

SOUTHWEST MICHIGAN LIBRARY COOPERATIVE
COUNCIL MEETING AGENDA

Thursday, July 8, 2010

6:00 pm Dinner; 7:00 pm meeting; Board meeting to follow
Maud Preston Palenske Memorial Library, St. Joseph

1. Call to order
2. Roll Call: to be taken from sign-up sheets
3. Approval of July 8, 2010 agenda
4. Program

Gretchen Courad, Executive Director of MLA and Christine Berro, President of MLA and Director of the Portage District Library, will discuss MLA dues simplification, MLA survey results, and present a legislative update.
5. Approval of April 15, 2010 minutes (see Council Minutes pp 1-4)
6. Treasurer's report (see Treasurer's Report pp 1-7)
7. Old Business
 - a. Status of SMLC 2009-2010 grants
 - MeL Delivery: Teresa
 - Technology: Teresa
 - Collection Development: Ann
 - Professional Development: Lawrence
8. New Business
 - a. Remuneration for Rick Hulsey as acting SMLC Director from October 2010 to September 2011. 60 hours, \$6000, to be paid in a lump sum January 1, 2011.
 - b. Board Rotation schedule
 - c. Committee Reports
 - d. General information sharing from all members
 - e. Select location of October 14 Council meeting
 - f. Select location and date of next Public Directors meeting
9. Raffle

Willard Library has provided two new printers to be raffled off to Council meeting attendees.
10. Other announcements
11. Adjournment

**Southwest Michigan Library Cooperative
Council Meeting Minutes
Thursday, April 15, 2010 7:00 p.m.
South Haven District Library**

1. Call to order: The meeting was called to order by President Ryan Wieber at 7:01 pm.
2. **Roll call: Attendance was taken from sign-up sheets.**
The following members from public libraries were present:

Ann Perrigo	Allegan
Ralph Weessies	Augusta / Lawrence Memorial
Rick Hulsey	Battle Creek
Fred Kirby	Benton Harbor
Kristine Knezic	Berrien Springs
Carol Richardson	Bridgman
Tim Wiggins	Cass
Katherine Johnson	Dowagiac
Ann Greene	Eau Claire
Donna Kowalewski	Galesburg
Stephanie Daniels	Hartford
Chris Roussel	Lawton
Ryan Wieber	Otsego
Teresa Stannard	Parchment
John Mohny	Paw Paw
Lawrence Kapture	Portage
Mary Kynast	St. Joseph
Gretchen Evans	Sodus
Deb Jones	South Haven
Lois Hartman	Watervliet

The following members from other library types were present:

Judy Bosshart	Davenport University
Dennis Krepps	Kalamazoo Inst. Of Arts
Sherry Sims	Portage Schools

Guests

None	
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3. Appreciation extended to Deb Jones and the South Haven Memorial Library for hosting the meetings tonight and the delicious meal.
4. Approval of April 15, 2010 agenda:

Motion to approve the agenda as presented by Ann Greene, second by Ralph Weesies.
Motion carried.

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South Haven District Library**

5. **PROGRAM:** Speaker: Paul Getzen of AWE, who demonstrated the ELF web browser.

The ELF (Elementary Learning Fun) browser is a child-safe browser for children aged 2-12. It has 100 pre-approved websites in 8 subject areas (including the 7 subjects featured on AWE's ELS (Early Learning Station)). Library staff may add or delete websites. Library patrons may download the browser from the library's workstations and use it on their home computers.

75-day trials are available from the ELS – click the AWE icon on the main screen. The ELF browser is included as part of a new release license for the ELS, at a cost of \$350/yr per ELS workstation. The ELF browser may not be purchased as a standalone product.

For more information, contact Paul Getzen at 248-685-7981 (office), 215-868-3472 (cell) or getzenp@awe-net.com.

6. Approval of minutes from council meeting of January 14, 2010:

No corrections. Motion to approve the minutes by Ralph Weesies, second by Lois Hartman. Motion carried.

7. Financial review: Lawrence presented the financial statements.

Assets of approx. \$311,000, 6.7% more than same time last year. Expenses of \$4200 this past month. We received approx. \$50,000 in January. All outgoing checks are accounted for.

State Aid – some libraries have received State Aid.

