



**BOARD MONTHLY MEETING**  
**Thursday, September 11, 2025**  
**9:30 a.m.**  
**ADVISORY COUNCIL TO FOLLOW**  
**Kent District Library Service Center**  
**814 West River Center Drive NE, Comstock Park, MI 49321**

<b>1. CALL TO ORDER AND ROLL CALL</b> a. Introduce New Members and Board Members		
<b>2. APPROVAL OF AGENDA</b>		PAGE 1
<b>3. PUBLIC COMMENTS</b>		
<b>4. APPROVAL OF MINUTES</b> a. August 14, 2025, Unofficial Board Minutes	(m)	PAGE 2
<b>5. FINANCIAL REPORT</b> a. August Financials and Check Registers	(m)	PAGE 3-8
<b>6. PRESIDENT'S REPORT</b>	(i)	
<b>7. COOPERATIVE DIRECTOR'S REPORT</b>	(i)	PAGES 9-15
<b>8. COUNCIL/COMMITTEE REPORTS</b> a. Advisory Council Official Minutes-July 10, 2025	(i)	PAGE 16
<b>9. ONGOING/NEW BUSINESS</b> a. 2024-2025 Budget Amendments b. 2025-2026 Budgets (with endnotes) c. Credit Card Policy d. 2025-2026 Healthcare Resolution e. 202502026 Meeting Schedule	(m) (m) (m) (m) (m)	PAGES 17-19 PAGES 20-25 PAGES 26-27 PAGES 28 PAGE 29
<b>10. PUBLIC COMMENTS</b>		
<b>11. BOARD MEMBER COMMENTS</b>		
<b>12. NEXT MEETING: October 9, 2025 <u>at the Kent District Library Service Center</u></b>		
<b>13. ADJOURNMENT</b>	(m)	

**LAKELAND LIBRARY COOPERATIVE  
BOARD MINUTES – Unofficial  
Thursday, August 14, 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)  
Lakeland Staff Present: Ann Langlois, Amber McLain  
Absent: John McNaughton (GRPL)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at **9:33** by **Lance Werner**.
- 2) **APPROVAL OF AGENDA:** **Rob Bristow** moved, supported by **Abby Black**, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** **Diane Kooiker** moved, supported by **Jessica Hunt**, to approve the board minutes from **July 10, 2025** – *motion carried*.
- 6) **FINANCIAL REPORT:**
  - a) **July Financials and Check Register:** **Rob Bristow** moved, supported by **Ron Suszek**, to approve the **July Financials** as presented - *motion carried*.
- 7) **PRESIDENT’S REPORT**
  - a) Nothing to report.
- 8) **DIRECTOR’S REPORT**
  - a) Informational piece included in packet. Carol also pointed out that we are currently in the process of creating branding templates for Lakeland documentation. Internally, LLC will be working on job descriptions and the board will have a succession plan from Carol and an additional page for the strategic plan in September.
- 9) **COUNCIL/COMMITTEE REPORTS**
  - a) Advisory Committee Minutes included for information.
  - b) Financial Committee Minutes included for information.
- 10) **NEW BUSINESS:**
  - a) *Vehicle Purchase Discussion and Vote*
    - i) Lance Werner suggested increasing the “not to exceed” bid number to \$65,000 – Dale Parus made the motion, supported by Rob Bristow, to approve increasing the “not to exceed” number to \$65,000 – *motion carried*.
- 11) **PUBLIC COMMENTS:**
  - a) None
- 12) **BOARD MEMBER COMMENTS:**
  - a) Maggie McKeithan visited the Herrick main library and complimented the renovation.
  - b) Ron Suszek shared that MADL is nearing completion on the purchase of their Norton Shores branch.
  - c) Abby Black shared that this was Allendale’s most successful summer ever.
- 13) **NEXT MEETING:** Thursday, **September 11, 2025**, at 9:30 a.m. at Kent District Library Service Center.
- 14) **ADJOURNMENT:** **Abby Black** moved, supported by [NAME], to adjourn at **Jessica Hunt** - *motion carried*.

