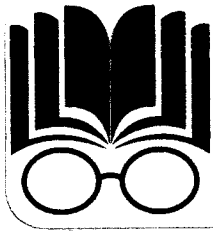


**MMLL Board Packet
March 17, 2022**

Included in one pdf:

- 1. Agenda**
- 2. Draft minutes from November 18, 2021 meeting**
- 3. Transactions (purchase journals) for Nov. and Dec. 2021, Jan. and Feb. 2022**
- 4. Income/expenditure statements and balance sheets for Nov. and Dec. 2021, Jan. and Feb. 2022**
- 5. Director's report for March 2022**
- 6. Plan of Service draft revision (for adding legal service)**
- 7. Foster Swift engagement letter**
- 8. SHLB information (considering membership)**
- 9. FY22 Budget amendment proposal**
- 10. Estimated 2022 income – Library of Michigan/Kathy Webb**
- 11. FY22 Population & State Aid (sm version)**

ALSO, I will share Excel and Word docs with you. The budget spreadsheet has tabs at the bottom to further explain.



Mid-
Michigan
Library
League
www.mml.org

Board of Trustees Meeting

March 17, 2021, 10:00 a.m.

at the
Cadillac Wexford Public Library
411 South Lake Street
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	Action Item: Approve agenda
3. Approval of minutes	Action Item: Approve minutes from 11-18-21 Board meeting
4. Public participation and communications	Advisory Council report as available
5. Financial report	Action Item: Approve expenditures for Nov. and Dec. 2021, Jan. and Feb. 2022 (roll call) Action Item: Accept financial reports for Nov. and Dec. 2021, Jan. and Feb. 2022
6. Director's report	Information Items: State Aid, new populations, new directors, RIDES, ECF update, DEI work.
7. Committees: Finance Personnel	Finance: (No meeting/report) Personnel: (No meeting/report)
8. Old business	Discussion Items: Succession/strategic planning Action Item:
9. New business	Discussion Item: New service of the cooperative – revision of Plan of Service proposed (legal service provided by Anne Seurnyck/Foster, Swift) Action Item: Approve revised Plan of Service Discussion Item: SHLB – Schools Health & Libraries Broadband Coalition Action Item: Approve membership (\$250) Discussion Item: FY22 Budget amendment Action Item: Approve budget amendment
10. Public comment	
11. Advisory Council comments	
12. Board member comments	
13. Adjournment	

~Next Meeting~

Thursday, May 19, 2022 at Cadillac Wexford Public Library, 411 South 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
November 18, 2021
Cadillac-Wexford Public Library
10:00 a.m.**

Call to Order: With a quorum present, Eric Smith, Chair, called the meeting to order at 10:05 a.m.

Members Present: Cindi Place (Group 1); 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); Patty Rockafellow (Group 9)

Members Absent: Debra Greenacre (Group 2)

Also Present: Zack Frederickson, Baird, Cotter, & Bishop; Sheryl Mase, Director, MMLL

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

Approval of Minutes: M/S Logan-Walker/Langenburg to approve the minutes from the Annual Meeting, 9/22/21. The motion passed.

Public Participation and Communications: Cindi Place, Chair of the Advisory Council, reported that they are still meeting twice per month. The dates may change to accommodate some of the directors. They have filled committee assignments, reviewed mini-grants, and are working on a Union Catalog for our libraries.

Audit Report: Zack Frederickson from Baird, Cotter, & Bishop, presented the FY21 audit results. He indicated that it was another good year for MMLL. The League was fully funded from state aid, an increase from last year. Findings were similar to last year and are unavoidable in this small an operation administratively.

M/S Rockafellow/Place to accept the audit report for FY21. The motion passed.

Election of Officers: Nominations for the slate of new officers:

M/S Rockafellow/Place nominate: Diane Eisenga - Chair

M/S Rockafellow/Church-McHugh nominate: Lois Langenburg, Vice Chair

M/S Rockafellow/Logan-Walker nominate: Valerie Church-McHugh, Treasurer

M/S Rockafellow/Langenburg nominate: Tracy Logan-Walker, Secretary

M/S Place/Rockafellow to accept the slate of officers. The motion passed.

Committee Assignments:

Finance: Valerie Church-McHugh, Chair

Lois Langenburg

Diane Eisenga

Personnel: Tracy Logan-Walker, Chair
Patty Rockafellow
Debra Greenacre

Strategic Planning Exploratory Committee: Eric Smith
Cindi Place
Sarah Welch

Financial Reports:

M/S Rockafellow/Place to approve the purchase journals from September and October 2021. Roll call: Place - Aye; Logan-Walker - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye

M/S Place/Logan-Walker to accept the Financial Reports for September and October 2021. The motion passed.

Director's Report:

The Director reported that the League received notification of funding for the ECF application that was submitted on behalf of 25 member libraries. Total funding = \$115,995.13 Funds were also approved for equipment and content through the ARPA funds. The Director will be attending a program called "Think Space" over 2 two-day sessions this next year. Falmouth Library has reached out to the League to check out services and support it might receive from MMLL. The Director will schedule a visit with Diane Eisenga in the near future.

Committee Reports:

Finance Committee: No report.

Personnel Committee: No report.

Old Business: None

New Business: None

Public Comment: None

Advisory Council Comments: None

Board Member Comments: None

Adjournment: The meeting adjourned by unanimous consent at 11:24 a.m.

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

Type	Date	Memo	Account	Split	Amount
AUTOGRAPHICS, INC.					
Bill Pmt -Check	11/16/2021	Syndetics 11/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,722.29
BAIRD COTTER AND BISHOP					
Bill	11/03/2021	Audit for year en...	2000 · Accounts Payable	8030 · Financial S...	-4,200.00
Bill	11/20/2021	Payroll for Octob...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	11/24/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-4,370.00
Blue care Network					
Bill	11/18/2021	Coverage 12/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-855.63
Bill Pmt -Check	11/24/2021	Coverage 12/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-855.63
CADILLAC NEWS					
Check	11/23/2021	One year renewal	1000 · CashChecking Fif...	9810 · Periodicals	-144.00
Charter Business					
Bill Pmt -Check	11/01/2021	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-88.96
Cindi Place					
Bill	11/24/2021	Ann mtg and brd ...	2000 · Accounts Payable	-SPLIT-	-167.33
Bill Pmt -Check	11/24/2021	Ann mtg and brd ...	1000 · CashChecking Fif...	2000 · Accounts P...	-167.33
CONSUMERS ENERGY					
Bill	11/15/2021	Service 10/12/21...	2000 · Accounts Payable	8550 · Utilities	-53.83
Bill Pmt -Check	11/16/2021	Service 10/12/21...	1000 · CashChecking Fif...	2000 · Accounts P...	-53.83
Delta Dental					
Bill	11/22/2021	Coverage 12/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	11/24/2021	Coverage 12/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Diane Eisenga					
Bill	11/24/2021	Annual mtg and ...	2000 · Accounts Payable	-SPLIT-	-57.50
Bill Pmt -Check	11/24/2021	Annual mtg and ...	1000 · CashChecking Fif...	2000 · Accounts P...	-57.50
Emergency Geek					
Bill	11/19/2021	Tech service Bet...	2000 · Accounts Payable	8017 · Information...	-389.20
Bill Pmt -Check	11/24/2021	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-389.20
Lisa Eash					
Bill Pmt -Check	11/01/2021	Postage for 4 bo...	1000 · CashChecking Fif...	2000 · Accounts P...	-37.20
Lois Langenburg					
Bill	11/24/2021	Annual mtg and ...	2000 · Accounts Payable	-SPLIT-	-67.28
Bill Pmt -Check	11/24/2021	Annual mtg and ...	1000 · CashChecking Fif...	2000 · Accounts P...	-67.28
MEIJER					
Check	11/17/2021	Board meeting re...	1000 · CashChecking Fif...	8600 · Travel and ...	-37.36
MI LIBRARY ASSOCIATION					
Bill	11/03/2021	Think Space Ma...	2000 · Accounts Payable	8600 · Travel and ...	-1,095.00
Bill Pmt -Check	11/16/2021	Think Space Ma...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,095.00
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	11/16/2021	MERS for Nove...	2000 · Accounts Payable	7030 · Fringe ben...	-1,885.70
Bill Pmt -Check	11/16/2021	MERS for Nove...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,885.70
OCH LLC					
Bill	11/20/2021		2000 · Accounts Payable	9400 · Rent	-700.00
Bill Pmt -Check	11/24/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
Patricia Rockafellow					
Bill	11/24/2021	11/18 Board mee...	2000 · Accounts Payable	8600 · Travel and ...	-86.25
Bill Pmt -Check	11/24/2021	VOID: 11/18 Bao...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	11/24/2021	VOID: 11/18 Bao...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	11/24/2021	VOID: 11/18 Boa...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	11/24/2021	11/18 Board mee...	1000 · CashChecking Fif...	2000 · Accounts P...	-86.25
Sarah Welch					
Bill	11/24/2021	11/18 Board mee...	2000 · Accounts Payable	8600 · Travel and ...	-43.70
Bill Pmt -Check	11/24/2021	VOID: 11/18 Boa...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	11/24/2021	VOID: 11/18 Boa...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	11/24/2021	VOID: 11/18 Boa...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	11/24/2021	11/18 Board mee...	1000 · CashChecking Fif...	2000 · Accounts P...	-43.70
Small Business Association of Michigan					
Bill	11/12/2021	Coverage 12/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99
Bill Pmt -Check	11/12/2021	Coverage 12/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99
Transparent Language					
Bill	11/01/2021	Subscription for ...	2000 · Accounts Payable	9830 · AudioVisual	-3,500.00
Bill Pmt -Check	11/01/2021	Subscription for ...	1000 · CashChecking Fif...	2000 · Accounts P...	-3,500.00
Valerie Church-McHugh					
Bill	11/24/2021	Board meeting	2000 · Accounts Payable	8600 · Travel and ...	-95.45
Bill Pmt -Check	11/24/2021	Board meeting	1000 · CashChecking Fif...	2000 · Accounts P...	-95.45

