



BOARD MEETING PACKET

**Thursday, May 13, 2021
9:30 a.m.**

**Board Members:
Grand River Room
KDL Service & Meeting Center
814 W River Center Dr NE
Comstock Park, MI 49321**

**Additional Attendees:
Via Zoom**

Reminders:

- Send any member questions prior to the Board meeting to either Board President Dale Parus or Cooperative Director Carol Dawe.
- To see if there is a cancellation, you may call Lakeland at (616) 559-5253 and choose option 3 for a recorded message.

**LAKELAND LIBRARY COOPERATIVE
BOARD MONTHLY MEETING**

**Thursday, May 13, 2021
9:30 a.m.**

Please follow COVID-19 Guidelines as detailed in the e-mail.

**Board Members: Grand River Room
KDL Service & Meeting Center
814 W River Center Dr NE, Comstock Park, MI 49321**

Additional Attendees: Via Zoom

Advisory Council meeting will be at 11:00 a.m. via Zoom.

AGENDA

- 1) CALL TO ORDER AND ROLL CALL**
 - a) Introduce New Members
- 2) APPROVAL OF AGENDA** (m)
- 3) QUESTIONS FROM MEMBERS & BOARD PRESIDENT/COOPERATIVE DIRECTOR ANSWERS**
- 4) PUBLIC COMMENTS**
- 5) APPROVAL OF MINUTES**
 - a) March 11, 2021 Board Minutes (m) PAGES 1-2
- 6) FINANCIAL REPORT**
 - a) Monthly Financials and Check Register (March and April) (m) PAGES 3-13
 - b) FY2020 Retirement Report (i) PAGE 14
- 7) PRESIDENT'S REPORT** (i)
- 8) COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 15-27
- 9) PUBLIC COMMENTS**
- 10) BOARD MEMBER COMMENTS**
- 11) NEXT MEETING** –Thursday, June 10, 2021 at 9:30 a.m. at KDL Service & Meeting Center
- 12) ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, March 11, 2021 at 9:30 a.m.
Via Zoom**

Present: Dale Parus, Shirley Bruursema, Karen McKinnon, Diane Kooiker, Lance Werner, John McNaughton, Mattie Cook, and Kelly Richards (arrived during the Auditor's Report ~9:44 a.m.)

Staff Present: Carol Dawe and Kelly Schroeder

Absent: Peggy Hemerling

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:33 a.m. by Dale Parus. There were 37 additional participants.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by John McNaughton, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **AUDITOR'S REPORT:** Matt Holland from Gabridge & Company presented the audit report slide show. Lakeland received an unmodified opinion with a clean report and no major budget deficiencies. Carol reminded everyone that the budget is split into departments, so the "Administration" budget line may look lower than some organizations. She and Janet are hoping to work with the auditors on continuing to bring clarity to the budget. Dale remarked that Lakeland was in good shape and that library funding should be relatively stable for the near future. Matt added that with CARES and other funding, he would agree. Shirley asked if Matt was comfortable with the Fund Balance and he said he was, and that Lakeland has had a healthy Fund Balance as long as he can remember. Carol, Dale and Matt thanked Janet Cornell for her hard work.
- 5) **PUBLIC COMMENTS:** Matt Holland thanked all the libraries/staff for their service to their communities. There were no additional public comments.
- 6) **APPROVAL OF MINUTES:** Shirley Bruursema moved, supported by Mattie Cook, to approve the Board minutes from February 11, 2021 as presented – *motion carried*.
- 7) **FINANCIAL REPORT:** Carol mentioned that Capira had been purchased by OCLC and that Lakeland finally received the invoice. Janet added that it will be included in the financials next month. John McNaughton moved, supported by Karen McKinnon, to approve the Financial Reports as presented - *motion carried*.
- 8) **PRESIDENT'S REPORT:** Dale Parus said that Lakeland was going along well and that he was sad to see Mattie go. Mattie said she'll miss everyone, and that Flat River is a great place to work.
- 9) **DIRECTOR'S REPORT:** Carol Dawe said Lakeland is ahead of schedule with BiblioCore and will give an update at Advisory Council. She is still working on the Bylaws and will get in touch with Diane, Kelly, and Dale soon. She has also been helping with several director searches. Lois Lovell (ES) introduced Merri Jo Tuinstra as the new director at Sparta Carnegie Township Library.
- 10) **COUNCIL/COMMITTEE REPORTS:** There were no questions from members.
- 11) **NEW BUSINESS:**
 - a) Election of New Treasurer for 2021 Term Ending 9/21 – Dale explained that they looked at the Bylaws for guidance and found no specific procedure for this situation. He added that Karen McKinnon has been on the Finance Committee, has a working knowledge of the process and has agreed to being nominated. The Board will vote whether to confirm her as Treasurer. Shirley Bruursema moved, supported by Lance Werner, to approve the election of Karen McKinnon as Treasurer, replacing Mattie Cook, for the remainder of the 2021 term ending in September 2021 – *motion carried*.
- 12) **BOARD DEVELOPMENT:** Carol wanted to discuss how libraries have been assisting staff in getting vaccinated. She added that it can't be required but can be offered. Ideas and suggestions were shared – in particular, to reach out to local health departments and schools.

13) PUBLIC COMMENTS:

- a) Lois Lovell (ES) announced that her last day would be March 31st, re-introduced Merri Jo Tuinstra, and everyone wished her well on the next part of her journey.

14) BOARD MEMBER COMMENTS:

- a) Everyone congratulated the directors who are leaving and welcomed the ones who are new.
- b) Shirley Bruursema talked about the Library of Michigan Advanced Trustee Workshop coming up. She will miss the outgoing directors – they are the heartbeat of our libraries. She welcomed Karen as Treasurer. She gave a special thanks to Janet for her work with the audit.
- c) John McNaughton said that GRPL is opening with limited capacity at all locations.
- d) Mattie Cook thanked everyone for the nice messages and has enjoyed working with everyone. She thanked Karen for taking on the Treasurer office, and thanked Carol and Janet for making it a simple process over the years.
- e) There were no other comments from board members.

15) **NEXT MEETING:** Thursday, April 8, 2021, at 9:30 a.m. via Zoom

16) **ADJOURNMENT:** Kelly Richards moved, supported by Mattie Cook, to adjourn at 10:11 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder

Lakeland Library Cooperative
Funds Balance Sheet
As of March 31, 2021

	<u>Operating</u>	<u>Pass Through</u>	<u>Capital & Growth</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · Checking Accounts	246,780	49,292	20,091	316,163
1010 · Savings Accounts	392,296	0	161,219	553,514
1040 · eCommerce - Checking	0	7,957	0	7,957
Total Checking/Savings	639,076	57,249	181,309	877,634
Accounts Receivable	0	1,115	0	1,115
Other Current Assets - Prepays	49,503	0	0	49,503
Total Current Assets	688,579	58,364	181,309	928,252
Fixed Assets	273,727	0	0	273,727
Due From/(To)	118,120	-32,899	-85,221	-85,221
TOTAL ASSETS	1,080,426	25,465	96,088	1,116,758
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	0	22,245	0	22,245
Other Current Liabilities				
2120 · Payroll Liabilities	7,776	0	0	7,776
2200 · Benefit Liabilities	5,189	0	0	5,189
Total Other Current Liabilities	12,965	0	0	12,965
Total Current Liabilities	12,965	22,245	0	35,210
Total Liabilities	12,965	22,245	0	35,210
Equity				
3002 · Property	273,727	0	0	273,727
3700 · Nonspendable Funds	65,317	0	0	65,317
3800 · Fund Balance - Committed	85,221	0	0	85,221
3900 · Unassigned Funds	749,501	0	185,401	934,902
Net Income	-106,305	3,220	-89,313	-192,398
Total Equity	1,067,460	3,220	96,088	1,166,769
TOTAL LIABILITIES & EQUITY	1,080,426	25,465	96,088	1,201,979

