



LAKELAND LIBRARY  
**COOPERATIVE**  
LEADING • LEARNING • LENDING

**BOARD MONTHLY MEETING**

**Thursday, August 14<sup>th</sup> 2025**

**9:30 a.m.**

**Kent District Library Service Center**

**814 W River Center NE**

**Comstock Park, MI 49321**

**AGENDA**

**1) CALL TO ORDER AND ROLL CALL**

a) Introduce New Members

**2) APPROVAL OF AGENDA**

*(m)*

**3) PUBLIC COMMENTS**

**4) APPROVAL OF MINUTES**

a) July 10th, 2025, Unofficial Minutes

*(m)* PAGES 2

**5) FINANCIAL REPORT**

a) July financials and monthly check register

*(m)* PAGES 3-7

**6) PRESIDENT'S REPORT**

*(i)*

**7) COOPERATIVE DIRECTOR'S REPORT**

*(i)* PAGES 8-16

**8) COUNCIL/COMMITTEE REPORTS**

a) Advisory Council, May 9th, 2023, Official minutes

*(i)* PAGES 17-18

b) Finance Committee: August 1, 2024 Draft minutes

*(i)* PAGES 19

**9) ONGOING and NEW BUSINESS**

a) Vehicle Purchase Discussion and Vote

*(m)* PAGES 20-28

**10) PUBLIC COMMENTS**

**11) BOARD MEMBER COMMENTS**

**12) NEXT MEETING: September 12th, at the Kent District Library Service Center.**

**13) ADJOURNMENT**

*(m)*

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

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

Lakeland Staff Present: Amber McLain, Ann Langlois

Absent: None

- 1) CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:32 by John McNaughton
- 2) APPROVAL OF AGENDA:** Lance Werner moved, supported by Ron Suszek, to approve the agenda as presented - *motion carried.*
- 3) PUBLIC COMMENTS:** There were no public comments.
- 4) APPROVAL OF MINUTES:** Lance Werner moved, supported by Rob Bristow, to approve the board minutes from June 12, 2025 – *motion carried.*
- 5) FINANCIAL REPORT:**
  - a) June Financials and Check Register: Lance Werner moved, supported by Maggie McKeithan, to approve the June Financials as presented - *motion carried.*
- 6) PRESIDENT’S REPORT**
  - a) None
- 7) DIRECTOR’S REPORT**
  - a) Carol shared that Dillon Geshel (current interim director of MLA) shared survey results of what Michigan residents’ opinions are regarding libraries, and numbers are positive. The full results will be released soon. She also shared that Lakeland is currently working on the budget for next fiscal year.
- 8) COUNCIL/COMMITEE REPORTS**
  - a) Advisory Minutes included for informational purposes.
- 9) ONGOING/NEW BUSINESS:**
  - a) *Procurement Policy Review* – Lakeland is currently reviewing policies to ensure that they are clear and consistent. Proposed policy included in packet. Lance Werner moved, supported by Rob Bristow, to approve the Procurement policy as presented - *motion carried.*
  - b) *Board Development* – The New Yorker Magazine article included discusses the “death of reading” and statistics regarding reading for fun in different age groups. Discussion ensued regarding how service models may change to address the issues, how to work with ai, and also the rise in complaints about homelessness as a new tactic against libraries.
- 10) PUBLIC COMMENTS:**
  - a) Jen Salgat shared that Lake O changed their summer reading activities to include “brain activities” to emphasize that libraries are not just books, but access to information and resources.
  - b) Discussion ensued about how to inspire reading.
- 11) BOARD MEMBER COMMENTS:**
  - a) Abby Black shared that OA approved free printing and faxing for veterans.
- 12) NEXT MEETING:** Thursday, August 14, at 9:30 a.m. at Kent District Library Service Center.
- 13) ADJOURNMENT:** Abby Black moved, supported by Rob Bristow, to adjourn at 10:15 - *motion carried.*

