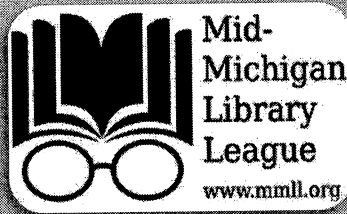


Board Meeting Packet List

August 15, 2019

1. Draft Agenda
2. Minutes from May 16, 2019
3. May 2019 Purchase Journal
4. June 2019 Purchase Journal
5. July 2019 Purchase Journal
6. May 2019 Income Statement
7. June 2019 Income Statement
8. July 2019 Income Statement
9. May 2019 Balance Sheet
10. June 2019 Balance Sheet
11. July 2019 Balance Sheet
12. Director's report for August 2019
13. Draft budget for FY20
14. Board Member List
15. FY19 budget adjustment request
16. Affiliate membership application – Missaukee District Library



Board of Trustees Meeting

August 15, 2019, 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
Location: Cadillac Wexford Public Library, 411 South Lake Street, Cadillac, MI 49601
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.

Draft Agenda

1. Call to Order – (Vice-Chair Patti Colvin)	Roll call
2. Approval of agenda	<u>Action Item</u> : Approve agenda
3. Approval of minutes	<u>Action Item</u> : Approve minutes from 5-16-19 Board meeting
4. Public participation and communications	Advisory Council report
5. Financial report	<u>Action Item</u> : Approve purchase journals for May, June & July 2019 (roll call) <u>Action Item</u> : Accept financial reports (income statements, balance sheets) for May, June & July 2019
6. Director's report	<u>Information Items</u> :
7. Committees: <u>Finance</u> <u>Personnel</u>	<u>Finance</u> : Report from July 9 th budget meeting <u>Personnel</u> :
8. Old business	<u>Discussion Item</u> : Board representative replacements for Group 8 and Group 9 needed.
9. New business	<u>Discussion Item</u> : Review MMLL FY20 draft budget, to be approved at the September annual meeting; Review FY19 budget amendment proposal <u>Action Item</u> : FY19 budget amendment approval <u>Action Item</u> : Approve affiliate membership for Missaukee District Library
10. Public comment	
11. Additional Advisory Council comments	
12. Board member comments	<u>Information Item</u> : news from the groups?
13. Adjournment	

Next Meeting – Annual Luncheon!

Thursday, September 19, 2019, The Lake House, 704 Maritime Drive Ludington, Mich. 49431

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 16, 2019
Cadillac Wexford Public Library
10:00 a.m.**

Call to Order: With a quorum present, Patti Colvin, Vice-President, called the meeting to order at 10:03 a.m.

Present: Mary Edens, Susan LaBelle, Diane Eisenga, Valerie Church-McHugh, Eric Smith, Jeanette Fleury, Lois Langenburg, Patti Colvin

Also Present: Sheryl Mase, Patti Skinner

Absent: Chris Cook

Approval of Agenda: M/S Church-McHugh/Eisenga. Agenda approved.

Approval of Minutes: M/S Smith/Edens. Minutes approved.

Public Participation: Patti Skinner reported on the Advisory Council meeting. Eric Smith reported on the new possibilities for a consortium subscription with Up North Digital. The next Advisory Council meeting is August 8, 2019 in Manistee at 10:00 a.m. Sheryl asked if a survey should be circulated for input into the location of the Annual Meeting. Suggestions were Caberfae and Fox Hills. She will check into Fox Hills as an option.

Financial Report: M/S Edens/Fleury to approve the purchase journals for March and April 2019. Edens-yes; LaBelle-yes; Eisenga-yes; Church-McHugh-yes; Smith-yes; Fleury-yes; Langenburg-yes; Colvin-yes. Motion approved.

M/S Smith/Eisenga to accept the financial reports for March and April 2019. Motion approved.

