

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MEETING**

**Thursday, July 11, 2019**

Following the Personnel Committee Meeting.  
ESTIMATED STARTING TIME 10:45 a.m.

**Kent District Library Service Center  
814 W River Center NE  
Comstock Park, MI 49321**

Officers: Dale Parus (Chair), Kerry Fountain (Vice-Chair), Rob Bristow (Secretary)  
Quorum: 15

**AGENDA**

- 1) **CALL TO ORDER AND ROLL CALL**
- 2) **APPROVAL OF AGENDA**
- 3) **PUBLIC COMMENTS**
- 4) **APPROVAL OF MINUTES**
  - a) Advisory Council May 9, 2019 Unofficial Minutes (m) PAGES 1-2
- 5) **BOARD REPORT:** Diane Kooiker, Board President (i)
- 6) **COOPERATIVE DIRECTOR'S REPORT:** Please see Board Report (i)
- 7) **COMMITTEE REPORTS**
  - a) Grants Committee June 26, 2019 Unofficial Minutes (i) PAGE 3
  - b) CE Committee May 23, 2019 Unofficial Minutes (i) PAGES 4-5
- 8) **OTHER REPORTS** (If Representatives Present) (i)
  - a) MLA Board Representative Report – Kelly Richards
  - b) MLA Legislative Committee Report – Shirley Bruursema, Lance Werner, Kelly Richards
  - c) MLA Professional Development and Networking Committee – Mattie Cook
- 9) **UNFINISHED BUSINESS**
  - a) Non-Resident Cards
    - i) Survey Results Discussion (i) PAGES 6-10
    - ii) Policy Revisions Discussion (m) PAGES 11-12
- 10) **NEW BUSINESS**
  - a) Operating Budget FY19-20 (m) PAGES 13-14
  - b) Advisory Council Nominating Committee (m) PAGE 15
  - c) Narcan Discussion (m) PAGES 16-18
- 11) **DIRECTOR DEVELOPMENT**
  - a) Continuing Education Workshop Ideas (i)
- 12) **PUBLIC COMMENTS**
- 13) **NEXT MEETING** - Monday, September 9, 2019, following the Board Meeting at Kent District Library Service Center
- 14) **ADJOURNMENT** (m)



## LLC BYLAWS ARTICLE II ADVISORY COUNCIL

### **Section II-1.**

The Advisory Council shall be established pursuant to the Plan of Service.

### **Section II-2.**

The Advisory Council will elect the following officers:

1. Chairperson - The Chairperson shall preside at all meetings of the Council. The Chairperson shall appoint ad hoc committee members, authorize calls for special meetings, cancel scheduled meetings and generally perform the duties of a presiding officer. The chairperson shall be an ex-officio member of all committees.
2. Vice-Chairperson - The Vice-Chairperson shall assume the duties of the Chairperson in case of absence or disability.
3. Secretary - The Secretary shall assume the duties of the Vice-Chairperson in case of absence or disability. The Secretary shall keep the minutes of all meetings of the Council; keep an accurate record of all business transacted; shall be custodian of all records and shall conduct correspondence, unless otherwise provided. Minutes of each meeting shall be distributed to the full Lakeland Library Cooperative membership by the Lakeland Library Cooperative Director or his/her designee.
4. The officers shall be elected at the Advisory Council annual meeting from the members of the Advisory Council. The new officers shall take office on October 1 and serve for one year. No officer shall serve more than two consecutive terms in the same office.

### **Section II-3.**

Regular meetings of the Advisory Council will generally be scheduled a minimum of six (6) times a year. A tentative schedule of meeting dates and locations for the coming year will be presented at the Advisory Council annual meeting. The annual meeting of the Advisory Council shall be held in September.

### **Section II-4.**

Special meetings may be called by the Chairperson or upon request of a majority of the member libraries of the Lakeland Library Cooperative. The purpose of the meeting shall be stated in the call.

### **Section II-5.**

Fifteen (15) of the member libraries must have a representative present to constitute a quorum. Each member library represented that is present shall receive one vote. If a quorum is not present, the meeting may still be held, but no official votes taken.

### **Section II-6.**

ROBERT'S RULES OF ORDER, REVISED, shall be the parliamentary authority on all matters not covered by these BYLAWS.

**Section II-7.**

The order of business may be, but is not necessarily limited to, the following:

- Call to Order and Roll Call
- Public Comment
- Approval of Minutes
- Financial Report
- Correspondence
- Cooperative Library Report
- Unfinished Business
- New Business
- Adjournment

**Section II-8.**

The Advisory Council will adhere to OPEN MEETINGS ACT 267, 1976. Representatives from all libraries may attend all meetings and may be given a voice by recognition from the Chairperson.

**Section II-9.**

The role of the Advisory Council includes:

- Annually review the proposed budget with a recommendation to the Lakeland Library Cooperative Board for the coming year occurring prior to the September Cooperative Board meeting
- Define, discuss and prepare recommendations for solutions to problems
- Periodically review and recommend modifications to the Plan of Service
- Periodically review and recommend revisions to the BYLAWS

**LLC BYLAWS ARTICLE VII  
AMENDMENT OF BY LAWS**

**Section VII-1.**

Proposed amendments to the BYLAWS must first be submitted to the Advisory Council for discussion and review. Such proposed amendments shall be distributed to all member libraries at least 30 days prior to the Advisory Council review. Amending of the BYLAWS may occur at any regular meeting of the Lakeland Library Cooperative Board by a two-thirds (six) majority of the Lakeland Library Cooperative Board after the proposed amendments have been reviewed by the Advisory Council.

