



ADVISORY COUNCIL MONTHLY MEETING

Thursday, June 11th, 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) PAGE 1
3. **PUBLIC COMMENTS**
4. **APPROVAL OF MINUTES OF THE MAY 14th, 2026 MEETING** (m) PAGES 2-3
5. **COUNCIL PRESIDENT REPORT** – Elyshia Hoekstra, Chair (i)
6. **BOARD REPORT** – John McNaughton, Board President (i)
7. **ILS MANAGER’S REPORT** (i) PAGES 4-7
8. **MEMBER SERVICES MANAGER’S REPORT** (i) PAGES 4-7
9. **COOPERATIVE DIRECTOR’S REPORT** (i) PAGES 4-7

10. **OTHER REPORTS** (If representatives are present)
 - a. **Circulation Services Draft Minutes: 5-4-26** (f) PAGES 8-14
 - b. **Youth Services Draft Minutes: 5-4-26** (f) PAGES 15-17
 - c. **MLA Legislative Update** – Dale Parus

11. **NEW/UNFINISHED BUSINESS**
 - a. **ILS Project Next Steps** – Ann Langlois (i)
 - b. **September Transition Workshop Discussion** – Carol Dawe (i) PAGES 18-23

12. **PUBLIC COMMENTS**
13. **NEXT MEETING** - Thursday, July 9th, 2026 following the Board Meeting at Kent District Library Service Center
14. **ADJOURNMENT** (m)

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

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

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:15 A.M. by Elyshia Hoekstra.
- 2) **APPROVAL OF AGENDA:** Jessica Hunt moved, supported by Virginia DeMumbrum to approve the agenda - *motion carried*.
- 3) **PUBLIC COMMENTS:**
 - a) Mary Johnson shares positive feedback about advocacy day.
 - b) Ellen Peters shared information about a ribbon cutting on May 30 for Loutit's Maker space and art studio.
- 4) **APPROVAL OF MINUTES:** John McNaughton moved, supported by Ellen Peters, to approve the Advisory Council minutes from April 9, 2026 – *motion carried*.
- 5) **COUNCIL PRESIDENT REPORTS:** Nothing to Report
- 6) **BOARD REPORT:** Cooperative Director Carol Dawe is set to retire at the end of Sept 2027. Board will start looking at cooperative director search.
- 7) **ILS MANAGER'S REPORT:** Ann shared she attended IUG and presented on Inventory; attended many Polaris sessions; additional ILS clean-up projects will happen – Ann will reach out to libraries that need this clean-up; holds for item records may need to change view – see report for more details.
- 8) **MEMBER SERVICE MANAGER'S REPORT:** Mentioned the BC slowness – clear cache; keep LLC informed.
- 9) **COOPERATIVE DIRECTOR'S REPORT:** Carol shared the glitch with Biblocommons, BC is looking at it; Mary from Newago received a grant from a patron; we have three board members of MLA – Mary Johnson, Jaci Cooper, and James Pugh.
- 10) **COMMITTEE REPORTS:**
 - a) None.
- 11) **OTHER REPORTS:**
 - a) **MLA:** Congratulated three Lakeland members on the executive MLA board; informed members about the different appropriations from the state; Governor Whitmer was at the Advocacy Day; mentioned the incident with TLN member libraries – remember to mention any book censorship to MLA and Freedom to Read
- 12) **NEW AND ONGOING BUSINESS**
 - a) Delivery changes discussion
 - i) Carol wants to hear from member libraries so communication can remain open; Lakeland is working on it to improve the service. No questions or concerns came up.
 - b) ILS Discussion
 - i) Ann shares information about Polaris; If the vote is “yes” each library will need to have a contact for questions for the new ILS; if you have third-party vendors Lakeland will work on coordinating with each member library
 - ii) Question: are we planning on moving forward with everything from the presentation in March? Or are there additional items?
 - (1) Ann clarified Herrick and MADL having BiblioWeb so that will be separate, but other member libraries don't need to do a new website – Polaris will not be our web hosts.
 - (2) Programming, mobile app will be all part of the package

- (3) Migration will happen in 2027
 - iii) Question: how does migration look?
 - (1) Members will be walked through this process at a later time.
 - iv) Money of ILS – the bulk of the migration will come out of the LLC fund balance; each library will continue to have a 5-8% normal increase each year.
 - (1) Either today or tomorrow a ballot will be emailed out; one vote per library preferably the Director;
 - (2) What do you all (Lakeland) envision what summer reading will look like?
Concern about staff taking vacations in August 2027 and not being able to attend trainings.
 - (a) Train the trainer will happen and Lakeland will handle all the backend projects; migration will not happen during summer reading; trainings will be recorded.
 - (3) Will the sandbox that is currently open still be available?
 - (a) Ann will need to ask Polaris.
 - (4) On the patron side they won't be changing barcodes? Will it be seamless?
 - (a) There will be hiccups and LLC will help work through those, but no new patron barcodes
 - (5) The interface is already like other systems that have a similar interface – is that a fair assessment?
 - (a) Ann shares that she felt she could just sit down and use the basics of Polaris with no training.
- 13) **PUBLIC COMMENTS:**
 - a) Jim Murphy with Molders Moving out of Kalazoo informed members about their services.
- 14) **NEXT MEETING:** Thursday June 11, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.
- 15) **ADJOURNMENT:** John McNaughton moved, supported by Jessica Hunt, to adjourn at 11:00 A.M. - *motion carried.*

Respectfully submitted by,
Amber McLain (& Mary Cook)



LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

COOPERATIVE DIRECTOR'S REPORT JUNE 11, 2026

I am focusing on delivery and the ILS proposal, along with strategic planning at five LLC libraries. I continue to have my bi-weekly one-on-ones with my direct reports and weekly meetings with the management team.

