



LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

BOARD MONTHLY MEETING

Thursday, September 12, 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 & BOARD PRESIDENT/COOPERATIVE DIRECTOR ANSWERS**
- 4) **PUBLIC COMMENTS**
- 5) **APPROVAL OF MINUTES**
 - a) August 08, 2024, Unofficial Board Minutes (m) PAGE 2
- 6) **FINANCIAL REPORT**
 - a) August Financials and monthly check register (m) PAGES 3-8
- 7) **PRESIDENT'S REPORT** (i)
- 8) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 9-14
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council Official Minutes July 11, 2024 (i) PAGES 15-16
- 10) **NEW BUSINESS**
 - a) FY2024-2025 Meeting Dates Approval (m) PAGE 17
 - b) FY2024-2025 Health Care Resolution (m) PAGE 18
 - c) FY2023-2024 End of Year Budget Amendments (m) PAGES 19-22
 - d) FY2024-2025 Budgets (m) PAGES 23-30
- 11) **PUBLIC COMMENTS**
- 12) **BOARD MEMBER COMMENTS**
- 13) **NEXT MEETING: October 10 at the Kent District Library Service Center**
- 14) **ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, August 8, 2024 at 9:30 a.m.
Kent District Library Service Center**

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

Lakeland Staff Present: Amber McLain

Absent: Maggie McKeithan (OS), Rob Bristow (OG)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 by Lance Werner
- 2) **APPROVAL OF AGENDA:** Ron Suszek moved, supported by Dale Parus, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** Carol had a few people ask about the new director at Patmos – she shared that the director has resigned after receiving verbal threats in public.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Jessica Hunt moved, supported by Ron Suszek to approve the board minutes from July 11, 2024, *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) July Financials and Check Register: Ron Suszek moved, supported by Dale Parus, to approve the July Financials as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT**
 - a) No written report – but Lance shared that he spoke to the Alpena library about their current political situation. Lance also encouraged everyone to reach out if they are dealing with intellectual freedom.
- 8) **DIRECTOR'S REPORT**
 - a) Carol shared that LLC has gotten new email and phone systems that have innovated the way the LLC team is working.
 - b) Carol also shared that now that LLC is moving beyond local needs, we can move forward with aspect of the strategic plan regarding the shared ILS.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Included for information.
- 10) **NEW BUSINESS:**
 - a) Strategic Plan Update – table included to show progress. We are moving into year 3 of 3.
- 11) **PUBLIC COMMENTS:**
 - a) None.
- 12) **BOARD MEMBER COMMENTS:**
 - a) John McNaughton apologized for being late.
 - b) Ron Suszek shared that the Alpena community supported the library and refused the millage increase for the county.
 - c) Dale Parus had nothing to share.
 - d) Joe Zappacosta had nothing to share.
 - e) Diane Kooiker shared that Herrick's end of summer party will be a fandom fair.
 - f) Jessica Hunt shared that everyone should thank their Youth Services librarians.
 - g) Lance Werner shared that KDL passed a millage, suggested Steve Mitchell for polling prediction.
- 13) **NEXT MEETING:** Thursday, September 12, 2024, at 9:30 a.m. at Kent District Library Service Center.
- 14) **ADJOURNMENT:** John McNaughton moved, supported by Jessica Hunt to adjourn at 9:46 - *motion carried*.