**LAKELAND LIBRARY COOPERATIVE  
ADVISORY COUNCIL MINUTES – Unofficial  
Thursday, May 9, 2019 at 9:30 a.m.  
Kent District Library Service Center, Comstock Park, MI**

Present: Dale Parus, Kerry Fountain, Rob Bristow

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:33 a.m. by Dale Parus.
- 2) **APPROVAL OF AGENDA:** Dale noted the addition of Non-resident Card Discussion as 10b on the agenda, as suggested in the Board Meeting. Peggy Hemerling (BH) moved, supported by Jessica Hunt (NG), to approve the amended agenda - *motion carried*.
- 3) **PUBLIC COMMENTS:** Dale congratulated Hastings on their millage.
- 4) **APPROVAL OF MINUTES:** Sharon Engelsman moved, supported by Mattie Cook, to approve the Advisory Council minutes from March 14, 2019 as presented – *motion carried*.
- 5) **BOARD REPORT:** There was nothing to report from the Board President.
- 6) **COOPERATIVE DIRECTOR'S REPORT:** Carol had no comments at this time.
- 7) **COMMITTEE REPORTS:**
  - a) CE Committee March 21, 2019 Official Minutes: Peggy (BH) praised the CE Committee for doing a great job with these great programs. There was a brief discussion of the FY2019-2020 All-Staff, which will be on Veteran's Day and Zingerman's will be the presenter.
- 8) **OTHER REPORTS:**
  - a) MLA Board Representative Report: Kelly Richards was again voted in to be on the MLA Board as a member-at-large. They have hired a new MLA Executive Director, Deborah E. Mikula (Debbie), who has experience with cultural administration and strategic planning. She has a lot of spirit and will be a great advocate given her lobbying experience and presence in Lansing. Dale agreed this will be a big plus and offered his congratulations.
  - b) MLA Legislative Committee Report: Shirley Bruursema was appreciative that Gail stayed on to complete the Narcan Bill, which will go to the Governor's desk next week. Senator Victory has introduced Bill 62 which will revise township library establishment. There is one library in Lakeland that will be affected. She spoke about budget concerns and State Aid as they look to find funding for the roads. Shirley remarked that the head of the committee favors libraries. Dale asked how much Gary and the new MLA Director have consulted [each other]? Shirley responded that he is working with Gail now.
  - c) MLA Professional Development and Networking Committee Report: Mattie Cook talked about the upcoming Marketing the Library (May 14) and Executive Summit (May 31) events. She also mentioned the CE program Teens in Focus which will be held at Flat River. Carol added that if you have staff who doesn't feel comfortable with teens, this is a good program for them.
- 9) **UNFINISHED BUSINESS:**
  - a) SWOT Analysis Ongoing Report: Dale explained that this is tied into the Strategic Plan from August 2018. Carol mentioned some updates and that there has been a snag with the email migration which will delay it a little, but moving forward and will have updated distribution lists. She also drew attention to the bylaws that will now be on the backs of agendas for easy reference. At the May 1<sup>st</sup> OverDrive meeting, they reported a 51% increase in usage over last year. She will be presenting a Niche Academy demo later in the meeting. The state demographer will be here next month. Dale mentioned that we should do a one-year review of the plan in July or September. Carol asked everyone to start thinking how to meld the ILS and Advisory Council groups, or how to better work together. She'd love to hear ideas and approaches that have been successful in other people's experiences.
- 10) **NEW BUSINESS:**

- a) Niche Academy Demonstration and Discussion: Carol presented the demo. She let everyone know that she emailed them this morning with the link to create an account. She elaborated that we only have one license, so they have to go through the Lakeland link. Dale quoted from the Strategic Plan/Summit regarding the Training section and the interest to receive training in new formats. They want input on what the needs are of the cooperative members regarding training. Carol elaborated on domain issues for login access, specifically that Gmail users will need to contact Tech-Help for assistance. It is recommended that every staff member create an account, because you can track training and quizzes, etc. Carol suggested that we proceed with choosing a chief selector, along with a committee, and seek member suggestions – there was agreement from the group. Also, please email her regarding areas of Sierra that give staff trouble and let her know if you have staff willing to work on videos/modules. Joe Zappacosta (SM) asked if we can purchase classes from Niche Academy. Carol responded that we have a variety of options offered. John Martin (OL) asked about staff participation and coordination of topics/videos. Diane Kooiker (HO) asked if we can link videos like KDL's Next Nexus event. Carol likes the idea but will have to explore how. If not this avenue, perhaps the LLC website or in the newsletter. Other ideas may be to share a short video like the summary and results of the meeting Kelly Richard's team did with The Five Dysfunctions of a Team.
- b) Non-resident Card Discussion: Carol hopes we can discuss fees, policies and see if there is anything we need to change. She is hoping to bring information to the July meeting about what other MI Coops do. She mentioned that IL has a statute on how to handle them, but MI is individually determined. Diane recounted some history of non-resident cards, specifically that contract townships could pay any amount, until the cooperatives and the state decided to mandate a minimum 3/10 of a mill for library service. Some non-resident card fees are based off what the average user would pay (if there was no fee or requirement, then a contract township would opt to let users buy a card). Herrick only lets users that are not in a contiguous geographical area buy a library card. The cards are good at Herrick only and do not allow use of the paid electronic resources, as vendor fees are based on population. To open use to all cooperative offerings/services would be problematic. Peggy (BH) asked how many libraries only charge the 3/10. Hastings charges what the average taxpayer would, which is \$100 but it is for limited services. Carol mentioned that LLC will do a survey of the cooperative members to get some more information. She added that we may have to revisit ILS profiles to meet patron needs- collaboratively and individually. There are a few libraries that have unique issues due to geography and school zoning. Please send questions to Carol by next Tuesday and they will be run by the Advisory Council to review and make any additions. Then Carol will send out the survey link late next week. There will be further conversations on this after the survey results are gathered.

