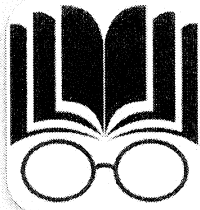


MMLL Board Packet
May 20, 2021

1. Agenda
2. Draft minutes from March 18, 2021 meeting
3. Transactions (purchase journals) for March and April 2021
4. Income/expenditure statements and balance sheets for March and April 2021
5. Director's report for May 2021
6. Budget amendment request
7. MMLL FY21 Board list, revised



Mid-Michigan
Library
League
www.mml.org

Board of Trustees Meeting

May 20, 2021, 10:00 a.m.

via

ZOOM Videoconference

<https://bit.ly/36niSRZ>

Password: MMLL

Type of Meeting: Regular Meeting of the Board

ONLINE: <https://bit.ly/36niSRZ> Password: MMLL

OR, call (312) 626-6799 Meeting ID: 874 5900 0596; Passcode: 481282

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 (note change in Board representation for Cadillac)
2. Approval of agenda	Action Item: Approve agenda
3. Approval of minutes	Action Item: Approve minutes from 3-18-21 Board meeting
4. Public participation and communications	Advisory Council report (as needed)
5. Financial report	Action Item: Approve purchase journals for March and April 2021 (roll call) Action Item: Accept financial reports (income statements, balance sheets) for March and April 2021
6. Director's report	Information Items: cost savings allows us to add eMagazine service through 2021; waiting to hear about ARPA funding via Library of Michigan; issue with SOS online and limited self-service stations
7. Committees: Finance Personnel	Finance: No meeting/report – need to set summer budget meeting Personnel: No meeting/report
8. Old business	Discussion Item: Policies review by ad-hoc committee – discussion regarding minimal services of member libraries Discussion Item: Plan of Service changes? Need to be discussed at the August meeting and approved at the September meeting, similar to the annual budget for FY22.
9. New business	Discussion Item: Budget amendment request – to pay for eMagazines Action Item: Approve budget amendment Discussion Item: RIDES statewide delivery pricing differential for UP
10. Public comment	
11. Additional Advisory Council comments	
12. Board member comments	Information Item: news from the groups?
13. Adjournment	

~Next Meeting~

**Thursday, August 19, 2021 at the Cadillac Wexford Public Library, 411 South Lake Street, Cadillac, MI 49601
or, via Zoom if COVID-19 restrictions are still in place.**

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
March 18, 2021
ZOOM Teleconference
10:00 a.m.**

Call to Order: With a quorum present, Eric Smith, Chair, called the meeting to order at 10:08 a.m.

Members Present: Cindi Place (Group 1); Diane Eisenga (Group 4); Eric Smith (Group 5); Lois Langenburg (Group 6); Valerie Church-McHugh (Group 7); Sarah Welch (Group 8); Patty Rockafellow (Group 9)

Members Absent: Debra Greenacre (Group 2); Emily Thompson (Group 3)

Also Present: Sheryl Mase, MMLL Director

Approval of Agenda: M/S Rockafellow/Langenburg to approve the agenda. Roll Call: Place - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye. Motion passed.

Approval of Minutes: M/S Eisenga/Place to approve the minutes from January 21, 2021. Roll Call: Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye. Motion passed.

Public Participation: Cindi Place, Advisory Council Chair, reported on the following:

- 19 Mini-Grants awarded
- E-Resources Committee to use \$4000 on Overdrive to purchase downloadable audiobooks. The group is doing a survey to get input about what libraries want (what opt-in programs to purchase; e.g., Chilton's, Hoopla, Ancestry).
- Continuing Ed. Committee is looking at programming that addresses teens and adults.

Next Advisory Council Meeting is on March 23, 2021.

Financial Reports: M/S Rockafellow/Place to approve the Purchase Journals for January 2021 and February 2021. Roll Call: Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Eisenga - Aye; Smith - Aye. Motion passed.

M/S Place/Eisenga to approve the Income Statements and Balance Sheets for January 2021 and February 2021. Roll Call: Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye. Motion passed.

Sheryl will bring budget amendments to a future board meeting.

