



SMLC
SOUTHWEST MICHIGAN
LIBRARY
COOPERATIVE

**SOUTHWEST MICHIGAN
LIBRARY COOPERATIVE**

April 28, 2022

1:00 Advisory Council

2:00 Board Meeting

IN PERSON AT ALLEGAN DISTRICT LIBRARY

ADVISORY COUNCIL AGENDA

1. Call to Order & Introductions

2. Approval of Agenda

3. Public Comments

4. Approval of October 2021 Council Minutes

5. Speakers: MCLS: Welcome Lissa Krull and Laura Warren-Gross!

- Lissa Krull: MCLS Library Strategist - MCLS professional development opportunities
- Laura Warren-Gross: MeL Engagement Specialist for public libraries – MeL-specific professional development

6. Financial Report

7. Director's Report

- New SMLC Board is listed in board agenda portion of this packet. Thank you to new board members Lynn Tone - secretary, Gretchen Evans - president, Bobbi Schoon - new treasurer and Mary Harrison for serving a second term. I did receive a couple questions about how to know when a library will be next on the SMLC board. Anne

Green had created a spreadsheet on the history of our SMLC board so I am updating it and putting together a spreadsheet for the SMLC website of board rotation in future also. The SMLC bylaws lists how the rotation goes.

- **Upcoming:** Lynn Hoffman Training sessions May 2 and 16: Change Management Basics. To be held on Zoom. Zoom link:
<https://us02web.zoom.us/j/84781528129>
Meeting ID: 847 8152 8129 Passcode: 234646
- Congratulations to Karen McConnell (Richland) and Cathy Lucas (Benton Harbor) on their upcoming retirements!
- Cooperative Grants are available. Find all the information on this for:
<https://smlccooperative.com/programsservices/grants/> Grant requests are sent to Bobbi Schoon. Bobbi has asked that members email grant requests with the receipts in one email. If possible to send all the grants in at once, that is preferable.
- Reminder SMLC pays RIDES, MCLS memberships for our member libraries, and organizational membership for MLA (but not individual staff MLA memberships.) Do not pay your invoice as SMLC will get a batched invoice and pay for everyone
- Amazon Business Prime update
- SMLC working with Amanda Standerfer in the fall for Strategic Planning

8. President's Report

9. Old Business: none

10. New Business:

*FYI to Council – SMLC Board will be discussing payment of the attorney bill related to Overdrive

11. Member Sharing

12. Adjournment

**SOUTHWEST MICHIGAN
LIBRARY COOPERATIVE
ADVISORY COUNCIL MINUTES
October 28, 2021**

Allegan – Pamela Armstrong
Devin Erlandson
Augusta-Ross – Anne Rapp
Benton Harbor- Kat Boyer
Berrien Springs – Kristina Knezic
Bridgman- Dennis Kreps
Buchanan – Meg Paulette
Cass- Barbara Gordon
Coloma- Mary Harrison
Comstock –Emily Kubash
Rachael Wiegmann
Dowagiac – Matthew Weston
Eau Claire – Ann Greene
Kalamazoo – Ryan Wieber
Lawton – Lyn Tone
Marcellus – Christine Nofsinger
Martin- Alicia Kershaw
Maud Preston Palenske—Stephanie Masin
Niles – Tim Wiggins
Paw Paw – Gretchen Evans
Portage –Lawrence Kapture
Christine Klein
Richland- Karen McConnell
SMLC / Otsego – Andrea Estelle
Three Oaks- Cheryl Kersey
Three Rivers- Bobbi Schoon
Van Buren District – Dan Hutchins
Watervliet- Sharon Crotser-Toy

Guests:

Karren Reish, Library of Michigan

1. Approval of Agenda

Knezic moved to approve the agenda and Weston seconded—agenda was approved.

2. Approval of September 2021 Council Minutes

Kapture moved to approve the minutes and Kreps seconded. Motion passed.

