



BOARD MONTHLY MEETING

Thursday, June 11th, 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

3. PUBLIC COMMENTS

4. APPROVAL OF MINUTES

- a. May 14, 2026, Unofficial Board Minutes

(m) PAGE 2

5. FINANCIAL REPORT

- a. May Financials and Check Registers

(m) PAGES 3-8

6. PRESIDENT'S REPORT

(i)

7. COOPERATIVE DIRECTOR'S REPORT

(i) PAGES 9-12

8. COUNCIL/COMMITTEE REPORTS

- a. Advisory Council Official Minutes, April 9th, 2026

(f) PAGES 13-14

9. ONGOING/NEW BUSINESS

- a. Polaris Demo
- b. ILS Migration Discussion and Vote

(i)

(m) PAGES 15-20

10. PUBLIC COMMENTS

11. BOARD MEMBER COMMENTS

12. NEXT MEETING: July 9th, 2026 at the Kent District Library Service Center

13. ADJOURNMENT

(m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, May 14, 2026 at 9:30 a.m.
Kent District Library Service Center**

Present: Ron Suszek (HDL), Jessica Hunt (NG), John McNaughton (GRPL), Carol Dawe (LLC), Rob Bristow (OG), Lance Werner (KDL)

Lakeland Staff Present: Ann Langlois, Amber McLain

Absent: Maggie McKeithan (OS), Abby Black (OA), Doug Hughs (MADL), Matt Lubbers-Moore (SF)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 A.M. by John McNaughton.
- 2) **APPROVAL OF AGENDA:** Lance Werner 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:** Lance Werner moved, supported by Rob Bristow, to approve the board minutes from April 9, 2026 – *motion carried*.
- 5) **FINANCIAL REPORT:**
 - a) April 2026 Financials and Check Register: Lance Werner moved, supported by Ron Suszek, to approve the April 2026 Financials as presented - *motion carried*.
- 6) **PRESIDENT’S REPORT**
 - a) John McNaughton announced that Carol Dawe has announced a date for her retirement – September 30, 2027. The board will be getting a committee together as soon as possible to give the board ample time to find a suitable replacement.
- 7) **DIRECTOR’S REPORT**
 - a) Carol shared that delivery and the ILS will be discussed at the advisory meeting directly following this board meeting. She also shared that she believes that clarifying the roles of boards, directors, staff, etc. makes stronger libraries and she is always available to conduct that development training at your library.
- 8) **COUNCIL/COMMITEE REPORTS**
 - a) Advisory Council Minutes from March 12, 2026 included for information.
- 9) **ONGOING / NEW BUSINESS:**
 - a) *Delivery* – Carol acknowledged that there have been bumps along this transition, and shared that one of the drivers hired for our delivery routes left the position, which led to the need to bring on someone new and untrained, which led to a spate of issues that are being ironed.
 - b) *ILS Next Steps* – Carol asked the board what other information they would need to make a decision regarding the vote for an ILS (should Advisory vote to move forward) – Lance Werner suggested that the board get a demo and a breakdown of customer service workflows. Jessica Hunt asked for further information on the web functionality.
- 10) **PUBLIC COMMENTS:**
 - a) Jennifer Salgat asked why we aren’t going to the system that KDL has to work with them. Carol explained that the ILS Evaluation Committee evaluated all options, compared it against what we have now, and against the results of our wish list survey from our members.
- 11) **BOARD MEMBER COMMENTS:**
 - a) Lance Werner shared more information with the group regarding the recent ransomware attack at KDL. He also shared information about an upcoming event.
- 12) **NEXT MEETING:** Thursday, June 11, 2026, at 9:30 a.m. at Kent District Library Service Center.
- 13) **ADJOURNMENT:** Lance Werner moved, supported by Rob Bristow, to adjourn at 10:00 A.M. - *motion carried*.