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

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	12/18/2021	Payroll service N...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	12/18/2021	Payroll service N...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
Blue care Network					
Bill	12/13/2021	Coverage 1/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-855.63
Bill Pmt -Check	12/20/2021	Coverage 1/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-855.63
Charter Business					
Bill	12/01/2021	Service12/1/21-1...	2000 · Accounts Payable	8500 · Telephone	-88.96
Bill Pmt -Check	12/01/2021	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-88.96
Bill	12/31/2021	Service 12/31/21...	2000 · Accounts Payable	8500 · Telephone	-88.96
Bill Pmt -Check	12/31/2021	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-88.96
CONSUMERS ENERGY					
Bill	12/15/2021	Service 11/10/21...	2000 · Accounts Payable	8550 · Utilities	-50.08
Bill Pmt -Check	12/20/2021	Service 11/10/21...	1000 · CashChecking Fif...	2000 · Accounts P...	-50.08
Delta Dental					
Bill Pmt -Check	12/18/2021	Coverage 1/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Bill	12/20/2021	Coverage 1/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Metcom					
Bill	12/29/2021	1000 masks	2000 · Accounts Payable	9800 · Payment fo...	-212.68
Bill Pmt -Check	12/31/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-604.91
OCH LLC					
Bill	12/20/2021		2000 · Accounts Payable	9400 · Rent	-700.00
Bill Pmt -Check	12/20/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
Small Business Association of Michigan					
Bill	12/13/2021	Coverage 1/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-81.14
Bill Pmt -Check	12/20/2021	Coverage 1/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-81.14

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

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	01/18/2022	Preparation of 10...	2000 · Accounts Payable	8030 · Financial S...	-75.00
Bill Pmt -Check	01/18/2022	Preparation of 10...	1000 · CashChecking Fif...	2000 · Accounts P...	-75.00
Bill	01/20/2022	Payroll service fo...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	01/20/2022	Payroll service fo...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
Blue care Network					
Bill Pmt -Check	01/01/2022	Coverage 2/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-855.63
Bill	01/19/2022	Coverage 2/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-855.63
CDW GOVERNMENT, INC.					
Check	01/28/2022	IPad for Corey	1000 · CashChecking Fif...	8010 · RIDES	-458.91
Check	01/28/2022	4 Otterbox Morto...	1000 · CashChecking Fif...	9800 · Payment fo...	-300.00
Check	01/28/2022	Otterbox and cas...	1000 · CashChecking Fif...	8010 · RIDES	-94.89
Check	01/28/2022	2 Otterbox for Ce...	1000 · CashChecking Fif...	9800 · Payment fo...	-150.00
Check	01/28/2022	Otterbox for Big ...	1000 · CashChecking Fif...	9800 · Payment fo...	-75.00
Check	01/28/2022	2 Otterbox for Mi...	1000 · CashChecking Fif...	9800 · Payment fo...	-150.00
Check	01/28/2022	3 Otterbox for M...	1000 · CashChecking Fif...	9800 · Payment fo...	-225.00
CONSUMERS ENERGY					
Bill	01/14/2022	Service 12/10/21...	2000 · Accounts Payable	8550 · Utilities	-50.35
Bill Pmt -Check	01/14/2022	Service 12/10/21...	1000 · CashChecking Fif...	2000 · Accounts P...	-50.35
Delta Dental					
Bill	01/21/2022		2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	01/21/2022		1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Elite Fund, Inc					
Bill	01/11/2022	ECF Round 1 Ap...	2000 · Accounts Payable	8010 · RIDES	-250.00
Bill Pmt -Check	01/11/2022	ECF Round 1 Ap...	1000 · CashChecking Fif...	2000 · Accounts P...	-250.00
Emergency Geek					
Bill	01/01/2022	Tech service Sur...	2000 · Accounts Payable	8017 · Information...	-81.90
Bill Pmt -Check	01/01/2022	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-178.50
Bill	01/13/2022	Tech service Le...	2000 · Accounts Payable	8017 · Information...	-96.60
Metcom					
Bill	01/04/2022	2000 masks	2000 · Accounts Payable	9800 · Payment fo...	-392.23
Ms. Green					
Bill	01/11/2022	Service 1/22-4/22	2000 · Accounts Payable	9300 · Repairs an...	-63.00
Bill Pmt -Check	01/11/2022	Service 1/22-4/22	1000 · CashChecking Fif...	2000 · Accounts P...	-63.00
MUNICIPAL EMPLOYEE RETIREMENT SYSTEM					
Bill	01/11/2022	MERS for Dece...	2000 · Accounts Payable	7030 · Fringe ben...	-2,828.56
Bill Pmt -Check	01/11/2022	MERS for Dece...	1000 · CashChecking Fif...	2000 · Accounts P...	-2,828.56
OCH LLC					
Bill Pmt -Check	01/18/2022		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
Bill	01/20/2022		2000 · Accounts Payable	9400 · Rent	-700.00
OverDrive					
Bill	01/01/2022	Magazines Jan-...	2000 · Accounts Payable	1400 · Prepaid Ex...	-14,154.67
Bill Pmt -Check	01/01/2022		1000 · CashChecking Fif...	2000 · Accounts P...	-88,210.58
Bill	01/18/2022	Content and lice...	2000 · Accounts Payable	1400 · Prepaid Ex...	-74,055.91
Small Business Association of Michigan					
Bill	01/06/2022	Coverage 2/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-81.14
Bill Pmt -Check	01/11/2022	Coverage 2/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-81.14
STATE OF MICHIGAN (3)					
Check	01/07/2022	ECF program 22...	1000 · CashChecking Fif...	8010 · RIDES	-180.00
SUBURBAN LIBRARY CO-OP					
Bill	01/07/2022	MI Co-op Directo...	2000 · Accounts Payable	8300 · Dues	-300.00
Bill Pmt -Check	01/07/2022	MI Co-op Directo...	1000 · CashChecking Fif...	2000 · Accounts P...	-300.00
U.S POSTAL SERVICE (PBS)					
Bill	01/19/2022	2 rolls stamps	2000 · Accounts Payable	7270 · PostageUPS	-116.00
Bill Pmt -Check	01/19/2022	2 rolls stamps	1000 · CashChecking Fif...	2000 · Accounts P...	-116.00
WHITE PINE LIB COOP					
Bill	01/31/2022	DEI Webinar	2000 · Accounts Payable	8600 · Travel and ...	-65.00
Bill Pmt -Check	01/31/2022	DEI Webinar	1000 · CashChecking Fif...	2000 · Accounts P...	-65.00

