

**LAKELAND LIBRARY COOPERATIVE**  
**ILS Council meeting**  
**August 11, 2016, following the Lakeland Board meeting**  
**Kent District Library Service Center**  
***Official Minutes***

The meeting was called to order at 10:18 a.m. by Chair Pamela Myers. The roll call and sign in sheet was circulated.

**Public Comment:** None

Motion by Hope Nobel to approve the agenda. Seconded by Sharon Englesman. Motion carried by unanimous vote. The presentation from Innovative Interfaces representatives, Nathan James and Dennis Carter was moved up immediately following the Director's Report.

Motion by Laura Powers to approve the minutes of the June 9, 2016 meeting. Seconded by Deb Bose. Motion carried by unanimous vote.

**Board Report:** Diane Kooiker gave the Board report and the update regarding the actions taken by the board earlier related to the FY2016-2017 budget. The board will make the MERS DB adjustments from the committed fund balance rather charging \$6,482 to the members. This action reversed the action taken by the Board in July. There will be added state aid next year in the amount of \$2,808 over what was initially estimated and the board voted to apply it according to the current cost to libraries formula with half applied to Administration and the other half applied to Delivery. The Finance Committee will be working on Fund Balance recommendations in the next fiscal year.

**Cooperative Director's Report:** The report was included in the packet.

**Sierra Roadmap presentation:** Nathan James & Dennis Carter

Sheryl VanderWagen introduced our guests, Nathan James (Senior Library Relations Manager) and Dennis Carter (Business Director) to the ILS Council. Nathan and Dennis visited libraries and talked with staff on Tuesday and Wednesday before this meeting. Nathan gave a PowerPoint presentation with a company update. The update included a discussion of Innovative's partnership with Zepheira and conversion of databases to "linked data" which is used by the Web. They also discussed the development of Sierra Web, Decision Center, the Mobile Worklists staff app and the My Library patron app along with other upcoming developments for Sierra. In addition, they will be developing an account plan for Lakeland using feedback they have received from our member libraries visits the last three days.

**Committee Reports:**

- a. **Circulation Forum:** The minutes of the May 25, 2016 meeting were included in the packet. The next meeting of the Circulation Forum will be September 28, 2016.

**Old Business:**

**a. Apps Report – Hope Nobel**

The committee has not met and therefore did not have a formal report. Hope asked about a change in focus of the report to a research and review report pending the aggressive development outlined by Innovative and the earlier presentation. She has things that were sent to her from PLA. The committee will meet with the intent of giving a report at the October 13, 2016 meeting of the ILS Council.

There was much interest in a Zepheira Linked Data project and its potential for making the libraries more visible on the Web. With the new Library of Michigan contract with Zepheira to convert the MeLCat database, the group will be watching that project progress. There will be more information on that in the future with a report at the October meeting.

Claire Sheridan asked about libraries using a collection analytics program. Currently Flat River and MADL are using Collection HQ. There was interest during the library visits this week in Innovative’s Decision Center, a competing product. The group asked Sheryl VanderWagen to schedule demos of both Decision Center and Collection HQ.

**New Business:**

**a. FY16-17 Election of ILS Council Officers:**

Motion by Diane Kooiker to elect the slate of officers as presented by the Nominating Committee for FY2016-2017. Seconded by Sharon Englesman. Motion carried by unanimous vote:

Chair: Laura Powers

Vice-Chair: Dale Parus

Secretary: Kerry Fountain

**b. FY16-17 Draft #4 Budget:**

The Finance Committee has worked on draft #4 of the budget. They are now going into the final budget draft. They are still waiting on a few outstanding items including insurance. Wilson noted that based on the current year expenses, we may be reducing Authority Control now that we are a year past the KDL migration. She still needs to re-evaluate utilities expenses. She expects the Cost to Libraries to be very close to the same as the current year budget.

**c. Unique Management Threshold Discussion**

Sheryl VanderWagen reported that following Erin Knutson’s visit and presentation to the July Advisory Council meeting the idea of lowering the collection agency threshold from \$40 to \$30 was brought up. Sheryl worked with Unique to create a test report in Sierra to give libraries some idea of how many additional accounts would have been added over the last year. Herrick, Georgetown and Gary Byker were used as large,

medium and small accounts for the test. The results of that test and the projected recovery on the test accounts were included in the packet. The discussion centered around the potential to recover more overdue materials with a lower threshold since much of the recovery is within the first 120 days and immediately following Unique's first letter. Lowering the threshold could have the effect of getting accounts to Unique sooner rather than waiting for the balance to get to \$40. It was noted that paying an additional \$8.95 for a \$30 bill (30%) may be more than recovery is worth. It is also dependent on the number of accounts there are between \$30 and \$40. This will be voted at the October meeting after libraries have had a chance to discuss the idea with staff. Sheryl VanderWagen also encouraged libraries to contact her to run the test report for their individual libraries prior to the vote so that everyone knows exactly how many accounts there are for their individual libraries. The lower threshold would NOT be applied to the Fines Only program in which some of the members participate.

**Member Announcements:**

White Lake Community Library received a grant to purchase Vitality Kits dealing with Adult/Senior life issues and concerns. The kits contain a DVD/CD, books, and other items such as a lighted magnifying glass, large print keyboard and other assistive devices with the intent that a user could try one out before purchasing one on their own. They are very popular among White Lake's users.

Tamarack District Library received a donation of 350 Wilton cake pans which they are circulating. They will soon have kayaks to circulate in cooperation with the Village of Lakeview for use on the lake.

Wilson noted that Fruitport Township has submitted their Plan of Service to the Library of Michigan and it is being reviewed by LM staff. Sandie Enders noted that MADL will be out of the building in Fruitport by November 19 and serving those patrons through all other MADL branches until the end of the year.

Marty Ferriby gave an update on their construction project which includes an ADA accessible front entrance and a new heating and cooling (for the first time) system. They are told that the project will be complete in October.

The meeting was adjourned at 12:14 p.m.

The next meeting is scheduled for October 13, 2016 following the Lakeland Board meeting at the Kent District Library Service Center.

Respectfully submitted

Sheryl VanderWagen, ILS Manager