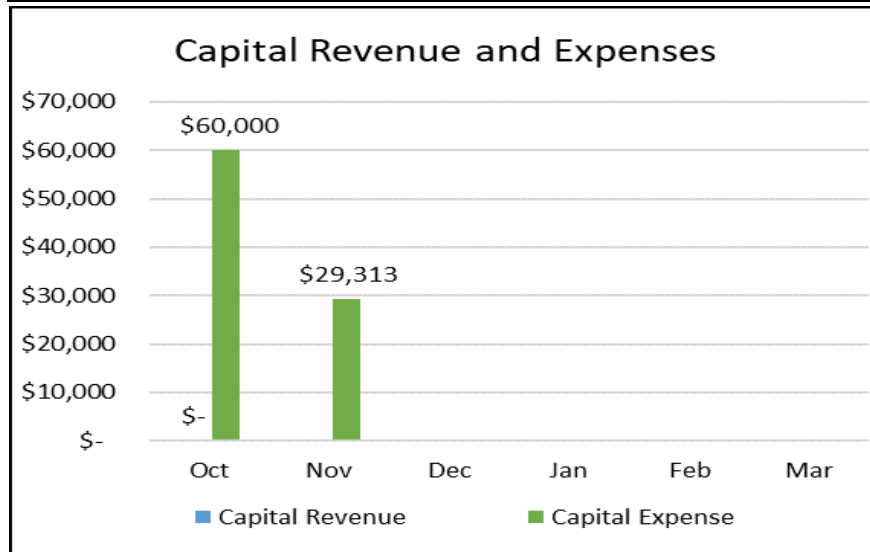
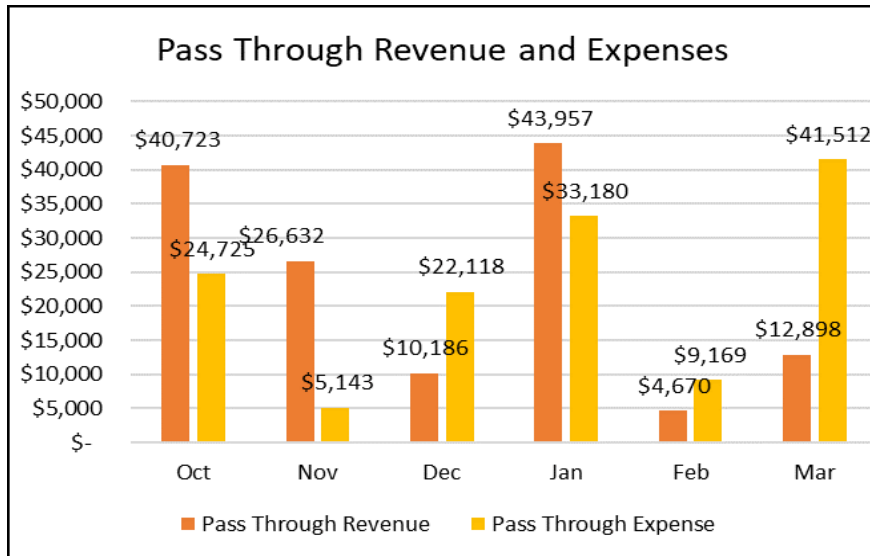
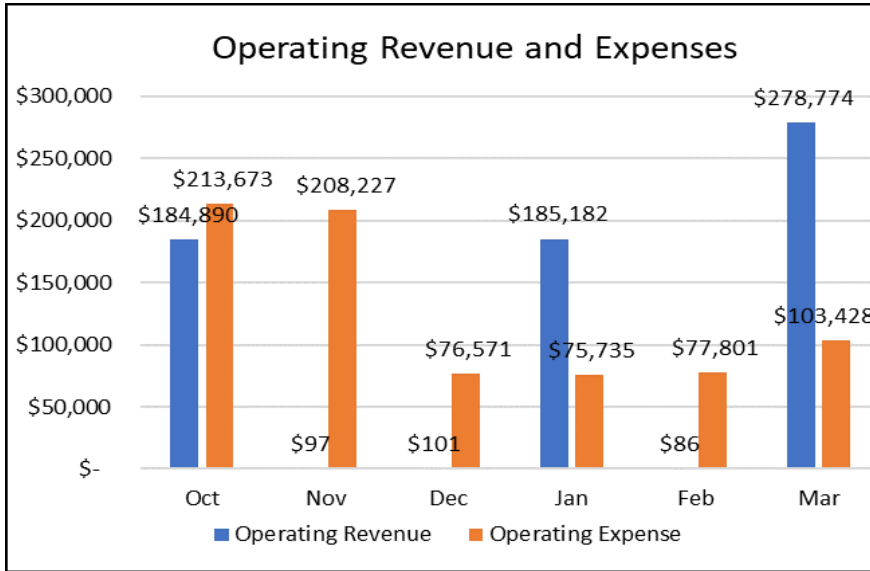
Lakeland Library Cooperative
Budget vs. Actual by Fund
 October 2020 through March 2021

	Operating			
	Mar	YTD	Budget	%
Income				
4000 · Administration & IT Revenue	0	118,998	237,985	50%
4010 · Cataloging Revenue	0	80,710	161,414	50%
4020 · Delivery Revenue	0	37,554	75,114	50%
4030 · ILS Revenue	0	132,256	264,512	50%
4040 · State Aid Revenue	278,220	278,221	560,900	50%
4050 · Miscellaneous Revenue	553	1,392	2,700	52%
Total Income	278,773	649,129	1,302,625	50%
Expense				
6000 · Salaries & Wages	84,373	336,755	724,300	46%
6010 · Benefits	9,447	59,640	113,030	53%
6050 · Liability Insurance	565	14,441	15,900	91%
6100 · Cataloging Services	0	44,539	54,000	82%
6300 · ILS Services	515	243,469	247,200	98%
6400 · IT Equipment & Services	1,474	13,715	25,500	54%
6800 · Professional Services	550	7,431	14,000	53%
6850 · RIDES	0	0	7,275	0%
6900 · Building/Grounds	4,613	17,163	40,700	42%
7100 · Transportation	927	14,918	41,025	36%
7400 · Mileage	0	0	2,025	0%
7500 · Professional Development	750	2,240	13,670	16%
7600 · Supplies	213	1,123	4,000	28%
Total Expense	103,427	755,434	1,302,625	58%
Net Ordinary Income	175,346	(106,305)	0	100%
Other Income				
9500 · FB Transfers for Fiscal Year	0	0	0	0%
Total Other Income	0	0	0	0%
Net Other Income	0	0	0	0%
Net Income	175,346	(106,305)	0	100%

Lakeland Library Cooperative
Budget vs. Actual by Fund
October 2020 through March 2021

