

## COUNCIL MEETING AGENDA

SOUTHWEST MICHIGAN LIBRARY COOPERATIVE

APRIL 13, 2017

NEWBUFFALO TOWNSHIP LIBRARY

2:00

(Meeting is preceded by a 1:00 Lunch)

1. Call to Order & Introductions
2. Approval of Agenda
3. Public Comments
4. Approval of October 13, 2016 Council Minutes
5. Speaker: Brian Mitchell, National Insurance Services
6. Financial Report
7. Director's Report
  - a. 2018 Budget, at August board Meeting
  - b. 2017 Schedule
8. Old Business
  - a. By-Laws Discussion and Vote
  - b. Committee Reports
  - c. Next Meeting August 10, Eau Claire
9. New Business
10. Adjournment

**Southwest Michigan Library Cooperative – Council Meeting Minutes**  
October 13, 2016

**PRESENT:** Mohney, Rapp, Weessies, Berry, Kapture, Klien, Wiggins, France, Gross, Sheridan, Boyer, Dodd, McPherson, Nofsinger, Rohrbaugh, Hayes, Gora, Kershaw, Estelle, Wallace, Evans, Hill, Matacio, Masin, Knezic, Greene, Ray, Kreps; Michelle Bradley, MCLS

Meeting was called to order at 2:08 p.m. by outgoing President Kreps

Roundtable introductions made.

Sheridan moved, with support by Masin, to approve agenda. Motion carried.

**PUBLIC COMMENTS:** None

Motion by Masin, with support by Sheridan to approve August 11, 2016 Council Minutes. Motion carried.

**GUEST SPEAKER:** Michelle Bradley, MCLS Manager of Member Engagement

Brief history of MCLS (MLC + INCOLSA = MCLS)

Member benefits

- Training opportunities: MeL/MeLCat webinars; cataloging workshops
- Group purchasing (upcoming MCLS PAL)
- MeLCat and RIDES

Linked Data Conference 3/16/17 – concurrent sessions in Lansing and Indy

Community Conversations

Twitter Chats (#mclschat)

**FINANCIAL REPORTS:**

- Treasurer Ray shared financial documents.
- Discussion of technology grants – do they need to “automatically” charge the grant for Freegal; Dennis will talk to the Freegal rep (Kyle) about renewal information – billing, rates, etc.
- Discussion of budget / fund balance. Per Director Mohney, our Bylaws state that fund balance should be 13% of our annual budget.

**DIRECTOR’S REPORT:**

- Director Mohney distributed copies of 2017 budget and meeting schedule as well as list of Board members.

**OLD BUSINESS:**

- Web site – Tim is working on the new web site; it should be up by next week.
- OverDrive – average of 700 visits per day; there were 7,000 unique users last year.

Motion by Hill, support by Masin to adjourn meeting. Motion carried; meeting adjourned at 3:33 p.m.

Respectfully submitted,

Helena Hayes, Acting Secretary

## BOARD MEETING AGENDA

### SOUTHWEST MICHIGAN LIBRARY COOPERATIVE

APRIL 13, 2017

1:00 Lunch

2:00 Council Meeting

3:00 Board Meeting

### NEW BUFFALO TOWNSHIP LIBRARY

1. Call to Order by President
2. Roll Call by Secretary
3. Approval of Agenda
4. Public comments
5. Approval of February 9, 2017 Board Meeting Minutes
6. Treasurer's Report
  - a. Approval of Bills
  - b. Balance Sheet
  - c. Transaction Report
  - d. Profit and Loss by Month
  - e. Profit and Loss Detail
7. Director's Report
  - a. 2018 Budget, at August Board Meeting
  - b. ALA Annual Conference in Chicago, Bus Charter Request
  - c. MCDA Meetings, December and February
8. Communications
  - a. Request from Sturgis District Library to Join SMLC
  - b. From Local Boards of Co-op Members
  - c. From Others
9. Unfinished Business
  - a. 2017 Board and Council Meetings
  - b. 2017 Directors' Meetings

