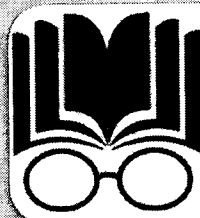


MMLL Board Packet
September 17, 2020

1. Draft agenda
2. Draft minutes from August 20, 2020 meeting
3. Financials for August 2020
4. Director's report for September 2020
5. Plan of Service for review
6. FY20 budget amendment request
7. Draft FY21 holiday closings and meeting schedule
8. Draft budget for FY2021 (10-1-20 to 9-30-21)
9. FY21 Board member list



Mid-
Michigan
Library
League
www.mml.org

Board of Trustees Meeting

September 17, 2020, 11:30 a.m.

via

ZOOM Videoconference

<https://bit.ly/3bHEoTu>

Password: MMLL

Type of Meeting: Regular Meeting of the Board

ONLINE: <https://bit.ly/3bHEoTu> Password: MMLL

OR, call (312) 626 6799 Meeting ID: 835 1904 8312; Password: 741544

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, Eric Smith	Roll call
2. Approval of agenda	Action Item: Approve agenda
3. Approval of minutes	Action Item: Approve minutes from 8-20-20 Board meeting
4. Public participation and communications	Advisory Council report as needed
5. Financial report	Action Item: Approve purchase journals for August 2020 (roll call) Action Item: Accept financial reports (income statement, balance sheet) for August 2020
6. Director's report	Information Items: Different kind of year!
7. Committees: Finance Personnel	Finance: No report – presented FY21 draft budget (below) Personnel: No report
8. Old business	Discussion Item: Plan of Service (no changes) Action Item: Approve Plan of Service for FY21
9. New business	Discussion Item: Budget amendment (final for FY20) Action Item: Approve FY20 budget amendment (roll call) Discussion Item: FY21 holiday closings and meeting schedule Action Item: Approve FY21 holiday closings and meeting schedule Discussion Item: FY21 budget review Action Item: Approve FY21 budget (roll call)
10. Public comment	
11. Advisory Council comments	
12. Board member comments	
13. Adjournment	

~Next Meeting~

Thursday, November 19, 2020

Cadillac Wexford Public Library meeting room, 10:00 a.m.

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

**Mid-Michigan Library League
Board of Trustee Meeting Minutes
August 20, 2020
ZOOM Videoconference
10:00 a.m.**

Call to Order: With a quorum present, Patti Colvin, Vice Chair, called the meeting to order at 10:00 a.m.

Present: Mary Edens (Group 1), Susan LaBelle (Group 2), Patti Colvin (Group 3), Diane Eisenga (Group 4), Lois Langenburg (Group 6), Valerie Church-McHugh (Group 7), Sarah Welch (Group 8)

Also Present: Sheryl Mase

Absent: Eric Smith (Group 5)

Approval of Agenda: M/S Eisenga/Langenburg to approve the agenda. Roll Call: Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Welch (Group 8) - Aye. Motion passed.

Approval of Minutes: M/S Edens/Eisenga to approve the minutes of May 21, 2020. Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Welch (Group 8) - Aye. Motion passed.

Public Participation and Communications: A welcome to new board member from Group 8, Sarah Welch of Big Rapids Community Library, was given. Sarah introduced herself and current board members introduced themselves.

Financial Reports: M/S Langenburg/Eisenga to approve the purchase journals for May, June, and July 2020. Eisenga (Group 4) - Aye; Welch (Group 8) - Aye; Church-McHugh (Group 7) - Aye; LaBelle (Group 2) - Aye; Langenburg (Group 6) - Aye; Edens (Group 1) - Aye; Colvin (Group 3) - Aye. Motion passed.

M/S Church-McHugh/Eisenga to approve the financial reports for May, June, and July 2020. Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Welch (Group 8) - Aye. Motion passed.

Director's Report: Mase summarized the state's response to Covid-19 as it pertains to libraries and the impact to the cooperatives' members. Other news from her report included:

- In-person continuing education has been cancelled or postponed with many on-line trainings and meetings taking their place.
- Overdrive purchasing Recorded Books was the big news with its impact to libraries as yet unknown.
- An update was given on member libraries.
- A list of current services being offered by member libraries was presented.

Committee Reports:

Finance Committee: Met to discuss proposed FY21 budget on July 16, 2020 via ZOOM. Draft budget was presented with revenue similar to this fiscal year, as the State budget has yet to be released.

Personnel Committee: No report.

