LAKELAND LIBRARY COOPERATIVE
LEADING • LEARNING • LENDING

BOARD MONTHLY MEETING
Thursday, November 12, 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 and Board Members		
2.	**APPROVAL OF AGENDA**	*(m)*	PAGE 1-2
3.	**PUBLIC COMMENTS**		
4.	**APPROVAL OF MINUTES**		
	a. October 8, 2026, Unofficial Board Minutes	*(m)*	PAGE 3
5.	**FINANCIAL REPORT**		
	a. September (Final) and October Financials and Check Registers	*(m)*	PAGE 4-19
6.	**PRESIDENT'S REPORT**	*(i)*	
7.	**COOPERATIVE DIRECTOR'S REPORT**	*(i)*	PAGES 20-25
8.	**COUNCIL/COMMITTEE REPORTS**		
	a. Advisory Council Official Minutes-September 10th, 2026	*(i)*	PAGE 26
9.	**ONGOING/NEW BUSINESS**		
	a. Director Evaluation Update	*(i)*	
	b. Director Search: RFP DRAFT review	*(m)*	PAGES 27-28
	c. Board Member Oaths for those not attending in October.	*(i)*	Document will be provided.
10.	**PUBLIC COMMENTS**		
11.	**BOARD MEMBER COMMENTS**		

12. NEXT MEETING: January 14th, 2026 at the Kent District Library Service Center

13. ADJOURNMENT *(m)*

LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, October 8th, 2026
Kent District Library Service Center
814 West River Center Drive NE, Comstock Park, MI 49321

Present: Betty Adams (MADL – New Secretary), Matt Lubbers-Moore (SF), Jessica Hunt (NG), Ron Suszek (HDL), John McNaughton (GRPL), Rob Bristow (OG – New President), Carol Dawe (LLC), Abby Black (OA – New Vice President), Lance Werner (KDL)
Staff Present: Amber McLain, Ann Langlois
Absent: Maggie McKeithan (OS)

1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:30 a.m. by John McNaugton.
2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Abby Black, to approve the agenda as presented - *motion carried.*
3) **ELECTION OF OFFICERS AND TRANFER OF POWER:** Lancer Werner made the motion, supported Matt Lubbers-Moore, to approve the slate as presented – motion carried.
4) **PUBLIC COMMENTS:** There were no public comments.
5) **APPROVAL OF MINUTES:** Lance Werner moved, supported by Ron Suszek, to approve the board minutes from September 2026 as presented – *motion carried.*
6) **FINANCIAL REPORT:**
   a) September Financials: Matt Lubbers-Moore moved, supported by Lance Werner, to approve the September Financials and check registers as presented - *motion carried.*
7) **PRESIDENT'S REPORT:** There was nothing to report from the Board President.
8) **DIRECTOR'S REPORT:** Carol discussed a plan to present a series of events regarding boards, leadership, and staff development.
9) **COUNCIL/COMMITEE REPORTS:**
   a) Official Advisory Council Minutes from August 2026 included for information.
10) **ONGOING/NEW BUSINESS:**
   a) *Discussion and Vote to Approve Air Conditioning Upgrade* – Lance Werner made the motion, supported by John McNaughton, to approve the Air Conditioning upgrade
   b) *Director Evaluation Next Steps* – Discussion ensued among board members regarding the evaluation process and timeline.
   c) *Strategic Plan Update* – Overview of strategic plan progress included in packet. Carol discussed the importance of having a mission/vision statement visible and available.
   d) *Director Search* – Lance Werner shared possible consulting firms to look into for the upcoming Cooperative Director search. Regarding the timeline, Carol suggested hiring in August so there is overlap for her and the new director. Discussion of creation of an RFP for consulting firms before the next meeting. Discussion regarding the job description for Cooperative Director ensued.
   e) *Board Member Oaths* – New oaths were signed, which were notarized by Elvia Myers of KDL.
11) **PUBLIC COMMENTS:**
   a) Amber McLain shared gratitude for Nicki Johnson at LLC for tackling nearly 200 help desk tickets in the past week, assisting patrons with OverDrive.
12) **BOARD MEMBER COMMENTS:**
   a) Abby Black shared that Allendale Township now has a steering committee regarding downtown development, and committee members are in favor of building a new library.
   b) Lance Werner shared that KDL's newly renovated Walker branch will be open later this month.
13) **NEXT MEETING:** Thursday, November 12, 2026, at 9:30 a.m. at Kent District Library Service Center.
14) **ADJOURNMENT:** Lance Werner moved to adjourn at 10:00 a.m. - *motion carried.*

Respectfully submitted by,
Amber McLain

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of September 30, 2026

ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		83,431
002 · Savings Accounts		830,127
Total Checking/Savings		913,559
Other Current Assets		
084 · Due from Other Funds		74,391
123 · Prepaid Expenses		115,666
Total Other Current Assets		190,056
Total Current Assets		1,103,615
Fixed Assets		429,957
TOTAL ASSETS	**$**	**1,533,572**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		35,735
Credit Cards		564
Other Current Liabilities		
214 · Due to Other Funds		38
231 · Payroll Liabilities		1,979
237 · Benefit Liabilities		3,235
257 · Accrued Payroll		31,552
258 · Accrued Payroll Taxes		2,196
Total Other Current Liabilities		39,000
Total Current Liabilities		75,299
Total Liabilities	**$**	**75,299**
Equity		
370 · Nonspendable Funds		119,021
371 · Property		429,957
390 · Unassigned Funds		860,402
Net Income		48,893
Total Equity	**$**	**1,458,273**
TOTAL LIABILITIES & EQUITY	**$**	**1,533,572**

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

	YTD	Budget	%
Income			
566 · State Aid Revenue	763,145	758,051	100.7%
630 · Service Revenue	882,880	882,879	100.0%
665 · Interest Revenue	22,954	15,000	153.0%
672 · Other Revenue	125	100	125.0%
Total Income	**$ 1,669,104**	**$ 1,656,030**	**100.8%**
Expense			
702 · Salaries & Wages	747,214	749,055	99.8%
710 · Benefits	142,069	143,949	98.7%
719 · Mileage	2,218	3,450	64.3%
720 · Professional Development	3,637	5,500	66.1%
726 · Supplies	12,070	12,440	97.0%
801 · Professional Services	72,413	74,650	97.0%
810 · Insurance	16,444	17,145	95.9%
817 · ILS & IT Expenses	367,026	376,371	97.5%
831 · RIDES	8,991	9,410	95.6%
860 · Delivery Expenses	135,854	135,862	100.0%
880 · Member Development	2,787	5,000	55.7%
920 · Facility Expenses	47,003	47,645	98.7%
Total Expense	**$ 1,557,727**	**$ 1,580,477**	**98.6%**
Net Ordinary Income	**$ 111,377**	**$ 75,553**	**147.4%**
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%
995 · FB Transfers Out	-	-	0.0%
Total Other Expense	117,984	117,984	100.0%
Net Other Income	**$ (62,484)**	**$ (75,553)**	**82.7%**
Net Income	**$ 48,893**	**$ -**	**100.0%**

Lakeland Library Cooperative
Operating Checks for the Month
As of September 30, 2026