- c. SMLC Services
- d. Fund Balance
- e. Newsnotes

#### 10. New Business

- a. By-Laws
- b. Shirley Bruursema, at May 11 Director's Meeting in Paw Paw  
(Request for Travel Expense Reimbursement)
- c. Group Health Insurance Discussion
- d. Next Meeting August 10, 2017 Location: Eau Claire District Library  
3:00, following 1:00 Lunch and 2:00 Council

#### 11. Adjournment

## Southwest Michigan Library Cooperative – Board Meeting Minutes

9 February 2017 @ Portage District Library

**PRESENT:** Richardson (KPS), Stuart (Comstock), Hill (Lincoln Twp.), Estelle (Otsego), Wallace (Buchanan), Croster-Toy (Watervliet), Rohrbaugh (KPL), Berry (Paw Paw), Kapture (Portage), Jellies (Lawton), Hayes (Galesburg), Gross (Plainwell), Boyer (Benton Harbor), Evans (Bridgman), Greene (Eau Claire), Sisson (Sodus Twp.), Knezic (Berrien Springs), Ray (Cassopolis), Dodd (Willard), Matacio (Andrews Univ.); Mohney (SMLC Director); Steven Bryer (Siegfried Crandall – Auditor)

Meeting called to order at 3:02 p.m. by President Hill

### **APPROVAL OF AGENDA:**

- Motion by Richardson, supported by Rohrbaugh to approve agenda. Motion passed.

### **PUBLIC COMMENTS:**

- Hillary Berry let us know that there is an opening on the OverDrive advisory group; email her if interested.

### **APPROVAL OF MINUTES:**

- Motion by Evans, with support by Hill to approve October 13, 2016 Board Minutes. Motion carried.

### **AUDITOR'S REPORT:**

- Auditors Steven Bryer and Josh (last name?) from Siegfried Crandall reported on our annual Audit.
  - o There were no adjustments.
  - o We are “in good shape” financially.
- During related discussion, Director Mohney commented that the VanBuren District Library is leaving the Woodlands Library Cooperative and joining us.

### **TREASURER'S REPORT:**

- Treasurer Ray presented the current bills for the Board's approval.
  - o Very few bills.
  - o The accountant, Amy (last name?) is transitioning to QuickBooks online. The Board will have access and will be able to see everything that Jennifer submits to Amy.
- President Hill expressed her concern that the Board had not received packets prior to the meeting so didn't have a chance to review bills. She wants a better way to receive bills.
- Rohrbaugh moved, with support by Jellies that we table the approval of bills until the next meeting. Motion carried.
- Bookkeeping discussion
  - o Jennifer presented a spreadsheet that matches the accountant's QB files – “just different ‘areas’ categories.
  - o Her “proposed budget” reflects a ‘deficit’ of \$8,088 (not \$18,088 as indicated), so it is not ‘balanced;’ it takes money from the fund balance.
  - o There was discussion at the budget meeting about asking the membership about their needs. Some members may want to opt in / out of some services.
    - Evans and Boyer volunteered to create an online survey and send out to members prior to April meeting.
  - o The Bylaws will need to be changed in order for us to have a balanced budget.
    - There is currently a budget, however it does not balance.
      - The budget was created by the bookkeeper (accountant), but there were errors – RIDES payback.
  - o Director Mohney insists that this year's budget will not balance.

- Lawrence Kapture, former Board member, provided information about the “context” of previous budget discussions.
  - There was concern that Co-ops would “go away,” and that the state legislature would try to “grab” any leftover money. Therefore, the Board at the time felt it would make sense to use up any remaining fund balance.

**DIRECTOR’S REPORT:**

- Director Mohney presented a copy of a job description that he wrote for his position. He is operating under a contract that he “inherited” from previous Director, Rick Hulsey.
  - President Hill expressed concern that, because of language in the current Bylaws, the Personnel Committee cannot meet without Trustees from member libraries in attendance.
- The annual ALA Conference is in Chicago this year; Director Mohney volunteered that he can arrange for a bus trip. Further discussion tabled until April meeting.