Respectfully submitted by, Amber McLain

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of May 31, 2026

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 195,884

002 · Savings Accounts 530,337

Total Checking/Savings 726,221

Accounts Receivable 18,680

Other Current Assets

084 · Due from Other Funds 74,429

123 · Prepaid Expenses 74,938

Total Other Current Assets 149,367

Total Current Assets 894,268

Fixed Assets 429,957

TOTAL ASSETS \$ 1,324,225

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 72.04

Other Current Liabilities

214 · Due to Other Funds 4,078.99

231 · Payroll Liabilities 2,960.00

237 · Benefit Liabilities 3,673.95

Total Other Current Liabilities 10,712.94

Total Current Liabilities 10,784.98

Total Liabilities \$ 10,784.98

Equity

370 · Nonspendable Funds 119,021

371 · Property 429,957

390 · Unassigned Funds 860,402

Net Income (95,941)

Total Equity \$ 1,313,440

TOTAL LIABILITIES & EQUITY \$ 1,324,225

Lakeland Library Cooperative
Operating Budget vs. Actual
October 2025 through May 2026

	YTD	Budget	%
Income			
566 · State Aid Revenue	376,390	758,051	49.7%
630 · Service Revenue	662,160	882,879	75.0%
665 · Interest Revenue	13,835	15,000	92.2%
672 · Other Revenue	125	100	125.0%
Total Income	\$ 1,052,511	\$ 1,656,030	63.6%
Expense			
702 · Salaries & Wages	494,304	760,105	65.0%
710 · Benefits	105,385	133,199	79.1%
719 · Mileage	1,555	3,450	45.1%
720 · Professional Development	3,127	8,000	39.1%
726 · Supplies	2,044	3,840	53.2%
801 · Professional Services	46,706	74,650	62.6%
810 · Insurance	21,414	17,795	120.3%
817 · ILS & IT Expenses	355,863	385,371	92.3%
831 · RIDES	-	9,410	0.0%
860 · Delivery Expenses	25,821	139,762	18.5%
880 · Member Development	1,590	6,000	26.5%
920 · Facility Expenses	28,157	38,895	72.4%
Total Expense	\$ 1,085,968	\$ 1,580,477	68.7%
Net Ordinary Income	\$ (33,457)	\$ 75,553	-44.3%
Other Income/Expense			
690 · Other Financing Sources	55,500	42,431	130.8%
Total Other Income	55,500	42,431	130.8%
990 · DS-SBITA (Bibliocore)	117,984	117,984	100.0%
Total Other Expense	117,984	117,984	100.0%
Net Other Income	\$ (62,484)	\$ (75,553)	82.7%
Net Income	\$ (95,941)	\$ -	100.0%

Lakeland Library Cooperative
Operating Checks for the Month
As of May 31, 2026

Date	Name	Memo	Account	Amount
001.01 - Main Checking-Sweep Acct				
05/04/2026	Coverall - New Dreams, Inc.	Janitorial service	Facility Contracts	170.00
05/04/2026	MERS		Pension	7,051.27
05/04/2026	State of Michigan--Vendor		Payroll Liabilities	2,049.93
05/04/2026	Superior Pest Control, Inc.	Pest Control	Facility Contracts	169.00
05/05/2026	MERS 457/DC		Payroll Liabilities	374.26
05/05/2026	MERS 457/DC		Payroll Liabilities	1,858.93
05/05/2026	Payroll		--Split--	19,241.92
05/05/2026	United States Treasury		Payroll Liabilities	6,653.89
05/12/2026	Bloom Sluggett		Legal	316.50
05/18/2026	Backstage Library Works		Authority Control	319.20
05/18/2026	Heimler Consulting		Consulting	4,576.00
05/18/2026	Wolverine Power Systems, Inc.	Generator Maintenance	Facility Contracts	545.00
05/18/2026	Dawe, Carol - vendor		Mileage	226.95
05/18/2026	Grand Rapids Income Tax Dept.		Payroll Liabilities	118.14
05/18/2026	Walker City Treasurer		Payroll Liabilities	245.57
05/19/2026	Aflac		Payroll Liabilities	194.56
05/19/2026	BCBS	Health Insurance	Benefits	3,392.05
05/19/2026	BCN	Health Insurance	Benefits	2,762.60
05/19/2026	Cintas	Floor Mats	Facility Contracts	128.73
05/19/2026	Comcast-Data Lines	Data Lines	IT Operations	575.00
05/19/2026	Consumers Energy		Utilities	409.48
05/19/2026	Flyers Energy		Vehicle Fuel	1,171.16
05/19/2026	Granger	Waste services	Facility Contracts	56.03
05/19/2026	Healthiest You	Telehealth	Benefits	51.00
05/19/2026	MERS 457/DC		Payroll Liabilities	374.26
05/19/2026	MERS 457/DC		Payroll Liabilities	1,858.93
05/19/2026	Payroll		--Split--	26,258.96
05/19/2026	United States Treasury		Payroll Liabilities	9,986.62
05/27/2026	ALA- Memberships		Membership	215.00
05/27/2026	Michigan Library Association		Membership	1,285.00
05/29/2026	Delta Dental	Dental/Vision Insurance	Benefits	280.03
05/29/2026	DTE Energy		Utilities	160.36
05/29/2026	DTE Energy		Utilities	64.76
05/29/2026	First National Bank	IT, Phones, Training, supplies	--Split--	2,175.90
05/29/2026	Overdrive	Content credits	Overdrive Platform	1,330.00
05/29/2026	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	213.95
			TOTAL	\$ 96,860.94

