

MMLL Board Packet
November 18, 2021

1. Agenda
2. Draft minutes from September 22, 2021 meeting
3. FY21 Audit report from Baird, Cotter & Bishop
4. Purchase journals for September and October 2021
5. Income/expenditure statements and balance sheets for September and October 2021
6. Director's report for November 2021
7. Final audited budgets FY18-21 and approved FY22 budget



Mid-
Michigan
Library
League
www.mml.org

Board of Trustees Meeting

November 18, 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
2. Approval of agenda	Action Item: Approve agenda
3. Approval of minutes	Action Item: Approve minutes from 9-22-21 Board meeting
4. Public participation and communications	Advisory Council report as available
5. Audit report	Zack Fredrickson of Baird, Cotter, & Bishop will present the FY21 audit results (roughly 10:15 a.m.)
6. Election of officers	Chair, Vice-Chair, Treasurer, Secretary. (Board members may occupy the same office for a maximum of two consecutive years.)
7. Committee assignments	Finance – (treasurer is chair) Personnel – Other (Policy review? Strategic planning?) –
7. Financial report	Action Item: Approve expenditures for Sept. and Oct. 2021 (roll call) Action Item: Accept financial reports for September and October 2021
8. Director's report	Information Items: ECF funding, ARPA grants, Think Space
9. Committees: Finance Personnel	Finance: No meeting/report Personnel: No meeting/report
10. Old business	Discussion Item: Action Item:
11. New business	Discussion Item: Action Item:
12. Public comment	
13. Advisory Council comments	
14. Board member comments	
15. Adjournment	

~Next Meeting~

Thursday, January 20, 2022 at Cadillac Wexford Public Library, 411 South Lake St., Cadillac, MI 49601

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

**Mid-Michigan Library League
Caberfae Peaks – Annual Luncheon Meeting
Board of Trustees Meeting Minutes
September 22, 2021**

Call to Order: With a quorum present, Eric Smith, Chair, called the meeting to order at 1:30 p.m.

Members Present: 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); Patty Rockafellow (Group 9)

Members Absent: Valerie Church-McHugh (Group 7); Sarah Welch (Group 8)

Also Present: Sheryl Mase, Director, MMLL

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

Approval of Minutes: M/S Eisenga/Greenacre moved to approved the minutes from May 20, 2021. The motion passed.

Public Participation: None at this time.

Financial Reports:

M/S Rockafellow/Langenburg moved to approve the purchase journals from August 2021. Roll Call: Place - Aye; Greenacre – Aye; Logan-Walker - Aye; Eisenga – Aye; Smith - Aye; Langenburg - Aye; Rockafellow - Aye. The motion passed.

M/S Place/Eisenga to accept the financial reports from August 2021. The motion passed.

Director's Report: In the interest of time, Chair Smith referred people to the written report.

Committee Reports:

Finance Committee: Smith indicated that the Finance Committee recommends passage of the FY22 annual budget.

Personnel Committee: No report.

Old Business:

Plan of Service: M/S Langenburg/Eisenga moved to approve the Plan of Service as amended. The motion passed unanimously.

FY22 Budget: M/S Rockafellow/Greenacre moved to approve the FY22 budget. Roll Call: Place - Aye; Greenacre – Aye; Logan-Walker - Aye; Eisenga – Aye; Smith - Aye; Langenburg - Aye; Rockafellow - Aye. The motion passed.

FY22 Holiday Closings and Meeting Schedule: M/S Place/Langenburg moved to approve the new FY22 meeting schedule/holiday closings. Motion passed.

New Business:

FY21 Budget Amendment: M/S Rockafellow/Logan-Walker moved to approve the FY21 budget amendment as presented by the director. Roll Call: Place - Aye; Greenacre – Aye; Logan-Walker - Aye; Eisenga – Aye; Smith - Aye; Langenburg - Aye; Rockafellow - Aye. The motion passed.

Public Comment: The Board Chair from Richfield Township Library expressed gratitude for the luncheon and the work of the director in assisting member libraries.

Board Members Comments: None

Adjournment:

The meeting was adjourned by unanimous consent at 2:00 p.m.

