

SMLC Board Packet  
Table of Contents  
August 13, 2009

ITEM	Page Number
Board Agenda	1
Board Minutes from July 23, 2009	2-3
Financial Report	4-9
Proposals from Cass District Library	10
Proposed SMLC Board Rotation for 2009/2010	11

SOUTHWEST MICHIGAN LIBRARY COOPERATIVE  
BOARD MEETING

Thursday, August 13, 2009, 3:00  
Paw Paw District Library

Attendance

Approval of agenda

Approval of minutes from July 23, 2009 meeting

Treasurer's / financial reports

- Financial report – Jennifer
- Bills to be paid – Jennifer
- Budget adjustment – Rick

Old Business

- Library of Michigan response to Plan of Service – Rick
- Proposal from Cass Co Library for website & financial services – Jennifer
- Reimbursement / expenditure ideas for 2009 – 2010 - all
- Shared services
  - Film license – Rick
  - Health insurance – Ann

New Business

- Board membership for 2009 – 2010 – Carol
- Nominating Committee – Ann
- Director position for 2010 - 2011
- Next public library director meeting – Ann
- Sept 10 board meeting (conflict with MLA gathering): change date? Location for meeting? – Ann

Comments from board members

Adjourn

**Southwest Michigan Library Cooperative Board Meeting**  
**Thursday, July 23, 2009 following Council Meeting**  
**Lawrence Memorial Public Library**  
**107 N. Main Street, Climax**

**Call to Order:**

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

The following members were excused: Donna Kowalewski, Sherry Sims

**Approval of July Agenda:**

**Motion** to approve the agenda by Dina Reilly, support by Teresa Stannard. Approved.

**Approval of Minutes:**

**Motion** to approve the minutes of the June 11, 2009 meeting by Lawrence Kapture, support by Jennifer Ray. Approved.

**Treasurers report:**

The treasurer's report was filed for audit.

Financial reports as presented.

**Motion** to pay the bills as presented by Dina Reilly, support by Lawrence Kapture. Approved.

Additional bills to be paid:

Ralph Weessies - \$399.98 for purchase of iPods – door prize drawing

Hillary Berry-Griffioen - \$73.93 – donuts for bus trip to ALA

Mary Kynast - \$114.20 – donuts for bus trip to ALA

Paw Paw District Library - \$3,742.00 – cost of buses to ALA

Willard Public Library - \$250.00 – incidentals expenses for 15 months as previously approved.

**Motion** to approve additional bills as presented by Lawrence Kapture, support by Dennis Krepps. Approved.

**Old Business:**

- **MeL delivery; reimbursement question**

Sue Robinson/Galien and Chris Roussel/Lawton – asked about delivery reimbursement. Paid for 2009/2010 MeL delivery in previous reimbursement program. It was determined that the goal of the current reimbursement program is only for 2009/2010. There is no further reimbursement allowance. Carol Richardson will notify each library.

- **Anything referred from Council?**

None

**New business:**

- **Board membership for year beginning October 1 – Carol**

Who comes on the board next? It appears Galesburg service area is changing from class III to class I. The State Aid report list Galesburg at 1,988 people. Previously they were listed at 8,000 people, which included a couple townships, but the townships don't qualify for State Aid since they don't get 3% of revenue. So since population dropped, does this impact their class/status. The legal population is 1,988 but service population is 8,000. Decision is to leave Galesburg as a class III at this time since Galesburg rotates off the board at this time.

Discussion re: board for 2009/2010 –

Climax/Lawrence; **Hartford**; **South Haven**; Parchment; Otsego, **Paw Paw**; Cass; Portage; Kalamazoo; Portage Public Schools; ?KIA.

The new incoming libraries (in bold) should be contacted to confirm they are willing to serve.

Cass has continued as Benton Harbor has previously passed. Ann R will contact Hartford, Paw Paw, South Haven, Benton Harbor to see if they will serve and will contact other special/academic libraries. Dennis Krepps has volunteered to stay on.

Portage is serving in place of Benton Harbor.  
This will be brought back to the August board meeting.

- Ann R discussed the location of the board meetings.

