

## MMLL Board Packet List for 9/15/22 Meeting

1. Draft agenda
2. Draft minutes from last meeting (8/18/22)
3. Financial reports
  - a. Purchases from August
  - b. Expenditure and balance sheets from August
4. Director's report for September 2022
5. Budget for FY23 (final draft)
6. FY23 Plan of Service (draft)
7. FY22 Final Budget Amendment Request
8. FY23 Holiday and Meeting Schedule



Mid-  
Michigan  
Library  
League  
www.mml.org

## Board of Trustees Meeting

**September 15, 2022, 1:45 p.m.**

at  
Caberfae Peaks – Blackmer Lodge  
1 Caberfae Lane  
Cadillac, MI 49601

**Type of Meeting: Regular Meeting of the Board**

Mid-Michigan Library League Board of Trustees meetings are held in accordance with the Open Meetings Act.  
All interested public, member library staff and Board members are cordially invited and encouraged to attend.

\*\*\*Please let us know in advance if you require any special interpretation needs. (231) 775-3037

### ***Draft Agenda***

1. Call to Order – Chair, Diane Eisenga	Roll call
2. Approval of agenda	<b>Action Item:</b> Approve agenda
3. Approval of minutes	<b>Action Item:</b> Approve minutes from 8-18-22 Board meeting
4. Public participation and communications	
5. Financial report	<b>Action Item:</b> Approve expenditures for August 2022 (roll call) <b>Action Item:</b> Accept financial reports for August 2022
6. Director's report	<b>Information Items:</b> Transition to incoming director, local support for member libraries, renewal of Board terms
7. Committees: Finance Personnel	<b>Finance:</b> <b>Personnel:</b>
8. Old business	<b>Discussion Item:</b> FY23 Budget <b>Action Item:</b> Approve FY23 Budget <b>Discussion Item:</b> FY23 Plan of Service <b>Action Item:</b> Approve FY23 Plan of Service
9. New business	<b>Discussion Item:</b> FY22 Final Budget Amendment Request <b>Action Item:</b> Approve FY22 Final Budget Amendment <b>Discussion Item:</b> Stipend request for director laptop <b>Action Item:</b> Approve stipend request <b>Discussion Item:</b> FY23 Holiday and Meeting Schedule (draft) <b>Action Item:</b> Approve FY23 Holiday and Meeting Schedule
10. Public comment	
11. Advisory Council comments	
12. Board member comments	
13. Adjournment	

***~Next Meeting~***

**Thursday, November 17, 2022, 10:00 a.m. at Cadillac Wexford Public Library, 411 S. Lake St., Cadillac, MI 49601**

**Mid-Michigan Library League, 201 N. Mitchell, Suite 302, Cadillac, MI 49601 Phone: 231-775-3037**

**Mid-Michigan Library League  
Board of Trustees Meeting Minutes  
Aug. 18, 2022  
Cadillac Wexford Public Library  
10 a.m.**

**Call to Order:** With a quorum present, Diane Eisenga, Chair, called the meeting to order at 10:04 a.m.

**Call to Order:** Cindi Place (Group 1); Debra Greenacre (Group 2); Tracy Logan-Walker (Group 3); Diane Eisenga (Group 4); Eric Smith (Group 5); Lois Langenburg (Group 6); Valerie Church-McHugh (Group 7); Sarah Welch (Group 8)

**Members Absent:** Patty Rockafellow (Group 9)

**Also Present:** Sheryl Mase, Director, MMLL. For second half of meeting: Sara Morrison, Director Candidate; Jennifer Balcolm, Director Candidate

**Approval of Agenda:** M/S Place/Greenacre to approve the agenda. The motion passed.

**Approval of Minutes:** M/S Place/Church-McHugh to approve the minutes from May 26, 2022 Regular Meeting.

**Public Participation and Communications:** Cindi Place, Chair of the Advisory Council (AC), reported that the AC has decided not to hold the informal meeting for a while due to low attendance. They will look at the proposed budget and share any of their thoughts. The AC is also helping to assemble a survey of co-op library directors. The survey will collect information about potential e-resources, services, and the best time to hold meetings.

**Financial Report:** M/S Place/Langenburg to approve the purchase journals from 5/22, 6/22, and 7/22. Roll Call: Place- Aye; Greenacre- Aye; Logan-Walker- Aye; Eisenga- Aye; Smith- Aye; Langenburg- Aye, Church-McHugh- Aye; Welch- Aye

M/S Logan-Walker/Church-McHugh to accept the Financial Reports for 5/22, 6/22, and 7/22. The motion passed.

**Director's Report:** The Director noted that three board members would be up for term renewal at the end of the year including Group 6 (Lois Langenburg), Group 4 (Diane Eisenga), and Group 7 (Valerie Church-McHugh).

The Director drew the trustees' attention to the excellent letter of support for the Patmos Library written by the Michigan Library Association. She also reminded Trustees that the MLA is providing excellent tools to help libraries defend intellectual freedom through the 'Right to Read' website.

The Director spoke about the importance of trustee training as a foundational issue for library service. Cindi Place remind the board that the MLA annual conference is offering a track designed specifically for library board members and trustees.

**Committee Reports:**

**Finance:** The Finance Committee consisting of Valerie Church McHugh (Group 7), Eric Smith (Group 5), and Lois Langenburg (Group 6) met on July 14 in Ludington to assess and adjust the proposed budget. The Director pointed out that the biggest difference between the current budget and the proposed budget was an increase in the line item 'Grants to Members'. There was some discussion about whether to continue the Employee



Assistance Program considering its poor usage. Valerie Church-McHugh relayed that her library board had discussed the matter and felt it was a valuable service when needed. She suggested that the MMLL board consider a new vendor or new ways to encourage usage rather than doing away with the program after one year.

Sara Welch asked if the new budget reflects the suggested salary range for the new co-op director. The director stated that yes, it covers the suggested salary range but mentioned some concerns about the varying nature of fringe benefits. After some discussion, the Trustees agreed there was no point in attempting to amend the budget to deal with this issue until they knew the exact costs and if change was even necessary.

Personnel: The Personnel Committee consisting of Debra Greenacre (Group 2), Diane Eisenga (Group 4), and Sarah Welch (Group 8) assessed candidates for the position of MMLL Director to replace Sheryl Mase and recommend two candidates for interview. A discussion with the full board ensued over the suggested benefits and salary package.

Strategic Planning: No meeting/report.

**Old Business:**

The Annual Luncheon meeting will be held on 9/15/22 at Caberfae in Cadillac. The membership is encouraged to bring staff and trustees. Everyone was reminded to register for the event (see [mml.org](http://mml.org) for link).

The Director mentioned that the Plan of Service needs to be approved as part of the Annual Luncheon meeting. She suggests that next year it should be reviewed. When asked for her suggestions on edits, she replied that it is too long and needs a language revision to tighten it up and that the MMLL board by-laws could be removed as a separate document.

**New Business:**

The Trustees discussed the new Memo of Agreement for service with Emergency Geek. Tracy Logan-Walker recused herself from the discussion and voting.

M/S Smith/Church-McHugh moved to approve the memo as presented. The motion passed.