DRAFT

MID-MICHIGAN LIBRARY LEAGUE
CADILLAC, MICHIGAN

SEPTEMBER 30, 2021

FY 2021 AUDIT
TABLE OF CONTENTS

	<u>PAGES</u>
Independent Auditor's Report	i-ii
Management's Discussion and Analysis	iii-viii
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position	1
Statement of Activities	2
Fund Financial Statements	
Governmental Balance Sheet - General Fund	3
Reconciliation of the Balance Sheet to the Statement of Net Position	4
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budgetary Comparison Schedule – General Fund	5-6
Reconciliation of the Schedule of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities	7
Notes to Financial Statements	8-21
Required Supplementary Information	
Schedule of Changes in the Employer's Net Pension Liability and Related Ratios – MERS	22
Schedule of Employer's Contributions - MERS	23

file sent separately

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

Type	Date	Memo	Account	Split	Amount
AUTOOWNERS INSURANCE					
Bill	09/13/2021	Coverage 10/1/2...	2000 · Accounts Payable	9100 · Insurance	-689.00
Bill	09/13/2021	Workers comp 1...	2000 · Accounts Payable	9100 · Insurance	-295.00
Bill Pmt -Check	09/13/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-984.00
BAIRD COTTER AND BISHOP					
Bill	09/20/2021	Payroll for Augus...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	09/29/2021	Payroll for Augus...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
Blue care Network					
Bill	09/20/2021	Coverage 10/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-863.54
Bill Pmt -Check	09/20/2021	Coverage 10/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-863.54
Caberfae Peaks					
Bill Pmt -Check	09/13/2021	Annual Meeting ...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,250.40
Bill	09/17/2021	Annual Meeting ...	2000 · Accounts Payable	8602 · Workshops	-1,250.40
CONSUMERS ENERGY					
Bill Pmt -Check	09/13/2021	Service 8/11/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-70.91
Bill	09/15/2021	Service 8/11/21-...	2000 · Accounts Payable	8550 · Utilities	-70.91
Delta Dental					
Bill	09/21/2021	Coverage 10/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	09/29/2021	Coverage 10/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Emergency Geek					
Bill Pmt -Check	09/01/2021	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-99.50
Bill	09/13/2021	Tech service to p...	2000 · Accounts Payable	8017 · Information...	-153.73
Bill	09/13/2021	Tech support to ...	2000 · Accounts Payable	8017 · Information...	-143.73
Bill Pmt -Check	09/13/2021	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-297.46
Bill	09/27/2021	Tech support Re...	2000 · Accounts Payable	8017 · Information...	-130.20
Bill	09/30/2021	Tech support Ric...	2000 · Accounts Payable	8017 · Information...	-120.60
Bill Pmt -Check	09/30/2021	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-250.80
Leelanau Township Library (1)					
Bill Pmt -Check	09/13/2021	Grant for literatur...	1000 · CashChecking Fif...	2000 · Accounts P...	-800.00
Bill	09/14/2021	Grant for literatur...	2000 · Accounts Payable	8603 · Grants to ...	-800.00
MEIJER					
Check	09/24/2021	office supplies	1000 · CashChecking Fif...	7400 · Operating ...	-65.66
Michaels					
Check	09/12/2021	Annual meeting ...	1000 · CashChecking Fif...	7400 · Operating ...	-47.67
Ms. Green					
Bill	09/10/2021	Recycling 9/21-...	2000 · Accounts Payable	9300 · Repairs an...	-54.00
Bill Pmt -Check	09/13/2021	Recycling 9/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-54.00
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	09/29/2021	MERS for Septe...	2000 · Accounts Payable	7030 · Fringe ben...	-1,492.20
Bill Pmt -Check	09/29/2021	MERS for Septe...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,492.20
OCH LLC					
Bill Pmt -Check	09/13/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
Bill	09/20/2021		2000 · Accounts Payable	9400 · Rent	-700.00
Office Depot					
Check	09/17/2021	Lanyards for ann...	1000 · CashChecking Fif...	7400 · Operating ...	-60.89
SEVILLE TOWNSHIP LIBRARY					
Bill	09/01/2021	Grant for Summ...	2000 · Accounts Payable	8603 · Grants to ...	-250.00
Bill Pmt -Check	09/01/2021	Grant for Summ...	1000 · CashChecking Fif...	2000 · Accounts P...	-250.00
Small Business Association of Michigan					
Bill Pmt -Check	09/13/2021	Coverage 10/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99
Bill	09/15/2021	Coverage 10/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99
Bill Pmt -Check	09/29/2021	Basic Membership	1000 · CashChecking Fif...	2000 · Accounts P...	-129.00
WALTON ERICKSON PUBLIC LIBRARY					
Bill	09/17/2021	Grant for kids bo...	2000 · Accounts Payable	8603 · Grants to ...	-153.74
Bill Pmt -Check	09/29/2021	Grant for kids bo...	1000 · CashChecking Fif...	2000 · Accounts P...	-153.74

