



April 24, 2025

Noon Lunch at Bridgman Public Library - (RSVP to Andrea)

1:00 Advisory Council

2:00 Board Meeting

Bridgman Public Library

4460 Lake St, Bridgman, MI 49106

SMLC ADVISORY COUNCIL AGENDA

1. Call to Order & Introductions
2. Approval of Agenda
3. Public Comments
4. Approval of October 2024 Council Minutes (see attached)
5. Speaker: Clare Membiela, MLS, J.D., Library Law Consultant, Library Policies and Boards
Library Law Consultant
Library of Michigan
MembielaC@michigan.gov
517-335-8132
Clare will be joining us in person for lunch and Advisory Council.
6. Financial Report (Will distribute at meeting)
7. Director's Report. SMLC Director Andrea Estelle
 - New Grant Process – ACH Forms strongly encouraged. **Andrea needs contact from every SMLC public member library regarding grant payments.**
<https://smllcoperative/programsservices/grants/>
Grants will be paid out in July and noted as the SMLC FY 204-2025 disbursement.
 - 501c3 update – flurry of activity and now waiting again.
 - RIDES renewal coming soon – reminder that SMLC pays for your RIDES
 - SMLC Banking updates
 - MLA Podcast "Chapter and Verse" with Sarah Skinner
<https://michiganlibrarypodcast.podbean.com/>
 - Library of Michigan Cemetery Atlas. Library of Michigan added to their list of projects to update the Michigan Cemetery Atlas 1990.

- Advocacy Day – April 30. Picture of any SMLC Directors in attendance together at the start of day.
- Upcoming SMLC Events:
- *Do any of our SMLC libraries have active Hispanic outreach/programming already happening?* Please let us know if you/your staff can join Teresa in leading our May 8 session.

May 8	1:00	Zoom	Special Training Session: Reaching Hispanic Communities – Panel Discussion	Teresa Kline, Fennville District Library
May 22	1-3	PawPaw District Library	Director and Trustee Training	Michigan Parliamentarian: Robert's Rules Training
June/July	NO MEETINGS			
August 12	1:00	Zoom	SMLC New Directors Group Resumes	Introductions, What does group want to discuss in year ahead?
August 28	Noon Lunch 1:00	Lincoln Twp Library	Advisory Council	Topic is Facilities Management, speaker TBA
August 28	2:00	Lincoln Twp Library	Board Meeting	

Check out the full SMLC 2024 Calendar at:

<https://smlccoperative.com/calendar-of-events/>

8. President's Report:

9. **Old Business:** SMLC Continuing Education Committee - Anyone interested in joining for 2026? We will meet this fall. Let Elissa Zimmer or Andrea know.

10. New Business:

- GSI Mapping Project – contacted all libraries with fractured service areas for help in creating the maps. A Statewide map is ultimately being created showing all the library service areas. Amber at Lakeland Library Cooperative is doing this project.
- LCM met with Hoopla about rising prices and service model. Andrea also met with Amazon about offering an alternative to Hoopla.
- Become a District Library and help your library have more control of its own funding – let Andrea know if interested in discussing this

11. Member Sharing

12. Adjournment

Bridgman Library will stream the special Library of Michigan IMLS funding meeting on Zoom following Advisory Council

NEXT ADVISORY COUNCIL MEETING:

April 28 – Lincoln Twp Library, Speaker on Facilities Mgmt, TBA
(Lunch – Noon, Advisory Council at 1:00/Board 2:00)

NEXT DIRECTOR CHAT:

September 25, Otsego District Library, 1:00 – Ask an Attorney with Anne Seurnyck

**Southwest Michigan Library Cooperative
Advisory Council
October 24, 2024 at 1pm at Paw Paw District Library**

1. **Call to Order** - Meeting called to order at 1:05pm by President Evans.
2. **Roll Call by Secretary** - form sent around for signatures

Present:

