



**BOARD MONTHLY MEETING**

**Thursday, January 8th, 2026**

**9:30 a.m.**

**ADVISORY COUNCIL TO FOLLOW**

**Kent District Library Service Center**

**814 West River Center Drive NE, Comstock Park, MI 49321**

**1. CALL TO ORDER AND ROLL CALL**

- a. Introduce New Members

**2. APPROVAL OF AGENDA**

(m) PAGE 1-2

**3. PUBLIC COMMENTS**

**4. APPROVAL OF MINUTES**

- a. November 13, 2025, Unofficial Board Minutes

(m) PAGE3-4

**5. FINANCIAL REPORT**

- a. November and December Financials and Check Registers

(m) PAGE 5-18

**6. PRESIDENT'S REPORT**

(i)

**7. COOPERATIVE DIRECTOR'S REPORT**

(i) PAGES 19-22

**8. COUNCIL/COMMITTEE REPORTS**

- a. Advisory Council Official Minutes, October 9<sup>th</sup>, 2025

(i) PAGES 23-24

**9. ONGOING/NEW BUSINESS**

- a. Cataloging and Collections Specialist 1
- b. Employee Handbook Vacation Policy Update

(m) PAGES 25-30

(m) PAGES 31-32

**10. PUBLIC COMMENTS**

**11. BOARD MEMBER COMMENTS**

**12. NEXT MEETING: February 12, 2026 at the Kent District Library  
Service Center**

**13. ADJOURNMENT**

(m)



**LAKELAND LIBRARY COOPERATIVE**  
**BOARD MINUTES – Unofficial**  
**Thursday, 11-13-25 at 9:30 a.m.**  
**Kent District Library Service Center**

Present: Jessica Hunt (NG), Matt Lubbers-Moore (SF), Diane Kooiker (HDL), Ron Suszek (MADL), John McNaughton (GRPL), Carol Dawe (LLC), Abby Black (OA), Rob Bristow (OG), Maggie McKeithan (OS)  
 Lakeland Staff Present: Amber McLain, Anne Langlois  
 Absent: Lance Werner (KDL)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order by John McNaughton at 9:30.
- 2) **APPROVAL OF AGENDA:** **Abby Black** moved, supported by **Rob Bristow**, to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** There were no public comments.
- 4) **APPROVAL OF MINUTES:** Rob Bristow moved, supported by Abby Black, to approve the board minutes from October 9, 2025 with the correction of Rob Bristow's name under "strategic plan" – *motion carried*.
- 5) **FINANCIAL REPORT:**
  - a) September and October Financials and Check Register: Matt Lubbers-Moore moved, supported by Ron Suszek, to approve the September and October Financials as presented - *motion carried*.
- 6) **PRESIDENT'S REPORT**
  - a) John shared that he will be reaching out to board members shortly to confirm new committees.
- 7) **COOPERATIVE DIRECTOR'S REPORT**
  - a) Carol encouraged members to take bookmarks that advertise MeL. She also mentioned the panel with Dana Nessel the afternoon of this board meeting.
- 8) **COUNCIL / COMMITTEE REPORTS**
  - a) Advisory Council Minutes included for information.
  - b) Quarterly report slides include for information.
- 9) **ONGOING / NEW BUSINESS:**
  - a) *Succession Plan* – pages 51-54 in the board packet. Rob Bristow moved, supported by Abby Black, to approve the presented succession plan - *motion carried*.
    - i) Carol shared that this will be a guiding document. She is also creating a packet of information that would guide a new director.
  - b) *Cooperative Director's Evaluation* – Carol was given a glowing review with instructions to continue to focus on the succession plan and strategic plan. The board suggested that she be given a 3% raise, an extra week of vacation, and a \$2,000 bonus. Rob Bristow moved, supported by Jessica Hunt, to approve the 3% raise, extra week of vacation, and \$2,000 bonus for Carol Dawe - *motion carried*.
- 10) **PUBLIC COMMENTS:**
  - a) None

**11) BOARD MEMBER COMMENTS:**

- a) Maggie McKeithan thanked Carol for meeting with the Spring Lake rotary to discuss consensus and collaboration. She also shouted out Cedar Springs' social media presence.
- b) Abby Black also thanked Carol for her hands-on assistance at Allendale.
- c) John McNaughton added that he has not worked with a better Cooperative director.

**12) NEXT MEETING:** Thursday, **December 11, 2025**, at 9:30 a.m. at Kent District Library Service Center.

**13) ADJOURNMENT:** Ron **Suszek** moved, supported by Abby Black, to adjourn at **9:47** - *motion carried*.

Respectfully submitted by,  
Amber McLain

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

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**ASSETS**

**Current Assets**

**Checking/Savings**

001 · Checking Accounts 62,113

002 · Savings Accounts 571,525

**Total Checking/Savings** 633,638

**Accounts Receivable** 11,828

**Other Current Assets**

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 74,938

**Total Other Current Assets** 149,367

**Total Current Assets** 794,833

**Fixed Assets** 508,367

**TOTAL ASSETS** \$ 1,303,200

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

Accounts Payable 12,768

**Other Current Liabilities**

214 · Due to Other Funds -

231 · Payroll Liabilities 407

**Total Other Current Liabilities** 407

**Total Current Liabilities** 13,175

**Total Liabilities** \$ 13,175

**Equity**

370 · Nonspendable Funds 93,634

371 · Property 508,367

390 · Unassigned Funds 887,088

399 · Net Position - Unrestricted (1,298)

