

Event starts at 11:30AM

**SAVE  
THE DATE**

**SHERYL'S  
RETIREMENT  
PARTY!!**

KDL Service Center

**08  
10  
23**

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL  
Thursday, June 8th, 2023  
Following the 9:30 a.m. Board Meeting  
Kent District Library Service Center  
814 West River Center Drive NE, Comstock Park, MI 49321**

Officers: Mary Cook (Chair), Kelly Tinkham (Vice-chair) Elyshia Hoekstra (Secretary)  
Quorum: 15

**Please also read the board report for manager reports and other important information.  
Thank you.**

**AGENDA**

- 1) CALL TO ORDER AND ROLL CALL**
- 2) APPROVAL OF AGENDA** *(m)*
- 3) PUBLIC COMMENTS**
- 4) APPROVAL OF MINUTES**
  - a) Advisory Council – Minutes from the 4-13-23 meeting *(m)* PAGES 2-3
- 5) BOARD REPORT – Lance Werner, Board President** *(i)*
- 6) ILS MANAGER’S REPORT– Sheryl Vander Wagen** *(i)*
- 7) MEMBER SERVICES MANAGER’S REPORT – Amber McLain** *(i)*
- 8) COOPERATIVE DIRECTOR’S REPORT -Carol Dawe** *(i)*
- 9) COMMITTEE REPORTS** *(f)*
  - a) Circulation Services—Draft minutes from May 24<sup>th</sup>, 2023 PAGES 4-7
  - b) Continuing Education- Flyers PAGES 8-9
- 10) OTHER REPORTS**
  - a) MLA Legislative Committee Report –Bruursema and Parus *(i)*
- 11) ONGOING AND NEW BUSINESS (SEE BOARD REPORT)**
  - a) Patron Point Patron Renewal Functionality: Costs *(i)* PAGES 10
  - b) Bibliocore Cloud Library Overdrive Records Project *(m)* Demo
  - c) Bibliocore Patron Request Feature *(m)* Demo
  - d) Email Project Update *(i)*
  - e) Intellectual Freedom discussion/update *(i)*
- 12) PUBLIC COMMENTS**
- 13) NEXT MEETING – July 13<sup>th</sup>, 2023 at Kent District Library Service Center**
- 14) ADJOURNMENT** *(m)*

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Official  
Thursday, March 9, 2023 at 9:30 a.m.  
At the KDL Service Center**

Council Members Present: Mary Cook (OC), Kelly Tinkham (NN), Elyshia Hoekstra (OC)  
Lakeland Staff Present: Carol Dawe, Sheryl VanderWagen, Amber McLain

