



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

**ADVISORY COUNCIL MONTHLY MEETING**

**Thursday, May 14th, 2026**

**Following the 9:30 a.m. Board Meeting –approximately 10:00 a.m.**

**PLEASE USE LINK FOR REMOTE ACCESS:**

[Lakeland Library Cooperative April Advisory Council Meeting | Meeting-Join | Microsoft Teams](#)

**Kent District Library Service Center  
814 West River Center Drive NE, Comstock Park, MI 49321**

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA** *(m)* PAGES 1-2
3. **PUBLIC COMMENTS**
4. **APPROVAL OF MINUTES OF THE APRIL 12th, 2026 MEETING** *(m)* PAGES 3-4
5. **COUNCIL PRESIDENT REPORT – Elyshia Hoekstra, Chair** *(i)*
6. **BOARD REPORT – John McNaughton, Board President** *(i)*
7. **ILS MANAGER’S REPORT** *(i)* PAGES 5-12
8. **MEMBER SERVICES MANAGER’S REPORT** *(i)* PAGES 5-12
9. **COOPERATIVE DIRECTOR’S REPORT** *(i)* PAGES 5-12
10. **OTHER REPORTS (If representatives are present)**
  - a. **Continuing Education Minutes: 3-26-26** *(f)* PAGE 13
  - b. **MLA Legislative Update – Dale Parus**
11. **NEW/UNFINISHED BUSINESS**
  - a. **Delivery Changes Discussion** *(i)*
  - b. **ILS Selection-prior to ballot vote** *(i)* PAGES 14

**12. PUBLIC COMMENTS**

**13. NEXT MEETING** - Thursday, June 11th, 2026 following the Board Meeting at Kent District Library Service Center

**14. ADJOURNMENT**

(m)

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Unofficial  
Thursday, April 9, 2026 at 9:30 a.m.  
At the KDL Service Center**

Council Members Present: Elyshia Hoekstra (OC), Stef Reed (MG), Joe Zappacosta (SM), Carol Dawe (LLC)

Lakeland Staff Present: Ann Langlois, Amber McLain

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at time by Elyshia Hoekstra.
- 2) **APPROVAL OF AGENDA:** John McNaughton moved, supported by Matt Lubbers-Moore to approve the agenda - *motion carried*.
- 3) **PUBLIC COMMENTS:**
  - a) Mary Johnson shared that advocacy day is coming up and that the MLA elections will be closing soon.
  - b) David Edelman shared that ALA Libraries transforming Communities grant for \$20,000 was given to Hastings.
- 4) **APPROVAL OF MINUTES:** Cierra Bakovka moved, supported by Abby Black, to approve the Advisory Council minutes from March 12, 2026 – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORTS:** Nothing to report.
- 6) **BOARD REPORT:** Nothing to report.
- 7) **ILS MANAGER'S REPORT:** Ann Langlois shared that most libraries have finished their part of the inventory project. She will be at IUG (Innovative Users Group) next week, so things may be slightly slower regarding response times.
- 8) **MEMBER SERVICE MANAGER'S REPORT:** Amber shared that the Patron Point and BiblioApp stats are updated for March on LLCreports.org. She also shared that she is accumulating resources that will help with remediating websites and documents to be accessible and will work on sharing this information with the members.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol shared that as we move forward with these projects, Lakeland will be working hard to communicate more effectively and more often, and encouraged directors to encourage their staff to read our reports to stay informed.
- 10) **OTHER REPORTS:**
  - a) **Circulation Committee Minutes: 2-25-26** – included for information.
  - b) **Continuing Education Minutes: 3-26-26** – included for information.
  - c) **Youth Services Minutes: 3-2-26** – included for information.
  - d) **MLA:** Nothing much new to report. Advocacy Day is coming up. A discussion ensued regarding the workings and success of Advocacy day.
- 12) **NEW AND ONGOING BUSINESS**
  - a) Delivery Changes Discussion
    - i) Same Day Delivery is hiring new drivers and will be procuring new trucks that will be dedicated to the Lakeland contract.
    - ii) Everything on the library side will be the same. The company and drivers are bonded, the delivery times and dates will be the same, and building access will be the same.
    - iii) Kent District Library has used this service for many years and Carol worked with them to ensure our contract was properly written and everything was covered.
    - iv) The sorting process will be the same – items sorted at LLC, totes and bags will be used, etc. The only thing changing is the trucks and on-the-road delivery.
  - b) ILS Evaluation Committee Q&A Discussion
    - i) A timeline of this process is included in the Agenda packet. Ann did literature review in 2024 including Library Technology reports to get a grasp of the landscape. The committee was formed to allow a representation from all library sizes and settings. Lakeland Library Cooperative staff were also on the committee. Five vendors were requested to respond to our Request for Information, and the RFI was posted publicly on the Lakeland website. From