**Net Income** (197,766)

**Total Equity** \$ 1,290,025

**TOTAL LIABILITIES & EQUITY** \$ 1,303,200

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

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	YTD	Budget	%
<b>Income</b>			
566 · State Aid Revenue	-	758,051	0.0%
630 · Service Revenue	220,720	882,879	25.0%
665 · Interest Revenue	4,985	15,000	33.2%
672 · Other Revenue	-	100	0.0%
<b>Total Income</b>	<b>\$ 225,705</b>	<b>\$ 1,656,030</b>	<b>13.6%</b>
<b>Expense</b>			
702 · Salaries & Wages	85,127	803,860	10.6%
710 · Benefits	33,421	125,720	26.6%
719 · Mileage	580	3,450	16.8%
720 · Professional Development	922	8,000	11.5%
726 · Supplies	777	3,840	20.2%
801 · Professional Services	6,295	74,650	8.4%
810 · Insurance	21,414	18,595	115.2%
817 · ILS & IT Expenses	273,185	385,371	70.9%
831 · RIDES	-	9,410	0.0%
860 · Delivery Expenses	3,985	60,255	6.6%
880 · Member Development	945	6,000	15.7%
920 · Facility Expenses	2,320	38,895	6.0%
<b>Total Expense</b>	<b>\$ 428,970</b>	<b>\$ 1,538,046</b>	<b>27.9%</b>
<b>Net Ordinary Income</b>	<b>\$ (203,266)</b>	<b>\$ 117,984</b>	<b>-172.3%</b>
<b>Other Income</b>			
690 · Other Financing Sources	5,500		100.0%
<b>Total Other Income</b>	<b>5,500</b>		<b>100.0%</b>
<b>Other Expense</b>			
990 · DS-SBITA (Bibliocore)	-	117,984	0.0%
<b>Total Other Expense</b>	<b>-</b>	<b>117,984</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>5,500</b>	<b>(117,984)</b>	<b>-4.7%</b>
<b>Net Income</b>	<b>\$ (197,766)</b>	<b>\$ -</b>	<b>100.0%</b>

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

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Date	Name	Memo	Account	Amount
<b>001.01 - Main Checking-Sweep Acct</b>				
11/03/2025	Amazon	Prof collection	Supplies	-32.61
11/03/2025	Berger Chevrolet		Vehicle Repairs/Maintenanc	-827.93
11/03/2025	Cintas	Floor Mats	Facility Contracts	-128.73
11/03/2025	Delta Dental	Dental/Vision Insurance	Benefits	-272.00
11/03/2025	First National Bank		-SPLIT-	-913.54
11/03/2025	Flyers Energy		Vehicle Fuel	-846.83
11/03/2025	SS Power Wash	Truck wash	Vehicle Repairs/Maintenanc	-90.00
11/03/2025	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	-283.15
11/03/2025	Suran Systems Inc.	IT software	IT Operations	-50.00
11/03/2025	Superior Pest Control, Inc.	Pest Control	Facility Contracts	-58.00
11/03/2025	LocalHop	Webpage	IT Operations	-3,095.24
11/04/2025	MERS 457/DC		Payroll Liabilities	-2,204.57
11/04/2025	Payroll		-SPLIT-	-18,750.72
11/04/2025	United States Treasury		Payroll Liabilities	-6,563.21
11/04/2025	Innovative Interfaces, Inc.	Sierra Maintenance	III Maintenance	-143,964.35
11/10/2025	Michigan Insurance Company	Truck Insurance adjustment	Insurance	-3,165.00
11/10/2025	Allied Universal (Midstate)	Building Security	Facility Contracts	-125.56
11/13/2025	Aflac		Payroll Liabilities	-255.28
11/13/2025	BCBS	Health Insurance	Benefits	-3,392.05
11/13/2025	BCN	Health Insurance	Benefits	-3,480.42
11/13/2025	Comcast-Data Lines	Data Lines	IT Operations	-575.00
11/13/2025	Consumers Energy		Utilities	-389.97
11/13/2025	DTE Energy		Utilities	-56.58
11/13/2025	DTE Energy		Utilities	-172.83
11/13/2025	Flyers Energy		Vehicle Fuel	-919.96
11/13/2025	GFOA		Memberships	-200.00
11/13/2025	Granger	Waste services	Facility Contracts	-55.62
11/13/2025	Healthiest You	Telehealth	Benefits	-76.50
11/13/2025	Michigan Insurance Company	FY25 Workers Comp Adjustment	Insurance	-137.00
11/13/2025	SS Power Wash	Truck wash	Vehicle Repairs/Maintenanc	-90.00
11/14/2025	Grand Rapids Income Tax Dept.		Payroll Liabilities	-115.06
11/14/2025	Walker City Treasurer		Payroll Liabilities	-242.85
11/17/2025	Coverall - New Dreams, Inc.	Janitorial service	Facility Contracts	-170.00
11/17/2025	Heimler Consulting	IT consulting	Consulting	-4,080.00
11/17/2025	Innovative Interfaces, Inc.	Cloud Hosting	III Maintenance	-71,261.18
11/17/2025	Langlois, Ann - Vendor	mileage	Mileage	-151.20
11/17/2025	Smith, Tisha-Vendor	Delivery Supplies, postage, mileage	-SPLIT-	-688.99
11/18/2025	MERS 457/DC		Payroll Liabilities	-5,959.57
11/18/2025	Payroll		-SPLIT-	-21,202.35
11/18/2025	United States Treasury		Payroll Liabilities	-8,599.49
11/20/2025	A-1 Asphalt, Inc.	Sealcoat parking lot	Building Repairs/Maintenanc	-1,805.00
11/21/2025	Streets Taco Kitchen	Luncheon	Continuing Education	-676.54
11/25/2025	Bloom Sluggett		Legal	-1,245.00
11/25/2025	Concentra Medical Centers	Driver physicals	Driver Certifications	-81.00
11/25/2025	Kirk, Katie	Summer Reading Program Wkshp	Continuing Education	-27.36
<b>TOTAL</b>				<b>-307,478.24</b>

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

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	<u>Pass Through</u>	<u>Capital</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	56,314	8,462
001.3 · eCommerce - Checking	8,823	
Total 001 · Checking Accounts	<u>65,136</u>	<u>8,462</u>
002 · Savings Accounts		71,378
Total Checking/Savings	<u>65,136</u>	<u>79,840</u>
Accounts Receivable	1,386	
Total Current Assets	<u>66,522</u>	<u>79,840</u>
<b>TOTAL ASSETS</b>	<u><b>\$ 66,522</b></u>	<u><b>\$ 79,840</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable	5,740	
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>45,740</u>	<u>34,429</u>
Total Liabilities	<u><b>\$ 45,740</b></u>	<u><b>\$ 34,429</b></u>
Equity		
390 · Unassigned Funds		15,675
399 · Net Position - Unrestricted		29,195
Net Income	20,783	541
Total Equity	<u><b>\$ 20,783</b></u>	<u><b>\$ 45,411</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>\$ 66,522</b></u>	<u><b>\$ 79,840</b></u>



