

LAKELAND LIBRARY COOPERATIVE BOARD MONTHLY MEETING

Thursday, August 12, 2021
9:30 a.m.

Advisory Council WILL NOT meet this month.

Kent District Library Service Center
814 W River Center NE
Comstock Park, MI 49321
A Zoom link is provided for guests

<https://us06web.zoom.us/j/89671539999>

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) July 8, 2021 Board Minutes (m) PAGES 2-3
- 6) **FINANCIAL REPORT**
 - a) July Financials (m) PAGES 4-6
 - b) Monthly Check Register (m) PAGE 7-8
- 7) **PRESIDENT'S REPORT** (i)
- 8) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 9-13
- 9) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council May 13, 2021 Official Minutes (i) PAGES 14-15
- 10) **NEW BUSINESS**
 - a) FY2020-2021 Budget Discussion and Vote (v) PAGES 16-24
 - b) Policy recommendation initiative discussion (m) PAGES 25-29
- 11) **PUBLIC COMMENTS**
- 12) **BOARD MEMBER COMMENTS**
- 13) **NEXT MEETING** –Thursday, September 9, 2021, 9:30 a.m. Kent District Library Service Center
- 14) **ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, July 8, 2021, at 10:00 a.m.
Kent District Library Service Center**

Present: Dale Parus, Peggy Hemerling, Karen McKinnon, Diane Kooiker, Maggie McKeithan, Lance Werner, Shirley Bruursema, John McNaughton, Kelly Richards

Staff Present: Carol Dawe and Sheryl VanderWagen

Absent: None

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:04 a.m. by Dale Parus. There were 24 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:** Carol Dawe reported that she had a question whether libraries had staff members who were not vaccinated for COVID-19. Carol asked for an informal show of hands. Almost all libraries have staff members who have not been vaccinated.
- 4) **PUBLIC COMMENTS:** No public comment
- 5) **APPROVAL OF MINUTES:** Lance Werner moved, supported by Shirley Bruursema, to approve the board minutes from June 10, 2021, as presented – *motion carried*.
- 6) **BOARD DEVELOPMENT: De-escalation Presentation by Tiffany Russell LMSW –** The presentation was delayed. Carol will re-schedule the presentation for the August 12, 2021, Board meeting. The Continuing Education Committee will also consider hosting a separate session on ZOOM so that library staff members can participate.
- 7) **FINANCIAL REPORT:**
 - a) June Financials and Check Register: Motion by Lance Werner, supported by Kelly Richards to approve the June Financials and Check Register – *motion carried*.
- 8) **PRESIDENT’S REPORT:** Dale Parus encouraged the Continuing Education Committee in their work to provide opportunities for staff development in the coming year.
- 9) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe had nothing to add to her written report. She spoke about the ARPA grants which the library cooperatives are spearheading for the Library of Michigan. Lakeland is coordinating the capacity grant with Woodlands and White Pine Cooperatives TLN and SLC are spearheading the technology grant. She noted that there will be opportunities for libraries to purchase many kinds of technology and equipment through the grant which will be available to all libraries in Michigan. She noted that the capacity grant will be for Overdrive materials and will have firm deadlines for all participants to meet.
- 10) **COUNCIL/COMMITTEE REPORTS**
 - a) Finance Committee – approved minutes from 1-6-2021 were presented for information.
 - b) Finance Committee – unapproved minutes from 6-30-2021 were presented for information.
- 11) **NEW BUSINESS:**
 - a) Operating Budget Amendment 3 – Motion by Peggy Hemerling, supported by Lance Werner to approve Operating Budget Amendment 3 as presented – *motion carried*.
 - b) Fund Balance Reserves and ARPA Capacity Grant – The ARPA Capacity Grant requires the funds to be spent up front then reimbursed from the Library of Michigan. Therefore, Lakeland will be required to use fund balance reserve to seed the grant. Motion by Lance Werner, supported by Karen McKinnon to approve the use of Lakeland Fund Balance Reserves for the purposes of seeding the funds for this grant as presented – *motion carried*.
 - c) Non-Resident Cards policy – Motion by Peggy Hemerling, supported by Maggie McKeithan to approve the changes to the Non-Resident Cards policy as recommended by the Advisory Council – *motion carried*.

d) Unlimited SIP License Purchase – Motion by Lance Werner, supported by Kelly Richards to approve the purchase of unlimited SIP licenses from Innovative Interfaces as presented – *motion carried*. Note: the billing for this purchase will occur at the beginning of FY2021-2022 and has been incorporated in the proposed FY2021-2022 budget.

12) **PUBLIC COMMENTS:** No public comment

13) **BOARD MEMBER COMMENTS:** No board member comment

14) **NEXT MEETING:** Thursday, August 12, 2021, at 9:30 a.m. at Kent District Library Service Center.

15) **ADJOURNMENT:** Lance Werner moved to adjourn at 10:30 a.m. - *motion carried*.

Respectfully submitted by,
Sheryl VanderWagen

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

	<u>Operating</u>	<u>Pass Through</u>	<u>Capital & Growth</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · Checking Accounts	285,869	20,519	20,091	326,479
1010 · Savings Accounts	477,768	0	75,998	553,766
1040 · eCommerce - Checking	0	3,518	0	3,518
Total Checking/Savings	763,637	24,037	96,088	883,763
Accounts Receivable	35,363	4,503	0	39,866
Other Current Assets	49,503	0	0	49,503
Total Current Assets	848,503	28,540	96,088	973,132
Fixed Assets	273,727	0	0	273,727
Due From/(To)	45,949	(45,949)	0	0
TOTAL ASSETS	1,168,179	(17,409)	96,088	1,246,859
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	326	0	0	326
Credit Cards	(443)	0	0	(443)
Other Current Liabilities				
2120 · Payroll Liabilities	2,084	0	0	2,084
2200 · Benefit Liabilities	3,419	0	0	3,419
Total Other Current Liabilities	5,502	0	0	5,502
Total Current Liabilities	5,386	0	0	5,386
Total Liabilities	5,386	0	0	5,386
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	85,401	834,902
Net Income	(44,978)	16,597	10,688	(17,694)
Total Equity	1,128,787	16,597	96,088	1,241,473
TOTAL LIABILITIES & EQUITY	1,134,173	16,597	96,088	1,246,859