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

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	10/20/2021	Payroll service fo...	2000 · Accounts Payable	8030 · Financial S...	-170.00
Bill Pmt -Check	10/20/2021	Payroll service fo...	1000 · CashChecking Fif...	2000 · Accounts P...	-170.00
Blue care Network					
Bill	10/15/2021	Coverage 11/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-863.54
Bill Pmt -Check	10/15/2021	Coverage 11/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-863.54
Charter Business					
Bill	10/01/2021	Service 10/1/21-1...	2000 · Accounts Payable	8500 · Telephone	-88.96
Bill Pmt -Check	10/01/2021	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-88.96
Bill	10/31/2021	Service 10/31/21...	2000 · Accounts Payable	8500 · Telephone	-88.96
CONSUMERS ENERGY					
Bill	10/15/2021	Service 9/10/21-...	2000 · Accounts Payable	8550 · Utilities	-56.67
Bill Pmt -Check	10/15/2021	Service 9/10/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-56.67
Delta Dental					
Bill	10/22/2021	Coverage 11/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	10/22/2021	Coverage 11/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Emergency Geek					
Bill	10/07/2021	Tech support Sh...	2000 · Accounts Payable	8017 · Information...	-194.40
Bill Pmt -Check	10/07/2021	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-322.90
Bill	10/11/2021	Tech support Lut...	2000 · Accounts Payable	8017 · Information...	-128.50
Encompass					
Bill	10/01/2021	Annual fee 10/1/...	2000 · Accounts Payable	8010 · RIDES	-2,500.00
Bill Pmt -Check	10/01/2021	VOID: Annual fe...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	10/01/2021	Annual fee 10/1/...	1000 · CashChecking Fif...	2000 · Accounts P...	-2,500.00
Enfold Sysytems					
Bill Pmt -Check	10/09/2021	Website hosting ...	1000 · CashChecking Fif...	2000 · Accounts P...	-212.00
Bill	10/18/2021	Website hosting ...	2000 · Accounts Payable	8017 · Information...	-212.00
Lisa Eash					
Bill	10/29/2021	Postage for 4 bo...	2000 · Accounts Payable	7270 · PostageUPS	-37.20
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	10/09/2021	MERS for Oct 20...	2000 · Accounts Payable	7030 · Fringe ben...	-1,885.70
Bill Pmt -Check	10/09/2021	MERS for Oct 20...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,885.70
OCH LLC					
Bill Pmt -Check	10/09/2021		1000 · CashChecking Fif...	2000 · Accounts P...	-700.00
Bill	10/20/2021		2000 · Accounts Payable	9400 · Rent	-700.00
Quill					
Check	10/22/2021	Ink, envelopes, p...	1000 · CashChecking Fif...	7400 · Operating ...	-153.96
Small Business Association of Michigan					
Bill	10/01/2021	Basic Membership	2000 · Accounts Payable	7030 · Fringe ben...	-129.00
Bill Pmt -Check	10/07/2021	Coverage 11/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99
Bill	10/12/2021	Coverage 11/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99