Respectfully submitted by,
Amber McLain

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

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 143,812

002 · Savings Accounts 833,347

Total Checking/Savings 977,158

Accounts Receivable 5,770

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 61,504

Total Other Current Assets 135,933

Total Current Assets 1,118,861

Fixed Assets 653,105

TOTAL ASSETS \$ 1,771,966

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 6,912

Other Current Liabilities

231 · Payroll Liabilities 2,423

237 · Benefit Liabilities 4,334

Total Other Current Liabilities 6,757

Total Current Liabilities 13,669

Total Liabilities \$ 13,669

Equity

370 · Nonspendable Funds 84,334

371 · Property 653,105

390 · Unassigned Funds 844,096

Net Income 176,762

Total Equity \$ 1,758,297

TOTAL LIABILITIES & EQUITY \$ 1,771,966

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

| | YTD | Budget | % |
|--------------------------------|---------------------|---------------------|----------------|
| Income | | | |
| 566 · State Aid Revenue | 716,519 | 709,000 | 101.1% |
| 631 · Administrative Services | 117,936 | 139,186 | 84.7% |
| 632 · Delivery Services | 110,405 | 117,496 | 94.0% |
| 633 · ILS & IT Services | 593,635 | 565,273 | 105.0% |
| 665 · Interest Revenue | 29,324 | 5,000 | 586.5% |
| 672 · Other Revenue | 125 | 100 | 125.1% |
| Total Income | \$ 1,567,945 | \$ 1,536,055 | 102.1% |
| Expense | | | |
| 702 · Salaries & Wages | 696,931 | 811,730 | 85.9% |
| 710 · Benefits | 112,542 | 153,750 | 73.2% |
| 719 · Mileage | 2,666 | 3,500 | 76.2% |
| 720 · Professional Development | 3,850 | 9,000 | 42.8% |
| 726 · Supplies | 2,752 | 3,840 | 71.7% |
| 801 · Professional Services | 33,481 | 26,740 | 125.2% |
| 810 · Insurance | 17,821 | 17,480 | 102.0% |
| 817 · ILS & IT Expenses | 288,540 | 400,305 | 72.1% |
| 831 · RIDES | 8,225 | 8,580 | 95.9% |
| 860 · Delivery Expenses | 29,806 | 57,555 | 51.8% |
| 880 · Member Development | 4,979 | 6,000 | 83.0% |
| 920 · Facility Expenses | 33,917 | 37,575 | 90.3% |
| Total Expense | \$ 1,235,510 | \$ 1,536,055 | 80.4% |
| Net Ordinary Income | \$ 332,435 | \$ - | 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 | \$ 176,762 | \$ (45,000) | -392.8% |

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

| Date | Name | Memo | Account | Amount |
|--|-------------------------------|--------------------------------------|-----------------------------|------------------|
| 001.01 - Main Checking-Sweep Acct | | | | |
| 08/07/2024 | Classic Office Systems | phone installation | Telephones | 1,200.00 |
| 08/09/2024 | MERS | Pension | Benefits | 5,927.02 |
| 08/09/2024 | State of Michigan--Vendor | | Payroll Liabilities | 2,871.24 |
| 08/09/2024 | Cintas | Floor mats | Facility Contracts | 119.20 |
| 08/09/2024 | Comcast-Data Lines | Data Lines | IT Operations | 575.00 |
| 08/09/2024 | Consumers Energy | | Utilities | 579.94 |
| 08/09/2024 | Flyers Energy (Fuel Mgt) | | Vehicle Fuel | 1,272.21 |
| 08/09/2024 | Granger | Trash Removal | Facility Contracts | 114.63 |
| 08/09/2024 | SS Power Wash | Truck wash | Vehicle Repairs/Maintenance | 90.00 |
| 08/12/2024 | Cornell, Janet - vendor | | Mileage | 22.78 |
| 08/12/2024 | Coverall - New Dreams, Inc. | Janitorial Supplies | Facility Contracts | 170.00 |
| 08/12/2024 | Healthiest You | Telehealth | Benefits | 76.50 |
| 08/12/2024 | Innovative Interfaces, Inc. | Training | Ill Maintenance | 2,400.00 |
| 08/12/2024 | Langlois, Ann - Vendor | | Mileage | 10.72 |
| 08/12/2024 | Wolverine Power Systems, Inc. | Generator Maintenance | Facility Contracts | 2,008.15 |
| 08/13/2024 | Payroll | | -SPLIT- | 17,753.03 |
| 08/13/2024 | United States Treasury | | Payroll Liabilities | 6,054.92 |
| 08/13/2024 | MERS 401/457 | | Payroll Liabilities | 2,041.22 |
| 08/21/2024 | Delta Dental | Dental/Vision Insurance | Benefits | 518.42 |
| 08/23/2024 | Grand Rapids Income Tax Dept. | | Payroll Liabilities | 248.29 |
| 08/23/2024 | Walker City Treasurer | | Payroll Liabilities | 346.90 |
| 08/26/2024 | Aflac | | Payroll Liabilities | 403.82 |
| 08/26/2024 | BCBS | Health Insurance | Benefits | 2,518.30 |
| 08/26/2024 | BCN | Health Insurance | Benefits | 2,727.73 |
| 08/26/2024 | Berger Chevrolet | | Vehicle Repairs/Maintenance | 88.66 |
| 08/26/2024 | DTE Energy | | Utilities | 83.20 |
| 08/26/2024 | DTE Energy | | Utilities | 73.07 |
| 08/26/2024 | First National Bank | IT, fees, supplies, prof development | -SPLIT- | 3,385.78 |
| 08/26/2024 | Flyers Energy (Fuel Mgt) | | Vehicle Fuel | 1,064.93 |
| 08/26/2024 | Standard Insurance - MERS | LTD/Life Insurance | Benefits | 261.96 |
| 08/27/2024 | Payroll | | -SPLIT- | 18,804.10 |
| 08/27/2024 | United States Treasury | | Payroll Liabilities | 6,500.28 |
| 08/27/2024 | MERS 401/457 | | Payroll Liabilities | 2,041.22 |
| 08/27/2024 | Dawe, Carol - vendor | Mileage and member development | -SPLIT- | 365.58 |
| 08/27/2024 | Heimler, Nick | IT operations | IT Consulting | 3,570.00 |
| | | | TOTAL | 86,288.80 |

