



# LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

**BOARD MONTHLY MEETING**  
**Thursday, March 13<sup>th</sup>, 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) **AUDIT PRESENTATION ( Joseph Verlin, Gabridge and Company)** (p) Separate Attachment
- 6) **APPROVAL OF MINUTES**
  - a) January 9, 2025, Unofficial Board Minutes (m) PAGE 2
- 7) **FINANCIAL REPORT** (m) PAGES 3-14
  - a) January, 2025 Financials and Check Registers
  - February, 2025 Financials and Check Registers
- 8) **PRESIDENT'S REPORT** (i)
- 9) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 15-20
- 10) **COUNCIL/COMMITTEE REPORTS**
  - a) Advisory Council Official Minutes November 14<sup>th</sup>, 2024 (i) PAGE 21-22
- 11) **ONGOING/NEW BUSINESS**
  - a) Approval of the audit as presented. (m) See above
  - b) Strategic Plan Discussion: extension and additional goals and updates: (m)
- 12) **PUBLIC COMMENTS**
- 13) **BOARD MEMBER COMMENTS**
- 14) **NEXT MEETING: April 10<sup>th</sup>, 2025 at the Kent District Library Service Center**
- 15) **ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE  
BOARD MINUTES – Unofficial  
Thursday, January 9, 2025 at 9:30 a.m.  
Kent District Library Service Center**

Present: Diane Kooiker (HO), John McNaughton (GRPL), Carol Dawe (LLC), Maggie McKeithan (OS), Ron Suszek (MADL), Jessica Hunt (NG), Dale Parus (IC), Abby Black (OA), Lance Werner (KDL)

Lakeland Staff Present: Amber McLain, Ann Langlois

Absent: Rob Bristow (OG)

- 1) CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 by John McNaughton.
- 2) APPROVAL OF AGENDA:** Lance Werner moved, supported by Ron Suszek, to approve the agenda as presented - *motion carried*.
- 3) QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) PUBLIC COMMENTS:** There were no public comments.
- 5) APPROVAL OF MINUTES:** Abby Black moved, supported by Jessica Hunt, to approve the board minutes from November 14, 2024 – *motion carried*.
- 6) FINANCIAL REPORT:**
  - a) November & December Financials and Check Register: Lance Werner moved, supported by Ron Suszek, to approve the November & December Financials as presented - *motion carried*.
- 7) PRESIDENT'S REPORT**
  - a) Nothing to report.
- 8) DIRECTOR'S REPORT**
  - a) The Chapter & Verse podcast from MLA featuring Virginia DeMumbrum and Carol Dawe is now published on all podcast platforms.
  - b) Lakeland's State Aid has been submitted and Carol encouraged all who have not submitted theirs to submit ASAP.
- 9) COUNCIL/COMMITTEE REPORTS**
  - a) Advisory Committee Minutes from October included for Informational purposes.
- 10) ONGOING/NEW BUSINESS:**
  - a) *Budget Amendments* – There was an error in the submitted budget with the amount of state aid LLC would be receiving. The shortfall was reduced to \$6,000 and that deficit was recommended to be taken from the fund balance. Lance Werner moved, supported by Jessica Hunt, to amend the budget re: taking the \$6,000 from the fund balance – *motion carried*.
  - b) *Cooperative Director Evaluation* – Carol received a favorable review and a 5% pay increase. Carol is also looking at succession planning as she plans to retire relatively soon. Lance Werner moved, Maggie McKeithan supported, to adopt a 5% pay raise for Carol Dawe – *motion carried*.
  - c) **PUBLIC COMMENTS: None.**
- 11) BOARD MEMBER COMMENTS:**
  - a) Lance Werner – Lance Werner shared that Michigan Libraries are invited to attend Secret Service led safety and Security training led by the secret service.
  - b) Diane Kooiker – Herrick is mostly done with their renovations!
  - c) Maggie McKeithan – OS is dealing with a patron who is upset that Spring Lake has “too many murder books.”
- 12) NEXT MEETING:** Thursday, February 13, 2025 at 9:30 a.m. at KDL Service Center.
- 13) ADJOURNMENT:** Lance Werner moved, supported by Abby Black, to adjourn at 9:44- *motion carried*.