Trustees sat in on the two interviews for position of MMLL Director and offered their observations afterward. A discussion of the candidates ensued with the board choosing their top choice and second choice candidates. Reference checks are next, and then the offer to the top candidate pending the reference outcome/s.

**Public Comment:** None

**Advisory Council Comments:** None

**Board Member Comments:** None

**Adjournment:** The meeting adjourned by unanimous consent at 3 p.m.



# Mid-Michigan Library League

## Transaction List by Vendor

### August 2022

Type	Date	Memo	Account	Split	Amount
<b>After 26 Depot</b>					
Bill	08/18/2022	8/18/22 Board m...	2000 · Accounts Payable	8600 · Travel and ...	-180.00
Bill Pmt -Check	08/19/2022	8/18/22 Board m...	1000 · CashChecking Fif...	2000 · Accounts P...	-180.00
<b>Amsterdam</b>					
Check	08/02/2022	Pens	1000 · CashChecking Fif...	8602 · Workshops	-246.48
Check	08/17/2022	Bags for annual ...	1000 · CashChecking Fif...	8602 · Workshops	-220.81
<b>Blue care Network</b>					
Bill	08/17/2022	Coverage 9/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-855.63
Bill Pmt -Check	08/17/2022	Coverage 9/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-855.63
<b>Charter Business</b>					
Bill	08/01/2022	Service 7/31/22-...	2000 · Accounts Payable	8500 · Telephone	-39.98
Bill Pmt -Check	08/01/2022	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-39.98
<b>Cindi Place</b>					
Bill	08/19/2022	8/18 board meeti...	2000 · Accounts Payable	8600 · Travel and ...	-78.75
Bill Pmt -Check	08/19/2022	8/18 board meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-78.75
<b>CONSUMERS ENERGY</b>					
Bill	08/09/2022	Service 7/12/22-...	2000 · Accounts Payable	8550 · Utilities	-65.58
Bill Pmt -Check	08/17/2022	Service 7/12/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-65.58
<b>Debra Greenacre</b>					
Bill	08/19/2022	8/18 Board meeti...	2000 · Accounts Payable	8600 · Travel and ...	-62.50
Bill Pmt -Check	08/19/2022	VOID: 8/18 Baor...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	08/19/2022	8/18 Board meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-62.50
<b>Diane Eisenga</b>					
Bill	08/19/2022	8/18 Board meeti...	2000 · Accounts Payable	8600 · Travel and ...	-18.75
Bill Pmt -Check	08/19/2022	8/18 Board meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-18.75
<b>Family Fare Supermarkets</b>					
Check	08/18/2022	8/18/22 Board m...	1000 · CashChecking Fif...	8600 · Travel and ...	-20.35
<b>JotForm</b>					
Check	08/26/2022	Annual renewal 8...	1000 · CashChecking Fif...	9870 · Computer ...	-159.00
<b>Logitech</b>					
Check	08/02/2022	Webcam for Ann...	1000 · CashChecking Fif...	8602 · Workshops	-222.53
<b>Lois Langenburg</b>					
Bill	08/19/2022	8/18 Board meeti...	2000 · Accounts Payable	8600 · Travel and ...	-40.00
Bill Pmt -Check	08/19/2022	8/18 Board meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-40.00
<b>Midwest Collaborative for Lib. Services</b>					
Bill Pmt -Check	08/01/2022	Feul Surcharge f...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,278.94
Bill	08/09/2022	Feul Surcharge f...	2000 · Accounts Payable	8010 · RIDES	-1,278.94
<b>MOVIE LICENSING USA</b>					
Bill	08/01/2022	Movie license 9/...	2000 · Accounts Payable	9800 · Payment fo...	-6,937.00
Bill Pmt -Check	08/01/2022	Movie license 9/...	1000 · CashChecking Fif...	2000 · Accounts P...	-6,937.00
<b>MUNICIPAL EMPLOYEE RETIRMENT SYSTEM</b>					
Bill	08/23/2022	MERS for Aug 2...	2000 · Accounts Payable	7030 · Fringe ben...	-1,942.30
Bill Pmt -Check	08/26/2022	MERS for Aug 2...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,942.30
<b>OCH LLC</b>					
Bill	08/20/2022		2000 · Accounts Payable	9400 · Rent	-700.00
Bill Pmt -Check	08/26/2022		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
<b>Quill</b>					
Check	08/24/2022	Name tags for an...	1000 · CashChecking Fif...	8600 · Travel and ...	-72.99
<b>Sarah Welch</b>					
Bill	08/12/2022	postage for annu...	2000 · Accounts Payable	7270 · PostageUPS	-25.08
Bill Pmt -Check	08/12/2022	postage for annu...	1000 · CashChecking Fif...	2000 · Accounts P...	-25.08
Bill	08/19/2022	8/18 Board meeti...	2000 · Accounts Payable	8600 · Travel and ...	-52.50
Bill Pmt -Check	08/19/2022	8/18 Board meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-52.50
<b>SHELBY AREA DISTRICT LIBRARY (1)</b>					
Bill	08/05/2022	Grant for History ...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Bill Pmt -Check	08/05/2022	Grant for History ...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
<b>Sheryl Mase (1)</b>					
Bill	08/12/2022	June, July, Aug ...	2000 · Accounts Payable	-SPLIT-	-341.25
Bill Pmt -Check	08/12/2022	June, July, Aug ...	1000 · CashChecking Fif...	2000 · Accounts P...	-341.25
<b>Small Business Association of Michigan</b>					
Bill Pmt -Check	08/01/2022	11/1/22-10/31/23...	1000 · CashChecking Fif...	2000 · Accounts P...	-129.00
Bill	08/08/2022	Coverage 9/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-81.14
Bill Pmt -Check	08/08/2022	Coverage 9/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-81.14
Bill	08/10/2022	11/1/22-10/31/23...	2000 · Accounts Payable	7030 · Fringe ben...	-129.00
<b>Target</b>					
Check	08/02/2022	Annual meeting ...	1000 · CashChecking Fif...	8602 · Workshops	-88.97

**Mid-Michigan Library League  
Transaction List by Vendor  
August 2022**

Type	Date	Memo	Account	Split	Amount
<b>Time Warner Cable</b>					
Bill	08/01/2022	Service 81/22-8/...	2000 · Accounts Payable	8500 · Telephone	-54.98
Bill Pmt -Check	08/01/2022	130272701	1000 · CashChecking Fif...	2000 · Accounts P...	-54.98
<b>U.S POSTAL SERVICE (PBS)</b>					
Bill	08/12/2022	3 rols stamps	2000 · Accounts Payable	7270 · PostageUPS	-180.00
Bill Pmt -Check	08/12/2022	3 rols stamps	1000 · CashChecking Fif...	2000 · Accounts P...	-180.00
<b>Valerie Church-McHugh</b>					
Bill	08/19/2022	8/18 Board meeti...	2000 · Accounts Payable	8600 · Travel and ...	-103.75
Bill Pmt -Check	08/19/2022	8/18 Board meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-103.75
<b>Verizon</b>					
Bill	08/01/2022	Service Jul 02, 2...	2000 · Accounts Payable	9800 · Payment fo...	-993.19
Bill Pmt -Check	08/01/2022	Service Jul 02, 2...	1000 · CashChecking Fif...	2000 · Accounts P...	-993.19