**COMMUNICATIONS:** None

**UNFINISHED BUSINESS:**

- Future meetings:
  - Director Mohney has already scheduled dates, agendas, speakers, etc. for future meetings
    - Anne Seurnyck, attorney, coming to March Director’s meeting
    - Shirley Bruursema coming to Director’s meeting in May
    - President Hill suggested that Brian Mortimer, from Kent District Library, would be a good speaker on personnel / HR issues.
- Boyer will host Trustee Training Workshop at Benton Harbor in April; President Hill will assist. Shirley Bruursema will be speaker.
- Fund Balance discussion occurred earlier in meeting.
- Tim Wiggins from Cass District Library is working on Newsnotes. It appears to be functioning correctly.

**NEW BUSINESS:**

- Plan of Service / Bylaws
  - Need to discuss Article 5, Section 1A
  - Board is supposed to be only nine (9) members, per state law. Previous Director Geppert received an exception to allow representatives from non-public library members.
    - Do we want to remove them from the Board (not from the Co-op)?
    - No other Co-op Boards include non-public library members.
  - President Hill will form a committee to discuss revisions to the Plan of Service and Bylaws.
- Health Insurance – Hayes from Galesburg and Wallace from Buchanan each independently contacted Director Mohney about the feasibility of Co-operative sponsored health insurance.
  - Interest by other members of the Board, so Hayes and Wallace will investigate further.
- Next meeting:
  - April 13, 2017 at new Buffalo Township Library
    - Lunch @ 1:00, Council @ 2:00, Board @ 3:00.

Meeting adjourned at 3:45.

Respectfully submitted,

Helena Hayes, Secretary

# Southwest Michigan Library Cooperative

## PROFIT AND LOSS BY MONTH

October 2016 - March 2017

	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	TOTAL
<b>INCOME</b>							
4 Contributed support							\$0.00
4020 Direct Aid						103,965.04	\$103,965.04
<b>Total 4 Contributed support</b>						<b>103,965.04</b>	<b>\$103,965.04</b>
<b>Total Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$103,965.04</b>	<b>\$103,965.04</b>
<b>EXPENSES</b>							
7000 Grant & contract expense			1,000.00	1,000.00	2,000.00		\$4,000.00
7030 Allocations to affiliates					2,000.00		\$2,000.00
7060 Benefits paid to or for members		1,000.00	1,000.00	1,000.00	2,000.00	1,000.00	\$6,000.00
<b>Total 7000 Grant &amp; contract expense</b>		<b>1,000.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>6,000.00</b>	<b>1,000.00</b>	<b>\$12,000.00</b>
7200 Salaries & related expenses							\$0.00
7210 Officers & directors salaries		2,500.00			2,500.00		\$5,000.00
<b>Total 7200 Salaries &amp; related expenses</b>		<b>2,500.00</b>			<b>2,500.00</b>		<b>\$5,000.00</b>
7500 Other personnel expenses							\$0.00
7520 Accounting fees	150.00	204.00	260.00	200.00	200.00		\$1,014.00
<b>Total 7500 Other personnel expenses</b>	<b>150.00</b>	<b>204.00</b>	<b>260.00</b>	<b>200.00</b>	<b>200.00</b>		<b>\$1,014.00</b>
7600 Membership Dues		400.00					\$400.00
8170 Printing & copying							\$0.00
8173 Website redesign				299.00			\$299.00
<b>Total 8170 Printing &amp; copying</b>				<b>299.00</b>			<b>\$299.00</b>
8300 Travel & meetings expenses	95.58		95.58		94.70		\$285.86
8700 Supplies							\$0.00
8703 Food	411.81				258.67		\$670.48
<b>Total 8700 Supplies</b>	<b>411.81</b>				<b>258.67</b>		<b>\$670.48</b>
<b>Total Expenses</b>	<b>\$657.39</b>	<b>\$4,104.00</b>	<b>\$2,355.58</b>	<b>\$2,499.00</b>	<b>\$9,053.37</b>	<b>\$1,000.00</b>	<b>\$19,669.34</b>
<b>NET OPERATING INCOME</b>	<b>\$ -657.39</b>	<b>\$ -4,104.00</b>	<b>\$ -2,355.58</b>	<b>\$ -2,499.00</b>	<b>\$ -9,053.37</b>	<b>\$102,965.04</b>	<b>\$84,295.70</b>
<b>NET INCOME</b>	<b>\$ -657.39</b>	<b>\$ -4,104.00</b>	<b>\$ -2,355.58</b>	<b>\$ -2,499.00</b>	<b>\$ -9,053.37</b>	<b>\$102,965.04</b>	<b>\$84,295.70</b>

