

SMLC Board Packet
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Thursday, November 12, 2009 at 3:00 pm
Portage District Library, Portage

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SOUTHWEST MICHIGAN LIBRARY COOPERATIVE BOARD MEETING

Thursday, November 12, 2009 at 3:00 pm
Portage District Library, Portage

AGENDA

Attendance

Approval of Agenda

Approval of Minutes from October 8, 2009 Board meeting

Treasurer's Report

- Financial report – Lawrence
- Bills to be paid – Lawrence
- Are we ready to start the next audit?

Old Business

- Review Reimbursement Plan. We have implemented the film licensing and MEL Delivery reimbursement grants - should we proceed with any other grants?

New Business

- Review of 3-yr. QSAC Plan of Service items (Appendix C)
- Should new member libraries be required to wait one year before receiving any SMLC grants?
- Any news from the co-op directors – Rick
- Next meeting

Adjourn

**Southwest Michigan Library Cooperative
Board Meeting
Thursday, October 8, 2009 8:30 p.m. following council
Cass District Library, Cassopolis**

Call to Order:

The meeting was called to order by President Ann Rohrbaugh. The following members were also present: Director Rick Hulsey, Lawrence Kapture, Dina Reilly, Dennis Krepps, Ralph Weessies, Ryan Wieber, Teresa Stannard, Jennifer Ray, Carol Richardson

Members absent: Sherry Sims, Donna Kowalewski

Incoming board members present: Deborah Jones, John Mohney

Approval of agenda:

Motion by Dina Reilly, second by Dennis Krepps, to approve the agenda as presented. Motion carried.

Report of nominating committee: election of officers – Carol & Dina

Motion by Ralph Weessies, second by Dina Reilly to approve the slate of officers as presented at council: Ryan Wieber, President; John Mohney, Vice President; Teresa Stannard, Secretary; Lawrence Kapture, Treasurer. Motion carried.

Ann Rohrbaugh officially passed the gavel to Ryan Wieber.

Approval of minutes from September 10, 2009:

Motion by Ralph Weessies, second by Ann Rohrbaugh, to approve minutes as presented. Motion carried.

Treasurers

Financial report – Jennifer Ray & Rick Hulsey

1. Rick reviewed the financial report – ended fiscal year with \$52,493.05, or 20% of budget.
2. Correction noted on bills paid – Bridgman Public Library will appear also on September for \$1,228.75.
Motion by Jennifer, second by Ralph, to approve financial report and bills to be paid. Motion carried.
3. **Motion** by Ann, second by Ralph to change the signatures on banking accounts from Jennifer and Carol to Lawrence and Teresa. Motion carried. Carol will forward minutes to Lawrence and Teresa.

Old Business:

1. Reimbursement / expenditure plan for 2009 – 2010 –
Motion by Dina, second by Dennis to approve reimbursement plan of MeL delivery of \$1,000 for each public library and Motion Picture Licensing/Movie Licensing USA for all 36 public libraries at a total cost of \$20,750.00. Motion carried. Teresa volunteered to accept receipts for MeL delivery reimbursement.
2. Ryan will send out a general announcement on listserv.

New business:

1. Member application from J.C. Wheeler Library in Martin – Rick
Motion by Ralph, second by Jennifer to accept J.C. Wheeler Library as new member of SMLC. Motion carried.
2. Board meeting schedule – next board meeting tentatively scheduled for November 12 at Portage District Library at 3:00 p.m.
3. Legal documents given to Teresa by Carol will be sent to storage with other documents.

Appreciation expressed to outgoing board officers.

Appreciation to Jennifer for hosting the meetings and for the delicious meal.

Motion to adjourn at 8:55 p.m. by Lawrence, second by Ralph. Motion carried.

