



ADVISORY COUNCIL MONTHLY MEETING

Thursday, October 8, 2026

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

Meeting will adjourn prior to 11:30 so that set up can begin for a Countywide event to honor Kent County libraries at 1:00. Please join us.

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 SEPTEMBER 10, 2026 MEETING

(m) PAGES 2

5. COUNCIL PRESIDENT REPORT – Elyshia Hoekstra, Chair

(i)

6. BOARD ELECTION AND TRANSFER OF POWER (Paper ballot will be provided with option for write in candidates. Quorum of 15 libraries needed.)

(m) PAGES 3-5

7. BOARD REPORT – John McNaughton, Board President

(i)

8. ILS MANAGER'S REPORT

(i) PAGES 6-11

9. MEMBER SERVICES MANAGER'S REPORT

(i) PAGES 6-11

10. COOPERATIVE DIRECTOR'S REPORT

(i) PAGES 6-11

11. OTHER REPORTS (if representatives are present)

a. MLA Update– Dale Parus, Abby Black, Mary Johnson, James Pugh

12. NEW/UNFINISHED BUSINESS

a. Committees and committee officers discussion

(i)

b. Delivery statistics discussion

(i) PAGES 12-14

13. DIRECTOR DISCUSSION OR QUESTIONS

14. PUBLIC COMMENTS

15. NEXT MEETING - Thursday, November 12, 2026 following the Board

Meeting at Kent District Library Service Center

16. ADJOURNMENT

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

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

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:55 by Elyshia Hoekstra.
- 2) **APPROVAL OF AGENDA:** Abby Black moved, supported by Ellen Peters to approve the agenda - *motion carried.*
 - a) **PUBLIC COMMENTS:** None
- 3) **APPROVAL OF MINUTES:** John McNaughton moved, supported by Matt Lubbers-Moore, to approve the Advisory Council minutes from August 13, 2026 – *motion carried.*
- 4) **COUNCIL PRESIDENT REPORTS:** Elyshia shared that this is her last meeting as Advisory President and she is honored to have served for five years. Elyshia shared that we still need a volunteer for Advisory secretary.
- 5) **BOARD REPORT:** John McNauhgtton shared that he has completed his term as Board President, and the board will be voting on new officers at next month's meeting.
- 6) **ILS MANAGER'S REPORT:** Ann shared that the password for the KDL/GRPL patron lookup will be changing as scheduled. Ann also shared that the ILS migration preparation is well underway and she will be contacting some libraries over small cleanup projects.
- 7) **MEMBER SERVICE MANAGER'S REPORT:** Amber shared that the issue with Patron Point renewal reminder emails has been identified and allegedly fixed as of the day prior to this meeting. Renewal notices will be turned back on the morning of 9/11/2026.
- 8) **COOPERATIVE DIRECTOR'S REPORT:** See board director's report in board packet.
- 9) **OTHER REPORTS:**
 - a) **MLA:** Dale Parus shared that the MLA Legislative committee is monitoring things at the federal level, including e-rate. Abby Black shared that there is an ad-hoc committee exploring how ebook legislation is being explored at state level in other states.
- 10) **NEW/UNFINISHED BUSINESS**
 - a) **ILS Migration Project** – Ann shared that LLC is currently undergoing cleanup projects to help with the migration of data to Polaris. She encouraged the libraries to check out their patron records and ensure that they are following patron cleanup.
 - b) **Caucus/Election for Class IV and V member libraries** – Abby Black and Maggie McKeithan were voted to continue their service on the board.
- 12) **DIRECTOR DISCUSSION OR QUESTIONS**
 - a) Matt Lubbers Moore shared that State Aid will be open soon, and encouraged people to reach out to Joe Hamlin with questions. He also offered his assistance if anyone needs it.
 - b) Maggie McKeithan shared that a patron donated a collection of cassettes and CDS, and offered the items.
- 13) **PUBLIC COMMENTS**
 - a) Mary Johnson shared that MADL will be screening *To Be Destroyed* in recognition of Banned Books week, followed by a panel discussion. Hackley Public Library, White Lake Community Library, and Fruitport District Library are working with MADL on the event.
- 14) **NEXT MEETING:** Thursday October 8, 2026, following the 9:30 a.m. Board Meeting at Kent District Library Service Center.
- 15) **ADJOURNMENT:** Matt Lubbers-Moore moved, supported by Abby Black, to adjourn at 10:23 A.M. - *motion carried.*

Respectfully submitted by,
Amber McLain

Slate of Advisory Council Officers for 2026-2027

President: Stef Reed, Flat River Community Library

Since I started in Lakeland nine years ago, I have worked as a Youth Services Librarian at Alvah N. Belding Memorial Library and Henika District Library before accepting the Director position at Flat River Community Library in 2021. I have served on the Advisory Council since 2023, first as Secretary and then as Vice Chair.