# Southwest Michigan Library Cooperative

## PROFIT AND LOSS DETAIL

October 2016 - March 2017

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Ordinary Income/Expenses</b>					
Income					
4 Contributed support					
4020 Direct Aid					
03/16/2017	Deposit				103,965.04
<b>Total for 4020 Direct Aid</b>					<b>\$103,965.04</b>
<b>Total for 4 Contributed support</b>					<b>\$103,965.04</b>
<b>Total for Income</b>					<b>\$103,965.04</b>
Expenses					
7000 Grant & contract expense					
12/20/2016	Bill	53145	Library Ideas		1,000.00
01/20/2017	Bill	54298	Library Ideas		1,000.00
02/09/2017	Bill	020917	Watervliet District Library **	2015-2016 Collection Development Grant	2,000.00
<b>Total for 7000 Grant &amp; contract expense</b>					<b>\$4,000.00</b>
7030 Allocations to affiliates					
02/27/2017	Bill	022417	*galesburg memorial library		2,000.00
<b>Total for 7030 Allocations to affiliates</b>					<b>\$2,000.00</b>
7060 Benefits paid to or for members					
11/29/2016	Bill	53063	Library Ideas		1,000.00
12/20/2016	Bill	53145	Library Ideas		1,000.00
01/28/2017	Bill	54333	Library Ideas		1,000.00
02/04/2017	Bill	54314	Library Ideas		1,000.00
02/05/2017	Bill	54000	Library Ideas		1,000.00
03/16/2017	Bill	54398	Library Ideas		1,000.00
<b>Total for 7060 Benefits paid to or for members</b>					<b>\$6,000.00</b>
<b>Total for 7000 Grant &amp; contract expense with sub-accounts</b>					<b>\$12,000.00</b>
7200 Salaries & related expenses					
7210 Officers & directors salaries					
11/01/2016	Bill		John Mohney	3rd quarterly payment	2,500.00
02/01/2017	Bill	020117	John Mohney	3rd quarterly payment	2,500.00
<b>Total for 7210 Officers &amp; directors salaries</b>					<b>\$5,000.00</b>
<b>Total for 7200 Salaries &amp; related expenses</b>					<b>\$5,000.00</b>
7500 Other personnel expenses					
7520 Accounting fees					
10/15/2016	Bill	2982	Accounting Consultants, P.C.	Accounting Services 10/1/16-10/15/16	90.00
10/31/2016	Bill	3033	Accounting Consultants, P.C.	Accounting Services 10/15/16-10/31/16	60.00
11/15/2016	Bill	3067	Accounting Consultants, P.C.	Accounting Services 11/1/16-11/15/16	144.00
11/30/2016	Bill	3115	Accounting Consultants, P.C.	Accounting Services 11/16/16-11/30/16	60.00



# Southwest Michigan Library Cooperative

## BALANCE SHEET

As of March 31, 2017

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 LaSalle - operating	0.00
1015 1st Source Bank	199,442.20
<b>Total Bank Accounts</b>	<b>\$199,442.20</b>
Accounts Receivable	
1110 Accounts receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1299 Undeposited Funds	0.00
1450 Prepaid expenses	23,826.73
<b>Total Other Current Assets</b>	<b>\$23,826.73</b>
<b>Total Current Assets</b>	<b>\$223,268.93</b>
<b>TOTAL ASSETS</b>	<b>\$223,268.93</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts payable	1,768.25
2015 Accounts Payable FS only	0.00
<b>Total Accounts Payable</b>	<b>\$1,768.25</b>
Other Current Liabilities	
2060 Deffered Revenue	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$1,768.25</b>
<b>Total Liabilities</b>	<b>\$1,768.25</b>
Equity	
3000 Unrestricted net assets	295,731.09
3010 Unrestrict (retained earnings)	-158,526.11
Net Income	84,295.70
<b>Total Equity</b>	<b>\$221,500.68</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$223,268.93</b>