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

	Operating			
	July	YTD	Budget	%
Income				
4000 · Administration & IT Revenue	58,211	237,996	237,985	100.0%
4010 · Cataloging Revenue	40,104	161,419	161,414	100.0%
4020 · Delivery Revenue	18,336	75,107	75,114	100.0%
4030 · ILS Revenue	65,030	264,511	264,512	100.0%
4040 · State Aid Revenue	0	278,221	560,900	49.6%
4050 · Miscellaneous Revenue	0	4,746	2,700	175.8%
Total Income	181,681	1,022,000	1,302,625	78.5%
Expense				
6000 · Salaries & Wages	49,086	545,623	715,300	76.3%
6010 · Benefits	8,070	93,089	113,030	82.4%
6050 · Liability Insurance	0	14,441	15,900	90.8%
6100 · Cataloging Services	0	48,614	54,000	90.0%
6300 · ILS Services	1,383	247,421	247,200	100.1%
6400 · IT Equipment & Services	511	22,842	30,000	76.1%
6800 · Professional Services	4,280	17,896	18,500	96.7%
6850 · RIDES	0	7,384	7,275	101.5%
6900 · Building/Grounds	3,040	27,317	40,700	67.1%
7100 · Transportation	4,051	36,293	41,025	88.5%
7400 · Mileage	0	123	2,025	6.1%
7500 · Professional Development	38	3,757	13,670	27.5%
7600 · Supplies	892	2,178	4,000	54.4%
Total Expense	71,349	1,066,978	1,302,625	81.9%
Net Ordinary Income	110,331	(44,978)	0	100.0%
Other Income				
9500 · FB Transfers for Fiscal Year	0	0	0	0.0%
Total Other Income	0	0	0	0.0%
Net Income	110,331	(44,978)	0	100.0%

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

	Pass Through				Capital & Growth			
	July	YTD	Budget	%	July	YTD	Budget	%
Income								
4700 · Pass Through Revenue								
4710 · Ecommerce Fines	0	19,095	40,000	47.74%	0	0	0	0.0%
4720 · Group Purchases	12,386	60,947	56,000	108.83%	0	0	0	0.0%
4730 · Group Services	4,267	76,855	116,900	65.74%	0	0	0	0.0%
4740 · ILS Add-on Services	143	27,752	30,000	92.51%	0	0	0	0.0%
4750 · IT Services	0	164	350	46.85%	0	0	0	0.0%
4760 · Library Supplies	1,041	9,226	6,600	139.78%	0	0	0	0.0%
4790 · Miscellaneous Pass Through	0	2,997	250	1,198.74%	0	0	0	0.0%
Total 4700 · Pass Through Revenue	17,837	197,035	250,100	78.78%	0	0	0	0.0%
Total Income	17,837	197,035	250,100	78.78%	0	0	0	0.0%
Expense								
7800 · Pass Through Expenses								
7810 · Quarterly Fines	0	15,577	40,000	38.94%	0	0	0	0.0%
7820 · Group Collections	4,500	50,114	56,000	89.49%	0	0	0	0.0%
7830 · Group Subscriptions	2,353	74,596	116,900	63.81%	0	0	0	0.0%
7840 · ILS Add-On Expense	143	27,752	30,000	92.51%	0	0	0	0.0%
7850 · IT Services Expense	0	177	350	50.56%	0	0	0	0.0%
7860 · Library Supply Expense	1,041	9,226	6,600	139.78%	0	0	0	0.0%
7890 · Other Pass Through Expense	0	2,997	250	1,198.74%	0	0	0	0.0%
Total 7800 · Pass Through Expenses	8,037	180,439	250,100	72.15%	0	0	0	0.0%
9900 · Capital Outlay								
990.337 · Building/Grounds Improvements	0	0	0	0.0%	0	0	7,500	0.0%
990.710 · Technology Upgrades/Purchases	0	0	0	0.0%	0	89,313	92,500	96.55%
Total 9900 · Capital Outlay	0	0	0	0.0%	0	89,313	100,000	89.31%
Total Expense	8,037	180,439	250,100	72.15%	0	89,313	100,000	89.31%
Net Ordinary Income	9,800	16,597	0	100.0%	0	(89,313)	(100,000)	89.31%
Other Income								
9500 · FB Transfers for Fiscal Year	0	0	0	0.0%	0	100,000	100,000	100.0%
Total Other Income	0	0	0	0.0%	0	100,000	100,000	100.0%
Net Income	9,800	16,597	0	100.0%	0	10,688	0	100.0%

Lakeland Library Cooperative
Monthly Check Register
As of July 31, 2021

7

Date	Name	Memo	Account	Amount
1001 - Main - Checking				
1001.1 - Checking - Operating				
07/01/2021	Aggressive Cleaning Service LLC		Janitorial Services	405.00
07/01/2021	Allied Universal (Midstate)		Building Security	110.50
07/01/2021	AT&T Long Distance		Itiva	183.31
07/01/2021	Berger Chevrolet		Vehicle Repair/Maintenance	137.78
07/01/2021	Foster Swift Attorneys		Legal	3,340.00
07/01/2021	Fuel Management System		Vehicle Fuel	973.84
07/01/2021	Priority Health		Benefits	5,135.20
07/01/2021	Superior Pest Control, Inc.		Pest Control	149.00
07/02/2021	First National Bank		-SPLIT-	155.91
07/02/2021	LocalHop	Webpage	IT Operations	2,250.00
07/02/2021	Standard Insurance - Agility	Dental and Vision Ins.	Benefits	326.36
07/02/2021	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	248.49
07/06/2021	Payroll		-SPLIT-	15,640.06
07/06/2021	ICMA 457		Payroll Deductions	20.00
07/06/2021	MERS 401/457		Payroll Deductions	1,021.23
07/06/2021	941 Form - IRS		Payroll Deductions	5,418.40
07/15/2021	Ace Mobile Wash		Vehicle Repair/Maintenance	50.00
07/15/2021	Backstage Library Works		Authority Control	992.16
07/15/2021	Heimler, Nick	IT consulting	Consulting	4,250.00
07/15/2021	Home Depot		Building Repairs/Maintnenace	98.50
07/15/2021	Innovative Interfaces, Inc.		Ill Maintenance	642.00
07/15/2021	Meekhof Tire Sales & Service, Inc.		Vehicle Repair/Maintenance	1,491.33
07/15/2021	Seaman's Air Conditioning/Refrigeration		Building Repairs/Maintnenace	140.37
07/19/2021	MERS		Benefits	3,335.77
07/19/2021	State of Michigan--Vendor		Payroll Deductions	1,814.91
07/19/2021	MI-Unemployment Insurance Agency		Payroll Deductions	560.00
07/19/2021	Aflac		Payroll Deductions	792.78
07/19/2021	Cintas		Floor Mats	81.59
07/19/2021	Comcast	Data Lines	IT Operations	504.05
07/19/2021	Consumers Energy		Utilities	607.68
07/19/2021	Cornell, Janet - vendor	QB Online for training	Continuing Education	37.50
07/19/2021	DTE Energy		Utilities	39.67
07/19/2021	DTE Energy		Utilities	35.66
07/19/2021	Grand Rapids City Treasurer		Utilities	219.02
07/19/2021	Granger		Trash Removal	109.24
07/19/2021	Mitel		Telephones	449.66
07/19/2021	Praise Sign	Front sign repair	Building Repairs/Maintnenace	1,035.30
07/20/2021	Payroll		-SPLIT-	15,623.90
07/20/2021	ICMA 457		Payroll Deductions	20.00
07/20/2021	MERS 401/457		Payroll Deductions	1,021.23
07/20/2021	941 Form - IRS		Payroll Deductions	5,413.30
07/28/2021	Aggressive Cleaning Service LLC		Janitorial Services	500.00
07/28/2021	AT&T Long Distance		Itiva	169.90