Date	Name	Memo	Account	Amount
001.01 · Main Checking-Sweep Acct				
09/02/2026	Bazen Electric		Building Repairs/Maint.	589.35
09/03/2026	Cintas	Floor Mats	Facility Contracts	144.19
09/03/2026	Delta Dental	Dental/Vision Ins.	Benefits	307.06
09/03/2026	Granger	Waste services	Facility Contracts	57.06
09/03/2026	Healthiest You	Telehealth	Benefits	63.75
09/03/2026	Lighthouse Insurance		Insurance	4,763.00
09/07/2026	MERS	Pension	Benefits	3,142.66
09/07/2026	State of Michigan--Vendor		Payroll Liabilities	1,639.25
09/08/2026	MERS 457/DC		Payroll Liabilities	374.26
09/08/2026	MERS 457/DC		Payroll Liabilities	1,874.69
09/08/2026	Payroll		--Split--	14,704.35
09/08/2026	United States Treasury		Payroll Liabilities	5,060.33
09/08/2026	Coverall - New Dreams, Inc.	Janitorial service	Facility Contracts	170.00
09/08/2026	Heimler Consulting	IT & Building Mgt	Consulting	7,040.00
09/08/2026	MCLS	Fuel Charge	RIDES	111.31
09/08/2026	Springshare LLC (Patron Pt)		Patron Point	17,140.00
09/08/2026	Superior Pest Control, Inc.	Pest Control	Facility Contracts	58.00
09/08/2026	Dawe, Carol - vendor		Mileage	229.52
09/08/2026	Langlois, Ann - Vendor		Mileage	48.64
09/16/2026	Evergreen Lawn Care	Fuel Charge	Facility Contracts	30.00
09/16/2026	Printing Productions Ink	Delivery tags	Supplies	298.57
09/16/2026	Seaman's Air Conditioning/Refrigeration	HVAC	Facility Contracts	1,175.00
09/16/2026	Tuff Cover Inc.	delivery bags	Supplies	6,285.00
09/17/2026	Aflac		Payroll Liabilities	194.56
09/17/2026	Amazon		Supplies	105.38
09/17/2026	BCBS	Health Insurance	Benefits	3,539.57
09/17/2026	BCN	Health Insurance	Benefits	5,112.44
09/17/2026	Comcast-Data Lines	Data Lines	IT Operations	575.00
09/17/2026	Consumers Energy		Utilities	666.17
09/17/2026	DTE Energy		Utilities	63.27
09/17/2026	DTE Energy		Utilities	67.79
09/17/2026	Michigan Insurance Company		Insurance	8,403.00
09/17/2026	Ricoh USA Inc.	Copier	IT Operations	23.30
09/21/2026	Allied Universal (Midstate)	Building Security	Facility Contracts	121.56
09/21/2026	Backstage Library Works		Authority Control	300.20
09/21/2026	Same Day Delivery	Delivery	Delivery Services	22,006.58
09/21/2026	Dawe, Carol - vendor		Mileage	159.60
09/21/2026	Grand Rapids Income Tax Dept.		Payroll Liabilities	118.48
09/21/2026	Walker City Treasurer		Payroll Liabilities	192.68
09/22/2026	MERS 457/DC		Payroll Liabilities	374.26
09/22/2026	MERS 457/DC		Payroll Liabilities	1,874.69
09/22/2026	Payroll		--Split--	15,132.06
09/22/2026	United States Treasury		Payroll Liabilities	5,142.38
			TOTAL	**$ 129,478.96**

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of September 30, 2026

	Pass Through	Capital
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	37,480	3,229
001.3 · eCommerce - Checking	5,043	
Total 001 · Checking Accounts	42,523	3,229
002 · Savings Accounts		73,670
Total Checking/Savings	42,523	76,899
Accounts Receivable	4,249	
Other Current Assets		
084 · Due From Other Funds	38	
Total Other Current Assets	38	-
Total Current Assets	46,810	76,899
TOTAL ASSETS	**$ 46,810**	**$ 76,899**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
210 · Credit Card Balances	156	
Total Credit Cards	156	-
Other Current Liabilities		
214 · Due To Other Funds	39,962	34,429
223 · Due to Members	6,692	
Total Other Current Liabilities	46,654	34,429
Total Current Liabilities	46,810	34,429
Total Liabilities	**$ 46,810**	**$ 34,429**
Equity		
390 · Unassigned Funds		24,370
Net Income	-	18,101
Total Equity	**$ -**	**$ 42,471**
TOTAL LIABILITIES & EQUITY	**$ 46,810**	**$ 76,899**

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

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
628 · Group Supply Revenue	10,252	10,700	95.8%			
629 · Group Collections	99,331	100,400	98.9%			
635 · Group Services	36,262	36,350	99.8%			
637 · Ecommerce Fines	22,317	28,000	79.7%			
665 · Interest Revenue				3,001	2,000	150.0%
672 · Other Revenue	1,251	1,750	71.5%			
Total Income	**$ 169,413**	**$ 177,200**	**95.6%**	**$ 3,001**	**$ 2,000**	**150.0%**
Gross Profit	**$ 169,413**	**$ 177,200**	**95.6%**	**$ 3,001**	**$ 2,000**	**150.0%**
Expense						
728 · Library Supply Expense	10,252	10,700	95.8%			
729 · Collection Expenses	99,331	100,400	98.9%			
805 · Group Subscriptions	36,262	36,350	99.8%			
807 · Fines Paid	22,317	28,000	79.7%			
880 · Member Development	-	1,000	0.0%			
969 · Other Services	1,251	750	166.8%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				-	7,500	0.0%
975 · Technology				5,400	15,000	36.0%
Total 970 · Capital Outlay				5,400	22,500	24.0%
Total Expense	**$ 169,413**	**$ 177,200**	**95.6%**	**$ 5,400**	**$ 22,500**	**24.0%**
Net Ordinary Income	**$ -**	**$ -**	**0.0%**	**$ (2,399)**	**$ (20,500)**	**11.7%**
Other Income						
699 · Fund Balance Transfers In	-	-	0.0%	20,500	20,500	100.0%
Total Other Income	-	-	0.0%	20,500	20,500	100.0%
Net Other Income	**$ -**	**$ -**	**0.0%**	**$ 20,500**	**$ 20,500**	**100.0%**
Net Income	**$ -**	**$ -**	**0.0%**	**$ 18,101**	**$ -**	**100.0%**