3. Speaker: Karren Reish, Library of Michigan, Upcoming Grant Opportunities

- Public Library Services Grant had 50% more libraries participate than in the past.
- ARPA grants are starting.
- Three regular grants: Public Library Services Grant, Improving Access to Information, and Collaborative Services (small, medium, and large).
 - Collaborative Services grant is on hiatus which may extend in to 2022. Public Library Services Grant, \$2500 this year and will go back down to \$500 in 2022.
 - All documentation for the grant programs will be updated on the website in January.
 - Public Library Services grant will be posted by the end of January and will be due in early March with the contracts being completed mid April.
 - Programming Grant can be used for Summer Reading Programs.
 - Priorities: literacy, technology, children and teen.
- Certifications and assurances—you are submitting your half of the contracts—signatures are needed.
- Application webinar will be held around February.
- 98% approval rate
- You may submit a grant for each branch.
- Federal money is used for access; anything that touches it must be filtered.
- LSTA grants: CIPA, the question is what did you buy with the federal money?
- Consult Biz Gallo and Reish if interested in Local History grants because of copyright clearance prior to digitization.
- Do not use Chrome when filling out application.
- Future grant options and procedures were discussed.
- Capital Improvement Grant available through Michigan Department for the Arts and Cultural Affairs for construction and renovation funding.
 - Contact MCACA
 - Libraries are included as an entity.
- Comments and experiences were shared.

4. Financial Report

- Hutchins inquired about the amount for which is unaccounted.
- Estelle asked the accountant about the revenue and the expenditures (\$69,663.00)
- Fund balance is \$249,000
- Estelle will forward the amount from accountant from the previous three years.

- Hutchins mentioned that VDBL's Associate Director has suggested purchasing more holds and best sellers on Overdrive to meet the demand; make the Overdrive collection more responsive to patron requests.

5. Overdrive Update

- Kat Boyer shared an update from the Overdrive meeting.
- Suggested seven-day, check-out periods for a quicker turnaround
- Popular titles in a seven-day period to get the hold period manageable.
- Move to a popular titles collection and purchasing multiple titles in both eBook and audiobook formats.
- Second meeting to establish purchasing parameters.
- Selectors will continue to purchase on a best-seller model--\$600 of content a week
- Purchase more copies of items that had over fifteen holds per item.
- We cannot get past our hold issue without more money.
- Libraries with higher circulation rates, contribute more money.
- Overdrive meeting will be held soon.
- Barbara Gordon will send out a Doodle for Overdrive meeting.
- Decisions made in the meeting will be voted on before it takes place.
- President Masin will send out the agreement and the collection development policy out the Overdrive committee.

6. Director's Report

- By-laws updates were approved and were sent to Library of Michigan.
 1. Of note: the chief change was that that board terms will now go by alphabetical rotation by class size.
 2. Mandatory participation is requested, but if unable to participate, you can contact the board president.
- Several libraries asked about using the cooperative's 501c3 status for donations. Yes, libraries can use this and the documentation can be found at: <https://smlccooperative.com/wp-content/uploads/2021/03/501-c3-letterpdf.pdf> Check was forwarded to Treasurer Kapture and it was deposited.
- Thank you to board members--Mary Harrison and Rachael Wiegmann will continue to serve.
- **Next Meeting:** Director Chat, November 18 (looking for a speaker idea)
- SWANK has been renewed and licenses were mailed out to all the SMLC libraries.
- Please send Andrea input on speakers and training ideas you would like to see in 2022. Will send out 2022 schedule soon.

7. New Business:

- Personnel Committee has met for Director Estelle's evaluation.
- Director Estelle has received her copy of the self-evaluation

- Will be sent out to the council for input.

8. Member Sharing

9. Adjournment

Motion to adjourn made by Knezic and seconded by Hutchens/ Kreps. Meeting was adjourned at 2:02 pm.