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

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	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
<b>Income</b>						
628 · Group Supply Revenue	-	10,700	0.0%			
629 · Group Collections	22,382	94,000	23.8%			
635 · Group Services	-	36,350	0.0%			
637 · Ecommerce Fines	8,823	28,000	30.8%			
665 · Interest Revenue				541	2,000	27.1%
672 · Other Revenue	547	1,750	31.3%			
<b>Total Income</b>	<b>31,751</b>	<b>170,800</b>	<b>18.5%</b>	<b>541</b>	<b>2,000</b>	<b>27.1%</b>
<b>Expense</b>						
728 · Library Supply Expense	-	10,700	0.0%			
729 · Collection Expenses	10,422	94,000	11.1%			
805 · Group Subscriptions	-	36,350	0.0%			
807 · Fines Paid	-	28,000	0.0%			
830 · IT Services Expense	-	-	0.0%			
880 · Member Development	-	1,000	0.0%			
969 · Other Services	547	750	72.9%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				-	7,500	0.0%
975 · Technology				-	15,000	0.0%
<b>Total 970 · Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>22,500</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>10,969</b>	<b>170,800</b>	<b>6.4%</b>	<b>\$ -</b>	<b>\$ 22,500</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>20,783</b>	<b>-</b>	<b>100.0%</b>	<b>\$ 541</b>	<b>\$ (20,500)</b>	<b>-2.6%</b>
<b>Other Income</b>						
699 · Fund Balance Transfers In				-	20,500	0.0%
<b>Net Other Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>-</b>	<b>20,500</b>	<b>0.0%</b>
<b>Net Income</b>	<b>\$ 20,783</b>	<b>\$ -</b>	<b>100.0%</b>	<b>541</b>	<b>-</b>	<b>100.0%</b>

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

10

Date	Name	Memo	Account	Amount
<b>001 · Checking Accounts</b>				
<b>001.1 · Fund - Checking</b>				
<b>001.11 · Checking - Pass Through</b>				
11/03/2025	OverDrive	audio and ebooks	Group Collections	5,228.85
Total 001.11 · Checking - Pass Through				<u>5,228.85</u>
<b>001.12 · Checking - Capital</b>				
Total 001.12 · Checking - Capital				<u>0.00</u>
Total 001.1 · Fund - Checking				<u>5,228.85</u>
<b>001.3 · eCommerce - Checking</b>				
Total 001.3 · eCommerce - Checking				<u>0.00</u>
<b>TOTAL</b>				<u><u>5,228.85</u></u>

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

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**ASSETS**

**Current Assets**

**Checking/Savings**

001 · Checking Accounts 71,710

002 · Savings Accounts 396,525

**Total Checking/Savings 468,236**

**Other Current Assets**

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 74,938

**Total Other Current Assets 149,367**

**Total Current Assets 617,603**

**Fixed Assets 508,367**

**TOTAL ASSETS \$ 1,125,970**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

231 · Payroll Liabilities 3,869

237 · Benefit Liabilities 5,471

**Total Other Current Liabilities 9,340**

**Total Current Liabilities 9,340**

**Total Liabilities \$ 9,340**

**Equity**

370 · Nonspendable Funds 93,634

371 · Property 508,367

390 · Unassigned Funds 887,088

399 · Net Position - Unrestricted (1,298)

**Net Income (371,161)**

**Total Equity \$ 1,116,630**

**TOTAL LIABILITIES & EQUITY \$ 1,125,970**

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

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	YTD	Budget	%
<b>Income</b>			
566 · State Aid Revenue	-	758,051	0.0%
630 · Service Revenue	220,720	882,879	25.0%
665 · Interest Revenue	4,985	15,000	33.2%
672 · Other Revenue	-	100	0.0%
<b>Total Income</b>	<b>\$ 225,705</b>	<b>\$ 1,656,030</b>	<b>13.6%</b>
<b>Expense</b>			
702 · Salaries & Wages	178,932	803,860	22.3%
710 · Benefits	43,386	125,720	34.5%
719 · Mileage	580	3,450	16.8%
720 · Professional Development	893	8,000	11.2%
726 · Supplies	941	3,840	24.5%
801 · Professional Services	12,825	74,650	17.2%
810 · Insurance	21,414	18,595	115.2%
817 · ILS & IT Expenses	331,985	385,371	86.1%
831 · RIDES	-	9,410	0.0%
860 · Delivery Expenses	6,225	60,255	10.3%
880 · Member Development	1,034	6,000	17.2%
920 · Facility Expenses	4,150	38,895	10.7%
<b>Total Expense</b>	<b>\$ 602,366</b>	<b>\$ 1,538,046</b>	<b>39.2%</b>
<b>Net Ordinary Income</b>	<b>\$ (376,661)</b>	<b>\$ 117,984</b>	<b>-319.2%</b>
<b>Other Income</b>			
690 · Other Financing Sources	5,500	-	100.0%
<b>Total Other Income</b>	<b>5,500</b>	<b>-</b>	<b>100.0%</b>
<b>Other Expense</b>			
990 · DS-SBITA (Bibliocore)	-	117,984	0.0%
<b>Total Other Expense</b>	<b>-</b>	<b>117,984</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>5,500</b>	<b>(117,984)</b>	<b>-4.7%</b>
<b>Net Income</b>	<b>\$ (371,161)</b>	<b>\$ -</b>	<b>100.0%</b>

