

**LAKELAND LIBRARY COOPERATIVE
BOARD MONTHLY MEETING**

Thursday, March 10, 2022

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**
- 3) QUESTIONS FROM MEMBERS & BOARD PRESIDENT/COOPERATIVE DIRECTOR ANSWERS**
- 4) PUBLIC COMMENTS**
- 5) APPROVAL OF MINUTES**
 - a) January 13, 2022, Board Minutes (m) PAGES 2-3
- 6) FINANCIAL REPORT**
 - a) Monthly Financials and Check Register (m) PAGES 4-9
 - b) Pass-through account discussion (ARPA Grant) (m)
- 7) PRESIDENT'S REPORT** (i)
- 8) COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 10-15
- 9) COMMITTEE REPORTS**
 - a) Advisory Council Official Minutes, January 13, 2022 (i) PAGES 16-17
 - b) Membership Ad Hoc Committee Report (i)
- 10) UNFINISHED BUSINESS**
 - a) Strategic Planning update and discussion-to submit or not to submit?
- 11) PUBLIC COMMENTS**
- 12) BOARD MEMBER COMMENTS**
- 13) NEXT MEETING** – Thursday, April 14, 2022, 9:30 at Kent District Library Service Center
- 14) ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, February 10, 2022, at 9:30 a.m.
Kent District Library Service Center**

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

Staff Present: Carol Dawe and Sheryl VanderWagen

Vacant seat: Muskegon Area District Library Director

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 a.m. by Dale Parus. There were 21 additional participants.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Karen McKinnon, to approve the agenda as presented - *motion carried*.
- 3) **NEW BUSINESS PART 1**
 - a) Annual Audit Report with Matt Holland from Gabridge & Company: Lakeland received an unqualified audit for fiscal year 2020-2021. Matt thanked Janet and Carol for their assistance during the process. There were no further questions. Motion by Lance Werner, supported by Peggy Hemerling to accept the audit report for FY2020-2021. *Motion carried*.
- 4) **QUESTIONS FROM MEMBERS:** None
- 5) **PUBLIC COMMENTS:** None
- 6) **APPROVAL OF MINUTES:** Shirley Bruursema moved, supported by Peggy Hemerling, to approve the board minutes from January 13, 2022, as presented – *motion carried*.
- 7) **FINANCIAL REPORT:**
 - a) January Financials and Check Register: Motion by Lance Werner, supported by John McNaughton to approve the January financial report and check register as presented – *motion carried*.
- 8) **PRESIDENT’S REPORT:** Dale Parus reported that the ad-hoc membership committee is still working through information and that there is no recommendation at this time.
- 9) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe gave an update on the situation with the recent email issues. The server has been restored and email is working properly, she thanked everyone for their patience while the issues were being resolved. She noted that she will be asking directors for emergency contact information such as mobile phone numbers and/or alternative email addresses. She gave an update on the progress of the ARPA grant. There are 58 individual libraries who are making their selections now. When that group is finished, the content groups will begin their selecting. Everything is currently on schedule.
- 10) **COUNCIL/COMMITTEE REPORTS**
 - a) Advisory Council Official Minutes – December 9, 2021: included in the packet for information
 - b) Membership Ad Hoc Committee Reports – Nothing to report currently. The group will be scheduling their next meeting.
- 11) **NEW BUSINESS PART 2**
 - a) Budget Amendment for Pass Through for MI-83 Capacity Grant Funds: Motion by Peggy Hemerling, supported by Maggie McKeithan to approve the Budget Amendment for MI-83 Capacity Grant Funds as presented – *motion carried*
 - b) Strategic Planning: The 2016 Strategic Plan and the 2018 ILS Strategic Plan summaries were in the packet for information. Carol Dawe recommended that we complete the work on the Plan of Service and the Bylaws before beginning the formal strategic planning process. She recommended that we start by building on the 2018 ILS Strategic Plan, putting aside funds in the upcoming 2022-2023 budget with a target start date of October 2022. She also recommended that we contact Amanda Standerfer who did the 2018 plan for a quote to update and continue

from that plan. The board agreed to this process by consensus. Carol will contact Amanda for more information and costs.

12) PUBLIC COMMENTS:

Heather Wood-Gramza (OZ) announced that she will be leaving Howard Miller Public Library to take the MeL Coordinator position at the Library of Michigan. She thanked everyone for their support and looks forward to working with us in her new capacity.

