

# LAKELAND LIBRARY COOPERATIVE BOARD MONTHLY MEETING

Thursday, July 8, 2021  
10:00 a.m.

*Advisory Council regular meeting immediately following the Board meeting.*

Kent District Library Service Center

## 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) **June 10<sup>th</sup>, 2020 Board Minutes** (v) PAGES 2-3
- 6) **BOARD DEVELOPMENT: De-escalation Presentation by Tiffany Russell LMSW**
- 7) **FINANCIAL REPORT**
  - a) Monthly Financials and Check Register (m) PAGES 4-8
- 8) **PRESIDENT'S REPORT** (i)
- 9) **COOPERATIVE DIRECTOR'S REPORT** (i) PAGES 9-13
- 10) **COUNCIL/COMMITTEE REPORTS**
  - a) Finance Committee –approved minutes 01-06-2021 (i) PAGES 14
  - b) Finance Committee – unapproved minutes 06-30-2021 (i) PAGES 15-16
- 11) **NEW BUSINESS**
  - a) Operating Budget Amendment 3 (v) PAGES 17
  - b) Fund Balance Reserves and ARPA Content Grant (v) PAGES 18-20
  - c) Non-Resident Cards Policy (v) PAGES 21-24
  - d) Unlimited SIP License Purchase (v) PAGES 25
- 12) **PUBLIC COMMENTS**
- 13) **BOARD MEMBER COMMENTS**
- 14) **NEXT MEETING** –Thursday, August 12th, 2021, 9:30 a.m. at KDL Service Center
- 15) **ADJOURNMENT** (m)

**LAKELAND LIBRARY COOPERATIVE  
BOARD MINUTES – Unofficial  
Thursday, June 10, 2021, at 9:30 a.m.  
Kent District Library Service Center & Zoom**

Present: Dale Parus, Peggy Hemerling, Karen McKinnon, Diane Kooiker, Maggie McKeithan, Lance Werner, Shirley Bruursema, John McNaughton (on ZOOM), Kelly Richards (on ZOOM)

Staff Present: Carol Dawe and Sheryl VanderWagen

Absent:None

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:35 a.m. by Dale Parus. There were 23 additional participants.
  - a) Introduction of New Members: Carol introduced Stefanie Reed, the new director of the Flat River Community Library.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Karen McKinnon, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** Lance Werner asked if other libraries were experiencing an uptick in the number of confrontations with patrons with mental health issues. The consensus from the group was that many libraries are experiencing an increase in these situations. He asked if the Cooperative could consider training on dealing with difficult patrons, de-escalation techniques, and patron and staff safety during situations. Maggie McKeithan mentioned that they had a training on this with their staff, she will send Carol the information from their staff session.
- 4) **PUBLIC COMMENTS:** No public comment
- 5) **APPROVAL OF MINUTES:** Peggy Hemerling moved, supported by Lance Werner, to approve the board minutes from May 13, 2021, as presented – *motion carried*.
- 6) **FINANCIAL REPORT:**
  - a) May Financials: There were no questions.
  - b) Monthly Check Register: There were no questions. Shirley Bruursema moved, supported by Lance Werner, to approve the May Financials and Monthly Check Register as presented - *motion carried*.
- 7) **PRESIDENT’S REPORT:** There was nothing to report from the Board President.
- 8) **COOPERATIVE DIRECTOR’S REPORT:** Carol Dawe did a follow-up on the ARPA grant information from her report. She will meet with the Cooperative Directors this afternoon and will have more information following that meeting. She noted that the equipment grants require purchased equipment to be in hand by September 1, 2022, and the grants do not cover any type of installation fees. The content grants will not cover any type of subscription-based pricing. Grant proposals will be due by July 15, 2021.
- 9) **UNFINISHED BUSINESS:**
  - a) Bibliocore update and next steps: Carol Dawe asked libraries to continue sending questions to [tech-help@lcoop.org](mailto:tech-help@lcoop.org). Sheryl VanderWagen is the lead team member on fielding those questions. An updated Known Issues/FAQ document was posted to the Lakeland website this morning. The next step in the project will be the linking between the KDL, LLC and GRPL Bibliocore catalogs. This exploration will begin next month, and more information will be provided as staff learns exactly how the linking works.
- 10) **NEW BUSINESS:**
  - a) Open Meetings Act: Carol Dawe reported that both the Board and the Advisory Council continue to be required to meet in person as in the past-PreCovid. There are strict limitations on who can participate remotely related to ADA requirements. The effective dates may vary in some counties due to county level emergency orders and library boards will have to comply based on the dates

issued by their counties. Carol also noted that committees may continue to meet remotely as per the OMA.

b) ARPA Grants: No further discussion.

11) **PUBLIC COMMENTS:** Reilly Brouwer, Interim Director at Dorr Township Library reported that Dorr received an LSTA grant to purchase 10 graphing calculators for circulation. They will be used by individuals who may need them for testing and other situations. Dorr is also planning to be fines free.

12) **BOARD MEMBER COMMENTS:**

a) **Kelly Richards** reported that MADL branch renovations continue, and the new Bookmobile delivery has been delayed.

**Shirley Bruursema** spoke about the Trustee Workshops that will be held in July. The workshops are duplicates of the earlier workshops. She also spoke about the possibility of an increase in State Aid for the coming year. This is part of a Senate budget proposal.

**Karen McKinnon** reported that her library has experienced an increase in in-person traffic. Bids for an addition to the Leighton Township Library are due on June 23. She reported that staff and public reaction to Bibliocore has been positive.

**Maggie McKeithan** also reported that Spring Lake has also experienced an increase in in-person traffic.

**Diane Kooiker** reported that Herrick District Library has hired Natalie Williams to serve as Assistant Director. Herrick will go live with Biblioweb in early fall. Herrick has also contracted with a local non-profit agency for a 20 hour a week social worker to be in the library to assist with patrons who are having mental health issues and to assist staff when working with those individuals. This is in lieu of hiring a security guard.

**John McNaughton** reported the GRPL branches increased their hours beginning this week. GRPL also has an opening for a Librarian IV position for Public Services.

**Dale Parus** noted that the additional State Aid funding in the Senate budget would put libraries at the \$.50 per capita funding level legislated in 1977.

13) **NEXT MEETING:** Thursday, July 8, 2021, at 9:30 a.m. at Kent District Library Service Center.