Lakeland Library Cooperative
Monthly Check Register
As of July 31, 2021

8

Date	Name	Memo	Account	Amount
07/28/2021	Berger Chevrolet		Vehicle Repair/Maintenance	1,640.02
07/28/2021	Fuel Management System		Vehicle Fuel	869.32
07/28/2021	Printing Productions Ink	Supplies & Printed Frms	-SPLIT-	892.34
07/28/2021	Priority Health	Health Insurance	Benefits	5,963.46
07/29/2021	AT&T	Fax and Itiva	-SPLIT-	571.09
07/29/2021	First National Bank	Bank Fees & IT	-SPLIT-	36.70
07/29/2021	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	248.49
07/30/2021	Grand Rapids Income Tax Dept.		Payroll Deductions	145.30
07/30/2021	Walker City Treasurer		Payroll Deductions	223.45
			Total 1001.1 · Checking - Operating	<u>86,140.77</u>
1001.2 · Checking - Pass Thru				
07/02/2021	VanderWagen, Sheryl -Vendor	card test - reimbursed	Fines Paid	1.50
07/02/2021	First National Bank	domain renewal	IT Services	42.99
07/15/2021	Innovative Interfaces, Inc.		ILS Add on Expenses	214.00
07/15/2021	ProQuest LLC		Group Subscriptions	1,353.00
07/19/2021	OverDrive		Group Subscriptions	1,000.00
07/28/2021	ID Label, Inc.	Barcodes	Library Supplies	1,040.62
07/29/2021	OverDrive	Audio and ebooks	-SPLIT-	4,500.00
			Total 1001.2 · Checking - Pass Thru	<u>8,152.11</u>
1001.3 · Checking - Capital				
			Total 1001.3 · Checking - Capital	<u>0.00</u>
			TOTAL	<u><u>94,292.88</u></u>

**LAKELAND LIBRARY COOPERATIVE
COOPERATIVE DIRECTOR'S REPORT**

August 12, 2021

I have 3 very good pieces of news!

1. Thom Riley and Kelly Schroeder were married (eloped!) on August 3rd. We were all very surprised. I'm sure you will join me in wishing them congratulations and best wishes.
2. The ARPA Digital Content grant was submitted on behalf of all the public libraries in Michigan on July 13th, two days early. I want to thank Kate Andrade from Woodlands Library Cooperative and Kate Van Auken from White Pine Library Cooperative for being the best grant writing partners ever. Sheryl Mase from Mid Michigan Library League was our final editor. It takes a village and I'd buy property in this one. It was a wonderfully collaborative experience, and we are hopeful for good news. We should hear in August. As you may have read, there is about \$4 million to award and there were requests totaling \$8 million. I imagine a chunk of that was equipment grant requests. Good luck to all of you who applied. It is also important to mention that Steven Bowers from TLN and his group put together a fabulous technology grant that will also benefit every library that is interested in participating. Kudos to all the Coop directors and the staff at the LM for working so tirelessly to make this a reality. I'd like to thank Daiva Madjar at Overdrive and her team for their efforts as well. No matter the outcome, this was a great opportunity for the coops to take a leadership role for their libraries and I was pleased to be a part of it. Honestly, Terry, Janet and I are excited to get started!
3. I took some vacation, and it was simply wonderful to clear my head after weeks and weeks of working almost non-stop. I made a few road trips and then my daughter, Ellen, arrived from NYC on 8/4. She will be working remotely from my apartment until 8/15. I am so happy to see her in person after a 19-month absence. We will both take Friday's off and have long weekends and fun mornings and evenings. It's fun to see her earn a paycheck. Very rewarding, indeed. I am very grateful! This time off gave me the opportunity to retool and I can't wait to meet with the LLC management team on Thursday afternoon, after the LLC board meeting to start planning for FY 2021-2022.

The biggest agenda items are the 2021-2022 budget and an issue that came up via a discussion on the director's list.

1. You will see the budget packet attached. The first few pages are the minutes from the June Finance Committee Meeting. (They were sent out last month, but I thought they would provide the necessary information needed to understand why and how we came up with this year's projects and costs.) The next section is just the part of the draft minutes from Advisory last month that shows that they approved the motion to bring the budget packet to the LLC Board. We can discuss the rest of the items/issues etc. in person.
2. In my 3 ½ year tenure, I continue to see some gaps in our service to our members. I don't really see this as a failure but rather as an opportunity to keep providing services and meeting the ever-changing needs of directors, staff and the boards of our member libraries. I am hearing from many, many directors that they would like to be able to use Lakeland as a starting place for many policies. For example, a library mentioned in July that they were going to rewrite their collection development policy to focus more on equity, diversity, and inclusion. It was actually more specific than this which was a bit of

a concern and because there was a lot of interest, we have a meeting on Friday, July 30th to discuss good policies, bad policies and what LLC can do to help. Meanwhile, a library director offered up a newly minted, legally vetted collection policy as a sample. This got me thinking. I suggested that I bring these issues to the board and that the board could then approve these sample policies, by-laws etc. as simply SAMPLES, starting places, etc. so that libraries and their boards have some guideposts. I am attaching the sample policy but what I'd really like to discuss is if this seems like a reasonable role for the board and how we should proceed.