Respectfully submitted by,  
Amber McLain

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

**ASSETS**

**Current Assets**

**Checking/Savings**

001 · Checking Accounts 164,737

002 · Savings Accounts 786,547

**Total Checking/Savings** 951,284

**Accounts Receivable** 3,464

**Other Current Assets**

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 74,938

**Total Other Current Assets** 149,367

**Total Current Assets** 1,104,114

**Fixed Assets** 508,367

**TOTAL ASSETS** \$ 1,612,481

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable** 3,281

**Other Current Liabilities**

231 · Payroll Liabilities 2,542

237 · Benefit Liabilities 3,946

**Total Other Current Liabilities** 6,488

**Total Current Liabilities** 9,769

**Total Liabilities** \$ 9,769

**Equity**

370 · Nonspendable Funds 93,634

371 · Property 508,367

390 · Unassigned Funds 887,088

**Net Income** 113,623

**Total Equity** \$ 1,602,712

**TOTAL LIABILITIES & EQUITY** \$ 1,612,481

**Lakeland Library Cooperative**  
**Operating Budget vs. Actual**  
October 2024 through August 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	25,918	13,450	192.7%
672 · Other Revenue	50	100	50.0%
<b>Total Income</b>	<b>\$ 1,603,935</b>	<b>\$ 1,586,819</b>	<b>101.1%</b>
<b>Expense</b>			
702 · Salaries & Wages	678,497	782,770	86.7%
710 · Benefits	106,014	111,477	95.1%
719 · Mileage	2,965	3,450	85.9%
720 · Professional Development	4,579	8,000	57.2%
726 · Supplies	6,705	3,340	200.8%
801 · Professional Services	67,142	70,920	94.7%
810 · Insurance	17,252	19,595	88.0%
817 · ILS & IT Expenses	362,739	369,312	98.2%
831 · RIDES	8,617	9,065	95.1%
860 · Delivery Expenses	31,583	56,635	55.8%
880 · Member Development	837	6,000	13.9%
920 · Facility Expenses	30,163	38,035	79.3%
<b>Total Expense</b>	<b>\$ 1,317,092</b>	<b>\$ 1,478,599</b>	<b>89.1%</b>
<b>Net Ordinary Income</b>	<b>\$ 286,843</b>	<b>\$ 108,220</b>	<b>265.1%</b>
<b>Other Income/Expense</b>			
690 · Other Financing Sources	6,050	6,050	100.0%
<b>Total Other Income</b>	<b>6,050</b>	<b>6,050</b>	<b>100.0%</b>
990 · DS-SBITA (Bibliocore)	114,270	114,270	100.0%
995 · FB Transfers Out	65,000		
<b>Total Other Expense</b>	<b>179,270</b>	<b>114,270</b>	<b>156.9%</b>
<b>Net Other Income</b>	<b>\$ (173,220)</b>	<b>\$ (108,220)</b>	<b>160.1%</b>
<b>Net Income</b>	<b>\$ 113,623</b>	<b>\$ -</b>	<b>100.0%</b>

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

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
<b>001.01 - Main Checking-Sweep Acct</b>				
08/06/2025	Riverbend Automotive		Vehicle Repairs/Maintenance	704.43
08/08/2025	MERS	Pension	Benefits	5,528.94
08/08/2025	State of Michigan--Vendor		Payroll Liabilities	3,038.99
08/11/2025	Coverall - New Dreams, Inc.	Janitorial service	Facility Contracts	170.00
08/11/2025	Langlois, Ann - Vendor		Mileage	24.50
08/11/2025	Amazon		Supplies	104.34
08/11/2025	Berger Chevrolet		Vehicle Repairs/Maintenance	88.15
08/11/2025	Cintas	Floor mats	Facility Contracts	119.20
08/11/2025	Comcast-Data Lines	Data Lines	IT Operations	575.00
08/11/2025	Consumers Energy		Utilities	858.42
08/11/2025	Flyers Energy		Vehicle Fuel	1,066.47
08/11/2025	Granger	Waste services	Facility Contracts	55.62
08/11/2025	Healthiest You	Telehealth	Benefits	76.50
08/11/2025	SS Power Wash		Vehicle Repairs/Maintenance	90.00
08/12/2025	Payroll		-SPLIT-	18,461.53
08/12/2025	United States Treasury		Payroll Liabilities	6,421.06
08/12/2025	MERS 401/457		Payroll Liabilities	2,176.88
08/20/2025	Seaman's Air Conditioning	Repairs and HVAC contract	-SPLIT-	2,739.83
08/22/2025	Grand Rapids Income Tax Dept.		Payroll Liabilities	261.95
08/22/2025	Walker City Treasurer		Payroll Liabilities	363.84
08/22/2025	Aflac		Payroll Liabilities	255.28
08/22/2025	BCBS	Health Insurance	Benefits	2,947.76
08/22/2025	BCN	Health Insurance	Benefits	3,016.15
08/22/2025	Berger Chevrolet		Vehicle Repairs/Maintenance	452.64
08/22/2025	Delta Dental	Dental/Vision Insurance	Benefits	260.76
08/22/2025	DTE Energy		Utilities	59.30
08/22/2025	DTE Energy		Utilities	58.42
08/22/2025	First National Bank	IT, Phones, Supplies	-SPLIT-	1,396.91
08/22/2025	Flyers Energy		Vehicle Fuel	966.22
08/22/2025	Standard Insurance	LTD/Life Insurance	Benefits	269.55
08/22/2025	Suran Systems Inc.	IT software	IT Operations	50.00
08/25/2025	Backstage Library Works		Authority Control	298.50
08/25/2025	Heimler Consulting	IT Consulting	Consulting Services	5,100.00
08/25/2025	Johnson, Nicki - Vendor		Conference/Training	1,297.36
08/25/2025	Langlois, Ann - Vendor		Mileage	130.20
08/25/2025	Lezman, Jeff - Vendor	IT supplies	Supplies	35.29
08/26/2025	Payroll		-SPLIT-	18,787.13
08/26/2025	United States Treasury		Payroll Liabilities	6,479.38
08/26/2025	MERS 401/457		Payroll Liabilities	2,176.88
			<b>TOTAL</b>	<b><u>\$ 86,963.38</u></b>

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

	<u>Pass Through</u>	<u>Capital &amp; Growth</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
001 · Checking Accounts		
001.1 · Fund - Checking	44,352	67,274
001.3 · eCommerce - Checking	9,926	
<b>Total 001 · Checking Accounts</b>	<u>54,278</u>	<u>67,274</u>
002 · Savings Accounts		70,637
<b>Total Checking/Savings</b>	<u>54,278</u>	<u>137,911</u>
Accounts Receivable	1,952	
<b>Total Current Assets</b>	<u>56,229</u>	<u>137,911</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 56,229</u></u>	<u><u>\$ 137,911</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
214 · Due To Other Funds	40,000	34,429
<b>Total Other Current Liabilities</b>	<u>40,000</u>	<u>34,429</u>
<b>Total Current Liabilities</b>	<u>40,000</u>	<u>34,429</u>
<b>Total Liabilities</b>	<u><u>\$ 40,000</u></u>	<u><u>\$ 34,429</u></u>
<b>Equity</b>		
390 · Unassigned Funds		15,675
Net Income	16,229	87,807
<b>Total Equity</b>	<u><u>\$ 16,229</u></u>	<u><u>\$ 103,482</u></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 56,229</u></u>	<u><u>\$ 137,911</u></u>

