

**SOUTHWEST MICHIGAN LIBRARY COOPERATIVE  
COUNCIL MEETING  
Thursday, January 8, 2009  
Portage District Library – 3:00 pm**

**Attendance (taken from signup sheets)**

**Approval of Agenda**

**Approval of Minutes of October 9, 2008 Meeting**

**Old Business**

- **Technology plan – status of order and reimbursement – Carol / Teresa**
- **ALA Bus Trip – status report – John**
- **MEL Delivery - Ann**
- **Status of Audit for 2007 – 2008 - Jennifer**
- **Futuring Conference – Rick**
- **Update on state rules – Rick**

**New Business**

- **Membership application from Three Rivers – Rick**
- **Other info from state gatherings, meetings, etc – Rick**
- **Overdrive – Carol**
- **Committee reports**
  - **Sunshine**
  - **TAG**
  - **Others**

**General information sharing from attendees – all**

**Adjournment (short board meeting to follow)**

# Southwest Michigan Library Cooperative Council Meeting

Date: 9 October 2008  
Time: 7:00 PM  
Place: Cass District Library  
319 M-62 North  
Cassopolis, MI 49031

1. **Call to order:** The meeting was called to order by President Jennifer Ray at 7:00 PM.
  - A. Roll Call: (Attendance was taken from sign up sheets)

The following members from public libraries were present

Judy Berry	Berrien Springs
Carol Richardson	Bridgman
Pamela Salo	Buchanan
Jennifer Ray	Cass
Tim Wiggins	Cass
Ann Niedzielski	Climax
Ralph Weessies	Climax
Mike Shamala	Dowagiac
Jackie Goodman	Dowagiac
Ann Greene	Eau Claire
Donna Kowalewski	Galesburg
Kevin King	Kalamazoo
Chris Roussel	Lawton
Ryan Wieber	Otsego
Teresa Stannard	Parchment
John Mohny	Paw Paw
Christine Berro	Portage
Lawrence Kapture	Portage
Gretchen Evans	Sodus
Deb Jones	South Haven
Gail Patterson	South Haven
Lois Hartman	Watervliet
Rick Hulsey	Willard

The following members from other library types were present:

Lauren Matacio	Andrews University
Judy Bosshart	Davenport University

3. **Introduction of guest speakers:**

Rick Hulsey introduced Kevin King who presented us with an overview of the Sony e-book reader, Amazon Kindle and demonstrated several Wii games. Following the program names were drawn for a Wii and Sony e-book reader. Dowagiac District Library won the Wii; Climax-Lawrence Memorial Library won the Sony e-book reader.

4. **Minutes of the July Council meeting:**

A motion to approve the minutes of the July 10 Council meeting was made by Jackie Goodman. There was support. Motion carried.

**5. Unfinished Business**

SMLC will buy an Early Literacy station for each public library or will reimburse the equivalent amount to a public library which provides appropriate receipts for purchasing literacy related technology.

Joel Tacy would like to present a showcase of performers for children librarians. More information will be sent via email.

Congratulations to Niles District Library upon the implementation of Evergreen.

SMLC is interested in forming a group to purchase Overdrive, an e-book provider. Please let Carol Richardson know if you are interested.

**6. New Business**

2008-2009 Budget was reviewed.

SMLC is planning to sponsor a bus trip to ALA in Chicago next July. More information will be provided in the coming months.

The future of cooperatives in Michigan is still very much in question. Rick Hulseby will keep us informed of progress.

The Public Library Director's will be meeting next month and need a location. If you would like to volunteer, please contact Ann Rohrbaugh.

Ralph Weessies made a motion to accept the following slate of officers for the 2008-2009 fiscal year:

President--Ann Rohrbaugh, KPL

Vice President—Dina Reilly, Lincoln Township

Secretary—Carol Richardson, Bridgman

Treasurer—Jennifer Ray, Cass

There was support for the motion. Motion carried.

**7. Adjournment:**

The meeting adjourned at 8:15 PM.