It's been a very busy month so my report will consist of the agenda items below. I also provide a delivery and facilities update in the lower section of the report. Tisha and Nick will contribute beginning next month.

Agenda Items:

Board Agenda:

We will focus on the Polaris Demo and a discussion of the migration proposal.

Advisory Items:

We will focus on Next Steps for the ILS Project (depending on the vote) and a discussion on a workshop on transition and change from Amanda Standerfer.

Manager/Specialist Reports:

Cataloging Services Manager - Jeff Lezman

May 2026 activities

We are continuing to work on moving graphic novels from serial records to monographic records.

The Cataloging Centers met via Zoom to discuss new material type codes for AI generated materials, cataloging deluxe edition adult fiction, and a change recently instituted by the Library of Congress replacing subject form subdivisions with genre form headings.

E-mail & telephone consulting contacts: 34

Sierra records manually edited: 163

Hoopla records added to Sierra: 6,525

April 2026 Statistics

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

The number of requests received to be cataloged in April was up by 23% compared to April 2025. The number of requests received that were already in the database increased by 88%.

The number of records copy-cataloged in April increased by 30%, while the number of original records cataloged increased by 18%. The total number of records cataloged increased by 28% compared to the number of records cataloged in April 2025.

Cataloging	April 2026	YTD	April 2025	YTD	Monthly %	YTD PCT
Requests Received	1609	10545	1309	9933	23%	6%
Requests already in database	130	632	69	764	88%	-17%
Requests to be cataloged	1479	9913	1240	9169	19%	8%
Copy Cataloging	1331	8287	1021	7705	30%	8%
Original Cataloging	324	1618	274	2247	18%	-28%
Total Cataloged	1655	9905	1295	9952	28%	0%

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	2644	1421	1223
February	2304	1316	988
March	2805	1834	971
April	2802	1665	1137
Total	10555	6236	4319

Delivery: Tisha is doing an outstanding job as our lead sorter. She has provided statistics BUT oddly there were not stats for May, 2025. Terry didn't submit a report that month and didn't include those numbers in June of 2025 so we will start fresh next month. We also had a few glitches with the drivers keeping count. We will do better next month. Tony and Mark are settling in as our SameDay drivers and we have another Jeff as our back-up driver. Many thanks to all our member library staff members for their help, patience, good humor and professionalism.

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

	May – 2026	May – 2025	Difference	% Change
Total Book Bags & Bins	2793*This number is slightly low due to transition	No data available. I hope to remedy this next month.	115	

MelCat/Rides Statistics

	# Of Incoming Bins Received from Rides Courier			# Of Outgoing Bins Received from Member Libraries		
	May 2026	May 2025	Difference	May 2026	May 2025	Difference
# Of Bins	152		6	165		

Facilities: Nick Heimler will provide a report starting in June. He has been meeting with vendors, preparing a maintenance plan with budget requests for 2026-2027 and keeping up with the needs of the building and IT. He also helped me figure out remote deposits so we can continue the practice of depositing checks from the office! Thank you, Nick.

Digital Services Specialist – Nicki Johnson

Vendor Contacts: 4 Member Contacts: 33 Tickets: 16

Vox orders are coming in at Lakeland, being sorted and sent out in delivery.

Read Along Trading Card orders are being collected until June 12.

I sent out notice of a possible price increase for BookPage for the May 2027-April 2028 subscription. BookPage will no longer be offering the 10% discount on print unless all Lakeland libraries also carry a digital subscription. The digital cost is \$0.045 per active cardholder per library.

On May 29, we had an Overdrive committee meeting. Among the things discussed were: Jackson District Library as a new partner; length of item check-out (currently 14 days, to remain the same); number of holds allowed (currently 10, also to remain the same); and the budget split between e-books and audiobooks. I also presented some tips for purchasing digital books to

help Advantage libraries get more for their money. A “tip sheet” will be sent with the meeting minutes.

Finance & HR Specialist - Janet Cornell

Janet’s been busy with the budgets for the ILS proposal. She will submit her report next month.

ILS Manager – Ann Langlois

May email, Zoom, and phone consults: member libraries: 66; vendors: 9

May help tickets opened: 118; May help tickets closed: 112

Change to the green slip for damaged books: at the Circulation Committee meeting in May, members decided to change the slip to include the patron’s record number instead of patron name. The Committee will send out an updated template so please replace your copy when it arrives.

Member Services Manager – Amber McLain

Email/Phone Consults with Libraries: 28

Email/Phone Consults with Vendors: 21

BiblioCommons

BiblioCommons continues to function as usual. Intermittent connection issues appear to be resolved, but if you have issues please reach out to tech help.

BiblioSuggest

BiblioSuggest continues to function as usual. I have sent out May’s patron suggestions from the LLC Parent catalogs to the affected libraries by June 5, 2026.

BiblioApp

BiblioApp continues to function as usual.

Patron Point

Patron Point continues to function as usual.

Number of Applications in March: 905

Number of Auto-Renews in March 2026: 2992

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.

