



LAKELAND LIBRARY COOPERATIVE

# PLAN OF SERVICE

Approved by Lakeland Library Cooperative Members and Board  
August 13, 2009

**AND**

Revisions Approved by the Library of Michigan September 21, 2009

Approved by Lakeland Library Cooperative Board September 23, 2010 to  
Reaffirm Continuance of Plan on October 1, 2010

Revised by the Lakeland Library Cooperative Members and Board  
February 10, 2011

**AND**

Revisions Approved by the Library of Michigan April 14, 2011

Approved by Lakeland Library Cooperative Board  
November 10, 2011 to Reaffirm Continuance of Plan on November 10, 2011

Revised by the Lakeland Library Cooperative Members and Board  
November 15, 2012

**AND**

Revisions Approved by the Library of Michigan November 29, 2012

Approved by Lakeland Library Cooperative Board  
October 10, 2013 to Reaffirm Continuance of Plan on October 1, 2013

Revised by the Lakeland Library Cooperative Members and Board  
May 8, 2014

**AND**

Revisions Approved by the Library of Michigan June 5, 2014

Revised by the Lakeland Library Cooperative Members and Board  
March 12, 2015

**AND**

Revisions On File by the Library of Michigan April 16, 2015

Revised by the Lakeland Library Cooperative Members and Board  
May 11, 2017

**AND**

Revisions Approved by the Library of Michigan July 27, 2017

Lakeland Library Cooperative  
PLAN OF SERVICE

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## **I. NAME**

The name of this library cooperative shall be the Lakeland Library Cooperative.

## **II. AUTHORITY**

The authority for the Lakeland Library Cooperative and this Plan of Service is Michigan Public Act 89 of 1977. The requirements, definitions, specifications, and conditions of said Act as most recently amended are assumed by implication in this Plan, even if they are not generally repeated by specific reference within the Plan document. This Plan supersedes the previous Lakeland Library Cooperative Plan of Service.

## **III. MEMBERSHIP**

### **A. MEMBERSHIP IN LAKELAND LIBRARY COOPERATIVE**

#### 1. Requirements

- a) Membership in the Lakeland Library Cooperative may be available to any public library in or adjacent to Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, Newaygo and Ottawa counties meeting the following requirements:
  - i. Maintain a minimum local support of 3/10 of a mill on taxable value, as taxable value is calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.
  - ii. Participate in the development of the Lakeland Library Cooperative plans.
  - iii. Loan materials to other libraries participating in the Lakeland Library Cooperative.
  - iv. Member libraries will maintain an open door policy to other residents of the state, as provided by Section 9 of

Article 8 of the State Constitution of 1963.

- v. The Lakeland Library Cooperative encourages reciprocal borrowing among its member libraries and encourages its members to consider any resident of all other member libraries' legally defined service areas as a resident of its own service area and as eligible to use the facilities and resources of the library.
- vi. The Lakeland Library Cooperative strongly recommends member libraries' contract areas support the member library with a minimum of 3/10 of a mill on taxable value as defined in the Plan of Service (Section III. A.1.a)i.) in order to receive reciprocal borrowing from the Lakeland Library Cooperative member libraries.
- vii. Participation in the Integrated Library System (ILS) is a menu service and not a requirement of membership in the Cooperative.

## 2. New Members

- i. The board of a local library shall adopt a resolution requesting the local library become a member of the Lakeland Library Cooperative. Duplicate copies of the resolution, certified by the clerk of the local board, shall be filed with Lakeland Library Cooperative Board.
- ii. The Lakeland Library Cooperative Board shall accept or show reason for denial of request for membership within sixty (60) days after filing. When the Lakeland Library Cooperative Board has accepted the resolution, the resolution and acceptance shall be endorsed by the President and an Officer and a copy filed with the Library of Michigan.
- iii. Prospective members may apply at any time during the fiscal year. Membership is subject to the approval of the

Lakeland Library Cooperative Board and the Library of Michigan's approval of the amended Plan of Service.

3. Withdrawal

A local member library must adopt a resolution in order to withdraw from membership in the Lakeland Library Cooperative. All contractual agreements entered into between the member library and the Lakeland Library Cooperative must be fulfilled. Duplicate copies, certified by the clerk of the local board, shall be filed with the Cooperative Board and the Library of Michigan twelve (12) months prior to October 1. The Lakeland Library Cooperative Board may waive the twelve (12) month notice requirement at its discretion. The change from six months to twelve months takes effect April 1, 2015.