Other items to note:

1. The Continuing Education Committee is working on a de-escalation program for August and September. More details to follow. Tiffany Russell wasn't available for our August Board meeting.
2. I am hoping the Personnel Committee can meet before or after the board meeting and begin my review process and review our newly minted HR manual. I also want to discuss staffing changes, enhancements etc. now that the budget is in place.
3. I want to share with all of you two changes we have already made in terms of staffing. We will not be replacing Dave but rather contracting out for services. We have contracted with Nick Heimler to be our back up IT support when Thom Riley is on vacation and for special projects. With Dave's departure, we clearly needed someone who knows our procedures, customers and can easily meet their needs and ours. I am so happy that we can work with Nick again. Local Hop will manage our Web page. Thom and I are waiting for access to a demo site and hope to see it next week. In lieu of one staff member doing all the updates, Local Hop makes it much easy for us to manage, update and expand our presence on our web page. I am still working on other staffing ideas. As mentioned, I believe in using every change in staffing as an opportunity to really look at what we need as opposed to simply replacing something we already have. Needs change as organizations evolve and I think we can all agree that LLC is on the move!

Other Reports:

Delivery & Facility Manager - Terry Cross

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

	July – 2021	July – 2020	Difference	% Change
Total Book Bags & Bins	2,637	2,993	(356)	(11%)

In July 2021, there were 2,637 book bags and bins sorted, loaded, and delivered to member libraries. The 2,637 bags and bins that were delivered in July 2021 were 11% less than the 2,993 bags and bins that were sorted and delivered in July of the prior year.

I drove 6 days to cover for Driver time-off and helped sort on 4 days this month to cover for Sorter time-off and prevent sorting backlogs.

Both of the trucks were purchased in February 2017 and each of them have a little over 200,000 miles. Both of the trucks received oil changes this month and the following repairs were performed on Truck #35: all 6 tires were replaced, the front brakes were replaced, the rear universal joint was replaced and rear-end differential repairs were performed. The differential was re-built 9 months ago in October 2020, and even though it could have been damaged by the faulty universal joint, we were not charged for the rear-end differential repairs. This resulted in a substantial savings. The service is performed at Berger Chevrolet, where the trucks were purchased.

Both trucks are running fine at the moment but when considering the age and mileage on each of the trucks and anticipated repair work, a Request for Proposal was issued for the purchase of two new delivery trucks. Responses are due back by August 6.

Staff who drive the trucks are required to maintain a current Chauffer's License, pass a DOT Re-Certification Physical and obtain a Medical Examiner's Certificate. All of the drivers are current with the requirements as satisfactory driving records were received from the Michigan Department of State.

The original sign by the road was badly worn and was repaired this month. The restoration included fabricating new white polycarbonate sign faces, sanding and painting of the retainers and application of new 3M premium opaque vinyl graphics. The project turned out very good and was a quarter of the cost of having a new, low-cost option, sign built and installed.

A new panel was installed, and the keypads were replaced on the alarm/fire system that was originally installed in 2002. Notice was received that wireless carriers will no longer be required to support 3G/4G wireless networks after February 2022 and the upgrade includes all the needed parts for the system to communicate to the Central Station. The upgrade also provides the ability to control the system remotely using an app on a smart phone and for the Central Station to do remote code changes.

Finance & HR Assistant - Janet Cornell

As the fiscal year is winding down, we have been projecting out the anticipated spending for the rest of the fiscal year. Budget monitoring will continue through August and September to make sure we are under budget on each line items and to track the remaining invoices. There will be an end of year budget amendment request in September to allocate any changes needed and to account for any unexpected expenses. I have started reconciling accounts and pass-through items to make sure expenses have been allocated properly.

I am continuing to prepare the new QuickBooks company files for the switch over in the next fiscal year. This is in compliance with the new state uniform chart of accounts required, and the limitations of the program to handle fund accounting. This is a very task-specific process and I have created an account on a project management web application (ClickUp) to help me manage the change. This is helpful in many ways as I will be able to archive what took place for the audit, but also share the process with others that would like to clean up their company files on QuickBooks Desktop versions.

IT Manager - Thom Riley is on vacation.

Cataloging Services Manager - Jeff Lezman is on vacation.

ILS Manager - Sheryl VanderWagen

RIDES statistics: We received 129 totes in June 2021, up 90 totes from 2020. We sent out 141 totes in June 2021, up 98 totes from June 2020. RIDES resumed deliveries in June 2020 after the COVID shutdown that occurred March-May 2020.

Bibliocommons: We do not have anything new to report this month. If you have questions or encounter issues, please continue to open tickets with tech-help@llcoop.org and check the FAQ posted to the Lakeland website.

Fines Paid update: When running your Fines Paid reports, you may see a new user called BFINES. This is how Sierra records Bibliocommons online fines payments. There is no need to bill anyone for those items as they will be credited to your libraries when we distribute ecommerce funds each quarter.

Sierra v5.3 and Encore v5.3: We will be upgrading Sierra and Encore to the new software version on Wednesday evening, August 18, 2021, after 9:00 p.m. We will send out reminders when the date gets closer. We will keep the Encore server software current until our subscription expires in January 2022, after which it will no longer be available to us. There are some new features in Sierra v5.3 and we will be sending out those details when we get closer to the upgrade.

Shoutbomb: Last year when libraries were re-opening, the Shoutbomb pickup messages were expanded to include information about curbside pickup. Since that time, I have requested to have the pickup message revert to just the library name for some libraries. I am going to request the change for everyone else. If you wish to **retain** the information about curbside in your library's pickup message, let me know by **Friday August 20**. If I do **NOT** hear from you, your library's pickup message for Shoutbomb will return to just your library's name.

Fines restored: I will be updating the system loan rules so that the rules that traditionally charge fines will charge fines beginning September 1, 2021. Changes will be made after all libraries have closed on Tuesday, August 31. Libraries that have been set up for fines free may have to waive charges on some items that were checked out prior to the system configuration change for your library.

Annual expired patron records and charges purge: Once again, this year, I am waiting until after Summer Reading programs are mostly complete to conduct the annual purge of patron records that had expired 3 or more years ago. In addition, I am waiting to conduct the annual charges purge of 2014 system charges. This was largely because after last year's closures, this has been a summer of returning to "normal" so we thought it would be good to allow extra time for those patrons to come in to renew their long-expired cards before they are removed from the system. In 2022, I will be going back to the regular March/April schedule.