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

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
<b>Income</b>						
628 · Group Supply Revenue	11,824	10,700	110.5%			
629 · Group Collections	86,108	94,000	91.6%			
635 · Group Services	19,293	36,000	53.6%			
637 · Ecommerce Fines	30,514	28,000	109.0%			
643 · Shared System Options				20,500	20,500	100.0%
645 · IT Services	-	350	0.0%			
665 · Interest Revenue				2,307	2,000	115.4%
672 · Other Revenue	-	1,750	0.0%	-	-	0.0%
<b>Total Income</b>	<b>\$ 147,739</b>	<b>\$ 170,800</b>	<b>86.5%</b>	<b>\$ 22,807</b>	<b>\$ 22,500</b>	<b>101.4%</b>
<b>Expense</b>						
728 · Library Supply Expense	11,824	10,700	110.5%			
729 · Collection Expenses	79,757	94,000	84.8%			
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>\$ 131,510</b>	<b>\$ 170,800</b>	<b>77.0%</b>	<b>\$ -</b>	<b>\$ 22,500</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>\$ 16,229</b>	<b>\$ -</b>	<b>100.0%</b>	<b>\$ 22,807</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Other Income</b>						
699 · Fund Balance Transfers In	-	-	0.0%	65,000	-	100.0%
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Net Income</b>	<b>\$ 16,229</b>	<b>\$ -</b>	<b>100.0%</b>	<b>\$ 87,807</b>	<b>\$ -</b>	<b>100.0%</b>

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

Date	Name	Memo	Account	Amount
<b>001 · Checking Accounts</b>				
<b>001.1 · Fund - Checking</b>				
<b>001.11 · Checking - Pass Through</b>				
08/06/2025	ID Label, Inc.	barcodes	Library Supplies	2,623.35
08/11/2025	OverDrive	audio and ebooks	Group Collections	5,345.55
08/20/2025	Barcode Service, Inc.	delivery dots	Library Supplies	574.39
08/22/2025	OverDrive	audio and ebooks	Group Collections	4,862.73
Total 001.11 · Checking - Pass Through				<u>13,406.02</u>
<b>001.12 · Checking - Capital</b>				
Total 001.12 · Checking - Capital				<u>0.00</u>
Total 001.1 · Fund - Checking				<u>13,406.02</u>
<b>001.3 · eCommerce - Checking</b>				
Total 001.3 · eCommerce - Checking				<u>0.00</u>
<b>TOTAL</b>				<u><u>13,406.02</u></u>



# LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

## COOPERATIVE DIRECTOR'S REPORT September 11, 2025

I've been struggling with back pain for the past 2 weeks. It has given me a new outlook on life or at least a new outlook from my view from my black leather chair and guestroom couch. Sometimes things happen unexpectedly and we have to pivot (not twist, that's kind of how I got injured) and keep going as best we can. As directors, managers and leaders, we do this daily and sometimes hourly. It can be exhausting and sometimes we simply get used to the chaos or the uncertainty. I don't think this is good. As I struggled with my pain, I realized that the initial problem actually went away but a secondary problem occurred which needed to be addressed anew. I stepped back and reassessed.

One of the joys of my job is working with each of you on issues, challenges and interesting circumstances. We brainstorm, troubleshoot and try to think out of the box but we also look at issues honestly and without judgement. We do this when we work on strategic planning and board development too. I learn so much every day from our conversations. You all remind me of the benefits of collaboration, patience and stepping back and reassessing when possible. You make me a better person and a better patient too. Thank you.

Speaking of patience, the state budget is still up in the air and the rumor mill is set to high speed. We will have to react once it is set. The good news is that the Coop is a pretty lean machine and we can cut as we need, if needed and we have reserves. I am hopeful the Michigan state legislature will continue with library and cooperative funding and match the funding for the LSTA line item that provides MelCat but we can't control the state legislators. If wishing made it so but please contact your state representatives and make your opinion known to them.

As we close out this fiscal year, **the Board agenda** for this final month is a bit heavy but no surprises. We have the budget amendments, the FY25-26 budget which the Advisory Council voted in August to send to the board, credit card policy which is very straightforward, and the annual health care resolution and the meeting schedule. I am going to send a draft of the succession plan under separate cover so we can do a first read via a Google Doc. I don't want to go too far without your input. The board can expect that in your in box on Monday.

**For Advisory**, we would like to have a discussion on continuing education ideas. We did this last year and it was very helpful. Nicki has provided a great summary of Digipalooza in her report. If you have anything to add, please do so at the meeting. I am also looking forward to Dale's MLA legislative update.

**Other items of note:**

**LCM** (Library Cooperatives of Michigan) held its annual retreat in Mount Pleasant at the Saginaw Chippewa Tribal College in mid-August. We did some strategic planning, discussed our leadership styles and how we can best work together (it was fascinating) and we discussed funding, the future of cooperatives and we met Tricia Wylie, the new director at Superiorland Library Cooperative in the UP. She comes to us from rural Florida when she ran a small consortia. I think she will do a great job. We are also saying farewell to Mallorie DeVilbiss who is leaving Suburban Library Cooperative to work for a library vendor. Steve Bowers from TLN and I may be helping their board with the search.

My **annual evaluation** will be sent out to John prior to the meeting on the 11<sup>th</sup>.

Read Terry's update on the **truck**....we should have it soon.

**GIS Mapping:** The Coop Directors have worked with Jenni Grace who did our logo and the LCM logo to create a logo for this project. More will be shared at MLA. We will have a touch screen so people can test drive the beta version!

**MLA Annual Conference:** Amber and Ann will be attending on the Thursday and I will be there Wednesday through Friday.

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

At the Cataloging Centers meeting on August 20, all of the Cataloging Centers agreed to work together on moving juvenile graphic novels from serial records to monographic records.

E-mail & telephone consulting contacts: 39

Sierra records manually edited: 125

July 2025 Statistics

The statistics for July 2025 show a decrease in the number of cataloging requests we received, with an accompanying decrease in the number of records cataloged compared to July 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 July was down by 29% compared to July 2024. The number of requests received that were already in the database increased by 3%.

