



LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

BOARD MONTHLY MEETING
Thursday, January 9, 2025
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 and Board Members
- 2) **APPROVAL OF AGENDA**
- 3) **PRESUBMITTED QUESTIONS FROM MEMBERS**
- 4) **PUBLIC COMMENTS**
- 5) **APPROVAL OF MINUTES**
 - a) November 14th, 2024, Unofficial Board Minutes (m) PAGE 2-3
- 6) **FINANCIAL REPORT**
- 7) November and December 2024 Financials and Check Registers (m) PAGES 4-16
- 8) **PRESIDENT'S REPORT** (i)
- 9) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 17-23
- 10) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council Official Minutes October 10th, 2024 (i) PAGE 24-25
- 11) **ONGOING/NEW BUSINESS**
 - a) Budget Amendments: Maggie McKeithan (m) PAGE 26-30
 - b) Cooperative Director Evaluation: John McNaughton and Lance Werner (m)
- 12) **PUBLIC COMMENTS**
- 13) **BOARD MEMBER COMMENTS**
- 14) **NEXT MEETING: February 13th, 2025 at the Kent District Library Service Center**
- 15) **ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, November 14, 2024 at 9:30 a.m.
Kent District Library Service Center**

Present: Maggie McKeithan (OS), Ron Suszek (MADL), Dale Parus (IC), Jessica Hunt (NG), John McNaughton (GRPL), Lance Werner (KDL), Rob Bristow (OG), Abby Black (OA),
Lakeland Staff Present: Carol Dawe, Amber McLain
Absent: Diane Kooiker (HO)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 by John McNaughton.
- 2) **APPROVAL OF AGENDA:** Ron Suszek moved, supported by Abby Black, to approve the agenda as presented - *motion carried.*
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:**
 - a) Peggy Hemerling announced that she will be retiring at the end of the year and that Hastings' current assistant director, David Edelman, will take over as director.
- 5) **APPROVAL OF MINUTES:** Rob Bristow moved, supported by Maggie McKeithan, to approve the board minutes from October 10, 2024, *motion carried.*
- 6) **FINANCIAL REPORT:**
 - a) September and October 2024 Financials and Check Register: Maggie McKeithan moved, supported by Dale Parus, to approve the September and October 2024 Financials as presented - *motion carried.*
- 7) **PRESIDENT'S REPORT**
 - a) Nothing to report.
- 8) **DIRECTOR'S REPORT**
 - a) Carol reported that at about this time next year, TLN will host three programs on the 50th anniversary of the Edmund Fitzgerald:
 - i) The first program will be virtual, and statewide. It will take place on Thursday, November 6, 2025 at 6:00 p.m.
 - ii) The second, an in-person program, will be held Wednesday, November 12, 2025 at 6:00 p.m. at the Dearborn Public Library.
 - iii) A third, also in-person program, is in the final planning stages. It will be held at an Upper Peninsula venue, exact date, location, and time to be announced when finalized.
 - b) Carol also shared that the library cooperatives are hosting a program with Trenton Smiley for a chance at a "marketing makeover" – this will be based on an application process and she will send more information out as it becomes available.
 - c) Carol discussed the MLA nominating committee.
 - d) Carol discussed the planning processes for the exploration of a new ILS.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Included for information.
- 10) **NEW BUSINESS:**
 - a) *Committee Assignments* – The personnel, finance, and standards committees have been appointed.
 - b) *Quarterly Meeting Slides and Year in Review* – included for information.
 - c) *Board Member Oath* – Board members who did not take the oath previously took the oath.
- 11) **PUBLIC COMMENTS:**
 - a) Carol announced that there will be cake between meetings for Peggy Hemerling's retirement.
- 12) **BOARD MEMBER COMMENTS:**
 - a) Lance Werner cheered on the Lions.

- b) Maggie McKeithan congratulated KDL on their recent social media campaign.
 - c) John McNaughton mentioned that we may be feeling anxious and powerless as a result of recent political shifts, but he reminded us that we do have control over things at a smaller scale and we can still be there for each other throughout this time.
 - i) Lance Werner brought up the Serenity prayer: *“God grant me the serenity to accept the things I cannot change; courage to change the things I can; and wisdom to know the difference.”*
- 13) NEXT MEETING:** Thursday, January 9, 2025, at 9:30 a.m. at Kent District Library Service Center.
- 14) ADJOURNMENT:** Dale Parus moved, supported by Rob Bristow, to adjourn at 9:48 - *motion carried.*

Respectfully submitted by,
Amber McLain

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

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 37,741

002 · Savings Accounts 591,964

Total Checking/Savings 629,705

Accounts Receivable 24,827

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 61,504

Total Other Current Assets 135,933

Total Current Assets 790,465

Fixed Assets 653,105

TOTAL ASSETS \$ 1,443,570

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 4,098

Other Current Liabilities

214 · Due to Other Funds 9,949

231 · Payroll Liabilities 2,756

237 · Benefit Liabilities 3,944

Total Other Current Liabilities 16,648

Total Current Liabilities 20,747

Total Liabilities \$ 20,747

Equity

370 · Nonspendable Funds 84,334

371 · Property 653,105

390 · Unassigned Funds 844,096

399 · Net Position - Unrestricted 47,255

Net Income (205,967)

Total Equity \$ 1,422,823

TOTAL LIABILITIES & EQUITY \$ 1,443,570

Lakeland Library Cooperative
Operating Budget vs. Actual
 October through November 2024