- those five vendors, three responses were received. The three companies that responded were invited to give demos to the committees, and Polaris was selected to give a second demo as well. The committee voted unanimously to recommend a move to Polaris. Members of the ILS council shared that Polaris was more adaptable and user friendly, that the process was thorough, that Polaris would allow for more features to be native rather than having to be relegated to third party services. Polaris also offers the ability to be more granular in what can be done for each library.
- ii) A question regarding how kids catalog work in regards to Intellectual Freedom. It would be parent's choice to have their child on that product, and not the library limiting access. Discussion ensued.
  - iii) A question regarding the process of deciding Vega over other third-party apps. Ann pointed out that third party apps would still be able to connect to Polaris via API, but the consideration was that having more products "in-house" would diminish wait times and finger-pointing between companies. Discussion ensued.
  - iv) A question regarding how Innovate has approached having another product available in the past - have they tried to push us to switch in the past etc. Essentially no – they have mentioned that there is another product available but never pushed it as a solution. Discussion ensued.
  - v) Ann was asked what migrations she has done in the past. She has migrated from Millennium to Sierra, and helped with the process in her last time before accepting her position at Lakeland.
  - vi) A question regarding iTypes and the granularity of it – Ann explained that the cooperative will still be managing the backend of standardized codes. The granularity allows for limits on items that do not have to be system-wide.
  - vii) A question regarding the timeline of the migration. It takes 11 to 12 months to migrate on the vendor side, which would allow us time for training, system decisions, member input – with the switch NOT happening during summer reading. If the timeline continues, it would be late 2027.
- 13) **PUBLIC COMMENTS:**
- a) The Call for Proposals is open for the MLA Annual Conference. Share your ideas, best practices, or something awesome you/staff do at your library with colleagues across the state! Submit your proposal **Friday, May 15, 2026.**
- 14) **NEXT MEETING:** Thursday May 14, 2026, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.
- 15) **ADJOURNMENT:** Virginia Demumbrum moved, supported by Cierra Bakovka, to adjourn at 11:10 AM - *motion carried.*

Respectfully submitted by,  
Amber McLain



# LAKELAND LIBRARY COOPERATIVE

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## COOPERATIVE DIRECTOR'S REPORT MAY 14, 2026

**April flowers bring May flowers and a lot of change too.**

### **Agenda items:**

#### **Delivery:**

I will give the **Board** a brief update on delivery and then at the **Advisory** meeting we will have time for questions and answers and concerns so that I can hear from all of you and make sure we are meeting your needs. You are the customer and we value you and know that this has been a big change and it impacts your daily work. There is more information on delivery below.

#### **ILS Selection:**

We have included a document in this packet that will be helpful for discussion at both the Board and Advisory meetings.

I want to take a few minutes at the board meeting to explain the process and make sure the board has all they need to make this decision in June.

I will provide detailed financials in June but it is important that everyone involved understands that if we move forward with Polaris, migration costs will be drawn from the fund balance. Operating fees for the member libraries will not increase due to this project nor will there be a supplemental fee for this project. You will see an annual increase just like in years past for cost of living and typical budget increases but nothing additional.

After our final discussion at Advisory, we will ask each member library to cast a vote online via a GOOGLE poll. The question will be to vote yes or no to forward the decision to the Lakeland Board in June to purchase Polaris as our new ILS. We will send out the ballot Thursday, after the meeting and you will have one week to vote. One vote per library and we will ask the director to vote and include their name and library. We want 100% participation. It doesn't matter how you vote but we want everyone to vote. Thanks in advance.

