

LAKELAND LIBRARY COOPERATIVE

OFFICIAL ADVISORY COUNCIL MINUTES

JUNE 5, 2008

1. Meeting called to order at 9:33 a.m. by Deb Bose, Advisory Council chair at the Patmos Library
2. Public comments: Mary Ellen VanStempvoort gave a restaurant recommendation
3. Call for additions or changes to the agenda: Drop 9.C FY2009 Budget Presentation. from agenda. Smart/Mountney made a motion to accept the agenda as amended, motion passes
4. Motion to approve the minutes of the March 6, 2008 meeting as presented. Sheridan/Teachworth made the motion and it passes.
5. Board Report (Tom Genson)
 - Minutes of the meeting have been sent out.
 - Casualty insurance provider recommended more protection
 - New LLC director, Sandra Wilson, begins working on Monday, June 16. People should drop in and introduce themselves.
 - Headquarter's training server was replaced.
 - Request by GRPL for reciprocal borrowing was confirmed by Board consensus
 - Legal issue in process for LLC concerns an acceptable response to personal bankruptcy of patrons. The charge is to write a policy that LLC will recommend as a response. There is no ALA precedence on the topic. PPS will receive the proposed policy before it goes to the LLC board
 - Approved adding new a new authority records load table

A survey was distributed to the member libraries to see what services they would be using during the FY2009 fiscal year. The results of the survey will assist in developing the FY2009 budget.
6. Acting Director's Report (Martha Pitchford)

899 fine only patrons were sent to Unique in May, about 200 patrons were sent in June
New files will be sent the first Monday of each month, you may notice an increase activity.
E commerce last 2 quarters about \$10,000 a month, this quarter increase from \$30,000 to \$40,000.
Wording on the notices was improved as recommended by the libraries.
State Aid to libraries appears to be \$10 million for FY2008.
MeLCat thanked the libraries for getting the required forms sent to the Library of Michigan,
MeLCat orientation meetings are scheduled for June 24 Tuesday and July 3 Thursday and
at least one person from each LLC participating library must attend one of the meetings.
VanderWagen will send out details further details.
OCLC reclamations project in process for next couple of months. Reports requesting libraries
to check for long unused items should be sent out in the near future to aid in cleaning up
the database cleaning. Reports will be sent to directors to disseminate within their
libraries. The files will be sent to OCLC probably in October.
Two new sorters are being trained. Turn around time should be 12 hours to 48 hours.
PPS committee meeting is June 19 and new director should be at the meeting.
Second State Aid check may be issued after July 4, 2008.

7. Committee Reports

A. Continuing education: report attached, Heritage Quest July 17 coming up as noted by Bose. Thanked committee for doing a good job.

B. Youth Services: report attached. Bose noted highlights of the report.

C. Circ. Forum (Sheryl VanderWagen)

Changes in procedures: address changes from PO on returned mail, since 2005 it has been a local option to set expiration date immediately, and new address recorded in the address field not the note field.

Patron barcodes have been left in barcode field, procedure to change after reconsideration, it was concluded that old barcodes may go into note fields. It is a local option to determine how long old barcodes remain in the note field.

New Itypes have been distributed.

System wide non-resident cards, upgrade at \$80. Reminder this card is not a system wide card, only good at issuing library. Patron also purchases a local service card. Patrons carry both green and pink card? Sheryl will verify past procedure. PPS is reviewing non-resident policy for review on June 19, 2008.

8. Old Business – none

9. New Business

A. Encore Demo (Peter Zeimet) The yearly subscription cost is \$32,000. This amount is in current ILS budget, discussion at PPS about charging on a per capita basis. Without GRPL and Martin the estimate charge to participate is \$.032/capita; for example, Hesperia's fee would be \$132.

B. OverDrive Proposal, see attached

OverDrive closed the existing Overdrive group through MLC due to size. Checkout time reduced from 3 wks to 2 wks. The OverDrive proposal is \$28,000 annually (\$18,000 to host it and \$10,000 for collection development). LLC will need a commitment from libraries to review and make contract suggestions and to calculate costs based per capita basis. OverDrive offers downloadable ebooks, audio ebooks, and videos. Downloadable music is also available. The MLC group has not chosen to offer music yet. LLC group would need a committee to select the titles. Several other libraries in the regions could join with us to lower the cost. Martha P. will continue to pursue. Genson noted that LLC should be compensated for their work to coordinate this project by participating libraries, as the current group is coordinated by MLC. Offering this service could begin in October 2008 with the LLC fiscal year. This is would be a four year contract with OverDrive.

FY2009 Budget Presentation – Removed from the agenda because the Finance Committee made recommendations for change on Tuesday June 2. Pitchford will make the changes and send out the revised budget. Fuel costs for delivery and utilities and extra delivery stops for libraries receiving more than fifty bags per week are increasing costs in the budget. III will reduce the maintenance cost for the ILS by \$6000 since GRPL will be moving to Evergreen. These savings do not seem equal to reduction of service. OCLC

Lakeland Advisory Council

JUNE 5, 2008

and authority control costs are set for the year, they may decrease next year as GRPL items will not be included (30% reduction estimated).

The next meeting of the Finance Committee and the Board will be on June 12 at the North Shores Branch Library. The revised budget will be discussed at those meetings. Pitchford will disseminate it before the Finance meeting. There will be a Special Advisory meeting at the Dorr Township Library on July 10, 2008. The Finance Committee will meet at 9:00 am on July 10, 2008 with the Special Advisory Council meeting starting at 9:30 am to discuss the Revised FY2009 Budget and the Costs Per Library. The Board meeting will immediately follow the Advisory Council meeting.

Overdrive and Encore proposals will go to PPS Committee.

10. Member Announcements: Beth Grady, has a genealogy book.
Mary Hill is the new branch manager at Norton Shores.
Marcia Warner announced a new policy, if patrons have more than \$40 fines they cannot use the Internet. GRPL has made all community recreation sites SRC sites. The Ryerson Foundation is renamed the Grand Rapids Public Library Foundation.
On June 14 there is a restaurant fundraiser to benefit the public library in Coopersville.
VanderWagen will email llc-all about the help desk availability on the 5th of July.
The Tamarack District Library plans to move into their new building in August or September 2008.

Motion to adjourn: Sheridan/Hill at 12:22p.m.

11. Next Regular Meeting: September 4, Thursday, 2008 (Celebration Cinema! North, 2121 Celebration Dr. NE, Grand Rapids, MI 49525)
Special Advisory Council Meeting Dorr Township Library July 10, 2008 starting at 9:30a.m.

Martha Boetcher, Advisory Council secretary