	Pass Through				Capital & Growth			
	Mar	YTD	Budget	%	Mar	YTD	Budget	%
Income								
4700 - Pass Through Revenue								
4710 - Ecommerce Fines	0	11,087	40,000	28%	0	0	0	0%
4720 - Group Purchases	0	31,937	56,000	57%	0	0	0	0%
4730 - Group Services	7,027	59,611	116,900	51%	0	0	0	0%
4740 - ILS Add-on Services	5,251	27,609	30,000	92%	0	0	0	0%
4750 - IT Services	39	78	350	22%	0	0	0	0%
4760 - Library Supplies	442	5,842	6,600	89%	0	0	0	0%
4790 - Miscellaneous Pass Through	139	2,902	250	1,161%	0	0	0	0%
Total 4700 - Pass Through Revenue	12,898	139,066	250,100	56%	0	0	0	0%
Total Income	12,898	139,066	250,100	56%	0	0	0	0%
Expense								
7800 - Pass Through Expenses								
7810 - Quarterly Fines	6,329	9,459	40,000	24%	0	0	0	0%
7820 - Group Collections	3,992	30,077	56,000	54%	0	0	0	0%
7830 - Group Subscriptions	25,927	59,772	116,900	51%	0	0	0	0%
7840 - ILS Add-On Expense	5,251	27,609	30,000	92%	0	0	0	0%
7850 - IT Services Expense	13	91	350	26%	0	0	0	0%
7860 - Library Supply Expense	0	5,842	6,600	89%	0	0	0	0%
7890 - Other Pass Through Expense	0	2,997	250	1,199%	0	0	0	0%
Total 7800 - Pass Through Expenses	41,512	135,846	250,100	54%	0	0	0	0%
9900 - Capital Outlay								
990.337 - Building/Grounds Improvemen	0	0	0	0%	0	0	7,500	0%
990.710 - Technology Upgrades/Purchas	0	0	0	0%	0	89,313	92,500	97%
Total 9900 - Capital Outlay	0	0	0	0%	0	89,313	100,000	89%
Total Expense	41,512	135,846	250,100	54%	0	89,313	100,000	89%
Net Ordinary Income	(28,614)	3,220	0	100%	0	(89,313)	(100,000)	89%
Other Income								
9500 - FB Transfers for Fiscal Year	0	0	0	0%	0	0	100,000	0%
Total Other Income	0	0	0	0%	0	0	100,000	0%
Net Other Income	0	0	0	0%	0	0	100,000	0%
Net Income	(28,614)	3,220	0	100%	0	(89,313)	0	100%

Lakeland Library Cooperative FY 2020-21 Revenue and Expenses by Fund October 2020 - March 2021



Lakeland Library Cooperative Monthly Check Register

P7

As of March 31, 2021

Date	Name	Memo	Account	Amount
1001 - Main - Checking				
1001.1 - Checking - Operating				
03/01/2021	Standard Insurance - Agility	Dental and vision ins.	Benefits	423.68
03/02/2021	Payroll		-SPLIT-	17,911.71
03/02/2021	ICMA 457		Payroll Liabilities	20.00
03/02/2021	MERS 401/457		Payroll Liabilities	1,021.23
03/02/2021	941 Form - IRS		Payroll Taxes	6,091.98
03/11/2021	Aggressive Cleaning Service LLC		Janitorial Services	405.00
03/11/2021	Allied Universal (Midstate)		Building Security	110.50
03/11/2021	AT&T Long Distance		Telephones	168.17
03/11/2021	Backstage Library Works		Authority Control	376.38
03/11/2021	Demco Software (Evanced)	calendar subscription	IT Operations	378.61
03/11/2021	Fuel Management System		Vehicle Fuel	700.01
03/11/2021	Integrity Business Solutions, LLC		Supplies	103.12
03/11/2021	Woodlands Library Cooperative	Labor Law Poster	Supplies	17.00
03/12/2021	MERS		Benefits	3,604.22
03/12/2021	State of Michigan--Vendor		Payroll Liabilities	1,843.33
03/12/2021	Comcast	data lines	IT Operations	504.05
03/12/2021	Consumers Energy		Utilities	672.92
03/12/2021	Granger		Trash Removal	49.50
03/12/2021	Granger		Trash Removal	53.04
03/12/2021	Mitel		Telephones	457.05
03/12/2021	Superior Pest Control, Inc.		Pest Control	54.00
03/12/2021	Ricoh USA Inc.	IT operations	IT Operations	35.00
03/16/2021	Payroll		-SPLIT-	17,757.43
03/16/2021	ICMA 457		Payroll Liabilities	20.00
03/16/2021	MERS 401/457		Payroll Liabilities	1,021.23
03/16/2021	941 Form - IRS		Payroll Taxes	6,046.62
03/25/2021	Ace Mobile Wash		Vehicle Repairs/Maintenance	50.00
03/25/2021	Evergreen Lawn Care		Grounds Maintenance	2,893.00
03/25/2021	Foster Swift Attorneys		Legal	520.00
03/25/2021	Fuel Management System		Vehicle Fuel	877.23
03/25/2021	Grand Rapids Chamber of Commerce		Memberships	750.00
03/25/2021	Priority Health		Benefits	6,791.72
03/25/2021	Aflac		Payroll Liabilities	833.14
03/25/2021	AT&T		Telephones	588.43
03/25/2021	Cintas		Floor Mats	81.59
03/25/2021	DTE Energy		Utilities	289.55
03/25/2021	DTE Energy		Utilities	34.99
03/25/2021	Michigan Insurance Company		Workers Comp	565.00
03/25/2021	Standard Insurance - MERS group		Benefits	275.35
03/26/2021	Grand Rapids Income Tax Dept.		Payroll Liabilities	150.74
03/26/2021	Walker City Treasurer		Payroll Liabilities	226.76
03/26/2021	First National Bank	IT operations, supplies, fees	-SPLIT-	999.26
03/30/2021	Payroll		-SPLIT-	18,406.82
03/30/2021	ICMA 457		Payroll Liabilities	20.00

Lakeland Library Cooperative Monthly Check Register

As of March 31, 2021

Date	Name	Memo	Account	Amount
03/30/2021	MERS 401/457		Payroll Liabilities	1,136.23
03/30/2021	941 Form - IRS		Payroll Taxes	6,339.30
			Total 1001.1 - Checking - Operating	<u>101,674.89</u>
1001.2 - Checking - Pass Thru				
03/11/2021	Woodlands Library Cooperative	Labor Law Posters	Library Supplies	442.00
03/11/2021	Innovative Interfaces, Inc.		ILS Services	5,251.35
03/11/2021	ProQuest LLC	AncestryLIB	Group Subscriptions	2,682.00
03/11/2021	Systems Technology Group	READsquared	Group Subscriptions	4,345.00
03/25/2021	OverDrive	Service, Audio & ebooks	-SPLIT-	4,992.45
03/26/2021	First National Bank	Domain renewal	IT Services	12.99
			Total 1001.2 - Checking - Pass Th	<u>17,725.79</u>
1001.3 - Checking - Capital				
			Total 1001.3 - Checking - Capital	<u>0.00</u>
			TOTAL	<u><u>119,400.68</u></u>

Lakeland Library Cooperative
Funds Balance Sheet
As of April 30, 2021

	<u>Operating</u>	<u>Pass Through</u>	<u>Capital & Growth</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · Checking Accounts	321,435	19,049	20,091	360,575
1010 · Savings Accounts	392,359	0	161,219	553,577
1040 · eCommerce - Checking	0	10,070	0	10,070
Total Checking/Savings	<u>713,794</u>	<u>29,119</u>	<u>181,309</u>	<u>924,222</u>
Accounts Receivable	37,622	5,590	0	43,211
Other Current Assets	49,503	0	0	49,503
Total Current Assets	<u>800,918</u>	<u>34,709</u>	<u>181,309</u>	<u>1,016,936</u>
Fixed Assets	273,727	0	0	273,727
Due From/(To)	104,467	-19,246	-85,221	0
TOTAL ASSETS	<u><u>1,179,112</u></u>	<u><u>15,463</u></u>	<u><u>96,088</u></u>	<u><u>1,290,663</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2120 · Payroll Liabilities	2,466	0	0	2,466
2200 · Benefit Liabilities	3,755	0	0	3,755
Total Other Current Liabilities	<u>6,221</u>	<u>0</u>	<u>0</u>	<u>6,221</u>
Total Current Liabilities	<u>6,221</u>	<u>0</u>	<u>0</u>	<u>6,221</u>
Total Liabilities	6,221	0	0	6,221
Equity				
3002 · Property	273,727	0	0	273,727
3700 · Nonspendable Funds	65,317	0	0	65,317
3800 · Fund Balance - Committed				
3800.33 · Fund Balance - Delivery	85,221	0	0	85,221
Total 3800 · Fund Balance - Committed	<u>85,221</u>	<u>0</u>	<u>0</u>	<u>85,221</u>
3900 · Unassigned Funds	749,501	0	185,401	934,902
Net Income	-875	15,463	-89,313	-74,725
Total Equity	<u>1,172,890</u>	<u>15,463</u>	<u>96,088</u>	<u>1,284,442</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,179,112</u></u>	<u><u>15,463</u></u>	<u><u>96,088</u></u>	<u><u>1,290,663</u></u>

