

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL
KENT DISTRICT LIBRARY SERVICE CENTER
Thursday, August 8, 2024**

814 West River Center Drive NE, Comstock Park, MI 49321

Officers: Mary Cook (Chair), Elyshia Hoekstra (Vice-chair) Stef Reed (Secretary)

Quorum: 15

Please also read the board report for manager reports, minutes and other important information. Thank you.

AGENDA

- 1) CALL TO ORDER AND ROLL CALL**
- 2) APPROVAL OF AGENDA** *(m)*
- 3) PUBLIC COMMENTS**
- 4) APPROVAL OF MINUTES**
 - A. ADVISORY COUNCIL – Minutes from the 7-11-24 meeting *(m)* PAGES 2-3
- 5) COUNCIL PRESIDENT REPORT – Mary Cook**
- 6) BOARD REPORT – Lance Werner, Board President** *(i)*
- 7) REPORTS:** *(i)* PAGES 4-9
 - A) ILS MANAGER REPORT – Ann Langlois
 - B) MEMBER SERVICES MANAGER’S REPORT – Amber McLain
 - C) COOPERATIVE DIRECTOR’S REPORT -- Carol Dawe
- 8) COMMITTEE REPORTS** *(f)* PAGES 10-11
 - A) Adult Services Committee 8-1-2024 Unofficial Minutes
- 9) OTHER REPORTS**
 - A. MLA Legislative Committee Report –Dale Parus *(i)*
- 10) ONGOING AND NEW BUSINESS (SEE BOARD REPORT)**
 - A. 2023-2024 Budget *(m)* PAGES 12-19
 - B. Summer Reading Sharing Session
- 11) PUBLIC COMMENTS**
- 12) NEXT MEETING – September 12, 2023, at Kent District Library Service Center**
- 13) ADJOURNMENT** *(m)*

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, July 11, 2024 at 9:30 a.m.
At the KDL Service Center**

Council Members Present: Mary Cook, Elyshia Hoekstra, Stef Reed
Lakeland Staff Present: Amber McLain, Carol Dawe, Ann Langlois

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:48 by Mary Cook.
- 2) **APPROVAL OF AGENDA:** Peggy Hemerling moved, supported by Virginia DeMumbrum to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:**
 - a) Jen Salgat made a program suggestion – having a speech pathologist at storytime.
- 4) **APPROVAL OF MINUTES:** Teresa Kline moved, supported by Virginia DeMumbrum, to approve the Advisory Council minutes from May 9, 2024, as presented – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORTS:** Nothing to report.
- 6) **BOARD REPORT:** Nothing to report.
- 7) **ILS MANAGER'S REPORT:** Ann asked the directors to talk to their circulation staff to remember to fill out patron records fully, as we encountered a few hundred without ptypes while doing system cleanup. Ann also pointed out that we will be doing our annual patron deletion in August. It was also announced that we are getting the Guardian ID field indexed, meaning this field will now be searchable from circulation. Ann also reminded everyone that Lakeland's quarterly meeting will be on July 18 online.
- 8) **MEMBER SERVICE MANAGER'S REPORT:** Amber outlined a small change with how BiblioCommons displays on order digital titles in the catalog. She also shared that the BiblioCommons FAQ page on Lakeland's website is being actively updated with information as Lakeland receives it. That link is <https://lcoop.org/biblioapps-faq/>. She also outlined two upcoming Continuing Education events. See report for more details.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol discussed the issue of board overstepping and roles and offered to host a program on board roles or have another cooperative do the same thing. The cooperative directors are working across the state to address this issue as it is prevalent.
- 10) **COMMITTEE REPORTS:**
 - a) Youth Services Meeting.
- 11) **OTHER REPORTS:**
 - a) **MLA:** The "Act My Tax" group did not submit signatures to abolish property tax millages. There are also movements to move penal fines to new civil measures, which would manifest in crime-detering cameras. State aid was increased by 1mil.
- 12) **NEW AND UNFINISHED BUSINESS:**
 - a) LLC Circulation policy 3.5 regarding overdue fines
 - i) Ann headed a discussion regarding the proposed language and pointed out that it was intentionally general, as we cannot cover every scenario.
 - ii) The proposed language is only for the library's home patron
 - iii) Cierra Bakovka moved, supported by Kevin Meyer, to approve the proposed language addition to LLC Circulation policy 3.5 regarding overdue fines.
 - iv) Voting commenced by show of hands – vote passed, no opposed.
 - b) Adult Services Committee: Inaugural Meeting 8/1/24
 - i) This meeting will be held on zoom to go over what the committee will be and will be recorded. This meeting's purpose will be elastic at the start, and its purpose will be decided as we get things started. The officer roles will be chair, vice-chair, and secretary, serving two-year roles. An agenda will be sent out prior to the meeting.
 - c) Web Accessibility Workshop Discussion
 - i) Amber offered to send out the slides and recording of this webinar.
 - ii) Carol pointed out that archived content on the site is not subject to the new regulations.