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

13

Date	Name	Memo	Account	Amount
<b>001.01 · Main Checking-Sweep Acct</b>				
12/01/2025	MERS	Pension	Benefits	3,762.70
12/01/2025	State of Michigan--Vendor		Payroll Liabilities	2,216.84
12/01/2025	Backstage Library Works		Authority Control	256.70
12/01/2025	Dawe, Carol - vendor	Mileage and IT	-Split	1,315.90
12/01/2025	Langlois, Ann - Vendor		Mileage	53.20
12/01/2025	McLain, Amber - Vendor		Mileage	135.80
12/02/2025	MERS 457/DC		Payroll Liabilities	2,573.32
12/02/2025	Payroll		-Split	20,291.45
12/02/2025	United States Treasury		Payroll Liabilities	7,498.27
12/02/2025	Berger Chevrolet		Vehicle Repairs/Maintenance	141.75
12/02/2025	Cintas	Floor Mats	Facility Contracts	128.73
12/02/2025	Delta Dental	Dental/Vision Insurance	Benefits	272.00
12/02/2025	First National Bank	IT,phones, training, supplies	-Split	3,365.46
12/02/2025	Flyers Energy		Vehicle Fuel	846.79
12/02/2025	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	276.35
12/10/2025	Bloom Sluggett		Legal	1,400.00
12/10/2025	State of MI - SOS		Driver Certifications	45.00
12/12/2025	Grand Rapids Income Tax Dept.		Payroll Liabilities	115.78
12/12/2025	Walker City Treasurer		Payroll Liabilities	265.05
12/15/2025	Allied Universal (Midstate)	Building Security	Facility Contracts	117.56
12/15/2025	Coverall - New Dreams, Inc.	Janitorial service	Facility Contracts	170.00
12/15/2025	Ionia Community Library-Vendor	Summer Reading Workshop	Continuing Education	89.07
12/15/2025	MCLS		SkyRiver	49,235.47
12/15/2025	Aflac		Payroll Liabilities	255.28
12/15/2025	BCN	Health Insurance	Benefits	3,480.42
12/15/2025	Comcast-Data Lines	Data Lines	IT Operations	575.00
12/15/2025	Consumers Energy		Utilities	424.04
12/15/2025	Flyers Energy		Vehicle Fuel	700.97
12/15/2025	Granger	Waste services	Facility Contracts	55.62
12/15/2025	Healthiest You	Telehealth	Benefits	76.50
12/15/2025	Ricoh USA Inc.	Copier	IT Operations	24.52
12/15/2025	SS Power Wash	Truck wash	Vehicle Repairs/Maintenance	90.00
12/15/2025	Suran Systems Inc.	IT software	IT Operations	50.00
12/16/2025	MERS 457/DC		Payroll Liabilities	2,233.19
12/16/2025	Payroll		-Split	19,024.02
12/16/2025	United States Treasury		Payroll Liabilities	6,649.88
12/23/2025	Unique	Message Bee	Notification Services	8,493.00
12/29/2025	Backstage Library Works		Authority Control	225.60
12/29/2025	Heimler Consulting	IT consulting	Consulting	5,100.00
12/29/2025	Superior Pest Control, Inc.	Pest Control	Facility Contracts	58.00
12/29/2025	Amazon		Supplies	164.51
12/29/2025	BCBS	Health Insurance	Benefits	3,392.05
12/29/2025	Berger Chevrolet		Vehicle Repairs/Maintenance	113.55
12/29/2025	Cintas	Floor Mats	Facility Contracts	128.73

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

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Date	Name	Memo	Account	Amount
12/29/2025	Delta Dental	Dental/Vision Insurance	Benefits	272.00
12/29/2025	DTE Energy		Utilities	319.76
12/29/2025	DTE Energy		Utilities	55.67
12/29/2025	First National Bank	IT,phones, staff training,fees	-Split	1,118.34
12/29/2025	Flyers Energy		Vehicle Fuel	866.92
12/29/2025	Michigan Insurance Company	Workers Comp	Insurance	139.00
12/29/2025	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	265.36
12/30/2025	MERS 457/DC		Payroll Liabilities	374.26
12/30/2025	MERS 457/DC		Payroll Liabilities	1,348.25
12/30/2025	Payroll		-Split	19,604.47
12/30/2025	United States Treasury		Payroll Liabilities	6,978.21
			<b>TOTAL</b>	<b><u>\$ 177,230.31</u></b>

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

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	<u>Pass Through</u>	<u>Capital</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>001 · Checking Accounts</b>		
001.1 · Fund - Checking	38,588	8,462
001.3 · eCommerce - Checking	3,296	
<b>Total 001 · Checking Accounts</b>	<u>41,883</u>	<u>8,462</u>
<b>002 · Savings Accounts</b>		71,378
<b>Total Checking/Savings</b>	<u>41,883</u>	<u>79,840</u>
<b>Accounts Receivable</b>	6,764	
<b>Total Current Assets</b>	<u>48,647</u>	<u>79,840</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 48,647</u></u>	<u><u>\$ 79,840</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
399 · Net Position - Unrestricted		29,195
<b>Net Income</b>	8,647	541
<b>Total Equity</b>	<u><u>\$ 8,647</u></u>	<u><u>\$ 45,411</u></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 48,647</u></u>	<u><u>\$ 79,840</u></u>

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

16

	Pass Through			Capital & Growth		
	TYD	Budget	%	TYD	Budget	%
<b>Income</b>						
628 · Group Supply Revenue	-	10,700	0.0%			
629 · Group Collections	22,382	94,000	23.8%			
635 · Group Services	9,097	36,350	25.0%			
637 · Ecommerce Fines	8,823	28,000	31.5%			
665 · Interest Revenue				541	2,000	27.1%
672 · Other Revenue	547	1,750	31.3%			
<b>Total Income</b>	<b>\$ 40,848</b>	<b>\$ 170,800</b>	<b>23.9%</b>	<b>\$ 541</b>	<b>\$ 2,000</b>	<b>27.1%</b>
<b>Expense</b>						
728 · Library Supply Expense	-	10,700	0.0%			
729 · Collection Expenses	15,604	94,000	16.6%			
805 · Group Subscriptions	10,514	36,350	28.9%			
807 · Fines Paid	5,535	28,000	19.8%			
880 · Member Development	-	1,000	0.0%			
969 · Other Services	547	750	72.9%			
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%
<b>Total Expense</b>	<b>\$ 32,200</b>	<b>\$ 170,800</b>	<b>18.9%</b>	<b>\$ -</b>	<b>\$ 22,500</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>\$ 8,647</b>	<b>\$ -</b>	<b>100.0%</b>	<b>\$ 541</b>	<b>\$ (20,500)</b>	<b>-2.6%</b>
<b>Other Income</b>						
699 · Fund Balance Transfers In				-	20,500	0.0%
<b>Total Other Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 20,500</b>	<b>0.0%</b>
<b>Net Income</b>	<b>\$ 8,647</b>	<b>\$ -</b>	<b>100.0%</b>	<b>\$ 541</b>	<b>\$ -</b>	<b>100.0%</b>



