

**HEARTLAND LIBRARY COOPERATIVE
GOVERNING BOARD**

Lake Placid Memorial Library Meeting Room
205 Interlake Blvd., Lake Placid, FL

Minutes to the August 21, 2019 meeting

CALL TO ORDER:

The Meeting was called to order at 10:00 a.m. by Donna Storter-Long. Invocation was led by Linda Waters. The Pledge of Allegiance was led by Judy Schaefer.

ROLL CALL:

Governing Board Members Present: Donna Storter-Long Chair Glades County; Brad Goodbread Commissioner Okeechobee County; Sue Rood Highlands County; Jeanette Peeples Vice-Chair Glades County; Steven Spinks Hardee County; Rick Knight Commissioner Hardee County; Arlene Tuck Commissioner Highlands; Ann Ryals DeSoto County; Judy Schaefer Commissioner DeSoto County; Tara Poulton Director DeSoto County; Denise Whitehead Director Okeechobee County; Kresta King Coordinator Heartland.

Also Present: John Booher Guest; Robbie Chartier Okeechobee County; Julie Fowler Auditor; Dee Shackelford Librarian Hardee County; Mary Booher Librarian Glades County; Maria Chenique Librarian Highlands County; Linda Waters Librarian DeSoto County; Sonya Chapa Librarian Okeechobee County.

Absent: Julie Perry Glades County; Fred Lohrer Archbold Biological Station; Jeannie Palacios Hardee County; Fran Syfrett Okeechobee County; Margaret Dewey Highlands County.

ROUTINE BUSINESS:

Notice of Public Meeting: Notice was properly given.

Additions to Agenda: There are no changes to the agenda. Motion to accept the agenda made by Brad Goodbread, seconded by Arlene Tuck, unanimously passed.

Approval of Minutes of Previous Meeting: Motion to accept minutes made by Brad Goodbread, Judy Schaefer seconded, unanimously passed.

NEW BUSINESS:

State Aid to Libraries Grant application approval:

Kresta King report that there is no change to State Aid for Libraries for fiscal year 2020. If the board approves the application then the Cooperative is eligible to receive \$450,000 in State Aid. Motion to approve the State Aid to Libraries Grant approval made by Ann Ryals, seconded by Judy Schaefer, unanimously passed.

Wicks, Brown, Williams & Co, CPA's LLP Accountant Engagement:

Kresta King asks that the governing board approve retain Wicks, Brown, Williams & Co., CPA's LLP as the accounting firm for the Heartland Library Cooperative for the coming fiscal year 2020. There is no price increase for the firm's services, and services rendered have been fantastic resulting in clean audits. Motion to keep Wicks, Brown, Williams & Co as the accountant for the Heartland Library Cooperative made by Brad Goodbread, seconded by Judy Schaefer, unanimously passed.

CliftonLarsonAllen LLP Audit Engagement approval:

Kresta King asks that the governing board approve retaining CliftonLarsonAllen LLP as the auditor for the Heartland Library Cooperative for the coming fiscal year 2020. Motion to keep CliftonLarsonAllen as auditors for the Heartland Library Cooperative made by Arlene Tuck, seconded by Brad Goodbread, unanimously passed.

Budget and Financial Statements approval:

Kresta King reported that the Heartland Cooperative is projected to reach the Fund Balanced Carried Forward goal of a full year of carry forward funds by the end of the three year mark, making it two years sooner than the five year goal. The only unplanned expenses that occurred this year were for the courier vans including a new transmission, a new brake system for the older second courier van, and repairs resulting from metal shavings found in the oil. A change occurred in the line item for Communications & Freight with the switch from CenturyLink to Harris as the internet provider for the Heartland Library Cooperative resulting in higher speed internet for a lower cost. There is an increase in the line item for Gas & Oil to account for any unexpected repairs that may occur in the coming fiscal year. There is also a change in the line item for Repairs & Maintenance that reflects the savings resulting from the switch in database from Polaris to KOHA as the migration fee was able to be paid entirely within the first year of KOHA service. Additional savings under Repairs & Maintenance include the Talking Tech service used to send notifications to Heartland Library Cooperative patrons through KOHA, whose startup fee was also covered entirely within the first year of service.