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:36 by Mary Cook.
- 2) **APPROVAL OF AGENDA:** Merri Jo Tuinstra moved, supported by Cierra Bakovka to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:**
  - a) Teresa Kline shared that one of Fennville's trustees was appointed to LSTA advisory council.
  - b) Amber McLain encouraged directors to encourage all youth services staff to apply for eclipse glasses from STAR Net – the link is in the newsletter. [And here:  
<http://www.starnetlibraries.org/about/our-projects/solar-eclipse-activities-libraries-seal/>]
- 4) **APPROVAL OF MINUTES:** Merri Jo Tuinstra moved, supported by Cierra Bakovka, to approve the Advisory Council minutes from February 9, 2023, as presented – *motion carried*.
- 5) **BOARD REPORT:** None.
- 6) **ILS MANAGER'S REPORT:** Sheryl shared that MeLCat renewals are affected by a bug in Bibliocore but an update is coming early April. Additionally, there was a hold issue on items with volumes in Bibliocommons, but it is slated to be fixed with a Mid-March update.
- 7) **MEMBER SERVICE MANAGER'S REPORT:** Amber shared that Patron Point reports are delayed and noted the ability to send form submissions directly to email.
- 8) **COOPERATIVE DIRECTOR'S REPORT:** Carol showcased the new newsletter and snapshot and discussed website rebranding. Carol also encouraged feedback regarding the website and what members would like to see changed or added as we go about this process – please reach out to Amber with comments.
- 9) **COMMITTEE REPORTS:**
  - a) Continuing Ed – Minutes included for information.
- 10) **OTHER REPORTS:**
  - a) **MLA** – Shirley Bruursema shared that there are many initiatives currently in place and committee hearings are going well. Dale Parus shared that the committee is working on both Fiscal and Nonfiscal. HB4149 and HB4150 are the main gun bills. The legislature has doubled down on having open carry and concealed carry restricted, especially in government buildings. The question is whether libraries would be government buildings covered under that. Lance brought up a bill protecting school library workers from harassment and encouraged the MLA committee to push for public library workers to be protected as well.
- 11) **ONGOING ANF NEW BUSINESS:**
  - a) Group purchase Updates – Comics Plus deadline is coming up, CoverOne purchase is complete. We will attempt to keep group purchases consistent annually.
  - b) Collection Development Update – The board has moved forward with a committee regarding standards for collection and create a strong foundation and for the organization as a whole. It was also pointed out that this would not include Lakeland telling individual libraries what their collection should or should not include.
  - c) Intellectual Freedom Sharing
    - i) Kamey Howe shared that a resident shared that KDL wouldn't remove books and that was a reason that Cedar Springs should not join KDL. She also pointed out that nonresidents were showing up to meetings to attempt to sway the boards.
    - ii) Sheryl VanderWagen discussed that organizations are coordinating efforts to attack libraries.
    - iii) Cierra Bakovka shared that organizations are funding candidates to get on boards.

iv) Teresa Kline also pointed out that it's going on outside of our sphere as well, on school boards in particular.

12) **PUBLIC COMMENTS:**

- a) Peggy Hemeriling shared that Hastings put an RFP out for their window project. Hastings also shared that Hoopla cost discussions led to a generous patron donation.
- b) Kerry Fountain shared that Clarksville had a generous patron donation from a person who went there as a child – the money was used to renovate the bathrooms, and that project just wrapped up.
- c) Cierra Bakovka shared that Henika received a generous donation this past December.
- d) Teresa Kline shared that Fennville is working with an art crew to create a sculpture that will be at the library, and it will be dedicated to the migrant workers of the area.

13) **NEXT MEETING:** Thursday, April 13, 2023, following the 9:30 a.m. Board Meeting at Kent District Library Service Center

14) **ADJOURNMENT:** Matt Lubbers-Moore moved, supported by Virginia DeMumbrum, to adjourn at 11:18 - *motion carried.*

Respectfully submitted by,  
Amber McLain

**Lakeland Library Cooperative  
Circulation Committee Meeting  
May 24, 2023  
Grant Area District Library, Grant Michigan  
1:30 P.M.**

**Unofficial Notes**

- I. Call to Order
  - A. Meeting called to order at 1:35
- II. Additions/Changes to the Agenda
  - A. None put forward
- III. Approve the Agenda
  - A. Motion by Veronica -Flat River, second by Pam -White Lake, motion passed
- IV. Approve the Minutes of the March 22, 2023 meeting (attached)
  - A. Motion by Tiffany -Newago, second by Lynelle -Howard Miller, motion passed
- V. Director's report: Carol Dawe
  - A. Email issue will likely continue for the foreseeable future
    1. Libraries that have their own domain name for their emails should send things they would like to go to llc\_all to Amber ([amber@llcoop.org](mailto:amber@llcoop.org)) instead and ask her to send it out for you
      - a) IE Herrick has [name@herrickdl.org](mailto:name@herrickdl.org) will have difficulties sending to llc\_all
    2. Lakeland is working on getting a replacement for Zimbra
    3. They are also looking at ways to manage the distribution lists
      - a) If you have any ideas or suggestion, please share them with Carol ([carol@llcoop.org](mailto:carol@llcoop.org))
  - B. ILS Manager position is open, deadline is June 10th
  - C. LLC budget will likely go to the Finance committee in June
  - D. New sorter was hired
  - E. Watch out for the shiny new trucks with the new logo
  - F. Check the LLC website frequently for updates and information
- VI. Member Services report: Amber McLain
  - A. Patron Point
    1. Still working on better ways to handle rejected patrons
      - a) Currently working on having the information imported to Sierra so reports can be run
      - b) Patron Point is working on the coding right now
    2. Working on adding Recaptcha to the forms
    3. Working on Auto Renewal campaign