4. Affiliate Member

Other libraries in the area may become affiliated with the Lakeland Library Cooperative. Such affiliates may attend meetings, but will not be given voting privileges. Affiliates may be public libraries not meeting the membership requirements or such libraries as academic, special or school libraries.

**B. STANDARDS**

1. Member libraries shall conform to certification requirements for personnel as required by Public Act 89, 1977, Section 17 and as specified in the Rules and Regulations promulgated by the Library of Michigan.
  - a) Member libraries that fail to meet such standards and are hence refused state aid will be given one year probation in which to reach the standards before any further action is taken by the Lakeland Library Cooperative Board.
  - b) After one year's probation, a member library failing to meet such standards may become an affiliate member and may continue to receive minimal service, at the discretion of the Lakeland Library Cooperative Board.

2. The Lakeland Library Cooperative shall meet such standards in the Rules and Regulations promulgated by the State of Michigan as are required.

### **C. ACCESSIBILITY**

Services of the Lakeland Library Cooperative, including those of participating libraries, are to be available at reasonable times and on an equal basis within the areas served as stated in Public Act 89, 1977.

## **IV. GRIEVANCE PROCEDURE**

Section 22 of Public Act 89 of 1977 states:  
"When there is a dispute concerning the cooperative library to which a public library shall belong, services rendered to member libraries, or the operations of a cooperative system which cannot be resolved on the local level, the department may hear the case. The decision of the Department shall be final." (MCLS 397.572 Section 22)

The Lakeland Library Cooperative is committed to resolving disputes at the local level. When there is a dispute concerning the cooperative to which a public library shall belong, services rendered to member libraries, or the operation of a cooperative system which cannot be resolved on the local level then MCLS 397.572 Section 22 will be followed.

The following procedure shall be followed:

1. The director of the public library(ies) concerned shall meet with the Cooperative Director and attempt in good faith to resolve any problem.
2. If a resolution to the problem is not reached, the board of the library(ies) concerned, following a review of the issue, shall petition the Cooperative Director and the Lakeland Library Cooperative Board in writing for redress of the matters in dispute specifying the remedies sought.
3. The Cooperative Director shall present the petition to the Lakeland Library Cooperative Board within 90 days, along with his/her recommendation. The Cooperative Director shall report the conclusion of

the Lakeland Library Cooperative Board to all parties concerned, promptly and in writing.

4. If this effort is not sufficient to resolve the dispute the matter shall be reported to the Library of Michigan by the Lakeland Library Cooperative Board or by the board of the appealing library(ies), with copies of all documentation.

The exclusion of a member library(ies) by the Lakeland Library Cooperative Board is a dispute for the purpose of this procedure. No member library(ies) may be excluded from Lakeland Library Cooperative membership while pursuing an appeal under this procedure. If the Lakeland Library Cooperative intends to exclude a member library(ies) it must notify that library(ies) and the Library of Michigan in writing. The member library(ies) has 45 days from the receipt of the exclusion notice to initiate the appeal process. If the member library(ies) fails to appeal within 45 days, it forfeits it's(their) right to appeal the exclusion.

## **V. COOPERATIVE BOARD**

### **A. REPRESENTATION**

The Lakeland Library Cooperative Board shall be representative of the participating libraries and shall consist of nine (9) members as provided in Public Act 89, 1977, Section 7. The Lakeland Library Cooperative Board shall include one (1) member from libraries serving populations of 9,999 and under (Group A) who will elect their representative for a two year term with no term limits; one (1) member from libraries serving populations of 10,000 - 19,999 (Group B) who will elect their representative for a two year term with no term limits; one (1) member from Group A or Group B who will elect their representative for a two year term with no term limits; one (1) member from libraries serving populations of 20,000 - 99,999 (Group C) who will elect their representative for a two year term with no term limits; one (1) member from each library serving a population of 100,000 - 249,999 (Group D); and two (2) members from each library serving a population of more than 250,000 (Group E). Lakeland Library Cooperative Board members from libraries in Groups D and E will be selected by the Boards of those libraries. Lakeland Library



Cooperative Board members representing Groups A and B and C will caucus at the May Advisory Council meeting or the July meeting if the May meeting is cancelled to elect each vacant position for filling the following October 1 term. All Lakeland Library Cooperative Board terms shall be two (2) years.