Respectfully submitted,

Carol Dawe

**Lakeland Library Cooperative
Circulation Committee Meeting
May 27, 2026
Georgetown Township Public Library
1:30 P.M.**

Unapproved Minutes

- I. Call to Order - *motion Rogena (Reynolds), second Audra (Grant)*
- II. Additions/Changes to the Agenda
- III. Approve the Agenda - *motion Jen (Lake Odessa), second Kim (Loutit)*
- IV. Approve the Minutes of the February 25, 2026 meeting (attached) - *motion Lynel(), second Rhonda()*
- V. Director's report: Carol Dawe
 - A. Delivery is getting there, if you have any issues, please let Carol know (carol@llcoop.org)
 1. Please fill out the survey that was sent out
 2. Please choose a contact at your library to be the point person for delivery, there will likely be a distribution list for those contacts
- VI. Member Services report: Amber McLain
 - A. Lakeland website accessibility update is still underway
 1. If you have questions for your website accessibility, let Amber know (amber@llcoop.org)
- VII. ILS Manager report: Ann Langlois
 - A. Tentative, pending the outcome of the membership-wide vote: call for Polaris Circulation Input members
 1. Board will vote next month, last step in the process of choosing
 2. If approved, we would go live around September 2027
 3. Lakeland will provide a calendar of important transition steps
 4. Play with the sandbox as much as you can (<https://testdrive.iiidiscovery.com/>)
 5. You may get clean up requests from Lakeland so our data is ready to move
 6. Lakeland will provide pre-training in the sandbox before we train in our instance of Polaris
 7. Lakeland may provide a variety of training opportunities online and in-person

B. Sierra password changes in progress, Ann will contact the library director to start this

1. If we choose Polaris, each user will get an individual login

VIII. Ongoing Business:

A. How to identify AI books? (question from Rogena, Reynolds Twp)

1. How do we identify AI slop before purchase?
2. Sara VanLente at OZ can be a good contact
(svanlente@cityofzeeland.com)
3. Reviews, like on Kirkus, can indicate good material
4. Lack of an online presence
5. Rapid release timeline
6. Can be hard to keep up, AI is changing all the time
7. PCI Webinar:

<https://www.michigan.gov/libraryofmichigan/events/2026/05/27/bots-books-and-bedtime-stories-spotting-ai-generated-books-in-childrens-collections>

8. Jeff at Lakeland is also working on this (jeff@lcoop.org)

B. Review of how to use the green [Damaged Slips](#)

1. Remember to print these 2-sided on green paper (can print in black and white)
2. Some libraries prefer to not put the patron name and barcode, Ann suggests using the patron record number (the .p number)
 - a) We will ask Rachel to update the Canva file
3. Reminder: Don't check these items in and do not change the status of an item that belongs to another library
 - a) Don't try and repair other libraries items
4. Also remember to check for damage notes to avoid sending items for damage already noted
5. Helpful to add a note to the patron's record in case other staff have questions

IX. Next Meeting Dates:

A. August 26, 2026 at [Howard Miller Public Library](#)

B. November 18, 2026 at [Herrick District Library](#)

1. New chair, vice chair, secretary need to be elected (Rachel, Jen V were elected Nov 2022 and Jen S took over for the Vice Chair that was elected Nov 2022)

X. Adjournment - *motion Kim (), second Mary ()*

****attachment****

**Lakeland Library Cooperative
Circulation Committee Meeting
February 25, 2026
ZOOM (<https://us02web.zoom.us/j/7407387755>)
1:30 P.M.**

Minutes

- I. Call to Order - *motion by Paula (IC), second by Leann (OZ)*
- II. Additions/Changes to the Agenda
- III. Approve the Agenda - *motion by Veronica (Flat River), second Jen (Lake Odessa)*
- IV. Approve the Minutes of the November meeting (attached) - *motion Paula (IC), second Lynel (OZ)*
- V. Director's report: Carol Dawe (carol@llcoop.org)
 - A. Library Cooperatives of Michigan program on becoming a district library
 - B. Michigan Library Association Community Coalition Training event April 14th at KDL with Every Library
 1. For more info, ask Carol
- VI. Member Services report: Amber McLain (amber@llcoop.org)
- VII. ILS Manager report: Ann Langlois (ann@llcoop.org)
 - A. Inventory reminder
 1. Due next month
 - a) Please let Ann know when you are done
 - b) Once you are done, you don't have to scan in any more new items, we'll do this again in a few years
 - B. ILS Evaluation Committee updates
 1. Has been meeting since last April
 2. Looked at three options, invited one of them back for another demo
 3. The committee is impressed with the software
 4. Committee recommended getting a quote
 5. The quote is being reviewed by Lakeland
 6. Lakeland will need to ask for a second quote before moving forward
 7. If it looks like it may go forward, there will be a demo period for all libraries
 - C. Sierra 6.5 is coming in March, look for an email from Ann

