LAKELAND LIBRARY COOPERATIVE
BOARD MONTHLY MEETING

Thursday, June 10, 2021
9:30 a.m.
Advisory Council meeting has been cancelled.

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

Zoom access for guests is available. Please check our website at
www.llcoop.org
Please see the director's report for more details.

AGENDA

1) **CALL TO ORDER AND ROLL CALL**

    a) Introduce New Members

2) **APPROVAL OF AGENDA**   *(m)*

3) **QUESTIONS FROM MEMBERS & BOARD PRESIDENT/COOPERATIVE DIRECTOR ANSWERS**

4) **PUBLIC COMMENTS**

5) **APPROVAL OF MINUTES**

    a) Month May, 2021 Board Minutes   *(m)*   PAGES 2-3

6) **FINANCIAL REPORT**

    a) Monthly Financials   *(i)*   PAGES 4-6

    b) Check Register   *(m)*   PAGES 7-8

7) **PRESIDENT'S REPORT**   *(i)*

    COOPERATIVE DIRECTOR'S REPORT   *(i)*   PAGES 9-16

8) **UNFINISHED BUSINESS**

    a) Bibliocore update and next steps   *(i)*   Board Report

9) **NEW BUSINESS**

    a) Open Meetings Act   *(i)*   Board Report

    b) ARPA Grants   *(i)*   Board Report

10) **PUBLIC COMMENTS**

11) **BOARD MEMBER COMMENTS**

12) **NEXT MEETING** –Thursday, July 8, 2021, 9:30 a.m. at KDL Service Center

13) **ADJOURNMENT**   *(m)*

LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Unofficial
Thursday, May 13, 2021 at 9:30 a.m.
Kent District Library Service Center & Zoom

Present: Dale Parus, Peggy Hemerling, Karen McKinnon, Diane Kooiker, Maggie McKeithan, and Kelly Richards (arrived at 9:37 a.m.)
Staff Present: Carol Dawe and Kelly Schroeder
Absent: Shirley Bruursema, Lance Werner, and John McNaughton

1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:35 a.m. by Dale Parus. There were 26 additional participants. Carol gave some instructions on how the meeting will be conducted.
2) **APPROVAL OF AGENDA:** Peggy Hemerling moved, supported by Diane Kooiker, to approve the agenda as presented - *motion carried.*
3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
4) **PUBLIC COMMENTS:** There were no public comments.
5) **APPROVAL OF MINUTES:** Diane Kooiker moved, supported by Karen McKinnon, to approve the Board minutes from March 11, 2021 as presented – *motion carried.*
6) **FINANCIAL REPORT:** Dale talked about how the budget is laid out and said it was looking healthy. Carol wanted to point out that the attorney fees were related to the revised HR Manual. The FY2020 Retirement Report is included as information only and a motion is not needed. Kelly Richards moved, supported by Peggy Hemerling, to approve the Financial Reports as presented - *motion carried.*
7) **PRESIDENT'S REPORT:** Dale Parus said we're taking a big first step toward normalcy. He elaborated on the State of Michigan's "Vacc to Normal" plan and urged everyone to get vaccinated with hopes that we can move into further steps this fall. He complimented Lakeland staff on their hard work, as well as member libraries.
8) **DIRECTOR'S REPORT:** Carol Dawe announced that Kelly Ann Schroeder would be leaving at the end of May. She will be assessing the open positions at Lakeland and evaluating how best to move forward. Carol also reminded everyone to test BiblioCore and thanked Thom, Sheryl, Jeff and Kelly for their hard work on this project. She and Janet are working on the budget, and Bylaws and Plan of Service have been pushed back. The HR Manual is almost ready for the Personnel Committee to review.
9) **PUBLIC COMMENTS:**
   a) Heather Wood-Gramza announced that Howard Miller Public Library is going fines free July 1st.
   b) There were no additional public comments.
10) **BOARD MEMBER COMMENTS:**
   a) Karen McKinnon talked about Leighton Township Library finishing up plans for Summer Reading, but the hesitation in hiring performers, etc. given the past year and the uncertainty. They also received a grant from LSTA which they will use on a 3-D printer, makers space items, and literacy kits. She also wished Kelly S. well.
   b) Diane Kooiker mentioned Herrick District Library is getting back to some normal and 1-on-1 appointments, as well as partnering locally, having a social worker at the library and vending machines.
   c) Maggie McKeithan said Spring Lake District Library is also hesitantly planning Summer Reading, they'll have a book bike and will be at the Farmer's Market to do Storytimes this summer.
   d) Kelly Richards gave an update on Muskegon Area District Library's remodeling projects around the branches. They hope to have one big grand re-opening when things get back to normal. There has been a lot of support from the communities. The Bookmobile should be ready to go by the end of the month.