Minutes taken by Rachael Wiegmann, Comstock Twp. Library

BOARD MEETING AGENDA

April 28, 2022

2:00 Board Meeting

IN PERSON AT ALLEGAN DISTRICT LIBRARY

SMLC BOARD 2022

Director Name	Library	Class Size	Term
Rachel Weigmann	Comstock Township Library	4	2022-2024*
Christine Nofsinger	Marcellus Township Wood Memorial Library	2	2020-2022
Alicia Kershaw	Martin- JC Wheeler Public Library	2	2020-2022
Anne Rapp	Augusta Ross Township District Library	3	2020-2022
Meg Paulette	Buchanan District Library	3	2020-2022
Mary Harrison Vice President	Coloma Public Library	4	2022-2024*
Lynn Tone Secretary	Lawton Public Library	1	2019-2021
Gretchen Evans President	Paw Paw District Library	4	2022-2024
Bobbi Schoon Treasurer	Three Rivers Public Library	4	2020-2022

*Second term

BOARD MEETING

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
6. Approval of February Board Meeting Minutes

7. Communications - None

8. President's Report

9. Treasurer's Report (see attached)

- Approval of Bills
- Bookkeeper's Report (see attached)

10. Director's Report

- Director Tasks Accomplished/In Progress:
 - * Continued Overdrive communication with Barb Gordon. Met with attorneys with Barb.
 - *MCDA meeting on April 1st
 - * Strategic Planning sessions with Amanda Standerfer went well. Next training sessions on change coming up with Lynn Hoffman in May – these will be held on Zoom.
 - * Working on a SMLC Welcome Brochure, hoping to do some SMLC library visits this summer, especially to some of our renovated/new library buildings
 - * Locations for Ad Council and Board Meetings in 2022:
August – Niles, October – Portage
Training Sessions On Zoom. Director Chats – PawPaw

11. Unfinished Business –

- SMLC Strategic Planning- setting date/time
- Audit – Auditor requested to visit bi-annually SMLC.
SMLC requested a “highlights” letter from auditor for the board (see attached)

12. New Business –

- Payment of Attorney Bill for Attorney's opinion on SMLC – SMDL (Overdrive) relationship
- Non-public SMLC libraries joining RIDES?

13. Adjournment

Next Meeting:

August 25, 2022: Advisory Council and Board Meeting – Niles District Library

**Southwest Michigan Library Cooperative
Board Meeting
February 24th, 2022
2:00 pm at Paw Paw Public Library**

1. Call to Order

Meeting called to order by President Evans at 2:00 pm until 2:40 p.m.

2. Roll Call by Secretary

Present Augusta-- Ann Rapp

Comstock – Rachael Wiegmann

Lawton -- Lyn Tone

Marcellus -- Chris Nofsinger

Martin -- Alicia Kershaw

Paw Paw – Gretchen Evans

SMLC/ Otsego– Andrea Estelle

Three Rivers – Bobbi Schoon

Absent

Buchanan -- Meg Paulette

Coloma – Mary Harrison

Also attending

3. Approval of Agenda

- Motion to approve the agenda made by Nofsinger with support from Rapp. Motion passed.

4. Public Comment

There were no public comments.

5. Approval of April Board Meeting Minutes

- Nofsinger moved to approve the October 2021 Board Meeting minutes while Rapp seconded. Motion passed.

6. Communications--none

7. President's Report--none

8. Treasurer's Report

- **Approval of Bills.** Weigmann motioned the approval of the bills and Nofsinger seconded—the motion passed.
- **Bookkeeper's Report**
Kapture and Molly removed from accounts, and Bobbi Schoon has been added.

9. Director's Report

Director Tasks Accomplished/ In Progress:

- Overdrive communication surveys have been sent and complied.
- Financial have been digitalized will add to USB and passed to future Treasurers due to concerns of Social Security numbers financials will not be posted online until Attorney contacted for clarification.
- ARPA funds have been distributed.
- Strategic planning for directors, meeting available by zoom on March 3, 2022 at 1:00 p.m.
- SMLC meetings have been planned for year, also options of zoom.
- Director Estelle received glorious evaluation, co-op board agrees Kudo's to Andrea!

10. Unfinished business

11. New Business

- Strategic planning training for SMLC members will cap cost at \$10,000, will talk with Amanda Standerfer to move forward in fall.

Weigmann made a motion to approve the Strategic Planning with Amanda Standerfer with cap at \$10,000 Nofsinger seconded. The motion passed.