Date	Name	Memo	Account	Amount
001 · Checking Accounts				
001.1 · Fund - Checking				
001.11 · Checking - Pass Through				
09/08/2026	Heimler Consulting	consult	Other Group Services	704.00
09/17/2026	OverDrive	audio and ebooks	Group Collections	5,231.79
09/21/2026	Coopersville Area District Library	Jun-Aug 26 Efines	Ecommerce Fines	360.53
09/21/2026	Fennville District Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	72.53
09/21/2026	Freeport District Library - Vendor	Jun-Aug 26 Efines	Ecommerce Fines	35.85
09/21/2026	Gary Byker Memorial Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	36.52
09/21/2026	Hesperia Community Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	9.28
09/21/2026	Hopkins District Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	9.28
09/21/2026	Ionia Community Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	67.12
09/21/2026	Leighton Township Library-Vendor	Mar-Aug 26 Efines	Ecommerce Fines	69.71
09/21/2026	Patmos Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	72.22
09/21/2026	Saranac Public Library-Vendor	Mar-Aug 26 Efines	Ecommerce Fines	89.99
09/21/2026	Saugatuck--Douglas District Library	Mar-Aug 26 Efines	Ecommerce Fines	64.83
09/21/2026	Sparta Township Library--Vendor	Jun-Aug 26 Efines	Ecommerce Fines	107.24
09/21/2026	TCH Reynolds Township Library	Jun-Aug 26 Efines	Ecommerce Fines	111.92
09/21/2026	White Cloud Community Library-Vendor	Mar-Aug 26 Efines	Ecommerce Fines	2.97
09/21/2026	White Lake Community Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	30.95
09/21/2026	Swank Movie Licensing USA	Movie license renewal	Group Subscriptions	11,408.00
			Total 001.11 · Checking - Pass Through	18,484.73
001.12 · Checking - Capital				
			Total 001.12 · Checking - Capital	0.00
			Total 001.1 · Fund - Checking	18,484.73
001.3 · eCommerce - Checking				
09/16/2026	Allendale Township Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	168.45
09/16/2026	Alvah N. Belding Library--Vendor	Jun-Aug 26 Efines	Ecommerce Fines	38.78
09/16/2026	Carson City Public Library-Vendor	Mar-Aug 26 Efines	Ecommerce Fines	38.87
09/16/2026	Cedar Springs Public Library-Vendor	Mar-Aug 26 Efines	Ecommerce Fines	26.89
09/16/2026	Croton Township Library - Vendor	Sept 25-Aug 26 Efines	Ecommerce Fines	11.08
09/16/2026	Dorr Township Library-Vendor	Mar-Aug 26 Efines	Ecommerce Fines	51.85
09/16/2026	Flat River Community Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	77.41
09/16/2026	Fremont Area District Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	43.19
09/16/2026	Fruitport District Library - Vendor	Dec 25-Aug 26 Efines	Ecommerce Fines	21.73
09/16/2026	Georgetown Twp Public Library	Jun-Aug 26 Efines	Ecommerce Fines	920.82
09/16/2026	Grant Area District Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	31.95
09/16/2026	Hackley Public Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	142.19
09/16/2026	Hastings Public Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	66.49
09/16/2026	Henika District Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	2.12
09/16/2026	Herrick District Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	1,194.88
09/16/2026	Howard Miller Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	204.52
09/16/2026	Lake Odessa Community Library	Sept 25-Aug 26 Efines	Ecommerce Fines	59.71
09/16/2026	Loutit District Library--Vendor	Jun-Aug 26 Efines	Ecommerce Fines	181.20

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of September 30, 2026

Date	Name	Memo	Account	Amount
09/16/2026	Muskegon Area District Library	Jun-Aug 26 Efines	Ecommerce Fines	1,554.35
09/16/2026	Newaygo Area District Library	Jun-Aug 26 Efines	Ecommerce Fines	42.25
09/16/2026	Salem Township Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	140.49
09/16/2026	Spring Lake District Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	274.60
09/16/2026	Tamarack District Library-Vendor	Jun-Aug 26 Efines	Ecommerce Fines	53.51
			Total 001.3 · eCommerce - Checking	5,347.33
			TOTAL	**23,832.06**

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

ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Accounts	131,928
002 · Savings Accounts	672,493
Total Checking/Savings	804,421
Accounts Receivable	52,080
Other Current Assets	
084 · Due from Other Funds	74,429
111 · Undeposited Funds	5,663
123 · Prepaid Expenses	78,188
Total Other Current Assets	158,280
Total Current Assets	1,014,781
Fixed Assets	429,957
TOTAL ASSETS	**$ 1,444,738**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	26,455
Credit Cards	65
Other Current Liabilities	
214 · Due to Other Funds	611
231 · Payroll Liabilities	1,986
237 · Benefit Liabilities	3,309
Total Other Current Liabilities	5,905
Total Current Liabilities	32,426
Total Liabilities	**$ 32,426**
Equity	
370 · Nonspendable Funds	119,021
371 · Property	429,957
390 · Unassigned Funds	860,402
399 · Net Position - Unrestricted	48,893
Net Income	(45,961)
Total Equity	**$ 1,412,313**
TOTAL LIABILITIES & EQUITY	**$ 1,444,738**

Lakeland Library Cooperative
Operating Budget vs. Actual
October 2026

	Oct 26	Budget	%
Income			
566 · State Aid Revenue	-	769,821	0.0%
630 · Service Revenue	236,300	945,203	25.0%
665 · Interest Revenue	2,552	17,000	15.0%
672 · Other Revenue	-	100	0.0%
Total Income	**$ 238,852**	**$ 1,732,124**	**13.8%**
Expense			
702 · Salaries & Wages	17,762	688,297	2.6%
710 · Benefits	19,371	148,277	13.1%
719 · Mileage	312	3,450	9.0%
720 · Professional Development	552	8,000	6.9%
726 · Supplies	-	5,860	0.0%
801 · Professional Services	815	77,460	1.1%
810 · Insurance	9,850	9,803	100.5%
817 · ILS & IT Expenses	205,166	518,408	39.6%
831 · RIDES	-	9,840	0.0%
860 · Delivery Expenses	-	274,284	0.0%
880 · Member Development	-	6,000	0.0%
920 · Facility Expenses	986	62,445	1.6%
Total Expense	**$ 254,813**	**$ 1,812,124**	**14.1%**
Net Ordinary Income	**$ (15,961)**	**$ (80,000)**	**20.0%**
Other Income/Expense			
690 · Other Financing Sources	-	80,000	0.0%
Total Other Income	-	80,000	0.0%
995 · FB Transfers Out	30,000	122,500	24.5%
Total Other Expense	30,000	122,500	24.5%
Net Other Income	**$ (30,000)**	**$ (42,500)**	**70.6%**
Net Income	**$ (45,961)**	**$ (122,500)**	**37.5%**