	YTD	Budget	%
Income			
566 · State Aid Revenue	-	816,000.0	0.0%
631 · Administrative Services	26,890.5	107,576.0	25.0%
632 · Delivery Services	31,164.8	124,656.0	25.0%
633 · ILS & IT Services	140,922.2	563,689.0	25.0%
665 · Interest Revenue	5,834.2	5,000.0	116.7%
672 · Other Revenue	-	100.0	0.0%
Total Income	\$ 204,812	\$ 1,617,021	12.7%
Expense			
702 · Salaries & Wages	85,871	782,770	11.0%
710 · Benefits	30,485	124,680	24.5%
719 · Mileage	631	3,500	18.0%
720 · Professional Development	1,370	9,000	15.2%
726 · Supplies	586	3,840	15.2%
801 · Professional Services	5,079	71,920	7.1%
810 · Insurance	17,252	19,595	88.0%
817 · ILS & IT Expenses	263,528	377,711	69.8%
831 · RIDES	-	9,065	0.0%
860 · Delivery Expenses	3,541	56,635	6.3%
880 · Member Development	180	6,000	3.0%
920 · Facility Expenses	2,257	38,035	5.9%
Total Expense	\$ 410,778	\$ 1,502,751	27.3%
Net Ordinary Income	\$ (205,967)	\$ 114,270	-180.2%
Other Expense			
990 · DS-SBITA (Bibliocore)	-	114,270	0.0%
Total Other Expense	\$ -	\$ 114,270	0.0%
Net Income	\$ (205,967)	\$ -	100.0%

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

Date	Name	Memo	Account	Amount
001 - Checking Accounts				
11/01/2024	MERS	Pension	Payroll Liabilities	3,844.13
11/04/2024	Superior Pest Control, Inc.	Pest control	Facility Contracts	58.00
11/05/2024	Payroll		-SPLIT-	18,186.28
11/05/2024	United States Treasury		Payroll Liabilities	6,381.64
11/05/2024	MERS 401/457		Payroll Liabilities	2,075.45
11/05/2024	Cintas	Floor mats	Facility Contracts	119.20
11/05/2024	First National Bank	IT, fees, conferences, phones	-SPLIT-	1,522.33
11/05/2024	Flyers Energy (Fuel Mgt)		Vehicle Fuel	1,016.74
11/13/2024	Foster Swift Attorneys		Legal	159.00
11/15/2024	Grand Rapids Income Tax Dept.		Payroll Liabilities	167.60
11/15/2024	Walker City Treasurer		Payroll Liabilities	230.05
11/15/2024	Aflac		Payroll Liabilities	255.28
11/15/2024	BCBS	Health Insurance	Benefits	2,947.76
11/15/2024	BCN	Health Insurance	Benefits	3,016.15
11/15/2024	Berger Chevrolet		Vehicle Repairs & Maintenance	214.42
11/15/2024	Comcast-Data Lines	Data Lines	IT Operations	575.00
11/15/2024	Consumers Energy		Utilities	375.14
11/15/2024	DTE Energy		Utilities	136.31
11/15/2024	DTE Energy		Utilities	59.58
11/15/2024	Flyers Energy (Fuel Mgt)		Vehicle Fuel	1,056.66
11/15/2024	Granger	Trash removal	Facility Contracts	55.62
11/15/2024	Healthiest You	Telehealth	Benefits	76.50
11/15/2024	LocalHop	Webpage	IT Operations	3,070.24
11/15/2024	SS Power Wash	Truck wash	Vehicle Repairs & Maintenance	90.00
11/15/2024	Heimler, Nick	IT consulting	IT Operations	3,910.00
11/15/2024	Innovative Interfaces, Inc.	Cloud hosting	III Maintenance	68,851.38
11/15/2024	Langlois, Ann - Vendor		Mileage	10.72
11/19/2024	Payroll		-SPLIT-	22,815.66
11/19/2024	United States Treasury		Payroll Liabilities	8,637.84
11/19/2024	MERS 401/457		Payroll Liabilities	2,275.45
11/19/2024	Coverall - New Dreams, Inc.	Janitorial services	Facility Contracts	170.00
11/26/2024	Kirk, Katie	Youth Services-SRP	Continuing Education	105.35
11/29/2024	Backstage Library Works		Authority Control	288.80
11/29/2024	Dawe, Carol - vendor	Mileage and Conferences	-SPLIT-	1,876.02
			TOTAL	<u>154,630.30</u>

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

	Pass Through	Capital
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	53,798	2,120
001.3 · eCommerce - Checking	10,577	
Total 001 · Checking Accounts	64,375	2,120
002 · Savings Accounts		48,419
Total Checking/Savings	64,375	50,539
Accounts Receivable	3,405	
Other Current Assets		
123 · Prepaid Expense		11,087
Total Other Current Assets	-	11,087
Total Current Assets	67,780	61,626
TOTAL ASSETS	\$ 67,780	\$ 61,626
 LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	5,013	
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	40,000	34,429
Total Current Liabilities	45,013	34,429
Total Liabilities	\$ 45,013	\$ 34,429
 Equity		
370 · Nonspendable Funds		10,712
390 · Unassigned Funds		113
399 · Net Position - Unrestricted		15,937
Net Income	22,767	435
Total Equity	\$ 22,767	\$ 27,197
TOTAL LIABILITIES & EQUITY	\$ 67,780	\$ 61,626

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

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	-	10,700	0.0%			
629 · Group Collections	22,129	94,000	23.5%			
635 · Group Services	-	36,000	0.0%			
637 · Ecommerce Fines	10,577	28,000	37.8%			
643 · Shared System Options				-	39,796	0.0%
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				435	2,000	21.7%
672 · Other Revenue						
674 · Contributions/Donations	-	750	0.0%			
677 · Group Training	-	1,000	0.0%			
680 · Capital Project Revenue				-	33,000	0.0%
Total 672 · Other Revenue	-	1,750	0.0%	-	33,000	0.0%
Total Income	\$ 32,706	\$ 170,800	19.1%	\$ 435	\$ 74,796	0.6%
Expense						
728 · Library Supply Expense	-	10,700	0.0%			
729 · Collection Expenses	9,939	94,000	10.6%			
805 · Group Subscriptions	-	36,000	0.0%			
807 · Fines Paid	-	28,000	0.0%			
830 · IT Services Expense	-	350	0.0%			
880 · Member Development	-	1,000	0.0%			
969 · Other Services	-	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				-	7,500	0.0%
975 · Technology				-	67,296	0.0%
Total 970 · Capital Outlay	-	-	0.0%	-	74,796	0.0%
Total Expense	\$ 9,939	\$ 170,800	5.8%	\$ -	\$ 74,796	0.0%
Net Ordinary Income	\$ 22,767	\$ -	100.0%	\$ 435	\$ -	100.0%
Other Income				-	-	0.0%
Net Income	\$ 22,767	\$ -	100.0%	\$ 435	\$ -	100.0%