12. Adjournment

- Meeting was adjourned by President Evans at 3:11 pm., next meeting April 28th, 2022 at 2:00 at Allegan Public Library.

Minutes taken by Lyn Tone, Lawton Public Library

SMLC Schedule 2022

Locations Listed, Training Sessions on Zoom

April 28, 1:00 Advisory Council, 2:00 Board Location: Allegan District Library
Advisory Council Speaker: Lissa Krull: MCLS Library Strategist - MCLS professional development opportunities, Laura Warren-Gross: MeL Engagement Specialist for public libraries – MeL-specific professional development

May 2, 1:00-2:00 SMLC training Session: Change Management Basics Free for any SMLC members, on Zoom
Lynn Hoffman, Director of Operations at Somerset County Library system in New Jersey, trains on the SCARF employee engagement model.

Change Management Basics

Change management is an important subject for professional development because no matter how many times you experience or implement change as a manager or leader, the process always brings surprises. We will talk about change management models, drawing from several of them to give you five key principles for managing change. You will also have opportunities to reflect on changes happening in your own life or organization, and to talk with your colleagues about your change challenges.

May 16, 1:00-2:00 SMLC Training Session: Change and Your Brain Free for any SMLC members, on Zoom with Lynn Hoffman

Change and Your Brain

We all handle change differently, and a lot of that is determined by how your brain works. In this session, you'll learn about SCARF, a model to help you understand the things that make change difficult for you and for others. You'll also get some ideas for how to make that model work for you at the library and at home.

June/July, No Meetings

August 25, 1:00 Advisory Council, 2:00 Board, Location: Niles District Library
Advisory Council Speaker:
Board – Initial Strategic Planning preparation

September 30, 1:00 Director Chat

October 27, Annual Meeting – 1:00 Advisory Council, 2:00 Board, Location: Portage District Library

Advisory Council Speaker:

Board – Working Session: SMLC Strategic Planning, may add a possible second session in November also if needed

November 17, 1:00 Director Chat

December – No meetings

Southwest Michigan Library Cooperative Typical Calendar Year

MONTH	TASKS
January	<ul style="list-style-type: none"> ▪ Typically No Meetings
February	<ul style="list-style-type: none"> ▪ Director Submits SMLC State Aid Report by Feb. 1 ▪ Board Meets only: Annual Audit
March	<ul style="list-style-type: none"> ▪ Director Chat
April	<ul style="list-style-type: none"> ▪ Council and Board Meeting ▪ SMLC Plan of Service/By-laws Review (As necessary) ▪ Strategic Plan Update once developed
May	<ul style="list-style-type: none"> ▪ Director Chat
June/July	<ul style="list-style-type: none"> ▪ Typically No Meetings
August	<ul style="list-style-type: none"> ▪ Advisory Council and Board meets ▪ Auditor Selected ▪ Board: Approve Budget for next FY ▪ Personnel Committee chosen for Director Evaluation (Bi-annually)
September	<ul style="list-style-type: none"> ▪ SMLC grants due by Sep. 1 ▪ Director Chat
October	<ul style="list-style-type: none"> ▪ Annual Meeting: ▪ Advisory Council and Board meets ▪ Director Evaluation (Biannually)
November	<ul style="list-style-type: none"> ▪ Next Calendar Year SMLC Schedule sent out ▪ Director Chat
December	<ul style="list-style-type: none"> ▪ Typically No Meetings

- Upcoming Projects to Work on:
 - SMLC Strategic Planning (IN PROGRESS)
 - Digitization of Cooperative Documents (COMPLETED)
 - Coop Director Manual/Guide (MCDA PROJECT)



JANSEN VALK THOMPSON REAHM PC

Certified Public Accountants and Consultants

Board Reports

Southwest Michigan Library Cooperative
For the period ended March 31, 2022

Balance Sheet

As of March 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1015 1st Source Bank	395,966.00
Total Bank Accounts	395,966.00
Total Current Assets	395,966.00
TOTAL ASSETS	\$395,966.00
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
3000 Unrestricted Net Assets	296,253.09
3010 Unrestrict (retained earnings)	-20,955.73
Net Income	120,668.64
Total Equity	395,966.00
TOTAL LIABILITIES AND EQUITY	\$395,966.00