14) **ADJOURNMENT:** Lance Werner moved, supported by Maggie McKeithan, to adjourn at 10:10 a.m. - *motion carried.*

Respectfully submitted by,  
Sheryl VanderWagen

**Lakeland Library Cooperative**  
**Funds Balance Sheet**  
**As of June 30, 2021**

	<u>Operating</u>	<u>Pass Through</u>	<u>Capital &amp; Growth</u>	<u>TOTAL</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1000 · Checking Accounts</b>				
1001 · Main - Checking	167,186	1,427	20,091	188,704
1015 · M - Checking	57,363	4,407	0	61,769
<b>Total 1000 · Checking Accounts</b>	<b>224,548</b>	<b>5,834</b>	<b>20,091</b>	<b>250,473</b>
<b>1010 · Savings Accounts</b>	<b>477,710</b>	<b>0</b>	<b>75,998</b>	<b>553,707</b>
<b>1040 · eCommerce - Checking</b>	<b>0</b>	<b>1,640</b>	<b>0</b>	<b>1,640</b>
<b>Total Checking/Savings</b>	<b>702,258</b>	<b>7,474</b>	<b>96,088</b>	<b>805,821</b>
<b>Accounts Receivable</b>	<b>4,288</b>	<b>137</b>	<b>0</b>	<b>4,425</b>
<b>Other Current Assets</b>				
1225 · Prepaid Expenses	49,503	0	0	49,503
1270 · Undeposited Funds	3,061	3,238	0	6,298
<b>Total Other Current Assets</b>	<b>52,564</b>	<b>3,238</b>	<b>0</b>	<b>55,801</b>
<b>Total Current Assets</b>	<b>759,109</b>	<b>10,849</b>	<b>96,088</b>	<b>866,047</b>
<b>Fixed Assets</b>				
<b>Due From/(To)</b>	<b>5,886</b>	<b>(5,886)</b>	<b>0</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b>1,038,722</b>	<b>4,963</b>	<b>96,088</b>	<b>1,139,774</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>	12,005	44	0	12,049
<b>Credit Cards</b>	(119)	0	0	(119)
<b>Other Current Liabilities</b>				
2120 · Payroll Liabilities	2,744	0	0	2,744
2200 · Benefit Liabilities	3,518	0	0	3,518
<b>Total Other Current Liabilities</b>	<b>6,262</b>	<b>0</b>	<b>0</b>	<b>6,262</b>
<b>Total Current Liabilities</b>	<b>18,147</b>	<b>44</b>	<b>0</b>	<b>18,192</b>
<b>Total Liabilities</b>	<b>18,147</b>	<b>44</b>	<b>0</b>	<b>18,192</b>
<b>Equity</b>				
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
<b>Net Income</b>	<b>(153,191)</b>	<b>4,919</b>	<b>10,688</b>	<b>(137,585)</b>
<b>Total Equity</b>	<b>1,020,575</b>	<b>4,919</b>	<b>96,088</b>	<b>1,121,582</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,038,722</b>	<b>4,963</b>	<b>96,088</b>	<b>1,139,774</b>

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

	Operating			
	June	YTD	Budget	%
<b>Income</b>				
4000 · Administration & IT Revenue	1,288	179,785	237,985	75.5%
4010 · Cataloging Revenue	251	121,315	161,414	75.2%
4020 · Delivery Revenue	441	56,771	75,114	75.6%
4030 · ILS Revenue	1,098	199,481	264,512	75.4%
4040 · State Aid Revenue	0	278,221	560,900	49.6%
4050 · Miscellaneous Revenue	2,958	4,659	2,700	172.6%
<b>Total Income</b>	<b>6,035</b>	<b>840,232</b>	<b>1,302,625</b>	<b>64.5%</b>
<b>Expense</b>				
6000 · Salaries & Wages	53,180	496,537	724,300	68.6%
6010 · Benefits	7,110	85,019	113,030	75.2%
6050 · Liability Insurance	0	14,441	15,900	90.8%
6100 · Cataloging Services	0	47,622	54,000	88.2%
6300 · ILS Services	682	246,039	247,200	99.5%
6400 · IT Equipment & Services	2,780	22,332	25,500	87.6%
6800 · Professional Services	3,340	13,511	14,000	96.5%
6850 · RIDES	7,384	7,384	7,275	101.5%
6900 · Building/Grounds	1,798	24,191	40,700	59.4%
7100 · Transportation	1,098	31,269	41,025	76.2%
7400 · Mileage	0	123	2,025	6.1%
7500 · Professional Development	125	3,719	13,670	27.2%
7600 · Supplies	0	1,237	4,000	30.9%
<b>Total Expense</b>	<b>77,497</b>	<b>993,423</b>	<b>1,302,625</b>	<b>76.3%</b>
<b>Net Ordinary Income</b>	<b>(71,461)</b>	<b>(153,191)</b>	<b>0</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9500 · FB Transfers for Fiscal Year	0	0	0	0.0%
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Net Income</b>	<b>(71,461)</b>	<b>(153,191)</b>	<b>0</b>	<b>100.0%</b>

