



BOARD MEETING PACKET

Thursday, October 8, 2020

9:30 a.m.

Via Zoom

Reminders:

- Send any member questions prior to the Board meeting to either Board President Diane Kooiker or Cooperative Director Carol Dawe.
- To see if there is a cancellation, you may call Lakeland at (616) 559-5253 and choose option 3 for a recorded message.

LAKELAND LIBRARY COOPERATIVE BOARD MONTHLY MEETING

Thursday, October 8, 2020
9:30 a.m.

Advisory Council meeting immediately following the Board meeting.

Via Zoom

AGENDA

- 1) **CALL TO ORDER AND ROLL CALL**
 - a) Introduce New Members
- 2) **APPROVAL OF AGENDA** (m)
- 3) **ELECTION OF OFFICERS** (m) PAGE 1
- 4) **QUESTIONS FROM MEMBERS & BOARD PRESIDENT/COOPERATIVE DIRECTOR ANSWERS**
- 5) **PUBLIC COMMENTS**
- 6) **APPROVAL OF MINUTES**
 - a) September 10, 2020 Board Minutes (m) PAGES 2-3
- 7) **FINANCIAL REPORT**
 - a) September Financials (m) PAGES 4-7
 - b) Monthly Check Register (m) PAGES 8-9
- 8) **PRESIDENT'S REPORT** (i)
- 9) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 10-14
- 10) **COUNCIL/COMMITTEE REPORTS** (i)
 - a) Advisory and ILS Councils August 13, 2020 Official Minutes PAGES 15-16
- 11) **UNFINISHED BUSINESS**
 - a) Budget Update Discussion
- 12) **NEW BUSINESS**
 - a) Approve Meeting Calendar (m) PAGE 17
 - b) Designate Insurance Coverage (m) PAGE 18
- 13) **PUBLIC COMMENTS**
- 14) **BOARD MEMBER COMMENTS**
- 15) **NEXT MEETING** –Thursday, November 12, 2020, 9:30 a.m. via Zoom
- 16) **ADJOURNMENT** (m)



Slate of Officers for the LLC Board:

Dale Parus for President

John McNaughton for Vice President

Mattie Cook for Treasurer

Peggy Hemerling for Secretary

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, September 10, 2020 at 9:30 a.m.
Zoom**

Present: Diane Kooiker, Mattie Cook, Dale Parus, Kelly Richards, Peggy Hemerling, and John McNaughton, Shirley Bruursema and Lance Werner
Staff Present: Carol Dawe and Kelly Schroeder
Absent: Karen McKinnon

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:33 a.m. by Diane Kooiker. There were 27 additional participants.
- 2) **APPROVAL OF AGENDA:** Peggy Hemerling moved, supported by Kelly Richards, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** Heather Wood-Gramza (OZ) had a question concerning the REALM study results. Carol reiterated the email she sent out with advice from the lawyer. Further discussion will be help on the topic at the Advisory & ILS Councils combined meeting following this one.
- 4) **PUBLIC COMMENTS:** There were no public comments.
- 5) **APPROVAL OF MINUTES:** Mattie Cook moved, supported by John McNaughton, to approve the Board minutes from August 13, 2020 as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) August Financials: Peggy Hemerling moved, supported by John McNaughton, to approve the Financials as presented - *motion carried*.
 - b) Monthly Check Register: Lance Werner moved, supported by John McNaughton, to approve the Monthly Check Register as presented - *motion carried*.
- 7) **PRESIDENT’S REPORT:** Diane Kooiker offered up condolences to Shirley Bruursema and was echoed by many others.
- 8) **DIRECTOR’S REPORT:** Carol Dawe had a couple reminders to check emails for survey invites. We need to get the member library trustee info for a mailing, RBdigital Magazine info, and the Menu Services Agreements will go out soon. Please call if you have any issues with any of these. Carol is also excited about an added service Lakeland can now provide via EZproxy. Thom and Dave will be working with members on this.
- 9) **COUNCIL/COMMITEE REPORTS:**
 - a) Advisory & ILS Combined July 9, 2020 Official Minutes – no comments.
- 10) **NEW BUSINESS:**
 - a) Budget Adjustment [FY2019-2020]: Carol clarified that this is just the usual annual adjustment of budget items. Dale Parus moved, supported by John McNaughton, to approve the adjustments as presented - *motion carried*.
 - b) FY2020-2021 Budget Discussion and Vote: Dale Parus expressed that everyone has done a wonderful job over the last 2 months. While there are so many unknowns, this is a reasonable use for the fund balance, and he was happy with the presentation of the budget. John McNaughton added that there were no real surprises as it moved through the process. Diane Kooiker commented that this was what the fund balance is for and thanks Lakeland staff. Carol added that there may be changes when we know more about State Aid later on. Shirley expressed that there would be a short amount left, but that it should be okay. Peggy Hemerling moved, supported by Mattie Cook, to approve the FY21 budget as presented - *motion carried*.
- 11) **PUBLIC COMMENTS:**
 - a) There were no additional public comments.
- 12) **BOARD MEMBER COMMENTS:**