- iii) Peggy Hemerling appreciated the fact that libraries have 2-3 years to become compliant.
- 13) **PUBLIC COMMENTS:**
- a) None
- 14) **NEXT MEETING:** Thursday August 8, 2024, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.
- 15) **ADJOURNMENT:** Matt Lubbers-Moore moved, supported by Cierra Bakovka, to adjourn at 10:25 - *motion carried.*

Respectfully submitted by,
Amber McLain



LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

COOPERATIVE DIRECTOR'S REPORT August 8, 2024

Email/Phone Consults with Libraries: 33
Email/Phone Consults with Vendors: 6

And now it is August.

Vacation was delightful. I drove over 1200 miles solo through Canada and visited 7 museums or public galleries and then spent several days with my dearest life-long friend laughing our way through eastern Ohio and Western Pennsylvania. If you love modern art, the Buffalo AKG Art Museum and its new 2023 addition is not to be missed. PHENOMONAL, as are the ROM, AGO and McMichael Canadian Art Collection in Ontario. The Group of 7 (Canadian Artists from 1920-33) are amazing and they finally acknowledged a few woman from that time too....ahem.

Because my vacation dates changed a little, I came back to budget and finance preparation, the new adult services committee, board development responsibilities, advisory and board packets and a few libraries that needed my assistance. This is all to say, no detailed written report from me this month.

I do want to share some director news. We welcome Alex Larson as the new director of the Saranac Clarksville District Library. She started July 24th and made her way here from Iowa. We welcome her. I must also report that Leah Kirshhoff resigned from her position at the Patmos Library in Jamestown Township after 6 weeks. Her last day was Wednesday, July 24th.

MADL, Hackley and White Lake will not be pursuing a new ILS at this time but other options such as their own instances of Bibliocommons, BiblioApps, and some changes in Sierra to better utilize their shared delivery and other options are being explored.

The LLC staff continues to amaze me, working so hard on so many projects, services and issues in order to help all of you do your best for the communities you serve. Please let us know how we can help and remember how you can help us help you, which was the theme of the 2nd quarterly meeting that occurred while I was on vacation. Here's a link to the video: https://youtu.be/1JQihY_3WeE and a link to the slides: <https://llcoop.org/wp-content/uploads/2024/07/July-Quarterly-Meeting.pdf> The next meeting will be October 17, 2024. I am so pleased with the success of this initiative.

Agenda Items:**Board:****Finance Committee Update**

Strategic Plan Quarterly Update: The entire team has contributed to the success of this plan. I love it. Plan the work and work the plan. More to come this fall!

Advisory:

Adult Services Inaugural Meeting Unofficial Minutes: 30 people attended and we will meet quarterly beginning in October, both in person and on Zoom. Great initial discussion.