13) BOARD MEMBER COMMENTS:

Lance Werner reported that KDL celebrated the one-year anniversary of the opening of the Amy VanAndel Branch in Ada. He also encouraged everyone to support Kelvin Watson for ALA President. Kelvin is the director of the Las Vegas Clark Public Library.

Karen McKinnon reported that Leighton Township Library has moved into their building addition. They are still putting on the finishing touches. They are planning an open house for March.

John McNaughton encouraged libraries to train their staff for all types of emergencies. When situations arise training makes all the difference; GRPL recently had an incident at a branch and staff there were able to efficiently manage the situation because they had rehearsed emergencies in training and knew what to do when a real emergency occurred.

Maggie McKeithan reported that she and two Spring Lake staff members will be attending PLA in Portland OR in March thanks to the Library of Michigan's stipends for continuing education. She encouraged libraries to apply for those funds.

14) NEXT MEETING: Thursday, March 10, 2022, 9:30 a.m. at Kent District Library Service Center.

15) ADJOURNMENT: Lance Werner, supported by John McNaughton moved to adjourn at 10:08 a.m. - *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen

Lakeland Library Cooperative
Operating Fund Balance Sheet
As of February 28, 2022

ASSETS

Current Assets

Checking/Savings

001 · Checking Accounts 212,685

002 · Savings Accounts 308,121

Total Checking/Savings 520,806

Accounts Receivable 6,584

Other Current Assets

084 · Due from Other Funds 55,566

123 · Prepaid Expenses 61,342

Total Other Current Assets 116,908

Total Current Assets 644,298

Fixed Assets

132 · Land and Improvements 76,518

136 · Building and Improvements 121,498

146 · Office Equipment 3,271

148 · Vehicles 39,332

160 · ILS System 26,590

Total Fixed Assets 267,209

TOTAL ASSETS 911,507

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

214 · Due to Other Funds 3,600

231 · Payroll Liabilities 4,912

237 · Benefit Liabilities 3,754

Total Other Current Liabilities 12,266

Total Current Liabilities 12,266

Total Liabilities 12,266

Equity

370 · Nonspendable Funds 87,801

371 · Property 267,209

380 · Fund Balance - Committed 221

390 · Unassigned Funds 622,518

399 · Net Position - Unrestricted 61,555

Net Income (140,063)

Total Equity 899,241

TOTAL LIABILITIES & EQUITY 911,507

Lakeland Library Cooperative
Operating Fund - Budget vs. Actual
 October 2021 through February 2022

	<u>YTD</u>	<u>Budget</u>	<u>%</u>
Income			
566 · State Aid Revenue	0	560,900	0.0%
631 · Administrative Services	56,574	113,126	50.01%
632 · Delivery Services	51,051	102,102	50.0%
633 · ILS & IT Services	294,398	588,797	50.0%
665 · Interest Revenue	269	1,000	26.93%
672 · Other Revenue	125	100	125.0%
690 · Other Financing Sources	50,000	50,000	100.0%
Total Income	<u>452,417</u>	<u>1,416,025</u>	<u>31.95%</u>
Gross Profit	<u>452,417</u>	<u>1,416,025</u>	<u>31.95%</u>
Expense			
702 · Salaries & Wages	238,263	725,800	32.83%
710 · Benefits	57,848	143,210	40.39%
719 · Mileage	161	3,440	4.68%
720 · Professional Development	65	6,500	1.0%
726 · Supplies	861	5,715	15.07%
801 · Professional Services	8,715	30,240	28.82%
810 · Insurance	11,868	13,040	91.01%
817 · ILS & IT Expenses	239,407	382,700	62.56%
831 · RIDES	0	7,670	0.0%
860 · Delivery Expenses	19,977	51,560	38.75%
880 · Member Development	315	5,500	5.73%
920 · Facility Expenses	15,000	40,650	36.9%
Total Expense	<u>592,480</u>	<u>1,416,025</u>	<u>41.84%</u>
Net Income	<u><u>(140,063)</u></u>	<u><u>0</u></u>	<u><u>100.0%</u></u>

Lakeland Library Cooperative
Operating Checks for the Month
As of February 28, 2022