e) Peggy Hemerling said the Hastings Public Library's Friends Group recently met at the city park and they are very supportive and looking for ways to help. She added that the library is 14 years old now and there is a known design flaw with the windows. They are looking to replace them and estimating about $1M for the project. The Board has been planning for it. They have also seen more people in the library – new and returning faces. They are not doing programs for Summer Reading, but will continue the grab-n-go bags, etc. She also thanked Kelly S. for her service at Lakeland.

f) Dale Parus said that Ionia Community Library will have outdoor programs for kids and book clubs this summer. Dale added a welcome to Lisa Vande Bunte at Salem Township Library and Mary Cook at Allendale Township Library.

g) There were no other comments from board members.

11) **NEXT MEETING:** Thursday, June 10, 2021, at 9:30 a.m. at KDL Service & Meeting Center.

12) **ADJOURNMENT:** Kelly Richards moved, supported by Peggy Hemerling, to adjourn at 9:55 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder

Lakeland Library Cooperative
Funds Balance Sheet
As of May 31, 2021

	Operating	Pass Through	Capital & Growth	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
1000 · Checking Accounts	279,579	14,202	20,091	313,872
1010 · Savings Accounts	477,644	0	75,998	553,642
1040 · eCommerce - Checking	0	6,065	0	6,065
Total Checking/Savings	757,224	20,267	96,088	873,579
Accounts Receivable	9,856	5,571	0	15,426
Other Current Assets	4,049	45,454	0	49,503
Total Current Assets	771,128	71,292	96,088	938,508
Fixed Assets	273,727	0	0	273,727
Due From/(To)	56,944	(56,944)	0	0
TOTAL ASSETS	1,101,799	14,348	96,088	1,212,235
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	3,522	1,228	0	4,750
Other Current Liabilities				
2120 · Payroll Liabilities	2,636	0	0	2,636
2200 · Benefit Liabilities	3,522	0	0	3,522
Total Other Current Liabilities	6,158	0	0	6,158
Total Current Liabilities	9,680	1,228	0	10,908
Total Liabilities	9,680	1,228	0	10,908
Equity				
3002 · Property	273,727	0	0	273,727
3700 · Nonspendable Funds	65,317	0	0	65,317
3800 · Fund Balance - Committed	85,221	0	0	85,221
3900 · Unassigned Funds	749,501	0	85,401	834,902
Net Income	(81,647)	13,121	10,688	(57,839)
Total Equity	1,092,119	13,121	96,088	1,201,328
TOTAL LIABILITIES & EQUITY	1,101,799	14,348	96,088	1,212,235

Lakeland Library Cooperative
Budget vs. Actual by Fund
October 2020 through May 2021