Director's Report: Sheryl reviewed the American Rescue Plan Act of 2021 that was passed last week. It will bring millions of dollars into Michigan and will greatly enhance the LSTA funds that are then funneled into our libraries. She also highlighted the Uniform Chart of Accounts that libraries will be required to follow.

Committee Reports:

Finance Committee: No report.

Personnel Committee: No report.

Old Business: MMLL policies need to be reviewed and updated. Eric will convene a committee/work group virtually to prioritize the work. They will begin with the Plan of Service and the Personnel Policies. The group will consist of Cindi Place, Sarah Welch, Eric Smith, and Sheryl Mase.

New Business: M/S Place/Langenburg to sign the new lease for the MMLL office space as presented to the board. Roll Call: Welch - Aye; Rockafellow - Aye; Place - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye. Motion passed.

Public Comment: None

Additional Advisory Council Comments: None

Board Member Comments: Eric Smith said the DHD#10 is now giving Covid19 vaccinations to government employees.

Sarah Welch thanked the Grant Committee and MMLL for granting money to create literacy bags.

Cindi Place said that she had used her grant money for new Chrome Book Kits. She appreciates the ease of applying for these grants.

Adjournment: Motion by Cindi Place to adjourn the meeting at 11:02 a.m. The meeting was adjourned by unanimous consent.

**Mid-Michigan Library League
Transaction List by Vendor
March 2021**

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	03/19/2021	Payroll services f...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	03/29/2021	Payroll services f...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
BENZONIA PUBLIC LIBRARY (1)					
Bill	03/29/2021	Grant for staff la...	2000 · Accounts Payable	8603 · Grants to ...	-854.48
Bill Pmt -Check	03/29/2021	Grant for staff la...	1000 · CashChecking Fif...	2000 · Accounts P...	-854.48
Blue care Network					
Bill	03/15/2021	coverage 4/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-863.54
Bill Pmt -Check	03/17/2021	coverage 4/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-863.54
Charter Business					
Bill	03/08/2021	Service 3/1/21-3/...	2000 · Accounts Payable	8500 · Telephone	-113.66
Bill Pmt -Check	03/08/2021	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-113.66
CONSUMERS ENERGY					
Bill	03/17/2021	103021579513	2000 · Accounts Payable	8550 · Utilities	-51.79
Bill Pmt -Check	03/17/2021	103021579513	1000 · CashChecking Fif...	2000 · Accounts P...	-51.79
Delta Dental					
Bill	03/22/2021	Coverage 4/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	03/22/2021	Coverage 4/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
FEKETE KNAGGS & BURR					
Bill	03/22/2021	Directors & Offic...	2000 · Accounts Payable	9100 · Insurance	-1,109.00
Bill Pmt -Check	03/29/2021	Directors & Offic...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,109.00
Networking Butler					
Bill	03/16/2021	Domain name an...	2000 · Accounts Payable	8017 · Information...	-212.76
Bill Pmt -Check	03/17/2021	Domain name an...	1000 · CashChecking Fif...	2000 · Accounts P...	-212.76
OCH LLC					
Bill	03/20/2021		2000 · Accounts Payable	9400 · Rent	-699.06
Bill Pmt -Check	03/22/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-699.06
Richland Township Library					
Bill	03/12/2021	Grant for mobile ...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Bill Pmt -Check	03/12/2021	Grant for mobile ...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
Small Business Association of Michigan					
Bill	03/15/2021	Coverage 4/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99
Bill Pmt -Check	03/17/2021	Coverage 4/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99
U.S POSTAL SERVICE (PBS)					
Bill	03/05/2021	One roll stamps	2000 · Accounts Payable	7270 · PostageUPS	-55.00
Bill Pmt -Check	03/05/2021	One roll stamps	1000 · CashChecking Fif...	2000 · Accounts P...	-55.00