Items with no circ pre-2004: There are over 19,000 items on the system that have never circulated on Millennium or Sierra. After nearly 20 years, it is time to clean up these records. Most of them were brought in from our old Dynix system in 2003. Many of them are likely missing from your collections. If you would like to request yours let me know, otherwise I'll be sending out lists to each library in the future, asking you to check your shelves and verify whether the items are on shelf and if not, then to set them to status withdrawn as needed so they can be deleted.

System notice headers: We have dropped mention of the 4-day quarantine and updated the link to log into patron accounts which formerly directed patrons to the Encore patron login page. We are currently using the WebPac patron info link.

New Ptypes: We created new restricted access ptypes for two libraries, Herrick and Hackley. A new Ptype list has been posted to the Lakeland website, ILS Info page.

New Itypes: We created a few new itypes and posted the revised list to the Lakeland website. We added 2 new express itypes (nonholdable/nonrenewable) for both juvenile and teen materials, another Hotspot variation, another Library of Things variation, and two new DVD itypes for the family and TV category.

Fines Free Libraries: I still have several libraries in the queue to set up for fines free configurations. Thank you for your patience as I work through these requests.

MADL Egelston Branch renovation: We turned off paging and redirected holds to the Muskegon Township branch for two weeks beginning August 2 while Egelston is undergoing renovations.

See you on Thursday at KDL Service Center or on Zoom for those of you who aren't on the board.

Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Official
Thursday, May 13, 2021 at 11:00 a.m.
Via Zoom**

Council Members Present: Kerry Fountain, Britney Dillon and Heather Wood-Gramza
Staff Present: Carol Dawe, Sheryl VanderWagen, and Kelly Ann Schroeder

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 11:06 a.m. by Kerry Fountain (IS). There were 34 additional participants.
- 2) **APPROVAL OF AGENDA:** Heather Wood-Gramza (OZ) moved, supported by Teresa Kline (AF), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** Heather Wood-Gramza (OZ) thanked Kelly Ann Schroeder (LL) and wished her well as she leaves Lakeland at the end of May.
- 4) **APPROVAL OF MINUTES:** Peggy Hemerling (BH) moved, supported by Karen McKinnon (AL), to approve the Advisory Council minutes from March 11, 2020 as presented – *motion carried*.
- 5) **BOARD REPORT:** Dale Parus (IC) talked about everyone being in an unusual transition phase and wished everyone luck as they figure out what's right for their libraries and communities. He urged everyone to get vaccinated if they can. He talked a bit about Lakeland and the software coming out soon, and the good working relationship with the Cooperative. He added that it may be tough for Lakeland to keep pivoting and called for library support when it is needed.
- 6) **ILS MANAGER'S REPORT:** Sheryl VanderWagen reminded everyone that she emailed yesterday about Capira for info and updates. Please get any links, logos, etc. to her by next Friday.
- 7) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe had some technical difficulties with her laptop and deferred further discussion to later agenda items.
- 8) **COMMITTEE REPORTS:** There were no comments or questions.
- 9) **OTHER REPORTS:**
 - a) MLA Board Representative Report – N/A
 - b) MLA Legislative Committee Report – Dale Parus shared some insight on election law legislation being discussed – reach out to your Senators about how important it is to have ample time for elections – and ARPA (sounds favorable and a possible increase in funding can help the Cooperative).
- 10) **UNFINISHED BUSINESS:**
 - a) BiblioCore Update – Carol thanked the BiblioCore Team (Sheryl, Thom, Jeff and Kelly) for their hard work. We are still in the staff training session and will move to patron testing soon. She reminded everyone to train, test and ask questions. Sheryl added to send any issues or additional training login requests to tech-help@llcoop.org and to test link and review your library's subscriptions for accuracy. She also gave kudos to Jeff for his work on the bib record cleanup. Carol would like to put together a marketing committee/team, so please reach out to her if you are interested and willing to help. She hopes to meet the end of next week.
- 11) **NEW BUSINESS:**
 - a) Brief Bib Record Recommendation Discussion – Sheryl gave a history overview on the change from paper forms to the current short records for submitting a new record, as well as the outcomes of suppressed vs. un-suppressed records, including how holds tiers pull – local, agency, then system. It was determined that the concern is more in the preliminary cataloging end of things, and how best to ensure patron holds, less than a need to change loan rules (libraries want to keep new items local as it is now). A committee will be created to discuss how to best handle the initial cataloging piece, especially exploring how to work with the acquisitions module, pre-published materials and patron holds merging. Please email Kerry Fountain if you'd like to be on this committee.

- b) Patron Point Discussion – Libraries were interested in pursuing a quote and Carol will get more details for the June meeting.
- c) Wowbrary Update – Some libraries shared interest or questions. Carol will send out the email again for those that missed it.

12) **PUBLIC COMMENTS:**

- a) There were no public comments.

13) **NEXT MEETING:** Thursday, June 10, 2021, TBD.

14) **ADJOURNMENT:** Dale Parus (IC) moved, supported by Heather Wood-Gramza (OZ), to adjourn at 11:56 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder

**LAKELAND LIBRARY COOPERATIVE
FINANCE COMMITTEE MINUTES – Unofficial
Wednesday, June 30, 2021, at 1:00 p.m.
Via ZOOM**

Present: Karen McKinnon (AL) Chair, Diane Kooiker (HO), Maggie McKeithan (OS), Dale Parus, Ex Officio (IC)