I grew up in West Michigan, where my childhood library was the tiny Lowell library, which has since become the Lowell Historical Museum. I then spent ten years on Colorado's Front Range, working in the software industry while earning my MFA and MLIS—and accumulating the student loan debt to go with them. We moved home in 2017 so we could own a house with our own walls and yard, raise our two kids, Jonah and Graham, and begin my library career somewhere that rogue librarians weren't roaming the foothills, hunting for open positions.

I have been incredibly grateful for the guidance, support, and sense of community I have found among fellow Lakeland directors and the Lakeland staff throughout my career as a library professional. My involvement with the Advisory Council has given me an even greater appreciation for the ways each of our libraries is unique within its own community while also navigating so many of the same challenges and opportunities.

I believe strongly in collaborating to enrich and strengthen our member libraries and their staff, creating shared value for communities regardless of size or resources, and fostering inclusion across our service area so that we can meet all of our patrons where they are. I would be honored to serve as Advisory Council Chair and help build on the outstanding communication and cooperation that make Lakeland one of the strongest library cooperatives in Michigan.

Sincerely,

Stef Reed (she/they)

Director

Flat River Community Library

Office: [\(616\) 710-1001](tel:6167101001)

Cell: [\(616\) 437-0918](tel:6164370918)

stefr@flatriverlibrary.org



Vice President: Joe Zappacosta, Hackley Public Library

I am running for Vice Chair of the Lakeland Library Cooperative Advisory Council because I can provide practical knowledge to support its planning and decision-making. By taking an active part in the group, I can put my knowledge and experience into context, use it to help achieve the group's objectives, and develop solutions for my own library. Serving as an officer will help me to get to know the other library directors better, learn what is working well for them, and better understand the problems they are encountering.

I am committed to raising operational or policy concerns that affect the cooperative, comparing the needs and perspectives of member libraries, and working collaboratively to develop recommendations on matters such as resource sharing, delivery, technology, committees, services, or other cooperative-wide issues. I believe my involvement will strengthen the cooperative and ensure all member libraries benefit from thoughtful, equitable decision-making.

While serving as Secretary of the LLC Advisory Council, I advised on Polaris migration readiness and the changes to the delivery system. I also bring extensive library technology experience, having served as a Systems Administrator. Additionally, I have more recently helped develop regional library agreements, such as reciprocal library card sign-up initiatives, programming partnership, and priority lending programs, further supporting resource sharing and collaboration among libraries.

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Joseph W. Zappacosta

Director

[231-722-8003](tel:231-722-8003) | hackleylibrary.org

[316 W Webster Ave | Muskegon, MI 49440](#)



Secretary: David Edelman, Hastings Public Library

I would like to officially put my name in as being interested in the Advisory Council's Secretary position. I've been a director in Lakeland now for almost 2 years, so it's time to start becoming more active and helping the cooperative. Libraries are still relatively new to me compared to some as I have only been involved since 2017, but I think I bring a unique perspective. After 23 years in retail management with Target and Meijer, and a newly minted MLIS, I think I approach challenges with a strong business acumen and a people-first perspective. I would be honored to help LLC as we move through a new ILS implementation, a new Cooperative Director, and all of the unknown challenges still ahead.

David Edelman**LIBRARY DIRECTOR**dedelman@hastingspubliclibrary.orgwww.hastingspubliclibrary.org[\(269\) 945-4263](tel:(269)945-4263)



LAKELAND LIBRARY COOPERATIVE

LEADING • LEARNING • LENDING

COOPERATIVE DIRECTOR'S REPORT October 8, 2026

Happy October! The 8th is the 2nd Thursday so we are doing our best to get everything to you in a timely manner.

Agenda Items:

Board:

1. For elections, paper ballots will be available if needed.
2. There is a proposal for new rooftop air conditioner units.
3. My annual evaluation is included. I will email the president the Word document.
4. An update for the Strategic Plan is also included as a part of my review but it should be approved as well.
5. As requested by the board president, I have created a list of recruiters that specialize in libraries. I also updated the cooperative director job description and provided the one from 2019 (the one used when I was hired.) I tried to make the new one shorter. The 2019 version was quite repetitive.
6. New Oaths should be signed and notarized.