**Mid-Michigan Library League**  
**Revenues, Expenditures and Changes in Net Position**  
**For Month Ending August 31, 2022**

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
<b>Revenues</b>					
5390 · Indirect state aid	62,792	124,710	127,664	-2,954	97.69%
5400 · Interest income	4	37	85	-48	43.53%
5500 · Reimbursements From Other Govt	10,238	110,564	140,000	-29,436	78.97%
5600 · Miscellaneous Income/grants	13	30		30	100.00%
5650 Sale of Asset		480	200	280	240.00%
5800 · Direct State Aid	98,285	195,209	193,836	1,373	100.71%
5850 · Workshops/Training Fees	480	660	1,000	-340	65.99%
<b>Total Income</b>	<b>171,813</b>	<b>431,690</b>	<b>462,785</b>	<b>-31,095</b>	
<b>Expense</b>					
<b>Personnel Services</b>					
7020 · Salaries and Wages	6,651	78,761	86,862	-8,101	90.67%
7030 · Fringe benefits	3,008	33,568	36,364	-2,797	92.31%
7110 · Employer Social Security	412	4,883	5,385	-502	90.68%
7120 · Employer Medicare	96	1,142	1,259	-117	90.71%
<b>Subtotal Personnel</b>	<b>10,168</b>	<b>118,354</b>	<b>129,870</b>	<b>-11,516</b>	
<b>Supplies</b>					
7270 · Postage UPS	205	423	500	-77	84.56%
7400 · Operating Supplies	0	734	700	34	104.90%
9780 · Maker Kits	0	0	2,000	-2,000	0.00%
9810 · Periodicals	0	144	145	-1	99.31%
9830 · AudioVisual	0	3,500	3,500	0	100.00%
9870 · Computer Software	159	159	400	-241	39.75%
<b>Subtotal Supplies</b>	<b>364</b>	<b>4,960</b>	<b>7,245</b>	<b>-2,285</b>	
<b>Services &amp; Other Charges</b>					



	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	7,698	80,869	94,318	-13,449	85.74%
8017 · Information Systems/Computers	0	3,478	5,500	-2,022	63.23%
8030 · Financial Services	0	5,975	6,660	-685	89.72%
8300 · Dues	0	1,291	1,350	-59	95.60%
8500 · Telephone	95	1,014	1,900	-886	53.39%
8550 · Utilities	66	615	1,100	-485	55.90%
8600 · Travel and Conferences	971	4,582	7,000	-2,418	65.45%
8602 · Workshops	779	1,868	5,000	-3,132	37.36%
8603 · Grants to Member Libraries	1,000	13,500	20,500	-7,000	65.85%
9100 · Insurance	0	1,171	2,750	-1,579	42.58%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	127	500	-373	25.40%
9400 · Rent	700	7,700	8,505	-805	90.54%
9500 · Bank Service Charges	0	-7	23	-30	-30.44%
9550 · Bad Debts				0	0.00%
9560 · Contingency/Misc				0	0.00%
9800 · Payment for Others				-31,082	77.80%
<b>Subtotal Services &amp; Other</b>	<b>15,281</b>	<b>108,918</b>	<b>140,000</b>	<b>-31,082</b>	
<b>Capital Outlay &amp; Social Projects</b>	<b>26,589</b>	<b>231,099</b>	<b>295,406</b>	<b>-64,307</b>	
9050 · Equipment			1,000		0.00%
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	
<b>Total Expense</b>	<b>37,122</b>	<b>354,413</b>	<b>433,521</b>	<b>-78,108</b>	
<b>Net Income</b>	<b>134,691</b>	<b>77,276</b>	<b>29,264</b>	<b>48,012</b>	

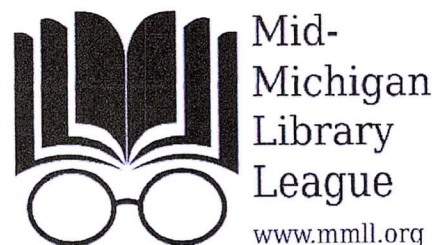
## Mid-Michigan Library League

## Balance Sheet

As of August 31, 2022

	Aug 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	15,387.86
1030 · CashSavings Fifth Third3088	238,183.00
Total Checking/Savings	253,570.86
Accounts Receivable	
1600 · Accounts Receivable	29,206.35
Total Accounts Receivable	29,206.35
Other Current Assets	
12000 · Undeposited Funds	40,138.06
Total Other Current Assets	40,138.06
Total Current Assets	322,915.27
Other Assets	
1400 · Prepaid Expense	108,152.67
Total Other Assets	108,152.67
<b>TOTAL ASSETS</b>	<b>431,067.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Federal Withholding	10.22
2110 · FICA Withholding	-10.22
2130 · State Withholding	601.17
2339 · Unearned Revenue	42,998.66
2400 · Accrued Wages	2,984.04
2410 · Accrued FICA	185.01
2420 · Accrued Medicare	43.26
Total Other Current Liabilities	46,812.14
Total Current Liabilities	46,812.14
Total Liabilities	46,812.14
Equity	
3000 · Net Position	312,376.50
32000 · Retained Earnings	-5,396.94
Net Income	77,276.24
Total Equity	384,255.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>431,067.94</b>

**Mid-Michigan Library League  
Director's Report  
September 2022**



**Administrative:**

FY22 is almost over. FY23 is October 1, 2022 – September 30, 2023

FY23 Board members, groups they represent, year term ends:

- |                                     |                                   |   |
|-------------------------------------|-----------------------------------|---|
| ○ Group 1 – Cindi Place (23)        | ○ Group 4 – Diane Eisenga (22*)   | ○ Group 7 – Valerie Church-McHugh (22*) |
| ○ Group 2 – Debra Greenacre (23)    | ○ Group 5 – Eric Smith (24)       | ○ Group 8 – Sarah Welch (23)            |
| ○ Group 3 – Tracy Logan-Walker (23) | ○ Group 6 – Lois Langenburg (22*) | ○ Group 9 – Patty Rockafellow (23)      |

\*Need to renew or name new representative – terms are 3 years

See MMLL [Board page](#).

**State Aid:**

- The cooperative received the final State Aid direct payment for 2022 and has invoiced the membership for their indirect/co-op aid payments. This year has been delayed.
- Unfortunately, four member libraries had a reduction in State Aid owing to a lack of local support in some areas:
  - M. Alice Chapin Memorial (Marion) Library – Winterfield Twp.
  - Walkerville Public/School Library – Colfax Twp.
  - Walton Erickson Public Library – Austin Twp., Mecosta Twp., Winfield Twp.
  - Leland Township Library – Centerville Twp., Cleveland Twp.
- The indirect/co-op aid is essential to the cooperative's budget, and the local support is essential to public library service and library budgets. In the coming year, Library of Michigan staff will be focusing on this local support and strongly encouraging all public libraries in Michigan to make sure everyone is paying an equitable amount for library service.