1. Will hopefully help with the Biblio app slowness

VIII. Ongoing Business:

- A. Nick Heimler's Top 100 of 2025 report:
http://www.ilcreports.org/stats/Circulation/Top_100_Y2025/
- B. Rachel, Spring Lake: time to start deleting 2+ year old messages and notes on patron records again?
 1. This is optional, you are welcome if you have the time
- C. Andrew Susalla (MADL): Limits on Library of Things checkouts using Sierra category C?
 1. Category C is being used in the hidden backend for MeLCat stuff
 2. There may be ways to do this if we move to another ILS
 3. Looking for ways to automate a limit on Library of Things checkout
 4. Category C is part of the patron's record, currently using the Patron Blocks Table from the item records
 5. There may be an update in Sierra that could help with this, but it's down the road
- D. Mary: How often do libraries delete rejected patron point records? Do you do it right away or leave them in Sierra for a determined amount of time?
 1. Some libraries aren't deleting or really looking at them
 2. Some libraries go through once or twice a month and delete since the patron has to fill out a form anyway
 3. One library tried to reach out to those patrons, but had no success
 4. If you would like to delete those, you can create a help desk ticket (tech-help@llcoop.org) and Amber can help you with it
- E. Kim, Loutit: Could we re-word the renewal notices patrons receive by email? Is it possible to have the new due date first in the message instead of at the bottom? Patrons frequently call us about the messages since they don't scroll down to see the new due date.
 1. Where the date is shown cannot be moved
 2. Some of the wording can be edited, let Ann know suggestions, though it is a cooperative wide change
- F. Alicia Herrick: I would like to initiate a discussion about the barriers that juveniles face when obtaining a library card, as well as how we can make cosigners feel comfortable sharing their contact information [...]
 1. Considering the current climate, not all parents are comfortable sharing this kind of information, but we still want kids to have cards
 2. Carol believes it is a legal issue to have a cosigner, or at least a Lakeland policy
 - a) But there is a clause allowing libraries to choose alternatives

3. Some libraries issue limited cards to these kids, which limits them to using the home library only and only 1 to 5 items checked out at a time
 - a) These libraries are aware they may have to eat the cost of lost materials without a cosigner responsible

IX. Next Meeting Dates

- A. May 27, 2026, at Georgetown Township Public Library
- B. August 26, 2026, at Howard Miller Library
- C. November 18, 2026, at Herrick District Library (Main)
 1. New chair, vice chair, secretary need to be elected (Rachel, Jen V were elected Nov 2022, and Jen S took over for the Vice Chair that was elected Nov 2022)

X. Adjournment - *motion Kimberly, second Mary*

Attendee List: Jen, Ann, Rachel, Carol, Jen, Staff, Alicia, Amy, Andrew, Anna, Ann, Chloe, Connie, gbraspenninx, Henika, Julie, Kimberly, Krysta, Leann, Leighton, Leslie, Lisa, Lynel, Marlee, Mary, Naomi, Pam, Pam, Paula, Roxana, Veronica, Virginia

Chat: 2026-02-25 13:32:52 From Rachel Yonai- Chair- SLDL to Everyone:
https://docs.google.com/document/d/12v_QaDs7k15Qi_7yk3hOx7oAjhsOcVCh6sX421Sgsew/edit?tab=t.0

2026-02-25 13:33:23 From Paula Wood to Everyone:
 Paula Wood IC

2026-02-25 13:33:27 From Leann to Everyone:
 Leann-Howard Miller-2nd

2026-02-25 13:33:28 From Veronica Pitchford - Flat River Community Library to Everyone:
 Second

2026-02-25 13:33:56 From Veronica Pitchford - Flat River Community Library to Everyone:
 so moved

2026-02-25 13:34:05 From Jen Lake Odessa to Everyone:
 I'll second

2026-02-25 13:34:42 From Lynel - Howard Miller Library to Everyone:
second

2026-02-25 13:34:06 From Henika District Library to Everyone:
so moved

2026-02-25 13:34:39 From Paula Wood to Everyone:
Moved Paula Wood IC

2026-02-25 13:41:22 From Rachel Yonai- Chair- SLDL to Everyone:
Lakeland Training Hub: <https://llcoop.org/training-hub/>

2026-02-25 13:47:44 From Rachel Yonai- Chair- SLDL to Everyone:
Nick Heimler's Top 100 of 2025 report:
http://www.llcreports.org/stats/Circulation/Top_100_Y2025/

2026-02-25 13:53:11 From Leann to Everyone:
Could Andrew explain what he is hoping to implement to assist with LOT items,
please

2026-02-25 13:53:47 From Leann to Everyone:
not yet

2026-02-25 13:55:03 From Leann to Everyone:
I would be interested in what Andrew may figure out how to limit, if he finds a
resolution

2026-02-25 13:56:23 From Carol Dawe (Lakeland Library Cooperative) to Everyone:
I need to step out for a couple minutes.
Rachel Yonai- Chair- SLDL: 🙋

2026-02-25 13:57:32 From Leann to Everyone:
That would be great, Ann.

2026-02-25 13:59:30 From Chloe Lewis to Everyone:
We don't currently do anything with those but we have found many of those
records in a report we ran recently.

2026-02-25 14:01:30 From Mary to Everyone:
Thank you

2026-02-25 14:04:21 From Jen - Herrick to Everyone:

We tell people to watch for 2 emails. If the only get one, it renewed, if they get 2, it failed

Rachel Yonai- Chair- SLDL, Kimberly Rice, Henika District Library: 👍

2026-02-25 14:07:54 From Rachel Yonai- Chair- SLDL to Everyone:

Spring Lake does that too, Virginia!

2026-02-25 14:09:50 From Chloe Lewis to Everyone:

I would be interested to know more about the limited card you as a library issue to any Unhoused Individuals.

