



LAKELAND LIBRARY COOPERATIVE

LEADING ♦ LEARNING ♦ LENDING

BOARD MONTHLY MEETING

Thursday, June 12th, 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) PUBLIC COMMENTS

4) APPROVAL OF MINUTES

- a) April 10, 2025, Unofficial Board Minutes (m) PAGES 2

5) CLOSED MEETING SESSION: Approval to go into Closed Session is needed by at least 2/3rd of the full board (5 members or more). A motion to reenter the open session is also needed. Please see packet for further information. Document was sent to Board separately.

- a) Closed session to consider material exempt from disclosure under the Michigan Freedom of Information Act, being a privileged memorandum from the Cooperative Board's attorney, pursuant to Section 8(1)(h) of the Open Meetings Act."

6) FINANCIAL REPORT

(m) PAGES 3-14

April and May, 2025 Financials and Check Registers

7) PRESIDENT'S REPORT

(i)

8) COOPERATIVE DIRECTOR'S REPORT

(i) PAGES 14-20

9) COUNCIL/COMMITTEE REPORTS

- a) Advisory Council Official Minutes- March 13th, 2025 (i) PAGES 21-22

10) ONGOING/NEW BUSINESS

- a) Review, Discussion and Possible Action on Revised Confidentiality Policy (m) PAGES 23-29
- b) Review, Discussion and Possible Action on Revised Plan of Service (m) PAGES 30-54
- c) Review, Discussion and Possible Action on Resolution for Revised Plan of Service (m) Separate Attachment

11) PUBLIC COMMENTS

12) BOARD MEMBER COMMENTS

13) NEXT MEETING: July 8th at the Kent District Library Service Center

14) ADJOURNMENT

(m)

A. LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, April 10, 2025 at 9:30 a.m.
Kent District Library Service Center

Present: Ron Suszek (MADL), Diane Kooiker (HDL), Lance Werner (KDL), John McNaughton (GRPL), Carol Dawe (LLC), Dale Parus (IC), Jessica Hunt (NG), Maggie McKeithan (OS)
 Lakeland Staff Present: Amber McLain, Ann Langlois
 Absent: Abby Black (OA), 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 Dale Parus, 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:** Lance Werner moved, supported by Ron Suszek, to approve the board minutes from March 13, 2025 *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) March Financials and Check Register: Diane Kooiker moved, supported by Lance Werner, to approve the March Financials as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT**
 - a) John brought up a discussion of standards. LLC has a standards committee established but is still finding its footing – we need to consider what its purpose is, what we can suggest, how to make it applicable to all size libraries, etc. It will be re-approached. A discussion ensued about what data would be important regarding staffing, collections, etc.
 - b) John also suggested that we put on a refresher course regarding how to share politically actionable information and what we are allowed to say. A discussion ensued regarding the legality of sharing information.
- 8) **DIRECTOR'S REPORT**
 - a) Carol shared an anecdote from Pete Buttigieg.
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory minutes included for information.
- 10) **NEW BUSINESS:**
 - a) *Board Development* – John will be reaching out to board members to work on developing presentations based on their expertise.
 - b) *IMLS* – The statewide IMLS committee met to discuss the situation. No one from IMLS or MCLS has reached out to the library of Michigan. Carol emphasized that RIDES is not paid for through IMLS funds, it is funded through Lakeland fees – it will not go away. Several groups are meeting to discuss the situation. We are in a state of flux, and must play it by ear.
- 11) **PUBLIC COMMENTS:**
 - a) Mary Cook shared that Gary Byker received a \$10k grant for accessibility.
- 12) **BOARD MEMBER COMMENTS:**
 - a) Jessica Hunt shared that Deb Bose, a former GRPL employee and board member and former Grant director, passed away on March 24. She will be missed.
- 13) **NEXT MEETING:** Thursday, **May 8, 2025 at 9:30 a.m. at Kent District Library Service Center.**
- 14) **ADJOURNMENT:** Lance Werner moved, supported by Jessica Hunt, to adjourn at 10:05 - *motion carried*.

Respectfully submitted by,
 Amber McLain

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of April 30, 2025

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ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 181,374

002 · Savings Accounts 594,566

Total Checking/Savings 775,941

Accounts Receivable 20,458

Other Current Assets

084 · Due from Other Funds 74,429

111 · Undeposited Funds 20,019

123 · Prepaid Expenses 61,504

Total Other Current Assets 155,952

Total Current Assets 952,350

Fixed Assets 508,367

TOTAL ASSETS \$ 1,460,717

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 6,063

Other Current Liabilities

214 · Due to Other Funds 22,105

231 · Payroll Liabilities 2,488

237 · Benefit Liabilities 3,944

Total Other Current Liabilities 28,537

Total Current Liabilities 34,599

Total Liabilities \$ 34,599

Equity

370 · Nonspendable Funds 82,547

371 · Property 508,367

390 · Unassigned Funds 893,138

Net Income (57,934)

Total Equity \$ 1,426,118

TOTAL LIABILITIES & EQUITY \$ 1,460,717

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

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	YTD	Budget	%
Income			
566 · State Aid Revenue	376,516	758,052	49.7%
631 · Administrative Services	90,571	127,372	71.1%
632 · Delivery Services	93,243	124,156	75.1%
633 · ILS & IT Services	422,767	563,689	75.0%
665 · Interest Revenue	13,177	13,450	98.0%
672 · Other Revenue	-	100	0.0%
Total Income	\$ 996,274	\$ 1,586,819	62.8%
Expense			
702 · Salaries & Wages	411,673	782,770	52.6%
710 · Benefits	72,344	111,477	64.9%
719 · Mileage	1,592	3,450	46.2%
720 · Professional Development	3,590	8,000	44.9%
726 · Supplies	4,491	3,340	134.5%
801 · Professional Services	41,172	70,920	58.1%
810 · Insurance	17,252	19,595	88.0%
817 · ILS & IT Expenses	349,151	369,312	94.5%
831 · RIDES	-	9,065	0.0%
860 · Delivery Expenses	19,351	56,635	34.2%
880 · Member Development	837	6,000	13.9%
920 · Facility Expenses	18,485	38,035	48.6%
Total Expense	\$ 939,938	\$ 1,478,599	63.6%
Net Ordinary Income	\$ 56,336	\$ 108,220	52.1%
Other Income/Expense			
690 · Other Financing Sources	-	6,050	0.0%
Total Other Income	\$ -	\$ 6,050	0.0%
990 · DS-SBITA (Bibliocore)	114,270	114,270	100.0%
Total Other Expense	\$ 114,270	\$ 114,270	100.0%
Net Other Income	\$ (114,270)	\$ (108,220)	105.6%
Net Income	\$ (57,934)	\$ -	100.0%

Lakeland Library Cooperative
Operating Checks for the Month
As of April 30, 2025

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Date	Name	Memo	Account	Amount
001.01 · Main Checking-Sweep Acct				
04/03/2025	Foster Swift Attorneys		Legal	8,000.00
04/03/2025	Riverbend Automotive		Vehicle Repairs/Maintenance	4,178.30
04/03/2025	Tuff Cover Inc.	Delivery Bags	Delivery Supplies	3,100.00
04/04/2025	MERS	Pension	Benefits	3,943.63
04/04/2025	State of Michigan--Vendor		Payroll Liabilities	1,996.64
04/04/2025	MI-Unemployment Insurance Agency		Payroll Liabilities	1,242.00
04/07/2025	Coverall - New Dreams, Inc.	Janitorial Service	Facility Contracts	170.00
04/07/2025	Comcast-Data Lines	Data Lines	IT Operations	575.00
04/07/2025	First National Bank	IT, supplies, phones, fees	-SPLIT-	2,692.60
04/07/2025	Flyers Energy		Vehicle Fuel	978.59
04/07/2025	Granger	Trash Removal	Facility Contracts	55.62
04/07/2025	Healthiest You	Telehealth App	Benefits	76.50
04/08/2025	Payroll		-SPLIT-	18,352.87
04/08/2025	United States Treasury		Payroll Liabilities	6,398.66
04/08/2025	MERS 401/457		Payroll Liabilities	2,176.88
04/18/2025	Grand Rapids Income Tax Dept.		Payroll Liabilities	172.68
04/18/2025	Walker City Treasurer		Payroll Liabilities	234.64
04/21/2025	Backstage Library Works		Authority Control	1,244.80
04/21/2025	Heimler Consulting		IT Consulting	3,400.00
04/22/2025	Payroll		-SPLIT-	18,500.78
04/22/2025	United States Treasury		Payroll Liabilities	6,424.36
04/22/2025	MERS 401/457		Payroll Liabilities	2,176.88
04/23/2025	Aflac		Payroll Liabilities	255.28
04/23/2025	BCBS	Health Insurance	Benefits	2,947.76
04/23/2025	BCN	Health Insurance	Benefits	3,016.15
04/23/2025	Cintas	Floor Mats	Facility Contracts	119.20
04/23/2025	Consumers Energy		Utilities	413.58
04/23/2025	Delta Dental	Dental/Vision Insurance	Benefits	260.76
04/23/2025	DTE Energy		Utilities	55.77
04/23/2025	DTE Energy		Utilities	267.47
04/23/2025	Grand Rapids City Treasurer		Utilities	288.33
04/23/2025	SS Power Wash	Truck wash	Vehicle Repairs/Maintenance	90.00
04/23/2025	Standard Insurance	LTD/Life Insurance	Benefits	269.55
04/30/2025	Riverbend Automotive		Vehicle Repairs/Maintenance	763.30
TOTAL				94,838.58

