

**LAKELAND LIBRARY COOPERATIVE
FINANCE COMMITTEE MEETING**

Wednesday, January 6, 2021

1:00 p.m.

Via Zoom

(Link is in the attached e-mail)

Committee Members: Present: Mattie Cook (MG) Chair, Diane Kooiker (HO), Karen McKinnon (AL), Dale Parus, Ex Officio (IC)

Staff: Carol Dawe, Janet Cornell

AGENDA

- 1) CALL TO ORDER**
- 2) APPROVAL OF AGENDA** (m)
- 3) APPROVAL OF MINUTES**
 - a) Finance Committee November 30th, 2020 (m) PAGE 2
- 4) UNFINISHED BUSINESS**
 - a) Salary increases
 - i) Minutes from Personnel Committee Dec. 2, 2020 (i) PAGE 3
 - ii) Salary Increases Worksheet (i) PAGE 4
 - iii) Budget Revision Amendment 2 (m) PAGE 5
- 5) NEXT MEETING**
- 6) ADJOURNMENT** (m)

LAKELAND LIBRARY COOPERATIVE

FINANCE COMMITTEE MINUTES – Unofficial

Monday, November 30, 2020 at 10:00 a.m.

Via ZOOM

Present: Mattie Cook (MG) Chair, Diane Kooiker (HO), Karen McKinnon (AL), Dale Parus, Ex Officio (IC)

Staff Present: Carol Dawe, Janet Cornell

- 1) CALL TO ORDER: The meeting was called to order at 10:00 a.m. by Mattie Cook.
- 2) APPROVAL OF AGENDA: Diane Kooiker moved, supported by Karen McKinnon, to approve the agenda as presented - motion carried.
- 3) APPROVAL OF MINUTES: Diane Kooiker moved, supported by Karen McKinnon, to approve the Finance Committee minutes from July 31, 2020 as presented – motion carried.
- 4) UNFINISHED BUSINESS:
 - a) Budget Revisions:
 - i) Operating Fund Budget Revision - State aid calculations came in with an increase for this fiscal year. The budget was revised to remove the allocations of Fund Balance Reserves and replace them with state aid. There were also a few items amended for calculation errors and to reinstate some items removed. One big increase was replacing funds back into Continuing Education in the Professional Development line item. Dale Parus commented that the Lakeland staff has provided excellent service and salary increases should be looked at again in the new year if possible. Carol Dawe also mentioned a marketing initiative suggested by one of the other cooperatives, to provide branding and marketing of libraries as a group effort in the coming fiscal year, as another item to consider. Diane Kooiker moved, supported by Karen McKinnon to approve the revised operating budget as presented. – motion carried.
 - ii) Cost Per Library (No Changes) – The allocation of Fund Balance Reserves was replaced with state aid across the budget line items, and the increases to the operating budget did not exceed the total increase in state aid. This resulted in no changes to the cost per library. Diane Kooiker asked that more direction be given to the libraries to help them budget for the costs per library, including grouping the costs into fewer categories so there is not as much fluctuation in costs year to year. Diane Kooiker moved, supported by Karen McKinnon to approve the cost per library as presented. – motion carried.
- 5) NEXT MEETING: There will not be another meeting scheduled until the next budget planning process unless it becomes necessary.
- 6) ADJOURNMENT: The meeting was adjourned at 10:24 a.m. - motion carried.

Respectfully submitted by,
Janet Cornell

**LAKELAND LIBRARY COOPERATIVE
PERSONNEL COMMITTEE MINUTES – Unofficial
Wednesday, December 2, 2020 at 2:00 p.m.
Via Zoom**

Present: Dale Parus (Chair), Kelly Richards (MADL), Peggy Hemerling (Hastings), John McNaughton (Grand Rapids), and Carol Dawe (Lakeland)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 2:14 p.m. by Dale Parus.
- 2) **APPROVAL OF AGENDA:** Hemerling moved, supported by McNaughton, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** McNaughton moved, supported by Hemerling, to approve the Personnel Committee minutes from 12/12/2019 as presented – *motion carried*.
- 4) **NEW BUSINESS:**
 - a) Cooperative Director Evaluation: The current form and goals were reviewed. The committee agreed that the full board would participate in the written review. This will be explained at the next Board meeting on 12/10. The form will be sent to the board by Parus on 12/10 with a deadline of 12/17. Parus will compile the evaluations and share the information via e-mail with the committee. The committee will meet again as needed. Parus and Dawe will meet the week of January 4th to review the evaluation.
 - b) Compensation: The committee recommended that a request for a salary increase be sent to the Finance Committee.
- 5) **NEXT MEETING:** To be determined.
- 6) **ADJOURNMENT:** McNaughton moved, supported by Richards, to adjourn at 2:35 p.m. - *motion carried*.