- a) This would involve Patron Point automatically checking if the patron is still at the same address and auto renewing the card
    - b) This may involve a charge to libraries, \$.30 per verification check, LLC will be looking into how to apply this
  - 4. Patron Point has the capability to create digital cards for Apple or Google wallets, LLC is looking into this
  - 5. Student forms are progressing, look for updates in the next couple of weeks
- B. If you would like training, let Amber ([amber@llcoop.org](mailto:amber@llcoop.org)) know what, when, and how
  - 1. LLC is looking at building their own version of a Niche Academy

## VII. ILS Manager report: Sheryl VanderWagen

- A. Server report for Sierra tonight - should only be 15 minutes
  - 1. Patron may contact you, but should be up and running again in the morning
- B. ILS info page on the website updated regularly - <https://llcoop.org/ils-information/>
- C. Pink non-resident cards supply is running low, so Lakeland working on getting new one
- D. Update on Due date slips/email of same
  - 1. Working on options for printing due date slips
  - 2. Options tied to Sierra logins
  - 3. Look for an email once Sheryl gets it going
- E. New 1-day courtesy notice reminder (questions)
  - 1. Has been going for about a week
  - 2. Patron only get this email if their items did not renew and are due in one day
  - 3. 500 to 600 items get this email per day
  - 4. This does not replace the 3 day reminder
    - a) The 3 day reminder lets patrons know if their item has renewed, but some patrons don't read closely
    - b) The 1 day reminder only tell patrons about items that are actually due
- F. Monthly status reports cleanup
  - 1. Posted on the website <http://www.llcreports.org/>
  - 2. Sheryl sends out an email when they have been updated
  - 3. Let Sheryl ([sheryl@llcoop.org](mailto:sheryl@llcoop.org)) know by the end of June if you would like help with batch status clean up
    - a) Missing, Lost and Paid, etc
  - 4. Contact Sheryl ([sheryl@llcoop.org](mailto:sheryl@llcoop.org)) with any questions
- G. Web Management reports: Broken REPORTS image
  - 1. This is a bug in the system, it should be fixed in the next Sierra release
  - 2. The link the image represents is not broken, just the picture itself. You can still click on it to get back to the main page

- H. Create Lists slowness and reminder
1. There are around 55 million items in the system, so some slowness is to be expected, but it was becoming an issue
  2. Sheryl opened a ticket
  3. It seems to be related to whether or not there are dates in the query
  4. This has been accepted as an issue and Software Engineering is looking into it
  5. If you use Create Lists, be sure to start your query early enough to finish. If you log out of Sierra before it finishes, it will never finish. Sheryl has to kill it the next day.
  6. Try to run only one query at a time or you will slow the entire system down while the multiple queries run. This includes check in and check out.
  7. Is there a better way to start or organize a query? No, not really, the system will handle them all the same.
  8. BiblioCore is offering to pull all OverDrive records from the cloud so they don't have to be hosted in Sierra, which may help reduce the number of records
- I. New itypes AGAIN (added two more)
1. For video games, 7 day or 21 day holdable but not renewable
  2. <https://llcoop.org/wp-content/uploads/2023/05/NEW-ITYPES-W-LOAN-RULES-4-23.pdf>
  3. If you have any questions or need any updates, email Sheryl ([sheryl@llcoop.org](mailto:sheryl@llcoop.org))
- J. MeLCat/My MeL Link updates
1. LLC forgot to update MCLS about our move to Biblio for the My MeL Page [https://elibrary.mel.org/screens/pverify\\_web.html](https://elibrary.mel.org/screens/pverify_web.html)
  2. The page is now updated
- K. Document of locations that share video games to LLC
1. Sheryl has a list, it is already out of date
  2. If you do not currently share your video games and decide you would like to, you need to let Sheryl ([sheryl@llcoop.org](mailto:sheryl@llcoop.org)) know so she can set it up in the system
  3. For libraries that share, are we okay with the complete item going on the hold shelf? It is assumed that they will be out and the borrowing library is of course responsible if a piece goes missing.
- VIII. Ongoing Business
- A. Green Slips (attached- RACHEL UPDATE: new trifold design now available, updated Canva link below)
1. [https://www.canva.com/design/DAFj3ent56l/SnByeZv5JYzM1UXru\\_n7WAQ/edit?utm\\_content=DAFj3ent56l&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAFj3ent56l/SnByeZv5JYzM1UXru_n7WAQ/edit?utm_content=DAFj3ent56l&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)
  2. May adjust to be three per page for more writing room
  3. Thank you everyone for responding when asked!
  4. Is it okay that patron info is on here? Yes.

