LAKELAND LIBRARY COOPERATIVE
LEADING • LEARNING • LENDING

ADVISORY COUNCIL MONTHLY MEETING
Thursday, August 13, 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 JUNE 11, 2026 MEETING	*(m)*	PAGES 2
5. COUNCIL PRESIDENT REPORT – Elyshia Hoekstra, Chair	*(i)*	
6. BOARD REPORT – John McNaughton, Board President	*(i)*	
7. ILS MANAGER'S REPORT	*(i)*	See Board Packet
8. MEMBER SERVICES MANAGER'S REPORT	*(i)*	See Board Packet
9. COOPERATIVE DIRECTOR'S REPORT	*(i)*	See Board Packet
10. OTHER REPORTS (If representatives are present)		
a. **MLA Update–** Mary Johnson, James Pugh	*(i)*	
11. NEW/UNFINISHED BUSINESS	*(i)*	
a. **ILS Migration Project** – Ann Langlois		See Board Packet
b. **Caucus/Election discussion for September/October** – Carol Dawe	*(i)*	
c. **Operating Budget and Cost per Library Discussion and vote**– Carol Dawe	*(m)*	PAGES 3-8
12. PUBLIC COMMENTS		
13. NEXT MEETING - Thursday, September 10, 2026 following the Board Meeting at Kent District Library Service Center		
14. ADJOURNMENT	*(m)*	

f – file   i – information   m – possible motion

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), Joe Zappacosta (SM)
Lakeland Staff Present: Amber McLain, Ann Langlois

1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to ord**er at 10:38 by Elyshia Hoekstra.**
2) **APPROVAL OF AGENDA:** Matt Lubbers-Moore moved, supported by Mary Cook to approve the agenda - *motion carried.*
3) **PUBLIC COMMENTS:**
   a) Merri Jo Tuinstra shared that Maranda visited their summer reading kickoff and they saw record numbers.
   b) Ellen Peters shared that Loutit had their ribbon-cutting for their makerspace, as well as their summer reading kickoff.
4) **APPROVAL OF MINUTES:** Abby Black moved, supported by David Edelman**,** to approve the Advisory Council minutes from May 14, 2026 with spelling correction, date addition – *motion carried.*
5) **COUNCIL PRESIDENT REPORTS:** Nothing to report.
6) **BOARD REPORT:** Nothing to report.
7) **ILS MANAGER'S REPORT:** Ann shared that she is almost done contacting libraries to change their Sierra login passwords. She also encouraged anyone that calls tech help to leave a message.
8) **MEMBER SERVICE MANAGER'S REPORT:** Amber reminded everyone that patron point barcodes have been set aside for each library, and if you order physical barcodes in that range there will be duplicates. She also shared that delivery dots will be coming from a new vendor and will be an item that can be ordered directly from Lakeland, and Lakeland will absorb those costs rather than billing out to libraries.
9) **COOPERATIVE DIRECTOR'S REPORT:** Carol shared that the ILS migration process is being planned thoughtfully and meticulously.
10) **OTHER REPORTS:**
   a) Circulation Services Draft Minutes: 5-4-26 included for information.
   b) Youth Services Draft Minutes: 5-4-26 included for information.
   c) MLA: Dale Parus shared that not much is going on – expect a call to action from MLA soon.
12) **NEW AND ONGOING BUSINESS**
   a) *ILS Project Next Steps – Ann Langlois* – Ann shared that there will be a survey going out to gather contact information for a project planner and an IT representative for each library. A third party vendor census will also be sent out to ensure that connections to the ILS remain stable. She also emphasized that deadlines will be strict. The contract will be signed, and then within ten days the migration team at Innovative will begin the process on their end.
   b.) *September Transition Workshop Discussion – Carol Dawe* – Amanda Standerfer will hold a workshop at the September meeting to discuss managing change during this migration process.
13) **PUBLIC COMMENTS:**
   a) A staff member at Flat River will be doing all of the marketing material for MLA. Flat River will also be co-hosting Pride for their area.
14) **NEXT MEETING:** Thursday July 9, 2026, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.
15) **ADJOURNMENT:** Mary Johnson moved, supported by Abby Black, to adjourn at 11:04 - *motion carried.*