3:04 PM
 11/02/09
 Accrual Basis

Southwest Michigan Library Cooperative
Balance Sheet Prev Year Comparison
 As of October 31, 2009

	<u>Oct 31, 09</u>	<u>Oct 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · LaSalle - operating	295,505.04	264,553.48	30,951.56	11.7%
Total Checking/Savings	<u>295,505.04</u>	<u>264,553.48</u>	<u>30,951.56</u>	<u>11.7%</u>
Total Current Assets	<u>295,505.04</u>	<u>264,553.48</u>	<u>30,951.56</u>	<u>11.7%</u>
TOTAL ASSETS	<u><u>295,505.04</u></u>	<u><u>264,553.48</u></u>	<u><u>30,951.56</u></u>	<u><u>11.7%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts payable	0.00	77.72	-77.72	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>77.72</u>	<u>-77.72</u>	<u>-100.0%</u>
Other Current Liabilities				
2160 · Michigan Withholdings	-272.43	-272.43	0.00	0.0%
Total Other Current Liabilities	<u>-272.43</u>	<u>-272.43</u>	<u>0.00</u>	<u>0.0%</u>
Total Current Liabilities	<u>-272.43</u>	<u>-194.71</u>	<u>-77.72</u>	<u>-39.9%</u>
Total Liabilities	<u>-272.43</u>	<u>-194.71</u>	<u>-77.72</u>	<u>-39.9%</u>
Equity				
3000 · Unrestricted net assets	275,010.34	275,010.34	0.00	0.0%
3010 · Unrestrict (retained earnings)	27,100.33	-10,097.72	37,198.05	368.4%
Net Income	-6,333.20	-164.43	-6,168.77	-3,751.6%
Total Equity	<u>295,777.47</u>	<u>264,748.19</u>	<u>31,029.28</u>	<u>11.7%</u>
TOTAL LIABILITIES & EQUITY	<u><u>295,505.04</u></u>	<u><u>264,553.48</u></u>	<u><u>30,951.56</u></u>	<u><u>11.7%</u></u>

3:10 PM
11/02/09
Accrual Basis

Southwest Michigan Library Cooperative
Profit & Loss YTD Comparison
October 2009

	<u>Oct 09</u>	<u>Oct 09</u>
Ordinary Income/Expense		
Expense		
7000 · Grant & contract expense		
7030 · Allocations to affiliates	100.00	100.00
7060 · Benefits paid to or for members	5,881.58	5,881.58
Total 7000 · Grant & contract expense	5,981.58	5,981.58
8700 · Supplies		
8703 · Food	351.62	351.62
Total 8700 · Supplies	351.62	351.62
Total Expense	6,333.20	6,333.20
Net Ordinary Income	-6,333.20	-6,333.20
Net Income	<u>-6,333.20</u>	<u>-6,333.20</u>

**Southwest Michigan Library Cooperative
General Ledger
As of October 31, 2009**

3:10 PM
11/02/09
Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
1010 · LaSalle - operating							318,581.99
Bill Pmt -Check	10/5/2009	2568	Accounting Consult...		2010 - Accoun...	-45.00	318,536.99
Bill Pmt -Check	10/5/2009	2567	Bridgman Public Lib...		2010 - Accoun...	-1,228.75	317,308.24
Bill Pmt -Check	10/5/2009	2570	Iron Mountain		2010 - Accoun...	-125.00	317,183.24
Bill Pmt -Check	10/5/2009	2569	Secant Technologies		2010 - Accoun...	-50.00	317,133.24
Bill Pmt -Check	10/19/2009	2572	* Cass District Library		2010 - Accoun...	-351.62	316,781.62
Bill Pmt -Check	10/19/2009	2573	Accounting Consult...		2010 - Accoun...	-45.00	316,736.62
Bill Pmt -Check	10/19/2009	2571	Lawrence Memorial...		2010 - Accoun...	-381.58	316,355.04
Bill Pmt -Check	10/19/2009	2576	Motion Picture Lice...		2010 - Accoun...	-5,500.00	310,855.04
Bill Pmt -Check	10/19/2009	2574	Movie Licensing USA		2010 - Accoun...	-15,250.00	295,605.04
Bill Pmt -Check	10/19/2009	2575	White Pine Library ...		2010 - Accoun...	-100.00	295,505.04
Total 1010 · LaSalle - operating						-23,076.95	
1011 · LaSalle MM Checking							0.00
Total 1011 · LaSalle MM Checking							0.00
1020 · Chemical/Shoreline - Payroll							0.00
Total 1020 · Chemical/Shoreline - Payroll							0.00
1021 · Chemical Bank Savings							0.00
Total 1021 · Chemical Bank Savings							0.00
1022 · Fifth Third Bank							0.00
Total 1022 · Fifth Third Bank							0.00
1040 · Petty cash							0.00
Total 1040 · Petty cash							0.00
1110 · Accounts receivable							0.00
Total 1110 · Accounts receivable							0.00
1210 · Pledges receivable							0.00
Total 1210 · Pledges receivable							0.00
1215 · Doubtful pledges allowance							0.00
Total 1215 · Doubtful pledges allowance							0.00
1225 · Discounts - long-term pledges							0.00
Total 1225 · Discounts - long-term pledges							0.00
1240 · Grants receivable							0.00
1241 · PAC HUG Grant							0.00
Total 1241 · PAC HUG Grant							0.00