Old Business: The board discussed the possibilities for the Annual Meeting that is held in September. The group discussed the pros and cons of holding a ZOOM meeting and suggested the potential for round table presentations and discussions around specific topics through a ZOOM format. Topics might include special speakers, connections with community during a pandemic, storytellers, Library of Michigan staff, Internet services in rural areas, kitchens and nutrition programs at libraries, etc. Mase will take these ideas to the Advisory Council and form a planning team for the September 17th annual meeting, to begin at 10 a.m. over Zoom.

New Business: FY21 budget – Mase discussed how she added two columns to the draft budget for FY21 should the state budget indicate a cut to state aid, the sole source of revenue for the cooperative. She did a budget reflecting 75% of the expected revenue and one reflecting 50%. Both scenarios reflect significant reductions in services provided by the cooperative without charging back costs to the membership. We are hopeful that no significant cuts to state aid will occur, however with COVID-19 and the effect on economics, it is likely we will need to be nimble. Mase indicated that the other cooperatives are doing similar budget scenarios, and we will regroup once we know the amount of state aid for FY21, which will hopefully be prior to the annual meeting on September 17th at which we approve our FY21 annual budget. Mase will let the finance committee know as soon as she hears what the state aid amount will be next fiscal year.

Public Comment: None

Additional Advisory Council Comments: None

Board Member Comments: Mary Edens mentioned that since Bellaire changed to the Apollo integrated library system (ILS), they have been saving \$1,000 per month and are extremely satisfied with the system. Mase mentioned that members are receiving a 10% discount on pricing for three years for every additional group of five MMLL libraries that switch over to Apollo.

Adjournment: M/S Edens/Eisenga to adjourn the meeting. Vice-Chair Colvin adjourned the meeting at 11:45 a.m.

Mid-Michigan Library League

Transaction List by Vendor

August 2020

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	08/21/2020	Payroll for Jul...	2000 · Accounts Pa...	8030 · Financi...	-165.00
Bill Pmt -Check	08/28/2020	Payroll for Jul...	1000 · CashCheckin...	2000 · Account...	-165.00
Blue care Network					
Bill	08/31/2020	Coverage 9/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-817.60
Button Boy					
Check	08/31/2020	1000 button ...	1000 · CashCheckin...	9780 · Maker ...	-115.00
Chase Public Library					
Bill	08/12/2020	grant for webs...	2000 · Accounts Pa...	8603 · Grants t...	-206.00
Bill Pmt -Check	08/12/2020	grant for webs...	1000 · CashCheckin...	2000 · Account...	-206.00
CONSUMERS ENERGY					
Bill	08/17/2020	service 7/13/2...	2000 · Accounts Pa...	8550 · Utilities	-83.78
Bill Pmt -Check	08/17/2020	service 7/13/2...	1000 · CashCheckin...	2000 · Account...	-83.78
Delta Dental					
Bill	08/17/2020	Coverage 9/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Bill Pmt -Check	08/17/2020	Coverage 9/1/...	1000 · CashCheckin...	2000 · Account...	-33.38
Emergency Geek					
Bill	08/24/2020	2 tech hours ...	2000 · Accounts Pa...	8017 · Informat...	-83.60
Bill	08/24/2020	4 tech hours ...	2000 · Accounts Pa...	8017 · Informat...	-143.60
Bill	08/24/2020	2 tech hours ...	2000 · Accounts Pa...	8017 · Informat...	-119.90
Bill Pmt -Check	08/24/2020	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-347.10
Glen Lake Community Library (1)					
Bill	08/12/2020	grant for publi...	2000 · Accounts Pa...	8603 · Grants t...	-1,000.00
Bill Pmt -Check	08/12/2020	grant for publi...	1000 · CashCheckin...	2000 · Account...	-1,000.00
JotForm					
Check	08/28/2020	8/26/2020-8/2...	1000 · CashCheckin...	8602 · Worksh...	-159.00
LEROY COMMUNITY LIBRARY (1)					
Bill	08/19/2020	grant for web...	2000 · Accounts Pa...	8603 · Grants t...	-189.00
Bill Pmt -Check	08/19/2020	grant for web...	1000 · CashCheckin...	2000 · Account...	-189.00
MI LIBRARY ASSOCIATION					
Check	08/18/2020	Annual Confe...	1000 · CashCheckin...	8600 · Travel a...	-95.00
Michigan Office Solutions (1)					
Bill	08/31/2020	3 Toners	2000 · Accounts Pa...	9110 · Copier ...	-290.77
MORTON TOWNSHIP LIBRARY					
Bill	08/13/2020	Grant for hot ...	2000 · Accounts Pa...	8603 · Grants t...	-150.18
Bill Pmt -Check	08/13/2020	Grant for hot ...	1000 · CashCheckin...	2000 · Account...	-150.18
Ms. Green					
Bill	08/31/2020	9/2020-12/20	2000 · Accounts Pa...	9300 · Repairs...	-54.00
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	08/25/2020	MERS for Au...	2000 · Accounts Pa...	7030 · Fringe b...	-1,234.72
Bill Pmt -Check	08/28/2020	MERS for Au...	1000 · CashCheckin...	2000 · Account...	-1,234.72
OCH LLC					
Bill	08/20/2020		2000 · Accounts Pa...	9400 · Rent	-699.06
Bill Pmt -Check	08/21/2020		1000 · CashCheckin...	2000 · Account...	-699.06
OverDrive					
Bill	08/28/2020	Deposit to Ma...	2000 · Accounts Pa...	9800 · Paymen...	-568.09
Bill Pmt -Check	08/28/2020	Deposit to Ma...	1000 · CashCheckin...	2000 · Account...	-568.09
Small Business Association of Michigan					
Check	08/10/2020	Basic membe...	1000 · CashCheckin...	8300 · Dues	-119.00
Bill	08/17/2020	Coverage 9/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-76.99
Bill Pmt -Check	08/17/2020	Coverage 9/1/...	1000 · CashCheckin...	2000 · Account...	-76.99
WALTON ERICKSON PUBLIC LIBRARY					
Bill	08/24/2020	replace drinki...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Bill Pmt -Check	08/28/2020	replace drinki...	1000 · CashCheckin...	2000 · Account...	-250.00
White Pine District Library (1)					
Bill	08/24/2020	Summer readi...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Bill Pmt -Check	08/28/2020	Summer readi...	1000 · CashCheckin...	2000 · Account...	-250.00