Advisory:

1. For elections, paper ballots will be available along with the ability to write in a candidate. A slate with each candidate's intentions is included in the packet.
2. Please read the full report for information from each LLC department/manager.
3. I'd like to have a conversation about committees and a call for officers since many individuals have served for multiple years.
4. Brief discussion about delivery statistics and what is needed, when and whom?
5. Please bring questions or comments for the Director's Discussion part of the agenda as well.

Other items of note:

- **ILS Migration:**
 - We received excellent feedback regarding the Transition to Change Workshop. Thank you all for attending. Ann will update you all on our next steps and as she mentions below, the quarterly meeting on October 15th will focus on the ILS Migration.
 - Be mindful that we are in the early stages of this process. Please be patient as we move forward. We promise to keep you informed.
- **Staff evaluations:** I have completed my part and will meet with the LLC staff by the 15th.
- I am hoping we can offer a **director's workshop** on working with and empowering boards. I have been asked by several directors to look into this. Stay tuned.
- Our **Fiscal Year** began October 1st. We will move forward with new projects, staffing goals and a commitment to all of you to serve the membership and fulfill the vision and mission of the strategic plan. The updated strategic plan included in the packet should help with this!
- Janet and I are working on **succession planning** in regards to the financial responsibilities of the director.
- We are all working together on the **facilities**. So much progress has been made. Please see Nick's report. We are mistaken as a public library at least weekly. Tish updated our signage for the front door. We keep the outside door locked now and removed furniture from the vestibule. We had people walking in or leaving items in the vestibule. Never a dull moment but we remedied this immediately. Now that KDL's Walker Branch is open again, perhaps there will be less confusion. We are updating our Google Maps listing too and our voice mail.
- **Library Cooperatives of Michigan:** We have two new cooperative directors starting and another being hired. Big changes but I am excited to see what we do next collaboratively.

Manager/Specialist Reports:

Cataloging Services Manager - Jeff Lezman

September 2026 activities

- We are continuing to work on database clean-up projects, and on moving graphic novels from serial records to monographic records.
- We removed 420,000 Loutit item records for Hoopla music titles from Sierra due to Loutit's cancellation of Hoopla services.
- E-mail & telephone consulting contacts: 31
- Sierra records manually edited: 583

- Hoopla records added to Sierra: 8,039

August 2026 Statistics

The statistics for August 2026 show an increase in the number of cataloging requests we received, with an accompanying increase in the number of records cataloged compared to August of last year. We increased our focus on original cataloging this month, the results of which are reflected in the statistics.

The number of requests received to be cataloged in August was up by 14% compared to August 2025. The number of requests received that were already in the database increased by 77%.

The number of records copy-cataloged in August increased by 41%, while the number of original records cataloged increased by 458%. The total number of records cataloged increased by 95% compared to the number of records cataloged in June 2025.

Cataloging	August 2026	FYTD	August 2025	FYTD	Monthly %	YTD PCT
Requests Received	1506	16950	1322	15062	14%	13%
Requests already in database	85	949	48	967	77%	-2%
Requests to be cataloged	1421	16001	1274	14095	12%	14%
Copy Cataloging	1138	13080	809	11381	41%	15%
Original Cataloging	681	3512	122	3136	458%	12%
Total Cataloged	1819	16592	931	14517	95%	14%

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	2766	1543	1223
February	2304	1316	988
March	2805	1834	971
April	2792	1655	1137
May	2661	1468	1193
June	3137	1744	1393
July	2737	1656	1081
August	2774	1819	955
Total	21976	13035	8941

Delivery: Tisha Smith & Carol Dawe:

September stats are included with this report. We could send these reports separately to the delivery group. I'd like us to have a brief discussion at the meeting about this as mentioned above. One of our sorters is out with a medical condition but the group is working to cover the hours. I am so pleased with the team that we have and Tisha's leadership. Mark and Tony, our Same Day drivers, are doing well. I did request that Same Day let us know when they will be on vacation so we can inform all of you ahead of time. We are fortunate that we often have Jeff as our replacement driver. Not our former driver, Jeff, but a Same Day driver named Jeff, who is a trainer and knows our site very well.