If a vacancy occurs for a Group A, B, A/B or C Board member refer to the Lakeland Library Cooperative bylaws Section IV-2 for the election of a replacement.

**B. MEETINGS**

1. The Lakeland Library Cooperative Board shall meet at least 10 times per year, on a monthly basis.
2. The annual meeting of the Lakeland Library Cooperative Board shall be held in October.
3. Representatives from all member libraries may attend all meetings.

**C. RESPONSIBILITIES OF THE COOPERATIVE BOARD**

1. The Lakeland Library Cooperative Board as defined in Public Act 89, 1977, Section 8, as amended, shall be a body corporate and may sue and be sued.
2. The Lakeland Library Cooperative Board shall do all of the following:
  - a) Operate the Lakeland Library Cooperative and manage and control the funds and property.
  - b) Select a President.
  - c) Establish, maintain, and operate cooperative services for public libraries in the Lakeland Library Cooperative area.
  - d) Appoint a Cooperative Director to administer the Lakeland Library Cooperative, fix that person's compensation, and delegate to that person those powers the delegation of which is in the best interest of the Lakeland Library Cooperative, including the power to hire necessary employees.
  - e) Acquire books, periodicals, library materials, equipment, supplies, or other personal property

by purchase, installment purchase contract, or lease with or without an option to purchase or enter into a loan agreement and borrow money for that purpose.

- f) Erect buildings or acquire real property, including buildings and fixtures, by purchase, land contract, installment purchase contract, or lease with or without an option to purchase, or enter into a loan agreement and borrow money for that purpose.
- g) Enter into contracts to receive service from or give service to libraries in the state, including public, school, academic, cooperative, or special libraries, and political subdivisions of the state.
- h) Exclusively control expenditures for the Lakeland Library Cooperative.
- i) Accept gifts and donations of property for the benefit of the Lakeland Library Cooperative and for the purposes for which donated.
- j) Adopt bylaws and rules not inconsistent with this act for its own government and do those things necessary to carry out the purposes of this act.
- k) Provide for an annual financial audit filed within 12 months following the close of the fiscal year. If the annual financial audit report discloses a deficit or other material deficiency, the Lakeland Library Cooperative shall submit a corrective action plan for review and approval by the Library of Michigan. If a deficit is disclosed, the corrective action plan shall include a deficit elimination plan and proof that the plan is filed with the Michigan Department of Treasury as required by section 21 of 1971 PA 140, MCL 141.921
- l) The Lakeland Library Cooperative shall maintain current fidelity bond coverage and file annual verification of coverage with the Library of Michigan.

- m) The Lakeland Library Cooperative shall conform to investment of surplus funds Public Act 20 of 1943 (as amended).
3. All of the following shall apply to an installment purchase contract, land contract, loan agreement, or lease purchase contract entered into pursuant to subsection 2:
    - a) The contract shall not constitute an indebtedness of any member of the Lakeland Library Cooperative within any constitutional, charter, or statutory limitation.
    - b) Principal and interest are payable solely from the revenues of the Lakeland Library Cooperative.
    - c) No member of the Lakeland Library Cooperative shall pledge its full faith and credit to the payment of principal and interest on the contract.
    - d) Interest on the unpaid principal amount of the contract shall not be treated as excluded from gross income under the internal revenue code.
  4. An installment purchase contract, land contract, lease purchase contract, or loan agreement entered into pursuant to subsection(2) shall contain a statement setting forth the provisions of subsection(3).
  5. An installment purchase contract, land contract, lease purchase agreement, or loan agreement entered into by the Lakeland Library Cooperative Board for a purpose discussed in subsection (2) that occurred prior to the effective date of the 1995 amendatory act that added this subsection is validated and made legal for all purposes.
  6. It is expressly understood that the Lakeland Library Cooperative Board has no jurisdiction over the property and management of the member libraries.

## **VI. ADVISORY COUNCIL**

### **A. REPRESENTATION**

The Advisory Council shall be composed of a library director or director's designee from each member library. Representatives on the Advisory Council shall each be entitled to one vote.