Profit and Loss

October 2021 - March 2022

		Total
	Oct 2021 - Mar 2022	Oct 2020 - Mar 2021 (PY)
INCOME		
4 Contributed Support		
4020 Direct Aid	173,488.21	151,009.56
Total 4 Contributed Support	173,488.21	151,009.56
Total Income	173,488.21	151,009.56
GROSS PROFIT	173,488.21	151,009.56
EXPENSES		
7000 Grant & Contract Expense		
7030 Allocations to Affiliates	10,923.22	2,250.00
7060 Benefits Paid to or for Members	22,243.00	
Total 7000 Grant & Contract Expense	33,166.22	2,250.00
7200 Salaries & Related Expenses		
7210 Officers & Directors Salaries	7,500.00	7,500.00
Total 7200 Salaries & Related Expenses	7,500.00	7,500.00
7500 Other Personnel Expenses		
7520 Accounting Fees	4,800.00	4,800.00
Total 7500 Other Personnel Expenses	4,800.00	4,800.00
7600 Membership Dues	5,775.00	5,572.50
7700 Bank Charges	18.00	6.00
8170 Printing & Copying	383.46	
8173 Website Redesign	318.00	
Total 8170 Printing & Copying	701.46	
8300 Director Travel & Meetings Expenses	158.89	
8400 Coop Workshops	400.00	
8520 Bldg/wc/Bonding Insurance	300.00	300.00
8700 Meeting Supplies		
8707 Other Office Supplies		48.40
Total 8700 Meeting Supplies		48.40
Total Expenses	52,819.57	20,476.90
NET OPERATING INCOME	120,668.64	130,532.66
NET INCOME	\$120,668.64	\$130,532.66

Budget vs. Actuals FY22

October 2021 - September 2022

	Actual	Budget	over Budget	Total % of Budget
INCOME				
4 Contributed Support				
4020 Direct Aid	173,488.21	300,000.00	-126,511.79	57.83 %
Total 4 Contributed Support	173,488.21	300,000.00	-126,511.79	57.83 %
Total Income	173,488.21	300,000.00	-126,511.79	57.83 %
GROSS PROFIT	173,488.21	300,000.00	-126,511.79	57.83 %
EXPENSES				
7000 Grant & Contract Expense				
7030 Allocations to Affiliates	11,035.94	85,500.00	-74,464.06	12.91 %
7060 Benefits Paid to or for Members	22,243.00	23,000.00	-757.00	96.71 %
Total 7000 Grant & Contract Expense	33,278.94	108,500.00	-75,221.06	30.67 %
7200 Salaries & Related Expenses				
7210 Officers & Directors Salaries	11,250.00	15,000.00	-3,750.00	75.00 %
Total 7200 Salaries & Related Expenses	11,250.00	15,000.00	-3,750.00	75.00 %
7500 Other Personnel Expenses				
7520 Accounting Fees	5,000.00	7,000.00	-2,000.00	71.43 %
7530 Legal Fees		2,000.00	-2,000.00	
Total 7500 Other Personnel Expenses	5,000.00	9,000.00	-4,000.00	55.56 %
7600 Membership Dues	5,775.00	122,543.00	-116,768.00	4.71 %
7700 Bank Charges	18.00		18.00	
8170 Printing & Copying	383.46		383.46	
8173 Website Redesign	318.00		318.00	
Total 8170 Printing & Copying	701.46		701.46	
8300 Director Travel & Meetings Expenses	158.89	1,000.00	-841.11	15.89 %
8400 Coop Workshops	400.00	10,000.00	-9,600.00	4.00 %
8520 Bldg/wc/Bonding Insurance	300.00	300.00	0.00	100.00 %
Total Expenses	56,882.29	266,343.00	-209,460.71	21.36 %
NET OPERATING INCOME	116,605.92	33,657.00	82,948.92	346.45 %
NET INCOME	\$116,605.92	\$33,657.00	\$82,948.92	346.45 %