## Delivery and Facilities:

We said farewell to Terry, Ron and Jeff on Thursday, April 30<sup>th</sup> after 16, 7 and 6 years of service. Please see Terry's final report below. We hired a new sorter, Todd Wittkowski and he is working Thursday and Friday and doing very well. Tish is our lead sorter and has stepped into some of Terry's duties. Nick will continue to work approximately 12 hours per week on IT and no more than 8 hours a week on facility issues including system upgrades and maintenance such as HVAC, roof, security upgrades etc. He is billing at different hourly rates and it is working well. He lives nearby so this time spent will occur early in the mornings and will not interfere with his current clients.

The three trucks were sold for \$50,000.00 to Josh Jasper Truck and Equipment Sales in LaOtto, Indiana. This broker was recommended by Dan Savage at Same Day and it was a good experience. The 3 trucks were picked up last Friday. The entire transaction was completed without a hitch, no pun intended. Terry was so helpful in this process. It is far more complicated than it seems and I would have really struggled without him. The price was less than we first anticipated but as we looked at comps for other trucks, we felt this was the best deal (I negotiated up from \$42,000) and there was a real benefit in selling them together so that we didn't have to continue to pay insurance or worry about turning into a used truck lot.

## Same Day Delivery transition:

Thank you all for your patience, willingness to help and troubleshoot and your sense of humor. The drivers are learning their routes and we are learning what years of dedicated drivers do without thinking about it. I am very pleased with the response from all of you, the good, the bad and the head scratching...and Same Day staff has been both proactive and responsive. I'm getting used to the 5 a.m. dispatch phone calls. Many of you shared stories of setting off alarms on your first day on the job. The drivers felt a little better hearing this but they are also committed to learning and improving. I am editing this on Friday, May 8<sup>th</sup> and this afternoon I am meeting with Same Day to address concerns and provide more details for the drivers. We will do this regularly for the foreseeable future.

## Other items of note:

**Advocacy Day:** Our banner looked very swanky and our materials were well received as was the candy. More importantly I think all of us had productive meetings and shared our concerns about funding.

**MERS Informational Session:** Please join Tara from MERS for this informational session on May 21<sup>st</sup>.

Here is the link: <https://llcoop.org/calendar/#/events/vHr3e7fhfQ/instances/e7r6Ztn5Aa/>

**Meetings, Presentations, etc.:** Please check our calendar for meeting dates!  
<https://llcoop.org/calendar/#/events/>

**Board and Staff Development:** I have worked with Grand Rapids, the KDL Friends Alliance, Salem Township and Dorr recently. I hope these sessions are helpful. I always feel like I learn something new every time and I work hard to provide assistance for each situation. Please let me know if I can help in anyway.

**Strategic Planning:** I continue to work with Allendale, Cedar Springs, Gary Byker, Leighton, and Saranac. This is a reminder to those who have completed your plans to send me your quarterly updates. I will update LLC's plan too! Time flies when you plan the work and work the plan.

**Library Cooperatives of Michigan:** Mideastern Michigan Library Cooperative is in a state of flux. Many of its larger libraries have or will be joining TLN. It remains to be seen what will happen with the smaller libraries if MMLC can remain financially viable. Each library can make their own decision as to which cooperative they want to join and each cooperative can decide if they will approve membership for an individual library. The Cooperative Law doesn't provide details for consolidation but only requirements for a new cooperative which is not an easy task and it must be approved by the Library of Michigan. To add to this, Kate Van Auken at White Pine Library Cooperative and Linda Adams at Northland Library Cooperative have both announced their retirements at the end of September, 2026. They will both be missed and both will be advertising for a new director. Kathy McKinney at Suburban Library Cooperative is settling in and doing a terrific job! It's a pleasure to work with her.

When the cooperative directors meet this fall, we will be focusing on what services we provide, how we are governed, how we budget and what we can do to share services, projects etc. As you can see from the updated web page, we do a lot! <https://microops.info/> .

Please let me know if you have any questions about my report and please continue reading. My colleagues continue to serve all of you and the library community at large too. Ann presented at IUG (Innovative User Group) in Chicago. Amber and Nicki presented at libraries this month. Jeff, Allison and Nicki are cataloging a lot of interesting items and Janet is keeping us informed, legally employed and paid and Nick keeps us online if not in-line. 😊

## **Manager/Specialist Reports:**

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

#### April 2026 activities

We have been cataloging some special materials for our member libraries including Korean language books, local history, and local genealogy materials. We are also continuing to work on moving graphic novels from serial records to monographic records.

