

MMLL Board Packet  
August 19, 2021

1. Agenda
2. Draft minutes from May 20, 2021 meeting
3. Transactions (purchase journals) for May, June and July 2021
4. Income/expenditure statements and balance sheets for May, June and July 2021
5. Director's report for August 2021
6. Finance Committee meeting notes from 8-5-21
7. Plan of Service (FY21 approved version)
8. MMLL FY22 draft budget
9. Draft revision to Affiliate Member policy and FY22 benefits
10. Draft meeting schedule for FY22



Mid-  
Michigan  
Library  
League  
www.mml.org

# Board of Trustees Meeting

**August 19, 2021, 10:00 a.m.**

at the  
Cadillac Wexford Public Library  
411 South Lake Street  
Cadillac, MI 49601

## Type of Meeting: Regular Meeting of the Board

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

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

## Draft Agenda

1. Call to Order – Chair, Eric Smith	Roll call (note change in Board representation for Cadillac)
2. Approval of agenda	<b>Action Item:</b> Approve agenda
3. Approval of minutes	<b>Action Item:</b> Approve minutes from 5-20-21 Board meeting
4. Public participation and communications	Advisory Council report – planning annual luncheon to be held at Caberfae Peaks Blackmer Lodge 9-22-21 beginning at 10 a.m.
5. Financial report	<b>Action Item:</b> Approve purchase journals for May, June, and July 2021 (roll call) <b>Action Item:</b> Accept financial reports for May, June, and July 2021
6. Director's report	<b>Information Items:</b> ARPA and ECF updates, annual luncheon update
7. Committees: Finance Personnel	<b>Finance:</b> Met August 5, 2021 to discuss FY22 draft budget (see meeting notes); proposed change to Plan of Service under New Business; Recommend draft FY22 budget be adopted at annual meeting (9-22-21 at Caberfae) <b>Personnel:</b> No meeting/report
8. Old business	<b>Discussion Item:</b> Plan of Service review. Changes to be confirmed at the annual meeting (9-22-21 at Caberfae). Finance Committee proposal to add "Employee Services" to section G: Core Services. Cost to be covered by co-op. <b>Action Item:</b> Motion to add "Employee Services" as a service of the cooperative, covering an Employee Assistance Program for any member library employee. <b>Discussion Item:</b> Other policies needing review? <b>Action Item:</b> Motion to clarify 3% increase in director's salary annually on anniversary of hire, July 22. Included in approved annual budget.
9. New business	<b>Discussion Item:</b> Draft budget for FY22 (questions?) <b>Discussion Item:</b> Adjustments to Affiliate Membership policy and FY22 benefits <b>Action Item:</b> Approve FY22 benefits of Affiliate Membership and revised Affiliate Membership policy
10. Public comment	
11. Advisory Council comments	
12. Board member comments	<b>Information Item:</b> news from the groups?
13. Adjournment	

### ~Next Meeting~

Wednesday, September 22, 2021 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 20, 2021  
ZOOM Teleconference  
10:00 a.m.**

**Call to Order:** With a quorum present, Eric Smith, Chair, called the meeting to order at 10:03 a.m.

**Members Present:** Cindi Place (Group 1); Deb Greenacre (Group 2); Tracy Logan-Walker (Group 3); Diane Eisenga (Group 4); Eric Smith (Group 5); Lois Langenburg (Group 6); Valerie Church-McHugh (Group 7); Sarah Welch (Group 8); Patti Rockafellow (Group 9)

**Members Absent:** None

**Also Present:** Sheryl Mase, MMLL Director

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

**Approval of Minutes:** M/S Eisenga/Place to approve the minutes from March 18, 2021. Roll Call: Greenacre - Aye; Logan-Walker - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye. Motion passed.

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

- E-Resources: The group purchased an additional \$4000 worth of eAudiobooks for MMLL's Advantage account in OverDrive; and encourages the Board to approve the budget adjustment so we can also add eMagazines to the MMLL Advantage account as well.
- During the Advisory Council meetings online, the group will highlight areas of the MMLL Website to review
- The group has been discussing whether there should be a minimum level of services provided by libraries that want to participate in the Mid-Michigan Library League (e.g., have a website; respond to e-mail, etc.)
- Discussed an emphasis on encouraging library directors or a designee to attend advisory council meetings at least a minimum number of meetings each year.
- The group will continue to meet via ZOOM. The meeting day may change to accommodate those that cannot always attend.
- Next Advisory Council Meeting is May 25, 2021, 10 a.m.

**Financial Reports:**

M/S Place/Greenacre to accept the purchase journals for March/April 2021 and the financial reports for March/April 2021. Roll Call: Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Greenacre - Aye; Logan-Walker - Aye. Motion passed.

**Director's Report:**

Sheryl Mase reviewed the following issues:

- Budget Amendment Proposal: She is recommending a budget amendment that would utilize funds in the budget to pay for eMagazines to be added to the MMLL Advantage account with OverDrive (Up North Digital). The cost would be \$5833 for June through September and \$4574 for October

through December. This would be a service of the co-op, and not billed back this calendar year. We anticipate the consortium to add eMagazines for all participants for 2022, and bill each participant accordingly.

- LSTA/ARPA Grants: There was discussion about utilizing an E-Rate Consultant to help navigate this type of funding that could help purchase hot spots and laptops to be checked out by patrons.

*M/S Logan-Walker/Place to permit Sheryl Mase to explicitly pursue ECF funding support for interested libraries. Roll Call: Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Greenacre - Aye; Logan-Walker - Aye; Eisenga - Aye. Motion passed.*

- Secretary of State will continue to conduct business through appointments made by e-mail and self-service stations. This is a problem for those who do not have computers or e-mail access. Libraries have been allowing patrons to use the library e-mail address for this purpose. This issue has been brought to the attention of the Secretary of State.

#### **Committee Reports:**

Finance Committee: Will meet the first week of August.

Personnel Committee: No report

#### **Old Business:**

The MMLL policies are now being reviewed by the Advisory Council for their input. The Plan of Service needs to be reviewed for any changes before the August meeting so it can be approved in September at the Annual Meeting.

#### **New Business:**

Budget Amendment:

M/S Place/Langenburg to accept the budget amendment as proposed. Roll Call: Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Greenacre - Aye; Logan-Walker - Aye; Eisenga - Aye; Smith - Aye. Motion passed.

*Patti Rockafellow left the meeting at 11:20 a.m.*

RIDES Statewide Delivery:

There are inequities in the pricing for delivery services for RIDES between the Upper and Lower Peninsula.

M/S Langenburg/Place to have MMLL Board of Trustees sign a letter lobbying for equitable treatment and pricing for UP libraries. Roll Call: Church-McHugh - Aye; Welch - Aye; Place - Aye; Greenacre - Aye; Logan-Walker - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye. Motion passed.

**Public Comments:** None

#### **Board Member Comments:**

Ludington Library opened on May 19th.

Bellaire Library is open but currently has no public programming.

Big Rapids Public Library has felt a push from the public to provide Storytime which they will try to do outside at a local park while the park adjacent to their building is under construction.

#### **Adjournment:**

Motion by Place to adjourn the meeting at 11:26 a.m. The meeting was adjourned by unanimous consent.