2024-2025 Budget Review: The Finance committee reviewed the draft budget and voted to send it to Advisory for review. Please see the budget documents, including the committee minutes, detailed endnotes and the service formula within the AC packet for further information. State Aid has helped a great deal and we can now preserve our fund balance and plan ahead for new ILS/Patron Interface Initiatives. Please let me know if you have specific questions.

Summer Reading Discussion**Manager/Specialist Reports:****Cataloging Services Manager - Jeff Lezman**July 2024 activities

E-mail & telephone consulting contacts: 49

Sierra records manually edited: 72

We added 5,239 Hoopla records to the database.

June 2024 Statistics

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

The number of requests to be cataloged in June was down by 28% compared to June 2023. The number of requests received that were already in the database increased by 6%.

The number of records copy-cataloged in June was down by 28% compared to June 2023, while the number of original records cataloged was down by 51%. The total number of records cataloged was down by 22% compared to June 2023.

Cataloging	June 2024	YTD	June 2023	YTD	Monthly %	YTDPCT
Requests Received	1295	15153	1774	15864	-27%	-4%
Requests already in database	56	739	53	507	6%	46%
Requests to be cataloged	1239	14414	1721	15357	-28%	-6%
Copy Cataloging	1168	12714	1408	14183	-17%	-10%
Original Cataloging	126	1931	256	2065	-51%	-6%
Total Cataloged	1294	14645	1664	16248	-22%	-10%

Delivery & Facility Manager - Terry Cross

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

	July – 2024	July – 2023	Difference	% Change
Total Book Bags & Bins	3,293	2,999	294	10%

In July 2024, there were 3,293 book bags and bins sorted, loaded, and delivered to member libraries. This represents a 10% increase over the 2,999 bags and bins that were sorted and delivered in July of the prior year. In July, the two drivers loaded and delivered a combined average of 143 book bags and bins per day for delivery.

RIDES statistics: In addition to the book bags and bins that were received from member libraries, we also received and sorted 164 MelCat bins in July 2024. This was an increase of 22 bins as compared to the 142 bins that were received in July 2023. These are MelCat bins that were received from the Rides courier and that were sorted and distributed to member libraries. Also in July 2024, we sent out 158 bins, which was an increase of 3 bins as compared to the 155 bins that were sent out in July 2023. These are MelCat items that were received from member libraries and are being sent to libraries outside of Lakeland.

In July, the sorters started packing dedicated RIDES totes for KDL. This will allow the RIDES courier to deliver the totes directly to KDL and eliminates the need for the courier to take the totes to the RIDES sorting center to be re-sorted, packed, and delivered to KDL. This will allow KDL to receive MelCat items that were requested from Lakeland Libraries a couple of days sooner.

Our longtime and highly esteemed sorter, Brian Gale, has announced his retirement. Brian picked August 9, the date of his 25th anniversary, as his retirement date. Over 25 years, Brian has worked with a multitude of Lakeland employees, including sorters, sorter/drivers and drivers and has obviously been part of a lot of changes at Lakeland. Brian has truly proven to be an excellent employee and asset to Lakeland. Brian will be missed, and we wish him the best of luck in his retirement.

With Brian's retirement, we are currently recruiting for a 3 day a week, 5 hour a day sorter. An employment ad was posted during the last week of July and interviews will begin shortly.

The Delivery section on Lakeland's website was updated in July. The Delivery section of the website is found under the "Resources" tab located on top of the main page. After clicking on "Delivery Services" on the "Delivery" page, there is a link "Contact Delivery" where instructions of when and how to contact Delivery are located. The updated "Delivery" section also includes Delivery Policies, the Delivery Routes, and Delivery Holidays. The last page of the LLC Delivery Policies is a "Guidelines for Preparing Outgoing Delivery" summary. This guideline could be used for new employee training on how to prepare outgoing delivery. And again, thank you to everyone, from the drivers and entire delivery staff for continuing to do an excellent job in packing the bags and bins and for all of your efforts in facilitating delivery.