Respectfully submitted by,  
Amber McLain

**Lakeland Library Cooperative**  
**Operating Fund Balance Sheet**  
As of January 31, 2025

**ASSETS**

**Current Assets**

**Checking/Savings**

        001 · Checking Accounts 213,719

        002 · Savings Accounts 265,446

**Total Checking/Savings** 479,164

**Accounts Receivable** 10,878

**Other Current Assets**

        084 · Due from Other Funds 74,429

        123 · Prepaid Expenses 61,504

**Total Other Current Assets** 135,933

**Total Current Assets** 625,975

**Fixed Assets** 653,105

**TOTAL ASSETS** \$ 1,279,080

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

        Accounts Payable 692

**Other Current Liabilities**

            214 · Due to Other Funds 19,898

            231 · Payroll Liabilities 3,138

            237 · Benefit Liabilities 3,940

**Total Other Current Liabilities** 26,975

**Total Current Liabilities** 27,667

**Total Liabilities** \$ 27,667

**Equity**

    370 · Nonspendable Funds 84,334

    371 · Property 653,105

    390 · Unassigned Funds 844,096

    399 · Net Position - Unrestricted 47,255

**Net Income** (377,376)

**Total Equity** \$ 1,251,414

**TOTAL LIABILITIES & EQUITY** \$ 1,279,080

**Lakeland Library Cooperative**  
**Operating Budget vs. Actual**  
October 2024 through January 2025

	YTD	Budget	%
<b>Income</b>			
566 · State Aid Revenue	-	758,052	0.0%
631 · Administrative Services	53,781	127,372	42.2%
632 · Delivery Services	62,330	124,156	50.2%
633 · ILS & IT Services	281,844	563,689	50.0%
665 · Interest Revenue	9,693	13,450	72.1%
672 · Other Revenue	-	100	0.0%
<b>Total Income</b>	<b>\$ 407,648</b>	<b>\$ 1,586,819</b>	<b>25.7%</b>
<b>Expense</b>			
702 · Salaries & Wages	234,137	782,770	29.9%
710 · Benefits	47,858	111,477	42.9%
719 · Mileage	707	3,450	20.5%
720 · Professional Development	1,820	8,000	22.7%
726 · Supplies	786	3,340	23.5%
801 · Professional Services	12,849	70,920	18.1%
810 · Insurance	17,252	19,595	88.0%
817 · ILS & IT Expenses	339,305	369,312	91.9%
831 · RIDES	-	9,065	0.0%
860 · Delivery Expenses	7,855	56,635	13.9%
880 · Member Development	837	6,000	13.9%
920 · Facility Expenses	7,348	38,035	19.3%
<b>Total Expense</b>	<b>\$ 670,755</b>	<b>\$ 1,478,599</b>	<b>45.4%</b>
<b>Net Ordinary Income</b>	<b>\$ (263,106)</b>	<b>\$ 108,220</b>	<b>-243.1%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
690 · Other Financing Sources	-	6,050	0.0%
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ 6,050</b>	<b>0.0%</b>
<b>Other Expense</b>			
990 · DS-SBITA (Bibliocore)	114,270	114,270	100.0%
<b>Total Other Expense</b>	<b>\$ 114,270</b>	<b>\$ 114,270</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>\$ (114,270)</b>	<b>\$ (108,220)</b>	<b>105.6%</b>
<b>Net Income</b>	<b>\$ (377,376)</b>	<b>\$ -</b>	<b>100.0%</b>

**Lakeland Library Cooperative**  
**Operating Checks for the Month**  
**As of January 31, 2025**

Date	Name	Memo	Account	Amount
<b>001.01 - Main Checking-Sweep Acct</b>				
01/08/2025	Concentra Medical Centers		Driver Certifications	101.00
01/08/2025	Grant Area District Library-Vendor	Delivery Supplies	Supplies	16.99
01/08/2025	Shoutbomb LLC		Shoutbomb	5,856.00
01/10/2025	MERS	Pension	Benefits	5,534.72
01/10/2025	State of Michigan--Vendor		Payroll Liabilities	3,001.97
01/10/2025	MI-Unemployment Insurance Agency		Payroll Liabilities	80.00
01/13/2025	Backstage Library Works		Authority Control	1,195.20
01/13/2025	Coverall - New Dreams, Inc.	Janitorial services	Facilities Contract	170.00
01/13/2025	Heimler Consulting	IT consulting	Consulting	3,910.00
01/13/2025	MCLS		SkyRiver	47,801.43
01/13/2025	Superior Pest Control, Inc.	Pest Control	Facilities Contract	58.00
01/14/2025	Payroll		-SPLIT-	18,482.84
01/14/2025	United States Treasury		Payroll Liabilities	6,364.62
01/14/2025	MERS 401/457		Payroll Liabilities	2,075.45
01/15/2025	Berger Chevrolet		Vehicle Repairs/Maintenance	214.42
01/15/2025	Comcast-Data Lines	Data Lines	IT Operations	575.00
01/15/2025	Consumers Energy		Utilities	490.31
01/15/2025	Flyers Energy (Fuel Mgt)		Vehicle Fuel	886.41
01/15/2025	Granger	Trash removal	Facilities Contract	55.62
01/15/2025	Healthiest You	Telehealth app	Benefits	76.50
01/15/2025	SS Power Wash	Truck wash	Vehicle Repairs/Maintenance	90.00
01/22/2025	BiblioCommons Corp.		BiblioCore	123,255.81
01/24/2025	Grand Rapids Income Tax Dept.		Payroll Liabilities	254.24
01/24/2025	Walker City Treasurer		Payroll Liabilities	352.29
01/28/2025	Payroll		-SPLIT-	18,999.28
01/28/2025	United States Treasury		Payroll Liabilities	6,814.56
01/28/2025	MERS 401/457		Payroll Liabilities	2,362.13
01/29/2025	Aflac		Payroll Liabilities	255.28
01/29/2025	Amazon	supplies, truck maintenance	-SPLIT-	135.91
01/29/2025	BCBS	Health insurance	Benefits	2,947.76
01/29/2025	BCN	Health insurance	Benefits	3,016.15
01/29/2025	Cintas	Floor mats	Facilities Contract	119.20
01/29/2025	Delta Dental	Dental/Vision insurance	Benefits	260.76
01/29/2025	DTE Energy		Utilities	357.07
01/29/2025	DTE Energy		Utilities	55.67
01/29/2025	Fire Pros Inc.		Building Repairs/Maintenance	209.50
01/29/2025	First National Bank	IT, supplies, training, repairs	-SPLIT-	1,329.11
01/29/2025	Flyers Energy (Fuel Mgt)		Vehicle Fuel	888.66
01/29/2025	Grand Rapids City Treasurer		Utilities	275.29
01/29/2025	Home Depot	Building repairs, supplies	-SPLIT-	118.85
01/29/2025	Standard Insurance - MERS group	LTD/Life insurance	Benefits	269.55
			<b>TOTAL</b>	<b>\$ 259,313.55</b>

