

MMLL Board Packet List for 8/18/22 Meeting

1. Draft agenda
2. Draft minutes from last meeting (5/26/22)
3. Financial reports
 - a. Purchases from May, June, July
 - b. Expenditure and balance sheets from May, June, July
4. Director's report for August 2022
5. Draft budget for FY23
6. Personnel policy
7. Annual luncheon agenda for 9/15/22
8. FY22 Plan of Service
9. Draft MOU with "Emergency Geek"
10. Resumes for director candidates interviewing after meeting
11. MLA statement regarding Patmos and intellectual freedom
12. FY22 Board list
13. FY22 Membership spreadsheet



Mid-
Michigan
Library
League
www.mml.org

Board of Trustees Meeting

August 18, 2022, 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 5-26-22 Board meeting
4. Public participation and communications	Advisory Council report as available
5. Financial report	Action Item: Approve expenditures for May, June and July 2022 (roll call) Action Item: Accept financial reports for May, June and July 2022
6. Director's report	Information Items: Board member term renewal; Patmos/MI Right to Read (https://www.mirighttoread.com/); Trustee training issues
7. Committees: Finance Personnel	Finance: Met on 7-14-22 to review the FY23 draft budget Personnel: Director search process, personnel policy
8. Old business	Discussion Item: Annual luncheon meeting 9-15-22 at Caberfae Discussion Item: Draft FY23 budget (first pass – will go to Advisory Council as well on 8-23-22 – final passage at annual meeting 9-15-22) Discussion Item: FY23 Plan of Service – keep same as FY22? Action Item: (as needed)
9. New business	Discussion Item: Memo of Agreement for Service with Cory Walker, "Emergency Geek" Action Item: Approve MOA with Cory Taylor Discussion Item: Interview process, selection of new director, any changes to personnel policies Action Item: (as needed)
10. Public comment	
11. Advisory Council comments	
12. Board member comments	
13. Adjournment	

~Next Meeting~

Thursday, September 15, 2022, 1:45 p.m. at Caberfae Peaks – Blackmer Lodge, 1 Caberfae Lane, 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**

May 26, 2022

Cadillac Wexford Public Library

10 a.m.

Call to Order: With a quorum present, Diane Eisenga, Chair, called the meeting to order at 10:06 a.m.

Call to Order: Cindi Place (Group 1); Debra Greenacre (Group 2); Tracy Logan-Walker (Group 3); Diane Eisenga (Group 4); Eric Smith (Group 5); Lois Langenburg (Group 6); Sarah Welch (Group 8); Patty Rockafellow (Group 9)

Members Absent: Valerie Church-McHugh (Group 7)

Also Present: Sheryl Mase, Director, MMLL

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

Approval of Minutes: M/S Smith/Place to approve the minutes from March 17, 2021 Regular Meeting.

Public Participation and Communications: Cindi Place, Chair of the Advisory Board, reported that they discussed the annual meeting in September. The board discussed Kanopy and the discount currently available. Overdrive is moving to a new I.P. address and the membership was reminded to change addresses on their websites and to check in with their ILL providers. The Michigan Library Association has created online resources to help libraries deal with material challenges called 'MI Right to Read'.

The Grant Committee has finished its tasks for the year and all the grant money has been allocated.

The Youth Services Committee has taken a break for summer reading and are planning for an in person meeting in October. A shared document for summer reading program ideas is available on the MMLL google drive. The committee has been discussing a co-op wide battle of the books. They are considering a different date for their regular meeting to encourage more participation.

Financial Report: M/S Rockafellow/Place to approve the purchase journals from 3/22 and 4/22. Roll Call: Place- Aye; Greenacre- Aye; Logan-Walker- Aye; Eisenga- Aye; Smith- Aye; Langenburg- Aye, Welch- Aye; Rockafellow-Aye

M/S Place/Logan-Walker to accept the Financial Reports for 3/22, and 4/22. The motion passed.

Director's Report: The Director shared that issues with the ECF provided iPads and Chromebooks have been resolved. Instructions and a recording of the set-up webinar are available to the membership.

The Director also updated the board about the RIDES renewal issue that is affecting the Upper Peninsula. RIDES courier ProMed has a subcontract with Walt Co. to provide delivery in the U.P. Walt Co. increased their price and that cost increase was passed along to U.P. libraries exclusively. The Director expressed her concern over this equity issue and has been working to have the issue addressed. At this time, Walt Co. has threatened to cancel the contract entirely. Dissatisfaction over this situation

and other RIDES issues was expressed by board members. The Director will continue to push for a solution to this issue.

The Director announced her intention to retire in the fall or early winter of 2022. The board expressed their appreciation for her superior efforts and her accomplishments in her tenure with MMLL. A discussion of the best way to handle this retirement and the hiring of a new director ensued.

Committee Reports:

Finance: No meeting/report. The Finance Committee consisting of Valerie Church McHugh (Group 7), Eric Smith (Group 5), and Lois Langenburg (Group 6) will meet on July 14 at 10 a.m. in Ludington with the Director to discuss the 2023 budget.

Personnel: No meeting/report. The Personnel Committee consisting of Debra Greenacre (Group 2), Diane Eisenga (Group 4), and Sarah Welch (Group 8) will meet June 9 at 9 a.m. via Zoom to address the hiring of the next co-op director.

Strategic Planning: No meeting/report. The board agreed strategic planning would need to wait to be addressed after the hiring of a new director.

Old Business: M/S Logan-Walker/Place moved to empower the Personnel Committee to 1.) Create a timeline for the hiring of a new co-op director 2.) Revise the director's job description, 3.) Create a job advertisement for the co-op director's position and post it 4.) Assess candidates for interview.

The motion passed.

New Business:

The Annual Luncheon Meeting will be held on 9/15/22 at Caberfae in Hargetta, MI. Cindi Place, Laura Jacobson-Pentces (LeRoy Public Library), and Sarah Welch have volunteered to help co-ordinate the event.

Scott Garrison, Director of MCLS has offered to attend a MMLL meeting to inform the membership of MCLS services. The board agreed this offer would be best accepted next spring.

Public Comment: None

Advisory Council Comments: None

Board Member Comments: None

Adjournment: The meeting adjourned by unanimous consent at 11:22 a.m.

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

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	05/20/2022	Payroll service fo...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	05/20/2022	Payroll service fo...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
Blue care Network					
Bill	05/10/2022	Coverage 6/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-855.63
Bill Pmt -Check	05/17/2022	Coverage 6/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-855.63
Charter Business					
Bill	05/01/2022	Service 5/1/22-5/...	2000 · Accounts Payable	8500 · Telephone	-39.98
Bill Pmt -Check	05/01/2022	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-39.98
Cindi Place					
Bill	05/27/2022	5/26 Board meeti...	2000 · Accounts Payable	8600 · Travel and ...	-73.24
Bill Pmt -Check	05/27/2022	5/26 Board meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-73.24
CONSUMERS ENERGY					
Bill	05/17/2022	Service 4/11/22-...	2000 · Accounts Payable	8550 · Utilities	-51.69
Bill Pmt -Check	05/17/2022	Service 4/11/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-51.69
Debra Greenacre					
Bill	05/27/2022	5/26 Board Meeti...	2000 · Accounts Payable	8600 · Travel and ...	-58.44
Bill Pmt -Check	05/27/2022	5/26 Board Meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-58.44
Delta Dental					
Bill Pmt -Check	05/16/2022	Coverage 6/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Bill	05/23/2022	Coverage 6/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Diane Elsenga					
Bill	05/27/2022	5/26 Board Meeti...	2000 · Accounts Payable	8600 · Travel and ...	-17.55
Bill Pmt -Check	05/27/2022	5/26 Board Meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-17.55
Emergency Gask					
Bill	05/02/2022	Tech service Mar...	2000 · Accounts Payable	8017 · Information...	-119.70
Bill Pmt -Check	05/02/2022	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-119.70
Bill	05/16/2022	Tech support Le...	2000 · Accounts Payable	8017 · Information...	-164.00
Bill Pmt -Check	05/16/2022	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-164.00
Bill	05/25/2022	I-Pad setups	2000 · Accounts Payable	8017 · Information...	-900.00
Bill Pmt -Check	05/25/2022	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-900.00
Lisa Eash					
Bill	05/20/2022	Mail materials to ...	2000 · Accounts Payable	7270 · PostageUPS	-29.00
Bill Pmt -Check	05/20/2022	Mail materials to ...	1000 · CashChecking Fif...	2000 · Accounts P...	-29.00
Lols Langenburg					
Bill	05/27/2022	5/26 Board Meeti...	2000 · Accounts Payable	8600 · Travel and ...	-37.32
Bill Pmt -Check	05/27/2022	5/26 Board Meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-37.32
MORTON TOWNSHIP LIBRARY					
Bill Pmt -Check	05/01/2022	Grant for I-pad pr...	1000 · CashChecking Fif...	2000 · Accounts P...	-408.00
Bill	05/12/2022	Grant for I-pad pr...	2000 · Accounts Payable	8603 · Grants to ...	-408.00
Ms. Green					
Bill Pmt -Check	05/01/2022	May-August serv...	1000 · CashChecking Fif...	2000 · Accounts P...	-64.00
Bill	05/11/2022	May-August serv...	2000 · Accounts Payable	9300 · Repairs an...	-64.00
MUNICIPAL EMPLOYEE RETIREMENT SYSTEM					
Bill	05/16/2022	MERS for April 2...	2000 · Accounts Payable	7030 · Fringe ben...	-1,885.70
Bill Pmt -Check	05/17/2022	MERS for April 2...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,885.70
Bill	05/31/2022	MERS for May 2...	2000 · Accounts Payable	7030 · Fringe ben...	-1,885.70
Bill Pmt -Check	05/31/2022	MERS for May 2...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,885.70
OCH LLC					
Bill	05/20/2022		2000 · Accounts Payable	9400 · Rent	-700.00
Bill Pmt -Check	05/20/2022		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
Patricia Rockafellow					
Bill	05/27/2022	5/26 Board Meeti...	2000 · Accounts Payable	8600 · Travel and ...	-87.52
Bill Pmt -Check	05/27/2022	5/26 Board Meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-87.52
Sarah Welch					
Bill	05/27/2022	5/26 Board Meeti...	2000 · Accounts Payable	8600 · Travel and ...	-50.78
Bill Pmt -Check	05/27/2022	5/26 Board Meeti...	1000 · CashChecking Fif...	2000 · Accounts P...	-50.78
Sheryl Mase (1)					
Bill Pmt -Check	05/16/2022	December -May ...	1000 · CashChecking Fif...	2000 · Accounts P...	-587.34
Bill	05/25/2022	December -May ...	2000 · Accounts Payable	-SPLIT-	-587.34
Small Business Association of Michigan					
Bill Pmt -Check	05/01/2022	Coverage 6/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-81.14
Bill	05/12/2022	Coverage 6/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-81.14
Time Warner Cable					
Bill	05/01/2022	Service 5/1/22-5/...	2000 · Accounts Payable	8500 · Telephone	-54.98
Bill Pmt -Check	05/01/2022	130227201	1000 · CashChecking Fif...	2000 · Accounts P...	-54.98