Respectfully submitted by,  
Amber McLain

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

**ASSETS**

**Current Assets**

**Checking/Savings**

001 · Checking Accounts 234,267

002 · Savings Accounts 848,650

**Total Checking/Savings** 1,082,917

**Accounts Receivable** 13,464

**Other Current Assets**

084 · Due from Other Funds 74,429

111 · Undeposited Funds 8,244

123 · Prepaid Expenses 72,591

**Total Other Current Assets** 155,264

**Total Current Assets** 1,251,645

**Fixed Assets** 508,367

**TOTAL ASSETS** \$ 1,760,012

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable** 1,970

**Other Current Liabilities**

214 · Due to Other Funds 1,198

231 · Payroll Liabilities 3,723

237 · Benefit Liabilities 5,529

**Total Other Current Liabilities** 10,449

**Total Current Liabilities** 12,420

**Total Liabilities** \$ 12,420

**Equity**

370 · Nonspendable Funds 93,634

371 · Property 508,367

390 · Unassigned Funds 887,088

**Net Income** 258,503

**Total Equity** \$ 1,747,592

**TOTAL LIABILITIES & EQUITY** \$ 1,760,012

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

	YTD	Budget	%
<b>Income</b>			
566 · State Aid Revenue	762,761	758,052	100.6%
631 · Administrative Services	127,361	127,372	100.0%
632 · Delivery Services	124,156	124,156	100.0%
633 · ILS & IT Services	563,689	563,689	100.0%
665 · Interest Revenue	22,570	13,450	167.8%
672 · Other Revenue	-	100	0.0%
<b>Total Income</b>	<b>\$ 1,600,536</b>	<b>\$ 1,586,819</b>	<b>100.9%</b>
<b>Expense</b>			
702 · Salaries & Wages	618,901	782,770	79.1%
710 · Benefits	97,850	111,477	87.8%
719 · Mileage	1,796	3,450	52.1%
720 · Professional Development	3,590	8,000	44.9%
726 · Supplies	6,601	3,340	197.6%
801 · Professional Services	61,475	70,920	86.7%
810 · Insurance	17,252	19,595	88.0%
817 · ILS & IT Expenses	363,630	369,312	98.5%
831 · RIDES	8,819	9,065	97.3%
860 · Delivery Expenses	29,109	56,635	51.4%
880 · Member Development	837	6,000	13.9%
920 · Facility Expenses	23,954	38,035	63.0%
<b>Total Expense</b>	<b>\$ 1,233,813</b>	<b>\$ 1,478,599</b>	<b>83.4%</b>
<b>Net Ordinary Income</b>	<b>\$ 366,723</b>	<b>\$ 108,220</b>	<b>338.9%</b>
<b>Other Income</b>			
690 · Other Financing Sources	6,050	6,050	100.0%
<b>Total Other Income</b>	6,050	6,050	100.0%
<b>Other Expense</b>			
990 · DS-SBITA (Bibliocore)	114,270	114,270	100.0%
<b>Total Other Expense</b>	114,270	114,270	100.0%
<b>Net Other Income</b>	<b>\$ (108,220)</b>	<b>\$ (108,220)</b>	<b>100.0%</b>
<b>Net Income</b>	<b>\$ 258,503</b>	<b>\$ -</b>	<b>100.0%</b>

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

Date	Name	Memo	Account	Amount
<b>001.01 · Main Checking-Sweep Acct</b>				
07/01/2025	Payroll		-SPLIT-	18,329.22
07/01/2025	United States Treasury		Payroll Liabilities	6,394.48
07/01/2025	MERS 401/457		Payroll Liabilities	2,176.88
07/11/2025	MERS	Pension	Benefits	3,946.50
07/11/2025	State of Michigan--Vendor		Payroll Liabilities	2,017.07
07/14/2025	Dawe, Carol - vendor		Mileage	81.20
07/14/2025	Coverall - New Dreams, Inc.	Janitorial service	Facility Contracts	170.00
07/14/2025	Superior Pest Control, Inc.	Pest control	Facility Contracts	58.00
07/14/2025	Cintas	Floor mats	Facility Contracts	119.20
07/14/2025	Comcast-Data Lines	Data Lines	IT Operations	575.00
07/14/2025	Consumers Energy		Utilities	650.37
07/14/2025	Flyers Energy		Vehicle Fuel	943.97
07/14/2025	Granger	Waste services	Facility Contracts	55.62
07/14/2025	Healthiest You	Telehealth	Benefits	76.50
07/14/2025	SS Power Wash	Truck wash	Vehicle Repairs/Maintenance	90.00
07/14/2025	Bauer Built (Meekhof)		Vehicle Repairs/Maintenance	189.00
07/15/2025	Payroll		-SPLIT-	18,501.01
07/15/2025	United States Treasury		Payroll Liabilities	6,424.50
07/15/2025	MERS 401/457		Payroll Liabilities	2,176.88
07/23/2025	Bloom Sluggett		Legal	1,525.00
07/25/2025	Grand Rapids Income Tax Dept.		Payroll Liabilities	172.68
07/25/2025	Walker City Treasurer		Payroll Liabilities	241.50
07/28/2025	Backstage Library Works		Authority Control	1,340.90
07/28/2025	Heimler Consulting	IT Consulting	IT Operations	4,080.00
07/28/2025	Springshare LLC	Verifications	Patron Point	8,530.80
07/28/2025	Aflac		Payroll Liabilities	255.28
07/28/2025	BCBS	Health Insurance	Benefits	2,947.76
07/28/2025	BCN	Health Insurance	Benefits	3,016.15
07/28/2025	Berger Chevrolet		Vehicle Repairs/Maintenance	106.70
07/28/2025	Delta Dental	Dental/Vision Insurance	Benefits	260.76
07/28/2025	DTE Energy		Utilities	29.85
07/28/2025	DTE Energy		Utilities	28.95
07/28/2025	First National Bank	IT, phones, supplies, fees	-SPLIT-	878.93
07/28/2025	Flyers Energy		Vehicle Fuel	855.86
07/28/2025	Grand Rapids City Treasurer	Water/Sewer	Utilities	264.24
07/28/2025	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	269.55
07/28/2025	Suran Systems Inc.	IT software	IT Operations	50.00
07/29/2025	Payroll		-SPLIT-	18,954.70
07/29/2025	United States Treasury		Payroll Liabilities	6,647.16
07/29/2025	MERS 401/457		Payroll Liabilities	2,326.88
			<b>TOTAL</b>	<b>\$ 115,759.05</b>