Mid-Michigan Library League
Revenues, Expenditures and Changes in Net Position
For Month Ending August 31, 2020

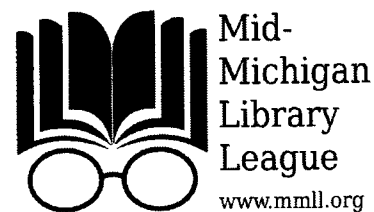
	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5050 Grant Income		5000			
5390 · Indirect state aid	0	104905	104,723	182	100.17%
5400 · Interest income	22	575	1,500	-925	38.34%
5500 · Reimbursements From Other Govt	2504	106078	116,000	-9,922	91.45%
5600 · Miscellaneous Income	100	300	0	300	100.00%
5800 · Direct State Aid	0	159467	158,177	1,290	100.82%
5850 · Workshops/Training Fees	0	140	1,500	-1,360	9.33%
Total Income	2626	376465	381,900	-5,435	
Expense					
Personnel Services					
7020 · Salaries and Wages	6457	75049	82,158	-7,109	91.35%
7030 · Fringe benefits	2163	24287	27,067	-2,780	89.73%
7110 · Employer Social Security	400	4653	5,094	-441	91.34%
7120 · Employer Medicare	94	1088	1,191	-103	91.37%
Subtotal Personnel	9113	105078	115,510	-10,433	
Supplies					
7270 · Postage UPS	0	277	250	27	110.91%
7400 · Operating Supplies	199	762	500	262	152.40%
9780 · Maker Kits	115	308	1,000	-692	30.78%
9810 · Periodicals	0	120	150	-30	80.00%
9830 · AudioVisual	0	25380	25,380	0	100.00%
9870 · Computer Software	0	0	375	-375	0.00%
Subtotal Supplies	314	26847	27,655	-808	

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Services & Other Charges					
8010 · RIDES	6818	72555	79,324	-6,769	91.47%
8017 · Information Systems/Computer	347	2849	5,500	-2,651	51.80%
8030 · Financial Services	165	5895	5,930	-35	99.41%
8300 · Dues	119	1129	1,500	-371	75.28%
8500 · Telephone	0	890	1,100	-210	80.87%
8550 · Utilities	84	667	1,000	-333	66.75%
8600 · Travel and Conferences	95	2715	8,500	-5,785	31.94%
8602 · Workshops	159	201	4,000	-3,799	5.03%
8603 · Grants to Member Libraries	2045	13469	15,000	-1,531	89.79%
9100 · Insurance	0	956	2,100	-1,144	45.52%
9110 · Copier Lease	291	291	360	-69	80.77%
9300 · Repairs and Maintenance	54	150	500	-350	30.00%
9400 · Rent	699	7604	8,327	-723	91.31%
9500 · Bank Service Charges	42	111		111	100.00%
9550 · Bad Debts	0	0	42	-42	0.14%
9560 · Contingency/Misc	0	0	0	0	0.00%
9800 · Payment for Others	568	105267	116,000	-10,733	90.75%
Subtotal Services & Other	11486	214748	249,183	-34,435	
Capital Outlay & Social Projects					
9050 · Equipment	-199	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	-199	0	1,000	-1,000	
Total Expense	20715	346673	393,348	-46,675	
Net Income	-18089	29792	-11,448	41,240	