- Allegan District - Pamela Armstrong
- Benton Harbor - Jill Rauh
- Bridgman - Sarah Skinner
- Cass District - Barbara Gordon
- Coloma Public - Mary Harrison
- Comstock - Emily Kubash
- Dowagiac - Matt Weston
- Eau Claire District - Cindy Casper
- Galien - Kenneth Chappell
- Three Rivers - Erin Zabornick
- Lawrence Memorial District - Bill Lewis
- Lincoln Township - Joelle Wake
- Marcellus - Patricia Buckhold
- Niles District - Tim Wiggins
- Parchment - Jennie Willard
- Paw Paw - Gretchen Evans
- Portage District - Rachael Wiegmann
- Ransom District - Joe Gross
- Richland - Jack Buck
- Sodus Township - Alexandra Ratliff
- St. Joseph - Paula Stakley
- Three Oaks - Cheryl Kersey
- Van Buren District - Elissa Zimmer
- Vicksburg District - Eric Hansen

Absent:

- Augusta-Ross Township
- Berrien Springs
- Buchanan
- Galesburg Charleston
- Hartford Public
- J.C. Wheeler
- Kalamazoo Public
- Lawton Public
- New Buffalo
- South Haven Memorial
- Watervliet
- Willard

3. **Approval of Agenda** - Harrison moved to approve the agenda, Hansen seconded, motion passed.

4. **Public Comment**

a. Barbara Gordon still waiting on 6 libraries for digital magazines in Libby, just a reminder that the new \$500 grant would cover magazine cost.

5. **Approval of August Advisory Council Minutes**

. Kubash moved to approve the August 2024 Advisory Council minutes, Hayes seconded, motion passed.

6. **Speaker** - Karren Reish, Library of Michigan Grants Coordinator, Grants Update

. Doesn't see a lot of applications from our region so encourages us to apply.

a. Reish outlined several grant opportunities from LM, including the \$5-25k grant for digital equity, literacy (noted this could be any kind of literacy, like health/physical/etc.), special collections.

b. Small grants are coming back next year and LM is looking for input. Could be programs in a box so cost up to \$2,000.

c. Reish is starting grant office hours again and can talk through proposals. Also encouraged joining the team who peer reviews grant apps in July so gives an idea of what a winning proposal looks like.

d. Reish encouraged Continuing Education grant and they are increasing the out of state amount. Cont Ed is for library-related education, but if marketing coordinator wants to go to a marketing conference, that fits within their role at the library. Cont Ed grants are by staff member, not by library, so if multiple staff members apply at one time or within same month, that would be an advantage.

7. **Financial Report** - everything looks good.

. Weston asked about line item 955.4 MIRS and Estelle said she would forward if anything interesting pops up

8. **Director's Report**

. Josh will work directly with Mary for Audit 2024.

a. SMLC Board will be discussing the grant cycle and requirements at Board meeting at 2pm.

b. Continuing Education committee has nearly a full slate of programs for 2025! Chugging along.

c. Last Director Chat of 2024 will be at **South Haven Memorial Library** on November 21. Please note location change.

d. Check out the full SMLC Calendar at <https://smlccooperative.com/calendar-of-events/>

9. **President's Report**

. Evans gave kudos to the youth services committee for a successful performer showcase. Good feedback.

a. Andrea came to a Paw Paw Board meeting to explain what the co-op is and does and it was well received.

10. **Unfinished business** - 501(c)3 has been submitted. No update.

11. **New business**

. Take a pack of SMLC brochures for your trustees/library.

a. SMLC Slate of Board Officers. Vote on: Rachael Wiegmann would like to remain VP and Mary Harrison would like to remain Treasurer. Electing new Secretary and President. Suggested Nominees for Elissa Zimmer for Secretary and Jack Buck for President.

i. Hansen motioned to approve the slate of officers as presented, Skinner seconded, motion passed.

