

# LAKELAND LIBRARY COOPERATIVE BOARD MONTHLY MEETING

Thursday, December 09, 2021  
9:30 a.m.

*Advisory Council meeting immediately following the Board meeting.*

Kent District Library Service Center  
814 West River Center Drive NE, Comstock Park, MI 49321

## 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) November 11, 2021 Board Minutes (m) PAGES 2-3
- 6) **FINANCIAL REPORT**
  - a) November Financials and Check Register (m) PAGES 4-9
- 7) **PRESIDENT'S REPORT** (i)
- 8) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 10-13
- 9) **COUNCIL/COMMITTEE REPORTS-none**
- 10) **NEW BUSINESS**
  - i) Kent District Library and Krause Memorial Library (Lance Werner)
- 11) **PUBLIC COMMENTS**
- 12) **BOARD MEMBER COMMENTS**
- 13) **NEXT MEETING** –Thursday, January 13, 2022 at 9:30 a.m. at KDL Service Center
- 14) **ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE  
BOARD MINUTES – Unofficial  
Thursday, November 11, 2021, at 9:30 a.m.  
Kent District Library Service Center**

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

Staff Present: Carol Dawe and Sheryl VanderWagen

Absent: Lance Werner, Kelly Richards

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 a.m. by Dale Parus. There were 14 additional participants.
  - a) Introduce New Members: Jeffrey Babbitt is the new director of the Dorr Township Library
- 2) **APPROVAL OF AGENDA:** John McNaughton moved, supported by Peggy Hemerling, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** None
- 4) **PUBLIC COMMENTS:** Amber McLain (OJ) has created an information packet to distribute considering recent challenges to library materials from the public. She will also be contacting ALA for more information.
- 5) **APPROVAL OF MINUTES:** Shirley Bruursema moved, supported by Karen McKinnon, to approve the board minutes from October 21, 2021, as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
  - a) FY2020-2021 Final Draft Reports
  - b) Monthly Financials and Check Register: Motion by John McNaughton, supported by Peggy Hemerling to approve the FY2020-2021 Final Draft Reports and the other financial reports as presented – *motion carried*.
- 7) **PRESIDENT’S REPORT:** Dale Parus reported that he is happy to see that the State is beginning to release monies to the libraries. He noted that the new infrastructure bill is likely to focus on broadband and to stay tuned for those details. We are also waiting for the new census figures to be released and for the impact of that on our state aid. He anticipates that he and Carol will begin to look at strategic planning after that information is known.
- 8) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe did not have anything to add to her written report. She spoke about censorship and the fact that this is part of a national trend. She encouraged library staff to consult with ALA, the Library of Michigan and her if questions arise in our local libraries. ALA has provided a toolkit and that link is found on the ALA website. She reminded everyone that they should have a collection development policy and that the Lakeland board recently approved a model policy for libraries to adapt if needed. There were several comments from the audience. Jessica Hunt reported that a patron came to her with a list of titles and wanted her to check that against what was owned by the library. Heather Wood-Gramza noted that just like ALA has a toolkit for libraries, there are toolkits for patrons out there to use to object to titles in the library. John McNaughton noted that they have received many “copy/paste” emails from patrons who are not always residents of their service area. Carol noted that other cooperatives have also noticed that many of the concerns and objections are coming from outside library service areas, and that there have been threats to library staff in some cases. Kelly Tinkham noted the importance of educating library board members so that when these objections occur, the proper procedures are followed. There is a group called “Mary in the Library” and staff should educate themselves about what titles this group is targeting to prepare responses.
- 9) **COUNCIL/COMMITTEE REPORTS**
- 10) **PUBLIC COMMENTS:** No public comment.
- 11) **BOARD MEMBER COMMENTS**

Karen McKinnon reported that their addition has a roof. Leighton Township Library received a \$500 mini grant from Allegan County to purchase books for their 1000 Books Before Kindergarten program.