11) **PUBLIC COMMENTS:**

- a) Peggy (BH) mentioned an author talk tonight at 7 p.m. with Allen Eskens as part of Barry County's One County, One Book.

12) **NEXT MEETING:** Thursday, July 11, 2019, following the Board Meeting at Kent District Library Service Center

- 13) **ADJOURNMENT:** Kelly Perkins (NN) moved, supported by Kelly Richards (UM), to adjourn at 11:29 a.m. - *motion carried.*

**LAKELAND LIBRARY COOPERATIVE  
GRANTS COMMITTEE MINUTES – Unofficial  
Wednesday, June 26, 2019 at 9:30 a.m.  
Lakeland Library Cooperative, Grand Rapids, MI**

Present: Teresa Kline (Chair), Marla Ehlers, Bethany Nettleton, Jackie Roseberry, Heather Wood-Gramza  
Staff Present: Carol Dawe, Kelly Ann Schroeder (took minutes)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 a.m. by Teresa Kline, Chair. The representative from the Literacy Center of West Michigan had not yet arrived.
- 2) **APPROVAL OF AGENDA:** Marla Ehlers moved, supported by Bethany Nettleton, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** Marla Ehlers moved, supported by Heather Wood-Gramza, to approve the Grants Committee minutes from May 29, 2019 as presented – *motion carried*.
- 4) **UNFINISHED BUSINESS:**
  - a) Youth Services Grant Activity Update – Bethany had nothing to report and the next Youth Services meeting will be in the fall.
  - b) Assignment Reports:
    - Heather had gathered materials to share. In particular, she brought in “Summer Matters” and discussed some of the main points. It raised the questions, “Who is NOT at the table?” Another idea is regarding what initiatives we can do differently, so that they are engaging, interactive, self-motivated and how do we measure them. She referenced one organization that trains their library staff yearly to have what they need for success (specific to a summer initiative, but relevant in general). Some other things to consider are our barriers to access and how we can be more intentional [as we plan]. An important piece to consider is scalability given our varying library dynamics.
    - Carol asked for clarification on the survey and the intended topic of 3<sup>rd</sup> Grade Literacy. She presented a draft survey and asked for committee input. Kelly will make the suggested edits and get the survey on Survey Monkey as suggested after Labor Day.
    - Jackie did some research on grants/initiatives from other cooperatives. One possibility was getting literacy materials (books, tech, etc.) into the hands of homeless children. There was also a program with “buddies” for the kids (sponsored by Better World Books).
    - Marla mentioned the Books on the Bus initiative KDL did with schools and the city bus system. She also mentioned that GRPL’s Business Librarian is trained to work with the Foundation Center resources and can teach classes.
    - Carol likes the idea of “low-hanging fruit” and to find out what is already working and build on it. She also asked how the group wants to handle these grant opportunities and some of that can be better answered after the survey results are gathered. Continued research to see what is available and how we might use any grant that fit the target goal was also desirable.
    - There are resources on grant writing via Demco and other sources.
- 5) **NEW BUSINESS:**
  - a) Literacy Center of West Michigan – Marla spoke on behalf of the Literacy Center for West Michigan. She gave a brief history and mentioned some focus areas they work on/with. Teresa mentioned that Allegan County would like to start up a literacy program and that LCWM does training for that. It was suggested that this would make a great partnership and that Wendy can help with making connections and guiding to resources. The next step would be to see if Wendy can meet with the committee in August.
- 6) **NEXT MEETING:** Thursday, August 14, 2019, 9:30 a.m. at Lakeland Library Cooperative
- 7) **ADJOURNMENT:** Jackie Roseberry moved, supported by Bethany Nettleton, to adjourn at 10:23 a.m. - *motion carried*.

**Lakeland Library Cooperative  
Continuing Education Committee  
May 23, 2019  
Minutes**

**Call to Order:** 1:06 pm

**Members Present:** Mary Cook (HO), Mattie Cook (MG), Lindsey Dorfman (KU), Britney Dillon (IB), Sarah Welch (NN), Kayla Shinabargar (OC)

**Absent:** Heather Wood-Gramza (OZ), Jeanessa Smith (GR), Carol Dawe (LL)

**LLC Representatives:** Janet Cornell (LL)

**Approval of Minutes:** Motion by Sarah with support by Kayla to accept minutes as presented. Motion approved.

**Approval of Finance Report:** Received bill from Britney for May workshop, expenses for other previous workshops included in report. Motion by Britney with support from Mattie to accept the financial report as presented. Motion approved.

**Discussion Items:**

*Race & Diversity "Centering a Diverse Group of Patrons" (4/12/19)* – Jeanessa wasn't able to attend so the report was postponed until the next meeting.

*Teens in Focus (5/24/19)* – Britney stated she is all set and ready for the conference. There are 34 registered to attend, including one non-member.

*Customer Service (11/11/19)* – Lindsey reported that not much change has occurred since last month. She will send Janet the information for the deposit with Zingerman's, and reconnect with Michael Burns about the second half of the workshop.

**Trending Topics:**

*July 19, 2019*– Britney reported the topic will be on non-traditional collections. She will be getting information together on the flyer after her workshop Friday so the calendar can be updated reflecting the change.

*September 20, 2019* – Connecting with Schools – Sarah has enlisted the help of Grandville A+ Initiative and will be ready to go after summer reading wraps up.