		Operating		
	May	**YTD**	**Budget**	**%**
Income				
4000 · Administration & IT Revenue	0	178,497	237,985	75.0%
4010 · Cataloging Revenue	0	121,064	161,414	75.0%
4020 · Delivery Revenue	0	56,330	75,114	75.0%
4030 · ILS Revenue	0	198,383	264,512	75.0%
4040 · State Aid Revenue	0	278,221	560,900	49.6%
4050 · Miscellaneous Revenue	0	1,599	2,700	59.2%
Total Income	0	834,094	1,302,625	64.0%
Expense				
6000 · Salaries & Wages	52,226	443,358	724,300	61.2%
6010 · Benefits	9,702	77,909	113,030	68.9%
6050 · Liability Insurance	0	14,441	15,900	90.8%
6100 · Cataloging Services	438	47,622	54,000	87.4%
6300 · ILS Services	698	245,357	247,200	99.2%
6400 · IT Equipment & Services	4,761	19,386	25,500	75.2%
6800 · Professional Services	0	10,036	14,000	71.5%
6850 · RIDES	0	0	7,275	0.0%
6900 · Building/Grounds	2,341	22,393	40,700	52.3%
7100 · Transportation	3,352	30,171	41,025	70.0%
7400 · Mileage	0	123	2,025	6.1%
7500 · Professional Development	119	3,713	13,670	26.3%
7600 · Supplies	13	1,234	4,000	30.5%
Total Expense	73,649	915,741	1,302,625	70.0%
Net Ordinary Income	(73,649)	(81,647)	0	100.0%
Other Income				
9500 · FB Transfers for Fiscal Year	0	0	0	0.0%
Total Other Income	0	0	0	0.0%
Net Income	**(73,649)**	**(81,647)**	**0**	**100.0%**

Lakeland Library Cooperative
Budget vs. Actual by Fund
October 2020 through May 2021

6

	Pass Through				Capital Funds			
	May	YTD	Budget	%	May	YTD	Budget	%
Income								
4700 · Pass Through Revenue								
4710 · Ecommerce Fines	0	15,523	40,000	38.8%	0	0	0	0.0%
4720 · Group Purchases	2,782	47,105	56,000	84.1%	0	0	0	0.0%
4730 · Group Services	1,243	65,643	116,900	56.2%	0	0	0	0.0%
4740 · ILS Add-on Services	0	27,609	30,000	92.0%	0	0	0	0.0%
4750 · IT Services	43	121	350	34.6%	0	0	0	0.0%
4760 · Library Supplies	2,204	8,046	6,600	121.9%	0	0	0	0.0%
4790 · Miscellaneous Pass Through	95	2,997	250	#######	0	0	0	0.0%
Total 4700 · Pass Through Revenue	0	167,044	250,100	66.8%	0	0	0	0.0%
Total Income	6,367	167,044	250,100	66.8%	0	0	0	0.0%
Expense								
7800 · Pass Through Expenses								
7810 · Quarterly Fines	0	9,459	40,000	23.6%	0	0	0	0.0%
7820 · Group Collections	6,963	41,038	56,000	73.3%	0	0	0	0.0%
7830 · Group Subscriptions	1,000	64,642	116,900	55.3%	0	0	0	0.0%
7840 · ILS Add-On Expense	0	27,609	30,000	92.0%	0	0	0	0.0%
7850 · IT Services Expense	0	134	350	38.3%	0	0	0	0.0%
7860 · Library Supply Expense	1,228	8,046	6,600	121.9%	0	0	0	0.0%
7890 · Other Pass Through Expense	0	2,997	250	1,199%	0	0	0	0.0%
Total 7800 · Pass Through Expenses	9,191	153,923	250,100	61.5%	0	0	0	0.0%
9900 · Capital Outlay								
990.337 · Building/Grounds Improvements	0	0			0	0	7500	0.0%
990.710 · Technology Upgrades/Purchases	0	0			0	89,313	92,500	96.6%
Total 9900 · Capital Outlay	0	0			0	89,313	100,000	89.3%
Total Expense	9,191	153,923	250,100	61.5%	0	89,313	100,000	89.3%
Net Ordinary Income	(2,824)	13,121	0	100.0%	0	(89,313)	(100,000)	89.3%
Other Income								
9500 · FB Transfers for Fiscal Year	0	0			100,000	100,000	100,000	100.0%
Total Other Income	0	0			100,000	100,000	100,000	100.0%
Net Income	(2,824)	13,121	0	100.0%	100,000	10,688	-	100.0%