Minutes taken by:

*Ann Greene*

**SOUTHWEST MICHIGAN LIBRARY COOPERATIVE  
BOARD MEETING  
Thursday, January 8, 2009  
Portage District Library – following council meeting**

**Attendance**

**Approval of Agenda**

**Approval of Minutes of November 13, 2008 meeting**

**Treasurer's Report**

- **Approval of Bills to be Paid**

**Old Business**

- **School representative to SMLC – Jennifer**
- **Anything from council meeting**

**New Business**

- **Membership application from Three Rivers – Rick**
- **Locations for upcoming meetings**

**Comments from board members**

**Adjournment**

**Southwest Michigan Library Cooperative  
Board Meeting  
November 13, 2008 Paw Paw District Library**

**Call to order:**

The meeting was called to order at 3:05 by President Ann Rohrbaugh. The following members were present:  
Lawrence Kapture Dennis Krepps Jennifer Ray Dina Reilly Carol Richardson  
Teresa Stannard Ralph Weessies

The following members were excused:  
Donna Kowalewski Ryan Wieber

Also present:  
Rick Hulsey, Interim Director  
John Mohney, Director, Paw Paw District Library

**Agenda:**

**Motion** by Lawrence Kapture to approve the agenda. There was support. Motion carried.

**Minutes:**

**Motion** by Teresa Stannard to approve the minutes of the October 19<sup>th</sup> meeting. There was support. Motion carried.

**Treasurers report:**

The treasurer's report was filed for audit.

**Motion** by Lawrence Kapture to pay the bills of \$712.18 as presented. There was support. Motion carried.

**Unfinished business:**

- Jennifer Ray has a possibility for School Representative and will report next month.
- A Program/Service Reimbursement Concept for 2008/2009 was presented (October 1, 2008 –September 30, 2009).

**ALL OPTIONS ARE CONTINGENT UPON SWMLC STATE AID INCOME.**

This would include:

- **Technology –**
  - Provide up to \$2500 to each public library to cover the cost of the *Early Literacy Station (English or Spanish version)*.
  - In lieu of purchasing this station, the dollar equivalent will be reimbursed to public libraries for the purchase of any *literacy or technology related product* (such as a Wii station, for example) for use within your facility.
  - The discounted price is available to all public and non public Cooperative members should you wish to purchase additional units.
  - Items will be shipped directly to participating libraries.
- **ALA in Chicago**
  - Cover the cost for Coop members to send staff to the ALA Conference in Chicago. This will include exhibit passes and round trip transportation to the conference site. Dates and times to be determined.
  - John Mohney has volunteered to arrange buses. He will wait until January. Suggested 2 buses – 1 each for Saturday and Monday.
  - All Public and Non-Public members are eligible.
- **MelCat Delivery –**
  - Pay for MelCat Delivery for each public library for one year based on receipt (\$1,000 max).
- **Motion** by Lawrence Kapture to approve the Program/Service Reimbursement Program. There was support. Approved.

Information will be posted on the SWMLC website.