Mid-Michigan Library League
Balance Sheet
As of August 31, 2020

	<u>Aug 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	1,123.28
1030 · CashSavings Fifth Third3088	257,681.02
1040 · Lake MI Credit Union	4.68
Total Checking/Savings	<u>258,808.98</u>
Accounts Receivable	
1600 · Accounts Receivable	8,302.90
Total Accounts Receivable	<u>8,302.90</u>
Total Current Assets	267,111.88
Other Assets	
1400 · Prepaid Expense	75,071.46
Total Other Assets	<u>75,071.46</u>
TOTAL ASSETS	<u>342,183.34</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-3,029,313.84
Total Accounts Payable	<u>-3,029,313.84</u>
Other Current Liabilities	
2100 · Federal Withholding	-583.50
2110 · FICA Withholding	194.93
2120 · Medicare Withholding	388.57
2400 · Accrued Wages	1,570.89
2410 · Accrued FICA	97.39
2420 · Accrued Medicare	22.78
Total Other Current Liabilities	<u>1,691.06</u>
Total Current Liabilities	<u>-3,027,622.78</u>
Total Liabilities	-3,027,622.78
Equity	
3000 · Net Position	286,073.26
30000 · Opening Balance Equity	3,015,636.21
32000 · Retained Earnings	38,227.17
Net Income	29,869.48
Total Equity	<u>3,369,806.12</u>
TOTAL LIABILITIES & EQUITY	<u>342,183.34</u>

**Mid-Michigan Library League
Director's Report
September 2020**



Note: Much of this information is repeated from the August report, with updates.

Due to the COVID-19 pandemic, many things have changed in our world. Public libraries were ordered to be closed for three months, and then to have a plan for reopening after June 8th that includes how the library will be sanitized and open safely with social distancing, mask wearing, and barriers at service points. Many have chosen to reopen slowly, offering curbside service as the first step. MeLCat and RIDES were suspended, but have now resumed. Most of the MMLL libraries are open again to the public, but have limited hours and capacity. Some are using appointments for library and computer use, some use doorbells or restaurant buzzers to remind patrons of time limits, etc. We have ordered and distributed PPE such as masks, gloves, and hand sanitizer, and have helped members understand the many Executive Orders issued.

Most conferences and in-person trainings have been cancelled or postponed. It is unclear when we will be able to meet again in person. Teleconferencing systems are heavily used these days, with Zoom being the most common. Boards are meeting virtually, and programs offered online. Online resources are being used heavily, and patrons are grateful for eBooks, eAudiobooks, and streaming movie and music services. Schools are now re-opened with options for in-person instruction as well as online, and much effort has been made to provide Internet and devices for those without. The lack of rural broadband is more apparent than ever, as so much government information, unemployment filing and resources, education, and access to essential services happens online.

Administrative:

- Board members, groups they represent, year term ends, officers for FY20
 - Group 1 – Mary Edens –20
 - Group 2 – Susan LaBelle –20
 - Group 3 – Patti Colvin, Vice-Chair –20
 - Group 4 – Diane Eisenga –22
 - Group 5 – Eric Smith, Chair –21
 - Group 6 – Lois Langenburg, Treasurer –22
 - Group 7 – Valerie Church-McHugh, Secretary –22
 - Group 8 – Sarah Welch -23
 - Group 9 – OPEN
- Board members, groups they represent, year term ends for FY21
 - Group 1 – Mary Edens (?) –23
 - Group 2 – Debra Greenacre –23
 - Group 3 – Emily Thompson –23
 - Group 4 – Diane Eisenga –22
 - Group 5 – Eric Smith, Chair –21
 - Group 6 – Lois Langenburg – 22
 - Group 7 – Valerie Church-McHugh –22
 - Group 8 – Sarah Welch -23
 - Group 9 – Patty Rockafellow - 23
- Advisory Council
 - FY20 Co-Chairs – Debra Greenacre (Manistee) and Mary Barker (Pentwater)

- Informal meetings have been held Tuesday mornings at 10 a.m. via Zoom during the *Stay Home/Stay Safe* order and biweekly since.
- We need a new Advisory Council Chair (or co-chairs) for FY21.