**Lakeland Library Cooperative**  
**Pass Through & Capital Funds Balance Sheet**  
As of January 31, 2025

	<b>Pass Through</b>	<b>Capital</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
001 · Checking Accounts		
001.1 · Fund - Checking	32,284	2,160
001.3 · eCommerce - Checking	8,182	
<b>Total 001 · Checking Accounts</b>	40,466	2,160
002 · Savings Accounts		48,798
<b>Total Checking/Savings</b>	40,466	50,957
Accounts Receivable	9,052	
<b>Other Current Assets</b>		
123 · Prepaid Expense		11,087
<b>Total Other Current Assets</b>	-	11,087
<b>Total Current Assets</b>	49,519	62,044
<b>TOTAL ASSETS</b>	<b>\$ 49,519</b>	<b>\$ 62,044</b>
 <b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	2,483	
<b>Other Current Liabilities</b>		
214 · Due To Other Funds	40,000	34,429
<b>Total Other Current Liabilities</b>	40,000	34,429
<b>Total Current Liabilities</b>	42,483	34,429
<b>Total Liabilities</b>	<b>\$ 42,483</b>	<b>\$ 34,429</b>
 <b>Equity</b>		
370 · Nonspendable Funds		10,712
390 · Unassigned Funds		113
399 · Net Position - Unrestricted		15,937
Net Income	7,035	854
<b>Total Equity</b>	\$ 7,035	\$ 27,616
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 49,519</b>	<b>\$ 62,044</b>

**Lakeland Library Cooperative**  
**Pass Through & Capital Budget vs. Actual**  
October 2024 through January 2025

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
<b>Income</b>						
628 · Group Supply Revenue	2,029	10,700	19.0%			
629 · Group Collections	43,265	94,000	46.0%			
635 · Group Services	7,481	36,000	20.8%			
637 · Ecommerce Fines	15,484	28,000	55.3%			
643 · Shared System Options				-	20,500	0.0%
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				854	2,000	42.7%
672 · Other Revenue	-	1,750	0.0%			
<b>Total Income</b>	<b>\$ 68,260</b>	<b>\$ 170,800</b>	<b>40.0%</b>	<b>\$ 854</b>	<b>\$ 22,500</b>	<b>3.8%</b>
<b>Expense</b>						
728 · Library Supply Expense	4,513	10,700	42.2%			
729 · Collection Expenses	42,426	94,000	45.1%			
805 · Group Subscriptions	6,969	36,000	19.4%			
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	-			-	15,000	0.0%
<b>Total 970 · Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>22,500</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>\$ 61,224</b>	<b>\$ 170,800</b>	<b>35.8%</b>	<b>\$ -</b>	<b>\$ 22,500</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>\$ 7,035</b>	<b>\$ -</b>	<b>100.0%</b>	<b>\$ 854</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Other Income/Expense</b>						
<b>Net Other Income</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Net Income</b>	<b>\$ 7,035</b>	<b>\$ -</b>	<b>100.0%</b>	<b>\$ 854</b>	<b>\$ -</b>	<b>100.0%</b>

**Lakeland Library Cooperative**  
**Pass Through & Capital - Monthly Checks**  
As of January 31, 2025

Date	Name	Memo	Account	Amount
<b>001.1 · Fund - Checking</b>				
<b>001.11 · Checking - Pass Through</b>				
01/21/2025	Better Containers Mfg	library bags	Library Supplies	2,029.19
01/27/2025	Transparent Language Inc.		Group Subscriptions	7,481.25
01/29/2025	OverDrive	Emagazines	Group Collections	22,500.00
01/29/2025	OverDrive	Audio & ebooks		5,001.20
Total 001.11 · Checking - Pass Through				<u>37,011.64</u>
<b>001.12 · Checking - Capital</b>				
Total 001.12 · Checking - Capital				<u>-</u>
Total 001.1 · Fund - Checking				<u>37,011.64</u>
<b>001.3 · eCommerce - Checking</b>				
Total 001.3 · eCommerce - Checking				<u>-</u>
<b>TOTAL</b>				<u><u>\$ 37,011.64</u></u>