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

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	02/20/2022	Payroll service fo...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	02/20/2022	Payroll service fo...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
BELLAIRE PUBLIC LIBRARY (1)					
Bill	02/10/2022	Grant for 3D prin...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Bill Pmt -Check	02/10/2022	Grant for 3D prin...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
Blue care Network					
Bill	02/14/2022	Coverage 3/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-855.63
Bill Pmt -Check	02/16/2022	Coverage 3/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-855.63
CDW GOVERNMENT, INC.					
Bill	02/03/2022	Payment on revi...	2000 · Accounts Payable	8010 · RIDES	-511.65
Bill Pmt -Check	02/03/2022	Payment on revi...	1000 · CashChecking Fif...	2000 · Accounts P...	-511.65
CONSUMERS ENERGY					
Bill	02/14/2022	Service 1/11/22-...	2000 · Accounts Payable	8550 · Utilities	-51.19
Bill Pmt -Check	02/16/2022	Service 1/11/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-51.19
Delta Dental					
Bill	02/23/2022	Coverage 3/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	02/23/2022	Coverage 3/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Emergency Geek					
Bill	02/08/2022	Tech support Bel...	2000 · Accounts Payable	8017 · Information...	-110.40
Bill Pmt -Check	02/08/2022	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-110.40
Bill	02/15/2022	Mini grant for net...	2000 · Accounts Payable	-SPLIT-	-218.49
Bill Pmt -Check	02/15/2022	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-218.49
Leland Township Library (1)					
Bill	02/16/2022	Grant for printer/...	2000 · Accounts Payable	8603 · Grants to ...	-1,250.00
Bill Pmt -Check	02/16/2022	Grant for printer/...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,250.00
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	02/08/2022	MERS for Jan 20...	2000 · Accounts Payable	7030 · Fringe ben...	-1,885.70
Bill Pmt -Check	02/08/2022	MERS for Jan 20...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,885.70
Bill	02/23/2022	MERS Feb 2022	2000 · Accounts Payable	7030 · Fringe ben...	-1,885.70
Bill Pmt -Check	02/23/2022	MERS Feb 2022	1000 · CashChecking Fif...	2000 · Accounts P...	-1,885.70
OCH LLC					
Bill	02/20/2022		2000 · Accounts Payable	9400 · Rent	-700.00
Bill Pmt -Check	02/23/2022		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
Small Business Association of Michigan					
Bill	02/14/2022	Coverage 3/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-81.14
Bill Pmt -Check	02/16/2022	Coverage 3/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-81.14
The UPS Store					
Check	02/25/2022	Mail pkgs to Surr...	1000 · CashChecking Fif...	7270 · PostageUPS	-35.51
Verizon					
Bill	02/16/2022	Hotspots Monthl...	2000 · Accounts Payable	9800 · Payment fo...	-4,288.54
Bill Pmt -Check	02/16/2022	Hotspots Monthl...	1000 · CashChecking Fif...	2000 · Accounts P...	-4,288.54

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

	Current	Total		% of	
	Month	Year to	Budget		Budget
Revenues	Actual	date Actual	for Year	Budget	
5390 · Indirect state aid	0	0	112,605	-112,605	0.00%
5400 · Interest income	4	8	85	-77	9.18%
5500 · Reimbursements From Other Govt	1,872	1,922	140,000	-138,078	1.37%
5600 · Miscellaneous Income/grants	0	0	0	0	0.00%
5650 · Sale of Asset	0	0	200	-200	0.00%
5800 · Direct State Aid	0	0	171,257	-171,257	0.00%
5850 · Workshops/Training Fees	-30	180	1,000	-820	17.99%
Total Income	1,846	2,110	425,147	-423,037	
Expense					
Personnel Services					
7020 · Salaries and Wages	3,316	13,097	86,862	-73,765	15.08%
7030 · Fringe benefits	2,850	5,838	36,364	-30,526	16.05%
7110 · Employer Social Security	206	812	5,385	-4,573	15.08%
7120 · Employer Medicare	48	190	1,259	-1,069	15.08%
Subtotal Personnel	6,420	19,937	129,870	-109,933	
Supplies					
7270 · Postage UPS	0	37	500	-463	7.44%
7400 · Operating Supplies	-61	93	700	-607	13.30%
9780 · Maker Kits			2,000	-2,000	0.00%
9810 · Periodicals	144	144	120	24	120.00%
9830 · AudioVisual	3,500	3,500	3,500	0	100.00%
9870 · Computer Software	0	0	400	-400	0.00%
Subtotal Supplies	3,583	3,774	7,220	-3,446	
Services & Other Charges					

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6,870	16,240	86,218	-69,978	18.84%
8017 · Information Systems/Computers	389	924	5,500	-4,576	16.80%
8030 · Financial Services	4,370	4,540	6,660	-2,120	68.17%
8300 · Dues	0	0	1,100	-1,100	0.00%
8500 · Telephone	0	178	1,900	-1,722	9.36%
8550 · Utilities	54	111	1,100	-990	10.05%
8600 · Travel and Conferences	1,650	1,650	7,000	-5,350	23.57%
8602 · Workshops	0	0	5,000	-5,000	0.00%
8603 · Grants to Member Libraries	0	0	20,500	-20,500	0.00%
9100 · Insurance	0	0	2,750	-2,750	0.00%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	0	500	-500	0.00%
9400 · Rent	700	1,400	8,505	-7,105	16.46%
9500 · Bank Service Charges	0	-7	23	-30	-30.04%
9550 · Bad Debts				0	0.00%
9560 · Contingency/Misc				0	0.00%
9800 · Payment for Others					
Subtotal Services & Other	7,586	16,895	140,000	-123,105	12.07%
Capital Outlay & Social Projects	21,619	41,931	287,056	-245,125	
9050 · Equipment			1,000		0.00%
Subtotal Capital Outlay	0	0	1,000	0	
Total Expense	31,622	65,642	425,146	-358,504	
Net Income	-29,776	-63,532	1	-63,533	

Mid-Michigan Library League

Balance Sheet

12/03/21

As of November 30, 2021

Accrual Basis

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	13,657.20
1030 · CashSavings Fifth Third3088	210,764.96
Total Checking/Savings	224,422.16
Accounts Receivable	
1600 · Accounts Receivable	1,722.28
Total Accounts Receivable	1,722.28
Other Current Assets	
12000 · Undeposited Funds	150.00
Total Other Current Assets	150.00
Total Current Assets	226,294.44
Other Assets	
1400 · Prepaid Expense	63,364.22
Total Other Assets	63,364.22
TOTAL ASSETS	289,658.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Federal Withholding	205.56
2110 · FICA Withholding	-205.56
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	46,210.97
Total Current Liabilities	46,210.97
Total Liabilities	46,210.97
Equity	
3000 · Net Position	312,376.50
32000 · Retained Earnings	-5,396.94
Net Income	-63,531.87
Total Equity	243,447.69
TOTAL LIABILITIES & EQUITY	289,658.66