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

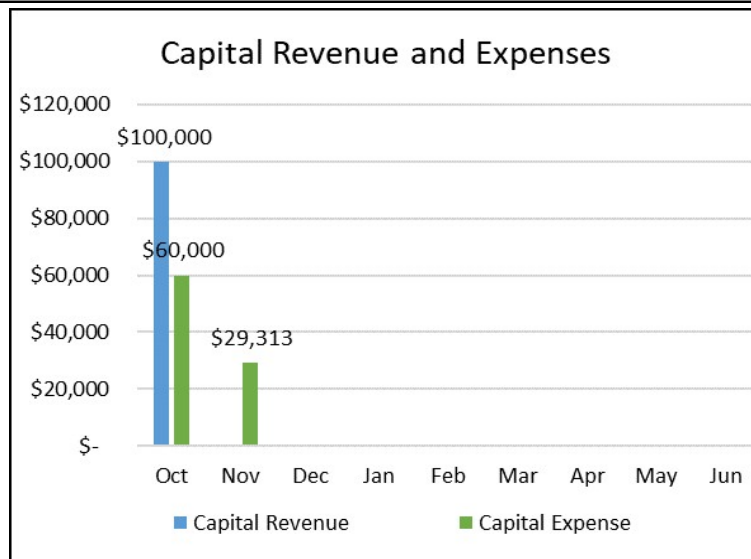
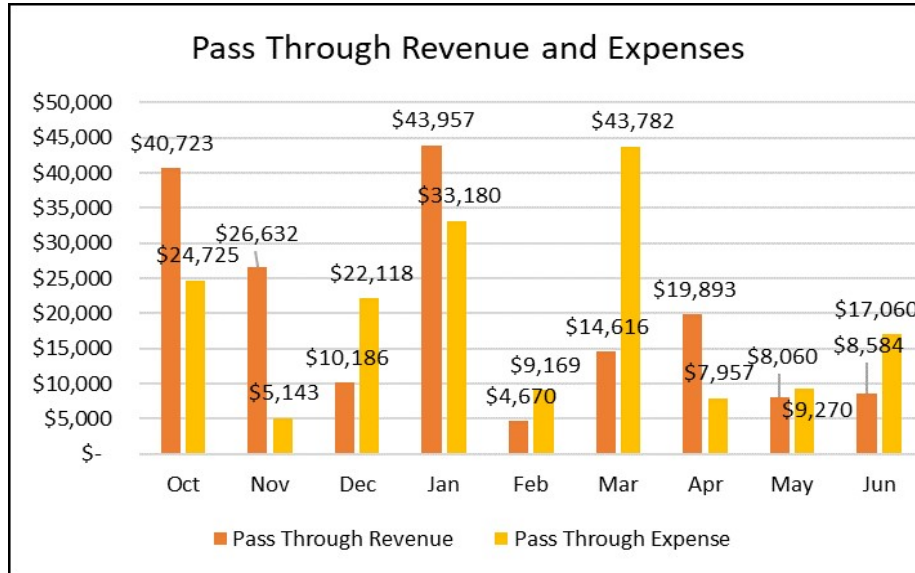
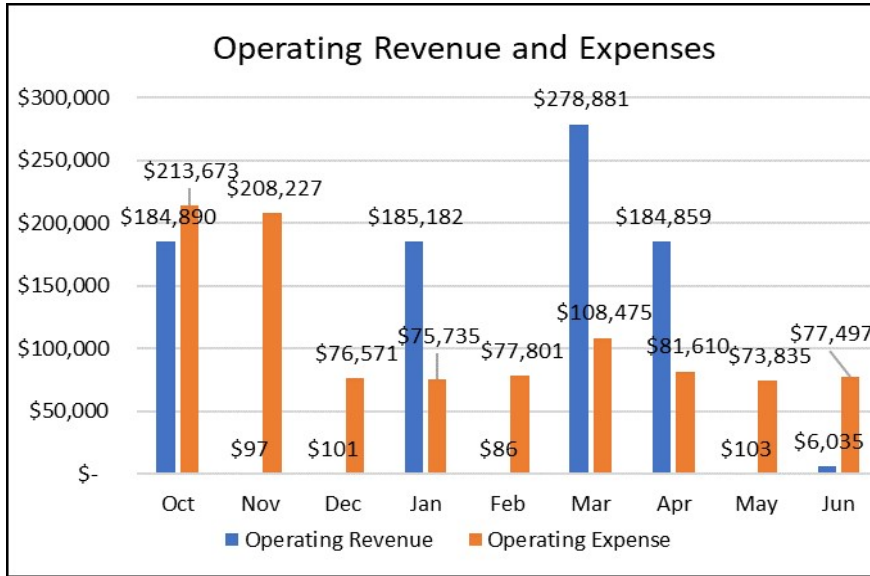
	Pass Through				Capital & Growth			
	June	YTD	Budget	%	June	YTD	Budget	%
<b>Income</b>								
<b>4700 · Pass Through Revenue</b>								
4710 · Ecommerce Fines	0	17,217	40,000	43%	0	0	0	0%
4720 · Group Purchases	1,457	48,562	56,000	87%	0	0	0	0%
4730 · Group Services	6,945	72,588	116,900	62%	0	0	0	0%
4740 · ILS Add-on Services	0	27,609	30,000	92%	0	0	0	0%
4750 · IT Services	43	164	350	47%	0	0	0	0%
4760 · Library Supplies	139	8,185	6,600	124%	0	0	0	0%
4790 · Miscellaneous Pass Through	0	2,997	250	1,199%	0	0	0	0%
<b>Total 4700 · Pass Through Revenue</b>	<b>8,584</b>	<b>177,321</b>	<b>250,100</b>	<b>71%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Income</b>	<b>8,584</b>	<b>177,321</b>	<b>250,100</b>	<b>71%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Expense</b>								
<b>7800 · Pass Through Expenses</b>								
7810 · Quarterly Fines	6,118	15,577	40,000	39%	0	0	0	0%
7820 · Group Collections	4,498	45,614	56,000	81%	0	0	0	0%
7830 · Group Subscriptions	6,262	72,243	116,900	62%	0	0	0	0%
7840 · ILS Add-On Expense	0	27,609	30,000	92%	0	0	0	0%
7850 · IT Services Expense	43	177	350	51%	0	0	0	0%
7860 · Library Supply Expense	139	8,185	6,600	124%	0	0	0	0%
7890 · Other Pass Through Expense	0	2,997	250	1,199%	0	0	0	0%
<b>Total 7800 · Pass Through Expenses</b>	<b>17,060</b>	<b>172,402</b>	<b>250,100</b>	<b>69%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>9900 · Capital Outlay</b>								
990.337 · Building/Grounds Improvements	0	0	0	0%	0	0	7,500	0%
990.710 · Technology Upgrades/Purchases	0	0	0	0%	0	89,313	92,500	97%
<b>Total 9900 · Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>89,313</b>	<b>100,000</b>	<b>89%</b>
<b>Total Expense</b>	<b>17,060</b>	<b>172,402</b>	<b>250,100</b>	<b>69%</b>	<b>0</b>	<b>89,313</b>	<b>100,000</b>	<b>89%</b>
<b>Net Ordinary Income</b>	<b>(8,476)</b>	<b>4,919</b>	<b>0</b>	<b>100%</b>	<b>0</b>	<b>(89,313)</b>	<b>(100,000)</b>	<b>89%</b>
<b>Other Income/Expense</b>								
<b>Other Income</b>								
9500 · FB Transfers for Fiscal Year	0	0	0	0%	0	100,000	100,000	100%
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100%</b>
<b>Net Income</b>	<b>(8,476)</b>	<b>4,919</b>	<b>0</b>	<b>100%</b>	<b>0</b>	<b>10,688</b>	<b>0</b>	<b>100%</b>

