

SOUTHWEST MICHIGAN LIBRARY COOPERATIVE
COUNCIL MEETING MINUTES

Thursday, October 14, 2010

5:00 pm Dinner; 6:00 pm meeting; Board meeting to follow
[Willard Library, Battle Creek](#)

1. Call to order

The meeting was called to order by President Wieber at 6:07 pm.

2. Roll call: Attendance was taken from sign-up sheets.

The following members from public libraries were present:

Rick Hulsey	Battle Creek
Fred Kirby	Benton Harbor
Judy Berry	Berrien Springs
Carol Richardson	Bridgman
Jennifer Ray	Cass
Tim Wiggins	Cass
Ralph Weessies	Climax
Meg King-Sloan	Comstock
Katherine Johnson	Dowagiac
Donna Kowalewski	Galesburg
Chris Roussel	Lawton
Ryan Wieber	Otsego
Teresa Stannard	Parchment
John Mohny	Paw Paw
Katie Bell Moore	Plainwell
Christine Berro	Portage
Lawrence Kapture	Portage
Kay LaPierre	Richland
Gretchen Evans	Sodus Twp.
Stephanie Masin	St. Joseph
Shirley Cody	Three Rivers
Lois Hartman	Watervliet

The following members from other library types were present:

Judy Bosshart	Davenport University
Dennis Krepps	KIA
Sherry Sims	Portage Central Middle Sch

Guests

There were no guests.

3. Approval of October 14, 2010 agenda

The agenda was approved on a motion by Ralph Weesies with support from Christine Berro.

4. Approval of July 8, 2010 minutes

The minutes of the July 8, 2010 Council meeting were approved as corrected on a motion by Ralph Weesies with support from Dennis Krepps.

5. Treasurer's report

Lawrence Kapture reported that the 2009-2010 fiscal year ended with a balance of approx. \$236,000, which is 26% less than last year. State Aid totaled approx. \$121,000, or \$60,000 less than last year. State Aid is expected to be approx. \$100,000 next year so we are reducing our reimbursement grants for 2010-2011 by \$50,000.

6. Old Business

a. Recap of SMLC 2009-2010 grants

MeL Delivery

Teresa – All SMLC public libraries received Grant (36*\$1200 = \$43,200)

Technology

Teresa – All SMLC public libraries, except Martin, received grant (36*\$2000 = \$72,000)

Collection Development

Ann – All SMLC public libraries, except Martin, received grant (36*\$1000* = approx. \$36,000) (*Two libraries did not request quite the full \$1000 each)

Professional Development:

Lawrence – 29 SMLC public libraries received grant (29*\$1000 = \$29,000, though not all libraries requested the maximum amount)

Film Licensing:

Movie Licensing USA (\$15,250) and Motion Picture Licensing Corp (\$5,500) for a total of \$20,750 to provide licensing to all SMLC public libraries.

Total grants paid to member libraries: (approx.) \$200,950

7. New Business

a. Board membership and officers for 2010-2011; report from Nominating Committee Deb Jones and Dennis Krepps.

Board Officers are:

- **President:** Fred Kirby (Benton Harbor, Class V)
- **Vice President:** Deb Jones (South Haven, Class III)
- **Treasurer:** Lawrence Kapture (Portage, Class V)
- **Secretary:** Dennis Krepps (KIA, Academic/Special libraries)

Board Members at large for 2010-2011:

- Chris Roussel (Lawton, Class I or II)
- Stephanie Daniels (Hartford, Class I or II)
- Kate Scheid (Buchanan, Class III)
- Katie Bell Moore (Plainwell, Class IV)
- John Mohny (Paw Paw, Class IV)
- Ann Rohrbaugh (Kalamazoo, Class VI)
- Sherry Sims (Portage Central Middle School, School libraries)

SMLC Director for 2010-2011:

- Rick Hulsey (Battle Creek)

b. Proposed reimbursement program for 2010-2011

- MeL Delivery: \$1200 per library (36*\$1200 = \$43,200)
- Film Licensing: \$20,000 (approx.)
- Technology: \$1000 per library (36*\$1000 = \$36,000)
- Collection and/or Professional Development: \$1000 per library (36*1000 = \$36,000)