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

	<b>Pass Through</b>	<b>Capital</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>001 · Checking Accounts</b>		
001.1 · Fund - Checking	53,128	2,250
001.3 · eCommerce - Checking	8,137	
<b>Total 001 · Checking Accounts</b>	61,266	2,250
<b>002 · Savings Accounts</b>		70,376
<b>Total Checking/Savings</b>	61,266	72,626
<b>Accounts Receivable</b>	4,434	
<b>Other Current Assets</b>		
084 · Due From Other Funds	1,198	
111 · *Undeposited Funds	375	
<b>Total Other Current Assets</b>	1,573	-
<b>Total Current Assets</b>	67,273	72,626
<b>TOTAL ASSETS</b>	\$ 67,273	\$ 72,626
 <b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	7,969	
<b>Other Current Liabilities</b>		
214 · Due To Other Funds	40,000	34,429
<b>Total Other Current Liabilities</b>	40,000	34,429
<b>Total Current Liabilities</b>	47,969	34,429
<b>Total Liabilities</b>	\$ 47,969	\$ 34,429
 <b>Equity</b>		
390 · Unassigned Funds		15,675
Net Income	19,304	22,522
<b>Total Equity</b>	\$ 19,304	\$ 38,197
<b>TOTAL LIABILITIES &amp; EQUITY</b>	\$ 67,273	\$ 72,626

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

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
<b>Income</b>						
628 · Group Supply Revenue	11,250	10,700	105.1%			
629 · Group Collections	86,108	94,000	91.6%			
635 · Group Services	19,293	36,000	53.6%			
637 · Ecommerce Fines	28,725	28,000	102.6%			
643 · Shared System Options				20,500	20,500	100.0%
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				2,022	2,000	101.1%
672 · Other Revenue	-	1,750	0.0%	-	-	0.0%
<b>Total Income</b>	<b>\$ 145,377</b>	<b>\$ 170,800</b>	<b>85.1%</b>	<b>\$ 22,522</b>	<b>\$ 22,500</b>	<b>100.1%</b>
<b>Expense</b>						
728 · Library Supply Expense	11,250	10,700	105.1%			
729 · Collection Expenses	74,894	94,000	79.7%			
805 · Group Subscriptions	19,293	36,000	53.6%			
807 · Fines Paid	20,636	28,000	73.7%			
830 · IT Services Expense	-	350	0.0%			
880 · Member Development	-	1,000	0.0%			
965 · Information Technology				-	-	0.0%
969 · Other Services	-	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				-	7,500	0.0%
975 · Technology				-	15,000	0.0%
980 · Vehicles				-	-	0.0%
<b>Total 970 · Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>22,500</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>\$ 126,073</b>	<b>\$ 170,800</b>	<b>73.8%</b>	<b>\$ -</b>	<b>\$ 22,500</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>19,304</b>	<b>-</b>	<b>100.0%</b>	<b>22,522</b>	<b>-</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Net Income</b>	<b>\$ 19,304</b>	<b>\$ -</b>	<b>100.0%</b>	<b>\$ 22,522</b>	<b>\$ -</b>	<b>100.0%</b>



# LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

## COOPERATIVE DIRECTOR'S REPORT August 14, 2025

August is here. Time to get ready to go back to school or for some of us, just to get back to the routine as summer begins (not to quickly) to wind down.

We have a lot to accomplish before October 1<sup>st</sup> and I hope that we can move forward this month with a vehicle purchase, the budget and elections/caucuses. We will resume policy reviews in September, including our strategic plan and the succession plan.

### **Board Agenda items:**

#### **Vehicle purchase**

Things I've learned twice: there is no slow way to buy a truck. Once we put feelers out, it's going to happen. So...Janet and I met with Finance and I assured them it would most likely be in September or October but it might be sooner....and so I was both wishy washy and accurate.

Terry has found an incredible price for a very good truck. It's only \$2,500 more than what we paid in 2022. You will see the full packet enclosed which follows our procurement procedure. We received bids/quotes and are sharing the best one. One thing that we should update in our new policy is that many dealers use MiDeal so the bids are preapproved so that actually speeds up the process. There is information on this program in the packet.

We still need to get quotes for branding the truck but I'm including pricing from 2023 plus 20% just to be cautious. We paid \$2,600 for one truck and if you add 20%, it would be \$3,120. Terry is in the process of getting a quote so I can update you at the meeting if need be.

If the board is willing to move forward, the motion would be to purchase the truck as detailed in the packet and not to exceed \$ 62,000.00 (with a cushion of just under \$2,000.)

## **Advisory Council Agenda Items:**

### **Caucus/Elections:**

There are ballots/caucus sheets for both Class I, II & III and Class IV vacancies with detailed information.