## New business:

- Rick Hulsey reported \$99,415.83 kept by 34 member public libraries as a result of keeping co-op portion of 2007/2008 State Aid.
- Voters approved District Library status for the Allegan Library. Paperwork pending from the state to determine service area. The Board congratulates Ann on her good work.
- PR Campaign – Bryon Sitler is promoting a PR Campaign for co-ops and libraries. The White Pine Coop is working on some PR materials that might eventually be available to others.
- Audit for 2007/08 – Jennifer Ray is in contact with auditor.
- Plan of Service- SWMLC Plan of Service is out of date. Needs total revision. Lawrence Kapture and Dennis Krepps have volunteered to review and bring suggestions to a future meeting in 2009. Rick Hulsey has reviewed and added Appendix C – a Three Year Statewide Plan of Service – goals that would ensure SWMLC and member libraries would be in compliance with QSAC.
- Three Rivers Library Director and Board of Trustees have asked Rick Hulsey, and Jim Seidl of Woodlands, to attend a future meeting to present benefits of membership for each cooperative. Rick has prepared a *Current History of the Southwest Michigan Library Cooperative*, and will present this along with the *Dollars Provided to SWMLC Public Libraries to Enable & Support Cooperative Services*.
- Director of SWMLC –A waiver was raised as a possibility IF a full-time director ends up being a requirement of the state aid rules. Those are the proposed rules on which the public hearings are being held. Advised to wait until July, 2009.
- Futuring Conference – **Motion** by Lawrence Krepps “To approve the draft of the suggested statements to questions submitted to each cooperative”. There was support. Motion carried. Appreciation is expressed to Rick for all his work in developing reports presented in today’s meeting.
- OverDrive – It is recommended that any library interested in OverDrive contact Brian Potash, bpotash@overdrive.com/www.overdrive.com to set up a webinar demonstrating OverDrive. We will plan the April Council meeting at a library currently using OverDrive for a demonstration.
- Future Board meetings – The Board will continue to meet on the second Thursday of each month. The December meeting will be Thursday, December 11 at 10:00 a.m. at the Kalamazoo Public Library. The January meeting will be January 8, 2009 beginning at 3 p.m. for Council and Board meeting to follow. Paw Paw District Library or Lincoln Township Public Library will host.
- Comments from Board Members –
  - Dina Reilly- recommended ‘Pop Culture’, found at [www.greenwood.com/pcu](http://www.greenwood.com/pcu). Based on the ‘60’s, ‘70’s, ‘80’s, good for reports. Free trial available. Also concerned about her community room being used for closed meetings.
  - Lawrence Kapture - talked about using Symphony. Looking to RFID their collection for future security. Purchased a Kindle and hoping to circulate next year.
  - Dennis Krepps – KIA – New Orleans “Spared From the Storm” exhibit. On display into February.
  - Teresa Stannard - would like to develop a shared database of performers, with brief review, tagged with information for all libraries to use. Has asked Tim Wiggins to help put this together.
  - Ralph Weessies – looking to join Mel. Having problems with unattended children. Looking for help with policies from member libraries, and how to implement them at the library. This is a common problem with all our libraries. Lawrence share suggestions and tips and offered help from their staff.
  - Carol Richardson – currently working on polices and appreciative of all help through newsnotes.
  - Jennifer Ray – shares concerns of unattended children. Trying to deal with this positively.
  - Ann Rohrbaugh – Food for Fines – Board member has determined that this is illegal. It is diverting public funds to a charity or organization. Could still be a collection site. Also consider amnesty for fines.
  - John Mohney – purchased 2 acres adjoining current library for future growth.

**Council & Board meeting - January 8, 2009 @ 3:00 will be held at Portage District Library**

**Adjournment:** Carol Richardson made a motion to adjourn the meeting. The meeting adjourned at 5:05 p.m. Next Board meeting will be at Kalamazoo Public Library at 10:00 a.m. on Thursday, December 11, 2008.

Minutes taken by, Carol Richardson, Secretary

**Southwest Michigan Library Cooperative**  
**General Ledger**  
As of December 29, 2008

4:14 PM  
12/29/08  
Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
1010 - LaSalle - operating							263,718.86
Deposit	12/9/2008			Deposit	4020 - Direct Aid	99,304.85	363,023.71
Bill Pmt-Check	12/15/2008	2471	Accounting Consultants, P.C.		2010 - Accounts payable	-240.00	362,783.71
Bill Pmt-Check	12/15/2008	2472	Iron Mountain		2010 - Accounts payable	-45.00	362,738.71
Bill Pmt-Check	12/15/2008	2473	Secant Technologies		2010 - Accounts payable	-50.00	362,688.71
Total 1010 - LaSalle - operating						98,969.85	362,688.71
1011 - LaSalle MM Checking							0.00
Total 1011 - LaSalle MM Checking							0.00
1020 - Chemical/Shoreline - Payroll							0.00
Total 1020 - Chemical/Shoreline - Payroll							0.00
1021 - Chemical Bank Savings							0.00
Total 1021 - Chemical Bank Savings							0.00
1022 - Fifth Third Bank							0.00
Total 1022 - Fifth Third Bank							0.00
1040 - Petty cash							0.00
Total 1040 - Petty cash							0.00
1110 - Accounts receivable							0.00
Total 1110 - Accounts receivable							0.00
1210 - Pledges receivable							0.00
Total 1210 - Pledges receivable							0.00
1215 - Doubtful pledges allowance							0.00
Total 1215 - Doubtful pledges allowance							0.00
1225 - Discounts - long-term pledges							0.00
Total 1225 - Discounts - long-term pledges							0.00
1240 - Grants receivable							0.00
1241 - PAC HUG Grant							0.00
Total 1241 - PAC HUG Grant							0.00
1240 - Grants receivable - Other							0.00
Total 1240 - Grants receivable - Other							0.00
Total 1240 - Grants receivable							0.00
1245 - Discounts - long-term grants							0.00
Total 1245 - Discounts - long-term grants							0.00