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of April 30, 2025

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	<u>Pass Through</u>	<u>Capital</u>
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	39,389	2,186
001.3 · eCommerce - Checking	7,338	
Total 001 · Checking Accounts	<u>46,727</u>	<u>2,186</u>
002 · Savings Accounts		49,149
Total Checking/Savings	<u>46,727</u>	<u>51,336</u>
Accounts Receivable	7,786	
Other Current Assets		
084 · Due From Other Funds	1,906	10,250
111 · *Undeposited Funds	3,912	
123 · Prepaid Expense		11,087
Total Other Current Assets	<u>5,818</u>	<u>21,337</u>
Total Current Assets	<u>60,331</u>	<u>72,673</u>
TOTAL ASSETS	<u><u>\$ 60,331</u></u>	<u><u>\$ 72,673</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	6,700	
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	<u>40,000</u>	<u>34,429</u>
Total Current Liabilities	<u>46,700</u>	<u>34,429</u>
Total Liabilities	<u><u>\$ 46,700</u></u>	<u><u>\$ 34,429</u></u>
Equity		
370 · Nonspendable Funds		11,087
390 · Unassigned Funds		15,675
Net Income	13,631	11,482
Total Equity	<u><u>\$ 13,631</u></u>	<u><u>\$ 38,244</u></u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 60,331</u></u>	<u><u>\$ 72,673</u></u>

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

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	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	8,117	10,700	75.9%			
629 · Group Collections	63,787	94,000	67.9%			
635 · Group Services	13,669	36,000	38.0%			
637 · Ecommerce Fines	22,374	28,000	79.9%			
643 · Shared System Options				10,250	20,500	50.0%
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				1,232	2,000	61.6%
672 · Other Revenue	-	1,750	0.0%	-	-	0.0%
Total Income	\$ 107,947	\$ 170,800	63.2%	\$ 11,482	\$ 22,500	51.0%
Expense						
728 · Library Supply Expense	8,117	10,700	75.9%			
729 · Collection Expenses	57,456	94,000	61.1%			
805 · Group Subscriptions	13,669	36,000	38.0%			
807 · Fines Paid	15,075	28,000	53.8%			
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%
Total 970 · Capital Outlay	-	-	0.0%	-	22,500	0.0%
Total Expense	\$ 94,316	\$ 170,800	55.2%	\$ -	\$ 22,500	0.0%
Net Ordinary Income	\$ 13,631	\$ -	100.0%	\$ 11,482	\$ -	100.0%
Other Income						
699 · Fund Balance Transfers In				-	-	0.0%
Total Other Income	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Net Other Income	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Net Income	\$ 13,631	\$ -	100.0%	\$ 11,482	\$ -	100.0%

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of April 30, 2025

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Date	Name	Memo	Account	Amount
001 · Checking Accounts				
001.1 · Fund - Checking				
001.11 · Checking - Pass Through				
04/23/2025	OverDrive	Audio and Ebooks	-SPLIT-	5,033.27
04/30/2025	Better Containers Mfg	library bags	Library Supplies	3,805.30
Total 001.11 · Checking - Pass Thru				8,838.57
001.12 · Checking - Capital				
Total 001.12 · Checking - Capital				0.00
Total 001.1 · Fund - Checking				8,838.57
001.3 · eCommerce - Checking				
Total 001.3 · eCommerce - Checking				0.00
Total 001 · Checking Accounts				8,838.57
TOTAL				8,838.57

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

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ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 127,214

002 · Savings Accounts 597,090

Total Checking/Savings 724,304

Accounts Receivable 12,481

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 61,504

Total Other Current Assets 135,933

Total Current Assets 872,718

Fixed Assets 508,367

TOTAL ASSETS \$ 1,381,085

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 4,952

Other Current Liabilities

214 · Due to Other Funds 20,199

231 · Payroll Liabilities 2,536

237 · Benefit Liabilities 3,944

Total Other Current Liabilities 26,679

Total Current Liabilities 31,631

Total Liabilities \$ 31,631

Equity

370 · Nonspendable Funds 82,547

371 · Property 508,367

390 · Unassigned Funds 893,138

Net Income (134,598)

Total Equity \$ 1,349,454

TOTAL LIABILITIES & EQUITY \$ 1,381,085

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

10

	YTD	Budget	%
Income			
566 · State Aid Revenue	376,516	758,052	49.7%
631 · Administrative Services	90,571	127,372	71.1%
632 · Delivery Services	93,243	124,156	75.1%
633 · ILS & IT Services	422,767	563,689	75.0%
665 · Interest Revenue	16,251	13,450	120.8%
672 · Other Revenue	-	100	0.0%
Total Income	\$ 999,347	\$ 1,586,819	63.0%
Expense			
702 · Salaries & Wages	470,594	782,770	60.1%
710 · Benefits	80,506	111,477	72.2%
719 · Mileage	1,690	3,450	49.0%
720 · Professional Development	3,590	8,000	44.9%
726 · Supplies	5,218	3,340	156.2%
801 · Professional Services	47,572	70,920	67.1%
810 · Insurance	17,252	19,595	88.0%
817 · ILS & IT Expenses	350,368	369,312	94.9%
831 · RIDES	-	9,065	0.0%
860 · Delivery Expenses	21,755	56,635	38.4%
880 · Member Development	837	6,000	13.9%
920 · Facility Expenses	20,293	38,035	53.4%
Total Expense	\$ 1,019,676	\$ 1,478,599	69.0%
Net Ordinary Income	\$ (20,328)	\$ 108,220	-18.8%
Other Income/Expense			
690 · Other Financing Sources	-	6,050	0.0%
Total Other Income	-	6,050	0.0%
990 · DS-SBITA (Bibliocore)	114,270	114,270	100.0%
Total Other Expense	114,270	114,270	100.0%
Net Other Income	\$ (114,270)	\$ (108,220)	105.6%
Net Income	\$ (134,598)	\$ -	100.0%

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

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Date	Name	Memo	Split	Amount
001.01 - Main Checking-Sweep Acct				
05/02/2025	MERS	Pension	Benefits	3,943.63
05/02/2025	State of Michigan--Vendor		Payroll Liabilities	2,006.80
05/05/2025	Coverall - New Dreams, Inc.	Janitorial Supplies	Facility Contracts	170.00
05/05/2025	Heimler Consulting	IT Equipment	IT Operations	2,399.99
05/05/2025	Superior Pest Control, Inc.	Pest Control	Facility Contracts	163.00
05/05/2025	Dawe, Carol - vendor		Mileage	679.42
05/05/2025	Langlois, Ann - Vendor		Mileage	11.20
05/06/2025	Payroll		-SPLIT-	18,386.04
05/06/2025	United States Treasury		Payroll Liabilities	6,404.44
05/06/2025	MERS 401/457		Payroll Liabilities	2,176.88
05/06/2025	Berger Chevrolet		Vehicle Repairs/Maintenance	281.50
05/06/2025	First National Bank	IT, phones, supplies, fees	-SPLIT-	1,290.78
05/06/2025	Flyers Energy		Vehicle Fuel	960.74
05/06/2025	Home Depot	operating and delivery supplies	-SPLIT-	106.16
05/15/2025	Aflac		Payroll Liabilities	255.28
05/15/2025	BCBS	Health Ins	Benefits	2,947.76
05/15/2025	BCN	Health Ins	Benefits	3,016.15
05/15/2025	Berger Chevrolet		Vehicle Repairs/Maintenance	88.15
05/15/2025	Cintas	Floor Mats	Facility Contracts	119.20
05/15/2025	Comcast-Data Lines	Data Lines	IT Operations	575.00
05/15/2025	Consumers Energy		Utilities	601.56
05/15/2025	Delta Dental	Dental/Vision Ins	Benefits	260.76
05/15/2025	DTE Energy		Utilities	186.51
05/15/2025	DTE Energy		Utilities	55.76
05/15/2025	Flyers Energy		Vehicle Fuel	934.35
05/15/2025	Granger	Trash Removal	Facility Contracts	55.62
05/15/2025	Healthiest You	Telehealth	Benefits	76.50
05/15/2025	SS Power Wash	Truck wash	Vehicle	90.00
05/16/2025	Grand Rapids Income Tax Dept.		Payroll Liabilities	172.68
05/16/2025	Walker City Treasurer		Payroll Liabilities	240.30
05/19/2025	Backstage Library Works		Authority Control	307.50
05/19/2025	Heimler Consulting		IT Consulting	4,760.00
05/19/2025	Reyers, Jeff - Vendor	truck fuel	Vehicle Fuel	53.50
05/20/2025	Payroll		-SPLIT-	18,310.27
05/20/2025	United States Treasury		Payroll Liabilities	6,391.16
05/20/2025	MERS 401/457		Payroll Liabilities	2,176.88
05/30/2025	Lakeland Library Cooperative	Labor Law Poster	Supplies	30.00
TOTAL				\$ 80,685.47

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

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	<u>Pass Through</u>	<u>Capital</u>
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	41,795	2,219
001.3 · eCommerce - Checking	8,990	
Total 001 · Checking Accounts	<u>50,785</u>	<u>2,219</u>
002 · Savings Accounts		49,327
Total Checking/Savings	<u>50,785</u>	<u>51,546</u>
Accounts Receivable	3,748	
Other Current Assets		
084 · Due From Other Funds		10,250
123 · Prepaid Expense		11,087
Total Other Current Assets	<u>-</u>	<u>21,337</u>
Total Current Assets	<u>54,533</u>	<u>72,883</u>
TOTAL ASSETS	<u><u>\$ 54,533</u></u>	<u><u>\$ 72,883</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	5,220	
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	<u>40,000</u>	<u>34,429</u>
Total Current Liabilities	<u>45,220</u>	<u>34,429</u>
Total Liabilities	<u><u>\$ 45,220</u></u>	<u><u>\$ 34,429</u></u>
Equity		
370 · Nonspendable Funds		11,087
390 · Unassigned Funds		15,675
Net Income	9,313	11,692
Total Equity	<u><u>\$ 9,313</u></u>	<u><u>\$ 38,454</u></u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 54,533</u></u>	<u><u>\$ 72,883</u></u>