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

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
Verizon					
Bill	05/01/2022	4/2/22-5/1/22	2000 · Accounts Payable	9800 · Payment fo...	-1,115.11
Bill Pmt -Check	05/01/2022	4/2/22-5/1/22	1000 · CashChecking Fif...	2000 · Accounts P...	-1,115.11

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

Type	Date	Memo	Account	Split	Amount
Ace Hardware					
Check	06/21/2022	Outlet bars (surg...	1000 · CashChecking Fif...	7400 · Operating ...	-47.68
BAIRD COTTER AND BISHOP					
Bill	06/20/2022	Payroll service fo...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	06/20/2022	Payroll service fo...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
BIG RAPIDS COMMUNITY LIBRARY (1)					
Bill	06/08/2022	Grant for Book b...	2000 · Accounts Payable	8603 · Grants to ...	-1,250.00
Bill Pmt -Check	06/08/2022	Grant for Book b...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,250.00
Blue care Network					
Bill	06/17/2022	Coverage 7/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-855.63
Bill Pmt -Check	06/21/2022	Coverage 7/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-855.63
Bonfore.Com					
Check	06/24/2022	annual mtg door ...	1000 · CashChecking Fif...	8600 · Travel and ...	-121.36
Check	06/24/2022	Annual mtg door ...	1000 · CashChecking Fif...	8600 · Travel and ...	-87.97
Caberfae Peaks					
Check	06/09/2022	Deposit for annu...	1000 · CashChecking Fif...	8602 · Workshops	-200.00
CENTRAL LAKE					
Bill Pmt -Check	06/10/2022	Grant for 3D prin...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
Bill	06/13/2022	Grant for 3D prin...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Charter Business					
Bill	06/07/2022	Service 5/31/22-...	2000 · Accounts Payable	8500 · Telephone	-39.98
Bill Pmt -Check	06/08/2022	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-39.98
CONSUMERS ENERGY					
Bill	06/10/2022	Service 5/11/22-...	2000 · Accounts Payable	8550 · Utilities	-60.58
Bill Pmt -Check	06/10/2022	Service 5/11/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-60.58
Delta Dental					
Bill	06/21/2022	Coverage 7/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	06/21/2022	Coverage 7/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Emergency Geek					
Bill	06/21/2022	Tech support Lut...	2000 · Accounts Payable	8017 · Information...	-268.60
Bill Pmt -Check	06/21/2022	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-268.60
LUTHER AREA PUBLIC LIBRARY (1)					
Bill	06/08/2022	Grant for Bookca...	2000 · Accounts Payable	8603 · Grants to ...	-1,030.49
Bill Pmt -Check	06/08/2022	Grant for Bookca...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,030.49
Midwest Collaborative for Lib. Services					
Bill	06/07/2022	RIDES 7/1/22-6/...	2000 · Accounts Payable	1400 · Prepaid Ex...	-83,449.00
Bill Pmt -Check	06/10/2022	RIDES 7/1/22-6/...	1000 · CashChecking Fif...	2000 · Accounts P...	-83,449.00
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill Pmt -Check	06/10/2022	MERS June 2022	1000 · CashChecking Fif...	2000 · Accounts P...	-1,885.70
Bill	06/14/2022	MERS June 2022	2000 · Accounts Payable	7030 · Fringe ben...	-1,885.70
OCH LLC					
Bill	06/20/2022		2000 · Accounts Payable	9400 · Rent	-700.00
Bill Pmt -Check	06/21/2022		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
REED CITY AREA DISTRICT LIBRARY (1)					
Bill	06/08/2022	Grant for bird fe...	2000 · Accounts Payable	8603 · Grants to ...	-493.65
Bill Pmt -Check	06/08/2022	Grant for bird fe...	1000 · CashChecking Fif...	2000 · Accounts P...	-493.65
Small Business Association of Michigan					
Bill Pmt -Check	06/10/2022	Coverage 7/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-81.14
Bill	06/13/2022	Coverage 7/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-81.14
Staples					
Check	06/09/2022	binderclips and p...	1000 · CashChecking Fif...	7400 · Operating ...	-64.64
Time Warner Cable					
Bill	06/01/2022	Service 6/1/22-6/...	2000 · Accounts Payable	8500 · Telephone	-54.98
Bill Pmt -Check	06/08/2022	130272701	1000 · CashChecking Fif...	2000 · Accounts P...	-54.98
Verizon					
Bill Pmt -Check	06/10/2022	May 02- June 01	1000 · CashChecking Fif...	2000 · Accounts P...	-1,116.31
Bill	06/13/2022	May 02- June 01	2000 · Accounts Payable	9800 · Payment fo...	-1,116.31
WALTON ERICKSON PUBLIC LIBRARY					
Bill	06/29/2022	Grant for books ...	2000 · Accounts Payable	8603 · Grants to ...	-307.69
Bill Pmt -Check	06/29/2022	Grant for books ...	1000 · CashChecking Fif...	2000 · Accounts P...	-307.69
White Pine District Library (1)					
Bill	06/08/2022	Grant for Summ...	2000 · Accounts Payable	8603 · Grants to ...	-495.00
Bill Pmt -Check	06/08/2022	Grant for Summ...	1000 · CashChecking Fif...	2000 · Accounts P...	-495.00
Yourmembership.com					
Bill	06/27/2022	MMLL Director p...	2000 · Accounts Payable	7400 · Operating ...	-275.00
Bill Pmt -Check	06/27/2022	MMLL Director p...	1000 · CashChecking Fif...	2000 · Accounts P...	-275.00

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

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	07/20/2022	Payroll for June ...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	07/31/2022	Payroll for June ...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
Blue care Network					
Bill	07/08/2022	Coverage 8/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-855.63
Bill Pmt -Check	07/15/2022	Coverage 8/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-855.63
Blueberry Ink					
Check	07/19/2022	For annual meeti...	1000 · CashChecking Fif...	8602 · Workshops	-782.02
BookPage					
Bill	07/06/2022	BookPage Aug 2...	2000 · Accounts Payable	9800 · Payment fo...	-3,600.00
Bill Pmt -Check	07/06/2022	BookPage Aug 2...	1000 · CashChecking Fif...	2000 · Accounts P...	-3,600.00
Charter Business					
Bill	07/07/2022	Service 7/1/22-7/...	2000 · Accounts Payable	8500 · Telephone	-39.98
Bill Pmt -Check	07/07/2022	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-39.98
CONSUMERS ENERGY					
Bill	07/12/2022	service 6/10/22-7...	2000 · Accounts Payable	8550 · Utilities	-71.59
Bill Pmt -Check	07/12/2022	service 6/10/22-7...	1000 · CashChecking Fif...	2000 · Accounts P...	-71.59
Delta Dental					
Bill	07/22/2022	Coverage 8/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	07/22/2022	Coverage 8/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Emergency Geek					
Bill	07/15/2022	Tech support Lut...	2000 · Accounts Payable	8017 · Information...	-188.60
Bill Pmt -Check	07/15/2022	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-188.60
Ferris State Unviversity					
Check	07/20/2022	Annual meeting i...	1000 · CashChecking Fif...	8602 · Workshops	-106.94
MI LIBRARY ASSOCIATION					
Bill	07/03/2022	Annual Conferen...	2000 · Accounts Payable	8600 · Travel and ...	-285.00
Bill Pmt -Check	07/31/2022	Annual Conferen...	1000 · CashChecking Fif...	2000 · Accounts P...	-285.00
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	07/31/2022	MERS for July 2...	2000 · Accounts Payable	7030 · Fringe ben...	-2,828.56
Bill Pmt -Check	07/31/2022	MERS for July 2...	1000 · CashChecking Fif...	2000 · Accounts P...	-2,828.56
OCH LLC					
Bill Pmt -Check	07/15/2022		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
Bill	07/20/2022		2000 · Accounts Payable	9400 · Rent	-700.00
Small Business Association of Michigan					
Bill	07/07/2022	Coverage 8/1/22-...	2000 · Accounts Payable	7030 · Fringe ben...	-81.14
Bill Pmt -Check	07/13/2022	Coverage 8/1/22-...	1000 · CashChecking Fif...	2000 · Accounts P...	-81.14
Time Warner Cable					
Bill	07/07/2022	Service 7/1/22-7/...	2000 · Accounts Payable	8500 · Telephone	-54.98
Bill Pmt -Check	07/07/2022	130272701	1000 · CashChecking Fif...	2000 · Accounts P...	-54.98
Verizon					
Bill	07/01/2022	Service June 2- ...	2000 · Accounts Payable	9800 · Payment fo...	-1,039.49
Bill Pmt -Check	07/13/2022	Service June 2- ...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,039.49