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

Date	Name	Memo	Account	Amount
001.1 · Fund - Checking				
001.11 · Checking - Pass Through				
11/05/2024	OverDrive	Audio and ebooks	-SPLIT-	4,926.00
Total 001.11 · Checking - Pass Through				<u>4,926.00</u>
001.12 · Checking - Capital				
Total 001.12 · Checking - Capital				<u>0.00</u>
Total 001.1 · Fund - Checking				<u>4,926.00</u>
001.3 · eCommerce - Checking				
Total 001.3 · eCommerce - Checking				<u>0.00</u>
TOTAL				<u><u>4,926.00</u></u>

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

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts	70,330
002 · Savings Accounts	463,928

Total Checking/Savings 534,258

Accounts Receivable 4,514

Other Current Assets

084 · Due from Other Funds	74,429
123 · Prepaid Expenses	61,504

Total Other Current Assets 135,933

Total Current Assets 674,705

Fixed Assets 653,105

TOTAL ASSETS \$ 1,327,810

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

214 · Due to Other Funds	9,949
231 · Payroll Liabilities	3,688
237 · Benefit Liabilities	5,535

Total Other Current Liabilities 19,172

Total Current Liabilities 19,172

Total Liabilities \$ 19,172

Equity

370 · Nonspendable Funds	84,334
371 · Property	653,105
390 · Unassigned Funds	844,096
399 · Net Position - Unrestricted	47,255
Net Income	(320,153)

Total Equity \$ 1,308,637

TOTAL LIABILITIES & EQUITY \$ 1,327,810

Lakeland Library Cooperative
Operating Budget vs. Actual
 October through December 2024

	YTD	Budget	%
Income			
566 · State Aid Revenue	-	816,000	0.0%
631 · Administrative Services	26,891	107,576	25.0%
632 · Delivery Services	31,165	124,656	25.0%
633 · ILS & IT Services	140,922	563,689	25.0%
665 · Interest Revenue	7,920	5,000	158.4%
672 · Other Revenue	-	100	0.0%
Total Income	\$ 206,898	\$ 1,617,021	12.8%
Expense			
702 · Salaries & Wages	173,372	782,770	22.1%
710 · Benefits	39,620	124,680	31.8%
719 · Mileage	696	3,500	19.9%
720 · Professional Development	1,370	9,000	15.2%
726 · Supplies	586	3,840	15.2%
801 · Professional Services	8,794	71,920	12.2%
810 · Insurance	17,252	19,595	88.0%
817 · ILS & IT Expenses	274,628	377,711	72.7%
831 · RIDES	-	9,065	0.0%
860 · Delivery Expenses	5,469	56,635	9.7%
880 · Member Development	837	6,000	13.9%
920 · Facility Expenses	4,427	38,035	11.6%
Total Expense	\$ 527,050	\$ 1,502,751	35.1%
Net Ordinary Income	\$ (320,153)	\$ 114,270	-280.2%
Other Expense			
990 · DS-SBITA (Bibliocore)	-	114,270	0.0%
Total Other Expense	\$ -	\$ 114,270	0.0%
Net Income	\$ (320,153)	\$ -	100.0%

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

12

Date	Name	Memo	Account	Amount
001.01 - Main Checking-Sweep Acct				
12/02/2024	Amazon	Office and operating	Supplies	310.49
12/02/2024	Cintas	Floor Mats	Facility Contracts	119.20
12/02/2024	Delta Dental	Dental/Vision Insurance	Benefits	260.76
12/02/2024	Flyers Energy (Fuel Mgt)		Vehicle Fuel	958.66
12/02/2024	Michigan Insurance Company	Worker's Comp-FY24 final	Insurance	55.00
12/02/2024	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	269.55
12/03/2024	Payroll		-SPLIT-	18,142.63
12/03/2024	United States Treasury		Payroll Liabilities	6,374.04
12/03/2024	MERS 401/457		Payroll Liabilities	2,075.45
12/03/2024	First National Bank	IT, phones, fees, CE, supplies	-SPLIT-	2,124.79
12/11/2024	Ionia Community Library-Vendor	Summer Reading	Continuing Education	49.66
12/11/2024	State of MI - SOS		Driver Certifications	45.00
12/11/2024	Unique	Message Bee	Notification Services	8,493.00
12/13/2024	MERS	Pension	Benefits	3,943.63
12/13/2024	State of Michigan--Vendor		Payroll Liabilities	2,271.12
12/16/2024	Allied Universal (Midstate)	Building Security	Facility Contracts	121.56
12/16/2024	Backstage Library Works		Authority Control	359.30
12/16/2024	Coverall - New Dreams, Inc.	Janitorial Services	Facility Contracts	170.00
12/16/2024	Heimler, Nick		IT Consulting	3,570.00
12/16/2024	Langlois, Ann - Vendor		Mileage	10.72
12/16/2024	Aflac		Payroll Liabilities	255.28
12/16/2024	BCBS	Health Insurance	Benefits	2,947.76
12/16/2024	BCN	Health Insurance	Benefits	3,016.15
12/16/2024	Comcast-Data Lines	Data Lines	IT Operations	575.00
12/16/2024	Consumers Energy		Utilities	440.58
12/16/2024	Flyers Energy (Fuel Mgt)		Vehicle Fuel	690.21
12/16/2024	Granger	Trash Removal	Facility Contracts	55.62
12/16/2024	Healthiest You	Telehealth App	Benefits	76.50
12/16/2024	Ricoh USA Inc.	Copier	IT Operations	14.42
12/16/2024	SS Power Wash		Vehicle Repairs/Maintenance	90.00
12/17/2024	Payroll		-SPLIT-	18,143.63
12/17/2024	United States Treasury		Payroll Liabilities	6,374.22
12/17/2024	MERS 401/457		Payroll Liabilities	2,075.45
12/23/2024	Seaman's Air Conditioning	Heating repair	Building Repairs/Maintenance	350.00
12/27/2024	Grand Rapids Income Tax Dept.		Payroll Liabilities	167.54
12/27/2024	Walker City Treasurer		Payroll Liabilities	266.62
12/27/2024	Cintas	Floor Mats	Facility Contracts	119.20
12/27/2024	Delta Dental	Dental/Vision Insurance	Benefits	260.76
12/27/2024	DTE Energy		Utilities	54.72
12/27/2024	DTE Energy		Utilities	271.85
12/27/2024	First National Bank	IT, phones, fees, CE, supplies	-SPLIT-	3,144.45
12/27/2024	Flyers Energy (Fuel Mgt)		Vehicle Fuel	845.47
12/27/2024	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	269.55
12/30/2024	Langlois, Ann - Vendor		Mileage	48.91