E-mail & telephone consulting contacts: 30

Sierra records manually edited: 414

Hoopla records added to Sierra: 10,991

#### March 2026 Statistics

The statistics for March 2026 show an increase in the number of cataloging requests we received, with an accompanying increase in the number of records cataloged compared to March of last year.

The number of requests received to be cataloged in March was up by 33% compared to March 2025. The number of requests received that were already in the database increased by 99%.

The number of records copy-cataloged in March increased by 78%, while the number of original records cataloged increased by 2%. The total number of records cataloged increased by 56% compared to the number of records cataloged in March 2025.

<b>Cataloging</b>	<b>March 2026</b>	<b>YTD</b>	<b>March 2025</b>	<b>YTD</b>	<b>Monthly %</b>	<b>YTD PCT</b>
Requests Received	<b>1468</b>	<b>8936</b>	1100	8624	33%	4%
Requests already in database	<b>191</b>	<b>502</b>	96	695	99%	-28%
Requests to be cataloged	<b>1277</b>	<b>8434</b>	1004	7929	27%	6%
Copy Cataloging	<b>1476</b>	<b>6956</b>	828	6684	78%	4%
Original Cataloging	<b>358</b>	<b>1294</b>	351	1973	2%	-34%
Total Cataloged	<b>1834</b>	<b>8250</b>	1179	8657	56%	-5%

### 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.

<b>Month</b>	<b>Total</b>	<b>Lakeland Cataloging</b>	<b>Other Cataloging Centers</b>
January	2644	1421	1223
February	2304	1316	988
March	2805	1834	971
<b>Total</b>	<b>7753</b>	<b>4571</b>	<b>3182</b>

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

#### April 2026 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

	<b>April – 2026</b>	<b>April – 2025</b>	<b>Difference</b>	<b>% Change</b>
Total Book Bags & Bins	3,123	3,008	115	4%

In April 2026, there were 3,123 book bags and bins sorted, loaded, and delivered to member libraries. This represents a 4% increase as compared to the 3,008 bags and bins that were sorted and delivered in April of the prior year.

## MelCat/Rides Statistics

	# Of Incoming Bins Received from Rides Courier			# Of Outgoing Bins Received from Member Libraries		
	April 2026	April 2025	Difference	April 2026	April 2025	Difference
# Of Bins	197	191	6	201	159	42

In addition to the book bags and bins that were received from member libraries, there were 197 MelCat bins that were received and sorted in April 2026. This was an increase of 6 bins as compared to the 191 bins that were received in April 2025. Also in April 2026, 201 bins were sent out, which was 42 more than the 159 bins that were sent out in April 2025.

With my retirement approaching at the end of the month, my primary focus throughout April was trying to ensure a seamless transition of my responsibilities. Significant time was dedicated to working with staff in the following areas:

- **Facility Management:** I worked with Nick to transition him as the primary point of contact for all building matters. This included a full review of facility maintenance duties and coordination of the handoff with our security vendor to ensure a smooth transition of oversight.
- **Group Purchasing:** I worked with Amber to hand over all activities related to our group purchasing programs.
- **Financial Duties:** I coordinated with Carol to transition my banking and financial duties.
- **Administrative & Statistics:** I trained Tish on the daily administrative workflows and statistical reporting duties.
- **Administrative, Insurance & Security:** I worked with Janet to transition her as the primary contact for insurance matters as well as some administrative and password protocols.

In addition to this training, a group purchase for “Love Your Library” Poly Bags was processed. Ten libraries ordered a total of twenty-six cases, all of which will be delivered by the end of the month. To ensure delivery operations remained on schedule in April, I covered the routes for a week, driving three days for Ron and two days for Jeff.

This month, our delivery operations continued to serve all 42 member libraries across our 8-county region. All three of our Chevy Express trucks remain in good working order despite the high-volume demand of running two routes per day for five days per week. I would like to extend a sincere thank you to the cooperative and member libraries for consistently prioritizing our fleet’s needs. Your willingness to fund both the necessary high-mileage repairs and the purchase of new vehicles when they were needed has been the backbone of our success. Because of this support, we have maintained a reliable link between our libraries for over a decade and a half.