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

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	8133	15534	127,664	-112,130	12.17%
5400 · Interest income	4	27	85	-58	32.09%
5500 · Reimbursements From Other Govt	0	96726	140,000	-43,274	69.09%
5600 · Miscellaneous Income/grants	0	17		17	100.00%
5650 · Sale of Asset	0	480	200	280	240.00%
5800 · Direct State Aid	0	96924	193,836	-96,912	50.00%
5850 · Workshops/Training Fees	0	180	1,000	-820	17.99%
Total Income	8136	209888	462,785	-252,897	
Expense					
Personnel Services					
7020 · Salaries and Wages	6549	55623	86,862	-31,239	64.04%
7030 · Fringe benefits	4740	23908	36,364	-12,456	65.75%
7110 · Employer Social Security	406	3449	5,385	-1,936	64.04%
7120 · Employer Medicare	95	807	1,259	-452	64.06%
Subtotal Personnel	11790	83785	129,870	-46,085	
Supplies					
7270 · Postage UPS	29	218	500	-282	43.54%
7400 · Operating Supplies	0	347	700	-353	49.57%
9780 · Maker Kits	0	0	2,000	-2,000	0.00%
9810 · Periodicals	0	144	145	-1	99.31%
9830 · AudioVisual	0	3500	3,500	0	100.00%
9870 · Computer Software	0	0	400	-400	0.00%
Subtotal Supplies	29	4209	7,245	-3,036	
Services & Other Charges					

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6870	60333	94,318	-33,985	63.97%
8017 · Information Systems/Computers	1184	3020	5,500	-2,480	54.92%
8030 · Financial Services	170	5635	6,660	-1,025	84.61%
8300 · Dues	0	1291	1,350	-59	95.60%
8500 · Telephone	95	730	1,900	-1,170	38.40%
8550 · Utilities	52	417	1,100	-683	37.92%
8600 · Travel and Conferences	912	3116	7,000	-3,884	44.52%
8602 · Workshops	0	0	5,000	-5,000	0.00%
8603 · Grants to Member Libraries	408	7923	20,500	-12,577	38.65%
9100 · Insurance	0	1171	2,750	-1,579	42.58%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	64	127	500	-373	25.40%
9400 · Rent	700	5600	8,505	-2,905	65.84%
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	8466	73179	140,000	-66,821	52.27%
Subtotal Services & Other	18921	162535	295,406	-132,871	
Capital Outlay & Social Projects					
9050 · Equipment			1,000		0.00%
Subtotal Capital Outlay	0	0	1,000	0	
Total Expense	30739	250529	433,521	-181,992	
Net Income	-22603	-40641	29,264	-69,905	

11:28 AM
06/03/22
Accrual Basis

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

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	10,850.25
1030 · CashSavings Fifth Thlr3088	222,735.53
Total Checking/Savings	233,585.78
Accounts Receivable	
1600 · Accounts Receivable	13,425.12
Total Accounts Receivable	13,425.12
Total Current Assets	247,010.90
Other Assets	
1400 · Prepaid Expense	80,234.69
Total Other Assets	80,234.69
TOTAL ASSETS	327,245.59
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	-26,419.78
Total Equity	280,559.78
TOTAL LIABILITIES & EQUITY	327,245.59

Mid-Michigan Library League
Revenues, Expenditures and Changes in Net Position
For Month Ending June 30, 2022

	Current Month		Year to date	Total		% of Budget
	Actual	Budget		Actual	Budget	
Revenues						
5390 · Indirect state aid	42,188	127,664	57,722	127,664	-69,942	45.21%
5400 · Interest income	3	85	30	85	-55	35.60%
5500 · Reimbursements From Other Govt	0	140,000	96,726	140,000	-43,274	69.09%
5600 · Miscellaneous Income/grants	0	17	17	17	17	100.00%
5650 · Sale of Asset	0	200	480	200	280	240.00%
5800 · Direct State Aid	0	193,836	96,924	193,836	-96,912	50.00%
5850 · Workshops/Training Fees	0	1,000	180	1,000	-820	17.99%
	42,191	462,785	252,079	462,785	-210,706	
Total Income						
Expense						
Personnel Services						
7020 · Salaries and Wages	6,615	86,862	62,237	86,862	-24,625	71.65%
7030 · Fringe benefits	2,855	36,364	26,762	36,364	-9,602	73.60%
7110 · Employer Social Security	410	5,385	3,859	5,385	-1,526	71.66%
7120 · Employer Medicare	96	1,259	902	1,259	-357	71.68%
Subtotal Personnel	9,975	129,870	93,761	129,870	-36,109	
Supplies						
7270 · Postage UPS	0	500	218	500	-282	43.54%
7400 · Operating Supplies	387	700	734	700	34	104.90%
9780 · Maker Kits	0	2,000	0	2,000	-2,000	0.00%
9810 · Periodicals	0	145	144	145	-1	99.31%
9830 · AudioVisual	0	3,500	3,500	3,500	0	100.00%
9870 · Computer Software	0	400	0	400	-400	0.00%
Subtotal Supplies	387	7,245	4,596	7,245	-2,649	
Services & Other Charges						

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6,419	66,752	94,318	-27,566	70.77%
8017 · Information Systems/Computers	269	3,289	5,500	-2,211	59.80%
8030 · Financial Services	170	5,805	6,660	-855	87.16%
8300 · Dues	0	1,291	1,350	-59	95.60%
8500 · Telephone	95	825	1,900	-1,075	43.40%
8550 · Utilities	61	478	1,100	-622	43.43%
8600 · Travel and Conferences	209	3,326	7,000	-3,674	47.51%
8602 · Workshops	200	200	5,000	-4,800	4.00%
8603 · Grants to Member Libraries	4,577	12,500	20,500	-8,000	60.98%
9100 · Insurance	0	1,171	2,750	-1,579	42.58%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	127	500	-373	25.40%
9400 · Rent	700	6,300	8,505	-2,205	74.07%
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	8,467	81,646	140,000	-58,354	58.32%
Capital Outlay & Social Projects	21,167	183,701	295,406	-111,705	
9050 · Equipment			1,000		0.00%
Subtotal Capital Outlay	0	0	1,000	0	
Total Expense	31,529	282,058	433,521	-150,463	
Net Income	10,662	-29,979	29,264	-59,243	

Mid-Michigan Library League
Balance Sheet
 As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	18,801.46
1030 · CashSavings Fifth Third3088	156,861.88
Total Checking/Savings	175,663.34
Accounts Receivable	
1600 · Accounts Receivable	12,568.03
Total Accounts Receivable	12,568.03
Total Current Assets	188,231.37
Other Assets	
1400 · Prepaid Expense	135,692.73
Total Other Assets	135,692.73
TOTAL ASSETS	323,924.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Federal Withholding	10.22
2110 · FICA Withholding	-10.22
2130 · State Withholding	712.26
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	46,923.23
Total Current Liabilities	46,923.23
Total Liabilities	46,923.23
Equity	
3000 · Net Position	312,376.50
32000 · Retained Earnings	-5,396.94
Net Income	-29,978.69
Total Equity	277,000.87
TOTAL LIABILITIES & EQUITY	323,924.10

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

	Current Month Actual		Year to date Actual		Total Budget for Year		Remaining Budget		% of Budget	
Revenues										
5390 · Indirect state aid	4,195	61,918	127,664	-65,746	48.50%					
5400 · Interest income	3	33	85	-52	38.78%					
5500 · Reimbursements From Other Govt	3,600	100,326	140,000	-39,674	71.66%					
5600 · Miscellaneous Income/grants	0	17	17	17	100.00%					
5650 · Sale of Asset	0	480	200	280	240.00%					
5800 · Direct State Aid	0	96,924	193,836	-96,912	50.00%					
5850 · Workshops/Training Fees	0	180	1,000	-820	17.99%					
Total Income	7,798	259,877	462,785	-202,908						
Expense										
Personnel Services										
7020 · Salaries and Wages	9,872	72,110	86,862	-14,752	83.02%					
7030 · Fringe benefits	3,797	30,559	36,364	-5,805	84.04%					
7110 · Employer Social Security	612	4,471	5,385	-914	83.02%					
7120 · Employer Medicare	143	1,046	1,259	-213	83.05%					
Subtotal Personnel	14,425	108,186	129,870	-21,684						
Supplies										
7270 · Postage UPS	0	218	500	-282	43.54%					
7400 · Operating Supplies	0	734	700	34	104.90%					
9780 · Maker Kits	0	0	2,000	-2,000	0.00%					
9810 · Periodicals	0	144	145	-1	99.31%					
9830 · AudioVisual	0	3,500	3,500	0	100.00%					
9870 · Computer Software	0	0	400	-400	0.00%					
Subtotal Supplies	0	4,596	7,245	-2,649						
Services & Other Charges										

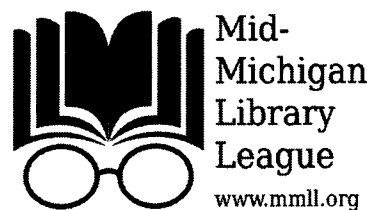
	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6,419	73,171	94,318	-21,147	77.58%
8017 · Information Systems/Computers	189	3,478	5,500	-2,022	63.23%
8030 · Financial Services	170	5,975	6,660	-685	89.72%
8300 · Dues	0	1,291	1,350	-59	95.60%
8500 · Telephone	95	919	1,900	-981	48.39%
8550 · Utilities	72	549	1,100	-551	49.94%
8600 · Travel and Conferences	285	3,611	7,000	-3,389	51.58%
8602 · Workshops	889	1,089	5,000	-3,911	21.78%
8603 · Grants to Member Libraries	0	12,500	20,500	-8,000	60.98%
9100 · Insurance	0	1,171	2,750	-1,579	42.58%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	127	500	-373	25.40%
9400 · Rent	700	7,000	8,505	-1,505	82.31%
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				-46,364	66.88%
Subtotal Services & Other	11,990	93,636	140,000	-46,364	
Capital Outlay & Social Projects	20,809	204,510	295,406	-90,896	
9050 · Equipment			1,000		0.00%
Subtotal Capital Outlay	0	0	1,000	0	
Total Expense	35,234	317,292	433,521	-115,229	
Net Income	-27,435	-57,414	29,264	-86,678	

3:30 PM
08/03/22
Accrual Basis

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

	<u>Jul 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Thrd	8,880.24
1030 · CashSavings Fifth Thrd3088	158,679.26
Total Checking/Savings	167,559.50
Accounts Receivable	
1600 · Accounts Receivable	6,650.32
Total Accounts Receivable	6,650.32
Total Current Assets	174,209.82
Other Assets	
1400 · Prepaid Expense	121,922.70
Total Other Assets	121,922.70
TOTAL ASSETS	<u><u>296,132.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Federal Withholding	10.22
2110 · FICA Withholding	-10.22
2130 · State Withholding	356.13
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	46,567.10
Total Current Liabilities	46,567.10
Total Liabilities	46,567.10
Equity	
3000 · Net Position	312,376.50
32000 · Retained Earnings	-5,398.94
Net Income	-57,414.14
Total Equity	249,565.42
TOTAL LIABILITIES & EQUITY	<u><u>296,132.52</u></u>

**Mid-Michigan Library League
Director's Report
August 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](#).

State Aid:

- The cooperative received the final State Aid payment for the year, \$98,285.49
- We will be sending out invoices to the member libraries for their final payments as soon as we are told they have also been paid their final allotment for this year.