- a) Lance Werner (KDL) talked about this year's Literary Libations, they are also looking for a Fund Development position to be filled, as well as to fill the Executive Assistant position.
 - b) Shirley Bruursema (KDL) mentioned that a couple Senate Bills were in progress right now. Lance added that SB611 passed committee that morning.
 - c) Peggy Hemerling (BH) said that their library has created spaces for students to reserve times to be able to work online. They've had to adapt the space for safety but are happy to be able to help students that don't have reliable internet access at home. The board is working on a policy o support this.
 - d) Dale Parus (IC) said they have revamped the building an added more Plexi-glass around workstations. They are trying to make the building as friendly as possible and continue to serve the public.
 - e) Mattie Cook (MG) said they have an RFQ out for their community room and are also working on some building improvements.
 - f) Diane Kooiker (HO) said that this would be her last month as board president. Voting for officers will be in October.
 - g) Everyone's thoughts are going out to Shirley at this time.
 - h) There were no other comments from board members.
- 13) **NEXT MEETING:** Thursday, October 8, 2020, at 9:30 a.m. via Zoom, pending Governor's address the beginning of October.
- 14) **ADJOURNMENT:** Kelly Richards moved, supported by John McNaughton, to adjourn at 9:54 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder

Lakeland Library Cooperative
Funds Balance Sheet
As of September 30, 2020

	<u>Operating</u>	<u>Pass Through</u>	<u>Capital & Growth</u>	<u>TOTAL</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 - Checking Accounts	222,918	21,014	-16,240	227,692
1010 - Savings Accounts	595,520	0	258,527	854,047
1040 - eCommerce - Checking	0	1,628	0	1,628
Total Checking/Savings	818,438	22,642	242,287	1,083,367
Accounts Receivable	-4,027	4,232	0	204
Other Current Assets	64,959	0	0	64,959
Total Current Assets	879,369	26,873	242,287	1,148,530
Fixed Assets	256,498	0	0	256,498
Due From/(To)	-26,769	-1,566	28,335	0
TOTAL ASSETS	1,109,098	25,307	270,622	1,405,028
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	-95	0	0	-95
Credit Cards	0	0	0	0
Other Current Liabilities				
2120 - Payroll Liabilities	3,405	0	0	3,405
2200 - Benefit Liabilities	4,416	0	0	4,416
Total Other Current Liabilities	7,821	0	0	7,821
Total Current Liabilities	7,726	0	0	7,726
Total Liabilities	7,726	0	0	7,726
Equity				
3002 - Property	256,498	0	0	256,498
3700 - Nonspendable Funds	57,020	0	0	57,020
3800 - Fund Balance - Committed	0	0	85,221	85,221
3900 - Unassigned Funds	664,389	0	0	664,389
Net Income	123,465	25,307	185,401	334,174
Total Equity	1,101,372	25,307	270,622	1,397,302
TOTAL LIABILITIES & EQUITY	1,109,098	25,307	270,622	1,405,028