**Lakeland Library Cooperative**  
**Monthly Check Register**  
As of June 30, 2021

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Date	Name	Memo	Account	Amount
<b>1001 · Main - Checking</b>				
<b>1001.1 · Checking - Operating</b>				
06/02/2021	Aggressive Cleaning Service LLC		Janitorial Supplies	405.00
06/02/2021	AT&T Long Distance		Itiva	186.73
06/02/2021	Backstage Library Works		Authority Control	437.76
06/02/2021	Fuel Management System		Vehicle Fuel	866.55
06/02/2021	Meekhof Tire Sales & Service, Inc.		Vehicle Repairs/Maintenance	568.40
06/03/2021	Granger		Trash Removal	53.04
06/03/2021	Ricoh USA Inc.		IT Operations	19.30
06/03/2021	Standard Insurance - Agility	Dental and vision ins.	Benefits	323.30
06/03/2021	First National Bank	Supplies, IT, bank fees	-SPLIT-	948.49
06/03/2021	Granger		Trash Removal	56.20
06/04/2021	MERS		Benefits	3,505.18
06/04/2021	State of Michigan--Vendor		Payroll Liabilities	1,810.37
06/08/2021	Payroll		-SPLIT-	18,315.68
06/08/2021	ICMA 457		Payroll Liabilities	20.00
06/08/2021	MERS 401/457		-SPLIT-	1,021.23
06/08/2021	941 Form - IRS		Payroll Liabilities	6,655.64
06/16/2021	Ace Mobile Wash		Vehicle Repairs/Maintenance	50.00
06/16/2021	Fuel Management System		Vehicle Fuel	909.78
06/16/2021	Midwest Collaborative Library Services		RIDES	7,508.65
06/17/2021	Aflac		Payroll Liabilities	792.78
06/17/2021	AT&T	Itiva and Fax	-SPLIT-	569.96
06/17/2021	Cintas		Floor Mats	81.59
06/17/2021	Comcast	data lines	IT Operations	504.05
06/17/2021	Consumers Energy		Utilities	522.92
06/17/2021	DTE Energy		Utilities	34.99
06/17/2021	DTE Energy		Utilities	83.84
06/17/2021	Mitel		Telephones	449.66
06/18/2021	Grand Rapids Income Tax Dept.		Payroll Liabilities	145.40
06/18/2021	Walker City Treasurer		Payroll Liabilities	223.36
06/22/2021	Payroll		-SPLIT-	15,543.67
06/22/2021	ICMA 457		Payroll Liabilities	20.00
06/22/2021	MERS 401/457		-SPLIT-	1,021.23
06/22/2021	941 Form - IRS		Payroll Liabilities	5,404.56
			Total 1001.1 · Checking - Operating	<u>69,059.31</u>
<b>1001.2 · Checking - Pass Thru</b>				
06/03/2021	First National Bank	Love my Library bags	Library supplies	1,227.60
06/16/2021	Barcode Service, Inc.	delivery dots	Library supplies	138.94
06/16/2021	Interactive Sciences Inc.	Wowbrary	Group Subscriptions	5,261.83
06/16/2021	Library Ideas, LLC	Vox book order	Group Collections	78.90
06/16/2021	ProQuest LLC		Group Subscriptions	1,340.00
06/17/2021	OverDrive	service, audiobooks, ebooks	-SPLIT-	5,498.05
			Total 1001.2 · Checking - Pass Thru	<u>13,545.32</u>
<b>1001.3 · Checking - Capital</b>				
			Total 1001.3 · Checking - Capital	<u>0.00</u>
			<b>TOTAL</b>	<b><u>82,604.63</u></b>

## Lakeland Library Cooperative FY 2020-21 Revenue and Expenses by Fund October 2020 - June 2021





**LAKELAND LIBRARY COOPERATIVE  
COOPERATIVE DIRECTOR'S REPORT  
July 8, 2021**

I want to thank the LLC Board for allowing me to poll them in regards to the SIP license purchase. There was a significant savings in terms of cost but most importantly it will provide equal access to all members and increase the capacity of service and eliminate long standing barriers. Many thanks to Sheryl for her hard work, eloquence and clarity on this issue.

My advice for Thursday, the 8<sup>th</sup>: Eat a good breakfast and please read through all 3 packets carefully. There is a lot going on! We have full agendas for both Advisory Council meetings and the Board meeting. It's been 16 months since we have had full in person participation! I am looking forward to seeing all of you and I promise to bring individual snacks to keep us from getting peckish. You might want to bring your own coffee but we will provide water!

Advisory will hold a special meeting from 9:30 to 10:00 to discuss and vote on Non-Resident Card policies and Sheryl and I can answer questions on SIP Licenses before it goes to the board for the official vote. The Board meeting will follow immediately and after approval of the agenda and the minutes, we will welcome Tiffany Russell to present on de-escalation tactics. A short break will be in order and then the board will continue with the agenda as presented in the packet. The Advisory will meet for their full meeting after the Board meeting completes. We are very hopeful we can be finished by 12:30 or 1:00 at the very latest.

A few items to note about information in the packets:

- **Advisory Council Special Meeting Packet:** The two main issues are the Non-Resident Card Policy Change and an opportunity to discuss the SIP licenses in case there are questions.
- **Board Packet:** In the interest of time, I only included the current Fund Balance and ARPA grant in the board packet since it is ultimately a board decision and this access to cash will only be needed if we in fact are awarded the grant. HOWEVER, please give it a read because it explains the grant, Lakeland's role etc. and offers a timeline and other information. I am happy to answer questions at the board meeting from all participants. The grant information is ever changing so it won't be the final time we discuss this for sure.
- **Advisory Council Regular Meeting Packet:** The Budget Information is for the Advisory Council to review prior to and for discussion at the regular Advisory Council Meeting. The Finance Committee has reviewed the budgets and the minutes are included in the packet. Advisory won't vote until their special meeting prior to the August Board Meeting so that the board can review the budgets in August and then vote in September. The operating and capital budgets rely on fund balance reserves as detailed on the final page of the budget documents. We incorporated Bibliocore, Patron Point, SIP Licenses, Ill increases and consolidation of charges and we smoothed the cataloging charges over 3 years so make them more equitable. We also factored in the cost savings from the SIP licenses for those libraries who were charged through the pass-through fund. Frankly, that wasn't the best way to bill this and we have remedied it by making the Innovative costs truly reflective of what we have purchased and who is using it. A word about salaries: we factored in a 3% increase as requested by personnel and finance last year for existing employees. We hope to consolidate our two vacant positions into one and use consulting services as well. I look forward to our discussion at the Advisory regular meeting and in August at the Board meeting.