5. Motion to approve by ?, second by Lynelle -Howard Miller, motioned passed
- B. Meeting Method- in person or via Zoom
  1. Make Winter meeting virtual? February meeting.
    - a) Motion to approve Shanie -Ionia, second by Tiffany -Newago, motion passed
- IX. Any Other Business
  - A. <https://lcoop.org/circulation-forum-committee/>
- X. Next Meeting Dates August 23, 2023 at Herrick NORTH BRANCH District Library in Holland, MI (155 Riley Street, Holland, MI 49424)
- XI. Adjournment
  - A. Motion by Shanie - Ionia, second Veronica -Flat River, motion passed



CONTINUING  
EDUCATIONS  
PRESENTS

# Lakeland Lunch n Learn

ALL STAFF WELCOME!

Join Lakeland every other month starting in September to learn from our peers about different topics. There will be a short introductory presentation followed roundtable discussions.

**September 14** - Seed Libraries

**November 9** - Social Media

**January 11** - Library of Things

**March 14** - Outreach

**KDL MEETING & SERVICE CENTER**  
814 West River Center Drive NE  
Comstock Park, MI 49321

**MEETINGS BEGIN**  
**12 PM**

**EVERY OTHER MONTH AFTER ADVISORY**

# UPCOMING CONTINUING EDUCATION EVENTS



## LAKELAND LUNCH AND LEARN





### WHAT

A time to share ideas, items, and more pertaining to certain topics.

- September 14 - Seed Libraries
- November 9 - Social Media
- January 11 - Library of Things
- March 14 - Outreach

### WHEN

After the advisory meeting, every other month, at about noon.

### WHERE


The KDL Service & Meeting Center.

Join three librarians - one with a well-established makerspace collection, one with a newly-established makerspace collection, and one that is just beginning to establish a makerspace collection - in discussion about the ins and outs of housing, cataloging, and circulating a collection centering around makerspaces.


**Aug 17 @ 2 PM - MADL Montague**



## MAKE A MAKER SPACE

## BE A GENEALOGY GENIUS



Join Jeannette from Loutit for a presentation and Question and Answer session about how to do Genealogy research, find resources, and answer patron questions regarding historical and genealogical questions.

**October 12 @ 2 PM on Zoom**

**Lakeland Library Cooperative**  
**Patron Point Automatic Renewal Estimator**  
**Estimated Verification Costs per library @ \$.30 per record**

**Note: All counts are for adult patrons without blocks who have email addresses, patrons without email are not included**