Date	Name	Memo	Account	Amount
1001 · Main - Checking				
1001.1 · Checking - Operating				
05/05/2021	Aggressive Cleaning Service LLC		Janitorial Services	500.00
05/05/2021	AT&T Long Distance		Itiva	195.65
05/05/2021	Backstage Library Works		Authority Control	1,302.30
05/05/2021	Foster Swift Attorneys		Legal	2,220.00
05/05/2021	Fuel Management System		Vehicle Fuel	839.53
05/05/2021	Michigan Library Association		Memberships	1,259.20
05/05/2021	Superior Pest Control, Inc.		Pest Control	54.00
05/07/2021	MERS		-SPLIT-	3,569.65
05/07/2021	State of Michigan--Vendor		Payroll Liabilities	1,830.77
05/07/2021	Comcast	Data Lines	IT Operations	504.05
05/07/2021	First National Bank	Supplies, IT Operations	-SPLIT-	592.90
05/07/2021	Granger		Trash Removal	109.24
05/07/2021	Standard Insurance - Agility	Dental/Vision Ins.	Benefits	358.00
05/11/2021	Payroll		-SPLIT-	16,649.93
05/11/2021	ICMA 457		Payroll Liabilities	20.00
05/11/2021	MERS 401/457		Payroll Liabilities	1,021.23
05/11/2021	941 Form - IRS		Payroll Liabilities	5,760.94
05/19/2021	Berger Chevrolet		Vehicle Repairs/Maintenance	183.61
05/19/2021	Fuel Management System		Vehicle Fuel	746.14
05/19/2021	Meekhof Tire Sales & Service, Inc.		Vehicle Repairs/Maintenance	986.80
05/19/2021	Priority Health		Benefits	6,791.72
05/20/2021	Aflac		Payroll Liabilities	833.14
05/20/2021	AT&T	Itiva and Fax lines	-SPLIT-	583.97
05/20/2021	Cintas		Floor Mats	81.59
05/20/2021	Consumers Energy		Utilities	453.93
05/20/2021	DTE Energy		Utilities	158.12
05/20/2021	DTE Energy		Utilities	34.99
05/20/2021	Mitel		Telephones	449.66
05/20/2021	Standard Insurance - MERS group		Benefits	248.49
05/21/2021	Grand Rapids Income Tax Dept.		Payroll Liabilities	145.40
05/21/2021	Walker City Treasurer		Payroll Liabilities	226.67
05/21/2021	Riley Thomas-Vendor	Email subscription	IT Operations	4,061.83
05/25/2021	Payroll		-SPLIT-	17,449.94
05/25/2021	ICMA 457		Payroll Liabilities	20.00
05/25/2021	MERS 401/457		Payroll Liabilities	1,021.23
05/25/2021	941 Form - IRS		Payroll Liabilities	6,044.14
			Total 1001.1 · Checking - Operating	77,308.76
1001.2 · Checking - Pass Thru				
05/05/2021	Barcode Service, Inc.	Delivery Dots	Library Supplies	76.75
05/05/2021	ID Label, Inc.	Barcodes	Library Supplies	728.00
05/05/2021	SCOLA		Group Subscriptions	600.00
05/07/2021	First National Bank	Domain renewals	IT Services	42.99

Date	Name	Memo	Account	Amount
05/19/2021	Library Ideas, LLC	Vox book order	Group Collections	2,961.25
05/20/2021	OverDrive	Service, audio & ebooks	-SPLIT-	5,001.75
			Total 1001.2 · Checking - Pass Thru	9,410.74

1001.3 · Checking - Capital

			Total 1001.3 · Checking - Capital	0.00
			TOTAL	**86,719.50**

LAKELAND LIBRARY COOPERATIVE
COOPERATIVE DIRECTOR'S REPORT
June 10, 2021

Meetings:

The LLC Board will be meeting again in person at the Kent District Library Service Center at 9:30 a.m. We will provide a zoom link for guests. Please check our website for the link: www.llcoop.org

The LLC Advisory Council **won't be meeting this month BUT we will be meeting on July 8th** at the Kent District Library Service Center after the Board meeting unless there are unforeseen circumstances.

There has been a lot of requests from many of you about meeting via Zoom for the long term but as it was made clear at the last Library of Michigan Directors' Meeting and in a conversation, I had with Anne Seurynck, our attorney from Foster Swift**, we need to follow the OMA and that applies to both LLC Board and Advisory Council.** I have added this as a board agenda item so that we can all be clear and on the same page.