2026-02-25 14:11:48 From Jen - Herrick to Everyone:

Replying to "I would be interested to know more about the limit...":

You can email us at reference@herrickdl.org and we can share our procedures

Rachel Yonai- Chair- SLDL: 👍

2026-02-25 14:12:19 From Chloe Lewis to Everyone:

Replying to "I would be interested to know more about the limit...":

Thank you!

2026-02-25 14:12:42 From Kimberly Rice to Everyone:

Thank you! We have had this issue, too.

2026-02-25 14:17:58 From Leann to Everyone:

Howard Miller-August 26 if not at Lake Odessa

Rachel Yonai- Chair- SLDL: ❤️

2026-02-25 14:19:12 From Jen Lake Odessa to Everyone:

Howard Miller can host. :)

Rachel Yonai- Chair- SLDL: ❤️

2026-02-25 14:21:26 From Kimberly Rice to Everyone:

Motion

2026-02-25 14:21:27 From Mary to Everyone:

support

LLC YS May 4, 2026 at 1:00pm

Notes taken by Justine Wieggers (AL)

Attending: Amber Elder (KDL), Amber McLain (LLC), Ashley Johnson (OA), Autumn Wood (MH), Barbara Root (IB), Beth Wise (SW), Chris Stegink (AL), Diana Wenger (UM), EK (GRPL), Erin Hill-VanHorn (AS), Erin Moull (NC), Erin Quada (BH), Jennifer Salgat (IL), Jenny Brown (AB), Jessica Volkers (OZ), Julie Russell (OZ), Justine Wieggers (AL), Katie Hoffman (UM), Katie Kirk (OH), Krysta McHaney (AF), Liz Emery (OG), Lydia Schmidt (SM), Lynette Heisler (NW), Melissa Dubridge (EC), Melissa Thatcher (SM), Nicole Schafer (ES), Paige Matlox (OJ), Roxanne Landin (NF), Sarah Kenny (OA), Shanni Kerr (IC), Stephanie Inglehart (NG), Tiffany Ohman (MG), Tori Schreur (AW), and Zach Ludge (OC)

1. Greetings- Ashley
2. Update from Maranda
 - a. Our update started with Crash, a dinosaur, and an employee from the Whitecaps doing the Dinosaur Dance which is usually done at each home Whitecaps game.
 - b. "Logo Sheet" and "Prize Summary" will be sent via email on the youth services email list.
 - c. Prizes
 - i. Each library (handed out at this meeting)
 1. One \$25 Meijer gift card to use for either a prize or summer reading supplies.
 2. Tickets to Whitecaps
 3. Bookmarks from Priority Health and Wedgewood
 - a. Wedgewood bookmark is coming in delivery
 - b. A random acts of kindness bookmark was created for Orion, a young author, who is determined to get 1 million acts of kindness logged on his website: racetokindness.com
 - ii. Big Prizes
 1. Tier 3 (*Changed after meeting to tier 2)
 - a. Priority Health gift bundles
 - b. Air Zoo Family 4 packs
 2. Tier 2 (*Changed after meeting to tier 1)
 - a. VIP packages for 8 people to the following
 - i. West Michigan Whitecaps
 - ii. Craig's Cruisers
 - iii. Meijer Gardens
 - iv. Celebration Cinema
 - b. The library staff member from the winning library is encouraged to attend the event. There may be coverage for WOODTV8 at the event
 3. Tier 1
 - a. Maranda is going to verify information before announcing. Stay tuned for the email from Ashley with details. (*per email this tier is no longer listed)
 - iii. Send **1 name** to be entered into the Maranda drawings **by** July 23. Submit entries via email: summerreading@woodtv.com
 1. Please include
 - a. Name
 - b. Age
 - c. Address
 - d. E-mail
 - e. Phone number
 2. Prizes will be picked up by the winning libraries at the KDL Service Center, and those library staff will be able to award their patrons their prizes.
 - d. A library event that Maranda noted- White Cloud is going to bury a large dinosaur for kids to excavate
 - e. Maranda is still in talks with the Grand Rapids Public Museum to see if we can partner in some way.
 - f. Feel free to send stories throughout the summer to Maranda to highlight.
 3. Additions to the Agenda
 - a. None