Staff Present: Carol Dawe, Janet Cornell

- 1) **CALL TO ORDER:** The meeting was called to order at 12:59 p.m. by Karen McKinnon.
- 2) **APPROVAL OF AGENDA:** Diane Kooiker moved, supported by Maggie McKeithan, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** Diane Kooiker moved, supported by Maggie McKeithan, to approve the Finance Committee minutes from January 6, 2021, as presented – *motion carried*.
- 4) **NEW BUSINESS:**
 - a) Fund Balance and ARPA – Lakeland has been asked to be the applicant and recipient of a ARPA capacity grant that would be administered to all the libraries in the state for digital content. Funds would be allotted to every library to be purchased through OverDrive for one-copy, one-use content. Lakeland would administer this grant for about \$1 million in batches over the course of the year. To keep the funds flowing, Lakeland would need to commit \$250,000-\$350,000 of fund balance reserves in an account to allow for disbursements and reimbursements to be made. Diane Kooiker moved, supported by Maggie McKeithan to allow Lakeland to use fund balance reserves in an amount not to exceed \$350,000 for funding the disbursements of the ARPA capacity grant – *motion carried*.
 - b) Budgets:
 - i) Operating Budget – Includes a 3% wage increase for staff as recommended and some significant changes in the ILS budget. Most of these changes were to III Maintenance by negotiating savings in current maintenance and including unlimited SIP2 licenses which will no longer be passed through to the libraries.
 - ii) Operating Cost Per Library– \$50,000 from Fund Balance is planned to reduce overall costs so that the total would be kept within the 8-10% range. Some libraries are over this range but most of these are due to cataloging fees under the current cost formula. This has been smoothed out over a 3-year period so there will not be as many fluctuations year to year. Also, some libraries overall costs will go down as they are not paying for SIP2 maintenance as a pass through anymore.
 - iii) Capital Budget – The budget includes one-time costs for implementation of Patron Point and unlimited SIP2 licenses, along with the hosted servers and emergency building expenses. Carol Dawe mentioned that there are committed funds available for new trucks that are needed, and the committee recommended adding them to the budget for this year.
 - iv) Pass Through Budget – No significant changes were made to this budget other than the pass through SIP2 licenses were removed. Diane Kooiker moved, supported by Maggie McKeithan to approve all the budget items as presented and discussed. – *motion carried*.
 - c) Budget Amendment 3 – Due to a staff reduction in IT, some of the wage savings is requested to be moved to consulting for IT services and webpage design. Diane Kooiker moved, supported by Maggie McKeithan to accept the amendment as shown – *motion carried*.

- 5) **NEXT MEETING:** There will not be another meeting scheduled until the next budget planning process unless it becomes necessary.
- 6) **ADJOURNMENT:** Maggie McKeithan moved with support by Dianne Kooiker to adjourn the meeting – *motion carried*. The meeting was adjourned at 1:54 p.m.

Respectfully submitted by,
Janet Cornell

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, July 8, 2021, at 11:00 a.m.
Kent District Library Service Center**

Council Members Present: Kerry Fountain, Britney Dillon and Heather Wood-Gramza
Staff Present: Carol Dawe, Sheryl VanderWagen

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:38 a.m. by Kerry Fountain (IS). There were 30 additional participants.
- 2) **APPROVAL OF AGENDA:** Peggy Hemerling (BH) moved, supported by Amber McLain (OJ), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** Teresa Kline (AF) reported that Fennville District Library has received a \$30,000 COVID Relief grant from ALA. There were no spending requirements, and the money has been deposited in their bank account. They plan to use the funds to purchase hotspots, tablets, computers and to beef up their Spanish collection. Merri Jo Tuinstra (ES) thanked the Lakeland staff for their support on the Bibliocommons project. Wanda Mesbergen (AB) introduced Lisa VandeBunte, the new director at Salem Township Library.
- 4) **APPROVAL OF MINUTES:** Jessica Hunt (NG) moved, supported by Amber McLain (OJ), to approve the Advisory Council minutes from May 13, 2021, as presented – *motion carried*.
- 5) **BOARD REPORT:** Dale Parus (IC) pointed out that the Lakeland staff and board have allowed Lakeland to grow with focus on removing barriers for member libraries and their patrons with the actions taken at the earlier board meeting.
- 6) **ILS MANAGER'S REPORT:** There were no additions to the written report and no further questions.
- 7) **COOPERATIVE DIRECTOR'S REPORT:** There were no additions to the written report and no further questions.
- 8) **OTHER REPORTS:**
 - a) MLA Board Representative Report – Kelly Richards (MADL) took over as MLA President on July 1, 2021. He discussed the appointment of a committee to begin working on a higher level of library director training for libraries in Michigan than is currently available. The intent is to provide training beyond what the Library of Michigan provides in its basic director training.
 - b) MLA Legislative Committee Report – Shirley Bruursema (KDL) reported that the committee has not met in this new year. They will meet in August. Committee members are receiving regular updates from the lobbyist. Dale Parus (IC) reported on the bill that would consolidate elections to a single election in a year (November), thereby eliminating the August election option. This has received opposition from both MLA and the MML and so it has not reported out of the Senate committee. They are also monitoring bills that would threaten Penal fines. He thanked everyone for contacting their legislators when asked.
- 9) **UNFINISHED BUSINESS:**
 - a) Patron Point Discussion – There was discussion of the Patron Point proposal for an online patron registration system. Carol Dawe noted that the one-time set up/configuration cost and the annual subscription cost has been included in the upcoming FY21-22 budget. The packet included estimates for the verification costs for each library that will be billed quarterly to Lakeland by Patron Point once the program begins.
- 10) **NEW BUSINESS:**
 - a) FY2021-2022 Budget Discussion – Carol Dawe presented the proposed FY2021-2022 Budget. She noted that the IT, ILS and Cataloging Costs have been consolidated, leaving budget categories for Administration, Delivery, and IT/ILS. She noted that anyone wishing to see a more specific breakdown by department of the IT/ILS costs, can request that detail. There was a question about cataloging costs and the formula used to determine those costs. Carol responded

that the current formula will be looked at in the coming year but in this budget, a change was made to average the last three years of holdings added to even out the more dramatic shifts to those costs we have seen in prior years. It was noted that there were two lines labeled Professional Development. One is for the Continuing Education Committee and the other for Lakeland staff development. That will be corrected for clarity. The Delivery budget includes an increase in fuel and continues maintenance costs even though we may purchase two new trucks. Any overage will be put back into the reserves for the next truck purchases. Motion by Melissa Huisman (OH), supported by Britney Dillon (IB) to recommend the FY2021-2022 Budget as presented to the Lakeland Library Cooperative Board – *motion carried.*

- 11) **PUBLIC COMMENTS:** Jennifer Salgat (IL) asked members about benefits, particularly health insurance. She wondered about plan availability. There were recommendations for small group plans offered by MML and other organizations. Carol Dawe will follow up with some additional information. Andrew Susalla (MADL) asked about the text of billing notices and the mention of the \$8.95 collection agency fee. It was noted that it is not currently possible in Sierra to divide billing notices by the total amounts owed and have two different notice headers. This will be explored along with other customized notices in the future with Patron Point after online patron registration is up and running. Shirley Bruursema (KDL) noted that she was happy to see so many new directors at these meetings today and stressed the importance of attending the Lakeland meetings. Melissa Huisman (OH) asked about the Bibliocommons catalog main page that opens to the Dashboard with content such as lists reviews, and ratings. She wondered why the main page does not open to the New Titles page instead. Lakeland staff noted that this would be a good enhancement request. Maggie McKeithan (OS) asked about the ability to limit search results in the Lakeland parent catalog by library. Currently, the only option available is to use the Available Now option but that does not include checked out copies. There should be an option to view all the copies from a single library whether they are available or not. This is also a good enhancement request. Merri Jo Tuinstra (ES) asked about beginning the library certification process. Carol Dawe will follow up with her.
- 12) **NEXT MEETING:** August 12, 2021, following the Board meeting at the Kent District Library Service Center.
- 13) **ADJOURNMENT:** Merri Jo Tuinstra (ES) moved to adjourn at 11:55 a.m. - *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen