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

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	0	111,797	112,605	-808	99.28%
5400 · Interest income	4	73	85	-12	85.48%
5500 · Reimbursements From Other Govt	0	87,230	86,000	1,230	101.43%
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	172,746	171,257	1,489	100.87%
5850 · Workshops/Training Fees	525	600	750	-150	80.00%
Total Income	529	372,746	370,993	1,753	
Expense					
Personnel Services					
7020 · Salaries and Wages	6,631	84,065	84,530	-465	99.45%
7030 · Fringe benefits	2,465	30,550	31,450	-900	97.14%
7110 · Employer Social Security	411	4,211	5,241	-1,030	80.35%
7120 · Employer Medicare	96	985	1,226	-241	80.34%
Subtotal Personnel	9,603	119,811	122,447	-2,636	
Supplies					
7270 · Postage UPS	0	436	450	-14	96.80%
7400 · Operating Supplies	174	680	700	-20	97.19%
9780 · Maker Kits	0	0	0	0	0.00%
9810 · Periodicals	0	120	120	0	100.00%
9830 · AudioVisual	1,458	17,333	15,875	1,458	109.19%
9870 · Computer Software	0	254	255	-1	99.76%
Subtotal Supplies	1,633	18,824	17,400	1,424	
Services & Other Charges					

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6,870	79,979	82,434	-2,455	97.02%
8017 · Information Systems/Computers	548	2,505	5,500	-2,995	45.55%
8030 · Financial Services	170	6,195	6,200	-5	99.92%
8300 · Dues	0	1,034	1,050	-16	98.46%
8500 · Telephone	0	1,166	1,300	-134	89.72%
8550 · Utilities	71	723	1,000	-277	72.26%
8600 · Travel and Conferences	0	1,984	2,100	-116	94.47%
8602 · Workshops	1,250	1,850	3,100	-1,250	59.69%
8603 · Grants to Member Libraries	1,204	25,120	25,120	0	100.00%
9100 · Insurance	984	2,093	2,100	-7	99.67%
9110 · Copier Lease	0	0	0	0	0.00%
9300 · Repairs and Maintenance	54	162	500	-338	32.40%
9400 · Rent	700	8,393	8,395	-2	99.98%
9500 · Bank Service Charges	7	9	6	3	151.67%
9550 · Bad Debts	0	0	0	0	0.00%
9560 · Contingency/Misc		9	5,341	-5,332	0.17%
9800 · Payment for Others	6,128	84,319	86,000	-1,681	98.05%
66900 Reconciliation Discrepancies		196			
Subtotal Services & Other	17,986	215,737	230,146	-14,604	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	29,222	354,372	370,993	-16,817	
Total Expense	-28,693	18,374	0	18,374	
Net Income					

Mid-Michigan Library League

Balance Sheet

As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	9,554.28
1030 · CashSavings Fifth Third3088	248,620.65
Total Checking/Savings	258,174.93
Accounts Receivable	
1600 · Accounts Receivable	410.91
Total Accounts Receivable	410.91
Other Current Assets	
12000 · Undeposited Funds	2,198.69
Total Other Current Assets	2,198.69
Total Current Assets	260,784.53
Other Assets	
1400 · Prepaid Expense	92,277.00
Total Other Assets	92,277.00
TOTAL ASSETS	353,061.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-129.00
Total Accounts Payable	-129.00
Other Current Liabilities	
2339 · Unearned Revenue	42,998.66
2400 · Accrued Wages	2,984.04
2410 · Accrued FICA	185.01
2420 · Accrued Medicare	43.26
Total Other Current Liabilities	46,210.97
Total Current Liabilities	46,081.97
Total Liabilities	46,081.97
Equity	
3000 · Net Position	312,376.50
32000 · Retained Earnings	-18,571.24
Net Income	13,174.30
Total Equity	306,979.56
TOTAL LIABILITIES & EQUITY	353,061.53