Lakeland Library Cooperative
Budget vs. Actual by Fund
 October 2020 through April 2021

	Operating			
	Apr	YTD	Budget	%
Income				
4000 · Administration & IT Revenue	59,499	178,497	237,985	75%
4010 · Cataloging Revenue	40,355	121,064	161,414	75%
4020 · Delivery Revenue	18,777	56,330	75,114	75%
4030 · ILS Revenue	66,128	198,383	264,512	75%
4040 · State Aid Revenue	0	278,221	560,900	50%
4050 · Miscellaneous Revenue	0	1,498	2,700	55%
Total Income	184,758	833,994	1,302,625	64%
Expense				
6000 · Salaries & Wages	54,376	391,132	724,300	54%
6010 · Benefits	8,563	68,207	113,030	60%
6050 · Liability Insurance	0	14,441	15,900	91%
6100 · Cataloging Services	0	45,882	54,000	85%
6300 · ILS Services	512	244,463	247,200	99%
6400 · IT Equipment & Services	504	14,219	25,500	56%
6800 · Professional Services	115	7,651	14,000	55%
6850 · RIDES	0	0	7,275	0%
6900 · Building/Grounds	1,541	19,248	40,700	47%
7100 · Transportation	10,140	25,980	41,025	63%
7400 · Mileage	0	123	2,025	6%
7500 · Professional Development	0	2,335	13,670	17%
7600 · Supplies	65	1,188	4,000	30%
Total Expense	75,816	834,869	1,302,625	64%
Net Ordinary Income	108,942	-875	0	100%
Other Income				
9500 · FB Transfers for Fiscal Year	0	0	0	0%
Total Other Income	0	0	0	0%
Net Other Income	0	0	0	0%
Net Income	108,942	-875	0	100%

Lakeland Library Cooperative
Budget vs. Actual by Fund
 October 2020 through April 2021

	Pass Through				Capital & Growth			
	Apr	YTD	Budget	%	Apr	YTD	Budget	%
Income								
4700 - Pass Through Revenue								
4710 - Ecommerce Fines	0	13,199	40,000	33%	0	0	0	0%
4720 - Group Purchases	12,386	44,323	56,000	79%	0	0	0	0%
4730 - Group Services	5,184	64,795	116,900	55%	0	0	0	0%
4740 - ILS Add-on Services	0	27,609	30,000	92%	0	0	0	0%
4750 - IT Services	0	78	350	22%	0	0	0	0%
4760 - Library Supplies	0	5,842	6,600	89%	0	0	0	0%
4790 - Miscellaneous Pass Through	0	2,902	250	1161%	0	0	0	0%
Total 4700 - Pass Through Revenue	17,570	158,748	250,100	63%	0	0	0	0%
Total Income	17,570	158,748	250,100	63%	0	0	0	0%
Expense								
7800 - Pass Through Expenses								
7810 - Quarterly Fines	0	9,459	40,000	24%	0	0	0	0%
7820 - Group Collections	3,997	34,075	56,000	61%	0	0	0	0%
7830 - Group Subscriptions	1,000	63,042	116,900	54%	0	0	0	0%
7840 - ILS Add-On Expense	0	27,609	30,000	92%	0	0	0	0%
7850 - IT Services Expense	0	91	350	26%	0	0	0	0%
7860 - Library Supply Expense	172	6,014	6,600	91%	0	0	0	0%
7890 - Other Pass Through Expense	0	2,997	250	1199%	0	0	0	0%
Total 7800 - Pass Through Expenses	5,169	143,285	250,100	57%	0	0	0	0%
9900 - Capital Outlay								
990.337 - Building/Grounds Improvements	0	0	0	0%	0	0	7,500	0%
990.710 - Technology Upgrades/Purchases	0	0	0	0%	0	89,313	92,500	97%
Total 9900 - Capital Outlay	0	0	0	0%	0	89,313	100,000	89%
Total Expense	5,169	143,285	250,100	57%	0	89,313	100,000	89%
Net Ordinary Income	12,400	15,463	0	100%	0	-89,313	-100,000	89%
Other Income								
9500 - FB Transfers for Fiscal Year	0	0	0	0%	0	0	100,000	0%
Total Other Income	0	0	0	0%	0	0	100,000	0%
Net Other Income	0	0	0	0%	0	0	100,000	0%
Net Income	12,400	15,463	0	100%	0	-89,313	0	100%

Lakeland Library Cooperative
Monthly Check Register
As of April 30, 2021

Date	Name	Memo	Account	Amount
1001.1 - Checking - Operating				
04/07/2021	Aggressive Cleaning Service LLC		Janitorial Services	405.00
04/07/2021	AT&T Long Distance		Itiva	166.98
04/07/2021	Backstage Library Works		Authority Control	1,343.32
04/07/2021	Berger Chevrolet		Vehicle Repair/Maint.	111.39
04/07/2021	Fuel Management System		Vehicle Fuel	922.08
04/07/2021	Home Depot		Bulding Repair/Maint	28.97
04/07/2021	Iron Mountain Intellectual Property Mgt.		Ill Maintenance	315.00
04/07/2021	Dawe, Carol - vendor	mileage and supplies	-SPLIT-	218.14
04/08/2021	Comcast	Data Lines	IT Operations	504.05
04/08/2021	Standard Insurance - Agility	Dental/Vision Ins.	Benefits	358.00
04/08/2021	Granger		Trash Removal	53.04
04/08/2021	Granger		Trash Removal	56.20
04/09/2021	MERS	Monthly defined benefits	Payroll Liabilities	5,000.94
04/09/2021	State of Michigan--Vendor		Payroll Liabilities	2,842.24
04/09/2021	MI-Unemployment Insurance Agency		Payroll Liabilities	4,361.00
04/13/2021	Payroll		-SPLIT-	18,144.99
04/13/2021	ICMA 457		Payroll Liabilities	20.00
04/13/2021	MERS 401/457		Payroll Liabilities	1,021.23
04/13/2021	941 Form - IRS		Payroll Liabilities	6,186.06
04/21/2021	Ace Mobile Wash		Vehicle Repair/Maint.	50.00
04/21/2021	Berger Chevrolet	Major repair and tune up	Vehicle Repair/Maint.	7,595.76
04/21/2021	Fuel Management System		Vehicle Fuel	812.98
04/21/2021	Integrity Business Solutions, LLC		Supplies	64.98
04/21/2021	Penske Truck Leasing Co.		Vehicle Lease	1,107.60
04/21/2021	Priority Health		Benefits	6,791.72
04/21/2021	Rapid Fire Mobile		Vehicle Repair/Maint.	462.39
04/22/2021	Aflac		Payroll Liabilities	833.14
04/22/2021	AT&T	Fax and Itiva	-SPLIT-	585.18
04/22/2021	Cintas		Floor Mats	81.59
04/22/2021	Consumers Energy		Utilities	460.27
04/22/2021	DTE Energy		Utilities	212.98
04/22/2021	Grand Rapids City Treasurer		Utilities	263.60
04/22/2021	Mitel		Telephone	449.69
04/22/2021	Standard Insurance - MERS group		Benefits	239.51
04/23/2021	Grand Rapids Income Tax Dept.		Payroll Liabilities	220.64
04/23/2021	Walker City Treasurer		Payroll Liabilities	352.74
04/27/2021	Payroll		-SPLIT-	16,548.25
04/27/2021	ICMA 457		Payroll Liabilities	20.00
04/27/2021	MERS 401/457		Payroll Liabilities	1,021.23
04/27/2021	941 Form - IRS		Payroll Liabilities	5,725.66
Total 1001.1 - Checking - Operating				85,958.54