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

17

Date	Name	Memo	Account	Amount
<b>001 · Checking Accounts</b>				
<b>001.1 · Fund - Checking</b>				
<b>001.11 · Checking - Pass Through</b>				
12/02/2025	First National Bank	LCM expenses	Other Services	547.00
12/02/2025	OverDrive	Audio and ebooks	Group Collections	5,192.78
12/15/2025	Coopersville Area District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	141.02
12/15/2025	Fennville District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	64.66
12/15/2025	Freeport District Library - Vendor	Sept-Nov25 Fines	Ecommerce Fines	79.12
12/15/2025	Gary Byker Memorial Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	104.00
12/15/2025	Hesperia Community Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	54.26
12/15/2025	Ionia Community Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	54.63
12/15/2025	Leighton Township Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	73.80
12/15/2025	Patmos Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	252.32
12/15/2025	Saranac Public Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	53.72
12/15/2025	Saugatuck--Douglas District Library	Sept-Nov25 Fines	Ecommerce Fines	82.37
12/15/2025	Sparta Township Library--Vendor	Sept-Nov25 Fines	Ecommerce Fines	135.66
12/15/2025	TCH Reynolds Township Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	63.48
12/15/2025	White Cloud Community Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	38.96
12/15/2025	White Lake Community Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	69.95
12/15/2025	Transparent Language Inc.		Group Subscriptions	10,514.00
12/15/2025	OverDrive	Audio and ebooks	Group Collections	5,182.77
Total 001.11 · Checking - Pass Through				<u>22,704.50</u>
<b>001.12 · Checking - Capital</b>				
Total 001.12 · Checking - Capital				<u>0.00</u>
Total 001.1 · Fund - Checking				<u>22,704.50</u>
<b>001.3 · eCommerce - Checking</b>				
12/10/2025	Allendale Township Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	158.16
12/10/2025	Alvah N. Belding Library--Vendor	Sept-Nov25 Fines	Ecommerce Fines	193.51
12/10/2025	Carson City Public Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	42.10
12/10/2025	Cedar Springs Public Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	46.19
12/10/2025	Flat River Community Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	125.99
12/10/2025	Fremont Area District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	80.24
12/10/2025	Fruitport District Library - Vendor	Sept-Nov25 Fines	Ecommerce Fines	29.80
12/10/2025	Georgetown Twp Public Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	778.82
12/10/2025	Grant Area District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	44.87
12/10/2025	Hackley Public Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	169.50
12/10/2025	Hastings Public Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	150.57
12/10/2025	Henika District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	33.67
12/10/2025	Herrick District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	505.97
12/10/2025	Howard Miller Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	317.87
12/10/2025	Loutit District Library--Vendor	Sept-Nov25 Fines	Ecommerce Fines	331.33
12/10/2025	Muskegon Area District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	787.75
12/10/2025	Newaygo Area District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	73.32
12/10/2025	Salem Township Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	229.69

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

18

Date	Name	Memo	Account	Amount
12/10/2025	Spring Lake District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	133.58
12/10/2025	Tamarack District Library-Vendor	Sept-Nov25 Fines	Ecommerce Fines	25.98
		Total 001.3 · eCommerce - Checking		4,258.91
		<b>TOTAL</b>		<b><u>26,963.41</u></b>



# LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

## COOPERATIVE DIRECTOR'S REPORT January 8, 2026

Happy New Year. I hope you all had a great holiday and are excited about the prospects of a new year, new projects and continued collaboration.

### Agenda items:

#### Board

- Cataloging and Collections Specialist Position
- Employee Handbook Vacation Policy Update

#### Advisory:

- Outages Update: This was a perfect storm on a holiday weekend but LLC staff were at the ready and many of you were on it early and it was very helpful. I'd like to make sure we are meeting your needs when the unexpected happens.
- Continuing Education: What are you all doing for in-service days? Please come ready to share past, present and future ideas.

### Other items of note:

**November and December email, Zoom, and phone consults:** member libraries: 27, outside libraries: 38 (SLC), vendors: 16 (bank updating)

I want to thank all of you who attended the **MLA Roundtable with Attorney General Dana Nessel** last November and for KDL for hosting. It was an honor to be a part of the discussion but I was so very proud to represent all of you and see so many of you there supporting libraries and cooperatives. AG Nessel told me she was very pleased and honored that so many librarians attended. Thank you! I'm biased but you all are the most amazing librarians in Michigan! And yes, you can quote me on it!

**MLA is offering an Intellectual Freedom Update in person.** We are tentatively scheduled (weather permitting) for Thursday, February 12<sup>th</sup> after the Advisory Council Meeting. Please save the date and bring as many staff as you would like. I will send a flyer in the next week.

**Lakeland Survey:** We are sending out a detailed survey for all member libraries and staffers on January 5<sup>th</sup>. We hope this survey can help us assess what is needed and how to plan for the future. Thanks in advance for taking the time to fill this out. The entire LLC team contributed and worked together on creating questions and a survey format that would be easy to complete and compute.

I am also finishing up some **strategic plans** with some of you and getting some of you started. If you are interested in a strategic plan in 2026, this is last call.

**The cooperative directors hope to meet with Randy Riley in early 2026** and talk about ideas that LM has about how best we can serve our member libraries. I will keep you posted.

