

**LAKELAND LIBRARY  
COOPERATIVE  
BOARD MONTHLY MEETING**

**Thursday, October 21, 2021  
9:30 a.m.**

*Advisory Council meeting is cancelled.*

**Kent District Library Service Center  
(Large Meeting Room)  
814 W River Center NE  
Comstock Park, MI 49321**

**REVISED AGENDA**

- 1) **CALL TO ORDER AND ROLL CALL**
  - a) Introduce New Members
- 2) **APPROVAL OF AGENDA** (m)
- 3) **ELECTION OF OFFICERS** (m) PAGE 2
- 4) **QUESTIONS FROM MEMBERS & BOARD PRESIDENT/COOPERATIVE DIRECTOR ANSWERS**
- 5) **PUBLIC COMMENTS**
- 6) **APPROVAL OF MINUTES**
  - a) September 09, 2021, Board Minutes (m) PAGES 3-4
- 7) **FINANCIAL REPORT**
  - a) September Financials (m) PAGES 5-7
  - b) Monthly Check Register (m) PAGES 8-10
- 8) **PRESIDENT'S REPORT** (i)
- 9) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 11-17
- 10) **COUNCIL/COMMITTEE REPORTS** (i)
  - a) Advisory Council July 8<sup>th</sup>, 2021, Regular and Special Minutes PAGES 18-20
  - b) Personnel Committee Minutes September 22, 2021 **PAGE 21 -22**
  - c) **Personnel Committee Minutes October 15, 2021**
- 11) **NEW BUSINESS** (m) PAGES 23-25
  - a) Cooperative Director Annual Evaluation (m) PAGE 27
  - b) Operating Budget Amendment (m) PAGE 28
  - c) Fund Depository Designates
- 12) **PUBLIC COMMENTS**
- 13) **BOARD MEMBER COMMENTS**
- 14) ~~14) **ADVISORY COUNCIL**~~ –Thursday, November 11, 2021, 9:30 a.m. at KDL Service Center



**Slate of Officers for the LLC 2021-2022 Board:**

Dale Parus for President

Maggie McKeithan for Vice President

Karen McKinnon for Treasurer

Peggy Hemerling for Secretary

**LAKELAND LIBRARY COOPERATIVE  
BOARD MINUTES – Unofficial  
Thursday, September 9, 2021, at 9:30 a.m.  
Kent District Library Service Center**

Present: Dale Parus, Karen McKinnon, Diane Kooiker, Maggie McKeithan, Shirley Bruursema, Kelly Richards

Staff Present: Carol Dawe and Sheryl VanderWagen

Absent: Peggy Hemerling, John McNaughton, Lance Werner

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:33 a.m. by Dale Parus. There were 17 additional participants.
- 2) **APPROVAL OF AGENDA:** Shirley Bruursema moved, supported by Diane Kooiker, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** None
- 4) **PUBLIC COMMENTS:** No public comment
- 5) **APPROVAL OF MINUTES:** Diane Kooiker moved, supported by Kelly Richards, to approve the board minutes from August 12, 2021, as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
  - a) August Financials and Check Register: Motion by Kelly Richards, supported by Diane Kooiker to approve the August Financials and Check Register – *motion carried*.
- 7) **PRESIDENT’S REPORT:** No report
- 8) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe had nothing to add to her written report.
- 9) **COUNCIL/COMMITTEE REPORTS**
  - a) Personnel Committee Draft Minutes from September 1, 2021 – were presented for information.
- 10) **NEW BUSINESS:**
  - a) FY Operating Budget Amendment #4 – Motion by Kelly Richards, supported by Karen McKinnon to approve Operating Budget Amendment #4 as presented - *motion carried*.
  - b) 2021-2022 Meeting Dates – Motion by Kelly Richards, supported by Diane Kooiker to meet the 2<sup>nd</sup> Thursday of each month at 9:30 a.m. for the next fiscal year – *motion carried*  
Carol will send out a list of meetings with the corrected dates.
  - c) 2021-2022 Healthcare Resolution – Motion by Shirley Bruursema, seconded by Maggie McKeithan to adopt the resolution for 80%/20% Employer/Employee Health Care cost option as set forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act – *motion carried*
  - d) Employment Handbook 2021 – Motion by Kelly Richards, supported by Karen McKinnon to accept the 2021 Employment Handbook as presented – *motion carried*
- 11) **PUBLIC COMMENTS:** No public comment.
- 12) **BOARD MEMBER COMMENTS:**

Kelly Richards reported that the new MADL Bookmobile had its first outing. Over 900 people came through.

Shirley Bruursema reported that the next KDL Board meeting has been moved to September 23, 2021 because of the annual KDL fundraiser which is to be held on September 16. She also reported a successful summer reading program.

Karen McKinnon reported that the Leighton Township officials signed the loan agreement for the library building addition. The exterior work is already underway.

Dale Parus reported that they are two months away from their millage election. Ionia Community Library received a \$7500 Hope grant to offset some of their costs.

13) **NEXT MEETING:** Thursday, October 14, 9:30 a.m. at Kent District Library Service Center.

14) **ADJOURNMENT:** Kelly Richards, supported by Maggie McKeithan moved to adjourn at 9:51 a.m. -  
*motion carried.*