**Mid-Michigan Library League
Transaction List by Vendor
April 2021**

Type	Date	Memo	Account	Split	Amount
AMERICAN LIBRARY ASSOC.					
Bill	04/09/2021	membership thro...	2000 · Accounts Payable	8300 · Dues	-360.00
Bill Pmt -Check	04/09/2021	membership thro...	1000 · CashChecking Fif...	2000 · Accounts P...	-360.00
BAIRD COTTER AND BISHOP					
Bill	04/23/2021	Financial Service...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	04/23/2021	Financial Service...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
Blue care Network					
Bill	04/15/2021	Group 00285442...	2000 · Accounts Payable	7030 · Fringe ben...	-863.54
Bill Pmt -Check	04/15/2021	Group 00285442...	1000 · CashChecking Fif...	2000 · Accounts P...	-863.54
CADILLACWEXFORD PUB. LIB					
Bill	04/30/2021	grant fro Mesick ...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Bill Pmt -Check	04/30/2021	grant fro Mesick ...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
Charter Business					
Bill	04/03/2021	Service 3/31/21-...	2000 · Accounts Payable	8500 · Telephone	-113.66
Bill Pmt -Check	04/09/2021	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-113.66
CONSUMERS ENERGY					
Bill	04/21/2021	March 12 - April ...	2000 · Accounts Payable	8550 · Utilities	-55.39
Bill Pmt -Check	04/21/2021	March 12 - April ...	1000 · CashChecking Fif...	2000 · Accounts P...	-55.39
Delta Dental					
Bill	04/21/2021	payment for May...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	04/21/2021	payment for May...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Emergency Geek					
Bill	04/15/2021	Service at Bellair...	2000 · Accounts Payable	8017 · Information...	-160.90
Bill Pmt -Check	04/15/2021	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-160.90
Evart Public Library (1)					
Bill	04/15/2021	FY21 grant roun...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Bill Pmt -Check	04/15/2021	FY21 grant roun...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
HART AREA PUBLIC LIBRARY					
Bill	04/21/2021	Grant for barcod...	2000 · Accounts Payable	8603 · Grants to ...	-499.95
Bill Pmt -Check	04/21/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-499.95
LEROY COMMUNITY LIBRARY (1)					
Bill	04/23/2021	FY21 round 1 gr...	2000 · Accounts Payable	8603 · Grants to ...	-850.00
Bill Pmt -Check	04/23/2021	FY21 round 1 gr...	1000 · CashChecking Fif...	2000 · Accounts P...	-850.00
LUTHER AREA PUBLIC LIBRARY (1)					
Bill	04/21/2021		2000 · Accounts Payable	8603 · Grants to ...	-965.00
Bill Pmt -Check	04/21/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-965.00
McAfee					
Check	04/28/2021	1 year for 3 devic...	1000 · CashChecking Fif...	9870 · Computer ...	-95.39
MCBAIN COMMUNITY LIBRARY (1)					
Bill	04/15/2021	FY21 grant, roun...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Bill Pmt -Check	04/15/2021	FY21 grant, roun...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
MI LIBRARY ASSOCIATION					
Bill	04/09/2021	Membership thro...	2000 · Accounts Payable	8300 · Dues	-373.82
Bill Pmt -Check	04/13/2021	Membership thro...	1000 · CashChecking Fif...	2000 · Accounts P...	-373.82
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	04/15/2021	Customer 83060...	2000 · Accounts Payable	7030 · Fringe ben...	-1,448.62
Bill Pmt -Check	04/15/2021	Customer 83060...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,448.62
Bill	04/21/2021	2021-4	2000 · Accounts Payable	7030 · Fringe ben...	-1,448.62
Bill Pmt -Check	04/21/2021	2021-4	1000 · CashChecking Fif...	2000 · Accounts P...	-1,448.62
OCH LLC					
Bill	04/20/2021		2000 · Accounts Payable	9400 · Rent	-699.06
Bill Pmt -Check	04/21/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-699.06
Office Depot					
Check	04/28/2021		1000 · CashChecking Fif...	7400 · Operating ...	-15.94
Check	04/30/2021		1000 · CashChecking Fif...	7400 · Operating ...	-20.99
OverDrive					
Bill	04/15/2021	Deposit on Acco...	2000 · Accounts Payable	9800 · Payment fo...	-3,101.01
Bill Pmt -Check	04/15/2021	Deposit on Acco...	1000 · CashChecking Fif...	2000 · Accounts P...	-3,101.01
Richfield Township Library (2)					
Bill	04/30/2021	mini grant for Ch...	2000 · Accounts Payable	8603 · Grants to ...	-600.00
Bill Pmt -Check	04/30/2021	mini grant for Ch...	1000 · CashChecking Fif...	2000 · Accounts P...	-600.00
SHELBY AREA DISTRICT LIBRARY (1)					
Bill	04/30/2021	grant for DVD ex...	2000 · Accounts Payable	8603 · Grants to ...	-499.06
Bill Pmt -Check	04/30/2021	grant for DVD ex...	1000 · CashChecking Fif...	2000 · Accounts P...	-499.06
Small Business Association of Michigan					
Bill	04/15/2021	Life, LTD, STD c...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99
Bill Pmt -Check	04/15/2021	Life, LTD, STD c...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99