I am still working on helping **Suburban Library Cooperative hire a director**. We have interview dates scheduled in January. I will be taking some personal days to travel to Sterling Heights and complete this process with hope by the 24<sup>th</sup> of January.

**The 2<sup>nd</sup> Thursday is as early as it can be and many LLC staffers are on vacation so the board report will be shorter than usual and we will make up for it in February.**

### **Manager/Specialist Reports:**

#### **Cataloging Services Manager - Jeff Lezman**

Jeff is on vacation.

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

Terry is on vacation.

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

Vendor Contacts: 8    Member Contacts: 10    Tickets: 37  
(November/December)

In December, we gathered orders for VOX books. By combining our orders and shipping to Lakeland, we were able to get a 12% discount and free shipping. The order is processing now.

We added a new library, Sparta, to our Swank movie licensing group. All libraries in the Transparent Language group renewed for 2026, and Tamarack joined the group. They should be up and running by January 1.

Overdrive is rolling out a new feature in the Libby app. You can now use AI to help you choose an ebook! The feature is called “Inspire Me”. It allows you to choose the age group and genre, then offers suggestions for available titles. If you get a chance, try it, it’s fun to see the choices it comes up with!

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

November and December were busy finalizing fiscal and calendar year end activities, and working around some time off I had scheduled. I also attended a few HR/Payroll webinars to prepare for payroll tax reporting in January under new initiatives and a new payroll system.

Audit prep is continuing into January as our fieldwork is scheduled for the week of January 19<sup>th</sup>. The majority of inquiries will be completed by then so that they can prepare the audit report.

The Michigan Department of Treasury issued a revised Uniform Chart of Accounts in December. The changes designated some previously open account numbers to GASB related accounts, including those for Subscription Based IT Agreements (SBITA). Because of these changes, some of our existing accounts needed to be renumbered including our SBITA accounts. The following changes were made at the end of December for this:

- Land and Improvements (Fixed Asset account) was changed from 132 to 131
- ILS System (Fixed Asset account) was changed from 160 to 156
- Right to Use Agreements (Fixed Asset account) was changed from 184 to 182
- Inception of SBITA (Other Revenue account) was changed from 691 to 694
- Added 260 Accrued Vacation Payable
- Added 261 Accrued Sick Payable

Quarterly Ecommerce fines were completed in December. Checks and reports were sent out on 12/11/25. Quarterly Billing for January-March was sent out in the last week of December as well.

Email and phone consults with Member libraries and vendors: 13 - Nov, 12 - Dec

### **ILS Manager – Ann Langlois is also on vacation.**

**November email, Zoom, and phone consults:** member libraries: 49; vendors: 10

**November help tickets opened:** 141

**November help tickets closed:** 139

**Logout time change:** in November, I sent an email about changing the period of time when Sierra would automatically log out. All logins have been adjusted at that time.

**ILS Evaluation Committee:** throughout the month of November, 3 vendors provided demos of their products. The Committee will meet to discuss their reviews of the products demonstrated and decide the next steps.

**Inventory:** don't forget to complete the inventory at your library by March 2026. Time has really flown! Thank you to everyone for working so hard on this; it's a big project

and we appreciate your efforts. How-tos are located on the [Training Hub](#) under Sierra > Inventory. If you have questions or need help, please let me know.

I submitted a proposal to present at the Innovative Users Group annual conference in April 2026 to share the inventory process and the proposal was accepted. Even better yet, the registration fee will be reduced because of the presentation! Some folks have shared input on the inventory, including being able to resolve issues with items after finding them on the shelves. If you have more input to share/lessons learned, please contact me.

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

*Email/Phone Consults with Vendors: 16*

### **BiblioCommons, BiblioSuggest, & BiblioApp**

BiblioCommons saw some intermittent connection issues in late December. It appears that this was a server issue on their end. They have not posted a Reason For Outage (RFO) at the time of writing this report, but in the past, such outages have been due to bot activity overloading the servers, hardware failure, or added functionality overloading the servers.

### **BiblioSuggest**

See above for outage info.

### **BiblioApp**

See above for outage info.

### **Self Checkout & User Stats -**

Not available at the time of writing this report, but BiblioApp stats will now be posted on the LLC Reports site and updated monthly.

### **Patron Point**

Patron Point continues to function as expected. I went through and broke down the number of applications and renewals that each library had by month. This report is posted on LLC reports and will be updated monthly going forward. The numbers below are for all libraries.

*Number of Applications in December 2025: 667*

*Number of Auto-Renews in December 2025: 2452*

\*\*\*\*\*

Respectfully submitted,

Carol Dawe



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

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

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at time by **name**.
- 2) **APPROVAL OF AGENDA:** **Virginia DeMumbrum** moved, supported by Abby Black to approve the agenda - *motion carried*.
- 3) **PUBLIC COMMENTS:**
  - a) None
- 4) **APPROVAL OF MINUTES:** Jessica Hunt moved, supported by Kevin Meyer, to approve the Advisory Council minutes from September 11, 2025 – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORTS:** Nothing to report.
- 6) **BOARD REPORT:** Nothing to report.
- 7) **ILS MANAGER'S REPORT:** Ann shared that the quarterly meeting will be on the 16<sup>th</sup> of October. We are seeking discussion topics for after the meeting. Sierra will be updating to 6.4 on October 22. ILL is working towards better reporting with WebManagementReports – it will be using another Innovative module called Vega and also LX Starter. We have waited to upgrade to ensure that there are no issue or bugs that would affect our life usage.
- 8) **MEMBER SERVICE MANAGER'S REPORT:** Amber shared statistics regarding patron point for the last month and also statistics for the recently concluded fiscal year. BiblioCommons updates will come later in the meeting.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol discussed the function of the Advisory Board and how other cooperatives view it. Carol also shared that State Aid has opened for reporting.
- 10) **COMMITTEE REPORTS:**
  - a) Adult Services Committee: Draft minutes of September 30, 2025 – shared for information.
  - b) A small discussion ensued regarding budgets – MeL is funded for this fiscal year and state aid is flat (as far as we know).
- 12) **NEW AND ONGOING BUSINESS**
  - a) Slate of Officers
    - i) The current officers have agreed to do another year. Abby Black made the motion, seconded by Matt Lubbers Moore, to approve the slate of officers as presented – *motion passed*.
  - b) Changes for Continuing Education Committee
    - i) Carol discussed changing the continuing education committee to a working group, which would allow for the elimination of the need for a quorum and allow for select