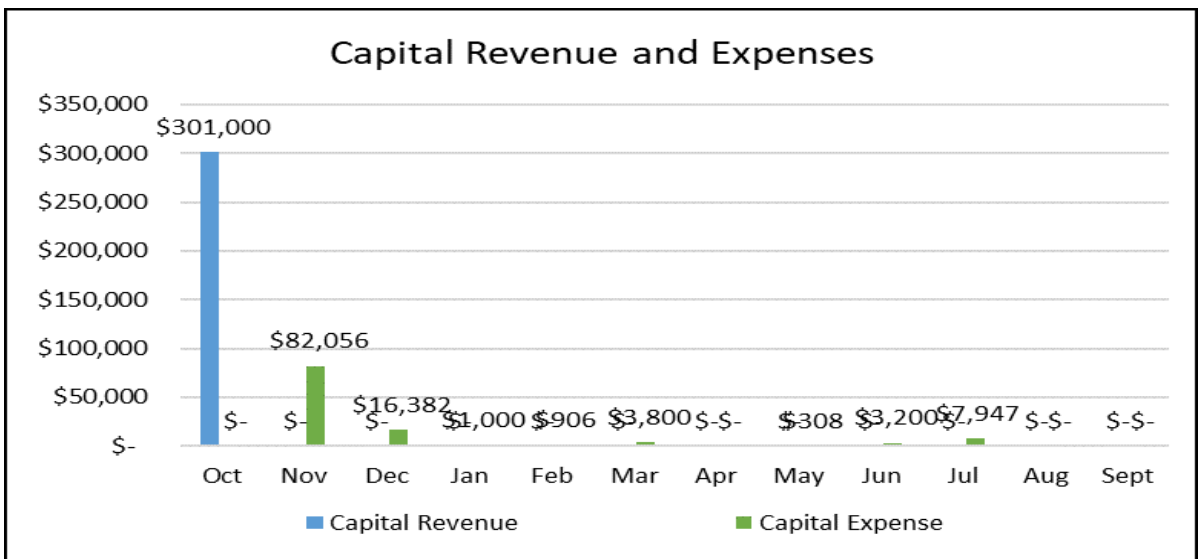
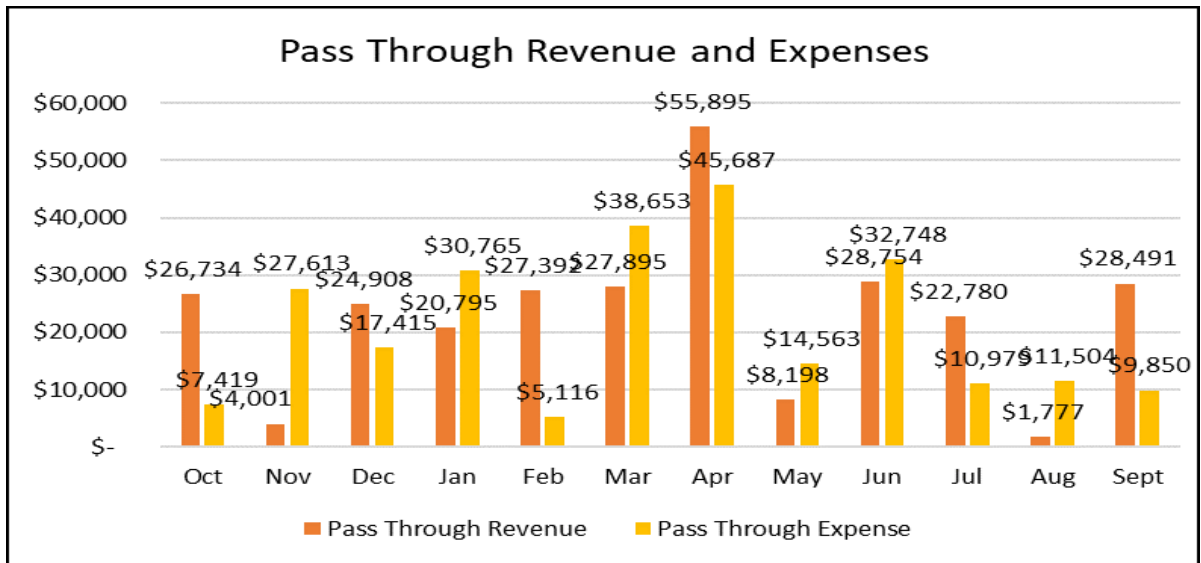
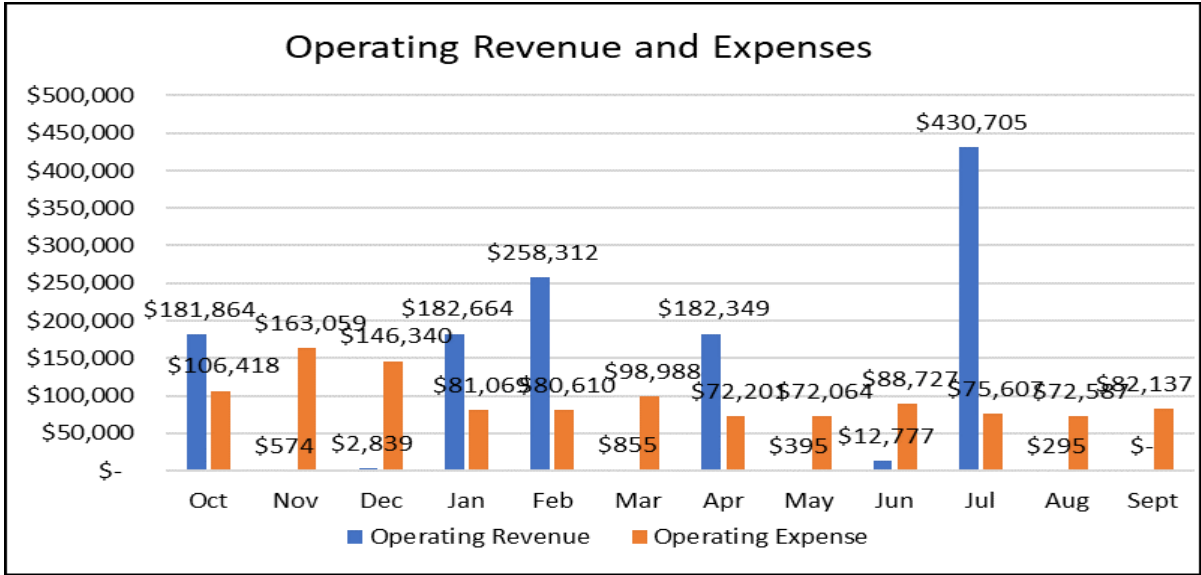
Lakeland Library Cooperative
Budget vs. Actual by Fund
 October 2019 through September 2020

	Operating		
	Sept	YTD	Budget
Ordinary Income/Expense			
Income			
4000 - Administration & IT Revenue	0	186,226	186,226
4010 - Cataloging Revenue	0	191,816	191,816
4020 - Delivery Revenue	0	20,485	20,465
4030 - ILS Revenue	0	328,540	328,540
4040 - State Aid Revenue	0	518,020	513,625
4050 - Miscellaneous Revenue	0	8,542	6,325
Total Income	0	1,253,629	1,246,997
Gross Profit	0	1,253,629	1,246,997
Expense			
6000 - Salaries & Wages	79,948	683,882	710,748
6010 - Benefits	2,964	115,190	138,042
6050 - Liability Insurance	0	3,700	3,749
6100 - Cataloging Services	0	46,825	51,510
6300 - ILS Services	(10,859)	144,517	158,449
6400 - IT Equipment & Services	9,242	31,645	36,049
6800 - Professional Services	30	14,692	21,570
6850 - RIDES	(156)	7,110	7,127
6900 - Building/Grounds	(438)	36,470	44,249
7100 - Transportation	1,070	36,607	45,095
7400 - Mileage	0	2,342	3,449
7500 - Professional Development	110	12,611	26,054
7600 - Supplies	225	4,217	4,550
9000 - Contingency	0	0	6,000
Total Expense	82,136	1,139,808	1,256,641
Net Ordinary Income	(82,136)	113,821	(9,644)
Other Income			
9500 - FB Transfers for Fiscal Year	0	9,644	9,644
Total Other Income	0	9,644	9,644
Net Income	(82,136)	123,465	0