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

13

Date	Name	Memo	Account	Amount
12/31/2024	Payroll		-SPLIT-	18,606.35
12/31/2024	United States Treasury		Payroll Liabilities	6,611.14
12/31/2024	MERS 401/457		Payroll Liabilities	2,235.45
			TOTAL	<u>\$ 117,731.39</u>

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

	Pass Through	Capital
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	47,204	2,140
001.3 · eCommerce - Checking	5,526	
Total 001 · Checking Accounts	52,730	2,140
002 · Savings Accounts		48,611
Total Checking/Savings	52,730	50,752
Accounts Receivable	(15)	
Other Current Assets		
123 · Prepaid Expense		11,087
Total Other Current Assets	-	11,087
Total Current Assets	52,715	61,839
TOTAL ASSETS	\$ 52,715	\$ 61,839
 LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	40,000	34,429
Total Current Liabilities	40,000	34,429
Total Liabilities	\$ 40,000	\$ 34,429
 Equity		
370 · Nonspendable Funds		10,712
390 · Unassigned Funds		113
399 · Net Position - Unrestricted		15,937
Net Income	12,715	648
Total Equity	\$ 12,715	\$ 27,410
TOTAL LIABILITIES & EQUITY	\$ 52,715	\$ 61,839

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

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	-	10,700	0.0%			
629 · Group Collections	22,129	94,000	23.5%			
635 · Group Services	-	36,000	0.0%			
637 · Ecommerce Fines	12,828	28,000	45.8%			
643 · Shared System Options				-	39,796	0.0%
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				648	2,000	32.4%
672 · Other Revenue						
674 · Contributions/Donations	-	750	0.0%			
677 · Group Training	-	1,000	0.0%			
680 · Capital Project Revenue				-	33,000	0.0%
Total 672 · Other Revenue	-	1,750	0.0%	-	33,000	0.0%
Total Income	\$ 34,957	\$ 170,800	20.5%	\$ 648	\$ 74,796	0.9%
Expense						
728 · Library Supply Expense	-	10,700	0.0%			
729 · Collection Expenses	14,925	94,000	15.9%			
805 · Group Subscriptions	-	36,000	0.0%			
807 · Fines Paid	7,317	28,000	26.1%			
830 · IT Services Expense	-	350	0.0%			
880 · Member Development	-	1,000	0.0%			
969 · Other Services	-	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				-	7,500	0.0%
975 · Technology						
975.01 · Tech Equipment				-	15,000	0.0%
975.02 · Tech-Shared System Options				-	52,296	0.0%
Total 975 · Technology	-	-	0.0%	-	67,296	0.0%
Total 970 · Capital Outlay	-	-	0.0%	-	74,796	0.0%
Total Expense	\$ 22,242	\$ 170,800	13.0%	\$ -	\$ 74,796	0.0%
Net Ordinary Income	\$ 12,715	\$ -	100.0%	\$ 648	\$ -	100.0%
Other Income						
699 · Fund Balance Transfers In						
Total Other Income	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Net Income	\$ 12,715	\$ -	100.0%	\$ 648	\$ -	100.0%

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

Date	Name	Memo	Account	Amount
001 - Checking Accounts				
001.1 - Fund - Checking				
001.11 - Checking - Pass Through				
12/02/2024	OverDrive	Audio & ebooks	-SPLIT-	5,013.19
12/16/2024	Coopersville Area District Library-Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	150.10
12/16/2024	Fennville District Library-Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	88.94
12/16/2024	Gary Byker Memorial Library-Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	73.33
12/16/2024	Hopkins District Library-Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	54.56
12/16/2024	Ionia Community Library-Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	78.87
12/16/2024	Patmos Library-Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	302.99
12/16/2024	Saranac Public Library-Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	26.80
12/16/2024	Saugatuck--Douglas District Library-Vendo	Sept-Nov Fines-ACH	Ecommerce Fines	56.63
12/16/2024	Sparta Township Library--Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	58.22
12/16/2024	TCH Reynolds Township Library-Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	115.97
12/16/2024	White Lake Community Library-Vendor	Sept-Nov Fines-ACH	Ecommerce Fines	66.19
12/27/2024	OverDrive	Audio & ebooks	-SPLIT-	4,985.49
Total 001.11 - Checking - Pass Through				11,071.28
001.12 - Checking - Capital				
Total 001.12 - Checking - Capital				0.00
Total 001.1 - Fund - Checking				11,071.28
001.3 - eCommerce - Checking				
12/09/2024	Allendale Township Library-Vendor	Sept-Nov Fines	Ecommerce Fines	186.41
12/09/2024	Alvah N. Belding Library--Vendor	Sept-Nov Fines	Ecommerce Fines	101.52
12/09/2024	Cedar Springs Public Library-Vendor	Sept-Nov Fines	Ecommerce Fines	73.33
12/09/2024	Dorr Township Library-Vendor	Sept-Nov Fines	Ecommerce Fines	68.51
12/09/2024	Flat River Community Library-Vendor	Sept-Nov Fines	Ecommerce Fines	68.99
12/09/2024	Fremont Area District Library-Vendor	Sept-Nov Fines	Ecommerce Fines	142.69
12/09/2024	Georgetown Twp Public Library-Vendor	Sept-Nov Fines	Ecommerce Fines	1,402.55
12/09/2024	Grant Area District Library-Vendor	Sept-Nov Fines	Ecommerce Fines	138.46
12/09/2024	Hackley Public Library-Vendor	Sept-Nov Fines	Ecommerce Fines	65.06
12/09/2024	Hastings Public Library-Vendor	Sept-Nov Fines	Ecommerce Fines	71.21
12/09/2024	Henika District Library-Vendor	Sept-Nov Fines	Ecommerce Fines	25.08
12/09/2024	Herrick District Library-Vendor	Sept-Nov Fines	Ecommerce Fines	1,659.06
12/09/2024	Howard Miller Library-Vendor	Sept-Nov Fines	Ecommerce Fines	325.47
12/09/2024	Loutit District Library--Vendor	Sept-Nov Fines	Ecommerce Fines	292.86
12/09/2024	Muskegon Area District Library-Vendor	Sept-Nov Fines	Ecommerce Fines	776.07
12/09/2024	Newaygo Area District Library-Vendor	Sept-Nov Fines	Ecommerce Fines	193.81
12/09/2024	Salem Township Library-Vendor	Sept-Nov Fines	Ecommerce Fines	392.74
12/09/2024	Spring Lake District Library-Vendor	Sept-Nov Fines	Ecommerce Fines	211.38
12/09/2024	Tamarack District Library-Vendor	Sept-Nov Fines	Ecommerce Fines	34.05
Total 001.3 - eCommerce - Checking				6,229.25
TOTAL				17,300.53



LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

COOPERATIVE DIRECTOR'S REPORT January 9, 2025

Another year has passed. I hope you all spent the holiday season as you wished. 2025 is full of possibilities. Let's see what we can do together.

Agenda Items:

Board items:

1. Budget Amendments: Maggie McKeithan will lead this discussion so please look at the documentation that was sent to the finance committee.
2. Cooperative Director's Evaluation : John McNaughton and Lance Werner will lead this discussion.

Advisory:

1. Staff will give verbal reports and there will be ample time to answer questions in regards to the attached information and comments at the meeting.
2. I have included the minutes to the last two sets of approved minutes for the cataloging centers. This is informational only but you can see that this group is working together to improve, define and codify cataloging procedures etc. Jeff has done a great job moving this group forward. The cataloging centers are Hackley, Herrick, Loutit and Muskegon.
3. No additional agenda items at this time.

Items of note:

1. Lakeland's State aid survey is complete. Please complete yours as well. The nagging will beginning on the 9th of January!! Thank you all who have already finished your surveys!
2. 43 people attended the Youth Services Committee Summer Reading Workshop at Leighton Township Library on Friday, November, 22nd. Amber spoke about de-escalation techniques and there was a great discussion on this important subject. It

was a joy to be with this group. I want to thanks the YS leadership, Ashley, Katie, Jusine and Shanni for all their efforts.

3. 22 staff members attended our first Lunch and Learn of the year on November 14th. May thanks to the panelist and Ingrid for guiding the discussion on library newsletters. The next Lunch and Learn is after the January meeting and will be on social media!
4. 26 attended the Circulation Services Committee meeting at Loutit District Library on November 20th. There was great discussion, information and problem solving. Rachel and Jen were reelected as chairperson and secretary and Jen S. is now the vice chair. Thank you all.
5. We are working on a planning document for the ILS project. PLEASE See below for the survey link!!!
6. The new app will be available January 8th. Please see below and Amber's detailed emails!
7. Have you listened to the Podcast "Chapter and Verse" from MLA and the Library Cooperatives of Michigan? It's available where every you get your podcasts and in January, our very own Virginia DeMumbrum and I join Debbie for a wonderful discussion about White Lake and Virginia's path that led her to her directorship there. It was a joy putting this together even though the time frame was very tight. Thank you, Virginia. The episode will drop mid-January.
8. We are also working on staffing goals and updating our strategic plan since we are beginning our 3rd year.
9. Amber and I are waiting to hear back from Unique about the new resident notification. They are working on consortia/coop pricing. We will reach out as soon as we have pricing and a demo scheduled.
10. Please read below to see what else is going on at LLC.

Manager/Specialist Reports:

Cataloging Services Manager - Jeff Lezman

December 2024 activities

E-mail & telephone consulting contacts: 19

Sierra records manually edited: 81

We added 3,787 Hoopla records to the database.

November 2024 Statistics

The statistics for November 2024 show a decrease in the number of cataloging requests we received, with an accompanying decrease in the number of records cataloged compared to November of last year.

The number of requests received to be cataloged in November was down by 33% compared to November 2023. The number of requests received that were already in the database increased by 6%.

The number of records copy-cataloged in November was down by 21% compared to November 2023, while the number of original records cataloged was up by 5%. The total number of records cataloged was down by 23% compared to November 2023.

Cataloging	November 2024	YTD	November 2023	YTD	Monthly %	YTD PCT
Requests Received	1277	3341	1901	3810	-33%	-12%
Requests already in database	76	287	72	180	6%	59%
Requests to be cataloged	1201	3054	1829	3630	-34%	-16%
Copy Cataloging	1183	2778	1727	3510	-31%	-21%
Original Cataloging	362	554	279	527	30%	5%
Total Cataloged	1545	3332	2006	4037	-23%	-17%

Delivery & Facility Manager - Terry Cross

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

	November – 2024	November – 2023	Difference	% Change
Total Book Bags & Bins	2,644	2,864	(220)	(8%)

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

	December – 2024	December – 2023	Difference	% Change
Total Book Bags & Bins	2,720	2,534	186	7%

In November 2024, there were 2,644 book bags and bins sorted, loaded, and delivered to member libraries. This represents an 8% decrease as compared to the 2,864 bags and bins that were sorted and delivered in November of the prior year.

In December 2024, there were 2,720 book bags and bins sorted, loaded, and delivered to member libraries. This represents a 7% decrease as compared to the 2,534 bags and bins that were sorted and delivered in December of the prior year.