- participation. Fine details needs to be worked out regarding officers, minutes, etc – but the working group would likely still keep minutes and continue to collaborate with other committees and also the Advisory board and Board.
- c) Baker & Taylor and other acquisition options
    - i) Ann Langlois shared that library pricing is a window. Amazon is also “thinking about” integrating with an ILS (specifically Polaris currently) – there is no acquisitions module but it is on their radar. Within 90 days of purchase, libraries can bring in brief MARC records.
  - d) Bibliocore and BiblioApp future enhancements
    - i) Amber shared various enhancements that are coming to both BiblioCore and BiblioApp. These are also listed within the Member Services Manager report for reference. A discussion also ensued regarding digital content and its pricing.
  - e) ILS Evaluation Project
    - i) Ann shared information regarding the progress of the ILS evaluation committee. We will be inviting Innovative (Polaris), SirsiDynix - Symphony / Blue Cloud, and The Library Company to give us a demo of their products as the next step in the process. The two open source companies we reached out to did not provide responses to the RFI.
- 13) **PUBLIC COMMENTS:**
- a) None
- 14) **NEXT MEETING:** Thursday November 13, 2025 following the 9:30 a.m. Board Meeting at Kent District Library Service Center.
- 15) **ADJOURNMENT:** Matt Lubbers Moore moved, supported by Jen Salgat, to adjourn at 11:16  
- *motion carried.*

Respectfully submitted by,  
Amber McLain



### Cataloging and Collections Specialist Proposal:

As you know we have an opening in our cataloging services department since Julie Veneziano retired at the end of the year. I met with the Personnel Committee and proposed the following and they agreed to move the proposal forward to the full board.

Attached are the minutes from the 12/19 Personnel Committee meeting, the revised job description, and budget worksheet along with my recommendations and reasonings below.

Jeff and I have worked together to create a full-time position to replace the 32 hour per week position that should achieve 3 goals:

1. Continued excellence in cataloging including limiting backlogs.
2. Expand staff hours to acknowledge that we have expanded the duties of the Cataloging Services Department to also focus on digital collections such as Libby, Hoopla and other digital group purchases. This also means a recommendation of a name change to Cataloging and Collection Services Department.
3. Provide flexibility as collections change and grow and we need to be able to pivot to meet the needs of the staff at our member libraries. This means hiring someone who is familiar with cataloging, digital collections, Lakeland and public libraries and we are fortunate that we have someone on staff who can easily fill this role if the board approves. Nick Johnson has the qualifications need and as she has proven these past few years, she also has insight into how public libraries operate and what they need from cooperative staff.

### How will we do this?

1. By combining the Cataloging Specialist 1 position and the Digital Specialist 1 position (budgeted for 6 hours a week) we can make a full time, 37.5 hours per week Cataloging and Collections Specialists position that will focus on cataloging fiction and the coordination of the Overdrive/Libby selectors and other digital group purchases. At present, Nicki Johnson works about 3 hours a week on group purchases so we can add a few hours more for cataloging and also maintain these special collections.
2. We can afford to do this by combining salaries, using surpluses in other line items. Adding a full-time position includes health care and other benefits but by moving this to full-time we can ensure that we have the hours needed to keep cataloging up to date and manage these ever-growing collections. I had wanted to do this a few years ago but the opportunity didn't present itself.
3. I foresee other staffing and budget opportunities in the next year that will support this change.

I look forward to our discussion and any questions you may have. Please reach out to me prior to the meeting and I can then share all questions with the board as a whole.



**LAKELAND LIBRARY  
COOPERATIVE**  
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**PERSONNEL COMMITTEE MEETING**

**Friday, December 19, 2025**

**2:00 p.m.**

**<https://us06web.zoom.us/j/87536523614>**

**Draft minutes**

<b>Attending, McNaughton, Black, Bristow, Werner (2:15 arrival)</b>	Motion/Support/Vote
<b>1. CALL TO ORDER AND ROLL CALL</b>	2:07 p.m.
<b>2. APPROVAL OF AGENDA</b>	Bristow, Black, Approved
<b>3. APPROVAL OF MINUTES</b>	
a. Do we have prior minutes from my review?	N/A
<b>4. ONGOING/NEW BUSINESS</b>	
a. New Cataloging and Collections Services Position	Black, Bristow, Approved McNaughton, Bristow Approved.
b. Revised Vacation Schedule for Employee Handbook	
<b>5. NEXT MEETING</b>	N/A
<b>6. ADJOURNMENT</b>	2:35

**LAKELAND LIBRARY COOPERATIVE  
CATALOGING AND COLLECTIONS SPECIALIST  
JOB DESCRIPTION  
REVISED**

**JANUARY 2026**

**JOB SUMMARY**

Provides cataloging and collections support at the paraprofessional level. This 37.5 hour per week position reports to the Cataloging and Collections Services Manager.

**DUTIES/RESPONSIBILITIES** (Illustrative not exhaustive)

- Provides uniformly consistent, respectful, and friendly service to LLC members, staff and visitors.
- Understands and complies with organizational policies and procedures while safeguarding confidential and restricted information.