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

13

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	8,627	10,700	80.6%			
629 · Group Collections	63,787	94,000	67.9%			
635 · Group Services	13,669	36,000	38.0%			
637 · Ecommerce Fines	24,026	28,000	85.8%			
643 · Shared System Options				10,250	20,500	50.0%
645 · IT Services	-	350	0.0%			
665 · Interest Revenue	-			1,442	2,000	72.1%
672 · Other Revenue	-	1,750	0.0%			
Total Income	\$ 110,109	\$ 170,800	64.5%	\$ 11,692	\$ 22,500	52.0%
Expense						
728 · Library Supply Expense	8,627	10,700	80.6%			
729 · Collection Expenses	63,425	94,000	67.5%			
805 · Group Subscriptions	13,669	36,000	38.0%			
807 · Fines Paid	15,075	28,000	53.8%			
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%
Total 970 · Capital Outlay	-	-	0.0%	-	22,500	0.0%
Total Expense	\$ 100,796	\$ 170,800	59.0%	\$ -	\$ 22,500	0.0%
Net Ordinary Income	\$ 9,313	\$ -	100.0%	\$ 11,692	\$ -	100.0%
Other Income/Expense	-	-	0.0%	-	-	0.0%
Net Income	\$ 9,313	\$ -	100.0%	\$ 11,692	\$ -	100.0%

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

14

Date	Name	Memo	Account	Amount
001 · Checking Accounts				
001.1 · Fund - Checking				
001.11 · Checking - Pass Through				
05/06/2025	BookPage		Group Subscriptions	6,699.73
05/15/2025	OverDrive	audio and ebooks	-SPLIT-	750.00
05/29/2025	Woodlands Library Cooperative	Labor Law posters	Group Supplies	540.00
Total 001.11 · Checking - Pass Through				<u>7,989.73</u>
001.12 · Checking - Capital				
Total 001.12 · Checking - Capital				<u>0.00</u>
Total 001.1 · Fund - Checking				<u>7,989.73</u>
001.3 · eCommerce - Checking				
Total 001.3 · eCommerce - Checking				<u>0.00</u>
Total 001 · Checking Accounts				<u>7,989.73</u>
TOTAL				<u><u>7,989.73</u></u>



COOPERATIVE DIRECTOR'S REPORT

June 12, 2025

I was on vacation for 10 days in May and a few days in June. I have been very busy before, during and since with a multitude of issues, many of which cannot be shared in a report. I will fill you in best I can in person. I am going to forego my written report so that we can get this packet out. Please read all that has been accomplished by the entire Lakeland team. I am so proud to be a part of this organization and to lead it.

Board Agenda:

There will be a closed session at the meeting to seek advice from counsel. The board will be sent the appropriate materials separately.

To that end there are 3 agenda items:

1. The confidentiality policy
2. and the plan of service have been revised by counsel and are included in this packet for review, discussion and possible action. I have provided redlined and clean versions and supporting documents that may be helpful.
3. There is also a resolution with the fully revised plan of service and all appendices that is included as a separate attachment if the board is ready to vote to pass a formal resolution with the changes.

Advisory Agenda:

Ann has included details about the circulation policy revisions.

Manager/Specialist Reports:

Cataloging Services Manager - Jeff Lezman

May 2025 activities

E-mail & telephone consulting contacts: 24

Sierra records manually edited: 83

Hoopla records added to Sierra: 33

Lakeland staff worked with BiblioCommons to bring Leighton Township Library up on BiblioCloud Records for Hoopla.

April 2025 Statistics

The statistics for April 2025 show a decrease in the number of cataloging requests we received, with an accompanying decrease in the number of records cataloged compared to April of last year. This change is likely due to MADL becoming a cataloging center as well as the cataloging center guidelines implemented in October 2024.

The number of requests received to be cataloged in April was down by 36% compared to April 2024. The number of requests received that were already in the database increased by 25%.

The number of records copy-cataloged in April was down by 22% compared to April 2024, while the number of original records cataloged was up by 43%. The total number of records cataloged was down by 14% compared to April 2024.

Cataloging	April 2025	YTD	April 2024	YTD	Monthly %	YTD PCT
Requests Received	1164	9788	1763	11770	-34%	-17%
Requests already in database	69	764	55	620	25%	23%
Requests to be cataloged	1095	9024	1708	11150	-36%	-19%
Copy Cataloging	1021	7705	1313	9940	-22%	-22%
Original Cataloging	274	2247	191	1580	43%	42%
Total Cataloged	1295	9952	1504	11520	-14%	-14%

Cataloging Center Statistics

These statistics show the number of bibliographic records cataloged monthly by Lakeland and the other Cataloging Centers (Hackley, Herrick, Loutit, and MADL). The chart shows how the workload of cataloging is becoming more equitably distributed among all of the Cataloging Centers.

Month	Total	Lakeland Cataloging	Other Cataloging Centers
January	3372	1632	870
February	2837	1299	769
March	2102	1179	923
April	2399	1229	1170
May	<u>2453</u>	1157	1296

Total	11524	6496	5028
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Delivery & Facility Manager - Terry Cross

Terry is driving a lot this month and will share his statistics and other accomplishments in July.

Digital Services Specialist – Nicki Johnson

Lately I have been working on cleaning up our Overdrive catalog. I have been deleting old holds and weeding titles that have expired. I also had a Zoom demo set up for LibraryIQ on May 15th. LibraryIQ works with Sierra to mine stats for your library. They come up with reports that you may not be able to get with Create Lists. They offer to help libraries -

- Maintain Relevant Collection with Ease
- Visualize Patron Engagement in Real Time
- Discover Community Specific Needs
- Identify Library Strengths & Challenges
- Create Actionable Goals & Track Progress

There was some interest in the service, but not enough to warrant their one-time setup fee of \$10,000. We had an Overdrive Committee meeting in May where it was decided to change the budget split for Lakeland purchasing from 60/40 ebooks/audiobooks to 50/50. Audiobook requests having growing steadily over the past few years and lending models have been changing. This will give us the ability to have extra funds to re-up expired titles and buy more audiobooks. Carol and I have a Zoom meeting set in June to meet with other Overdrive and other members of our Reciprocal Lending Agreement. In late June or early August, the Southwest Library Cooperative will be joining our RLA. They were the last holdout of all the library cooperatives in the state. There are still some libraries that don't participate, including Detroit District, Kent District, and Grand Rapids District.

Finance & HR Assistant - Janet Cornell

Much progress was made on the accounting software migration in April and May. I attended an online training webinar where they went in depth on some of the more advanced features of the program and I received follow-up training on a Zoom call to go over some items that were not covered. I have reconciled October transactions and anticipate a better process moving forward as I enter the rest of the transactions for this fiscal year and get it up to date with our QuickBooks file. My goal for June is to get caught up enough to be able to use the new software for 4th quarter payroll processing in real time.

I have started prepping my spreadsheets for Budget planning with Carol but we haven't started the process yet. I'll be sending out account summaries with the quarterly billing next month. These summaries contain information on the last 4 quarters so you can have an idea of what you spent with us in the last year. At this point we can't answer any questions on any fee increases for next fiscal year as we just don't know what our funding will be for next year.

Although I was off for some vacation time, I did attend the Regional MERS Update to stay informed on any changes and to meet our new regional representative. I also attended a few Michigan Treasury webinars on the ESTA update and Internal Controls.

Email and phone consults with Member libraries and vendors: April – 9, May – 5

ILS Manager – Ann Langlois

April email, Zoom, and phone consults: member libraries: 60 ; vendors: 6

April help tickets opened: 189

April help tickets closed: 201

May email, Zoom, and phone consults: member libraries: 72 ; vendors: 4

May help tickets opened: 185

May help tickets closed: 168

Circulation Policies: members submitted edits and new language for the ILS Circulation Policy. The Circulation Committee met on May 28 to discuss proposed changes and mention any other edits, which were incorporated into the document. The updated document will be presented to the Advisory Council for a vote on adopting the changes.

Patron Registration and Codes: a question came up about registering a patron who has chosen a different home library than the one that is their legal service area library. If the two libraries have an agreement to allow this, it is important to still correctly register the patron. Per the [Patron Registration Standards document](#) on the LLC website, in the patron's record, the pcode4 and patron agency fields should reflect the patron's legal place of residence. The home library and ptype fields would reflect the chosen library.

Here's an example of how to properly set this up in the patron record. A Hopkins resident has chosen to have the Dorr library be his home library and both libraries have an agreement to allow this:

EXP DATE	03 - 06 - 2027	HOME LIBR	ad Dorr Twp Library	CUR ITEMID	0
PCODE1	j BORN 2000-2009	PMESSAGE	- NO MESSAGE	PCODE4	152 AH - HOPKINS TWP
PCODE2	a ADULT	MBLOCK	- -	PAT AGENCY	10 Hopkins Public Library
PCODE3	0 None	CL RTRND	0	CIRCACTIVE	05 - 14 - 2025
P TYPE	6 AD Resident Adult	MONEY OWED	\$2.50	Notice Preference	- NONE

If the setup is not done correctly for the patron, it can potentially cause items to go in transit that aren't generally holdable at other locations. It can also cause errors in statistical reporting, including for state aid.

Create Lists Review Files: there are some old files from the patron clean-up project; please remind staff to empty these, as well as other files, when done with them.

Quarterly Meeting: the next meeting will be July 17 at 1:30 p.m. [Here is the link](#) to register. All members are welcome to attend. If you have any news from your library to share, please send it to Ann by July 14. Also, I would like to feature pictures of your seed libraries and encourage members who have them to send me a picture with a little description: how to do you house the seeds? How do you check them out, or do patrons just take what they want? Who provides the seeds?

Member Services Manager – Amber McLain

Email/Phone Consults with Libraries: 24

Email/Phone Consults with Vendors: 3

BiblioCommons

BiblioCommons continues to function as expected.

BiblioSuggest

BiblioSuggest continues to function as expected.

BiblioApp

BiblioApp continues to function as expected. BiblioCommons is currently working on developing the functionality for push notifications - this would allow users to opt-in to receive notifications for things like approaching due dates or holds being ready.