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

Type	Date	Memo	Account	Split	Amount
<b>BAIRD COTTER AND BISHOP</b>					
Bill	07/20/2021	Payroll services f...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	07/20/2021	Payroll services f...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
<b>Blue care Network</b>					
Bill	07/19/2021	Coverage 8/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-863.54
Bill Pmt -Check	07/19/2021	Coverage 8/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-863.54
<b>BookPage</b>					
Bill	07/02/2021	12 monthly Ship...	2000 · Accounts Payable	9800 · Payment fo...	-1,900.00
Bill Pmt -Check	07/02/2021	12 monthly Ship...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,900.00
<b>Caberfae Peaks</b>					
Check	07/30/2021	Deposit for annu...	1000 · CashChecking Fif...	8600 · Travel and ...	-200.00
<b>Charter Business</b>					
Bill	07/01/2021	Service 7/1/21-7/...	2000 · Accounts Payable	8500 · Telephone	-88.96
Bill Pmt -Check	07/01/2021	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-88.96
<b>CONSUMERS ENERGY</b>					
Bill	07/16/2021	Service 6/11/21-...	2000 · Accounts Payable	8550 · Utilities	-69.82
Bill Pmt -Check	07/16/2021	Service 6/11/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-69.82
<b>Delta Dental</b>					
Bill	07/19/2021	Coverage 8/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	07/19/2021	Coverage 8/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
<b>Emergency Geek</b>					
Bill Pmt -Check	07/01/2021	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-146.50
Bill	07/06/2021	Darcy tech support	2000 · Accounts Payable	8017 · Information...	-146.50
<b>Leland Township Library (1)</b>					
Bill	07/02/2021	BookPage refund	2000 · Accounts Payable	9800 · Payment fo...	-44.50
Bill Pmt -Check	07/02/2021	BookPage refund	1000 · CashChecking Fif...	2000 · Accounts P...	-44.50
<b>MANISTEE COUNTY LIBRARY (1)</b>					
Bill	07/26/2021	Grant for informa...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Bill Pmt -Check	07/26/2021	Grant for informa...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
<b>MI LIBRARY ASSOCIATION</b>					
Bill	07/30/2021	Fall conference	2000 · Accounts Payable	8600 · Travel and ...	-95.00
Bill Pmt -Check	07/30/2021	Fall conference	1000 · CashChecking Fif...	2000 · Accounts P...	-95.00
<b>MORTON TOWNSHIP LIBRARY</b>					
Bill	07/02/2021	BookPage refund	2000 · Accounts Payable	9800 · Payment fo...	-44.50
Bill Pmt -Check	07/02/2021	BookPage refund	1000 · CashChecking Fif...	2000 · Accounts P...	-44.50
Bill	07/28/2021	grant for color pri...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Bill Pmt -Check	07/28/2021	grant for color pri...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
<b>MUNICIPAL EMPLOYEE RETIRMENT SYSTEM</b>					
Bill	07/26/2021	MERS for July 2...	2000 · Accounts Payable	7030 · Fringe ben...	-2,172.93
Bill Pmt -Check	07/26/2021	MERS for July 2...	1000 · CashChecking Fif...	2000 · Accounts P...	-2,172.93
<b>OCH LLC</b>					
Bill Pmt -Check	07/19/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
Bill	07/20/2021		2000 · Accounts Payable	9400 · Rent	-700.00
<b>OverDrive</b>					
Bill	07/06/2021	For LeRoy	2000 · Accounts Payable	8603 · Grants to ...	-948.00
Bill Pmt -Check	07/06/2021	For LeRoy	1000 · CashChecking Fif...	2000 · Accounts P...	-948.00
<b>Quill</b>					
Check	07/30/2021	Boxes for sendin...	1000 · CashChecking Fif...	7400 · Operating ...	-65.16
<b>Small Business Association of Michigan</b>					
Bill Pmt -Check	07/06/2021	Coverage 8/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99
Bill	07/12/2021	Coverage 8/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99

## Mid-Michigan Library League Transaction List by Vendor

June 2021

Type	Date	Memo	Account	Split	Amount
<b>BAIRD COTTER AND BISHOP</b>					
Bill	06/20/2021	Payroll service M...	2000 - Accounts Payable	6030 - Financial S...	-170.00
Bill Pmt -Check	06/20/2021	Payroll service M...	1000 - CashChecking Fil...	2000 - Accounts P...	-170.00
<b>Blue care Network</b>					
Bill	06/17/2021	Coverage 7/1/21-...	2000 - Accounts Payable	7030 - Fringe ben...	-863.54
Bill Pmt -Check	06/17/2021	Coverage 7/1/21-...	1000 - CashChecking Fil...	2000 - Accounts P...	-863.54
<b>Charter Business</b>					
Bill	06/01/2021	service 5/31/21-6...	2000 - Accounts Payable	8500 - Telephone	-88.96
Bill Pmt -Check	06/01/2021	8245-12-203-016...	1000 - CashChecking Fil...	2000 - Accounts P...	-88.96
<b>CONSUMERS ENERGY</b>					
Bill	06/16/2021	Service 5/12/21-...	2000 - Accounts Payable	8550 - Utilities	-75.87
Bill Pmt -Check	06/16/2021	Service 5/12/21-...	1000 - CashChecking Fil...	2000 - Accounts P...	-75.87
<b>Delta Dental</b>					
Bill	06/21/2021	Coverage 7/1/21-...	2000 - Accounts Payable	7030 - Fringe ben...	-32.04
Bill Pmt -Check	06/21/2021	Coverage 7/1/21-...	1000 - CashChecking Fil...	2000 - Accounts P...	-32.04
<b>Emergency Geek</b>					
Bill	06/17/2021	Tech support for ...	2000 - Accounts Payable	8017 - Information...	-174.40
Bill Pmt -Check	06/17/2021	81-3215588 (tax ...	1000 - CashChecking Fil...	2000 - Accounts P...	-174.40
<b>Glen Lake Community Library (1)</b>					
Bill	06/01/2021	Grant for purcha...	2000 - Accounts Payable	8603 - Grants to ...	-729.50
<b>LUTHER AREA PUBLIC LIBRARY (1)</b>					
Bill	06/21/2021	grant for staff co...	2000 - Accounts Payable	8603 - Grants to ...	-938.89
Bill Pmt -Check	06/21/2021	grant for staff co...	1000 - CashChecking Fil...	2000 - Accounts P...	-938.89
<b>Midwest Collaborative for Lib. Services</b>					
Bill	06/17/2021	RIDES 7/1/21-6/...	2000 - Accounts Payable	1400 - Prepaid Ex...	-82,440.56
Bill Pmt -Check	06/17/2021	RIDES 7/1/21-6/...	1000 - CashChecking Fil...	2000 - Accounts P...	-82,440.56
<b>MUNICIPAL EMPLOYEE RETIREMENT SYSTEM</b>					
Bill	06/15/2021	MERS June 2021	2000 - Accounts Payable	7030 - Fringe ben...	-1,448.62
Bill Pmt -Check	06/16/2021	MERS June 2021	1000 - CashChecking Fil...	2000 - Accounts P...	-1,448.62
<b>OCH LLC</b>					
Bill	06/20/2021		2000 - Accounts Payable	9400 - Rent	-700.00
Bill Pmt -Check	06/21/2021		1000 - CashChecking Fil...	2000 - Accounts P...	-700.00
<b>OverDrive</b>					
Bill	06/30/2021	Magazines 6/1/2...	2000 - Accounts Payable	1400 - Prepaid Ex...	-10,208.33
Bill Pmt -Check	06/30/2021	Magazines 6/1/2...	1000 - CashChecking Fil...	2000 - Accounts P...	-10,208.33
<b>REED CITY AREA DISTRICT LIBRARY (1)</b>					
Bill	06/11/2021	Grant for Square...	2000 - Accounts Payable	8603 - Grants to ...	-975.00
Bill Pmt -Check	06/11/2021	Grant for Square...	1000 - CashChecking Fil...	2000 - Accounts P...	-975.00
<b>Small Business Association of Michigan</b>					
Bill	06/09/2021	Coverage 7/1/21-...	2000 - Accounts Payable	7030 - Fringe ben...	-76.99
Bill Pmt -Check	06/09/2021	Coverage 7/1/21-...	1000 - CashChecking Fil...	2000 - Accounts P...	-76.99
<b>WALTON ERICKSON PUBLIC LIBRARY</b>					
Bill	06/10/2021	Mini grant for Col...	2000 - Accounts Payable	8603 - Grants to ...	-383.67
Bill Pmt -Check	06/10/2021	Mini grant for Col...	1000 - CashChecking Fil...	2000 - Accounts P...	-383.67
Bill Pmt -Check	06/17/2021	Grant for Summ...	1000 - CashChecking Fil...	2000 - Accounts P...	-250.00
Bill	06/30/2021	Grant for Summ...	2000 - Accounts Payable	8603 - Grants to ...	-250.00