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of May 31, 2026

	Pass Through	Capital
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	32,061	8,561
001.3 · eCommerce - Checking	8,843	
Total 001 · Checking Accounts	40,904	8,561
002 · Savings Accounts		72,742
Total Checking/Savings	40,904	81,303
Accounts Receivable	12,234	
Other Current Assets		
084 · Due From Other Funds	4,079	
111 · *Undeposited Funds	75	
Total Other Current Assets	4,154	-
Total Current Assets	57,291	81,303
TOTAL ASSETS	\$ 57,291	\$ 81,303
 LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	8,299	
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	40,000	34,429
Total Current Liabilities	48,299	34,429
Total Liabilities	\$ 48,299	\$ 34,429
 Equity		
390 · Unassigned Funds		44,870
Net Income	8,992	2,005
Total Equity	\$ 8,992	\$ 46,875
TOTAL LIABILITIES & EQUITY	\$ 57,291	\$ 81,303

Lakeland Library Cooperative
Pass Through & Capital Budget vs. Actual
 October 2025 through May 2026

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	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	8,018	10,700	74.9%			
629 · Group Collections	77,782	94,000	82.7%			
635 · Group Services	18,474	36,350	50.8%			
637 · Ecommerce Fines	19,178	28,000	68.5%			
665 · Interest Revenue				2,005	2,000	100.2%
672 · Other Revenue	547	1,750	31.3%			
Total Income	\$ 123,999	\$ 170,800	72.6%	\$ 2,005	\$ 2,000	100.2%
Expense						
728 · Library Supply Expense	8,018	10,700	74.9%			
729 · Collection Expenses	77,563	94,000	82.5%			
805 · Group Subscriptions	18,499	36,350	50.9%			
807 · Fines Paid	10,381	28,000	37.1%			
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%
Total 970 · Capital Outlay	-	-	0.0%	-	22,500	0.0%
Total Expense	\$ 115,007	\$ 170,800	67.3%	\$ -	\$ 22,500	0.0%
Net Ordinary Income	\$ 8,992	\$ -	100.0%	\$ 2,005	\$ (20,500)	-9.8%
Other Income						
699 · Fund Balance Transfers In	-	-	0.0%	0	20,500	0.0%
Net Other Income	\$ -	\$ -	0.0%	\$ -	\$ 20,500	0.0%
Net Income	\$ 8,992	\$ -	100.0%	\$ 2,005	\$ -	100.0%

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of May 31, 2026

Date	Name	Memo	Account	Amount
001 · Checking Accounts				
001.1 · Fund - Checking				
001.11 · Checking - Pass Through				
05/12/2026	Woodlands Library Cooperative - Ve	Labor Law posters	Other Group Supplies	510.00
05/18/2026	Library Ideas, LLC	Vox books	Other Group Collections	212.76
05/29/2026	OverDrive	audio and ebooks	Group Collections	5,280.69
Total 001.11 · Checking - Pass Through				<u>6,003.45</u>
001.12 · Checking - Capital				
Total 001.12 · Checking - Capital				<u>0.00</u>
Total 001.1 · Fund - Checking				6,003.45
001.3 · eCommerce - Checking				
Total 001.3 · eCommerce - Checking				<u>0.00</u>
Total 001 · Checking Accounts				<u>6,003.45</u>
TOTAL				<u><u>6,003.45</u></u>



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
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

ILS Migration to Polaris Proposal: June 2026.