Lakeland Library Cooperative
Budget vs. Actual by Fund
 October 2019 through September 2020

	Pass Through			Capital & Growth		
	Sept	TYD	Budget	Sept	TYD	Budget
Income						
4700 · Pass Through Revenue						
4710 · Ecommerce Fines	0	26,627	60,000	0	0	0
4720 · Group Purchases	0	57,332	68,000	0	0	0
4730 · Group Services	22,250	133,558	83,750	0	0	0
4740 · ILS Add-on Services	0	27,966	25,000	0	0	0
4750 · IT Services	117	312	350	0	0	0
4760 · Library Supplies	286	6,855	6,100	0	0	0
4790 · Miscellaneous Purchases	5,838	24,972	250	0	0	0
4700 · Pass Through Revenue - Other	0	0	0	0	0	0
Total 4700 · Pass Through Revenue	28,491	277,622	243,450	0	0	0
Total Income	28,491	277,622	243,450	0	0	0
Expense						
7800 · Pass Through Expenses						
7810 · Quarterly Fines	4,407	24,999	56,640	0	0	0
7820 · Group Collections	4,588	56,166	83,000	0	0	0
7830 · Group Subscriptions	1,000	111,045	83,750	0	0	0
7840 · ILS Add-On Expense	0	27,966	25,000	0	0	0
7850 · IT Services Expense	0	312	350	0	0	0
7860 · Library Supply Expense	0	6,855	6,100	0	0	0
7890 · Other Purchases Expense	(145)	24,972	250	0	0	0
Total 7800 · Pass Through Expenses	9,850	252,315	255,090	0	0	0
9900 · Capital Outlay						
990.337 · Building/Grounds Improvements	0	0		0	32,616	52,000
990.710 · Technology Upgrades/Purchases	0	0		0	82,983	249,000
Total 9900 · Capital Outlay	0	0		0	115,599	301,000
Total Expense	9,850	252,315	255,090	0	115,599	301,000
Net Ordinary Income	18,641	25,307	(11,640)	0	(115,599)	(301,000)
Other Income						
9500 · FB Transfers for Fiscal Year	0	0		0	301,000	301,000
Total Other Income	0	0		0	301,000	301,000
Net Income	18,641	25,307	(11,640)	0	185,401	0

Lakeland Library Cooperative FY 2019-20 Revenue and Expenses by Fund September 2020



Lakeland Library Cooperative
Monthly Check Register
As of September 30, 2020

Date	Name	Memo	Account	Amount
1001 - Checking - Operating				
09/01/2020	Payroll		-SPLIT-	16,901.98
09/01/2020	ICMA 457		Payroll Libilaties	20.00
09/01/2020	MERS 401/457		-SPLIT-	1,249.23
09/01/2020	941 Form - IRS		-SPLIT-	5,827.38
09/01/2020	Standard Insurance - Agility	Dental and vision ins.	Benefits	423.68
09/09/2020	Backstage Library Works		Authority Control	184.59
09/09/2020	Berger Chevrolet		Vehicle Repair/Maintenance	111.43
09/09/2020	Cintas		Floor Mats	81.59
09/09/2020	Fuel Management System		Vehicle Fuel	651.81
09/09/2020	Innovative Users Group		Memberships	110.00
09/09/2020	Penske Truck Leasing Co.		Vehicle Lease	204.00
09/09/2020	Ricoh USA Inc.	photocopier	IT Operations	16.48
09/10/2020	Comcast	data lines	IT Operations	504.05
09/10/2020	Consumers Energy		Utilities	765.45
09/10/2020	Granger		Trash Removal	102.54
09/10/2020	Superior Pest Control, Inc.		Pest Control	54.00
09/11/2020	MERS		-SPLIT-	3,283.27
09/11/2020	State of Michigan--Vendor		Payroll Libilaties	1,795.41
09/15/2020	Payroll		-SPLIT-	16,867.90
09/15/2020	ICMA 457		Payroll Libilaties	20.00
09/15/2020	MERS 401/457		Payroll Libilaties	1,249.23
09/15/2020	941 Form - IRS		-SPLIT-	5,815.26
09/23/2020	Ace Mobile Wash		Vehicle Repair/Maintenance	50.00
09/23/2020	Aflac		Payroll Libilaties	833.14
09/23/2020	AT&T		-SPLIT-	611.70
09/23/2020	Berger Chevrolet		Vehicle Repair/Maintenance	289.20
09/23/2020	Fuel Management System		Vehicle Fuel	494.00
09/23/2020	McDonald Plumbing		Building Repair/Maintenance	279.00
09/23/2020	RNL Graphic Solutions		Supplies	80.00
09/23/2020	Allied Universal (Midstate)		Building Security	110.50
09/23/2020	Priority Health	Health Insurance	Benefits	6,626.08
09/24/2020	DTE Energy		Utilities	80.65
09/24/2020	First National Bank		-SPLIT-	2,905.05
09/24/2020	Verizon Wireless		Telephone	4.89
09/24/2020	Michigan Insurance Company		Insurance	9,318.00
09/24/2020	Mitel		Telephone	455.28
09/24/2020	Standard Insurance - MERS	LTD & Life Ins.	Benefits	270.89
09/25/2020	Grand Rapids Income Tax Dept.		Payroll Libilaties	144.04
09/25/2020	Walker City Treasurer		Payroll Libilaties	221.13
09/29/2020	Payroll		-SPLIT-	17,592.88
09/29/2020	ICMA 457		Payroll Libilaties	20.00
09/29/2020	MERS 401/457		-SPLIT-	1,399.23
09/29/2020	941 Form - IRS		-SPLIT-	6,105.60
			Total 1001 - Checking - Operating	104,130.54