Jessica Hunt (Grant) has agreed to run again but others can nominate at the meeting.

Dale Parus is stepping down as a Class IV board member after 6 years. I have to say that he has been incredibly helpful to me in his knowledge of Mi libraries, the legislature and the needs of our member libraries. Since I was a newbie, 7 ½ years ago, he reached out multiple times to clarify, explain and question various practices and issues. His professionalism, patience and the occasional elbow were and still will be deeply appreciated. He will still be our legislative liaison for MLA.

Matt Lubbers-Moore has been nominated by Stef Reed (Flat River) and Dale Parus (Ionia). Others can nominate at the meeting.

### **Budget:**

The draft packet is attached. One item to note: The vehicle purchase is listed in the capital expense for 2025. If the purchase goes through in August or early September, we will remove it from the final packet for board review before the September board meeting. Everything else should be detailed in the end notes BUT if you have questions, please reach out to me. The minutes for the finance committee are also included so you have their input too. They voted to move forward and share the draft with advisory. The goal is to answer your questions and then move the packet forward for a Board vote in September.

## **Other items of note:**

### **Email for Board members:**

This was just mentioned at the LM Director's call today (8/8/25). It is imperative you have emails for your board members so they don't get FOIA requests that cover their personal e-mail. It is also worth reminding you that blind cc-ing your board is the best way to communicate if you have to mail the entire board. Please let me know if you have questions.

### **Board training and strategic planning:**

I am still working with multiple libraries. If you are interested in having me help you in any way, please contact me so we can get a schedule together. Thank you.

### **ILS Evaluation Project:**

The ILS committee is in full swing. We will be reviewing our procurement policy with the committee so that everyone understands their role and the expectations stated in the policy as we move forward.

**IT update:**

Nick Heimer will be updating our back-up storage hardware and procedures. We will be getting a new firewall next FY and he continues to help with complex tickets and lend support to the rest of us. We are very fortunate to have him for 8 hours a week and we appreciate many of you sharing him with us.

**LLC Staff Potluck:**

We will be having our first staff lunch in quite awhile and it came as a request from our 2 catalogers. Most of us work remotely and the productivity is really noticeable but it will be nice to get together for more than a meeting on Zoom or in person. Kudos to Julie and Allison for putting this together on the 27<sup>th</sup> of August.

**LCM (Library Cooperatives of Michigan) Annual Retreat:**

I am looking forward to this meeting in Mount Pleasant, Michigan. We always get so much accomplished and we will be talking about updating our strategic planning, succession planning and other important issues including how we lead our own organizations and how we can share resources. It is such an incredibly talented group of librarians. I am so fortunate to be in this group.

Please read on to learn about all the other amazing things we are doing for you at LLC BUT BEFORE YOU DO....one more item to note and it's a fun one.

On Thursday, 8/7 I received a call from Roger Rapoport, who is Marty Ferriby's husband. First of all, Marty is happy, healthy and doing well. He has produced a film that is getting some film festival buzz already and he did it with Marty's input and that of a patron as well since it was a patron that recommended the book. Anyway, he is showing the film on Sunday, August 17<sup>th</sup> at 3:00 p.m at the Wealthy Street Theater. I already have my ticket. It is so seldom that the LLC phone line rings and it isn't a sales pitch or someone with a big dilemma. This was a treat and I'm pleased to share it all with you. If you can't attend, he is willing to show it at libraries too. I can share his contact information if you are interested.

Here is the link to the film which was made right here in Grand Rapids!!!

<https://grcmc.org/event/old-heart-grand-rapids-premiere/1052>

**Manager/Specialist Reports:****Cataloging Services Manager - Jeff Lezman**July 2025 activities

E-mail & telephone consulting contacts: 32

Sierra records manually edited: 192

Hoopla records added to Sierra: 7

June 2025 Statistics

The statistics for June 2025 show a decrease in the number of cataloging requests we received, with an accompanying decrease in the number of records cataloged compared to June 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 June was down by 2% compared to June 2024. The number of requests received that were already in the database decreased by 32%.

The number of records copy-cataloged in June was down by 16% compared to June 2024, while the number of original records cataloged was equal. The total number of records cataloged was down by 13% compared to June 2024.

Cataloging	June 2025	YTD	June 2024	YTD	Monthly %	YTD PCT
Requests Received	1268	12365	1295	15153	-2%	-18%
Requests already in database	38	840	56	739	-32%	14%
Requests to be cataloged	1230	11525	1239	14414	-1%	-20%
Copy Cataloging	980	9641	1168	12714	-16%	-24%
Original Cataloging	256	2770	256	1931	0%	43%
Total Cataloged	1236	12411	1424	14645	-13%	-15%

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	2453	1157	1296
June	2406	1162	1244
July	2442	1236	1206
<b>Total</b>	<b>16433</b>	<b>8955</b>	<b>7478</b>

**Delivery & Facility Manager - Terry Cross**

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

	July – 2025	July – 2024	Difference	% Change

Total Book Bags & Bins	3,221	3,293	(72)	(2%)
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In July 2025, there were 3,221 book bags and bins sorted, loaded, and delivered to member libraries. This represents a 2% decrease as compared to the 3,293 bags and bins that were sorted and delivered in July of the prior year.