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

| | Pass Through | Capital |
|--|---------------------|------------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| 001 · Checking Accounts | | |
| 001.1 · Fund - Checking | 47,519 | 2,045 |
| 001.3 · eCommerce - Checking | 9,113 | |
| Total 001 · Checking Accounts | 56,632 | 2,045 |
| 002 · Savings Accounts | | 47,820 |
| Total Checking/Savings | 56,632 | 49,865 |
| Accounts Receivable | 1,420 | |
| Other Current Assets | | |
| 084 · Due From Other Funds | 79 | |
| 123 · Prepaid Expense | | 11,087 |
| Total Other Current Assets | 79 | 11,087 |
| Total Current Assets | 58,131 | 60,952 |
| TOTAL ASSETS | \$ 58,131 | \$ 60,952 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | 1,421 | |
| Other Current Liabilities | | |
| 214 · Due To Other Funds | 40,000 | 34,429 |
| Total Other Current Liabilities | 40,000 | 34,429 |
| Total Current Liabilities | 41,421 | 34,429 |
| Total Liabilities | \$ 41,421 | \$ 34,429 |
| Equity | | |
| 370 · Nonspendable Funds | | 10,712 |
| 390 · Unassigned Funds | | 113 |
| Net Income | 16,710 | 15,698 |
| Total Equity | \$ 16,710 | \$ 26,523 |
| TOTAL LIABILITIES & EQUITY | \$ 58,131 | \$ 60,952 |

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

| | Pass Through | | | Capital & Growth | | |
|--|-------------------|-------------------|---------------|--------------------|--------------------|---------------|
| | YTD | Budget | % | YTD | Budget | % |
| Income | | | | | | |
| 628 · Group Supply Revenue | 6,919 | 8,700 | 79.5% | | | |
| 629 · Group Collections | 88,905 | 92,000 | 96.6% | | | |
| 635 · Group Services | 21,756 | 86,000 | 25.3% | | | |
| 637 · Ecommerce Fines | 28,703 | 28,000 | 102.5% | | | |
| 645 · IT Services | - | 350 | 0.0% | | | |
| 665 · Interest Revenue | | | | 3,246 | 2,000 | 162.3% |
| 672 · Other Revenue | 1,675 | 750 | 223.3% | | | |
| Total Income | \$ 147,958 | \$ 215,800 | 68.6% | \$ 3,246 | \$ 2,000 | 162.3% |
| Expense | | | | | | |
| 728 · Library Supply Expense | 8,341 | 8,700 | 95.9% | | | |
| 729 · Collection Expenses | 79,942 | 92,000 | 86.9% | | | |
| 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 | | | | 66,148 | | |
| 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 | \$ 131,248 | \$ 215,800 | 60.8% | \$ 78,048 | \$ 92,500 | 84.4% |
| Net Ordinary Income | \$ 16,710 | \$ - | 100.0% | \$ (74,802) | \$ (90,500) | 82.7% |
| 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 | \$ 16,710 | \$ - | 100.0% | \$ 15,698 | \$ - | 100.0% |