MelCat/Rides Statistics

	# Of Incoming Bins Received from Rides Courier			# Of Outgoing Bins Received from Member Libraries		
	November 2024	November 2023	Difference	November 2024	November 2023	Difference
# Of Bins	148	165	(17)	149	153	(4)
	December 2024	December 2023	Difference	December 2024	December 2023	Difference
# Of Bins	176	137	39	174	136	38

In addition to the book bags and bins that were received from member libraries, there were also 148 MelCat bins that were received and sorted in November 2024. This was a decrease of 17 bins as compared to the 165 bins that were received in November 2023. Also in November 2024, we sent out 149 bins, which was 4 fewer bins as compared to the 153 bins that were sent out in November 2024.

In December 2024, 176 MelCat bins were received and sorted. Also in December, there were 174 outgoing bins received from Member Libraries that were sorted and sent out.

Everyone who drives a Lakeland delivery truck (the two drivers and myself) is required to have a current Chauffer's License, a current Medical Examiner's Certificate and a yearly Driver Certification issued by the Michigan Secretary of State. In November, Driver Certifications were received confirming that all of the drivers maintained a clean driving record for the year. And in December, one of the drivers passed the re-certification physical examination and received an updated Medical Examiner's Certificate. All of the required certifications for each driver are now current.

The 2 door cables that operate the rolling door on Truck #36 were replaced in December by Royal Truck & Utility Trailer. Also in December, Truck #37 received the regularly scheduled oil change.

I drove 2 days in November and 6 days in December covering for Driver's time off.

In November and December, I continued updating and creating policies and procedures pertaining to delivery, facilities management and general office functions. In addition to improving efficiency and communication, the updated policies and procedures should also facilitate staff training and onboarding.

There were two e-mail and or phone contacts with member libraires in November, and 3 contacts in December.

Staff reviews were completed on all of the delivery staff. Current delivery staff consists of: two full time drivers, and 4 sorters, of which 1 sorter works 5 days a week, 5 hours a day, and 2 sorters work 3 days a week, 5 hours a day, and the fourth sorter works 2 days a week at 5 hours per day. Overall, the staff do an excellent job and the reviews were positive.

A Love Your Library Poly Bag order was initiated in December. Six libraries submitted orders for a total of 12 boxes of the Poly Bags. Unbeknownst to me, Better Containers closed on Friday, December 20 until January 6 and I was not able to place the order. The bags will be ordered on January 6 and should arrive shortly thereafter.

November building maintenance consisted of cleaning up the garage sorting area, clearing the leaves and other debris from the roof, cleaning the gutters, trimming the bushes and clearing overgrown weeds from the area that borders the driveway.

Finance & HR Specialist - Janet Cornell

In November, Carol and I worked on adjusting the budget for an error in state aid calculations. The resulting amendment is on the agenda and included in the packet this month.

At the beginning of December, we received information from Intuit about our renewal pricing for QuickBooks. Between the software and payroll services our projected costs for next year are going to increase by an additional \$1,200. We have used QB Pro Plus Desktop for many years, but it doesn't quite meet our needs for fund accounting. After looking at demos with vendors last year for libraries considering a change from QB, I contacted CDM+ and requested a demo to address our needs.

CDM+ works mostly with church and non-profits, but they do work with some government agencies as they have full capabilities with fund accounting. After meeting with them, Carol and I discussed migrating to their software but running the financials in tandem with QB to see if they meet our needs. With their promotional incentives, this would increase our costs this year by \$250 but within our budget line item and save us around \$1,500 next year. It would also allow for a full migration of financials at a time of year that isn't so hectic, making it much easier to end services with QB at the end of the fiscal year. I will be working with them in the next couple of months to get our records up and running and to learn the new software.

Field work for our audit began around the holidays. Much of what they have requested has been sent to them, but we should finish field work by the end of this week.

Quarterly billing and summaries of your account activity have been sent as of the first of the month. Please look for this in your email box if you have not received it already.

Email and phone consults with member libraries and vendors: 18

ILS Manager – Ann Langlois

November email, Zoom, and phone consults: member libraries: 37; vendors: 3

November help tickets opened: 112

November help tickets closed: 117

December email, Zoom, and phone consults: member libraries: 70; vendors: 10

December help tickets opened: 158

December help tickets closed: 154

Clean-up Projects: I had mentioned in the November ILS Manager report that we're starting some cleanup projects to keep Sierra functioning smoothly. On December 11, 2024 I sent instructions for the first ILS/database cleanup project, removing extra/old notes on patron records, to directors and asked them to share with the applicable staff to complete this with a

target date of the middle of February. More clean-up requests and instructions will come in the following year. Thank you for assisting with this.

Old Dynix Info: as part of the database cleanup project, I am going to delete the Dynix Date and Dynix No from patron accounts as this information is 20+ years old and is no longer used. This will be done via a global update in January and no member library staff action is needed.

DYNIX DATE	01-
DYNIX NO	102

YTD Circ rollover: in January I plan to complete the year to date circulation rollover procedure after I have completed year-end reports and other systems processes. This is an annual procedure that will take the number in “YTDCIRC” and move it to “LYRCIRC” (last year circ). Please note that the counts will be off somewhat because in 2024, this had to be completed in February instead of in January. It should be back on track for 2025 numbers.

YTDCIRC	9
LYRCIRC	0

Days Closed 2025: from the info from libraries who answered the survey that Amber sent out last month, I entered the days closed entries for 2025. If your library’s days closed changes throughout the year, please put in a help desk ticket so the table can be adjusted accordingly.

ILS Evaluation Survey: Lakeland staff are beginning the ILS evaluation project in which we will assess Sierra and ways forward. The initial step is a survey for Lakeland member library staff to share their experiences using Sierra and Bibliocommons/Bibliocore; all who use these are welcome and encouraged to take the survey, available here and open until January 15:
https://docs.google.com/forms/d/13Zqp5bEJ-sDM_H9zZt3m7eVPHiLVJI0vmmM0c3LPGXk/

Quarterly Meeting: the next quarterly meeting will in January. An email with more information will go out.

Member Services Manager – Amber McLain

Email/Phone Consults with Libraries: 12

Email/Phone Consults with Vendors: 7

BiblioCommons

Bibliocommons continues to function as expected.