### **MelCat/Rides Statistics**

	# Of Incoming Bins Received from Rides Courier			# Of Outgoing Bins Received from Member Libraries		
	July 2025	July 2024	Difference	July 2025	July 2024	Difference
# Of Bins	182	164	18	181	158	23

In addition to the book bags and bins that were received from member libraries, there were 182 MelCat bins that were received and sorted in July 2025. This was an increase of 18 bins as compared to the 164 bins that were received in July 2024. Also in July 2025, 181 bins were sent out, which was 23 more bins than the 158 bins that were sent out in July 2024.

Except for an oil change on Truck # 37, there were no other service issues in July. Both trucks are current with their respective preventative maintenance service.

I drove for 4 days and helped sort for 11 days in July covering for time off taken by both of the Drivers and the Sorters. All 4 sorters and both drivers continue to be very diligent in considering each other's scheduled time off before scheduling time off. This is very helpful in scheduling and ensuring that sorting for and deliveries to the member libraries are not uninterrupted.

There were six e-mail and or phone contacts with member libraires in July.

Time was spent in July cleaning the gutters and clearing the roof of accumulated debris. Other grounds work included weeding the front flower beds.

The motor was replaced on one of the heating and cooling units in July. Quarterly maintenance was also performed in July on the HVAC system.

I worked with Carol and Janet in July on the upcoming yearly budgets for the Facilities and Delivery departmental budgets. Also in July, quotes were received for seal coating and filling the cracks in the front and back parking lots for work to be done this summer. The older delivery truck will need to be replaced in either this fiscal or the next fiscal year and the process of obtaining vendor quotes was started in July.

### **Digital Services Specialist – Nicki Johnson**

Text here

### **Finance & HR Assistant - Janet Cornell**

Carol and I have completed the budget draft and met with the Finance Committee for approval. There were not many changes other than adjusting for cost increases and for some items included in the budget amendment earlier this fiscal year. Once the budget is approved, I will be putting together budget summaries for each library as I have in the past to send them out with the first quarterly billing.

I have started going through the budget for the current fiscal year to reconcile line items and anticipate year-end spending. There are already some line items that need adjusting and will be included in the fiscal year end budget amendment in September.

We have also started updating our administrative policies. Our current policy included all the required policies in one document. Carol and I are separating them as we go so that they can be approved and implemented as we make changes. She has already completed the procurement policy which has been approved and we are working on more in the coming months.

Our final state aid check was received early in July. Funds have been invested to gain the best investment rates until we need to access them for cash flow.

Email and phone consults with Member libraries and vendors: 9

### **ILS Manager – Ann Langlois**

*July email, Zoom, and phone consults:* member libraries: 32 ; vendors: 3

*July help tickets opened:* 149

*July help tickets closed:* 142

*ILS Evaluation Committee:* We have developed an RFI (Request for Information) and it will be published in the middle of August. Vendors will have the opportunity to respond to our questions about their ILS/LSP products.

*Starting to use a new itype & location combination:* just a reminder that if your library starts using a combination that it has not used before, please submit a help desk ticket so I can update the system, even if the itype is already in the chart of available itypes on the Lakeland site. With so many libraries being fines free etc. now items won't necessarily circulate correctly unless I set it up before they're added. If you're seeing fines on things that shouldn't be charging fines, it's likely Lakeland didn't receive the information first to make the update.

*Annual patron purge:* just a reminder that late in August following the summer reading programs, we will conduct the annual patron and charges purges as provided in the LLC Circulation policy. Patrons whose records expired longer than three years ago AND who had no circ activity for three years will be deleted. Circ activity includes not only check in, check out and holds, but also activity such as validation through the patron API for third party resources and log in to their records in the public catalog. Old charges from 7 years ago (outside of the Michigan statute of limitations – 2018) will also be purged.

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

*Email/Phone Consults with Libraries:* 35

*Email/Phone Consults with Vendors:* 8

### **BiblioCommons**

BiblioCommons suffered an outage on July 14th - unfortunately both Ann and I were out that day, which is what lead to the delay in communication. Functionality was restored the same day. BiblioCommons has not yet posted a Reason For Outage, but it appears to be a server-related issue on their end, as the outage was product-wide.

### **BiblioSuggest**

BiblioSuggest continues to function as expected.

**BiblioApp**

BiblioApp continues to function as expected.

Self Checkout Stats

<b>cko loc</b>	<b>cko items</b>	<b>cko users</b>
AB	15	6
AD	5	4
AF	51	19
AH	1	1
AL	73	6
AS	71	27
AW	127	33
BF	7	4
BH	182	54
BM	2	2
EC	35	9
ES	43	15
HN	3	3
HO	25	17
IB	18	4
IC	10	10
IL	104	36
IS	1	1
MA	3	3
MC	1	1
ME	7	6
MG	68	26
MH	5	5
ML	12	10
NF	16	9
NG	53	10
NH	14	2
NN	14	8
NW	6	3
OA	1	1
OC	9	5
OG	38	12
OH	37	16
OJ	24	4
OL	909	213
OS	771	225
OZ	118	34
SF	5	2
SM	13	10
SW	18	10
UB	2	2
UE	6	6
UK	1	1
UL	1	1
UN	30	13
UO	2	2

UV	3	3
UW	6	6

### Users

This is a list of how many active users each library has. This is **active users** on the app - meaning those who have opened the app and done an action within the specified month.