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

Type	Date	Memo	Account	Split	Amount
<b>Alden District Library (1)</b>					
Bill Pmt -Check	05/01/2021	Grant for staff co...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
Bill	05/18/2021	Grant for staff co...	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
<b>BAIRD COTTER AND BISHOP</b>					
Bill	05/20/2021	PAYroll for April ...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	05/20/2021	PAYroll for April ...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
<b>BELLAIRE PUBLIC LIBRARY (1)</b>					
Bill	05/04/2021	Grant for Chrom...	2000 · Accounts Payable	8603 · Grants to ...	-502.00
Bill Pmt -Check	05/04/2021	Grant for Chrom...	1000 · CashChecking Fif...	2000 · Accounts P...	-502.00
<b>BIG RAPIDS COMMUNITY LIBRARY (1)</b>					
Bill	05/14/2021	Early literacy kit	2000 · Accounts Payable	8603 · Grants to ...	-1,000.00
Bill Pmt -Check	05/14/2021	Early literacy kit	1000 · CashChecking Fif...	2000 · Accounts P...	-1,000.00
<b>Blue care Network</b>					
Bill	05/14/2021	Coverage 6/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-863.54
Bill Pmt -Check	05/14/2021	Coverage 6/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-863.54
<b>CENTRAL LAKE</b>					
Bill	05/13/2021	Buddy bags mini ...	2000 · Accounts Payable	8603 · Grants to ...	-250.00
Bill Pmt -Check	05/13/2021	Buddy bags mini ...	1000 · CashChecking Fif...	2000 · Accounts P...	-250.00
<b>Charter Business</b>					
Bill	05/01/2021	Service 5/1/21-5/...	2000 · Accounts Payable	8500 · Telephone	-88.96
Bill Pmt -Check	05/04/2021	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-88.96
<b>CONSUMERS ENERGY</b>					
Bill Pmt -Check	05/01/2021	Service 4/13/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-54.47
Bill	05/17/2021	Service 4/13/21-...	2000 · Accounts Payable	8550 · Utilities	-54.47
<b>Delta Dental</b>					
Bill Pmt -Check	05/01/2021	Coverage 6/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Bill	05/17/2021	Coverage 6/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
<b>Emergency Geek</b>					
Bill	05/27/2021	3 tech hours to S...	2000 · Accounts Payable	8017 · Information...	-143.33
Bill Pmt -Check	05/27/2021	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-143.33
<b>Glen Lake Community Library (1)</b>					
Bill Pmt -Check	05/27/2021	Grant for purcha...	1000 · CashChecking Fif...	2000 · Accounts P...	-729.50
<b>MORTON TOWNSHIP LIBRARY</b>					
Bill	05/14/2021	Hot spot fee assi...	2000 · Accounts Payable	8603 · Grants to ...	-360.00
Bill Pmt -Check	05/14/2021	Hot spot fee assi...	1000 · CashChecking Fif...	2000 · Accounts P...	-360.00
<b>MOVIE LICENSING USA</b>					
Bill	05/01/2021	Movie license 6/...	2000 · Accounts Payable	9800 · Payment fo...	-5,443.00
Bill Pmt -Check	05/01/2021	Movie license 6/...	1000 · CashChecking Fif...	2000 · Accounts P...	-5,443.00
<b>Ms. Green</b>					
Bill	05/10/2021	May -August Ser...	2000 · Accounts Payable	9300 · Repairs an...	-54.00
Bill Pmt -Check	05/10/2021	May -August Ser...	1000 · CashChecking Fif...	2000 · Accounts P...	-54.00
<b>MUNICIPAL EMPLOYEE RETIRMENT SYSTEM</b>					
Bill Pmt -Check	05/01/2021	MERS for May 2...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,448.62
Bill	05/19/2021	MERS for May 2...	2000 · Accounts Payable	7030 · Fringe ben...	-1,448.62
<b>Networking Butler</b>					
Bill	05/27/2021	REplace batterie...	2000 · Accounts Payable	8017 · Information...	-100.00
Bill Pmt -Check	05/27/2021	Replace batterie...	1000 · CashChecking Fif...	2000 · Accounts P...	-100.00
<b>OCH LLC</b>					
Bill	05/20/2021		2000 · Accounts Payable	9400 · Rent	-700.00
Bill Pmt -Check	05/20/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
<b>Office Depot</b>					
Check	05/21/2021	Office supplies	1000 · CashChecking Fif...	7400 · Operating ...	-31.16
Check	05/21/2021	Office Supplies	1000 · CashChecking Fif...	7400 · Operating ...	-55.78
Check	05/21/2021	Office supplies	1000 · CashChecking Fif...	7400 · Operating ...	-21.29
<b>PATHFINDER COMMUNITY LIBRARY</b>					
Bill	05/10/2021	grant for audio/vi...	2000 · Accounts Payable	8603 · Grants to ...	-600.00
Bill Pmt -Check	05/10/2021	grant for audio/vi...	1000 · CashChecking Fif...	2000 · Accounts P...	-600.00
<b>REED CITY AREA DISTRICT LIBRARY (1)</b>					
Bill	05/14/2021	Barcode scanner...	2000 · Accounts Payable	8603 · Grants to ...	-476.00
Bill Pmt -Check	05/14/2021	Barcode scanner...	1000 · CashChecking Fif...	2000 · Accounts P...	-476.00
<b>Shlb Coalition</b>					
Check	05/13/2021	Broadband Coali...	1000 · CashChecking Fif...	8600 · Travel and ...	-99.00
<b>Small Business Association of Michigan</b>					
Bill	05/14/2021	Coverage 6/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99
Bill Pmt -Check	05/14/2021	Coverage 6/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99
<b>U.S POSTAL SERVICE (PBS)</b>					
Check	05/26/2021		1000 · CashChecking Fif...	7270 · PostageUPS	-165.00

1:53 PM

08/04/21

Accrual Basis

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

	<u>Jul 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · CashChecking Fifth Third	11,120.87
1030 · CashSavings Fifth Third3088	126,360.08
<b>Total Checking/Savings</b>	137,480.95
<b>Accounts Receivable</b>	
1600 · Accounts Receivable	9,194.48
<b>Total Accounts Receivable</b>	9,194.48
<b>Total Current Assets</b>	146,675.43
<b>Other Assets</b>	
1400 · Prepaid Expense	119,061.88
<b>Total Other Assets</b>	119,061.88
<b>TOTAL ASSETS</b>	<b>265,737.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 · Federal Withholding	-390.58
2110 · FICA Withholding	-797.77
2120 · Medicare Withholding	219.94
2400 · Accrued Wages	2,516.72
2410 · Accrued FICA	156.03
2420 · Accrued Medicare	36.50
<b>Total Other Current Liabilities</b>	1,740.84
<b>Total Current Liabilities</b>	1,740.84
<b>Total Liabilities</b>	1,740.84
<b>Equity</b>	
3000 · Net Position	309,300.43
32000 · Retained Earnings	21,647.31
Net Income	-66,951.27
<b>Total Equity</b>	263,996.47
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>265,737.31</b>



