

## HEARTLAND LIBRARY COOPERATIVE BOARD MEETING

September 10, 1997

HLC Governing Board members present: Chairman Jeri Canale, Jeanne Renton, Highlands Co.; Gloria Davis, Hardee Co.; Clois J. Harvey, Bonnie S. Dyga, Marilyn Buxton, Okeechobee Co.; Charles Evans, Barbara Smith, DeSoto Co.

Board members absent: Paul Erickson, DeSoto Co.; Perry Newport, Highlands Co.; Diana Youmans, Walter Olliff, Jr., Hardee Co.

Other Attendees; Mary Myers, Cooperative Coordinator; Merry Cresswell, Lake Placid Librarian; Don Obrakta, Hardee Librarian; Elizabeth Kenney, DeSoto Librarian; Ed Kilroy, Okeechobee Librarian; Sue Rood, Highlands Co. Library Board; Carolyn Hesselink, Administrative Secretary

Chairman Jeri Canale called the meeting to order at 10:00 a.m. Public notice was read. It will be published each time in the Florida Administrative Weekly, as well as the usual posting at Highlands Co. Bd. of Co. Commissioners building. There were no additions to the agenda which was approved by voice vote. Minutes of the June 18, 1997 board meeting were moved for acceptance and approved by voice vote.

### FINANCIAL REPORT

The Coordinator informed the board that we will have some unexpended encumbered funds to be rolled over. Approximately \$50,000 is available to begin the new year, meaning we won't have to borrow anything temporarily for salaries, etc. The Highlands County BCC has expressed their willingness to wait for reimbursement until the Cooperative's first State Aid check is received. It was moved to approve the financial report, seconded, and carried by voice vote.

### COORDINATOR'S REPORT

We are looking forward to the Gaylord conversion of all records to a new union list of all holdings by mid-month. We are aiming for end of November training for key library staff personnel on the new Galaxy system, with Sebring Library as the training center.

Trained staff will then mentor other library employees. Ed Kilroy, who recently was chosen to attend the SOLINET Leadership Institute for Rural Public Libraries, will bring us some of the ideas he garnered when we hold our November meeting. Myers noted that she the State had reassigned a number of library specialists, Charlie Parker, who

has worked with us since the cooperative's beginning, asked to continue as our consultant, using us as a model for other cooperatives.

#### APPROVAL OF AMENDED BUDGET

In order to make our paper trail clear to the auditors, Mary produced an amended budget moving monies from one line item to another. That amended budget is attached. Approval of budget changes was moved, seconded and carried by voice vote.

#### APPROVAL OF ANNUAL STATE AID APPLICATION

Our Heartland State Aid application affirms that we received and spent no money in the 1995-1996 fiscal year. This certification is required by the State of Florida each year. Yearly each county library submits one to their county commissioners for approval. Approval of the annual State Aid Application was moved, seconded, and carried by voice vote.

#### APPROVAL OF ANNUAL STATE AID AGREEMENT

Attached to the application was the State Aid Agreement. The State Library gives to the Cooperative the equivalent of some .15 for each dollar spent by the counties. We estimate some \$339,000 will be allocated, based on our individual county's library budgets, seconded and carried by voice vote. Bonnie Dyga requested that a copy of the Agreement be provided for each county at our next meeting. Coordinator Myers noted that at our next meeting we will talk about planning for spending in each county on collection development.

#### ANNUAL PLAN OF SERVICE AND BUDGET

Reporting the consensus of the library directors, Coordinator Myers recommended spending the budgeted money under the Library Materials section on a per capita basis. It being our benchmark year, they felt this was the fairest way to begin, the same as the State of Florida does now. Bonnie Dyga suggested that we add into this formula a factor recognizing local budget commitment to libraries. After much discussion and looking at various figures, it was decided to use the current library budgets being submitted for State Aid to figure in local commitment. Final figures will be submitted when worked out. Myers assured the board members that the Cooperative will provide the county librarians with the statistics that will help them decide what areas of their collection need the most final commitment. An agreement has been signed with Ingram Library

Services to order shelf ready materials with free shipping. All selection of materials will be done locally. While cataloging of materials will continue for now on a local basis, the library directors have planned to move toward centralization of technical services in the next few years. Chairman Jeri Canale announced that Cooperative members, including any county employees, can make use of the recently signed agreement with Office Depot for a 61% discount off their catalog prices. They will accept purchase order and will deliver. Under Grants, in the Annual Plan of Service and Budget, the Cooperative will administer both the Born to Read and the Florinet II grants, assigning them a project number for easy tracking of expenditures. Other item under the draft budget discussed included the \$1,000 PLA in Kansas City which is the national annual meeting for REAP Project participants. Highlands County will pay for Mary's attendance. Ed's expenses are represented in the proposed budget. The \$9,000 OCLC Interlibrary Loan figure is the estimated cost given to Mary by Tampa Bay Library Consortium. The \$7,200 Clerk of Courts fee is their submitted fee for the coming year. Under Equipment, the \$21,600 for additional PCs will mean three budgeted for each library. It was moved to approve the Annual Plan of Service and Budget, seconded, and carried by voice vote.

#### APPROVAL OF TECHNOLOGY PLAN

Coordinator Myers informed the board the State Library requires a technology plan to be submitted along with any automation grants and Florinet grants. The plan was submitted for the board to approve, which moved to accept it as presented, seconded it, and the motion carried with a voice vote.

#### APPROVAL OF DATABASE COORDINATOR

Myers presented the need for authority within our database. Mrs. Diane Hunt, Avon Park Librarian, has been given additional training and assigned the job of technical service trainer for the Cooperative, as well as decision making on cataloging questions for consistency and in meeting state standards. Librarian Ed Kilroy state that having an authority control is key to our success. The board was asked to approve compensation for her skills at 5% of her salary. This is in the draft budget. Her work is an additional service beyond her regular library duties. The level of service she will be expected to give will not level off. Maintenance and management of the database will continue and

may become more complex as time goes by. It was moved we approve the additional compensation, seconded, and carried by voice vote.

Mrs. Myers showed the board members a picture of the book logo on the side of the new cooperative van, which picture was also used on the new cooperative patron cards, soon to be available to all, in colors of sunset pink and teal. It was announced that Florida Hospital-Heartland will have its grand opening September 28 from 3-6 p.m. The new building is located at Sun 'N Lakes on US 27, north of Sebring of the month.

Next meeting set for November 19, 1997 the 3rd Wednesday of the month.

The meeting was adjourned at 11:27 a.m.

Respectfully submitted,

Carolyn L. Hesselink

Administrative Secretary