

Mid-Michigan Library League
Finance Committee Notes
August 5, 2021
11:00 am

Members Present: Lois Langenburg, Valerie Church-McHugh, Eric Smith

Others Present: Sheryl Mase, Director

1. Discussed the need for clarification regarding the annual 3% increase in the director's salary per Baird Cotter, MMLL's auditors. The board can draft a new motion at the next regularly scheduled meeting.
2. The proposed budget will be reviewed at the next board meeting, August 19th. The budget will be approved at the September Annual Meeting.
3. Sheryl reminded the committee that the Plan of Service needs to be reviewed and updated to reflect actual practice. The Advisory Committee will be asked to review it as well.
4. Draft FY22 Budget Discussion:
 - a. Revenue: State Aid, pass through payments for UpNorth Digital, EAP
 - 1). Suggestion the Employee Assistance Program be subsidized or provided as a service of the co-op. The Advisory Council should discuss this as well. It can be approved at our next Board Meeting and added to the Plan of Service if it is approved.
 - 2). Sheryl described fronting the money (\$35,000) for ECF (Emergency Connectivity Fund) until reimbursement is received.
 - b. Salaries:
 - 1). The bulk of the co-op's expenses.
 - 2). Slight increase for bookkeeper; 3% increase for Director.
 - 3). Costs for insurance and retirement are expensive and may be a point of discussion in the future with a new director, availability of funds, etc.
 - c. Supplies:
 - 1). Audio-Visual: Transparent Language Resources
 - d. Services and Other Charges:
 - 1). Professional and Contractual:
 - a). RIDES: Libraries that don't utilize MeLCat (not automated) don't receive RIDES.
 - 2). Financial Services: Keep Baird Cotter
 - 3). Information Services: Emergency Geek Services
 - 4). Travel and Conferences: Board Meeting mileage, Sheryl's travel, annual luncheon
5. Sheryl will re-figure the budget to include the cost of the EAP services. The budget will be presented at the next board meeting on Thursday, August 19th in Cadillac for input and final revisions before final approval at the annual member meeting in September.

Respectfully submitted,

Valerie Church-McHugh
Finance Committee Member