Lakeland Library Cooperative
Monthly Check Register
As of April 30, 2021

P13

Date	Name	Memo	Account	Amount
1001.2 - Checking - Pass Thru				
04/07/2021	OCLC	Remaining Capira bill for FY20	Group Subscriptions	22,245.00
04/08/2021	BookPage		Group Subscriptions	2,269.50
04/08/2021	OverDrive		Group Subscriptions	1,000.00
04/21/2021	Barcode Service, Inc.	delivery dots	Library Supplies	172.05
04/22/2021	OverDrive	Audio and Ebooks	-SPLIT-	3,997.34
Total 1001.2 - Checking - Pass Thru				29,683.89
1001.3 - Checking - Capital				
Total 1001.3 - Checking - Capital				0.00
TOTAL				115,642.43

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	Lakeland Library Cooperative	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	418010	
Unit Type	Library	
Fiscal Year End Month	September	
Fiscal Year (four-digit year only, e.g. 2019)	2020	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Carol Dawe	
Title if not CAO	Cooperative Director	
CAO (or designee) Email Address	carol@lcoop.org	
Contact Telephone Number	616-559-5253 ext 2001	
Pension System Name (not division) 1	LAKELAND LIB COOP	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	LAKELAND LIB COOP				
3 Financial Information							
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	1,312,579				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	1,400,672				
6	Funded ratio	Calculated	93.7%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	21,603				
8	Governmental Fund Revenues	Most Recent Audit Report	1,253,768				
9	All systems combined ADC/Governmental fund revenues	Calculated	1.7%				
10 Membership							
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	9				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	2				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	4				
14 Investment Performance							
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	14.02%				
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.39%				
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	7.97%				
18 Actuarial Assumptions							
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	7.35%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	19				
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	No				
23 Uniform Assumptions							
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,322,175				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,552,707				
26	Funded ratio using uniform assumptions	Calculated	85.2%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	44,172				
28	All systems combined ADC/Governmental fund revenues	Calculated	3.5%				
29 Pension Trigger Summary							
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
 Local governments must post the current year report on their website or in a public place.
 The local government must electronically submit the form to its governing body.
 Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
 Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.

**LAKELAND LIBRARY COOPERATIVE
COOPERATIVE DIRECTOR'S REPORT
May 13, 2021**

Our first in-person meeting in more than a year. It will be nice to see the Board! Please be sure to follow the guidelines in the email that was sent with this packet. Due to limited space for social distancing, we are going to allow visitors to access the board meeting via Zoom and continue to hold Advisory Council Meetings via Zoom until we can all fit safely under one roof. With hope, that will be soon.

We have two new directors: Lisa Vande Bundte at Salem (Lisa has previously worked at Salem) and Mary Cook at Allendale (Mary was assistant director at Herrick). We welcome you both as directors within LLC! We are all here to help.

It is with sadness I share with you that Kelly Ann Schroeder will be leaving us at the end of May to pursue other interests. I am so grateful for her creativity, enthusiasm, hard work and organizational aptitude these past 8 years and most especially the last 3 as our full time administrative assistant wunderkind. Thank you, Kelly! We wish you the best. We will be looking at a lot of options and perhaps reorganizing some before rehiring. Most of this will wait until after June 1st. Please see below.

We are busy working on the BiblioCore implementation so that we are on track for our June 1st go-live launch. Thom, Sheryl, Jeff, Kelly and I are working together on a myriad of issues. I can't thank them enough for their hard work and fortitude. I also want to thank all of you for your quick responses, enthusiasm, and support. We have entered the staff testing stage, so be sure you share the emails sent with training and staff accounts and share the info below too!

LET'S START TRAINING AND TESTING

<http://www.llcoop.org/biblio.shtml>

SEND YOUR QUESTIONS WITH EXAMPLES TO

tech-help@llcoop.org

We will also be working on marketing and training materials and, last but not least, connecting with KDL and GRPL later this summer to link the 3 catalogs. We will do this in stages.

I have been working on rewriting the Bylaws and Plan of Service. I have also worked with Janet and Karl Butterer at Foster Swift on a completely revised HR Manual. More to come in the next couple of months. I know this has taken a long time but with everything else that is going on, it's nearly impossible to fit it all in, let alone complete them. Janet and I are beginning the budget process and she worked on redefining the chart of accounts as a first step. We are hoping to present some changes and ideas to the Finance Committee in May or June that will simplify billing and make the entire process easier to understand and administer.

Much of what we do is help all of you when you are faced with emergencies, ILS and technology problems, HR and governance questions, staffing issues, COVID-19 conundrums etc. The LLC Monthly Snapshot is posted on our website each month and often included in this packet (if the timing works out). The number of consults with member library staff has almost doubled each month since last year. This is a good development, but it has changed our workload a bit! I do keep Dale apprised of issues and situations as needed and his guidance is appreciated.

I am going to keep this short so I can get to other projects, including Wowbrary and Patron Point (which we will discuss at Advisory Council), and we will continue to move forward with Unique Management and Non-resident Card options soon. We are always happy to answer questions at the meeting and explain anything that may need more detail, such as the Brief Bib Record Proposal that is included in the packet for Advisory.

I am also enclosing the latest LM report from the MCDA for your information. It is always edited down, and my entry is always shorter than I would like. 😊

Stay safe. I am fully vaccinated, and I went out to eat twice inside a restaurant. It felt so good!

Other Reports:

Delivery & Facility Manager - Terry Cross

April 2021 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

	April – 2021	April - 2020	Difference	% Change
Total Book Bags & Bins	2,850	0	2,850	2,850%

In April 2021, there were 2,850 book bags and bins sorted, loaded, and delivered to member libraries. There were not any items delivered in April 2020 due to the COVID-19 statewide stay-at-home order for all non-essential workers that began on March 16, 2020 and lasted through June 7, 2020.

In addition to the monthly bag count where the “Number of Bags and Bins Loaded Daily on the Trucks at Lakeland” is reported each month, a weekly count was performed in April 2021, counting the “Weekly Number of Book Bags and Bins Picked Up and Delivered at Each Library”. These bi-annual counts are traditionally done in April and October, providing the total number of book bags and bins delivered and picked up at each library during the week, as well as the average number of bags and bins picked up and delivered per stop. The bi-annual counts are useful in identifying delivery patterns and in determining the impact that changes in delivery policies, for example, the addition of DVD and Convenient Return may have on delivery volume.

An April 2021 Count by Library report and a report Comparing the April 2021 Count with the 5 Previous April Counts are included in this month’s packet. Below is a summary of the April 2021 Count with the 5 previous April counts. There was not a count in April 2020 due to the stay-at-home order.

	April 2021	April 2019	April 2018	April 2017	April 2016	April 2015
Total Book Bags & Bins	1,339	1,287	1,165	1,087	1,097	1,682

During the week of April 26 thru April 30, 2021, a total of 1,339 book bags and bins were picked-up and delivered to member libraries. The 1,339 book bags and bins that picked up and delivered were 52 or 4% more than the 1,287 bags and bins that were delivered in April 2019. The April 2021 count had the highest number of items picked up and delivered than any of the past 5 weekly April counts.