We have had some damaged materials. I am behind on this but will get reimbursements to all of you in the next week or two. My apologies. We are now waiting for the new fiscal year.

Facilities and IT: Nick Heimler

Worked with cleaning company to have them come during the day instead of after hours. Worked with HVAC to get updated estimate for new AC units as well as flipping one of the current server room AC units to point into sorting area. Placed four doorbells around building at main entrances and delivery doors. Scheduled door repairs on two of the LLC building entrances. Miscellaneous work around the building to keep things tidy.

Worked on and resolved Lakeland Tech Help tickets for email lists, SIP, Patron API, and API information requests. ILS Upgrade to Polaris assistance. Setting up new training laptops. Server and network maintenance. Assisted in monthly reports and miscellaneous reports requested. Miscellaneous work complete.

Digital Services Specialist – Nicki Johnson

September Vendor Contacts: 10 Member Contacts: 38 Tickets: 40

In Overdrive news:

- The new PIN requirement goes live October 1st.
- Our magazine subscription will renew for another year at the same price (which is 10% below list).
- We have a new partner joining our lending group; Clinton/Macomb Library is set to go live October 5.
- The Overdrive Committee meeting is Wednesday, October 14 at 10 am.
- I gave a webinar in September about Advantage+. 8+ people attended. Some good questions came up and were addressed. I will be offering another one on Wednesday, October 21 at 2 pm.

All Swank movie licenses went out in delivery.

All other subscriptions are rolling along. The next to renew are Transparent Language and Ancestry (if you have your subscription through Lakeland) on January 1st.

Finance & HR Manager - Janet Cornell

FY26 Financials: The FY26 Budget adjustments have been made but we are still waiting on a few transactions, adjusting entries and bank reconciliations to finish the fiscal year. Once these are recorded, I can update the financial section for the State Aid report.

Audits: I will be receiving a worker's comp audit request to be completed this month. This should result in a refund as the insurance fees this year reflect the payroll changes for the previous year. I will also be in contact with our auditor to schedule field work for our financial audit. The last few years they have not scheduled this until January, but I usually do the prep work before then. The financial audit will be presented in February or March.

FY27 Budget: I have updated the Library Account Summaries for each of you showing your fees and charges with us for the last quarter and last 4 quarters. I have also updated a budget planning sheet for the new fiscal year that shows the breakdown of fees. These did not include renewal information for Overdrive eMagazine subscriptions, but the quarterly fees will remain the same for the next fiscal year. These 2 reports were emailed with the Quarterly billing invoices during the first week of October.

GFOA Conference: Poor timing, but I was able to participate in the Government Financial Officers Association's "Best Practices" Conference during the last week of September. Sessions focused on policies and procedures for financial reporting, procurement and payment policies and risk management groups. Much of the information was geared for larger government municipalities, but each of the sessions I attended had good information to glean. This information will be used as I work with Carol to update our financial policies and procedures.

September Member and Vendor Contacts: 18

ILS Manager – Ann Langlois

September email, Zoom, and phone consults member libraries: 51; with vendors: 4

September help tickets opened: 119 September help tickets closed: 126

- Annual Patron and Charges Purge:** at the end of August/beginning of September, following the summer reading programs, we conducted the annual patron and charges purges as provided in the LLC Circulation policy. Patrons whose records expired longer than three years ago AND who had no circ activity for three years were deleted. Circulation activity includes not only check in, check out and holds, but also activity such as validation through the patron API for third party resources and log in to their records in the public catalog. 13,459 patron records were removed (397 were KDL patrons; 309 were GRPL patrons). Old charges from more than 6 years ago (as per the Michigan statute of limitations) were also purged. Following the charges purge, we conducted a synchronization of accounts in collections with Unique Management. There were 7,602 patrons with old charge on their records. Of these patrons, 5192 of them met the record purge criteria so they were also removed.
- Sierra 6.6 upgrade:** on Wednesday, October 7, at 9 p.m., we will upgrade to Sierra 6.6. The following feature is new in this version: Record History for item and volume records

(which allows a user to view recent edits—including location changes—with details on action, user, and date/time.

- **Polaris Migration Project:** Polaris staff are working with our data to build a test database. After that happens, Lakeland staff will review the test database to see if data migrated correctly.
- **Quarterly Meeting:** the next quarterly meeting will be Thursday, October 15 at 1:30 pm. [Register here](#). At this meeting, we will discuss the Polaris migration project more in-depth since the data migration in the test database should be farther along. We'll send a reminder to all members but please make sure that the migration contacts at your libraries attend or view the recording if they are not scheduled at that time. Jeff will also give a sneak peek of what cataloging/adding items will look like in the test database of a fictional library that Lakeland was granted access to, because our actual test database is still being built.