**Lakeland Library Cooperative**  
**Operating Fund Balance Sheet**  
As of February 28, 2025

**ASSETS**

**Current Assets**

**Checking/Savings**

001 · Checking Accounts 137,193

002 · Savings Accounts 266,310

**Total Checking/Savings** 403,503

**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** 543,949

**Fixed Assets** 508,367

**TOTAL ASSETS** \$ 1,052,316

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable** 11,019

**Other Current Liabilities**

214 · Due to Other Funds 19,898

231 · Payroll Liabilities 3,527

237 · Benefit Liabilities 3,944

**Total Other Current Liabilities** 27,368

**Total Current Liabilities** 38,387

**Total Liabilities** \$ 38,387

**Equity**

370 · Nonspendable Funds 82,547

371 · Property 508,367

390 · Unassigned Funds 893,138

**Net Income** (470,124)

**Total Equity** \$ 1,013,929

**TOTAL LIABILITIES & EQUITY** \$ 1,052,316

**Lakeland Library Cooperative**  
**Operating Budget vs. Actual**  
October 2024 through February 2025

	YTD	Budget	%
<b>Income</b>			
566 · State Aid Revenue	-	758,052	0.0%
631 · Administrative Services	53,781	127,372	42.2%
632 · Delivery Services	62,330	124,156	50.2%
633 · ILS & IT Services	281,844	563,689	50.0%
665 · Interest Revenue	11,146	13,450	82.9%
672 · Other Revenue	-	100	0.0%
<b>Total Income</b>	<b>\$ 409,101</b>	<b>\$ 1,586,819</b>	<b>25.8%</b>
<b>Expense</b>			
702 · Salaries & Wages	293,612	782,770	37.5%
710 · Benefits	56,020	111,477	50.3%
719 · Mileage	902	3,450	26.1%
720 · Professional Development	2,095	8,000	26.2%
726 · Supplies	1,071	3,340	32.1%
801 · Professional Services	25,307	70,920	35.7%
810 · Insurance	17,252	19,595	88.0%
817 · ILS & IT Expenses	342,433	369,312	92.7%
831 · RIDES	-	9,065	0.0%
860 · Delivery Expenses	10,935	56,635	19.3%
880 · Member Development	837	6,000	13.9%
920 · Facility Expenses	14,490	38,035	38.1%
<b>Total Expense</b>	<b>\$ 764,954</b>	<b>\$ 1,478,599</b>	<b>51.7%</b>
<b>Net Ordinary Income</b>	<b>\$ (355,854)</b>	<b>\$ 108,220</b>	<b>-328.8%</b>
<b>Other Income/Expense</b>			
690 · Other Financing Sources	-	6,050	0.0%
<b>Total Other Income</b>	<b>-</b>	<b>6,050</b>	<b>0.0%</b>
990 · DS-SBITA (Bibliocore)	114,270	114,270	100.0%
<b>Total Other Expense</b>	<b>114,270</b>	<b>114,270</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>\$ (114,270)</b>	<b>\$ (108,220)</b>	<b>105.6%</b>
<b>Net Income</b>	<b>\$ (470,124)</b>	<b>\$ -</b>	<b>100.0%</b>

**Lakeland Library Cooperative**  
**Operating Checks for the Month**  
**As of February 28, 2025**

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
<b>001.01 - Main Checking-Sweep Acct</b>				
02/07/2025	MERS	Pension	Benefits	3,939.85
02/07/2025	State of Michigan--Vendor		Payroll Liabilities	2,047.75
02/07/2025	Cornell, Janet - vendor	postage	Supplies	29.20
02/07/2025	Langlois, Ann - Vendor		Mileage	11.20
02/07/2025	Smith, Tisha-Vendor	postage, mileage	-SPLIT-	15.30
02/07/2025	Coverall - New Dreams, Inc.	Janitorial services	Facilities Contract	170.00
02/10/2025	Comcast-Data Lines	Data Lines	IT Operations	575.00
02/10/2025	Consumers Energy		Utilities	521.98
02/10/2025	Fire Pros Inc.	Fire Extinguisher inspection	Building Repairs/Maintenance	595.50
02/10/2025	Granger	Trash removal	Facilities Contract	55.62
02/10/2025	Healthiest You	Telehealth	Benefits	76.50
02/10/2025	SS Power Wash	Truck wash	Vehicle Repairs/Maintenance	90.00
02/11/2025	Payroll		-SPLIT-	18,481.87
02/11/2025	United States Treasury		Payroll Liabilities	6,418.84
02/11/2025	MERS 401/457		Payroll Liabilities	2,116.88
02/19/2025	Evergreen Lawn Care	Grounds Maint.	Facilities Contract	4,224.17
02/21/2025	Grand Rapids Income Tax Dept.		Payroll Liabilities	185.35
02/21/2025	Walker City Treasurer		Payroll Liabilities	239.92
02/25/2025	Payroll		-SPLIT-	18,456.19
02/25/2025	United States Treasury		Payroll Liabilities	6,414.54
02/25/2025	MERS 401/457		Payroll Liabilities	2,116.88
02/25/2025	Backstage Library Works		Authority Control	332.20
02/25/2025	Heimler Consulting		IT Consulting	3,400.00
02/25/2025	Superior Pest Control, Inc.	Pest control	Facilities Contract	58.00
02/25/2025	Dawe, Carol - vendor		Mileage	82.88
02/25/2025	Aflac		Payroll Liabilities	255.28
02/25/2025	BCBS	Health Insurance	Benefits	2,947.76
02/25/2025	BCN	Health Insurance	Benefits	3,016.15
02/25/2025	Berger Chevrolet		Vehicle Repairs/Maintenance	195.87
02/25/2025	Cintas	Floor mats	Facilities Contract	119.20
02/25/2025	Delta Dental	Dental/Vision Insurance	Benefits	260.76
02/25/2025	DTE Energy		Utilities	450.88
02/25/2025	DTE Energy		Utilities	56.53
02/25/2025	First National Bank	IT, Phones, Conferences, Supplies	-SPLIT-	3,267.11
02/25/2025	Standard Insurance	LTD/Life Insurance	Benefits	269.55
02/25/2025	Flyers Energy (Fuel Mgt)		Vehicle Fuel	1,668.11
			<b>TOTAL</b>	<b><u>83,162.82</u></b>