6

Date	Name	Memo	Account	Amount
001.01 - Main - Checking				
02/01/2022	Payroll		-SPLIT-	16,884.97
02/01/2022	MERS 401/457		Payroll Liabilities	1,091.54
02/01/2022	United States Treasury		Payroll Liabilities	5,879.00
02/01/2022	Zabielski, Jean	MERS contribution reimburse	Payroll Liabilities	161.15
02/09/2022	AT&T Long Distance		Itiva	159.22
02/09/2022	Backstage Library Works		Authority Control	500.00
02/09/2022	Fuel Management System		Vehicle Fuel	1,044.79
02/09/2022	Gabridge & Company PLC		Audit	3,250.00
02/09/2022	Granger	Trash removal	Facility Contracts	109.24
02/09/2022	Macatawa Bank	Deposit Box rental	Bank Service Fees	110.00
02/09/2022	White Pine Library Cooperative	Webinar	Conference/Training	65.00
02/11/2022	MERS		Benefits	3,797.98
02/11/2022	State of Michigan		Payroll Liabilities	1,705.65
02/11/2022	Comcast	Data Lines	IT Operations	575.00
02/11/2022	Consumers Energy		Utilities	436.34
02/11/2022	Mitel		Telephones	460.24
02/11/2022	Standard Insurance - Agility	Dental/Vision Ins.	Benefits	394.44
02/15/2022	Payroll		-SPLIT-	17,065.76
02/15/2022	MERS 401/457		Payroll Liabilities	1,091.54
02/15/2022	United States Treasury		Payroll Liabilities	5,930.30
02/15/2022	Overdrive-ARPA	ACH Payment for Grant	Due From Pass Through - Grant	36,941.23
02/23/2022	Berger Chevrolet		Vehicle Repairs/Maintenance	1,322.49
02/23/2022	Concentra Medical Centers		Driver Certification	164.00
02/23/2022	Evergreen Lawn Care	Grounds Maint.	Facility Contracts	2,893.00
02/23/2022	Foster Swift Attorneys		Legal	840.00
02/23/2022	Heimler, Nick	IT services	Consulting Services	1,153.98
02/23/2022	Priority Health	Health Insurance	Benefits	8,229.60
02/24/2022	Aflac		Payroll Liabilities	792.78
02/24/2022	AT&T	Fax and Itiva	-SPLIT-	560.00
02/24/2022	Cintas	Floor Mats	Facility Contracts	97.78
02/24/2022	DTE Energy		Utilities	380.84
02/24/2022	DTE Energy		Utilities	45.20
02/24/2022	First National Bank	Supplies, Truck Repairs, IT	-SPLIT-	2,401.06
02/24/2022	Standard Insurance - MERS group	LTD/Life Insurance	Benefits	245.42
02/25/2022	Grand Rapids Income Tax Dept.		Payroll Liabilities	108.62
02/25/2022	Walker City Treasurer		Payroll Liabilities	209.16
02/25/2022	Fuel Management System	1-00316	Vehicle Fuel	1,035.82
02/25/2022	Superior Pest Control, Inc.	Pest Control	Facility Contracts	54.00
TOTAL				<u>118,187.14</u>

Lakeland Library Cooperative
Pass Through & Capital Funds Balance Sheet
As of February 28, 2022

	Pass Through	Capital
ASSETS		
Current Assets		
Checking/Savings		
001 - Checking Accounts		
001.1 - Fund - Checking	31,840	880
001.3 - eCommerce - Checking	6,821	
Total 001 - Checking Accounts	38,661	880
002 - Savings Accounts	0	85,093
Total Checking/Savings	38,661	85,973
Accounts Receivable	5,422	
Other Current Assets		
084 - Due From Other Funds		
084.1 - Due From Operating	3,600	
084.2 - Due From Pass Through		65,000
Total 084 - Due From Other Funds	3,600	65,000
111 - *Undeposited Funds	58	
123 - Prepaid Expense		10,000
Total Other Current Assets	3,658	75,000
Total Current Assets	47,742	160,973
TOTAL ASSETS	47,742	160,973
 LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
214 - Due To Other Funds		
214.1 - Due To Operating	11,138	44,429
214.3 - Due to Capital	65,000	
Total 214 - Due To Other Funds	76,138	44,429
Total Other Current Liabilities	76,138	44,429
Total Current Liabilities	76,138	44,429
Total Liabilities	76,138	44,429
Equity		
390 - Unassigned Funds		
390.2 - Unassigned - Capital		2,901
Total 390 - Unassigned Funds		2,901
399 - Net Position - Unrestricted		10,688
Net Income	(28,396)	102,956
Total Equity	(28,396)	116,544
TOTAL LIABILITIES & EQUITY	47,742	160,973