We have added summary pages for most of the other agenda items so I will keep my report short and only mention one item of interest. I have connected the 7 newest LLC library directors with mentors. Thank you to those of you who are participating and others will be asked as well as new directors arrive.

## **Other Reports:**

### **Delivery and Facility Manager - Terry Cross**

#### **June 2021 – Number of Bags & Bins Loaded Daily on the Trucks at Lakeland**

	June – 2021	June – 2020	Difference	% Change
Total Book Bags & Bins	2,761	2,217	544	24%

In June 2021, there were 2,761 book bags and bins sorted, loaded, and delivered to member libraries. The 2,761 bags and bins that were delivered in June 2021 were 24% more than the 2,217 bags and bins that were sorted and delivered in June of the prior year. One reason for the June 2021 bag increase is that there were 5 more delivery days in June 2021 due to the statewide stay-at-home order which was lifted on June 7, 2020. As compared to June of the prior year, there was a 25% increase, or an increase of 396 book bags delivered and a 21% increase or 43 more AV Bins were delivered to member libraries.

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 2 days to cover for Driver time-off and helped sort on 3 days this month to cover for Sorter time-off and prevent sorting backlogs.

Both of the trucks were purchased in February 2017 and each of them have around 197,000 miles. Both trucks received oil changes and a cracked windshield was replaced on one of the trucks. The auto insurer does not charge for windshield replacement, where this was previously a \$250 charge.

General building maintenance in June included the replacement of the broken wall fall in the sorting garage with a new fan.

In light of Kelly's departure, I am currently filling library supply requests, which include requests for: Contract Service Area Cards, Delivery Transfer Slips (gold and pink), LLC 4-part order form, LLC Non-Resident Cards, LLC Patron Registrations (Adult, Minor and Spanish Adult and Minor), LLC Temporary Cards, MLibraryCard Cards, Michigan Activity Pass Postcards and Universal Payment forms. Please continue to request the supplies by using the LLC Supplies Order Form. I will also be ordering the Delivery Dots. The next quarterly Delivery Dot order e-mail reminder will be sent to libraries in the middle of August and the actual order is scheduled for September 1, 2021.

## **Finance & HR Assistant - Janet Cornell**

Carol and I finished completing a draft of the budget for review for the new fiscal year. The Cost per Library spreadsheet has been streamlined so that the billing will be divided between 3 categories – Administration, Delivery, and ILS/IT. We will provide a cost comparison breaking down the numbers between this year and next year to help you allocate costs in your budget line items.

Although we have been monitoring the current budget throughout the year, I have started going through the accounts to project spending through the last quarter of the year. A budget amendment has been included on the agenda this month to allocate wage savings from staff reductions to consulting and IT operations.

Work on preparing the new QuickBooks company files continues to move forward. I am editing all the current lists for importing into the new files. There will be many small tasks involved and I am creating a list to make sure everything is included moving forward. This will be helpful as I have already had a couple of follow-up questions from libraries after the Chart of Accounts webinar in April regarding this process.

## **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.

Work on replacing our current website has continued with good progress.

We have worked on a Lakeland Proxy server regarding authentication and passthrough services our members have subscribed to. This will be replacing the current eservices site. Thank you to the tech staff at Herrick and Spring Lake for the testing. This will go live shortly after the July holiday.

I have begun to schedule some onsite visits with members, especially those with new Directors. Some members have had some individually specific issues over the last year and as our ability to get out and about has increased, I would like to visit and review these how things are running now. If you would like me to stop out let me know and we will get it on the schedule.

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

June(1st-27<sup>th</sup>) help desk tickets created - 175. Tickets resolved – 162.  
*\*Tickets can span several days/weeks depending upon the issue/project.*

## **Cataloging Services Manager - Jeff Lezman**

### June 2021 activities

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

June e-mail & telephone consulting contacts: 33

In June, we added 14,627 Hoopla records and 566 Overdrive records to the database.

We finished a project at the request of the Muskegon Area District Library, where we moved all their periodical item records from brief records to full MARC records. This will result in all of MADL's periodical holdings being made visible in the public catalog.

### May 2021 Statistics

These statistics for May 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 May was up by 275% compared to May 2020. The number of requests received that were already in the database increased by 760%. The number of records copy-cataloged in May was up 326% compared to May 2020, while the number of original records cataloged was down by 10%. The total number of records cataloged was up by 260% compared to May 2020.

Cataloging	May 2021	YTD	May 2020	YTD	Monthly %	YTD PCT
Requests Received	1,497	15,464	399	10,231	275%	51%
Requests already in database	86	508	10	398	760%	28%
Requests to be cataloged	1,411	14,956	389	9,833	263%	52%
Copy Cataloging	1,180	13,049	277	8,790	326%	48%
Original Cataloging	116	1,265	83	1,406	40%	-10%
Total Cataloged	1,296	14,314	360	10,196	260%	40%

### **ILS Manager - Sheryl VanderWagen**

**RIDES statistics:** We received 132 totes in May 2021 and sent out 111 totes. MelCat was turned off and there were no RIDES deliveries in May 2020.

**Bibliocommons:** The Bibliocommons catalog went live on June 1, 2020, as planned. We continued to tweak bib records in Sierra so that things would display correctly in Bibliocore. The biggest issue was the ebook integration with Overdrive. We were able to resolve the authentication error message for 4 of the MCLS libraries in the MCLS group so that the error message no longer referred to an invalid Herrick card. We continue to work with Bibliocommons on the Overdrive bib records that currently have physical linked items, with the

goal of being able to delete those physical items but still have the proper records scope to the individual catalogs. Please check the Lakeland Biblicommons webpage (<http://www.llcoop.org/biblio.shtml>) for the most current developments. The page also has marketing materials and other tips and tricks for Bibliocore. If your library would like to have the logo link changed on your catalog or if you would like to only display Lakeland created content, open a ticket with [tech-help@llcoop.org](mailto:tech-help@llcoop.org) and we will take care of that for you. Additionally, we worked with Wowbrary and ReadSquared to have those 3<sup>rd</sup> party services use Bibliocore to search the database. We are waiting on updates to Capira to do the same.