As compared to June, when extensive maintenance and repairs was performed on all 3 of the trucks, July repairs were more normal as one of the trucks received a routine oil change. All of the trucks are current with their regularly scheduled maintenance.

In July, I drove five six days, covering for driver time off.

Budget work for the upcoming budget was completed in July 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 July, there were thirteen 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.

Semi-annual generator maintenance was performed in July by Wolverine Power Systems. The maintenance included a four-hour load test, hose and clamp repairs to the block heater system and replacement of antifreeze.

Digital Services Specialist – Nicki Johnson

New promotional information was sent out about Libby. A new RLA Content Group is in the works. St. Clair is working on being added. Overdrive Group will meet in September instead of August. Check your e-mail.

Financial and HR Specialist – Janet Cornell

This month in between our vacation times, Carol and I worked on drafting the budget for the next fiscal year. Each year we start out slow working through different scenarios but still manage to put together a decent budget that meets our needs, while minimizing the effects on per library costs.

I have also started to go through the budget line items for this year's budget as we wind down the fiscal year, to project year end spending and to get ready for year-end adjustments. With the changes in our IT department and the GASB adjustment from the audit, we will have a couple of year end amendments to account for those in our books.

We also received our 2nd state aid payment in July, which is reflected in the financial statements this month. The Budget vs Actual Statement looks much better now that we have received our

revenue but that is par for the course when most of our spending takes place before we receive our projected revenue. It helps to have a good understanding of cash flow to manage it!

Email and phone consults with member libraries and vendors: 6

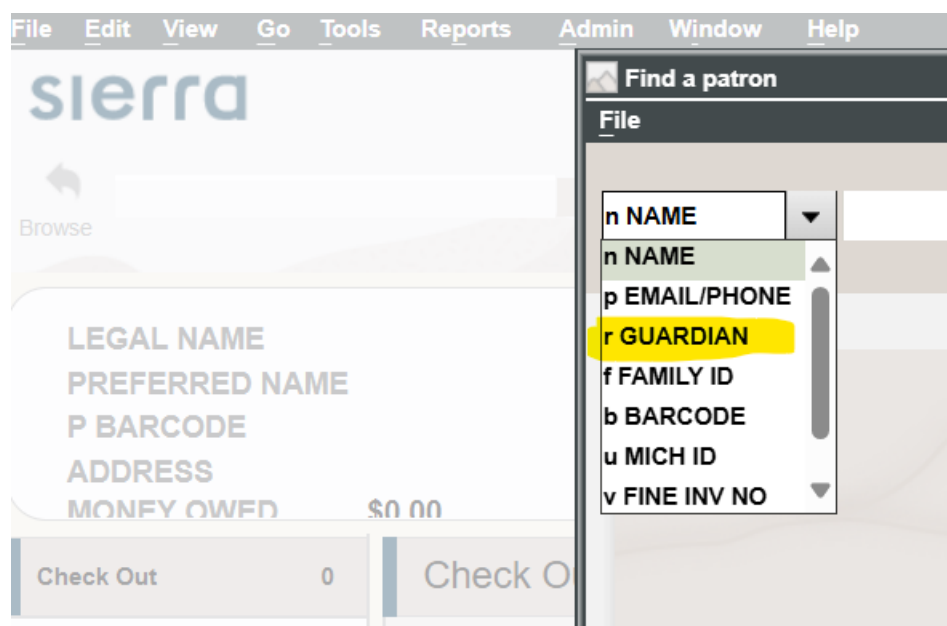
ILS Manager – Ann Langlois

July Email, Zoom, and phone consults- member libraries: 66; vendors: 1

July help tickets opened: 118

July help tickets closed: 132

Guardian ID & additional searches in patron record: iii has completed the indexing work to make the guardian ID # searchable under Find a Patron in Sierra's circulation module. Staff can now use these to help find patrons; they're available under Check Out (Circulation Desk) > [Next to Key or Scan Patron Barcode] click Search > Use the dropdown to choose the desired search index, such as Guardian



Member Services Manager – Amber McLain

Email/Phone Consults with Libraries: 45

Email/Phone Consults with Vendors: 12

BiblioCommons

BiblioCommons continues to function as expected.