Continuing Education:

- In-person trainings have been cancelled or postponed, including national conferences, state conferences and workshops, and MMLL events. Many options for online training have been offered, with the conferences going virtual or available on demand via archived webinars and training modules.
- Soon we will have a recorded presentation on Human Resources by Brian Mortimore from Kent District Library. This was originally to be an in-person workshop.
- Library of Michigan has held Friday Zoom meetings for directors each week – very helpful for obtaining guidance and discussing issues during the pandemic. They have provided regular Youth check-ins. MLA and MCLS have also offered regular Zoom meetings and trainings.
- The MMLL annual meeting will be Thursday, September 17th, 2020, via Zoom. We will have speakers and activities for 90 minutes, and then have the Board meeting at 11:30.

eResources:

- OverDrive purchased the digital services portion of Recorded Books, and they are migrating digital content from RBdigital to OverDrive. The Up North Digital/OverDrive consortium has been doing well under reorganization. We are recommending that the remaining MMLL libraries not currently in the Up North Digital consortium to join, since the RBdigital service will end for us after September 30, 2020. We hope to be able to subsidize some of the costs of Up North Digital for our members, but it is unclear what will happen with state aid in FY21.
- The RBdigital collection of over 30,000 instantly downloadable eAudiobooks is still available to all members of MMLL. The link to this service is <https://wmlpmi.rbdigital.com/>. **This service will go away at the end of September.** eMagazines will also go away, and members have the option of joining the TLN group (ask if you do not have the information). Transparent Language Online (TLO) **will be renewed** for next year, beginning October 1st. It should be provided via the Libby app, but so far they have not made this clear.

Grants:

- Eleven libraries were funded in the first round of the mini-grant program and fifteen libraries were funded in the second round, for a total commitment to our members of \$15,000 (<https://www.mml.org/a/grants>).
- The CARES Act grant program, run by the Library of Michigan to fund PPE supplies/service and digital inclusion supplies/service (<http://mi.gov/LSTA>), funded 28 of our 36 member libraries.
- MMLL received a \$5,000 H.O.P.E. grant from Michigan Humanities to assist with RIDES payments for members. We received the money and have submitted the final report.

Tech Assistance:

- FY20 began with each MMLL member library holding four hours of credit for computer services from Cory Walker, “Emergency Geek.” Unused hours were shared with others.

- We will renew this tech support in FY21, beginning October 1, 2020 with members each having four hours of paid tech support, with mileage covered by the cooperative.

Member Libraries:

- The Seville Township Library has a new director: Justine Peterson.
- The Luther Area Public Library has a new director: Amy Shank.
- LeRoy Community Library has a new director: Laura Jacobson-Pentces.
- Glen Lake Community Library is finally open back in their original building in Empire. The expansion and renovation added needed room and resources.
- Benzie Shores District Library is beginning work on their expansion this fall.

In the News:

- As of this writing, 195,761 people have died in the United States from the COVID-19 coronavirus. Michigan has seen 6,887 deaths and 119,872 confirmed cases so far. (<https://ncov2019.live/data>)
- The REALM study has released information on the testing of several types of library materials. Most libraries are quarantining materials for 96 hours, but some guidance suggests even a longer period. Most libraries do not have the space and believe the virus is largely spread person to person sustained contact and not by materials. See WebJunction at <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>

Other:

The MCDA – Cooperative Directors Association – has been working together to create a mailing for public library trustees to let them know about cooperatives and library establishment and offer any assistance needed. MMLL will use the documents created to do a mailing out to trustees of member libraries in the cooperative and send close to the beginning of October.

The eleven library cooperatives in Michigan receive their revenue from state aid to public libraries (PA 89 of 1977). Co-ops are 100% state aid funded (public libraries hover around 10% of funding from State Aid), so the state budget heavily impacts our budgets. We are drafting budgets to anticipate cuts to state aid in FY21. We are presenting three versions of the FY21 budget for MMLL, one at full revenue, one at 75% revenue, and a third at 50% revenue. If these cuts happen, we can use fund balance, but tough choices must be made.

Travel/Meetings:

No travel.

Zoom, Zoom, Zoom meetings galore.

~Sheryl

Sheryl L. Mase
MMLL director

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.