**Ecommerce:** The 2<sup>nd</sup> quarter ecommerce funds were distributed as credits on your quarterly invoices. The detail reports were sent via email the last week of June.

**Fines Free Implementations:** The setup for fines free was completed for Hastings Public Library. I still have several libraries in the queue for setup. These will be complete before we resume charging fines on September 1, 2021. If you are contemplating remaining fines free after that date, you must submit your paperwork to me by August 1, 2021. If I receive it after that date, I cannot guarantee that your implementation will take place by September 1.

Current list of shared system fines free libraries (both implemented and pending):

- Allendale Township Library (Juvenile and Teen materials)
- Croton Township Library (Juvenile and Teen materials)
- Dorr Township Library (all materials pending)
- Fennville District Library (Juvenile and Teen materials)
- Flat River Community Library (all materials)
- Fruitport District Library (Juvenile and Teen materials, the rest pending)
- Hackley Public Library (all materials)
- Hastings Public Library (all materials except Library of Things/Hot Spots)
- Henika District Library (all materials)
- Herrick District Library (Juvenile and Teen, the rest pending through 12/31/2021)
- Hesperia Community Library (Juvenile and Teen materials)
- Home Township Library (Edmore) (all materials pending)
- Howard Miller Library (Juvenile and Teen materials, the rest pending)
- Lake Odessa Community Library (all materials)
- Loutit District Library (all materials)
- Muskegon Area District Library (Juvenile and Teen materials, the rest pending)
- Saugatuck Douglas District Library (all materials)
- Spring Lake District Library (all materials)
- Tamarack District Library (all materials except DVD's)
- White Lake Community Library (Juvenile and Teen materials, the rest pending)

\*\*\*\*\*

Respectfully submitted,

Carol Dawe

## LAKELAND LIBRARY COOPERATIVE

## FINANCE COMMITTEE MINUTES – Unofficial

Wednesday, January 6, 2021, at 1:00 p.m.

Via ZOOM

Present: Mattie Cook (MG) Chair, Diane Kooiker (HO), Karen McKinnon (AL), Dale Parus, Ex Officio (IC)

Staff Present: Carol Dawe,

- 1) CALL TO ORDER: The meeting was called to order at 1:03 p.m. by Mattie Cook.
- 2) APPROVAL OF AGENDA: Diane Kooiker moved, supported by Karen McKinnon, to approve the agenda as presented - motion carried.
- 3) APPROVAL OF MINUTES: Karen McKinnon moved, supported by Diane Kooiker, to approve the Finance Committee minutes from November 30, 2020 as presented – motion carried.
- 4) UNFINISHED BUSINESS:
  - a) Salary Increases:
    - i) The LLC Personnel Committee tasked the Finance Committee to look at options for salary increases for LLC Staff. The Cooperative Director suggested a 1% increase. This increase will not change the total amount approved for FY2020-2021 or change the operating fees for the member libraries. It can be funded easily by decreasing the Professional Development line item which includes Continuing Education. This line item was increased in December due to an increase in state aid for this fiscal year. There was discussion about utilizing various budgeting mechanisms such as COLA, SSI etc. for future planning. Diane Kooiker moved, supported by Karen McKinnon to approve the revised operating budget as presented. – motion carried.
- 5) NEXT MEETING: There will not be another meeting scheduled until the next budget planning process unless it becomes necessary.
- 6) ADJOURNMENT: The meeting was adjourned at 1:14 p.m. - motion carried.

Respectfully submitted by,  
Carol Dawe

**LAKELAND LIBRARY COOPERATIVE  
FINANCE COMMITTEE MINUTES – Unofficial  
Wednesday, June 30, 2021, at 1:00 p.m.  
Via ZOOM**

Present: Karen McKinnon (AL) Chair, Diane Kooiker (HO), Maggie McKeithan (OS), Dale Parus, Ex Officio (IC)

Staff Present: Carol Dawe, Janet Cornell

- 1) **CALL TO ORDER:** The meeting was called to order at 12:59 p.m. by Karen McKinnon.
- 2) **APPROVAL OF AGENDA:** Diane Kooiker moved, supported by Maggie McKeithan, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** Diane Kooiker moved, supported by Maggie McKeithan, to approve the Finance Committee minutes from January 6, 2021, as presented – *motion carried*.
- 4) **NEW BUSINESS:**
  - a) Fund Balance and ARPA – Lakeland has been asked to be the applicant and recipient of a ARPA capacity grant that would be administered to all the libraries in the state for digital content. Funds would be allotted to every library to be purchased through OverDrive for one-copy, one-use content. Lakeland would administer this grant for about \$1 million in batches over the course of the year. To keep the funds flowing, Lakeland would need to commit \$250,000-\$350,000 of fund balance reserves in an account to allow for disbursements and reimbursements to be made. Diane Kooiker moved, supported by Maggie McKeithan to allow Lakeland to use fund balance reserves in an amount not to exceed \$350,000 for funding the disbursements of the ARPA capacity grant – *motion carried*.
  - b) Budgets:
    - i) Operating Budget – Includes a 3% wage increase for staff as recommended and some significant changes in the ILS budget. Most of these changes were to III Maintenance by negotiating savings in current maintenance and including unlimited SIP2 licenses which will no longer be passed through to the libraries.
    - ii) Operating Cost Per Library– \$50,000 from Fund Balance is planned to reduce overall costs so that the total would be kept within the 8-10% range. Some libraries are over this range but most of these are due to cataloging fees under the current cost formula. This has been smoothed out over a 3-year period so there will not be as many fluctuations year to year. Also, some libraries overall costs will go down as they are not paying for SIP2 maintenance as a pass through anymore.
    - iii) Capital Budget – The budget includes one-time costs for implementation of Patron Point and unlimited SIP2 licenses, along with the hosted servers and emergency building expenses. Carol Dawe mentioned that there are committed funds available for new trucks that are needed, and the committee recommended adding them to the budget for this year.
    - iv) Pass Through Budget – No significant changes were made to this budget other than the pass through SIP2 licenses were removed. Diane Kooiker moved, supported by Maggie McKeithan to approve all the budget items as presented and discussed. – *motion carried*.
  - c) Budget Amendment 3 – Due to a staff reduction in IT, some of the wage savings is requested to be moved to consulting for IT services and webpage design. Diane Kooiker moved, supported by Maggie McKeithan to accept the amendment as shown – *motion carried*.