**Lakeland Library Cooperative**  
**Pass Through & Capital Funds Balance Sheet**  
As of February 28, 2025

	<b>Pass Through</b>	<b>Capital</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>001 · Checking Accounts</b>		
001.1 · Fund - Checking	35,134	2,172
001.3 · eCommerce - Checking	10,973	
<b>Total 001 · Checking Accounts</b>	46,107	2,172
<b>002 · Savings Accounts</b>		48,965
<b>Total Checking/Savings</b>	46,107	51,138
<b>Accounts Receivable</b>	690	
<b>Other Current Assets</b>		
123 · Prepaid Expense		11,087
<b>Total Other Current Assets</b>	-	11,087
<b>Total Current Assets</b>	46,797	62,225
<b>TOTAL ASSETS</b>	<b>\$ 46,797</b>	<b>\$ 62,225</b>
 <b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
214 · Due To Other Funds	40,000	34,429
<b>Total Other Current Liabilities</b>	40,000	34,429
<b>Total Current Liabilities</b>	40,000	34,429
<b>Total Liabilities</b>	<b>\$ 40,000</b>	<b>\$ 34,429</b>
 <b>Equity</b>		
370 · Nonspendable Funds		11,087
390 · Unassigned Funds		15,675
<b>Net Income</b>	6,797	1,034
<b>Total Equity</b>	<b>\$ 6,797</b>	<b>\$ 27,796</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 46,797</b>	<b>\$ 62,225</b>

**Lakeland Library Cooperative**  
**Pass Through & Capital Budget vs. Actual**  
October 2024 through February 2025

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
<b>Income</b>						
628 · Group Supply Revenue	4,311	10,700	40.3%			
629 · Group Collections	43,265	94,000	46.0%			
635 · Group Services	6,969	36,000	19.4%			
637 · Ecommerce Fines	18,274	28,000	65.3%			
643 · Shared System Options				-	20,500	0.0%
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				1,034	2,000	51.7%
672 · Other Revenue	-	1,750	0.0%	-	-	0.0%
<b>Total Income</b>	<b>\$ 72,820</b>	<b>\$ 170,800</b>	<b>42.6%</b>	<b>\$ 1,034</b>	<b>\$ 22,500</b>	<b>4.6%</b>
<b>Expense</b>						
728 · Library Supply Expense	4,311	10,700	40.3%			
729 · Collection Expenses	47,426	94,000	50.5%			
805 · Group Subscriptions	6,969	36,000	19.4%			
807 · Fines Paid	7,317	28,000	26.1%			
830 · IT Services Expense	-	350	0.0%			
880 · Member Development	-	1,000	0.0%			
965 · Information Technology				-	-	0.0%
969 · Other Services	-	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				-	7,500	0.0%
975 · Technology				-	15,000	0.0%
980 · Vehicles				-	-	0.0%
<b>Total 970 · Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>22,500</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>\$ 66,023</b>	<b>\$ 170,800</b>	<b>38.7%</b>	<b>\$ -</b>	<b>\$ 22,500</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>\$ 6,797</b>	<b>\$ -</b>	<b>100.0%</b>	<b>\$ 1,034</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				-	-	0.0%
<b>Net Income</b>	<b>\$ 6,797</b>	<b>\$ -</b>	<b>100.0%</b>	<b>\$ 1,034</b>	<b>\$ -</b>	<b>100.0%</b>

**Lakeland Library Cooperative**  
**Pass Through & Capital - Monthly Checks**  
As of February 28, 2025

Date	Name	Memo	Account	Amount
<b>001 · Checking Accounts</b>				
<b>001.1 · Fund - Checking</b>				
<b>001.11 · Checking - Pass Through</b>				
02/05/2025	Barcode Service, Inc.	Delivery dots	Library Supplies	681.48
02/05/2025	ID Label, Inc.	Barcodes	Library Supplies	1,801.95
02/25/2025	OverDrive	Audio & ebooks	-SPLIT-	4,999.84
Total 001.11 · Checking - Pass Through				<u>7,483.27</u>
<b>001.12 · Checking - Capital</b>				
Total 001.12 · Checking - Capital				<u>0.00</u>
Total 001.1 · Fund - Checking				<u>7,483.27</u>
<b>001.3 · eCommerce - Checking</b>				
Total 001.3 · eCommerce - Checking				<u>0.00</u>
Total 001 · Checking Accounts				<u>7,483.27</u>
<b>TOTAL</b>				<b><u>7,483.27</u></b>



# LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

## COOPERATIVE DIRECTOR'S REPORT March 13<sup>th</sup>, 2025

I don't know about the rest of you, but I search every day for something new and positive to learn from and this fits the bill today. I found this fascinating so it's my gift to all of you. Enjoy.