### **B. MEETINGS**

1. The Advisory Council shall meet at least six times per year.
2. The annual meeting of the Advisory Council shall be held in September.
3. Representatives from all member libraries may attend all meetings.

### **C. RESPONSIBILITIES OF THE ADVISORY COUNCIL**

1. The role of the Advisory Council shall be to identify, define, discuss, and prepare recommendations for solutions to problems of the Lakeland Library Cooperative. The Advisory Council's recommendations will be presented to the Lakeland Library Cooperative Board.
2. The Advisory Council shall review the annual budget and recommend any changes for possible action by the Lakeland Library Cooperative Board.
3. The Advisory Council shall elect officers.
4. It is expressly understood that the Advisory Council has no jurisdiction over the property and management of the member libraries.

## VII. INTEGRATED LIBRARY SYSTEM COUNCIL

### A. PURPOSE

The purpose of the Integrated Library System Council (hereafter referred to as the ILS Council) is to manage and optimize operation of the Lakeland Library Cooperative shared ILS by providing a forum for problem solving and information exchange. The Lakeland Library Cooperative ILS Council will deal with automation issues relating to effective interactions among both shared and standalone system libraries and will collaborate with Lakeland Library Cooperative ILS and IT staff in the development of system wide shared ILS operational policies and procedures. The Lakeland Library Cooperative ILS Council is meant to be the primary communication channel between the Shared Integrated Library System (ILS) staff of the Lakeland Library Cooperative and participating Libraries.

### B. DEFINITIONS

ILS - Integrated Library System operated by the Lakeland Library Cooperative's ILS Department that member libraries may choose to participate in or not as a Lakeland Library Cooperative menu service.

IT Support of the ILS - The portion of the Lakeland Library Cooperative IT Department that supports the activities of the ILS (hereafter included in the term "ILS").

Cataloging - The Lakeland Library Cooperative Cataloging Department and designated Member Library Cataloging Centers that add MARC bibliographic records to the ILS.

MAC Group - Lakeland Library Cooperative's ILS Manager and cataloging staff as well as designated Library Cataloging Center staff who deal with cataloging issues.

### C. GOVERNANCE

1. The Lakeland Library Cooperative ILS Council will make recommendations regarding future technology issues, hardware, software, and additional products

related to the ILS to the Lakeland Library Cooperative Finance Committee. After consideration the Lakeland Library Cooperative Finance Committee will inform the ILS Council of their recommendation to the Lakeland Library Cooperative Board.

2. The Lakeland Library Cooperative ILS Council will make recommendations regarding the level of personnel required for the shared ILS. The ILS Council will forward recommendations to the Lakeland Library Cooperative Personnel Committee. The Lakeland Library Cooperative Personnel Committee Will determine salary and benefits and inform the ILS Council of their recommendation to the Lakeland Library Cooperative Finance Committee and Board. The Lakeland Library Cooperative Personnel Committee and Board will determine all personnel policies.
3. The Lakeland Library Cooperative ILS Council will make fiscal recommendations regarding cataloging matters to the Lakeland Library Cooperative Finance Committee. After consideration the Lakeland Library Cooperative Finance Committee will inform the ILS Council of their recommendation to the Lakeland Library Cooperative Board.

Libraries in the shared ILS menu service that are not designated as a Lakeland Library Cooperative Cataloging Center will participate in the cataloging menu service.

The Lakeland Library Cooperative MAC Group will be responsible for decisions regarding policies related to MARC cataloging and will forward them to the ILS Council.

4. Recommendations from the Lakeland Library Cooperative ILS Council that affect the services and costs of other Lakeland Library Cooperative menu services and "costs to libraries" will be proposed to the Lakeland Advisory Council and then go through the rest of the process needed for approval (i.e. Lakeland Library Cooperative Finance Committee, Personnel Committee or Board.)
5. Decisions regarding operations, policies, procedures and configuration rules related to the shared ILS which do not impact other Lakeland Library operative services or costs will be governed by the ILS

Council.