Unique Users for May 2025:

Library	iOS	Android	Total
<i>Allendale Township Library</i>	174	52	226
<i>Alvah N Belding Memorial Library</i>	41	39	80
<i>Carson City Public Library</i>	16	8	24
<i>Cedar Springs Public Library</i>	100	32	132
<i>Coopersville Area District Library</i>	71	21	92
<i>Croton Township Library</i>	11	7	18
<i>Dorr Township Library</i>	22	10	32
<i>Fennville District Library and Enrichment Center</i>	44	22	66
<i>Flat River Community Library</i>	78	61	139
<i>Freeport District Library</i>	13	10	23
<i>Fremont Area District Library</i>	63	31	94
<i>Fruitport District Library</i>	53	25	78
<i>Gary Byker Library of Hudsonville</i>	142	42	184
<i>Georgetown Township Public Library</i>	719	254	973
<i>Grant Area District Library</i>	18	20	38
<i>Hackley Public Library</i>	60	46	106
<i>Hastings Public Library</i>	75	41	116
<i>Henika District Library</i>	36	14	50
<i>Herrick District Library</i>	243	67	310
<i>Hesperia Community Library</i>	9	2	11
<i>Home Township Library</i>	10	5	15
<i>Hopkins District Library</i>	10	7	17
<i>Howard Miller Public Library</i>	327	121	448
<i>Ionia Community Library</i>	42	36	78
<i>Lake Odessa Community Library</i>	34	11	45
<i>Leighton Township Library</i>	33	12	45
<i>Lakeland Community Cooperative</i>	950	294	1244
<i>Loutit District Library</i>	440	137	577
<i>Newago Area District Library</i>	34	24	58
<i>Patmos Library</i>	121	31	152

<i>Salem Township Library</i>	74	34	108
<i>Saranac Clarksville District Library</i>	47	32	79
<i>Saugatuck Douglas District Library</i>	87	12	99
<i>Sparta Carnegie Township Library</i>	34	9	43
<i>Spring Lake District Library</i>	366	85	451
<i>Tamarack District Library</i>	33	11	44
<i>Timothy C. Hauenstein Reynolds Township</i>	54	25	79
<i>Thornapple Kellog Community Library</i>	14	12	26
<i>White Cloud Community Library</i>	14	24	38
<i>White Lake Community Library</i>	19	13	32

Patron Point

Patron Point continues to function as expected.

Number of Applications in May 2025: 764

Number of Auto-Renews in May 2025: 1622

Training

The training page is under construction behind the scenes. I am currently deconstructing our policy manuals and gathering relevant documents (such as the green damaged items bookmark) to create a Resources section for Circulation, Delivery, etc, so it will be easier to find the things you need, rather than having to scroll through the whole manual in search of a policy.

Respectfully submitted,

Carol Dawe

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

Council Members Present: Stef Reed (MG), Joe Zappacosta (SM), Carol Dawe (LLC)
Lakeland Staff Present: Amber McLain (LLC)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:22 by Stef Reed.
- 2) **APPROVAL OF AGENDA:** Jeffrey Babbitt moved, supported by Karen McKinnon to approve the agenda - *motion carried*.
- 3) **PUBLIC COMMENTS:**
 - a) None
- 4) **APPROVAL OF MINUTES:** Cierra Bakovka moved, supported by Jeffrey Babbitt, to approve the Advisory Council minutes from January 9, 2025 – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORT:** Elyshia absent, nothing to report.
- 6) **BOARD REPORT:** Nothing to report.
- 7) **ILS MANAGER'S REPORT:** See written report. The Sierra update to 6.3 on 3/19 should fix the bug that allowed MeL to page items that are already checked out.
- 8) **MEMBER SERVICE MANAGER'S REPORT:** See written report. App issues are currently being worked on with BiblioCommons' engineering team. Patron Point's email issues seem to be resolved, but their engineering team is investigating to try to find the root cause to prevent it in the future. Amber will continue to monitor in the meantime. The training hub is being filled out – BiblioCommons training has been completed, and Sierra is next. Please complete the emailed survey to help us focus our efforts.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** The ILS evaluation project is underway, with Ann chairing it. Carol will handle the Admin and financial aspects. Amber, Ann, and Carol are going to work with the Advisory officers to develop a "Steering" committee that will help guide the process. The research conducted by this committee will help us move forward, step by step.
- 10) **COMMITTEE REPORTS:**
 - a) Circulation, Continuing Education, and Youth Services minutes included for information
- 11) **NEW/UNFINISHED BUSINESS:**
 - a) **Advocacy Day and MeLCat** – Advocacy Day is April 30, MeLCat is a talking point
 - b) **Director training/support/development discussion**
 - i) Friends of the Library relationships
 - ii) Director – Board relationships
 - iii) Staff – Board relationships
 - iv) Budgeting and HR
 - v) Scheduling – After advisory
- 12) **OTHER REPORTS:**
 - a) **MLA:** Dale shared that MLA is trying to wait for Federal issues to become clearer before deciding the agenda for advocacy day. Libraries that host representative office hours are seeing a vast increase in visitors. MLA and the LoM are also going to work on cleaning up library law regarding smaller things like credit card use.
- 12) **PUBLIC COMMENTS:**
 - a) Merri Jo Tuinstra expressed gratitude for the new training hub.
 - b) Jeffrey Babbitt shared that the Dorr Township Library is putting on a program about Irish mercenaries and the weapons they used – and this program was featured on Fox 17. Jeffrey also has an article coming out in Public Libraries.
 - c) Jen Salgat shared that their local DDA expired and the Lake Odessa library opted out and is seeking legal representation.
- 13) **NEXT MEETING:** Thursday April 10, 2025, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.

- 14) **ADJOURNMENT:** Merri Jo Tuinstra moved, supported by Cierra Bakovka, to adjourn at 11:01 -
motion carried.

Respectfully submitted by,
Amber McLain

Confidentiality of Patron Records Policy

It is the policy of the Lakeland Library Cooperative (the “Cooperative”) to preserve the privacy of patrons’ library records in the Cooperative’s database as ~~permitted by law~~required by the Michigan Library Privacy Act (the “Privacy Act”), Public Act 455 of 1982, as amended. The Cooperative strives to ensure the highest possible standards of privacy for patrons’ library records.

~~Neither Lakeland Library Cooperative staff nor member Library staff shall release or disclose, in whole or in part, library records to any person other than the patron named in the record (i.e., the library cardholder) or the person liable for payment for or return of the materials identified in the record (for example, a parent or legal guardian) without an appropriate court or agency order or warrant.~~

The ~~Michigan Library~~ Privacy Act generally prohibits the disclosure of library records to all third ~~parties, parties~~ unless an exception applies, or the patron has given his or her express written consent for the disclosure. For purposes of the Privacy Act and this Policy, a “patron” is the person responsible for making payment to the library or the person responsible for the return of the materials identified in the library record. except as provided in MCL 397.603(2), which states: “Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record.”As provided in MCL 397.603(2), library records may be released under the Privacy Act without the patron’s express written consent only under certain circumstances, such as upon a court order, for the purpose of contact with a collection agency employed by the library, or for purposes of conducting interlibrary loans. –In addition, and in certain circumstances, ~~the USA PATRIOT Act, P.L. 107-56, federal law may supercede~~supersede the ~~Michigan Library~~ Privacy Act and require the disclosure of library records ~~is mandatory~~ pursuant to an appropriate federal agency order or warrant. Such federal order or warrant may also require the library to refrain from notifying the patron of the disclosure.

~~No member library will allow access to library records except as permitted by the Library Privacy Act”.~~

A “library record” may be a patron record, an item record, or the record of a transaction. Patron records belong to the home library of the patron; item records belong to the library which own~~owning library of~~ the item; and transaction records belong to the library where the transaction took place. For any given transaction, a library ~~owning which satisfies any~~ one or more of these elements has ownership rights in the record of the transaction. For the purposes of implementing this ~~p~~Policy, the Cooperative shall be deemed to share ownership in all records on the shared database system.

Neither Lakeland Library Cooperative staff nor member-library staff, volunteers, or board

members shall release or disclose, in whole or in part, library records to any person other than the patron named in the record (i.e., the library cardholder) or the patron liable for payment for or return of the materials identified in the record (for example, a parent or legal guardian) without an appropriate court or agency order or warrant, or for a reason specifically provided for in the Privacy Act. Only member-library staff, volunteers, and board members who have been properly trained on the Privacy Act in accordance with this Policy may access library records from the Cooperative's database(s). The Cooperative will provide the required Privacy Act training for individuals to meet the requirements of this Policy. Alternatively, other parties may provide Privacy Act training to member-library staff, volunteers, and board members, if the Cooperative has approved such alternative training in advance. The Cooperative will maintain a list of individuals who have successfully completed the Privacy Act training and may access the Cooperative's database under this Policy.

No member-library staff, volunteers, or board members will allow anyone access to library records except as permitted by the Privacy Act and this Policy.

Member libraries are urged to further develop local policies and procedures governing the confidentiality of library records and patron privacy. In regard to information contained in the shared system (ILS), all such local policies shall at a minimum meet the requirements of the Privacy Act and this Lakeland Library Cooperative pPolicy. The ~~Lakeland Library~~ Cooperative will serve as a resource for these issues, but is not a substitute for local legal counsel. Notwithstanding this Policy, Each member library is responsible for training and equipping their staff to understand the legal requirements governing the confidentiality of library records and patrol privacy. deal with these issues.

PPS Committee Draft:	5/15/03	PPS Review:	02/18/10
Reviewed by Legal Counsel:	5/28/03	First Reading:	03/11/10
First Reading by Cooperative Board:	6/12/03	Adoption:	04/08/10
Revised by PPS Committee:	7/17/03	PPS Review:	08/21/14
Adopted by Cooperative Board:	8/14/03	First Reading:	09/10/14
First Reading by Cooperative Board:	4/12/07	Adopted:	10/09/14
Adopted by Cooperative Board:	5/10/07	<u>PPS Review:</u>	<u>/ /25</u>

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A “library record” may be a patron record, an item record, or the record of a transaction. Patron records belong to the home library of the patron; item records belong to the library which owns the item; and transaction records belong to the library where the transaction took place. For any given transaction, a library which satisfies any one or more of these elements has ownership rights in the record of the transaction. For the purposes of implementing this Policy, the Cooperative shall be deemed to share ownership in all records on the shared database system.