Shirley Bruursema reported that KDL recently faced a challenge to a title in their collection and that Lance's comments at that meeting were well-received by the public. KDL will be finalizing their new budget for January 2022.

Diane Kooiker reported that their new book vending machine is scheduled for installation next week.

Dale Parus reported the Ionia Community Library lost its millage bid but that they will be returning to the voters in 2022.

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

13) **ADJOURNMENT:** Johh McNaughton, supported by Peggy Hemerling moved to adjourn at 9:58 a.m. - *motion carried.*

Respectfully submitted by,  
Sheryl VanderWagen

**Lakeland Library Cooperative**  
**Operating Fund Balance Sheet**  
As of November 30, 2021

**ASSETS**

**Current Assets**

**Checking/Savings**

001 · Checking Accounts	201,869
002 · Savings Accounts	358,003

**Total Checking/Savings** 559,872

**Accounts Receivable** 30,207

**Other Current Assets**

084 · Due from Other Funds	29,386
123 · Prepaid Expenses	77,801

**Total Other Current Assets** 107,187

**Total Current Assets** 697,266

**Fixed Assets** 273,727

**TOTAL ASSETS** \$ 970,993

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable** 8,161

**Other Current Liabilities**

214 · Due to Other Funds (20,969)

231 · Payroll Liabilities 2,210

237 · Benefit Liabilities 3,880

**Total Other Current Liabilities** (14,879)

**Total Current Liabilities** (6,717)

**Total Liabilities** (6,717)

**Equity**

370 · Nonspendable Funds 65,317

371 · Property 273,727

380 · Fund Balance - Committed 221

390 · Unassigned Funds 645,001

399 · Net Position - Unrestricted 61,555

**Net Income** (68,110)

**Total Equity** 977,711

**TOTAL LIABILITIES & EQUITY** \$ 970,993

**Lakeland Library Cooperative**  
**Operating Fund - Budget vs. Actual**  
 October through November 2021

	<u>YTD</u>	<u>Budget</u>	<u>%</u>
<b>Income</b>			
566 · State Aid Revenue	0	560,900	0.0%
631 · Administrative Services	28,298	113,126	25.0%
632 · Delivery Services	25,526	102,102	25.0%
633 · ILS & IT Services	147,199	588,797	25.0%
665 · Interest Revenue	88	1,000	8.8%
672 · Other Revenue	0	100	0.0%
690 · Other Financing Sources			
699 · Fund Balance Transfers In	50,000	50,000	100.0%
<b>Total 690 · Other Financing Sources</b>	<u>50,000</u>	<u>50,000</u>	<u>100.0%</u>
<b>Total Income</b>	<u>\$ 251,110</u>	<u>\$ 1,416,025</u>	<u>17.7%</u>
<b>Expense</b>			
702 · Salaries & Wages	81,160	725,800	11.2%
710 · Benefits	15,940	143,210	11.1%
719 · Mileage	0	3,440	0.0%
720 · Professional Development	0	6,500	0.0%
726 · Supplies	89	5,715	1.6%
801 · Professional Services	425	30,240	1.4%
810 · Insurance	4,683	13,040	35.9%
817 · ILS & IT Expenses	209,148	382,700	54.7%
831 · RIDES	0	7,670	0.0%
860 · Delivery Expenses	4,378	51,560	8.5%
880 · Member Development	315	5,500	5.7%
920 · Facility Expenses	3,081	40,650	7.6%
<b>Total Expense</b>	<u>\$ 319,220</u>	<u>\$ 1,416,025</u>	<u>22.5%</u>
<b>Net Income</b>	<u>\$ (68,110)</u>	<u>\$ -</u>	<u>100.0%</u>