**D. RESPONSIBILITIES OF THE ILS COUNCIL**

1. Shall have the authority to:

- a) review the proposed Lakeland Library Cooperative shared ILS budget prepared annually by the Lakeland Library Cooperative staff and will submit recommendations to the Lakeland Library Cooperative Finance Committee for incorporation into the full Lakeland Library Cooperative budget;
- b) review proposals pertaining to personnel budget for the shared ILS prepared annually by the Lakeland Library Cooperative staff and will submit recommendations to the Lakeland Library Cooperative Finance Committee and Personnel Committee for incorporation into the full Lakeland Library Cooperative budget;
- c) set policies for the shared ILS that are consistent with other Lakeland Library Cooperative policies;
- d) set procedures for the Lakeland Library Cooperative shared ILS;
- e) make recommendations regarding technology issues related to the Lakeland Library Cooperative shared ILS including but not limited to purchase, upgrade and future directions on computer software and hardware;
- f) make recommendations regarding Lakeland Library Cooperative ILS service contracts to the Lakeland Library Cooperative Board;
- g) develop long range plans for the Lakeland Library Cooperative shared ILS;
- h) periodically review and recommend revisions to the Lakeland Library Cooperative ILS Council Section in the Lakeland Library Cooperative Bylaws and Plan of Service to the Advisory Council.

**E. JOINING THE SHARED LAKELAND LIBRARY COOPERATIVE  
SHARED ILS**

- a. Joining criteria:
  - a) Provide upon joining a collection containing at least one (1) item per capita with a copyright date less than two (2) years old that is able to be interlibrary loaned. Libraries unable to meet this standard may request a waiver from the ILS Council.
  - b) The joining library is legally responsible for all Lakeland Library Cooperative costs related to joining and vendor migration costs.

**F. WITHDRAWING FROM THE SHARED LAKELAND LIBRARY  
COOPERATIVE ILS**

- 1. Withdrawing criteria:
  - a) A library withdrawing from the shared Lakeland Library Cooperative ILS must give eighteen (18) months prior notice from the contract renewal date of their intent to withdraw.
  - b) The library withdrawing is legally responsible for all Lakeland Library Cooperative costs related to withdrawing and vendor migration costs.

**G. PATRON RECORD SHARING**

- 1. Patron records meeting the standards of the established shared ILS policy may be shared between the Lakeland Library Cooperative shared ILS and standalone Lakeland Library Cooperative member libraries if technologically possible. The standalone library will pay for all costs associated in both ILS systems and for setting up the shared load tables for both ILS systems.

**VIII. FUNDING**

- 1. The fiscal year of the Lakeland Library Cooperative shall be October 1 to September 30.
- 2. Lakeland Library Cooperative State Aid
  - a) Continuing State Aid, granted by the State of Michigan for cooperative libraries as authorized



by Public Act 89, 1977, Section 13, and paid to Lakeland Library Cooperative will be used for any library purpose approved by the Lakeland Library Cooperative Board.

- b) Member libraries may contract with the Lakeland Library Cooperative for services.
  - c) Lakeland Library Cooperative service charges and charges for contracted services may be paid from funds coming to the member library from the State of Michigan as authorized by Public Act 89, 1977, Section 16 (4). Any portion of the State Aid grant remaining after the charges have been paid, may be applied by the member library to local services.
3. Additional Fees
- a) When the State Aid grant is insufficient to provide all Lakeland Library Cooperative services, the member libraries may be required to pay for services from other revenue sources.
  - b) Affiliate members receiving services from the Lakeland Library Cooperative will pay charges to be determined on an individual basis by the Cooperative Board at a rate not less than the actual cost to member libraries including administrative costs.
4. The Lakeland Library Cooperative shall apply before February 1 of each year for State Aid.
5. Continuing State Aid granted by the State of Michigan for cooperative libraries under Public Act 89, 1977, Section 13, will be paid to the Lakeland Library Cooperative. Lakeland Library Cooperative service charges are to be determined on a yearly basis. All payments shall be made to the Lakeland Library Cooperative.
6. All funds received by the Lakeland Library Cooperative will be deposited in a separate fund and will be used only for expenses authorized by the Lakeland Library Cooperative Board.
7. Regular financial statements shall be made available to the Lakeland Library Cooperative Board and Advisory Council.