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No member-library staff, volunteers, or board members will allow anyone access to library records except as permitted by the Privacy Act and this Policy.

Member libraries are urged to further develop local policies and procedures governing the confidentiality of library records and patron privacy. In regard to information contained in the shared system (ILS), all such local policies shall at a minimum meet the requirements of the Privacy Act and this Policy. The Cooperative will serve as a resource for these issues, but is not a substitute for local legal counsel. Notwithstanding this Policy, each member library is responsible for training their staff to understand the legal requirements governing the confidentiality of library records and patron privacy.

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Adopted by Cooperative Board:	8/14/03	First Reading:	09/10/14
First Reading by Cooperative Board:	4/12/07	Adopted:	10/09/14
Adopted by Cooperative Board:	5/10/07	PPS Review:	___/___/25

THE LIBRARY PRIVACY ACT Act 455 of 1982

AN ACT to provide for the confidentiality of certain library records; to provide for certain exceptions to the confidentiality of those library records; to provide for the selection and use of library materials; and to provide remedies.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

The People of the State of Michigan enact:

397.601 Short title.

Sec. 1. This act shall be known and may be cited as "the library privacy act".

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.602 Definitions.

Sec. 2. As used in this act:

(a) "Computer" means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations, including logical, arithmetic, or memory functions with or on computer data or a computer program, and that can store, retrieve, alter, or communicate the results of the operations to a person, computer program, computer, computer system, or computer network.

(b) "Computer network" means the interconnection of hardware or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.

(c) "Computer program" means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) "Computer system" means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) "Crime" means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5.

(f) "Device" includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(g) "Harmful to minors" means that term as defined in section 4 of 1978 PA 33, MCL 722.674.

(h) "Internet" means that term as defined in 47 USC 230.

(i) "Law enforcement officer" means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

(j) "Library" means a library that is established by this state or by a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities, a community college district, or a college or university, or a private library open to the public.

(k) "Library record" means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include either of the following:

(i) Nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(ii) Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library.

(l) "Minor" means an individual who is less than 18 years of age.

(m) "Obscene" means that term as defined in section 2 of 1984 PA 343, MCL 752.362.

(n) "Sexually explicit matter" means that term as defined in section 3 of 1978 PA 33, MCL 722.673.

(o) "Terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 1998, Act 7, Imd. Eff. Feb. 6, 1998;—Am. 1999, Act 37, Eff. Aug. 1, 1999;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

397.603 Library record not subject to disclosure requirements; release or disclosure of

library record without consent prohibited; exception; procedure and form of written consent; hearing; disclosure exception.

Sec. 3. (1) A library record is not subject to disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(2) A library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record, unless 1 of the following applies:

(a) A court has ordered the release or disclosure after giving the affected library notice of the request and an opportunity to be heard on the request.

(b) The release or disclosure is permitted under subsection (5).

(3) The procedure and form of giving the written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2)(a).

(5) A library or an employee or agent of a library may disclose library records without a court order or the written consent described in subsection (2) under either of the following circumstances:

(a) The library or an employee or agent of the library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The library or an employee or agent of the library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

(b) The library or an employee or agent of the library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.

(6) This section does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the library regarding a crime alleged to have occurred at the library.

(7) As used in this section and section 4, "employee or agent" includes an employee of a library, a member of the governing body of a library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of a library, and any other person who is lawfully performing services on behalf of a library under a written contract, including a collection agency.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 1996, Act 188, Imd. Eff. May 8, 1996;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

397.604 Violation of MCL 397.603; liability; civil action; damages; attorney fees and costs; equitable relief.

Sec. 4. (1) If a library or an employee or agent of a library violates section 3, the library is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the library record may bring a civil action against the library for actual damages or \$250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(2) If an employee or agent of a library knowingly violates section 3, the employee or agent is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the library record may bring a civil action against the employee or agent for actual damages or \$250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(3) A civil action brought under this section by or on behalf of a person identified in a library record must be brought within 180 days after the date that the person first knew or had reason to know of the release or disclosure of the record giving rise to the civil action.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

397.605 Selection and use of library materials.

Sec. 5. (1) Except as otherwise provided by statute or by a regulation adopted by the governing body of the library, the selection of library materials for inclusion in a library's collection shall be determined only by an employee of the library.

(2) Except as otherwise provided by law or by a regulation adopted by the governing body of the library, the use of library materials shall be determined only by an employee of the library.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.606 Restriction of internet access to minors; immunity from liability; exceptions.

Sec. 6. (1) If a library offers use of the internet or a computer, computer program, computer network, or

computer system to the public, the governing body of that library shall adopt and require enforcement of a policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system in 1 of the following ways:

(a) Both of the following:

(i) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(ii) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

(b) By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

(2) A governing body of a library, member of a governing body of a library, library, or an agent or employee of a governing body of a library or library, is immune from liability in a civil action as provided in section 7 of the revised judicature act of 1961, 1961 PA 236, MCL 691.1407.

(3) This section does not apply to a library established by a community college district, a college or university, or a private library open to the public.

History: Add. 1999, Act 37, Eff. Aug. 1, 1999;—Am. 2000, Act 212, Eff. Oct. 1, 2000.

**THE LAKELAND LIBRARY COOPERATIVE PLAN
OF SERVICE AND GOVERNANCE APPROVED BY
THE BOARD
ON SEPTEMBER 8TH, 2022**

LLC BOARD APPROVED REVISIONS
ON
SEPTEMBER
14th, 2023

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ARTICLE I. NAME

The name of this library cooperative shall be the Lakeland Library Cooperative (~~the~~ "LLC").

ARTICLE II. AUTHORITY

1. This Plan of Service is authorized, and LLC is established under the terms of the State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended. (Appendix A)
2. This Plan of Service supersedes all previous Plans of Service.

ARTICLE III. MEMBERSHIP

1. Requirements for Maintaining Membership:

Full Membership in the LLC shall be open to any public library that meets the requirements of P.A. 89 of 1977:

- Maintenance of a minimum local support equivalent of 3/~~4~~10 of a mill (excluding state aid and federal grants) on taxable value as calculated under section 27a of the General Property Tax Act, PA 206 of 1893, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.
- Compliance with the personnel requirements to receive State Aid, as established by the Library of Michigan, including the employment of a local library director (and employment of other local staff) with the required minimum certificate level(s), based on the member library's class size.
- Pay the annual member services charge based on the Member Services Formula (Appendix F).
- Participation in the development of ~~the eC~~ cooperative plans.
- Loan materials to other libraries participating in the ~~Cooperative-LLC~~ through interlibrary loan and/or reciprocal borrowing agreements.
- Maintenance of a minimum of not less than 10 hours per week in which the member library is open to the public.
- Maintenance of an open-door policy to other residents of the State of Michigan as provided in Article 8, Section 9 of the State Constitution of 1963. (Appendix A-2)
- The LLC Board may waive any or all of the foregoing requirements if the local library can show that failure to meet the requirements is only temporary in nature. The library will then be placed on probation and notified of the same by the LLC Board. When a library fails to meet the requirements of this Section, the LLC Board may take action to terminate that library's membership in accordance with the process set forth in Article III, Section 3.

2. Resolution of Adoption:

- An eligible library's Governing Board and/or municipal governing or appropriating body shall adopt a resolution requesting that the local library

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become a member of LLC. Duplicate copies of the resolution, certified by the clerk of the local board/ authority, shall be filed with the LLC Board. The Board shall accept the request for membership or show reason for denial of the request for membership within sixty (60) days. When the Board has accepted the resolution, the Board President and Secretary shall endorse the resolution and file a copy with the Library of Michigan.

3. Withdrawal and Termination:

- The board of a member library that wishes to withdraw from membership in the LLC must adopt a resolution to do so and file certified duplicate copies of that resolution with the LLC Board and the Library of Michigan at least twelve months before the end of the LLC's fiscal year. That library's membership in the LLC will terminate at the end of the LLC's fiscal year, provided that the member library has satisfactorily fulfilled all obligations to the LLC.
- The board of a member library that does not wish to withdraw from membership in the LLC, but wishes to withdraw from participation in one or more services provided by the LLC, of which the LLC Board has determined will have significant budget implications for LLC (including but not limited to the Shared Integrated Library System, the Overdrive Content Group, and the Cataloging Services), the member library must adopt a resolution to withdraw from said service(s) and file a certified copy of that resolution with the LLC Board at least twelve months before the end of the LLC's fiscal year. That member library's participation in the service(s) it seeks to withdraw from will terminate at the end of the LLC's fiscal year, provided that the member library has satisfactorily fulfilled all obligations to the LLC.
- If the LLC Board wishes to terminate its membership agreement with a member library, it must adopt a resolution to do so and file duplicate copies of that resolution with the local library and the Library of Michigan at least six months before the end of the LLC's fiscal year. That library's membership in the LLC will terminate at the end of the LLC's fiscal year provided that the LLC has satisfactorily fulfilled all obligations to the local library. If termination is proposed because a member library does not meet the eligibility requirements noted in Article III, Section 1 above, the LLC Board shall provide the member library a period to cure the deficiency, which shall be a term set forth by the LLC Board but shall be for not less than three months.
- ~~The member library's Governing Board, and/or municipal governing or appropriating body, must adopt a resolution to withdraw its full membership in the LLC at least 12 months prior to the membership termination, or from services that have budget implications as determined by the LLC Board, such as, but not limited to:~~
 - ~~The Shared Integrated Library System~~
 - ~~The Overdrive Content Group~~
 - ~~Cataloging Services~~

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- ~~• Duplicate copies of the resolution, certified by the clerk of the local board/authority, shall be filed with the LLC Board and the Library of Michigan.~~
- ~~• The LLC Board may give notice of the intent to terminate a library membership 6 months in advance, if the library does not meet eligibility requirements as noted in Article III, Section 1 above.~~
- ~~•~~ All contractual agreements entered between the member library and LLC and/or contractual agreements entered by LLC on behalf of the member library must be fulfilled prior to the ~~termination-withdrawal or termination~~ of membership. Notification of all outstanding contractual obligations will be provided to the member library before the withdrawal process ~~is begun~~ may begin. All fees are due and payable for the fiscal year in which withdrawal or termination takes place and will not be returned.