Respectfully submitted by,
Amber McLain

LAKELAND LIBRARY COOPERATIVE
FY2026-27 OPERATING BUDGET
Revenue and Expense Detail

	Total FY2025-26	Total FY2026-27	FY2027 Over (Under) FY2026	Percent Change	Notes
Revenue:					
State Aid	$758,051	$ 769,821	$ 11,770	1.6%	1
Revenue by Libraries	882,879	945,201	62,322	7.1%	2
Investment Revenue	15,000	17,000	2,000	13.3%	3
Rebates	100	100	-	0.0%	4
Transfers from FB	42,431	80,000	37,569	88.5%	5
Total Revenues	**$1,698,461**	**$ 1,812,122**	**$ 113,661**	**6.7%**	
Salary & Wage Expenses					
Salaries & Wages	$700,516	$ 635,290	$ (65,226)	-9%	
Payroll Taxes	59,589	53,007	(6,582)	-11%	
Total Salaries/Taxes	**$760,105**	**$ 688,295**	**$ (71,810)**	**-9%**	6
Benefits					
Health/Disability/Life/EAP	91,310	108,480	17,170	19%	7
MERS Retirement DB	28,549	28,252	(297)	-1%	8
MERS Retirement DC 401	9,800	10,300	500	5%	8
Worker's Compensation	3,540	1,245	(2,295)	-65%	9
Total Benefits	**$ 133,199**	**$ 148,277**	**$ 15,078**	**11%**	
Mileage	3,450	3,450	-	0%	10
Total Mileage	**$ 3,450**	**$ 3,450**	**$ -**	**0%**	
Professional Development					
Confs/Training	7,500	7,500	-	0%	
Staff Development	500	500	-	0%	
Total Prof Development	**$ 8,000**	**$ 8,000**	**$ -**	**0%**	
Supplies					
Office Supplies	2,500	3,700	1,200	48%	11
Prof Coll	340	200	(140)	-41%	12
DeliverySupplies	1,000	1,960	960	96%	13
Total Supplies	**$ 3,840**	**$ 5,860**	**$ 2,020**	**53%**	
Professional Services					
Audit	9,500	9,500	-	0%	
Memberships	4,280	4,340	60	1%	
Bank Service Fees	1,870	1,870	-	0%	
Consulting Services	55,000	57,750	2,750	5%	
Legal Fees	4,000	4,000	-	0%	

LAKELAND LIBRARY COOPERATIVE
FY2026-27 OPERATING BUDGET
Revenue and Expense Detail