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

	Current	Total		% of	
	Month	Year to	Budget		Budget
Revenues	Actual	date Actual	for Year	Budget	
5390 · Indirect state aid	0	0	112,605	-112,605	0.00%
5400 · Interest income	4	11	85	-74	13.32%
5500 · Reimbursements From Other Govt	510	2432	140,000	-137,568	1.74%
5600 · Miscellaneous Income/grants	17	17		17	100.00%
5650 · Sale of Asset	0	0	200	-200	0.00%
5800 · Direct State Aid	0	0	171,257	-171,257	0.00%
5850 · Workshops/Training Fees	0	180	1,000	-820	17.99%
Total Income	531	2640	425,147	-422,507	
Expense					
Personnel Services					
7020 · Salaries and Wages	9617	22714	86,862	-64,148	26.15%
7030 · Fringe benefits	969	6806	36,364	-29,558	18.72%
7110 · Employer Social Security	596	1408	5,385	-3,977	26.15%
7120 · Employer Medicare	139	329	1,259	-930	26.16%
Subtotal Personnel	11321	31258	129,870	-98,612	
Supplies					
7270 · Postage UPS	0	37	500	-463	7.44%
7400 · Operating Supplies	0	93	700	-607	13.30%
9780 · Maker Kits			2,000	-2,000	0.00%
9810 · Periodicals	0	144	120	24	120.00%
9830 · AudioVisual	0	3500	3,500	0	100.00%
9870 · Computer Software	0	0	400	-400	0.00%
Subtotal Supplies	0	3774	7,220	-3,446	
Services & Other Charges					

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6870	23110	86,218	-63,108	26.80%
8017 · Information Systems/Computers	0	924	5,500	-4,576	16.80%
8030 · Financial Services	170	4710	6,660	-1,950	70.72%
8300 · Dues	0	0	1,100	-1,100	0.00%
8500 · Telephone	178	356	1,900	-1,544	18.73%
8550 · Utilities	50	161	1,100	-939	14.60%
8600 · Travel and Conferences	0	1650	7,000	-5,350	23.57%
8602 · Workshops	0	0	5,000	-5,000	0.00%
8603 · Grants to Member Libraries	0	0	20,500	-20,500	0.00%
9100 · Insurance	0	0	2,750	-2,750	0.00%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	0	500	-500	0.00%
9400 · Rent	700	2100	8,505	-6,405	24.69%
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					
Subtotal Services & Other	7799	24694	140,000	-115,306	17.64%
Capital Outlay & Social Projects					
9050 · Equipment			1,000		0.00%
Subtotal Capital Outlay	0	0	1,000	0	0.00%
Total Expense	27088	92730	425,146	-331,416	
Net Income	-26558	-90090	1	-90,091	

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

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	11,989.63
1030 · CashSavings Fifth Third3088	201,165.77
Total Checking/Savings	213,155.40
Accounts Receivable	
1600 · Accounts Receivable	1,002.08
Total Accounts Receivable	1,002.08
Total Current Assets	214,157.48
Other Assets	
1400 · Prepaid Expense	48,907.83
Total Other Assets	48,907.83
TOTAL ASSETS	263,065.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-392.23
Total Accounts Payable	-392.23
Other Current Liabilities	
2100 · Federal Withholding	10.22
2110 · FICA Withholding	-10.22
2130 · State Withholding	356.64
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	46,567.61
Total Current Liabilities	46,175.38
Total Liabilities	46,175.38
Equity	
3000 · Net Position	312,376.50
32000 · Retained Earnings	-5,396.94
Net Income	-90,089.63
Total Equity	216,889.93
TOTAL LIABILITIES & EQUITY	263,065.31

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

	Current	Year to	Total	% of	
	Month	date Actual	Budget	Budget	
Revenues	Actual	for Year	Remaining	Budget	
5390 · Indirect state aid	0	0	112,605	-112,605	0.00%
5400 · Interest income	3	14	85	-71	16.45%
5500 · Reimbursements From Other Govt	89,111	91,543	140,000	-48,457	65.39%
5600 · Miscellaneous Income/grants	0	17	17	17	100.00%
5650 · Sale of Asset	0	0	200	-200	0.00%
5800 · Direct State Aid	0	0	171,257	-171,257	0.00%
5850 · Workshops/Training Fees	0	180	1,000	-820	17.99%
Total Income	89,113	91,754	425,147	-333,393	
Expense					
Personnel Services					
7020 · Salaries and Wages	6,549	29,263	86,862	-57,599	33.69%
7030 · Fringe benefits	3,797	10,604	36,364	-25,760	29.16%
7110 · Employer Social Security	406	1,814	5,385	-3,571	33.69%
7120 · Employer Medicare	95	424	1,259	-835	33.70%
Subtotal Personnel	10,847	42,105	129,870	-87,765	
Supplies					
7270 · Postage UPS	116	153	500	-347	30.64%
7400 · Operating Supplies	0	93	700	-607	13.30%
9780 · Maker Kits	0	144	2,000	-2,000	0.00%
9810 · Periodicals	0	0	120	24	120.00%
9830 · Audio/Visual	0	3,500	3,500	0	100.00%
9870 · Computer Software	0	0	400	-400	0.00%
Subtotal Supplies	116	3,890	7,220	-3,330	
Services & Other Charges					

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	7,854	30,964	86,218	-55,254	35.91%
8017 · Information Systems/Computers	179	1,103	5,500	-4,397	20.05%
8030 · Financial Services	245	4,955	6,660	-1,705	74.40%
8300 · Dues	300	300	1,100	-800	27.27%
8500 · Telephone	0	356	1,900	-1,544	18.73%
8550 · Utilities	50	211	1,100	-889	19.18%
8600 · Travel and Conferences	65	1,715	7,000	-5,285	24.50%
8602 · Workshops	0	0	5,000	-5,000	0.00%
8603 · Grants to Member Libraries	0	0	20,500	-20,500	0.00%
9100 · Insurance	0	0	2,750	-2,750	0.00%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	63	63	500	-437	12.60%
9400 · Rent	700	2,800	8,505	-5,705	32.92%
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				-106,663	23.81%
Subtotal Services & Other	8,643	33,337	140,000	-106,663	
Capital Outlay & Social Projects	18,099	75,796	287,056	-211,260	
9050 · Equipment			1,000		0.00%
Subtotal Capital Outlay	0	0	1,000	0	
Total Expense	29,062	121,792	425,146	-302,354	
Net Income	60,051	-30,038	1	-30,039	

10:54 AM

02/02/22

Accrual Basis

Mid-Michigan Library League
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	32,771.86
1030 · CashSavings Fifth Third3088	99,162.51
Total Checking/Savings	131,934.37
Accounts Receivable	
1600 · Accounts Receivable	68,557.86
Total Accounts Receivable	68,557.86
Total Current Assets	200,492.23
Other Assets	
1400 · Prepaid Expense	122,897.48
Total Other Assets	122,897.48
TOTAL ASSETS	323,389.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Federal Withholding	10.22
2110 · FICA Withholding	-10.22
2130 · State Withholding	237.42
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	46,448.39
Total Current Liabilities	46,448.39
Total Liabilities	46,448.39
Equity	
3000 · Net Position	312,376.50
32000 · Retained Earnings	-5,396.94
Net Income	-30,038.24
Total Equity	276,941.32
TOTAL LIABILITIES & EQUITY	323,389.71

Mid-Michigan Library League
Revenues, Expenditures and Changes in Net Position
For Month Ending February 28, 2022