Respectfully submitted by,  
Sheryl VanderWagen

**Lakeland Library Cooperative**  
**Funds Balance Sheet**  
**As of September 30, 2021**

	<u>Operating</u>	<u>Pass Through</u>	<u>Capital/Growth</u>	<u>TOTAL</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1000 · Checking Accounts	182,315	5,920	20,091	208,325
1010 · Savings Accounts	577,945	0	75,998	653,942
1025 · CDs	150,010	0	0	150,010
1040 · eCommerce - Checking	0	8,314	0	8,314
<b>Total Checking/Savings</b>	<b>910,270</b>	<b>14,234</b>	<b>96,088</b>	<b>1,020,592</b>
<b>Accounts Receivable</b>	<b>(4,503)</b>	<b>7,496</b>	<b>0</b>	<b>2,993</b>
<b>Other Current Assets</b>				
1220 · Due from Other Funds	4,503	0	0	4,503
1225 · Prepaid Expenses	87,801	0	0	87,801
1270 · Undeposited Funds	0	0	0	0
<b>Total Other Current Assets</b>	<b>92,304</b>	<b>0</b>	<b>0</b>	<b>92,304</b>
<b>Total Current Assets</b>	<b>998,070</b>	<b>21,730</b>	<b>96,088</b>	<b>1,115,889</b>
<b>Fixed Assets</b>	<b>273,727</b>	<b>0</b>	<b>0</b>	<b>273,727</b>
<b>Due From/(To)</b>	<b>11,943</b>	<b>(11,943)</b>	<b>0</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b>1,283,740</b>	<b>9,787</b>	<b>96,088</b>	<b>1,389,616</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	8,212	0	0	8,212
Credit Cards	(129)	0	0	(129)
<b>Other Current Liabilities</b>				
203 · Due To Other Fund	0	4,503	0	4,503
204 · Due to Members	0	5,284	0	5,284
2100 · Accrued Payroll	21,685	0	0	21,685
2110 · Accrued Payroll Taxes	1,531	0	0	1,531
2120 · Payroll Liabilities	2,163	0	0	2,163
2200 · Benefit Liabilities	3,540	0	0	3,540
<b>Total Other Current Liabilities</b>	<b>28,919</b>	<b>9,787</b>	<b>0</b>	<b>38,706</b>
<b>Total Current Liabilities</b>	<b>37,001</b>	<b>9,787</b>	<b>0</b>	<b>46,788</b>
<b>Total Liabilities</b>	<b>37,001</b>	<b>9,787</b>	<b>0</b>	<b>46,788</b>
<b>Equity</b>				
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	72,974	0	10,688	83,661
<b>Total Equity</b>	<b>1,246,739</b>	<b>0</b>	<b>96,088</b>	<b>1,342,828</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,283,740</b>	<b>9,787</b>	<b>96,088</b>	<b>1,389,616</b>

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

	<b>Operating</b>			
	<b>Sept</b>	<b>YTD</b>	<b>Budget</b>	<b>%</b>
<b>Income</b>				
4000 · Administration & IT Revenue	0	237,996	237,985	100.0%
4010 · Cataloging Revenue	0	161,419	161,414	100.0%
4020 · Delivery Revenue	0	75,107	75,114	100.0%
4030 · ILS Revenue	0	264,511	264,512	100.0%
4040 · State Aid Revenue	0	561,185	560,900	100.1%
4050 · Miscellaneous Revenue	97	5,030	2,700	186.3%
<b>Total Income</b>	<b>97</b>	<b>1,305,248</b>	<b>1,302,625</b>	<b>100.2%</b>
<b>Expense</b>				
6000 · Salaries & Wages	71,384	690,785	712,275	97.0%
6010 · Benefits	5,325	106,462	113,030	94.2%
6050 · Liability Insurance	0	14,441	15,900	90.8%
6100 · Cataloging Services	264	50,932	54,000	94.3%
6300 · ILS Services	(20,514)	227,562	247,200	92.1%
6400 · IT Equipment & Services	4,092	27,760	30,000	92.5%
6800 · Professional Services	106	18,272	18,500	98.8%
6850 · RIDES	(88)	7,296	7,300	99.9%
6900 · Building/Grounds	4,000	37,114	40,700	91.2%
7100 · Transportation	2,008	42,177	44,025	95.8%
7400 · Mileage	41	196	2,025	9.7%
7500 · Professional Development	510	6,341	13,670	46.4%
7600 · Supplies	381	2,937	4,000	73.4%
<b>Total Expense</b>	<b>67,508</b>	<b>1,232,274</b>	<b>1,302,625</b>	<b>94.6%</b>
<b>Net Ordinary Income</b>	<b>(67,412)</b>	<b>72,974</b>	<b>0</b>	<b>100.0%</b>
<b>Other Income</b>				
9500 · FB Transfers for Fiscal Year	0	0	0	0.0%
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Net Income</b>	<b>(67,412)</b>	<b>72,974</b>	<b>0</b>	<b>100.0%</b>

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

	Pass Through				Capital & Growth			
	Sept	YTD	Budget	%	Sept	YTD	Budget	%
<b>Income</b>								
<b>4700 · Pass Through Revenue</b>								
4710 · Ecommerce Fines	(1,876)	20,079.58	40,000	50.2%	0	0	0	0.0%
4720 · Group Purchases	(1,214)	59,732.86	56,000	106.7%	0	0	0	0.0%
4730 · Group Services	6,929	83,784.33	116,900	71.7%	0	0	0	0.0%
4740 · ILS Add-on Services	43	27,751.90	30,000	92.5%	0	0	0	0.0%
4750 · IT Services	278	449.89	350	128.5%	0	0	0	0.0%
4760 · Library Supplies	0	9,503.38	6,600	144.0%	0	0	0	0.0%
4790 · Miscellaneous Pass Through	0.00	2,996.85	250	1,198.7%	0	0	0	0.0%
<b>Total 4700 · Pass Through Revenue</b>	<b>4,160</b>	<b>204,299</b>	<b>250,100</b>	<b>81.7%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Total Income</b>	<b>4,160</b>	<b>204,299</b>	<b>250,100</b>	<b>81.7%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Expense</b>								
<b>7800 · Pass Through Expenses</b>								
7810 · Quarterly Fines	4,503	20,080	40,000	50.2%	0	0	0	0.0%
7820 · Group Collections	4,942	59,733	56,000	106.7%	0	0	0	0.0%
7830 · Group Subscriptions	8,188	83,784	116,900	71.7%	0	0	0	0.0%
7840 · ILS Add-On Expense	0	27,752	30,000	92.5%	0	0	0	0.0%
7850 · IT Services Expense	(13)	450	350	128.5%	0	0	0	0.0%
7860 · Library Supply Expense	278	9,503	6,600	144.0%	0	0	0	0.0%
7890 · Other Pass Through Expense	0	2,997	250	1,198.7%	0	0	0	0.0%
<b>Total 7800 · Pass Through Expenses</b>	<b>17,898</b>	<b>204,299</b>	<b>250,100</b>	<b>81.7%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>9900 · Capital Outlay</b>								
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	96.6%
<b>Total 9900 · Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>89,313</b>	<b>100,000</b>	<b>89.3%</b>
<b>Total Expense</b>	<b>17,898</b>	<b>204,299</b>	<b>250,100</b>	<b>81.7%</b>	<b>0</b>	<b>89,313</b>	<b>100,000</b>	<b>89.3%</b>
<b>Net Ordinary Income</b>	<b>(13,738)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>(89,313)</b>	<b>(100,000)</b>	<b>89.3%</b>
<b>Other Income</b>								
9500 · FB Transfers for Fiscal Year	0	0	0	0.0%	0	100,000	100,000	100.0%
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100.0%</b>
<b>Net Income</b>	<b>(13,738)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>10,688</b>	<b>0</b>	<b>100.0%</b>

