

**LAKELAND LIBRARY COOPERATIVE  
FINANCE COMMITTEE MEETING**  
Thursday, July 20th, 2023  
11:00 a.m. Via Zoom  
<https://us06web.zoom.us/j/83885969234>

Committee Members: Karen McKinnon (AL) Chair, Maggie McKeithan (OS), Joe Zappacosta (SM), Lance Werner, Ex Officio (KU)

**AGENDA**

- I. Call to order
- II. Approval of agenda (m)
- III. Approval of the Minutes of October 6, 2022 (m) Pages 2
- IV. New Business
  - A. 2023-2024 Budget Packet (m) Pages 3-9
- V. NEXT MEETING
- VI. ADJOURNMENT (m)

**LAKELAND LIBRARY COOPERATIVE  
FINANCE COMMITTEE MINUTES – Unofficial  
Thursday, October 6, 2022 at 1:00 p. m.  
Via ZOOM**

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

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 1:03 p.m. by Karen McKinnon
- 2) **APPROVAL OF AGENDA:** Maggie McKeithan moved, supported by Karen McKinnon, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** Maggie McKeithan moved, supported by Karen McKinnon to approve the Finance Committee minutes from July 28, 2022, as presented – *motion carried*.
- 4) **NEW BUSINESS:**
  - A. Cooperative Director's Evaluation: Maggie McKeithan moved to accept the recommendation of the Personnel Committee that Carol Dawe, LLC Director would receive a 5% increase of base pay and a \$5000.00 after-tax bonus based on the excellent review, supported by Karen McKinnon-motion carried.
- 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 1:24p. m. - *motion carried*.

Respectfully submitted by,

Karen McKinnon

LAKELAND LIBRARY COOPERATIVE  
 FY2023-24 OPERATING BUDGET

	Total FY2022-23	Total FY2023-24	FY2023-24 Over (Under) FY2022-23	Percent Change	Notes
<b>Revenue:</b>					
State Aid	\$ 709,000	\$ 709,000	-	0%	
Revenue by Libraries	804,025	821,955	17,930	2%	
Investment Revenue	3,000	5,000	2,000	67%	1
Rebates	100	100	-	0%	
<b>Total Revenues</b>	<b>\$ 1,516,125</b>	<b>\$ 1,536,055</b>	<b>\$ 19,930</b>	<b>1.3%</b>	
<b>Expenses:</b>					
Salary & Wage Expenses	\$ 785,090	\$ 811,730	\$ 26,640	3%	
Benefits	144,670	153,750	9,080	6%	
Mileage	3,000	3,500	500	17%	2
Professional Development	9,000	9,000	-	0%	
Supplies	3,840	3,840	-	0%	
Professional Services	34,700	25,910	(8,790)	-25%	3
Insurance	15,215	17,480	2,265	15%	4
ILS & IT Expenses	400,195	400,305	110	0%	
Rides Delivery	8,005	8,580	575	7%	5
Delivery Expenses	65,725	57,555	(8,170)	-12%	6
Member Development	7,000	6,000	(1,000)	-14%	7
Facility	39,685	37,575	(2,110)	-5%	
<b>Total Expenditures</b>	<b>\$ 1,516,125</b>	<b>\$ 1,535,225</b>	<b>\$ 19,100</b>	<b>1.3%</b>	
<b>Net Position before FB Transfers</b>	<b>\$ -</b>	<b>\$ 830</b>	<b>\$ 830</b>		
<b>Other Funding Sources:</b>					
Transfer FB for Operating Expenses	-	-	-		
<b>Other Expenses:</b>					
Transfer FB to Capital Fund	34,500	45,000	10,500	30%	
<b>Other Fund Sources/Expenses</b>	<b>\$ (34,500)</b>	<b>\$ (45,000)</b>	<b>\$ (10,500)</b>	<b>30.4%</b>	
<b>Net Position with FB Transfers</b>	<b>\$ (34,500)</b>	<b>\$ (44,170)</b>	<b>\$ (9,670)</b>		

**Lakeland Library Cooperative  
FY2023-24 Pass Through Budget**

	<b>FY2022-23</b>	<b>FY2023-24</b>	<b>Difference</b>	<b>%</b>	<b>Notes</b>
<b>REVENUES</b>					
Group Supplies	8,700	8,700	-	0%	
Group Collections	92,000	92,000	-	0%	
Group Services	85,500	86,000	500	1%	
Ecommerce Fines	28,000	28,000	-	0%	
ILS Add-On Services	5,000	-	(5,000)	-100%	8
IT Services	350	350	-	0%	
Other Revenue	750	750	-	0%	
<b>Total Revenue</b>	<b>\$ 220,300</b>	<b>\$ 215,800</b>	<b>\$ (4,500)</b>	<b>-2%</b>	
<b>EXPENSES</b>					
Library Supplies	8,700	8,700	-	0%	
Group Collection Expense	92,000	92,000	-	0%	
Group Subscriptions	85,500	86,000	500	1%	
Fines Paid	28,000	28,000	-	0%	
ILS Add-On Expenses	5,000	-	(5,000)	-100%	
IT Service Expenses	350	350	-	0%	
Other Service Expenses	750	750	-	0%	
<b>Total Expenses</b>	<b>\$ 220,300</b>	<b>\$ 215,800</b>	<b>\$ (4,500)</b>	<b>-2%</b>	
<b>Net Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	