LAKELAND LIBRARY COOPERATIVE
 FY2021-22 OPERATING BUDGET-DRAFT

Line Item Description	Administration	Delivery	ILS-IT	Total FY2021-22	Total FY2020-21	FY2021-22	Percent Change
						Over (Under) FY2020-21	
Salaries/Taxes	252,441	162,316	311,008	725,800	724,300	1,500	0%
Benefits	65,580	15,188	62,439	143,210	115,890	27,320	24%
Mileage	3,440	-	-	3,440	2,025	1,415	70%
Prof Development	6,500	-	-	6,500	1,100	5,400	491%
Supplies	4,000	1,375	340	5,715	5,375	340	6%
Professional Services	18,240	-	12,000	30,240	16,925	13,315	79%
Insurance	8,750	4,290	-	13,040	13,040	-	0%
ILS & IT Expenses	24,090	-	358,610	382,700	326,700	56,000	17%
Rides Delivery	-	7,670	-	7,670	7,275	395	5%
Delivery Expenses	-	51,560	-	51,560	39,650	11,910	30%
Member Development	5,500	-	-	5,500	9,645	(4,145)	-43%
Facility	40,650	-	-	40,650	40,700	(50)	0%
Total Expenditures	\$ 429,191	\$ 242,399	\$ 744,397	\$ 1,416,025	\$ 1,302,625	\$ 113,401	8.7%
Less Other Revenue:							
FB Unassigned	(50,000)			(50,000)	-	(50,000)	
State Aid	(265,003)	(140,297)	(155,600)	(560,900)	(560,900)	-	
Affiliate Memberships	-			-	-	-	
Investment Revenue	(1,000)			(1,000)	(2,500)	1,500	-60%
Rebates	(100)			(100)	(200)	100	-50%
Total Revenue by Libraries	\$ 113,088	\$ 102,102	\$ 588,797	\$ 804,025	\$ 739,025	\$ 65,000	8.8%

Lakeland Library Cooperative
 F2021-22 Cost Per Library DRAFT

Library	ADMIN 632 113,126	DELIVERY 632 102,102	ILS & IT 633 588,797	Total FY2021-22 LLC Fees	Total FY2020-21 LLC Fees	FY21-22 Over (Under) FY20-21	%	FY21-22 Sierra Pass Thru Savings	Adjusted Total FY2021-22 LLC Fees
OA Allendale Township	2,693	2,539	16,888	22,120	20,230	1,890	9.3%	672	21,448
IB Alvah N. Belding Memorial	2,693	2,445	13,230	18,369	15,600	2,769	17.7%		18,369
MA Carson City Public/Crystal Public	2,693	4,734	10,616	18,043	16,075	1,968	12.2%		18,043
EC Cedar Springs Public	2,693	2,437	10,605	15,735	14,782	953	6.4%	336	15,399
OC Coopersville Area District Library	2,693	2,450	11,868	17,011	16,484	527	3.2%	672	16,339
NC Croton Township Library	2,693	2,403	8,028	13,125	12,090	1,035	8.6%		13,125
AD Dorr Township	2,693	2,426	10,239	15,359	14,103	1,256	8.9%	672	14,686
AF Fennville District	2,693	2,463	13,140	18,296	17,353	943	5.4%		18,296
MG Flat River Community (Greenville)	2,693	2,481	17,450	22,625	22,008	617	2.8%	379	22,245
BF Freeport District	2,693	2,416	8,182	13,292	12,310	982	8.0%		13,292
NF Fremont Area District	2,693	2,458	14,298	19,449	17,954	1,495	8.3%	862	18,587
SF Fruitport District Library	2,693	2,459	12,028	17,181	17,991	(810)	-4.5%		17,181
OH Gary Byker (Hudsonville)	2,693	2,445	13,894	19,033	16,935	2,098	12.4%	672	18,361
OG Georgetown Township (Jenison)	2,693	2,641	28,255	33,589	30,515	3,074	10.1%	1429	32,160
GR Grand Rapids Public	2,693	-	3,542	6,235	6,413	(178)	-2.8%		6,235
NG Grant Area District	2,693	2,434	12,448	17,575	15,649	1,926	12.3%		17,575
SM Hackley Public (Muskegon)	2,693	2,607	18,646	23,947	22,026	1,921	8.7%	1503	22,445
BH Hastings Public	2,693	2,457	12,579	17,730	16,798	932	5.5%	1011	16,719
AW Henika District (Wayland)	2,693	2,424	10,234	15,352	14,429	923	6.4%		15,352
HO Herrick District (Holland)	2,693	2,942	41,651	47,286	34,132	13,154	38.5%	3650	43,636
NH Hesperia Community	2,693	2,418	8,677	13,788	13,283	505	3.8%		13,788
ME Home Township (Edmore)	2,693	2,408	7,796	12,898	11,884	1,014	8.5%		12,898
AH Hopkins Public	2,693	2,410	8,287	13,391	12,405	986	7.9%		13,391
OZ Howard Miller (Zeeland)	2,693	2,505	18,658	23,857	22,195	1,662	7.5%	1008	22,849
IC Ionia Community	2,693	2,504	15,243	20,440	19,001	1,439	7.6%		20,440
KU Kent District	2,693	2,289	1,125	6,108	5,710	398	7.0%		6,108
IL Lake Odessa Community	2,693	2,408	9,426	14,527	14,096	431	3.1%		14,527
AL Leighton Township (Moline)	2,693	2,412	9,838	14,944	13,834	1,110	8.0%		14,944
OL Loutit District (Grand Haven)	2,693	2,578	17,901	23,173	21,650	1,523	7.0%	1387	21,786
UM Muskegon Area District	2,693	2,960	65,276	70,930	64,612	6,318	9.8%	4473	66,457
NN Newaygo Area District	2,693	2,422	9,989	15,105	14,085	1,020	7.2%		15,105
OJ Patmos (Jamestown)	2,693	2,424	10,984	16,101	14,662	1,439	9.8%		16,101
AB Salem Township (Burnips)	2,693	2,425	11,204	16,323	15,059	1,264	8.4%		16,323
IS Saranac/Clarksville Public	2,693	2,440	12,766	17,899	16,570	1,329	8.0%		17,899
AS Saugatuck-Douglas District	2,693	2,413	9,043	14,150	13,420	730	5.4%	336	13,814
ES Sparta Carnegie Township	2,693	2,435	10,327	15,456	14,557	899	6.2%	336	15,120
OS Spring Lake District	2,693	2,484	18,141	23,319	21,876	1,443	6.6%	1528	21,790
ML Tamarack District (Lakeview)	2,693	2,441	11,710	16,845	15,934	911	5.7%	1321	15,523
MH TCH Reynolds Township (Howard City)	2,693	2,438	10,469	15,600	14,885	715	4.8%		15,600
BM Thornapple-Kellogg (Middleville)	2,693	2,469	11,075	16,238	15,245	993	6.5%		16,238
NW White Cloud Community	2,693	2,432	11,198	16,324	15,572	752	4.8%		16,324
SW White Lake Community	2,693	726	11,842	15,261	14,613	648	4.4%		15,261
TOTAL	113,126	102,102	588,797	\$ 804,025	\$ 739,025	\$ 65,000	8.8%	24,012	