Mid-Michigan Library League
 Revenues, Expenditures and Changes in Net Position
 For Month Ending March 31, 2021

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	0	0	112,605	-112,605	0.00%
5400 · Interest income	8	43	500	-457	8.52%
5500 · Reimbursements From Other Govt	54	79,698	85,000	-5,302	93.76%
5600 · Miscellaneous Income		196	0	196	100.00%
5650 · Sale of Asset	100	100			
5800 · Direct State Aid	85,643	85,643	167,719	-82,076	51.06%
5850 · Workshops/Training Fees	0	0	300	-300	0.00%
Total Income	85,805	165,680	366,124	-200,444	
Expense					
Personnel Services					
7020 · Salaries and Wages	6,457	41,730	84,530	-42,800	49.37%
7030 · Fringe benefits	973	13,758	31,450	-17,692	43.75%
7110 · Employer Social Security	400	2,587	5,241	-2,654	49.37%
7120 · Employer Medicare	94	605	1,226	-621	49.36%
Subtotal Personnel	7,923	58,680	122,447	-63,767	
Supplies					
7270 · Postage UPS	55	271	300	-29	90.20%
7400 · Operating Supplies	0	146	600	-454	24.32%
9780 · Maker Kits	0	0	1,500	-1,500	0.00%
9810 · Periodicals	0	120	120	0	100.00%
9830 · Audio/Visual		11,500	14,552	-3,052	79.03%
9870 · Computer Software	0	0	375	-375	0.00%
Subtotal Supplies	55	12,037	17,447	-5,410	
Services & Other Charges					

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6,818	40,910	82,434	-41,524	49.63%
8017 · Information Systems/Computers	213	1,132	5,500	-4,368	20.58%
8030 · Financial Services	170	5,175	6,190	-1,015	83.60%
8300 · Dues	0	300	1,200	-900	25.00%
8500 · Telephone	114	608	1,200	-592	50.66%
8550 · Utilities	52	327	1,000	-673	32.71%
8600 · Travel and Conferences	0	50	7,000	-6,950	0.72%
8602 · Workshops	0	0	1,000	-1,000	0.00%
8603 · Grants to Member Libraries	1,854	5,052	23,000	-17,948	21.97%
9100 · Insurance	1,109	1,109	2,500	-1,391	44.36%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	54	500	-446	10.80%
9400 · Rent	699	4,893	8,393	-3,500	58.30%
9500 · Bank Service Charges		2	0	2	100.00%
9550 · Bad Debts	0	0	0	0	0.00%
9560 · Contingency/Misc	0	0	13	-13	0.00%
9800 · Payment for Others	-67,332	40,018	85,000	-44,982	47.08%
	0.27				
66900 Reconciliation Discrepancies		196			
Subtotal Services & Other	-56,303	99,826	225,230	-125,600	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	-48,325	170,543	366,124	-195,777	
Total Expense	134,129	-4,863	0	-4,863	
Net Income					