**Lakeland Library Cooperative**  
**Monthly Check Register**  
As of September 30, 2021

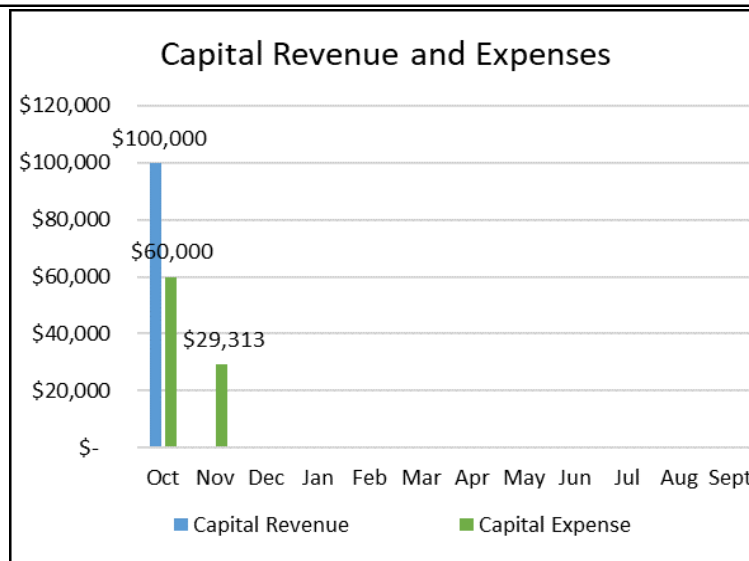
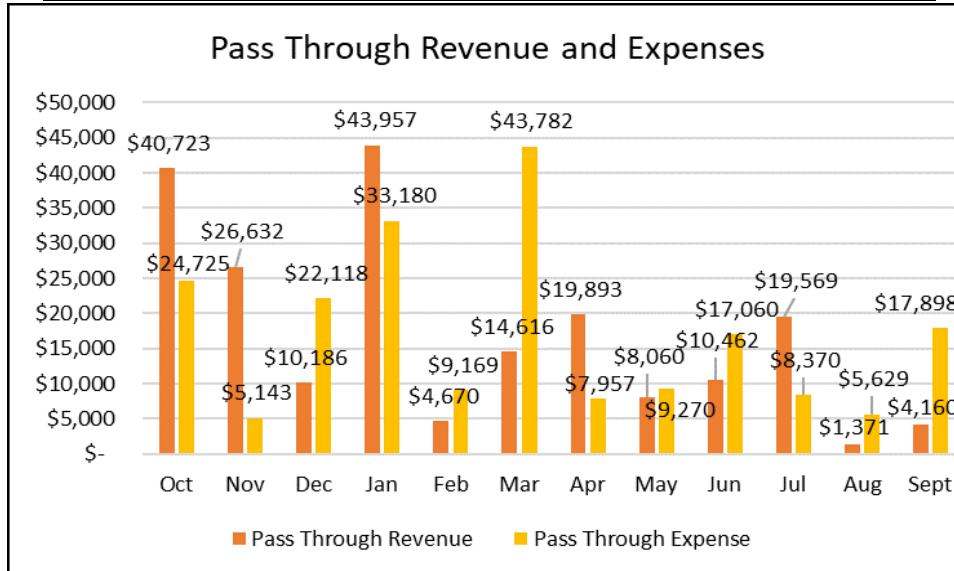
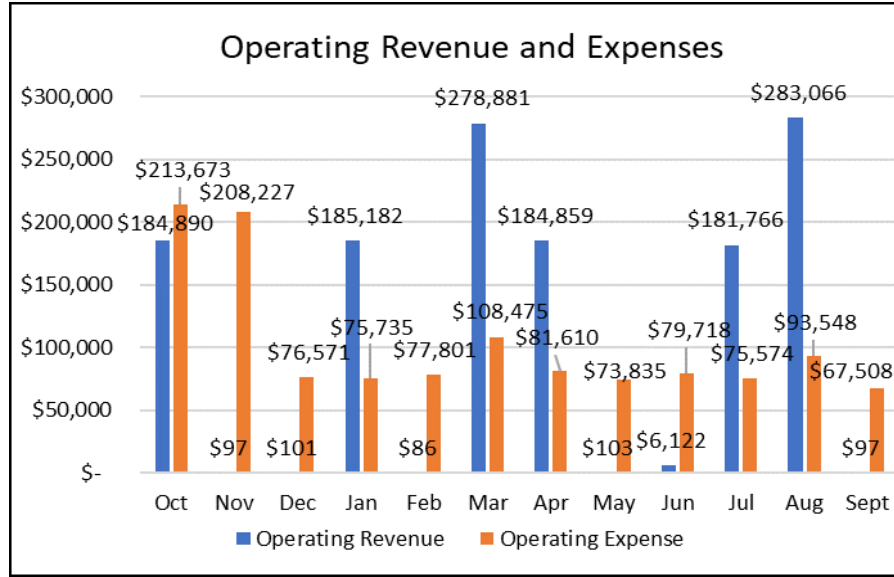
Date	Name	Memo	Account	Amount
<b>1001 - Main - Checking</b>				
<b>1001.1 - Checking - Operating</b>				
09/08/2021	Aggressive Cleaning Service LLC		Janitorial Services	405.00
09/08/2021	AT&T Long Distance		Itiva	161.17
09/08/2021	Backstage Library Works		Authority Control	239.20
09/08/2021	Berger Chevrolet		Vehicle Repairs/Maintenance	68.89
09/08/2021	Fuel Management System		Vehicle Fuel	1,025.96
09/08/2021	Seaman's Air Conditioning/Refrigeration		Building HVAC	1,406.00
09/08/2021	Superior Pest Control, Inc.		Pest Control	54.00
09/09/2021	Cintas		Floor Mats	97.78
09/09/2021	Comcast	Data Lines	IT Operations	504.05
09/09/2021	Consumers Energy		Utilities	655.87
09/09/2021	Granger		Trash Removal	109.24
09/09/2021	Ricoh USA Inc.	Copier Maint. Fees	IT Operations	11.07
09/09/2021	Standard Insurance - Agility	Dental/Vision Ins.	Benefits	394.44
09/10/2021	MERS	Defined Benefits	Benefits	4,237.96
09/10/2021	State of Michigan		Payroll Liabilities	2,498.11
09/14/2021	Payroll		-SPLIT-	15,611.19
09/14/2021	ICMA 457		Payroll Liabilities	20.00
09/14/2021	MERS 401/457		Payroll Liabilities	1,021.23
09/14/2021	941 Form - IRS		Payroll Liabilities	5,385.14
09/14/2021	Dawe, Carol	MLA Conference	Conference/Training	1,595.00
09/14/2021	VanderWagen, Sheryl	Mileage and Supplies	-SPLIT-	40.88
09/22/2021	Berger Chevrolet		Vehicle Repairs/Maintenance	68.89
09/22/2021	Fuel Management System		Vehicle Fuel	904.08
09/22/2021	Meekhof Tire Sales & Service, Inc.		Vehicle Repairs/Maintenance	22.00
09/22/2021	Priority Health	Health Insurance	Benefits	8,945.16
09/23/2021	Aflac		Payroll Liabilities	792.78
09/23/2021	AT&T	Fax and Itiva	-SPLIT-	566.89
09/23/2021	DTE Energy		Utilities	39.79
09/23/2021	DTE Energy		Utilities	43.94
09/23/2021	First National Bank	IT, software, memberships	-SPLIT-	2,255.95
09/23/2021	Michigan Insurance Company	Insurance	-SPLIT-	9,707.00
09/23/2021	Mitel		Telephones	449.44
09/23/2021	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	248.49
09/24/2021	Grand Rapids Income Tax Dept.		Payroll Liabilities	220.64
09/24/2021	Walker City Treasurer		Payroll Liabilities	309.45
09/28/2021	Payroll		-SPLIT-	15,679.27
09/28/2021	ICMA 457		Payroll Liabilities	20.00
09/28/2021	MERS 401/457		Payroll Liabilities	1,021.23
09/28/2021	941 Form - IRS		Payroll Liabilities	5,444.22
			<b>Total 1001.1 - Checking - Operating</b>	<b>82,281.40</b>
<b>1001.2 - Checking - Pass Thru</b>				
09/08/2021	Swank Movie Licensing USA	Group Movie Licenses	Group Subscriptions	7,188.00
09/22/2021	Barcode Service, Inc.	Delivery Dots	Library Supplies	277.81



