

**HEARTLAND LIBRARY COOPERATIVE
GOVERNING BOARD**

Lake Placid Public Library – Meeting Room
1069 US Hwy. 27 N., Lake Placid, FL

Minutes to the May 22, 2024 Meeting

CALL TO ORDER:

The meeting was called to order at 10:30 a.m.

Invocation was led by Chair Jeannie Palacios.

Pledge was led by Chair Jeannie Palacios.

ROLL CALL:

Governing Board Members Present: Jeannie Palacios Chair Hardee County; Commissioner Judy Schaefer Vice-Chair DeSoto County; Ann Ryals Desoto County; Lauri Benson Desoto County; Commissioner Tim Stanley Glades County; Terri Moorehouse Glades County; Julie Perry Glades County; Nicole Drake Hardee County; Denise Whitehead Okeechobee County; Vikki Brown Coordinator Heartland; Sonya Chapa Assistant Coordinator Heartland.

Also Present: Linda Waters Librarian DeSoto County; Kresta King Librarian Okeechobee County; Julie Fowler Clifton Larsen Allen.

Absent: Commissioner Brad Goodbread Treasurer Okeechobee County; Sue Rood Highlands County; Judith George Hardee County; Commissioner Arlene Tuck Highlands County; Margaret Dewey Highlands County; Robbi Sumner Okeechobee County.

ROUTINE BUSINESS:

Notice of Public Meeting: Notice was properly given.

Additions to Agenda: Vikki stated Financial statements are added to the Informational Section of the Agenda.

Approval of the Agenda: Lauri Benson moved to accept the agenda with the additions, seconded by Terri Moorehouse; unanimously passed.

Approval of Minutes of Previous Meeting: Ann Ryals moved to accept the minutes of the previous meeting, seconded by Lauri Benson; unanimously passed.

NEW BUSINESS:

PRESENTATION:

I. CliftonLarsenAllen: Heartland Library Cooperative Audit Results

Julie Fowler of CliftonLarsenAllen presented the auditor's report to the Governing Board. Julie reported that the Cooperative received an unmodified opinion on the financial

statements meaning everything was all in accordance with generally accepted accounting principles. Julie gave a breakdown of the accounting figures stating that the Cooperatives statement of net position had total assets of \$979,000 dollars, and a capital assets net of depreciation of \$49,000 due to the cargo van. Julie also reported that there was a new accounting standard implemented this year for subscription services; accounting standards are being updated for multiyear accounts that are subscription or cloud based. Julie reported that total liabilities \$73,000, leaving the Cooperative with a net position at the end of the year of \$905,000. Julie provided a breakdown of the Statement of Revenues, Expenditures, and Changes in Fund balance reporting an intergovernmental revenue of \$532,000, \$7500 more than the final budget, and total expenditures of \$428,000, \$84,000 less than the final budget, so overall the fund balance was increased by \$104,000 over the year. Julie also informed the Board that there were no material weaknesses in internal control, and no instances of material noncompliance, in the report of the government auditing standards. Julie gave a brief overview of the management letter required by the auditor general, stating there were no recommendations in last year's audit that needed to be followed up on. Julie also stated there was no deteriorating financial condition or financial emergencies for the Cooperative. Julie also stated that the Cooperative has complied with the Florida statute of use of public funds. Julie stated overall everything went very well and the Cooperative team is doing a great job. There were no questions from the board.

CONSENT AGENDA:

Lauri Benson moved to accept the consent agenda, seconded by Nicole Drake; unanimously passed.

I. Approval of FY2023 Audit Package

II. Approval of Long Range Plan: 2025-2030

III. Approval of Heartland Library Cooperative Purchasing Policy

- a. Updates (Changes were made using the Highlands County Board of County Commissioners purchasing policy as a reference):
 - i. Changed the bidding/quotes lines:
 - 1. Previously:
 - a. \$10, 000 to \$20,001 require two quotes, written or via phone
 - b. \$20,000 and up require advertised sealed bid process
 - 2. Proposed change:
 - a. \$20,001 to \$50,000 requite two quotes, written or via phone
 - b. \$50,0001 and up require advertised, sealed bid process
 - ii. Changed the credit card limit lines:
 - 1. Previously:
 - a. \$10,000 to \$20,001 require two quotes, written or via phone
 - b. \$20,000 and up require advertised, sealed bid process
 - 2. Proposed change:

- a. \$1 to \$2,500 may be approved by the Coordinator or Assistant Coordinator
- b. \$2,501 to \$5,000 may be approved by Board Chair or Treasurer
- c. \$5,001 and up may be approved by the Board Chair and Treasurer.