I am reprinting a few sections from Clare Membelia, Library Law Consultant at the Library of Michigan.

> "A14 Under the Open Meetings Act, section 3 & 3a (MCL 15.263, MCL 15.263a), board members may attend a public board meeting remotely for one of 3 reasons:
>
> 1. Their area of residence, or the area where the board meeting usually takes place are under a local emergency order
> 2. They have a medical condition ("Medical Condition = "Illness,Injury,disability, or other Health-related condition.")
> 3. They are on military duty.
>
> Before the 2020 amendments to the OMA, there was a loophole of sorts in the law that many boards used to permit remote attendance. The amendments closed that loophole."

Also in regards to capacity at meetings:

"The new amendment, available on the Michigan Coronavirus site at https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-533660--,00.html adds public meetings held by public bodies under the OMA to the list of circumstances that are exempt from the 25 person non-residential gathering limit. This means that public library boards can hold in-person board meetings and not worry if they have more than 25 persons."

On a related note:

I would like all of you to be reminded that the Library of Michigan Library Director Bi-weekly Friday afternoon Zoom calls are so important. If you subscribe to Michlib-l you will get the notifications. The dates in June have changed and the next meeting is 6/25 at 2 p.m and then 7/2, 7/16 and 7/30 and they will continue into August and in some form for the foreseeable future. These meetings are not to be missed but if they are the **meetings note document** is so

helpful but I have a difficult time finding it so I thought I would share it here. It's a one stop shop for information by meeting date and it is searchable. https://tinyurl.com/MILibDirMeetingNotes

New Directors:

Since last June I have directly helped seven LLC libraries hire directors and have consulted with 5 or 6 other LLC libraries. Since January 2018, we have had 29 openings at 23 libraries with 3 current vacancies that should be filled soon. I mention all of this because that is a lot of change and it fits with a nationwide trend. Searches were less during Covid but have ramped up in the last few months with retirements and job changes happening more and more. **We need to be mindful that we have a lot of new directors so if you are interested in being a mentor, please let me know and for those of you that are new, if you would like a mentor, please contact me as well.**

The LM is offering some helpful session in the next few weeks.

"Please find upcoming training of particular interest to directors and trustees below. All links to register can be found on the Library of Michigan's Continuing Education page. You can view upcoming events in date order or in calendar view from www.michigan.gov/libraryce.

- Smile! First Amendment Audits and Public Libraries - 06/24/2021 10:00 AM - 11:30 AM ET
- Engaging Equity Endeavors : Unshelving the Fear in your DEI Mission - 07/09/2021 12:00 PM - 01:30 PM ET
- Trustee Training 101: The Basics - 07/12/2021 01:00 PM - 02:30 PM ET
- Trustee Training 102: Advanced Trustee - 07/19/2021 01:00 PM - 02:30 PM ET
- How to Run a Public Meeting - 07/23/2021 10:00 AM - 11:30 AM ET"

AND BE SURE TO ATTEND OUR MEETINGS---It's a great networking opportunity and you need to be informed and share this information with your staff and board.

Bibliocommons:

The rollout of Bibliocore went extremely well and I am so pleased with the enthusiasm and hard work of the LLC staff and those at the member libraries. Sheryl and Jeff detail it well in their reports. Get a load of the number of records that Jeff managed in a truly short period of time. We would have been lost without him. By Friday, there were only 5 libraries that hadn't switched over completely from Encore to Bilbiocore and 2 will be up by Tuesday as required and 2 have special circumstances and will be up in early July. Thank you all!!! I have added this to the agenda in case there are questions, and I can explain next steps with the linking project with KDL and GRPL too!

ARPA Grants:

Where do I begin? As was mentioned at the last LM Director's meeting, 4 million dollars in ARPA funding is available for Michigan libraries.   This is the good news. The bad news is that the entire funding process from start to finish must be completed by September 30th, 2022. That's 15 months.

The library of Michigan will only be doing direct grants to libraries for large equipment purchases with a minimum of $25,000. They estimate these grants will total 1 million dollars. There are a

lot of restrictions. Installation cannot be included and the entire purchase, etc. must be complete by the deadline.