**Other Business:**

*Follow up on QR code evaluations* – Janet shared a form Kelly will be including in with nametags and sign-in sheets. It can be posted or left near the sign-in so participants can scan it and go directly to the Survey Monkey evaluation for that event. The one she shared was a copy for the Teens in Focus workshop. Committee members tested out the scan and liked the idea of including it with workshop materials. Janet also shared that Kelly has scheduled the calendar

migration to the new system for June 4<sup>th</sup>. There may be a few glitches here and there but should be worked out before registration for the next event. If you see any problems with the new calendar, please give Kelly a call. The new system is pretty intuitive for completing registration. Janet mentioned they may have to wait to include the ecommerce payment system for non-member workshop fees. The only merchant service the calendar vendor works with requires the same information as opening a bank account, so it may have to wait until the bank signature cards are signed in the fall.

*Unconference for Youth* – Mary mentioned she has received many requests for an unconference for youth. We had a lot of positive feedback from the Unconference for Teens last year and would like to switch it up for youth next year. With the All-Staff workshop scheduled for the Fall, the committee mentioned President’s Day in February would be a good day to consider.

*FY 2019-20 Event Planning* - The committee set the August meeting as the long planning meeting for the new fiscal year. Janet wasn’t sure when the budget needed to be presented to the Advisory Council but thought it should be by then. The planning meeting will be from 12 – 3 pm and include a light working lunch. We will also be electing new officers. The August meeting will be held August 15<sup>th</sup> at KDL.

**Meeting date Change:** With just a few more events planned for after summer reading, it was decided to cancel the June 20, 2019 meeting.

**Next Meeting:** July 18, 2019 at 1 pm – KDL Bird’s Eye Room

The meeting adjourned at 1:43 pm.

Respectfully submitted,

Janet Cornell

**Non-Resident Card Survey Responses:**

1. Your Name: 38 respondents
2. Library Name: 38 respondents
3. Do you provide a non-resident card?
  - a. 37 provide a card
  - b. 1 does not.
4. What do you charge per card? (36 responses)
  - a. This ranges from \$20.00 to \$120.00 annually. Some libraries have a monthly charge from \$7.00 to \$10.00. The most common charge is \$50.00 per year. See question 5 which is the more significant question.
5. What formula do you use to arrive at the cost per patron card? (35 responses)
  - a. 6 do not know what formula is used
  - b. 2 do not charge at all
  - c. 3 participate in a county millage and use that to calculate the fee
  - d. 13 use the average of what a household pays in taxes.
  - e. 2 use a combination of millage, penal fines, state aid and misc library income divided by legal serv. Population.
  - f. Budget divided by population
  - g. 3 use their operating millage amount by number of residents
  - h. Median Value of a home divided by 50%, multiplied by 1.2733 for Ensley Township. (This respondent only provides cards for residents within the geographic boundaries of LLC that are not served by any one library.
  - i. Use formula similar to neighboring libraries
  - j. Fair and affordable but no formula provided
  - k. Flat rate of \$50. 00
  - l. A mixture of d and e.
6. Are there any exceptions to this formula or fee? (32 respondents)
  - a. 19 have no exceptions
  - b. 3 have some form of student card for non-residents
  - c. 2 have a summer card
  - d. 2 don't charge and view this as an exception
  - e. 4 have a prorated card policy
  - f. Not available for contiguous communities or those with less than .3 mil in library support
  - g. Reduced fee for a new card
  - h. No charge
  - i. Considers other area libraries and rounds up to be similar.
7. Do you provide any services besides local item checkout or local programming?
  - a. 5 responded Yes
  - b. 31 responded No

8. Please list what you provide.
  - a. Faxing
  - b. 2 provide all services that residents receive
  - c. Holds on their own materials
  - d. Public Computers
  
9. Do you give access to non-residents to any other online resources?
  - a. 6 responded Yes
  - b. 30 responded No
  
10. If so, please list what you provide. Please be thorough in your response and list all that are available outside the library.
  - a. 2 provided access to all e-resources
  - b. 2 provide access but only within the building. One specifically mentioned only Ancestry
  - c. Ancestry and A to Z World Travel was listed by 1
  - d. Mel databases was listed by one. (I think this pertains to all residents.)
  
11. LLC provides non-resident cards and barcodes. Are you using them?
  - a. 28 use them
  - b. 7 do not.
  
12. If not, please explain how you are identifying these patrons for the rest of the cooperative members?
  - a. Please see the responses for question 12 attached to this document.
  
13. Do you have any local agreements within your county or service area?
  - a. 5 have local agreements
  - b. 30 do not
  
14. If yes, please describe and send a copy of the policy to Carol Dawe via e-mail.
  - a. Please see the responses for question 14 attached to this document.
  
15. Please review the current LLC Non-Resident Policy (below).
  - a. 38 read the policy. You are all wonderful! Thank you!
  
16. What suggestions do you have for improving this policy and the user experience?
  - a. Please see the response for question 16 attached to this document.

## Non-Resident Card Survey

## Q12 If not, please explain how you are identifying these patrons for the rest of the cooperative members?

Answered: 8 Skipped: 30

#	RESPONSES	DATE
1	NA	7/1/2019 10:10 AM
2	I will start using the LLC barcodes, I forgot that I had them. I have very few requests for a non resident card. Usually it is for a few months in the summer for kids visiting a parent or a family camping in the Freeport area; I set them to Local Use Only and explain that their card can only be used at our library.	6/27/2019 3:52 PM
3	We never used them as we used the patron's Georgetown card with a note. The one time we did issue one - we used the proper coding. (more than a decade ago). We had one non-resident this summer - and we used melcat visiting patron.	6/26/2019 4:48 PM
4	We place a yellow circle sticker (with a symbol representing "access") on KDL cards.	6/26/2019 3:01 PM
5	We require a driver's license or state ID with a current address when they register for a card. If they're non resident property owners, they have to provide proof of tax payment.	6/26/2019 12:34 PM
6	Our board feels that once they pay/ purchase a card, they are a patron of our library. No additional identifying marks on their card.	6/26/2019 10:34 AM
7	I am not sure we have the cards. I will check with cataloging staff when they are on staff.	6/26/2019 10:13 AM
8	On the rare occasion that we issue a non-resident card, we use old LLC patron barcodes. We always make these local use cards and do not allow placing holds, except for our own items. These cards can only be used for our own Library's resources.	6/21/2019 3:31 PM

Non-Resident Card Survey

Q14 If yes, please describe and send a copy of the policy to Carol Dawe via e-mail.