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

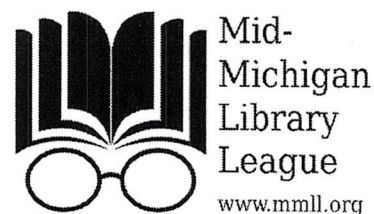
	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	0	0	112,605	-112,605	0.00%
5400 · Interest income	4	4	85	-81	4.85%
5500 · Reimbursements From Other Govt	50	50	140,000	-139,950	0.04%
5600 · Miscellaneous Income/grants	0	0	0	0	0.00%
5650 Sale of Asset	0	0	200	-200	0.00%
5800 · Direct State Aid	0	0	171,257	-171,257	0.00%
5850 · Workshops/Training Fees	210	210	1,000	-790	20.99%
Total Income	264	264	425,147	-424,883	
Expense					
Personnel Services					
7020 · Salaries and Wages	9782	9782	86,862	-77,080	11.26%
7030 · Fringe benefits	2987	2987	36,364	-33,377	8.22%
7110 · Employer Social Security	606	606	5,385	-4,779	11.26%
7120 · Employer Medicare	142	142	1,259	-1,117	11.27%
Subtotal Personnel	13517	13517	129,870	-116,353	
Supplies					
7270 · Postage UPS	37	37	500	-463	7.44%
7400 · Operating Supplies	154	154	700	-546	21.99%
9780 · Maker Kits	0	0	2,000	-2,000	0.00%
9810 · Periodicals	0	0	120	-120	0.00%
9830 · Audio/Visual	1458	1458	3,500	-2,042	41.67%
9870 · Computer Software	0	0	400	-400	0.00%
Subtotal Supplies	1649	1649	7,220	-5,571	
Services & Other Charges					

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	9370	9370	86,218	-76,848	10.87%
8017 · Information Systems/Computers	535	535	5,500	-4,965	9.73%
8030 · Financial Services	170	170	6,660	-6,490	2.55%
8300 · Dues	0	0	1,100	-1,100	0.00%
8500 · Telephone	178	178	1,900	-1,722	9.36%
8550 · Utilities	57	57	1,100	-1,043	5.15%
8600 · Travel and Conferences	0	0	7,000	-7,000	0.00%
8602 · Workshops	0	0	5,000	-5,000	0.00%
8603 · Grants to Member Libraries	0	0	20,500	-20,500	0.00%
9100 · Insurance	0	0	2,750	-2,750	0.00%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	0	500	-500	0.00%
9400 · Rent	700	700	8,505	-7,805	8.23%
9500 · Bank Service Charges	-7	-7	23	-30	-30.44%
9550 · Bad Debts				0	0.00%
9560 · Contingency/Misc				0	0.00%
9800 · Payment for Others	6128	6128	140,000	-133,872	4.38%
Subtotal Services & Other	17131	17131	287,056	-269,925	
Capital Outlay & Social Projects					
9050 · Equipment			1,000		0.00%
Subtotal Capital Outlay	0	0	1,000	0	
Total Expense	32297	32297	425,146	-391,849	
Net Income	-32033	-32033	1	-32,034	

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

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	7,290.15
1030 · CashSavings Fifth Third3088	235,895.46
Total Checking/Savings	243,185.61
Accounts Receivable	
1600 · Accounts Receivable	30.00
Total Accounts Receivable	30.00
Other Current Assets	
12000 · Undeposited Funds	365.91
Total Other Current Assets	365.91
Total Current Assets	243,581.52
Other Assets	
1400 · Prepaid Expense	77,820.61
Total Other Assets	77,820.61
TOTAL ASSETS	321,402.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	126.16
Total Accounts Payable	126.16
Other Current Liabilities	
2100 · Federal Withholding	205.56
2110 · FICA Withholding	-205.56
2130 · State Withholding	118.88
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	46,329.85
Total Current Liabilities	46,456.01
Total Liabilities	46,456.01
Equity	
3000 · Net Position	312,376.50
32000 · Retained Earnings	-5,396.94
Net Income	-32,033.44
Total Equity	274,946.12
TOTAL LIABILITIES & EQUITY	321,402.13

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



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)
 - Group 4 – Diane Eisenga (22)
 - Group 5 – Eric Smith (24)
 - Group 6 – Lois Langenburg (22)
 - Group 7 – Valerie Church-McHugh (22)
 - Group 8 – Sarah Welch (23)
 - Group 9 – Patty Rockafellow (23)
- Advisory Council
 - FY22 (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., with one meeting being the formal one with agenda and notes.
 - Committees of the Advisory Council have been formed for FY22. See <https://www.mml.org/board/advisory-council/ac-committees>.