The other grants will total 3 million dollars and must be available to all Michigan libraries and will be managed by either a cooperative or partner.

 Karren will be posting all the information the week of June 6th but I want to share some of it with you now so if there are questions, we can address them at the LLC Board meeting.

The Cooperative Directors (MCDA) and their partners (MLA and MCLS) had a meeting with Shannon White and Karren Reish from the LM on Thursday, June 3rd. On Friday, the MCDA and Debbie Mikula (MLA) and Scott Garrison (MCLS) met again, and we will be meeting at least once before our LLC Board meeting on June 10. Below is an edited summary of the June 4th meeting minutes. (I was secretary.)

"After much discussion and a review of the results of the statewide survey from LM, the group decided that they would focus on 3 areas for grants:
1. Content
2. Marketing
3. Technology

These are broad descriptions and will be fine-tuned by each group.

The deadline for the grant applications is July 15th so the groups must move quickly.

•   Carol Dawe will set up a meeting time for the content group which at present consists of Carol, Kate V., Sheryl, Pam, Scott, Stephanie, Jim Flury, and Debbie.
•   Steve Bowers will set up a meeting time for the technology group which at present consists of Steve, Eric, Tammy, and Debbie.
•   Debbie will set up a meeting time for the marketing group which at present consists of Debbie, Linda, Sheryl, and Andrea."

These grants are going to need a fiscal agent and an administrator. I have discussed this with Dale and with Terry Cross at Lakeland and I feel we can manage this especially if the grant is content related and not equipment related. This is a tremendous opportunity for every library in Michigan to have access to funding and the cooperatives should be and must be an integral part of this process. If the grant is accepted, funding for staffing is included, so we could hire someone if needed. There are so many details that I can't share here but I wanted all of you to know that we have this opportunity and there is a real need for our help. TLN, Suburban and LLC are the only cooperatives really equipped to manage a project of this scale and all 3 will be needed.

I'm happy to answer questions and I will continue to share information as it is available. This is brand new and I don't have specifics yet but suffice to say Overdrive will probably be an option for a content provider. Exciting times!

Other items of note:

1. **Budget: As Janet mentions below, we are on our way to having a draft budget for finance soon.**
2. **Non-Resident Cards: I am waiting for one piece of information, and we can move forward.**

3. **HR Manual and Staffing proposals: This will go to Personell in June or July.**
4. **Webpage Overhaul: Thom and I are working with Local Hop and we hope to unveil our new Webpage in October!**
5. **Bylaws and Plan of Service: I'm working on them, I really am.**
6. **<u>Other Reports:</u>**

Delivery & Facility Manager - Terry Cross

May 2021 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland

	May – 2021	May - 2020	Difference	% Change
Total Book Bags & Bins	2,610	0	2,610	2,610%

In May 2021, there were 2,610 book bags and bins sorted, loaded, and delivered to member libraries. There were not any items delivered in May 2020 due to the COVID-19 statewide stay-at-home order for all non-essential workers that began on March 16, 2020 and lasted through June 7, 2020.

There are 5 employees in the Delivery Department: 2 full-time Drivers who each drive one route per day, 5 days per week, 2 part-time Sorters who work 5 hours per day, 5 days a week and 1 sorter who works 5 hours a day, 2 days a week. I drove 7 days and helped sort on 5 days this month to cover for Driver and Sorter time-off in order to provide consistent delivery and to prevent any sorting backlog.

Both of the trucks were purchased in February 2017 and each of them have around 193,000 miles. Six new tires and a front-end alignment was done on one of the trucks, considerably improving the truck's drivability. Both trucks also received oil and filter changes.

During May, I was able to replace the roller hinges on the roll up doors on both of the trucks. Each truck has 14 hinges that needed replacing due to rust and broken rollers which made the doors hard to roll up and down.

We were able to share our experience in the functionality of new book delivery bags by letting KDL and Grand Rapids Public Library use some of the bags that we purchased last year. It had been a long time since any of us had ordered bags and staff from both of the libraries inquired about their functionality, especially when considering their cost and that the supplier has changed the material that is used in making the bags.