8. The Lakeland Library Cooperative financial books will comply with Federal and State regulations, GASB accounting principles, and organized under the guidelines of the "Uniform Chart of Accounts".
9. There shall be an annual independent CPA audit of the Lakeland Library Cooperative with a formal report to the Lakeland Library Cooperative Board for acceptance. A copy of the annual audit will be filed with the Library of Michigan and the Michigan Department of Treasury Local Audit Division.
10. Budget approval follows this process:
  - a) The annual budget is prepared on a cost center basis by the Cooperative Director, submitted to the Finance Committee of the Lakeland Library Cooperative Board for approval and/or modifications, then forwarded to the Advisory Council for review with a recommendation forwarded to the Lakeland Library Cooperative Board where it is considered, modified and adopted. The initial budget is adopted by the Board prior to the beginning of the fiscal year.

## **VIII. SERVICES**

1. The Lakeland Library Cooperative will provide services and their associated costs including administrative costs to member libraries directly or through written contract. Services are set and changed by Lakeland Library Cooperative Board action and as circumstances require. The following are Basic Services:
  - a) Integrated Library System administration
  - b) Technology Services and e-mail accounts
  - c) Delivery
  - d) Centralized cataloging for creation of MARC bibliographic records
  - e) Facilitation of Lakeland Library Cooperative member interlibrary loan
  - f) Continuing education and training
  - g) Consultant services

- h) Advocacy
  - i) Centralized purchasing and group discounts
  - j) Facilitation of interlibrary loan outside the Lakeland Library Cooperative. Agreements with other cooperatives or with other libraries for inter-cooperative lending may be established. Each individual member library has the option of participating.
  - k) Professional collection
  - l) Webpage hosting
2. The following services are offered by some participating libraries and furnished to members of the Lakeland Library Cooperative:
- a) Original copy cataloging
  - b) Workshops
  - c) Consultation
3. The following library services are furnished by a contracting third party to members of the Lakeland Library Cooperative:
- a) MARC cataloging
  - b) Authority control
  - c) OPAC Enhancements
  - d) Statewide delivery to member libraries
  - e) Integrated Library System
  - f) VPN Service

## **X. PLAN APPROVAL & REVISIONS**

1. This Plan of Service and any substantial modifications shall be approved by a majority of the Lakeland Library Cooperative member libraries, Lakeland Library Cooperative Board and the Library of Michigan.

2. Modifications to the Plan of Service shall be presented to the Lakeland Library Cooperative Board by the Advisory Council for authorization to send written notice of the proposed modifications out to the full membership and to set the deadline date for receipt of the votes.

Written notice of the proposed modification will be distributed to all Lakeland Library Cooperative member libraries 60 days prior to the deadline date set for receipt of vote.

Each Lakeland Library Cooperative member library will cast one written vote. A majority of libraries must approve the modification. The proposed modification will be placed on the Lakeland Library Cooperative Board Agenda 60 days after such distribution. All member libraries will be notified of the results of the vote within 30 days following the Lakeland Library Cooperative Board meeting.

The Lakeland Library Cooperative Board shall submit to the Library of Michigan the original Plan of Service and any substantial modifications of the Plan of Service within 60 days of approval. The original Plan of Service and substantial modifications shall be approved or denied by the Library of Michigan.

## **XI. ADOPTION**

This Plan of Service and revisions are officially adopted by the Governing Board of the Lakeland Library Cooperative on June 12, 2009 then with the Library of Michigan corrections approved September 21, 2009.

Marcia A. Warner  
Cooperative Board President

Sandra Wilson  
Cooperative Director

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Revisions to the Plan of Service are officially adopted by the Governing Board of the Lakeland Library Cooperative on February 10, 2011.

Shirley Bruursema  
Cooperative Board President

Sandra Wilson  
Cooperative Director

Revisions to the Plan of Service are officially adopted by the Governing Board of the Lakeland Library Cooperative on November 15, 2012.

Deb Bose  
Cooperative Board President

Sandra Wilson  
Cooperative Director

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Revisions to the Plan of Service are officially adopted by the Governing Board of the Lakeland Library Cooperative on May 8, 2014.

Stephen Dix  
Cooperative Board President

Sandra Wilson  
Cooperative Director

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Revisions to the Plan of Service are officially adopted by the Governing Board of the Lakeland Library Cooperative on March 12, 2015.

Claire Sheridan  
Cooperative Board President

Sandra Wilson  
Cooperative Director

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Revisions to the Plan of Service are officially adopted by the Governing Board of the Lakeland Library Cooperative on May 11, 2017.