<b>Library</b>	<b>iOS</b>	<b>Android</b>	<b>Total</b>
Allendale Township Library	176	69	245
Alvah N Belding Memorial Library	35	42	77
Carson City Public Library	16	16	32
Cedar Springs Public Library	86	44	130
Coopersville Area District Library	60	33	93
Croton Township Library	6	9	15
Dorr Township Library	16	15	31
Fennville District Library and Enrichment Center	34	12	46
Flat River Community Library	71	57	128
Freeport District Library	17	5	22
Fremont Area District Library	52	32	84
Fruitport District Library	45	36	81
Gary Byker Library of Hudsonville	151	52	203
Georgetown Township Public Library	627	286	913
Grant Area District Library	16	25	41
Hackley Public Library	39	39	78
Hastings Public Library	73	65	138
Henika District Library	37	27	64
Herrick District Library	217	80	297
Hesperia Community Library	10	1	11
Home Township Library	5	8	13
Hopkins District Library	11	6	17
Howard Miller Public Library	300	126	426
Ionia Community Library	52	47	99
Lake Odessa Community Library	30	11	41
Leighton Township Library	30	20	50
Lakeland Community Cooperative	827	358	1185
Loutit District Library	379	166	545
Newago Area District Library	29	29	58
Patmos Library	87	38	125
Salem Township Library	57	33	90
Saranac Clarksville District Library	36	32	68

Saugatuck Douglas District Library	92	24	116
Sparta Carnegie Township Library	38	15	53
Spring Lake District Library	330	124	454
Tamarack District Library	27	20	47
Timothy C. Hauenstein Reynolds Township	42	38	80
Thornapple Kellogg Community Library	14	10	24
White Cloud Community Library	14	27	41
White Lake Community Library	18	12	30

**Patron Point**

Patron Point continues to function as expected.

*Number of Applications in July 2025: 1080*

*Number of Auto-Renews in July 2025: 1930*

\*\*\*\*\*

Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Unofficial  
Thursday, June 12, 2025 after 9:30am Board Meeting.  
At the KDL Service Center**

Council Officers Present: Elyshia Hoekstra (OC), Stef Reed (MG),  
Lakeland Staff Present: Carol Dawe, Ann Langlois, Amber McLain

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:41 by Elyshia Hoekstra.
- 2) **APPROVAL OF AGENDA:** Matt Lubbers-Moore moved, supported by Virginia DeMumbrum to approve the agenda - *motion carried*.
- 3) **PUBLIC COMMENTS:**
  - a) None
- 4) **APPROVAL OF MINUTES:** Virginia DeMumbrum moved, supported by Matt Lubbers-Moore, to approve the Advisory Council minutes from April 10, 2025 with the correction of Joe Zappacosta's attendance – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORTS:** Elyshia announced that she is back after giving birth.
- 6) **BOARD REPORT:** Nothing to report.
- 7) **ILS MANAGER'S REPORT:** Ann mentioned that there are updates to the circ policy (to be discussed under new and ongoing business). Ann also discussed the practice of changing home libraries and how to appropriately code these changes. Ann mentioned that the next quarterly meeting is July 17, and she requested information about the libraries' seed libraries.
- 8) **MEMBER SERVICE MANAGER'S REPORT:** Amber shared that everything is functioning as expected, apart from intermittent blips. The training hub continues to be chipped away at. She reminded everyone that Lakeland staff are available to travel to libraries to train staff. Additionally, she shared that BiblioApp stats are now going to be broken down by library.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol shared that LLC has updated the plan of service and the confidentiality policy to ensure protection for both patron data, patron privacy, and the libraries as a whole. These new policies clarify language and specify who can access library information and who the library privacy act pertains to. Carol also mentioned that there is currently a trend towards library boards being emboldened – she encouraged library directors to reach out to her if there is an issue or confusion with their board.
- 10) **COMMITTEE REPORTS:**
  - a) Youth Services Committee May 5, 2025, Circulation Services Committee May 28, 2025, CE Committee April 24, 2025, and Overdrive Committee May 27, 2025 draft minutes included for information.
- 11) **OTHER REPORTS:**
  - a) **MLA:** Dale did a Q and A about the current political issues. Dale shared some information about past years in which the state had not put Maintenance of Effort into the IMLS projects, despite the federal requirement for the state to do so to receive the funding.
- 12) **NEW AND ONGOING BUSINESS**
  - a) Circulation Policy Updates – Ann walked the group through changes made to the policy – see page 19 of the agenda packet for an overview of edits.
    - i) Kevin Meyer made the motion, seconded by Britney Dillon to approve the proposed edits to the circulation policies – *motion carried*. Discussion ensued regarding Lakeland's power to mandate procedures regarding things such as registrations standards (i.e. cards and signatures), as well as discussion regarding each library's ability to set policies and procedures on a local level.
  - b) GIS Map Update: Amber McLain – Amber shared that she is over ¾ of the way done with mapping the state, and is expected to finish by the end of August. There was also a discussion regarding how to market this resource, how the current libraries use this information, etc.