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

Date	Name	Memo	Account	Amount
001.01 · Main Checking-Sweep Acct				
10/02/2026	Cintas	Floor mats	Facility Contracts	144.19
10/02/2026	Delta Dental	Dental/Vision Ins.	Benefits	311.12
10/02/2026	First National Bank		--Split--	3,039.67
10/02/2026	OCLC	EZproxy	IT Operations	1,303.16
10/02/2026	Standard Insurance - MERS group	LTD/Life Ins	Benefits	210.65
10/05/2026	MERS	Pension	Benefits	3,204.32
10/05/2026	MI-Unemployment Insurance Agency		Payroll Liabilities	21.04
10/05/2026	State of Michigan--Vendor		Payroll Liabilities	1,646.00
10/05/2026	Heimler Consulting	IT and Building mgt	Consulting	5,632.00
10/05/2026	Dawe, Carol - vendor		Mileage	56.24
10/05/2026	Langlois, Ann - Vendor		Mileage	12.16
10/06/2026	MERS 457/DC		Payroll Liabilities	374.26
10/06/2026	MERS 457/DC		Payroll Liabilities	1,874.69
10/06/2026	Payroll		--Split--	15,006.50
10/06/2026	United States Treasury		Payroll Liabilities	5,109.73
10/14/2026	Evergreen Lawn Care	Grounds Maint.	Facility Contracts	30.00
10/14/2026	Michigan Library Association		Conference & Training	415.00
10/14/2026	West Michigan Door		Building Repairs/Maint.	880.36
10/19/2026	Grand Rapids Income Tax Dept.		Payroll Liabilities	117.98
10/19/2026	Walker City Treasurer		Payroll Liabilities	193.48
10/19/2026	Backstage Library Works		Authority Control	2,071.20
10/19/2026	Coverall - New Dreams, Inc.	Janitorial service	Facility Contracts	194.00
10/19/2026	Same Day Delivery		Delivery Services	22,006.58
10/19/2026	Springshare LLC (Patron Pt)		Patron Point	2,671.80
10/20/2026	MERS 457/DC		Payroll Liabilities	374.26
10/20/2026	MERS 457/DC		Payroll Liabilities	1,918.17
10/20/2026	Payroll		--Split--	15,194.40
10/20/2026	United States Treasury		Payroll Liabilities	5,262.29
10/20/2026	Aflac		Payroll Liabilities	194.56
10/20/2026	BCBS	Health Insurance	Benefits	3,704.13
10/20/2026	BCN	Health Insurance	Benefits	5,112.44
10/20/2026	Comcast-Data Lines	Data Lines	IT Operations	575.00
10/20/2026	Consumers Energy		Utilities	474.68
10/20/2026	DTE Energy		Utilities	94.12
10/20/2026	DTE Energy		Utilities	54.84
10/20/2026	GFOA		Conference & Training	200.00
10/20/2026	Grand Rapids City Treasurer		Utilities	260.02
10/20/2026	Granger	Waste services	Facility Contracts	58.91
10/20/2026	Healthiest You	Telehealth	Benefits	63.75
10/20/2026	LocalHop	Webpage	IT Operations	3,095.24
10/20/2026	Overdrive	Service Plan	Overdrive Platform	8,000.00
10/28/2026	Innovative Interfaces, Inc.		III Maintenance	149,003.10
10/28/2026	White Pine Library Cooperative	MCDA	Memberships	500.00
			TOTAL	**$ 260,666.04**

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

	Pass Through	Capital
ASSETS		
Current Assets		
Checking/Savings		
001 · Checking Accounts		
001.1 · Fund - Checking	50,357	24,997
001.3 · eCommerce - Checking	7,194	
Total 001 · Checking Accounts	57,551	24,997
002 · Savings Accounts		53,899
Total Checking/Savings	57,551	78,896
Accounts Receivable	6,381	
Other Current Assets		
084 · Due From Other Funds	611	
Total Other Current Assets	611	-
Total Current Assets	64,542	78,896
TOTAL ASSETS	**$ 64,542**	**$ 78,896**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	156	950
Other Current Liabilities		
214 · Due To Other Funds	40,000	34,429
Total Other Current Liabilities	40,000	34,429
Total Current Liabilities	40,156	35,379
Total Liabilities	**$ 40,156**	**$ 35,379**
Equity		
390 · Unassigned Funds		4,370
399 · Net Position - Unrestricted		18,101
Net Income	24,386	21,046
Total Equity	**$ 24,386**	**$ 43,517**
TOTAL LIABILITIES & EQUITY	**$ 64,542**	**$ 78,896**

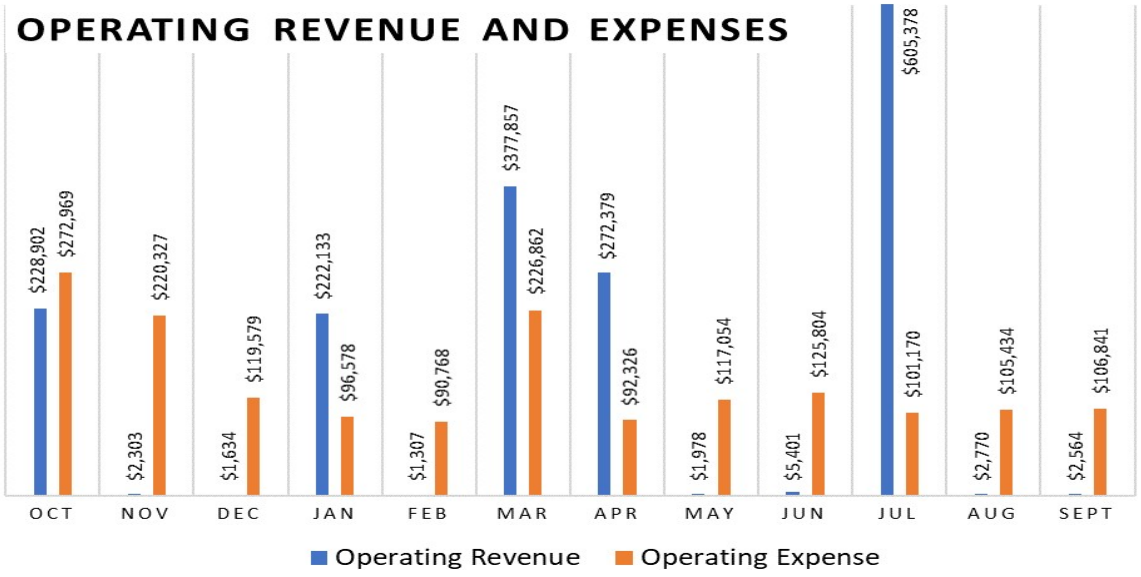
Lakeland Library Cooperative
Pass Through & Capital Budget vs. Actual
October 2026