[https://www.nytimes.com/2025/03/05/realestate/secret-apartments-new-york-libraries.html?unlocked\\_article\\_code=1.2E4.rlhB.XU4r\\_kMjQkj3&smid=url-share](https://www.nytimes.com/2025/03/05/realestate/secret-apartments-new-york-libraries.html?unlocked_article_code=1.2E4.rlhB.XU4r_kMjQkj3&smid=url-share)

### Board and Advisory Agenda Items:

#### Board:

- **Strategic plan:** We are beginning our 3<sup>rd</sup> year of our 3-year plan and this got me thinking about all that we have accomplished and how to move forward. I would like to take a few minutes with the board and discuss next steps for year 3 and beyond. Now that my review has been completed, we probably need to incorporate the new goals (budgeting challenges and succession planning) into the plan and decide if we want to extend it for a year or two. I look forward to the discussion.

#### Advisory Council: (From Ann's report.)

- **Director training, support and development:** We certainly live in interesting times. What topics are of interest to you in regards to leadership, management, and other issues. I look forward to the discussion.

#### Listen & Learn:

- Please join us after Advisory!  
<https://lcoop.org/calendar/#/events/KjUGMDHYFG/instances/uJPyfOJqm8/>

Other items of note:

**Adult Services Committee** will meet on 4/1 via Zoom. You can register here, please:  
<https://events.getlocalhop.com/adult-services-committe/event/dQqoVAEqp1/>

Once those officers are in place, we will present the full slate of officers for all committees to Advisory in April. Thank you to all who are serving!

**Me!Cat:** Please see the email sent out earlier today to all members and posted on our FB page. I will answer questions and share more information during my report.

**Hoopla and Overdrive:** Nicki and I met with the other cooperative directors and representatives of Hoopla to talk about their pricing model. It was not very productive. Nicki will be working on gathering data from all of you and others statewide to give them an idea of what you want and your concerns on pricing. We have a similar meeting with Overdrive where we will also talk about pricing and better statistics.

**Training:** If you haven't see it yet, our Training Hub has been posted on our website and Amber is working hard to add tutorials. <https://llcoop.org/training-hub/>  
Please see below for more information. She really wants your input! We all do!

### **Staffing changes and challenges within Lakeland's service area and throughout the state:**

Jamie Jewell at Patmos has resigned after being the adult librarian, interim librarian and head librarian. We wish her well and are grateful for her service.

A Lowell public school library and the school district librarian are facing a lawsuit from an individual from Ada who has children attending in Lowell due to the "School Choice" option. Here is some information.

<https://lowellsfirstlook.com/year-ends-without-resolution-to-las-lawsuit/>  
<https://lowellsfirstlook.com/las-board-of-education-recap-high-school-library-tour-great-start-readiness-preschool-for-all/>

And outside of our service area the director at Lapeer has resigned after less than a year. . This is the 2<sup>nd</sup> director to resign in 2 years. It is interesting that the board minutes are not on their website. This is a clear violation of the OMA and I have share this with their cooperative director.

<https://youtu.be/zohGCdMQKA8?feature=shared>

Items worth repeating:

**Advocacy Day** is Wednesday, April 30<sup>th</sup> in Lansing! Here is the link to register: <https://www.milibraries.org/advocacy-day>. I hope you can join us. Lakeland is going to be an MLA partner along with the Library Cooperatives of Michigan. I firmly believe our advocacy last year is the major reason state aid was increased. Now more than ever, we need to share our missions, goals and needs with our legislators.

**Board Development:** I will be doing training at Saranac and Grand Rapids in March and Allendale in April. If you have new board members, please ask and I can give them a 45 -60 minute overview of trustee training, including best practices, expectations and do's and don'ts. It really does help them frame what their role is and yours!

**Standards:** Diane and I met and we are working on how best to move forward. Stay tuned.



**Manager/Specialist Reports:**

**Cataloging Services Manager - Jeff Lezman**

January 2025 activities

E-mail & telephone consulting contacts: 35

Sierra records manually edited: 202

We added 8,210 Hoopla bibliographic records

February 2025 activities

E-mail & telephone consulting contacts: 16

Sierra records manually edited: 21

We added 27,423 Hoopla bibliographic records to the database.

January 2025 Statistics

The statistics for January 2025 show a decrease in the number of cataloging requests we received, with an accompanying decrease in the number of records cataloged compared to January of last year.

The number of requests received to be cataloged in January was down by 21% compared to January 2024. The number of requests received that were already in the database decreased by 5%.

The number of records copy-cataloged in January was down by 12% compared to January 2024, while the number of original records cataloged was up by 41%. The total number of records cataloged was down by 3% compared to January 2024.