13) PUBLIC COMMENTS:

- a) Dale Parus shared that Central Michigan University reached out to ICL, with interest in having their mobile health clinic at their library – CMU has expressed interest in working with other libraries as well.
- b) Ron Suszek asked how other libraries are working with other public health entities.
- c) Dale Parus also asked for CPA firm recommendations.
- d) Jen Salgat asked about MeLCat charges and how to handle billed items. Discussion ensued. Members advised to contact the owning library or contacting MeL directly for help.
- e) David Edelman introduced Tess Allarding, the assistant director at Hastings. He also shared that Hastings is in the middle of their strategic plan and thanked Carol. Lastly, Hastings dedicated their story walk!

14) **NEXT MEETING:** Thursday July 10, 2025, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.

15) **ADJOURNMENT:** Karen McKinnon moved, supported by Mary Johnson, to adjourn at 11:00 am - *motion carried.*

Respectfully submitted by,  
Amber McLain

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

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

Staff Present: Carol Dawe, Janet Cornell

Absent: Maggie McKeithan, Chair (OS)

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

**Lakeland Library Cooperative  
 Delivery Truck Price Summary  
 August 8, 2025**

Vehicle Description	Dealer	Cost
2025 Chevrolet Express 3500 16 foot Morgan Box	Berger Chevrolet Grand Rapids, MI	\$ 56,951
2025 Chevrolet Express 3500 16 foot Midway Liberty II Box	Gates Chevy World Mishawaka, IN	\$ 58,514
2025 Chevrolet Express 3500 16 foot Rockort Box	Ben Mynatt Chevrolet Concord, NC	\$ 61,999
2025 Ford Cutaway-Cube Van-Econoline 14 foot Morgan Box	Borgman Ford-Grandville, MI	\$ 61,900

**BID PER ENCLOSED SPECIFICATIONS**Cost per vehicle \$56,951.00Number of units 1Total Bid Amount \$56,951.00

Vehicle Description:

Year 2025Make ChevroletModel Express 3500Vendor:  
Berger Chevrolet Inc.Address 2525 28th Street S.E.Grand Rapids, MI 49512Phone (616) 575-9631Fax (616) 575-9631

Bid Prepared For : Lakeland Library Cooperative

Price includes title fee and delivery. Price based on MI deal contract  
240000001191.Signature *Luke Schwade*Printed Signature Luke SchwadeDate 8/8/2025



## Royal Truck & Utility Trailer

5125 Clay Ave. SW  
Grand Rapids, MI 49548  
Phone: 616-530-6000  
Fax: 866-703-8598

Berger Chevrolet  
Schwade, Luke  
2525 28 th St.  
Grand Rapids, MI 49512

Bus: (616) 575-9631

Mobile: (515) 360-0366

Email: [lschwade@bergerchevy.com](mailto:lschwade@bergerchevy.com)

Lakeland Library Cooperative

Cross, Terry

4138 3 Mile Rd.

Grand Rapids, MI 49544-1134

United States of America

Bus: (616) 559-5253 x 202

Bus Fax: (616) 559-4329

Email: [terry@llcoop.org](mailto:terry@llcoop.org)

Chassis: 2025 Chevy G33903 177" WB Cut Away Morgan Pool Unit

Analysis for optimum wheelbase has not been provided by Royal. This service is available upon request.

Chassis must be equipped with proper body builder interface circuit. If not additional charges may occur.

V.I.N.

Chassis production date: At Morgan

Morgan Pool Unit. Royal to transport completed unit back from Morgan Corp. Corsicana Texas

Morgan 85" high x 16' long x 96" wide aluminum van body

Note: height and length are *inside* dimensions, width is *outside* dimension.

Standard overall van body height above the truck frame is the body model height plus 12" .

Aerodynamic aluminum front radiuses.

Galvaneal rust resistant steel rear frame, painted white.

Rain trough across the top of the rear door to prevent dripping on product.

Premium roll-up rear door with 2" track with larger 2" nylon rollers.

Rear door with stainless steel rivets and stainless steel cables to eliminate rust staining on the door.

"E" coated door hinges and hardware to reduce rust.

Clamp type brackets for easy replacement of door rollers.

Actual rear door opening size: 88" wide x 79" high

Translucent roof instead of aluminum.

Crossmembers are high-tensile steel "I" beam crossmembers on 12" centers.

Stainless steel bottom rail bolts to eliminate corrosion.

Heavy duty aluminum hat shaped posts on 16" centers, in lieu of standard "Z" posts for stronger walls.