Trustee Information:

- Library of Michigan trustee resources: www.michigan.gov/librarytrustee
- United for Libraries (ALA trustee division – resources provided to Michigan library trustees by Library of Michigan) – held virtual conference August 9-11, resources will be posted
- Trustee Training 101: The Basics 09/13/2022 01:00 PM - 02:30 PM ET
- Trustee Training 102: Advanced Trustee 09/20/2022 01:00 PM - 02:30 PM ET
- See <https://www.mirighttoread.com/> and <https://www.milibraries.org/intellectual-freedom-toolkit>

Continuing Education:

- A cooperative-wide survey will be going out soon that will include questions about desired trainings, workshops, resources for professional development, etc.
- The Library of Michigan has not determined a date for the next Small & Rural Libraries Conference, but has confirmed it will NOT be in 2023 or 2024. Look for the Library Cooperative Director's Association to *possibly* organize a conference in Spring of 2024.

Grants:

- The FY23 draft budget includes an increase to the MMLL Library Service Expansion and Mini-Grants Program, which has been appreciated and successful for many years now. Consider volunteering to be on next year's Grants Committee.
- The Emergency Connectivity Fund (ECF) program information is posted on our website: <https://www.mml.org/a/grants/emergency-connectivity-fund>. On behalf of the participating 25 member libraries, we have submitted an application for the final round of the program to get another 12 months of data service for WiFi hotspots and are still waiting to hear about approval.
- MMLL benefitted greatly from grant programs. Repeated again for you, here is the value gained:
 - Emergency Connectivity Fund = \$115,995
 - MI-83 TLC Kits Grant = \$101,433
 - MI-83 DLC Content Credit = \$124,873
 - **GRAND TOTAL = \$342,301** (More than the MMLL annual budget revenues!!!)

eResources:

- We are planning to renew Transparent Language Online (<https://www.mml.org/a/transparent-language-online>) for all members in FY23 as a service of the cooperative
- By member request, we are looking into a group discount for Ancestry Library Edition, which must be used in the library only. The co-op directors may coordinate on this to get the best pricing. The Michigan eLibrary has My Heritage Library Edition for remote use statewide.

Tech Assistance:

- We are hoping to renew our annual agreement with “Emergency Geek” [Cory Walker](#).
- Each MMLL member library began the year with four hours of tech support plus mileage. Need more? Just ask! Some libraries donate theirs back. See <https://www.mml.org/a/tech-corner>.
- Member libraries are urged to build into their budgets ongoing maintenance funds and replacement costs for technology, an integral part of public library service.

Member Libraries:

- Nine 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. The grant was written and being managed by Improve Health (formerly MPRO - <https://www.mpro.org/>) and has many partners - Spectrum Health, West Michigan Community Mental Health, Community Mental Health of Central Michigan, and Certified Community Behavioral Health Clinics. The nine MMLL participants are:

- Big Rapids Community Library
- Central Lake District Library
- Evart Public Library
- Hart Area Public Library
- LeRoy Community Library
- Marion Public Library (M. Alice Chapin)
- Mason County District Library
- Morton Township Public Library
- Pentwater Township Library

Travel/Meetings:

- 6/15/22 – Reed City Area District Library – Board training
- 6/16/22 – Big Rapids – Walk-a-Mile mental health program
- 6/30/22 – Ludington – Consult on strategic plan
- 7/14/22 – Ludington – MMLL Finance Committee
- 8/4/22 – Falmouth – Board training
- 8/11/22 – Big Rapids – joint commission and library Board meeting about funding

~ Sheryl

Sheryl L. Mase
MMLL director

Mid-Michigan Library League
 FY23 Budget Proposal
 7/15/2022

		FY22	FY22	FY23	
		2021-2022	2021-2022	2021-2022	
	Account ID	Approved FY22 Budget 9-22-21	Amended FY22 Budget 3-11-22	Proposed FY23 Budget 7-7-22	
Revenues					
Indirect state aid - bill membership	5390	\$112,605	\$127,664	\$127,664	Sheryl: 277,579 population times \$.487980 to 36 members, per KW spreadsheet - using FY22 numbers for now
Interest income	5400	\$85	\$85	\$85	Sheryl: See passthru tab
Reimbursements From Other Gov't.	5500	\$140,000	\$140,000	\$122,000	
Miscellaneous Income/grants	5600	\$0	\$0	\$0	
Refunds	5700				
Large Print Books	5750				
Sale of Assets	5650	\$200	\$200	\$0	Sheryl: pop 277,579 times \$.487980 per capita plus 5,983.27 square miles times \$.97577395 for density, per Kathy Webb - using FY22 numbers for now
Direct State Aid + Density	5800	\$171,257	\$193,836	\$193,836	
Workshops / Training Fees	5850	\$1,000	\$1,000	\$1,000	
Total Revenues		\$425,147	\$462,785	\$444,585	
(without passthru line 5500)		\$285,147	\$322,785	\$322,585	
		2021-2022	2021-2022	2022-2023	
Expenses					
		Approved	Amended	Proposed	
Personnel Services					
Permanent Salaries	7020	\$86,862	\$86,862	\$88,743	Sheryl: See Salaries tab
Fringe Benefits	7030	\$36,364	\$36,364	\$40,052	Sheryl: 6.2% of payroll
Social Security -Employer	7110	\$5,385	\$5,385	\$5,502	Sheryl: 1.45% of payroll
Medicare - Employer	7120	\$1,259	\$1,259	\$1,287	
Subtotal - Personnel		\$129,871	\$129,871	\$135,584	
Supplies					
Postage-UPS	7270	\$500	\$500	\$550	
Operating Supplies	7400	\$700	\$700	\$750	
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0	
Books/Program Materials	9780	\$2,000	\$2,000	\$2,000	Sheryl: Transparent Language Online (\$3,500)
Periodicals	9810	\$120	\$145	\$145	Sheryl: Jotform 160, McAfee 35, Adobe Acrobat Pro 180 plus increases
Audio-Visual (eResources)	9830	\$3,500	\$3,500	\$3,500	
Computer Software	9870	\$400	\$400	\$400	
Subtotal - Supplies		\$7,220	\$7,245	\$7,345	Sheryl: See separate tabs; amortize RIDES at \$7015; professional contractual tab for ECF, Legal assistance and RIDES tab
Services & Other Charges					
Professional/Contractual (RIDES,ECF,EAP)	8010	\$86,218	\$94,318	\$93,879	Sheryl: \$175/mo payroll = \$2,100 ; audit at \$4,400
Information Systems Computers	8017	\$5,500	\$5,500	\$5,600	
Financial Services	8030	\$6,660	\$6,660	\$6,500	
Dues	8300	\$1,100	\$1,350	\$1,350	Sheryl: Added more here because of potential upgrade to Internet
Telephone/Internet	8500	\$1,900	\$1,900	\$2,500	Sheryl: See tab
Utilities--Electric service	8550	\$1,100	\$1,100	\$1,100	
Travel and Conferences	8600	\$7,000	\$7,000	\$7,500	
Workshops	8602	\$5,000	\$5,000	\$5,000	
Grants to member libraries	8603	\$20,500	\$20,500	\$30,000	
Insurance	9100	\$2,750	\$2,750	\$2,750	
Copier lease (toner)	9110	\$300	\$300	\$300	
Repairs and Maintenance	9300	\$500	\$500	\$500	Sheryl: see rent tab
Rent	9400	\$8,505	\$8,505	\$8,757	
Bank Service Charges	9500	\$23	\$23	\$23	
Bad Debts	9550	\$0	\$0	\$0	Sheryl: Uncommitted funds allowing for flexibility
Contingency/Misc.	9560			\$12,897	
Expenses/payments for Others	9800	\$140,000	\$140,000	\$122,000	Sheryl: See passthru tab

Priority: See passthru tab

Subtotal - Services & Other		\$287,056	\$295,406	\$300,656
Capital Outlay & Special Projects				
Equipment, etc.	9050	\$1,000	\$1,000	\$1,000
Subtotal - Capital Outlay		\$1,000	\$1,000	\$1,000
Total Expenditures		\$425,147	\$433,522	\$444,585
(without passthru line 9800)		\$285,147	\$293,522	\$322,585
Revenues Over (Under)		0	29,263	(0)
Fund Balance - Beginning of Year		\$312,376	\$312,376	\$341,639
Fund Balance At End of Year		\$312,376	\$341,639	\$341,639
Summary				
Mid-Michigan Library League Budget		FY22	FY22	FY23
		2021-2022	2021-2022	2022-2023
Budget Summary		Approved	Amended	Proposed
Personnel Services		\$129,871	\$129,871	\$135,584
Supplies		\$7,220	\$7,245	\$7,345
Services & Other Charges		\$287,056	\$295,406	\$300,656
Capital Outlay		\$1,000	\$1,000	\$1,000
Total		\$425,147	\$433,522	\$444,585
(without passthru)		\$285,147	\$293,522	\$322,585

Personnel Policy Manual

Mid-Michigan Library League Cooperative (MMLL)

In the Mid-Michigan Library League Cooperative, a commitment exists to be attentive to every aspect of personal effectiveness and how it reflects on the quality of services to Cooperative members. Every effort will be made to provide excellent service to the membership.