**Cataloging: (Approximately 85% or 32 hours per week)**

- Uses information supplied by member libraries to verify the selection and cataloging of appropriate MARC bibliographic records for print and non-print materials for inclusion in the local database.
- Searches the local database to verify that no matching records are in the database for print and non-print materials to be cataloged.
- Searches, retrieves and updates bibliographic records for the ILS for bibliographic records that match information supplied by member libraries and if more than one record is found, identifies the best record for cataloging purposes, using national and local practice guidelines.
- Edits MARC bibliographic records according to national and local practice guidelines and transfers information to the local system.
- General of AACR2, other cataloging rules and the MARC format
- Ability to perform thorough and accurate searches on bibliographic databases
- For records not found, original cataloging may be performed, if assigned.
- Ability to understand and manage authority control files, both local and national, to determine appropriate headings for names, subjects and series titles.
- Creates and maintains the local bibliographic database, including detection and elimination of duplicate records, monographs that should be attached to a serial record and correction of errors.
- Verifies that records are successfully transferred to the local system.
- Performs other bibliographic database maintenance tasks as directed.
- Sorts, tallies, and routes to the proper staff member all cataloging requests and materials received via email and delivery.
- Prepares monthly reports.
- Communicates with member libraries regarding the status of a request, or to request additional information on a specific item to be cataloged or existing records in the local database.
- Monitors routine cataloging workflow and reports significant changes to supervisor.
- Performs other related duties as assigned.

- **Collections: ( Approximately 15% or 5.5 hours per week)**
  - Serves as liaison for 3<sup>rd</sup> party group purchases with digital content vendors.
  - Works with vendors on pricing for director review.
  - Coordinates orders and renewals
  - Works with LLC staff to maintain, updates and distributes Lakeland promotional and educational materials for vendor partners.
  - Provides digital support and training for product enhancements, upgrades and new product roll-outs.
  - Performs other related duties as assigned.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS**

- Ability to work effectively with others and independently.
- Ability to exercise judgment in analyzing and solving problems.
- Ability to set priorities, make independent decisions, and exercise discretion with vendors, members and office staff.
- Ability to manage multiple tasks and adhere to deadlines.
- Attention to detail, with a commitment to accuracy in all work products.
- Strong written and oral communication skills, including gathering, analyzing and presenting accurate written records, as well as clear and concise oral reports.
- Ability to learn the organization and operation of a library cooperative
- Knowledge of, and ability to use, PCs and a variety of hardware/software applications.
- Ability to use a variety of office equipment.
- Ability to lift boxes of paper, files and other office supplies weighing a maximum of 30 pounds on a daily basis to waist-high level.
- Manual dexterity and ability to sit and operate a computer at a high level of proficiency for extended periods.
- Ability to work extra hours occasionally, if needed.
- Able to travel to member libraries, meetings and conferences with occasional overnight travel.
- Ability to work well under pressure
- Ability to input detailed data with speed and accuracy
- Ability to operate a computer keyboard
- Ability to read small print

### **QUALIFICATIONS**

- At least two years of college. BA and MLS preferred.
- A minimum of four year's experience in a library environment as a copy cataloger with original cataloging and digital collections experience desirable.
  - Advanced working knowledge of the following software:
    - Shared Integrated Library System such as Sierra
    - Microsoft Office Suite (with an emphasis on Excel)
    - Canva

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. Any essential functions of this position will be re-evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

	2025/26 Current	Proposed Changes (calculated for a full year)
Digital Services Specialist	\$36,421.00	\$0.00
Cataloging Specialist	\$10,026.00	\$0.00
Cataloging and Collections Specialist (23 per hour X 1950)		\$44,850.00
HMO, Dental and Vision X 2 -20%		\$21,000.00
LTD/Life and EAP	\$441.00	\$441.00
Payroll taxes and MERS	\$1,410.00	\$5,000.00
Total annual Expenses for position	\$48,298.00	\$71,291.00
Buffer from current salary/benefits budget		\$48,298.00
Buffer from health care budget line		\$7,900.00
Buffer from additional budget savings*		\$15,093.00
Total costs	\$50,149.00	\$71,291.00

\*More changes to come soon.

### Current Employee Handbook Language:

REGULAR FULL-TIME EMPLOYEES - The amount of paid vacation time earned by regular full- time employees each year is based on the years of service of the employee as well as their position classification:

- Non-managerial positions: Upon initial eligibility, the employee earns vacation time at the rate of ten (10) vacation days per year. After completing five (5) full calendar years, the employee will receive one (1) additional day of vacation for each full calendar year of service up to a maximum of twenty (20) vacation days per year.
- managerial Positions: Upon initial eligibility, the employee earns vacation time at the rate of 15 vacation days per year. After completing five (5) full calendar years, the employee will receive one (1) additional day of vacation for each full calendar year of service up to a maximum of twenty (20) vacation days per year.
- Director: To be set by the Cooperative Board.

### Proposed Employee Handbook Language to be effective 4/1/2026 (1/2 way into fiscal year.)

REGULAR FULL-TIME EMPLOYEES - The amount of paid vacation time earned by regular full- time employees each year is based on the years of service of the employee as well as their position classification:

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- Managerial Positions: ***Upon initial eligibility, the employee earns vacation time at the rate of 15 vacation days per year. After completing five (5) full calendar years, the employee will receive one (1) additional week of vacation. day of vacation for a total of four (4) weeks or a maximum of twenty (20) vacation days per year. After completing ten (10) full calendar years, the employee will receive a total of five (5) weeks vacation for a maximum of 25 vacation days per year.***
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**LAKELAND LIBRARY  
COOPERATIVE**  
LEADING • LEARNING • LENDING

**PERSONNEL COMMITTEE MEETING**

**Friday, December 19, 2025**

**2:00 p.m.**

**<https://us06web.zoom.us/j/87536523614>**

**Draft minutes**

<b>Attending, McNaughton, Black, Bristow, Werner (2:15 arrival)</b>	Motion/Support/Vote
<b>1. CALL TO ORDER AND ROLL CALL</b>	2:07 p.m.
<b>2. APPROVAL OF AGENDA</b>	Bristow, Black, Approved
<b>3. APPROVAL OF MINUTES</b>	
a. Do we have prior minutes from my review?	N/A
<b>4. ONGOING/NEW BUSINESS</b>	
a. New Cataloging and Collections Services Position	Black, Bristow, Approved McNaughton, Bristow Approved.
b. Revised Vacation Schedule for Employee Handbook	
<b>5. NEXT MEETING</b>	N/A
<b>6. ADJOURNMENT</b>	2:35

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