Lakeland Library Cooperative
FY2021-22 Pass Through & Capital Budget vs. Actual
 October 2021 through February 2022

	Pass Through			Capital & Growth		
	YTD	Budget	%	YTD	Budget	%
Income						
528 · ARPA Grant Revenue	0	1,100,000	0.0%	0		
628 · Group Supply Revenue	4,440	8,700	51.0%	0		
629 · Group Collections	52,375	59,950	87.4%	0		
635 · Group Services	49,392	81,500	60.6%	0		
637 · Ecommerce Fines	12,891	28,000	46.0%	0		
640 · ILS Add-on Services	0	32,000	0.0%	0		
645 · IT Services	86	350	24.6%	0		
665 · Interest Revenue	0			89	0	100.0%
672 · Other Revenue	0	250	0.0%	0		
699 · Fund Balance Transfers In	0			222,000	222,000	100.0%
Total Income	119,184	1,310,750	9.1%	222,089	222,000	100.04%
Expense						
728 · Library Supply Expense	4,440	8,700	51.0%	0		
729 · Collection Expenses	46,528	59,950	77.6%	0		
805 · Group Subscriptions	48,304	81,500	59.3%	0		
807 · Fines Paid	6,070	28,000	21.7%	0		
820 · ILS Add-On Expense	0	32,000	0.0%	0		
830 · IT Services Expense	86	350	24.6%	0		
885 · ARPA Grant Expenses	42,152	1,100,000	3.4%	0		
969 · Other Services	0	250	0.0%	33		
970 · Capital Outlay						
971 · Building/Grounds Improvemer	0			0	7,500	0.0%
975 · Technology	0			119,100	129,500	91.97%
980 · Vehicle Purchases	0			0	85,000	0.0%
Total 970 · Capital Outlay	0			119,100	222,000	53.65%
Total Expense	147,580	1,310,750	10.9%	119,133	222,000	53.66%
Net Income	(28,396)	0	100.0%	102,956	0	100.0%

Lakeland Library Cooperative
Pass Through & Capital - Monthly Checks
 As of February 28, 2022

Date	Name	Memo	Account	Amount
001.11 · Checking - Pass Thru				
02/09/2022	Barcode Service, Inc.	Delivery Dots	Library Supplies	184.36
02/23/2022	ID Label, Inc.	Barcodes	Library Supplies	1,135.57
02/24/2022	First National Bank	Domain renewal	IT Services	42.99
02/24/2022	OverDrive		Group Collection	4,994.68
			Total 001.11 · Checking - Pass Thru	<u>6,357.60</u>
001.113 · Checking-Grant				
02/15/2022	Overdrive - ARPA		Grant Expenses	36,941.23
			Total 001.113 · Checking-Grant	36,941.23
001.12 · Checking - Capital				
			Total 001.12 · Checking - Capital	0.00
			TOTAL	<u><u>43,298.83</u></u>

**LAKELAND LIBRARY COOPERATIVE
COOPERATIVE DIRECTOR'S REPORT
March 10, 2022**

Feels like March Madness: I think it's fitting. It's been a bit like Alice in Wonderland and a little bit like a college basketball tournament. We are down a lot of different rabbit holes, and we are surprised by some of the challenges and choices we are facing but we are working on them as a team that I think gets stronger all the time.

Staffing: As you know Thom Riley is retiring early and is going to focus on contract work. The advertisement has been posted and applications are coming in. We will embrace change and opportunity and move forward and grow further as a team.

State Aid: We are still waiting for the state aid calculations from the Library of Michigan and our first state aid check for this fiscal year. (Yes, this fiscal year that started in October, 2021.) We usually had the amounts before the end of the year and the first check earlier as well.

Server Migration: The server migration went very well and I applaud Sheryl and Thom and Jeff for all their efforts. Well done, well done and thank you all for your patience and assistance in troubleshooting.