	Total FY2025-26	Total FY2026-27	FY2027 Over (Under) FY2026	Percent Change	Notes
Total Professional Services	**$ 74,650**	**$ 77,460**	**$ 2,810**	**4%**	
Insurance					
D&O	2,380	2,380	-	0%	
Umbrella	1,500	1,500	-	0%	
Commercial Property Ins.	3,040	3,140	100	3%	
Vehicle Insurance	8,225	-	(8,225)	-100%	14
Cyber Security Insurance	2,650	2,783	133	5%	
Total Insurance	**$ 17,795**	**$ 9,803**	**$ (7,992)**	**-45%**	
ILS & IT Expenses					
Authority Control	8,010	8,610	600	7%	
Sky River	50,730	50,780	50	0%	
III Maintenance	214,328	228,562	14,234	7%	
Bibliocommons	118,067	124,000	5,933	5%	
Notification Services	18,200	9,000	(9,200)	-51%	15
Syndetics Subscript	23,735	24,570	835	4%	
Shoutbomb	5,856	5,856	-	0%	
Patron Point	25,400	28,000	2,600	10%	16
Overdrive Platform	9,330	9,330	-	0%	
IT Equip/Operations	$29,700	$ 29,700	-	0%	
Total ILS & IT Expenses	**$ 503,356**	**$ 518,408**	**$ 15,052**	**3%**	
Rides Delivery	9,410	9,840	430	5%	17
Total Rides Delivery	**$ 9,410**	**$ 9,840**	**$ 430**	**5%**	
Delivery Expenses					
Delivery Services	110,034	274,284	164,250	149%	
Fuel	11,490	-	(11,490)	-100%	
Driver Certification	1,610	-	(1,610)	-100%	
Vehicle Maint/Repair	16,628	-	(16,628)	-100%	
Total Delivery Expenses	**$ 139,762**	**$ 274,284**	**$ 134,522**	**96%**	18
Member Development					
Continuing Education	5,000	5,000	-	0%	
Member Development	1,000	1,000	-	0%	
Total Member Development	**$ 6,000**	**$ 6,000**	**$ -**	**0%**	
Facility					
Utilities	11,105	11,685	580	5%	
Telephone	6,390	6,480	90	1%	
Repairs & Maintenance	6,650	7,650	1,000	15%	19
Facility Service Contracts	14,750	36,630	21,880	148%	20

LAKELAND LIBRARY COOPERATIVE
FY2026-27 OPERATING BUDGET
Revenue and Expense Detail

	Total FY2025-26	Total FY2026-27	FY2027 Over (Under) FY2026	Percent Change	Notes
Total Facility	$ 38,895	$ 62,445	$ 23,550	61%	
Total Expenditures	$1,698,461	$ 1,812,122	$ 113,661	6.7%	21

Lakeland Library Cooperative
FY2026-27 Cost Per Library

Library	Total FY2025-26 LLC Fees	Total FY2026-27 LLC Fees	FY26-27 Over (Under) FY25-26	%	Notes
Allendale Township	26,827	28,915	2,087	7.8%	
Alvah N. Belding Memorial	20,215	21,269	1,055	5.2%	
Carson City Public/Crystal Public	21,919	23,481	1,562	7.1%	
Cedar Springs Public	17,461	19,046	1,585	9.1%	
Coopersville Area District Library	18,464	20,123	1,659	9.0%	
Croton Township Library	14,256	15,019	763	5.4%	
Dorr Township	17,919	19,673	1,754	9.8%	
Fennville District	20,397	21,468	1,072	5.3%	
Flat River Community (Greenville)	25,946	29,178	3,232	12.5%	
Freeport District	14,976	16,334	1,358	9.1%	
Fremont Area District	21,957	23,965	2,008	9.1%	
Fruitport District Library	18,786	20,211	1,425	7.6%	
Gary Byker (Hudsonville)	21,613	23,573	1,960	9.1%	
Georgetown Township (Jenison)	39,192	41,828	2,636	6.7%	
Grand Rapids Public	7,562	7,967	405	5.4%	
Grant Area District	18,758	19,704	946	5.0%	
Hackley Public (Muskegon)	26,712	28,041	1,330	5.0%	
Hastings Public	18,602	20,240	1,638	8.8%	
Henika District (Wayland)	17,230	18,889	1,659	9.6%	
Herrick District (Holland)	52,967	55,148	2,181	4.1%	
Hesperia Community	14,942	16,053	1,111	7.4%	
Home Township (Edmore)	14,416	15,209	793	5.5%	
Hopkins Public	14,449	15,251	803	5.6%	
Howard Miller (Zeeland)	28,905	32,383	3,479	12.0%	
Ionia Community	23,301	24,522	1,221	5.2%	
Kent District	7,299	7,676	377	5.2%	
Lake Odessa Community	15,048	15,851	803	5.3%	
Leighton Township (Moline)	17,451	19,081	1,630	9.3%	
Loutit District (Grand Haven)	27,072	28,198	1,125	4.2%	
Muskegon Area District	54,505	56,977	2,472	4.5%	
Newaygo Area District	16,358	17,339	981	6.0%	
Patmos (Jamestown)	19,224	20,233	1,009	5.3%	
Salem Township (Burnips)	17,956	19,555	1,599	8.9%	
Saranac/Clarksville Public	22,514	23,716	1,203	5.3%	
Saugatuck-Douglas District	15,996	17,554	1,558	9.7%	
Sparta Carnegie Township	17,588	19,381	1,793	10.2%	
Spring Lake District	24,797	26,104	1,307	5.3%	
Tamarack District (Lakeview)	19,276	21,207	1,931	10.0%	
Thornapple-Kellogg (Middleville)	17,745	19,078	1,333	7.5%	
Timothy C Hauenstein Reynolds Tow	17,618	18,661	1,043	5.9%	
White Cloud Community	17,523	18,402	879	5.0%	
White Lake Community	17,137	18,696	1,558	9.1%	
TOTAL	$ 882,879	$ 945,201	$ 62,322	7.1%	21