ACTION AGENDA:

I. No items.

INFORMATIONAL:

I. Library Statistics

Vikki Brown included circulation statistics to show how libraries are trending and was happy to report that all branches are increasing their statistics compared to last year at the same time.

Vikki Brown also provided a copy of the Financial Statements for the Board's perusal.

II. Member Updates

- Linda Waters informed the Board that Desoto Library no longer has a Children's Librarian and are now short staffed, which is unfortunate at the beginning of Summer Reading. However Linda was happy to report that the Desoto Library is busier than ever and was fortunate to receive Summer Reading grants which will bring some special programs to the community this summer.
- Lauri Benson reported that the Desoto Library is always packed when she visits.
- Julie Perry informed the Board that unfortunately due to construction it is difficult for the community to get to the Glades Library at the moment. Julie was happy to report that Iris is doing a great job at Glades and are all looking to the summer programs.
- Terri Moorehouse introduced the new Board member, Glades County Commissioner Tim Stanley.
- Tim Stanley stated he was glad to be a part of the Board and wants to help any way he can.
- Nicole Drake informed the Board that Hardee County Library is busy and is in the promise of possibly getting a new Library building, and may be getting weekend and extended hours. Sonya Chapa asked if Hardee County had also received a grant for Summer Reading. Nicole stated that yes, Regina Ussery had acquired a grant and is doing awesome things for the Hardee Library.
- Kresta King informed the Board that the Okeechobee County Public Library is getting ready for Summer Reading with a big summer reading kick off and it's first Juneteenth program, along with both Children's and Adult's Summer Reading programs. Kresta was also happy to report that the Library's book box, craft kit, and seed library programs are all continuing to be successful along with a new Gardening Club, and an active Friends of the Library group.
- Denise Whitehead informed the Board that there are a lot of great things happening in Okeechobee including a Smithsonian display to the historic courthouse on democracy

and voting provided through the Okeechobee Mainstreet organization. Denise also informed the Board that the WPTV News station hosted a live broadcast at the Okeechobee Library called Let's Hear It Okeechobee which featured a lot of highlights of the Library and its services and programs. Denise also reported that the Assistant News Director was very impressed at the Library's foot traffic. Denise stated that the Education Foundations' New World Reading Initiative partnered with the Library for Earth Day, with over 200 kids receiving free books, and they also partnered with the Fire Department for another event which provided over 300 kids with free books. Denise also informed the Board that the Education Foundation also partnered with Fire Rescue to begin a new Fire Rescue academy with the Okeechobee High School which allows academy students to start working at the 911 center right out of high school, and shortens training for Fire Rescue after high school.

- Sonya Chapa informed the Board that the Okeechobee Library is currently being transformed and decorated into various book locations including Land Before Time and Hogwarts and is gearing up for a great Summer Reading program. Sonya also stated that the Library is getting busier and partnering with more community partners this year, including a new Summer Feeding program with the Treasure Coast Food Bank to provide five days' worth of meals and snacks to children each week throughout the summer.
- Vikki Browns reported that the Highlands Libraries are partnering with the Public Information Office to host disaster preparedness field trips this summer hosted at various locations throughout the county including the Library, museum, theatre, and more. Vikki informed the Board that this program was provided through a Duke grant through the PIO. Vikki also informed the Board that State Aid would be normal this year, no major cuts were made to Library funding this year. Vikki also reported that three Highlands Librarians were able to attend the Florida Library Association conference this year, stating that unfortunately more Library staff was not able to attend due to the change in State Aid that states funds cannot be used for FLA or American Library Association related expenditures. Jeannie Palacios asked if the Friends groups can fund conference attendance for Library staff in the future; Vikki stated that yes the Friends can pay for one of these type of expenses.
- Judy Schaefer stated that Desoto Library is busy and it is a blessing.
- Jeannie Palacios stated that the Hardee Library is doing lots of great things. Jeannie also informed the Board that the Friends of the Hardee Library was able to provide scholarships for a few Hardee County Students. Jeannie also praised the work that Regina Ussery did creating a Summer Reading information packet for the community to advertise the Summer Reading Program; Vikki stated that this packet is available on the Cooperative's website.

Adjournment:

Lauri Benson moved to adjourn the meeting, seconded by Julie Perry; unanimously passed. Meeting adjourned at 11:16 a.m.

Respectfully submitted,
Sonya Chapa