The number of records copy-cataloged in July was down by 33% compared to July 2024, while the number of original records cataloged increased by 26%. The total number of records cataloged was down by 26% compared to July 2024.

Cataloging	July 2025	YTD	July 2024	YTD	Monthly %	YTD PCT
Requests Received	<b>1375</b>	<b>13740</b>	1929	17082	-29%	-20%
Requests already in database	<b>79</b>	<b>919</b>	77	816	3%	13%
Requests to be cataloged	<b>1296</b>	<b>12821</b>	1852	16266	-30%	-21%
Copy Cataloging	<b>931</b>	<b>10572</b>	1394	14108	-33%	-25%
Original Cataloging	<b>244</b>	<b>3014</b>	194	2125	26%	42%
Total Cataloged	<b>1175</b>	<b>13586</b>	1588	16233	-26%	-16%

### 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
July	2406	1162	1244
July	2442	1236	1206
<b>Total</b>	<b>16433</b>	<b>8955</b>	<b>7478</b>

### **Delivery and Facility Manager - Terry Cross**

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

	August – 2025	July – 2024	Difference	% Change
Total Book Bags & Bins	3,068	3,199	(131)	(4%)

In August 2025, there were 3,068 book bags and bins sorted, loaded, and delivered to member libraries. This represents a 4% decrease as compared to the 3,199 bags and bins that were sorted and delivered in August of the prior year.

### **MeiCat/Rides Statistics**

	# Of Incoming Bins Received from Rides Courier			# Of Outgoing Bins Received from Member Libraries		

	August 2025	August 2024	Difference	August 2025	August 2024	Difference
# Of Bins	202	174	28	189	162	27

In addition to the book bags and bins that were received from member libraries, there were 202 MelCat bins that were received and sorted in August 2025. This was an increase of 28 bins as compared to the 162 bins that were received in August 2024. Also in August 2025, 189 bins were sent out, which was 27 more bins than the 162 bins that were sent out in August 2024.

A new battery was installed on Truck # 37. There were no other service issues in August and both trucks are current with their respective preventative maintenance service.

I drove for 3 days and helped sort for 6 days in August 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 and deliveries to libraries are not uninterrupted.

There were five e-mail and or phone contacts with member libraires in August.

Time was spent in August working with Carol and Janet on the upcoming yearly budgets for the Facilities and Delivery departmental budgets.

Thank you to everyone from all of us in the delivery department for approving the purchase of the new delivery truck. The truck is currently in Texas at Morgan Truck Body LLC. The truck chassis has been equipped with the 16 foot box and the completed truck is ready to be transported to Royal Box Company in Grand Rapids where the shelves will be installed in the box. The purchase process is going faster than expected and the truck could be available within the next two to three weeks.

Driveway seal coating, crack fill with sealant and line striping work will be done by the end of the repair season. A down payment has been made and we are waiting for the work to be scheduled.

Consumers Energy performed an electrical energy assessment at the building in August. The potential energy savings that was identified was replacing existing interior and exterior light fixtures with LED fixtures. The potential cost of installing the new LED fixtures can be reduced by rebates offered by Consumers Energy. We have been referred to an electrical contractor and will know more about the potential costs and savings after meeting with the contractor.

The insurance renewal for the year 10-1-2025 to 10-1-2026 has been completed for the Commercial Auto, Workers Compensation, Commercial Property, Commercial Liability Umbrella, Directors & Officers and Cyber insurance policies.

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

Tickets : 16    member meetings: 2    vendors: 6

August was a busy month. I have several vendors that I have been working with (including Weiss Financial, Swank, and Ancestry) to get deals for the cooperative. With Ancestry, I am trying to bring all of our members under one umbrella so we have better purchasing power. We can then look at adding Newspapers.com with special pricing to those that have Ancestry subscriptions.

The Overdrive conference in Cleveland was in August also. At the conference, I was able to attend some great presentations and meet a lot of great people. I had an in-person session with our Overdrive team and several brainstorming sessions with other cooperatives. Overdrive will now be partnering with Read with Jenna to offer her spotlighted titles.

We also covered several purchasing practices to help enhance our service to our patrons, while still saving money. We learned of two new updates coming to Overdrive. In the future, ebook and audiobook holds will work more like holds in Sierra. If a patron suspends (freezes) a hold, it will now stay that way until the patron unfreezes it. Under the current model, patrons can “push” a hold back a few days or months. This leads to patrons repeatedly pushing a title back. Every time the title comes available to that patron, they have three days to decide to check out or push back, over and over again. Under the new system, we should be able to get more circs out of our titles because they aren’t sitting for 3 days, 3 days, 3 days, etc. Holds will also automatically be cancelled if they haven’t been picked up after 1 year.

Overdrive also presented a new feature called “Inspire Me”. When this feature goes online, patrons will be able to dive deeper into our collection using AI. A patron will choose fiction or non-fiction, an age group (adult, YA, or Juvenile), and a category (cozy, adventure, crime procedural, etc) and Libby will come up with several focused categories to choose from. Once a category is picked, Libby comes up with 5 available titles from our collection that fit. Participants at the convention were given a special log-in to try the service and it really was quite fun!

Overall, it was 3 days packed with learning and networking with great libraries from all over the country.

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

The budget amendments for this fiscal year are included in this meeting packet for approval. In addition to the amendment for the truck purchase, line items were reconciled for spending. Also included were a couple of budget reductions to the pass-through fund, as we did not spend more for group subscriptions and collections this fiscal year.

Our QuickBooks payroll subscription renews in October. This subscription has been going up along with the accounting software subscription quite substantially the last couple of years. I have found an alternative payroll solution with Patriot Software and have signed up for a 30-day trial. Setup and transfer of data for this calendar year was smooth and easy. They do include free setup, but I went ahead and entered our data on my own so that I could learn the software. I ran the first payroll, reconciling it with the regular run in QuickBooks and will continue to access if it meets our needs. If so, we will complete the switchover by October.