Lakeland Library Cooperative
Monthly Check Register
 As of September 30, 2020

Date	Name	Memo	Account	Amount
1001.2 - Checking - Pass Through				
09/09/2020	Innovative Interfaces, Inc.	audio and ebooks	-SPLIT-	49.59
09/10/2020	OverDrive		Overdrive Service Plan	1,000.00
09/24/2020	OverDrive	audio and ebooks	-SPLIT-	<u>4,538.72</u>
			Total 1001.2 - Checking - Pass Through	5,588.31
1001.3 - Checking - Capital				
			Total 1001.3 - Checking - Capital	<u>0.00</u>
			TOTAL	<u><u>109,718.85</u></u>

**LAKELAND LIBRARY COOPERATIVE
COOPERATIVE DIRECTOR'S REPORT
October 8, 2020**

I want to take the time to thank Diane Kooiker for her leadership these past two years as LLC Board President. Her common sense, hard work and open mindedness made Lakeland a better organization. Thank you, Diane, for your support, guidance, and humor. I truly appreciate it and you! Please join me in welcoming Dale Parus as the new Board President. John McNaughton and Mattie Cook will continue as Vice President and Treasurer respectively for a 2nd year. Peggy Hemerling will begin her first year as Secretary.

For Advisory Council, Kerry Fountain will remain as the Advisory Chair, Britney Dillon will be Vice Chair, while Heather Wood-Gramza will be Secretary. Thank you all for your service.

Budget: I know we are all pleased with the increase in State Aid for this year. Once we know what the numbers are, the Finance Committee will meet and decide how to proceed. From all that I hear, including information from Randy Riley, 2021-2022 will be the year of significant cuts. I think, as did he, that it remains prudent to plan ahead and cut now so that our reserves will outlast these economic challenges.

BiblioCore: Sheryl and I will be leading a discussion at Advisory about the various options for display and searching regarding digital resources within the BiblioCore OPAC and how scoping impacts all of this. We will also share a tentative timeline. We can vote to move ahead and take the purchase to the LLC Board in November or, if there are concerns, we can wait a month. However, the sooner we get on the calendar the better. The contract is standard and is being reviewed. **All costs have been incorporated into the approved budget for 2020-2021. There are no other costs involved and, with the savings we will see by eliminating Encore in 2021, there won't be any increase next year for BiblioCore even with the addition of added search functionality between KDL, GRPL and LLC.**

Bylaws and Plan of Service: I am making progress, but I am not finished. I do hope to have something by the next meeting. This is a high priority for me.

Director's Evaluation: Once we have committee assignments, we will move forward with this process. I hope we can present a year in review in November and we can create goals for next year after that discussion with Advisory and incorporate them into my annual goals and that of LLC.

Facilitator Training: I participated in a two day training that was very helpful, although I am always a bit concerned when the trainer has limited knowledge of libraries. Libraries are not your standard non-for-profit and treating them that way can confuse everyone involved. Just my two cents.

MCDA Letter to Trustees: The Coop. Directors have changed their focus a bit. They would like to send these letters (which are very positive and simply explain who we are as cooperatives and what services we provide) to the Board President and the Director of each library. They want to do this after the election in order to be sure we are contacting the current leadership and to include the new director of TLN since that selection process should be concluded by that time.

Board and Director Development: I spoke to the Dorr Township Board about the roles of the board and library director. I will be visiting with the Zeeland Advisory Board in October. I am almost finished with my work at Coopersville helping them with their director's search. I also

worked with the board president at White Cloud on their search too and have had conversations with Tamarack and Fruitport as well. I have helped LLC directors with a variety of issues and it truly is a privilege to work with each of you as we all face new realities within librarianship. Please remember that I am happy to work with your board and staff.

Vendors: We were able to renew RBdigital Magazines for next year at the same price. We will be working on OverDrive pricing as all of this settles down after the merger. We will have a Capira meeting soon to focus on marketing as the roll out proceeds. With hope, this will occur by month's end. Everyone is testing, testing, testing and Sheryl is keeping things moving forward. Thank you, Sheryl.