Answered: 7 Skipped: 31

#	RESPONSES	DATE
1	We have an agreement with Newaygo Area District Library for home library. I have not found a copy of the policy.	6/28/2019 12:40 PM
2	we have contract service agreements with 4 townships for service. Is this what you are referring to? We also have service agreements with Zeeland Library and Saugatuck Douglas district library.	6/27/2019 3:41 PM
3	We have an agreement with the Ensley Township supervisor. I will send the details separately.	6/26/2019 3:01 PM
4	N/A	6/21/2019 3:31 PM
5	Yes. By reciprocal agreement, Ionia County residents that are not in the LLC footprint are extended local use only cards at no charge because they are electors of the shared Ionia County millage. This is an agreement made between the six members of the Ionia County Library Association. Four member of ICLA are LLC members (IC, IB, IS, IL); the others are Lyons District Library and Portland District Library. I will send the ICLA agreement to Carol as requested.	6/20/2019 5:45 PM
6	I'm guessing you are asking only about local agreements addressing non-residents, so I answered no. But we do have local agreements in Muskegon county regarding delivery and also issuing cards for one another's patrons. Let me know if you want to see those. Thanks!	6/20/2019 12:25 PM
7	Not for non-resident cards. We have a home-library agreement with Newaygo County libraries and MADL.	6/20/2019 11:45 AM

## Non-Resident Card Survey

## Q16 What suggestions do you have for improving this policy and the user experience?

Answered: 17 Skipped: 21

#	RESPONSES	DATE
1	I would like to be able to offer online services.	6/28/2019 12:40 PM
2	From our library's perspective, since non-residents pay as much as the average resident, we would like to be able to offer them the same level of service, especially the ability to get interlibrary loans. The risk of the loss of materials is the same whether it's a resident or non-resident.	6/27/2019 4:42 PM
3	None	6/27/2019 3:41 PM
4	For us, our non residents sometimes reside closer to the library than residents. This causes confusion when addresses or physical distance are brought up. We attempt to explain but it would be wonderful to have a concise and simple explanation that explains how libraries are funded by property taxes. Is there anything we could print so that all libraries have the same explanation?	6/27/2019 9:10 AM
5	I'm fine with it. Luckily, where we are located, we have no requests for this type of card anymore. If we do - we'll have to ask for some of the special cards and get it back into a written policy.	6/26/2019 4:48 PM
6	Suggestion would be to accept that each library board be allowed to make this decision for their own library. Residents pay the same amount through their taxes as a non resident pays for a card. In the board's mind this is a fair decision.	6/26/2019 10:34 AM
7	This has worked well for us. Of course, the non-residents would love to have more access to the whole coop materials.	6/26/2019 10:30 AM
8	We don't do a lot of non-resident cards, so I haven't really had any questions of concerns come up. But I think people who are looking for a non-resident card know the limitations, and are ok with it.	6/26/2019 10:27 AM
9	Is the library where the patron first purchases a card the registering library? And all others are listed on the back of the card?	6/26/2019 10:13 AM
10	These patrons would love to be able to purchase a full use card that provides access to downloadable materials and inter-library loan :) However- I understand why that is not currently an option!	6/26/2019 9:14 AM
11	none-	6/24/2019 3:31 PM
12	Non - residents should be able to pay for as many months as they want, instead of all expire at end of year.	6/21/2019 11:13 AM
13	IC believes it is following the current LLC Policy in full. We have no specific suggestions at this time, but we would be open to discussing changes to the LLC Policy. We do business in a county that is split between two cooperatives, and we understand firsthand the service challenges that members on the fringe of the Lakeland footprint must have.	6/20/2019 5:45 PM
14	None at the moment.	6/20/2019 2:49 PM
15	None	6/20/2019 1:25 PM
16	The Non-Resident card holders at HMPL are very pleased with how the program runs. They understand the limitations and also the opportunities the card affords them. They have stated they would pay more if they needed to to have access to HMPL's resources. They drive 2 hours to come here.	6/20/2019 12:56 PM
17	None that I can think of at this time.	6/20/2019 11:45 AM

## Non-Resident Policies

### **PRELIMINARY SUGGESTED REVISIONS (Other changes to come from survey responses and our discussion.)**

Lakeland's member libraries participating in the Shared LLC ILS are making a significant investment of their taxpayers' money in the development of a first-rate library system. In fairness to the taxpayers who fund the system, provision must be made to ensure that everyone using the system is contributing equitably to its operating costs.

Toward that end, it is the policy of the Lakeland Library Cooperative Board that non-residents be given access to the resources of Lakeland's member libraries in accordance with the following rules and regulations, and that all Lakeland members shall enforce these rules and regulations in a complete and consistent manner.

