

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL**

**Thursday, February 11, 2021
Following the Board Meeting at 9:30 a.m.**

Via Zoom

Officers: Kerry Fountain (Chair), Britney Dillon (Vice-Chair), Heather Wood-Gramza (Secretary)
Quorum: 15

AGENDA

- 1) CALL TO ORDER AND ROLL CALL**
- 2) APPROVAL OF AGENDA** *(m)*
- 3) PUBLIC COMMENTS**
- 4) APPROVAL OF MINUTES**
 - a) Advisory Council December 10, 2020 Minutes *(m)* PAGES 1-2
- 5) BOARD REPORT - Dale Parus, Board President** *(i)*
- 6) ILS MANAGER'S REPORT - Sheryl VanderWagen - See Director's Report** *(i)*
- 7) COOPERATIVE DIRECTOR'S REPORT - See Director's Report** *(i)*
- 8) COMMITTEE REPORTS** *(f)*
 - a) Continuing Education Committee Official Minutes October 22, 2020 PAGES 3-4
 - b) MAC Summary January 8, 2021 PAGES 5-6
- 9) OTHER REPORTS (If Representatives Present)** *(i)*
 - a) MLA Board Representative Report – Kelly Richards
 - b) MLA Legislative Committee Report – Shirley Bruursema, Lance Werner, Kelly Richards, and Dale Parus
- 10) UNFINISHED BUSINESS**
 - a) Capira Update *(i)*
 - b) BiblioCore Update *(i)*
- 11) NEW BUSINESS**
 - a) Video Games Circulation Discussion *(i)*
 - b) Unique Management Discussion *(i)*
- 12) PUBLIC COMMENTS**
- 13) NEXT MEETING - Thursday, March 11, 2021, following the Board Meeting via Zoom**
- 14) ADJOURNMENT** *(m)*

**LAKELAND LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES – Unofficial
Thursday, December 10, 2020
Via Zoom**

Council Members Present: Kerry Fountain and Britney Dillon
Staff Present: Carol Dawe, Sheryl VanderWagen, and Kelly Ann Schroeder
Absent: Heather Wood-Gramza

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:10 a.m. by Kerry Fountain (IS). There were 33 additional participants.
- 2) **APPROVAL OF AGENDA:** Karen McKinnon (AL) moved, supported by Jessica Hunt (NG), to approve the agenda as presented - *motion carried*.
- 3) **PUBLIC COMMENTS:** There were no public comments.
- 4) **APPROVAL OF MINUTES:** Teresa Kline (AF) moved, supported by Amber McLain (OJ), to approve the Advisory Council minutes from October 8, 2020 as presented – *motion carried*.
- 5) **BOARD REPORT:** Dale Parus said that LLC staff has gone above and beyond citing an example where Thom Riley and team helped with a Zoom meeting and a number of other examples and wanted to publicly acknowledge it. Kerry Fountain added her thanks as well.
- 6) **ILS MANAGER'S REPORT:** Sheryl VanderWagen reminded everyone that she needs the holiday closures forms and thanks those who already sent theirs in. She said they were still testing Capira and hoped to release updates on Friday. She is working with the committee to create some publicity materials and was very pleased with Barb Haywood (BH) and her video.
- 7) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe had nothing to add.
- 8) **COMMITTEE REPORTS:** There were no reports.
- 9) **OTHER REPORTS:**
 - a) MLA Board Representative Report – N/A
 - b) MLA Legislative Committee Report – Shirley Bruursema (KDL) said there was nothing to report as the Legislature also deals with quarantine and the meetings have been postponed a couple times. ALA has sent out a request to send memos to your Representatives. Dale Parus (IC) added that there were some public acts that affected libraries, but there have been cancelled sessions and adjusted agendas. He talked a little about the Open Meetings Act work. He again encouraged Directors to have a personal relationship with their Representatives.
- 10) **UNFINISHED BUSINESS:**
 - a) BiblioCore Implementation Discussion: Carol will check with libraries regarding scoping settings. She expressed that they learned a lot from the Capira implementation process, and a lot of the work has been done for Herrick already. Lakeland will reach out for those things that are the exceptions, such as branding and scoping. If she has not heard from you, she will assume you want to scope.
 - b) COVID-19 Update
 - i) Fines Free Extension to March 31, 2021: Sheryl VanderWagen explained that even with notices set for 10 days out, there are still a lot of them going out, possibly due to quarantining of materials. Many were in approval of extending the fine free date to help patrons as best they can right now. There were concerns that to remind that patrons don't get to keep the items and that staff should not waive collection fees for other libraries. There was also a question about the collection agency fee and if it was an opt-in service. Sheryl cited that it was a Lakeland policy to have the service.
 - ii) Closures and Other Issues: Many expressed how helpful it was to have the list on the website for planning purposes.
- 11) **PUBLIC COMMENTS:**