**Lakeland Library Cooperative**  
**Operating Checks for the Month**  
As of November 30, 2021

6

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
<b>001.01 - Main - Checking</b>				
11/03/2021	AT&T Long Distance		Itiva	162.52
11/03/2021	Backstage Library Works		Authority Control	1,021.30
11/03/2021	Fuel Management System		Vehicle Fuel	927.55
11/03/2021	ProQuest LLC		Syndetics	20,588.45
11/03/2021	Superior Pest Control, Inc.	Pest Control	Facility Contracts	54.00
11/05/2021	MERS DB		Benefits	3,770.04
11/05/2021	State of Michigan--Vendor		Payroll Liabilities	1,718.39
11/05/2021	Standard Insurance - Agility	Dental/Vision Ins.	Benefits	360.40
11/08/2021	Cintas	Floor Mats	Facility Contracts	97.78
11/08/2021	Granger	Trash Removal	Facility Contracts	109.24
11/09/2021	Payroll		-SPLIT-	16,553.60
11/09/2021	United States Treasury		Payroll Liabilities	5,798.58
11/09/2021	ICMA 457		Payroll Liabilities	20.00
11/09/2021	MERS 401/457		Payroll Liabilities	1,091.54
11/17/2021	Aggressive Cleaning Service LLC	Janitorial Services	Facility Contracts	285.00
11/17/2021	Foster Swift Attorneys	Legal	Legal	260.00
11/17/2021	Fuel Management System		Vehicle Fuel	958.26
11/17/2021	Loutit District Library--Vendor	SRP prizes	Continuing Education	315.00
11/17/2021	MCLS		SkyRiver	42,906.86
11/17/2021	Seaman's Air Conditioning/Refrigeration		Building Repairs/Maintenance	448.63
11/19/2021	Grand Rapids Income Tax Dept.		Payroll Liabilities	149.74
11/19/2021	Walker City Treasurer		Payroll Liabilities	212.53
11/19/2021	Aflac		Benefit Liabilities	792.78
11/19/2021	AT&T	Fax and Itiva	-SPLIT-	544.17
11/19/2021	Comcast	Data Lines	IT Operations	504.05
11/19/2021	Consumers Energy		Utilities	487.47
11/19/2021	DTE Energy		Utilities	36.39
11/19/2021	DTE Energy		Utilities	110.64
11/19/2021	Mitel		Telephones	449.14
11/19/2021	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	254.78
11/23/2021	Payroll		-SPLIT-	16,878.93
11/23/2021	ICMA 457		Payroll Liabilities	20.00
11/23/2021	MERS 401/457		Payroll Liabilities	1,165.92
11/23/2021	United States Treasury		Payroll Liabilities	5,991.54
11/23/2021	Dawe, Carol - vendor	stamps	Supplies	58.00
			<b>TOTAL</b>	<b>125,103.22</b>

**Lakeland Library Cooperative**  
**Pass Through and Capital Funds Balance Sheet**  
As of November 30, 2021

	<u>Pass Through</u>	<u>Capital</u>	<u>Total</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
001 · Checking Accounts			
001.01 · Fund - Checking	11,737	904	12,640
001.13 · eCommerce - Checking	5,816	0	5,816
<b>Total 001 · Checking Accounts</b>	<u>17,553</u>	<u>904</u>	<u>18,457</u>
002 · Savings Accounts	0	150,017	150,017
<b>Total Checking/Savings</b>	<u>17,553</u>	<u>150,921</u>	<u>168,474</u>
<b>Accounts Receivable</b>	30,363	0	30,363
<b>Other Current Assets</b>			
123 · Prepaid Expense	0	10,000	10,000
<b>Total Other Current Assets</b>	<u>0</u>	<u>10,000</u>	<u>10,000</u>
<b>Total Current Assets</b>	<u>47,917</u>	<u>160,921</u>	<u>208,838</u>
<b>TOTAL ASSETS</b>	<u><b>\$ 47,917</b></u>	<u><b>\$ 160,921</b></u>	<u><b>\$ 208,838</b></u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	29,227	0	29,227
<b>Other Current Liabilities</b>			
214.01 · Due To Operating	5,836	44,429	50,264
<b>Total Other Current Liabilities</b>	<u>5,836</u>	<u>44,429</u>	<u>50,264</u>
<b>Total Current Liabilities</b>	<u>35,063</u>	<u>44,429</u>	<u>79,492</u>
<b>Total Liabilities</b>	35,063	44,429	79,492
<b>Equity</b>			
390 · Unassigned Funds	0	2,901	2,901
399 · Net Position - Unrestricted	0	10,688	10,688
<b>Net Income</b>	<u>12,854</u>	<u>102,904</u>	<u>115,757</u>
<b>Total Equity</b>	<u>12,854</u>	<u>116,492</u>	<u>129,346</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>\$ 47,917</b></u>	<u><b>\$ 160,921</b></u>	<u><b>\$ 208,838</b></u>