**Lakeland Library Cooperative**  
**Monthly Check Register**  
As of September 30, 2021

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
09/23/2021	First National Bank	Domain Renewal	IT Services	42.99
09/23/2021	OverDrive	Service and Collections	-SPLIT-	5,941.88
09/28/2021	VanderWagen, Sheryl	Credit Card Test	Ecommerce Fines	0.95
			Total 1001.2 · Checking - Pass Thru	<u>13,451.63</u>
<b>1001.3 · Checking - Capital</b>				
			Total 1001.3 · Checking - Capital	<u>0.00</u>
			<b>TOTAL</b>	<b><u><u>95,733.03</u></u></b>

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



**LAKELAND LIBRARY COOPERATIVE  
COOPERATIVE DIRECTOR'S REPORT  
October 21, 2021**

Autumn is upon us. It is my favorite time of year. The crunch of leaves, the smell of pumpkins (not pumpkin spice but actual pumpkins) and gratitude for another year which culminates with Thanksgiving. This year, like last, we are faced with uncertainty, although to a lesser degree. What we have accomplished collectively and individually is nothing short of exceptional. Working together as we have these past 20 plus months, we truly can do so much when we cooperate, listen and share resources and staff.

Here at LLC, we are continuing to help you all provide services to library users and support you, your staff members and your boards. I thought I'd take a few minutes to review our accomplishments over the past year. We rolled out Bibliocore, your new discovery layer catalog, incorporating a bulk of your digital collections into the catalog. We also put the finishing touches on Capria, the mobile app and completed Sierra upgrades and rolled out new functionality.

We resolved the non-resident card issue and created a new HR policy for the LLC staff. We also helped you hire 6 new directors and welcomed 7 others and many of you are working with them in our new mentor program. We transitioned to online training and continue to provide better and improved access for reports. We also shared information on the new state of Michigan Chart of Accounts and worked with you on QuickBooks and other financial issues. We provided a number of Continuing Education Programs including those focusing on mental health issues. Our Youth Services group and Circ Forum group continued to meet remotely and shared information, resources and provided solutions to questions and concerns.

We continued to provide assistance and access to better pricing with group purchases and we helped with connectivity and other technology issues such as utilizing EZ Proxy and partnering with ProQuest and other vendors. We applied for an ARPA grant on behalf of all the public library in Michigan, worked with you to keep patrons and staff safe with PPE purchases and continued to provide access to materials of all kinds via our cataloging and delivery departments!

We now have unlimited SIP licenses and will be working on online patron registration with Patron Point. We have posted ads for two part-time digital content specialists and a full-time cataloger and hope to have new people in place no later than the January 3<sup>rd</sup>. More next month about our long-time cataloger, Jean, who will be retiring at the end of November. Our new web page should be up and running well before the end of the year and stay tuned for our very own YouTube Channel coming to a laptop near you. And since I mentioned laptops, we have purchased new ones for LLC staff that will serve as both our desk top and remote workstations.

The other big news for this coming year is the ARPA grants: We have been told we should hear something in late October or early November. The budget was signed and the supplemental budgets were also approved. We will all wait and I hope all of you that applied will hear good news!! We will also be receiving additional state aid and Dale and I will address this and an opportunity for strategic planning at the meeting. As you can

see in my evaluation, there are ongoing and new goals, most of them detailed here as well. I'm excited to be completing my 4<sup>th</sup> year here in January and starting year 5 with my wonderful LLC colleagues! Thank you all for all that you do!