Mid-Michigan Library League
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	7,650.16
1030 · CashSavings Fifth Third3088	242,949.79
Total Checking/Savings	250,599.95
Accounts Receivable	
1600 · Accounts Receivable	27.00
Total Accounts Receivable	27.00
Total Current Assets	250,626.95
Other Assets	
1400 · Prepaid Expense	78,166.85
Total Other Assets	78,166.85
TOTAL ASSETS	<u>328,793.80</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Federal Withholding	-814.38
2110 · FICA Withholding	407.19
2120 · Medicare Withholding	407.19
2400 · Accrued Wages	2,516.72
2410 · Accrued FICA	156.03
2420 · Accrued Medicare	36.50
Total Other Current Liabilities	2,709.25
Total Current Liabilities	2,709.25
Total Liabilities	2,709.25
Equity	
3000 · Net Position	309,300.43
32000 · Retained Earnings	21,647.31
Net Income	-4,863.19
Total Equity	326,084.55
TOTAL LIABILITIES & EQUITY	<u>328,793.80</u>

Mid-Michigan Library League
 Revenues, Expenditures and Changes in Net Position
 For Month Ending April 30, 2021

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	3600	3600	112,605	-109,005	3.20%
5400 · Interest income	8	50	500	-450	10.06%
5500 · Reimbursements From Other Govt	0	79698	85,000	-5,302	93.76%
5600 · Miscellaneous Income	0	196	0	196	100.00%
5650 · Sale of Asset	0	100			
5800 · Direct State Aid		85643	167,719	-82,076	51.06%
5850 · Workshops/Training Fees	0	0	300	-300	0.00%
Total Income	3608	169287	366,124	-196,837	
Expense					
Personnel Services					
7020 · Salaries and Wages	6457	48187	84,530	-36,344	57.01%
7030 · Fringe benefits	3870	17628	31,450	-13,822	56.05%
7110 · Employer Social Security	200	2787	5,241	-2,454	53.19%
7120 · Employer Medicare	47	652	1,226	-574	53.18%
Subtotal Personnel	10574	69254	122,447	-53,193	
Supplies					
7270 · Postage UPS		271	300	-29	90.20%
7400 · Operating Supplies	187	333	600	-267	55.46%
9780 · Maker Kits	0	0	1,500	-1,500	0.00%
9810 · Periodicals	0	120	120	0	100.00%
9830 · Audio Visual		11500	14,552	-3,052	79.03%
9870 · Computer Software	95	95	375	-280	25.44%
Subtotal Supplies	282	12319	17,447	-5,128	
Services & Other Charges					

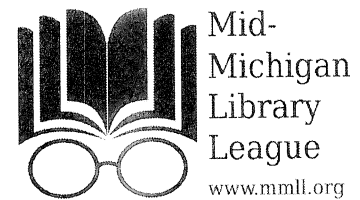
	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6818	47728	82,434	-34,706	57.90%
8017 · Information Systems/Computers	161	1293	5,500	-4,207	23.50%
8030 · Financial Services	170	5345	6,190	-845	86.35%
8300 · Dues	734	1034	1,200	-166	86.15%
8500 · Telephone	114	722	1,200	-478	60.13%
8550 · Utilities	55	382	1,000	-618	38.24%
8600 · Travel and Conferences	0	50	7,000	-6,950	0.72%
8602 · Workshops	0	0	1,000	-1,000	0.00%
8603 · Grants to Member Libraries	6414	11466	23,000	-11,534	49.85%
9100 · Insurance	0	1109	2,500	-1,391	44.36%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	54	500	-446	10.80%
9400 · Rent	699	5592	8,393	-2,801	66.63%
9500 · Bank Service Charges	0	2	0	2	100.00%
9550 · Bad Debts	0	0	0	0	0.00%
9560 · Contingency/Misc	0	0	13	-13	0.00%
9800 · Payment for Others	9229	49247	85,000	-35,753	57.94%
66900 Reconciliation Discrepancies		196			
Subtotal Services & Other	24394	124220	225,230	-101,206	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	0	0	1,000	-1,000	
Total Expense	35250	205793	366,124	-160,527	
Net Income	-31,643	-36,505	0	-36,505	