**Lakeland Library Cooperative**  
**FY2021-22 Pass Through & Capital Budget vs. Actual**  
 October through November 2021

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
<b>Income</b>						
628 · Group Supply Revenue	3,120	8,700	35.9%	0		
629 · Group Collections	34,595	59,950	57.7%	0		
635 · Group Services	2,437	81,500	3.0%	0		
637 · Ecommerce Fines	5,816	28,000	20.8%	0		
640 · ILS Add-on Services	0	32,000	0.0%	0		
645 · IT Services	0	350	0.0%	0		
655 · Interest Revenue	0			4		
672 · Other Revenue	0	250	0.0%	0		
699 · Fund Balance Transfers In	0			222,000	222,000	100.0%
<b>Total Income</b>	<b>45,969</b>	<b>210,750</b>	<b>21.8%</b>	<b>222,004</b>	<b>222,000</b>	<b>100.0%</b>
<b>Expense</b>						
728 · Library Supply Expense	1,179	8,700	13.6%	0		
729 · Collection Expenses	30,672	59,950	51.2%	0		
805 · Group Subscriptions	1,264	81,500	1.6%	0		
807 · Fines Paid	0	28,000	0.0%	0		
820 · ILS Add-On Expense	0	32,000	0.0%	0		
830 · IT Services Expense	0	350	0.0%	0		
969 · Other Services	0	250	0.0%	0		
970 · Capital Outlay	0			119,100	222,000	53.6%
<b>Total Expense</b>	<b>33,115</b>	<b>210,750</b>	<b>15.7%</b>	<b>119,100</b>	<b>222,000</b>	<b>53.6%</b>
<b>Net Income</b>	<b>12,854</b>	<b>0</b>	<b>100.0%</b>	<b>102,904</b>	<b>0</b>	<b>100.0%</b>



**Lakeland Library Cooperative**  
**Pass Through & Capital Checks for the Month**  
As of November 30, 2021

Date	Name	Memo	Account	Amount
<b>001.01 · Fund - Checking</b>				
<b>001.11 · Checking - Pass Thru</b>				
11/03/2021	ID Label, Inc.	Barcodes	Library Supplies	945.67
11/17/2021	Innovative Interfaces, Inc.	eMarc	Split	1,677.94
11/17/2021	Swank Movie Licensing USA	Movie license	Group Subscriptions	264.00
11/19/2021	OverDrive		Group Subscriptions	1,000.00
Total 001.11 · Checking - Pass Thru				<u>3,887.61</u>
<b>001.12 · Checking - Capital</b>				
Total 001.12 · Checking - Capital				<u>0.00</u>
<b>TOTAL</b>				<b><u><u>3,887.61</u></u></b>

**LAKELAND LIBRARY COOPERATIVE  
DIRECTOR'S REPORT  
December 9, 2021**

I have had an eventful couple of weeks. While driving home from Cedar Springs Public Library (helping them to hire a new director) on Monday evening, November 22<sup>nd</sup>, I was in a very serious car accident on Northland and 10 Mile. Someone ran a solid red light and missed hitting me on the driver's side but hit the front passenger side instead. The car was a blur in front of me before it hit. He was going incredibly fast. He was not hurt but did get a ticket. I am fine!!!! I walked away but my car was air-born and then totaled but the police and tow truck driver were quite impressed with the distance I came and my landing. I landed the damn thing. I felt the car drop to the ground. All airbags deployed and a good Samaritan helped me exit the vehicle as smoke rose up from the hood. I walked away, unscathed, unharmed but a bit rattled. A week later, I had to help my 20-year-old beloved cat, Katie, exit this earth. I always say we have to live the life we are given but jeepers, all at once. I'm just asking!