As you know the ILS Evaluation Committee has spent the better part of a year looking at multiple systems, evaluating our current ILS and determining what we need in the future to provide the best access, service and resources to our library users. The committee unanimously voted to recommend Polaris. When the vote went to directors at libraries in the cooperative, 41 members voted yes and 1 voted no to move the decision forward to the Lakeland Board for a final vote. You will see a brief demo geared toward the board at the meeting to provide you with a hands on look at what we are proposing.

There are 3 documents included in this packet. None are final. None are being voted on at this meeting but they will help the board with deciding whether to move forward with an ILS Migration to Polaris in terms of the financial impact on the Cooperative.

1. Fund Balance
2. Operating Budgets for 2026 – 2028
3. Cost Per Library for 2026-2028.

1.) Fund Balance: Our fund balance is healthy. The Lakeland board, staff, and membership have been excellent stewards these many years. You can see the balance for this year and anticipated for next year. We will also add the sale of the 4 trucks (3 recently and one last October) so as we begin the new FY 26-27, we will have \$897,343.00 in our fund balance.

We will use approximately \$185,000 of these funds for the migration project. This number should not exceed \$200,000.

The one-time migration implementation costs including training, implementation, supplies, etc. should not exceed \$85,000.00.

- \$65,000 for Polaris migration
- \$4,500 for Herrick and MADL Bibliocommons Migration
- \$5,500 for transitioning/change training for directors, ILS/IT contacts and some front-line staff
- \$10,000 for supplies, authority work and additional IT consulting staff hours if needed.

We will also use an additional \$75,000 to supplement costs in FY 2026-27. This is mostly due to the increase in the delivery service.

In FY 27-28 we have allotted \$25,000 to offset costs in the Operating Budget but we are still working on the budget and this number may change depending on state aid, investments, and final costs for the ILS maintenance fees because of Syndetics, Bibliocommons Connector Costs and other minor issues that are still pending. Any changes will have minimum impact on costs to libraries.

We will also be looking at ways to replenish the fund balance for future projects. More on this in September.

2.) Operating Budgets:

I think it is important to note that we haven't adjusted the revenue side of these budgets since we don't know what state aid will be. I truly hope State Aid increases, our investments continue to thrive and we continue to cost cut. I would like to add a contingency fund to manage any unforeseen expenses.

Annual cost increases have been included but the overall increase from 25-26 to year 27-28 is minimal when you consider a new ILS is a part of this plan.

Our costs for ILS & IT Expenses for 2027-2028 are reduced significantly. Although the committee did not look at the finances until the end of the process, this was a value-added benefit of Polaris. As you can see by outsourcing delivery and choosing a new ILS, we have kept costs low while serving our library users.

3.) **Cost Per Library:**

Everyone's favorite part. These are not final numbers but you can see that the increase is 8.7 percent on average over 2 years. The increases are often due to the cataloging costs based on an average of 3 years of added holdings. We may address this in the future. Every effort is made to be fair, equitable and cost-effective.

One final note: I should also mention that the pending contract between Lakeland and Innovative has been reviewed by our attorney, Andy Gardner at Bloom Sluggett. Ann and I also reviewed it and Innovative's legal counsel was very receptive to all the changes. Most had to do with making sure we have clarity in expectations for deliverables and if there were disputes. We are ready to go pending board approval.

I hope this information serves you well as you make this important decision. Ann, Amber and I will be at the ready to answer your questions and feel free to reach out to me if you have any concerns and we will share answers with all of you.

I want to thank the Lakeland Staff, the ILS Evaluation Committee and all the vendors for all their efforts, hard work and professionalism.