Respectfully Submitted,

Carol Dawe
Lakeland Cooperative Director

Lakeland Library Cooperative
FY2020-21 Budget Salary Spreadsheet

Job Positions	Current Rate/Hr	Current Reg Hrs	Current Gross	New Rate/Hr	New Reg Hrs	New Gross	Hrly Rate Increase	Notes
Director	48.56	2,080	101,000	49.04	2,080	102,010	1%	
Cataloging Services Manager	25.82	2,080	53,699	26.07	2,080	54,236	1%	
Delivery & Facility Manager	27.49	2,080	57,178	27.76	2,080	57,750	1%	
ILS Manager	36.00	2,080	74,876	36.36	2,080	75,625	1%	
IT Manager	37.30	2,080	77,585	37.67	2,080	78,361	1%	
Administrative Assistant	16.53	2,080	34,382	16.70	2,080	34,726	1%	
Finance & HR Assistant	20.85	1,950	40,658	21.06	1,950	41,064	1%	
Cataloging Specialist	16.69	1,768	29,508	16.86	1,768	29,803	1%	
Cataloging Specialist	19.40	2,080	40,352	19.59	2,080	40,756	1%	
IT Support Specialist	16.74	1,612	26,985	16.91	1,612	27,255	1%	
Driver	18.58	2,080	38,646	18.77	2,080	39,033	1%	
Driver	18.58	2,080	33,093	18.77	2,080	39,033	1%	
Sorter	13.65	1,404	19,165	13.79	1,404	19,356	1%	
Sorter	11.50	1,300	14,950	11.62	1,300	15,100	1%	
Sorter	11.50	520	5,980	11.62	520	6,040	1%	
Extra Hours/Overage			7,858			8,000		
Totals			\$ 655,915			\$ 668,146		

Lakeland Library Cooperative
FY2020-21 Operating Budget -Approved 9/10/20

	Total FY2020-21	Total FY2019-20	FY2020-21 Over/(Under) FY2019-20	Notes	FY2020-21 Revisions Due to Wage Increase
Revenue by Libraries:					
Administration & IT	217,985	186,134	31,851		217,985
Delivery	75,114	20,467	54,647		75,114
Cataloging	161,414	191,907	(30,493)		161,414
ILS	284,512	328,539	(44,027)		284,512
State Aid	560,900	513,625	47,275		560,900
Other Revenue:					
Investment Revenue	2,500	6,000	(3,500)		2,500
Rebates	200	200	-		200
Affiliate Memberships	-	125	(125)		
Total Revenue	<u>\$ 1,302,625</u>	<u>\$ 1,246,997</u>	<u>\$ 55,628</u>		1,302,625
Fund Balance Reserves:					
Fund Balance-Unassigned	-	9,644	(9,644)		0
Total Revenue and Reserves	<u>\$ 1,302,625</u>	<u>\$ 1,256,641</u>	<u>\$ 45,984</u>		1,302,625
Expenses					
Salaries/Taxes	717,200	710,748	6,452	1	724,300
Benefits	112,800	134,925	(22,125)	2	113,030
Liability Insurance	15,900	16,704	(804)		15,900
Cataloging Services	54,000	51,510	2,490		54,000
ILS Services	247,200	158,449	88,751		247,200
IT Equipment and Services	25,500	33,549	(8,049)		25,500
Professional Services	14,000	14,070	(70)		14,000
RIDES Delivery	7,275	6,627	648		7,275
Building & Grounds	40,700	41,487	(787)		40,700
Transportation	41,025	41,019	6		41,025
Mileage	2,025	3,449	(1,424)		2,025
Professional Development	21,000	33,679	(12,679)	3	13,670
Supplies	4,000	4,425	(425)		4,000
Contingency	-	6,000	(6,000)		-
Total Expenses	<u>\$ 1,302,625</u>	<u>\$ 1,256,641</u>	<u>\$ 45,984</u>	4	1,302,625

Notes:

- 1 - 1% wage increase =\$7,100
- 2 - Additional benefits based on increased wages =\$230
- 3 - Decrease to cover increases=\$7,330
- 4 - Zero net change to total budget