#### **NR 1.0 Definitions**

- 1.1 Participating Library. A Lakeland member library participating in the Shared LLC ILS or a stand-alone online system that provides for resource sharing, access to their catalog, checkout and placing holds.
- 1.2 Legal Service Area/Contract Service Area. The boundaries recognized by the Library of Michigan as comprising the service area for a given library.
- 1.3 Non-Resident. Anyone living outside the legal or contract service area of a participating library. (Exception: Any member library may recognize someone as a resident if they own property within the legal or contract service area of that library.)

#### **NR 2.0 Non-Resident Cards**

- 2.1 Each Participating Library may make available to non-residents, per its own local policy, a card restricted to use only at that library with the Lakeland universal nonresident barcode prefix "2 0000" or for a stand-alone library their non-resident card prefix.
- 2.2 Each Participating Library may set its own fee for non-resident card, with the proceeds from such fee being retained by that library.
- 2.3 Each non-resident registered for a non-resident card may be allowed to place holds for pickup only at that library on materials owned by that library. Non-resident borrowers shall be able to borrow only materials owned by the local library from which services were purchased.

- 2.4 Non-residents may obtain cards at as many participating libraries as they wish, paying applicable fees at each library. Each non-resident, however, shall have only a single patron record in the Shared LLC ILS. Libraries at which the non-resident has borrowing privileges will be noted on the back of the patron's card. Each non-resident card purchased shall have a separate record in the Shared ILS.
- 2.5 Responsibility for materials borrowed using a non-resident card rests with the library at which the materials are checked out unless the registering library has not identified that patron as a non-resident according to NR 2.1 above. In that case, the registering library will be financially responsible to the owning library for any collection agency fees and lost or damaged materials.
- 2.6 Each non-resident card will expire no more than one (1) year from the date of issue. Participating libraries will decide whether or not to pro-rate any fees collected for cards issued throughout the year.

PPS Draft:	09/26/00	PPS Revision:	06/20/02	PPS Review	09/18/08	PPS Review:	10/15/09
First Reading:	11/9/00	First Reading:	07/11/02	First Reading	11/13/08	First Reading:	11/12/09
PPS Revision:	11/17/00	Adoption:	08/8/02	Adoption:	12/11/08	Adoption:	12/10/09
Adoption:	12/14/00						

PPS Review:	08/18/11	PPS Review:	08/21/14
First Reading:	09/08/11	First Reading:	09/10/14
Adoption:	10/13/11	Adopted:	10/09/14

**LAKELAND LIBRARY COOPERATIVE  
FY2019-2020 EXPENSE BUDGET DRAFT**

<b>Line Item Description</b>	<b>Total FY2019-20</b>	<b>Total FY2018-2019</b>	<b>FY2019-20 Over (Under) FY2018-2019</b>	<b>Notes</b>
Salaries/Wages	\$ 703,748	\$ 673,176	\$ 30,572	1
Benefits	\$ 140,042	\$ 156,938	\$ (16,897)	2
Liability Insurance	\$ 6,849	\$ 6,804	\$ 45	
Cataloging Services	\$ 51,510	\$ 53,355	\$ (1,845)	3
ILS Services	\$ 158,449	\$ 153,023	\$ 5,426	4
IT Equipment & Services	\$ 36,049	\$ 32,943	\$ 3,106	5
Professional Services	\$ 14,070	\$ 12,470	\$ 1,600	6
Rides Delivery	\$ 6,627	\$ 6,482	\$ 145	
Building & Grounds	\$ 45,249	\$ 44,968	\$ 281	
Transportation	\$ 46,495	\$ 44,988	\$ 1,507	7
Mileage	\$ 3,450	\$ 3,241	\$ 209	
Professional Development	\$ 33,679	\$ 35,915	\$ (2,236)	8
Supplies	\$ 4,425	\$ 5,795	\$ (1,370)	9
Contingency	\$ 6,000	\$ 6,000	\$ -	
<b>Total Expenditures</b>	<b>\$ 1,256,641</b>	<b>\$ 1,236,098</b>	<b>\$ 20,543</b>	
Less State Aid & Other Revenue:	\$ (519,950)	\$ (519,750)	\$ (200)	10
<b>Total Revenue by Libraries</b>	<b>\$ 736,691</b>	<b>\$ 716,348</b>	<b>\$ 20,343</b>	

**Notes:**

1. Includes 3% wage increase.
2. Flat rate for Defined Benefits on Division 1 were reduced with the paydown on UAL last year.
3. Reduction in SkyRiver costs.
4. Changes in Syndetics contract increased rates, reduced Itiva charges by implementation costs and long distance rates.
5. Includes cost for email server.
6. Added amount for consulting services. Reduced legal fees based on previous years.
7. Increased repairs and maintenance costs to reflect increased used and age on vehicles.
8. Added amount for Staff/Member Development to include annual luncheon and new director/staff trainings. Reduced Continuing Education.
9. Transferred delivery bags and supplies to Transportation costs.
10. Reflects no increase in state aid.