Director's Report:

- Sheryl reviewed the outcome of the second round of funding for the mini-grants.
- Membership pricing for Overdrive was discussed. The board recommended that Sheryl draft a proposal for an Overdrive contract including pricing amounts.
- The Grace A. Dow Memorial Library in Midland, MI has requested an Affiliate Membership in the MMLL. They are out of our service area but their size would benefit some of the cost of our service contracts.
- The Board may wish to look at the Affiliate Membership Policy and consider any necessary edits and clarifications. More discussion under new business.

- Sheryl gave an update on the status of MiSEN (State Education Network) and the proposed partnership between Reed City Library's Tom Burnosky and ISD Tech Director, Fred Sharpsteen to connect RCADL to the MiSEN.

Committee Reports:

Finance: No report. Meeting on July 9, 2019.

Personnel: Diane Eisenga reviewed the results of the Director Evaluation. The evaluation was sent to the Board for input on the Director's annual performance. The committee recommended that the Director's salary be increased 3% based on her positive performance.

M/S Smith/Langenburg moved to increase the Director's salary 3% beginning on the Director's Annual date of hire (July). Edens-yes; LaBelle-yes; Church-McHugh-yes; Smith-yes; Fleury-yes; Langenburg-yes; Colvin-yes; Eisenga-yes. Motion passed.
Colvin and Smith will create a draft of a salary schedule for the next few years for budgeting purposes.

M/S Edens/Eisenga to provide the Director an additional five (5) paid personal days. Motion passed.

New Business:

A. The Affiliate Membership Policy was discussed.

M/S Edens/Eisenga moved to change they current policy by striking the words *within the service area of the Mid-Michigan Library League* and insert the word *Michigan* in between "any" and "library." Motion passed.

The policy will now read:

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

M/S Church-McHugh/Smith to accept the application for an affiliate membership for Grace A. Dow Memorial Library in Midland, MI. Motion passed.

B. There was further discussion on the status of Overdrive within the co-op's services. More information and recommendations will be forthcoming at a future board meeting.

M/S Fleury/Eisenga to allow Up North Digital services be considered a cooperative service of the MMLL so that the director can spend time negotiating a contract with them. Motion passed.

Public Comment: None

Additional Advisory Council Comments: None

Board Member Comments: Langenburg asked for assistance regarding an issue with one of the libraries in her region.

Adjournment: There being no objection, Board Vice-Chair Colvin adjourned the meeting at 12:10 p.m.