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ARTICLE IV: DISPUTES

1. LLC is committed to resolving disputes at the local level in the following manner; ~~including mediation, arbitration and litigation.~~
 - The cooperative director and the director of the member library concerned shall meet and attempt in good faith to resolve any issues or concerns.
 - If a resolution of the concerns is ~~still not possible~~ not achieved, the board of each library concerned, following a review of the issue, shall petition the LLC Board in writing for redress of the matters in dispute specifying the remedies sought.
 - The LLC Director shall present the petition to the LLC Board (within 90 days), along with his or her recommendations. The LLC Director shall report the conclusion of the Board to all parties concerned, promptly and in writing.
2. If a dispute arises concerning the ~~cooperative~~ LLC and one or more of its member libraries that cannot be resolved on the local level.
 - The matter, along with copies of all documentation, shall be reported to the Library of Michigan by the LLC Board or by the board of the library or libraries involved.
 - The Library of Michigan may hear the case. The decision of the Library of Michigan shall be final. (MCL ~~S~~ 397.572 ~~section 22~~).

ARTICLE V: COOPERATIVE BOARD

1. Authority: The Lakeland Library Cooperative Board (the "LLC Board") shall be authorized to do the following:
 - Hire a director to manage the LLC.
 - Develop, revise, and adhere to the approved by-laws (Appendix B), plans, policies and provide services, consistent with State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended.
 - Exercise any other authority granted by this Plan of Service.
 - Approve the budgets and provide fiduciary oversight.
 - ~~n~~ Not be deemed to deprive any local board of any of its powers or property.

2. Representation and Eligibility:

- The LLC Board shall consist of nine (9) voting members as provided in Public Act 89, 1977, Section 7. All board members will be library directors from within the LLC member libraries. Current Advisory Council Officers are ineligible to

serve as members of the Board. The LLC Board may appoint an Ex Officio Board (non-voting) member in accordance with this document and the established by-laws.

- There will be a mix of permanent and elected positions on the board based on population statistics provided annually by the Library of Michigan ("LM") and their Class identification system of public libraries.
 - Permanent Positions:
 - Member libraries with Library of Michigan Class 6 designation are eligible to have their director have a permanent position on the board.
 - These positions have no term limit or election requirement by the LLC membership.
 - These positions will be filled by the member library's Board.
 - In case of a vacancy, the board of the member library shall designate an interim director.
 - Elected Positions:
 - Member libraries with a Library of Michigan LM Class designation are eligible for their directors to be elected to the LLC board for a two-year term with no term limits on a staggered schedule as follows:
 - Class 1, 2 and 3 libraries shall join together to elect one board member every two years in odd numbered years.
 - Class 4 libraries shall elect two board members, one each in even and odd numbered years.
 - Class 5 libraries shall elect one board member every two years in even numbered years.

3. Elections

- Elected Positions:
 - The LLC Board shall announce in June of each year the scheduled open elections as stated above.
 - Interested individuals will self-nominate and inform the board president of their intent.
 - Elections shall be held annually at an August Advisory Council meeting each year with the election results announced no later than September 15th of that year. Each member library shall cast one vote for each available member position in the Library of Michigan LM class of which that library is a member.
 - Elected members shall begin their terms October 1st.
 - If libraries join or withdraw from LLC, the composition of the Board shall be reviewed, and election requirements adjusted accordingly at the end of the fiscal year.

4. Meetings:

Meetings will comply with the Open Meetings Act, P.A. 267, of 1976, as amended. (Appendix E)

~~The An~~ annual meeting shall be held in October.

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- The Board will meet at least 8 times per year, as determined at the annual meeting.
- Special meetings may be called by the Board president or upon the request of four members of the Board.

ARTICLE VI: ADVISORY COUNCIL

1. Authority: ~~The An Advisory Council as provided for herein shall be established whose major functions of the Council are:~~
 - Adhere to the approved by-laws, (Appendix B) plans, policies and provide services, consistent with State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended.
 - To advise the Board and Director on issues regarding policies, services and other concerns that may affect LLC, including the annual review of budgets.
 - In consultation with the Director, to review current services, research new services and plan for the implementation of Board-approved new services.
2. Representation and eligibility:
 - The Council shall be composed of the director from each of the member libraries. If unable to attend, the director, or the member library's governing body, may appoint one staff member as an ~~replacement~~ alternate, with voting privileges. Current Board Members are ineligible to serve as officers of the Advisory Council.
3. Elections
 - The Council shall elect a Chair, Vice-Chair and a Secretary at the annual meeting.
4. Meetings:
 - Meetings of the Council will comply with the Open Meeting Act, P.A. 267, of 1976 as amended.
 - The Council will meet at least 8 times per year, as determined at the annual meeting.
 - ~~The An~~ annual meeting of the Council shall be held in October.
 - Special meetings may be called by the Council Chair or upon the request of 20 members.

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ARTICLE VII: FUNDING

1. State Aid
 - LLC shall apply for State Aid before February 1 of each year.
 - State Aid, granted by the State of Michigan for cooperative libraries as authorized by Public Act 90, 1977, Section 13 and paid to the LLC, will be used for any library-related purpose approved by the Board.
 - LLC charges for services may be paid from funds coming to the member library from the State of Michigan as authorized by Public Act 89, 1977, Section 16 (4).
2. Additional Revenue
 - Member libraries may contract with the LLC for services, other than the

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services listed in Appendix G.

- Grant funds will be used in accordance with state and federal laws and

GASB accounting standards.

- Donations will be used in accordance with state and federal laws and GASB accounting standards.

3. Budgeting

- The fiscal year of LLC shall be October 1 to September 30.
- LLC charges for services and products are to be determined on a yearly basis using the Member Services Formula (Appendix F) which is reviewed by the Council and approved by the Board. All payments shall be made to LLC.
- The Director will work with the Board to develop a tentative draft budget for the upcoming fiscal year, present the budget to the Council, and forward the Council's recommendation to the Board.
- All funds received by LLC will be deposited in separate and/or designated funds and will be used only for expenses authorized by the Board.
- The investment of surplus funds shall conform to Public Act 20 of 1943 (as amended.)

4. Financial records:

- Regular financial statements shall be made available to the Board and Advisory Council.
- The LLC financial records will comply with Federal and State regulations, Government Accounting Standards Board (GASB) principles, and be organized under the guidelines of the State of Michigan's "Uniform Chart of Accounts."
- The LLC will provide an annual financial audit filed within 12 months of the close of the fiscal year. If the annual financial audit report discloses a deficit or other material deficiency, LLC shall submit a corrective action plan for review and approval by the Department of Treasury. The corrective action plan shall include a deficit elimination plan and proof that the plan has been filed with the Department of Treasury as required by section 21 of 1971 PA 140, MCL 141.921.
- LLC shall maintain fidelity bond coverage and appropriate insurance and file annual verification of coverage as required by the Library of Michigan.

ARTICLE VIII: SERVICES AND FEES

1. The LLC provides members with a variety of services and products, such as a shared integrated library system, which are available to all member libraries depending on contracts, licenses and individual and collective decisions as detailed in LLC's List of Services and Products (Appendix G), the Member Services Formula and Annual Budget and other policy documents.

ARTICLE IX: PLAN APPROVAL AND REVISIONS

1. The Plan of Service will be reviewed and or revised in the year that the Library of Michigan certifies the information collected from the decennial Census or, at any time, by a 2/3 majority vote of the Board members present.
2. After the review, the Board shall submit a revised Plan of Service to the Library of Michigan for approval and provide a copy of the plan and appendices annually.

ADOPTION DATE

As approved by The Lakeland Library Cooperative Board:

Date: _____

Authorized by Library of Michigan:

Date: _____

Approved Revisions by the LLC Board:

June 8th, 2023, 2025

September 14, 2023, 2025

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**THE LAKELAND LIBRARY COOPERATIVE PLAN
OF SERVICE AND GOVERNANCE APPROVED BY
THE BOARD
ON SEPTEMBER 8TH, 2022**

**LLC BOARD APPROVED REVISIONS
ON _____, 2025**

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ARTICLE I. NAME

The name of this library cooperative shall be the Lakeland Library Cooperative (the “LLC”).

ARTICLE II. AUTHORITY

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ARTICLE III. MEMBERSHIP

1. Requirements for Maintaining Membership:

Full Membership in the LLC shall be open to any public library that meets the requirements of P.A. 89 of 1977:

- Maintenance of a minimum local support equivalent of 3/10 of a mill (excluding state aid and federal grants) on taxable value as calculated under section 27a of the General Property Tax Act, PA 206 of 1893, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.
- Compliance with the personnel requirements to receive State Aid, as established by the Library of Michigan, including the employment of a local library director (and employment of other local staff) with the required minimum certificate level(s), based on the member library's class size.
- Pay the annual member services charge based on the Member Services Formula (Appendix F).
- Participation in the development of Cooperative plans.
- Loan materials to other libraries participating in the LLC through interlibrary loan and/or reciprocal borrowing agreements.
- Maintenance of a minimum of not less than 10 hours per week in which the member library is open to the public.
- Maintenance of an open-door policy to other residents of the State of Michigan as provided in Article 8, Section 9 of the State Constitution of 1963. (Appendix A-2)

The LLC Board may waive any or all of the foregoing requirements if the local library can show that failure to meet the requirements is only temporary in nature. The library will then be placed on probation and notified of the same by the LLC Board. When a library fails to meet the requirements of this Section, the LLC Board may take action to terminate that library's membership in accordance with the process set forth in Article III, Section 3.