- b. "Not so new" anymore directors were recognized with certificates and applause. Next year the group will return with "newer" new directors.
- c. Andrea is looking for someone, doesn't have to be a director, to share a positive library story in MLA podcast. Please contact Andrea.
- d. MLA share time - Zimmer shared on increasing the ratio of positive to negative feedback, Estelle enjoyed the Stay interviews session and recommends a book on the topic, Willard liked recruiting and interviewing for the library of tomorrow by going to various stores and if someone is good at customer service, asking them to work at the library; Weston sent two staff members and enjoyed hearing back from them about their experience; Wiggins will share his notes.
12. **Member sharing -**
- . Wake at Lincoln Township got a \$15k MAC grant for facilities with additional money for transportation. Also got Upton grant and is doing Berrien Books for Babies which gives newborn parents a box of resources in hospital. Richland does Baby's First Book. Coloma starting keeping courtesy diapers on hand. Allegan is partnering with their public schools for a literacy program thanks to grant money from Allegan Community Foundation. Skinner asked about library cards for unhouse people. General consensus was that somehow libraries make these cards, whether it's by putting in "unhoused" in address line, the service area city and zip; and that unhouses people are already using and returning to the library; materials haven't been lost yet and some housed patrons lose items. This led to discussion around county IDs, as Kalamazoo County offers this and has a mobile unit that will come out with printer, camera, etc. and make IDs on site. Vicksburg has also had this, said low turnout at first event, but repeated events with marketing get more attendees and watch out for documentation naysayers online. Lawrence Memorial has been asked to drop items off at community centers to increase access to materials. Evans asked if libraries are seeing as many book challenges this year. General consensus is no, especially when patrons asked to put their name on official challenge re: policy. Dowagiac has had some display challenges but created a display policy they can point to.
13. **Adjournment** - Meeting was adjourned by President Evans at 1:55pm.

NEXT ADVISORY COUNCIL MEETING
April 24th, 2025 at Bridgman Library with speaker Clare Membiela.
(Lunch - noon, Advisory at 1:00/Board 2:00)

NEXT DIRECTOR CHAT
November 21, 1:00
South Haven Memorial Library

Minutes taken by Elissa Zimmer, Van Buren District Library.



SMLC BOARD 2025:

Director Name	Library	Class Size	Term
Rachael Weigmann Vice President	Portage District Library	6	2022-2024*
Jack Buck, President	Richland Community Library	3	2023-2025
Julie Grynwich	New Buffalo Township Public Library	2	2023-2025
Cheryl Kersey	Three Oaks Township Public Library	3	2024-2027
Elissa Zimmer	Van Buren District Library	5	2023-2025
Mary Harrison Treasurer	Coloma Public Library	4	2022-2024*
Alexandra Ratliff	Sodus Township Library	1	2025-2027
Jim France	South Haven District Library	4	2025-2027
Eric Hansen	Vicksburg District Library	4	2023-2025*

*Currently serving a 2nd term.

SMLC BOARD MEETING AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
6. Approval of March 2025 Board Meeting Minutes (see attached)
7. Communications - None
8. President's Report
9. Treasurer's Report (Will distribute at meeting) and Approval of Bills
10. Director's Report - Director Tasks Accomplished/In Progress:
 - * Working with Tim on Website updates
 - * Banking updates in progress - a few more board actions needed
 - * Aiding Amber in GSI Mapping project – contacted fractured service area Library Directors.
 - * Correspondence with various SMLC Directors
 - * 2025 projects: Website Updates, Welcome to the Board Brochure
11. Unfinished Business –
 - SMLC Grants: Question from Directors - Is attendance at one meeting still requested for grants disbursement (that was on the prior grant form)
12. New Business –
 - Banking updates:
 - SMLC Credit Card credit request amount needed
 - ACH Monthly limit needed
 - SMLC Director COLA
 - Note – I will bring 2025 budget adjustments at our August Meeting (last meeting of FY)
13. Adjournment

Next Board Meeting: August 28 – Lincoln Township Library, 2:00 – Annual Budget Meeting

**Southwest Michigan Library Cooperative
Board Meeting
March 27th, 2025, Otsego District Public Library**

1. Call to Order

Meeting called to order at 2pm by President Bucks.

2. Roll Call by secretary -

Present:

Coloma - Mary Harrison
Otsego - Andrea Estelle
Three Oaks - Cheryl Kersey
Portage DL - Rachael Wiegmann
Richland CL - Jack Buck
Van Buren - Elissa Zimmer

Absent:

New Buffalo - Julie Grynwich
Sodus Township - Alexandra Ratliff
Vicksburg - Eric Hansen
South Haven Memorial - Jim France

Also present:

None.