Administrative policy updates are continuing with hopes to get all of them ready for Carol to review this month.

Email and phone consults with Member libraries and vendors: 8

**ILS Manager – Ann Langlois**

Ann is on vacation and will provide her report at the meeting.

**Member Services Manager – Amber McLain**

*Email/Phone Consults with Libraries: 32*

*Email/Phone Consults with Vendors: 23*

**BiblioCommons**

BiblioCommons continues to function as expected, with one small service interruption on their end.

**BiblioSuggest**

BiblioSuggest continues to function as expected.

**BiblioApp**

BiblioApp continues to function as expected. The Self-Checkout module continues to function intermittently. According to Innovative, the Sierra fix for its functionality should be implemented with the next release.

**Self Checkout Stats -**

Fulfillment Location	Total Checkouts	Total Checkout Users
AB	16	7
AD	6	5
AF	52	20
AH	2	2
AL	115	14
AS	74	29
AW	140	36
BF	11	6
BH	195	64
BM	4	4
EC	35	9
ES	53	17
HN	5	5
HO	30	19
IB	19	5
IC	11	11
IL	119	41
IS	1	1
IV	2	2
MA	3	3
MC	1	1
ME	7	6
MG	76	31

MH	6	6
ML	16	13
NF	18	11
NG	56	11
NH	14	2
NN	16	10
NW	6	3
OA	1	1
OC	10	6
OG	47	18
OH	38	17
OJ	24	4
OL	1117	250
OS	861	253
OZ	149	47
SF	6	3
SM	14	11
SW	25	15
UB	2	2
UE	6	6
UH	1	1
UK	1	1
UL	2	2
UN	33	16
UO	5	5
UV	2	2
UW	7	7

### 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.  
User data not available at the time of this report.

### **Patron Point**

Patron Point continues to function as expected.

*Number of Applications in August 2025: 944*

*Number of Auto-Renews in August 2025: 1700*

\*\*\*\*\*

Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Official  
Thursday, July 10, 2025 at 9:30 a.m.  
At the KDL Service Center**

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

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:25 by Elyshia Hoekstra.
- 2) **APPROVAL OF AGENDA:** Jessica Hunt moved, supported by Matt Lubbers to approve the agenda - *motion carried*.
- 3) **PUBLIC COMMENTS:**
  - a) None
- 4) **APPROVAL OF MINUTES:** Mary Cook moved, supported by **Virginia DeMumbrum**, to approve the Advisory Council minutes from **date** – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORT:** Nothing to report.
- 6) **BOARD REPORT:** Nothing to report.
- 7) **ILS MANAGER’S REPORT:** Ann shared that the updated ILS/Circulation policy is on the website, and reminded anyone with printed copies to update those. She also shared that the ILS Eval Committee came up with a list of requirements for a new ILS and that has been sent to all members for feedback. She also shared that the LLC Quarterly meeting is on the 17<sup>th</sup> of this month.
- 8) **MEMBER SERVICE MANAGER’S REPORT:** Amber shared that suggestions being sent to the LLC catalog are dwindling as users appear to be using their individual library catalogs. She also shared that BiblioApp push notifications are in development.
- 9) **COOPERATIVE DIRECTOR’S REPORT:** Carol reminded the group that members Lakeland staff are available and willing to look into any questions. Carol also shared that she is willing to visit and discuss the new Confidentiality Policy with boards.
- 10) **COMMITTEE REPORTS:**
  - a) None.
- 11) **OTHER REPORTS:**
  - a) **MLA:** Dale shared that there currently is no resolution at any point for the budget, and it is expected to reach September 30 before a resolution is found. IMLS has won their lawsuits to this point, so the money may possibly be there, and the MLA lobbyists are ready to work on the issue, but things are murky right now.
- 12) **NEW AND ONGOING BUSINESS**
  - a) 2025-2026 Elections/Caucus reminder/discussion
    - i) Carol reminded that we will be caucusing in August for Board positions.
  - b) ALA Updates
    - i) Maggie McKeithan shared about how the Carla Hayden presentation went. Gretchen Whitmer also was in attendance. Maggie also shared that Spring Lake received a library marketing award.
- 13) **PUBLIC COMMENTS:**
  - a) Jen Salgat shared that Lake Odessa had 55 people sign up for their 3-week sewing program this summer.
  - b) Mary Johnson shared that MADL currently has 82 bikes checked out – the most since they started their bike program.
  - c) Abby Black shared that their most successful teen program was “boba and beads” – boba tea and pony beads.
- 14) **NEXT MEETING:** Thursday August 14, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.
- 15) **ADJOURNMENT:** Matt Lubbers moved, supported by Jessica Hunt, to adjourn at 10:50 - *motion carried*.