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

| Date | Name | Memo | Account | Amount |
|---|-----------|------------------|---------|------------------------|
| 001 - Checking Accounts | | | | |
| 001.1 - Fund - Checking | | | | |
| 001.11 - Checking - Pass Through | | | | |
| 08/26/2024 | OverDrive | Audio and Ebooks | -SPLIT- | 4,995.41 |
| Total 001.11 - Checking - Pass Through | | | | <u>4,995.41</u> |
| 001.12 - Checking - Capital | | | | |
| Total 001.12 - Checking - Capital | | | | <u>0.00</u> |
| Total 001.1 - Fund - Checking | | | | <u>4,995.41</u> |
| 001.3 - eCommerce - Checking | | | | |
| Total 001.3 - eCommerce - Checking | | | | <u>0.00</u> |
| TOTAL | | | | <u><u>4,995.41</u></u> |



LAKELAND LIBRARY COOPERATIVE

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COOPERATIVE DIRECTOR'S REPORT September 12, 2024

September is the time to sharpen pencils, pack lunches and get your Emmy speeches and outfits ready. Okay, maybe not, but MLA is coming and I hope to see many of you in October in Traverse City. Beautiful time to be in TC.

Board Agenda Items:

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

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

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

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

Advisory Agenda Items:

Board Elections. Class IV and V libraries, come ready to caucus! Democracy in action!

Fall Programming Ideas: Please come ready to share so the CE committee can move forward. We do a survey but I like to hear from you as well. Thanks in advance.

As you can see there are a lot of year-end items to address but nothing new. I actually lifted the agenda items from last year's report. I'd like to thank Janet once again for all her work on the budget, finances and end of year amendments. It's a complicated process and she makes it all seem very easy. Bravo, Janet.

Items to note:

Email/Phone Consults with Libraries: 39

Email/Phone Consults with Vendors: 8

Board and Advisory Council Officers will be elected in October as per our bylaws and plan of service. If you are interested, please let the current chair or me know. Thank you. It's a great opportunity to serve. We will have committee chair openings as well. More about that in October.

I am working with a number of libraries on board and staff development and have multiple presentations, workshops, and programs that I can modify for your library. Please let me know if you are interested. I am finishing up strategic planning at a few libraries and starting at one soon.

The LCM directors met in Muskegon in August for our annual retreat. It was fantastic if I do say so myself. Hackley Public Library hosted us and Joe gave an amazing tour of the library and the building next store! Everyone was so impressed not only by the actual buildings but Joe's knowledge and enthusiasm. We stayed at the Shoreline Resort and enjoyed the "Big Lake." We talked about how we can do more to engage communities and we are working on a proposal. More in October. We also shared information and concerns about our own work environments and we helped each other as much as possible. It is such an amazing group of people.

The next big thing is to start working on the ILS section of the strategic plan. Ann, Amber and I will be getting some plans together to bring to the board and advisory later this year.

This is short not because there is nothing to report but because there is just too much to share. Suffice it to say, we are moving forward on all levels in all departments.

Manager/Specialist Reports:

Cataloging Services Manager - Jeff Lezman

August 2024 activities

E-mail & telephone consulting contacts: 34

Sierra records manually edited: 83

We added 7,536 Hoopla records to the database.

July 2024 Statistics

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

The number of requests to be cataloged in July was down by 4% compared to July 2023. The number of requests received that were already in the database increased by 28%.