5-16-19 MMLL MINUTES, draft, p. 2

Mid-Michigan Library League Transaction List by Vendor May 2019

Type	Date	Memo	Account	Split	Amount
After 26 Depot					
Bill	05/16/2019	Catering for b...	2000 · Accounts Pa...	8600 · Travel a...	-115.20
Bill Pmt -Check	05/16/2019	Catering for b...	1000 · CashCheckin...	2000 · Account...	-115.20
Alden District Library (1)					
Bill	05/15/2019	Mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-500.00
Bill Pmt -Check	05/15/2019	Mini grant for ...	1000 · CashCheckin...	2000 · Account...	-500.00
BAIRD COTTER AND BISHOP					
Bill Pmt -Check	05/16/2019	Payroll servic...	1000 · CashCheckin...	2000 · Account...	-160.00
Bill	05/20/2019	Payroll servic...	2000 · Accounts Pa...	8030 · Financi...	-160.00
BENZONIA PUBLIC LIBRARY (1)					
Bill Pmt -Check	05/16/2019	Grant for lodg...	1000 · CashCheckin...	2000 · Account...	-250.00
Bill	05/21/2019	Grant for lodg...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Blue care Network					
Bill	05/15/2019	coverage 6/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-752.01
Bill Pmt -Check	05/15/2019	coverage 6/1/...	1000 · CashCheckin...	2000 · Account...	-752.01
BLUE HERON CAFE					
Bill Pmt -Check	05/29/2019	catering for St...	1000 · CashCheckin...	2000 · Account...	-203.23
Bill	05/30/2019	catering for St...	2000 · Accounts Pa...	8602 · Worksh...	-203.23
Charter Business					
Bill	05/08/2019	Service 5/1/1...	2000 · Accounts Pa...	8500 · Telepho...	-88.96
Bill Pmt -Check	05/08/2019	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-88.96
CONSUMERS ENERGY					
Bill	05/16/2019	Service 4/16/...	2000 · Accounts Pa...	8550 · Utilities	-55.26
Bill Pmt -Check	05/16/2019	Service 4/16/...	1000 · CashCheckin...	2000 · Account...	-55.26
Delta Dental					
Bill Pmt -Check	05/16/2019	Coverage 6/1/...	1000 · CashCheckin...	2000 · Account...	-33.38
Bill	05/21/2019	Coverage 6/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Diane Eisenga					
Bill Pmt -Check	05/15/2019	5/16/19 board...	1000 · CashCheckin...	2000 · Account...	-15.08
Bill	05/17/2019	5/16/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-15.08
Emergency Geek					
Bill	05/06/2019	Trip to Luther	2000 · Accounts Pa...	8017 · Informat...	-43.60
Bill Pmt -Check	05/08/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-43.60
Bill Pmt -Check	05/16/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-111.10
Bill	05/20/2019	Luther tech h...	2000 · Accounts Pa...	-SPLIT-	-111.10
Endicia Store for DYMO Stamps					
Check	05/31/2019	refill postage ...	1000 · CashCheckin...	7270 · Postage...	-200.00
Eric Smith					
Bill Pmt -Check	05/15/2019	5/16/19 board...	1000 · CashCheckin...	2000 · Account...	-81.20
Bill	05/17/2019	5/16/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-81.20
Freeconferencecall.com					
Check	05/08/2019	Online storag...	1000 · CashCheckin...	8602 · Worksh...	-3.00
JEANETTE FLEURY (1)					
Bill Pmt -Check	05/15/2019	5/16/19 boar...	1000 · CashCheckin...	2000 · Account...	-52.20
Bill	05/17/2019	5/16/19 boar...	2000 · Accounts Pa...	8600 · Travel a...	-52.20
Leland Township Library (1)					
Bill	05/01/2019	Family Book ...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Bill Pmt -Check	05/02/2019	Family Book ...	1000 · CashCheckin...	2000 · Account...	-250.00
Lois Langenburg					
Bill Pmt -Check	05/15/2019	5/16/19 board...	1000 · CashCheckin...	2000 · Account...	-37.12
Bill	05/17/2019	5/16/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-37.12
LUTHER AREA PUBLIC LIBRARY (1)					
Bill	05/03/2019	Small Lib Big ...	2000 · Accounts Pa...	8603 · Grants t...	-175.00
Bill Pmt -Check	05/08/2019	Small Lib Big ...	1000 · CashCheckin...	2000 · Account...	-175.00
MARY EDENS (2)					
Bill Pmt -Check	05/15/2019	5/16/19 board...	1000 · CashCheckin...	2000 · Account...	-75.40
Bill	05/17/2019	5/16/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-75.40
MCBAIN COMMUNITY LIBRARY (1)					
Bill	05/02/2019	Juno Plg/Paly...	2000 · Accounts Pa...	8603 · Grants t...	-500.00
Bill Pmt -Check	05/02/2019	Juno Plug/Pla...	1000 · CashCheckin...	2000 · Account...	-500.00
Michigan Office Solutions (1)					
Bill	05/14/2019	printer toner	2000 · Accounts Pa...	9110 · Copier ...	-187.60
Bill Pmt -Check	05/15/2019	printer toner	1000 · CashCheckin...	2000 · Account...	-187.60
MOVIE LICENSING USA					
Bill	05/29/2019	Movie license...	2000 · Accounts Pa...	9800 · Paymen...	-6,966.00
Bill Pmt -Check	05/29/2019	Movie license...	1000 · CashCheckin...	2000 · Account...	-6,966.00