**LAKELAND LIBRARY COOPERATIVE  
FY2019-20 REVENUE BY LIBRARIES DRAFT**

		<b>Total</b>	<b>Total</b>	<b>FY19-20</b>	
		<b>FY2019-20</b>	<b>FY2018-19</b>	<b>Over</b>	
		<b>LLC Fees</b>	<b>LLC Fees</b>	<b>(Under)</b>	
	<b>Library</b>			<b>FY18-19</b>	
AB	Salem Township (Burnips)	\$ 13,854	\$ 13,176	\$ 678	
AD	Dorr Township	13,163	12,660	503	
AF	Fennville District	17,371	16,691	680	
AH	Hopkins District	11,470	10,869	601	
AL	Leighton Township (Moline)	14,132	13,387	745	
AS	Saugatuck-Douglas District	12,333	11,699	634	
AW	Henika District (Wayland)	13,543	13,152	391	
BF	Freeport District	11,294	10,739	555	
BH	Hastings Public	15,485	15,042	443	
BM	Thornapple-Kellogg (Middleville)	14,474	14,052	422	
EC	Cedar Springs Public	13,901	13,329	572	
ES	Sparta Carnegie Township	14,338	13,702	636	
GR	Grand Rapids Public	6,271	5,510	761	
HO	Herrick District (Holland)	42,731	42,731	0	
IB	Alvah N. Belding Memorial	15,351	14,718	633	
IC	Ionia Community	18,381	17,983	398	
IL	Lake Odessa Community	13,443	12,876	567	
IS	Saranac/Clarksville Public	15,525	14,857	668	
KU	Kent District	4,263	3,730	533	
MA	Carson City Public/Crystal Public	14,411	13,759	652	
ME	Home Township (Edmore)	10,775	10,195	580	
MG	Flat River Community (Greenville)	20,107	19,491	616	
MH	TCH Reynolds Township (Howard City)	14,353	13,866	487	
ML	Tamarack District (Lakeview)	14,794	14,155	639	
NC	Croton Township Library	11,011	10,408	603	
NF	Fremont Area District	18,193	17,605	588	
NG	Grant Area District	14,879	14,449	430	
NH	Hesperia Community	12,158	11,782	376	
NN	Newaygo Area District	13,078	12,466	612	
NW	White Cloud Community	13,575	13,194	381	
OA	Allendale Township	21,701	21,176	525	
OC	Coopersville Area District Library	15,200	14,577	623	
OG	Georgetown Township (Jenison)	41,410	40,526	884	
OH	Gary Byker (Hudsonville)	17,528	16,773	755	
OJ	Patmos (Jamestown)	13,807	13,295	512	
OL	Loutit District (Grand Haven)	29,928	29,107	821	
OS	Spring Lake District	22,087	21,486	601	
OZ	Howard Miller (Zeeland)	21,856	21,142	714	
SF	Fruitport District Library	16,852	16,250	602	
SM	Hackley Public (Muskegon)	20,817	21,030	(213)	
SW	White Lake Community	16,382	15,852	530	
UM	Muskegon Area District	60,465	59,835	630	
	<b>TOTAL</b>	<b>\$ 736,691</b>	<b>\$ 713,322</b>	<b>\$ 23,369</b>	<b>3.3%</b>



**LLC BYLAWS ARTICLE VI  
COMMITTEES  
ADVISORY COUNCIL NOMINATING COMMITTEES**

**Section VI-1.**

The Chairperson of the Advisory Council, subject to the approval of the Advisory Council, may appoint ad hoc committees deemed necessary. The President of the Lakeland Library Cooperative Library Board, subject to the approval of the Lakeland Library Cooperative Board, may appoint ad hoc committees deemed necessary.

**Section VI-2. Advisory Council Committees**

The Nominating Committee shall be a standing committee of the Advisory Council established to prepare a slate of officers for presentation to the Advisory Council and distributed in writing to the Advisory Council no later than one week prior to the annual meeting. It shall consist of:

- One representative from either library Groups D or E;
- One representative from Group C; and
- One representative from either library Groups A or B
- To be announced at the May meeting (or July if May meeting is cancelled) after each of the respective Groups caucus to select a representative at the May or July meeting.

The A & B & C Nominating Committee for Lakeland Library Board representation shall be appointed as follows:

- A Group vacancy – Advisory Council Chair appoints 1 member, the A Group at the March Advisory Council meeting caucus to appoint 2 members
- B Group vacancy – Advisory Council Chair appoints 1 member, the B Group at the March Advisory Council meeting caucus to appoint 2 members
- A/B Group vacancy – Advisory Council Chair appoints 1 member, the A/B Group at the March Advisory Council meeting caucus to appoint 2 members
- C Group vacancy – Advisory Council Chair appoints 1 member, the C Group at the March Advisory Council meeting caucus to appoint 2 members
- If an A or B or C representative to the Lakeland Library Cooperative Board resigns during their term a Special Advisory Council meeting will be scheduled to appoint a Nominating Committee for Board representation and a second Special Advisory council meeting shall be called within one month to elect a replacement for the remainder of the term.



## Overdose reversal goes public

### LANSING

Librarians, school staff and more get legal clearance to administer naloxone

**Lauren Gibbons [lgibbon2@mlive.com](mailto:lgibbon2@mlive.com)**

Public employees in Michigan will be able to carry and administer anti-overdose medication under legislation signed by Gov. Gretchen Whitmer this week.

Taken together, Senate Bills 200, 282 and 283 and House Bill 4367 would allow employees of governmental agencies and life support services to administer naloxone, which reverses the effects of a heroin overdose.

The bipartisan bills expand access to the opioid antagonist, including the nasal spray version, Narcan, for authorized public agencies, allowing them to obtain the medication, train employees on how to use it and distribute it in the event of an overdose.

The legislation exempts agencies and their employees from civil or criminal liability if they administer the antagonist to someone suspected of an overdose in good faith.

The original House bill was focused on allowing library employees to keep and administer the drug without threat of court action.

Public libraries across the nation have been taking steps for some time to supply their staff with naloxone.

The new law also covers school officials, first responders and other public employees.

"This legislation will be useful in combating the public health crisis of opioid overdoses and deaths affecting families across the state," Whitmer said.

"With this bill package, Michigan is demonstrating our bipartisan commitment to reducing opioid deaths and abuse here in Michigan."

Sen. Pete Lucido, R-Shelby Township, is one of the package's sponsors. When the bills passed the Senate, he told reporters any public-facing institution should have the ability to keep medication that can reverse an overdose on hand.