2:05 PM
05/05/21
Accrual Basis

Mid-Michigan Library League
Balance Sheet
As of April 30, 2021

	Apr 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	-134.03
1030 · CashSavings Fifth Third3088	228,457.49
Total Checking/Savings	228,323.46
Other Current Assets	
12000 · Undeposited Funds	3,626.82
Total Other Current Assets	3,626.82
Total Current Assets	231,950.28
Other Assets	
1400 · Prepaid Expense	65,220.47
Total Other Assets	65,220.47
TOTAL ASSETS	297,170.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Federal Withholding	-794.90
2110 · FICA Withholding	407.19
2120 · Medicare Withholding	407.19
2400 · Accrued Wages	2,516.72
2410 · Accrued FICA	156.03
2420 · Accrued Medicare	36.50
Total Other Current Liabilities	2,728.73
Total Current Liabilities	2,728.73
Total Liabilities	2,728.73
Equity	
3000 · Net Position	309,300.43
32000 · Retained Earnings	21,647.31
Net Income	-36,505.72
Total Equity	294,442.02
TOTAL LIABILITIES & EQUITY	297,170.75

**Mid-Michigan Library League
Director's Report
May 2021**



At this time, most MMLL member libraries are open at a limited capacity for indoor service, but programming and gathering is still limited. We are following [MDHHS](#) and [MiOSHA](#) guidance, referring local concerns to the [health department](#) serving their county. In-person trainings and conferences are still not being held, in favor of webinars, online meetings and virtual programming. Michigan reached the 55% vaccinated milestone today, which means that, per Governor Whitmer's "MI Vacc to Normal" plan, in two weeks, or beginning May 24 (assuming the infection rates do not increase to surge levels), the mandate on remote work should be lifted. [COVID-19 Vaccine Dashboard](#)

Administrative:

- FY21 Board members, groups they represent, year term ends:
 - Group 1 – Cindi Place (23)
 - Group 2 – Debra Greenacre (23)
 - Group 3 – Tracy Logan-Walker (23)
 - Group 4 – Diane Eisenga (22)
 - Group 5 – Eric Smith (21)
 - Group 6 – Lois Langenburg (22)
 - Group 7 – Valerie Church-McHugh (22)
 - Group 8 – Sarah Welch (23)
 - Group 9 – Patty Rockafellow (23)
- Advisory Council
 - FY21 (Co-)Chair – Cindi Place (Bellaire). See MMLL [Advisory Council page](#).
 - The group is meeting the second and fourth Tuesday mornings at 10 a.m. via Zoom.

Continuing Education:

- In-person trainings have been cancelled/postponed. There are many options for online training, virtual conferences, and on-demand webinars and training modules.
- The News of Interest newsletter points to these many opportunities for professional development.

eResources:

- The [Up North Digital/OverDrive](#) currently has 32 of the 36 MMLL members participating, plus one affiliate – Missaukee. The non-participants are Chase, Mancelona, Walkerville, and Wheatland.
- There is enough money in the MMLL budget this year, after an amendment going for approval on May 20th, for the co-op to pay for eMagazines for all MMLL Up North Participants through the end of the calendar year. For 2022, we expect to add eMagazines for all consortium members and bill back accordingly. Costs will be divided according to the same formula as the eBooks and eAudio.
- Our language resource purchased by MMLL for the whole cooperative, Transparent Language Online, was not transferred to OverDrive. We now have a single URL for all MMLL members to point to, <https://library.transparent.com/westmichiganmi/> and on the [website](#) is a link to archived training plus flyers and bookmarks with the URL for patrons that can be printed locally. We will have Transparent Language Online next fiscal year as well. This is a service of the cooperative.

- The eResources Committee is working to prioritize member needs and to find the best pricing, considering what the cooperative can pay for on behalf of the membership vs. opt-in discount groups for which MMLL pays the vendor and then invoices the participating members.

Grants:

- The FY21 Grants Committee (Diane Eisenga/McBain, Tracy Logan-Walker/Cadillac, and Kathleen Rash/Hart) made final decisions for the second round of grants, and all have been notified of funding.
- In the first round of the FY21 Library Service Enhancement & Mini-Grant Program, 17 proposals were funded for a total commitment of \$10,949. In the second round, 19 proposals were received and all were funded, some with slightly less than was requested, for a total commitment of \$12,633.
- We are waiting to see how the new LSTA ARPA funds will be available to libraries, per the Library of Michigan. When available, it will be a quick process, and funds to be expended within about 18 months.

