question about truth in taxation. This was determined to be a legal question and Jessica was advised to consult her lawyer, but was also advised by Dale to consider that the taxation entity may be her township or city, rather than the library itself.
- b)

14) **NEXT MEETING:** Thursday, June 13, 2024, following the board meeting at Kent District Library Service Center

15) **ADJOURNMENT:** Peggy Hemerling moved, supported by Matt Lubbers-Moore, to adjourn at 11:08 a.m. - *motion carried.*

Respectfully submitted by,
Amber McLain