As you can see, we continue to move forward. I want to thank the entire LLC staff for all they do every single day.

Other Reports:

Delivery and Facility Manager - Terry Cross

September 2020 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

	September - 2020	September – 2019	Difference	% Change
Total Book Bags & Bins	2,883	2,639	244	9%

In September 2020, there were 2,883 book bags and bins loaded and delivered to member libraries. The 2,883 bags and bins that were delivered in September were 9% more than the 2,639 bags and bins that were sorted and delivered in September of the prior year. As compared to September of the prior year, there was a 10% increase, or an increase of 201 book bags delivered and a 3% increase or 18 more AV Bins delivered to member libraries.

As highlighted by the above numbers, there was an increase in the amount of books and AV Materials delivered in September 2020 as compared to September 2019 and overall delivery volumes continue to remain very consistent as compared to the prior year.

Both of the trucks were purchased in February 2017, each truck is driven around 4,000 miles per month and they each have a little over 162,000 miles. In September, the battery was replaced in truck #35 and routine service consisting of an oil and air filter change was also performed.

The Delivery Department consists of 2 full-time drivers and 3 sorters. All of the staff have had excellent punctuality and attendance throughout the year. All of their contributions are greatly appreciated. This month, I drove one day covering for a Driver's day off and sorted for 3 days, covering for Sorter time off.

I worked with Janet on fiscal year end spending projections in September. Actual fiscal year 10/1/19 to 9/30/20 expenditures for Delivery and the Building budget categories were all below budgeted amounts.

The annual insurance program renewal was completed in September. Coverage consists of Worker's Compensation, Liability Insurance, Commercial Package, Commercial Auto, D&O and Cyber Insurance. The proposal was reviewed with the Sales Coordinator from the Light House Group to ensure that it is on par for 2020-2021. There was a slight decrease in the total cost of the programs. All of the policies renew on October 1, 2020.

In September, I assisted a Director in the development of a Request for Proposal (RFP) for a building renovation project. Feel free to contact me if you would like any assistance in

developing an RFP. We have developed RFPs and have the templates for a variety of items, ranging from Audit Services to Building Support Services.

Also, in September, the carpet was cleaned, and the generator received its semi-annual maintenance and inspection.

Finance & HR Assistant - Janet Cornell

Journal entries were started for the fiscal year end to finalize and prepare transactions for the audit. Prepaid expenses and September bills paid for service in the new fiscal year were included in these entries. An update to the software that calculates funds from QuickBooks classifications required a consolidation of our company file. The file had not been consolidated since 2003 so it was needed to be done anyways. Quite a few adjusting entries were made to clean up fund classifications within certain common accounts such as checking accounts receivable, and accounts payable. Still more work needs to be done as this was the first full year of separating funds within accounts and those common accounts still need to be reconciled before the audit.

I spent a few days in the office on record retention as 6 months of paperwork piled up while working remotely from home. After going through most of the paperwork, it looks like we will still need to retain some paper files and I will need to schedule a day or two each month in the office to keep the files in order. We scheduled pickup for document destruction for files no longer needed to be retained and I started moving physical files to prepare for the new fiscal year.

September was a busy month for HR related webinars. One sponsored by Varnum, a Michigan law firm, mentioned that there have been many changes related to COVID-19 legislation and executive orders and that reopening plans and internal policies should be reviewed to make sure they are still within compliance. I also attended a few seminars for the MERS Annual Conference and the Prioritizing Workplace Wellness Summit, both hosted online for free. The wellness summit focused on the effect of the pandemic on mental health and included suggestions for identifying and reducing stress in the workplace.

IT Manager - Thom Riley

We are collecting data on the members circuits to update our internal documentation but when it is complete, we will share some statistics. This will include circuit vendors, circuit types and speeds.

We are expanding upon some of the functionality offered by our phone service to staff and have started training on the use of on demand meetings, both voice conference and video. This is offering our staff better communication and collaboration options.

We are starting to build the new proxy server for the membership to use. I'd like to request that the members send us a list of the different third party services they use and subscribe to including databases and website subscriptions. From this we will be able to find solutions by working with the vendors to centrally authenticate services more effectively.

For members that borrowed laptops from Lakeland to help with remote access to their work environments, if you do not need them anymore, go ahead and send them back to us through delivery. If you package them up and put a note for the drivers, they can set them in the cabs with them. You can also package them and put in the blue bins to help protect against damage in transport. If you still have a need, let me know and we will schedule some time to remote in and do some updates for you.

We completed some domain and website migrations for members.

We had an issue with the i-tiva server regarding delivering notices over a two day period. There were some software updates needed and working with the vendor on call delivery this was resolved.

We opened 162 helpdesk tickets in September and closed 156.

Cataloging Services Manager - Jeff Lezman

September 2020 activities

In September, cataloging staff continued to work from home as outlined in the Lakeland COVID-19 Preparedness and Reopening Plan. The number of incoming materials we are receiving continue to be returning to normal levels.

August 2020 Statistics

These statistics for August 2020 show that the number of new materials we received returned to a level that is near typical for this time of year.