Trustee Information:

- The Michigan Public Library Trustee Manual (2021) has been distributed widely. It is also online at https://www.michigan.gov/documents/libraryofmichigan/LM_TrusteeManual_2020_703765_7.pdf
- The cooperative directors and staff at Library of Michigan are working to clarify and assist in “righting the ship” if a library has strayed from operating as it should. So much of how the Board operates depends on the establishment law under which the library was formed. If you are not certain, we can help! See [Michigan Library Establishment Types](#).
- There will be more online training for trustees – [Trustee Training 101: The Basics](#) – December 6, 2021 6:00pm-7:30pm and [Trustee Training 102: Advanced Trustees](#) – December 13, 2021 6:00pm-7:30pm. And, there is an archive of these trainings, see [Library of Michigan Webinar Archives](#).

Continuing Education:

- The FY22 CE Committee includes Debra Greenacre/Manistee and Tiffany Haight/Shelby. Please let them know of your CE needs for the year. They will focus on resources/trainings for MMLL staff.
- As usual, the MMLL Newsletter will have lots of links to training opportunities that are conducted virtually, available either as self-paced learning or via a live session.

eResources:

- [Up North Digital](#) (OverDrive consortium) currently has 32 of the 36 MMLL members participating, plus one affiliate – Missaukee. The non-participants are Chase, Mancelona, Walkerville, and Wheatland. The upcoming ARPA capacity grant for content will provide e-resources via OverDrive. Our non-participating libraries will need to make a decision about participation.
- The Up North Digital contract will renew for the calendar year in late December, and members will be billed in January for participation. The unlimited eMagazines will be included for 2022.
- Transparent Language Online will be extended through FY22 for all MMLL member patrons. Libraries should point to <https://library.transparent.com/westmichiganmi/>. On the MMLL website (<https://www.mml.org/a/transparent-language-online>) find flyers and other resources for TLO.

Grants:

- The FY22 Grants Committee (Tracy Logan-Walker/Cadillac, Kathleen Rash/Hart, and Laura Marion/Missaukee) has met and produced materials for the FY22 program. There will be two rounds and the first was announced Monday 11/15. See the website at <https://www.mml.org/a/grants>.
- The two LSTA ARPA funds submitted by the library cooperatives have now been funded – one for content that will flow through OverDrive consortia in the state, and the other to provide technology kits for public libraries for programming and enhancing technology for patrons. Stay tuned as these roll out – more information will be forthcoming.
- We received notification of funding for the Emergency Connectivity Fund (ECF) application we submitted on behalf of 25 member libraries! Total funding committed to us is **\$115,995.13** and we will begin to order resources and work with Janelle Morgan of Elite Fund to roll out this program.

Tech Assistance:

- “Emergency Geek” Cory Walker has agreed to continue assisting MMLL member libraries in FY22. Each MMLL member library began the year (10-1-21) with four hours of tech support plus mileage. If a library needs further hours, they can check to see if there are “extra” donated by other members they can use, or if not, they can pay Cory a discounted hourly rate of \$40. Contact Cory to schedule!
- 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.

On the Horizon:

- 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. See www.michigan.gov/libraryce.

Travel/Meetings/Leave:

- Attended open house at Glen Lake Community Library – great expansion!
- Maker kit/3D printer pickup and delivery trips...
- Co-op directors are involved in diversity, equity and inclusion (DEI) training with the Michigan Department of Civil Service. The co-op directors are committed to working with MDCS as a core group in support of DEI.
- MLA has a program called “Think Space” that forms a cohort each year to think deeply about specific issues relating to library service. I applied for a subsidy to attend and was given \$500 off. Sessions run December 9-10 in Grand Rapids, May 18-19 in Boyne City, February of 2022 for a virtual check-in, and an in-person confab and the 2022 MLA conference.