8. Old Business:

a. Status of SMLC Grants

- i. Mel Delivery: Teresa has received requests from Kalamazoo and Plainwell.
- ii. Technology: Teresa has received requests from Benton Harbor, Galien, Lincoln Twp., Marcellus, Niles, Paw Paw, Plainwell, St. Joe, Sodus, Vicksburg, Watervliet, and Willard.
- iii. Collection Development: Ann has received requests from 11 libraries.
- iv. Professional Development: Lawrence has received 6 requests.

NOTE: All grant requests should be submitted no later than September 1, 2010.

9. New Business:

a. Grand Rapids Public Library and Kent District Library requests to join SMLC.

We have not been officially approached by either library. We will wait to hear from them again before making a decision on this issue.

b. Misc. information from State meetings – Rick

Co-op Directors meeting will be held on April 16, and Rick will attend.

**Southwest Michigan Library Cooperative
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South Haven District Library**

c. Committee Reports (if any)

Tim – The next TAG meeting will be held in late May or early June. The update SMLC web page is almost ready to launch.

d. General information sharing from all members

Allegan: They will ask for a millage for the district in August. They are hiring their first full-time youth services librarian.

Augusta: They will begin Plinkit (website) training this week.

Battle Creek: Steve Lopez will be at Willard next week.

Benton Harbor: The design for a renovation of their building is ready, and they are starting a \$4,000,000 capital campaign.

Berrien Springs: They are getting ready for Summer Reading.

Bridgman: They will have a special Friends Evening at the Library to promote the Friends group.

Cass: They are beginning a downloadable audiobooks service. Jennifer will distribute the Pizza Hut coupons when they arrive in May.

Dowagiac: Kathy Johnson began her tenure as the new director on March 1. Author Dennis Lehane will be at the Dowagiac Fine Arts Festival this year.

Eau Claire: They are getting ready for Summer Reading.

Galesburg: They are working toward becoming a district library.

Hartford: They have a USDA loan in process for a new Teen room and handicapped ramp.

KIA: They are featuring storytimes, book discussions and other programs in the Spring and Summer. The work of local artists is now on display.

Otsego: Their Friends group is growing. Bonnie Jo Campbell is coming to do a program. Tim Twist, a banjo player, will perform April 20. They have begun a rotating art display. They are now using Wowbrary, an e-mail newsletter, to promote their new acquisitions.

Paw Paw: They are still working on the new building. The architect is drawing up plans. This year they will conduct a capital campaign, and next year will ask for a millage. They have a stimulus loan already.

Portage: The new circ area will open next month, which will be 50% self check-out. They have started a Favorite Authors program (automatic reserves) and a Hot Picks collection.

**Southwest Michigan Library Cooperative
Council Meeting Minutes
Thursday, April 15, 2010 7:00 p.m.
South Haven District Library**

St. Joe: They are shopping for a video surveillance system, which will be paid for by a donor. Mary Kynast announced she will be retiring in a couple of months.

Sodus: They have a new Friends group, who paid for a new library sign. They are almost done indexing their local history collection.

South Haven: They are now using mConsole rather than PC Cop to manage their public Internet stations.

Watervliet: They are investigating the installation of handicapped access to their back door.

e. Select location of July 8 Council meeting

The next council meeting will be held at the St. Joseph library on Thursday, July 8. Dinner will begin at 6:00 pm, with the meeting to begin at 7:00 pm.

9. Other announcements

a. **SMLC Public Directors Meeting**

The meeting will be held May 7 at the Niles District Library. Coffee at 9:30 am, meeting to begin at 10:00 am. Please RSVP nancy and indicate if you wish to stay for lunch. Nancy's e-mail is nstudebaker@nileslibrary.com.

10. Adjournment

Motion to adjourn at 8:45 pm by Shirley Jones, with support by Dennis Krepps. Motion carried.