Respectfully submitted by,  
Amber McLain

**LAKELAND LIBRARY COOPERATIVE  
FY2024-25 OPERATING BUDGET**

**Budget Amendment #2 - Reconcile Account and Dept Budget Adjustments  
September 11, 2025**

	<b>Current Budget</b>	<b>Amend</b>	<b>Amended Budget</b>	<b>Notes</b>
<b>Revenue:</b>				
State Aid	\$ 758,051		\$ 758,051	
Revenue by Libraries	835,717		835,717	
Investment Revenue	13,450		13,450	
Rebates	100		100	
<b>Total Revenues</b>	<b>\$ 1,607,318</b>		<b>\$ 1,607,318</b>	
<b>Expenses:</b>				
Salary & Wage Expenses	\$ 782,770		\$ 782,770	
Benefits	111,477		111,477	
Mileage	3,450		3,450	
Professional Development	8,000	<b>(1,000)</b>	7,000	1
Supplies	3,340	<b>4,000</b>	7,340	2
Professional Services	70,920	<b>8,490</b>	79,410	3
Insurance	19,595	<b>(1,200)</b>	18,395	4
ILS & IT Expenses	369,312	<b>(5,000)</b>	364,312	5
Rides Delivery	9,065		9,065	
Delivery Expenses	56,635	<b>(6,490)</b>	50,145	6
Member Development	6,000		6,000	
Facility	38,035	<b>1,200</b>	39,235	7
Bibliocommons (GASB 96)	114,270		114,270	
<b>Total Expenditures</b>	<b>\$ 1,592,868</b>	<b>\$ -</b>	<b>\$ 1,592,868</b>	
<b>Net Position before FB Transfers</b>	<b>\$ 14,450</b>		<b>\$ 14,450</b>	
<b>Other Funding Sources:</b>				
Transfer FB for Operating Expenses	6,050		6,050	
<b>Other Expenses:</b>				
Transfer FB to Capital Fund	20,500	<b>65,000</b>	85,500	8
<b>Other Fund Sources/Expenses</b>	<b>\$ (14,450)</b>	<b>\$ (65,000)</b>	<b>\$ (79,450)</b>	
<b>Net Position with FB Transfers</b>	<b>\$ -</b>		<b>\$ (65,000)</b>	8

**Notes:**

- 1 - Reduced spending for conferences
- 2 - Purchase of delivery bags and sorting table
- 3 - Increase in audit and legal expenses
- 4 - Reduction for cybersecurity insurance
- 5 - Extra ILS consulting/training with III not needed
- 6 - Reduction in vehicle maintenance fees
- 7 - Additional facility maintenance for resealing parking lot
- 8 - Adjust for FB Transfer Out to Capital Fund for truck purchase (taken from fund balance)

**Lakeland Library Cooperative**  
**FY25 Capital Budget Amendment #2**

Purchase of Delivery Truck  
September 11, 2025

	<u>Current</u>		<u>Amended</u>	
	<u>Budget</u>	<u>Amend</u>	<u>Budget</u>	<u>Notes</u>
<b>Revenue</b>				
643 · Shared System Options	20,500		20,500	
665 · Interest Revenue	2,000		2,000	
672 · Other Revenue	-		-	
<b>Total Revenue</b>	<b>22,500</b>		<b>22,500</b>	
<b>Expense</b>				
970 · Capital Outlay				
971 · Building/Grounds Improvements	7,500	-	7,500	
975 · Technology	15,000	-	15,000	
980 · Vehicles	-	<b>65,000</b>	65,000	<b>9</b>
<b>Total 970 · Capital Outlay</b>	<b>22,500</b>		<b>87,500</b>	
<b>Total Expense</b>	<b>22,500</b>	<b>65,000</b>	<b>87,500</b>	
<b>Net Ordinary Income</b>	<b>-</b>		<b>(65,000)</b>	
<b>Other Income</b>				
699 · Fund Balance Transfers In				
699.1 · FB Transfers In-from Operating	-	<b>65,000</b>	65,000	<b>10</b>
<b>Total 699 · Fund Balance Transfers In</b>	<b>-</b>	<b>65,000</b>	<b>65,000</b>	
<b>Total Other Income</b>	<b>-</b>		<b>65,000</b>	
<b>Net Other Income</b>	<b>-</b>		<b>65,000</b>	
<b>Net Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**Notes:**

**9** - Purchase of new delivery truck

**10** - FB Transfer from Operating - Unrestricted Fund Balance

**Lakeland Library Cooperative**  
**FY25 Pass-Through Budget Amendment #1**  
 Reconciliation Budget Adjustments for Fiscal Year End  
 September 11, 2025

	Current Budget	Amend	Amended Budget	Notes
<b>Revenue</b>				
628 · Group Supply Revenue	10,700	3,000	13,700	11
629 · Group Collections	94,000	(9,000)	85,000	12
635 · Group Services	36,000	(5,000)	31,000	13
637 · Ecommerce Fines	28,000	-	28,000	
645 · IT Services	350	-	350	
672 · Other Revenue	1,750	-	1,750	
<b>Total Revenue</b>	<b>\$ 170,800</b>	<b>\$(11,000)</b>	<b>\$ 159,800</b>	
<b>Expense</b>				
728 · Library Supply Expense	10,700	3,000	13,700	11
729 · Collection Expenses	94,000	(9,000)	85,000	12
805 · Group Subscriptions	36,000	(5,000)	31,000	13
807 · Fines Paid	28,000	-	28,000	
830 · IT Services Expense	350	-	350	
880 · Member Development	1,000	-	1,000	
969 · Other Services	750	-	750	
<b>Total Expense</b>	<b>\$ 170,800</b>	<b>\$(11,000)</b>	<b>\$ 159,800</b>	
<b>Net Ordinary Income</b>	<b>-</b>		<b>-</b>	
<b>Net Income</b>	<b>-</b>		<b>-</b>	

**Notes:**

*Increases in budget line items are offset with transfers from other accounts. Changes made for both Revenue and Expense accounts to keep net change zero.*

- 11 - Increased quantities purchased for barcodes, delivery dots and library bags
- 12 - Reduction in purchases of other collection materials
- 13 - Reduction in other group subscriptions