Lakeland Library Cooperative

FY2026-2027 Budget Endnotes

For August Advisory Discussion and Vote to forward the Operating Budget to the Lakeland Cooperative Board for a vote in September, 2026.

1. With a service population of 1.4 million, this increase provides about 8/10th of a cent per resident or $11,770.00. Every penny helps.
2. On average costs have increased by approximately 7%. The Cost per Library budget sheet will provide more details.
3. We are earning more interest revenue from our MiClass accounts.
4. In order to balance the budget and not charge the libraries for the ILS Migration, the board approved using reserves from our Fund Balance.
5. The Personnel Committee will discuss this but overall salaries have decreased with the outsourcing of our drivers and the retirement of our Delivery Manager. We have increased a few salaries such as the Finance and HR Manager (new title too) and the Cataloger Specialist 2 to make these salaries more competitive. I will work on reclassifying the catalogers now that we have two full-time positions.
6. We always allow for a 15% increase and we also had an addition of a spouse being covered.
7. We are still sorting out the future costs since we created the new division for the retired drivers. We just received word that these costs will decrease but we left them “as-is” for now until we get the final documentation. We can amend the budget as needed at a later date.
8. Big savings without the driver’s costs.
9. Mileage was well under budget this year so no increase needed even with the migration coming up.
10. We increased this due to the decision to pay for deliver dots out of the operating budget and not the pass-through because the billing costs were more than the dots themselves. Amber got us a better product and cost savings too!
11. We lessened this to add to supplies and we weren’t purchasing much.

12. We finally ran out of cataloging (OCLC) cards and we need to purchase them so we increased the budget. We use these cards on our delivery bags. We pay for the actually delivery bags out of our capital budget.
13. No longer needed.
14. We had budgeted for an enhanced service but with the migration, didn't move forward.
15. We are still figuring out the renewal validation costs. Again, we take this out of operating because the billing costs more that the charges.
16. Fuel Surcharge. (The Coop directors are meeting with MCLS about this in August. We are very fortunate we control our own delivery costs. The other cooperatives are very concerned.
17. Delivery charges were a major change this year but in the long run, the prudent thing to do for long-term savings and sustainability.
18. Increased slightly to allow improvements from within Operating so that we don't have to wait for board approval under a certain cost.
19. We added a contract for our facilities management with Heimler Associates and 3 months in, it is working very well. This contract is at a lower rate than for IT.
20. Again, over all, a 6.7% average increase in costs.
21. For Cost per library, increases are for annual increases as detailed above. Libraries that increased their collections, saw increases to their cataloging costs. This is true for those libraries with more than 7% cost increases but it only works out to an additional 4% of our overall increase in costs.

Many thanks to Janet for all her efforts every day and in every line item!