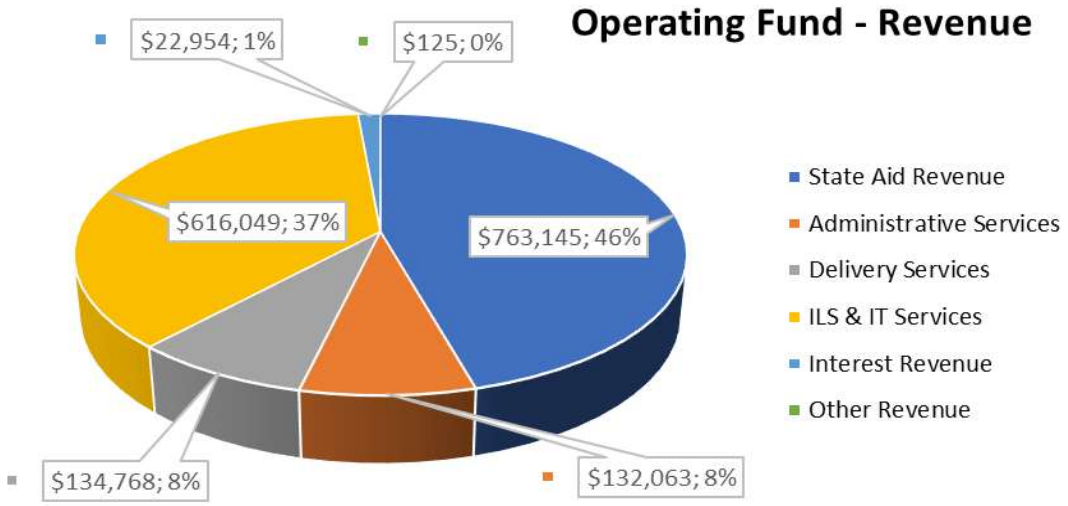
	Pass Through			Capital & Growth		
	Oct 26	Budget	%	Oct 26	Budget	%
Income						
628 · Group Supply Revenue	-	11,700	0.0%			
629 · Group Collections	22,413	100,500	22.3%			
635 · Group Services	-	42,000	0.0%			
637 · Ecommerce Fines	7,194	28,000	25.7%			
665 · Interest Revenue				248	2,500	9.9%
672 · Other Revenue	-	1,750	0.0%			
Total Income	**$ 29,607**	**$ 183,950**	**16.1%**	**$ 248**	**$ 2,500**	**9.9%**
Expense						
728 · Library Supply Expense	-	11,700	0.0%			
729 · Collection Expenses	5,221	100,500	5.2%			
805 · Group Subscriptions	-	42,000	0.0%			
807 · Fines Paid	-	28,000	0.0%			
880 · Member Development	-	1,000	0.0%			
965 · IT-Shared System Services				2,380		
969 · Other Services	-	750	0.0%			
970 · Capital Outlay						
971 · Building/Grounds Improvements				19,990	60,000	33.3%
975 · Technology				6,832	85,000	8.0%
Total 970 · Capital Outlay	-	-	0.0%	26,822	145,000	18.5%
Total Expense	**$ 5,221**	**$ 183,950**	**2.8%**	**$ 29,202**	**$ 145,000**	**20.1%**
Net Ordinary Income	**$ 24,386**	**$ -**	**100.0%**	**$ (28,954)**	**$ (142,500)**	**20.3%**
Other Income						
699 · Fund Balance Transfers In						
699.1 · FB Transfers In-from Operating				30,000	122,500	24.5%
699.2 · FB from Capital Reserves				20,000	20,000	100.0%
Total 699 · Fund Balance Transfers In	-	-	0.0%	50,000	142,500	35.1%
Total Other Income	**$ -**	**$ -**	**0.0%**	**$ 50,000**	**$ 142,500**	**35.1%**
Net Income	**$ 24,386**	**$ -**	**100.0%**	**$ 21,046**	**$ -**	**100.0%**

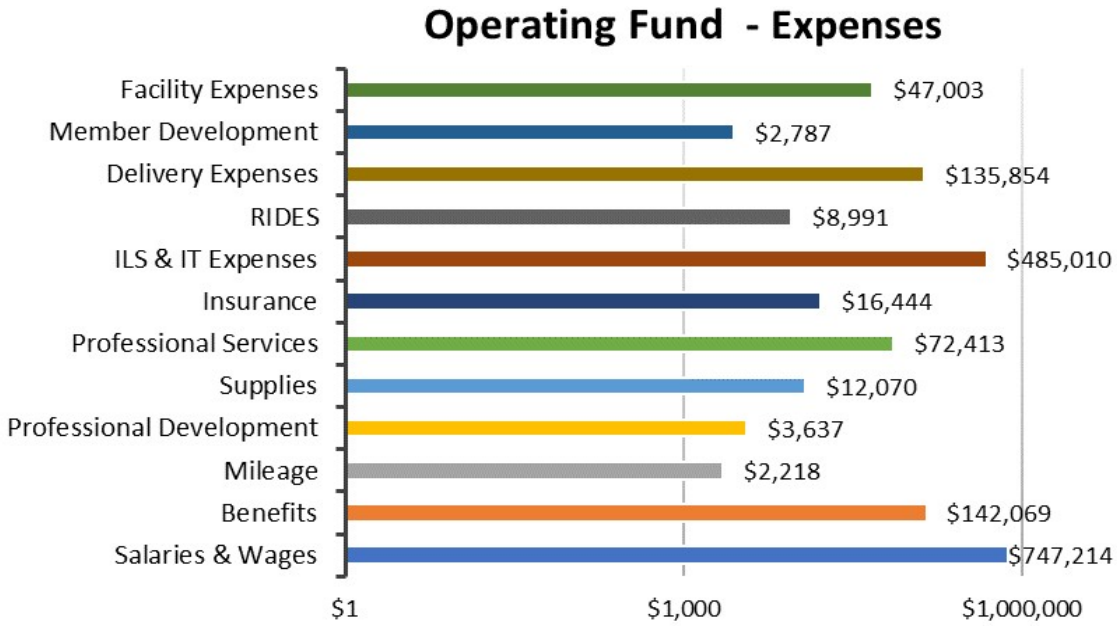
Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
As of October 31, 2026

Date	Name	Memo	Account	Amount
001 · Checking Accounts				
001.1 · Fund - Checking				
001.11 · Checking - Pass Through				
10/20/2026 449PT	OverDrive	audio and ebooks	Group Collections	5,221.28
			Total 001.11 · Checking - Pass Through	5,221.28
001.12 · Checking - Capital				
10/15/2026 1090	Seamans	AC Roof units-Replacement	Building/Grounds Improvements	19,990.00
10/19/2026 447PT	Innovative Interfaces, Inc.	Polaris Migration	Tech-Shared Sytems	6,242.00
10/20/2026 448PT	Fast Forward Libraries LL(	Polaris Transition training	IT-Shared System Services	2,020.00
			Total 001.12 · Checking - Capital	28,252.00
			Total 001.1 · Fund - Checking	33,473.28
001.3 · eCommerce - Checking				
10/15/2026 2535	Seamans	VOID: Wrong ckg acct	202.2 · A/P - Capital & Growth	0.00
			Total 001.3 · eCommerce - Checking	0.00
			TOTAL	**33,473.28**

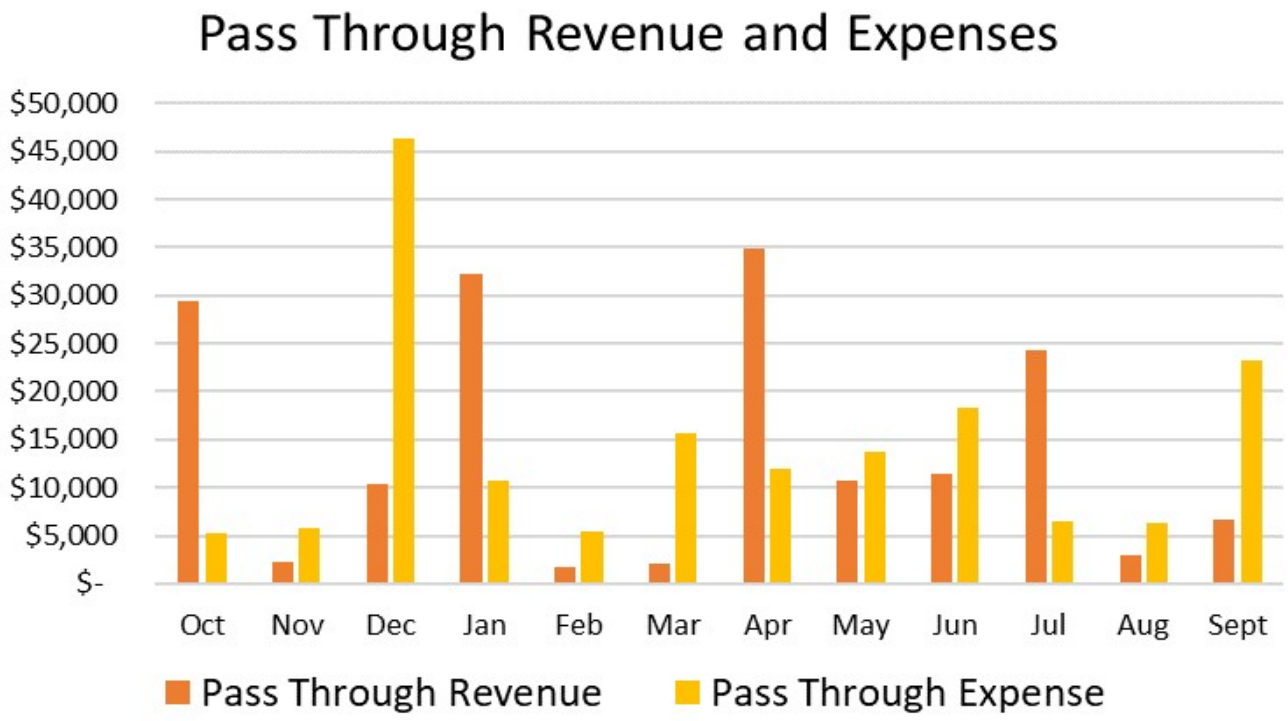
Lakeland Library Cooperative
FY2025-26 Revenue and Expenses by Fund