**Southwest Michigan Library Cooperative**  
**Balance Sheet Prev Year Comparison**  
 As of December 29, 2008

4:12 PM  
 12/29/08  
 Accrual Basis

	<u>Dec 29, 08</u>	<u>Dec 29, 07</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings	362,688.71	294,790.02
1010 - LaSalle - operating	362,688.71	294,790.02
Total Checking/Savings	<u>362,688.71</u>	<u>294,790.02</u>
Total Current Assets	<u>362,688.71</u>	<u>294,790.02</u>
<b>TOTAL ASSETS</b>	<u><u>362,688.71</u></u>	<u><u>294,790.02</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable	0.00	28,652.70
2010 - Accounts payable	0.00	28,652.70
Total Accounts Payable	<u>0.00</u>	<u>28,652.70</u>
Other Current Liabilities	0.00	16.56
2170 - Federal Payroll Liabilities	0.00	16.56
2160 - Michigan Withholdings	-272.43	-272.43
Total Other Current Liabilities	<u>-272.43</u>	<u>-255.87</u>
Total Current Liabilities	<u>-272.43</u>	<u>28,396.83</u>
Total Liabilities	<u>-272.43</u>	<u>28,396.83</u>
Equity		
3000 - Unrestricted net assets	275,010.34	275,010.34
3010 - Unrestrict (retained earnings)	-10,097.72	0.00
Net Income	<u>98,048.52</u>	<u>-8,617.15</u>
Total Equity	<u>362,961.14</u>	<u>266,393.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>362,688.71</u></u>	<u><u>294,790.02</u></u>

**Southwest Michigan Library Cooperative**  
**Profit & Loss YTD Comparison**  
 December 1 - 29, 2008

	<u>Dec 1 - 29, 08</u>	<u>Oct 1 - Dec 29, 08</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4 · Contributed support		
4020 · Direct Aid	99,304.85	99,304.85
<b>Total 4 · Contributed support</b>	<u>99,304.85</u>	<u>99,304.85</u>
<b>Total Income</b>	99,304.85	99,304.85
<b>Expense</b>		
7000 · Grant & contract expense		
7030 · Allocations to affiliates	0.00	100.00
<b>Total 7000 · Grant &amp; contract expense</b>	<u>0.00</u>	<u>100.00</u>
7200 · Salaries & related expenses		
7220 · Salaries & wages - other	0.00	100.00
<b>Total 7200 · Salaries &amp; related expenses</b>	<u>0.00</u>	<u>100.00</u>
7500 · Other personnel expenses		
7520 · Accounting fees	0.00	545.00
<b>Total 7500 · Other personnel expenses</b>	<u>0.00</u>	<u>545.00</u>
8500 · Technology		
8501 · Application Hosting	0.00	100.00
8504 · Hardware	0.00	26.71
<b>Total 8500 · Technology</b>	<u>0.00</u>	<u>126.71</u>
8700 · Supplies		
8703 · Food	0.00	281.90
8707 · Other Office Supplies	0.00	122.72
<b>Total 8700 · Supplies</b>	<u>0.00</u>	<u>384.62</u>
<b>Total Expense</b>	<u>0.00</u>	<u>1,256.33</u>
<b>Net Ordinary Income</b>	<u>99,304.85</u>	<u>98,048.52</u>
<b>Net Income</b>	<u><u>99,304.85</u></u>	<u><u>98,048.52</u></u>