- a) There were no public comments.
- 12) **NEXT MEETING:** Thursday, January 14, 2021 via Zoom following the Board Meeting pending OMA amendment approval.
- 13) **ADJOURNMENT:** Britney Dillon (IB) moved, supported by Peggy Hemerling (BH), to adjourn at 10:41 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder

**Lakeland Library Cooperative
Continuing Education Committee
October 22, 2020
Official Minutes**

Call to Order: 1:04 pm

Members Present: Mattie Cook (MG), Heather Wood-Gramza (OZ), Mary Cook (HO), Kayla Shinabargar (OC), Zandra Blake (GR), Erin Supri (IS)

Absent: Trish Reid (KU), Britney Dillon (IB)

LLC Representatives: Carol Dawe, Janet Cornell

Approval of Minutes: Motion by Heather with support by Erin to accept minutes as presented. Motion approved.

Approval of Finance Report: No activity yet to report on the budget for this fiscal year. Motion by Erin with support by Mattie to accept as presented. Motion approved.

Youth Services Update: Registration is open for the Summer Reading Program workshop to be held all day via Zoom on November 20, 2020. No expenses are anticipated, but well within budget if something comes up. No suggestions were given concerning topics for CE to address this year.

Discussion Items:

CE Proposal Form and CE Checklist for Web Events – Mary checked for any proposal submissions with Kelly and we did not receive any. Kelly will include it in the next newsletter in case someone missed it going out. Sending it out periodically was suggested so we can include any ideas that come up during the year.

Janet said there were no changes suggested to the Checklist for Web Events. She did not get a chance to add it to the CE page on the website but will do so this week and send out the link to the CE forms for us to use this year.

Board Trustee/Director Update Sessions (Carol) – Library of Michigan has scheduled a few online sessions addressing topics for directors and trustees. She requested to postpone our offerings until after these presentations so she can plan to fill in the gaps. Their sessions are on 10/30/20, 11/12/20 and 11/19/20. Feedback from those attending these sessions would be helpful.

FY20-21 Event Planning and Tentative Calendar – Progress on the topics discussed at the last meeting were shared to zero in on possible events including where to include them on the calendar.

- *ACES Impact on Youth (Heather)* – contacted Kathy Peppin from Ottawa County ISD. She is willing to do an hour or hour and a half presentation. Possible dates February or April.
- *Friend-raising vs Fundraising (Heather)* – reconnected with Tamela Spicer at the Johnson Center for Philanthropy and came up with 2 possible dates in January. Carol suggested alternative dates to lock it in the calendar of events.

- *Tips and Tricks for Mindfulness (Mattie)*– talked with Casey Koker from Bronson Health in Kalamazoo about presenting. She was one of the outstanding speakers recently at MLA. Carol mentioned the need to get this on the schedule right away. Looking for a November date.
- *Mental Health (Patron focused) with Tiffany Russell (Mary)* – Said she is willing to share again. Looking at the end of January. It was suggested to reach out to Adult and Public Services Staff for topic ideas, including compassion fatigue and navigating tough topics/situations. She requested any other ideas be sent to her by next Friday, October 30, 2020.
- *Adult Services (Kayla, Mary, and Erin)* – Will come up with ideas and format for a March date.
- *Diversity Issues book discussion (Mattie, Mary, and Carol)* – Talked about some possible ideas but want to pull in expert help. Mary will reach out to her contacts in Ottawa County on diversity. Looking at a February or March date.
- *Marketing diverse collections* – Carol suggested piggy-backing this with the diversity issues, having a speaker for an hour or hour and half and then a ½ hour presentation on how libraries are including them.