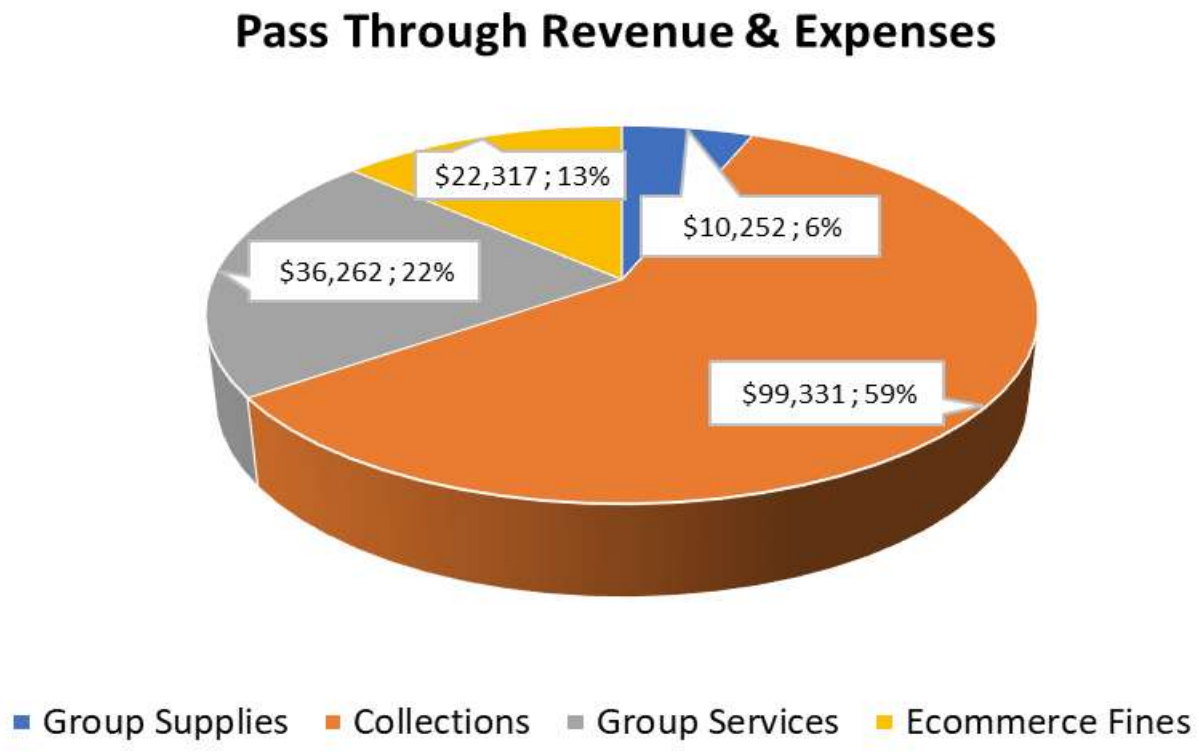






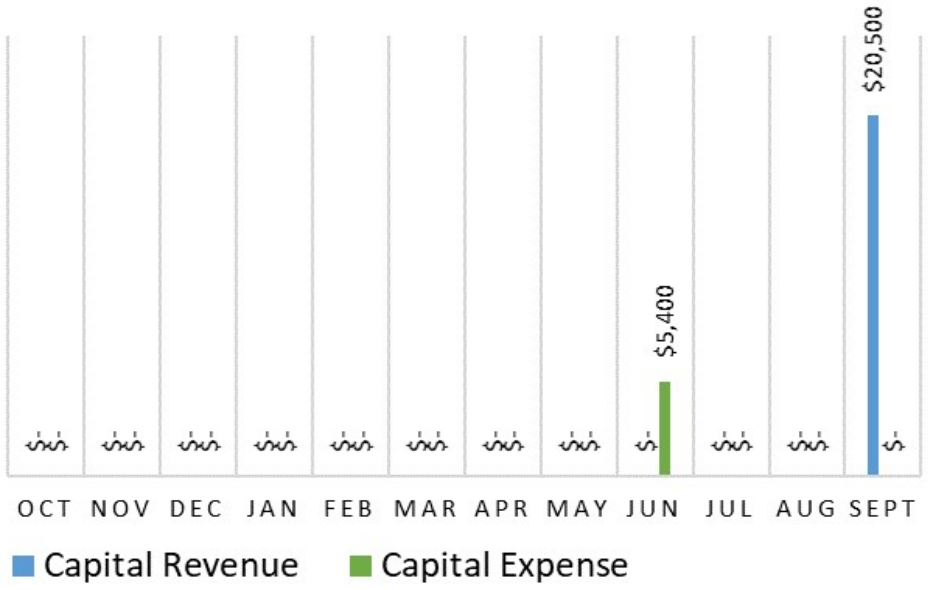
Lakeland Library Cooperative
FY2025-26 Revenue and Expenses by Fund