**Southwest Michigan Library Cooperative**  
**Bill Payment List**  
**October 1, 2016 - April 3, 2017**

<b>Date</b>	<b>Num</b>	<b>Vendor</b>	<b>Amount</b>
		*Van Buren Intermediate School	
10/10/2016	3376	District	55.00
10/25/2016	3377	Acapulco Mexican Restaurant	1,425.00
10/25/2016	3378	John Mohney	95.58
10/25/2016	3379	La Cantina, Inc.	411.81
10/25/2016	3380	Lawrence Memorial Library	2,000.00
11/09/2016	3381	John Mohney	2,500.00
12/05/2016	3384	Library Ideas	1,000.00
12/05/2016	3385	White Pine Library Cooperative	400.00
12/21/2016	3386	Library Ideas	1,000.00
12/21/2016	3387	Secant Technologies	600.00
01/19/2017	10000	John Mohney	95.58
01/19/2017	10001	Library Ideas	1,000.00
02/01/2017	10002	* Cass District Library	299.00
02/01/2017	10003	Library Ideas	4,000.00
02/01/2017	10004	John Mohney	2,500.00
02/16/2017	10005	Watervliet District Library **	2,000.00
03/02/2017	10006	Accounting Consultants, P.C.	15.25
03/02/2017	10007	John Mohney	94.70
03/02/2017	10008	*galesburg memorial library	2,000.00
03/16/2017	10009	Lawrence Kapture	258.67
04/03/2017	10010	Library Ideas	1,000.00
			<b>\$ 22,750.59</b>