**Here are some facts and figures from our cataloging, delivery and IT/ILS departments for FY 2020-2021.**

- We have cataloged **17,424** titles. That's enough to fill every seat in Michigan State University's Breslin Center, with plenty left over! (The Breslin Center seats 15,000 people.)
- We have added **234,147** records for downloadable resources. If you spent one minute looking at each of these records, it would take you 162 days to get through them all!
- 2 Full Time and 1 Substitute Driver made approximately **6,708 stops and drove 95,321** miles making 3-day a-week deliveries to 38 libraries and 5-day a-week delivery to 2 libraries and the KDL Service Center.
- A total of **34,242 items** (book bags, book bins and av bins) were **sorted** (by 3 sorters who work 5 hours per day 5 days a week and 1 sorter who works 5 hours a day 2 days a week) and delivered by the Drivers to member libraries.
- Lakeland patrons (including GRPL and KDL patrons) borrowed 58,194 items through MeLCat (LLC ILS patrons only--21,341).
- Lakeland member libraries (including GRPL and KDL) loaned 62,619 items to MeLCat libraries (LLC ILS patrons only--27,671).
- Our sorters sorted an additional 1,523 incoming MeLCat totes and packed 1,375 outgoing totes for RIDES.
- And basic stats from the LLC ILS:

	<b>2018/2019</b>	<b>2019/2020*</b>	<b>2020/2021</b>
<b>Checkouts and Renewals on ILS</b>	<b>4,938,592</b>	<b>3,624,250</b>	<b>4,281,363</b>
<b>ILL between shared ILS members</b>	<b>296,316</b>	<b>247,958</b>	<b>347,340</b>
<b>Holds place through ILS</b>	<b>479,044</b>	<b>437,056</b>	<b>581,965</b>

\*The shutdown was mid-March 2020 – June 8, 2020 (roughly 3 months)

**Other Reports:**

**Delivery and Facility Manager - Terry Cross**

## September 2021 – Number of Bags &amp; Bins Loaded Daily on the Trucks at Lakeland

	September– 2021	September – 2020	Difference	% Change
Total Book Bags & Bins	2,726	2,883	(157)	(5%)

In September 2021, there were 2,726 book bags and bins sorted, loaded, and delivered to member libraries. The 2,726 bags and bins that were delivered in September 2021 were 5% less than the 2,883 bags and bins that were sorted and delivered in September of the prior year.

I drove 2 days to cover for a Driver's time-off and helped sort on 9 days this month to cover for Sorter vacation time and also for Sorter time-off due to Covid-19 quarantine requirements.

Both of the delivery trucks were purchased in February 2017 and each truck has a little over 207,000 miles. As mentioned in the July report, a Request for Proposal was issued for the purchase of two new delivery trucks and responses were due back by August 6. No responses to the RFP were received. Per the Chevy Commercial Sales Representative, there currently are not any new vehicles available. Production of 2022 trucks has not started and will not begin until production of 2021 vehicles has been completed. And unfortunately, all of the 2021 vehicles have already been committed to other customers. The Dealer does not know when they will be able to place new orders and is currently not able to provide estimated cost or delivery date information. We will continue to pursue the purchase of new vehicles and will provide updates when more information is available. Fortunately, both trucks are running well, and we will continue to maintain them as we have in the past.

The yearly insurance policy renewals effective October 1, 2021, for Commercial Property, D&O, Automobile, Workers Compensation and Cyber Insurance has been completed.

I worked with Janet in closing out the fiscal year end budget for my areas of responsibility to help ensure that actual spending was within budgeted amounts.

Quotes were received for the removal of 6 dead trees, 2 black locust trees and 2 large limbs that were hanging over the parking lot. A quote was accepted, and the tree work was completed in September.

### **Finance & HR Assistant - Janet Cornell**

The 2020-21 fiscal year is done but not finalized as we still have a few outstanding invoices we are waiting to receive. Included in the packet this month is a budget adjustment used for one of those late purchases, using leftover funds from salaries and wages to purchase IT equipment for staff.

Except for the outstanding items, the revenue and expenses accounts have been reconciled. The balance sheet accounts are still being reconciled, specifically the checking and accounts receivable accounts. These accounts are tricky to reconcile as they involve many transactions that link to other activities and QuickBooks cannot separate them by the fund. These will be finished yet this month so that the balances carried forward for FY21-22 can be entered into the new QuickBooks files. This won't be

a problem with the new files as the funds won't have to share these accounts for processing transactions since they will be in different files.

Progress is being made on the new files which include the new uniform chart of accounts. I was able to get items and invoice templates entered to run the quarterly billing from them. You may have noticed the new category groupings on the quarterly invoice. This made it much easier to enter the invoices, but I hope it will also help you in budgeting for Lakeland services in the future. There are a few more items to set up to have the new files in working order. In the meantime, there will be some overlap between the old and new files.

### **IT Manager - Thom Riley**

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

Monthly and fiscal year end reports created and posted to the reports site. We are adding additional reporting including Capira and Bibliocommons moving forward so look for these in addition to the normally posted data soon. We are adding in the additional location/item codes for the new HOL and MADL configurations to be included in the automated reports currently provided. Please take a moment to look at what is available and ask for anything additional you may find helpful. If you have a need, others may as well. This could include reports you run regularly internally. With our automation processes in place for most reporting, we may be able to efficiently provide additional resources for you.

Several website page organization and information updates were completed. I'm requesting that members check the directory pages for their location and submit changes. This is important as we are finalizing the information on the new website and want to use the most up to date information possible. Please send an email to open a ticket with the help desk for any changes needed.

Work on replacing our current website has continued with good progress. We are hoping to have this live within the next couple weeks.

We are working with the Jeff and the cataloging department regarding a process to supply material jacket art/images for those not found using our Syndetics' subscription. Testing has gone well and we will be creating a production version of the testing configuration up live in November. This was a great collaboration between our Cataloging and IT teams.

We are finalizing the configuration of the Lakeland Proxy server regarding authentication and passthrough services our members have subscribed to. We are working to configure a last vendor HDL uses and we will then start moving members to this system individually, testing as we do so.

I have begun some onsite visits with members, especially those with new Directors. If you would like me to stop out let me know and we will get it on the schedule. While

visiting, I can answer questions and check Sierra installs, and update any old installations as needed. If the offline client is not installed, I can also get that setup.

We have met and have started working on the new service Patron Point. We have begun configuring this new service.

Next month our Sierra servers are being migrated to new instances at AWS, Amazon Web Services. This will be done off hours and we will send out more information on this soon. There are some backend configuration changes we will be making in preparation for this, but this will not impact the member's access. We will be contacting vendors in advance in case they need to make any changes as well.

See Sheryl's report for additional work done on Bibliocommons and Capira topics.

September help desk tickets created - 176. Tickets resolved – 154.