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

	Current Month		Year to date		Total Budget for Year	Remaining Budget	% of Budget
	Actual	date	Actual	date			
<b>Revenues</b>							
5390 · Indirect state aid	27,394.75		55,424.98		112,605	-57,180	49.22%
5400 · Interest income	2.02		65.32		85	-20	76.85%
5500 · Reimbursements From Other Govt	1,989.00		87,130.32		86,000	1,130	101.31%
5600 · Miscellaneous Income/grants	0.00		200.75		196	5	102.42%
5650 · Sale of Asset	0.00		100.00		100	0	100.00%
5800 · Direct State Aid	0.00		85,642.98		171,257	-85,614	50.01%
5850 · Workshops/Training Fees	0.00		0.00			0	0.00%
<b>Total Income</b>	<b>29386</b>		<b>228564</b>		<b>370,243</b>	<b>-141,679</b>	
<b>Expense</b>							
<b>Personnel Services</b>							
7020 · Salaries and Wages	9685		70785		84,530	-13,745	83.74%
7030 · Fringe benefits	3146		25616		31,450	-5,834	81.45%
7110 · Employer Social Security	600		3388		5,241	-1,853	64.64%
7120 · Employer Medicare	140		792		1,226	-434	64.63%
<b>Subtotal Personnel</b>	<b>13572</b>		<b>100581</b>		<b>122,447</b>	<b>-21,866</b>	
<b>Supplies</b>							
7270 · Postage UPS	0		436		450	-14	96.80%
7400 · Operating Supplies	65		506		600	-94	84.36%
9780 · Maker Kits	0		0		2,300	-2,300	0.00%
9810 · Periodicals	0		120		120	0	100.00%
9830 · AudioVisual	1458		14417		21,708	-7,291	66.41%
9870 · Computer Software	0		95		375	-280	25.44%
<b>Subtotal Supplies</b>	<b>1523</b>		<b>15574</b>		<b>25,553</b>	<b>-9,979</b>	
<b>Services &amp; Other Charges</b>							

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	4874	66239	82,434	-16,195	80.35%
8017 · Information Systems/Computers	147	1857	5,500	-3,643	33.76%
8030 · Financial Services	170	5855	6,200	-345	94.44%
8300 · Dues	0	1034	1,050	-16	98.46%
8500 · Telephone	89	988	1,300	-312	76.03%
8550 · Utilities	70	583	1,000	-417	58.26%
8600 · Travel and Conferences	295	444	2,000	-1,556	22.20%
8602 · Workshops	0	0	1,000	-1,000	0.00%
8603 · Grants to Member Libraries	2948	21880	23,000	-1,120	95.13%
9100 · Insurance	0	1109	2,500	-1,391	44.36%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	108	500	-392	21.60%
9400 · Rent	700	6993	8,395	-1,402	83.31%
9500 · Bank Service Charges	1	3	0	3	100.00%
9550 · Bad Debts	0	0	0	0	0.00%
9560 · Contingency/Misc		9	64	-55	14.16%
9800 · Payment for Others	5117	72063	86,000	-13,937	83.79%
66900 Reconciliation Discrepancies		196			
<b>Subtotal Services &amp; Other</b>	<b>14410</b>	<b>179360</b>	<b>221,243</b>	<b>-42,079</b>	
<b>Capital Outlay &amp; Social Projects</b>					
9050 · Equipment	0	0	1,000	-1,000	0.00%
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>-1,000</b>	
<b>Total Expense</b>	<b>29505</b>	<b>295515</b>	<b>370,243</b>	<b>-74,923</b>	
<b>Net Income</b>	<b>-120</b>	<b>-66951</b>	<b>0</b>	<b>-66,951</b>	

11:15 AM

07/09/21

Accrual Basis

Mid-Michigan Library League  
Balance Sheet

As of June 30, 2021

	<u>Jun 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 - CashChecking Fifth Third	-2,235.07
1030 - CashSavings Fifth Third3088	128,138.26
<b>Total Checking/Savings</b>	<u>125,903.19</u>
<b>Accounts Receivable</b>	
1600 - Accounts Receivable	6,005.57
<b>Total Accounts Receivable</b>	<u>6,005.57</u>
<b>Other Current Assets</b>	
12000 - Undeposited Funds	3,429.77
<b>Total Other Current Assets</b>	<u>3,429.77</u>
<b>Total Current Assets</b>	<u>135,338.53</u>
<b>Other Assets</b>	
1400 - Prepaid Expense	130,518.27
<b>Total Other Assets</b>	<u>130,518.27</u>
<b>TOTAL ASSETS</b>	<u><u>265,856.90</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 - Federal Withholding	-390.58
2110 - FICA Withholding	-797.77
2120 - Medicare Withholding	219.94
2400 - Accrued Wages	2,516.72
2410 - Accrued FICA	156.03
2420 - Accrued Medicare	35.50
<b>Total Other Current Liabilities</b>	<u>1,740.84</u>
<b>Total Current Liabilities</b>	<u>1,740.84</u>
<b>Total Liabilities</b>	1,740.84
<b>Equity</b>	
3000 - Net Position	309,300.43
32000 - Retained Earnings	21,647.31
Net Income	-66,831.68
<b>Total Equity</b>	<u>264,116.06</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>265,856.90</u></u>

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

	Current	Year to	Total	Remaining	% of
	Month	date	Budget	Budget	Budget
	Actual	Actual	for Year	Budget	Budget
<b>Revenues</b>					
5390 · Indirect state aid	11826	28030	112,605	-84,575	24.89%
5400 · Interest income	6	63	85	-22	74.47%
5500 · Reimbursements From Other Govt	0	85141	86,000	-859	99.00%
5600 · Miscellaneous Income/grants	0	201	196	5	102.42%
5650 · Sale of Asset	0	100	100	0	100.00%
5800 · Direct State Aid	0	85643	171,257	-85,614	50.01%
5850 · Workshops/Training Fees	0	0	0	0	0.00%
<b>Total Income</b>	<b>11832</b>	<b>199179</b>	<b>370,243</b>	<b>-171,064</b>	
<b>Expense</b>					
<b>Personnel Services</b>					
7020 · Salaries and Wages	6457	61100	84,530	-23,430	72.28%
7030 · Fringe benefits	2421	22470	31,450	-8,980	71.45%
7110 · Employer Social Security	0	2787	5,241	-2,454	53.19%
7120 · Employer Medicare	0	652	1,226	-574	53.18%
<b>Subtotal Personnel</b>	<b>8878</b>	<b>87010</b>	<b>122,447</b>	<b>-35,437</b>	
<b>Supplies</b>					
7270 · Postage UPS		436	450	-14	96.80%
7400 · Operating Supplies		441	600	-159	73.50%
9780 · Maker Kits	0	0	2,300	-2,300	0.00%
9810 · Periodicals	0	120	120	0	100.00%
9830 · Audio/Visual	1458	12958	21,708	-8,750	59.69%
9870 · Computer Software	0	95	375	-280	25.44%
<b>Subtotal Supplies</b>	<b>1458</b>	<b>14050</b>	<b>25,553</b>	<b>-11,503</b>	
<b>Services &amp; Other Charges</b>					

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6818	61365	82,434	-21,069	74.44%
8017 · Information Systems/Computers	174	1710	5,500	-3,790	31.10%
8030 · Financial Services	170	5685	6,200	-515	91.69%
8300 · Dues	0	1034	1,050	-16	98.46%
8500 · Telephone	89	899	1,300	-401	69.19%
8550 · Utilities	76	513	1,000	-487	51.28%
8600 · Travel and Conferences	0	149	2,000	-1,851	7.45%
8602 · Workshops	0	0	1,000	-1,000	0.00%
8603 · Grants to Member Libraries	3277	18932	23,000	-4,068	82.31%
9100 · Insurance	0	1109	2,500	-1,391	44.36%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	108	500	-392	21.60%
9400 · Rent	700	6293	8,395	-2,102	74.97%
9500 · Bank Service Charges	0	2	0	2	100.00%
9550 · Bad Debts	0	0	0	0	0.00%
9560 · Contingency/Misc	9	9	64	-55	14.16%
9800 · Payment for Others	6128	66946	86,000	-19,054	77.84%
66900 Reconciliation Discrepancies		196			
<b>Subtotal Services &amp; Other</b>	<b>17442</b>	<b>164950</b>	<b>221,243</b>	<b>-56,489</b>	
<b>Capital Outlay &amp; Social Projects</b>					
9050 · Equipment	0	0	1,000	-1,000	0.00%
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>-1,000</b>	
<b>Total Expense</b>	<b>27778</b>	<b>266010</b>	<b>370,243</b>	<b>-104,429</b>	
<b>Net Income</b>	<b>-15946</b>	<b>-66831</b>	<b>0</b>	<b>-66,831</b>	