A group of Youth Librarians came to Lakeland and used the sorting area to organize the distribution of new books that will be used as summer reading prizes. It was impressive to see how efficiently the group worked together and we are glad that Lakeland was able to help.

In light of her departure, Kelly trained Carol and I on the ordering of Lakeland and Member Library pass-thru supplies.

I helped coordinate the update to the Macatawa Bank Resolution between bank staff, Carol, and the respective Board Members. The update was necessary as a result of earlier changes that were made in the Finance Committee and Board.

Finance & HR Assistant - Janet Cornell

The new chart of accounts for the state compliance has been completed and reviewed with our auditor. Due to our use of QuickBooks software for our accounting needs, we will need to separate the funds within the software into different company files. We decided it would be a good time to start fresh and clean up the old company file. He agreed to this so long as we can retrieve the old file for reference, and I have tested this to make sure we meet that requirement. I have started to gather lists and information needed to create these new files and I will start setup over the summer to be ready for the new fiscal year.

Carol and I have met and are working to complete the budget this month. The new chart of accounts was used in preparing spreadsheets for the budgeting process. We are working hard to streamline the Cost per Library spreadsheet so that we can provide better budgeting information to the members. We are still at the early stages so more information will be provided at the next meeting.

Carol and I have also met regarding updating the employee handbook. We have received a draft from the lawyer and have reviewed it for more editing and the final copy.

IT Manager - Thom Riley

There were no disruptions to Lakeland services and all services continue to run well.

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

Several website page organization and information updates were completed.

We are working with members on website changes to include Bibliocommons and Wowbrary edits including static and dynamic search and display options.

Another member is joining Ancestry and we are working through the authentication for the new connection.

See Sheryl's report for work done on Bibliocommons topics.

May help desk tickets created - 505. Tickets resolved – 484.
Bibliocommons specific tickets – 413 so far.
Tickets can span several days/weeks depending upon the issue/project.

Cataloging Services Manager - Jeff Lezman

May 2021 activities

In May, Cataloging Department staff continued to work from home as outlined in the Lakeland COVID-19 Preparedness and Reopening Plan.

April e-mail & telephone consulting contacts: 17

In April, we added 8,520 Hoopla records and 248 Overdrive records to the database.

We completed adding item records for both the Fremont Area District Library and the Salem Township Library for Hoopla music materials.

As part of the Bibliocore implementation many bib records needed to be modified to be indexed correctly in Bibliocore. I modified 2,249 records for book club kits, board books, board games, music LPs and eReader devices.

Many bib records for eBooks and eAudiobooks also needed to be updated. I modified 73,083 eAudiobook records and 252,640 eBook records. These modifications were necessary to allow these materials to be checked out by patrons directly from the Bibliocore catalog, and also to be filtered correctly as fiction or nonfiction materials.

April 2021 Statistics

These statistics for April 2021 show a large increase in the number of cataloging requests we received, and the number of records cataloged compared to last year. This is due to our member libraries being shut down last year because of the Covid-19 restrictions.

The number of cataloging requests received in April was up by 522% compared to April 2020. The number of requests received that were already in the database increased by 100%. The number of records copy-cataloged in April was up 39% compared to April 2020, while the number of original records cataloged was down by 13%. The total number of records cataloged was up by 32% compared to April 2020.

Cataloging	Apr. 2021	YTD	Apr. 2020	YTD	Monthly %	YTDPCT
Requests Received	1,586	13,967	255	9,832	522%	42%
Requests already in database	66	422	33	388	100%	9%
Requests to be cataloged	1,520	13,545	222	9,444	585%	43%
Copy Cataloging	1,243	11,869	337	8,513	269%	39%
Original Cataloging	216	1,149	224	1,323	-4%	-13%
Total Cataloged	1,459	13,018	561	9,836	160%	32%

ILS Manager - Sheryl VanderWagen

RIDES statistics: We received 148 totes in March 2021, up 42 totes from March 2020 (the beginning of the pandemic) and sent out 123 totes, up 52 from March 2020. In April we received 112 totes and sent out 121 totes. There were no RIDES deliveries in April 2020 because of the pandemic.