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://lcoop.org/biblioapps-faq> - the latest updates are listed in blue. 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! 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 **on the first Friday of each month.**

Patron Point

Patron Point continues to function as expected with applications and auto-renew. If you encounter an issue, please email me or open a ticket by emailing Tech Help (tech-help@llcoop.org).

Continuing Education

The Continuing Education Committee hosted an inaugural Adult Services Committee Meeting on August 1. The meeting was attended by 30 people and the recording of the meeting is available.

The CE Committee will 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

Adult Services Committee Agenda 8-1-24

- Introductions (30 People attended via Zoom.)
 - *Introductions were made via chat.*
- Minute-taker Volunteer
 - *Amber will take minutes.*
- Purpose of the meeting
 - Audience: Who is this new committee for?
 - *This group will be focused on programming and collection development concerning adult patrons.*
- Scope of the committee: Topics under our purview
 - Programing
 - Resource Sharing
 - Patron Education
 - Readers Advisory
 - *Discussion ensued about what this committee should be:*
 - *Sharing presenter experiences and information was presented.*
 - *Resource sharing and networking about what has proven to be effective was discussed.*
 - *Sharing trending and innovative services (like senior center outreach, memory kits) and what adult services could expand to.*
 - *Discussing foundational skills such as how to run a program were discussed, as many libraries are new to adult programming, and new to programming in general.*
 - *Adult Literacy Programming was brought up.*
- Create a committee
 - Officers and CE and LLC Liaisons and members
 - Roles and Responsibilities
 - *Within the bylaws, this committee will work beneath the Advisory council. Committees must have 8 members from various class libraries.*
 - *Roles are Chair, Vice-Chair,*
 - *Officers are elected by vote, serve 2 year terms, and can serve two consecutive terms.*
 - *Secretary may be a rotated, volunteer position that changes on a meeting-by-meeting basis.*
 - *Minutes will be recorded and distributed to the membership.*
 - *Any paid staff member may be a part of a committee.*
 - *All committees have only advisory powers.*
 - Quorum
 - *A majority of the 8 member committee must be present for a quorum - i.e. 5 members.*
 - Agenda
 - *Every meeting must have an agenda distributed ahead of time.*

- Minutes
 - *Every meeting will have recorded minutes that will be distributed to the membership.*
- If you are interested in being an officer, please send an email to Carol, and we will present a slate of candidates at the next Adult Services meeting.
- Schedule Meetings
 - How often
 - *Quarterly meetings were proposed and agreed upon.*
 - Zoom or in person
 - *A mixture of in zoom and on person was agreed upon for the format.*
 - When
 - *It was decided that a Doodle Poll will be sent out to determine the day and time specificities.*
 - *Our first meeting will be in October, with a date chosen from the survey going out. It will focus on foundational skills and ideas such as programming basics and*
- Other discussion items
 - *None*
- Adjournment (Motion)
 - Erin Supri moved, supported by Ingrid Boyer, to adjourn at 2:33 PM - *motion carried.*

Lakeland Library Cooperative
Annual Budget Presentation to the Advisory Council
2024-2025

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**LAKELAND LIBRARY COOPERATIVE
FINANCE COMMITTEE MINUTES – Unofficial
Thursday, August 1, 2024, at 10:00 a.m.
VIA ZOOM**

Present: Lance Werner, Ex Officio (KU), Dale Parus (IC), Ron Suszek (UM)