*\*Tickets can span several days/weeks depending upon the issue/project.*

Geek tidbit:

Everyone that has ever used a typewriter or computer, is familiar with the phrase 'qwerty'. It is the first line of keys on a keyboard, top left to right. The key sequence was not chosen randomly as some may think but instead, were specifically chosen to 'slow' down the speed at which someone types. Originally it helped by spacing out commonly used characters from common words so the arms of a typewriter would not jam up by being used at the same time. The modern keyboards don't have this issue, but we still use the same layout, knowing it is slower and less efficient. There are other keyboard layouts in the world that make the claim to be faster, including Dvorak

## **Cataloging Services Manager - Jeff Lezman**

### September 2021 activities

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

We have set up a web server as an experiment, to test whether or not it can be used to store local images for materials that Syndetics is unable to supply. If successful, we will be able to display those images in the Bibliocore catalog. Thom Riley was instrumental in setting this up for us.

September e-mail & telephone consulting contacts: 27

In September, we added 33,793 Hoopla records to the database.

### August 2021 Statistics

These statistics for August 2021 show a decrease in the number of cataloging requests we received, and a decrease in the number of records cataloged compared to last year. However, we continued to see an increase in both the number of requests and the number of records cataloged year-to-date compared to 2020. The large increase in original cataloging is due to our efforts at reducing our backlog.

The number of cataloging requests received in August was down by 11% compared to August 2020. The number of requests received that were already in the database increased by 512%. The number of records copy-cataloged in August was down 15% compared to August 2020, while the number of original records cataloged was up by 84%. The total number of records cataloged was up by 7% compared to August 2020.

Cataloging	Aug. 2021	YTD	Aug. 2020	YTD	Monthly %	YTD PCT
Requests Received	1812	21096	2034	16307	-11%	29%
Requests already in database	104	745	17	488	512%	53%
Requests to be cataloged	1708	20351	2017	15819	-15%	29%
Copy Cataloging	1471	17217	1449	13501	2%	28%
Original Cataloging	173	1851	94	1745	84%	6%
Total Cataloged	1644	19068	1543	15246	7%	25%

### ILS Manager - Sheryl VanderWagen

**RIDES statistics:** We received 154 totes in August 2021, up 110 totes from 2020. We sent out 138 totes in August 2021, up 89 totes from August 2020. MelCat requesting resumed in August 2020 for most shared ILS libraries.

**Patron Point:** The backend process between the PatronPoint servers and Sierra is set up. We have a meeting scheduled next week Tuesday, October 19 to begin the rest of the configuration. We will be in contact with you as the process moves forward.

**Capira:** With our new unlimited SIP licenses, we have configured separate SIP2 logins for each library in Capira for tracking of mobile checkout statistics in Web Management Reports. The change request has been submitted to OCLC for implementation, we'll let you know when that takes effect.

**Bibliocommons and Capira link updates:** I have submitted several new link updates for libraries to be added to Other Resources in Bibliocommons or the Capira Digital Collections and Research and Databases pages. If your subscriptions have changed,



please let us know so that we can link, unlink, or update your library's resources. Please send us the URL link to use along with any logo image files (Capira will use the logos). Open tickets with [tech-help@llcoop.org](mailto:tech-help@llcoop.org). We try to group these updates and changes as much as we can into single tickets with OCLC or Bibliocommons as needed.

**Bibliocommons patron feedback:** We received this comment from a Loutit patron recently regarding their Bibliocore experience: *What a difference! Whomever is responsible for the changes, needs a raise. The old catalog search was terrible. The session timeout was ridiculous and annoying. Being able to easily see what is currently available in just my library is great. The search is easy and brings back a list that is understandable and relevant. I use it now every time BEFORE I come to the library. It makes everything so much quicker and easier when I get there. I also use the Libby eBooks on my tablet all the time. Love the new digital options. Great work.*

**Fines Free Libraries:** I worked with several libraries in September to adjust their no fines configurations. Many of those configurations were set prior to the pandemic closures and did not reflect some of the changes to location codes/itypes used by those libraries post-pandemic. For libraries that plan to go fines free, contact me for the form and I will put you on my schedule. Open a ticket with [tech-help@llcoop.org](mailto:tech-help@llcoop.org) if we need to adjust your library's particular configuration.

**Delivery Dots/Barcode orders:** I asked for barcode orders in September. This will be the last of the quarterly orders. Starting in December 2021, I will be asking for orders twice a year (December and June). Libraries that order smaller quantities of barcodes should plan and order enough to last six months.

**New Itypes/Ptypes/Stat Groups:** Visit the Lakeland website, ILS Info page (<http://www.llcoop.org/ilsinfo.shtml>) for the latest list of itypes, ptypes, and statistical groups/terminal numbers. There have been a few updates in the last couple of months.

**State Aid Statistical report training:** Thank you to everyone who signed up and attended the ZOOM training for completing the statistical report section for the State Aid reports. Although, I had some technical difficulties, the first session recording is mostly complete. I will be working with Thom to get that loaded for later viewing.

**New branches:** I have been working with Herrick District Library on set-up of the branch for their Herrick Heights Vending machine and with the Muskegon Area District Library on preparing for their new Laketon Township Branch.

\*\*\*\*\*

Respectfully submitted on behalf of the LLC Management Team,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Official  
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  
SPECIAL ADVISORY COUNCIL MINUTES – Official  
Thursday, July 8, 2021, at 9:30 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 special meeting of the Advisory Council was called to order at 9:30 a.m. by Kerry Fountain (IS). There were 31 additional participants. Amber McLain (OJ) introduced Cierra Baklova, former Youth Services staff member at Patmos Library and new director of the Henika District Library.
- 2) **APPROVAL OF AGENDA:** Karen McKinnon (AL) moved, supported by Jessica Hunt (NG), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** Introductions of those in attendance.
- 4) **UNFINISHED BUSINESS:**
  - a) Non-resident Card Committee – The proposed changes to the Lakeland Library Cooperative Non-Resident Card policy were presented. A change to NR 2.1 to allow libraries to use their local barcodes with their local barcode prefixes on the Lakeland pink non-resident card or a card of a different color than their local library card that is marked clearly as a non-resident card for stand-alone libraries. A change in NR 2.2 to change the fees for non-resident cards from permissive to required, changing “may set its own fee” to “shall set its own fee for non-resident card, unless restricted by separate contractual agreement.” There was no further discussion on the proposed changes.  
Peggy Hemerling moved, supported by Elyshia Hoekstra to recommend the proposed changes to the Lakeland Library Cooperative Board – *motion carried*.
- 5) **NEW BUSINESS:**
  - a) Unlimited SIP License Q and A – there were no further questions.  
Motion by Amber McLain (OJ), supported by Heather Wood-Gramza (OZ) to recommend the proposal to the Lakeland Library Cooperative Board – *motion carried*.
- 6) **ADJOURNMENT:** Michelle Moore (OL) moved to adjourn at 9:39 a.m. - *motion carried*.