**Mid-Michigan Library League
Transaction List by Vendor
May 2019**

Type	Date	Memo	Account	Split	Amount
Ms. Green					
Bill	05/10/2019	May - August...	2000 · Accounts Pa...	9300 · Repairs...	-54.00
Bill Pmt -Check	05/10/2019	May - August...	1000 · CashCheckin...	2000 · Account...	-54.00
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	05/08/2019	Remaining ba...	2000 · Accounts Pa...	7030 · Fringe b...	-727.00
Bill Pmt -Check	05/08/2019	Remaining ba...	1000 · CashCheckin...	2000 · Account...	-727.00
Bill Pmt -Check	05/16/2019	MERS for Ma...	1000 · CashCheckin...	2000 · Account...	-807.52
Bill	05/21/2019	MERS for Ma...	2000 · Accounts Pa...	7030 · Fringe b...	-807.52
OCH LLC					
Bill	05/01/2019	Rent for May ...	2000 · Accounts Pa...	9400 · Rent	-670.83
Bill Pmt -Check	05/01/2019	Rent for May ...	1000 · CashCheckin...	2000 · Account...	-670.83
Bill	05/15/2019	Rent for June ...	2000 · Accounts Pa...	9400 · Rent	-670.83
Bill Pmt -Check	05/17/2019	Rent for June ...	1000 · CashCheckin...	2000 · Account...	-670.83
PATRICIA COLVIN					
Bill Pmt -Check	05/15/2019	VOID: 5/16/1...	1000 · CashCheckin...	2000 · Account...	0.00
Bill	05/17/2019	5/16/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-16.24
Bill Pmt -Check	05/24/2019	5/16/19 board...	1000 · CashCheckin...	2000 · Account...	-16.24
RECORDED BOOKS					
Bill	05/29/2019	Add Midland t...	2000 · Accounts Pa...	9800 · Paymen...	-1,875.00
Bill Pmt -Check	05/29/2019	Add Midland t...	1000 · CashCheckin...	2000 · Account...	-1,875.00
Sheryl Mase (1)					
Bill Pmt -Check	05/01/2019	March/April m...	1000 · CashCheckin...	2000 · Account...	-327.12
Small Business Association of Michigan					
Bill	05/13/2019	Coverage 6/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-74.49
Bill Pmt -Check	05/17/2019	Coverage 6/1/...	1000 · CashCheckin...	2000 · Account...	-74.49
Susan LaBelle					
Bill Pmt -Check	05/15/2019	5/16/19 board...	1000 · CashCheckin...	2000 · Account...	-62.64
Bill	05/17/2019	5/16/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-62.64
Valerie ChurchMcHugh					
Bill Pmt -Check	05/15/2019	5/16/19 board...	1000 · CashCheckin...	2000 · Account...	-96.28
Bill	05/17/2019	5/16/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-96.28