Brief Records: Please read Jeff's report. Some good news about brief records!

Advocacy Day on March 1st: Lakeland's Intellectual Freedom Resource Page got a shout on from the chair of the MLA Intellectual Freedom Committee. Brava, Bravo Amber! ALA Executive Director, Tracie D. Hall provided a wonderful framework for advocacy starting with agitate, agitate agitate (Frederick Douglass) and so many great resources and this one jumped out at me: <https://www.ifla.org/publications/whats-your-library-advocate-personality/>

New Directors' Orientation: We are having a 3 hour new director's orientation on Thursday, March 3rd. We expect 15 new directors or assistant directors or director selects!

Member Directory Updates: Don't forget to submit your changes so that we can keep the directory up to date. It's up to you to do so!!! Please help us keep this accurate information on our website. <https://llcoop.org/directory-update-form/>

Agenda Items:

Board-

Pass Through Account Explanation for Grant expenditures: Please see Janet's report below and we can discuss further at the board meeting.

Strategic Planning: I contacted Amanda Standerfer in regard to strategic planning. She will be sending a quote in time for our April meeting. One of the biggest questions is do we want to have a day or half day summit to really talk about expectations, goals and how we get there together? We don't have decide this at the meeting but I think a discussion with the board will be useful so we can share your views with Amanda as we move forward and determine costs.

Advisory:

Feeding America: Representatives will join us to discuss the expansion of their summer food program for children. Two staff members from KDL will also share their experience with the programs. They will present for 10-15 minutes followed by Q&A for a total of a half hour presentation. Handouts will be distributed and emailed to those who can't attend.

Unique (This info is included in the Advisory packet too.) Several months ago, there was discussion about discontinuing collections with Unique Management. This is a system wide decision, and it was agreed that data was needed before moving forward. Attached to the Advisory packet are 3 spreadsheets of data from Unique for each library in the shared ILS for three 6-month time periods: pre-Covid, immediately after Covid and the past 6-months. This data will be explained in detail at the March meeting. We would like to suggest that no decisions be made this month but rather that the data and options be explained and considered and then voted on in April. We can use the time in between to answer your questions specific to your own library.

There are a few things that all libraries should consider before voting on whether to discontinue use of Unique's collection service:

1. For patrons with billed item balances exceeding \$40.00, the last notification will be the billing notice from Sierra that is sent at 35 days for most materials.
2. There is an option available in Sierra called a "statement of charges," which is a summary of charges on a patron record. These can be sent either by e-mail or printed and sent via USPS. Libraries would be responsible for the cost of mailing.
3. Libraries also have the option to work with law enforcement to recover materials, which was utilized by some members in the not-so-distant past.
4. Aside from the above options or using a traditional collection agency, there is no other alternative to improve the rate of recovery of unreturned materials.

The ARPA Digital Content Grant is now in stage 4. Content Groups including Lakeland are now purchasing ebooks and audiobooks. IF all goes as planned, purchasing should be finished by end of May and reimbursement completed by July 1st! I'm happy to answer questions.

Covid: New Masking Guidelines and how are you managing? We have dropped the mandate at the LLC office according to MDHHS guidelines.

Other Reports:**Delivery & Facility Manager - Terry Cross**

February 2022 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

	February – 2022	February – 2021	Difference	% Change
Total Book Bags & Bins	2,592	2,837	(245)	(8%)

In February 2022, there were 2,592 book bags and bins sorted, loaded, and delivered to member libraries. The 2,592 bags and bins that were delivered in February 2022 were 8% less than the 2,837 bags and bins that were sorted and delivered in February of the prior year.

The power steering lines had to be replaced in one of the trucks in February. One of the lines was rubbing against the steering shaft which caused the power steering fluid to leak. When the lines were replaced, they were routed away from the steering shaft. A rental truck was leased for one day while the truck was being repaired.

In February, I spent 12 hours working on the ARPA Grant. Work consisted mostly of calculating the allocation of funds going to each of the content groups. The allocation was based on the results of the Library Survey where the libraries had a choice of how the funds would be allocated. Based on the library's response, funds were allocated to either: 100% to the Content Group, split 50% / 50% between the content group and library, or 100% to the content group. Finally, amounts that were allocated to the libraires, and content groups were reconciled to the total amount of the grant.