Lakeland Library Cooperative
Pass Through Budget
FY2021-22

<i>Account</i>	<i>FY21-22</i>	<i>FY20-21</i>	<i>Difference</i>	<i>%</i>
REVENUES				
Group Supplies	8,700	6,600	2,100	32%
Group Collections	59,950	56,000	3,950	7%
Group Services	81,500	116,900	(35,400)	-30%
Ecommerce Fines	28,000	40,000	(12,000)	-30%
ILS Add-On Services	32,000	30,000	2,000	7%
IT Services	350	350	-	0%
Interest Revenue		-	-	0%
Other Revenue	250	250	-	0%
Total Revenue	\$ 210,750	\$ 250,100	\$ (39,350)	-16%
EXPENSES				
Library Supplies	8,700	6,600	2,100	32%
Barcodes	5,000	5,000	-	0%
Delivery Dots	700	600	100	17%
Other Supplies	1,000	1,000	-	0%
Group Collection Expense	59,950	56,000	3,950	7%
Audiobooks-Overdrive	20,400	20,400	-	0%
Ebooks-Overdrive	30,600	30,600	-	0%
Other Collections Expense	8,950	5,000	3,950	79%
Group Subscriptions	81,500	116,900	(35,400)	-30%
Overdrive Service Plan	12,000	12,000	-	0%
Capira Subscription	45,000	45,000	-	0%
BookPage Subscription	2,300	-	2,300	100%
Movie License Subscription	8,600	8,300	300	4%
Other Group Subscriptions	4,900	51,600	(46,700)	-91%
Fines Paid	28,000	40,000	(12,000)	-30%
ILS Add-On Expenses	32,000	30,000	2,000	7%
IT Service Expenses	350	350	-	0%
Other Service Expenses	250	250	-	0%
Total Expenses	\$ 210,750	\$ 250,100	\$ (39,350)	-16%

	Budget	Budget	FY2021-22	Notes
	FY2021-22	FY2020-21	Over/(Under) FY2020-21	
Capital Expenses:				
Technology - IT Hardware	62,500	62,500	-	1
Technology - ILS	67,000	30,000	37,000	2
Building Improvements	7,500	7,500	-	3
Delivery Trucks	85,000	-	85,000	4
Total Expenses	\$ 222,000	\$ 100,000	\$ 122,000	
Capital FB Reserves:				
Committed FB				
Building Improvements	7,500	7,500	-	
Technology	75,000	92,500	(17,500)	
Transfer Operating FB Reserves:				
Committed FB - Delivery	85,000		85,000	
Unassigned	54,500		54,500	
Total FB Reserves	\$ 222,000	\$ 100,000	\$ 122,000	

Notes:

- 1 - Hosted Servers
- 2 - Patron Point, Unlimited SIP2
- 3 - Emergency building expense
- 4- Purchase 2 trucks

Lakeland Library Cooperative
Fund Balance Reserves
FY2020-21 through FY2021-22

	<u>Operating</u>	<u>Capital/Growth</u>	<u>Total</u>	
Fund Balance Reserves as of 10/1/2020:				
3800 · Fund Balance - Committed	85,221	-	85,221	
3990 · Unassigned Funds	749,502	85,401	834,903	
Projected FY20-21 Carryover	32,000	10,687	42,687	
FB Reserves Available as of 9/30/2021:	<u>\$ 866,723</u>	<u>\$ 96,088</u>	<u>\$ 962,811</u>	
FY2021-22 Budget from FB Reserves:				
3800 · Fund Balance - Committed	(85,000)	-	(85,000)	2
3990 · Unassigned Funds	(104,500)	(82,500)	(187,000)	1
FB Reserves Available as of 9/30/2022:	<u>\$ 677,223</u>	<u>\$ 13,588</u>	<u>\$ 690,811</u>	

Notes:

1 - \$54,500 to be transferred to Capital & Growth Budget

2 - Committed operating funds for purchase of 2 trucks transfer to Capital & Growth Budget

MATERIAL SELECTION POLICY

I. Purpose:

The purpose of the Material Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Saranac Clarksville District Library.

II. Definitions:

The term “Library Materials” means books, magazines, DVDs, CDs or other synonyms as they may occur in the policy having the widest possible meaning. This statement of policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this policy and the term “Library Materials” does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

III. Goals of Materials Selection:

- A. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

IV. Responsibility for Selection:

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults and adults. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book

selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

V. General Principles:

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

- B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his children select must accompany those children when they use the collection in order to impose those restrictions.

- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference and research materials for the general public and the student based on the services it is expected to perform.

VI. Specific Principles for Selection:

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy

- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e. purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

VII. Gifts:

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

VIII. Maintenance of the Collection:

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

IX. Challenges to Materials:

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons who object to particular Library Materials will be sent to the Director.
- B. The Director will discuss the Library Materials in question with the patron, attempting to resolve the concern to both the patron's and Library's satisfaction.
- C. If the patron wishes to carry the request further, the Director will provide the patron with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- E. The Library Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.
- F. A written appeal of the Library Director's decision may be made by the requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.
- G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of This Policy:

This policy shall be reviewed and revised to be consistent with the objectives of the Library.

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