These grants were approved on a motion by Fred Kirby with support by Jennifer Ray.

c. Plan of Service – approval of changes

The listing of member libraries Martin and Three Rivers in Plan of Service was approved on a motion by Christine Berro with support by Dennis Krepps.

d. Suggested changes in the Council and Board meeting schedule

- Cancel the January Council and Board meetings, since the weather always makes travel difficult.
- Cancel the November Board meeting due to MLA.

e. Self-directed actions taken by SMLC member libraries this year

- Overdrive committee
- Jelinek Lobbying
- Summer Reading
- Consultant Workshop
- Verso Discussion
- Technology Committee
- Local History Work

Rick Hulsey noted that SMLC member libraries organized many self-directed activities that benefited the co-op. Hooray for us!

f. Committee Reports

There was no TAG meeting. 17 SMLC libraries have joined to form an OverDrive group; Ryan Wieber serves as coordinator of the group. The other SMLC committees are still functional, but not active.

g. General information sharing from members

Jennifer Ray / Cass: noted that she has an elderly patron who is very excited about the new OverDrive downloadable audiobooks and e-books. Not only young patrons are interested in downloadable content.

Judy Berry / Berrien Springs: announced that she will shortly retire. One of her patrons has model planes to give away (approx. 2 ft. wingspan) – contact Judy if you would like one for your library. We extended our warmest good wishes to Judy for a happy retirement!

Rick Hulsey / Battle Creek: reported that Willard has received \$46,000 in revenue sharing from the casino, and that a patron left his house to the library. He discussed Tom Jensen's and the Lakeland Co-op's objections to the new clause in the State Aid certification form.

Stephanie Masin / St. Joseph: said that her patrons have lots of interest in downloadable e-books. Many of them have Amazon Kindles, which unfortunately don't accept content from OverDrive. She noted that the Barnes & Noble Nook and the Sony e-readers do accept content from OverDrive, and that Barnes & Noble may offer libraries good deals on Nooks.

h. Select location of next Council meeting

The next meeting will be on Thursday, April 14, 2011, at 3:00 pm at the Benton Harbor Library. Note that this will be an afternoon rather than an evening meeting.

i. Select location and date of next Public Directors meeting

The next meeting will be held in February at the Ransom District Library in Plainwell. Date to be announced.

j. Select location and date of next Board meeting

The next meeting will be held on December 9th at 3:00 pm at the Lawton library.

8. Other announcements:

Two iPod Nanos were given as door prizes to the Comstock Library and the Portage Central Middle School Media Center. Thanks to the Willard Library for donating the Nanos.

9. Adjournment:

The meeting was adjourned by President Ryan at 7:08 pm, on a motion by Stephanie Masin with support by Dennis Krepps.

Southwest Michigan Library Cooperative
Board Meeting Agenda
December 9, 2010 2:00pm
Lawton Public Library

1. Call to Order
2. Corrections/additions to the agenda
3. Approval of December 9 Agenda
4. Approval of October minutes
5. Treasurer's Report
 - A. Financial Report-Lawrence
 1. Report on audit
 2. Request for budget amendment
 - B. Approval of Bills to be Paid
6. Old Business
7. New Business
 - A. Director's Report: Rick
 - State Aid to Libraries/Herrick District Library lawsuit
 - CoOp Meeting Calendar
 - Reimbursements - who is handling
 - Web page support
 - Update: CoOp history/location/storage
 - B. Comments from Board Members
 - C. Adjournment

Southwest Michigan Library Cooperative
Board Meeting: Minutes
Thursday, December 9, 2010 2:00pm
Lawton Public Library

Members present: Fred Kirby, Ann Rohrbaugh, Sherry Sims, Kate Scheid, Katie Bell Moore, John Mohny, Lawrence Kapture, Dennis Kreps, Ralph Weesies, Chris Roussel

Absent: Deb Jones

Also present: Rick Hulsey

Meeting called to order

Agenda approved; moved by S. Sims, seconded by A. Rohrbaugh
October meeting minutes will be forwarded for approval at the February meeting.