~ Sheryl

Sheryl L. Mase
MMLL director

Mid-Michigan Library League
 FY18-21 Final Audited Budgets
 FY22 Approved Budget
 11/8/2020

		FY18	FY18	FY19	FY19	FY20	FY20	FY20	FY21	FY21	FY21	FY22
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021
	Account ID	Approved	Final - Audited	Approved	Final - Audited	Approved	Final Amended Budget	Final - Audited	Approved	Final Amended Budget	Final - Audited	Approved
Revenues												
Indirect state aid - bill membership	5390	\$95,994	\$95,994	\$109,873	\$105,144	\$104,675	\$104,905	\$104,905	\$104,905	\$112,605	\$111,797	\$112,605
Interest income	5400	\$300	\$300	\$340	\$1,567	\$1,500	\$590	\$587	\$500	\$85	\$73	\$85
Reimbursements From Other Gov't.	5500	\$22,500	\$22,500	\$22,000	\$24,583	\$104,967	\$106,079	\$88,233	\$85,000	\$86,000	\$83,370	\$140,000
Miscellaneous Income/grants	5600	\$0	\$0	\$0	\$400	\$9,189	\$5,300	\$5,300		\$196	\$567	\$0
Refunds	5700	\$0	\$0									
Large Print Books	5750	\$0	\$0									
Sale of Assets	5650		\$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	\$159,467	\$171,257	\$172,746	\$171,257
Workshops / Training Fees	5850	\$2,000	\$600	\$1,500	\$958	\$1,500	\$150	\$140	\$300	\$750	\$600	\$1,000
Total Revenues		\$265,797	\$264,397	\$291,838	\$292,305	\$381,484	\$376,491	\$358,632	\$350,172	\$370,993	\$369,153	\$425,147
Expenses												
Personnel Services												
Permanent Salaries	7020	\$78,312	\$78,312	\$79,602	\$79,384	\$82,158	\$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	\$27,067	\$26,383	\$31,450	\$31,450	\$30,506	\$36,364
Social Security - Employer	7110	\$4,855	\$4,855	\$4,935	\$4,922	\$5,094	\$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	\$1,191	\$1,194	\$1,226	\$1,226	\$1,226	\$1,259
Subtotal - Personnel		\$104,467	\$104,486	\$111,973	\$106,788	\$115,510	\$115,510	\$115,053	\$122,447	\$122,447	\$121,503	\$129,871
Supplies												
Postage-UPS	7270	\$250	\$250	\$250	\$200	\$250	\$300	\$277	\$300	\$450	\$435	\$500
Operating Supplies	7400	\$1,500	\$1,500	\$1,500	\$253	\$500	\$765	\$762	\$600	\$700	\$680	\$700
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Books/Program Materials	9780	\$1,000	\$1,200	\$1,000	\$394	\$1,000	\$1,000	\$308	\$1,500	\$0	\$0	\$2,000
Periodicals	9810	\$150	\$150	\$150	\$144	\$150	\$120	\$120	\$120	\$120	\$120	\$120
Audio-Visual	9830	\$15,000	\$12,580	\$22,100	\$12,425	\$25,380	\$25,380	\$25,380	\$6,600	\$15,875	\$17,333	\$3,500
Computer Software	9870	\$300	\$300	\$300	\$159	\$375	\$160	\$0	\$375	\$255	\$255	\$400
Subtotal - Supplies		\$18,200	\$15,980	\$25,300	\$13,575	\$27,655	\$27,725	\$26,847	\$9,495	\$17,400	\$18,823	\$7,220
Services & Other Charges												
Professional/Contractual (RIDES)	8010	\$77,728	\$78,240	\$77,059	\$77,273	\$78,492	\$79,050	\$79,214	\$82,434	\$82,434	\$81,975	\$86,218
Information Systems Computers	8017	\$5,500	\$5,500	\$5,500	\$4,021	\$5,500	\$5,500	\$4,474	\$5,500	\$5,500	\$2,505	\$5,500
Financial Services	8030	\$5,700	\$6,005	\$6,000	\$5,705	\$5,930	\$6,060	\$5,905	\$6,190	\$6,200	\$6,195	\$6,660
Dues	8300	\$1,500	\$1,500	\$1,500	\$1,120	\$1,500	\$1,130	\$1,129	\$1,200	\$1,050	\$1,034	\$1,100