The number of records copy-cataloged in July was down by 18% compared to July 2023, while the number of original records cataloged was up by 16%. The total number of records cataloged was down by 15% compared to July 2023.

| Cataloging | July 2024 | YTD | July 2023 | YTD | Monthly % | YTDPCT |
|------------------------------|-----------|-------|-----------|-------|-----------|--------|
| Requests Received | 1929 | 17082 | 1980 | 17844 | -3% | -4% |
| Requests already in database | 77 | 816 | 60 | 567 | 28% | 44% |
| Requests to be cataloged | 1852 | 16266 | 1920 | 17277 | -4% | -6% |
| Copy Cataloging | 1394 | 14108 | 1700 | 15883 | -18% | -11% |
| Original Cataloging | 194 | 2125 | 167 | 2232 | 16% | -5% |
| Total Cataloged | 1588 | 16233 | 1867 | 18115 | -15% | -10% |

Delivery & Facility Manager - Terry Cross

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

| | August – 2024 | August – 2023 | Difference | % Change |
|------------------------|---------------|---------------|------------|----------|
| Total Book Bags & Bins | 3,199 | 3,273 | (74) | (2%) |

In August 2024, there were 3,199 book bags and bins sorted, loaded, and delivered to member libraries. This represents a 2% decrease as compared to the 3,273 bags and bins that were sorted and delivered in August of the prior year. In August, the two drivers loaded and delivered a combined average of 145 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 174 MelCat bins in August 2024. This was one more bin as compared to the 173 bins that were received in August 2023. These are MelCat bins that were received from the Rides courier and that we sorted and the drivers delivered to member libraries. Also in August 2024, we sent out 162 bins, which was a decrease of 5 bins as compared to the 167 bins that were sent out in August 2023. These are MelCat items that were received from member libraries and are being sent to libraries outside of Lakeland.

As previously mentioned, Brian Gale retired from his sorting position on August 9, which was also Brian's 25th anniversary. Craig Anderson was hired to replace Brian. Craig's first day was August 13 and he will be working 3 five-hour days, for a total of 15 hours a week. Craig is a recently retired post-office Rural Carrier where he delivered mail and packages for the Rockford Post Office for 34 years. He was trained by the current delivery staff and is doing an excellent job.

Regularly scheduled maintenance was performed on Truck #37 in August. After being driven for 18 months and 76,331 miles, the service included automatic transmission service and flush, brake fluid flush, the power steering fluid was replaced, the fuel system was cleaned and the oil was changed. All of the trucks are current with their regularly scheduled maintenance.

In August, I drove 2 days, covering for driver time off.

In August, there were five 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.

The tri-annual Poly-Bag order was made in August. Poly-bag orders are made 3 times per year, in August, December and April. A total of 8 cases were ordered for 4 different libraries.

Building maintenance in August included yard work, removal of tree branches that were hanging low over the side walk and were impairing street vision, and DTE changed the gas meter.

Digital Services Specialist – Nicki Johnson

Year-end Overdrive purchases are in the works. An Overdrive meeting will be scheduled in the new year once we have agenda items to talk about. One-on-one Overdrive Zoom training was done with Howard Miller Library's new purchasers. Swank movie licensing subscriptions have been renewed for 2024-2025 with 26 libraries participating. Two Lakeland libraries have signed up for a new collection development service offered through Brodart. This is part of a state-wide deal brokered by TLN and presented to Lakeland directors. The service looks like it will be a very helpful tool, especially for libraries with limited staff. I also worked with hoopla in August to add another Lakeland library to the service.

Finance & HR Assistant - Janet Cornell

August was a busy month, going through reconciling accounts and projecting the spending expected yet this fiscal year. Included in this month's packet are the resulting year-end budget amendments. There were quite a few adjustments needed this year, including the GASB 96 rule on subscription-based IT agreements, personnel changes in IT and Delivery, a new phone system, and other higher than expected costs on services. Since we monitor our budget throughout the year, I was able to make some of these known adjustments in the new budget moving forward and simplify this detailed process.

I was also able to get into the office this past month to do some cleanup work on physical files. Since moving to electronic paperwork and working from home, my office was like a picture frozen in time – in this case to March of 2020 with the calendar still on the wall! I hope to get in there a few times each month to maintain what physical files we still have and need to retain.