Respectfully submitted by,  
Sheryl VanderWagen

**LAKELAND LIBRARY COOPERATIVE  
PERSONNEL COMMITTEE MINUTES – Unofficial  
Wednesday, September 22nd, 2021 at 1:30 p.m.  
Via Zoom**

Present: Dale Parus (Chair), Kelly Richards (MADL), Peggy Hemerling (Hastings), John McNaughton (Grand Rapids), and Carol Dawe (Lakeland)

- 1) **CALL TO ORDER AND ROLL CALL:** *The meeting was called to order at 1:35 p.m. by Dale Parus.*
- 2) **APPROVAL OF AGENDA:** *Hemerling moved, supported by McNaughton to approve the agenda as presented - motion carried.*
- 3) **APPROVAL OF MINUTES:** *Hemerling moved, supported by McNaughton to approve the Personnel Committee minutes from 9/1/2021 as presented – motion carried.*
- 4) **NEW BUSINESS:**
  - a) *The LLC Cooperative Director's 2020 Evaluation with composite responses was reviewed.*
  - b) *The LLC Cooperative Director's 2020-2021 Evaluation was discussed. It was agreed that Dawe would add a 5<sup>th</sup> goal in regards to providing ongoing support to the member library directors in both one-on-one and group interactions.*
  - c) *Next Steps: Dawe will divide the 2020-2021 evaluation form into two parts: The performance evaluation and the cooperative director's goals. Dawe will send the final documents to Parus and he will send them out to the directors with a 10/1/2021 deadline for responses.*
- 5) **NEXT MEETING:** *The committee will be available to review the evaluation form on October 4<sup>th</sup> and will contact Parus via e-mail or phone if there are questions or concerns. The committee will meet at 10:00 a.m. on Friday, October 15<sup>th</sup> via Zoom to finalize the Cooperative Director's review.*
- 6) **ADJOURNMENT:** *There was a motion to adjourn at 2:08 p.m.*

**Respectfully Submitted,**

Carol Dawe  
Lakeland Cooperative Director

**LAKELAND LIBRARY COOPERATIVE  
PERSONNEL COMMITTEE MINUTES – UNOFFICIAL  
WEDNESDAY, OCTOBER 15, 2021, 10 AM**

Present: Dale Parus (Chair), Peggy Hemerling (Hastings), John McNaughton (Grand Rapids)  
Absent: Kelly Richards (MADL)

**1) CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 10:05 AM by Dale Parus.

**2) APPROVAL OF AGENDA**

Hemerling moved, supported by McNaughton to approve the agenda as presented - motion carried.

**3) APPROVAL OF MINUTES**

McNaughton moved, supported by Hemerling to approve the Personnel Committee minutes of September 22, 2021 as presented – motion carried.

**4) NEW BUSINESS**

A. Director's Evaluation

1. Composite Responses

Parus led the committee through a short review of the composite results from the fives responses and other pertinent information from the meeting packet. The committee members concurred that the performance of the LLC director was again excellent this past year. Committee members noted that the recent boost in State Aid would have a positive effect on the LLC budget numbers.

2. Salary Consideration

The committee agreed to recommend to the Board at the October meeting that the LLC director receive a 5% increase based on the excellent review.

3. Next Steps

Parus said that he would type up the minutes and present them to LLC for their inclusion as an addendum to the October board packet.

B. Next Meeting Date: TBD

C. Adjournment

Hemerling moved, supported by McNaughton to adjourn - motion carried.

Submitted,



Dale Parus

LLC Personnel Committee Chair

**\*Ancillary Note:** Richards (MADL) could not to attend due to pressing MLA business but phoned the chair directly after the meeting to learn of the proceedings. Richards said that he agreed 100% with the committee's review and recommendation; the Chair therefore notes that all committee members are in support of the recommendation in this report. – dp

**Lakeland Library Cooperative Board**  
**Evaluation of the Director**  
**October 1<sup>st</sup>, 2020 through September 30<sup>th</sup>, 2021**

The following sections should be  
filled out by the Board

\* **Note: 5 forms were received**

**Section 1: Leadership for 2020-2021**

Please rate the Directors mastery of modeling core values and mission, vision, continuous improvement, empowering others, and community leadership.	Exceptional	Good	Needs Improvement	Unacceptable	Don't Know
<b>Modeling Core Values:</b>	<b>5</b>				
<ul style="list-style-type: none"> <li>Clearly articulates and models the organization's values and mission to the staff, board, member libraries and the community. Works to raise awareness of library related issues</li> </ul>					
<ul style="list-style-type: none"> <li>Leads staff in maintaining a climate of excellence, accountability and respect</li> </ul>	<b>3</b>	<b>1</b>			<b>1</b>
<b>Vision:</b>	<b>5</b>				
<ul style="list-style-type: none"> <li>Shares her vision for Lakeland Library Cooperative and inspires thinking and action in others consistent with the mission</li> </ul>					
<b>Continuous Improvement:</b>	<b>5</b>				
<ul style="list-style-type: none"> <li>Seeks, evaluates and acts upon opportunities for innovation to change, grow and improve</li> </ul>					
<b>Empowering Others:</b>	Exceptional	Good	Needs Improvement	Unacceptable	Don't Know
<ul style="list-style-type: none"> <li>Empowers the board and staff through sharing information and authority. Communicates well in various mediums.</li> </ul>	<b>4</b>	<b>1</b>			
<ul style="list-style-type: none"> <li>Inspires others by recognizing and appreciating individual excellence across the organization</li> </ul>	<b>2</b>	<b>3</b>			

**Comments:**

- I like her sense of humor and hard work ethic.
- Carol has been a breath of fresh air to the cooperative. [She] has made many necessary changes, and improvements. However, has had a cooperative board not available to prior director, has total respect and support of her staff. Also, has had a number of interruptions, and challenges due to COVID during her first 3 years with the cooperative and yet, everything ran so smoothly.
- Another challenge was many changes, in directors which has been most unusual. However, continue to accomplish everything most smoothly.
- 1 negative comment is somewhat biased in committee assignment and officer positions.