Carol Dawe

Cooperative Director

Lakeland Library Cooperative
Fund Balance Reserves
FY2025 through FY2026

	<u>Totals</u>	<u>Notes</u>
Fund Balance Reserves:		
3800 · Fund Balance - Committed	-	
3850 · Unassigned Funds	44,870	
3990 · Unassigned Funds	860,403	
Less Transfer to Capital	-	
Less Transfer to FY25 budget	-	
FB Reserves Available as of 9/30/2026:	<u>\$ 905,273</u>	
FY2025-26 Budget Transfer from FB Reserves:		
Assigned Funds-Capital	(20,500)	
Unassigned Funds	(42,430)	
FB Reserves Available as of 10/1/2026:	<u>\$ 842,343</u>	

LAKELAND LIBRARY COOPERATIVE
FY2026-27 and FY2027-2028 OPERATING BUDGETS
Revenue and Expense Detail

	Total	Total	Total	Total
	FY2024-25	FY2025-26	FY2026-27	FY2027-28
Revenue:				
State Aid	\$ 758,051	\$ 758,051	\$ 758,051	\$ 758,051
Revenue by Libraries	835,717	882,879	882,879	882,879
Investment Revenue	13,450	15,000	15,000	15,000
Rebates	100	100	100	100
Total Revenues	\$ 1,607,318	\$ 1,656,030	\$ 1,656,030	\$ 1,656,030
Salary & Wage Expenses				
Salaries & Wages	\$ 721,884	\$ 700,516	\$ 628,811	\$ 660,233
Payroll Taxes	60,882	59,589	52,512	54,916
Total Salaries/Taxes	\$ 782,770	\$ 760,105	\$ 681,325	\$ 715,149
Benefits				
Health/Disability/Life/EAP	72,588	91,310	108,455	118,111
MERS Retirement DB	26,150	28,549	20,171	21,346
MERS Retirement DC 401	9,500	9,800	10,300	10,800
Worker's Compensation	3,240	3,540	1,100	1,200
Total Benefits	\$ 111,478	\$ 133,199	\$ 140,026	\$ 151,457
Mileage	3,450	3,450	3,450	3,450
Total Mileage	\$ 3,450	\$ 3,450	\$ 3,450	\$ 3,450
Professional Development				
Confs/Training	7,500	7,500	7,500	7,500
Staff Development	500	500	500	500
Total Prof Development	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Supplies				
Office Supplies	2,500	2,500	2,500	2,500
Prof Coll	340	340	340	340
DeliverySupplies	500	1,000	4,285	4,285
Total Supplies	\$ 3,340	\$ 3,840	\$ 7,125	\$ 7,125
Professional Services				
Audit	5,800	9,500	10,500	11,500
Memberships	4,250	4,280	4,340	4,340
Bank Service Fees	1,870	1,870	1,870	1,870
Consulting Services	55,000	55,000	57,750	60,638
Legal Fees	4,000	4,000	4,000	4,000
Total Professional Services	\$ 70,920	\$ 74,650	\$ 78,460	\$ 82,348

LAKELAND LIBRARY COOPERATIVE
FY2026-27 and FY2027-2028 OPERATING BUDGETS
Revenue and Expense Detail