- 5) **NEXT MEETING:** There will not be another meeting scheduled until the next budget planning process unless it becomes necessary.
- 6) **ADJOURNMENT:** Maggie McKeithan moved with support by Dianne Kooiker to adjourn the meeting – *motion carried*. The meeting was adjourned at 1:54 p.m.

Respectfully submitted by,  
Janet Cornell



**FY2020-21 BUDGET AMENDMENT #3**  
**IT Consulting Services and Webpage - Operating Fund**

Transfer From				Transfer To				Notes
Account	Amount	Current Budget	Amended Budget	Account	Amount	Current Budget	Amended Budget	
Salaries/Wages	(9,000)	724,300	715,300	IT Operations	4,500	25,500	30,000	1
				Consulting Services	4,500	-	4,500	2
<b>Total Transferred \$ (9,000)</b>				<b>Total Transferred \$ 9,000</b>				

**Notes:**

- 1 - Use unused portion of IT Specialist wages towards new webpage.
- 2 - Use unused portion of IT Specialist wages towards IT consulting services.

**Library of Michigan American Rescue Plan Act (ARPA)****Digital Content Capacity Grant****Application Deadline July 15<sup>th</sup> 2021.**

The Library of Michigan is offering "Capacity" grants and has requested that the Michigan Library Cooperatives and their partners (MLA and MCLS) apply and then allocate the allotted funds to public libraries in Michigan.

The Cooperatives are applying for one grant for technology and one grant for digital content. Each grant will have a marketing component to publicize the grant which will be managed by MLA. MCLS is applying for a grant for academic libraries. Lakeland Library Cooperative is taking the lead on the Digital Content Grant with assistance from White Pine and Woodlands Library Cooperatives. A brief summary is below and questions can be answered at both Advisory and the Board meetings.

Attached you will find the timeline for the grant. It is clear that we have a very limited period (15 months on the high end and 12 months on the low end.) to disperse the funds, complete all purchases and receive all reimbursement and file all paperwork. This grant has a minimum award of \$250,000.00 and a maximum of \$2 million. It is estimated that the award will be approximately \$1-1.25 million but this amount is fluid and may change during the grant period.

The Content Capacity Grant will provide digital content for all interested public libraries in Michigan. The content provided will meet the requirements of the grant and support educational, health, mental health and workforce development needs. The focus will be mostly on non-fiction e-books and audio-books that are One Copy/One-Use. This grant is not to be used for subscription and/or metered content but rather content that will remain available after the end of grant period: October, 2022.

Overdrive will be the vendor since all but 18 of the 397 public libraries in Michigan already provide Overdrive content to their patrons. Lakeland Library Cooperative (LLC) will be the sole applicant and recipient of the grant and if approved, will allocate the funding to all participating public libraries. Underserved populations based on poverty and Supplemental Nutrition Assistance Program (SNAP) Unemployment and broadband availability will be given top priority. This formula will be calculated by the Library of Michigan.

LLC is responsible for paying Overdrive and then getting reimbursed from the Library of Michigan's ARPA funds from IMLS. This process is still in development and details will be provided as we are provided the allotment formula, the number of participants and create a purchasing timetable. Strict guidelines and deadlines will be in place. Terry Cross, Janet Cornell and Carol Dawe will staff this project. Reimbursement for staffing and supplies are apart of the grant.

The Lakeland Fund Balance Reserve is attached. It indicates that we have ample cash to fund this project. The LLC Finance Committee has voted to recommend that an amount not to exceed \$350,000.00 be provided so that payment to Overdrive can be completed in several batches over a 6-10 month period and reimbursements to LLC will be made by the Library of Michigan on a timely basis so that cash flow is not an issue and the allocations can continue until the funding is complete. It is this motion that needs to be discussed by Advisory for informational purposes and then voted on by the Lakeland Board.

I am so pleased that Lakeland can be a leader in this process and help libraries throughout Michigan better serve their communities. I look forward to our discussion and your questions.

Carol Dawe

# Library of Michigan Grant Program

## American Rescue Plan Act (ARPA) Capacity Grant Timeline

<b>Application Availability</b>	<b>June 2021</b>
<b>Application Webinar</b>	<b>June 2021</b>
<b>Application Due Date</b>	<b>Thursday, July 15, 2021</b>
<b>Award Announcement Letters</b>	<b>August 2021</b>
<b>Grant Agreements Executed</b>	<b>August 2021</b>
<b>Grant Administration Training</b>	<b>August 2021</b>
<b>Grant Contract Start</b>	<b>September 1, 2021</b>
<b>Quarterly Project Reports Due</b>	<b>Last Business Day of December, March, June September</b>
<b>Quarterly Reimbursement Requests Due</b>	<b>Last Business Day of December, March, June, September</b>
<b>Project Revision Due (Optional)</b>	<b>No later than last business day of April 2022</b>
<b>Grant Activities Complete &amp; Contract End</b>	<b>September 30, 2022</b>
<b>Final Reimbursement Request Due</b>	<b>September 30, 2022</b>
- <b>Grant Expenditures Complete</b>	<b>August 30, 2022</b>
<b>Final Project Report Due</b>	<b>October 31, 2022</b>

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A submission by 5:00 PM EST in the online grant system is the final deadline for each date.

Lakeland Library Cooperative  
Fund Balance Reserves  
FY2020-21 through FY2021-22

	<u>Operating</u>	<u>Capital/Growth</u>	<u>Total</u>
<b>Fund Balance Reserves as of 10/1/2020:</b>			
<b>3800 · Fund Balance - Committed</b>	85,221	85,401	170,622
<b>3990 · Unassigned Funds</b>	749,502	-	749,502
<b>Projected FY20-21 Carryover</b>	32,000	10,687	42,687
<b>FB Reserves Available as of 9/30/2021:</b>	<u>\$ 866,723</u>	<u>\$ 96,088</u>	<u>\$ 962,811</u>
<b>FY2021-22 Budget from FB Reserves:</b>			
<b>3800 · Fund Balance - Committed</b>	-	(82,500)	(82,500)
<b>3990 · Unassigned Funds</b>	(104,500)	-	(104,500)
<b>FB Reserves Available as of 9/30/2022:</b>	<u>\$ 762,223</u>	<u>\$ 13,588</u>	<u>\$ 775,811</u>

1

**Notes:**

**1 - \$54,500 to be transferred to Capital & Growth Fund Budget**

### **Non-resident Card Policy Summary**

**The Non-resident Committee has agreed to the attached policy changes which will be discussed by Advisory prior to the July Board meeting. The minutes from the June Non-Resident Committee meeting are also attached and parts of an email from me to the committee is below which will give you more details.**

#### **(Taken from an email to the committee in June, 2021)**

I have good news and some long-awaited answers. Thank you for your patience.