Mid-Michigan Library League Cooperative (MMLL) is an equal opportunity employer and service provider. All qualified applicants will receive consideration for employment, and all members will receive service without regard to race, religion, color, gender, gender identity, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by law.

This Manual is not to be construed or interpreted as a contract of any kind. All provisions, articles, benefits, and rules are subject to change at any time at the sole discretion of the Board of Trustees of the Mid-Michigan Library League.

Table of Contents

<u>ARTICLE TITLE</u>	<u>ARTICLE NUMBER</u>
Employees	1.0
Employment at Will	1.1
Full Time Employees	1.2
Part Time Employees	1.3
Employment	2.0
Holidays	2.1
Vacation	2.2
Paid Time Off (PTO)	2.3
Family and Medical Leave Act	2.4
Miscellaneous Leave	2.5
Harassment	2.6
Job Descriptions and Evaluation	3.0
Employee Job Descriptions	3.1
Performance Review	3.2
Conduct	4.0
Use of Cooperative Property	4.1
Receipt of Gratuities	4.2
Political Activities	4.3
Dissemination of Information	4.4
Nepotism	4.5
Travel Reimbursement	4.6

Safety	5.0
Occupational Injury or Illness	5.1
Insurance	6.0
Insurance Coverage	6.1
Retirement	7.0
Effective Date of Manual	8.0

Article 1.0 Employees

1.1 Employment at Will

Employees are hired at will. All employees may terminate their own employment at any time, for any reason. The Director serves at the pleasure of the Mid-Michigan Library League (MMLL) Board and may be terminated at any time for any reason. Hiring and firing of other employees is the responsibility of the Director. The Director is classified as an Exempt employee. All others are Non-Exempt, report to the Director, and are hired, evaluated, and fired by the Director. (Fair Labor Standards Act)

1.2 Full Time Employees

Full-Time employees are those employees who work 40 hours per week.

1.3 Part Time Employees

Part-Time Employees work fewer than 40 hours per week.

Article 2.0 Employment

2.1 Article Holidays

(a) Holidays observed by the MMLL in which the office is closed and/or services are not provided:

- | | |
|------------------|------------------------|
| New Year’s Eve | New Year’s Day |
| Good Friday | Memorial Day |
| Independence Day | Labor Day |
| Thanksgiving Day | Day after Thanksgiving |
| Christmas Eve | Christmas Day |

(b) When a holiday falls on a Saturday, the preceding work day will be considered a holiday and if the holiday falls on a Sunday, the next work day will be considered a holiday.

2.2 Vacation

(a) Eligible employees who have completed the following years of service shall be entitled to the following vacation time, renewable at their anniversary date:

<i>Non-Exempt:</i>	Year Completed	Vacation Days
	0.5 – 2	5
	2-4	10
	5-15	15
	15+	20
<i>Exempt:</i>	Year Completed	Vacation Days
	0.5 – 2	10
	2-4	15
	5 +	20

- (b) Vacation time may be taken after the successful completion of six months of employment.
- (c) Vacation time may be rolled over to the following year, however the vacation bank at any one time may not exceed 20 days or 160 hours of banked vacation before taking the time or relinquishing it.
- (d) Upon termination from employment employees may be paid for unused vacation time they have accrued.

2.3 Paid Time Off

- (a) Paid Time Off (PTO) will accrue upon hire at one (1) 8-hour day per month, to a maximum accumulation of not more than 12 days.
- (b) If an employee is absent from work three consecutive days without reporting to his or her supervisor, the employee may be terminated immediately.
- (c) Employees shall not receive Paid Time Off payout upon separation from employment.

2.4 Family and Medical Leave Act (FMLA)

(a) While MMLL currently has no eligible employees, MMLL will comply with all laws regarding the Family and Medical Leave Act.

2.5 Miscellaneous Leave

- (a) Bereavement Leave. An employee shall be allowed three paid days off in cases of death of employee or spouse's parent, step-parent, spouse, child, stepchild, sibling by birth or adoption, grandparent, grandchild, or other significant persons living in the home. Additional time may be taken from PTO or annual vacation leave bank.
- (b) Jury Duty. In the event that an employee is called to jury duty, full compensation shall be received while on jury duty, providing any compensation received for such duty, less mileage, is reimbursed to the MMLL.
- (c) Military Leave. An employee who belongs to the National Guard, Reserve Corps or similar military organization will be allowed the normal fifteen days of absence without pay when ordered to active duty for training.

2.6 Harassment

Harassment, in any form, shall not be tolerated by the MMLL. No employee of the MMLL shall be subject to unwelcome verbal or physical advances or any other conduct on the job which could be interpreted as harassment.

All employees are expected to actively promote a workplace free of harassment. All employees shall remain attentive to behavior in the workplace which could be considered harassment and take appropriate corrective actions.

Employees are encouraged to report any incident of which they are aware, of which they believe to be harassment to the Director, President of the Board or other officer or member of the Board of Trustees.

Allegations of harassment will be investigated by the Director or by person(s) designated by the Board for the express purpose of investigating allegations of harassment. Persons found to be in violation of the Mid-Michigan Library League policy are subject to discipline, up to and including termination.

Article 3.0 Job Descriptions & Evaluation

3.1 Employee Job Description

Every position has a written job description.

3.2 Performance Evaluation

(a) All non-exempt employees will have an annual performance evaluation conducted by the Director. The Director shall be evaluated by the Board of Trustees annually based upon the job description.

Article 4.0 Conduct

4.1 Use of Mid-Michigan Library League Property

No employee shall use or cause MMLL property to be used for his/her own or another individual's personal use without prior authorization from the Director or Board of Trustees.

4.2 Receipt of Gratuities

The Mid-Michigan Library League does not, in any way, recognize the receipt of a personal gratuity as an acceptable practice. No employee shall at any time accept or receive a personal gratuity.

4.3 Political Activities

No employee shall serve as an elected official in any elected position which may produce a conflict of interest with his/her position with the MMLL.

Employees have a right to participate in all other political activity, but must be careful of personal statements so that they are not construed by the public as official MMLL statements and/or written MMLL policy.

4.4 Dissemination of Information

All news relating to policy shall be released from the Director's office or the President of the Board of Trustees. Any other dissemination of information to the public shall be approved by the Director or the President of the Board.

4.5 Nepotism

No employee of the Mid-Michigan Library League may be supervised by a relative who serves as the Director or is on the Board of Trustees for the MMLL. A relative would be a parent, step-parent, child, spouse, sibling, step-sibling, stepchild, aunt, uncle, niece, or nephew

4.6 Travel Reimbursement

The current IRS mileage rate will be paid to those employees and Board who have been previously authorized by the Director or Board of Trustees to use their own transportation for MMLL business.

Article 5.0 Safety

Mid-Michigan Library League employees are expected to follow all state, federal and local safety laws. Should an employee require Personal Protective Gear or other safety items provided to them for their job, the Director should be notified.

5.1 Occupational Injury or Illness

- (a) If, during the work day, an employee becomes ill or is injured for reasons attributable to employment; no portion of a sick day or any other leave shall be charged against the employee. Further, no portion of any leave time shall be charged against an employee while receiving worker’s compensation.
- (b) If injuries and/or illnesses are attributable to the job an employee will receive worker’s compensation.
- (c) Verification of a job-related injury or illness must be authenticated by an acceptable medical and /or dental authority to qualify the employee to be eligible for compensation.

Article 6.0 Insurance

6.1 Insurance Coverage

- (a) The MMLL shall provide full-time employees coverage for a comprehensive insurance plan as approved in the budget by the Board of Trustees.
- (b) Employees who are covered by an insurance policy outside of MMLL otherwise shall instead receive a taxable stipend of \$300 per month.

Article 7.0 Retirement

All full time employees are covered by the Municipal Employees’ Retirement System (MERS).

Article 8.0 Provisions Subject to Change and Effective Date

The policies contained in this manual are effective as of the approval date given below, and shall remain in effect until replaced by the Mid-Michigan Library League Board of Trustees. Any and all provisions contained in this manual may be modified, changed, deleted, revised or amended at any time by majority vote of a quorum of the Mid-Michigan Library League Board of Trustees.

Date Approved: June 29, 2015

Revised by Board: September 17, 2015

Upon approval this manual rescinds and replaces all previous versions and editions.



ANNUAL MEETING OF THE MEMBERSHIP

***10:30 AM Arrival and Registration
(downstairs)***

10:30 - 11:30 AM Poster Session (downstairs)

***11:30 AM - 12:00 PM "Why I Love Public Libraries."
Welcome and DEI chat with
Sheryl Mase
(upstairs)***

12:00 - 12:30 PM Lunch

12:30 - 12:40 PM Break and desert setup

***12:40 - 1:10 PM Alex Flannery, Michigan Arts
and Culture Council***

***1:10 - 1:40 PM Estee Schlenner, Michigan
Humanities Council***

1:40 - 1:45 PM Wrap up

1:45 - 2:00 PM Board Meeting



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]

August 2, 2022



Memo of Agreement for Service

The Mid-Michigan Library League (a Michigan Library Cooperative) and Cory Walker, d.b.a. Emergency Geek, 1027 N Mitchell St #5, Cadillac, MI 49601, wish to enter into a service agreement for the new fiscal year for the cooperative, FY23 (October 1, 2022 – September 30, 2023), with the following conditions:

1. Mr. Walker shall schedule library technology support visits, as he is able to fit them into his regular business hours with existing clients, upon request by a member library of the Mid-Michigan Library League. Mr. Walker reserves the right to reschedule due to inclement weather, bereavement, and/or health.
2. Mr. Walker shall perform the necessary work as possible, and invoice the library for the work at the hourly rate of \$60 while onsite with a minimum of 30 minutes, plus mileage to be billed at the standard IRS rate (currently \$.63/mile, rounding up). The invoice is to be sent to both the library director and the director of the Mid-Michigan Library League (so that the co-op may subsidize this service for the libraries). Support visits canceled within 24 hours of appointment will be invoiced at allotted minimum.
3. The Mid-Michigan Library League shall pay for all mileage incurred and for the hourly billing when Mr. Walker is servicing member libraries, UNLESS the library has used over their allotted and donated hours per the cooperative's plan of service, in which case the library itself will be obligated to pay the invoice. Libraries shall be responsible for any part and/or product costs. Invoices for any part and/or product costs shall incur 15% interest if past due more than 30 days.
4. In no instance shall Mr. Walker be required to carry a past due obligation as a result of this agreement. If any problem should arise, the Mid-Michigan Library League shall make payment to Mr. Walker and resolve the issue internally.
5. The minimum number of hourly service hours to be paid to Mr. Walker under this annual agreement shall be 125. Should the end of the year totals not equal that amount, the Mid-Michigan Library League shall pay Mr. Walker for the balance of unused hours.