Minutes taken by Teresa Stannard

3:06 PM
 06/28/10
 Accrual Basis

Southwest Michigan Library Cooperative
Profit & Loss YTD Comparison
 June 2010

	Jun 10	Oct '09 - Jun 10
Ordinary Income/Expense		
Income		
4 · Contributed support		
4020 · Direct Aid	0.00	59,825.02
Total 4 · Contributed support	0.00	59,825.02
Total Income	0.00	59,825.02
Expense		
7000 · Grant & contract expense		
7030 · Allocations to affiliates	6,000.00	66,196.40
7060 · Benefits paid to or for members	0.00	5,881.58
Total 7000 · Grant & contract expense	6,000.00	72,077.98
7200 · Salaries & related expenses		
7210 · Officers & directors salaries	0.00	5,850.00
7220 · Salaries & wages - other	0.00	450.00
Total 7200 · Salaries & related expenses	0.00	6,300.00
7500 · Other personnel expenses		
7520 · Accounting fees	90.00	4,713.76
Total 7500 · Other personnel expenses	90.00	4,713.76
7600 · Membership Dues		
7614 · MLA	0.00	455.00
Total 7600 · Membership Dues	0.00	455.00
8500 · Technology		
8501 · Application Hosting	0.00	450.00
Total 8500 · Technology	0.00	450.00
8520 · Bldg/wc/Bonding Insurance	0.00	1,078.00
8700 · Supplies		
8703 · Food	0.00	351.62
8707 · Other Office Supplies	0.00	1,127.00
Total 8700 · Supplies	0.00	1,478.62
Total Expense	6,090.00	86,553.36
Net Ordinary Income	-6,090.00	-26,728.34
Net Income	-6,090.00	-26,728.34

3:06 PM

06/28/10

Accrual Basis

Southwest Michigan Library Cooperative
Balance Sheet Prev Year Comparison
As of June 30, 2010

	<u>Jun 30, 10</u>	<u>Jun 30, 09</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · LaSalle - operating	275,109.90	246,849.89	28,260.01	11.5%
Total Checking/Savings	<u>275,109.90</u>	<u>246,849.89</u>	<u>28,260.01</u>	<u>11.5%</u>
Total Current Assets	<u>275,109.90</u>	<u>246,849.89</u>	<u>28,260.01</u>	<u>11.5%</u>
TOTAL ASSETS	<u><u>275,109.90</u></u>	<u><u>246,849.89</u></u>	<u><u>28,260.01</u></u>	<u><u>11.5%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2160 · Michigan Withholdings	-272.43	-272.43	0.00	0.0%
Total Other Current Liabilities	<u>-272.43</u>	<u>-272.43</u>	<u>0.00</u>	<u>0.0%</u>
Total Current Liabilities	<u>-272.43</u>	<u>-272.43</u>	<u>0.00</u>	<u>0.0%</u>
Total Liabilities	<u>-272.43</u>	<u>-272.43</u>	<u>0.00</u>	<u>0.0%</u>
Equity				
3000 · Unrestricted net assets	275,010.34	275,010.34	0.00	0.0%
3010 · Unrestrict (retained earnings)	27,100.33	-10,097.72	37,198.05	368.4%
Net Income	-26,728.34	-17,790.30	-8,938.04	-50.2%
Total Equity	<u>275,382.33</u>	<u>247,122.32</u>	<u>28,260.01</u>	<u>11.4%</u>
TOTAL LIABILITIES & EQUITY	<u><u>275,109.90</u></u>	<u><u>246,849.89</u></u>	<u><u>28,260.01</u></u>	<u><u>11.5%</u></u>