Finance & HR Assistant - Janet Cornell

Financial activity for the grant has begun with the first round of invoices verified, paid, and submitted for reimbursement. The grant financials are set up with a single revenue and expense account as an activity center within the Pass-Through Fund and can be seen on the Pass Through Budget vs Actual report. Some of our banking presets had to be adjusted so that we could pay the vendor by ACH through the correct bank account, but we were able to make those adjustments through the process so that the next round will go smoothly. There will be some activity flowing to/from the operating fund – mostly for wage reimbursement for hours worked on the grant.

With delays in receiving mail through the post office, we are looking to move more of our regular vendors to online payments by ACH through our bank. This was prompted by a finance charge received on a check payment that was sent in plenty of time to reach the vendor. There will still be some physical checks printed to vendors, but not as many. I have set up a check numbering sequence and spreadsheet to keep track of online and ACH vendor payments since QuickBooks does not have a numbering system for those types of payments. This has been good to keep track of as it aids in reconciling the bank statements and should help with the audit next year.

I have started working on compiling internal procedure lists for each of the activities to be recorded in the new QB files. Not only is this needed for continuity with the financial transactions but will serve as an available resource for others assisting in my position.

IT Manager - Thom Riley

Hello and farewell my fellow Lakeland library member staff. I'm retiring early and moving to a more flexible work schedule allowing us to travel more. After almost 25 years supporting Lakeland and all its members and patrons, I wanted to thank everyone for all the good times, the friendships created and just for this adventure. Thank you for all the emails I received wishing us well. On to the report, I'll keep it short.

Lakeland experienced downtime with our email service that lasted almost 4 days. This service is hosted and housed offsite by a 3rd party vendor. The issue originated with the server hardware which in turn caused filesystem corruption. As the service became unavailable on a Friday afternoon and was worked on over a weekend, the time to resolve most likely suffered a longer resolution timeframe. The final rebuilding of the data was done on Monday with the service becoming available Tuesday morning. This is a critical communications service as we

hold email for over three hundred library staff members. We are looking at better options going forward for this service while trying to make it an affordable one.

There were no other major disruptions to Lakeland services.

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

Our recycling project continues and will be passed on to finish to the person hired for my position. We have been able to help many members over the years with spare parts, cables and adapters but it's time for most of this to be recycled.

The recent Sierra migration from AWS to the Proquest data center went smoothly. We worked with those few members on changes after we came back up, but the issues experienced were few and quickly resolved. The vendor issues we experienced were traced and resolved quickly. See Sheryl's report for more specifics.

The migration from AWS has resulted in a large increase in connection stability and a large decrease in network packet latency (this is also a good thing). We have done some preliminary testing and we are hopeful this will resolve the lingering jar file errors and allow us to discontinue a work around we have implemented at some member locations. This will allow faster more hands-off updates to Sierra in the future.

January help desk tickets created - 222. Tickets resolved – 187.

February help desk tickets created - 165. Tickets resolved – 163.

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

Thank you for the Lakeland adventure.

Grazie mille. Ciao!

Thom

Cataloging Services Manager - Jeff Lezman

February 2022 activities

On February 15, the MAC committee met to discuss a number of cataloging topics.

The committee agreed that all the cataloging centers would merge or overlay each other's brief records whenever possible. Doing so will help to make those materials visible in the catalog in a more timely manner.

Lakeland's new cover image database was rolled out. The cataloging centers can now submit images for materials that have none in the Bibliocommons catalog. These images can then be linked to the appropriate records in Bibliocommons.

In order to better meet the needs of their patrons, several of the cataloging centers will be moving some of their graphic novels from serial records over to monographic records. Libraries that prefer to use serial records for their graphic novel collections may continue to do so.

January e-mail & telephone consulting contacts: 17

We added 19,297 Hoopla records and 2,218 Overdrive records to the database.

January 2022 Statistics

The statistics for January 2022 show a decrease in the number of cataloging requests we received, and an increase in the number of records cataloged compared to January of last year. At the same time our overall year-to-date statistics show a decrease in the number of requests received and in the number of materials cataloged.

The number of cataloging requests received in January was down by 19% compared to January 2021. The number of requests received that were already in the database increased by 124%. The number of records copy-cataloged in January was up 3% compared to January 2021, and the number of original records cataloged was up by 36%. The total number of records cataloged was up by 5% compared to January 2021.