	Current Month Actual		Year to date Actual		Total Budget for Year		Remaining Budget		% of Budget	
Revenues										
5390 · Indirect state aid	0	0	0	112,605	-112,605	0.00%				
5400 · Interest income	2	16	85			19.04%				
5500 · Reimbursements From Other Govt	0	91543	140,000			65.39%				
5600 · Miscellaneous Income/grants	0	17	17			100.00%				
5650 Sale of Asset	0	0	200			0.00%				
5800 · Direct State Aid	0	0	171,257			0.00%				
5850 · Workshops/Training Fees	0	180	1,000			17.99%				
Total Income	2	91756	425,147		-333,391					
Expense										
Personnel Services										
7020 · Salaries and Wages	6631	35894	86,862			41.32%				
7030 · Fringe benefits	4740	15344	36,364			42.20%				
7110 · Employer Social Security	411	2225	5,385			41.33%				
7120 · Employer Medicare	96	520	1,259			41.34%				
Subtotal Personnel	11879	53984	129,870		-75,886					
Supplies										
7270 · Postage UPS	36	189	500			37.74%				
7400 · Operating Supplies	0	93	700			13.30%				
9780 · Maker Kits	0	0	2,000			0.00%				
9810 · Periodicals	0	144	120			120.00%				
9830 · AudioVisual	0	3500	3,500			100.00%				
9870 · Computer Software	0	0	400			0.00%				
Subtotal Supplies	36	3926	7,220		-3,294					
Services & Other Charges										

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	7382	38346	86,218	-47,872	44.48%
8017 · Information Systems/Computers	179	1282	5,500	-4,219	23.30%
8030 · Financial Services	170	5125	6,660	-1,535	76.95%
8300 · Dues	0	300	1,100	-800	27.27%
8500 · Telephone	0	356	1,900	-1,544	18.73%
8550 · Utilities	51	262	1,100	-838	23.83%
8600 · Travel and Conferences	0	1715	7,000	-5,285	24.50%
8602 · Workshops	0	0	5,000	-5,000	0.00%
8603 · Grants to Member Libraries	2400	2400	20,500	-18,100	11.71%
9100 · Insurance	0	0	2,750	-2,750	0.00%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	63	500	-437	12.60%
9400 · Rent	700	3500	8,505	-5,005	41.15%
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	11639	44977	140,000	-95,023	32.13%
Subtotal Services & Other	22521	98318	287,056	-188,738	
Capital Outlay & Social Projects					
9050 · Equipment			1,000		0.00%
Subtotal Capital Outlay	0	0	1,000	0	
Total Expense	34435	156227	425,146	-267,919	
Net Income	-34433	-64471	1	-64,472	

9:36 AM

03/02/22

Accrual Basis

Mid-Michigan Library League
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	11,490.68
1030 · CashSavings Fifth Third3088	153,322.35
Total Checking/Savings	164,813.03
Accounts Receivable	
1600 · Accounts Receivable	15,704.34
Total Accounts Receivable	15,704.34
Total Current Assets	180,517.37
Other Assets	
1400 · Prepaid Expense	108,676.55
Total Other Assets	108,676.55
TOTAL ASSETS	<u><u>289,193.92</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Federal Withholding	10.22
2110 · FICA Withholding	-10.22
2130 · State Withholding	474.84
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	46,685.81
Total Current Liabilities	46,685.81
Total Liabilities	46,685.81
Equity	
3000 · Net Position	312,376.50
32000 · Retained Earnings	-5,396.94
Net Income	-64,471.45
Total Equity	242,508.11
TOTAL LIABILITIES & EQUITY	<u><u>289,193.92</u></u>

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



Administrative:

- FY22 Board members, groups they represent, year term ends:
 - Group 1 – Cindi Place (23)
 - Group 2 – Debra Greenacre (23)
 - Group 3 – Tracy Logan-Walker (23) – **Secretary**
 - Group 4 – Diane Eisenga (22) - **Chair**
 - Group 5 – Eric Smith (24)
 - Group 6 – Lois Langenburg (22) – **Vice-Chair**
 - Group 7 – Valerie Church-McHugh (22) - **Treasurer**
 - Group 8 – Sarah Welch (23)
 - Group 9 – Patty Rockafellow (23)

See MMLL [Board page](#).

● **Advisory Council**

- FY22 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.
- Committees of the Advisory Council for FY22: <https://www.mml.org/board/advisory-council/ac-committees>.

State Aid and New Population Data:

- Library of Michigan has finally been able to send out the new census population figures for all library service areas and also the unserved areas of the state. Individual messages have gone out to all member libraries with the breakdown of their service areas. MMLL has received an update of all populations and an estimate of the density payments.
- One member library changed class size because of the 2020 Census: Pathfinder Community Library, which is now a Class 3. Reed City Area District Library had a change in class size unrelated to the census because of a service contract termination. They are now a Class 2 library.
- **The first State Aid payments are going out now, at \$.243990 per capita.**
- The final payments will most likely be made with a different per capita amount, as there are variables that often change, but we have a budget amendment for Board approval that updates our income from State Aid, using the spreadsheet data provided by Kathy Webb from Library of Michigan.

Trustee Information:

- Library of Michigan trustee resources: www.michigan.gov/librarytrustee
- Trustee Times (<https://lnks.gd/2/bDdtp3>) is sent directly to your trustees – contact Joe Hamlin at hamlinj2@michigan.gov if you need to add/change trustees on his list.
- See [Book Challenges, Censorship, and Michigan Public Libraries](#), authored by Clare Membiela. Also see ALA Office of Intellectual Freedom webinar [handouts HERE](#).
- Make sure you know your library's establishment type: [Michigan Library Establishment Types](#) – this dictates your Board establishment and legalities of operation.
- United for Libraries (ALA trustee division – resources provided to Michigan library trustees by Library of Michigan) – new login process: Visit <https://www.ala.org/united/> and click on Statewide Access-Find Your State button at the top of the page. Scroll down to the Michigan section. Either login or register for your membership account. Once you login you will find several squares for each class or session recording.

Continuing Education:

- The FY22 CE committee members are: Tiffany Haight (Shelby Area District Library) and Debra Greenacre (Manistee County Library). (Other committees of the Advisory Council are [HERE](#).)
- If you have an idea for a speaker or program for all of MMLL, let us know!
- The Library of Michigan has an online CE [Calendar here](#) and webinar [Archive here](#).
- The MMLL Youth Committee is meeting on the third Monday of each month at 10:00 a.m. via Zoom. See the [Youth Services page](#) on the MMLL website.

eResources:

- Up North Digital currently has 32 of the 36 MMLL members participating, plus one affiliate – Missaukee. Non-participants are Chase, Mancelona, Walkerville, and Wheatland. eMagazines were added for the whole consortium in 2022. See the MMLL website page for [Up North Digital](#).
- Our language resource purchased by MMLL for the whole cooperative, Transparent Language Online, is for all MMLL member patrons, point to <https://library.transparent.com/westmichiganmi/>. On the MMLL website (<https://www.mml.org/a/transparent-language-online>) there is a link to archived training plus flyers and bookmarks with the URL for patrons that can be printed locally.
- The eResources Committee for FY22 (Cindi Place/Bellaire, David Diller/Glen Lake) will continue discussing and prioritizing needs for opt-in discount groups for which MMLL pays the vendor and then invoices the participating members. The group also will consider additional resources that could be provided as a service of the cooperative in coming fiscal years, as part of the Plan of Service. Currently, the cooperative provides [Transparent Language Online](#) to all members for their patrons to use.