Telephone/Internet	8500	\$1,100	\$1,100	\$1,100	\$979	\$1,100	\$1,100	\$1,068	\$1,200	\$1,300	\$1,166	\$1,900
Utilities--Electric service	8550	\$1,300	\$1,300	\$1,000	\$688	\$1,000	\$765	\$752	\$1,000	\$1,000	\$723	\$1,100
Travel and Conferences	8600	\$8,500	\$8,500	\$8,500	\$7,922	\$8,500	\$3,000	\$2,928	\$7,000	\$2,100	\$1,985	\$7,000
Workshops	8602	\$2,500	\$1,500	\$4,000	\$5,087	\$4,000	\$205	\$201	\$1,000	\$3,100	\$1,850	\$5,000
Grants to member libraries	8603	\$5,000	\$5,000	\$10,000	\$9,880	\$15,000	\$15,000	\$13,719	\$15,000	\$25,120	\$25,120	\$20,500
Insurance	9100	\$1,000	\$2,100	\$2,100	\$1,984	\$2,100	\$2,100	\$1,909	\$2,500	\$2,100	\$1,993	\$2,750
Copier lease (toner)	9110	\$350	\$370	\$360	\$275	\$360	\$300	\$291	\$300	\$0	\$0	\$300
Repairs and Maintenance	9300	\$500	\$500	\$500	\$162	\$500	\$150	\$150	\$500	\$500	\$162	\$500
Rent	9400	\$7,641	\$8,286	\$8,286	\$8,143	\$8,327	\$8,327	\$8,303	\$8,393	\$8,393	\$8,393	\$8,505
Bank Service Charges	9500	\$0	\$0	\$0	\$0	\$0	\$100	\$117	\$0	\$6	\$9	\$23
Bad Debts	9550	\$100	\$100	\$50	\$0	\$42	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Misc.	9560	\$1,211	\$430	\$5,610	\$2,000	\$0	\$0	\$0	\$13	\$5,341	\$205	\$0
Expenses/payments for Others	9800	\$22,500	\$22,500	\$22,000	\$23,476	\$104,967	\$106,000	\$91,751	\$85,000	\$86,000	\$82,337	\$140,000
Subtotal - Services & Other		\$142,130	\$142,931	\$153,565	\$148,715	\$237,318	\$228,787	\$211,911	\$217,230	\$230,146	\$215,652	\$287,056
(without passthru)									\$132,230			
Capital Outlay & Special Projects												
Equipment, etc.	9050	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$2,000	\$1,745	\$1,000	\$1,000	\$0	\$1,000
Subtotal - Capital Outlay		\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$2,000	\$1,745	\$1,000	\$1,000	\$0	\$1,000
Total Expenditures		\$265,797	\$264,397	\$291,838	\$269,078	\$381,484	\$374,022	\$355,556	\$350,172	\$370,993	\$355,978	\$425,147
Revenues Over (Under)		0	0	(0)	23,227	0	2,469	3,076	0	0	13,175	0
Fund Balance - Beginning of Year		\$274,101	\$274,101	\$274,101	\$286,073	\$309,300	\$309,300	\$309,300	\$312,376	\$312,376	\$312,376	\$325,551
Fund Balance At End of Year		\$274,101	\$274,101	\$274,101	\$309,300	\$309,300	\$311,769	\$312,376	\$312,376	\$312,376	\$325,551	\$325,551
Summary												
Mid-Michigan Library League Budget		FY18	FY18	FY19	FY19	FY20	FY20	FY20	FY21	FY21	FY21	FY21
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021
Budget Summary		Approved	Audit	Approved	Audit	Approved	Final	Audit	Approved	Final	Audit	Approved
Personnel Services		\$104,467	\$104,486	\$111,973	\$106,788	\$115,510	\$115,510	\$115,053	\$122,447	\$122,447	\$121,503	\$129,871
Supplies		\$18,200	\$15,980	\$25,300	\$13,575	\$27,655	\$27,725	\$26,847	\$9,495	\$17,400	\$18,823	\$7,220
Services & Other Charges		\$142,130	\$142,931	\$153,565	\$148,715	\$237,318	\$228,787	\$211,911	\$217,230	\$230,146	\$215,652	\$287,056
Capital Outlay		\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$2,000	\$1,745	\$1,000	\$1,000	\$0	\$1,000
Total		\$265,797	\$264,397	\$291,838	\$269,078	\$381,484	\$374,022	\$355,556	\$350,172	\$370,993	\$355,978	\$425,147