Teresa Williams Krupar  
Cooperative Board President

Sandra Wilson  
Cooperative Director

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**LAKELAND LIBRARY COOPERATIVE MEMBER LIBRARIES POPULATION**

<i>Full Name</i>	<i>Code</i>	<i>LoM Certified Population 10/1/2017</i>	<i>LoM Class</i>	<i>By LLC Group</i>
Kent District Library	KU	395,660	VI	E
Grand Rapids Public Library	GR	188,040	VI	D
Muskegon Area District Library	UM	105,852	VI	D
Herrick District Library	HO	102,423	VI	D
Georgetown Township Public Library	OG	46,985	V	C
Hackley Public Library	SM	40,898	V	C
Loutit District Library	OL	35,540	V	C
Allendale Township Library	OA	28,283	V	C
Howard Miller Library	OZ	22,115	IV	C
Ionia Community Library	IC	21,871	IV	C
Spring Lake District Library	OS	18,260	IV	B
Flat River Community Library	MG	17,626	IV	B
Thornapple Kellogg School and Community Library	BM	16,881	IV	B
Fennville District Library	AF	14,230	IV	B
Fruitport District Library	SF	13,598	IV	B
Fremont Area District Library	NF	13,326	IV	B
Hastings Public Library	BH	13,233	IV	B
Coopersville Area District Library	OC	11,862	III	B
White Lake Community Library	SW	11,811	III	B
Alvah N. Belding Library	IB	11,000	III	B
Gary Byker Memorial Library of Hudsonville	OH	10,983	III	B
Carson City Public Library	MA	10,857	III	B
Tamarack District Library	ML	10,250	III	B
Saranac Public Library	IS	10,017	III	B
Cedar Springs Library	EC	9,483	III	A
Timothy C. Hauenstein Reynolds Twp. Library	MH	9,714	III	A

Sparta Township Library	ES	9,110	III	A
Grant Area District Library	NG	8,875	III	A
White Cloud Community Library	NW	8,533	III	A
Dorr Township Library	AD	7,439	III	A
Salem Township Library	AB	7,357	III	A
Henika District Library	AW	7,135	III	A
Patmos Library	OJ	7,034	III	A
Newaygo Area District Library	NN	6,834	II	A
Saugatuck-Douglas District Library	AS	5,101	II	A
Hesperia District Library	NH	5,933	II	A
Freeport District Library	BF	5,641	II	A
Leighton Township Library	AL	4,934	II	A
Hopkins Public Library	AH	4,610	II	A
Home Township Library	ME	4,220	II	A
Lake Odessa Community Library	IL	4,168	II	A
Croton Township Library	NC	3,228	I	A
SUBTOTAL:		1,290,950		
UNSERVED:				
Ronald Twp - Ionia		751		
Ronald Twp - Ionia		8		
N. Plains Twp - Ionia		76		
Busnell Twp - Montcalm		132		
Whitehall Twp - Muskegon		29		
Big Prairie Twp - Newaygo		487		
Bridgeton Twp. - Newaygo		160		
Ensley Twp - Newaygo		1,501		
SUBTOTAL:		3,144		
<b>TOTAL:</b>		<b>1,294,094</b>		

(Note: On website, In Plan of Service, In New Director Orientation)

**Lakeland Library Cooperative**  
**ILS COUNCIL VOTING PERCENTAGES - FY 2017-2018**  
**Budget Approved by Board September 14, 2017**

<b>LIBRARY GROUP</b>	<b>LIBRARY</b>	<b>ILS</b>	<b>IT ILS SUPPORT</b>	<b>TOTAL</b>	<b>%</b>	<b>Total %</b>
A	Cedar Springs Public	4,500	1,316	5,816	1.92%	
A	Croton Township Library	3,464	1,013	4,477	1.48%	
A	Dorr Township	4,161	1,217	5,378	1.78%	
A	Freeport District	3,864	1,130	4,994	1.65%	
A	Grant Area District	4,399	1,286	5,685	1.88%	
A	Henika District	4,111	1,202	5,313	1.75%	
A	Hesperia Community	3,912	1,144	5,056	1.67%	
A	Home Township	3,628	1,061	4,689	1.55%	
A	Hopkins Public	3,693	1,080	4,773	1.58%	
A	Lake Odessa Community	3,620	1,058	4,678	1.54%	
A	Leighton Township	3,746	1,096	4,842	1.60%	
A	Newaygo Area District	4,061	1,188	5,249	1.73%	
A	Patmos	4,094	1,197	5,291	1.75%	
A	Salem Township	4,148	1,213	5,361	1.77%	
A	Saugatuck-Douglas District	3,774	1,104	4,878	1.61%	
A	Sparta Township	4,438	1,298	5,736	1.89%	
A	TCH Reynolds Township	4,538	1,327	5,865	1.94%	
A	White Cloud Community	4,343	1,270	5,613	1.85%	30.94%
B	Alvah N. Belding Memorial	4,751	1,389	6,140	2.03%	
B	Carson City Public/Crystal	4,728	1,383	6,111	2.02%	
B	Coopersville Area District	4,894	1,431	6,325	2.09%	