BiblioApp

Biblioapp continues to function as usual.

We plan to launch the Consortia version of the LLC App as of January 8, 2025. The app will automatically update for users who have app updates set to automatically download from their app store, otherwise users will need to navigate to their store and update it manually. Once the app updates, the user will be prompted to choose a library. Choosing an individual library will only show that library’s holdings. Patrons may also choose Lakeland from the list to view everything all libraries have. I have emailed transition documents to help ease patrons into this and will be linking them on all catalogs.

As for **App Checkout Statistics**, BiblioCommons has found a way to get checkout data for each library through Google Analytics, bypassing statgroups in Sierra. We are working with

them to have this fix implemented in Q1 of 2025 and will provide further details on the reports once it is in place.

Total Number of Apple App Users: 3,487

Total Number of Android App Users: 1,605

BiblioSuggest

BiblioSuggest continues to function as expected. Each month, I will send any suggestions from your patrons sent to the LLC catalog. These will likely slow down with the new app update, as once the patron chooses their library, their suggestions are sent to that library.

Patron Point

Patron Point continues to function properly with one exception. I am currently working with Patron Point to look into an intermittent issue in which patrons receive the "Auto-Renew Successful" email **and** the reminder email that their cards have expired. In these instances, it appears that the auto-renew emails are being sent erroneously, so if you encounter a patron with this issue, go ahead and verify their address and renew them the old fashioned way.

Number of Applications in December: 630

Number of Auto-Renews in December: 1188

Continuing Education

Continuing Education is working on several programs, including Lunch N Learns and a webinar on what accessible materials are available in West Michigan.

Training

I am currently working on compiling and creating comprehensive (or, as comprehensive as possible) training for all of our software and services. I emailed the Patron Point training in December and am currently working on a page to house all training in a centralized location. I will be showing this during the quarterly meeting and sending an email as it becomes more complete.

Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Official
Thursday, October 10, 2024 at 9:30 a.m.
At the KDL Service Center**

Council Members Present:

Lakeland Staff Present: Amber McLain, Ann Langlois

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:00 AM by **Mary Cook**.
- 2) **APPROVAL OF AGENDA:** Cierra Bakovka moved, supported by Jeffrey Babbit to approve the agenda - *motion carried*.
- 3) **ONGOING/NEW BUSINESS PART 1**
 - a) Advisory Council Officer Elections
 - b) **Peggy Hemerling moved, Cierra Bakovka supported the new officer elections.**
- 4) **PUBLIC COMMENTS:**
 - a) Jessica Hunt congratulated Amy Stockwell on being nominated for the Newaygo County Women in Leadership award.
 - b) Merri Jo Tuinstra shared that Sparta's Deb Pooling is retiring.
- 5) **APPROVAL OF MINUTES:** Mary Johnson moved, supported by Merri Jo Tuinstra, to approve the Advisory Council minutes from September 12 with the amendment to the Lunch and Learn discussion – *motion carried*.
- 6) **COUNCIL PRESIDENT REPORTS:** None.
- 7) **BOARD REPORT:** Nothing to report.
- 8) **ILS MANAGER'S REPORT:** Ann shared that our next quarterly meeting date has changed to October 24 to accommodate MLA, and the theme is year in review. Ann also shared that we will be hosting a webinar with Unique to go over new offerings. Ann also pointed out that the State Aid Report statistics training is the afternoon of this meeting (10-10).
- 9) **MEMBER SERVICE MANAGER'S REPORT:** See written report. Amber discussed statistics for Patron Point and its effectiveness, which Stef Reed also commented on. Amber also mentioned that she is working on training that will be as comprehensive as possible – including manuals and videos.
- 10) **COOPERATIVE DIRECTOR'S REPORT:** Carol discussed the consortia app and its rollout. She also discussed pursuing Unique products and gathering information on competing products in order to make informed and fiscally responsible decisions. **Lastly, she encouraged patience with the process.**
- 11) **COMMITTEE REPORTS:**
 - a) Continuing Education – Amber shared that the CE committee is always looking for new members.
- 12) **OTHER REPORTS:**
 - a) **MLA:** Dale shared that things in the government are sort of in limbo at the moment, and that we are waiting to see if these situations move past December 31.
- 13) **ONGOING/NEW BUSINESS PART 2**
 - a) Committee Discussion
 - i) Carol discussed the need for staff involvement in the established Lakeland committees, and also the need for these committees to follow a structure and Robert's Rules of Order.
- 13) **PUBLIC COMMENTS:**
 - a) Cierra Bakovka shared that Henika's 125th anniversary is on 10-14, and they are having an event to **celebrate.**
 - b) Stef Reed shared that they will be hosting a webinar with MLA on November 7 about a amplifying library voices and doing outreach through podcasts.
 - c) Elyshia Hoekstra thanked Mary for her service on the Advisory board.
 - d) Virginia DeMumbrum asked if anyone was doing anything with the Palace Project.
 - e) Carol asked the
- 14) **NEXT MEETING:** Thursday November 14, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.

15) **ADJOURNMENT:** Cierra Bakovka moved, supported by Peggy Hemerling, to adjourn at 10:20 AM -
motion carried.

Respectfully submitted by,
Amber McLain

LAKELAND LIBRARY COOPERATIVE

Amendments for 2024-2025 Operating and Capital Budgets

I made an error when calculating state aid for this current 2024-2025 budget year. I doubled the amount of our increase and then it also appears I used the wrong multiplier. I am so very sorry about this. Some cooperatives do get double the amount because they get the 3rd (swing) payment from the library, but we do not. The good news is that I caught it early on in the budget year. I shared the information along with possible solutions with Maggie and John and they are outlined below in the amended operating and capital budget. I have also included a spreadsheet summarizing the fund balance and what we can expect after the completion of last fiscal year's audit.