Email and phone consults with member libraries and vendors: 8

ILS Manager – Ann Langlois

August email, Zoom, and phone consults: member libraries: 39; vendors: 2

August help tickets opened: 198

August help tickets closed: 211

Quarterly meeting: the next Zoom meeting will be October 17 at 1:30 p.m. As always, we welcome you to submit information about renovations, new or leaving staff members, and other going-ons at your library. Please get them to Ann by October 15. All member library staff are encouraged to attend. A registration link and more information will be sent out.

LX Starter: earlier this year I had mentioned a product, LX Starter, that iiii was going to give us to offer customized circulation notices via email to patrons. We started the initial setup but then

heard from other consortia who had adopted the product that it has a significant problem currently: if a patron's email bounces a notice several times, even if the patron addresses the issue with the email (usually a Gmail account that has hit the storage limit), the patron will be blocked from receiving future email notices. There's no way in Sierra/LX Starter to unblock it; iii's solution is to ask the patron to provide a different email address. Lakeland staff concurred that this is not a satisfactory workaround and at this time, we will not pursue using LX Starter until the issue is resolved.

Annual Patron and Charges Purge: in August following the summer reading programs, we conducted the annual patron and charges purges as provided in the LLC Circulation policy. Patrons whose records expired longer than three years ago AND who had no circ activity for three years were deleted. Circ. activity includes not only check in, check out and holds, but also activity such as validation through the patron API for third party resources and log in to their records in the public catalog. 32,862 patron records were removed (648 were KDL patrons; 579 were GRPL patrons). Old charges from 7 years ago (outside of the Michigan statute of limitations – 2017) were also purged. Following the charges purge, we conducted a synchronization of accounts in collections with Unique Management. There were about 9,800 patrons with charges from 2017 and earlier on their records. Of these patrons, 6,676 of them met the record purge criteria so they were also removed.

Member Services Manager – Amber McLain

Email/Phone Consults with Libraries: 29

Email/Phone Consults with Vendors: 22

BiblioCommons

BiblioCommons has been functioning as expected.

BiblioApp

BiblioApps has been functioning to the level we are expecting, with one small blip - there was a day in late August in which fine payments were resulting in long wait times or an error message. After some investigation, BiblioCommons believes there was a brief communication disconnect between the app and Paypal, through which payments are processed. The issue has been fixed. If an error is encountered in the app while paying fines in the future, please attempt to pay (or have the patron attempt to pay) the fines through the web catalog.

Sierra/III has added the response time issue to their roadmap and it is expected to be fixed in the 6.4 release in Sierra, which will release in Q1 of 2025. BiblioCommons is still working on their fix as well, which is expected to be implemented in Q4 of 2024. As a reminder, this is both to address the self-checkout issues on the app, as well as the stat groups for checkouts from the app.

Total Number of Apple App Users: 3,386

Total Number of Android App Users: 1,447

BiblioSuggest

BiblioSuggest has been functioning as expected. LLC catalog suggested purchases have been sent out.

Patron Point

Patron Point's integration with Sierra went down for a few days in late August, meaning that applications were unable to be processed and welcome emails were not sent out. This was due to an expiration date being put on the Sierra API and not being updated due to the many

changes in staff in the recent past here at Lakeland. We remedied the situation as soon as it was identified, and have developed a process to renew API credentials to ensure that it does not happen again. For applications that were sent in during this downtime, Patron Point and I have resubmitted them all, so things should be back on track.

Number of Applications in August: 1082

Number of Auto-Renews in August: 1425

Training

Last month I visited Lake Odessa for their staff in-service day to go over BiblioCommons, BiblioSuggest, BiblioApps, and Patron Point. I just want to remind everyone that I am available for both in-person and zoom visits for training or Q&A sessions on these programs.