As this is my final report after 16 years of service, I want to recognize the delivery team. Special thanks are due to Ron and Jeff for their years of steady hands behind the wheel, and to Tish,

Jill, Mae, and Craig for their hard-working efforts as sorters. Their reliability, dependability and hard work have been second to none.

In closing, it has been a privilege working at Lakeland. I want to extend a sincere thank you to Carol for her leadership and support, and I am especially grateful to all of the member libraries who truly made my position possible. It has been an honor to work with you all.

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

Vendor Contacts: 5      Member Contacts: 27      Tickets: 22

We have a vox order going in this week. The order, so far, covers 9 libraries and 130 books. By combining our orders, we save 10% and get free shipping.

This month, Wowbrary is renewing. A couple of libraries are considering joining the Lakeland group. Because of the number of Lakeland libraries participating, we receive a 25% discount. This year, there was no increase in price.

On May 6, I will be presenting at the MADL in-service in Muskegon. They've asked me to come and talk about all things Libby and hoopla.

On May 29, at 10 am, I've scheduled an Overdrive Committee meeting. If anyone has agenda items, please let me know.

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

**Personnel Changes:** Changes in Delivery also included changes in staff. Time was spent the last couple of weeks going through termination checklists for Terry, Ron, and Jeff - miss them already and wish them well! I still have a few follow-up duties in the next payroll before finalizing the termination process. We also hired a new part-time sorter, Todd Wittkowski, which included some onboarding duties as well.

**Internal Controls:** I attended a Michigan Treasury webinar on Internal Control best practices. It was relevant due to separation of duties with Terry leaving, and was very helpful in addressing some of our concerns with the consolidation of staff. They included a chart to separate financial duties based on the number of staff available. The webinar was geared to townships and municipalities, but I can share a link to the recording and the slides if you are interested in reviewing your own internal controls.

**Procedures:** I had to update some of my procedural duties to address the areas that I picked up from Terry or that included his input. I also needed to update some of the payroll procedures due to MERS and UIA portal changes, which is an ongoing process as I am still going through learning how to enter and report through them. I have a webinar this week with MERS on their new provider and site as there are more things to submit and report to them for payroll.

**Document destruction:** Terry ordered a couple of bins from West Michigan Document Shredding to allow him to destroy old documents according to our retention policy. I also went into the office and was able to include a few fiscal years scheduled for destruction. Most of our files are now being retained electronically, but we do still have a couple of fiscal years in paper format. We will continue to order the service in the next few years until we purge the paper files down to the old permanent records.

**Pass Through billing:** There were quite a few invoices sent out in April for pass through items. These included our group subscription for BookPage, and orders for Love My Library bags and

barcodes. I have more invoices to get out soon for labor law posters and backordered VOX books. Please check your inbox for an invoice if you had requested orders for these items.

**Email and phone consults** with Member libraries and vendors: 12

### ILS Manager – Ann Langlois

**April email, Zoom, and phone consults:** member libraries: 57 ; vendors: 15

**April help tickets opened: 98; April help tickets closed: 88**

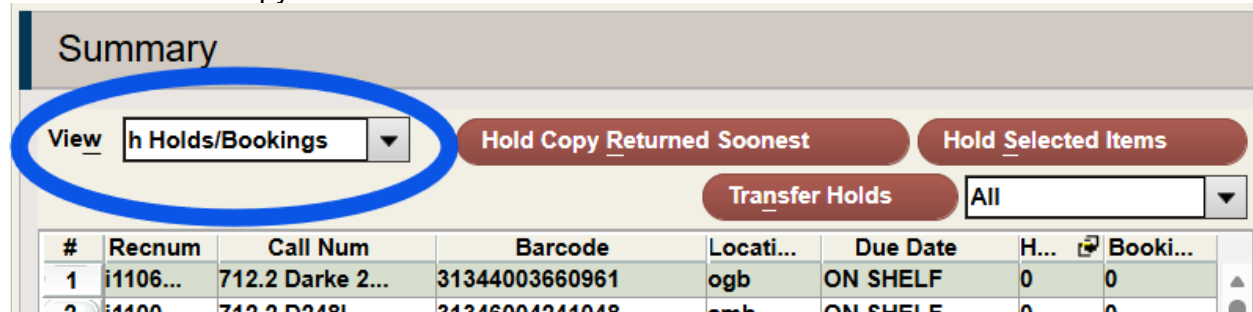
**IUG Conference:** I attended the conference in Chicago in April, and also presented on Lakeland's inventory project. 75 people attended the talk I gave. I attended other sessions, including on Polaris, to see if there were any special issues to note about it, and also to gather more feedback on how it works for other users. They seemed satisfied overall, and mentioned how important that standardization is, especially for cooperatives.