August e-mail & telephone consulting calls: 48

The number of cataloging requests received in August was down by 4% compared to August 2019. The number of requests received that were already in the database decreased by 73%. The number of records copy-cataloged in August was down 2% compared to August 2019, while the number of original records cataloged was down by 56%. The total number of records cataloged was down by 18% compared to August 2019.

Cataloging	Aug. 2020	YTD	Aug. 2019	YTD	Monthly %	YTD PCT
Requests Received	2,034	16,307	2,118	21,712	-4%	-25%
Requests already in database	17	488	63	639	-73%	-24%
Requests to be cataloged	2,017	15,819	2,055	21,073	-2%	-25%
Copy Cataloging	1,449	13,501	1,666	18,781	-13%	-28%
Original Cataloging	94	1,745	216	1,677	-56%	4%
Total Cataloged	1,543	15,246	1,882	20,458	-18%	-25%

ILS Manager - Sheryl VanderWagen

RIDES statistics: We received 44 totes in August 2020 and sent out 49 totes. For most shared ILS libraries, borrowing and lending on MeLCat was resumed on August 10 so these numbers reflect that. There are still a few libraries in the state that have not resumed lending and borrowing and RIDES deliveries. Returned materials to libraries designated as “temporarily not participating” in the label maker should continue to be sent to the MCLS office (ZY001).

Capira Mobile App: The app is undergoing testing at participating library staff members and will soon be released to Google Play (Android) and iTunes (Apple iOs) for patrons to download and use. Watch your email for details.

SkyRiver: Innovative Interfaces upgraded the SkyRiver hardware platform starting on September 8, 2020. The upgrade was expected to extend through Thursday, September 10. However, the project completed early, and access was restored on Wednesday, September 9, 2020.

Overdues from closures: I have been tracking the number of patrons with overdue items that were checked out between February 1, 2020 and June 13, 2020 which mostly covers due dates that were originally between March 14, 2020 and June 30, 2020. We began with over 9,000 patrons with items checked out in this period. By now all those unreturned items have gone to billed status and many of the accounts have been submitted to Unique Management. As of this writing there are less 2600 patrons remaining with items out from that period. We have agreed to suspend fines through the end of October and by then this number will have decreased even more, putting us back on track for fines reinstatement on November 1, 2020.

SSL Certificates: The SSL certificates for Sierra and Encore were renewed and the new certificates added to the server in September. The new certificates expire in October 2021.

Ecommerce: The third quarter ecommerce distribution occurred in September for charges paid online during the months of June, July, and August 2020. Libraries received credit memos against their quarterly bills and reports were sent out via email.

Itypes: I have begun working on the itypes expansion project. My goal is to have it completed and set up on the system by the end of 2020.

RBdigital Magazines: Another important project is to prepare the system with the proper codes for Jeff to load the RBdigital Magazine subscription titles. The subscription was recently renewed through December 31, 2021 for the libraries in the Lakeland RBdigital group.

MADL Bookmobile: I have begun the new branch location setup for the MADL Bookmobile. Location codes have been added to the system. The other items such as branch logins, hold pickup location, etc. will be added as the date draws closer.

Encore Mobile: We had a report that patrons using the Encore catalog from a mobile device were still seeing our old logo on the header. Innovative helpdesk replaced that logo with the LLC logo that is on the patron login page on Encore.

Branch Closures: MADL has two branches (Muskegon Heights (UU) and North Muskegon (UW)) undergoing renovation in October and November so I will be turning off paging and re-routing holds during the weeks that they are closed.

Respectfully submitted,

Carol Dawe

**LAKELAND LIBRARY COOPERATIVE
ADVISORY & ILS COUNCILS COMBINED MINUTES – Official
Thursday, August 13, 2020 following Board meeting at 9:30 a.m.
Zoom**

Council Members Present: Kerry Fountain (Advisory Chair), LaVonne Marshall (ILS Vice Chair), Heather Wood-Gramza (Advisory Secretary) and Mattie Cook (ILS Secretary)
Staff Present: Carol Dawe, Kelly Schroeder, Sheryl VanderWagen
Absent: Britney Dillon (ILS Chair) and Rob Bristow (Advisory Vice-Chair)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:02 a.m. by Kerry Fountain. There were 32 additional people in attendance.
- 2) **APPROVAL OF AGENDA:** Peggy Hemerling (BH) moved, supported by Mattie Cook (MG), to approve the agenda with notation to update the MLA Reports sections for next meeting - *motion carried.*
- 3) **PUBLIC COMMENTS:** There were no public comments.
- 4) **APPROVAL OF MINUTES:** Heather Wood-Gramza (OZ) moved, supported by Kelly Tinkham (NN), to approve the Advisory and ILS Councils Combined Meeting Minutes from July 9, 2020 as presented - *motion carried.*
- 5) **BOARD PRESIDENT REPORT:** Diane Kooiker had nothing to report as everyone was at the Board meeting.
- 6) **ILS MANAGER'S REPORT:** Sheryl VanderWagen had nothing additional to add and there were no questions.
- 7) **COOPERATIVE DIRECTOR'S REPORT:** Carol Dawe had nothing additional to add.
- 8) **OTHER REPORTS:**
 - a) MLA Board Representative Report – Kelly Richards: No report.
 - b) MLA Legislative Committee Report – Shirley Bruursema, Lance Werner, Kelly Richards: Add Dale Parus. Dale mentioned that this last meeting was the first meeting of the new session and he was unable to attend due to a conflict but did attend a sub-committee meeting. He said MLA understands that some of the long-standing issues have not gone away and there are no easy answers. They will do the lobbying that needs to be done. There is hope that Federal and State Aid will have a positive outcome.
 - c) MLA Professional Development and Networking Committee Report – Mattie Cook: Remove Mattie Cook for next month as she is no longer on the committee.
- 9) **UNFINISHED BUSINESS:**
 - a) Fine Suspension Discussion: January 2021 or other date - Sheryl VanderWagen: Sheryl said there were 6400 items out yet from the beginning of February (not overdue because of autorenewals). She is working with Unique Management and they are currently focusing on return of items. She is asking for consideration to extend the fine suspension beyond September 1st. There was discussion regarding potential abuse versus helping patrons. There were questions about managing material in quarantine and check-in, as well as how many of Lakeland member libraries were fines free. Sheryl suggested library staff backdate items to the date they entered quarantine. They may still have overdues, but only up until that date they were actually returned. Sheryl explained that there were many variations to the fine free options at member libraries, but approximately 16 or 17 are fines free in some way at this time. Peggy Hemerling (BH) moved, supported by Mary Johnson (UM), to extend the fines suspension through to September 30th with fines to resume October 1st. After further discussion, Peggy amended the motion, supported again by Mary, to change the date through October 31st and fines to resume November 1st - *motion carried.*