LAKELAND LIBRARY COOPERATIVE  
 FY2025-26 OPERATING BUDGET

	Total FY2024-25	Total FY2025-26	FY2025-26 Over (Under) FY2024-25	Percent Change	Notes
<b>Revenue:</b>					
State Aid	\$ 758,051	\$ 758,051	-	0%	1
Revenue by Libraries	835,717	882,879	47,162	6%	2
Investment Revenue	13,450	15,000	1,550	12%	3
Rebates	100	100	-	0%	
<b>Other Funding Sources:</b>					
Transfer FB for Operating Expenses	6,050	-	(6,050)	-100%	4
<b>Total Revenues</b>	<b>\$ 1,613,368</b>	<b>\$ 1,656,030</b>	<b>\$ 42,662</b>	<b>3%</b>	
<b>Expenses:</b>					
Salary & Wage Expenses	\$ 782,770	\$ 803,860	\$ 21,090	3%	5
Benefits	111,477	125,720	14,243	13%	6
Mileage	3,450	3,450	-	0%	
Professional Development	8,000	8,000	-	0%	
Supplies	3,340	3,840	500	15%	7
Professional Services	70,920	74,650	3,730	5%	
Insurance	19,595	18,595	(1,000)	-5%	8
ILS & IT Expenses	369,311	385,371	16,060	4%	9
Rides Delivery	9,065	9,410	345	4%	
Delivery Expenses	56,635	60,255	3,620	6%	10
Member Development	6,000	6,000	-	0%	
Facility	38,035	38,895	860	2%	
Bibliocore (GASB 96)	114,270	117,984	3,714	3%	11
<b>Total Expenditures</b>	<b>\$ 1,592,868</b>	<b>\$ 1,656,030</b>	<b>\$ 63,163</b>	<b>4%</b>	12
<b>Other Expenses:</b>					
Transfer FB to Capital Fund	85,500	-	(85,500)	-100%	13
<b>Other Expenses</b>	<b>\$ 85,500</b>	<b>\$ -</b>	<b>\$ (85,500)</b>	<b>241%</b>	
<b>Net Position</b>	<b>\$ (65,000)</b>	<b>\$ -</b>	<b>\$ 65,000</b>		

**Lakeland Library Cooperative  
FY2025-26 Capital and Growth Fund Budget**

	<b>FY24-25 Budget</b>	<b>FY25-26 Budget</b>	<b>FY25-26 Over/(Under) FY24-25</b>	<b>Notes</b>
<b>Revenue</b>				
Shared System/Interface Options	-	-	-	
Investment Revenue	2,000	2,000	-	
Capital Project Revenue	-	-	-	
<b>Other Financing Sources</b>				
Fund Balance Transfers In -				
From Operating FB	85,500	-	(85,500)	13
From Capital Reserves	-	20,500	20,500	
<b>Total Revenues</b>	<b>\$ 87,500</b>	<b>\$ 22,500</b>	<b>\$ (65,000)</b>	
<b>Expenses</b>				
Building Improvements	7,500	7,500	-	
Technology - Equipment	15,000	15,000	-	
Technology - Shared System Option	-	-	-	
Vehicles	65,000	-	(65,000)	
<b>Total Expenses</b>	<b>\$ 87,500</b>	<b>\$ 22,500</b>	<b>\$ (65,000)</b>	13
<b>Net Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Lakeland Library Cooperative  
FY2025-26 Pass Through Budget**

	<b>FY2024-25</b>	<b>FY2025-26</b>	<b>Difference</b>	<b>%</b>	<b>Notes</b>
<b>REVENUES</b>					
Group Supplies	10,700	10,700	-	0%	
Group Collections	94,000	94,000	-	0%	
Group Services	36,350	36,350	-	0%	
Ecommerce Fines	28,000	28,000	-	0%	
Other Revenue	1,750	1,750	-	0%	
<b>Total Revenue</b>	<b>\$ 170,800</b>	<b>\$ 170,800</b>	<b>\$ -</b>	<b>0%</b>	
<b>EXPENSES</b>					
Library Supplies	10,700	10,700	-	0%	
Group Collection Expense	94,000	94,000	-	0%	
Group Subscriptions	36,000	36,350	350	1%	
Other Prof Services	29,100	28,750	(350)	-1%	
Member Development	1,000	1,000	-	0%	
<b>Total Expenses</b>	<b>\$ 170,800</b>	<b>\$ 170,800</b>	<b>\$ -</b>	<b>0%</b>	
<b>Net Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	

Library	Total	Total	FY25-26	%	Notes
	FY2024-25	FY2025-26	Over (Under)		
	LLC Fees	LLC Fees	FY24-25		
Allendale Township	25,466	26,827	1,362	5.3%	
Alvah N. Belding Memorial	19,232	20,215	983	5.1%	
Carson City Public/Crystal Public	20,351	21,919	1,568	7.7%	
Cedar Springs Public	16,463	17,461	998	6.1%	
Coopersville Area District Library	17,168	18,464	1,296	7.6%	
Croton Township Library	13,420	14,256	836	6.2%	
Dorr Township	16,830	17,919	1,089	6.5%	
Fennville District	19,476	20,397	921	4.7%	
Flat River Community (Greenville)	24,229	25,946	1,717	7.1%	
Freeport District	13,935	14,976	1,042	7.5%	
Fremont Area District	20,894	21,957	1,063	5.1%	
Fruitport District Library	17,403	18,786	1,383	7.9%	
Gary Byker (Hudsonville)	20,477	21,613	1,136	5.5%	
Georgetown Township (Jenison)	37,671	39,192	1,521	4.0%	
Grand Rapids Public	7,054	7,562	508	7.2%	
Grant Area District	17,730	18,758	1,028	5.8%	
Hackley Public (Muskegon)	25,460	26,712	1,252	4.9%	
Hastings Public	17,494	18,602	1,108	6.3%	
Henika District (Wayland)	16,296	17,230	934	5.7%	
Herrick District (Holland)	50,574	52,967	2,392	4.7%	
Hesperia Community	13,854	14,942	1,088	7.9%	
Home Township (Edmore)	13,382	14,416	1,033	7.7%	
Hopkins Public	13,621	14,449	828	6.1%	
Howard Miller (Zeeland)	26,830	28,905	2,075	7.7%	
Ionia Community	21,947	23,301	1,354	6.2%	
Kent District	6,830	7,299	469	6.9%	
Lake Odessa Community	14,338	15,048	710	5.0%	
Leighton Township (Moline)	16,191	17,451	1,259	7.8%	
Loutit District (Grand Haven)	25,571	27,072	1,501	5.9%	
Muskegon Area District	54,394	54,505	111	0.2%	
Newaygo Area District	15,378	16,358	980	6.4%	
Patmos (Jamestown)	18,055	19,224	1,169	6.5%	
Salem Township (Burnips)	17,052	17,956	904	5.3%	
Saranac/Clarksville Public	21,343	22,514	1,170	5.5%	
Saugatuck-Douglas District	14,971	15,996	1,025	6.8%	
Sparta Carnegie Township	16,510	17,588	1,078	6.5%	
Spring Lake District	23,566	24,797	1,232	5.2%	
Tamarack District (Lakeview)	18,168	19,276	1,108	6.1%	
Thornapple-Kellogg (Middleville)	16,715	17,745	1,030	6.2%	
Timothy C Hauenstein Reynolds Tow	16,776	17,618	843	5.0%	
White Cloud Community	16,533	17,523	990	6.0%	
White Lake Community	16,071	17,137	1,067	6.6%	
<b>TOTAL</b>	<b>\$ 835,717</b>	<b>\$ 882,879</b>	<b>\$ 47,162</b>	<b>5.6%</b>	<b>14</b>