**Additional ILS Clean-Up Projects:** don't worry, they won't be as big as the patron cleanup or the inventory projects! 😊 However, I will be in touch with libraries about old missing, lost&paid, billed, etc. items to clean them up, as well as some other projects.

**Holds:** sometimes, when trying to place a hold from the patron's account and after finding a title, it's not possible to actually select the title to place the hold. If this happens, the View option needs to be changed. Follow the steps below:

In order to place holds from the patron account, the View just has to be changed.

1. Open the patron account
2. Click Holds
3. Click the Add Holds button
4. Search for the title of interest
5. Under Summary > View, make sure that h-Holds/Bookings is selected from the dropdown, and the options below will show up
6. Click on Hold Copy Returned Soonest for most holds



The screenshot shows the 'Summary' page of an ILS. A blue circle highlights the 'View' dropdown menu, which is currently set to 'h Holds/Bookings'. Below the dropdown are several buttons: 'Hold Copy Returned Soonest', 'Hold Selected Items', and 'Transfer Holds'. A search filter is set to 'All'. Below these controls is a table with columns: #, Recnum, Call Num, Barcode, Locati..., Due Date, H..., Booki... The table contains two rows of data.

#	Recnum	Call Num	Barcode	Locati...	Due Date	H...	Booki...
1	i1106...	712.2 Darke 2...	31344003660961	ogb	ON SHELF	0	0
2	i1106...	712.2 Darke 2...	31344003660961	ogb	ON SHELF	0	0

**ILS Evaluation Project:** more information is available in the packet attachment.

### Member Services Manager – Amber McLain

*Email/Phone Consults with Libraries: 22*

*Email/Phone Consults with Vendors: 16*

### BiblioCommons

BiblioCommons continues to function as usual.

### BiblioSuggest

BiblioSuggest continues to function as usual. I have sent out April's patron suggestions from the LLC Parent catalogs to the affected libraries.

**BiblioApp**

BiblioApp continues to function as usual.

**Patron Point**

Patron Point continues to function as usual.

*Number of Applications in March: 689*

*Number of Auto-Renews in March 2026: 2719*

**Website and Accessibility**

I am continuing to work on the Lakeland website with a focus on structure, usability, and accessibility to meet WCAG 2.1 AA guidelines.

For those of you who did not hear:

As of April 20, the Department of Justice has extended the deadline for digital WCAG compliance.

From <https://www.federalregister.gov/documents/2026/04/20/2026-07663/extension-of-compliance-dates-for-nondiscrimination-on-the-basis-of-disability-accessibility-of-web>:

"The compliance date for State and local government entities with a total population of 50,000 or more is extended from April 24, 2026, to April 26, 2027. The compliance date for public entities with a total population of less than 50,000, or any special district government, is extended from April 26, 2027, to April 26, 2028."

And

"Because of circumstances outside of the Department's and covered entities' control, both in covered entities' resources and the availability of technology, the Department believes those deadlines are infeasible and unfair to covered entities. Upon these new observations, the Department again strikes a balance between covered entities' burdens and ensuring accessibility for individuals with disabilities and believes an extension is appropriate. Accordingly, the Department is extending both compliance dates by one year, consistent with the longer time frames the Department considered as regulatory alternatives for the 2023 NPRM and 2024 final rule."

So if you serve a population of 50k+, your new compliance deadline is April 26, 2027. If you serve a population of less than 50,000, your new compliance deadline is April 26, 2028. Lakeland will continue to work on remediating our website to comply with WCAG 2.1 AA guidelines and will continue to gather resources that will assist you all on your own compliance journey. Stay tuned for more information about possible information sessions or trainings on this subject in the future.