3. Approval of Agenda

- a. Addition of Siegfried Crandall Audit discussion under Communications.
- b. Zimmer Motioned to approve the amended agenda; Harrison seconded, motion passed.

4. Public Comment - None.

5. Approval of October 2024 SMLC Board meeting minutes

Wiegmann motioned to approve the minutes; Harrison seconded; motion passed.

6. Communications to the Board

Annual Audit - passed! No journal entries, very easy process, nothing to improve on.

7. President's Report

President Buck has heard that the youth/teen and adult roundtables are going well and encouraged directors to continue to pass along their information to their staff and encourage them to attend.

- a. Buck is also looking forward to the frontline staff training in the fall.
- b. There was discussion of a COLA for SMLC Cooperative Director, which will be presented at the next board meeting.

8. Treasurer's Report & Approval of Bills

Wiegmann motioned to approve the financial statements and bills, Zimmer seconded, motion passed.

9. Director's Report:

- * SMLC hosted John Chrastka from Everylibrary in January for the State of Michigan libraries! SMLC also hosted Cyber security and Reader s Advisory Zoom sessions
- * Submitted SMLC State Aid Report

- d. * MLA Podcast Chapter and Verse with Sarah Skinner will air in April
- e. * Attended Lincoln Twp Library board meeting
- f. * Attended LCM meetings
- g. * LCM met with Hoopla to discuss issues libraries are facing
- h. * Continuing Education Committee put together 2025 training schedule
- i. * Working with Amazon on making a better platform for libraries for ordering
- j. * Met with Consumers about SMLC accounts, worked on interest rates w
- k. Consumers
- l. * Much continued work on 501c3 Documents and correspondence w Foster
- m. Swift/IRS
- n. * Correspondence with various SMLC Directors
- o. * 2025 projects: Website Updates, Welcome to the Board Brochure

10. Unfinished Business

- . 501(c)3 filing - still in progress
- a. SMLC Grants
- i. Recommendation to make the disbursement month July 2025.
- ii. Use of ACH for grant disbursement - Harrison motioned to strongly encourage libraries to use ACH for grant disbursement this year supported by literature as to the benefits, Wiegmann seconded, motion passed.

11. New Business

- . Outgoing ACH payments to vendors, libraries, etc.
- . Wiegmann motioned to approve a daily ACH limit of \$50,000 with the exception of approved vendors (all SMLC member libraries, MCLS, MLA, Library of Michigan, SWANK, Foster Swift, and Siegfried Crandall), Harrison seconded, motion passed.
- a. SMLC Credit card
- . Wiegmann motioned to approve getting an SMLC Credit Card for the SMLC Cooperative Director's use, Zimmer seconded, motion passed.
- b. Zimmer motioned to approve adding Jack Buck, SMLC President, as a signer on bank accounts and to remove Gretchen Evans from accounts, Harrison seconded, motion passed.

- 12. **Adjournment** - President Buck adjourned the meeting at 2:42pm.

Next Board Meeting
April 24, 2025 - Bridgman Library, 2:00pm

- Submitted by Elissa Zimmer

Southwest Michigan Library Cooperative

Typical Calendar Year

MONTH	
January	Typically No Meetings
February	- Typically No Meetings - Director Submits SMLC State Aid Report by Feb. 1
March	- Board Meets only: Annual Audit - Director Chat
April	- Council and Board Meeting - SMLC Plan of Service/By-laws Review (As necessary) - Strategic Plan Update once developed
May	Director Chat
June/July	- Typically No Meetings - SMLC Grants disbursed (ACH payment strongly encouraged) *NEW*
August	- Advisory Council and Board meets - Auditor Selected - Board: Approve Budget for next FY - Personnel Committee chosen for Director Evaluation (Bi-annually)
September	- SMLC grants due by libraries by Sep. 1 - Director Chat
October	- Annual Meeting: - Advisory Council and Board meets - Director Evaluation (Biannually)
November	- Next Calendar Year SMLC Schedule sent out - Director Chat
December	Typically No Meetings