Grants:

- The FY22 Grants Committee is Tracy Logan-Walker/Cadillac, Kathleen Rash/Hart, and Laura Marion/Missaukee. First round grant applications have been received and are under review
- In Round One FY22 Library Service Enhancement & Mini-Grant Program, 13 applications were funded for \$10,817. Round Two applications are due April 8, 2022. We have \$20,500 in the budget for grants. See <https://www.mml.org/a/grants>
- The LSTA ARPA grants are in process. For the MI-83 TLC Kits grant, 26 of our members and one affiliate received equipment. See <https://www.mml.org/a/grants/arpa-capacity-grants>
- The Emergency Connectivity Fund (ECF) program information is posted on our website: <https://www.mml.org/a/grants/emergency-connectivity-fund>. The application was submitted in July and approved in November of 2021. Bureaucracy has ensued. All equipment has been received by the 25 participants, and hotspots are deployed by most, but we are still working on the setups of the Chromebooks and iPads. One good piece of news is that the FCC changed the cutoff date of the program so that all of the hotspots will receive a full 12 months of data service. This was as a result of SHLB (Schools, Health & Libraries Broadband Coalition, <https://www.shlb.org/>) advocating on our behalf with the FCC. They included our experience in the appeal, and your director was able to testify to the FCC as one of the four cases demonstrating the need to extend the deadline.
- MMLL was able to benefit greatly from these programs. Here is the value gained from each:
 - Emergency Connectivity Fund = \$115,995
 - MI-83 TLC Kits Grant = \$101,433
 - MI-83 DLC Content Credit = \$87,725
 - **GRAND TOTAL = \$305,153** (*More than the MMLL annual budget revenues!!!*)

Tech Assistance (same info):

- “Emergency Geek” Cory Walker is continuing to serve MMLL member libraries in FY22. Each MMLL member library began the year with four hours of tech support plus mileage. Need more? Just ask!
- Member libraries are urged to build into their budgets ongoing maintenance funds and replacement costs for technology, an integral part of public library service.

Member Libraries:

- Leelanau Township Library has a new director. Welcome Julie Preneta!
- M. Alice Chapin Memorial Library (Marion) has a new director. Welcome Sarah Genereaux-Maddox!
- Six MMLL member libraries are participating in an MPRO grant, “Libraries as Mental Health Hubs,” in which they have staff training and offer resources to their patrons to connect them with help. This project is just beginning, with Zoom calls to coordinate between libraries and the partners - Spectrum Health, West Michigan Community Mental Health, Community Mental Health of Central Michigan, and Certified Community Behavioral Health Clinics. The six libraries are:
 - Big Rapids Community Library
 - LeRoy Community Library
 - Ewart Public Library
 - Mason County District Library
 - Hart Area Public Library
 - Pentwater Township Library

On the Horizon:

- The trainings for Beginning Workshop, New Director, and Advanced Director workshops are now all online in the Niche Staff Skills Academy. Find the course pathways starting here: www.michigan.gov/libraryce
- Planning for in-person conferences and workshops has begun again.
- The MCDA (cooperative directors’ association) is planning training on DEI – diversity, equity, and inclusion. TLN produces a very good webinar that is now posted on our MMLL website. See the [new tab on DEI](#) and stay tuned for more resources to be added soon.

Travel/Meetings:

- 2/9/22 - Reed City Area District Library, meet new director Melissa Rohen
- 2/24/22 – Reed City Area District Library – business after hours event to welcome new director
- 3/10/22 – Manistee County Library to meet with director & asst. director and see renovations
- Lots of Zooming

~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.

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, Onekama, 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, Ewart 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]

FOSTER SWIFT

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Email: ASeuryneck@fosterswift.com

February 25, 2022

__ (Library Name) _____

__ (Library Address) _____

Dear: __ (Library Director's Name) __:

Re: _____ Library

We are delighted that the _____ (“Library”) has selected us as your legal counsel and look forward to further demonstrating to you our ability to meet your legal needs. We look forward to doing what we can to help you meet the needs of your patrons. **For 2022, we understand that the Mid-Michigan Library League will pay for one hours’ time for legal work for the Library.** However, we still need to enter into an engagement in order to do legal work for the Library.

In establishing any new client relationship, one of the things our firm requires of me is an “engagement letter.” This engagement letter confirms our representation of the Library. It serves as an agreement about the nature and scope of our relationship. Our representation will officially commence and we will serve as the Library’s counsel when you return a copy of this letter signed by the Library.

The firm is dedicated to the highest ethical standards. Thus, we want to assure you that although we do not believe that the interests of the Library are directly adverse to interests of another client of the firm, if such circumstances were to arise, the firm could withdraw from representing the Library. The firm also

February 25, 2022

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may represent existing or new clients in any matter that is not substantially related to our work for the Library.

We also want to confirm that we will hold strictly confidential all sensitive or proprietary information you give us during the course of our dealings. We will not reveal your confidences or secrets without your consent. If the firm, through its representation of the Library, obtains confidential information that conceivably could be used by another client to the Library's material disadvantage, we may withdraw from representing the Library or that other client in order to avoid a conflict of interest.

Our responsibility in representing the Library is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the matters you may assign to us. In turn, we will need your full and timely cooperation. This will likely include providing us with written materials relating to the matters you assign to us.

The firm and I will pursue matters on the Library's behalf conscientiously and without delay, but with regard for the firm's workload and the nature of the legal system. Nevertheless, it is our practice to promptly return your calls and to be available when you need us and to keep you reasonably informed about the status of all matters. I welcome requests for information at any time.

We hope to establish a mutually rewarding and enduring relationship as the Library's legal counsel and I hope that, in the end, you will be pleased with our service. Nevertheless, you are free to terminate our services at any time by written notice to us to that effect. If the Library terminates our representation, the firm will return to the Library any original materials in the firm's files that belong to the Library. The firm will dispose of its files (including the firm's work product) related to Library matters as it sees fit. We may also terminate our services to the Library, by written notice to you to that effect, in the unlikely event that you unreasonably fail to cooperate with us, you fail to pay our monthly statements in a timely manner, or if we determine that our continued representation of you would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical. Clearly, we do not expect any of that to be the case.

As previously stated, with the exception of the specialized services of employee benefits and bond work, our rates for the Library for all attorneys would be capped at \$225.00 per hour. Employee benefit work is capped at \$250.00 per hour. These rates will be effective through December 31, 2022. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the Library and the firm. The rates for bond work, if necessary, will be discussed with the Library at the time such work is required; the Library will obviously have the opportunity to discuss and agree to any bond related fees. For certain matters, fees will be billed on a flat fee basis as agreed to between the firm and the Library. We would be happy to provide an estimate for any specific project. We do not charge clients separate fees for secretarial or word processing costs, overtime, or other basic overhead costs.

February 25, 2022

Page 3

This letter is intended to govern legal services that you may request in the future, unless we mutually agree in writing to a different arrangement with respect to future matters. To the extent we can help the Library in any way, we are happy to do so.

Should you have any questions about this letter, please do not hesitate to call me. If you agree with the above, please sign the enclosed copy and return it so we can officially begin to represent the Library's interests.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Anne M. Seuryneck

AGREED:

_____ LIBRARY

By: _____

Title: _____

Date: _____

Membership

As one of the fastest-growing broadband advocacy organizations, the SHLB Coalition is a powerful voice for change. We use our influence in Washington, D.C. to lead the united effort for digital equity through anchor institution connectivity. SHLB membership provides incomparable benefits, and is open to any organization that supports [our mission](#). **Amplify your voice in promoting digital equity and join SHLB today.**

Apply Today!

WHY JOIN SHLB?

POLICY ADVOCACY

SHLB will be your advocate before the Federal Communications Commission and on Capitol Hill, reducing your legal and lobbying expenses. Obtain insider updates through our regular policy calls, and collaborate with other SHLB members to shape tech-savvy policy recommendations.

RESOURCES & INFORMATION

Strengthen your technical and legal knowledge of broadband news, technologies, and policies through our outreach materials. Access in-depth resources on our exclusive membership portal to obtain key insights on the broadband market. Our seven policy groups offer the chance to sink your teeth into specific broadband issues.