Both trucks were purchased in February 2017 and each of them have around 189,000 miles. One of the trucks received significant repair work in March 2021, that consisted of re-building the rear differential, front brake replacement, replacement of the transmission lines, the engine oil cooler lines, replacing the front-end iron arms and other required maintenance consisting of a tune up and

flushing and replacing the fluids in the transmission and power steering pump. The other truck received similar work in October of 2020. These repairs should put both trucks in good running order for a considerable amount of time. However, given the age and mileage of the trucks, and that repair expenses are likely to continue to increase, planning will begin within the next couple of months for replacing the trucks in October.

Following a period of sorter and driver absences, the Delivery Department was staffed at normal levels in April. As was previously announced, after almost 9 years of Driving, Don Reyers retired on March 31, 2021. Don's replacement, Jeff Reyers has become acclimated with the routes, and is doing a great job. In addition to other stops, Jeffs routes are concentrated in Newaygo, Barry, and Ionia counties.

Finance & HR Assistant - Janet Cornell

After the final audit report, I made the post-audit adjustments and prepared the Retirement System Annual Report. This report is required by all government agencies that have a defined benefit plan and provides transparency to the state as to the level of funding of the plan. A copy of the report is included in this packet for your information and is also found on our website per the compliance guidelines of the state law.

This past month was mostly spent working on the new uniform chart of accounts requirement. I worked with other members of the Michigan Cooperative Directors Association in putting together resources and a webinar on how to implement this using QuickBooks, which was held on April 21, 2021. If you were not able to attend, a recording along with resource documents are available at <https://woodlands.lib.mi.us/calendar/webinars/>.

I have gone through our own chart of accounts and updated it for the new fiscal year to meet the requirements. With the new funds established last fiscal year, we will need to adjust some internal procedures to accommodate the accounting of these funds. I have communicated with our auditor the best way to handle these in our current accounting system and will continue to do so as we switch files over at the beginning of the new fiscal year. Some of the work on the chart of accounts needed to be done before starting the budget process. This is mostly complete so that we can begin the budgeting process for FY2021-22.

IT Manager - Thom Riley

There were no disruptions to Lakeland services and all services continue to run well.

Monthly and fiscal year-end reports were created and posted to the reports site.

Several website page organization and information updates were completed.

We have continued to collect, create, and configure accounts and information required for the BiblioCommons project.

We completed the configuration to add two new members to the ProQuest service Ancestry.

We completed the migration of services with LinkedIn and have authentication of the services completed.

We have completed authentication services for a new vendor, Brainfuse which a member has recently subscribed to.

Please continue to send in request for Zoom meetings/sessions. Many members have requested sessions for library programs or online events and we are happy to assist here.

March and April help desk tickets created - 443. Tickets resolved - 387.
**Tickets can span several days/weeks depending upon the issue/project.*

Cataloging Services Manager - Jeff Lezman

April 2021 activities

In April, Cataloging Department staff continued to work from home as outlined in the Lakeland COVID-19 Preparedness and Reopening Plan.

April e-mail & telephone consulting contacts: 17

In April, we added 15,410 Hoopla records and 760 OverDrive records to the database.

We are continuing to add item records for both the Fremont Area District Library and the Salem Township Library for Hoopla music materials.

March 2021 Statistics

These statistics for March 2021 show an increase in the number of cataloging requests we received, and the number of records cataloged.

The number of cataloging requests received in March was up by 70% compared to March 2020. The number of requests received that were already in the database decreased by 21%. The number of records copy-cataloged in March was up 83% compared to March 2020, while the number of original records cataloged was up by 5%. The total number of records cataloged was up by 68% compared to March 2020.

Cataloging	Mar. 2021	YTD	Mar. 2020	YTD	Monthly %	YTD PCT
Requests Received	1,900	12,381	1,115	9,577	70%	29%
Requests already in database	46	356	58	355	-21%	0%
Requests to be cataloged	1,854	12,025	1,057	9,222	75%	30%
Copy Cataloging	1,515	10,626	828	8,176	83%	30%
Original Cataloging	207	933	197	1,099	5%	-15%
Total Cataloged	1,722	11,559	1,025	9,275	68%	25%

ILS Manager - Sheryl VanderWagen

RIDES statistics: We received 133 totes in February 2021 (up 1 from 2020) and sent out 123 totes (up 5 from 2020).

Fines Free: I have completed the fines free configurations for Spring Lake and Hackley. We still have a few more libraries in the queue and I will be working on those in the order I received them.

OverDrive Statistics: We worked out statistics sharing on OverDrive checkouts between the 4 groups who are sharing each other's collections. We posted the completed 2020 annual report and the ongoing 2021 report to the reports website in March. GLDL (Great Lakes Digital Library) joined the RLA group in December 2020. Make sure you check for your updated stats.

Quarterly eCommerce Distribution: Janet credited your quarterly bills with your 1st quarter ecommerce funds. Funds were distributed from charges paid in December, January, and February.

Idea Lab: This is the platform used by Innovative and the Innovative Users group for submission of enhancement requests. For the last two years, I have served as one of the Idea Lab team members. I took my turn during the first quarter 2021 as an expert reviewer, rating enhancement requests that are ready to move to the Innovative review stage. I also served as an expert reviewer for the latest challenge that ran for the last two weeks of April.

Innovative Training and Learning Center Online: Over the last year while we were all adjusting to a new normal, Innovative Interfaces worked hard to move many of their training resources for their products online with no password protection. There are many offerings, recorded webinars, development roadmaps, documentation, and other resources posted to the new platform which uses the Libguides software. You can access it here: <https://support.iii.com> Some of the site is still password protected but most of the training resources are free except for their paid training offerings.

Innovative Users Group Virtual Conference: The virtual conference was held March 22-25, 2021. All sessions, exhibits, meetings, forums, etc. were online using the conference platform. There were fewer sessions this year because of the virtual conference and it was a first-time experience for everyone involved.

Online Patron Registration: There continues to be interest in pursuing options for online patron registration. The Sierra product that we were attempting to configure some time ago, does not have adequate functionality for what is needed in today's environment in terms of security, barcode assignment, GIS functionality and more. I met with two vendors at the IUG conference who offer online patron registration to libraries that would fit those basic needs and a few more. PatronPoint and Quipu both offer online patron registration products that will automatically create records in Sierra. Both products will verify patron names and addresses using GIS and checking databases which banks and other agencies use to verify names, assign patrons to the correct library by unit of government, and generate a valid local barcode that they would be able to use immediately for both access to the online catalog and your eMaterials. Both systems also offer library specific personalized welcome emails and account chaining to BiblioCore so that they can create their accounts on BiblioCore at the time they register. We were pleased to have Ian Downy from PatronPoint doing a demo of their product last month.

BiblioCommons: I worked on several things needed for set-up. See Carol's report for a full update.

Capira: The latest update was deployed last month to both Apple and Google Play. That should have triggered updates to users who have the app installed. Please let us know by emailing tech-help@lcoop.org if you experience issues or need links updated. Please make sure that reported issues are using this latest version of the app, especially when working with your

patrons. Patrons whose devices do not automatically update apps, should check for this update manually. The date on this version is April 6, 2021, version 1.0.6 (Google Play) and version 1.0.3 (Apple). I will be compiling the latest group of requests and sending them over this month.