.040" thick aluminum panels, pre-painted white. Paint code: Imron N0006HN white.

1-1/8" laminated hardwood flooring with 5/16" floor screws and over lapping joints.

Standard floor height from the ground is 9" - 10" higher than the truck frame.

3/8" plywood liner full height on side walls.

No cargo control provided per customers request.

Standard solid front wall. No cab access door.

L.E.D. clearance lighting with return ground system .

LED domelight with switch at rear of body.

Chassis tail lights to be used.

Two grab handles, one on each side of the rear door.

Mud flaps.

Full width dropped step bumper at rear with traction surface. Placed mid way between floor and the ground.

No rubber dock bumpers at the rear.

Bumper support braces running forward from the outer ends of the bumper back to the truck's frame.

OEM chassis rear view camera installed on rear door header.

Red & white reflective conspicuity tape per FMVSS standards

Customer to bring existing chassis to Royal for removal of existing shelving units.

Shelving units to be removed and touched up to cover any shown surface rust.

Install existing 14' long shelves inside new van body.





**DTMB**

# MiDEAL Extended Purchasing Program

## About MiDEAL

MiDEAL is the State of Michigan's extended purchasing program that allows Michigan cities, townships, villages, counties, school districts, universities, colleges, and nonprofit hospitals to buy goods and services from state contracts. The program is authorized by [Michigan Legislation](#) and has existed since 1984. Members benefit directly from the reduced cost of goods and services and indirectly by eliminating the time needed to process bids. There are approximately 500 contracts available to MiDEAL members.

Learn more about the MiDEAL Advantage on our [About MiDEAL page](#).

**Vendors are not eligible to join MiDEAL** and can *only* participate in the program if they have a State of Michigan contract. Learn more in the [Vendor Center](#).

## How To Join MiDEAL

Qualified members pay a nominal **annual fee** and can join by completing the **online member application**. *Companies and citizens are **NOT** eligible to join as members of the MiDEAL Program.*

## Other States

The State of Michigan has a large portfolio of contracts that include extended purchasing language allowing other States to buy goods, services and IT from our contracts. Contact Valerie Hiltz for more information at [Hiltzv@Michigan.gov](mailto:Hiltzv@Michigan.gov).



## MiDEAL Contact Info

Have questions about MiDEAL and what it offers? We have answers!

### Mary Hanses

MiDEAL Coordinator

Email: [MiDEAL@michigan.gov](mailto:MiDEAL@michigan.gov)

Phone: 517-388-4558

### Valerie Hiltz

Program Manager

Email: [HiltzV@michigan.gov](mailto:HiltzV@michigan.gov)

Phone: 517-249-0459

## [MiDEAL YouTube Channel](#)



2525 28th Street SE  
 Grand Rapids, MI 49512  
 Phone: (616) 949-5200  
 Fax: (616) 988-9178

Invoice No. 228833

**INVOICE**

**Customer**

Name	<u>LAKELAND LIBRARY COOPERATIVE</u>	Date	<u>11/28/2022</u>
Address	<u>4138 3 MILE RD NW</u>	P.O. #	<u>PTC22-101</u>
City	<u>GRAND RAPIDS</u> State <u>MI</u> ZIP <u>49534-1134</u>	Contact	<u>TERRY CROSS</u>
Phone	<u>616/559-5253</u>	Salesperson	<u>ROBERT EVANS</u>

Qty	Description	Unit Price	TOTAL
	2022 CHEVROLET Express 3500	54514.00	54529.00
	TITLE FEE	15.00	
	Truck #37		
	Vehicle Purchase		
	980		
	Vehicle Numbers		
	1GB3GSC78N1228833		

**Payment Details**

Please submit payment upon receipt

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Subtotal	<b>54529.00</b>
Shipping & Handling	
Taxes	
<b>TOTAL</b>	<b>54529.00</b>

Office Use Only

# Lakeland Library Cooperative

4138 3 Mile Rd NW  
Grand Rapids, MI 49534

27

# Purchase Order

DATE	P.O. NO.
7/18/2022	PTC22-101

Vendor
Berger Chevrolet 2525 28th Street SE Grand Rapids, MI 49512

SHIP TO
Lakeland Library Cooperative 4138 3 Mile Rd NW Grand Rapids, MI 49534

PRODUCT #	DESCRIPTION	QTY	RATE	AMOUNT
CG33803	2022 Chevrolet Express Commercial Cutaway 3500 Van 159" with 14' Morgan Body that includes shelving units	1	54,529.00	54,529.00
			<b>Total</b>	\$54,529.00

Authorized Signature

Phone #	Fax #	Web Site
616-559-5253	616-559-4329	www.llcoop.org

## BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$54,529.00

Number of units 1

Total Bid Amount \$54,529.00

Vehicle Description:

Year 2022

Make Chevrolet

Model Equinox LS FWD

Vendor:

Berger Chevrolet Inc.

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Bid Prepared For :

Lakeland Library

Price includes title fee. Price based on Municipal discount.

Signature *Robert Evans*

Printed Signature Robert M. Evans

Date 7/15/2022