

**WOODLANDS LIBRARY COOPERATIVE  
ADVISORY COUNCIL**  
Thursday, August 16, 2018

**MINUTES**

**Order**

The Advisory Council meeting, held at the Schoolcraft Community Library, was called to order at 10:20 am by Cynthia Stanczak, Advisory Council Chair.

**Introductions**

Cynthia Stanczak – Albion District Library  
Mary Kennedy – Burr Oak Township Library  
Jim Oliver – Charlotte Community Library  
Jane Moe – Constantine Township Library  
Lise Mitchell – Grand Ledge Area District Library  
Mary Hill – Hillsdale Community Library  
Joann Crater – Hudson Carnegie District Library  
Jason Shoup – Jackson District Library  
Laura Orłowski – Jonesville District Library  
Angela Semifero – Marshall District Library  
Phyllis Rickard – North Adams Community Memorial Library  
Cory Grimminck – Portland District Library  
Faye VanRavenswaay – Schoolcraft Community Library  
Beth Taylor – Waldron District Library  
Perri Saunders – White Pigeon Township Library  
Kate Pohjola Andrade – Woodlands Library Cooperative  
Laura Claucherty – Woodlands Library Cooperative

**Agenda Approval**

It was moved to approve the agenda as presented. (Moved: Hill, Second: Oliver. Motion: Carried.)

**Minutes**

It was moved to approve the minutes from the June 21, 2018 Advisory Council meeting. (Moved: Crater, Second: Taylor. Motion: Carried.)

**Financial Report**

It was moved to accept the financial report. (Moved: Semifero, Second: VanRavenswaay. Motion: Carried.)

**Committee Reports**

**Children & Teen Services**

Cory Grimminck, Children & Teen Services committee chair, reported that the Woodlands Library Cooperative and the Marshall District Library will collaborate on a workshop on November 2<sup>nd</sup> at the Fredonia Township Hall, featuring storyteller Jenifer Strauss and Beverly Meyer, The Music Lady. Registration for this event will open soon.

**Continuing Education**

The Continuing Education committee is working on developing an Outreach and Partnership workshop. The committee will also be reviewing and updating the Continuing Education Policy.

**Personnel**

The Personnel Committee will be discussing Kate's evaluation responses soon. Kate's evaluation was sent out to all members, and it is important for everyone to respond in order to help shape Kate's goals for the upcoming year.

### **Planning and Evaluation**

The Planning & Evaluation Committee met at the Homer Public Library to review the draft 2018-19 budget, which will be covered under New Business.

### **eResources**

eResources also met and have made recommendations concerning next year's services, which will be covered under New Business.

### **Penal Fines Task Force**

The Penal Fines Task Force met at the Delta Township District Library in July. The Task Force discussed the meeting that was held by the Eaton County Libraries, which also included the County Treasurer. It was made evident that county officials do not understand how libraries are funded, and why penal fines are important to libraries. It is difficult for librarians to budget for penal fine income because amounts vary from year to year. The Task Force's main objective is to provide information and develop education tools for libraries, library boards, and county officials and judges so they can all understand the Penal Fine process. The Task Force can only make recommendations to establish best practices for penal fine reporting and distribution.

### **Unfinished Business**

There was no Unfinished Business for this Advisory Council meeting.

### **New Business**

#### **Review and Approve the Draft 2018-19 Budget**

The eResources Committee met and recommended to the Planning & Evaluation committee to continue the \$25,000 supplemental support for purchasing OverDrive materials. The committee also recommended to continue providing Consumer Reports, and adding access to Mango Languages for all members. The Planning & Evaluation committee decided to continue the \$25,000 OverDrive support and add covering the \$12,000 service fee for all members, which will take effect in January. The committee also agreed with Kate's suggestion to increase mini grants to \$2,000 per library. RIDES coverage and MLA or other professional memberships will still be covered. Two new reimbursing grants proposed this next year will be a Continuing Education grant of \$1,000 per library to help cover continuing education costs, and a reimbursement of up to \$400 per library for IT needs. It was moved to recommend the draft budget as proposed to the Governing Board for approval at their September meeting. (Moved: Grimminck, Second: Taylor. Motion: Carried.)

### **Discussion Topic**

Personal Property Tax refunds will go away in the future, but it has not been established when. Albion District Library will be sending out a bid for auditing services and might ask the membership for recommendations.

### **Break**

The Advisory Council did not take a break.

### **Director's Report**

- Kate is part of a subgroup of the Michigan Cooperative Directors Association that is planning a mini rural library conference. No dates or pricing has been determined yet. She has added money in Woodlands budget to help as seed money for the conference, along with several other cooperatives. There is a need for additional training for small and rural libraries, and this conference is planned to take place in the off year of the Loleta Fyan Small & Rural Librarians Conference.
- There will be a workshop, *Removing Barriers*, on November 9<sup>th</sup> in Grand Rapids on how to become ADA compliant and associated ADA issues.
- Kate is on the search committee to hire the new MCLS Executive Director. They are getting ready to conduct interviews.