The gist of the decision is each library needs to create their own Non-Resident card policy but consensus has deemed that local use only and local use only with digital access should be the options. If you are providing local use only, you use the LLC barcode on the Non-Resident Card. If you are providing Local Use Only AND Digital access, you will use your own library barcode on the LLC Non-Resident Card.

We been advised that legally the cost is up to each library but there should be a cost based on each library's budget. From legal counsel, Anne Seuryneck at Foster Swift and I quote.

**“Each Library should probably set its own non-resident price for the limited materials. I can see why the uniform price would be okay if you were just accessing a database, but the non-resident fee is supposed to be based on the actual cost of service. So, if you throw “local material use” in the equation, I think that would be different for each library.”**

The other change is that KDL is going to use either our LLC Non-resident card as of July 1st. Their Ensely Township cards renew annually so by July of 2022 everyone should be on a new card, no stickers!

Sheryl has drafted a new policy that may help explain the changes too. This is a draft but we thought we would include it for clarity.

We have also enclosed the minutes from our last meeting.

Carol Dawe  
Cooperative Director  
616-559-5253 x2001  
630-207-1205 (cell)

**06/14/2021 – LLC Non-resident Card Committee Meeting Notes**

- Call to order @ 1:01 PM Jessica Hunt
- Volunteer to take minutes Melissa Huisman
- Approval of Agenda: Motion by Peggy Hemmerling, seconded by Kerry Fountain, ayes all
- Approval of Minutes from February 11, 2021 meeting: Motion by Melissa Huisman, seconded by Peggy Hemmerling, ayes all.
- Motion made by Huisman, seconded by Kerry Fountain to request the Advisory board to make two changes to the current Lakeland **Non-Resident Policies** under **NR 2.0 Non-Resident Cards**:

2.1 Each Participating Library may make available to non-residents, per its own local policy the Lakeland pink non-resident card restricted to use only at that library with the Lakeland universal non-resident barcode prefix “2 0000” if the library does not want to allow access to its digital resources. For libraries that want to offer access to digital resources, they may issue the standard Lakeland non-resident pink card with their local barcode affixed. For stand alone libraries a card that is a different color from their standard borrower card should be issued and be identified as a non-resident card.

2.2 Each Participating Library shall set its own fee for non-resident card, unless restricted by a separate contractual agreement. The proceeds from such fee being retained by that library.

Ayes all.

- A special Lakeland Advisory Council Board Meeting will be held to discuss purchasing non-resident card barcodes.
- Motion to adjourn at 1:41 pm by Peggy Hemmerling, seconded by Melissa Huisman, ayes all.

OH/mah

## Non-Resident Policies

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.

New 2.1: Each Participating Library may make available to non-residents, per its own local policy the Lakeland pink non-resident card restricted to use only at that library with the Lakeland universal nonresident barcode prefix "2 0000" if the library does not want to allow access to its digital resources. For libraries that want to offer access to digital resources, they may issue the standard Lakeland non-resident pink card with their local barcode affixed. For stand alone libraries a card that is a different color from their standard borrower card should be issued and be identified as a non-resident card.

- 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 New 2.2 Each Participating Library **shall set** its own fee for non-resident card, unless restricted by separate contractual agreement. The proceeds from such fee being retained by that library.
- 2.4 Non-resident borrower shall be able to borrow only materials owned by the local library from which the non-resident card was issued.
- 2.4 Non-residents may obtain cards at as many participating libraries as they wish, paying applicable fees at each library. Each non-resident card issued will 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	ILS Adopted:	10/11/18
First Reading:	09/08/11	First Reading:	09/10/14	ILS/AC Adopted:	9/10/19
Adoption:	10/13/11	Adopted:	10/09/14	Board Adopted:	11/14/19



**Unlimited SIP License Summary:**

We have an opportunity to purchase an **unlimited SIP license from Innovative Interfaces Inc. (III)**. Due to time constraints as detailed below, with the approval of the Finance Committee, I am polling the board.

SIP licenses provide an interface between Sierra and various products such as:

- Self-Check Stations
- Sorter Machines
- Pickup Lockers
- Materials Vending Machines
- Printer Reservation Software
- Patron Authentication for eBooks, Databases, and similar tools

Over the years, LLC and its members have purchased single use licenses. The acronym **SIP** stands for Standard Internet Protocol and these licenses connect 3rd party software to the Sierra server and provide access to patron and bibliographic records. Self-check machines use a SIP license, third party vendors such as Capira and many others use SIP and it is becoming more necessary as we increase our relationship with 3rd party vendors. Due to the cost, we have presented many workarounds for our libraries over the years and lack of an unlimited license and the cost of \$2,400 for each license has really limited our members.

We want to put this in next year's budget and we will **but if we sign by July 6th**, we can save a considerable amount of money.

When Sheryl and I first investigated this, III quoted us \$250,000.00. We declined. After they realized how much we had already invested and that we weren't budging, they offered up \$80,000. The quote then was reduced to \$59,400.00. This cost would be absorbed by the fund balance and treated as a capital (one-time) expense for our 2021-2022 fiscal year. The annual maintenance cost was going to increase from \$11,000 to 23,000.00. **Yesterday**, at about 3:00, I got an email from our sales rep and his boss (our former sales rep.) with a very intriguing offer. Due to month-end and quarterly quotas, they offered to reduce the cost to \$52,000.00 for the one-time purchase and also reduce the annual maintenance to \$21,000.00. This is a significant savings moving forward and I do not think we will ever get an offer like this again. Innovative will not bill us until October 1st at the start of our 2021-2022 fiscal year but we need to sign as of June 30th and have the paperwork in by July 6th.

Sheryl's view on all of this is perfectly stated. "If we can eliminate barriers of any kind, then our member libraries can have a greater impact and provide better patron services."

We both feel that it is worth polling the board and signing now to take advantage of this savings. If you have questions, we can schedule a call. If not, if you simply respond to this e-mail with a yeah or nay vote, that will also suffice.

Thanks for your consideration,

Carol Dawe  
Cooperative Director  
616-559-5253 x2001  
630-207-1205 (cell)