1:14 PM

06/02/21

Accrual Basis

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

	May 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · CashChecking Fifth Third	9,149.60
1030 · CashSavings Fifth Third3088	213,605.57
<b>Total Checking/Savings</b>	222,755.17
<b>Accounts Receivable</b>	
1600 · Accounts Receivable	6,281.59
<b>Total Accounts Receivable</b>	6,281.59
<b>Other Current Assets</b>	
12000 · Undeposited Funds	257.00
<b>Total Other Current Assets</b>	257.00
<b>Total Current Assets</b>	229,293.76
<b>Other Assets</b>	
1400 · Prepaid Expense	52,274.09
<b>Total Other Assets</b>	52,274.09
<b>TOTAL ASSETS</b>	<b>281,567.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-729.50
<b>Total Accounts Payable</b>	-729.50
<b>Other Current Liabilities</b>	
2100 · Federal Withholding	-390.58
2110 · FICA Withholding	-397.45
2120 · Medicare Withholding	313.56
2400 · Accrued Wages	2,516.72
2410 · Accrued FICA	156.03
2420 · Accrued Medicare	36.50
<b>Total Other Current Liabilities</b>	2,234.78
<b>Total Current Liabilities</b>	1,505.28
<b>Total Liabilities</b>	1,505.28
<b>Equity</b>	
3000 · Net Position	309,300.43
32000 · Retained Earnings	21,647.31
Net Income	-50,885.17
<b>Total Equity</b>	280,062.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>281,567.85</b>

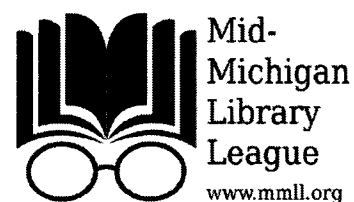
**Mid-Michigan Library League**  
**Revenues, Expenditures and Changes in Net Position**  
**For Month Ending April 30, 2021**

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
<b>Revenues</b>					
5390 · Indirect state aid	0	16,204	112,605	-96,401	14.39%
5400 · Interest income	7	58	85	-27	67.79%
5500 · Reimbursements From Other Govt	5,443	85,141	86,000	-859	99.00%
5600 · Miscellaneous Income/grants	5	201	196	5	102.42%
5650 · Sale of Asset	0	100	100	0	100.00%
5800 · Direct State Aid	0	85,643	171,257	-85,614	50.01%
5850 · Workshops/Training Fees	0	0		0	0.00%
<b>Total Income</b>	<b>5,455</b>	<b>187,347</b>	<b>370,243</b>	<b>-182,896</b>	
<b>Expense</b>					
<b>Personnel Services</b>					
7020 · Salaries and Wages	6,457	54,643	84,530	-29,887	64.64%
7030 · Fringe benefits	2,421	20,049	31,450	-11,401	63.75%
7110 · Employer Social Security	0	2,787	5,241	-2,454	53.19%
7120 · Employer Medicare	0	652	1,226	-574	53.18%
<b>Subtotal Personnel</b>	<b>8,878</b>	<b>78,132</b>	<b>122,447</b>	<b>-44,315</b>	
<b>Supplies</b>					
7270 · Postage UPS	165	436	450	-14	96.80%
7400 · Operating Supplies	108	441	600	-159	73.50%
9780 · Maker Kits	0	0	2,300	-2,300	0.00%
9810 · Periodicals	0	120	120	0	100.00%
9830 · Audio/Visual		11,500	21,708	-10,208	52.98%
9870 · Computer Software	0	95	375	-280	25.44%
<b>Subtotal Supplies</b>	<b>273</b>	<b>12,592</b>	<b>25,553</b>	<b>-12,961</b>	
<b>Services &amp; Other Charges</b>					

	Current	Year to	Total	Remaining	% of
	Month				
	Actual	Actual	for Year	Budget	Budget
8010 · RIDES	6,818	54,547	82,434	-27,887	66.17%
8017 · Information Systems/Computers	243	1,536	5,500	-3,964	27.93%
8030 · Financial Services	170	5,515	6,200	-685	88.95%
8300 · Dues	0	1,034	1,050	-16	98.46%
8500 · Telephone	89	810	1,300	-490	62.35%
8550 · Utilities	54	437	1,000	-563	43.69%
8600 · Travel and Conferences	99	149	2,000	-1,851	7.45%
8602 · Workshops	0	0	1,000	-1,000	0.00%
8603 · Grants to Member Libraries	4,188	15,654	23,000	-7,346	68.06%
9100 · Insurance	0	1,109	2,500	-1,391	44.36%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	54	108	500	-392	21.60%
9400 · Rent	700	5,593	8,395	-2,802	66.63%
9500 · Bank Service Charges	0	2	0	2	100.00%
9550 · Bad Debts	0	0	0	0	0.00%
9560 · Contingency/Misc	0	0	64	-64	0.00%
9800 · Payment for Others	11,571	60,818	86,000	-25,182	70.72%
66900 Reconciliation Discrepancies		196			
<b>Subtotal Services &amp; Other</b>	<b>23,987</b>	<b>147,508</b>	<b>221,243</b>	<b>-73,931</b>	
<b>Capital Outlay &amp; Social Projects</b>					
9050 · Equipment	0	0	1,000	-1,000	0.00%
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>-1,000</b>	
<b>Total Expense</b>	<b>33,138</b>	<b>238,232</b>	<b>370,243</b>	<b>-132,207</b>	
<b>Net Income</b>	<b>-27,683</b>	<b>-50,885</b>	<b>0</b>	<b>-50,885</b>	



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



Note: The state pandemic mandates for COVID-19 in terms of mask wearing have been lifted, however libraries are directed to watch the CDC information regarding the Delta variant, which is spreading quickly in some communities, requiring masking in enclosed public spaces once again.

**Administrative:**

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

**Continuing Education:**

- In-person trainings have not happened this year due to the pandemic. We have shared the many options for online training, virtual conferences, and on-demand webinars and training modules.
- The annual meeting of the membership will be held in person at Caberfae Peaks, Blackmer Lodge, on Wednesday, September 22<sup>nd</sup>, 2021, beginning at 10:00 a.m. [Registrations](#) are being accepted now.

**eResources:**

- The [Up North Digital/OverDrive](#) currently has 32 of the 36 MMLL members participating, plus one affiliate – Missaukee. The non-participants are Chase, Mancelona, Walkerville, and Wheatland. A letter has gone out to these four libraries encouraging them to join, as some of the ARPA grant money will be for content and flow through the OverDrive consortia.
- Our language resource purchased by MMLL for the whole cooperative, Transparent Language Online, is for all MMLL member patrons, point to <https://library.transparent.com/westmichiganmi/>. On the MMLL website (<https://www.mml.org/a/transparent-language-online>) there is a link to archived training plus flyers and bookmarks with the URL for patrons that can be printed locally.
- The eResources Committee is discussing and prioritizing future member needs so that they can ask the director to find the best pricing for opt-in discount groups for which MMLL pays the vendor and then invoices the participating members. The group also will consider additional resources that could be provided as a service of the cooperative in coming fiscal years, as part of the Plan of Service.