	Total	Total	Total	Total
	FY2024-25	FY2025-26	FY2026-27	FY2027-28
Insurance				
D&O	2,380	2,380	2,380	2,380
Umbrella	1,500	1,500	1,500	1,500
Commercial Property Ins.	2,540	3,040	3,140	3,140
Vehicle Insurance	7,525	8,225	-	-
Cyber Security Insurance	5,650	2,650	2,783	2,922
Total Insurance	\$ 19,595	\$ 17,795	\$ 9,803	\$ 9,942
ILS & IT Expenses				
Authority Control	8,905	8,010	8,610	-
Sky River	47,880	50,730	50,780	53,827
Ill Maintenance	212,681	214,328	228,562	278,000
Bibliocommons	113,370	118,067	124,000	-
Notification Services	9,000	18,200	9,000	9,000
Syndetics Subscription	22,510	23,735	24,570	-
Shoutbomb	5,856	5,856	5,856	-
Patron Point	24,350	25,400	28,000	30,800
Overdrive Platform	9,330	9,330	9,330	9,330
IT Equip/Operations	\$ 29,700	\$ 29,700	\$ 29,700	\$ 29,700
Total ILS & IT Expenses	\$ 483,582	\$ 503,355	\$ 518,408	\$ 410,657
Rides Delivery	9,065	9,410	9,840	10,330
Total Rides Delivery	\$ 9,065	\$ 9,410	\$ 9,840	\$ 10,330
Delivery Expenses				
Outsource	-	110,034	274,284	288,567
Fuel	32,145	11,490	-	-
Driver Certification	445	1,610	-	-
Vehicle Maint/Repair	24,045	16,628	-	-
Total Delivery Expenses	\$ 56,635	\$ 139,762	\$ 274,284	\$ 288,567
Member Development				
Continuing Education	5,000	5,000	5,000	5,000
Member Development	1,000	1,000	1,000	1,000
Total Member Development	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Facility				
Utilities	10,575	11,105	11,685	11,710
Telephone	5,875	6,390	6,480	6,600
Repairs & Maintenance	6,650	6,650	25,870	26,830
Facility Service Contracts	14,935	14,750	17,410	18,340
Total Facility	\$ 38,035	\$ 38,895	\$ 61,445	\$ 63,480
Total Expenditures	\$ 1,592,868	\$ 1,698,461	\$ 1,798,166	\$ 1,756,505
Fund Balance Transfers			\$ 70,000	\$ 25,000

Library	Total FY2025-26 LLC Fees	Total FY2026-27 LLC Fees	Total FY2027-28 LLC Fees	
Allendale Township	26,827	29,216	28,374	
Alvah N. Belding Memorial	19,232	21,878	22,434	
Carson City Public/Crystal Public	21,919	23,652	25,532	
Cedar Springs Public	17,461	19,529	20,053	
Coopersville Area District Library	18,464	20,311	20,702	
Croton Township Library	14,256	15,169	15,911	
Dorr Township	17,919	19,950	20,749	
Fennville District	20,397	21,484	21,783	
Flat River Community (Greenville)	25,946	31,186	32,069	
Freeport District	14,976	16,437	17,063	
Fremont Area District	21,957	24,325	24,909	
Fruitport District Library	18,786	20,328	20,543	
Gary Byker (Hudsonville)	21,613	23,830	24,507	
Georgetown Township (Jenison)	39,192	43,203	41,828	
Grand Rapids Public	7,562	7,859	5,185	
Grant Area District	18,758	20,309	20,959	
Hackley Public (Muskegon)	26,712	27,113	25,588	
Hastings Public	18,602	20,554	20,865	
Henika District (Wayland)	17,230	19,042	19,770	
Herrick District (Holland)	52,967	53,846	48,569	
Hesperia Community	14,942	16,056	16,673	
Home Township (Edmore)	14,416	15,310	15,985	
Hopkins Public	14,449	15,404	16,039	
Howard Miller (Zeeland)	28,905	33,604	34,069	
Ionia Community	23,301	24,754	24,507	
Kent District	7,299	7,738	9,698	
Lake Odessa Community	15,048	16,051	16,775	
Leighton Township (Moline)	17,451	19,481	20,288	
Loutit District (Grand Haven)	27,072	27,717	26,358	
Muskegon Area District	54,505	54,472	49,269	
Newaygo Area District	16,358	17,494	18,075	
Patmos (Jamestown)	19,224	21,139	21,775	
Salem Township (Burnips)	17,956	19,859	20,554	
Saranac/Clarksville Public	22,514	24,481	26,575	
Saugatuck-Douglas District	15,996	17,879	18,682	
Sparta Carnegie Township	17,588	20,385	21,111	
Spring Lake District	24,797	26,725	26,939	
Tamarack District (Lakeview)	19,276	22,110	22,898	
Thornapple-Kellogg (Middleville)	17,745	18,606	18,388	
Timothy C Hauenstein Reynolds Tow	17,618	18,970	19,448	
White Cloud Community	17,523	18,909	19,453	
White Lake Community	17,137	18,649	17,402	
TOTAL	\$ 881,896	\$ 955,015	\$ 958,356	8.7%