<b>Cataloging</b>	<b>January 2025</b>	<b>YTD</b>	<b>January 2024</b>	<b>YTD</b>	<b>Monthly %</b>	<b>YTD PCT</b>
Requests Received	<b>1282</b>	<b>6081</b>	1629	6783	-21%	-10%
Requests already in database	<b>157</b>	<b>491</b>	166	380	-5%	29%
Requests to be cataloged	<b>1125</b>	<b>5590</b>	1463	6403	-23%	-13%
Copy Cataloging	<b>1313</b>	<b>4876</b>	1490	6269	-12%	-22%
Original Cataloging	<b>402</b>	<b>1287</b>	285	1022	41%	26%

Total Cataloged	<b>1715</b>	<b>6163</b>	1775	7291	-3%	-15%
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**Delivery & Facility Manager - Terry Cross**

**February 2025 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland**

	February – 2025	February – 2024	Difference	% Change
Total Book Bags & Bins	2,716	2,924	(208)	(8%)

In February 2025, there were 2,716 book bags and bins sorted, loaded, and delivered to member libraries. This represents an 8% decrease as compared to the 2,924 bags and bins that were sorted and delivered in February of the prior year.

**MelCat/Rides Statistics**

	# Of Incoming Bins Received from Rides Courier			# Of Outgoing Bins Received from Member Libraries		
	February 2025	February 2024	Difference	February 2025	February 2024	Difference
# Of Bins	145	160	(15)	161	158	3

In addition to the book bags and bins that were received from member libraries, there were also 145 MelCat bins that were received and sorted in February 2025. This was a decrease of 15 bins as compared to the 160 bins that were received in February 2024. Also in February 2025, 161 bins were sent out, which was 3 more bins as compared to the 158 bins that were sent out in February 2024.

All of the driver DOT re-certifications are current for another year as one Driver passed his DOT Re-Certification Physical in February.

One-hundred new delivery bags were ordered and should be received in March. The new bags are needed as the older bags continue to wear out and develop holes.

I drove 1 day and helped sort for 6 days in February covering for time off taken by a Driver and the Sorters.

Generator minor maintenance, which is one part of the semi-annual generator maintenance program, was completed in February. In addition to the regular generator testing, the wrap and clamp rings were replaced on the exhaust pipe.

There were six e-mail and or phone contacts with member libraires in January. The contacts consisted mostly to changes in building access for the delivery drivers, supply orders and requests for more delivery bags.

The annual Worker’s Compensation Summary of Work-Related Injuries and Illnesses was posted on February 1. There were not any work-related injuries or illnesses during 2024 at Lakeland.

**Finance & HR Assistant - Janet Cornell**

I received our base file which migrated our financial data into the new accounting software, from our vendor CDM+. I had given them the balances as of 12/31/24, thinking we wouldn't need to enter 1<sup>st</sup> quarter data with us running financials in conjunction with QuickBooks this fiscal year.

After looking at the base file, I decided it may be better to enter 1st quarter. Not only will it help me learn how to use the new software, but then we will have a complete file for the fiscal year to compare with QB in the next audit. This will take some time to get up and running, but I will continue to use QB this year as I learn and update the file.

The audit for last fiscal year is complete and there will be a report by the auditor at the meeting.

Ecommerce fines will be distributed later this month.

Email and phone consults with member libraries and vendors: Jan-17, Feb-14

### **ILS Manager – Ann Langlois**

*February email, Zoom, and phone consults: member libraries: 74 ; vendors: 19*

*February help tickets opened: 141*

*February help tickets closed: 136*

**Out of Office:** I will be away from the office the second week of March in order to attend the Innovative Users Group Conference. My access to email will be limited during this time. I look forward to learning more about what other Sierra admins are doing to optimize the system.

**Upgrade to Sierra 6.3:** in January, we upgraded to Sierra 6.2. Recently, there have been some problems with updating staff user accounts in the Admin App and this is needed to troubleshoot some printing issues and also to create new accounts as needed. Innovative informed us that the only way to address this issue is to upgrade to 6.3. We must give Bibliocommons two weeks' notice to upgrade so it will begin on **Wednesday, March 19 at 9 p.m. EST**. Please be sure to be logged out at this time.

**Paging lists printing extra pages:** upgrading to 6.2 Sierra was supposed to fix the issue of extra blank pages printing in paging lists. Unfortunately it seems to have just changed the location of the blank pages. I have not been able to try some of the recommended fixes because of the Admin App crashing. My hope is that the upgrade to Sierra 6.3 will either outright fix the issue or will resolve the Admin App issue so I can properly troubleshoot.

**Clean-up Projects:** On December 11, 2024 I sent instructions for the first ILS/database cleanup project, removing extra/old notes on patron records. Please put in a help desk ticket to indicate when you've completed this project, if this hasn't been done already.

**Inventory:** To keep a clean database and be future ready, Lakeland requests that members conduct an inventory of their collections in 2025. The **due date is March 2026**, a year from now. We debuted the inventory project in February, using COUNT USE-COPY USE scanning (a faster way). Here is a condensed and the most up to date training (about 5 minutes) video on how to use the COUNT USE method: <https://youtu.be/zgOa4j3GBuQ> An email with this training and slides was sent out February 27. Please direct any questions to Ann.

### **Member Services Manager – Amber McLain**

*Email/Phone Consults with Libraries: 18*

*Email/Phone Consults with Vendors: 24*

### **BiblioCommons**

BiblioCommons continues to function as expected.