**Trustee Information:**

- Library of Michigan trustee resources: [www.michigan.gov/librarytrustee](http://www.michigan.gov/librarytrustee)
- [United for Libraries](#) (ALA trustee division – resources provided to Michigan library trustees by Library of Michigan) – held virtual conference August 9-11, resources posted online
- [Trustee Training 102: Advanced Trustee](#) 09/20/2022 01:00 PM - 02:30 PM ET
- See <https://www.mirighttoread.com/> and <https://www.milibraries.org/intellectual-freedom-toolkit>

**Continuing Education:**

- Look for a cooperative-wide survey that will include questions about desired trainings, workshops, resources for professional development, etc.
- The Loleta Fyan Small & Rural Libraries Conference has been on hiatus. The Library of Michigan has stated that they will not hold the conference in 2023 or 2024. The Library Cooperative Director's Association and MLA are looking into the *possibility* of organizing the conference in Spring of 2024, stay tuned.



**Grants:**

- The new FY23 budget includes an increase to the MMLL Library Service Expansion and Mini-Grants Program, which has been appreciated and successful for many years now. Consider volunteering to be on next year's Grants Committee.
- The Emergency Connectivity Fund (ECF) program information is posted on our website: <https://www.mml.org/a/grants/emergency-connectivity-fund>. No word yet on the application funding announcement for the final round of the program. We still hope to get another 12 months of data service for the WiFi hotspots for member libraries asking to be included.

**eResources:**

- Transparent Language Online (<https://www.mml.org/a/transparent-language-online>) will be renewed for all members in FY23 as a service of the cooperative.
- The FY23 budget has uncommitted funds that may be used for shared co-op-wide e-resources or other agreed upon services to serve the membership.

**Tech Assistance:**

- We have a new annual agreement with "Emergency Geek" [Cory Walker](#) for FY23, and all libraries begin the year with four hours of tech support. Contact the director if you would like to donate yours to the "pool." See <https://www.mml.org/a/tech-corner>.
- Member libraries are urged to build into their budgets ongoing maintenance funds and replacement costs for technology, an integral part of public library service.

**Legal Assistance:**

- Added just this year, every member library receives one hour of legal services paid for by the co-op and provided by Foster, Swift, Collins & Swift Attorneys. This, similar to the grants program, is based on a reimbursement process. Unused hours may be donated into the "pool" so others may use them. You must send a Board approved form letter to get services started. Hours expire at the end of each fiscal year and then renew, with all members receiving one hour annually.
- See <https://www.mml.org/a/legal-assistance>.

**Final Thoughts:**

- It has been a pleasure to serve as your cooperative director these past seven years!
- I have been in contact with, and already beginning to impart lots of information to, your new director, Jennifer Balcom. She will be your next great resource – don't forget the co-op has your back!

*~Sheryl*

Sheryl L. Mase  
MMLL director

Mid-Michigan Library League  
FY23 Budget Proposal  
9/15/22

		FY22 2021-2022	FY22 2021-2022	FY22 2021-2022	FY23 2021-2022
	Account ID	Approved FY22 Budget 9-22-21	Amended FY22 Budget 3-11-22	FY22 Budget Amendment Request 9-15-22	Proposed FY23 Budget 7-7-22
<b>Revenues</b>					
Indirect state aid - bill membership	5390	\$112,605	\$127,664	\$127,664	\$127,664
Interest income	5400	\$85	\$85	\$36	\$85
Reimbursements From Other Gov't.	5500	\$140,000	\$140,000	\$140,000	\$122,000
Miscellaneous Income/grants	5600	\$0	\$0	\$0	\$0
Refunds	5700				
Large Print Books	5750				
Sale of Assets	5650	\$200	\$200	\$480	\$0
Direct State Aid + Density	5800	\$171,257	\$193,836	\$195,209	\$193,836
Workshops / Training Fees	5850	\$1,000	\$1,000	\$1,000	\$1,000
<b>Total Revenues</b>		<b>\$425,147</b>	<b>\$462,785</b>	<b>\$464,389</b>	<b>\$444,585</b>
(without passthru line 5500)		\$285,147	\$322,785	\$324,389	\$322,585
<b>Expenses</b>					
		2021-2022 Approved	2021-2022 Amended	2021-2022 Request	2022-2023 Proposed
<b>Personnel Services</b>					
Permanent Salaries	7020	\$86,862	\$86,862	\$86,862	\$88,743
Fringe Benefits	7030	\$36,364	\$36,364	\$37,500	\$40,052
Social Security -Employer	7110	\$5,385	\$5,385	\$5,385	\$5,502
Medicare - Employer	7120	\$1,259	\$1,259	\$1,259	\$1,287
<b>Subtotal - Personnel</b>		<b>\$129,871</b>	<b>\$129,871</b>	<b>\$131,007</b>	<b>\$135,584</b>
<b>Supplies</b>					
Postage-UPS	7270	\$500	\$500	\$500	\$550
Operating Supplies	7400	\$700	\$700	\$750	\$750
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0	\$0
Books/Program Materials	9780	\$2,000	\$2,000	\$0	\$2,000
Periodicals	9810	\$120	\$145	\$145	\$145
Audio-Visual (eResources)	9830	\$3,500	\$3,500	\$3,500	\$3,500
Computer Software	9870	\$400	\$400	\$400	\$400
<b>Subtotal - Supplies</b>		<b>\$7,220</b>	<b>\$7,245</b>	<b>\$5,295</b>	<b>\$7,345</b>
<b>Services &amp; Other Charges</b>					
Professional/Contractual (RIDES,ECF,EAP)	8010	\$86,218	\$94,318	\$94,318	\$96,417
Information Systems Computers	8017	\$5,500	\$5,500	\$5,500	\$5,600
Financial Services	8030	\$6,660	\$6,660	\$6,660	\$6,500
Dues	8300	\$1,100	\$1,350	\$1,350	\$1,350
Telephone/Internet	8500	\$1,900	\$1,900	\$1,900	\$2,500
Utilities--Electric service	8550	\$1,100	\$1,100	\$1,100	\$1,100
Travel and Conferences	8600	\$7,000	\$7,000	\$7,000	\$7,500
Workshops	8602	\$5,000	\$5,000	\$5,000	\$5,000
Grants to member libraries	8603	\$20,500	\$20,500	\$20,500	\$30,000
Insurance	9100	\$2,750	\$2,750	\$2,750	\$2,750
Copier lease (toner)	9110	\$300	\$300	\$300	\$300
Repairs and Maintenance	9300	\$500	\$500	\$500	\$500
Rent	9400	\$8,505	\$8,505	\$8,505	\$8,757
Bank Service Charges	9500	\$23	\$23	\$23	\$23
Bad Debts	9550	\$0	\$0	\$0	\$0
Contingency/Misc.	9560			\$2,000	\$10,359
Expenses/payments for Others	9800	\$140,000	\$140,000	\$140,000	\$122,000
<b>Subtotal - Services &amp; Other</b>		<b>\$287,056</b>	<b>\$295,406</b>	<b>\$297,406</b>	<b>\$300,656</b>
<b>Capital Outlay &amp; Special Projects</b>					
Equipment, etc.	9050	\$1,000	\$1,000	\$0	\$1,000
<b>Subtotal - Capital Outlay</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>
<b>Total Expenditures</b>		<b>\$425,147</b>	<b>\$433,522</b>	<b>\$433,708</b>	<b>\$444,585</b>
(without passthru line 9800)		\$285,147	\$293,522	\$293,708	\$322,585
<b>Revenues Over (Under)</b>		<b>0</b>	<b>29,263</b>	<b>30,681</b>	<b>(0)</b>
<b>Fund Balance - Beginning of Year</b>		<b>\$312,376</b>	<b>\$312,376</b>	<b>\$312,376</b>	<b>\$343,057</b>
<b>Fund Balance At End of Year</b>		<b>\$312,376</b>	<b>\$341,639</b>	<b>\$343,057</b>	<b>\$343,057</b>