Staff Present: Carol Dawe, Janet Cornell

Absent: Maggie McKeithan, Chair (OS)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:01 a.m. by Carol Dawe.
- 2) **APPROVAL OF AGENDA:** Dale Parus moved, supported by Ron Suszek, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** Ron Suszek moved, supported by Dale Parus, to approve the Finance Committee minutes from July 20, 2023, as presented – *motion carried*.
- 4) **NEW BUSINESS:**
 - a) 2024-2025 Budget Packet: Carol Dawe presented the packet asking for any questions or concerns. Dale Parus had a few questions regarding possible energy cost increases and sorter hour reductions in payroll. Janet Cornell answered the questions regarding fuel and utilities in that both items are below budget for this fiscal year and that Terry tracks both items in different spreadsheets so that he can submit those budgets within costs. Carol mentioned that the end note was incorrect in stating sorter hours were decreased as the hours are the same as this current year and she will update the end notes to address these items. The budget includes revenue from state aid and some from the libraries being allocated to the capital fund to go towards shared system options. Dale Parus moved to approve the budget packet with the corrections to the end notes as presented, supported by Ron Suszek – *motion carried*.
- 5) **NEXT MEETING:** There will not be another meeting scheduled until the next budget planning process.
- 6) **ADJOURNMENT:** The meeting adjourned at 10:07a.m. - *motion carried*.

LAKELAND LIBRARY COOPERATIVE
 FY2024-25 OPERATING BUDGET

	Total FY2023-24	Total FY2024-25	FY2024-25 Over (Under) FY2023-24	Percent Change	Notes
Revenue:					
State Aid	\$ 709,000	\$ 849,000	140,000	20%	1
Revenue by Libraries	821,955	835,717	13,762	2%	2
Investment Revenue	5,000	5,000	-	0%	3
Rebates	100	100	-	0%	
Total Revenues	\$ 1,536,055	\$ 1,689,817	\$ 153,762	10.0%	
Expenses:					
Salary & Wage Expenses	\$ 811,730	\$ 782,770	\$ (28,960)	-4%	4
Benefits	153,750	124,680	(29,070)	-19%	5
Mileage	3,500	3,500	-	0%	
Professional Development	9,000	9,000	-	0%	
Supplies	3,840	3,840	-	0%	
Professional Services	26,740	71,920	45,180	169%	6
Insurance	17,480	19,595	2,115	12%	7
ILS & IT Expenses	289,632	377,711	88,079	30%	8
Rides Delivery	8,580	9,065	485	6%	9
Delivery Expenses	57,555	56,635	(920)	-2%	
Member Development	6,000	6,000	-	0%	
Facility	37,575	38,035	460	1%	
Bibliocommons (GASB 96)	110,673	114,270	3,597	3%	10
Total Expenditures	\$ 1,536,055	\$ 1,617,021	\$ 80,966	5.3%	
Net Position before FB Transfers	\$ -	\$ 72,796	\$ 72,796		
Other Funding Sources:					
Transfer FB for Operating Expenses	-	-	-		
Other Expenses:					
Transfer to Capital Fund	45,000	72,796	27,796	61.8%	11
Other Fund Sources/Expenses	\$ (45,000)	\$ (72,796)	\$ (27,796)	61.8%	
Net Position with Transfers	\$ (45,000)	\$ -	\$ 45,000		12

**Lakeland Library Cooperative
FY2024-25 Capital and Growth Fund Budget**

	FY23-24	FY24-25	FY24-25	
	Budget	Budget	Over/(Under)	Endnotes
			FY23-24	
Revenue				
<i>Shared System/Interface Option</i>	-	39,796	39,796	14
Investment Revenue	2,000	2,000	-	
Capital Project Revenue	-	33,000	33,000	15
Total Revenues	\$ 2,000	\$ 74,796	\$ 72,796	
Expenses				
Information Technology-Hosting	70,000	-		16
Technology - Equipment	15,000	15,000	-	
Technology - Shared System Options		52,296	52,296	17
Building Improvements	7,500	7,500	-	
Vehicles	-	-	-	
Total Expenses	\$ 92,500	\$ 74,796	\$ (17,704)	18
Other Revenue Sources				
Fund Balance Transfers In -				
From Capital Reserves	45,500	-	(45,500)	19
From Operating FB	45,000	-	(45,000)	
Total Other Revenue Sources	\$ 90,500	\$ -	\$ (90,500)	
Net Position	\$ -	\$ -	\$ (70,000)	