With that being said, we are continuing our work on your behalf. I am working to help KDL with some issues which we will share at the meeting, completing the hiring of a director at Cedar Springs to fill Donna Clark's enormous shoes, working on the Capacity Grant, assisting you with book challenges and other issues and finishing our state aid report. PLEASE DO THE SAME! I will be attending Think Space on 12/9 and 12/10 along with Kelly Richards, Peggy Hemerling, Maggie McKeithan, John McNaughton, Lance Werner, and Heather Wood-Gramza, Mary Johnson and Joe Zappacosta. Amber and Nicki, our two new digital services specialists are settling in nicely and we have hired a new cataloger. See below!

Our best wishes to Donna Clark on her retirement from Cedar Springs Public Library and we thank her for over 20 years of optimism, determination, and service!

We also would like to welcome Matt Lubbers-Moore as the new director of Fruitport District Library.

Melissa Huisman has graciously agreed to share some information at Advisory about Baker and Taylor's Sustainable Shelves Program. I also thought I would update you on the Capacity Grants and we can all share more about book challenges. I know there are more and more each week or at least it seems that way. Please don't hesitate to ask if you have concerns or questions. I will add information to our web page prior to the meeting. I am sorry for the delay. See you at Kent District Service Center at 9:30 for the board meeting and then immediately afterwards for Advisory. Think Space begins at noon, so we will need to finish Advisory no later than 11:00. (I must return a rental car by noon as well...Life goes on.)

**Delivery and Facility Manager - Terry Cross**

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

	November – 2021	November – 2020	Difference	% Change
Total Book Bags & Bins	2,587	2,706	(119)	(4%)

In November 2021, there were 2,587 book bags and bins sorted, loaded, and delivered to member libraries. The 2,587 bags and bins that were delivered in November 2021 were 4% less than the 2,706 bags and bins that were sorted and delivered in November of the prior year.

As previously mentioned, the plan is to purchase two new delivery trucks as both trucks were purchased in February 2017 and each truck has a little over 216,000 miles. There is still an inventory shortage and there are not any vehicles available. We will continue to pursue the purchase of new vehicles and will provide updates when more information is available. Both trucks received their regularly scheduled oil, lube, and filter maintenance. Unfortunately, as of this writing, one of the trucks broke down and is currently being diagnosed at Berger Chevrolet. We are expecting that it will need a new transmission. Fortunately, Berger does not anticipate any problems getting the required replacement parts and we were able to obtain a rental truck.

The yearly evaluations on the five staff members in the delivery department were completed. All of the staff performed very well and were extremely reliable during the prior year.

I took over the quarterly Love my Library Poly Bag and annual Labor Law Poster orders. Poly Bag orders were placed for 9 member libraries and 20 member libraries participated in the Labor Law Poster order.

I participated in ARPA Grant meetings with Lakeland, Library of Michigan, and Overdrive staff this month. I will be working with Carol and Janet throughout the year in helping to support the administration of the Grant.

The inducer motor froze up on one of the rooftop heating and cooling units and heat was temporarily lost in the back part of the building. The unit was repaired, and heat was restored after a 14-day lead time to receive the replacement motor. The blower drive motor on the mini split air conditioning unit in the server room was also replaced in November.