Monday, Apr 03, 2017 04:54:35 PM GMT-7

# Southwest Michigan Library Cooperative

## TRANSACTION REPORT

October 2016 - March 2017

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
1015 1st Source Bank						
Beginning Balance						116,601.01
10/10/2016	Check	3375	Accounting Consultants, P.C.		-1,000.00	115,601.01
10/10/2016	Deposit			Deposit	612.00	116,213.01
10/10/2016	Bill Payment (Check)		Accounting Consultants, P.C.	QuickBooks generated zero amount transaction for bill payment stub	0.00	116,213.01
10/10/2016	Bill Payment (Check)	3376	*Van Buren Intermediate School District		-55.00	116,158.01
10/25/2016	Bill Payment (Check)	3378	John Mohney	Travel to MI Co-op Directors Assoc. Meeting 10/21/16	-95.58	116,062.43
10/25/2016	Bill Payment (Check)	3379	La Cantina, Inc.		-411.81	115,650.62
10/25/2016	Bill Payment (Check)	3377	Acapulco Mexican Restaurant		-1,425.00	114,225.62
10/25/2016	Bill Payment (Check)	3380	Lawrence Memorial Library	2015/2016 COLLECTION & TECHNOLOGY GRANTS	-2,000.00	112,225.62
10/25/2016	Deposit		Lawton Public Library	Deposit	306.00	112,531.62
11/09/2016	Bill Payment (Check)	3381	John Mohney	3rd quarterly payment	-2,500.00	110,031.62
11/09/2016	Bill Payment (Check)		Accounting Consultants, P.C.	QuickBooks generated zero amount transaction for bill payment stub	0.00	110,031.62
11/21/2016	Bill Payment (Check)		Accounting Consultants, P.C.	QuickBooks generated zero amount transaction for bill payment stub	0.00	110,031.62
11/21/2016	Deposit		Vicksburg District Library	Deposit	306.00	110,337.62
12/05/2016	Bill Payment (Check)	3384	Library Ideas		-1,000.00	109,337.62
12/05/2016	Bill Payment (Check)	3385	White Pine Library Cooperative	michigan coop directors assoc. 2016	-400.00	108,937.62
12/05/2016	Bill Payment (Check)		Accounting Consultants, P.C.	QuickBooks generated zero amount transaction for bill payment stub	0.00	108,937.62
12/21/2016	Bill Payment (Check)	3387	Secant Technologies	APPLICATION HOSTING Oct - Sept 2016-2017	-600.00	108,337.62
12/21/2016	Bill Payment (Check)	3386	Library Ideas		-1,000.00	107,337.62
12/21/2016	Bill Payment (Check)		Accounting Consultants, P.C.	QuickBooks generated zero amount transaction for bill payment stub	0.00	107,337.62
01/19/2017	Bill Payment (Check)	10000	John Mohney		-95.58	107,242.04
01/19/2017	Bill Payment (Check)	10001	Library Ideas		-1,000.00	106,242.04
02/01/2017	Bill Payment (Check)	10004	John Mohney		-2,500.00	103,742.04
02/01/2017	Bill Payment (Check)	10002	* Cass District Library		-299.00	103,443.04
02/01/2017	Bill Payment (Check)	10003	Library Ideas		-4,000.00	99,443.04
02/16/2017	Bill Payment (Check)	10005	Watervliet District Library **		-2,000.00	97,443.04
03/02/2017	Bill Payment (Check)	10007	John Mohney		-94.70	97,348.34
03/02/2017	Bill Payment (Check)	10008	*galesburg memorial library		-2,000.00	95,348.34
03/02/2017	Bill Payment (Check)	10006	Accounting Consultants, P.C.		-15.25	95,333.09
03/06/2017	Deposit				402.74	95,735.83
03/16/2017	Deposit				103,965.04	199,700.87
03/16/2017	Bill Payment (Check)	10009	Lawrence Kapture		-258.67	199,442.20
<b>Total for 1015 1st Source Bank</b>					<b>\$82,841.19</b>	
<b>TOTAL</b>					<b>\$82,841.19</b>	

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
12/15/2016	Bill	3167	Accounting Consultants, P.C.		60.00
12/31/2016	Bill	3234	Accounting Consultants, P.C.		200.00
01/31/2017	Bill	3371	Accounting Consultants, P.C.		200.00
02/28/2017	Bill	3518	Accounting Consultants, P.C.		200.00
<b>Total for 7520 Accounting fees</b>					<b>\$1,014.00</b>
<b>Total for 7500 Other personnel expenses</b>					<b>\$1,014.00</b>
7600 Membership Dues					
11/15/2016	Bill	24576	White Pine Library Cooperative	michigan coop directors assoc. 2016	400.00
<b>Total for 7600 Membership Dues</b>					<b>\$400.00</b>
8170 Printing & copying					
8173 Website redesign					
01/10/2017	Bill	011017	* Cass District Library		299.00
<b>Total for 8173 Website redesign</b>					<b>\$299.00</b>
<b>Total for 8170 Printing &amp; copying</b>					<b>\$299.00</b>
8300 Travel & meetings expenses					
10/21/2016	Bill	102116	John Mohney	Travel to MI Co-op Directors Assoc. Meeting 10/21/16	95.58
12/22/2016	Bill	121616	John Mohney		95.58
02/23/2017	Bill	022317	John Mohney		94.70
<b>Total for 8300 Travel &amp; meetings expenses</b>					<b>\$285.86</b>
8700 Supplies					
8703 Food					
10/13/2016	Bill	0916	La Cantina, Inc.		411.81
02/09/2017	Bill	718395	Lawrence Kapture		258.67
<b>Total for 8703 Food</b>					<b>\$670.48</b>
<b>Total for 8700 Supplies</b>					<b>\$670.48</b>
<b>Total for Expenses</b>					<b>\$19,669.34</b>
<b>Net Income</b>					<b>\$84,295.70</b>