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, Keddies-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]

Mid-Michigan Library League
FY20 final budget amendment request
9/17/2020

		FY19	FY20	FY20	FY20
		2018-2019	2019-2020	2019-2020	2019-2020
	Account ID	Audited	Approved	Amended	Final Request
Revenues					
Indirect state aid - bill membership	5390	\$105,144	\$104,675	\$104,723	\$104,905
Interest income	5400	\$1,567	\$1,500	\$1,500	\$590
Reimbursements From Other Gov't.	5500	\$24,583	\$104,967	\$116,000	\$106,079
Miscellaneous Income	5600	\$400	\$9,189		\$5,300
Refunds	5700				
Large Print Books	5750				
Sale of Assets	5650	\$0	\$0	\$0	\$0
Direct State Aid + Density	5800	\$159,653	\$159,653	\$158,177	\$159,467
Workshops / Training Fees	5850	\$958	\$1,500	\$1,500	\$150
Total Revenues		\$292,305	\$381,484	\$381,901	\$376,491
		2018-2019	2019-2020	2019-2020	2019-2020
		Audited	Approved	Amended	Final Request
Expenses					
Personnel Services					
Permanent Salaries	7020	\$79,384	\$82,158	\$82,158	\$82,158
Fringe Benefits	7030	\$21,331	\$27,067	\$27,067	\$27,067
Social Security -Employer	7110	\$4,922	\$5,094	\$5,094	\$5,094
Medicare - Employer	7120	\$1,151	\$1,191	\$1,191	\$1,191
Subtotal - Personnel		\$106,788	\$115,510	\$115,510	\$115,510
Supplies					
Postage-UPS	7270	\$200	\$250	\$250	\$300
Operating Supplies	7400	\$253	\$500	\$500	\$765
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0	\$0
Books/Program Materials	9780	\$394	\$1,000	\$1,000	\$1,000
Periodicals	9810	\$144	\$150	\$150	\$120
Audio-Visual	9830	\$12,425	\$25,380	\$25,380	\$25,380
Computer Software	9870	\$159	\$375	\$375	\$160
Subtotal - Supplies		\$13,575	\$27,655	\$27,655	\$27,725
Services & Other Charges					
Professional/Contractual (RIDES)	8010	\$77,273	\$78,492	\$79,324	\$79,050
Information Systems Computers	8017	\$4,021	\$5,500	\$5,500	\$5,500
Financial Services	8030	\$5,705	\$5,930	\$5,930	\$6,060
Dues	8300	\$1,120	\$1,500	\$1,500	\$1,130
Telephone	8500	\$979	\$1,100	\$1,100	\$1,100
Utilities--Electric service	8550	\$688	\$1,000	\$1,000	\$765
Travel and Conferences	8600	\$7,922	\$8,500	\$8,500	\$3,000
Workshops	8602	\$5,087	\$4,000	\$4,000	\$205
Grants to member libraries	8603	\$9,880	\$15,000	\$15,000	\$15,000
Insurance	9100	\$1,984	\$2,100	\$2,100	\$2,100
Copier lease	9110	\$275	\$360	\$360	\$300
Repairs and Maintenance	9300	\$162	\$500	\$500	\$150

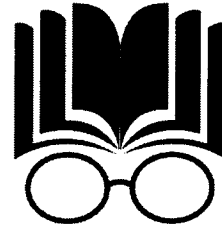
Rent	9400	\$8,143	\$8,327	\$8,327	\$8,327
Bank Service Charges	9500	\$0	\$0	\$0	\$100
Bad Debts	9550	\$0	\$42	\$42	\$0
Contingency/Misc.	9560	\$2,000	\$0	\$0	\$0
Expenses/payments for Others	9800	\$23,476	\$104,967	\$116,000	\$106,000
Subtotal - Services & Other		\$148,715	\$237,318	\$249,183	\$228,787
Capital Outlay & Special Projects					
Equipment, etc.	9050	\$0	\$1,000	\$1,000	\$2,000
Subtotal - Capital Outlay		\$0	\$1,000	\$1,000	\$2,000
Total Expenditures		\$269,078	\$381,484	\$393,348	\$374,022
Revenues Over (Under)		\$23,227	\$0	(\$11,448)	\$2,469
Fund Balance - Beginning of Year		\$286,073	\$309,300	\$309,300	\$309,300
Fund Balance At End of Year		\$309,300	\$283,644	\$297,852	\$311,769
Summary					
Mid-Michigan Library League Budget		FY19	FY20	FY20	FY20
		2018-2019	2019-2020	2019-2020	2019-2020
Budget Summary		Amended	Approved	Amended	Final Request
Personnel Services		\$106,788	\$115,510	\$115,510	\$115,510
Supplies		\$13,575	\$27,655	\$27,655	\$27,725
Services & Other Charges		\$148,715	\$237,318	\$249,183	\$228,787
Capital Outlay		\$0	\$1,000	\$1,000	\$2,000
Total		\$269,078	\$381,484	\$393,348	\$374,022

Mid-Michigan Library League

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

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

Sheryl L. Mase, Director smase@mml.org



Mid-
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Library
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www.mml.org

