

**LAKELAND LIBRARY COOPERATIVE
FINANCE COMMITTEE MEETING
Thursday, October 6, 2022
TBD (between 12:30 and 2:30)
Via Zoom**

<https://us06web.zoom.us/j/85756243645>

Committee Members: Karen McKinnon (AL) Chair, Diane Kooiker (HO), Maggie McKeithan (OS), Dale Parus, Ex Officio (IC)

AGENDA

- I. Call to order
- II. Approval of agenda (m)
- III. Approval of the Minutes of July 28, 2022 (m) Pages 2-3
- IV. New Business
 - A. Cooperative Director's Evaluation (m) Pages 4
- V. NEXT MEETING
- VI. ADJOURNMENT (m)

LAKELAND LIBRARY COOPERATIVE
FINANCE COMMITTEE MINUTES – Unofficial
Thursday, July 28, 2022, at 10:00 a.m.
Via ZOOM

Present: Karen McKinnon (AL) Chair, Diane Kooiker (HO), Maggie McKeithan (OS), Dale Parus (IC), Ex Officio

Staff: Carol Dawe, Janet Cornell

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 10:02 a.m. by Karen McKinnon.
- 2) **APPROVAL OF AGENDA:** Diane Kooiker moved, supported by Maggie McKeithan, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** Diane Kooiker moved, supported by Maggie McKeithan, to approve the Finance Committee minutes from April 4, 2022, as presented – *motion carried*.
- 4) **NEW BUSINESS:**
 - a) Menu Services Formula Explanation Revision Draft – Carol Dawe explained that the goal was to simplify the original sheet summarizing the formulas as they were confusing, especially to new directors. The revision includes grouping items by formulas so that it is clear and transparent in how items are calculated. There was a change to the cataloging formula to a 3-year average of holdings that was implemented in FY2021-22 that helped stabilize pricing, and a change in how the cost of Shoutbomb is calculated. Shoutbomb was calculated based on total circulation figures but made more sense to calculate it the same way as Authority Control and Syndetics. The formulas are intended to keep the cost per library as equitable as possible and do a fair job in calculating those costs. Diane Kooiker moved, supported by Maggie McKeithan, to approve the Menu Services Formulas for library services as presented – *motion carried*.
 - b) Menu Services Agreement – Carol Dawe discussed the problems associated with the Menu Services Agreement and recommended that it no longer be a required document for libraries to sign and return each year. The agreement lists the services provided by the cooperative but does not tie them to specific billing requirements or the formulas. The formulas are included in the Plan of Service and the services provided are listed on the cooperative’s website. Diane Kooiker mentioned that it does provide helpful information to new directors, but it serves no purpose to the participating libraries if they do not have a choice of which services, they can check off to receive. Diane Kooiker moved, supported by Maggie McKeithan, to remove the agreement from the signed documents required by the libraries each year – *motion carried*.
 - c) Fund Balance Reserve Review – Carol Dawe and Janet Cornell presented the Fund Balance Reserves available for FY2023 and the changes made to the report. The changes included combining the different funds to show the total funds available. A few revisions were recommended to the wording of some items for clarification. Maggie McKeithan moved, supported by Diane Kooiker to accept the report with the revisions as discussed – *motion carried*.
 - d) 2022-23 Budget Draft – Carol Dawe and Janet Cornell answered questions from the committee on the proposed budget draft. Some formatting revisions were suggested to the budget reports along with some wording changes made to the Capital Budget, to make it clearer and more concise. Diane Kooiker moved, supported by Maggie McKeithan, to approve the 2022-23 Budget with the discussed revisions as a final draft to be presented to the Advisory Council for approval – *motion passed*.
 - e) 2022-23 Cost per Library – The committee reviewed the Cost per Library sheet that reflects the formulas and budget costs as presented. A formatting revision was suggested along with including this as an informational supporting document with the final budget draft.

- f) Individual Library Cost Sheet Draft – Janet Cornell put together a sample showing the content the cooperative would like to present to each member library, summarizing their costs for services and pass-through items each budget year. Maggie McKeithan agreed that this information would not only be useful once a year but each quarter. Janet mentioned her goal was to adapt it so that it could be provided to libraries in a report along with their quarterly billing. A few revisions were suggested, and a sample of the format and information will be presented to the Advisory Council.
- 5) **NEXT MEETING:** There will not be another meeting scheduled until the next budget planning process unless it becomes necessary.
- 6) **ADJOURNMENT:** Maggie McKeithan moved, to adjourn at 10:59 a.m. - *motion carried.*

Respectfully submitted by,
Janet Cornell



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**LAKELAND LIBRARY COOPERATIVE
PERSONNEL COMMITTEE MINUTES – UNOFFICIAL
2 PM MONDAY, SEPTEMBER 19, 2022**

Present: Dale Parus (Chair), Peggy Hemerling (Hastings), John McNaughton (Grand Rapids)
Excused: Ron Suszek (MADL)

1) CALL TO ORDER AND ROLL CALL

The meeting was called to order at 2:02 PM 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 of October 15, 2021 as presented – motion carried.

4) NEW BUSINESS

A. Director's Evaluation

1. Composite Responses

There were five responses to the request for information from board members and Parus led the committee through a short review of the composite results, which were extremely favorable. The committee members concurred that the performance of the LLC director was again excellent this past year on cooperative matters and Hemerling further noted that Dawe had performed extra grant work for the Library of Michigan that benefitted LLC, again at a high level. Committee members noted that the recent State Aid hike would have a positive effect on the LLC budget.

2. Raise in Salary and other Compensation

The committee agreed to recommend that the LLC director receive a 5% increase of base pay and a \$5,000 after-tax bonus based on the excellent review, subject to a Finance Committee review.

3. Next Steps

Parus said that he would type up the minutes, review them next week with Dawe, and then present them to LLC for their inclusion in the next board packet.

B. Next Meeting Date: TBD

C. Adjournment

Hemerling moved, supported by McNaughton to adjourn at 2:29 PM - motion carried.

Submitted,

Dale Parus
LLC Personnel Committee Chair

* **Note:** Suszek (MADL) was excused from the meeting because of his newness to the cooperative. – dp