Tech Assistance:

- “Emergency Geek” Cory Walker continues to serve member libraries in FY21. Each MMLL member library began the year with four hours of tech support plus mileage.
- We strongly recommend that member libraries build into their budgets ongoing maintenance funds and replacement costs for technology, an integral part of public library service.
- Hours are available, so member libraries should contact Cory for any work needed.

On the Horizon:

- The Secretary of State announced that all services will be by appointment or via self-service stations. The problem is that scores of people without internet access or email accounts are coming to the library with lots of questions. Self-service stations are not close by. We are trying to address this issue via the Library of Michigan and MLA to see if there will be more attention paid to the “have nots” in this situation. Many of our members are just letting them use the library email.
- The Michigan Library Association will again hold its annual conference online October 13-14, 2021.
- The Library of Michigan is working to convert the New and Advanced Director trainings into self-paced learning pathways via the Niche Staff Skills Academy. They should be available by July 1, 2021 and emails will go to the directors who need to complete the courses for certification. The Beginning Workshop is also going to be converted, but will not be ready this summer. The Library of Michigan will keep us posted as to their progress.

Travel/Meetings/Leave:

Working mostly from home, about 30% in the office, with meetings via Zoom.

~Sheryl

Sheryl L. Mase
MMLL director

Mid-Michigan Library League
 FY21 Budget Amendment Request
 5/20/2021

		FY20	FY21	FY21	FY21
		2019-2020	2020-2021	2020-2021	2020-2021
	Account ID	Final Budget	Approved Budget	Approved Budget Amendment Request 11-19-20	Proposed Budget Amendment Request 5-20-21
Revenues					
Indirect state aid - bill membership	5390	\$104,905	\$104,905	\$112,605	\$112,605
Interest income	5400	\$590	\$500	\$500	\$85
Reimbursements From Other Gov't.	5500	\$106,079	\$85,000	\$85,000	\$86,000
Miscellaneous Income/grants	5600	\$5,300			\$196
Sale of Assets	5650		\$0	\$0	\$100
Direct State Aid + Density	5800	\$159,467	\$159,467	\$167,719	\$171,257
Workshops / Training Fees	5850	\$150	\$300	\$300	\$0
Total Revenues		\$376,491	\$350,172	\$366,124	\$370,243
		2019-2020	2020-2021	2020-2021	2020-2021
Expenses					
		Final - ?	Approved	Amended	Proposed
Personnel Services					
Permanent Salaries	7020	\$82,158	\$84,530	\$84,530	\$84,530
Fringe Benefits	7030	\$27,067	\$31,450	\$31,450	\$31,450
Social Security -Employer	7110	\$5,094	\$5,241	\$5,241	\$5,241
Medicare - Employer	7120	\$1,191	\$1,226	\$1,226	\$1,226
Subtotal - Personnel		\$115,510	\$122,447	\$122,447	\$122,447
Supplies					
Postage-UPS	7270	\$300	\$300	\$300	\$450
Operating Supplies	7400	\$765	\$600	\$600	\$600
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0	\$0
Books/Program Materials	9780	\$1,000	\$1,500	\$1,500	\$2,300
Periodicals	9810	\$120	\$120	\$120	\$120
Audio-Visual	9830	\$25,380	\$6,600	\$14,552	\$21,708
Computer Software	9870	\$160	\$375	\$375	\$375
Subtotal - Supplies		\$27,725	\$9,495	\$17,447	\$25,553
Services & Other Charges					
Professional/Contractual (RIDES)	8010	\$79,050	\$82,434	\$82,434	\$82,434
Information Systems Computers	8017	\$5,500	\$5,500	\$5,500	\$5,500
Financial Services	8030	\$6,060	\$6,190	\$6,190	\$6,200
Dues	8300	\$1,130	\$1,200	\$1,200	\$1,050
Telephone/Internet	8500	\$1,100	\$1,200	\$1,200	\$1,300
Utilities--Electric service	8550	\$765	\$1,000	\$1,000	\$1,000
Travel and Conferences	8600	\$3,000	\$7,000	\$7,000	\$2,000
Workshops	8602	\$205	\$1,000	\$1,000	\$1,000
Grants to member libraries	8603	\$15,000	\$15,000	\$23,000	\$23,000
Insurance	9100	\$2,100	\$2,500	\$2,500	\$2,500