Discussion occurred on whether there was any plan to replace the courier vehicles periodically as they are no longer under any warranty to cover long-wear repairs, such as the metal shavings found in oil. Kresta reported that there is no current plan in place. The main courier van in use is a 2016 vehicle and is currently at 150,000 miles; the second vehicle is a 2004 vehicle currently at 86,000 miles but is used mainly for computer and tech repairs at different library locations or when the other vehicle is in the shop. Due to these factors, Kresta recommended that the 2016 vehicle be replaced within the next two years.

Kresta also recommended that computer replacements start in fiscal year 2021. The last major update to computers occurred in 2016-2017.

The governing board thanked Kresta King for doing a great job managing the Heartland Library Cooperative's budget, particularly with the carry forward funds.

Motion to approve the Budget and Financial Statements including line item amendments made by Brad Goodbread, seconded by Arlene Tuck, unanimously passed.

Cooperative Scenarios discussion:

Kresta King presented information to the governing board concerning the potential split of the Heartland Library Cooperative into two separate cooperatives.

Due to the growth of the Heartland Library Cooperative, although the new KOHA database results in savings, it has been found to not be sufficient for some of the Heartland member Libraries. Consequently, these Libraries have set aside local funds to switch back to Polaris database. Kresta King contacted the State Library, the Tampa Bay Library Consortium, and KOHA to investigate how the Heartland Library Cooperative could efficiently function when using two different databases; all of the organizations reported that while staff and patrons could access the two databases it was not easily feasible as both programs would have to be accessed simultaneously since the two databases could not communicate across platforms. As a result, the State Library introduced the idea of acquiring Hendry County as another Library member and splitting into two separate three-county cooperatives, which would increase state aid grant amount to \$678,000 instead of \$450,000, which is an overall increase of \$228,000. The State Library reported that three-county cooperatives receive a base grant of \$250,000. By splitting into two cooperatives, each cooperative would receive this base grant in addition to the matching funds normally received through State Aid.

Kresta shared her wish that if two cooperatives were to be formed in our area, a courier service that ran between the separate cooperatives could be shared, making the cooperatives the first in the state to attempt this new type of reciprocal borrowing. Another goal is to focus on investigating a way for patrons to keep their current Library card numbers with access to both cooperatives, setting the trend for area-wide Library cards. Such services would lead to minimal disruption for current Heartland Library Cooperative patrons.

The forming of two separate cooperatives is not done with the intention of harming or negatively impacting any of the member Libraries or the Heartland Library Cooperative. This idea is done with the sole purpose of increasing resources for each Library in order to accommodate the Heartland Library Cooperative's growth and better serve our patron communities.

A question was put forth about what would happen with division of existing assets. Kresta informed the board that according to current bylaws and interlocal agreement, if an item is less than \$1,000 it can stay with the member Library, if it is more than it is to be returned the Heartland Library Cooperative. Kresta stated that there are no current Heartland Library Cooperative items or materials that are worth more than \$1,000, except the courier vans.

Kresta informed the governing board that the State Library has indicated that it is willing to work with the potential cooperatives to apply for start-up fund grants as soon as July 1, 2020. These grant funds would have be applied to physical deliverables such as courier vehicles and replacement computers. The State Library suggested that both potential cooperatives apply for

the grants together for a better chance of approval. These funds would be in addition to the base grants of \$250,000.

The investigation of forming two cooperatives does not affect any funding for the coming fiscal year 2020.

Kresta will be speaking to the Hendry County Manager and also at the joint Board of County Commissioners workshop for Glades & Hendry Counties to propose Hendry County's inclusion in forming a new cooperative. If Hendry County does not wish to join a new cooperative, then it is not recommended to split up the Heartland Library Cooperative as the \$250,000 base grant will not be awarded to any cooperative that has less than three member counties.