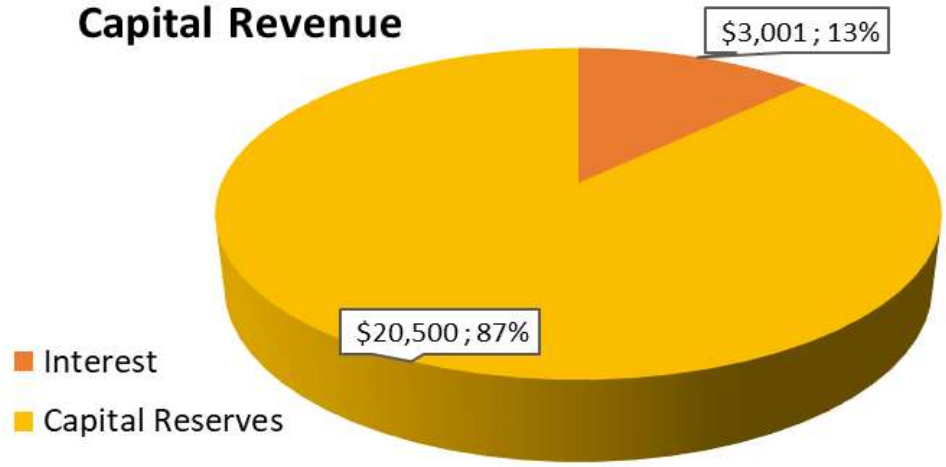


Lakeland Library Cooperative
FY2025-26 Revenue and Expenses by Fund

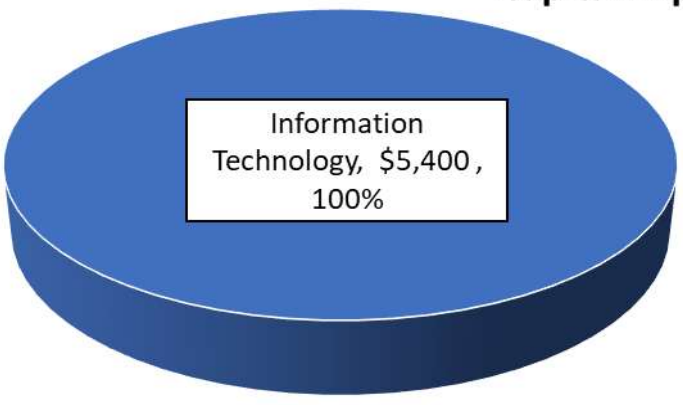
CAPITAL REVENUE AND EXPENSES



Capital Revenue



Capital Expenses



LAKELAND LIBRARY COOPERATIVE
LEADING • LEARNING • LENDING

COOPERATIVE DIRECTOR'S REPORT
NOVEMBER 12, 2026

Director's musings:

It's November. How can it be the 11th month of the year already? To that end, we will not meet in December and we are letting you know now so you can all plan accordingly. I hope you all have the happiest of holidays.

Agenda Items:

Board

- Director's Evaluation: An update will be provided by Rob, Board President.

- A draft RFP is provided for board review and input. The board directed me to write a draft. I found this document from a few years ago from a County wide collective in North Carolina. It was similar to other more recent RFP's but this was more succinct. The discussion will be led by Rob Bristow and will be referred to the Personnel Committee on an as-needed basis.

Advisory:

- MeLCat Discussions
    - Migration downtime - (Please read Ann's report below for complete information.)
    - AV lending/borrowing proposal for 2027 (Please see attachment.)
- MLA Annual Meeting Discussion: Please bring stories, ideas, tips and tricks learned from the Novi event.

Other items of note:

- I am working with Ann, Jeff, Amber and Nick on the ILS Migration. So much to do and my role is to lend support, work on policy and contract issues and any other way that might be useful. It is a joy to be a part of this process with these dedicated individuals.

- LLC staff have had their annual evaluations. The process is both positive and productive and we always look at the strategic plan as our guide.

- I have worked with a number of libraries on governance, personnel and other issues.

- I am helping Saranac Clarksville hire a new director.

- Gary Byker and Leighton Township Libraries approved their strategic plans in either final or draft form. Allendale is almost finished with the process as well. Tamarack is in the survey stage. Saranac Clarskville has completed their survey and will take a pause until a new director is hired but the basics are in place to move forward.

- I met with the Allendale Township Library Friends Group and talked about establishment options, roles and responsibilities and working together on goals for the library and the FOL group.

- State Aid Surveys opened up October 1st and several libraries have completed their applications! Bravo. The nagging will begin in January. Chocolates for all who complete them by New Years Day.

- Please let me know what I can do to help you and your staff in any way.

Manager/Specialist Reports:

Cataloging Services Manager - Jeff Lezman

October 2026 activities

We are continuing to work on database clean-up projects, including duplicate records, duplicate barcodes, non-MARC records, and missing item record codes. We are also continuing to move graphic novels from serial records to monographic records for some of our libraries.

Nicki Johnson answered more than 400 tickets submitted by patrons regarding the new PIN number requirement for logging into Libby.

E-mail & telephone consulting contacts: 36

Sierra records manually edited: 168

Hoopla records added to Sierra: 29

September 2026 Statistics

The statistics for September 2026 show an increase in the number of cataloging requests we received, with an accompanying increase in the number of records cataloged compared to September 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 September was up by 5% compared to September 2025. The number of requests received that were already in the database increased by 24%.

The number of records copy-cataloged in September increased by 2%, while the number of original records cataloged increased by 96%. The total number of records cataloged increased by 22% compared to the number of records cataloged in September 2025.

Cataloging	September 2026	FYTD	September 2025	FYTD	Monthly %	YTDPCT
Requests Received	**1314**	**18264**	1247	16309	5%	12%
Requests already in database	**57**	**1006**	46	1013	24%	-1%
Requests to be cataloged	**1257**	**17258**	1201	15296	5%	13%
Copy Cataloging	**878**	**13958**	862	12243	2%	14%
Original Cataloging	**460**	**3972**	235	3371	96%	18%
Total Cataloged	**1338**	**17930**	1097	15614	22%	15%

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
September	**2350**	**1338**	**1012**
Total	**24326**	**14373**	**9953**

Delivery – Carol Dawe and Tisha Smith

- A search for a replacement driver is underway. The substitute drivers rode with the experienced drivers to make the transition easier and we let the deliver staff at each library know ahead of time. Tisha is using the distribution list to send out reminders on a variety of issues. The 4 doorbells are very useful and provide an added layer of safety as well.

Facility and IT Consultant -- Nick Heimler

- Working with Seamans HVAC company to get new HVAC units as well as flipping one of the current server room AC units to point into sorting area.
- Door repairs on two of the LLC building entrances completed. 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 completed.

Digital Services Specialist – Nicki Johnson

June Vendor Contacts: 5 Member Contacts: 31 Tickets: 474 (no, that's not a typo!)

In OverDrive news:

- I have been asked to speak at the OverDrive/Libby national conference next August. I will speak on empowering staff to be confident Libby advocates.
- The new PIN requirement for Libby has gone live.
- I gave a second webinar about Advantage+ purchasing. There were 8 attendees.

Notice was sent out for Transparent Language renewal. There was no price increase over last year.

Finance & HR Manager - Janet Cornell

- *FY26 Financials:* All financials for the year have been entered and reconciled. I have included the final report for the year along with graphs showing the Revenue and Expenses for the year in each fund.
- *Audits:* I have submitted our Worker's Comp audit but have not yet received the outcome. We have also scheduled field work with our auditor for December, and have received a list of items to prepare. The list is long, but mostly consists of organizing files for their access. I'll be working with them in the next few months as they work on the final report.
- *State Aid Report:* Along with finalizing FY26 financials, I have prepared the financial data and entered it into our state aid report.
- *Labor Law Posters:* We received word from Kate Pohjola Andrade from Woodlands Cooperative that there has been an update to the 2026 Labor Law Poster. If you have purchased a Labor Law Poster through our Lakeland group, I have forwarded her email with the update items to print out and post. We will be forwarding the updated posters to you in delivery at no cost. For those who have ordered directly from Woodlands, your posters will come directly through delivery as well.
- *BILL.com*: If you have a BILL.com account to pay your invoices, we have set up a Basic Receivables account with them to receive payments electronically by ACH-bank account. We have noticed a few libraries that use them and would benefit from that option. If you would like to pay us through your BILL account, please reach out to me and I can provide our PNI number.
- *Email and Phone Contacts*: 24

ILS Manager – Ann Langlois

October email, Zoom, and phone consults member libraries: 50; with vendors: 15
October help tickets opened: 552 October help tickets closed: 518 With OverDrive's requirement of having a PIN, Nicki has been inundated with help desk tickets and has worked very diligently to resolve them.

