

**LAKELAND LIBRARY COOPERATIVE  
FINANCE COMMITTEE MEETING**

**Monday, November 30, 2020**

**10:00 a.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**

- |                                    |            |        |
|------------------------------------|------------|--------|
| <b>1) CALL TO ORDER</b>            |            |        |
| <b>2) APPROVAL OF AGENDA</b>       | <i>(m)</i> |        |
| <b>3) APPROVAL OF MINUTES</b>      |            |        |
| a) Finance Committee July 31, 2020 | <i>(m)</i> | PAGE 2 |
| <b>4) UNFINISHED BUSINESS</b>      |            |        |
| a) Budget Revisions                |            |        |
| i) Operating Fund Budget Revision  | <i>(m)</i> | PAGE 3 |
| ii) Cost Per Library (No changes)  | <i>(m)</i> | PAGE 4 |
| <b>5) NEXT MEETING</b>             |            |        |
| <b>6) ADJOURNMENT</b>              | <i>(m)</i> |        |

**LAKELAND LIBRARY COOPERATIVE**  
**FINANCE COMMITTEE MINUTES – Unofficial**  
**Friday, July 31, 2020 at 10:00 a.m.**  
**Via ZOOM**

Present: Mattie Cook (MG) Chair, Diane Kooiker (HO), Kelly Richards (UM), Karen McKinnon (AL)  
Staff Present: Carol Dawe, Janet Cornell

- 1) **CALL TO ORDER:** The meeting was called to order at 10:09 a.m. by Mattie Cook.
- 2) **APPROVAL OF AGENDA:** Karen McKinnon moved, supported by Kelly Richards, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** Kelly Richards moved, supported by Karen McKinnon, to approve the Finance Committee minutes from February 5, 2020 as presented – *motion carried*.
- 4) **NEW BUSINESS:**
  - a) Budget Explanation: Budget drafts of the Operating, Pass Through, and Capital & Growth Funds were presented to the committee for review. The Operating Fund was presented in 2 scenarios which included or omitted Bibliocore. Because of the expected shortfall in state aid funds next year, some of the shortfall would be replaced by using fund balance reserves. Concern was addressed about the salary cuts in the operating budget and discussion ensued in how they could be reinstated without cuts to salaries. The addition of Bibliocore was also discussed. Kelly Richards moved, supported by Karen McKinnon to present the budgets to the Advisory Committee with a reinstatement of the cuts to salaries using fund balance reserves, and with Bibliocore if it will be cost effective. – *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 10:40 a.m. - *motion carried*.

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

|                                   | Total<br>FY2020-21         | Total<br>FY2019-20         | FY2020-21<br>Over/(Under)<br>FY2019-20 | Notes | FY2020-21<br>Revisions<br>Due to<br>State Aid<br>Increase |
|-----------------------------------|----------------------------|----------------------------|--|-------|---|
| <b>Revenue by Libraries:</b>      |                            |                            |  |       |   |
| 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   |
| <b>State Aid</b>                  | 256,930                    | 513,625                    | (256,695)                              | 1     | 560,900   |
| <b>Other Revenue:</b>             |                            |                            |  |       |   |
| Investment Revenue                | 2,500                      | 6,000                      | (3,500)                                |       | 2,500   |
| Rebates                           | 200                        | 200                        | -                                      |       | 200   |
| Affiliate Memberships             | -                          | 125                        | (125)                                  |       |   |
| <b>Total Revenue</b>              | <u>\$ 998,655</u>          | <u>\$ 1,246,997</u>        | <u>\$ (248,342)</u>                    |       | 1,302,625   |
| <b>Fund Balance Reserves:</b>     |                            |                            |  |       |   |
| Fund Balance-Unassigned           | 280,000                    | 9,644                      | 270,356                                | 2     | 0   |
| <b>Total Revenue and Reserves</b> | <u><u>\$ 1,278,655</u></u> | <u><u>\$ 1,256,641</u></u> | <u><u>\$ 22,014</u></u>                |       | 1,302,625   |
| <b>Expenses</b>                   |                            |                            |  |       |   |
| Salaries/Taxes                    | 717,200                    | 710,748                    | 6,452                                  | 3     | 717,200   |
| Benefits                          | 121,200                    | 134,925                    | (13,725)                               | 4     | 112,800   |
| Liability Insurance               | 15,900                     | 16,704                     | (804)                                  |       | 15,900  |
| Cataloging Services               | 54,000                     | 51,510                     | 2,490                                  |       | 54,000  |
| ILS Services                      | 237,200                    | 158,449                    | 78,751                                 | 5     | 247,200   |
| IT Equipment and Services         | 25,500                     | 33,549                     | (8,049)                                |       | 25,500  |
| Professional Services             | 6,980                      | 14,070                     | (7,090)                                | 6     | 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                           | 1,500                      | 3,449                      | (1,949)                                | 7     | 2,025   |
| Professional Development          | 6,175                      | 33,679                     | (27,504)                               | 8     | 21,000  |
| Supplies                          | 4,000                      | 4,425                      | (425)                                  |       | 4,000   |
| Contingency                       | -                          | 6,000                      | (6,000)                                |       | -   |
| <b>Total Expenses</b>             | <u><u>\$ 1,278,655</u></u> | <u><u>\$ 1,256,641</u></u> | <u><u>\$ 22,014</u></u>                | 9     | 1,302,625   |

**Notes:**

- 1 - Reinstates state aid and includes increase
- 2 - Eliminates use of fund balance reserves
- 3 - No wage increases, salaries remain flat.
- 4 - Correction to Defined Benefit flat rate calculation
- 5 - Correct prepaid error and Includes Bibliocore - contingent upon affordability in negotiated costs
- 6 - Increases for legal and consulting services for COVID etc.
- 7 - Increase for mileage
- 8 - Increase for Continuing Ed and Professional Development
- 9 - Total increase \$23,970