Cataloging	Jan. 2022	YTD	Jan. 2021	YTD	Monthly %	YTD PCT
Requests Received	1832	7699	2273	8687	-19%	-11%
Requests already in database	139	310	62	241	124%	29%
Requests to be cataloged	1693	7389	2211	8446	-23%	-13%
Copy Cataloging	2020	5371	1970	7533	3%	-29%
Original Cataloging	173	506	127	526	36%	-4%
Total Cataloged	2193	5877	2097	8059	5%	-27%

ILS Manager - Sheryl VanderWagen

RIDES statistics: We received 172 totes in January 2022, up 71 totes from 2021. We sent out 133 totes in January 2022, up 22 totes from January 2021.

Patron Point: Patron Point is doing some customization for us for our registration system but we are still on target to launch before Summer Reading programs begin.

Capira and item level holds: A correction to the software will affect ALL Capira customers so they are currently working with Innovative Interfaces to get this corrected before they push out a new software version for all customers.

Server IP Address change: Innovative Interfaces moved our Sierra servers to the ProQuest data center as scheduled on February 24. The migration went as expected and all outstanding access issues were resolved by the next morning.

Sierra 5.4: The upgrade to version 5.4 will take place after 9:00 p.m. on Monday, March 21, 2022. All Sierra users will receive new “jar” files the next morning when they log into Sierra. We'll send out reminders as the date draws closer.

Encore: We are working with the Innovative tech support to have Encore unlinked from our application and database servers and to shut down Encore. This will be a scheduled activity that will take place after 9:00 pm when libraries are closed because it will involve a server reboot. Our subscription expired at the end of January 2022. If patrons still have bookmarks to Encore, those will no longer be functional. Please direct them to your Bibliocore catalogs.

Unique Management: We will be discussing Unique Management participation at the March 10, 2022, Advisory Council meeting. Please see Carol's report for details.

Respectfully submitted,

Carol Dawe

LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Official
Thursday, January 13, 2022, following the Board meeting
Kent District Library Service Center

16

Council Members Present: Britney Dillon, Mary Cook

Council Members Absent: Elyshia Hoekstra

Staff Present: Carol Dawe, Sheryl VanderWagen

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:16 a.m. by Chair, Britney Dillon. There were 24 additional participants.
- 2) **APPROVAL OF AGENDA:** Jessica Hunt (NG) moved, supported by Stefanie Reed (MG), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** Amber McLain announced the availability of the new Intellectual Freedom resources page on the Lakeland website.
- 4) **APPROVAL OF MINUTES:**
 - a) Kelly Tinkham (NN) moved, supported by Mary Johnson (MADL), to approve the Advisory Council minutes from December 9, 2021, as presented – *motion carried*.
- 5) **BOARD REPORT:** Dale Parus noted the Lakeland Board will begin a strategic planning process.
- 6) **ILS MANAGER'S REPORT:** Sheryl VanderWagen had nothing to add to her written report in the Board packet.
- 7) **COOPERATIVE DIRECTOR'S REPORT:** Carol mentioned the follow up on the COVID tests. She took a straw poll regarding whether libraries are interested in in-person vs virtual author visits for the Michigan Notable Books tour. There were several libraries that would welcome an in-person visit. She mentioned the First Amendment Audits that are occurring throughout the state. The best practice if your library is selected, is to keep calm and carry on.
- 8) **OTHER REPORTS:**
 - a) Continuing Ed Committee – Heather Wood-Gramza (OZ) gave an update on the committee status. They are still in the process of reorganization and recruiting new members. Reach out to Heather if you are interested.
 - b) MLA Board Representative Report – No report
 - c) MLA Legislative Committee Report – Shirley Bruursema (KDL) reported that the MLA Legislative Committee had its first meeting of the year. She noted the MLA Advocacy Day in March has been changed to a virtual session rather than an in-person session. Dale Parus (IC) reported that the Legislative Committee is looking at Headlee Amendment issues along with the Michigan Municipal League, Michigan Association of Counties and the Michigan Townships Association. MLA will partner with those groups to effect changes to the Headlee Amendment/Proposal A which has financially impacted every local governmental unit since its adoption. He urged everyone to respond when the call for action goes out. The committee is hoping to see action on this in 2022. There was a question about the recent proposal to reduce the number of elections. Dale said that the legislation has had two hearings and is still in committee.
- 9) **UNFINISHED BUSINESS:**
 - a) ARPA Capacity Grant Updates: Carol Dawe opened the floor for questions about the grants and the survey that was sent out asking libraries how they preferred to spend their allotted monies. She encouraged libraries to become Overdrive Advantage customers and to purchase something through their Advantage accounts. Advantage purchases are made available to local patrons before they are made available to everyone. There was a question about whether libraries could know what was being purchased by other libraries through their Advantage accounts. There is not a way for