Other Business:

Schedule meetings for the year – CE Committee meetings are scheduled for the third Thursday every other month, but concern was if this was still needed. Mary mentioned it would be best to keep them on the schedule so that we can conduct regular planning. Carol mentioned we should check in once a month but if there is not much on the agenda, we do have the option to cancel them as needed. The meetings for the year are:

December 17, 2020
 January 21, 2021
 February 18, 2021
 March 18, 2021
 April 15, 2021
 May 20, 2021
 June 17, 2021
 July 15, 2021
 August 19, 2021

Janet reminded the committee that we were still down a member and Mattie said she would send an email out to directors to ask for any volunteers to join us.

Next Regular Meeting: December 17, 2020 at 1 pm via Zoom.

The meeting adjourned at 2:11 pm.

Respectfully submitted,

Janet Cornell

LAKELAND LIBRARY COOPERATIVE
Mac Committee Meeting Summary
January 8, 2021
1:00 p.m.

Via Zoom

Members Present: Jeff Lezman (LL), Sheryl VanderWagen (LL), Jean Zabielski (LL), Julie Veneziano (LL), Damian Rostar (SM), Mary Aguilera (SM), Kerry FitzGerald (OL), Alison Boyer (OL), Karen Ginman (HO), Allison VanDenBos-Hipskind (HO)

1. Call to Order and Roll Call –

We introduced ourselves and welcomed Karen Ginman who is the new Collection & Digital Resources Manger for Herrick District Library.

2. Graphic Novel Serial and Multi-volume Records –

Karen Ginman introduced this topic for discussion. Herrick District Library is currently using the Bibliocommons discovery platform for displaying catalog holdings. The rest of the Lakeland cooperative will be moving over to the Bibliocommons platform later in 2021.

One of the features of Bibliocommons is that it will display all available formats for a title including both print, electronic, and audio. However, for any bibliographic records where attached item records have information entered in the volume field, Bibliocommons does not display the other available formats. This is especially problematic with graphic novels as these titles often have multiple formats available.

Other issues with using serial or multi-volume records for graphic novels include the lack of cover images for each volume and the need to run both bib-level and item-level paging lists. Bib-level holds are also much better for patrons than item-level holds as they tend to be filled more quickly and more reliably.

There are issues to consider if we move forward with “de-serializing” graphic novels. There is the need to retrain staff who attach item records, the time and cost of retro-cataloging the serial records, and the cost to send the de-serialized records through authority control. Also, there are Youth Services staff and patrons who like to have all the volumes display on a single record. It makes placing holds on multiple items much simpler. Staff who prefer to use Sierra will have a different experience placing holds than staff and patrons who are using Bibliocommons.

We decided to revisit this issue after Bibliocommons is rolled out to all Lakeland libraries. We felt it would be easier to explain the reasons for making this change if staff can see the benefit as they use the new catalog platform.

We decided to begin using monographic records for new graphic novel series that are starting with volume one.

We also decided to compile some guidelines for how to format the title fields for the monographic records of graphic novel series. Jeff Lezman will put together the guidelines and distribute them to MAC members.

3. Material Type code for Videogames

Sheryl VanderWagen introduced this topic. We had a request from one of our member libraries to change the "CD-ROM" material type code to "Videogames." The reason for this request is that most of the materials that library has coded this way are videogames and not CD-ROMs. Sheryl wondered if there were any actual CD-ROMs in the catalog and if we could change the label on the code instead of creating a new code. Both Kerry FitzGerald and Damien Rostar believed there were CD-ROM materials in their library's local history collections.

We decided to create a new material type code rather than change the existing CD-ROM code.

4. Other

No other topics were introduced

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Jeff Lezman