Profit and Loss by Month

January - March, 2022

	Jan 2022	Feb 2022	Mar 2022	Total
INCOME				
4 Contributed Support				0.00
4020 Direct Aid			173,488.21	173,488.21
Total 4 Contributed Support			173,488.21	173,488.21
Total Income	0.00	0.00	173,488.21	173,488.21
GROSS PROFIT				
	0.00	0.00	173,488.21	173,488.21
EXPENSES				
7000 Grant & Contract Expense				0.00
7030 Allocations to Affiliates	2,000.00	2,000.00	4,923.22	8,923.22
Total 7000 Grant & Contract Expense	2,000.00	2,000.00	4,923.22	8,923.22
7200 Salaries & Related Expenses				0.00
7210 Officers & Directors Salaries		3,750.00		3,750.00
Total 7200 Salaries & Related Expenses		3,750.00		3,750.00
7500 Other Personnel Expenses				0.00
7520 Accounting Fees	200.00	3,800.00	200.00	4,200.00
Total 7500 Other Personnel Expenses	200.00	3,800.00	200.00	4,200.00
7600 Membership Dues	400.00			400.00
7700 Bank Charges	3.00	3.00	3.00	9.00
8170 Printing & Copying				0.00
8173 Website Redesign	318.00			318.00
Total 8170 Printing & Copying	318.00			318.00
8300 Director Travel & Meetings Expenses			158.89	158.89
8400 Coop Workshops			400.00	400.00
Total Expenses	2,921.00	9,553.00	5,685.11	18,159.11
NET OPERATING INCOME	-2,921.00	-9,553.00	167,803.10	155,329.10
NET INCOME	\$ -2,921.00	\$ -9,553.00	\$167,803.10	\$155,329.10

Bill Payments

January - March, 2022

Date	Num	Vendor	Amount
1015 1st Source Bank			
01/20/2022	10351	Otsego District Public Library	-318.00
01/20/2022	10352	Suburban Library Cooperative	-400.00
02/01/2022	EFT 220201	Andrea Estelle	-3,750.00
02/03/2022	10353	*Richland Community Library	-2,000.00
02/03/2022	10354	*Three Rivers Public Library	-2,000.00
03/09/2022	10355	*Van Buren District Library	-2,260.00
03/11/2022	10356	*Three Rivers Public Library	-260.00
03/18/2022	10357	Otsego District Public Library	-158.89
03/24/2022	10358	*Richland Community Library	-143.22
03/28/2022	10359	Amanda Standerfer	-400.00
03/30/2022	10360	Siegfried Crandall PC	-3,600.00
03/30/2022	10361	Willard Library	-2,260.00
Total for 1015 1st Source Bank			\$ -17,550.11

SiegfriedCrandallPC

Certified Public Accountants & Advisors

2021 Audit Memo

Southwest Michigan Library Cooperative board,

Thank you for the opportunity to work with you again this year. The 2021 audit went very smoothly once again. As you can read in the auditor's report, in the Opinion section, the Coop has a clean audit opinion. In 2021 we, the auditors, made no material audit adjustments. This is a great accomplishment, especially for an entity of your size.

Southwest Michigan Library Cooperative financial highlights for year ending September 30, 2021:

Pg. 8. The balance sheet as of 9/30/2021 the Coop had cash of \$275,297, with no other assets or liabilities to report, which causes the fund balance at 9/30/2021 to match the cash balance.

Pg. 9. The income statement for year ending 9/30/2021 shows an increase in fund balance of \$69,413, as revenues of \$304,594 exceeded the current year expenditures of \$235,181.

Pg. 12. The budgetary comparison schedule shows how the Coop performed in relation to the budget. The 2021 budget anticipated a decrease in fund balance of \$34,566, however, actual revenues were \$64,594 greater than the final budget and expenditures were \$39,385 less than final budget. These caused the increase in fund balance (\$69,413) to be \$103,979 higher than the anticipated decrease in fund balance (\$34,566).

These are all positive things as we see it.

Thanks again for assistance in the 2021 audit, we look forward to continuing our relationship with the Coop.

Please pass along any questions / concerns you have.



Josh Gabrielse