The goal since my tenure began has been to use actual revenue to pay for expenses and not rely on the fund balance and many, many budget amendments throughout the year. The major change to this 24-25 budget was to increase fees to the members by 5% (less in many cases) in order to transfer some of the operating revenue to capital to start funding an improved or new and improved ILS. Unfortunately, in order to balance the budget, we will not be able to move all the funds as earmarked in our approved budget to the capital fund. I explain all this in the end notes. The good news is that the Fund Balance is at an all time high in my tenure so we have some room when situations like this arise.

Endnotes:

1. We used the state provided population of 1,404,163 including those unserved and multiplied it by .53986 to calculate the accurate amount of \$758,051.437 (rounded for budgeting.) We may receive slightly more than this as we have in past years but we didn't want to overstate our revenue, especially while trying to fix my error.
2. The good news is we will not need an increase of fees to cover this error. We were able to rework the budget without any change in member fees. The additional endnotes explain this further.
3. We always are very conservative when we budget interest rates and investment revenue but this is still probably lower than what we can expect but a more accurate reflection of our investment revenue.
4. \$6,050 would have to come out of the fund balance as a revenue source to balance the budget. The fund balance is very strong. The fund balance is very strong at over \$900,000 but it is disappointing that we have to do this to correct this error. Interest rates and investment revenues, along with other budget savings throughout the year, may make up for the some or all of this \$6,050 budget shortfall so that very little fund balance will actually be needed.
5. I have worked steadily these past 7 years to make sure that wages are fair, competitive and reflect the work of this incredible staff. Staff have already received the budgeted increases. If the Board does not want to use fund balance as revenue, there is an option to leave the Cooperative Director's salary unchanged from 2024 to 2025. Originally calculated at 5% increase, about \$6,050, it has not been formally approved by the Board yet. The finance committee can decide what is appropriate to recommend.

6. We put extra money in the benefits line in case personnel changes and we have to provide additional health benefits for a family. We are fairly certain this will not change this year so we lowered these costs.
7. The next 4 line-items were adjusted slightly downward to better reflect costs and meet the lower amended budget amount.
8. We finally signed a two-year contract with Innovative (Clarivate) in late October. I negotiated a lower price than we budgeted, a 3% annual increase instead of 5% and had them remove two services that we no longer needed to further decrease our costs.
9. No other changes were made to the Operating budget except for the transfer to operating and a reduction in the transfer to capital as explained below.
10. The expenses for the Share System/Interface Option have been removed. As amended the Capital Budget will only cover expenses for building and technology upgrades.
11. The good news is the fund balance is robust and the finance committee and board can determine how it is best used moving forward including funding for an ILS upgrade or migration.
12. We are often under budget but this past year due to staffing changes and continued fiscal responsibility, we should see a large transfer of approximately \$63,000 over to the fund balance.
13. Please see endnote 4 for more information.

There were several ways to correct this error but I opted for transparency over all else. Janet, as always, has helped me with multiple options for solving this issue and presenting it with clarity. I am so grateful for her.

Please let me know if you have any questions. Thank you for your patience and understanding.

Carol Dawe
December 9, 2024

Lakeland Library Cooperative
FY2024-25 Operating Fund Budget Amendment #1

	Approved Budget FY2024-25	Amendment	Amended Budget FY2024-25	Notes
Revenue:				
State Aid	\$ 849,000	\$ (90,949)	\$ 758,051	1
Revenue by Libraries	835,717		835,717	2
Investment Revenue	5,000	8,450	13,450	3
Rebates	100		100	
FB Transfer to Operating Fund	-	6,050	6,050	4
Transfers to Capital Fund	(72,796)	52,296	(20,500)	
Total Revenues	\$ 1,617,021	\$ (24,153)	\$ 1,592,868	
Expenses:				
Salary & Wage Expenses	\$ 782,770		\$ 782,770	5
Benefits	124,680	(13,203)	111,477	6
Mileage	3,500	(50)	3,450	7
Professional Development	9,000	(1,000)	8,000	7
Supplies	3,840	(500)	3,340	7
Professional Services	71,920	(1,000)	70,920	7
Insurance	19,595		19,595	
ILS & IT Expenses	377,711	(8,400)	369,311	8
Rides Delivery	9,065		9,065	
Delivery Expenses	56,635		56,635	
Member Development	6,000		6,000	
Facility	38,035		38,035	
Bibliocommons (GASB 96)	114,270		114,270	
Total Expenditures	\$ 1,617,021	\$ (24,153)	\$ 1,592,868	9
Net Position before Transfers	\$ -	\$ -	\$ -	

Lakeland Library Cooperative
FY2024-25 Capital and Growth Fund Budget Amendment #1

	Approved Budget FY2024-25	Amendment	Amended Budget FY2024-25	Notes
Revenue				
Shared System/Interface Option	39,796	(39,796)	-	10
Investment Revenue	2,000		2,000	
Capital Project Revenue	33,000	(12,500)	20,500	10
Total Revenues	\$ 74,796	\$ (52,296)	\$ 22,500	
Expenses				
Technology - Equipment	15,000		15,000	10
Technology - Shared System Option	52,296	(52,296)	-	
Building Improvements	7,500		7,500	10
Total Expenses	\$ 74,796	\$ (52,296)	\$ 22,500	
Other Revenue Sources				
Fund Balance Transfers In -				
From Capital Reserves	-	-	-	
From Operating FB	-	-	-	
Total Other Revenue Sources	\$ -	\$ -	\$ -	
Net Position	\$ -	\$ -	\$ -	

Lakeland Library Cooperative
Fund Balance Reserves
FY2023 through FY2024

	<u>Totals</u>	<u>Notes</u>
Fund Balance Reserves:		11
3800 · Fund Balance - Committed	-	
3990 · Unassigned Funds	889,709	
Less Transfer to Capital	45,000	
Less Transfer to FY24 budget	(90,500)	
FB Reserves 10/1/2023:	844,209	
PreAudited FY24 Net Position	63,192	12
FB Reserves Available as of 9/30/2024:	<u>\$ 907,401</u>	
 FY2024-25 Budget Transfer from FB Reserves:		
Assigned Funds	-	
Unassigned Funds	(6,050)	13
FB Reserves Available as of 10/1/2024:	<u>\$ 901,351</u>	11