Cory Walker, d.b.a. Emergency Geek

Sheryl L. Mase, Director, Mid-Michigan Library League

4303 West Colony Road
Saint Johns, Michigan 48879
July 21, 2022

Mid-Michigan Library League
201 North Mitchell Street, Suite 302
Cadillac, MI 49601

Dear Mid-Michigan Library League Board:

It was with great interest that I read your posting for a Director on the Michigan Library Association website. I am intrigued by the challenges and opportunities the Mid-Michigan Library League has to offer.

For the past nineteen years I have served as the Director of the Briggs District Library, formerly Briggs Public Library. During that time I have prepared the Library's annual budget, made purchasing decisions and paid invoices. It has been my responsibility to ensure the Library's revenues and expenditures balance out. I currently supervise a staff of eleven individuals which includes setting their hours, assigning duties, doing evaluations, payroll, hiring and discipline/discharge. One of my responsibilities is to create an annual report and then present the information in that report to the government officials in the nine municipalities the Library serves. I have also presented programs to a number of service organizations. In addition to collaborating with the Library Board to stay on top of changes in technology, I have worked with an IT firm to maintain and update the Library's hardware and software components. One of my other major duties has been to oversee the maintenance of the Library facility. I have worked with contractors on several facility improvement projects during my tenure. In conjunction with the Library Board, I have develop strategic plans, coordinated a fundraising event and transitioned to a district library including the passage of a millage. Currently, I have been working on plans for a facility renovation project, applying for a number of grants and adjusting services to accommodate for the changes in public usage brought about by the pandemic.

By nature, I am an organized, detailed oriented person. I am a quick learner and enjoy acquiring new skills that will help me better my job performance. This along with my ability to cooperate with a wide variety of individuals enables me to work effectively with others to establish and accomplish goals. I believe the combination of my experience, education and personality will enable me to effectively manage the duties of the position and to work with the membership to advance library service in the cooperative.

I look forward to the opportunity to dialog with you to learn more about the position and how I may be of service to the Mid-Michigan Library League's membership. Thank you for your consideration in this matter.

Sincerely,

Sara B. Morrison

Sara B. Morrison



4303 West Colony Road ◆ St. Johns, Michigan 48879
Cell Phone: (517)582-0075 / Home Phone: (989)224-1106
Email: jsmcmorrison@gmail.com

EMPLOYMENT OBJECTIVE

Desire a challenging career in the field of Library and Information Science with the opportunity to utilize knowledge and expertise to provide the library community with quality service and access to information resources.

PERSONAL

A compassionate, caring individual who enjoys working with a variety of people and age groups. A thoughtful, level headed personality with the ability to pay attention to details and accomplish tasks in a timely fashion.

EMPLOYMENT HISTORY

- 2003-Present* *Library Director, Briggs District Library (Formerly Briggs Public Library)*
Duties Included: Manage the day to day operations of a public library. Prepare the annual budget, make purchasing decisions and pay bills. Supervise a staff of eleven employees. Prepare and present reports to government officials. Oversee facility maintenance, collection development and manage technology resources. Coordinate publicity and fundraising efforts. Draft policies, assist in the development of a strategic plan and knowledgeable of the district library formation process.
- 2003-2003* *Reference Librarian, Baker College of Owosso*
Duties Included: Provide bibliographic instruction to college students and assist them in locating and retrieving materials for class assignments. Create and modify subject specific tip sheets to help students with the research process. Select and order a variety of items for inclusion in the library's collection.
- 1999-2002* *Special Education Instructional Assistant, DeWitt High School*
Duties Included: Work with special education students in both general education classrooms and in a support setting by providing them with extra assistance in mastering core courses. Collaborate with special education teachers to complete required paperwork, track student progress and create instructional aides.

EDUCATION

- 2018* Michigan Library Association Leadership Academy
2000-2002 Masters of Library and Information Science, Wayne State University
1991-1996 Bachelor of Arts – History and Teaching Internship, Michigan State University
1987-1991 High School Diploma, Ithaca High School

TECHNOLOGY SKILLS

- ◆ Computer literate in the areas of library circulation systems, computer time management systems, email, Facebook, Quickbooks, Microsoft Office Suite, Overdrive, and internet research including a variety of databases.
- ◆ Competent in the operation of standard office equipment including copy machine, fax machine, multi-line phones, scanner and cash register.
- ◆ Familiar with Barracuda web filter, Wi-Fi signals, network hardware and Deepfreeze.

MEMBERSHIPS, INTERESTS & ACTIVITIES

- ◆ Michigan Library Association
- ◆ Association of Rural and Small Libraries
- ◆ White Pine Library Cooperative Board of Directors 2009-2011; 2017-2019
- ◆ Loletta Fyan Small and Rural Library Conference Steering Committee 2012 and 2014
- ◆ St. Johns Public Schools Foundation for Excellence Board
- ◆ Mint City Singers
- ◆ St. Johns Redwing Marching Band Boosters
- ◆ Enjoy a variety of activities including traveling, camping, kayaking, gardening and reading.

Jennifer Thanasiu Balcom

7864 W. Madison Rd, Elwell, MI 48832
Home: 989.388.7618 • E-mail: jenniferlynnbalcom@gmail.com

Ms. Debra Greenacre, MMLL Board Member
Mid-Michigan Library League
201 N Mitchell St, Suite 302
Cadillac, MI 4961

August 5, 2022

Dear Ms. Greenacre and MMLL Hiring Committee,

Please accept the attached resume as an expressed interest in the Mid-Michigan Library League Cooperative Director position currently advertised on the MLA website. I am an energetic Master Degreed professional with over thirty years of progressively responsible library experience, including more than 20 years in public library management. Currently, I am working as the Director of the DeWitt District Library, a Class IV public library just north of Lansing, MI, with a service population of 21,000, an annual budget of just under 1 million, and a staff of 18.

I have several years' experience in library financial management and the administration of library personnel. In both current and previous roles, my responsibilities included policy development, long range planning, and the maintenance and improvement of library facilities. My capabilities include developing innovative library programs and services, establishing community partnerships, leading millage campaigns, and regularly speaking to local organizations in order to promote library programs and services. I

I am a strong proponent of professional development. I am an active member of state and national library associations and strive to stay attune with current library trends and services. Providing relevant library service to residents requires an administration (and staff) who are continuously learning and staying abreast of changes in culture and technology. I have experience introducing new library technologies such as self-checkout, mobile print services, digital e-books and downloadable audiobook collections, and Library of Things circulating collections.

Public libraries provide access to resources and information which are absolutely vital to their communities. As a resident of Seville Township, Michigan and as a former Board Member of the Seville Township Public Library, I am familiar with the challenges facing libraries, especially those in smaller communities. I am excited about the possibility of serving the member libraries of the Mid-Michigan Library League and I believe my many years of library experience uniquely qualify me to do so. I would love an opportunity to discuss my qualifications in greater detail. Please feel free to contact me if you have questions or require additional information. Thank you for taking the time to review the enclosed qualifications.

Sincerely,

Jennifer Thanasiu Balcom

Jennifer Thanasiu Balcom

7864 Madison Rd. Elwell, MI 48832

Home: 989.388.7618 • E-mail: jenniferlynnbalcom@gmail.com

EXPERIENCE

DeWitt District Library

January 2009 - present

DeWitt, MI

Library Director

- Directs the operations of a suburban Public Library with a service population of 21k, an annual budget of just under 1 million, and a staff of 18
- Advocates for the library through civic involvement, cultivating and maintaining positive working relationships with community stakeholders such as local municipalities, schools, businesses, and non-profit organizations
- Develops innovative library programs and services which meet community need
- In collaboration with the Library Board sets and accomplishes library goals and long range plans
- Oversees organizational Human Resources including employee hiring, recruitment, training, development, and coaching
- Successfully passed a 15 year operational millage proposal with the support of 65% of voters
- Oversaw multiple library building renovation and remodeling projects working directly with architects, construction managers, and library interior design consultants
- Lead the library through several tech related initiatives including transition to a new SaaS circulation system, VOIP, self check-out, mobile print, hot spot check out, development of a library app, and the creation of a Library of Things circulating collection
- Increased the library's visibility in the community through a website re-design, increased social media presence and the creation and distribution of a quarterly digital newsletter

Seville Township, Michigan

August 2021 – Present

Township Clerk

- Serves as a member of the Township Board
- Keeps voter registration file and conducts elections
- Maintains general ledger & custody of all township records
- Maintains township meeting minutes and keeps township book of oaths
- Responsible for Township public meeting notices
- Keeps township ordinance book

Baldwin Public Library

February - November 2008

Birmingham, MI

Associate Director of Public Service

- Directed and managed public service (Youth, Adult, and Circulation Departments) of a busy public library with an operating budget of 3 million and annual circulation of 700k
- Developed and implemented the Library PR and Marketing program
- Responsible for facilities maintenance and building management
- Drafted RFP's, worked with vendors, and implemented IT projects

Jennifer Thanasiu Balcom

7864 Madison Rd. Elwell, MI 48832

Home: 989.388.7618 • E-mail: jenniferlynnbalcom@gmail.com

Toledo-Lucas County Public Library
Toledo, OH

July 2004 – July 2007

Library Branch Manager

- Responsible for the daily management of a busy inner city library with an operating budget of 800k and a staff of 12
- Oversaw branch programming and services which met community need
- Submitted budget proposals, evaluated and determined priorities on equipment, furniture, and supplies.
- Maintained library collections, purchased branch materials with a budget of \$125,000+, and centrally selected audiovisual materials for seven branches of a 19 branch library system.
- Successfully implemented grant projects for videoconference technology and early literacy programming for Spanish speaking children and their families