**Grants:**

- The FY21 Grants Committee (Diane Eisenga/McBain, Tracy Logan-Walker/Cadillac, and Kathleen Rash/Hart) worked together well and their job is complete for FY21.

- In the first round of the FY21 Library Service Enhancement & Mini-Grant Program, 17 proposals were funded for a total commitment of \$10,949. In the second round, 19 proposals were received and all were funded, some with slightly less than was requested, for a total commitment of \$12,633.
- The new LSTA ARPA funds have been allocated to the Library of Michigan, however the legislature has not passed the required supplemental spending bill allowing the funds to be spent. At this late date, it will most likely be after October 1 with the new state budget when the funds may be expended. There was a competitive program for projects of \$25,000 and over, as well as two capacity grants for public libraries written and submitted by the Library Cooperative Directors – one for content that will flow through the OverDrive consortia in the state, and another that will provide technology and resources for public libraries for programming and enhancing technology for patrons.
- We are waiting to receive notification of funding for the Emergency Connectivity Fund (ECF) application we submitted on behalf of 25 member libraries. The funding provides full payment for devices to circulate to patrons as well as WiFi hotspots and data service to circulate to patrons without home Internet service (as long as they can get cellular signal).

#### **Tech Assistance:**

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

#### **On the Horizon:**

- The MMLL Annual Meeting will be an in-person luncheon held at Caberfae Peaks 9-22-21.
- The Michigan Library Association will again hold its annual conference online October 13-14, 2021.
- The Library of Michigan has converted its New and Advanced Director trainings into self-paced learning pathways via the Niche Staff Skills Academy. They are working in the Beginning Workshop to be delivered in the same manner.

#### **Travel/Meetings/Leave:**

- Lots of virtual back and forth work to submit the ECF application for 25 member libraries
- Lots of virtual work to assist in both cooperative ARPA grants
- MMLL Finance Committee, Ludington 8-5-21
- Seville Township joint meeting with Library Board, Elwell 8-11-21

*~Sheryl*

Sheryl L. Mase  
MMLL director

**Mid-Michigan Library League**

**Finance Committee Notes**

**August 5, 2021**

**11:00 am**

**Members Present:** Lois Langenburg, Valerie Church-McHugh, Eric Smith

**Others Present:** Sheryl Mase, Director

1. Discussed the need for clarification regarding the annual 3% increase in the director's salary per Baird Cotter, MMLL's auditors. The board can draft a new motion at the next regularly scheduled meeting.
2. The proposed budget will be reviewed at the next board meeting, August 19th. The budget will be approved at the September Annual Meeting.
3. Sheryl reminded the committee that the Plan of Service needs to be reviewed and updated to reflect actual practice. The Advisory Committee will be asked to review it as well.
4. Draft FY22 Budget Discussion:
  - a. Revenue: State Aid, pass through payments for UpNorth Digital, EAP
    - 1). Suggestion the Employee Assistance Program be subsidized or provided as a service of the co-op. The Advisory Council should discuss this as well. It can be approved at our next Board Meeting and added to the Plan of Service if it is approved.
    - 2). Sheryl described fronting the money (\$35,000) for ECF (Emergency Connectivity Fund) until reimbursement is received.
  - b. Salaries:
    - 1). The bulk of the co-op's expenses.
    - 2). Slight increase for bookkeeper; 3% increase for Director.
    - 3). Costs for insurance and retirement are expensive and may be a point of discussion in the future with a new director, availability of funds, etc.
  - c. Supplies:
    - 1). Audio-Visual: Transparent Language Resources
  - d. Services and Other Charges:
    - 1). Professional and Contractual:
      - a). RIDES: Libraries that don't utilize MeLCat (not automated) don't receive RIDES.
    - 2). Financial Services: Keep Baird Cotter
    - 3). Information Services: Emergency Geek Services
    - 4). Travel and Conferences: Board Meeting mileage, Sheryl's travel, annual luncheon
5. Sheryl will re-figure the budget to include the cost of the EAP services. The budget will be presented at the next board meeting on Thursday, August 19th in Cadillac for input and final revisions before final approval at the annual member meeting in September.

Respectfully submitted,

Valerie Church-McHugh  
Finance Committee Member

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

**I. NAME**

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

**II. AUTHORITY**

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

**III. PURPOSE**

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

**IV. COOPERATIVE LIBRARY**

A. Definition

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

B. Eligibility for formation:

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

D. Area of membership:

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

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

E. Standards:

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

F. Funding:

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

MMLL Board and Advisory Council.

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

G. Core Services:

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

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

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

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

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

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

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

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

opportunities.

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

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

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

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

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

## V. MEMBERSHIP

### A. Eligibility for Membership:

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

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

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

### B. Becoming a Member:

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

### C. Relinquishing Membership:

In order to withdraw from membership in the Cooperative, the local board of a public library must adopt a resolution to that effect, duplicate copies of which resolution, certified by the local board, shall be filed with the Cooperative Board and the Library of Michigan six months prior to October 1. On termination of the

six months' notice, the public library may withdraw from the Cooperative provided that the local board and the Cooperative Board submit evidence to the Library of Michigan that all obligations to the Cooperative have been satisfactorily fulfilled. If a library withdraws to join another Cooperative, the procedure is different and involves working with the Library of Michigan as well as MMLL Headquarters.

**D. Disputes:**

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

## **VI. ADVISORY COUNCIL**

**A. Purpose:**

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

**B. Members:**

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

**C. Meetings:**

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

**D. Representation to the Board:**

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

**E. Committees:**

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

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

**A. Number of Representatives:**

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

**B. Designation of Areas:**

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

Group 1: Antrim and Leelanau Counties (all)

Group 2: Benzie Manistee Counties (all)

Group 3: Wexford County (all)

Group 4: Missaukee (all), Roscommon (partial), and Osceola (partial) Counties

Group 5: Mason County (all)

- Group 6: Lake (partial) and Osceola (partial) Counties
- Group 7: Oceana and Lake (partial) Counties
- Group 8: Mecosta (partial) and Clare (partial) Counties
- Group 9: Gratiot (partial), Mecosta (partial), and Montcalm (partial) Counties

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

**Group 2** – Benzie Shores District Library, Benzonia Public Library, Betsie Valley District Library, Darcy Library of Beulah, Manistee County Library (Arcadia, Kaleva, 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]

Mid-Michigan Library League  
 FY18-2020 final audited, FY21 approved and amended budgets  
 Draft FY22 budget  
 8/13/21