**Comments from board members:**

- Dennis Krepps was on TV for a cooking program relating to Georgia O'Keefe.

**Meeting adjourned.**

**Upcoming meetings:**

- **Thursday, August 13 – Board – 3:00 TBD – Paw Paw District Library.**
- **Thursday, September 10 – Board – 3:00 TBD**
- **Thursday, October 8 – Board and Council – 7:00 TBD – Cass District Library**

Minutes taken by,  
Carol Richardson, Secretary

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

3:39 PM  
08/10/09  
Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
1010 · LaSalle - operating							246,849.89
Bill Pmt -Check	7/13/2009	2534	Accounting Consult...		2010 · Account...	-60.00	246,789.89
Bill Pmt -Check	7/13/2009	2532	Iron Mountain		2010 · Account...	-125.00	246,664.89
Bill Pmt -Check	7/13/2009	2533	Secant Technologies		2010 · Account...	-50.00	246,614.89
Deposit	7/28/2009			Deposit	4020 · Direct Aid	92,135.21	338,750.10
Bill Pmt -Check	7/28/2009	2544	*Benton Harbor		2010 · Account...	-1,000.00	337,750.10
Bill Pmt -Check	7/28/2009	2541	*Richland Communi...		2010 · Account...	-1,000.00	336,750.10
Bill Pmt -Check	7/28/2009	2543	*Sodus Township Li...		2010 · Account...	-1,000.00	335,750.10
Bill Pmt -Check	7/28/2009	2540	*South Haven Mem...		2010 · Account...	-1,000.00	334,750.10
Bill Pmt -Check	7/28/2009	2547	Accounting Consult...		2010 · Account...	-75.00	334,675.10
Bill Pmt -Check	7/28/2009	2542	Hartford Public Libr...		2010 · Account...	-1,000.00	333,675.10
Bill Pmt -Check	7/28/2009	2535	Hillary A. Berry-Griff...		2010 · Account...	-73.93	333,601.17
Bill Pmt -Check	7/28/2009	2537	Lawrence Memorial...		2010 · Account...	-399.98	333,201.19
Bill Pmt -Check	7/28/2009	2536	Mary Kynast		2010 · Account...	-114.20	333,086.99
Bill Pmt -Check	7/28/2009	2538	Maud Preston Pale...		2010 · Account...	-1,000.00	332,086.99
Bill Pmt -Check	7/28/2009	2539	Osago District Pubi...		2010 · Account...	-1,000.00	331,086.99
Bill Pmt -Check	7/28/2009	2546	Paw Paw District Li...		2010 · Account...	-3,742.00	327,344.99
Bill Pmt -Check	7/28/2009	2545	Willard Library		2010 · Account...	-250.00	327,094.99
Total 1010 · LaSalle - operating						80,245.10	327,094.99
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

	July Actual	YTD Actual	TOTAL Oct '08 - Sep 09	YTD Budget	Variance	Amended Budget
Ordinary Income/Expense						
Income						
4 - Contributed support	92,135.21	191,440.06	198,680.00	198,680.00	(7,239.94)	198,680.00
5 - Earned revenues	-	9,693.00	1,000.00	818.00	(818.00)	1,000.00
5490 - Miscellaneous revenue	-	201,193.06	0.00	0.00	9,693.00	-
Total Income	92,135.21		199,680.00	199,498.00	1,635.05	199,680.00
Expense						
8120 - Governance	-	-	0.00	0.00	-	-
8170 - Printing & copying	-	-	2,000.00	1,600.00	(1,600.00)	2,000.00
7000 - Grant & contract expense	7,000.00	114,449.75	140,000.00	116,660.00	(2,210.25)	140,000.00
7200 - Salaries & related expenses	-	11,670.44	0.00	0.00	11,670.44	-
7500 - Other personnel expenses	135.00	5,160.00	0.00	0.00	5,160.00	-
7600 - Membership Dues	-	125.00	345.00	345.00	(220.00)	345.00
8100 - Non-personnel expenses	-	7.50	0.00	0.00	7.50	-
8200 - Occupancy expenses	-	-	0.00	0.00	-	-
8300 - Travel & meetings expenses	4,330.11	4,330.11	0.00	0.00	4,330.11	-
8500 - Technology	50.00	476.71	4,000.00	3,204.71	(2,728.00)	4,000.00
8520 - Bldg/wc/Bonding Insurance	-	1,103.00	3,000.00	1,500.00	-	3,000.00
8540 - Staff development	-	-	0.00	0.00	-	-
8550 - Union Catalog & li	-	-	0.00	0.00	-	-
8560 - Outside computer services	-	-	2,000.00	1,666.70	(1,666.70)	2,000.00
8700 - Supplies	375.00	1,355.75	3,000.00	2,500.00	(1,144.25)	3,000.00
Total Expense	11,890.11	138,678.26	154,345.00	127,476.41	11,201.85	154,345.00
Net Ordinary Income	80,245.10	62,454.80	45,335.00	72,021.59	(9,566.79)	45,335.00
Net Income	80,245.10	62,454.80	45,335.00	72,021.59	(9,566.79)	45,335.00