**Patron Automatic Renewals**  
**Expiring patrons 2023-2025**

Library Name	2023 Expiring Adult Patrons	Est. Verification Cost	2024 Expiring Adult patrons	Est. Verification Cost	2025 Expiring Adult patrons	Est. Verification Cost
Allendale Township Library	709	\$ 212.70	1103	\$ 330.90	1422	\$ 426.60
Alvah N. Belding Library	135	\$ 40.50	166	\$ 49.80	106	\$ 31.80
Carson City/Crystal	60	\$ 18.00	64	\$ 19.20	13	\$ 3.90
Cedar Springs Public Library	191	\$ 57.30	336	\$ 100.80	341	\$ 102.30
Coopersville Area Dist Library	306	\$ 91.80	307	\$ 92.10	342	\$ 102.60
Croton Township Library	16	\$ 4.80	42	\$ 12.60	37	\$ 11.10
Dorr Township Library	103	\$ 30.90	246	\$ 73.80	238	\$ 71.40
Fennville District Library	527	\$ 158.10	313	\$ 93.90	35	\$ 10.50
Flat River Comm. Library	392	\$ 117.60	410	\$ 123.00	246	\$ 73.80
Freeport District Library	42	\$ 12.60	97	\$ 29.10	77	\$ 23.10
Fremont Area Dist Library	243	\$ 72.90	589	\$ 176.70	537	\$ 161.10
Fruitport District Library	139	\$ 41.70	393	\$ 117.90	421	\$ 126.30
Gary Byker Memorial Library	281	\$ 84.30	564	\$ 169.20	596	\$ 178.80
Georgetown Township Library	1547	\$ 464.10	2909	\$ 872.70	3561	\$ 1,068.30
Grant Area Dist Library	97	\$ 29.10	174	\$ 52.20	191	\$ 57.30
Hackley Public Library	351	\$ 105.30	224	\$ 67.20	365	\$ 109.50
Hastings Public Library	940	\$ 282.00	665	\$ 199.50	382	\$ 114.60
Henika District Library	57	\$ 17.10	135	\$ 40.50	179	\$ 53.70
Herrick District Library	3427	\$ 1,028.10	5566	\$ 1,669.80	7138	\$ 2,141.40
Hesperia Community Library	55	\$ 16.50	73	\$ 21.90	149	\$ 44.70
Home Township Library	14	\$ 4.20	29	\$ 8.70	34	\$ 10.20
Hopkins Public Library	44	\$ 13.20	85	\$ 25.50	89	\$ 26.70
Howard Miller Library	563	\$ 168.90	1024	\$ 307.20	1078	\$ 323.40
Ionia Community Library	484	\$ 145.20	208	\$ 62.40	10	\$ 3.00
Lake Odessa Comm. Library	44	\$ 13.20	73	\$ 21.90	50	\$ 15.00
Leighton Township Library	88	\$ 26.40	183	\$ 54.90	187	\$ 56.10
Loutit District Library	908	\$ 272.40	2255	\$ 676.50	2838	\$ 851.40
Muskegon Area District Library	981	\$ 294.30	2282	\$ 684.60	2629	\$ 788.70
Newaygo Area Dist Library	64	\$ 19.20	183	\$ 54.90	231	\$ 69.30
Patmos Library	233	\$ 69.90	540	\$ 162.00	558	\$ 167.40
Reynolds Township Library	39	\$ 11.70	106	\$ 31.80	105	\$ 31.50
Salem Township Library	115	\$ 34.50	241	\$ 72.30	188	\$ 56.40
Saranac/Clarksville	51	\$ 15.30	198	\$ 59.40	251	\$ 75.30
Saugatuck-Douglas Dist Library	293	\$ 87.90	717	\$ 215.10	514	\$ 154.20
Sparta Township Library	258	\$ 77.40	333	\$ 99.90	148	\$ 44.40
Spring Lake Dist Library	1360	\$ 408.00	1638	\$ 491.40	685	\$ 205.50
Tamarack District Library	26	\$ 7.80	119	\$ 35.70	373	\$ 111.90
Thornapple-Kellogg Library	217	\$ 65.10	289	\$ 86.70	294	\$ 88.20
White Cloud Comm Library	82	\$ 24.60	138	\$ 41.40	139	\$ 41.70
White Lake Comm Library	183	\$ 54.90	381	\$ 114.30	454	\$ 136.20
<b>TOTAL</b>	<b>15665</b>	<b>\$ 4,699.50</b>	<b>25398</b>	<b>\$ 7,619.40</b>	<b>27231</b>	<b>\$ 8,169.30</b>

Note: Since patrons renew their cards in a variety of ways, these estimates are on the higher side assuming that ALL of them will be automatically renewed through Patron Point.