**Section 2: Management Performance  
for 2020-2021**

Please rate the Directors performance in the following management areas of human resources, financial, philanthropy/fund development and governance:	Exceptional	Good	Needs Improvement	Unacceptable	Don't Know
<b>Human Resources:</b> <ul style="list-style-type: none"> <li>Recruits, develops and retains a capable staff and manages its performance effectively through clear job descriptions, periodic feedback, training, and performance reviews</li> </ul>	<b>3</b>	<b>1</b>			<b>1</b>
<b>Finance:</b> <ul style="list-style-type: none"> <li>Works with the staff, finance committee and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets), as appropriate</li> </ul>	<b>4</b>	<b>1</b>			
<ul style="list-style-type: none"> <li>Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws</li> </ul>	<b>5</b>				
<b>Governance:</b> <ul style="list-style-type: none"> <li>Works with the board to develop strategies for achieving the mission, goals and financial viability of the organization</li> </ul>	<b>4</b>	<b>1</b>			
<ul style="list-style-type: none"> <li>Provides suitable and timely information to the board about key issues for discussion, analysis and decision making that allows the board to set the agenda and focus of meetings</li> </ul>	<b>4</b>	<b>1</b>			
<ul style="list-style-type: none"> <li>Understands and works to streamline committee and council processes for more timely action</li> </ul>	<b>3</b>	<b>1</b>	<b>1*</b>		
<b>Technology:</b> <ul style="list-style-type: none"> <li>Researches, presents and implements technologies that are appropriate to cooperative. Assists member libraries in understanding and moving forward with technology</li> </ul>	<b>3</b>	<b>2</b>			

Comments:

- \*The LLC organization has had some decisions delayed due to meeting cancellations. Some cancellations have been covid-related, but the formation of subcommittees to begin action on items behind the scenes could still be taking place and the progress reported on periodically.
- The overall performance of the director is spot on for what Lakeland needs in a leader and the cooperative is well-positioned to further succeed under her management.
- I believe the process of streamlining the committees [DP note: perhaps meant councils?] has really had a huge impact on the smoothness of operations currently. I thank Carol for that!

Board President Signature and Date:

*Dale Parus* 10/12/2021

Employee Signature and Date:

*Carol J. Dawe*  
October 12, 2021



**Lakeland Library Cooperative**  
**Director Evaluation**  
 October 1<sup>st</sup>, 2020 through September 30<sup>th</sup>, 2021

**Cooperative Director Ongoing Goals**

- **Training Initiatives for Directors, Trustees and Cooperative Director**
  - Establish regularly schedules training opportunities for directors-
  - Continue to work with Continue Education Committee-
  - Develop and offer Trustee training through visits to member libraries:
  - Digital Content initiatives with new LLC staff members and member library staff.
- **Governance Initiatives:**
  - Meeting the needs of individual libraries and yet making sure we are meeting the needs of the board and councils as a whole.
- **Advocacy Initiatives**
  - MCDA and Collaborating Partners initiatives, work with LM and MLA.
  - Keep membership aware of current advocacy issues: COVID, ARPA, Mental Health, Budget, Penal Fines, etc.

**Cooperative Director New Goals**

for the next review period: 2021-2022

Goal 1	Complete revision of Bylaws and Plan of Service and reorganize governance of board and council. It is my intention to have a first review of the bylaws and plan of service ready for the committee (Kooiker and Richards by the end of November. I am almost finished with the plan of service. By laws are 50% complete. The Council is stronger than ever and the board very cohesive. We actually had a contested board election for the first time in many years.
Goal 2	Continue to manage LLC staff and the organization. Transition with new staff and implement new HR manual. The Employee Handbook has been approved and rolled out to LLC staff. We have created two new positions and revamped the cataloging position and will start the hiring process in mid-October
Goal 3	ARPA Digital Capacity Grant: If awarded, this will take considerable staff time to provide 1.1 million dollars in digital content to all participating public libraries in Michigan. We will also have to help LLC libraries with the ARPA Technology Capacity grant too.
Goal 4	Strategic Planning: Several libraries are interest in strategic planning and I hope to incorporate their needs with ours. I would like to discuss this with the board since this may have to be pushed to 22/23.
Goal 5	An ongoing initiative to support the member library directors both individually and collectively by providing guidance, board and staff development, and other resources.

**Cooperative Director Comments:** I would like to improve the quality of my written documents, presentations, etc. and managing of dates and scheduling. Hiring the two digital content specialists should free up a lot of my time.

**FY2020-21 BUDGET AMENDMENT #5**  
**IT Hardware and Dept Adjustments for Fiscal Year End - Operating**

Transfer From					Transfer To					Notes
Account	Class	Amount	Current Budget	Amended Budget	Account	Class	Amount	Current Budget	Amended Budget	
Salaries	0	(10,000)	715,300	705,300	IT Operations	0	10,000	30,000	40,000	1
<b>Total Transferred</b>		<b>\$ (10,000)</b>			<b>Total Transferred</b>		<b>\$ 10,000</b>			

Transfer Adjustments Between Departments within Budget Line Items (Classes)										2i
Dept	Class	Amount	Current Dept Budget	Amended Dept Budget	Dept	Class	Amount	Current Dept Budget	Amended Dept Budget	Notes
<b>State Aid Revenue Total Budget \$560,900</b>										
Administration	1	(3,556)	252,746	249,190	Delivery	3	3,625	150,165	153,790	
IT	5	(100)	24,707	24,607	ILS	4	31	88,104	88,135	
<b>Total Transferred</b>		<b>\$ (3,656)</b>			<b>Total Transferred</b>		<b>\$ 3,656</b>			

**Notes:**

- 1 - Use unused portion of IT Specialist wages for IT Hardware.
- 2 - Adjustments between departments - no change in total line item budget
  - i - Balance revenue for expense adjustments made in prior amendment and for rounding.

LAKELAND LIBRARY COOPERATIVE  
COOPERATIVE BOARD RESOLUTION  
DESIGNATION OF FUND DEPOSITORIES

The Lakeland Library Cooperative Board hereby designates the following banks as the authorized depository for the Cooperative's funds for Fiscal Year 2021-2022:

- Flagstar Bank
- Macatawa Bank
- Michigan Cooperative Liquid Assets Security System (Michigan CLASS)