	<u>July 09</u>	<u>Budget</u>	<u>July difference</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4 · Contributed support	92,135.21	0.00	0.00
5 · Earned revenues	0.00	91.00	-91.00
5490 · Miscellaneous revenue	0.00	0.00	0.00
<b>Total Income</b>		91.00	-91.00
<b>Expense</b>			0.00
7000 · Grant & contract expense	7,000.00	11,666.00	-4666.00
7200 · Salary & Related Expenses	0	0	0.00
7500 · Other personnel expenses	135.00	0.00	135.00
7600 · Membership dues	0.00	0.00	0.00
8100 · Non-personnel expenses	0	0.00	0.00
8120 · Governance	0.00	0.00	0.00
8142 · Postage	0.00	0.00	0.00
8170 · Printing & copying	0.00	200.00	-200.00
8300 · Travel & meetings expenses	4330.11	0.00	4330.11
8500 · Technology	50	391.00	-341.00
8620 · Bidg/wc/Bonding insurance		0.00	0.00
8540 · Staff development	0	0.00	0.00
8550 · Union Catalog & Ill	0	0.00	0.00
8560 · Outside computer services	0.00	166.67	-166.67
8700 · Supplies	375.00	300.00	75.00
<b>Total Expense</b>	11,890.11	12,723.67	-833.56
<b>Not Ordinary Income</b>	80,245.10	-12,632.67	92877.77
<b>Net Income</b>	80,245.10	-12,632.67	92877.77

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08/10/09

Accrual Basis

**Southwest Michigan Library Cooperative**  
**Profit & Loss YTD Comparison**  
 July 2009

	Jul 09	Oct '08 - Jul 09
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4 · Contributed support		
4020 · Direct Aid	92,135.21	191,440.06
<b>Total 4 · Contributed support</b>	92,135.21	191,440.06
5490 · Miscellaneous revenue		
5494 · MLA Reimbursement	0.00	9,693.00
<b>Total 5490 · Miscellaneous revenue</b>	0.00	9,693.00
<b>Total Income</b>	92,135.21	201,133.06
<b>Expense</b>		
7000 · Grant & contract expense		
7030 · Allocations to affiliates	7,000.00	114,179.80
7040 · Awards & grants - individuals	0.00	269.95
<b>Total 7000 · Grant &amp; contract expense</b>	7,000.00	114,449.75
7200 · Salaries & related expenses		
7270 · Unemployment Expense	0.00	11,570.44
7220 · Salaries & wages - other	0.00	100.00
<b>Total 7200 · Salaries &amp; related expenses</b>	0.00	11,670.44
7500 · Other personnel expenses		
7620 · Accounting fees	135.00	5,160.00
<b>Total 7500 · Other personnel expenses</b>	135.00	5,160.00
7600 · Membership Dues		
7612 · MLC	0.00	125.00
<b>Total 7600 · Membership Dues</b>	0.00	125.00
8100 · Non-personnel expenses		
8140 · Delivery		
8142 · Postage	0.00	7.50
<b>Total 8140 · Delivery</b>	0.00	7.50
<b>Total 8100 · Non-personnel expenses</b>	0.00	7.50
8300 · Travel & meetings expenses		
8320 · Conference, convention, meeting	4,330.11	4,330.11
<b>Total 8300 · Travel &amp; meetings expenses</b>	4,330.11	4,330.11
8500 · Technology		
8501 · Application Hosting	50.00	450.00
8504 · Hardware	0.00	26.71
<b>Total 8500 · Technology</b>	50.00	476.71
8520 · Bldg/wc/Bonding Insurance	0.00	1,103.00
8700 · Supplies		
8703 · Food	0.00	261.90
8707 · Other Office Supplies	125.00	843.85
8700 · Supplies - Other	250.00	250.00
<b>Total 8700 · Supplies</b>	375.00	1,355.75
<b>Total Expense</b>	11,890.11	138,878.26
<b>Net Ordinary Income</b>	80,245.10	62,454.80
<b>Net Income</b>	80,245.10	62,454.80