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

The financial statements have been reconciled between the new and old QuickBooks files. There was some difficulty in reconciling some 20 years of files between the Pass Through and Operating Funds as they were interspersed between them for many of those years and with no feasible way to reconcile them short of going through all the archived files. I will bring this up with the auditor this week during our FY2020-21 field work preparations to discuss how this should be accounted for, so there still may be some adjustments yet to record.

One of the adjustments made between funds was a transfer of prepaid expenses to the capital fund. Last year we paid the second year of the cloud hosting service from the capital fund, whereas the first year was paid from the operating fund. I mentioned this to our auditor in a previous conversation and he suggested moving the prepaid expense to the capital fund.

As mentioned above, we are conducting the field work for the FY2020-21 audit. All the work will be done remotely. I was also able to work with the worker's comp auditor to conduct that audit remotely as well. That audit took place earlier in November.

It was a busy month working through all the accounting changes, but I was also able to work in a group order for VOX Books which should come in mid-December.

## **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.

Please take a moment to look at what is available on the reports site 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.

Work on replacing our current website has been completed and is live.

We are working with 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. The production server will be live this month.

I have begun some onsite visits with members, especially those with new Directors. If you would like me to visit, 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 almost completed all the backend configuration for this new service.

See Sheryl's report for additional information.

October help desk tickets created - 168. Tickets resolved – 118.

November help desk tickets created - 132. Tickets resolved – 138.

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

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

### November 2021 activities

October e-mail & telephone consulting contacts: 32

We added 76,196 Hoopla records and 2,451 Overdrive records to the database.

We are please to announce that we have hired a new cataloger who will start with Lakeland on January 3<sup>rd</sup>. More details will follow closer to the starting date. *(Jeff is on vacation so this is Carol writing this brief section and I don't want to steal his thunder!)*

### October 2021 Statistics

These statistics for October 2021 reflect the first month of the fiscal year. They show a decrease in the number of cataloging requests we received, and a decrease in the number of records cataloged compared to October of last year.

The number of cataloging requests received in October was down by 35% compared to October 2020. The number of requests received that were already in the database increased by 29%. The number of records copy-cataloged in October was down 47% compared to October 2020, and the number of original records cataloged was down by 26%. The total number of records cataloged was down by 45% compared to October 2020.

<b>Cataloging</b>	<b>Oct. 2021</b>	<b>YTD</b>	<b>Oct. 2020</b>	<b>YTD</b>	<b>Monthly %</b>	<b>YTD PCT</b>
Requests Received	<b>1885</b>	<b>1885</b>	2900	2900	-35%	-35%
Requests already in database	<b>80</b>	<b>80</b>	62	62	29%	29%
Requests to be cataloged	<b>1885</b>	<b>1885</b>	2838	2838	-36%	-36%
Copy Cataloging	<b>1187</b>	<b>1187</b>	2229	2229	-47%	-47%
Original Cataloging	<b>116</b>	<b>116</b>	157	157	-26%	-26%
Total Cataloged	<b>1303</b>	<b>1303</b>	2386	2386	-45%	-45%

### **ILS Manager - Sheryl VanderWagen**

**RIDES statistics:** We received 130 totes in October 2021, up 9 totes from 2020. We sent out 122 totes in October 2021, up 18 totes from October 2020.

**Patron Point:** We are making progress in the set-up process.

**Fines Free Libraries:** I have forms from Fremont and Gary Byker libraries, they will be the next fines free setups. If you are planning to be fines free, please ask me for the setup form.

**2022 Holidays:** If you haven't completed the Google form with your 2022 Holiday closures, please do so by December 17, 2021.

**Temporary Closures:** White Cloud (NW) is temporarily closed. Paging is turned off. Their collection is currently inaccessible due to their recarpeting project. They are open for delivery and hold pickups.

**iTiva:** The phone company seems to have resolved the problem from last month. I have returned to emailing the unsuccessful TNS notices.

**Vacation:** I will be on vacation beginning Thursday, December 16 until Monday, December 27, 2021.

\*\*\*\*\*

Respectfully submitted and happy holidays to all of you!

Carol Dawe