Respectfully submitted,

Carol Dawe

**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://lcooop.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 Board
and Advisory Council Meetings
FY2024-2025**

| DATE | LOCATION | TIME |
|--------------------|---|--|
| October 10, 2024 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| November 14, 2024 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| December 12, 2024 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| January 9, 2025 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| February 13, 2025 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| March 13, 2025 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| April 10, 2025 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| May 8, 2025 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| June 12, 2025 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| July 10, 2025 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| August 14, 2025 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |
| September 11, 2025 | Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321. | Board at 9:30 a.m. Advisory to follow |



LAKELAND LIBRARY
COOPERATIVE
 LEADING • LEARNING • LENDING

**RESOLUTION TO ADOPT 80%/20% EMPLOYER/EMPLOYEE HEALTH CARE COST
 OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED
 HEALTH INSURANCE CONTRIBUTION ACT
 September 12, 2024**

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

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

WHEREAS, the options are as follows:

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

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

NOW, THEREFORE, BE IT RESOLVED the Board of the Lakeland Library Cooperative elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year October 1st, 2024 through September 30th, 2025.

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

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

Board President

Date

Lakeland Library Cooperative

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

4138 3 Mile Road NW-Grand Rapids, MI 49534 (616) 559-5253 www.lcooop.org

FY2023-24 Budget Amendments

Many things have occurred since the approval of this fiscal year's budget. We had some changes in staff that affected more than just the wage and benefit accounts, a few changes implemented from a new audit rule, and an installation of a new phone system as our old vendor was bought out by a new company.

This made for more than the usual year-end budget adjustments. Some areas had little activity due to the changes while others took the brunt of activity. All three funds have some changes but by far the operating budget saw the most change. The adjustments to be made are the first amendment of the year for each fund, and the transfers between accounts are indicated in the following attached tables:

FY2023-24 Operating Budget Amendment #1

FY2023-24 Capital Budget Amendment #1

FY2023-24 Pass Through Budget Amendment #1

In addition to the budget changes in the operating fund, some transfers were also required between departments (aka Classes) to make sure the revenue and expenses were balanced within the line items. These transfers are indicated and included in the operating budget amendment.

Footnotes are included on each of the amendment pages indicating the reason for the amendment.

MOTION:

To approve the FY2023-24 budget amendments for the operating, capital, and pass-through funds as presented.

Reconcile Account and Department Budget Adjustments - Operating
September 12, 2024

| Transfer From | | | | | Transfer To | | | | | Notes |
|--------------------------|-------|--------------------|----------------|----------------|--------------------------|-------|------------------|----------------|----------------|-------|
| Account | Class | Amount | Current Budget | Amended Budget | Account | Class | Amount | Current Budget | Amended Budget | |
| Salaries | 0 | (17,000) | 748,810 | 731,810 | Consulting | 0 | 17,060 | 9,830 | 26,890 | 1 |
| Memberships | 0 | (60) | 4,340 | 4,280 | | | | | | |
| Bibliocore | 0 | (101,000) | 109,830 | 8,830 | Bibliocore-GASB 96 | 0 | 101,000 | - | 101,000 | 2 |
| Benefits | 0 | (27,100) | 105,914 | 78,814 | Bibliocore-GASB 96 | 0 | 10,000 | 101,000 | 111,000 | |
| | | | | | Ill Maintenance | 0 | 9,700 | 136,440 | 146,140 | 3 |
| | | | | | Telephones | 0 | 3,800 | 6,070 | 9,870 | 4 |
| | | | | | IT Operations | 0 | 3,000 | 35,180 | 38,180 | 5 |
| | | | | | Patron Point | 0 | 400 | 18,000 | 18,400 | 6 |
| | | | | | Supplies | 0 | 200 | 3,840 | 4,040 | 7 |
| Vehicle Repairs | 0 | (5,500) | 19,625 | 14,125 | Supplies | 0 | 5,500 | 4,040 | 9,540 | |
| Vehicle Fuel | 0 | (410) | 37,730 | 37,320 | Vehicle Insurance | 0 | 410 | 6,765 | 7,175 | 8 |
| | | | | | | | | | | |
| Total Transferred | | \$(151,070) | | | Total Transferred | | \$151,070 | | | |