Sheryl: 277,579 population times \$.487980 to 36 members, per KW spreadsheet - using FY22 numbers for now

Sheryl: See passthru tab

Sheryl: pop 277,579 times \$.487980 per capita plus 5,983.27 square miles times \$.9757395 for density, per Kathy Webb - using FY22

Sheryl: See Salaries tab

Sheryl: 6.2% of payroll

Sheryl: 1.45% of payroll

Sheryl: Transparent Language

Sheryl: Jotform 160, McAfee 35, Adobe Acrobat Pro 180 plus Increases

Sheryl: See separate tabs; amortize RIDES at \$7015; professional contractual tab for ECF, Legal assistance and

Sheryl: \$175/mo payroll = \$2,100 ; audit at \$4,400

Sheryl: Added more here because of potential upgrade to Internet

Sheryl: See tab

Sheryl: see rent tab

Sheryl: Uncommitted funds allowing for flexibility

Sheryl: See passthru tab

<b>Summary</b>				
<b>Mid-Michigan Library League Budget</b>	<b>FY22</b>	<b>FY22</b>	<b>FY22</b>	<b>FY23</b>
	<b>2021-2022</b>	<b>2021-2022</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Budget Summary</b>	<b>Approved</b>	<b>Amended</b>	<b>Request</b>	<b>Proposed</b>
Personnel Services	\$129,871	\$129,871	\$131,007	\$135,584
Supplies	\$7,220	\$7,245	\$5,295	\$7,345
Services & Other Charges	\$287,056	\$295,406	\$297,406	\$300,656
Capital Outlay	\$1,000	\$1,000	\$0	\$1,000
<b>Total</b>	<b>\$425,147</b>	<b>\$433,522</b>	<b>\$433,708</b>	<b>\$444,585</b>
<b>(without passthru)</b>	<b>\$285,147</b>	<b>\$293,522</b>	<b>\$293,708</b>	<b>\$322,585</b>



**MID-MICHIGAN LIBRARY LEAGUE**  
**LIBRARY COOPERATIVE PLAN OF SERVICE**  
*Incorporating Constitution, Board By-Laws and Plan of Service*

**I. NAME**

This Library Cooperative shall be known as the Mid-Michigan Library League, hereafter in this document referred to as MMLL.

**II. AUTHORITY**

This Cooperative is established as authorized by Michigan Public Act 89, 1977, known as State Aid to Public Libraries Act. In all things not herein specified, the MMLL shall be governed by P.A. 89, 1977, and any amendments thereto relating to library cooperatives.

**III. PURPOSE**

MMLL is dedicated to coordinating cooperative library services and resources and to providing leadership, education, communication, information and support to member libraries.

**IV. COOPERATIVE LIBRARY**

A. Definition

“Cooperative library” defined by P.A. 89: the service center designated by the cooperative board from which established services are provided to members.

B. Eligibility for formation:

The MMLL is eligible to form a cooperative library under provisions of section 6 (a) of P.A. 89 since it includes two or more counties with a total population of at least 100,000.

D. Area of membership:

The area to be served by the MMLL consists of the following counties and parts of counties:

Antrim	Benzie	Clare (partial)
Gratiot (partial)	Lake	Leelanau
Manistee	Mason	Mecosta
Montcalm (partial)	Missaukee	Osceola
Oceana	Roscommon (partial)	Wexford

E. Standards:

The cooperative library shall conform to requirements established by the Library of Michigan in order to qualify for state aid. Additional standards for membership may be established by the MMLL Board.

F. Funding:

1. The fiscal year shall be October 1 through September 30.
2. Services and programs provided by the cooperative library shall be paid for from direct state aid paid the cooperative library board and other funds received from grants, and by state aid to public libraries as listed in P.A. 89, Section 16, Item 4. Costs shall be considered on an annual basis by the MMLL Board which shall consider the state aid available directly to the Cooperative and to public libraries. If funds are insufficient to provide service requested by members, members may be required to pay for services in a priority order established by the MMLL Board and Advisory Council.

- b. Non-members may enter into an Affiliate Agreement to receive services for an annual fee as determined by the MMLL Board.
- c. A budget shall be prepared annually by the Director taking into consideration the recommendations of the Advisory Council and presented to the MMLL Board for adoption prior to the beginning of the fiscal year.
- d. Financial records and activities shall be maintained in accordance with 1977 P.A. 89, all other applicable statutes, and accepted accounting practice.
- e. An annual audit shall be performed in compliance with State of Michigan regulations.

G. Core Services:

The cooperative board shall provide, directly or through a written contract, services to member libraries within the cooperative area. These services are listed below.

1. **Administrative Services:** Administrative Services are essential to the operation of MMLL and to the delivery of the Plan of Service. Costs, procedures and personnel will be reviewed on an annual basis to insure fiscal responsibility. Administrative functions include:

- a. Policy development,
- b. Finance,
- c. Personnel,
- d. Grant writing and management,
- e. Information technology,
- f. Consultation, and
- g. Advocacy.

2. **Continuing Education:** In conjunction with the Continuing Education Committee, MMLL staff will select and arrange for training on specific topics of interest to the membership. The CE Committee will be appointed by the MMLL Board on an annual basis.

3. **Interlibrary Loan/ILS:** MMLL will lead member libraries by assisting them with the technology and procedures for patron-initiated interlibrary loan via the statewide MeLCat resource sharing system. MMLL will assist members with ILS technology and shared systems as needed. Interlibrary loan service for materials not found in MeLCat will be provided via an arrangement with the White Pine Library Cooperative for a per item request fee billed directly to MMLL members on a quarterly basis.

4. **Advisory Council:** The Advisory Council is comprised of the director of each member library and is established as the key method of communication between the members, the board and administration. (See Section VI. Advisory Council)

5. **Discounts:** Negotiated discounts for library materials, databases, supplies, telecommunication services, and other volume-based purchases shall be achieved and offered to member libraries either by posting the direct contact information for the member with the discounted pricing, or by the cooperative paying the vendor invoice and then re-invoicing the membership.

6. **Website/Listserv:** MMLL shall maintain both a website and listserv as communication and resource tools for member libraries and MMLL trustees. Content shall include minutes, policies, budgets, discounts, training and grant opportunities.