4. Approval of the Agenda
 - a. Motion to approve: Shanni
 - b. Seconded: Lydia
 - c. Motioned passed
5. Approval of March Minutes
 - a. Motion to approve: Jessica
 - b. Seconded: Katie K
 - c. Motioned passed
6. Reports
 - a. Officer Report:
 - i. Ashley
 1. There was a summer reading workshop meeting after this youth services meeting. If you are interested in helping with this workshop, contact Katie Kirk or Shanni Kerr.
 2. Election in October for new officers. Please consider putting your name into the running
 - b. Lakeland Report- Amber M
 - i. There was nothing Youth Services specific to report
 - ii. Any issues with the new delivery- talk to Carol directly via email or cell. There are trucks dedicated to LLC deliveries. There will growing pains, but overall this will be a good thing
 - iii. Website compliance deadline has been pushed to a later date. Amber will be doing trainings on this topic
 - c. Continuing Education Report- Amber M
 - i. There was nothing Youth Services specific to report
 - ii. Onboarding process workshop meeting via zoom is coming up on May 13
7. Conference
 - a. Zach- Libraria website is a great source for sorting materials. The rep at the conference basically told Zach that he can sign up for a free account and use the resources that he can.
8. Round Talk
 - a. EK (GRPL)- highlighted the Library Worker Support Network (LWSN)
 - b. Autumn- making skits for sluicing for this summer
 - c. Erin M- Doing program with puppets
 - d. Lydia- Large LEGO T-Rex set for display, and the Artemis Space Launch set for a future display
 - e. Chris- Imagination playground- tabletop dinosaur bone set (\$70)
 - f. Jessica- Jerry Berg of The Swordsmanship Museum and Academy, did a great program for them
 - g. Erin Q- Jurassic Park in Concert in Hastings by the Grand Rapids Symphony on July 9. Tickets are available to purchase online.
 - h. Diana- Muskegon does "Movies on the Deck" throughout the summer
 - i. Katie H- Dinosaur dance party
 - j. Beth- local burger place approached their library to partner for summer reading!
 - k. Liz- Asked if anyone did a battle of the schools during the summer. If so, how does one track this?
 - i. Ideas:
 1. Beanstack
 2. Wall visual for tracking
 - l. Jenny- Dinosaur escape room. Dinosaur balloons for easy décor
 - m. Barbara- Doing a pin exchange where kids can trade pins with each other and different staff members throughout the summer. Kids will be given a lanyard for their pins.
 - n. Shanni- Kids will be starting with a lanyard and will be able to earn dinosaur trading cards. Her library is also doing a dinosaur beach dig
 - o. Lynette- burying the dinosaur. Received a grant to add a pavilion.
 - p. Jennifer- starts theme prior to spring break
 - q. Katie- storytime at the farmers market
 - r. Tiffany- Jurassic Park interactive movie showing
 - s. Paige- hosted a bad art night
 - t. Nicole- local schools are decorating for them
 - u. Krysta- Every week day they are having a program

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- v. Melissa D- New to the "Gather to Grow" program. Hosting it along with a craft program. She is also having a dinosaur sleepover
9. Reminder that we have a google doc drive (<https://drive.google.com/drive/folders/1UdusDbD8XZgU-WgoBQ6FNikWcbeld5Kg>) Feel free to add to it. We also have a youth services email group (youservices@llcmail.org). If you need to be added, email tech-help@llcoop.org
 10. Next meeting: October 5 at 1:00 pm at Hackley Public Library (316 W Webster Ave, Muskegon, MI 49440)
 11. Motion to Adjourn
 - a. Motion to approve: Erin Q
 - b. Seconded: Amber E
 - c. Motioned passed

To: Carol Dawe, Cooperative Director, Lakeland Library Cooperative
From: Amanda Standerfer, Founder and Lead Consultant, Fast Forward Libraries
Re: Transition support workshops
Date: April 21, 2026

Thank you for considering working with [Fast Forward Libraries](#) for transition support workshops for your members as you migrate ILS's.

[Fast Forward Libraries LLC](#) is a woman-owned consulting group based in Champaign and Chicago, Illinois. **We have provided consulting services to libraries and nonprofits since 2002** using the name Fast Forward Libraries since 2018 (incorporating as a single-owner LLC in January 2022). We also work under a DBA, [Alliance for Library Impact](#), established to serve library-support organizations of all kinds — systems, cooperatives, consortia, associations, and state libraries, among others.

Strategic planning processes make up the bulk of our work, we have also worked on several organizational development and fundraising projects, capacity-building projects, and staff development and training.

Transition Support Workshops

It is exciting that LLC may be migrating to a new ILS! A transition of this scale creates a valuable opportunity for flexibility, innovation, and rethinking workflows to support members in better serving their communities. At the same time, it is natural for this kind of change to introduce uncertainty or stress, particularly when there are unknowns, shifting timelines, or unexpected challenges. Thoughtful, proactive support during this period can make a significant difference in how confident and prepared your members feel.

To support your members through this transition, I propose a 4-hour interactive workshop with member library leadership. This session would focus on building a clear understanding of the transition process – the ending, the messy middle, and the new beginning. It would also create space to surface questions, concerns, and assumptions about the ILS transition in a structured way. By the end of the workshop, participants will not only feel more confident in their ability to lead their teams through the change, but LLC will also gain valuable insight into the areas where additional communication, training, or clarification may be needed.

In addition, I propose hosting a series (up to four) of 90-minute mini-sessions with member library staff. These sessions would provide timely updates on the ILS migration process while offering a forum for staff to ask questions and voice concerns. Each session can include practical transition information—such as what to expect at different stages, how workflows may shift, and how to prepare locally—so staff feel informed and supported. This ongoing engagement helps reinforce transparency, reduces anxiety, and ensures that communication flows both ways throughout the migration process.

Workshop Description:

Leading Through Transitions

Change is never easy, but understanding the transition process that leads to adopting a change is a critical skill for library leaders. This session will help you understand the stages of a transition process, where people get stuck (and how to help them if they do!), and how to develop strong team dynamics that support the change. Drawing on the transition theory work of Bruce Feiler,

William Bridges, and Susan Bridges, participants will deeply consider the elements of each stage of a transition and how to support themselves, their team, and their colleagues each step of the way, as well as how to head off tension and conflict along the way. While change may never be easy, understanding the transition process that leads to change helps library leaders become more intentional and effective.

Learning Objectives:

- Gain skills to better communicate about change
- Navigate unintended consequences
- Ensure that the change sticks

We can work together to customize this description to include information about the ILS migration. The workshop also includes a workbook that participants will use for reflection and partner/small group discussion.