MMLL Office Holiday Schedule: FY 2021

Holiday	Date	Status
Thanksgiving Day	November 26, 2020	Closed
Day after Thanksgiving	November 27, 2020	Closed
Christmas Eve	December 24, 2020	Closed
Christmas	December 25, 2020	Closed
New Year's Eve	December 31, 2020	Closed
New Year's	January 1, 2021	Closed
Good Friday	April 2, 2021	Closed
Memorial Day	May 31, 2021	Closed
Independence Day	July 5, 2021	Closed
Labor Day	September 6, 2021	Closed

Board Meeting Schedule: FY 2021

November 19, 2020 - CWPL

January 21, 2021 - CWPL

March 18, 2021 - CWPL

May 20, 2021 - CWPL

August 19, 2021 - CWPL

September 16, 2021 – 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)

Advisory Council Meeting Schedule: FY 2021

November 12, 2020 – Zoom

March 11, 2021 – Zoom

May 13, 2021 – Zoom

August 12, 2021 – Zoom

September 16, 2021 – annual mtg. (TBD)

Meetings are held **a week prior** to the
Board meetings in rotating locations.

Meetings begin at 10:00 a.m. Four meetings
each year are required per the by-laws.

Mid-Michigan Library League
FY21 Budget Proposal Draft
9/17/2020

		FY18	FY19	FY20	FY20	FY21
		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
	Account ID	Final	Final	Approved	Proposed Budget Adjustment	NEW Proposed
Revenues						
Indirect state aid - bill membership	5390	\$95,994	\$105,144	\$104,723	\$104,905	\$104,905
Interest income	5400	\$300	\$1,567	\$1,500	\$590	\$500
Reimbursements From Other Gov't.	5500	\$22,500	\$24,583	\$116,000	\$106,079	\$85,000
Miscellaneous Income/grants	5600	\$0	\$400		\$5,300	
Refunds	5700					
Large Print Books	5750					
Sale of Assets	5650	\$0	\$0			\$0
Direct State Aid + Density	5800	\$145,003	\$159,653	\$158,177	\$159,467	\$159,467
Workshops / Training Fees	5850	\$600	\$958	\$1,500	\$150	\$300
Total Revenues		\$264,397	\$292,305	\$381,901	\$376,491	\$350,172
		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
Expenses		Final	Final	Amended	Final - ?	Proposed
Personnel Services						
Permanent Salaries	7020	\$78,312	\$79,384	\$82,158	\$82,158	\$84,530
Fringe Benefits	7030	\$20,179	\$21,331	\$27,067	\$27,067	\$31,450
Social Security -Employer	7110	\$4,855	\$4,922	\$5,094	\$5,094	\$5,241
Medicare - Employer	7120	\$1,140	\$1,151	\$1,191	\$1,191	\$1,226
Subtotal - Personnel		\$104,486	\$106,788	\$115,510	\$115,510	\$122,447
Supplies						
Postage-UPS	7270	\$250	\$200	\$250	\$300	\$300
Operating Supplies	7400	\$1,500	\$253	\$500	\$765	\$600
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0	\$0	\$0
Books/Program Materials	9780	\$1,200	\$394	\$1,000	\$1,000	\$1,500
Periodicals	9810	\$150	\$144	\$150	\$120	\$120
Audio-Visual	9830	\$12,580	\$12,425	\$25,380	\$25,380	\$6,600
Computer Software	9870	\$300	\$159	\$375	\$160	\$375
Subtotal - Supplies		\$15,980	\$13,575	\$27,655	\$27,725	\$9,495
Services & Other Charges						
Professional/Contractual (RIDES)	8010	\$78,240	\$77,273	\$79,324	\$79,050	\$82,434
Information Systems Computers	8017	\$5,500	\$4,021	\$5,500	\$5,500	\$5,500
Financial Services	8030	\$6,005	\$5,705	\$5,930	\$6,060	\$6,190
Dues	8300	\$1,500	\$1,120	\$1,500	\$1,130	\$1,200
Telephone/Internet	8500	\$1,100	\$979	\$1,100	\$1,100	\$1,200