- **Polaris Migration Project**
  - MeLCat and INN-Reach Implementation with Polaris: we learned that Polaris migration will require downtime for MeLCat: both when we're still live on Sierra and following the go-live for Polaris. Innovative and MeLCat staff have introduced these as two separate projects/downtimes.

  - About 3 months before the Polaris go-live date, MeLCat loaning and borrowing will be suspended. This is required because all MeLCat transactions live in the Sierra database and these existing transactions must be cleared before the Sierra servers are shut down. That means that items loaned through MeLCat need to finish up their loaning processes, get returned and checked in, and clear from MeLCat/INN-Reach checkout. Both lending and borrowing libraries will need to follow up on any necessary billing for unreturned, damaged, and lost items in this timeframe too.

- The second part of the project is then bringing INN-Reach/MeLCat up after Polaris has gone live, which would take approximately 8 weeks with an anticipated go-live date of November 10, 2027. MeLCat staff informed us that we'd be like new MeLCat participants at that time (in some ways) because we'd be on a totally new to us ILS, our Polaris codes will be different, and we will be assigned (slightly) different MeLCat agency codes (they said the codes would change by one digit).

- We asked if there were ways to speed up the process and learned that there weren't, because of the need to follow MeLCat and RIDES regulations, clear transactions from Sierra, and the time it takes to bring a MeLCat participant up on Polaris.

- To help in this process, MeLCat staff will conduct an online class for us in Q1 2027 (currently being scheduled) about MeLCat procedures and what regular processes, such as running various reports like Long in Transit, members can do to ensure a smoother transition. In October 2027, Polaris staff will conduct a training on how to use INN-Reach (which powers MeLCat lending) in Polaris. MeLCat staff will also conduct follow-up trainings at the beginning of November to address any questions that have come up.

- **Moratorium on Changes to Sierra:**

  - We have to provide a snapshot of sorts to map settings in Sierra to Polaris. As a result of this, some changes to Sierra setup will need to cease as we approach migration.
  - We are no longer adding new location codes and new itypes to Sierra. As we get more information from our implementation manager, we'll let you know about other changes that will need to cease in Sierra.

- **Patron Registration Training**: November 19, 1:30 p.m. will cover correctly registering a patron in Sierra to ensure that the data will migrate correctly to Polaris and will reduce the need to for data cleanup. All members who register patrons should plan to attend or watch the recording that will go out following the training. Sign up to attend here.

Member Services Manager – Amber McLain
Amber is on vacation and will provide a report at the Advisory Meeting.

****
Respectfully submitted,

Carol Dawe

LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – OFFICIAL
Thursday, September 10, 2026 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 McNauhgton 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

LAKELAND LIBRARY COOPERATIVE
LEADING • LEARNING • LENDING

REQUEST FOR PROPOSALS

The Board of the Lakeland Library Cooperative seeks qualified executive search firms to submit a proposal to conduct a recruitment campaign for the position of the Lakeland Library Cooperative Director. This is an excellent opportunity for an experienced, motivated and proven leader to oversee its operations, direct the staff and provide support to the 42-member public libraries and be a strong advocate on their behalf.

BACKGROUND

Located in Grand Rapids, Lakeland Library Cooperative is the second largest cooperative in Michigan and provides support and services to 42 libraries in 83 buildings in 8 counties in West Michigan serving a population of 1.4 million residents.

The Cooperative has a dedicated and experienced staff of 7 FTE and 7 part-time employees and a current operating budget of 1.8 million which includes access to a shared integrated library system, outsourced delivery, cataloging, staff training and board development, group purchases and advocacy. The anticipated salary range of the Library Director is **$x -x per year.**

SCOPE OF WORK/EXPECTATIONS

Lakeland Library Cooperative anticipates the executive search firm would provide the following services. The selected Firm will be viewed as an active partner in assuring the Cooperative a high-level of satisfaction during the process, the outcome, and the cost associated with this recruitment. Detailed Scope of Services will be revised and finalized at the time of the contract. The Scope of Work shall include but is not limited to the following:

1. Review and/or suggest updates to the existing job description.
2. Develop a recruitment strategy including recommending appropriate advertisement and social media recruiting activities.
3. Circulate the job posting with state libraries, library associations and other career sites.
4. Prepare a list of individuals who should be encouraged to apply and actively recruit them.
5. Work in conjunction with the Lakeland Board to carry out the recruitment process.
6. Screen all applications and create a recommended candidate list based on agreed upon criteria.
7. Design the interview process, including preparation of interview questions, scoring sheets, suggested panel make-up, and other associated tasks.
8. Provide comprehensive background information on candidates selected to be interviewed, including any appropriate assurances as to their stated qualifications.

ADDITIONAL INFORMATION

- There is no guarantee of an award, and terms are subject to change. Submission of a proposal does not represent an award or any legally binding contract.

DRAFT

- Responding firms may be asked for an on-site interview prior to the Cooperative making a final decision.
- Services to begin upon award of contract.

APPLICATIONS

Proposals must be submitted online **no later than 5:00 pm on Date to be provided** in order to be considered. The online application can be accessed at this link: **To be provided.**

Applicants will be required to respond to the following:

1. Provide the name and address of your firm. Describe what type of a business entity your firm is (corporation, general partnership, Limited Liability Company, etc.) Indicate in what state and year your business entity was incorporated or formed.
2. Provide a brief history of your business, including years of operation, general business description, and number of clients serviced, types of services generally offered, size of firm, and statement of philosophy of customer service levels provided to clients.
3. Describe the background, experience, and capabilities of your firm as it relates to the Scope of Work outlined above. Highlight any successful placements in other Cooperatives, Consortiums, Library Systems or large public libraries during the last five years. Include a list of recent recruitments listing the name of the organization, the location, and the time to complete the recruitment.
4. Identify the key personnel of the Firm who will be assigned to perform services for Lakeland Library Cooperative, and who will provide continuing support throughout the term of the contract. Provide resumes stating qualifications for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to manage Lakeland Library Cooperative 's account.
5. Identify all subcontractors they intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate 1.) What products and/or services are to be supplied by that subcontractor and; 2.) What percentage of the overall scope of work that subcontractor will perform?
6. List at least three (3) clients (cooperatives or libraries/ municipal/government) for whom you provide/provided executive search firm services in the past 2 years. Provide telephone numbers and contact names for references.
7. Provide specific costs per services, fee payment schedule and cost guarantees, if available, for the services listed above. Include an hourly rate and description of services performed beyond the normal scope of services that would be included in a contract.
8. Can the client or Firm terminate the services without obligation at any time under the contract? If not, what are the separation terms?
9. Does the Firm provide any type of guarantees if the recommended candidate does not work out as expected for Lakeland Library Cooperative?

CONTACT

For more information, contact **To Be Provided** at xxx-xxx-xxxxx or xxx@mail.org.

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