Chattahoochee Valley Regional Library System
Columbus, GA

July 2001 – July 2004

Library Branch Manager / Teen Coordinator

- Responsible for managing the daily operations of a branch library while directly supervising staff
- Responsibilities include setting branch goals and long-range plans, staff recruitment, retention, and development, providing proper building maintenance and security, and ensuring overall customer satisfaction.
- Appointed by Mayor to serve on the South Columbus Revitalization Task Force, a committee of community leaders formed in an effort to bring economic development and viability to disinvested neighborhoods in South Columbus, GA
- Responsible for the coordination of tween/teen library services including policy development and planning for the nine branches of the Chattahoochee Valley Regional Library System. Responsible for development and in-service training of library staff members serving youth and teens.
- Developed branch budget, acted as a liaison between administration and branch staff, promoted library awareness in the community, developed and implemented library programming, and served on system-wide committees and collaborative projects
- Developed innovative system-wide teen programming, including the *Rap Reading Project* which was highlighted in the Neal-Schuman publication 101 More Teen Program that Work by Rosemary Honnold

Albuquerque-Bernalillo County Public Library System
Albuquerque, NM

Spring 1999 - July 2001

Library Branch Manager

- Responsible for the daily management of a library branch located within a busy City of Albuquerque owned community center, working collaboratively with other City departments
- Supervised branch library staff
- Managed library collections and selected materials for all areas of the library collection including books and audiovisual materials
- Responsible for developing branch programs and services which met community need

Monroe County Library System
Monroe, MI

Spring 1996 – July 1998

Blue Bush Branch Librarian / Bedford Branch Librarian

- Managed a small branch library which shared a building with a local fire department
- Performed weekly storytimes and developed library programming for area families
- Provided reference and readers advisory service
- Purchased materials for library collections

EDUCATION

Bachelor of Arts in English • Anderson University, Anderson, IN • 1993

Master of Library Science • Wayne State University, Detroit, MI • 1996

Life Coach Certification • The Life Coach School • 2020

PROFESSIONAL & CIVIC INVOLVEMENT

Member, Michigan Library Association 2009-present

Member, American Library Association Member 2003-present

Member, Public Library Association 2003-present

Board of Trustees, Vice President, White Pine Library Cooperative, Saginaw, Michigan, 2009-2011

Board of Directors, DeWitt Area Chamber of Commerce, 2012-2015

Volunteer, Ashley Community Schools School Media Center 2014-2017

Library Trustee, Seville Township Public Library Board, 2021-2022

Township Trustee, Seville Township Board, August 2021-present



Patmos Library Millage

August 5, 2022

The Michigan Library Association stands in solidarity with the Patmos Library Board of Trustees on the decision to retain a small collection of LGBTQIA+ materials on their library shelves. We are equally disheartened to learn that continued funding for the library was defeated on the August primary ballot because the library would not remove these materials.

We recognize that individuals have the right and responsibility to make decisions about what materials are suitable for themselves and their own families. We also stand united with the majority of the Patmos Library Board, and with librarians across the nation in upholding our Constitutional protections. The freedom to read is guaranteed by the Constitution. No one has the right to make rules restricting what other people read or to make decisions for other families. Freedom only exists when individuals can make their own choices. When a book is banned by those who want to censor voices they don't agree with, our democracy itself is threatened.

Of utmost importance to any public library is curating collections that allow every citizen, young and old alike, to see themselves in the books and resources their library provides, and choosing a broad range of subject matter that reflects diverse experiences. It is important to emphasize that the presence of any reading materials in a library collection does not imply endorsement of the ideas expressed in those materials. The library is simply doing its job to provide a wide variety of views and expressions—if the library “endorses” anything, it is citizens' right to access a broad selection of age-appropriate materials. This is a core tenant of librarianship – to provide for the interests of all, and to do so without bias.

Of the 50 library millages across Michigan that were on the August primary ballot, five were voted down, but only one was voted down due to extremist rhetoric and opposition concerning the small collection of materials with LGBTQIA+ themes on the shelves of the Patmos Library.

And we all know that there are extreme consequences to be addressed for those that voted “NO”.

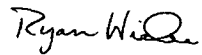
How will the community fare, when and if, the library closes its doors because its funding was not approved? Economically? Socially? Educationally? The Patmos Library serves many purposes – simultaneously a community center, voting precinct, history center, a place to read, gather, socialize, study and learn – a beautiful cultural institution in the heart of Jamestown Township. The day will come when there is no access to WiFi. No access to employment assistance. No access to books, materials and eContent. No access to veteran's benefits. No access to storytime. No access to afterschool, weekend and evening programs. No access to lifelong learning opportunities. NO ACCESS at all because the Patmos Library will shut and lock their doors and will no longer serve the needs of anyone, including those that voted no.

It is the responsibility of libraries throughout Michigan and our Nation to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those that some individuals in our society may consider to be unconventional, unpopular, or unacceptable. We stand with you as you

uphold the first amendment rights that are enshrined in the Constitution by serving the entire population, including those who see value in material that others may find objectionable.

The Michigan Library Association will help Patmos Library in any way they deem needed to address this challenge.

Sincerely,



Ryan Wieber
President
Michigan Library Association



Dillon Geshel
Intellectual Freedom Task Force Chair
Michigan Library Association



Deborah E. Mikula
Executive Director
Michigan Library Association

MI Right to Read: <https://www.mirighttoread.com/>

MLA Intellectual Freedom Toolkit: <https://www.milibraries.org/intellectual-freedom-toolkit>



Mid-Michigan Library Board FY 2022

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	231-723-2519			FY23	dgreenacre@manisteeilibrary.org
3	Tracy	Logan-Walker	411 South Lake Street	Cadillac, MI 49601	231-775-6541		Secretary	FY23	logant@cadillacilibrary.org
4	Diane	Eisenga	107 E. Maple Street	McBain, MI 49657	231-825-2197	N/A	Chair	FY22	diane.eisenga@mc bain.org
5	Eric	Smith	825 N. Meyer	Ludington, MI 49431	231-843-8465	269-303-8825		FY21	esmith@modilibrary.org
6	Lois	Langenburg	15 W. Runway Drive	Luther, MI 49656	231-429-4194	N/A	Vice-Chair	FY22	llangenburg@hotmail.com
7	Valerie	Church-McHugh	163 Green Street, PO Box 912	Pentwater, MI 49449	231-869-5832	231-750-1287	Treasurer	FY22	valeriechurchmchugh@gmail.com
8	Sarah	Welch	426 S. Michigan Ave.	Big Rapids, MI 49307	231-796-5234	231-225-1918		FY23	swelch@bigrapidslibrary.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@mml.org
Group	Libraries								
1	Alden District Library, Bellaire Public Library, Central Lake District Library, Glen Lake Community Library, Leelanau Twp Library, Leland Twp Public Library, Mancelona Twp Library								
2	Benzie Shores District Library, Benzonia Public Library, Betsie Valley District Library, Darcy Library of Beulah, Manistee County Library								
3	Cadillac-Wexford Public Library								
4	M. Alice Chapin Library (Marion), McBain Community Library, Richfield Township Library								
5	Mason County District Library								
6	Chase Public Library, 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, Sheiby Area District Library, Walkerville Public School Library								
8	Barron 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								