7. **Delivery:** MMLL shall pay the cost of participation in the statewide delivery



system, "RIDES" for each member library. Class size I-IV will have up to three days of delivery paid for by the MMLL, and class size V and VI shall have up to five days of paid delivery. Additional payment of delivery to branch locations may be negotiated between the MMLL Board and member library.

8. **Reference:** MMLL shall provide reference and consulting services to member libraries.

9. **Technology support:** MMLL shall provide consultation on broadband connectivity, public access computing, integrated library systems, and other library technologies to its members. When the budget allows, a stipend for each member library shall be provided for payment of tech support. MMLL shall arrange for third party service at a discounted rate. In addition, MMLL shall arrange for a discounted rate for E-rate consulting.

10. **Service Initiatives:** As funds allow, MMLL will provide service initiatives to benefit the membership, such as grant programs and rotating special collections.

11. **e-Resources:** As the budget allows, MMLL will purchase access to subscription e-resources such as language learning and downloadable e-audio content. This will be provided to all members as a benefit of membership in the cooperative.

12. **Employee Support Services:** As funds are available in the annual budget, MMLL may provide employee support services such as an Employee Assistance Program (EAP), to be made available to any staff employed by a member library.

13. **Legal Assistance:** MMLL shall provide basic consultation and resources as requested by its members. When the budget allows, an allocation of ONE HOUR of professional legal services for each member library per fiscal year shall be provided, with an agreement for a reduced hourly wage for further needs.

## V. MEMBERSHIP

### A. Eligibility for Membership:

1. Full Membership - To be eligible for full membership in the cooperative library with access to all services provided, a public library shall:

- a. Receive a minimum local support of 3/10ths of a mil on taxable value, as taxable value is calculated under section 27a of the general property tax act, 1893 P.A. 206, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.
- b. Participate on the Advisory Council.
- c. Loan materials to other libraries participating in the cooperative library.
- d. Adhere to all Michigan law pertaining to public libraries.

2. Affiliate Membership - Non-public libraries or public libraries not qualifying for full membership that wish to belong to the MMLL to be eligible for services provided, may request Affiliate Membership. The MMLL Board shall set forth a menu of services and pricing for Affiliate Members. Affiliate Members may not vote nor hold office.

### B. Becoming a Member:

The local library board and/or municipal governing or appropriating body shall adopt by resolution the MMLL Plan of Service, requesting that their library become a participating member. The membership must be approved by the MMLL Board and the Library of Michigan.

### C. Relinquishing Membership:



In order to withdraw from membership in the Cooperative, the local board of a public library must adopt a resolution to that effect, duplicate copies of which resolution, certified by the local board, shall be filed with the Cooperative Board and the Library of Michigan six months prior to October 1. On termination of the six months' notice, the public library may withdraw from the Cooperative provided that the local board and the Cooperative Board submit evidence to the Library of Michigan that all obligations to the Cooperative have been satisfactorily fulfilled. If a library withdraws to join another Cooperative, the procedure is different and involves working with the Library of Michigan as well as MMLL Headquarters.

**D. Disputes:**

In the event of a dispute the procedures outlined in Appeal Process in the State Aid Guidelines shall be followed.

## **VI. ADVISORY COUNCIL**

**A. Purpose:**

The Advisory Council is established as the key method of communication between members, board and administration. The Advisory Council shall provide a place where member libraries can express their views, state their needs and suggest actions which would benefit them. The council shall recommend to the Cooperative Board programs needed by local libraries as well as the total cooperative area.

**B. Members:**

Each member library is entitled to one voting member on the council. The member may be a library director or library employee.

**C. Meetings:**

The Advisory Council shall hold a minimum of four meetings per year, one of which shall be the annual meeting.

**D. Representation to the Board:**

The Advisory Council shall appoint a member of the Council on an annual basis to be their representative to the Board.

**E. Committees:**

Advisory Council committees may be formed as needed upon approval of the majority of members present. Standing committees may be established to annually review and revise the Plan of Service. At the discretion of the MMLL Board of Trustees, Advisory Council members may be appointed to join the Personnel Committee and the Finance Committee, as well as any Board-created ad hoc committees. . All committees shall make their reports available to the Advisory Council.

## **VII. REPRESENTATION OF MEMBER LIBRARIES ON GOVERNING BOARD**

**A. Number of Representatives:**

P.A. 89 requires that a Cooperative Board have 9 voting members. The MMLL service area will be divided into 9 areas for representation.

**B. Designation of Areas:**

Libraries in the MMLL service area shall be grouped geographically for representation as follows:

Group 1: Antrim and Leelanau Counties (all)

Group 2: Benzie Manistee Counties (all)

- Group 3: Wexford County (all)
- Group 4: Missaukee (all), Roscommon (partial), and Osceola (partial) Counties
- Group 5: Mason County (all)
- Group 6: Lake (partial) and Osceola (partial) Counties
- Group 7: Oceana and Lake (partial) Counties
- Group 8: Mecosta (partial) and Clare (partial) Counties
- Group 9: Gratiot (partial), Mecosta (partial), and Montcalm (partial) Counties

**Group 1** - Alden District Library, Bellaire Public Library, Central Lake District Library, Glen Lake Community Library, Leland Township Library, Leelanau Township Library, Mancelona Township Library

**Group 2** – Benzie Shores District Library, Benzonia Public Library, Betsie Valley District Library, Darcy Library of Beulah, Manistee County Library (Arcadia, Kaleva, Keddie-Norconk, Onkama, Wellston Branches)

**Group 3** – Cadillac Wexford Public Library (Buckley, Manton, Mesick, Tustin Branches)

**Group 4** – M. Alice Chapin Memorial Library (Marion), McBain Community Library, Missaukee District Library, Richfield Township Public Library

**Group 5** – Mason County District Library (Scottville Branch)

**Group 6** – Chase Public Library, Evart Public Library, LeRoy Community Library, Luther Area Public Library, Reed City Area District Library

**Group 7** – Hart Area Public Library, Pathfinder Community Library, Pentwater Township Library, Shelby Area District Library, Walkerville Rural Public School Library

**Group 8** – Barryton Public Library, Big Rapids Community Library, Surrey Township Public Library

**Group 9** – Morton Township Public Library, Richland Township Library, Seville Township Library, Walton Erickson Public Library, Wheatland Township Library, White Pine District Library

**C. Selection of Representative:**

Library Directors and/or Trustees of member libraries within each grouping shall select one representative for their area or group of libraries.

**D. Representation:**

Each Board member shall represent all the member libraries of his/her designated area.

## **VIII. GOVERNING BODY - BY-LAWS OF THE COOPERATIVE BOARD**

**A. Cooperative Board**

1. The MMLL Board is the governing body of the cooperative as established in P.A. 89, 1977. The Board shall be representative of the participating libraries. It shall consist of 9 voting members as approved by a majority of the participating libraries.

2. Eligibility to Serve on Board - Any adult resident of the cooperative area, including employees of member libraries, is eligible to serve on the MMLL Board.

3. Selection of Board Members - Library Directors and/or Trustees of member libraries shall select one representative for their area or group of libraries.