| Transfer Adjustments Between Departments within Budget Line Items (Classes) | | | | | | | | | | 9 |
|---|-------|--------------------|---------------------|---------------------|--------------------------|-------|------------------|---------------------|---------------------|-------|
| Dept | Class | Amount | Current Dept Budget | Amended Dept Budget | Dept | Class | Amount | Current Dept Budget | Amended Dept Budget | Notes |
| State Aid Revenue Total Budget \$709,000 | | | | | | | | | | a |
| Administration | 1 | (891) | 319,050 | 318,159 | Delivery | 2 | 5,460 | 163,070 | 168,530 | |
| IT | 5 | (11,110) | 35,450 | 24,340 | ILS | 4 | 7,000 | 120,530 | 127,530 | |
| Cataloging | 6 | (459) | 70,900 | 70,441 | | | | | | |
| Salaries Total Budget \$731,810 | | | | | | | | | | b |
| IT | 5 | (4,900) | 50,000 | 45,100 | Delivery | 2 | 4,900 | 171,012 | 175,912 | |
| Benefits Total Budget \$79,815 | | | | | | | | | | c |
| IT | 5 | (100) | 14,772 | 14,672 | Delivery | 2 | 100 | 9,033 | 9,133 | |
| Consulting Services Total Budget \$26,890 | | | | | | | | | | d |
| Administration | 1 | (830) | 830 | - | IT | 5 | 830 | 26,060 | 26,890 | |
| | | | | | | | | | | |
| Total Transferred | | \$ (18,290) | | | Total Transferred | | \$ 18,290 | | | |

Notes:

- 1 - Use unused portion of IT Manager wages for IT Consulting.
- 2 - Per audit, adjust to special account classification for GASB 96 rule on SBITA agreements.
- 3 - Purchased digital indexing services and additional training hours for ILS Manager.
- 4 - Installation of new phone system.
- 5 - Replacements of staff computers.
- 6 - Additional fees for patron card verifications.
- 7 - Replacement delivery bags.
- 8 - Higher premium than budgeted for vehicle insurance.
- 9 - Adjustments between departments - no change in total line item budget
 - a - Balance revenue for expense adjustments made in amendment and for rounding.
 - b - Vacation and sick leave payout for retired sorter.
 - c - New sorter benefits.
 - d - Unused administrative portion used for IT consulting.

FY2023-24 CAPITAL BUDGET AMENDMENT #1
Reconciliation Budget Adjustments for Fiscal Year End
September 12, 2024

| Transfer From | | | | Transfer To | | | | |
|--------------------------|--------------------|----------------|----------------|--------------------------|------------------|----------------|----------------|-------|
| Account | Amount | Current Budget | Amended Budget | Account | Amount | Current Budget | Amended Budget | Notes |
| Capital - Technology | (70,000) | 85,000 | 15,000 | Information Technology | 70,000 | - | 70,000 | 1 |
| | | | - | | | | - | |
| Total Transferred | \$ (70,000) | | | Total Transferred | \$ 70,000 | | | |

1 - Per audit, separate line item for cloud services as they are not considered a capital outlay. Moved to operating for FY2024-24.

FY2023-24 PASS THROUGH BUDGET AMENDMENT #1
Reconciliation Budget Adjustments for Fiscal Year End
September 12, 2024

| Transfer From | | | | Transfer To | | | | Notes |
|--------------------------|-------------------|----------------|----------------|--------------------------|-----------------|----------------|----------------|-------|
| Account | Amount | Current Budget | Amended Budget | Account | Amount | Current Budget | Amended Budget | |
| Group Services Revenue | (3,100) | 86,000 | 82,900 | Group Supply Revenue | 3,100 | 8,700 | 11,800 | 1 |
| Group Subscriptions | (3,100) | 86,000 | 82,900 | Library Supplies | 3,100 | 8,700 | 11,800 | |
| Group Services Revenue | (1,675) | 84,000 | 82,325 | Other Revenue | 1,675 | 750 | 2,425 | 2 |
| Group Subscriptions | (1,675) | 84,000 | 82,325 | Member Development | 1,675 | - | 1,675 | |
| Total Transferred | \$ (9,550) | | | Total Transferred | \$ 9,550 | | | |

Notes:

- 1 - Increase in quantity and costs for supplies ordered.
- 2 - Group Training Event.

Lakeland Library Cooperative
Annual Budget Presentation to the Board
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