- b) Nomination Report for Advisory Council Officers - Heather Wood-Gramza: Heather (OZ), Maggie McKeithan (OS) and Kelly Richards (UM) are on the nominating committee. They worked via email and teleconference to try to create a seamless transition, as well as merge the two committees. Their nominations are below, and voting will be done at the meeting in September:
- i) Kerry Fountain for Chair
 - ii) Britney Dillon for Vice Chair
 - iii) Heather Wood-Gramza for Secretary
- 10) **NEW BUSINESS:**
- a) Budget Packet Discussion: Carol Dawe talked about the Finance Committee meeting, trying to keep things balanced and costs low. They still want to meet patron needs and make progress to keep libraries relevant. There are some concerns about BiblioCore. It is in the budget so there is money to plan with, but there will be further discussion. Carol is working on this and hopes to hear good news about State Aid at a meeting on Friday. There is a desire to look at the formulas for the budget in the future, especially cataloging. Money from the Fund Balance will be used to offset some of the budget, except for ILS. Members discussed pros and cons of BiblioCore for their libraries and communities. Heather Wood-Gramza (OZ) moved, supported by Dale Parus (IC), to approve the budget as presented and pass it to the Board – *motion carried*.
- 11) **PUBLIC COMMENTS:**
- a) LaVonne Marshall (OC) announced that she will be retiring mid-October and that Carol is helping with the Director search.
 - b) Bethany Nettleton (ML) announced that it is her last day at Tamarack and will be taking a marketing position outside of the library world.
 - c) Kelly Richards (UM) spoke a little about the MLA Conference – that registration is down but it just opened and there is still time for Early Bird rates.
 - d) There were no other comments from members.
- 12) **NEXT MEETING:** Thursday, September 10, 2020, following the Board meeting at 9:30 a.m. via Zoom.
- 13) **ADJOURNMENT:** Kelly Tinkham (NN) moved, supported by Kelly Richards (UM), to adjourn at 10:48 a.m. - *motion carried*.

Respectfully submitted by,
Kelly Ann Schroeder

**Lakeland Library Cooperative
Board Meeting Schedule
FY2020-2021 PROPOSED**

DATE	LOCATION	TIME
October 8, 2020	Via Zoom or TBD	9:30 a.m.
November 12, 2020	Via Zoom or TBD	9:30 a.m.
December 10, 2020	Via Zoom or TBD	9:30 a.m.
January 14, 2021	Via Zoom or TBD	9:30 a.m.
February 11, 2021	Via Zoom or TBD	9:30 a.m.
March 11, 2021	Via Zoom or TBD	9:30 a.m.
April 8, 2021	Via Zoom or TBD	9:30 a.m.
May 13, 2021	Via Zoom or TBD	9:30 a.m.
June 10, 2021	Via Zoom or TBD	9:30 a.m.
July 8, 2021	Via Zoom or TBD	9:30 a.m.
August 12, 2021	Via Zoom or TBD	9:30 a.m.
September 9, 2021	Via Zoom or TBD	9:30 a.m.



4138 3 Mile Road NW
Grand Rapids, MI 49534-1134

(616) 559-5253

(616) 559-4329 FAX

**RESOLUTION TO ADOPT 80%/20% EMPLOYER/EMPLOYEE HEALTH CARE COST
OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED
HEALTH INSURANCE CONTRIBUTION ACT
(October 8, 2020)**

WHEREAS, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains two acceptable options for libraries and library cooperatives complying with the requirements of the Act;

WHEREAS, the options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;

WHEREAS, the Lakeland Library Cooperative Board has decided to adopt the 80%/20% option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED the Board of the Lakeland Library Cooperative elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year October 1, 2020 through September 30, 2021.

Upon a call of the roll, the vote was as follows:

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

Board President

Date