B	Fennville District	5,286	1,546	6,832	2.26%	
B	Flat River Community	5,849	1,710	7,559	2.50%	
B	Fremont Area District	5,137	1,502	6,639	2.19%	
B	Fruitport	5,182	1,515	6,697	2.21%	
B	Gary Byker	4,749	1,389	6,138	2.03%	
B	Hastings Public	5,121	1,498	6,619	2.19%	
B	Saranac Public/Clarksville	4,588	1,342	5,930	1.96%	
B	Spring Lake District	5,954	1,741	7,695	2.54%	
B	Tamarack District	4,627	1,353	5,980	1.97%	
B	Thornapple-Kellogg	5,726	1,674	7,400	2.44%	
B	White Lake Community	4,886	1,429	6,315	2.09%	30.50%
C	Allendale Township	7,614	2,227	9,841	3.25%	
C	Georgetown Township	10,713	3,133	13,846	4.57%	
C	Hackley Public	9,704	2,838	12,542	4.14%	
C	Howard Miller	6,593	1,928	8,521	2.81%	
C	Ionia Community	6,552	1,916	8,468	2.80%	
C	Loutit District	8,817	2,578	11,395	3.76%	21.33%
D	Herrick District	19,896	5,818	25,714	8.49%	
D	Muskegon Area District	20,465	5,984	26,449	8.73%	17.22%

302,850 100.00% 100.00%

(In - Plan of Service, Bylaws, website)

B	Alvah N. Belding Memorial	4,689	<b>1,318</b>	6,007	2.07%	
B	Carson City Public/Crystal	4,666	<b>1,312</b>	5,978	2.06%	
B	Coopersville Area District	4,828	<b>1,357</b>	6,185	2.14%	
B	Fennville District	5,209	<b>1,464</b>	6,673	2.30%	
B	Flat River Community	5,756	<b>1,618</b>	7,374	2.55%	
B	Fremont Area District	5,064	<b>1,423</b>	6,487	2.24%	
B	Gary Byker	4,621	<b>1,299</b>	5,920	2.04%	
B	Hastings Public	5,049	<b>1,419</b>	6,468	2.23%	
B	Saranac Public/Clarksville	4,531	<b>1,274</b>	5,805	2.00%	
B	Spring Lake District	5,858	<b>1,646</b>	7,504	2.59%	
B	Tamarack District	4,568	<b>1,284</b>	5,852	2.02%	
B	Thornapple-Kellogg	5,636	<b>1,584</b>	7,220	2.49%	
B	White Lake Community	4,820	<b>1,355</b>	6,175	2.13%	28.89%
C	Allendale Township	7,471	<b>2,100</b>	9,571	3.31%	
C	Georgetown Township	10,481	<b>2,946</b>	13,427	4.64%	
C	Hackley Public	9,501	<b>2,670</b>	12,171	4.20%	
C	Howard Miller	6,543	<b>1,839</b>	8,382	2.89%	
C	Ionia Community	6,439	<b>1,810</b>	8,249	2.85%	
C	Loutit District	8,639	<b>2,428</b>	11,067	3.82%	21.71%
D	Herrick District	19,404	<b>5,454</b>	24,858	8.58%	
D	Muskegon Area District	20,503	<b>5,763</b>	26,266	9.07%	17.66%

289,547 100.00% 100.00%

(In - Plan of Service)

Note: Fruitport population of 13,598 and related ILS and IT ILS Support amounts are not included in the above calculations pending Fruitport's entry into the ILS.