Lakeland Library Cooperative  
Fund Balance Reserves  
FY2024 through FY2025

	<u>Totals</u>	<u>Notes</u>
<b>Fund Balance Reserves:</b>		
<b>3800 · Fund Balance - Committed</b>	-	
<b>3990 · Unassigned Funds</b>	861,558	
Less Transfer to Capital	(85,500)	13
Less Transfer to FY25 budget	(6,050)	
<b>FB Reserves 10/1/2024:</b>	770,008	
<b>PreAudited FY25 Net Position</b>	61,537	
<b>FB Reserves Available as of 9/30/2025:</b>	<u>\$ 831,545</u>	
<b>FY2025-26 Budget Transfer from FB Reserves:</b>		
Assigned Funds	(20,500)	
Unassigned Funds	-	13
<b>FB Reserves Available as of 10/1/2025:</b>	<u>\$ 811,045</u>	

**ENDNOTES**

1. We won't hear about state aid until late September or even early October. We will adjust the cost per libraries if we get an increase.
2. This is a 6% increase since we are now factoring the error that I made last year but every effort was made to keep costs down and last year's increase per library was much less.
3. This has increased so it is reflected in the budget.
4. Due to the error last year, we will move money at the end of the year as we have done in previous years.
5. 3% salary increases.
6. Health care went up 15% but MERS went down so we should be okay with a 13% increase.
7. For supplies, we added money for delivery equipment.
8. Cyber insurance went down since we no longer have to include e-payments within our policy. Bibliocommons manages it all through PayPal. It's simply a pass-through and the way billing was, we were paying for this and now the policy is clearer.
9. We provided extra money here since we are negotiating our Bibliocommons contract and we may add additional services from Unique if there is interest and it is easier and more accurate to pay for the PatronPoint renewals from the operating fund instead of billing each library.
10. Vehicle Repair. If we can't buy a new truck by end of October, we are factoring in additional expenses on the older trucks.
11. The Bibliocommons charge of \$3,714 has to do with prepayments and the new GASB rule about leases as assets which is factored over 5 years.
12. 4% increase total.
13. Purchased truck at the end of FY25, no additional transfers in FY26.
14. For the costs per library, it's a 4.6% average increase. IF state aid does go up, we would adjust the costs downward.



# LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

## **CREDIT CARD POLICY AND PROCEDURES-2025**

### **Purpose**

The Lakeland Library Cooperative will maintain corporate credit cards with reasonable credit limits for the purchase of goods and/or services for the official business of the Lakeland Library Cooperative. The cards shall be for use by the Lakeland Library Cooperative Director and such other staff as the Lakeland Library Cooperative Director shall designate.

### **Use**

All credit card use shall comply with applicable procurement procedures of Lakeland Library Cooperative. Credit cards should not be used to circumvent routine procurement procedures and should only be used for official business of the Lakeland Library Cooperative. Cash advances are strictly prohibited.

Lakeland Library Cooperative issued credit cards should only be used in the following situations:

- Emergencies that present a public safety hazard or threat
- Purchase procurements that cannot be paid through routine accounts payable payment procedures
- As authorized by the Lakeland Library Cooperative Director or designee

### **Responsibility**

Credit card users shall be responsible for the protection and custody of their respective cards and shall immediately notify the

credit card company and the Lakeland Library Cooperative Director (or designee) if a credit card is lost or stolen. Misuse of corporate credit cards will be subject to disciplinary action. Credit card users shall return the credit card upon termination of his or her employment with Lakeland Library Cooperative.

**Compliance**

The Lakeland Library Cooperative Director shall be responsible for accounting, monitoring, and overseeing compliance with this policy. The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than sixty (60) days of the initial statement date.



**RESOLUTION TO ADOPT 80%/20% EMPLOYER/EMPLOYEE HEALTH CARE COST  
OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED  
HEALTH INSURANCE CONTRIBUTION ACT  
September 11, 2025**

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

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

**WHEREAS**, the options are as follows:

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

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of the Lakeland Library Cooperative elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year October 1st, 2025 through September 30th, 2026.

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

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

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Board President

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Date

*Lakeland Library Cooperative*

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

4138 3 Mile Road NW-Grand Rapids, MI 49534 (616) 559-5253 [www.lcoop.org](http://www.lcoop.org)

**Lakeland Library**  
**Board and Advisory Council Meeting**  
**Schedule**  
**FY 2025-2026**

DATE	LOCATION	TIME
October 9, 2025	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
November 13, 2025	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
December 11, 2025	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
January 8, 2026	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
February 12, 2026	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
March 12, 2026	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
April 9, 2026	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
May 14, 2026	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
June 11, 2026	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
July 9, 2026	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
August 13, 2026	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.
September 10, 2026	Kent District Library Service Center 814 West River Center Drive NE. Comstock Park, Michigan 49321.	<b>Board at</b> 9:30 a.m. <b>Advisory</b> to follow.