**Lakeland Library Cooperative  
FY2023-24 Capital and Growth Fund Budget**

	<b>FY22-23 Budget</b>	<b>FY23-24 Budget</b>	<b>FY23-24 Over/(Under) FY22-23</b>	<b>Notes</b>
<b>Revenue</b>				
Investment Revenue	4,000	2,000	(2,000)	9
<b>Total Revenues</b>	<b>\$ 4,000</b>	<b>\$ 2,000</b>	<b>\$ (2,000)</b>	
<b>Expenses</b>				
Technology - IT Hardware	70,000	85,000	15,000	10
Technology - ILS	25,000	-	(25,000)	
Building Improvements	7,500	7,500	-	
Vehicles	66,000	-	(66,000)	
<b>Total Expenses</b>	<b>\$ 168,500</b>	<b>\$ 92,500</b>	<b>\$ (76,000)</b>	
<b>Other Revenue Sources</b>				
Fund Balance Transfers In -				
From Capital Reserves	130,000	45,500	(84,500)	
From Operating FB	34,500	45,000	10,500	
<b>Total Other Revenue Sources</b>	<b>\$ 164,500</b>	<b>\$ 90,500</b>	<b>\$ (74,000)</b>	
<b>Net Position</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Lakeland Library Cooperative  
Fund Balance Reserves  
FY2022 through FY2023**

	<b>Totals</b>	<b>Notes</b>
<b>Fund Balance Reserves:</b>		
<b>FB Reserves 10/1/2022:</b>	761,154	
<b>Projected FY23 Net Position</b>	62,700	
<b>FB Reserves Available as of 9/30/2023:</b>	\$ 823,854	
 <b>FY2023-24 Budget from FB Reserves:</b>		
<b>Assigned Funds - Personnel Changes</b>	8,000	11
<b>Unassigned Funds</b>	(98,500)	
<b>FB Reserves Available as of 9/30/2023:</b>	\$ 733,354	

**2023-2024 Budget Packet Endnotes:**

1. Increase in interest rates on investment revenue.
2. Additional LLC Personnel factored into costs.
3. The cost for the single audit for the ARPA grant was removed.
4. Added third truck.
5. Increase in fuel surcharges.
6. Less maintenance costs due to newer trucks.
7. Cost savings.
8. No longer applies. Costs are in operating.
9. Decrease due to completion of grant.
10. Server and email upgrades
11. Costs for moving expenses for ILS manager.

		Total FY2022-23 LLC Fees	Total FY2023-24 LLC Fees	FY23-24 Over (Under) FY22-23	%
OA	Allendale Township	23,796	24,254	458	1.9%
IB	Alvah N. Belding Memorial	18,431	18,322	(109)	-0.6%
MA	Carson City Public/Crystal Public	18,585	19,382	796	4.3%
EC	Cedar Springs Public	15,328	15,679	351	2.3%
OC	Coopersville Area District Library	16,116	16,351	235	1.5%
NC	Croton Township Library	12,545	12,781	236	1.9%
AD	Dorr Township	15,175	16,029	854	5.6%
AF	Fennville District	17,931	18,548	617	3.4%
MG	Flat River Community (Greenville)	22,067	23,076	1,009	4.6%
BF	Freeport District	12,857	13,272	415	3.2%
NF	Fremont Area District	19,327	19,899	572	3.0%
SF	Fruitport District Library	15,974	16,574	600	3.8%
OH	Gary Byker (Hudsonville)	19,219	19,502	282	1.5%
OG	Georgetown Township (Jenison)	35,483	35,891	408	1.1%
GR	Grand Rapids Public	6,640	6,718	79	1.2%
NG	Grant Area District	17,126	16,891	(235)	-1.4%
SM	Hackley Public (Muskegon)	23,646	24,247	601	2.5%
BH	Hastings Public	16,821	16,661	(160)	-1.0%
AW	Henika District (Wayland)	14,995	15,520	525	3.5%
HO	Herrick District (Holland)	46,720	48,165	1,445	3.1%
NH	Hesperia Community	12,931	13,194	263	2.0%
ME	Home Township (Edmore)	12,379	12,745	366	3.0%
AH	Hopkins Public	12,819	12,972	153	1.2%
OZ	Howard Miller (Zeeland)	24,588	25,553	965	3.9%
IC	Ionia Community	20,454	20,902	447	2.2%
KU	Kent District	6,425	6,505	80	1.2%
IL	Lake Odessa Community	13,562	13,655	93	0.7%
AL	Leighton Township (Moline)	15,117	15,420	303	2.0%
OL	Loutit District (Grand Haven)	23,618	24,354	735	3.1%
UM	Muskegon Area District	75,643	77,797	2,154	2.8%
NN	Newaygo Area District	14,504	14,646	141	1.0%
OJ	Patmos (Jamestown)	16,939	17,198	259	1.5%
AB	Salem Township (Burnips)	16,067	16,242	175	1.1%
IS	Saranac/Clarksville Public	20,222	20,327	105	0.5%
AS	Saugatuck-Douglas District	13,807	14,258	451	3.3%
ES	Sparta Carnegie Township	15,181	15,724	542	3.6%
OS	Spring Lake District	22,801	22,450	(351)	-1.5%
ML	Tamarack District (Lakeview)	16,393	17,304	911	5.6%
MH	TCH Reynolds Township (Howard City)	15,556	15,980	424	2.7%
BM	Thornapple-Kellogg (Middleville)	15,712	15,919	207	1.3%
NW	White Cloud Community	15,644	15,746	102	0.7%
SW	White Lake Community	14,880	15,305	425	2.9%
	<b>TOTAL</b>	<b>\$ 804,025</b>	<b>\$ 821,955</b>	<b>\$ 17,930</b>	<b>2.2%</b>