"If you don't have it on you, you're going to have a life lost," Lucido said. "If you have it there, at least you have a chance to save a life."

Another lead sponsor, Sen. Paul Wojno, D-Warren, said if one life is saved through the laws, then it's a step in the right direction for the state.

## Free NARCAN® Nasal Spray for Public Libraries Program Order and Terms and Conditions Form

The Public Library identified below (herein, the "Library") hereby acknowledges and agrees the NARCAN® (naloxone hydrochloride) Nasal Spray 4mg ("NARCAN®", NDC # 69547-353-02) will be made available and distributed by Emergent BioSolutions ("Emergent") to the library free of charge under the *Free NARCAN® for Public Libraries Program*. This program is conditioned upon the undersigned completing the following certification and the Library represents and warrants to Emergent the following:

1. The undersigned is a Public Library. A Public Library is defined as a Library that is accessible by the general public, is government chartered, and funded from public sources, such as taxes.
2. The Library will only receive and use NARCAN® in accordance with all applicable laws, rules and regulations, and takes sole responsibility for their knowledge and adherence. In addition, the Library will provide to Emergent the appropriate medical license of the registered medical advisor representing the Library who is responsible for overseeing the receipt, storage and use of the product.
3. The Library is solely responsible for the proper and safe usage of the product, and training of any library personnel who administer NARCAN® and will indemnify Emergent against any and all claims regarding the receipt, storage and administration of the NARCAN® product. The library will take reasonable measures to ensure the security of the product while in its possession to prevent loss, theft or unauthorized use.
4. NARCAN® received by the Library will be for the Library's own use and the Library shall not sell or transfer NARCAN® received pursuant to the Free NARCAN® for Public Libraries Program to any non-library third party. All uses of Narcan® will be in accordance with the full prescribing information and instructions for use accompanying the product.
5. NARCAN® nasal spray received under this program is not returnable or refundable.
6. The order quantity pursuant to the Free NARCAN® Public Libraries Program is limited to **one unit (two doses) per Library**.
7. Emergent will fulfil or refuse orders, or amend the Terms and Conditions, or discontinue the Free NARCAN® for Public Libraries Program, at its sole discretion. The individual signing the Purchase Order and Terms and Conditions possesses the requisite authority to do so on behalf of the Library, and by signing below signifies that all of the information provided by the Library is true, complete and accurate.

**I have read and certify to the foregoing terms and conditions:**

**Authorized Representative**  
(physician or nurse practitioner)

**Library Representative**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Library

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Prescriber License # / State

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Email

Please scan/email the signed completed form to [communityprograms@ebsi.com](mailto:communityprograms@ebsi.com). For questions regarding the program, please call Emergent's customer service at 844-232-7811.

If the requesting organization is representing multiple/individual libraries, a listing of all libraries that will receive the free NARCAN® product must be provided.

**Free NARCAN® Nasal Spray for Public Libraries Program  
Order and Terms and Conditions Form**

**NARCAN NASAL SPRAY INDICATION AND IMPORTANT SAFETY INFORMATION**

**INDICATIONS**

NARCAN® (naloxone hydrochloride) Nasal Spray is an opioid antagonist indicated for the emergency treatment of known or suspected opioid overdose, as manifested by respiratory and/or central nervous system depression. NARCAN® Nasal Spray is intended for immediate administration as emergency therapy in settings where opioids may be present. NARCAN® Nasal Spray is not a substitute for emergency medical care.

**IMPORTANT SAFETY INFORMATION**

NARCAN® Nasal Spray is contraindicated in patients known to be hypersensitive to naloxone hydrochloride.

Seek emergency medical assistance immediately after initial use, keeping the patient under continued surveillance.

Risk of Recurrent Respiratory and CNS Depression: Due to the duration of action of naloxone relative to the opioid, keep the patient under continued surveillance and administer repeat doses of naloxone using a new nasal spray with each dose, as necessary, while awaiting emergency medical assistance.

Risk of Limited Efficacy with Partial Agonists or Mixed Agonists/Antagonists: Reversal of respiratory depression caused by partial agonists or mixed agonists/antagonists, such as buprenorphine and pentazocine, may be incomplete. Larger or repeat doses may be required.

Precipitation of Severe Opioid Withdrawal: Use in patients who are opioid dependent may precipitate opioid withdrawal characterized by body aches, diarrhea, increased heart rate (tachycardia), fever, runny nose, sneezing, goose bumps (piloerection), sweating, yawning, nausea or vomiting, nervousness, restlessness or irritability, shivering or trembling, abdominal cramps, weakness, and increased blood pressure. In neonates, opioid withdrawal may be life-threatening if not recognized and properly treated and may be characterized by convulsions, excessive crying, and hyperactive reflexes. Monitor for the development of opioid withdrawal.

Risk of Cardiovascular (CV) Effects: Abrupt postoperative reversal of opioid depression may result in adverse CV effects. These events have primarily occurred in patients who had pre-existing CV disorders or received other drugs that may have similar adverse CV effects. Monitor these patients closely in an appropriate healthcare setting after use of naloxone hydrochloride.

The following adverse reactions were observed in a NARCAN Nasal Spray clinical study: increased blood pressure, musculoskeletal pain, headache, nasal dryness, nasal edema, nasal congestion, and nasal inflammation.

See Instructions for Use and full prescribing information in the use of this product. [Click here](#)

To report SUSPECTED ADVERSE REACTIONS, contact Emergent, Inc. at 1-844-4NARCAN (1-844-462-7226) or FDA at 1-800-FDA-1088 or [www.fda.gov/medwatch](http://www.fda.gov/medwatch).