Transition Support Workshops	Cost
<p>Includes:</p> <ul style="list-style-type: none"> • Pre-workshop Zoom (60-minutes) to finalize agenda • Final agenda, handouts, and slides • Four-hour, in-person workshop • Post-workshop evaluation/notes/debrief (60-minutes) • Up to 4 90-minute member staff sessions • Wrap up meeting to address any loose ends (60-minutes) 	<p>\$4,000 (including travel)</p>



More About Me



Amanda E. Standerfer, MA, MLIS

Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries, nonprofits, and small businesses on strategic planning, fundraising, organizational development, and capacity building (operating as a sole proprietor until formalizing as Fast Forward Libraries LLC in early 2022).

Amanda was most recently the director of member engagement for [The Urbana Free Library \(IL\)](#). She's spent about half of her career working in philanthropy (as program officer for [The Lumpkin Family Foundation](#) based in Mattoon, IL and as program director with the [Southeastern Illinois Members Foundation](#), serving Effingham and Mattoon, IL) and the other half in libraries (as head of the Adult Division at the [Decatur Public Library \(IL\)](#) and as director of the [Helen Matthes Library](#) in Effingham, IL).

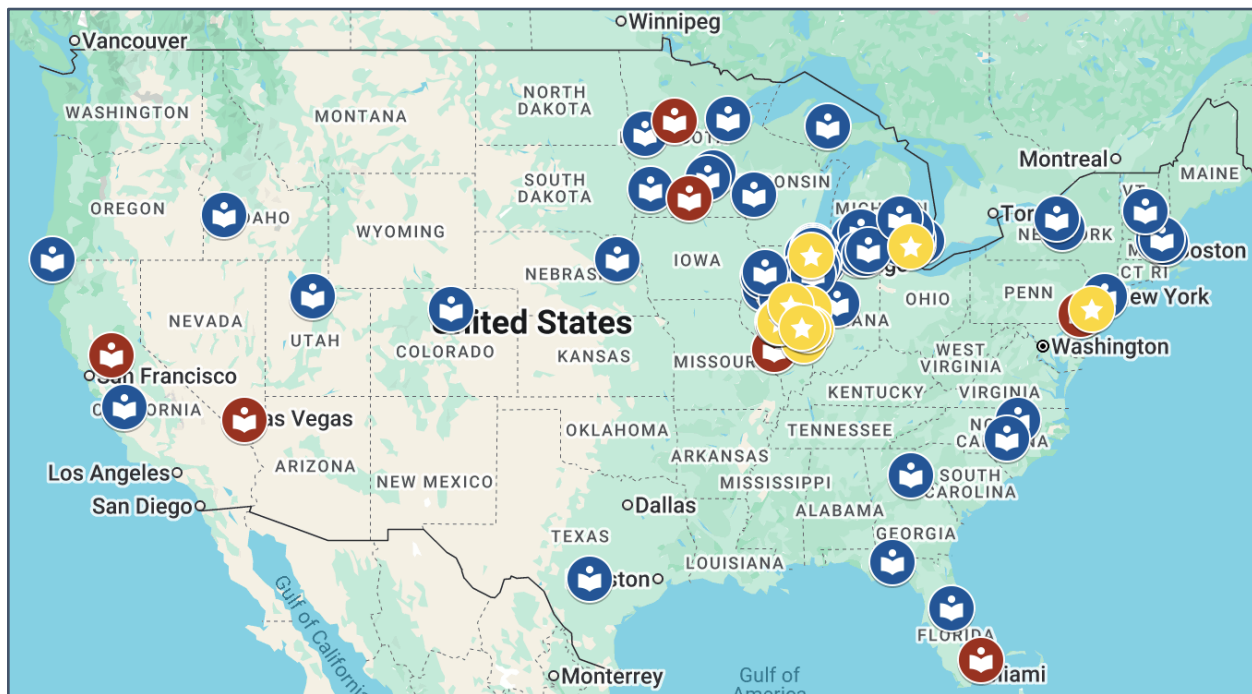
Amanda has twice been elected to the Board of the Illinois Library Association (ILA), most recently completing a three-year term in 2016. Amanda was also selected as a member of the first class of *Synergy: The Illinois Library Leadership Initiative* and one of only two librarians ever selected for participation in *Leadership Illinois*.

You can learn more about Amanda on [LinkedIn](#).



Client List

We're proud to have worked with libraries, nonprofits, and library-support organizations all over the country. You can explore our client map [online](https://fastforwardlibraries.com/about/#client-map) (<https://fastforwardlibraries.com/about/#client-map>).