**Lakeland Library Cooperative
FY2024-25 Pass Through Budget**

	FY2023-24	FY2024-25	Difference	%	Notes
REVENUES					
Group Supplies	8,700	10,700	2,000	23%	
Group Collections	92,000	94,000	2,000	2%	
Group Services	86,000	36,000	(50,000)	-58%	20
Ecommerce Fines	28,000	28,000	-	0%	
IT Services	350	350	-	0%	
Other Revenue	750	750	-	0%	
Group Training	1,675	1,000	(675)	-40%	
Total Revenue	\$ 217,475	\$ 170,800	\$ (46,675)	-21%	21
EXPENSES					
Library Supplies	8,700	10,700	2,000	23%	
Group Collection Expense	92,000	94,000	2,000	2%	
Group Subscriptions	86,000	36,000	(50,000)	-58%	
Fines Paid	28,000	28,000	-	0%	
IT Service Expenses	350	350	-	0%	
Member Development	1,675	1,000	(675)	-40%	
Other Service Expenses	750	750	-	0%	
Total Expenses	\$ 217,475	\$ 170,800	\$ (46,675)	-21%	
Net Position	\$ -	\$ -	\$ -	0	

Library	Total FY2023-24 LLC Fees	Total FY2024-25 LLC Fees	FY24-25 Over (Under) FY23-24	
Allendale Township	24,254	25,466	1,212	
Alvah N. Belding Memorial	18,322	19,232	910	
Carson City Public/Crystal Public	19,382	20,351	969	
Cedar Springs Public	15,679	16,463	784	
Coopersville Area District Library	16,351	17,169	817	
Croton Township Library	12,781	13,420	639	
Dorr Township	16,029	16,830	802	
Fennville District	18,548	19,476	927	
Flat River Community (Greenville)	23,076	24,229	1,153	
Freeport District	13,272	13,935	663	
Fremont Area District	19,899	20,894	995	
Fruitport District Library	16,574	17,403	829	
Gary Byker (Hudsonville)	19,502	20,477	975	
Georgetown Township (Jenison)	35,891	37,671	1,780	
Grand Rapids Public	6,718	7,054	336	
Grant Area District	16,891	17,730	839	
Hackley Public (Muskegon)	24,247	25,460	1,213	
Hastings Public	16,661	17,494	833	
Henika District (Wayland)	15,520	16,296	776	
Herrick District (Holland)	48,165	50,574	2,409	
Hesperia Community	13,194	13,853	660	
Home Township (Edmore)	12,745	13,382	637	
Hopkins Public	12,972	13,621	649	
Howard Miller (Zeeland)	25,553	26,830	1,278	
Ionia Community	20,902	21,947	1,045	
Kent District	6,505	6,830	325	
Lake Odessa Community	13,655	14,338	683	
Leighton Township (Moline)	15,420	16,191	771	
Loutit District (Grand Haven)	24,354	25,571	1,218	
Muskegon Area District	77,797	54,394	(23,403)	22
Newaygo Area District	14,646	15,378	733	
Patmos (Jamestown)	17,198	18,055	857	
Salem Township (Burnips)	16,242	17,052	810	
Saranac/Clarksville Public	20,327	21,343	1,017	
Saugatuck-Douglas District	14,258	14,971	713	
Sparta Carnegie Township	15,724	16,510	786	
Spring Lake District	22,450	23,566	1,116	
Tamarack District (Lakeview)	17,304	18,168	865	
Thornapple-Kellogg (Middleville)	15,919	16,715	796	
Timothy C Hauenstein Reynolds Tow	15,980	16,776	795	
White Cloud Community	15,746	16,533	787	
White Lake Community	15,305	16,071	765	
TOTAL	\$ 821,955	\$ 835,717	\$ 13,762	23