		FY18	FY19	FY20	FY20	FY21
		2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
	Account ID	Final	Final	Approved	Proposed Budget Adjustment	NEW Proposed
Utilities--Electric service	8550	\$1,300	\$688	\$1,000	\$765	\$1,000
Travel and Conferences	8600	\$8,500	\$7,922	\$8,500	\$3,000	\$7,000
Workshops	8602	\$1,500	\$5,087	\$4,000	\$205	\$1,000
Grants to member libraries	8603	\$5,000	\$9,880	\$15,000	\$15,000	\$15,000
Insurance	9100	\$2,100	\$1,984	\$2,100	\$2,100	\$2,500
Copier lease (toner)	9110	\$370	\$275	\$360	\$300	\$300
Repairs and Maintenance	9300	\$500	\$162	\$500	\$150	\$500
Rent	9400	\$8,286	\$8,143	\$8,327	\$8,327	\$8,393
Bank Service Charges	9500	\$0	\$0	\$0	\$100	\$0
Bad Debts	9550	\$100	\$0	\$42	\$0	\$0
Contingency/Misc.	9560	\$430	\$2,000	\$0	\$0	\$13
Expenses/payments for Others	9800	\$22,500	\$23,476	\$116,000	\$106,000	\$85,000
Subtotal - Services & Other		\$142,931	\$148,715	\$249,183	\$228,787	\$217,230
(without passthru)						\$132,230
Capital Outlay & Special Projects						
Equipment, etc.	9050	\$1,000	\$0	\$1,000	\$2,000	\$1,000
Subtotal - Capital Outlay		\$1,000	\$0	\$1,000	\$2,000	\$1,000
Total Expenditures		\$264,397	\$269,078	\$393,348	\$374,022	\$350,172
Revenues Over (Under)		0	23,227	(11,448)	2,469	0
Fund Balance - Beginning of Year		\$274,101	\$286,073	\$309,300	\$309,300	\$311,769
Fund Balance At End of Year		\$274,101	\$309,300	\$297,852	\$311,769	\$311,769
Summary						
Mid-Michigan Library League Budget		FY18	FY19	FY20	FY20	FY21
		2017-2018	2018-2019	2019-2020	2019-2020	2019-2020
Budget Summary		Final	Final	Amended	Final - ?	Proposed
Personnel Services		\$104,486	\$106,788	\$115,510	\$115,510	\$122,447
Supplies		\$15,980	\$13,575	\$27,655	\$27,725	\$9,495
Services & Other Charges		\$142,931	\$148,715	\$249,183	\$228,787	\$217,230
Capital Outlay		\$1,000	\$0	\$1,000	\$2,000	\$1,000
Total		\$264,397	\$269,078	\$393,348	\$374,022	\$350,172

Mid-Michigan Library Board FY 2021

Group	First name	Last name	Address	City, State, Zip	Phone (main)	Phone (other)	Office held	FY Term ends	E-mail address
1	Mary	Edens	PO Box 598, 4597 N. Arms Rd.	Bellaire MI. 49615	231-533-5087	231-649-6324		FY23	edens.mary@gmail.com
2	Debra	Greenacre	95 Maple Street	Manistee, MI 49660	231-743-2421	231-723-2519		FY23	dgreenacre@manisteeilibrary.org
3	Emily	Thompson	411 South Lake Street	Cadillac, MI 49601	231-775-6541			FY23	oleniczake@cadillacilibrary.org
4	Diane	Eisenga	107 E. Maple Street	McBain, MI 49657	231-825-2197	N/A		FY22	deisenga@mcbain.org
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6	Lois	Langenburg	15 W. Runway Drive	Luther, MI 49656	231-429-4194	N/A		FY22	llangenburg@hotmail.com
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8	Sarah	Welch	426 S. Michigan Ave.	Big Rapids, MI 49307	231-796-5234	231-225-1918		FY23	swelch@bigrapidsilibrary.org
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Ad Council Co-Chair									
Director	Sheryl	Mase	201 N. Mitchell St., Suite 302	Cadillac, MI 49601	231-775-3037	517-980-2001	Director	~ongoing~	smase@mmlil.org
Group	Libraries								
1	Alden District Library, Bellaire Public Library, Central Lake District Library, Glen Lake Community Library, Leelanau Twp Library, Leland Twp Public Library, Mancelona Twp Library								
2	Benzie Shores District Library, Benzonia Public Library, Betsie Valley District Library, Darcy Library of Beulah, Manistee County Library								
3	Cadillac-Wexford Public Library								
4	M. Alice Chapin Library (Marion), McBain Community Library, Richfield Township Library								
5	Mason County District Library								
6	Chase Public Library, Evart Public Library, LeRoy Community Library, Luther Area Public Library, Reed City Public Library								
7	Hart Area Public Library, Pathfinder Community Library, Pentwater Township Library, Shelby Area District Library, Walkerville Public School Library								
8	Barryton Public Library, Big Rapids Community Library, Surrey Township Public Library								
9	Morton Township Library, Richland Township Library, Seville township Library, Walton Erickson Public Library, Wheatland Township Library, White Pine District Library								

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