4. Term of Office - The term of office shall be three years. The term shall run



from October 1 through September 30, or until the annual meeting at which a change in Board officers is made. If the representative cannot be present at any meeting, a substitute may participate in the discussions but shall not be allowed to vote or make motions.

**B. Powers and Duties of the Board:**

1. The cooperative board is a body corporate and may sue and be sued.
2. The cooperative board shall do all of the following:
  - (a.) Operate the cooperative library and manage and control the cooperative library's funds and property.
  - (b.) Select a chairperson
  - (c.) Establish, maintain, and operate cooperative services for public libraries in the cooperative library's area.
  - (d.) Appoint a director or coordinator to administer the cooperative library, fix that person's compensation, and delegate to that person those powers the delegation of which is in the best interest of the cooperative library, including the power to hire necessary employees.
  - (e.) Acquire books, periodicals, library materials, equipment, supplies, or other personal property by purchase, installment purchase contract, or lease with or without an option to purchase, or enter into a loan agreement and borrow money for that purpose.
  - (f.) Erect buildings or acquire real property, including buildings and fixtures, by purchase, land contract, installment purchase contract, or lease with or without an option to purchase, or enter into a loan agreement and borrow money for that purpose.
  - (g.) Enter into contracts to receive service from or give service to libraries in the state, including public, school, academic, cooperative, or special libraries, and political subdivisions of the state.
  - (h.) Exclusively control expenditures for the cooperative library.
  - (i.) Accept gifts and donations of property for the benefit of the cooperative library and for the purposes for which donated.
  - (j.) Adopt bylaws and rules not inconsistent with this act for its own government and do those things necessary to carry out the purposes of this act.
3. All of the following shall apply to an installment purchase contract, land contract, loan agreement, or lease purchase contract entered into pursuant to subsection(2):
  - (a.) The contract shall not constitute and indebtedness of any member of the cooperative library within any constitutional, charter, or statutory limitation.
  - (b.) Principal and interest are payable solely from the revenues of the cooperative library.
  - (c.) No member of the cooperative library shall pledge its full faith and credit to the payment of principal and interest on the contract
  - (d.) Interest on the unpaid principal amount of the contract shall be treated as excluded from gross income under the internal revenue code.
4. An installment purchase contract, land contract, lease purchase contract, or loan agreement entered into pursuant to subsection(2) shall contain a statement setting forth the provisions of subsection (3).
5. An installment purchase contract, land contract, lease purchase agreement, or loan agreement entered into by the cooperative board for a purpose discussed in subsection (2) that occurred prior to the effective date of the 1995 amendatory act



that added this subsection is validated and made legal for all purposes.

C. Officers of the Board:

1. The officers of the Board shall be Chair, Vice-Chair, Secretary and Treasurer, to be selected for a term of one year or until successors are elected.
2. Their duties shall be as follows:
  - a. Chair: shall preside at all meetings when present, shall exercise general supervision over the affairs of the organization, and shall serve as member ex-officio on all committees.
  - b. Vice-Chair: shall assume the duties of the Chair if the Chair is absent or disabled.
  - c. Secretary: shall cause all MMLL records to be properly maintained with advice and consent of the Board.
  - d. Treasurer: shall provide oversight in financial aspects of MMLL concerns.
3. Bonding of Officers: Adequate bonding shall be purchased for Officers and Director as needed.
4. All officers shall be elected by the MMLL Board members at the November meeting, to serve for a term of one year, and shall assume office immediately.
5. No member shall hold the same office more than twice in succession.
6. Should an officer resign before their term has expired, the Chair shall appoint another member of the Board to assume the office for the remainder of the year.
7. If a vacancy occurs in the office of Chair, the Vice-Chair shall succeed to the office.
8. Should a member of the MMLL Board resign or be unable to serve, the libraries which elected the member shall be notified and requested to elect another person to fill out the unexpired term.

D. Meetings and Quorum:

1. A minimum of six (6) meetings per year for conducting MMLL business shall be held, as called by the Chair or Director. One of these meetings, in the fall of each year, shall be designated as the Annual Meeting.
2. Special meetings may be called by the MMLL Board or on written petition of eight (8) member libraries.
3. Five (5) members of the MMLL Board shall constitute a quorum for the transaction of business.
4. Trustees are expected to attend meetings. A trustee missing three (3) consecutive meetings without notification is deemed to have resigned and may be replaced by the libraries he (she) represents.
5. Meetings of the MMLL Board and its committees shall be open to the public and otherwise held in accordance with the Open Meetings Act, Act 267 of 1976.
6. Roberts Rules of Order (revised) shall be the parliamentary authority on all meeting procedural matters not covered in this document.
7. The agenda for regular meetings shall include:
  - Call to order, roll call, introductions
  - Approval of the agenda
  - Public participation, communications
  - Preceding meeting's minutes
  - Financial reports, approval of bills
  - Director's report
  - Committee reports
  - Other reports

Old business  
New business  
Adjournment

**E. Committees:**

1. The Chair shall be empowered to appoint committees, either Standing or Ad Hoc, as deemed necessary at any time or, on the majority vote of the members at any meeting, the Chair shall appoint committees as they direct. Personnel and Finance shall be the areas of concern of two Standing committees.

2. Standing committees shall meet annually at minimum, or more often as necessary, to develop plans and make recommendations to the Board. Such committees shall include at least 3 Trustees and the Chair as an ex-officio member, and may include Advisory Council members. The Finance Committee shall include the Board Treasurer.

a. Personnel Committee - works with the Director to review, plan and make recommendations to the Board concerning such matters as personnel procedures, benefits, policies and job descriptions, development of annual objectives and performance appraisal of the Director and other personnel-related issues as requested by the Board; provides leadership in the recruitment and hiring of a Director, when necessary, providing recommendations to the Board.

b. Finance Committee - works with the Director to review, plan and make recommendations to the Board concerning such matters as amendments to the budget, long range financial planning, implementation of audit recommendations and Plan of Service objectives such as fee structure to libraries for services; and other finance-related issues as requested by the Board.

**F. Amendment of By-Laws:**

Any amendment to these By-Laws may be proposed at any regular meeting of the MMLL Board to be considered at the following meeting, at which they may be adopted by a two-thirds vote of the 9-member Board.

**G. Suspension of By-Laws:**

These By-Laws may be suspended in case of emergency by unanimous vote of all those present at a meeting at which a quorum is present.

**IX. REVIEW OF PLAN OF SERVICE**

The Plan of Service shall be reviewed annually by the Advisory Council and MMLL Board with any substantial revisions submitted to the member libraries and the Library of Michigan for approval.