Fast Forward Libraries

Library Strategic Planning

- Allegan District Library (MI)
- Antioch Public Library District (IL)
- Athens Regional Library System (GA)
- Auburn Hills Public Library (MI)
- Batavia Public Library (IL)
- Bayport Public Library (MN)
- Bellwood Public Library (IL)
- Bensenville Community Public Library (IL)
- Black River Falls Public Library (WI)
- Bloomfield Township Library (MI)
- Bloomington Public Library (IL)
- Blue Island Public Library (IL)
- Brimfield Public Library District (IL)
- Carlock Public Library District (IL)
- Carmel Clay Public Library (IN)
- Cary Area Public Library District (IL)
- Chillicothe Public Library District (IL)
- Cheltenham Township Library System (PA)
- Chesterfield Township Library (MI)
- Clarkston Independence District Library (MI)
- Commerce Township Community Library (MI)
- Concord Free Public Library (MA)
- Crete Public Library District (IL)
- Crystal Lake Public Library (IL)
- Des Plaines Public Library (IL) – department-level
- Dickinson County Library (MI)
- Duluth Public Library (MN)
- Dunlap Public Library District (IL)
- Elk Grove Village Public Library (IL)
- El Paso District Library (IL)
- Farmington Community Library (MI)
- Fondulac District Library (IL)
- Fossil Ridge Public Library District (IL)
- Fountaindale Public Library District (IL)
- Franklin County Library System (NC)
- Franklin Public Library (MI)
- Galesburg Public Library (IL)
- Glenview Public Library (IL)
- Green Hills Public Library District (IL)
- Harnett County Library System (NC)
- Helen Plum Library (Lombard, IL)
- Highland Park Public Library (IL)
- Hollis Social Library (NH)
- Holly Township Public Library (MI)
- Howell Carnegie District Library (MI)
- Indian Prairie District Public Library (IL)
- Indian Trails Public Library District (IL)
- Iosco-Arenac District Library (MI)
- Kewanee Public Library (IL)
- La Grange Public Library (IL)
- Lake Villa District Library (IL)
- Lapeer District Library (MI)
- Lincoln Library (IL)
- Liverpool Public Library (NY)
- Lyons Regional District Library (CO)
- Milford Public Library (MI)
- Morton Public Library District (IL)
- Nashua Public Library (NH)
- Niles-Maine District Library (IL)
- Norfolk Public Library (NE)
- Northbrook Public Library (IL)
- Orange County Library System (FL)
- Orion Township Public Library (MI)
- Oswego Public Library (MI)
- Otsego District Public Library (MI)
- Palatine Public Library District (IL)
- Patrick Heath Public Library (TX)
- Paw Paw District Library (MI)
- Peoria Public Library (IL)
- Peter White Public Library (MI)
- Plainfield Public Library District (IL)
- Pollard Memorial Library (MA)
- Polk County Public Libraries (NC)
- Portage District Library (MI)
- Prospect Heights Public Library District (IL)
- Public Libraries of Saginaw (MI)
- Reddick Public Library District (IL)
- Resource Sharing Alliance NFP (IL)
- Richland Community Library (MI)
- River Forest Public Library (IL)
- River Valley Public Library District (IL)
- Round Lake Area Public Library District (IL)
- Royal Oak Public Library (MI)
- Schaumburg Township District Library (IL)
- Scott County Public Library (KY)
- Spring Lake District Library (MI)
- Talcott Free Library District (IL)
- Three Rivers Public Library District (IL)



Library Strategic Planning (continued)	
<ul style="list-style-type: none"> • Tippecanoe County Public Library (IN) • The Urbana Free Library (IL) 	<ul style="list-style-type: none"> • Westfield Washington Public Library (IN) • Yorktown Public Library (IL)
LSTA 5-year Evaluation Projects	
<ul style="list-style-type: none"> • Idaho Commission for Libraries (2021) 	
Library Organizational Capacity Building	
<ul style="list-style-type: none"> • Addison Public Library (IL) – culture code • Broadview Public Library District (IL) – community survey • Elmhurst College (IL) – staff retreat • Glenview Public Library (IL) – strategic capacity assessment • Grayslake Area Public Library District (IL) – unified service desk reorganization • Grayslake Area Public Library District Foundation (IL) – capacity building 	<ul style="list-style-type: none"> • Helen Plum Library (Lombard, IL) – culture code • Indian Prairie Public Library (IL) – Board and Staff retreat facilitation • Indian Trails Public Library District Foundation (IL) – fundraising planning • Lillie M. Evans Public Library District (IL) – focus groups • Mahomet Public Library (IL) – fundraising planning • Palatine Public Library District (IL) – culture code
Library Training, Workshop, Webinar, or Coaching	
<ul style="list-style-type: none"> • Alaska State Library DirLead – director’s retreat • Bloomington Public Library (IL) – fundraising capacity building • Chicago Public Library (IL) – facilitation training • Fast Forward Library Leadership Cohort – leadership development program • Herrick District Library (MI) – facilitation training • Illinois Heartland Library System – webinars • Illinois Library Association – Trustee Day programs 	<ul style="list-style-type: none"> • InfoPeople – webinars • LACONI consortium in Northern IL – strategic planning workshop • Next Level Library Leadership Institute (FL) – coaching • Northeast Ohio Regional Library System – leadership workshops • Reaching Across Illinois Library System – webinars • United for Libraries – webinars
Nonprofits (strategic planning facilitation unless otherwise noted)	
<ul style="list-style-type: none"> • Champaign County Design and Conservation Foundation (IL) • Coles County Habitat for Humanity (Charleston, IL) – Board retreat • Coles County United Way (Mattoon, IL) – Board reorganization and strategic planning • Effingham County Museum (IL) • Family Service of Lake County (IL) • Fit-2-Serve (Mattoon, IL) • Galesburg Public Library Foundation (IL) • Illinois Environmental Council / Education Fund 	<ul style="list-style-type: none"> • Illinois Stewardship Alliance (Springfield, IL) • The James Project (Springfield, IL) • Kidzeum (Springfield, IL) • Lincoln Memorial Garden (Springfield, IL) • Mid Illinois Big Brothers Big Sisters (Effingham, IL division) • Springfield Area Arts Council (IL) • Springfield Art Association (IL) • Sugar Grove Nature Center (IL) • Sullivan Chamber and Economic Development (IL) – Board retreat and strategic planning