other libraries to know what is being purchased through Advantage accounts. There was a question about the formula used to calculate the allotment of grant monies. Carol noted that the Library of Michigan used the formulas established by the IMLS combining unemployment rate, bandwidth availability, poverty, and SNAP. Libraries with multiple branches were averaged on this rate among their branches. Heather Wood-Gramza (OZ) noted that the content offered in the grant are very specific non-fiction titles in several categories. There are no popular fiction titles available through the grant. Carol noted that there are 17 curated lists on various topics to choose from. There will be a Lakeland group Overdrive meeting in February. There was a question about the grant timeline. Stand-alone libraries have until January 25, 2022, to purchase their titles. The project deadline for purchasing is May 15, 2022. This will allow the Marketing team to begin the publicity campaign with overall project completion in August 2022.

- b) COVID-19 Information Sharing: Britney Dillon opened the floor to questions and comments on the current COVID-19 situation. There were several comments on in-person vs virtual programming with some noting an increase in virtual attendance and a decline in in-person attendance. Others have not seen that and have experienced a decline in virtual attendance. Several libraries offer at least one virtual story time program each week. Several libraries offer hybrid programming for both kids and adults where there is both an in-person and virtual option to attend. No one is closed and doing only curbside pickup. All libraries are open to walk in traffic. There was variation on masks, although generally everyone is strongly encouraging mask wearing on the part of both staff and public. A couple of libraries who are departments of municipalities are requiring masks because their cities have mandated them. There has been no move on the part of most libraries and municipalities to require vaccination.

10) **NEW BUSINESS:**

- a) Strategic Planning Discussion: Dale Parus opened a discussion on formulating an updated Strategic Plan for Lakeland.
- i There were several comments about the merits of having an outside facilitator or creating the plan internally. Looking at Harwood and other options
 - ii Dale asked about services that Lakeland offers or could offer if money were no object. There were several items on that list including:
 - a credit back to the members for help with their local budgets;
 - exploring a new ILS
 - delivery to every library every day; Add Clarksville to delivery
 - centralized processing/cataloging/acquisitions and
 - decentralized processing/cataloging/acquisitions;
 - a Youth Services staff member for Lakeland;
 - restoration of pickup anywhere in the online catalog;
 - more digital and technology resources cooperation with the Cooperative leveraging group purchasing of those resources. A committee to talk about sharing of resources, how we share, what we share, and helping to reduce redundancy of some purchases at multiple libraries along with minimum collection/budget standards for resource sharing.
 - Patron registration and signature standardization
 - iii There will be another similar discussion at the next meeting in February to allow for more input from participants who were not prepared for today's discussion.
- b) MLibrary Card vs MeLCat Visiting Patron: Carol asked if there were libraries in Lakeland who still participate in the MLibrary Card program offered by the Cooperative Directors. There are some.

- 11) **PUBLIC COMMENTS:** Maggie McKeithan (OS) has had patrons interested in resources to help them spot misinformation. Amber McLain noted that there are some resources on that topic on the new Intellectual Freedom page on the Lakeland website.
Stefanie Reed (MG) gave an update on the request by the Montcalm County Board of Commissioners for detailed reports from the county libraries detailing how their allotments of the countywide millage are spent. The commissioners have agreed to an annual report from each library's director instead.
- 11) **NEXT MEETING:** February 10, 2022, following the Board meeting at the Kent District Library Service Center.
- 12) **ADJOURNMENT:** Amber McLain (OJ), supported by Merri Jo Tuinstra (ES) moved to adjourn at 11:33 a.m. - *motion carried.*

Respectfully submitted by,
Sheryl VanderWagen