\*\*\*\*\*

Respectfully submitted,

Carol Dawe

Lakeland Library Cooperative  
Continuing Education Committee  
April 23, 2026 - Zoom  
Minutes

1. Call to order and roll call
  - a. Alison, Amber, Cierra Bakovka, Tawnee Szczepanek (OA), Rachel Yonai (OS), David Edelman (BH)
2. Additions or deletions to the agenda
3. Approval of the agenda (motion)
  - a. David Edelman moved, supported by Rachel Yonai, to approve the agenda as presented.
4. Updates from the Cooperative Director
  - a. Carol not present
5. Committee Updates
  - a. None
6. Ongoing/New Business
  - a. Current Projects
    - i. Onboarding Zoom (Alison)
      1. Will be on Zoom on May 13, 2 PM
      2. 16 signed up so far
  - b. Other Programs
    - i. Peter Anderson / Leadership Program Update
      1. Carol not present
    - ii. MCLS/Jenny – Empathy & Change Management
      1. Carol not present
    - iii. Notary Training (Carol)
      1. Carol not present
    - iv. Web Accessibility
      1. Deadline date moved back, so scheduling for this will be less intense
  - c. Brainstorm - Open Discussion
    - i. Brainstorming on fall programming on hold pending the above programs.
7. Next Meeting Date: May 28, 2026, 2 PM
8. Adjournment (motion)
  - a. Cierra Bakovka moved, supported by Tawnee Szczepanek, to adjourn at 2:09.

**ILS Evaluation Project Update:** a vote is forthcoming in May for all members (one per library) to decide if Lakeland Library Cooperative should move forward with purchasing and migrating to Polaris; in June, if the vote has passed, the proposal would move to the Board for a final vote.

There was a Polaris demo for all members in March; you can view the recording here:

<https://play.goconsensus.com/sbe3007a7>

Members had the opportunity to ask questions about Polaris; the answers are available in this document:

<https://docs.google.com/spreadsheets/d/1PblrIKCjFz3UVi2zV1LbAs5Uy7P-jk3QLSF847YiK8Q/edit?usp=sharing>

There is a sandbox/trial version of Polaris that members could use. Ann sent a link to that in a prior email; if you need that again, please contact her.

Vega mobile app demonstration: <https://play.goconsensus.com/50899073-8206-46b7-8861-0baeae7867df?preview=sales>

Vega Program/Mobile short Demonstration: <https://play.goconsensus.com/abaf1434f>

If we move to Polaris, here are some important things to keep in mind for the project:

- Each library should designate a contact for migration questions that pertain to their library;
- There will be firm deadlines throughout the process for calls for information from members (such as information about your third-party vendors, data migration questions, training needs etc.) so that we can meet our deadlines and ultimately our go-live date in August or September (**TENTATIVELY**) 2027.

Costs: (From Carol)

I will provide detailed financials in June but it is important that everyone involved understands that if we move forward with Polaris, migration costs will be drawn from the fund balance. Operating fees for the member libraries will not increase due to this project nor will there be a supplemental fee for this project. You will see an annual increase just like in years past for cost of living and typical budget increases but nothing additional.

At present: ILS and IT costs total \$503,355 and will increase to \$517,682 for FY26-27. If we migrate to Polaris, implementation will be completed no later than September 30, 2027. Anticipate costs in FY27-28 (October 1, 2027 thru September 30<sup>th</sup>, 2028) will be \$421,465. These are not final numbers but there is considerable savings.

One time implementation costs for Polaris which will be paid out of the fund balance are \$62,420.00 I negotiated a \$10,000 reduction and they agreed if we sign in June. (This offsets the lower revenue for the trucks.)

We must also take the cost of delivery into consideration. Those costs will increase to \$288,754 dollars annually for FY 26-27 thru FY28-29. These costs start mid-year so the numbers aren't exact.

If we look at the operating budget, costs for FY2025-2026 are \$1,656,030. It is projected in FY27-28, when implementation is complete, our operating costs (without typical annual increases included) should be \$1,660, 253.

Again, I will have final number for the board in June. Please let me know if you have questions.