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 08/10/09  
 Accrual Basis

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

	<u>Jul 31, 09</u>	<u>Jul 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
1010 - LaSalle - operating	327,094.99	327,048.50	46.49	0.0%
<b>Total Checking/Savings</b>	<u>327,094.99</u>	<u>327,048.50</u>	<u>46.49</u>	<u>0.0%</u>
<b>Total Current Assets</b>	<u>327,094.99</u>	<u>327,048.50</u>	<u>46.49</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>327,094.99</b></u>	<u><b>327,048.50</b></u>	<u><b>46.49</b></u>	<u><b>0.0%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
2010 - Accounts payable	0.00	75.00	-75.00	-100.0%
<b>Total Accounts Payable</b>	<u>0.00</u>	<u>75.00</u>	<u>-75.00</u>	<u>-100.0%</u>
Other Current Liabilities				
2160 - Michigan Withholdings	-272.43	-272.43	0.00	0.0%
<b>Total Other Current Liabilities</b>	<u>-272.43</u>	<u>-272.43</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Current Liabilities</b>	<u>-272.43</u>	<u>-197.43</u>	<u>-75.00</u>	<u>-38.0%</u>
<b>Total Liabilities</b>	<u>-272.43</u>	<u>-197.43</u>	<u>-75.00</u>	<u>-38.0%</u>
<b>Equity</b>				
3000 - Unrestricted net assets	275,010.34	275,010.34	0.00	0.0%
3010 - Unrestrict (retained earnings)	-10,097.72	0.00	-10,097.72	-100.0%
Net Income	62,454.80	52,235.59	10,219.21	19.6%
<b>Total Equity</b>	<u>327,367.42</u>	<u>327,245.93</u>	<u>121.49</u>	<u>0.0%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>327,094.99</b></u>	<u><b>327,048.50</b></u>	<u><b>46.49</b></u>	<u><b>0.0%</b></u>

TO: SMLC

FROM: JENNIFER RAY, LIBRARY DIRECTOR  
CASS DISTRICT LIBRARY

Proposal 1 – Website

- Web site development, maintenance and improvements by Tim Wiggins
- \$15.00 per hour, up to 16 hours per month, or a total of 200 hours per year, not to exceed \$3,000.00 per year.
- Hours to be tracked on a time sheet and submitted to SMLC accountant on a monthly basis.
- Compensation would require issuance of a 1099.

Proposal 2 – Reimbursable expenses

- Cass District Library to be reimbursed for postage and miscellaneous office supplies related to accounting procedures
- Request for compensation should be presented to the SMLC Board or designated representative, accompanied by receipts or other documentation relating to requested reimbursement

SMLC BOARD ROTATION  
October 1, 2009 through September 30, 2010

Class I and II Libraries

Lawrence Memorial Library  
Hartford Public Library

Class III Libraries

South Haven Memorial Library  
Parchment Community Library

Class IV Libraries

Otsego District Library  
Paw Paw District Library

Class V Libraries

Cass District Library  
Portage District Library

Class VI Libraries

Kalamazoo Public Library

School Library

Portage Public Schools

Special/Academic Library

Kalamazoo Institute of Arts