2. Resolution of Adoption:

- An eligible library's Governing Board and/or municipal governing or appropriating body shall adopt a resolution requesting that the local library become a member of LLC. Duplicate copies of the resolution, certified by the clerk of the local board/ authority, shall be filed with the LLC Board. The Board shall

accept the request for membership or show reason for denial of the request for membership within sixty (60) days. When the Board has accepted the resolution, the Board President and Secretary shall endorse the resolution and file a copy with the Library of Michigan.

3. Withdrawal and Termination:

- The board of a member library that wishes to withdraw from membership in the LLC must adopt a resolution to do so and file certified duplicate copies of that resolution with the LLC Board and the Library of Michigan at least twelve months before the end of the LLC's fiscal year. That library's membership in the LLC will terminate at the end of the LLC's fiscal year, provided that the member library has satisfactorily fulfilled all obligations to the LLC.
- The board of a member library that does not wish to withdraw from membership in the LLC, but wishes to withdraw from participation in one or more services provided by the LLC, of which the LLC Board has determined will have significant budget implications for LLC (including but not limited to, the Shared Integrated Library System, the Overdrive Content Group, and the Cataloging Services), the member library must adopt a resolution to withdraw from said service(s) and file a certified copy of that resolution with the LLC Board at least twelve months before the end of the LLC's fiscal year. That member library's participation in the service(s) it seeks to withdraw from will terminate at the end of the LLC's fiscal year, provided that the member library has satisfactorily fulfilled all obligations to the LLC.
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- All contractual agreements entered between the member library and LLC and/or contractual agreements entered by LLC on behalf of the member library must be fulfilled prior to the withdrawal or termination of membership. Notification of all outstanding contractual obligations will be provided to the member library before the withdrawal process may begin. All fees are due and payable for the fiscal year in which withdrawal or termination takes place and will not be returned.

ARTICLE IV: DISPUTES

1. LLC is committed to resolving disputes at the local level in the following manner:

- The cooperative director and the director of the member library concerned shall meet and attempt in good faith to resolve any issues or concerns.
- If a resolution of the concerns is not achieved, the board of each library concerned, following a review of the issue, shall petition the LLC Board in writing for redress of the matters in dispute specifying the remedies sought.

- The LLC Director shall present the petition to the LLC Board (within 90 days), along with his or her recommendations. The LLC Director shall report the conclusion of the Board to all parties concerned, promptly and in writing.
2. If a dispute arises concerning the LLC and one or more of its member libraries that cannot be resolved on the local level.
 - The matter, along with copies of all documentation, shall be reported to the Library of Michigan by the LLC Board or by the board of the library or libraries involved.
 - The Library of Michigan may hear the case. The decision of the Library of Michigan shall be final. (MCL 397.572).

ARTICLE V: COOPERATIVE BOARD

1. Authority: The Lakeland Library Cooperative Board (the “LLC Board”) shall be authorized to do the following:
 - Hire a director to manage the LLC.
 - Develop, revise, and adhere to the approved by-laws (Appendix B), plans, policies and provide services, consistent with State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended.
 - Exercise any other authority granted by this Plan of Service.
 - Approve the budgets and provide fiduciary oversight.
 - Not deprive any local board of any of its powers or property.
2. Representation and Eligibility:
 - The LLC Board shall consist of nine (9) voting members as provided in Public Act 89, 1977, Section 7. All board members will be library directors from within the LLC member libraries. Current Advisory Council Officers are ineligible to serve as members of the Board. The LLC Board may appoint an Ex Officio Board (non-voting) member in accordance with this document and the established by-laws.
 - There will be a mix of permanent and elected positions on the board based on population statistics provided annually by the Library of Michigan (“LM”) and their Class identification system of public libraries.
 - Permanent Positions:
 - Member libraries with Library of Michigan Class 6 designation are eligible to have their director have a permanent position on the board.
 - These positions have no term limit or election requirement by the LLC membership.
 - These positions will be filled by the member library’s Board.
 - In case of a vacancy, the board of the member library shall designate an interim director.
 - Elected Positions:
 - Member libraries with a Library of Michigan LM Class designation are eligible for their directors to be elected to the LLC board for a

two-year term with no term limits on a staggered schedule as follows:

- Class 1, 2 and 3 libraries shall join together to elect one board member every two years in odd numbered years.
- Class 4 libraries shall elect two board members, one each in even and odd numbered years.
- Class 5 libraries shall elect one board member every two years in even numbered years.

3. Elections

Elected Positions:

- The LLC Board shall announce in June of each year the scheduled open elections as stated above.
- Interested individuals will self-nominate and inform the board president of their intent.
- Elections shall be held annually at an August Advisory Council meeting each year with the election results announced no later than September 15th of that year. Each member library shall cast one vote for each available member position in the Library of Michigan LM class of which that library is a member.
- Elected members shall begin their terms October 1st.
- If libraries join or withdraw from LLC, the composition of the Board shall be reviewed, and election requirements adjusted accordingly at the end of the fiscal year.

4. Meetings:

Meetings will comply with the Open Meetings Act, P.A. 267, of 1976, as amended. (Appendix E)

An annual meeting shall be held in October.

- The Board will meet at least 8 times per year, as determined at the annual meeting.
- Special meetings may be called by the Board president or upon the request of four members of the Board.

ARTICLE VI: ADVISORY COUNCIL

1. Authority: An Advisory Council as provided for herein shall be established whose major functions are:

- Adhere to the approved by-laws, (Appendix B) plans, policies and provide services, consistent with State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended.
- To advise the Board and Director on issues regarding policies, services and other concerns that may affect LLC, including the annual review of budgets.
- In consultation with the Director, to review current services, research new services and plan for the implementation of Board-approved new services.

2. Representation and eligibility:

- The Council shall be composed of the director from each of the member libraries. If unable to attend, the director, or the member library's governing

body, may appoint one staff member as an alternate, with voting privileges. Current Board Members are ineligible to serve as officers of the Advisory Council.

3. Elections

- The Council shall elect a Chair, Vice-Chair and a Secretary at the annual meeting.

4. Meetings:

- Meetings of the Council will comply with the Open Meeting Act, P.A. 267, of 1976 as amended.
- The Council will meet at least 8 times per year, as determined at the annual meeting.
- An annual meeting of the Council shall be held in October.
- Special meetings may be called by the Council Chair or upon the request of 20 members.

ARTICLE VII: FUNDING

1. State Aid

- LLC shall apply for State Aid before February 1 of each year.
- State Aid, granted by the State of Michigan for cooperative libraries as authorized by Public Act 90, 1977, Section 13 and paid to the LLC, will be used for any library-related purpose approved by the Board.
- LLC charges for services may be paid from funds coming to the member library from the State of Michigan as authorized by Public Act 89, 1977, Section 16 (4).

2. Additional Revenue

- Member libraries may contract with the LLC for services, other than the services listed in Appendix G.
- Grant funds will be used in accordance with state and federal laws and GASB accounting standards.
- Donations will be used in accordance with state and federal laws and GASB accounting standards.

3. Budgeting

- The fiscal year of LLC shall be October 1 to September 30.
- LLC charges for services and products are to be determined on a yearly basis using the Member Services Formula (Appendix F) which is reviewed by the Council and approved by the Board. All payments shall be made to LLC.
- The Director will work with the Board to develop a tentative draft budget for the upcoming fiscal year, present the budget to the Council, and forward the Council's recommendation to the Board.
- All funds received by LLC will be deposited in separate and/or designated funds and will be used only for expenses authorized by the Board.
- The investment of surplus funds shall conform to Public Act 20 of 1943 (as amended.)

4. Financial records:

- Regular financial statements shall be made available to the Board and

Advisory Council.

- The LLC financial records will comply with Federal and State regulations, Government Accounting Standards Board (GASB) principles, and be organized under the guidelines of the State of Michigan's "Uniform Chart of Accounts."
- The LLC will provide an annual financial audit filed within 12 months of the close of the fiscal year. If the annual financial audit report discloses a deficit or other material deficiency, LLC shall submit a corrective action plan for review and approval by the Department of Treasury. The corrective action plan shall include a deficit elimination plan and proof that the plan has been filed with the Department of Treasury as required by section 21 of 1971 PA 140, MCL 141.921.
- LLC shall maintain fidelity bond coverage and appropriate insurance and file annual verification of coverage as required by the Library of Michigan.

ARTICLE VIII: SERVICES AND FEES

1. The LLC provides members with a variety of services and products, such as a shared integrated library system, which are available to all member libraries depending on contracts, licenses and individual and collective decisions as detailed in LLC's List of Services and Products (Appendix G), the Member Services Formula and Annual Budget and other policy documents.

ARTICLE IX: PLAN APPROVAL AND REVISIONS

1. The Plan of Service will be reviewed and or revised in the year that the Library of Michigan certifies the information collected from the decennial Census or, at any time, by a 2/3 majority vote of the Board members present.
2. After the review, the Board shall submit a revised Plan of Service to the Library of Michigan for approval and provide a copy of the plan and appendices annually.

ADOPTION DATE

As approved by The Lakeland Library Cooperative Board:

Date: _____

Authorized by Library of Michigan:

Date: _____

Approved Revisions by the LLC Board:

_____, 2025

State Aid to Public Libraries Application Process

Michigan Department of Education, Library of Michigan

Issued October 1, 2011

Part A: Process

I. Application for State Aid

- a. Applications for state aid shall be submitted as follows:
 - i. Each applicant for state aid shall submit an application for state aid by electronic means using an online form that transfers input data into the Library of Michigan's 4th Dimension database. This submission shall be filed annually with the department between October 1 and not later than February 1.
 - ii. Upon submission of the application for state aid to the department, an authorized agent of the applicant shall verify that the information contained within truly represents the library's activities and that the financial information can be verified by audit.
- b. The department shall not approve any application for state aid submitted after the dates specified above.