RELATIONSHIP-BUILDING

Connect and build partnerships with thought leaders and policymakers through SHLB's Annual Conference, networking events, online communities, and membership directory.

VISIBILITY

Increase your organization's visibility through SHLB's website, newsletter, and social media channels. Promote your success stories, press releases, whitepapers, and events through our expansive network.

Apply to Join!

SHLB MEMBERSHIP BENEFITS

Access to SHLB membership directory

Access to SHLB Listserv

Listed on SHLB's website

Share studies and whitepapers with SHLB members

Discounted registration for SHLB events

Preference in speaking slots at SHLB events.

Access to membership portal

Participate in biweekly calls with SHLB's full membership

Access to SHLB's broadband policymaker connections

Participate in SHLB's policy groups.

Our Members

Membership

Join Us

Dues

2021 SHLB MEMBERSHIP DUES

ANNUAL EXPENSE BUDGET (CATEGORIES A-D) or TOTAL CORPORATE REVENUES (CATEGORIES E-F)										
	1	2	3	4	5	6	7	8	9	10
	\$0 - \$249,999	\$250,000 - \$499,999	\$500,000 - \$999,999	\$1 M - \$4,999,999	\$5 M - \$24,999,999	\$25 M - \$49,999,999	\$50 M - \$99,999,999	\$100 M - \$499,999,999	\$500 M - \$999,999,999	\$1 B +
FULL MEMBERS										
ANCHORS <i>State, Regional, Local Schools, Libraries, Clinics, etc.</i>	\$250	\$250	\$500	\$500	\$500	\$1,000	\$1,000	\$1,500	\$1,500	\$2,000
LOCAL OR STATE GOVERNMENT DEPTS, AGENCIES	\$250	\$250	\$500	\$500	\$500	\$1,000	\$1,000	\$1,500	\$1,500	\$2,000
ASSOCIATIONS <i>Non-Profit State, Regional, or National Associations; Public Interest Group; Foundations; Multi-state school, library, or health networks</i>	\$250	\$375	\$500	\$750	\$1,250	\$2,000	\$3,000	\$4,000	\$5,000	\$7,000
NON-PROFIT BROADBAND SERVICE PROVIDERS <i>R&E Networks, Telehealth, etc.</i>	\$375	\$750	\$1,500	\$2,500	\$3,500	\$4,500	\$5,500	\$6,500	\$8,000	\$10,000
FOR-PROFIT <i>Consultants, Corporations, etc.</i>	\$500	\$1,000	\$2,000	\$3,500	\$5,000	\$7,500	\$10,000	\$12,500	\$15,000	\$20,000

Dues renew on day member joined

If you are interested in becoming a member of the SHLB Coalition, visit our Membership Benefits for more information. Please contact Eric Fredell via efredell@shlb.org with any questions.

Our Members

(318 Members as of March 2022)

K-12 SCHOOLS & ORGANIZATIONS	+ view members
LIBRARIES & ORGANIZATIONS	+ view members
HEALTH & ASSOCIATIONS	+ view members
HIGHER EDUCATION & ASSOCIATIONS	+ view members
LOCAL & STATE BROADBAND OFFICES	+ view members
PUBLIC INTEREST GROUPS & FOUNDATIONS	+ view members
COMMERCIAL COMPANIES	+ view members
CONSULTING & LAW FIRMS	+ view members
NONPROFIT BROADBAND PROVIDERS, R&E NETWORKS	+ view members
PUBLIC MEDIA	+ view members

Mid-Michigan Library League
 Approved FY22 budget and Requested Amendment
 REVISED with new State Aid amounts
 3/11/22

		FY22	FY22
		2021-2022	2021-2022
	Account ID	Approved FY22 Budget 9-22-21	Proposed FY22 Budget 3-11-22
Revenues			
Indirect state aid - bill membership	5390	\$112,605	\$127,664
Interest income	5400	\$85	\$85
Reimbursements From Other Gov't.	5500	\$140,000	\$140,000
Miscellaneous Income/grants	5600	\$0	\$0
Refunds	5700		
Large Print Books	5750		
Sale of Assets	5650	\$200	\$200
Direct State Aid + Density	5800	\$171,257	\$193,836
Workshops / Training Fees	5850	\$1,000	\$1,000
Total Revenues		\$425,147	\$462,785
(without passthru line 5500)		\$285,147	\$322,785
		2021-2022	2021-2022
		Approved	Proposed
Expenses			
Personnel Services			
Permanent Salaries	7020	\$86,862	\$86,862
Fringe Benefits	7030	\$36,364	\$36,364
Social Security -Employer	7110	\$5,385	\$5,385
Medicare - Employer	7120	\$1,259	\$1,259
Subtotal - Personnel		\$129,871	\$129,871
Supplies			
Postage-UPS	7270	\$500	\$500
Operating Supplies	7400	\$700	\$700
Interlibrary Loan and OCLC	8014	\$0	\$0
Books/Program Materials	9780	\$2,000	\$2,000
Periodicals	9810	\$120	\$145
Audio-Visual (eResources)	9830	\$3,500	\$3,500
Computer Software	9870	\$400	\$400
Subtotal - Supplies		\$7,220	\$7,245
Services & Other Charges			
Professional/Contractual (RIDES,ECF,EAP)	8010	\$86,218	\$94,318
Information Systems Computers	8017	\$5,500	\$5,500
Financial Services	8030	\$6,660	\$6,660
Dues	8300	\$1,100	\$1,350
Telephone/Internet	8500	\$1,900	\$1,900
Utilities--Electric service	8550	\$1,100	\$1,100
Travel and Conferences	8600	\$7,000	\$7,000
Workshops	8602	\$5,000	\$5,000
Grants to member libraries	8603	\$20,500	\$20,500
Insurance	9100	\$2,750	\$2,750
Copier lease (toner)	9110	\$300	\$300
Repairs and Maintenance	9300	\$500	\$500
Rent	9400	\$8,505	\$8,505

Sheryl: 277,579 population times \$.487980 to 36 members, per KW spreadsheet

Sheryl: pop 277,579 times \$.487980 per capita plus 5,983.27 square miles times \$.97577395 for density, per Kathy Webb

Sheryl: See separate tabs; amortize RIDES at \$6,843.17; professional contractual tab for ECF, EAP, Legal assistance

Bank Service Charges	9500	\$23	\$23
Bad Debts	9550	\$0	\$0
Contingency/Misc.	9560		
Expenses/payments for Others	9800	\$140,000	\$140,000
Subtotal - Services & Other		\$287,056	\$295,406
Capital Outlay & Special Projects			
Equipment, etc.	9050	\$1,000	\$1,000
Subtotal - Capital Outlay		\$1,000	\$1,000
Total Expenditures		\$425,147	\$433,522
(without passthru line 9800)		\$285,147	\$293,522
Revenues Over (Under)		0	29,263
Fund Balance - Beginning of Year		\$312,376	\$312,376
Fund Balance At End of Year		\$312,376	\$341,639
Summary			
Mid-Michigan Library League Budget		FY22	FY22
		2021-2022	2021-2022
Budget Summary		Approved	Proposed
Personnel Services		\$129,871	\$129,871
Supplies		\$7,220	\$7,245
Services & Other Charges		\$287,056	\$295,406
Capital Outlay		\$1,000	\$1,000
Total		\$425,147	\$433,522
(without passthru)		\$285,147	\$293,522

Estimated Payments Only

**LIBRARY OF MICHIGAN - DEPT OF EDUCATION
COOPERATIVE POPULATION REPORT FY2022-
October 1, 2021-Sept 30, 2022
Mid-Michigan Library League**