	FY18	FY18	FY19	FY19	FY20	FY20	FY21	FY21	FY21	FY21	FY22
	2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021	2021-2022
<b>Revenues</b>											
Indirect state aid - bill membership	5390	\$95,994	\$95,994	\$109,873	\$105,144	\$104,675	\$104,905	\$104,905	\$112,605	\$112,605	\$112,605
Interest Income	5400	\$300	\$300	\$340	\$1,567	\$1,500	\$587	\$500	\$500	\$85	\$85
Reimbursements From Other Gov't.	5500	\$22,500	\$22,500	\$22,000	\$24,583	\$104,967	\$88,233	\$85,000	\$85,000	\$86,000	\$140,000
Miscellaneous Income/grants	5600	\$0	\$0	\$0	\$400	\$9,189	\$5,300	\$0	\$0	\$196	\$0
Sale of Assets	5650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$200
Direct State Aid + Density	5800	\$145,003	\$145,003	\$158,125	\$159,653	\$159,653	\$159,467	\$159,467	\$167,719	\$171,257	\$171,257
Workshops / Training Fees	5850	\$2,000	\$600	\$1,500	\$958	\$1,500	\$140	\$300	\$300	\$0	\$1,000
<b>Total Revenues</b>		<b>\$265,797</b>	<b>\$264,397</b>	<b>\$291,838</b>	<b>\$292,305</b>	<b>\$381,484</b>	<b>\$358,632</b>	<b>\$350,172</b>	<b>\$366,124</b>	<b>\$370,243</b>	<b>\$425,147</b>
(without passthru line 5500)		\$243,297	\$241,897	\$269,838	\$267,722	\$276,517	\$270,399	\$265,172	\$281,124	\$284,243	\$285,147
<b>Expenses</b>											
<b>Personnel Services</b>											
Permanent Salaries	7020	\$78,312	\$78,312	\$79,602	\$79,384	\$82,158	\$82,369	\$84,530	\$84,530	\$84,530	\$86,862
Fringe Benefits	7030	\$20,179	\$20,179	\$26,282	\$21,331	\$27,067	\$26,383	\$31,450	\$31,450	\$31,450	\$36,364
Social Security - Employer	7110	\$4,855	\$4,855	\$4,935	\$4,922	\$5,094	\$5,107	\$5,241	\$5,241	\$5,241	\$5,385
Medicare - Employer	7120	\$1,121	\$1,140	\$1,154	\$1,151	\$1,191	\$1,194	\$1,226	\$1,226	\$1,226	\$1,259
<b>Subtotal - Personnel</b>		<b>\$104,467</b>	<b>\$104,486</b>	<b>\$111,973</b>	<b>\$106,788</b>	<b>\$115,510</b>	<b>\$115,053</b>	<b>\$122,447</b>	<b>\$122,447</b>	<b>\$122,447</b>	<b>\$129,871</b>
<b>Supplies</b>											
Postage-UPS	7270	\$250	\$250	\$250	\$200	\$250	\$277	\$300	\$300	\$450	\$500
Operating Supplies	7400	\$1,500	\$1,500	\$1,500	\$253	\$500	\$762	\$600	\$600	\$600	\$700
Inerlibrary Loan and OCLC	8014	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Books/Program Materials	9780	\$1,000	\$1,200	\$1,000	\$394	\$1,000	\$308	\$1,500	\$1,500	\$2,300	\$2,000
Periodicals	9810	\$150	\$150	\$150	\$144	\$150	\$120	\$120	\$120	\$120	\$120
Audio-Visual (eResources)	9830	\$15,000	\$12,580	\$22,100	\$12,425	\$25,380	\$25,380	\$6,600	\$14,552	\$21,708	\$3,500
Computer Software	9870	\$300	\$300	\$300	\$159	\$375	\$0	\$375	\$375	\$375	\$400
<b>Subtotal - Supplies</b>		<b>\$18,200</b>	<b>\$15,980</b>	<b>\$25,300</b>	<b>\$13,575</b>	<b>\$27,655</b>	<b>\$26,847</b>	<b>\$9,495</b>	<b>\$17,447</b>	<b>\$25,553</b>	<b>\$7,220</b>
<b>Services &amp; Other Charges</b>											
Professional/Contractual (RIDES,ECF,EAP)	8010	\$77,728	\$78,240	\$77,059	\$77,273	\$78,492	\$79,214	\$82,434	\$82,434	\$82,434	\$86,218
Information Systems Computers	8017	\$5,500	\$5,500	\$5,500	\$4,021	\$5,500	\$4,474	\$5,500	\$5,500	\$5,500	\$5,500
Financial Services	8030	\$5,700	\$6,005	\$6,000	\$5,705	\$5,930	\$5,905	\$6,190	\$6,190	\$6,200	\$6,660
Dues	8300	\$1,500	\$1,500	\$1,500	\$1,120	\$1,129	\$1,129	\$1,200	\$1,200	\$1,050	\$1,100
Telephone/Internet	8500	\$1,100	\$1,100	\$1,100	\$979	\$1,100	\$1,068	\$1,200	\$1,200	\$1,300	\$1,900
Utilities-Electric services	8550	\$1,300	\$1,300	\$1,000	\$688	\$1,000	\$752	\$1,000	\$1,000	\$1,000	\$1,100
Travel and Conferences	8600	\$8,500	\$8,500	\$8,500	\$7,922	\$8,500	\$2,928	\$7,000	\$7,000	\$2,000	\$7,000

Sheryl: 261,881 population times \$0.429863 to 36 members

Sheryl: pop 279,393 times \$4.29863 per mile by density  
 per library miles = 42621 total amount

Sheryl: See salaries table

Sharon: 6.2% of amount

Sheryl: 1.45% of payroll

Sheryl: Transparent Language Online (\$3,500)  
 Sheryl: Jordan 160, Kofice 35, Adick  
 (donor pro 180 paid invoices)

Sheryl: See separate table, amortize RIDES at \$6,943.17 professional contractual tab for ECF, EAP  
 Sheryl: \$180/mo payroll = \$2160 : audit cost at \$4,500

	FY18	FY18	FY19	FY19	FY20	FY20	FY21	FY21	FY21	FY21	FY22
	2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021	2021-2022
Account ID	Approved	Final - Audited	Approved	Final - Audited	Approved	Final - Audited	Approved	Amended, 11-19-20	Amended, 5-20-21	DRAFT FY22 Budget 7-26-21	
Workshops	8602 \$2,500	\$1,500	\$4,000	\$5,087	\$4,000	\$201	\$1,000	\$1,000	\$1,000	\$5,000	
Grants to member libraries	8603 \$5,000	\$5,000	\$10,000	\$9,880	\$15,000	\$13,719	\$15,000	\$23,000	\$23,000	\$20,500	
Insurance	9100 \$1,000	\$2,100	\$2,100	\$1,984	\$2,100	\$1,909	\$2,500	\$2,500	\$2,500	\$2,750	
Copier lease (toner)	9110 \$350	\$370	\$360	\$275	\$360	\$291	\$300	\$300	\$300	\$300	
Repairs and Maintenance	9300 \$500	\$500	\$500	\$162	\$500	\$150	\$500	\$500	\$500	\$500	
Rent	9400 \$7,641	\$8,286	\$8,286	\$8,143	\$8,327	\$8,303	\$8,393	\$8,393	\$8,395	\$8,505	
Bank Service Charges	9500 \$0	\$0	\$0	\$0	\$0	\$117	\$0	\$0	\$0	\$23	
Bad Debts	9550 \$100	\$100	\$50	\$0	\$42	\$0	\$0	\$0	\$0	\$0	
Contingency/Misc.	9560 \$1,211	\$430	\$5,610	\$2,000	\$0	\$0	\$13	\$13	\$64	\$0	
Expenses/payments for Others	9800 \$22,500	\$22,500	\$22,000	\$23,476	\$104,967	\$91,751	\$85,000	\$85,000	\$86,000	\$140,000	
<b>Subtotal - Services &amp; Other</b>	<b>\$142,130</b>	<b>\$142,931</b>	<b>\$153,565</b>	<b>\$148,715</b>	<b>\$237,318</b>	<b>\$211,911</b>	<b>\$217,230</b>	<b>\$225,230</b>	<b>\$221,243</b>	<b>\$287,056</b>	
<b>Capital Outlay &amp; Special Projects</b>											
Equipment, etc.	9050 \$1,000	\$1,000	\$1,000	\$0	\$1,000	\$1,745	\$1,000	\$1,000	\$1,000	\$1,000	
<b>Subtotal - Capital Outlay</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,745</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	
<b>Total Expenditures (without passthru line 9800)</b>	<b>\$265,797</b>	<b>\$264,397</b>	<b>\$291,838</b>	<b>\$269,078</b>	<b>\$381,484</b>	<b>\$355,566</b>	<b>\$350,172</b>	<b>\$366,124</b>	<b>\$370,243</b>	<b>\$435,147</b>	
	\$243,297	\$241,897	\$269,838	\$245,602	\$276,516	\$263,805	\$265,172	\$281,124	\$284,243	\$285,147	
<b>Revenues Over (Under)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>23,227</b>	<b>0</b>	<b>3,076</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	
<b>Fund Balance - Beginning of Year</b>	<b>\$274,101</b>	<b>\$274,101</b>	<b>\$274,101</b>	<b>\$286,073</b>	<b>\$309,300</b>	<b>\$309,300</b>	<b>\$312,376</b>	<b>\$312,376</b>	<b>\$312,376</b>	<b>\$312,376</b>	
<b>Fund Balance At End of Year</b>	<b>\$274,101</b>	<b>\$274,101</b>	<b>\$274,101</b>	<b>\$309,300</b>	<b>\$309,300</b>	<b>\$312,376</b>	<b>\$312,376</b>	<b>\$312,376</b>	<b>\$312,376</b>	<b>\$312,376</b>	
<b>Summary</b>											
<b>Mid-Michigan Library League Budget</b>	FY18	FY18	FY19	FY19	FY20	FY20	FY21	FY21	FY21	FY22	
<b>Budget Summary</b>	2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021	
Personnel Services	Approved \$104,467	Final \$104,486	Approved \$111,973	Final \$106,788	Approved \$115,510	Final \$115,053	Approved \$122,447	Amended \$122,447	Amended \$122,447	Proposed \$129,871	
Supplies	Approved \$18,200	Final \$15,980	Approved \$25,300	Final \$13,575	Approved \$27,655	Final \$26,847	Approved \$9,495	Amended \$17,447	Amended \$25,553	Proposed \$7,220	
Services & Other Charges	Approved \$142,130	Final \$142,931	Approved \$153,565	Final \$148,715	Approved \$237,318	Final \$211,911	Approved \$217,230	Amended \$225,230	Amended \$221,243	Proposed \$287,056	
Capital Outlay	Approved \$1,000	Final \$1,000	Approved \$1,000	Final \$0	Approved \$1,000	Final \$1,745	Approved \$1,000	Amended \$1,000	Amended \$1,000	Proposed \$1,000	
<b>Total</b>	<b>\$265,797</b>	<b>\$264,397</b>	<b>\$291,838</b>	<b>\$269,078</b>	<b>\$381,484</b>	<b>\$355,566</b>	<b>\$350,172</b>	<b>\$366,124</b>	<b>\$370,243</b>	<b>\$435,147</b>	
<b>(without passthru)</b>	<b>\$243,297</b>	<b>\$241,897</b>	<b>\$269,838</b>	<b>\$245,602</b>	<b>\$276,516</b>	<b>\$263,805</b>	<b>\$265,172</b>	<b>\$281,124</b>	<b>\$284,243</b>	<b>\$285,147</b>	