II. Contract area populations

- a. State aid for a public library furnishing library service under a library service contract shall be calculated as follows:
 - i. A public library's state aid service population shall include a contract area population if the library has served the contract area for 6 months or longer during the library's state aid reporting year, which is a library's most recently completed fiscal year prior to October 1, 2011.
 - ii. If 2 or more public libraries have each served the same contract area for less than 6 months during their respective reporting years, the library with the greatest time of service to the contract area within its reporting year shall include the contract area in its legal service area population.
 - iii. If 2 public libraries have served the same contract area for the same length of time but for less than 6 months during the reporting year, the public library whose contract was in force the nearest to October 1 of the year of state aid distribution shall include the contract area in its legal service population.

- iv. If a contract area is served by only 1 public library for less than 6 months in its reporting year and no other public library furnished service during the same reporting year, the public library shall include the contract area in the calculation of its legal service area population.
- v. A public library may require a contracting municipality to pay a reasonable fee based on the contracting municipality's population in addition to state aid funds and penal fine monies that may be paid as library service contract consideration.
- vi. If a public library has contracted with a municipality for the provision of library service and the total local support for the legal service area population is less than the minimum local support requirement under section 5(a) of the State Aid to Public Libraries Act (The Act), MCL 397.555(a), each governmental unit comprising the legal service area population may be treated as a separate unit and each unit shall meet the minimum support requirement The Act.

Part B: Requirements

I. Basic requirements unrelated to staffing

- a. The requirement for local financial support under section 5(a) of The Act, L397.555(a).
- b. Legal establishment as a public library under section 2(d) of The Act, MCL 397.552(d).

II. Personnel Requirements for Public Libraries

- a. To receive disbursements of state aid a public library shall employ the requisite number of paid certified persons subject to the following exceptions:
 - i. The personnel requirements do not apply with respect to personnel with valid certificates who were employed by a public library as of October 1, 2009. When a person employed as of October 1, 2009 leaves the position, the position shall be filled in compliance with the minimum requirements for the library to receive state aid.
 - ii. A public library that does not comply with personnel requirements due to a change in class level following the application of a decennial census may receive state aid if the personnel continue to present valid certificates and were employed before the library received notification of the change in class level. When a person employed before the change in class level leaves the position, the position shall be filled in accordance with the personnel requirements in order for the library to receive state aid.

- b. A public library that shifts to a higher class level because of a change in its legal service area population shall meet the higher level of requirements for personnel not later than the beginning of its next reporting year after the library has received notice from the department of the change in library class.

III. Class Size Requirements

a. Class 1 public library.

- i. A class 1 public library serves a population of 3,999 or less.
- ii. A class 1 public library shall employ a director possessing at least a level 4 certificate. The director shall complete New Director's Workshop within 1 year of initial directorship appointment. This sub-requirement does not apply to a director who has completed New Director's Workshop prior to his or her appointment as a director.

b. Class 2 public library.

- i. A class 2 public library serves a population of 4,000 to 6,999.
- ii. A class 2 public library shall employ a director possessing at least a level 4 certificate. The director shall complete New Director's Workshop within 1 year of initial directorship appointment. This sub-requirement does not apply to a director who has completed New Director's Workshop prior to his or her appointment as a director.

c. Class 3 public library.

- i. A class 3 public library serves a population of 7,000 to 11,999.
- ii. A class 3 public library shall employ a director possessing at least a level 3 certificate. The director shall complete New Director's Workshop within 1 year of initial directorship appointment. This sub-requirement does not apply to a director who has completed New Director's Workshop prior to his or her appointment as a director.
- iii. A class 3 public library shall employ at least 1 staff person, excluding the director, who possesses at least a level 4 certificate.

d. Class 4 public library.

- i. A class 4 public library serves a population of 12,000 to 25,999.
- ii. A class 4 public library shall employ a director possessing at least a level 2 certificate. The director shall complete New Director's Workshop within 1 year of initial directorship appointment and complete Advanced Director's Workshop within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed New Director's and Advanced Director's workshops prior to their appointment as a director.

- iii. A class 4 public library shall employ at least 1 staff person, excluding the director, who possesses at least a level 4 certificate.
- e. Class 5 public library.
 - i. A class 5 public library serves a population of 26,000 to 49,999.
 - ii. A class 5 public library shall employ a director possessing a level 1 certificate. The director shall complete New Director's Workshop within 1 year of initial directorship appointment and complete Advanced Director's Workshop within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed New Director's and Advanced Director's workshops prior to their appointment as a director.
 - iii. A class 5 public library shall employ at least 1 staff person, excluding the director, who possesses at least a level 3 certificate per 20,000 population served.
- f. Class 6 public library.
 - i. A class 6 public library serves a population of 50,000 or more.
 - ii. A class 6 public library shall employ a director possessing a level 1 certificate. The director shall complete New Director's Workshop within 1 year of initial directorship appointment and complete Advanced Director's Workshop within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed New Director's and Advanced Director's workshops prior to their appointment as a director.
 - iii. A class 6 public library shall employ at least 1 staff person, excluding the director, who possesses at least a level 3 certificate per 20,000 population served.

IV. Application for Professional Certification

- a. Certification application and renewal.
 - i. A candidate seeking professional certification shall submit an application and credentials to the department for evaluation and approval. Proof of educational credentials may be made by submission of a sealed, certified transcript from a college or university or a statement from an authorized official of the accredited institution granting the credits.
 - ii. A certification level of 2 to 4 may be upgraded if an individual completes the requirements to achieve the next certification level as described in these requirements. To request a change in certification level an applicant shall complete the following:

- (1) Contact the department in writing describing the reason for requesting the change in certification level and to verify the name on the existing record.
 - (2) Complete and submit an upgrade request form.
 - (3) Submit a sealed and certified transcript to the department that demonstrates that the requisite degree has been obtained.
 - iii. Professional experience for level 1 certification shall be documented through completion and submission of an upgrade request form and by letters from current or previous employers verifying the job title or responsibilities assigned the individual and documenting the hours worked following receipt of the master of library science degree or its equivalent. The employer shall mail each verification letter to the department.
 - iv. An aggrieved applicant may appeal a certification decision as specified in the last section of these requirements.
- b. Levels of Professional Certification.**
- i. Level 1 certification.
 - (1) The library of Michigan shall grant a level 1 professional certificate to a person possessing all of the following qualifications:
 - a. A master's degree or its equivalent from a library school accredited by the American Library Association.
 - b. Four years of full-time employment, or an equivalent time period, consisting of paid professional library work experience in a library approved by the department following the completion of educational requirements.
 - ii. Level 2 certification.
 - (1) The library of Michigan shall grant a level 2 professional certificate to a person possessing a master's degree or its equivalent from a library school accredited by the American Library Association.
 - iii. Level 3 certification.
 - (1) The Library of Michigan shall grant a level 3 professional certificate to a person possessing all of the following qualifications:
 - a. A bachelor's degree from an accredited college or university.
 - b. Completion of the beginning workshop offered by the Library of Michigan.
 - iv. Level 4 certification.

(1) The Library of Michigan shall grant a level 4 professional certificate to a person possessing all of the following qualifications:

- a. A high school diploma or its equivalent.
- b. Completion of the beginning workshop offered by the Library of Michigan.
- c. One year of full-time employment or its equivalent consisting of library work experience following completion of the educational requirements.

v. Certification revisions.

(1) As of October 1, 2009 an individual possessing a professional certification level of either 4 or 5 shall be recognized by the department as possessing a level 3 professional certification. An individual possessing a professional certification level of either 6 or 7 shall be recognized by the department as possessing a level 4 professional certification.

c. Professional certification review

- i. A person may request a review of a denial of her or his application for professional certification submitted under these requirements.
- ii. To file a review under this requirement, a requestor shall submit a written request that specifically states the word "review" and states the reasons for reversal of the denial. All information, records, and other materials that the requestor wants to be considered shall accompany the written request for review.
- iii. For the requestor's review to be considered, the requestor shall file his or her review request within 60 days of the requestor's receipt of the decision subject to review. The request for review shall be addressed to the State Librarian:

Randy Riley
 Library of Michigan
 702 W. Kalamazoo St.
 P.O. Box 30007
 Lansing, MI 48909-7507
 Email: riley1@michigan.gov

V. School Public Library Requirements

- a. Penal fines, library millage proceeds, money donated to or collected by the school public library, payments of state aid to the school public library, and interest on these funds shall be used for public library service only.

- b. Library funds described in this sub-requirement shall be kept in accordance with section 1215(2) of 1976 PA 451, MCL 380.1215(2) and section 20 of The Act, MCL 397.570.

VI. Cooperative Library Requirements

a. Personnel

- i. The cooperative library shall employ a director possessing all of the following:
 - (1) A level 1 professional certificate as described in Part B.IV.b.i. of this document.
 - (2) At least 2 years of full time professional management experience.
 - (3) Completion of advanced director training within 1 year of appointment.

b. Plan of Service

- i. A cooperative shall submit a plan to the department for approval under sections 4, 9 and 14 of The Act, MCL 397.554, MCL 397.559, MCL 397.564.
- ii. The cooperative library plan may include the following information, such as:
 - (1) A description of the basic services offered by the cooperative library, as approved by the department.
 - (2) A description of the cooperative library services offered by a participating library and furnished to members of the cooperative library.
 - (3) A description of the cooperative library services furnished by contracting third party to members of the cooperative library.
 - (4) A specification of services that shall be paid for by members.

VII. Waiver and Appeal

a. Waiver of state aid personnel requirements.

- i. The department, through the Superintendent of Public Instruction or the state librarian as his or her designee, may grant a limited waiver to a cooperative library or public library for particular personnel requirements prescribed by these requirements for the receipt of state aid funds, if the public library or cooperative library requests the waiver in writing and the public library board or cooperative board shows that the failure to meet a requirement was not a continuing violation but a temporary condition.

- ii. The department shall not grant a waiver unless the applicant submits an action plan for compliance before the end of the next reporting year.
- iii. A separate waiver request is required for each state aid filing year.
- iv. All waiver requests should be submitted in writing to:

Randy Riley
Library of Michigan
702 W. Kalamazoo St.
P.O. Box 30007
Lansing, MI 48909-7507
Email: riley1@michigan.gov