**Southwest Michigan Library Cooperative
General Ledger
As of June 30, 2010**

3:11 PM
06/28/10
Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
1010 · LaSalle - operating							
Bill Pmt -Check	6/1/2010	2646	*South Haven Mem...		2010 · Accoun...	-1,200.00	293,803.90
Bill Pmt -Check	6/1/2010	2647	Accounting Consult...	Accounting S...	2010 · Accoun...	-45.00	292,603.90
Bill Pmt -Check	6/1/2010	2648	Coloma Public Libr...		2010 · Accoun...	-2,000.00	292,558.90
Bill Pmt -Check	6/1/2010	2649	Dowagiac District Li...		2010 · Accoun...	-1,200.00	290,558.90
Bill Pmt -Check	6/1/2010	2650	Kalamazoo Public L...		2010 · Accoun...	-1,000.00	289,358.90
Bill Pmt -Check	6/1/2010	2651	McKay Library		2010 · Accoun...	-1,000.00	288,358.90
Bill Pmt -Check	6/1/2010	2652	Otsego District Publi...		2010 · Accoun...	-1,000.00	287,358.90
Bill Pmt -Check	6/1/2010	2653	Paw Paw District Li...		2010 · Accoun...	-1,200.00	286,358.90
Bill Pmt -Check	6/1/2010	2654	RANSOM DISTRIC...		2010 · Accoun...	-528.00	285,158.90
Bill Pmt -Check	6/1/2010	2645	St. Joe/Maude Pres...		2010 · Accoun...	-1,000.00	283,630.90
Bill Pmt -Check	6/1/2010	2655	Timothy Wiggins	8 Hours at \$1...	2010 · Accoun...	-225.00	283,405.90
Bill Pmt -Check	6/1/2010	2656	Willard Library		2010 · Accoun...	-1,000.00	282,405.90
Bill Pmt -Check	6/1/2010	2657	*Lincoln Township ...		2010 · Accoun...	-1,000.00	281,405.90
Bill Pmt -Check	6/14/2010	2658	*ParchmentCommu...	TECHNOLO...	2010 · Accoun...	-2,000.00	279,405.90
Bill Pmt -Check	6/14/2010	2659	Accounting Consult...	Accounting S...	2010 · Accoun...	-25.00	279,380.90
Bill Pmt -Check	6/14/2010	2660	Iron Mountain	DOCUMENT ...	2010 · Accoun...	-131.00	279,249.90
Bill Pmt -Check	6/14/2010	2661	Secant Technologies	APPLICATIO...	2010 · Accoun...	-50.00	279,199.90
Bill Pmt -Check	6/28/2010	2662	Accounting Consult...	Accounting S...	2010 · Accoun...	-90.00	279,109.90
Bill Pmt -Check	6/28/2010	2663	Lawton Public Library	2009-2010 S...	2010 · Accoun...	-2,000.00	277,109.90
Bill Pmt -Check	6/28/2010	2664	*Berrien Springs Co...	2009-2010 S...	2010 · Accoun...	-2,000.00	275,109.90
						-18,694.00	275,109.90
Total 1010 · LaSalle - operating							
1011 · LaSalle MM Checking							
Total 1011 · LaSalle MM Checking							0.00
1020 · Chemical/Shoreline - Payroll							
Total 1020 · Chemical/Shoreline - Payroll							0.00
1021 · Chemical Bank Savings							
Total 1021 · Chemical Bank Savings							0.00
1022 · Fifth Third Bank							
Total 1022 · Fifth Third Bank							0.00
1040 · Petty cash							
Total 1040 · Petty cash							0.00
1110 · Accounts receivable							
Total 1110 · Accounts receivable							0.00
1210 · Pledges receivable							
Total 1210 · Pledges receivable							0.00
1215 · Doubtful pledges allowance							
Total 1215 · Doubtful pledges allowance							0.00

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July 8, 2010

	(09/10 Budget)		
	<u>June 10</u>	<u>Budget</u>	<u>June difference</u>
Ordinary Income/Expense			
Income			
4 · Contributed support	-		-
5 · Earned revenues	-	83.33	(83.33)
5490 · Miscellaneous revenue	-		-
Total Income	<u>-</u>	<u>83.33</u>	<u>(83.33)</u>
Expense			
7000 · Grant & contract expense	6,000.00	16,666.67	(10,666.67)
7200 · Salary & Related Expenses	-	-	-
7500 · Other personnel expenses	90.00	750.00	(660.00)
7600 · Membership dues	-	-	-
8100 · Non-personnel expenses	-	-	-
8120 · Governance	-	666.67	(666.67)
8142 · Postage	-	-	-
8170 · Printing & copying	-	-	-
8300 · Travel & meetings expenses	-	-	-
8500 · Technology	-	166.67	(166.67)
8520 · Bldg/wc/Bonding Insurance	-	750.00	(750.00)
8540 · Staff development	-	-	-
8550 · Union Catalog & III	-	-	-
8560 · Outside computer services	-	-	-
8700 · Supplies	-	250.00	(250.00)
Total Expense	<u>6,090.00</u>	<u>19,250.01</u>	<u>(13,160.01)</u>
Net Ordinary Income	<u>(6,090.00)</u>	<u>(19,166.68)</u>	<u>13,076.68</u>
Net Income	<u>(6,090.00)</u>	<u>(19,166.68)</u>	<u>13,076.68</u>