**Mid-Michigan Library League
Membership FY2022**
Updated 7-12-2022

Location	Director's Name	Email Address	Phone	Street Address	Address2	City	Zip Code	Township	County
Alden District Library	Ms. Susan Fiegler	aldenlib@torchlake.com	(231) 331-4318	8751 Helena Road		Alden	49612-9703	Helena	Antrim
Barryton Public Library	Ms. Marcia Laughlin	barrytonlibrary@frontier.com	(989) 382-5288	198 Northern Avenue	P.O. Box 215	Barryton	49305-0215	Fork	Mecosta
Bellaire Public Library	Ms. Cindi Place	bellairlib@torchlake.com	(231) 533-8814	111 South Bridge Street	P.O. Box 477	Bellaire	49615-0477	Kearney	Antrim
Benzie Shores District Library	Ms. Stacy Pasche	spasche@benzieshoreslibrary.org	(231) 352-4671	630 Main Street	P.O. Box 631	Frankfort	49635-0631	City of Frankfort	Benzie
Benzonia Public Library	Ms. Amanda McLaren	benzonialib@gmail.com	(231) 862-4111	891 Michigan Avenue	P.O. Box 445	Benzonia	49616-0445	Benzonia	Benzie
Betsie Valley District Library	Ms. Michelle Guerra	bvdlbrary@acegroup.cc	(231) 378-2716	14744 Thompson Avenue		Thompsonville	49683-0185	Weldon	Benzie
Big Rapids Community Library	Ms. Lauren Perkins	lauren@bigrapidslibrary.org	(231) 796-5234	426 South Michigan Avenue		Big Rapids	49307-2016	City of Big Rapids	Mecosta
Cadillac Wexford Public Library	Ms. Tracy Logan-Walker	logant@cadillaclibrary.org	(231) 775-6541	411 South Lake Street		Cadillac	49601-2101	City of Cadillac	Wexford
Central Lake District Library	Ms. Patti Dawson	director@centrallakelibrary.com	(231) 544-2517	7900 Maple Street	P.O. Box 397	Central Lake	49622-0397	Central Lake	Antrim
Chase Township Public Library	Ms. Roxanne Ware	chase.library@yahoo.com	(231) 832-9511	8400 East North Street	P.O. Box 24	Chase	49623-0024	Chase	Lake
Darcy Library of Beulah	Ms. Karen Salyer	director@darcylibraryofbeulah.org	(231) 882-4037	7238 Commercial Street	P.O. Box 469	Beulah	49617-0469	Benzonia	Benzie
Ewart Public Library	Ms. Lias Van Scoyoc	evantlibrary@yahoo.com	(231) 734-5542	104 North Main Street	P.O. Box 576	Ewart	49631-0576	City of Ewart	Osceola
Glen Lake Community Library	Mr. David Diller	dvd@glenlakelibrary.net	(231) 326-5361	10115 West Front Street		Empire	49630-9418	Empire	Leelanau
Hart Area Public Library	Ms. Kathleen Rash	kathleenrash@hartpubliclibrary.org	(231) 873-4476	415 South State Street		Hart	49420-1228	City of Hart	Oceana
Leelanau Township Library	Ms. Julie Preneta	director@leelanautownshiplibrary.org	(231) 386-5131	119 East Nagonaba Street	P.O. Box 235	Northport	49670-0235	Leelanau	Leelanau
Leland Township Public Library	Mr. Mark Morton	director@lelandlibrary.org	(231) 256-9152	203 East Cedar Street	P.O. Box 736	Leland	49654-0736	Leland	Leelanau
Luther Area Public Library	Ms. Laura Jacobson-Perntoes	leryocommunitylibrary@gmail.com	(231) 768-4493	104 West Gilbert Street	P.O. Box 157	Leroy	49655	LeRoy	Osceola
M. Alice Chapin Memorial (Marion) Library	Ms. Amy Shank	lutherlibrary@att.net	(231) 797-8006	115 State Street	P.O. Box 86	Luther	49656-0086	Newkirk	Lake
Mancelona Township Library	Ms. Sarah Genereaux-Maddox	marionlibrary@sbcglobal.net	(231) 743-2421	120 East Main Street	P.O. Box 549	Marion	49665-0549	Marion	Osceola
Manistee County Library	Ms. Kathleen Pirtcke	mancelona.twp.library@gmail.com	(231) 567-9451	202 West State Street	P.O. Box 499	Mancelona	49659-0499	Mancelona	Antrim
Masson County District Library	Ms. Debra Greenacre	dgreenacre@manisteeilibrary.org	(231) 723-2519	95 Maple Street		Manistee	49660-1596	City of Manistee	Mason
McBain Community Library	Mr. Eric Smith	esmith@mcdblibrary.org	(231) 832-8465	107 East Maple Street		Ludington	49431-2118	City of Ludington	Missaukee
Morton Township Public Library	Ms. Diane Eisenga	diane.eisenga@mcdbain.org	(231) 825-2197	110 South James Street	P.O. Box 246	Mecosta	49332-0246	Morton	Mecosta
Pathfinder Community Library	Ms. Juliane Schafer	jschafer@mtplibrary.org	(231) 972-8315	812 Michigan Avenue	P.O. Box 880	Baldwin	49304-0880	Pleasant Plains	Lake
Pentwater Township Library	Ms. Bonnie Poviliatis	pathfinderlibrary123@gmail.com	(231) 869-8581	402 East Park Street	P.O. Box 946	Pentwater	49449-0946	Pentwater	Oceana
Reed City Area District Library	Ms. Mary Barker	mbarke@pentwaterlibrary.org	(231) 832-2131	829 S. Chestnut		Reed City	49677-1152	City of Reed City	Osceola
Richfield Township Public Library	Ms. Melissa Rohen	mrohen@reedcitylibrary.org	(989) 389-7630	1410 North Saint Helen Road	P.O. Box 402	Saint Helen	48656-0402	Richfield	Roscommon
Richland Township Library	Ms. Bethany Romanowski	library@richfieldtownship.com	(989) 268-5044	8821 Third Street	P.O. Box 220	Vestaburg	48891-0220	Richland	Montcalm
Seville Township Public Library	Ms. Sherma Horrocks	rt@richlandtownshiplibrary.com	(989) 833-7776	6734 Lumberjack Road	P.O. Box 160	Riverdale	48877-9700	Seville	Gratiot
Shelby Area District Library	Ms. Justine Peterson	tiffaigh@shelbylibrary.org	(231) 861-4565	189 Maple Street		Shelby	49455-1197	Shelby	Oceana
Surrey Township Public Library	Ms. Jean Gaskill	director@spl.org	(989) 588-9782	105 East Michigan Street	P.O. Box 189	Farwell	48622-0189	Surrey	Clare
Walkerville Public/School Library	Ms. Nicole Hintz	nhintz@walkerville.k12.mi.us	(231) 873-5727	180 East Main Street		Walkerville	49459-0068	Leavitt	Oceana
Walton Erickson Public Library	Ms. Cory Taylor	ctaylor@morleystanwood.org	(231) 856-4298	4808 Northland Drive		Morley	49336-9522	Deerfield	Mecosta
Wheatland Township Library	Ms. Rebecca Kurtz	virtumpet@yahoo.com	(989) 967-8271	207 Michigan Avenue	P.O. Box 217	Remus	49340-0217	Wheatland	Mecosta
White Pine District Library	Ms. Patty Rockatellow	whitepine.library1@hotmail.com	(989) 831-4327	106 East Walnut Street		Stanton	48888-9294	Sidney	Montcalm
Affiliate Members:									
[Ardis] Missaukee District Library (Affiliate)	Ms. Laura Marion	director@missaukeelibrary.org	(231) 839-2166	210 S. Canal St	P.O. Box 340	Lake City	49651-0340	City of Lake City	Missaukee
Falmouth Area Library (Affiliate)	Ms. Teresa Baker	falmoutharealibrary@gmail.com	(231) 826-3738	219 E. Prosper Rd.		Falmouth	49632		Missaukee

Mid-Michigan Library League
 Membership FY2022
 Updated 7-12-2022

Location	Square Miles	Class	Total Pop Served	MMLL Group	Type	Mel-Cat?	Integrated Library System?	Website
Alden District Library	24.95	1	1,225	1	District	Y	Atrium	http://www.aldenlib.info/
Barryton Public Library	105.63	2	4,093	8	District	Y	Atrium	http://www.barrytonlibrary.com/
Bellaire Public Library	67.19	1	3,743	1	District	Y	Apollo	http://www.bellairelibrary.org/
Benzie Shores District Library	47.02	1	3,772	2	District	Y	Apollo	http://www.benzieshoreslibrary.org/
Benzonia Public Library	58.58	1	3,555	2	Township	Y	Apollo	http://www.benzonia.library.org/
Betsie Valley District Library	144.01	1	3,168	2	District	Y	Apollo	http://www.betsievalleydistrictlibrary.org/
Big Rapids Community Library	185.03	4	16,795	8	City	Y	Apollo	http://www.bigrapidslibrary.org/
Cadillac Wexford Public Library	639.72	5	36,060	3	County	Y	Apollo	http://www.cadillaclibrary.org/
Central Lake District Library	75.24	1	3,999	1	District	Y	Apollo	http://www.centrallakelibrary.com/
Chase Township Public Library	70.92	1	1,910	6	Township	N	NOT AUTOMATED	https://chase.ploud.net/
Darcy Library of Beulah	74.79	1	3,134	2	Township	Y	Apollo	http://www.darcylibraryofbeulah.org/
Evart Public Library	226.62	3	8,962	6	District	Y	Auto-Graphics	
Glen Lake Community Library	99.78	1	3,530	1	District	Y	Apollo	http://www.glenlakelibrary.net/
Hart Area Public Library	157.12	3	8,068	7	District	Y	Auto-Graphics	http://www.hartpubliclibrary.org/
Leelanau Township Library	49.21	1	2,048	1	Township	Y	Apollo	http://www.leelanautownshiplibrary.org/
Leland Township Public Library	130.90	2	6,034	1	Township	Y	Apollo	http://www.lelandlibrary.org/
LeRoy Community Library	87.50	1	2,916	6	District	Y	Auto-Graphics	http://eroycommunitylibrary.org/
Luther Area Public Library	286.14	2	3,954	6	District	Y	Apollo	http://www.lutherlibrary.michlibrary.org/
M. Alice Chapin Memorial (Marion) Library	164.01	2	3,876	4	Village	Y	Auto-Graphics	http://www.marion-library.org/
Manuelona Township Library	88.74	2	4,886	1	Township	Y	NuGen Cloudnet	
Manistee County Library	471.97	4	23,120	2	County	Y	Atrium	http://www.manisteeilibrary.org/
Mason County District Library	470.90	5	28,990	5	District	Y	Apollo	http://www.mcdlib.org/
McBain Community Library	179.68	2	5,757	4	School District	Y	Apollo	http://www.mcbain.michlibrary.org/
Morton Township Public Library	82.87	2	6,776	9	Township	Y	Auto-Graphics	http://www.morton.michlibrary.org/
Pathfinder Community Library	244.87	3	7,067	7	Township	Y	Auto-Graphics	https://www.pathfinderilibrary.org/
Pentwater Township Library	26.04	1	2,081	7	Township	Y	Apollo	http://www.pentwaterlibrary.org/
Reed City Area District Library	91.02	2	6,802	6	District	Y	Apollo	http://www.reedcitylibrary.org/
Richfield Township Public Library	104.67	1	3,781	4	Township	Y	Apollo	http://www.richfieldtp.michlibrary.org/
Richland Township Library	58.64	1	3,466	9	Township	Y	Auto-Graphics	http://richlandtownshiplibrary.com/
Seville Township Public Library	53.69	1	3,064	9	Township	Y	Auto-Graphics	http://www.seville.michlibrary.org/
Shelby Area District Library	207.88	3	11,520	7	District	Y	Auto-Graphics	http://www.shelbylibrary.org/
Surrey Township Public Library	163.04	3	9,084	8	Township	Y	Apollo	http://www.stpl.org/
Walkerville Public/School Library	127.86	1	1,941	7	School District	N	Auto-Graphics	
Walton Erickson Public Library	153.70	3	9,638	9	School District	N	Atrium - in process	
Wheatland Township Library	80.55	1	2,829	9	Township	N	NOT AUTOMATED	
White Pine District Library	137.89	3	9,953	9	District	Y	Follett Destiny	http://whitepineilibrary.org/
Affiliate Members:								
[Ardis] Missaukee District Library (Affiliate)	435.04	4	13,275	4	District	Y	Alexandria	http://www.missaukeeilibrary.org/
Fairmount Area Library (Affiliate)	35.80	1	907	4		Y	WikiLibrary	https://www.wikiilibrary.com/ilibrary/fairmount--library