Amended and approved by a two-thirds vote of the Mid-Michigan Board of Trustees on September 22, 2016

Amended and approved by a two-thirds vote of the Mid-Michigan Board of Trustees on September 21, 2017

[Reviewed in September 2018 with no changes recommended]

[Reviewed in September 2019 with no changes recommended]

[Reviewed in September 2020 with no changes recommended]

[Reviewed, amended, and approved September 2021; revised March 17, 2022]

[Reviewed in September 2022 with no changes recommended]



Mid-Michigan Library League  
Approved FY22 budget with final amendment request  
9/15/22

		FY22	FY22	FY22
		2021-2022	2021-2022	2021-2022
	Account ID	Approved FY22 Budget 9-22-21	Amended FY22 Budget 3-17-22	FY22 Budget Amendment Request 9-15-22
<b>Revenues</b>				
Indirect state aid - bill membership	5390	\$112,605	\$127,664	\$124,709
Interest income	5400	\$85	\$85	\$41
Reimbursements From Other Gov't.	5500	\$140,000	\$140,000	\$110,564
Miscellaneous Income/grants	5600	\$0	\$0	\$30
Refunds	5700			
Large Print Books	5750			
Sale of Assets	5650	\$200	\$200	\$480
Direct State Aid + Density	5800	\$171,257	\$193,836	\$195,209
Workshops / Training Fees	5850	\$1,000	\$1,000	\$1,060
<b>Total Revenues</b>		<b>\$425,147</b>	<b>\$462,785</b>	<b>\$432,093</b>
(without passthru line 5500)		\$285,147	\$322,785	\$321,529
		<b>2021-2022</b>	<b>2021-2022</b>	<b>2021-2022</b>
<b>Expenses</b>		<b>Approved</b>	<b>Amended</b>	<b>Request</b>
<b>Personnel Services</b>				
Permanent Salaries	7020	\$86,862	\$86,862	\$86,862
Fringe Benefits	7030	\$36,364	\$36,364	\$37,500
Social Security -Employer	7110	\$5,385	\$5,385	\$5,385
Medicare - Employer	7120	\$1,259	\$1,259	\$1,259
<b>Subtotal - Personnel</b>		<b>\$129,871</b>	<b>\$129,871</b>	<b>\$131,007</b>
<b>Supplies</b>				
Postage-UPS	7270	\$500	\$500	\$500
Operating Supplies	7400	\$700	\$700	\$750
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0
Books/Program Materials	9780	\$2,000	\$2,000	\$0
Periodicals	9810	\$120	\$145	\$145
Audio-Visual (eResources)	9830	\$3,500	\$3,500	\$3,500
Computer Software	9870	\$400	\$400	\$400
<b>Subtotal - Supplies</b>		<b>\$7,220</b>	<b>\$7,245</b>	<b>\$5,295</b>
<b>Services &amp; Other Charges</b>				
Professional/Contractual (RIDES,ECF,EAP)	8010	\$86,218	\$94,318	\$94,318
Information Systems Computers	8017	\$5,500	\$5,500	\$5,500
Financial Services	8030	\$6,660	\$6,660	\$6,660
Dues	8300	\$1,100	\$1,350	\$1,350
Telephone/Internet	8500	\$1,900	\$1,900	\$1,900
Utilities--Electric service	8550	\$1,100	\$1,100	\$1,100
Travel and Conferences	8600	\$7,000	\$7,000	\$7,000
Workshops	8602	\$5,000	\$5,000	\$5,000



Grants to member libraries	8603	\$20,500	\$20,500	\$20,500
Insurance	9100	\$2,750	\$2,750	\$2,750
Copier lease (toner)	9110	\$300	\$300	\$300
Repairs and Maintenance	9300	\$500	\$500	\$500
Rent	9400	\$8,505	\$8,505	\$8,505
Bank Service Charges	9500	\$23	\$23	\$23
Bad Debts	9550	\$0	\$0	\$0
Contingency/Misc.	9560			\$2,000
Expenses/payments for Others	9800	\$140,000	\$140,000	\$116,267
<b>Subtotal - Services &amp; Other</b>		<b>\$287,056</b>	<b>\$295,406</b>	<b>\$273,673</b>
<b>Capital Outlay &amp; Special Projects</b>				
Equipment, etc.	9050	\$1,000	\$1,000	\$0
<b>Subtotal - Capital Outlay</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>
<b>Total Expenditures</b>		<b>\$425,147</b>	<b>\$433,522</b>	<b>\$409,975</b>
<b>(without passthru line 9800)</b>		<b>\$285,147</b>	<b>\$293,522</b>	<b>\$293,708</b>
<b>Revenues Over (Under)</b>		<b>0</b>	<b>29,263</b>	<b>22,118</b>
<b>Fund Balance - Beginning of Year</b>		<b>\$312,376</b>	<b>\$312,376</b>	<b>\$312,376</b>
<b>Fund Balance At End of Year</b>		<b>\$312,376</b>	<b>\$341,639</b>	<b>\$334,494</b>
<b>Summary</b>				
<b>Mid-Michigan Library League Budget</b>		<b>FY22</b>	<b>FY22</b>	<b>FY22</b>
		<b>2021-2022</b>	<b>2021-2022</b>	<b>2021-2022</b>
<b>Budget Summary</b>		<b>Approved</b>	<b>Amended</b>	<b>Request</b>
Personnel Services		\$129,871	\$129,871	\$131,007
Supplies		\$7,220	\$7,245	\$5,295
Services & Other Charges		\$287,056	\$295,406	\$273,673
Capital Outlay		\$1,000	\$1,000	\$0
<b>Total</b>		<b>\$425,147</b>	<b>\$433,522</b>	<b>\$409,975</b>
<b>(without passthru)</b>		<b>\$285,147</b>	<b>\$293,522</b>	<b>\$293,708</b>

# Mid-Michigan Library League

201 N. Mitchell, Suite 302, Cadillac, Michigan 49601

Phone: 231-775-3037 Fax: 231-775-1749

Jennifer Balcom, Director jbalcom@mml.org



Mid-  
Michigan  
Library  
League

[www.mml.org](http://www.mml.org)

## MML Office Holiday Schedule: FY 2023

Holiday	Date	Status
Thanksgiving Day	November 24, 2022	Closed
Day after Thanksgiving	November 25, 2022	Closed
Christmas Eve	December 23, 2022	Closed
Christmas	December 26, 2022	Closed
New Year's Eve	December 30, 2022	Closed
New Year's	January 2, 2023	Closed
Good Friday	April 7, 2023	Closed
Memorial Day	May 29, 2023	Closed
Independence Day	July 4, 2023	Closed
Labor Day	September 4, 2023	Closed

## Board Meeting Schedule: FY 2021

November 17, 2022 - CWPL  
January 19, 2023 - CWPL  
March 16, 2023 - CWPL  
May 18, 2023 - CWPL  
August 17, 2023 - CWPL  
September 21, 2023 – annual mtg. (TBD)

Meetings are normally held on the  
**3rd Thursday of the month at 10:00 a.m.**  
Six meetings are required per year.  
Location: Cadillac Wexford Public Library  
411 South Lake Street, Cadillac, MI 49601

## Advisory Council Meeting Schedule: FY 2021

October 25, 2022  
November 22, 2022  
December [no meeting], 2022  
January 24, 2023  
February 28, 2023  
March 28, 2023  
April 25, 2023  
May 23, 2023

June 27, 2023  
July 25, 2023  
August 22, 2023  
September 21, 2023 (annual meeting)

Meetings are held **monthly** on the fourth  
**Tuesday** mornings of the month at **10:00 a.m.** via Zoom videoconferencing.