Respectfully submitted,

Carol Dawe

LAKELAND LIBRARY COOPERATIVE
COMPARISON OF APRIL 2021 WEEKLY BAG AND BIN COUNT TO PRIOR 5 APRIL COUNTS
WEEK OF APRIL 26 THRU APRIL 30, 2021

	April 2021	April 2019	April 2018	April 2017	April 2016	April 2015
	BAGS & BINS	BAGS & BINS	BAGS & BINS	BAGS & BINS	BAGS & BINS	BAGS & BINS
LIBRARY	PER WEEK	PER WEEK	PER WEEK	PER WEEK	PER WEEK	PER WEEK
Allendale Township Library	42	38	36	32	28	39
Alvah N. Belding Memorial Library	19	19	21	24	19	24
Carson City Public Library	18	17	18	21	15	25
Cedar Springs Public Library	23	24	19	6	16	25
Coopersville Area District Library	33	27	23	-	21	26
Croton Township Library	12	12	10	13	10	11
Crystal Community Library	14	13	14	12	10	11
Dorr Township Library	20	18	17	18	16	22
Fennville District Library	27	24	20	17	16	18
Flat River Community Library	36	37	36	30	34	36
Freeport District Library	13	12	10	11	9	12
Fremont Area District Library	40	37	33	38	33	36
Fruitport District Library	28	23	23	11	-	-
Gary Byker Memorial Library	40	43	31	32	30	37
Georgetown Township Public Library	94	76	69	58	65	90
Grant Area District Library	18	19	17	17	17	19
Hackley Public Library	35	33	28	27	28	28
Hastings Public Library	26	29	20	24	23	35
Henika District Library	16	16	15	17	13	16
Herrick District Library	137	156	138	130	141	149
Hesperia Community Library	14	17	15	13	15	14
Home Township Library	12	11	12	12	14	14
Hopkins District Library	15	11	12	12	9	13
Howard Miller Public Library	62	57	47	39	42	49
Ionia Community Library	23	24	22	19	22	25
Kent District Library Service Center	8	10	9	11	9	403
Lake Odessa Community Library	17	15	14	19	11	13
Leighton Township Library	16	21	18	16	14	17
Loutit District Library	66	66	65	59	67	72
Muskegon Area District Library	134	129	113	117	119	151
Newaygo Area District Library	21	22	19	14	13	18
Patmos Library	27	20	20	19	23	20
Salem Township Library	24	14	18	16	13	19
Saranac/Clarksville	25	28	25	20	18	26
Saugatuck-Douglas District Library	26	20	23	17	19	26
Sparta Carnegie Township Library	18	19	16	28	13	23
Spring Lake District Library	49	49	43	40	51	38
Tamarack District Library	29	23	22	18	19	16
Thornapple Kellogg School & Library	18	19	17	23	16	23
Timothy C. Hauenstein Reynolds	22	18	15	17	23	24
White Cloud Community Library	22	21	22	20	23	19
Totals	1,339	1,287	1,165	1,087	1,097	1,682

LAKELAND LIBRARY COOPERATIVE
WEEKLY COUNT OF BOOK BAGS AND BINS PICKED UP AND DELIVERED AT EACH LIBRARY
WEEK OF APRIL 26 THRU APRIL 30, 2021

LIBRARY	BAGS & BINS PER WEEK	# OF STOPS PER WEEK	BAGS & BINS PER STOP
Allendale Township Library	42	3	14
Alvah N. Belding Memorial Library	19	3	6
Carson City Public Library	18	3	6
Cedar Springs Public Library	23	3	8
Coopersville Area District Library	33	3	11
Croton Township Library	12	3	4
Crystal Community Library	14	3	5
Dorr Township Library	20	3	7
Fennville District Library	27	3	9
Flat River Community Library	36	3	12
Freeport District Library	13	3	4
Fremont Area District Library	40	3	13
Fruitport District Library	28	3	9
Gary Byker Memorial Library	40	3	13
Georgetown Township Public Library	94	3	31
Grant Area District Library	18	3	6
Hackley Public Library	35	3	12
Hastings Public Library	26	3	9
Henika District Library	16	3	5
Herrick District Library	137	5	27
Hesperia Community Library	14	3	5
Home Township Library	12	3	4
Hopkins District Library	15	3	5
Howard Miller Public Library	62	3	21
Ionia Community Library	23	3	8
Kent District Library Service Center	8	5	2
Lake Odessa Community Library	17	3	6
Leighton Township Library	16	3	5
Loutit District Library	66	3	22
Muskegon Area District Library	134	5	27
Newaygo Area District Library	21	3	7
Patmos Library	27	3	9
Salem Township Library	24	3	8
Saranac/Clarksville	25	3	8
Saugatuck-Douglas District Library	26	3	9
Sparta Carnegie Township Library	18	3	6
Spring Lake District Library	49	3	16
Tamarack District Library	29	3	10
Thornapple Kellogg School & Library	18	3	6
Timothy C. Hauenstein Reynolds	22	3	7
White Cloud Community Library	22	3	7
Total	1,339		

Detroit Library Cooperative – JoAnne Mondowney, Director

- The National Sanitation Foundation (NSF) made its “Second Maintenance of Effort” visit and reviewed the Library’s records for cleaning and sanitizing public and non-public areas in the building, employee health screening protocols, social distancing signage, personal protection equipment availability, and staff training. Based on this onsite assessment, it was determined that Main Library continues to meet the “Checked by NSF” standards and state of Michigan requirements. The NSF standards also shaped how the Detroit Public Library’s six neighborhood branches and Mobile Library provide public service during this public health crisis.
- One hundred years ago, Main Library, Michigan’s largest public library building opened as the first anchor institution in Detroit’s Cultural Center. When the library opened it was described by some as the “most beautiful building in Detroit.” This building opened for public service on March 29, 1921 and was formally dedicated on June 3, 1921. Recognition of Main Library’s 100th anniversary began during National Library Week, April 4-10, to be followed by virtual programs, social media posts and a virtual exhibit, during the remainder of 2021.
- Due to the COVID-19 pandemic, the DPL halted production of our Pathways newsletter, which was distributed three times per year in the Michigan Chronicle, and was available for pick-up at all library locations. DPL now relies on its monthly digital newsletter, DPL Shortcuts, which has seen an increase in subscribers because it is now the easiest way to stay 'in the know' about the Detroit Public Library. DPL Shortcuts’ 8,500+ subscribers are connected to info about the Library’s events, special initiatives, news, services, resources and operations.
- The theme of this year’s African American Booklist is “African American Theatre: An Historical Review.” Dr. Anthony D. Hill, professor emeritus of drama in the Department of Theatre at The Ohio State University, has written an essay that captures the history of African American theatre beginning in the 1700s. Contemporary theatre has been enriched by creative genius of Dominique Morisseau, a Tony-nominated playwright, with deep connections to Detroit and the Detroit Public Library. The Booklist includes a personal reflection about her by Marilyn G. McCormick, her drama teacher and director at Cass Technical High School. Copies of the Booklist are available at all open DPL location; it is also available on the [Library’s website](#).

Mideastern Michigan Library Cooperative – Eric Palmer, Director

- Eric is serving on the planning committee for MLA’s annual conference and reiterated that the conference will be virtual in October.
- MMLC has helped 3 libraries with their tutor.com rollout, and 10 members have signed up for the statewide Amazon Prime Business Accounts.
- MMLC and Woodlands are planning a workshop to help libraries with the implementation of the new Chart of Accounts using QuickBooks.