Member Services Manager – Amber McLain

Email/Phone Consults with Libraries: 62

Email/Phone Consults with Vendors: 49

- **BiblioCommons:** BiblioCommons continues to function as usual.
- **BiblioSuggest:** BiblioSuggest continues to function as usual. I will send out LLC Parent catalog suggestions by October 6.
- **BiblioApp:** BiblioApp continues to function as usual.
- **Patron Point:** Patron Point continues to function as usual.
 - *Number of Applications in September 2026: 919*
 - *Number of Auto-Renews in September 2026: 2759*
- **Polaris Prep:** I am currently working with Ann, Carol, and Jeff to begin work on a training plan to ensure that all possible topics are covered as we move forward with this project. I am researching different self-paced and/or interactive learning platforms to determine what will meet our needs and be sustainable for future training.
- **Website and Accessibility:** I am continuing to work on the Lakeland website in between Polaris prep-work and other general duties.

Respectfully submitted,

Carol Dawe

LAKELAND LIBRARY COOPERATIVE
DELIVERY BAG COUNT
DELIVERY BAGS PUT INTO TRUCKS AT LLC
SEPTEMBER 30, 2026

	A	B	C	D	E	F	G	H
1								
2	September		2026					
3								
4	Day	Date	Truck #	Book Bags	Blue Bins	Gray-AV Bins	Other Items/Boxes	Total
5	Tuesday	1-Sep	1	38	13	1		52
6	Tuesday	1-Sep	2	39	13	3	3	58
7								
8	Wednesday	2-Sep	1	67	12	5		84
9	Wednesday	2-Sep	2	76	12	5	2	95
10								
11	Thursday	3-Sep	1	57	14	3		74
12	Thursday	3-Sep	2	39	12	3		54
13								
14	Friday	4-Sep	1	59	13	5	5	82
15	Friday	4-Sep	2	55	13	5		73
16								
17	Tuesday	8-Sep	1	35	13	1		49
18	Tuesday	8-Sep	2	31	13	3		47
19								
20	Wednesday	9-Sep	1	66	12	5	1	84
21	Wednesday	9-Sep	2	70	12	5		87
22								
23	Thursday	10-Sep	1	71	14	3		88
24	Thursday	10-Sep	2	45	12	3		60
25								
26	Friday	11-Sep	1	66	13	5	1	85
27	Friday	11-Sep	2	61	13	5		79
28								
29	Monday	14-Sep	1	46	12	2	1	61
30	Monday	14-Sep	2	39	13	6		58
31								
32	Tuesday	15-Sep	1	36	13	1	2	52
33	Tuesday	15-Sep	2	43	13	3	2	61
34								
35	Wednesday	16-Sep	1	67	12	5	1	85
36	Wednesday	16-Sep	2	70	12	5	1	88
37								
38	Thursday	17-Sep	1	63	14	3	2	82
39	Thursday	17-Sep	2	38	12	3	1	54
40								
41	Friday	18-Sep	1	57	13	5	2	77
42	Friday	18-Sep	2	39	13	6		58
43								
44	Monday	21-Sep	1	45	12	2	1	60
45	Monday	21-Sep	2	44	13	7		64
46								
47	Tuesday	22-Sep	1	30	13	1		44
48	Tuesday	22-Sep	2	39	13	3	1	56
49								
50	Wednesday	23-Sep	1	65	12	5		82
51	Wednesday	23-Sep	2	90	12	5		107
52								
53	Thursday	24-Sep	1	54	14	3		71
54	Thursday	24-Sep	2	37	12	3		52
55								
56	Friday	25-Sep	1	49	13	5		67
57	Friday	25-Sep	2	52	12	5		69
58								
59	Monday	28-Sep	1	32	12	2	1	47
60	Monday	28-Sep	2	33	13	7		53
61								
62	Tuesday	29-Sep	1	37	13	1		51
63	Tuesday	29-Sep	2	31	13	3		47
64								
65	Wednesday	30-Sep	1	63	12	5	1	81
66	Wednesday	30-Sep	2	68	12	5		85
67								
68								-
69								-
70								
71								
72	Total			2,142	532	161	28	2,863

September 2026