Library Name	Cooperative	Square Miles	Population	County
Alden District Library	Mid-Michigan	24.95	1,225	Antrim
Barryton Public Library	Mid-Michigan	105.63	4,093	Mecosta
Bellaire Public Library	Mid-Michigan	67.19	3,743	Antrim
Benzie Shores District Library	Mid-Michigan	47.02	3,772	Benzie
Benzonia Public Library	Mid-Michigan	58.58	3,555	Benzie
Betsie Valley District Library	Mid-Michigan	144.01	3,168	Benzie
Big Rapids Community Library	Mid-Michigan	185.03	16,795	Mecosta
Cadillac-Wexford County Public Library	Mid-Michigan	639.72	36,060	Wexford
Central Lake District Library	Mid-Michigan	75.24	3,999	Antrim
Chase Township Public Library	Mid-Michigan	70.92	1,910	Lake
Darcy Library of Beulah	Mid-Michigan	74.79	3,134	Benzie
Ewart Public Library	Mid-Michigan	226.62	8,962	Osceola
Glen Lake Community Library	Mid-Michigan	99.78	3,530	Leelanau
Hart Area Public Library	Mid-Michigan	157.12	8,068	Oceana
Leelanau Township Library	Mid-Michigan	49.21	2,048	Leelanau
Leland Township Public Library	Mid-Michigan	130.90	6,034	Leelanau
LeRoy Community Library	Mid-Michigan	87.50	2,916	Osceola
Luther Area Public Library	Mid-Michigan	286.14	3,954	Lake
M. Alice Chapin Memorial Library	Mid-Michigan	164.01	3,876	Osceola
Mancelona Township Library	Mid-Michigan	88.74	4,886	Antrim
Manistee County Library	Mid-Michigan	471.97	23,120	Manistee
Mason County District Library	Mid-Michigan	470.90	28,990	Mason
McBain Community Library	Mid-Michigan	179.68	5,757	Missaukee
Morton Township Public Library	Mid-Michigan	82.87	6,776	Mecosta
Pathfinder Community Library	Mid-Michigan	244.87	7,067	Lake
Pentwater Township Library	Mid-Michigan	26.04	2,081	Oceana
Reed City Area District Library	Mid-Michigan	91.02	6,802	Osceola
Richfield Township Public Library	Mid-Michigan	104.67	3,781	Roscommon
Richland Township Library	Mid-Michigan	58.64	3,486	Montcalm
Seville Township Public Library	Mid-Michigan	53.69	3,064	Gratiot
Shelby Area District Library	Mid-Michigan	207.88	11,520	Oceana
Surrey Township Public Library	Mid-Michigan	163.04	9,084	Clare
Walkerville Public/School Library	Mid-Michigan	127.86	1,941	Oceana
Walton Erickson Public Library	Mid-Michigan	153.70	9,638	Mecosta
Wheatland Township Library	Mid-Michigan	80.55	2,829	Mecosta
White Pine District Library	Mid-Michigan	137.89	9,953	Montcalm
Member Libraries that qualify for In-Direct State Aid		5,438.37	261,617	
Non-Member Libraries-Do not Qualify for In-Direct Aid-Direct State Aid Only				
Falmouth Area Public Library		35.8	907	
Missaukee District Library		435.04	13,275	
		<u>470.84</u>	<u>14,182</u>	

Estimated Payments Only

**LIBRARY OF MICHIGAN - DEPT OF EDUCATION
COOPERATIVE POPULATION REPORT FY2022-
October 1, 2021-Sept 30, 2022
Mid-Michigan Library League**

Unserved Area

Chestonia Township	35.53	512 Antrim
Day Township	2.01	66 Montcalm
Sidney Township	2.33	174 Montcalm
Star Township	34.19	1,028 Antrim
	74.06	1,780

Total Population **5,983.27** **277,579**

Direct state Aid for 277,579

		Density	
Per capita	\$ 243990	1st 50%	\$ 29,197.18 \$ 96,923.72
	\$67,726.54		
Final per capita	243945	Final	\$ 29,186.01 \$ 96,890.57
	\$120,114.80		\$ 58,383.19 \$ 193,814.29

Indirect State Aid based on all eligible libraries receiving full state aid population 261,617 per capita \$.487980

Estimated Fy2022 Payments \$127,663.86

**Mid-Michigan Library League
FY22 Populations and State Aid
3/2/22**

Library	Total Population Served	Indirect Co-op State Aid (est. @ \$.487980)	Area Served (square miles)	MMLL Direct State Aid
Alden District Library	1,225	\$598	24.95	\$598
Barryton Public Library	4,093	\$1,997	105.63	\$1,997
Bellaire Public Library	3,743	\$1,827	67.19	\$1,827
Benzie Shores District Library	3,772	\$1,841	47.02	\$1,841
Benzonia Public Library	3,555	\$1,735	58.58	\$1,735
Betsie Valley District Library	3,168	\$1,546	144.01	\$1,546
Big Rapids Community Library	16,795	\$8,196	185.03	\$8,196
Cadillac Wexford Public Library	36,060	\$17,597	639.72	\$17,597
Central Lake District Library	3,999	\$1,951	75.24	\$1,951
Chase Township Public Library	1,910	\$932	70.92	\$932
Darcy Library of Beulah	3,134	\$1,529	74.79	\$1,529
Evert Public Library	8,962	\$4,373	226.62	\$4,373
Glen Lake Community Library	3,530	\$1,723	99.78	\$1,723
Hart Area Public Library	8,068	\$3,937	157.12	\$3,937
Leelanau Township Library	2,048	\$999	49.21	\$999
Leland Township Public Library	6,034	\$2,944	130.90	\$2,944
LeRoy Community Library	2,916	\$1,423	87.50	\$1,423
Luther Area Public Library	3,954	\$1,929	286.14	\$1,929
M. Alice Chapin Memorial (Marion) Library	3,876	\$1,891	164.01	\$1,891
Mancelona Township Library	4,886	\$2,384	88.74	\$2,384
Manistee County Library	23,120	\$11,282	471.97	\$11,282
Mason County District Library	28,990	\$14,147	470.90	\$14,147
McBain Community Library	5,757	\$2,809	179.68	\$2,809
Morton Township Public Library	6,776	\$3,307	82.87	\$3,307
Pathfinder Community Library	7,067	\$3,449	244.87	\$3,449
Pentwater Township Library	2,081	\$1,015	26.04	\$1,015
Reed City Area District Library	6,802	\$3,319	91.02	\$3,319
Richfield Township Public Library	3,781	\$1,845	104.67	\$1,845
Richland Township Library	3,486	\$1,701	58.64	\$1,701
Seville Township Public Library	3,064	\$1,495	53.69	\$1,495
Shelby Area District Library	11,520	\$5,622	207.88	\$5,622
Surrey Township Public Library	9,084	\$4,433	163.04	\$4,433
Walkerville Public/School Library	1,941	\$947	127.86	\$947
Walton Erickson Public Library	9,638	\$4,703	153.70	\$4,703
Wheatland Township Library	2,829	\$1,380	80.55	\$1,380
White Pine District Library	9,953	\$4,857	137.89	\$4,857
TOTALS	261,617	\$127,664	5,438.37	\$127,664

Affiliates

[Ardis] Missaukee District Library (Affiliate)	13,275		435.04	\$6,478
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Non-Members

Falmouth Area Library	907	\$0	35.80	\$443
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Unserved

Chestonia Township	512		35.53	\$250
Day Township	66		2.01	\$32
Sidney Township	174		2.33	\$85
Star Township	1028		34.19	\$502

TOTAL				\$135,453
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	Total Population Served	Indirect Co- op State Aid (est. @ \$.487980)	Area Served (square miles)	MMLL Direct State Aid
TOTALS	277,579	\$127,664	5,983.27	\$135,453
DENSITY PAYMENT				<u>\$58,383</u>
GRAND TOTAL STATE AID INCOME	\$321,500			\$193,836