	(08/09 Budget)		
	<u>Oct 09</u>	<u>Budget</u>	<u>Oct difference</u>
Ordinary Income/Expense			
Income			
4 · Contributed support	0.00	0.00	0.00
5 · Earned revenues	0.00	91.00	-91.00
5490 · Miscellaneous revenue	0.00	91.00	-91.00
Total Income		<u>182.00</u>	<u>-182.00</u>
Expense			0.00
7000 · Grant & contract expense	5,981.58	11,250.00	-5268.42
7200 · Salary & Related Expenses	0	0	0.00
7500 · Other personnel expenses	0.00	622.00	-622.00
8100 · Non-personnel expenses	0	20.00	-20.00
8120 · Governance	0.00	200.00	-200.00
8142 · Postage	0.00	0.00	0.00
8170 · Printing & copying	0.00	200.00	-200.00
8300 · Travel & meetings expenses	0	200.00	-200.00
8500 · Technology	0	491.00	-491.00
8520 · Bldg/wc/Bonding Insurance	0	0.00	0.00
8540 · Staff development	0	150.00	-150.00
8550 · Union Catalog & Ill	0	300.00	-300.00
8580 · Outside computer services	0.00	200.00	-200.00
8700 · Supplies	351.62	380.00	-28.38
Total Expense	<u>6,333.20</u>	<u>14,013.00</u>	<u>-7679.80</u>
Net Ordinary Income	<u>-6,333.20</u>	<u>-13,831.00</u>	<u>7497.80</u>
Net Income	<u><u>-6,333.20</u></u>	<u><u>-13,831.00</u></u>	<u><u>7497.80</u></u>

SWMLC

Service Reimbursement Concept

Oct 2009 – Sept 2010

Provide \$1000 to each public library (based upon receipt) for MEL Delivery

Provide up to \$2,000 based upon receipt for any technological application/ or experiment

Provide up to \$1000 for Collection Development (receipt required)

Provide up to \$1000 for professional development (receipt required)

Provide film licensing/performance rights for all 35 public libraries

\$195,375.00

SMLC Plan of Service

Galesburg	1,988
Galien	3,196
Lawton	1,859
Sodus	2,139

APPENDIX C

Three-Year
Statewide
Plan of Service

It is the Goal of the SWMLC to create or provide the resources necessary to accomplish the following tasks for our membership; and especially for the Public Libraries:

1. Revise our Web Page
2. Ensure that all Libraries have Web Pages
2. Review and update the Discounts offered to all our members
3. Feature Mel Products on our Web pages
4. Use MEL Delivery
5. Use the Mel-Cat Interloan Product
6. Encourage regular Legislator contact &/or attendance at MLA Legislative Day
7. Subscribe to Mich-Lib 1

Appendix D 94 Multitype Members

SCHOOLS:

Bloomington Public Schools
Brandywine Public Schools
Bridgman Public Schools
Climax/Scotts Community Schools
Coloma Community Schools
Comstock Public Schools
Covert School District
Delton Kellogg Schools
Dowagiac Union Schools
Eau Claire School District
Galesburg-Augusta Community Schools
Gobles Public Schools