	June Actual	Ytd Actual	TOTAL Oct '09 - Sep 10	Ytd Budget	Variance
Ordinary Income/Expense					
Income					
4 · Contributed support	-	59,825.02	185,000.00	92,500.00	(32,674.98)
5 · Earned revenues	-	-	1,000.00	750.01	(750.01)
5490 · Miscellaneous revenue	-	-	0.00	0.00	-
Total Income	-	59,825.02	186,000.00	93,250.01	(33,424.98)
Expense					
8120 · Governance	-	-	8,000.00	5,999.99	(5,999.99)
7000 · Grant & contract expense	6,000.00	72,077.98	200,000.00	150,000.00	(77,922.02)
7200 · Salaries & related expenses	-	6,300.00	0.00	0.00	6,300.00
7500 · Other personnel expenses	90.00	4,713.76	9,000.00	6,750.00	(2,036.24)
7600 · Membership Dues	-	455.00	0.00	0.00	455.00
8100 · Non-personnel expenses	-	-	0.00	0.00	-
8200 · Occupancy expenses	-	-	0.00	0.00	-
8300 · Travel & meetings expenses	-	-	0.00	0.00	-
8500 · Technology	-	450.00	2,000.00	1,499.99	(1,049.99)
8520 · Bldg/wc/Bonding Insurance	-	1,078.00	1,500.00	750.00	-
8540 · Staff development	-	-	0.00	0.00	-
8550 · Union Catalog & ill	-	-	0.00	0.00	-
8560 · Outside computer services	-	-	0.00	0.00	-
8700 · Supplies / Printing / Copying	-	1,478.52	3,000.00	2,250.00	(771.38)
Total Expense	6,090.00	86,553.36	223,500.00	167,249.98	(80,696.62)
Net Ordinary Income	(6,090.00)	(26,728.34)	(37,500.00)	-73,999.97	47,271.63
Net Income	(6,090.00)	(26,728.34)	(37,500.00)	-73,999.97	47,271.63

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July 8, 2010

	Oct 08	Nov 09	Dec 09	Jan 10	Feb 10	March 10	April 10	May 10	June 10	July 10	August 10	September 10
Ordinary Income/Expense												
Income												
4 - Contributed support				59,825.02	-	-	-	-	-	0.00	0.00	0.00
5 - Earned revenues				-	-	-	-	-	-	0.00	0.00	0.00
6499 - Miscellaneous revenue				-	-	-	-	-	-	0.00	0.00	0.00
Total Income				<u>59,825.02</u>								
Expense												
8120 - Governance												
8142 - Postage												
8170 - Printing & copying												
7000 - Grant & contract expense	5,981.58		8,000.00	8,978.40	9,000.00	4,000.00	2,000.00	18,128.00	6,000.00			
7200 - Salary & Related Expenses		1,950.00			1,850.00	120.00		2,175.00				
7500 - Other personnel expenses		60.00	430.00	99.38	54.38	80.00	75.00	45.00	80.00			
7600 - Membership Dues				455.00								
8100 - Non-personnel expenses												
8200 - Occupancy expenses												
8300 - Travel & meetings expenses												
8500 - Technology		50.00	50.00	50.00	100.00		50.00					
8520 - Biologic/Bonding Insurance							1,078.00					
8540 - Staff development												
8550 - Union Catalog & Ill												
8560 - Outside computer services												
8700 - Supplies	351.62	125.00	125.00	125.00	234.00							
Total Expense	<u>6,333.20</u>	<u>2,060.00</u>	<u>8,605.00</u>	<u>9,707.78</u>	<u>11,338.38</u>	<u>4,210.00</u>	<u>3,203.00</u>	<u>18,348.00</u>	<u>6,090.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Ordinary Income	<u>(6,333.20)</u>	<u>(2,060.00)</u>	<u>(8,605.00)</u>	<u>50,117.24</u>	<u>(11,836.38)</u>	<u>(4,210.00)</u>	<u>(3,203.00)</u>	<u>(18,348.00)</u>	<u>(6,090.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u>(6,333.20)</u>	<u>(2,060.00)</u>	<u>(8,605.00)</u>	<u>50,117.24</u>	<u>(11,836.38)</u>	<u>(4,210.00)</u>	<u>(3,203.00)</u>	<u>(18,348.00)</u>	<u>(6,090.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