Michigan Cooperative Directors Association
Report for Library of Michigan Board of Trustees
April 2021

P24

Lakeland Library Cooperative – Carol Dawe, Director

- All 42 LLC member libraries are open for service but several have been struggling with Covid-19 cases and have been closed for 1-2 weeks at a time due to staff having to quarantine.
- The LLC Advisory Council voted in March to discontinue Cooperative-wide quarantining of materials. As of April 1, each library can set their own policy in regard to materials. LLC's ILS will continue to suspend fines until September 1, 2021.
- LLC has begun the validation stage of the implementation of Bibliocore as our public access catalog and we are still set for a go live date of June 1.
- Approximately 36 libraries to date are participating in the statewide Amazon Prime group purchase. Lakeland is offering access to BookPage at a reduced cost to 28 libraries and other group purchases are in the works.
- Three library directors have or will be retired by the end of April. We say farewell to Lois Lovell at Sparta Carnegie Township Library, Sharon Engalsman at Salem Township (Burnips) and Janice Williams at Timothy C. Hauenstein Reynolds Township Library. Mattie Cook also departed Flat River to move out of state. New directors will be announced shortly.
- Our long-time delivery driver, Don Reyers has also retired and we are pleased that his brother, Jeff, is now working for us now alongside our other driver, Ron White and our delivery manager, Terry Cross. We are very proud that we have not had any suspension of delivery since the mandatory shutdown last March. It was also noted that circulation, holds and interlibrary loans have surpassed where they were in March of 2019. All good news as we move forward.

Mid-Michigan Library League – Sheryl Mase, Director

- Note: We are still amid the COVID-19 pandemic. March 10, 2021 marked the one-year anniversary of the first case in Michigan. There are three approved vaccines and much effort being made to roll them out, however Michigan has experienced a resurgence of cases.
- We are still working out the many challenges left by the publisher Recorded Books selling off their digital services to OverDrive. There also was a disruption to the digital magazine service and to Transparent Language Online that we are still in process of working out. Unfortunately, the wonderful always available eAudiobooks through RBdigital is a thing of the past.
- Meetings and professional development remain virtual, and there are plenty of them – so much so that many are experiencing Zoom burnout.
- We have given out 36 mini-grants this fiscal year for a total of \$23,582. Members are very thankful for the simple process and one-page application.
- We are still paying for technical support for member libraries, although COVID has slowed this down.

Northland Library Cooperative – Linda Adams, Director

- Meetings with directors have continued via Zoom on a monthly basis. Topics have ranged from summer reading program plans to pandemic issues. Each month we address member concerns and work together to find answers.
- Programs – A series of six Year in Tech programs are being offered throughout 2021 to staff and board members. Beginning and advanced Libby trainings for staff and patrons in February.
- Advocacy efforts included meetings with new state reps (via MLA), responding to calls to action and more development of local advocacy groups. Encouraging all to participate in MLA Advocacy Day.
- Directors: Current director searches in Indian River and Tahquamenon. New director orientations with Interlochen and Mackinaw.
- Ongoing: Visits to member libraries, meetings with library boards, and responding to calls and emails on issues of ongoing concerns.

Southwest Michigan Library Cooperative – Andrea Estelle, Director

Suburban Library Cooperative – Tammy Turgeon, Director

- The Strategic Planning process was completed and the SLC Council and Board approved the SLC Strategic Plan 2021-2025.
- The Suburban Library Cooperative continued its year-long shared library marketing campaign. "Libraries: Your Bridge to the World" provides a press release and two social media posts for member libraries to use to promote their library and services. The program is designed to be easy for members to implement with a monthly theme to highlight a specific service or event.
- The Cooperative will be launching its new website later this month (www.libcoop.net) as well as the virtuallibrarycard.org website that promotes our virtual library card program with the local schools/districts to provide access to our digital resources for all students using their student IDs!
- The Suburban Library Cooperative continues to provide administrative support for the Metro Detroit Book & Author Society's new virtual author series. Authors have been scheduled for April and May and include Alka Joshi, Emily Duncan and J.T. Ellison. More information can be found at bookandauthor.org.

Superiorland Library Cooperative – Pamela Malmsten, Interim Director

- Former Director, Shawn Andary, resigned effective March 1, 2021. The Superiorland Library Cooperative board appointed Pamela Malmsten, SLC's Assistant Director for Finance, as Interim Director effective March 1, 2021.
- SLC is actively seeking a permanent director. Applications are due May 15, 2021.
- SLC recently added a full-time staff member to its technology staff. IT Specialist Joshua Collins has joined Network Administrator Gordon Tellefsen in providing technical support to SLC's member libraries.
- Great Lakes Talking Books Advisory Outreach Center staff members Tonia Bickford and Jeremy Morelock have received National Library Service training to become an official recording studio equipped to directly submit recorded talking books to the NLS. GLTB staff has submitted two books to NLS; one is available for download and the other is in the final approval process. A third book is in the final recording stages and should be available for download this fall.

The Library Network (TLN) – Steven K. Bowers, Director

- TLN is wrapping up planning for the launch of an Employee Assistance Program (EAP) service that the cooperative will begin offering this spring. TLN will be providing the plan to over 20 libraries, covering over 800 individual employees at TLN member libraries. An employee informational session will be held at the end of April. The service is scheduled to be available beginning May 1.
- TLN's Leadership 101 continuing education series held another session this month. Presenters from Plante Moran delivered a webinar titled "Accounting and Budgeting Fundamentals for Libraries." The live session was recorded for viewing later in case anyone missed it. All previous sessions are viewable in the TLN [Webinar Archive](#). We are pleased that presenters have allowed us to not only record and make presentations available, but they have agreed to allow TLN to invite the other cooperatives in the state to participate in the live webinars and access the recordings. More information about the series, including upcoming sessions, is [available here](#).
- In collaboration with Michigan Cooperative Directors Association (MCDA) TLN has partnered with Amazon Business to offer a new statewide Amazon Prime Business for Michigan Libraries program. The program allows an unlimited number of libraries across the state to receive an Amazon Prime Business account which includes free shipping. The program will save libraries throughout Michigan thousands of dollars collectively. TLN has agreed to administer the plan. The program is available to any non-profit library including K-12 libraries, higher education libraries, and special libraries as well.
- Bi-Weekly Meetings continue to be held with the TLN Directors on weeks opposite the Library of Michigan. For our bi-weekly TLN Directors Meetings we cover similar topics as the LM meetings, focused on our region. It is also a time for directors of member libraries to connect with each other and keep pace with the various changes that each library is making during the pandemic. Documents to track service changes, local declarations, and other local policies are maintained on the [TLN COVID-19 resources page](#).

White Pine Library Cooperative – Kate Van Auken, Director

- Visited two libraries: Unionville has a brand-new gorgeous library and Brown City moved into a bank building on their Main Street which is being transformed into an amazing facility providing 5 times the space they previously had in the city building. Drive up window will be well utilized!
- Researched and switched insurance carriers for the Cooperative and saved 47% or \$1,500/yr.
- By the end of April, will purchase the emagazine collection via OverDrive for all members for the first year. Also working with InfoBase to bring streaming access video to members at a discount and signed three libraries up with Brainfuse at a discounted price through the Cooperative.
- Purchased annual BookPage subscription for all members and have 30 libraries signed up with Amazon Prime.
- Urging members to think of creative partnerships and sustainable ideas now, rather than later.
- I continue to: send out a weekly update, to help directors understand what they need to be aware of with the OMA and meet with legislators when in my area or an area of a member library.

Woodlands Library Cooperative – Kate Pohjola Andrade, Director

- Our use of the tutor.com service has grown exponentially as the message is getting out to our communities.
- Woodlands has facilitated discounts for materials from Vox Books, and is currently helping members secure discounts for streaming video.
- Woodlands, too, will be rolling out digital magazines for the entire cooperative membership, and we continue to explore other options and ideas for providing library service as we continue to navigate the pandemic and eventually post-pandemic life.
- We are pleased to co-host with MMLC the upcoming “Easy, Breezy Chart of Accounts” webinar to assist libraries with the implementation of the new chart of accounts. We have over 100 registered and will hold follow up or one-on-one training afterward.