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Copier lease (toner)	9110	\$300	\$300	\$300	\$300
Repairs and Maintenance	9300	\$150	\$500	\$500	\$500
Rent	9400	\$8,327	\$8,393	\$8,393	\$8,395
Bank Service Charges	9500	\$100	\$0	\$0	\$0
Bad Debts	9550	\$0	\$0	\$0	\$0
Contingency/Misc.	9560	\$0	\$13	\$13	\$64
Expenses/payments for Others	9800	\$106,000	\$85,000	\$85,000	\$86,000
Subtotal - Services & Other		\$228,787	\$217,230	\$225,230	\$221,243
(without passthru)			\$132,230	\$140,230	\$135,243
Capital Outlay & Special Projects					
Equipment, etc.	9050	\$2,000	\$1,000	\$1,000	\$1,000
Subtotal - Capital Outlay		\$2,000	\$1,000	\$1,000	\$1,000
Total Expenditures		\$374,022	\$350,172	\$366,124	\$370,243
Revenues Over (Under)		2,469	0	(0)	(0)
Fund Balance - Beginning of Year		\$309,300	\$311,769	\$311,769	\$311,769
Fund Balance At End of Year		\$311,769	\$311,769	\$311,769	\$311,769
Summary					
Mid-Michigan Library League Budget		FY20	FY21	FY21	FY21
		2019-2020	2019-2020	2019-2020	2019-2020
Budget Summary		Final - ?	Approved	Amended	Proposed
Personnel Services		\$115,510	\$122,447	\$122,447	\$122,447
Supplies		\$27,725	\$9,495	\$17,447	\$25,553
Services & Other Charges		\$228,787	\$217,230	\$225,230	\$221,243
Capital Outlay		\$2,000	\$1,000	\$1,000	\$1,000
Total		\$374,022	\$350,172	\$366,124	\$370,243

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	Cindi	Place	111 S. Bridge St., PO Box 477	Bellaire MI. 49615	231-533-8814			FY23	bellairelibrary@torchlake.com
2	Debra	Greenacre	95 Maple Street	Manistee, MI 49660	231-743-2421	231-723-2519	Vice-Chair	FY23	dgreenacre@manisteeilibrary.org
3	Tracy	Logan-Walker	411 South Lake Street	Cadillac, MI 49601	231-775-6541			FY23	logant@cadillacilibrary.org
4	Diane	Eisenga	107 E. Maple Street	McBain, MI 49657	231-825-2197	N/A		FY22	deisenga@mc bain.org
5	Eric	Smith	825 N. Meyer	Ludington, MI 49431	231-843-8465	269-303-8825	Chair	FY21	esmith@mc dclibrary.org
6	Lois	Langenburg	15 W. Runway Drive	Luther, MI 49656	231-429-4194	N/A	Treasurer	FY22	lilangenburg@hotmail.com
7	Valerie	Church-McHugh	163 Green Street, PO Box 912	Pentwater, MI 49449	231-869-5832	231-750-1287	Secretary	FY22	valeriechurchmchugh@gmail.com
8	Sarah	Weich	426 S. Michigan Ave.	Big Rapids, MI 49307	231-796-5234	231-225-1918		FY23	swelch@bigrapidsilibrary.org
9	Patty	Rockafellow	106 E Walnut St.	Stanton, MI 48888	989-831-4327	989-289-0095		FY23	whitepinelibrary1@hotmail.com
Ad Council Co-Chair	Cindi	Place	111 S. Bridge St., PO Box 477	Bellaire MI. 49615	231-533-8814			FY21	bellairelibrary@torchlake.com
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

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, Ewart 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