Current contracts which would remain with the Heartland Library Cooperative are the KOHA database and Talking Tech service, both for two more years.

With the split of the Heartland Cooperative into two different organizations, each cooperative would be able to rewrite and form new interlocal agreements. It would also be a chance for the position of Cooperative Coordinator to change to a full-time, standalone position per the State Library's recommended best practices.

The governing board requests that sample budget breakdowns of both potential cooperatives be presented at the next governing board meeting.

Kresta proposed for the governing board meeting to meet again in October. This would allow each member Library to approach their respective commissioners and advisory boards to gauge the interest level of their partners in splitting up the Heartland Library Cooperative.

Discussion occurred on whether any negative impacts would occur for the smaller Libraries with the breakup of the Heartland Library Cooperative. Kresta reported that the main benefits for the smaller libraries would be that the increased funds would be spent on a more compact area, thereby allowing the funds to go further.

Official notice must be given by April 1, 2020 for any member Libraries to leave the Heartland Library Cooperative by September 30, 2020.

It was recommended by Linda Waters to invite a representative from the State Library to attend a meeting of the governing board to discuss the options of a two-cooperative future.

A date for October 23, 2019 at the Lake Placid town hall has been decided for a special meeting of the Heartland Library Cooperative governing board from 10:00 a.m. – 1:00 p.m. Invitations to Hendry County Libraries, commissioners, and other representatives will be extended to attend this meeting. Invitations to representatives from the State Library to attend this meeting will also be extended. Maria Chenique will book the Lake Placid town hall for the event.

Long Range Plan approval:

Kresta King presented the Long Range Plan for the Heartland Library Cooperative. Dates have been updated, but otherwise there are no changes.

Motion to approve the Heartland Library Cooperative's Long Range Plan made by Ann Ryals, seconded by Judy Schaefer, unanimously passed.

Annual Plan of Service approval:

Kresta King presented the Heartland Library Cooperative's Annual Plan of Service. The Plan of Service for fiscal year 2020 will focus on continuing to modify the KOHA system in its second year of use by the Heartland Library Cooperative to better suit each Library's needs. Completion of the American Disabilities Administration audit of the Heartland Library Cooperative website, myhlc.org, will also occur this year. Focus on technology purchases to meet and update cooperative needs will also be made including Windows 10 upgrades for all Library directors and staff, Adobe Pro to ensure that documents meet ADA compliance, and one cataloging computer for Hardee County Public Library. Courier Service will continue for six days per week. The Pink Cart program will continue for all seven libraries. Digitization of historical documents will begin with equipment purchased through the LTSA grant. Alternative cooperative scenarios will also be explored this year in determining the best future for the Heartland Library Cooperative that will increase State Aid funding and improve services to all of our communities.

Motion to approve the Annual Plan of Service made by Steve Spinks, seconded by Ann Ryals, unanimously passed.

2020 Meeting Dates:

A motion to table the decision for 2020 meeting dates until the special meeting of the Heartland Library Cooperative's governing board on October 23, 2019 was made by Steve Spinks, seconded by Ann Ryals, unanimously passed.

Member Comments:

Hardee Librarian Dee Shackelford received a NASA grant to host a rover competition for which Hardee County Public Library took first place.

Glades Librarian Mary Booher reported on the success of her children's programs at Glades County Public Library.

Steve Spinks thanked Kresta King for all of her investigation and work presenting the information for future cooperative scenarios.

Highlands Librarian Maria Chenique reported the success of Highlands County Libraries' 2019 Summer Reading Program stating that statistics were up by 20%.

Desoto Librarian Linda Waters reported that the Desoto County Public Library has received its laptop from the LTSA grant.

Kresta King thanked the governing board for considering the different options for the Heartland Library Cooperative's future.

Next Meeting:

October 23, 2019

Adjournment:

Meeting adjourned at 11:24 a.m.

Respectfully submitted,

Sonya Chapa

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