Treasurer's Report:

1. Audit Report: Lawrence distributed copies of the audit, conducted by Siegfried Crandall, PC, (S.C) represented by Jim Baker.

J. Baker provided a brief overview of the audit:

The Co-Op has increased spending slightly from last year, primarily funds directed to public library members via 'grants.' As the Co-Op deals mainly in cash, there are no significant assets to consider. S.C. does request advance disclosure of (future) intention to close the Co-Op. Lawrence then described the current Co-Op philosophy of anticipating state aid funding, and planning distribution of funds accordingly.

J. Baker discussed internal control and communication of the Board with Siegfried Crandall (S.C.) He recommended upgrading the level of communication and reporting to meet GASB standards. Lawrence suggested the Co-Op could engage S.C. to assist the Co-Op in doing so. J. Baker stated that this would be inexpensive. Lawrence thanked J. Baker/S.C. for his work.

Motion to accept audit: Fred Kirby moved; seconded by Ann Rohrbaugh. Motion carried.

2. Lawrence reported that Dennis' information has now been added to the bank account; he can now officially sign checks. The previous secretary's name has been deleted from the account as well.

In an effort to simplify the budget documentation, Rick 're-aligned' budget categories. Motion to accept said re-alignment: Lawrence moved; seconded by Sherry Sims. Motion carried. Rick anticipated the Co-Op would end the year with a fund balance of approximately \$161,000.

Rick requested that he and Sherry be sent copies of form 1099, which they will then send to Jennifer. He will be sending Jennifer a fruit sculpture in gratitude for all her work on behalf of the Co-Op.

Approval of bills to be paid: John Mohny moved; seconded by Kate S. Motion carried.

Director's Report:

State Aid Report: Rick described the "State of State Aid," particularly in consideration of the Herrick District Library lawsuit. As Acting Co-Op Director, Rick was asked to report to the Board of Co-Op Directors our Board's opinion on whether or not to join the lawsuit; Woodlands Library Cooperative, for instance, has joined the lawsuit.

Motion to make official statement that SMLC will NOT to join the lawsuit:
Kate S. moved; seconded by Ann R. Motion carried.

Co-Op meeting calendar: Rick proposed new meeting schedule (please see attached).

Re-imburements/grants to public libraries: Rick called for volunteers from the board to receive and coordinate disbursement of the Co-Ops grants. The two categories remain the same; public libraries are invited to apply for up to \$1,000 in each:

Technology—Kate Scheid to coordinate

Collection Development or Professional Development—Ann Rohrbaugh to coordinate
Rick also suggested the Co-Op issue a statement indicating it will not distribute said grant funds until it receives State Aid money.

Web page support:

Rick requests that everyone look at the web page; Dennis will confirm with Tim that he is continuing maintenance on the site.

Co-Op History: storage and location

Sherry S. reported that only five boxes remain to be evaluated. She has been separating data by year; she anticipates 30 boxes will remain when the project is completed. Rick suggested the boxes be pulled from Iron Mountain (the local version) and digitized. Sherry suggested then dropping off two years at a time.

Kate S. volunteered to house the 30 remaining boxes. Rick suggested the 30 boxes first be sent to the Willard (Battle Creek) library to be digitized, with a copy then forwarded to the state. We can then cancel the contract with Iron Mountain. The hard copy (30 boxes) can then be sent to Kate S. at the Buchanan District Library.

Minimal general comments were received by Board Members. John M. discussed the “tax capture issue,” and the proposal to allow libraries to opt out.

Meeting adjourned.