Circulation Stats note: It is worth noting that overall circulation is up 43% with 1.6 million circs compared to 1.1 million circs at end of May 2020, a time when total library closures were coming to an end. On June 8, 2020 we were allowed to open back up with very limited service and LLC delivery resumed. Interlibrary loans and holds placed are both up over 100% from this time last year. And the Lakeland group Overdrive circulation is up 10% compared to the same five months last year. It appears that your patrons are happy to have your libraries open AND they continue to enjoy your digital resources along with it. We look forward to a banner 2021 for our Lakeland members.

July 4th Holiday: July 5 is the legal holiday since the 4th falls on a Sunday. If you are planning to be closed either on July 3 or July 5, and it was not on the holiday schedule you turned in at the end of last year, please let me know **ASAP** so that we can get the dates into the system days closed table for due dates and so that hold pickup times do not count them as OPEN days with pickup dates on a day that you are closed. **Items checked out on June 12 will be due on July 3 unless you have already given me those dates.**

Bibliocommons: We continued to make progress with the Bibliocore implementation. With the completion of the Bibliofines setup, we kicked off Public Preview on Wednesday, May 26. Bibliofines was also activated for Herrick District Library, this is a change that also will allow Herrick patrons to pay directly from Bibliocore rather than linking to the classic patron login on the Sierra OPAC. During the staff preview period we corrected many specific items related to links for various libraries, fixes to logo images and other library specific issues. We also worked with our implementation team to bring in the Sierra serials module checkin records and subscription information for our 25+ libraries that use serials. We worked with the team to provide a way to link back to the scoped catalogs from the Lakeland parent catalog and we updated the logos and links on the Lakeland parent catalog. We also created and sent out all the staff user accounts for the Admin and Staff Picks list making features. We would like to thank all library staff for their active participation during staff preview. Please continue to let us know if adjustments need to be made by emailing tech-help@llcoop.org. The catalog officially went live on June 1, 2021, and member libraries continue to work to get links to it on their websites and on their in-house workstations. There are several marketing/promotional resources on the Lakeland website here: http://www.llcoop.org/biblio.shtml. We also created a universal login to the resources on the Bibliocommons Partner Portal for all library staff members. The login and password were sent out via email. If you need that information, please contact tech-help@llcoop.org and we will provide it. We also worked to set up access to the Bibliocore Basics training on the Bibliocommons Learning Lab portal for library staff members. If you would still like staff logins for the Learning Lab, submit a ticket to tech-help@llcoop.org with staff member names and email addresses and we will see that they are added.

Encore: We have notified Innovative of our intent to discontinue our Encore subscription when it expires on January 1, 2022 although our overall goal is to have everyone on Bibliocore by the end of June and two libraries that has requested a roll-out for early July. .

Capira: We sent two updates in the month of May for updated links and logos/colors for a couple of libraries. The logo changes require a new software version to be pushed out by Capira developers. We will send out a notification to the Capira email group when those updates are pushed out.

Sierra: Version 5.3 has been released by Innovative Interfaces. We will be updating both the Sierra server and the Encore server to the new version in the coming weeks.

Hoopla: I am working on Sierra codes for the two newest Hoopla libraries in the system, Gary Byker and Newaygo. If your library intends to join Hoopla in the next three months, please let me know immediately so that we can get the prep on Sierra done with this group.

Idea Lab: I will be serving another two-year stint on the Idea Lab team. This is the group from the Innovative Users Group that works with III on enhancements/developments to their software products. I served as an expert reviewer for the most recent Sierra Challenge. Challenges are timed and open for a two-week period. They are designed so that users submit specific enhancement requests based on a theme which are then reviewed by expert reviewers and III product development staff and put up for pairwise voting to the IUG membership. After the voting, Innovative product owners and developers are tasked to add those winning items to a future release and the product roadmaps. The most recent challenge was "It Bugs Me". We received so many requests that we ended up with 496 pairs for the pairwise voting. There are two of these challenges per year.

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Respectfully submitted,

Carol Dawe