## Pass Through Cost per Library - FOR REFERENCE ONLY~

Library	Library Supplies	Group Collections	Group Subscriptions	Services	FY22-23 SubTotal	Efines*	FY22-23 Total
Allendale Township	373	2,778	2,515	-	5,666	429	6,095
Alvah N. Belding Memorial	239	2,357	1,728	240	4,563	77	4,640
Carson City Public/Crystal Public	72	2,658	602	-	3,332	113	3,445
Cedar Springs Public	-	2,357	2,033	-	4,390	548	4,938
Coopersville Area District Library	1,379	3,103	2,264	-	6,746	500	7,246
Croton Township Library	63	2,157	1,287	-	3,507	46	3,553
Dorr Township	450	2,357	1,774	-	4,581	125	4,706
Fennville District	68	2,697	2,380	283	5,427	267	5,693
Flat River Community (Greenville)	665	2,571	3,331	-	6,567	331	6,897
Freeport District	18	2,493	1,434	-	3,945	80	4,025
Fremont Area District	2,314	-	1,941	-	4,255	453	4,708
Fruitport District Library	-	2,357	1,925	240	4,522	134	4,656
Gary Byker (Hudsonville)	1,539	2,562	2,933	160	7,194	91	7,285
Georgetown Township (Jenison)	1,078	4,892	2,814	-	8,784	4,384	13,168
Grand Rapids Public	1,172	-	-	-	1,172	-	1,172
Grant Area District	233	2,357	1,996	43	4,629	228	4,857
Hackley Public (Muskegon)	416	2,866	2,042	-	5,324	221	5,545
Hastings Public	-	-	1,442	-	1,442	337	1,779
Henika District (Wayland)	248	2,357	1,622	57	4,284	127	4,411
Herrick District (Holland)	1,348	-	2,352	-	3,700	2,487	6,188
Hesperia Community	-	2,357	1,938	43	4,339	47	4,386
Home Township (Edmore)	-	2,157	316	-	2,473	34	2,507
Hopkins Public	-	2,157	1,018	-	3,175	48	3,223
Howard Miller (Zeeland)	143	2,521	3,805	-	6,469	890	7,359
Ionia Community	1,277	2,357	323	43	4,001	352	4,353
Kent District	-	-	-	-	-	-	-
Lake Odessa Community	1,476	2,157	1,724	43	5,400	107	5,507
Leighton Township (Moline)	153	2,357	2,716	45	5,272	91	5,363
Loutit District (Grand Haven)	153	381	2,258	80	2,872	650	3,522
Muskegon Area District	550	5,066	6,331	-	11,947	2,030	13,977
Newaygo Area District	45	3,071	2,448	-	5,563	211	5,775
Patmos (Jamestown)	18	2,529	3,419	-	5,966	930	6,895
Salem Township (Burnips)	27	2,357	2,049	-	4,433	673	5,106
Saranac/Clarksville Public	323	2,477	1,946	-	4,747	1,083	5,830
Saugatuck-Douglas District	1,327	2,357	2,990	-	6,674	100	6,774
Sparta Carnegie Township	1,251	2,357	43	-	3,651	230	3,881
Spring Lake District	926	43	2,656	80	3,706	425	4,131
Tamarack District (Lakeview)	188	3,371	1,889	-	5,449	239	5,687
TCH Reynolds Township (Howar	957	2,157	1,889	-	5,003	281	5,284
Thornapple-Kellogg (Middleville)	-	2,357	-	-	2,357	71	2,429
White Cloud Community	369	2,357	43	-	2,769	132	2,901
White Lake Community	369	2,357	2,178	-	4,904	210	5,114
<b>Totals</b>	<b>\$ 21,228</b>	<b>\$ 92,221</b>	<b>\$ 80,390</b>	<b>\$ 1,357</b>	<b>\$ 195,197</b>	<b>\$ 19,813</b>	<b>\$ 215,010</b>

~Based on last 4 quarters - as of quarter ending 6/30/23.

\*Efines are collected from patrons and disbursed to the libraries.