**BiblioSuggest**

BiblioSuggest continues to function as expected.

**BiblioApp**

We've seen a drop in users, which I believe is due to a glitch upon login that I've submitted a ticket with BiblioCommons to fix - the glitch fails to lead the user to select a library, and then sends them to a "Phantom Catalog." If the user logs out, they should be prompted to select a library then, but obviously this is an issue that is turning users off. I sent out a troubleshooting guide to all members that will help while we investigate the issue.

*Total Number of Apple App Users: 739*  
*Total Number of Android App Users: 273*

**Patron Point**

Patron Point is currently having an issue with emails being sent intermittently after application. Typically, this is caused when there is a blip in communication between Patron Point and another aspect of the application process (Sierra or Verify), and resubmitting the application will fix the issue and trigger the emails. Patron Point's engineering team is looking into this and trying to isolate the trigger causing the issue. However, as of writing this report (3/5/25), I've gone through around 50-75 recent applications and all have received their results via email as expected - so let's cross our fingers and knock on wood.

*Number of Applications in February: 771*  
*Number of Auto-Renews in February: 1416*

I was also a panelist for a webinar with Patron Point for current and prospective customers to go over how it works in a consortium setting, as we are one of the first and one of the more successful. I shared how we customize the application process and port the information to Sierra, as well as how we use dynamic content in our emails to customize them to each library.

**Training**

The training hub is coming along slowly but surely. If you have any topics you would like to see covered - even if they don't fall under any of the current headings - please shoot me an email and I'll add it to the list.

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Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Unofficial  
Thursday, November 14<sup>th</sup>, 2024 at 9:30 a.m.  
At the Kent District Library Service Center**

Council Members Present: Elyshia Hoekstra, Stef Reed, Joe Zappacosta  
Lakeland Staff Present: Carol Dawe, Amber McLain, Anne Langlois

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:10 by Elyshia Hoekstra. We also went around and did full introductions of all members.
- 2) **APPROVAL OF AGENDA:** Jeffrey Babbit moved, supported by Virginia DeMumbrum to approve the agenda - *motion carried*.
- 3) **PUBLIC COMMENTS:**
  - a) None
- 4) **APPROVAL OF MINUTES:** Mary Cook moved, supported by Merri Jo Tuinstra, to approve the Advisory Council minutes from October 10, 2024 with changes to items 3a, 10, 13a, and 15 – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORTS:** Elyshia encouraged members to reach out with any questions, comments, or concerns.
- 6) **BOARD REPORT:** Nothing to report.
- 7) **ILS MANAGER’S REPORT:** Ann mentioned that there is a current known issue where MeL holds may page items that are checked out – Ill is working on this and if you encounter it, it is fine to cancel the hold. Ann will be sending some reports out for cleanup projects as we look and migration planning for a possible new ILS. Ann also mentioned that she will be sending out a report about historical notes. Ann also mentioned the process of policy development that we at LLC are currently working on.
- 8) **MEMBER SERVICE MANAGER’S REPORT:** See written report. The only thing Amber emphasized is a current issue with Patron Point where Juvenile info is not being fully mapped into Sierra, but she is actively working on this fix with a developer at PP and a fix should be put into place within the next few days. She also mentioned that she sent out a toolkit full of resources to help ease Seasonal Affective Disorder (SAD).
- 9) **COOPERATIVE DIRECTOR’S REPORT:** Carol re-emphasized that the Lakeland staff is here to help.
- 10) **COMMITTEE REPORTS:**
  - a) Included for information.
  - b) Carol discussed how the adult services meeting went, and how officers will be elected at the next meeting.
- 11) **OTHER REPORTS:**
  - a) **MLA:** Dale reported that the Michigan house is now 58 Republican – 52 Democrat, though MLA has been able to find supportive Republicans in the past. He expects measures to possible gridlock in the future. The Freedom to Read and Intellectual Freedom measures have been put into the hopper and now have bill numbers. (MLA Bill Tracker: <https://www.milibraries.org/bill-tracker>)
  - b) The Earned Sick Time Act and Minimum wage were discussed.
- 12) **NEW AND ONGOING BUSINESS**
  - a) *Unique Management* – Ann shared that it is possible for individual libraries to opt-out of Unique’s material collection services. She pointed out that Sierra sends many notices to patrons (overdue and billing). This is an individual library choice. Ann pointed out that the if the patron does not return to the library and does not pay the collection fee, the library has to eat that fee. In a straw poll, a third to a half of attendees were considering dropping unique collections.
- 13) **PUBLIC COMMENTS:**

- a) Jessica Hunt shared that Grant had nonpartisan voter guides from the League of women voters and encouraged other libraries to get on their mailing list.
  - b) Matt Lubbers-Moore shared that by the end of 2025, they will have plans for a new building by the end of 2025 and will break ground in 2026.
  - c) Dale Parus encouraged everyone to check out the Seasonal Depression Toolkit that Amber sent out.
- 14) **NEXT MEETING:** Thursday January 9, 2025, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.
- 15) **ADJOURNMENT:** Abby Black moved, supported by Mary Cook, to adjourn at 11:03 - *motion carried.*

Respectfully submitted by,  
Amber McLain