Sheet1: see next tab

Sheet2: see next tab

## **Mid-Michigan Library League Affiliate Membership Policy**

Approved 11-16-17, revised 5-16-19

*Proposed revision 8-19-21*

The MMLL Plan of Service states: “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.”

**What:** Affiliate Membership is extended to libraries that are not eligible for full membership in the Mid-Michigan Library League. See section “V. Membership” from the MMLL Plan of Service.

**Who:** Any Michigan library may apply for Affiliate Membership. These libraries may be:

- public libraries
- public and charter school libraries
- private school libraries
- community college libraries
- 4-year college or university libraries
- tribal libraries
- prison libraries
- business libraries
- health/hospital libraries
- private libraries

**How:** Regular Members, Board Members, and the Cooperative Director may recruit potential Affiliate Members. Prospective Affiliate Members shall complete a simple application for approval by the full Board at their next regularly scheduled meeting.

**Cost and Benefits:** The Mid-Michigan Library League Board of Trustees will review the benefits of affiliate membership annually at the same time it reviews the Plan of Service and approves the upcoming annual budget. See the schedule of costs and specific benefits for the fiscal year that applies.

### **Examples of Benefits:**

- Listing on the cooperative website under membership (<http://mml.org/members.html>)
- Assignment to one of the nine Groups and representation on the MMLL Board via the associated Group Trustee
- Inclusion on the Advisory Council, comprised of the directors of each member library
- Inclusion in the Google Groups email lists as desired (<https://www.mml.org/about-us/email-list-information>)
- Ability to take advantage of statewide negotiated discounts (<https://www.mml.org/about-us/discounts>)
- Ability to attend workshops at member rates
- Ability to reserve and check out any of the maker kits via the Librarika catalog (<https://mml.librarika.com/>)
- Option to engage the services of the “Emergency Geek,” Cory Walker, at the current negotiated rate for technical assistance and support (<https://www.mml.org/a/tech-corner>)
- Option to participate in any new group discount efforts, such as Movie Licensing USA and BookPage (<https://www.mml.org/a/mml-services-to-members>)

Mid-Michigan Library League  
Affiliate Member Cost and Benefits  
FY2022 (Oct. 1, 2021 – Sept. 30, 2022)

Affiliate Member Annual Fee: \$150

Benefits extended to Affiliate Members:

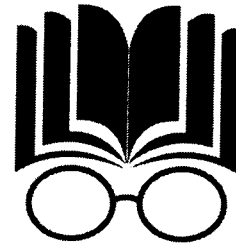
- Listing on the cooperative website under membership, <http://mml.org/members.html>
- Assignment to one of the nine Groups and representation on the MMLL Board via the associated Group Trustee
- Inclusion as an ex-officio member of the Advisory Council, comprised of the directors of each member library
- Inclusion in the Google Groups email communication lists as desired (see <https://www.mml.org/about-us/email-list-information>)
- Ability to take advantage of statewide negotiated discounts (see <https://www.mml.org/about-us/discounts>)
- Ability to attend workshops at member rates
- Ability to reserve and check out any of the maker kits via the Librarika catalog (<https://mml.librarika.com/>)
- Option to engage the “*Emergency Geek*,” Cory Walker, at the current negotiated rate for technical support and assistance. FY22 hourly rate: \$40. (<https://www.mml.org/a/tech-corner>)
- Option to participate in any negotiated group discounts, such as Swank Movie Licensing and *BookPage*. Other discounts negotiated during the fiscal year will also be extended to Affiliate Members
- Option to participate in the Encompass Employee Assistance Program at the rate of \$14.40 per employee per year
- Option to join and participate in Up North Digital, the OverDrive consortium for Mid-Michigan Library League shared with the Northland Library Cooperative - see <https://www.mml.org/a/up-north-digital-overdrive-1> Note: *this option is only for eligible public libraries* – see <https://www.mml.org/site-assets/files/und-participant-agreement-6-18-19.pdf>
- Option to offer *Transparent Language Online* to library cardholders via online link.

# Mid-Michigan Library League

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Mid-  
Michigan  
Library  
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www.mml.org

## MMLL Office Holiday Schedule: FY 2022

Holiday	Date	Status
Thanksgiving Day	November 25, 2021	Closed
Day after Thanksgiving	November 26, 2021	Closed
Christmas Eve	December 24, 2021	Closed
Christmas	December 27, 2021	Closed
New Year's Eve	December 31, 2021	Closed
New Year's	January 3, 2022	Closed
Good Friday	April 15, 2022	Closed
Memorial Day	May 30, 2022	Closed
Independence Day	July 4, 2022	Closed
Labor Day	September 5, 2022	Closed

## Board Meeting Schedule: FY 2021

November 18, 2021 - CWPL

January 20, 2022 - CWPL

March 17, 2022 - CWPL

May 19, 2022 - CWPL

August 18, 2022 - CWPL

September 15, 2022 – annual mtg. (TBD)

Meetings are normally held on the 3rd Thursday of the month at 10:00 a.m. Six meetings are required per year.

Location: Cadillac Wexford Public Library  
411 South Lake Street, Cadillac, MI 49601

## Advisory Council Meeting Schedule: FY 2021

October 26, 2021

November 23, 2021

December 28, 2021

January 25, 2022

February 22, 2022

March 22, 2022

April 26, 2022

May 24, 2022

June 28, 2022

July 26, 2022

August 23, 2022

September 15, 2022 (annual meeting)

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