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July 8, 2010

SOUTHWEST MICHIGAN LIBRARY COOPERATIVE
BOARD MEETING AGENDA

July 8, 2010, following Council meeting

Maud Preston Palenske Memorial Library, St. Joseph

1. Call to Order
2. Corrections or additions to Agenda
3. Approval of July 8, 2010 Agenda
4. Approval of June 10, 2010 Minutes (see Board Minutes p.1)
5. Treasurer's Report
 - a. Financial report – Lawrence (see Treasurer pp. 1-7)
 - b. Approval of Bills to be Paid
6. Old Business
 - a. As referred from Council
 - b. Do we want to pay for film licensing again? (Due in October, approx. \$20,000)
7. New Business
 - a. As referred from Council
 - b. Confirm locations for upcoming meetings
8. Comments from Board Members
9. Adjournment

SOUTHWEST MICHIGAN LIBRARY COOPERATIVE
BOARD MEETING MINUTES

Thursday, June 10, 2010 at 3:00 pm
Portage District Library

Attendance: Stephanie Daniels, Deborah Jones, Lawrence Kapture, Dennis Krepps, John Mohny, Jennifer Ray, Ann Rohrbaugh, Teresa Stannard, Ralph Weessies, Ryan Wieber

Also present: Rick Hulsey

Absent: Sherry Sims

1. Meeting called to order by Ryan at 3:10 pm.
2. Corrections or additions to Agenda: Add discussion of Leadership Day (Directors' Summit)
3. Approval of June 10, 2010 Agenda: Motion to approve by Ralph with support by Lawrence; motion carried.
4. Approval of May 13, 2010 Minutes: Motion to approve with no corrections by Ralph with support by Dennis; motion carried.
5. Treasurer's Report
 - a. Financial report – Lawrence
SMLC has \$280,000 in assets; 80% more than this time last year. We wrote \$20,000 in checks this month; mostly SMLC grants.

Question: Do we want to fund film licensing for all member libraries again next year? The bill is due in October, and will cost approximately \$20,000.
 - b. Approval of Bills to be paid
Motion to approve the bills to be paid through May 31, 2010 in the amount of \$20,634 by Ralph with support by Dennis; motion carried.
6. Old Business
 - a. Update on payment of MeL Delivery cost (\$1200 max. per library) of all member libraries via single invoice from MCLS.
Teresa reported that the bill for MeL Delivery for 27 SMLC public libraries will be paid to MCLS at a cost of \$32,400; nine libraries have already paid their bills and been reimbursed via the SMLC 2009-2010 MeL Delivery Grant.
 - b. Recognition of Mary Kynast's retirement
Rick sent her a planter on behalf of SMLC.

SOUTHWEST MICHIGAN LIBRARY COOPERATIVE
BOARD MEETING MINUTES

Thursday, June 10, 2010 at 3:00 pm
Portage District Library

c. July Council meeting plan:

Christine Berro and Gretchen Courad will come and discuss news from MLA. Ryan will confirm that the St. Joseph library will provide dinner at 6:00 pm. Rather than inviting Brian Potash from Overdrive to do a demonstration at the Council meeting, Ryan will get information to member libraries so that each library can set up its own webinar demonstration. Jennifer will coordinate the cake for Mary's retirement celebration.

7. New Business

a. Confirm locations for upcoming meetings:

- a. July 9 following 7:00 pm Council meeting – St. Joseph / Maude Palenske
- b. August 12, 2010 @ 3:00 pm - ?

8. Comments from Board Members:

Battle Creek: Still have 13 MEPSERS employees – 2 are retiring. Co-op Directors are working on legislation to clarify who controls the money for PA 164 (City/Township/County) libraries.

Climax: They are busy with Summer Reading. They are noticing less usage for recreational reading.

Hartford: They are not using a USDA loan for their expansion. Phase 1 will add a restroom and an employee break room. Phase 2 will occur in the Fall and may include a new addition to the building. They are digitizing the Dayspring newspaper via Graphic Sciences out of Royal Oak. They have converted a ballroom into a meeting room.

Kalamazoo: They have 20 MEPSERS employees – 9 have already declared for retirement and will leave in July and August.

KIA: Renovation is nearing completion. Dennis will be hosting storytimes in June and July. 9 people attended a book discussion last week.

Parchment: Getting ready for the KVP (paper mill) reunion in July.

Paw Paw: The capital campaign for the new library has started, with a millage vote in May 2011.

Portage: The new self-check atrium has opened and is working well.

South Haven: Her staff visited the Otsego and Hastings libraries to view their new buildings. They are starting strategic planning for a new or expanded building.

9. Adjournment: Meeting adjourned at 4:45 pm on a motion by Ann with support by Jennifer. Motion carried.