Next Meeting:

Kalamazoo Institute of Arts
Thursday February 10, 2:00pm

	(10/11 Budget)		
	<u>November 10</u>	<u>Budget</u>	<u>November difference</u>
Ordinary Income/Expense			
Income			
4 · Contributed support	0.00	0.00	-
5 · Earned revenues	0.00		-
5490 · Miscellaneous revenue	0.00	41.67	(41.67)
Total Income		<u>41.67</u>	<u>(41.67)</u>
Expense			
7000 · Grant & contract expense	7,400.00	11,833.33	(4,433.33)
7200 · Salary & Related Expenses	90		90.00
7500 · Other personnel expenses	90.00	750.00	(660.00)
7600 · Membership dues			-
8100 · Non-personnel expenses			-
8120 · Governance		500.00	(500.00)
8142 · Postage			-
8170 · Printing & copying			-
8300 · Travel & meetings expenses			-
8500 · Technology		166.67	(166.67)
8520 · Bidg/wc/Bonding Insurance	89.34	125.00	(35.66)
8540 · Staff development			-
8550 · Union Catalog & III			-
8560 · Outside computer services		500.00	(500.00)
8700 · Supplies	723.48	250.00	473.48
Total Expense	<u>8,392.82</u>	<u>14,125.00</u>	<u>(5,732.18)</u>
Net Ordinary Income	<u>-8,392.82</u>	<u>-14,083.34</u>	<u>5,690.52</u>
Net Income	<u>-8,392.82</u>	<u>-14,083.34</u>	<u>5,690.52</u>

	November Actual	YTD Actual	TOTAL Oct '10 - Sep '11	YTD Budget	Variance
Ordinary Income/Expense					
Income					
4 - Contributed support	-	-	100,000.00	0.00	-
5 - Earned revenues	-	-	500.00	83.33	(83.33)
5490 - Miscellaneous revenue	-	-	0.00	0.00	-
Total Income	-	-	100,500.00	83.33	(83.33)
Expense					
8120 - Governance	-	-	6,000.00	1,000.00	(1,000.00)
7000 - Grant & contract expense	7,400.00	22,650.00	142,000.00	23,666.67	(1,016.67)
7200 - Salaries & related expenses	90.00	240.00	0.00	0.00	240.00
7500 - Other personnel expenses	90.00	195.00	9,000.00	1,500.00	(1,305.00)
7600 - Membership Dues	-	-	0.00	0.00	-
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	83.34	50.00	2,000.00	333.33	(283.33)
8520 - Bldg/wc/Bonding Insurance	-	178.68	1,500.00	250.00	(71.32)
8540 - Staff development	-	-	0.00	0.00	-
8550 - Union Catalog & III	-	-	0.00	0.00	-
8560 - Outside computer services	-	-	6,000.00	1,000.00	(1,000.00)
8700 - Supplies / Printing / Copying	723.46	854.48	3,000.00	500.00	354.48
Total Expense	8,392.82	24,168.16	169,500.00	28,250.00	(4,081.84)
Net Ordinary Income	(8,392.82)	(24,168.16)	(69,000.00)	(28,166.66)	3,995.50
Net Income	(8,392.82)	(24,168.16)	(69,000.00)	(28,166.66)	3,995.50

2:56 PM
 11/29/10
 Accrual Basis

Southwest Michigan Library Cooperative
Profit & Loss YTD Comparison
 November 2010

	Nov 10	Oct - Nov 10
Ordinary Income/Expense		
Expense		
7000 · Grant & contract expense		
7030 · Allocations to affiliates	7,400.00	7,400.00
7060 · Benefits paid to or for members	0.00	15,250.00
Total 7000 · Grant & contract expense	7,400.00	22,650.00
7200 · Salaries & related expenses		
7220 · Salaries & wages - other	90.00	240.00
Total 7200 · Salaries & related expenses	90.00	240.00
7500 · Other personnel expenses		
7520 · Accounting fees	90.00	195.00
Total 7500 · Other personnel expenses	90.00	195.00
8500 · Technology		
8501 · Application Hosting	0.00	50.00
Total 8500 · Technology	0.00	50.00
8520 · Bldg/wc/Bonding Insurance	89.34	178.68
8700 · Supplies		
8703 · Food	407.60	407.60
8707 · Other Office Supplies	315.88	446.88
Total 8700 · Supplies	723.48	854.48
Total Expense	8,392.82	24,168.16
Net Ordinary Income	-8,392.82	-24,168.16
Net Income	-8,392.82	-24,168.16