- Kate asked members who wish to continue receiving, or those who wish to join the Woodlands Ancestry group, to complete the survey before the deadline in order to be included in this next year's group.
- Kate reminded members to make sure they get their \$1,000 mini grant applications, MLA & MCLS Membership reimbursement requests, and RIDES receipts for reimbursements turned in as the Woodlands fiscal year is at the end of September.
- The Building & Facilities Email Group, which was started with a recommendation from the Building Maintenance workshop, will be opening up to all libraries soon.
- Kate is creating a Woodlands Fact Sheet, which highlights statistics on the services our libraries offer, and a Return on Investment sheet, which identifies what members are getting from the cooperative for their state aid monies. If there is any specific information you wish to have included, let Kate know.
- The NIS Health Insurance, which will be offered by MLA to Michigan libraries, is still on hold. Librarians can now take advantage of other insurance discounts from Memic Insurance Company, which offers insurances to educators.
- Kate will be on vacation from September 11 – 18, 2018.

## **What's Happening in Your Library?**

### **White Pigeon Township Library**

Peri Saunders – Perri said they are wrapping up summer reading, and used her mini grant funds to bring in Drummunity for a program.

### **North Adams Community Memorial Library**

Phyllis Rickard – Phyllis said they also finished up summer reading and had 256 entries for a drawing to give away a bike, which was donated by the Hillsdale County McDonalds. In December they purchased a lot and are in the early stages of working with an architect. The building will be an improvement and location will be better.

### **Jonesville District library**

Laura Orlowski – Laura said they are holding a Digital Week, with programming that includes using Woodlands mobile training lab, MeL, OverDrive, RBDigital, and they will showcase their new 3D printer. On Saturday they will have an ice cream social.

### **Hudson Carnegie District Library**

Joann Crater – Joann reported they are starting to do their own financials, and are starting to use QuickBooks. They are looking into MI Arts & Humanities grants. They will collaborate with Kent District Library for technology problems. They might hire an additional staff person. She also said she is researching other Carnegie libraries that are still in operation.

### **Waldron District Library**

Beth Taylor – Beth said she used her Woodlands grant to bring in a Nerf Mobile Games program, and to triple her youth audio collection. Labor Day she will have a book sale, and next week is the last week of summer reading.

### **Constantine Township Library**

Jane Moe – Jane said their new roof and electric doors are finished. They are also changing their ceiling light bulbs from fluorescent to LED. They had scheduled the Kalamazoo Nature Center for a program, but was accidentally not put on the schedule, so they had the program the week after. They will be continuing their in-school Lunch Buddies program, which entails reading to kids during the lunch period at the school. Jane is cleaning her office.

### **Schoolcraft Community Library**

Faye VanRavenswaay – Faye said they wrapped up their summer reading program and had 100 attend. They offered Japanese 101 to teens and it was a big success. They collaborated with the schools, which picked up kids and brought them into the library for programs. They will have their 30-yr Anniversary Celebration next Saturday.

### **Grand Ledge Area District Library**

Lise Mitchell – Lise reported that summer reading went well. They pushed for more kids to complete the program and had a 40% increase, having 1,400 reading logs completed. They offer Brown Bag Books, where patrons check out a bag of books and don't know what the titles are. They will be at the school



orientation, and will offer online tutoring services. They will be closing the Wacousta Branch in September.

**Burr Oak Township Library**

Mary Kennedy – Mary said they have finished summer reading, and had good adult help. They had a very successful Pet Rock program. Staff is considering what programs to offer this fall.

**Hillsdale Community Library**

Mary Hill – Mary said they had a successful adult summer reading and gave prizes to every adult using PLA book give aways. She also had a presenter not show up for a program. She reported they need a new roof.

**Charlotte Community Library**

James Oliver – James said they have a new Youth librarian and she is adding math and science programming. A new school opened up and they signed up 14 new patrons for library cards.

**Portland District Library**

Cory Grimminck – Cory said their new Children's Librarian is very organized.

**Marshall District Library**

Angela Semifero – Angela said they use a reading log for adult and children's summer reading. With each entry they get a ticket for the grand prize drawing. They had a Hamilton Throw Down program for teens. They will have programming centered around the movie release of *The House with a Clock in Its Walls* by John Bellairs, which was inspired by a house in Marshall. They are collaborating with the city, and will have a walking tour of the city visiting locations mentioned in the book. They will also be collaborating with the local movie theater when the movie premiers.

**Albion District Library**

Cynthia Stanczak – Cynthia said Albion's summer reading ends this Saturday. They've had several programs including a Henna Club meeting, homemade soap workshop, programs on making tie-dye, and making slime. They had a Geode Guy program and had 31 attend. They had so many want to attend the Homemade cheese program they had to offer two classes. The teens had an after-hours shaving cream wars. They have started to offer circulating bike locks and it has been popular. With grants they have received they have purchased two computers, and a new high definition screen. They have lent their life-sized games to other libraries. They had bed bugs, and she reports the heat treat unit they bought was a very good purchase. They are looking for a company to get rid of their book sale extras to. They are getting geared up for September Library Card Sign Up Month, and will have a steam pressure canning program.

**Public Participation**

There was no public participation for this Advisory Council meeting.

**Next Meeting**

The next meeting will be held at the Stair District Library in Morenci, MI on October 11, 2018 at 10:00 am. This meeting will be a week earlier than the usual third Thursday due to a conflict with the MLA Conference.

**Adjourn**

It was moved to adjourn the Advisory Council meeting. (Moved: Crater, Second: Oliver. Motion: Carried.)



Cynthia Stanczak, Woodlands Library Cooperative  
Advisory Council Chair