Endnotes for the 2024-2025 Budget Packet

1. State Aid: Increased by 140,000. This is an approximation. It might be slightly higher.
2. Revenue by Libraries: Although costs are flat due to the increase in state aid and cost cuts, we are suggesting that libraries commit to contributing to a Shared System/Patron Interface Fund for the Capital Budget so that as we move forward with ILS upgrades or a migration, we will be ready financially.
3. Investment Revenue: We are very conservative on this amount.
4. Salary and Wages: There is a 4% decrease even though we increased salaries according to the CPI index of 5%, eliminated the IT Manager position.
5. Benefits: Decrease due to elimination of IT Manager position, even though costs did increase considerably (9-12%).
6. Professional Services: This increase includes costs for 10-12 hours a week for IT consulting for Heimler Consulting.
7. Insurance: Slight increase in each category. Please see Operating Detail.
8. ILS and IT: This has gone up for two reasons: We moved the Cloud Hosting for our Servers from Capital to Operating so that we can use the additional state aid to cover this and no longer dip into our reserves. We also decided to cover the costs for PatronPoint Registration and Renewal since the billing is very complex and state aid can cover it. We try to do something patron centered with each state aid increase.
9. RIDES: Annual increases.
10. Bibliocommons GASB 96: Due to this new accounting rule, this vendor needs to be on it's own line item due to a long term contract. Annual schedule increases from our contract but please remember that we have added BiblioSuggest, Cloud records for Overdrive and Hoopla, and BiblioApps without additional costs.
11. Transfer to Capital Fund: As mentioned above, due to an increase in State Aid, we can use part of it to fund the Capital Budget in lieu of using reserves.
12. Net Position: No use of reserves in this budget!
13. See Operating Summary for notes.
14. Shared System/Interface Options: We added this line to prepare for new options for our ILS and Patron Interface Options.
15. Capital Project Revenue: No need to use reserves. Standard building improvements that are done on an "as needed" basis.
16. Information Technology-Hosting: This is now covered in operating as suggested by our auditors
17. Technology - Shared System Options: Due to less capital projects, this amount is actually higher than the projected revenue.
18. Total Expenses: Less than last year by \$17,704.00.
19. Other Revenue Sources: Again, no reserves used!
20. Group Resources: No more charges for Capira! (BiblioApps is folded into our current BiblioCommons costs with no additional charges.)
21. Total Expenses in Pass Through: Decreased and adjusted to actual spending.
22. Muskegon will be a cataloging center in 2024-2025.
23. Expenses have gone up but without using reservices AND we will increase reserves substantially for future planning and purchases. As of August 1st, 2024, our fund balance is approximately \$800,000.00 which is about 50% of our budget and puts us in a good position. Conventional wisdom says 3-6 months of operating budget should be the goal without including special projects etc.

LAKELAND LIBRARY COOPERATIVE
MENU SERVICES FORMULAS FOR COST TO LIBRARIES
Adopted by the Board: May 11, 2017
Amended: July, 2022

Charges divided equally for all participating libraries

- Administration
- Delivery
- IT Operations (Within Lakeland)

Charges divided by Per Capita by participating libraries

- MeL Delivery – RIDES

Charges divided by percentage of holdings added, averaged over 3 previous years by participating libraries

- Cataloging Services
- SkyRiver Cataloging Utility

Charges divided 50% Per Capita and 50% equally by participating libraries

- Authority Control
- ILS (All inclusive)
- IT Support for ILS