LAKELAND LIBRARY COOPERATIVE  
 FY2020-21 REVENUE FROM LIBRARIES DETAIL - Approved 9/10/20

| <b>Library</b>                         | <b>Revised<br/>FY2020-21<br/>TOTAL<br/>LLC Fees</b> | <b>Total<br/>FY2019-20<br/>LLC Fees</b> | <b>FY19-20<br/>Over<br/>(Under)<br/>FY18-19</b> | <b>Original<br/>FY2020-21<br/>TOTAL<br/>LLC Fees</b> |          |
|--|---|---|---|--|----------|
| AB Salem Township (Burnips)            | 15,059  | 13,856                                  | 1,203   | 15,059   | (0)      |
| AD Dorr Township                       | 14,103  | 13,165                                  | 938   | 14,103   | (0)      |
| AF Fennville District                  | 17,353  | 17,373                                  | (20)  | 17,353   | (0)      |
| AH Hopkins Public                      | 12,405  | 11,472                                  | 933   | 12,405   | (0)      |
| AL Leighton Township (Moline)          | 13,834  | 14,134                                  | (301)   | 13,834   | (0)      |
| AS Saugatuck-Douglas District          | 13,420  | 12,335                                  | 1,084   | 13,420   | (0)      |
| AW Henika District (Wayland)           | 14,429  | 13,545                                  | 883   | 14,429   | (0)      |
| BF Freeport District                   | 12,310  | 11,296                                  | 1,014   | 12,310   | (0)      |
| BH Hastings Public                     | 16,798  | 15,488                                  | 1,311   | 16,798   | (0)      |
| BM Thornapple-Kellogg (Middleville)    | 15,245  | 14,476                                  | 769   | 15,245   | (0)      |
| EC Cedar Springs Public                | 14,782  | 13,903                                  | 879   | 14,782   | (0)      |
| ES Sparta Carnegie Township            | 14,557  | 14,341                                  | 217   | 14,557   | (0)      |
| GR Grand Rapids Public                 | 6,413   | 6,274                                   | 139   | 6,413  | -        |
| HO Herrick District (Holland)          | 34,132  | 42,731                                  | (8,599)   | 34,132   | (0)      |
| IB Alvah N. Belding Memorial           | 15,600  | 15,353                                  | 247   | 15,600   | (0)      |
| IC Ionia Community                     | 19,001  | 18,383                                  | 619   | 19,001   | (0)      |
| IL Lake Odessa Community               | 14,096  | 13,445                                  | 650   | 14,096   | (0)      |
| IS Saranac/Clarksville Public          | 16,570  | 15,527                                  | 1,043   | 16,570   | (0)      |
| KU Kent District                       | 5,710   | 4,266                                   | 1,444   | 5,710  | (0)      |
| MA Carson City Public/Crystal Public   | 16,075  | 14,412                                  | 1,663   | 16,075   | (0)      |
| ME Home Township (Edmore)              | 11,884  | 10,777                                  | 1,107   | 11,884   | (0)      |
| MG Flat River Community (Greenville)   | 22,008  | 20,109                                  | 1,899   | 22,008   | (0)      |
| MH TCH Reynolds Township (Howard City) | 14,885  | 14,355                                  | 530   | 14,885   | (0)      |
| ML Tamarack District (Lakeview)        | 15,934  | 14,797                                  | 1,137   | 15,934   | (0)      |
| NC Croton Township Library             | 12,090  | 11,014                                  | 1,076   | 12,090   | (0)      |
| NF Fremont Area District               | 17,954  | 18,195                                  | (241)   | 17,954   | (0)      |
| NG Grant Area District                 | 15,649  | 14,881                                  | 768   | 15,649   | (0)      |
| NH Hesperia Community                  | 13,283  | 12,160                                  | 1,123   | 13,283   | (0)      |
| NN Newaygo Area District               | 14,085  | 13,081                                  | 1,004   | 14,085   | (0)      |
| NW White Cloud Community               | 15,572  | 13,577                                  | 1,995   | 15,572   | (0)      |
| OA Allendale Township                  | 20,230  | 21,703                                  | (1,472)   | 20,230   | (0)      |
| OC Coopersville Area District Library  | 16,484  | 15,202                                  | 1,282   | 16,484   | (0)      |
| OG Georgetown Township (Jenison)       | 30,515  | 41,412                                  | (10,897)  | 30,515   | (0)      |
| OH Gary Byker (Hudsonville)            | 16,935  | 17,530                                  | (595)   | 16,935   | (0)      |
| OJ Patmos (Jamestown)                  | 14,662  | 13,809                                  | 853   | 14,662   | (0)      |
| OL Loutit District (Grand Haven)       | 21,650  | 20,195                                  | 1,455   | 21,650   | (0)      |
| OS Spring Lake District                | 21,876  | 22,089                                  | (213)   | 21,876   | (0)      |
| OZ Howard Miller (Zeeland)             | 22,195  | 21,858                                  | 337   | 22,195   | (0)      |
| SF Fruitport District Library          | 17,991  | 16,854                                  | 1,137   | 17,991   | (0)      |
| SM Hackley Public (Muskegon)           | 22,026  | 20,819                                  | 1,207   | 22,026   | (0)      |
| SW White Lake Community                | 14,614  | 16,385                                  | (1,771)   | 14,613   | 1        |
| UM Muskegon Area District              | 64,612  | 60,467                                  | 4,144   | 64,612   | (0)      |
| <b>TOTAL</b>                           | <b>\$ 739,024</b>                                   | <b>\$ 727,047</b>                       | <b>\$ 11,977</b>                                | <b>739,024</b>                                       | <b>-</b> |