**Mid-Michigan Library League
Transaction List by Vendor
June 2019**

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	06/20/2019	Payroll servic...	2000 · Accounts Pa...	8030 · Financi...	-160.00
Bill Pmt -Check	06/20/2019	Payroll servic...	1000 · CashCheckin...	2000 · Account...	-160.00
Blue care Network					
Bill	06/14/2019	Coverage 7/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-752.01
Bill Pmt -Check	06/14/2019	Coverage 7/1/...	1000 · CashCheckin...	2000 · Account...	-752.01
Charter Business					
Bill	06/10/2019	Service 5/31/...	2000 · Accounts Pa...	8500 · Telepho...	-88.96
Bill Pmt -Check	06/10/2019	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-88.96
CONSUMERS ENERGY					
Bill	06/16/2019	service 5/16/1...	2000 · Accounts Pa...	8550 · Utilities	-62.83
Bill Pmt -Check	06/16/2019	service 5/16/1...	1000 · CashCheckin...	2000 · Account...	-62.83
Delta Dental					
Bill	06/17/2019	Coverage 7/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Bill Pmt -Check	06/21/2019	Coverage 7/1/...	1000 · CashCheckin...	2000 · Account...	-33.38
Emergency Geek					
Bill	06/03/2019	1.5 tech hour...	2000 · Accounts Pa...	8017 · Informat...	-106.00
Bill Pmt -Check	06/05/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-106.00
Bill	06/06/2019	Hart Library r...	2000 · Accounts Pa...	8017 · Informat...	-7.50
Bill Pmt -Check	06/10/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-7.50
Bill	06/13/2019	TEch support ...	2000 · Accounts Pa...	8017 · Informat...	-148.60
Bill	06/17/2019	Tech support ...	2000 · Accounts Pa...	8017 · Informat...	-224.00
Bill	06/18/2019	Cadillac Cons...	2000 · Accounts Pa...	8017 · Informat...	-90.00
Bill Pmt -Check	06/21/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-372.60
Bill	06/29/2019	Richfield Twp ...	2000 · Accounts Pa...	8017 · Informat...	-97.50
Bill Pmt -Check	06/29/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-187.50
Enfold Sysytems					
Bill	06/17/2019	PLOUD for 6/...	2000 · Accounts Pa...	8017 · Informat...	-206.00
Bill Pmt -Check	06/21/2019	VOID: PLOU...	1000 · CashCheckin...	2000 · Account...	0.00
Bill Pmt -Check	06/29/2019	PLOUD for 6/...	1000 · CashCheckin...	2000 · Account...	-206.00
Evart Public Library (1)					
Bill	06/25/2019	Grant for 2 sc...	2000 · Accounts Pa...	8603 · Grants t...	-552.84
Bill Pmt -Check	06/25/2019	Grant for 2 sc...	1000 · CashCheckin...	2000 · Account...	-552.84
Freeconferencecall.com					
Check	06/10/2019	online storage...	1000 · CashCheckin...	8602 · Worksh...	-3.00
HART AREA PUBLIC LIBRARY					
Bill Pmt -Check	06/25/2019	Grant for publ...	1000 · CashCheckin...	2000 · Account...	-750.00
Bill	06/28/2019	Grant for publ...	2000 · Accounts Pa...	8603 · Grants t...	-750.00
M Alice Chapin Memorial Library					
Bill	06/05/2019	Grant for circ...	2000 · Accounts Pa...	8603 · Grants t...	-500.00
Bill Pmt -Check	06/05/2019	Grant for circ...	1000 · CashCheckin...	2000 · Account...	-500.00
MI LIBRARY ASSOCIATION					
Bill	06/25/2019	MLA Annual ...	2000 · Accounts Pa...	8600 · Travel a...	-300.00
Bill Pmt -Check	06/25/2019	MLA Annual ...	1000 · CashCheckin...	2000 · Account...	-300.00
Midwest Collaborative for Lib. Services					
Bill	06/10/2019	RIDES for 7/1...	2000 · Accounts Pa...	1400 · Prepaid...	-77,907.38
Bill Pmt -Check	06/21/2019	RIDES for 7/1...	1000 · CashCheckin...	2000 · Account...	-77,907.38
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	06/18/2019	MERS June 2...	2000 · Accounts Pa...	7030 · Fringe b...	-807.52
Bill Pmt -Check	06/21/2019	MERS June 2...	1000 · CashCheckin...	2000 · Account...	-807.52
OCH LLC					
Bill	06/19/2019	Rent for July ...	2000 · Accounts Pa...	9400 · Rent	-712.56
Bill Pmt -Check	06/21/2019	Rent for July ...	1000 · CashCheckin...	2000 · Account...	-712.56
Richfield Township Library (2)					
Bill Pmt -Check	06/25/2019	Grant for sum...	1000 · CashCheckin...	2000 · Account...	-250.00
Bill	06/28/2019	Grant for sum...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Richland Township Library					
Bill Pmt -Check	06/25/2019	Grant for Sum...	1000 · CashCheckin...	2000 · Account...	-250.00
Bill	06/28/2019	Grant for Sum...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
SHELBY AREA DISTRICT LIBRARY (1)					
Bill	06/21/2019	Grant for DV...	2000 · Accounts Pa...	8603 · Grants t...	-500.00
Bill Pmt -Check	06/21/2019	Grant for DV...	1000 · CashCheckin...	2000 · Account...	-500.00
Small Business Association of Michigan					
Bill	06/13/2019	coverage 7/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-74.49
Bill Pmt -Check	06/13/2019	coverage 7/1/...	1000 · CashCheckin...	2000 · Account...	-74.49
Staples					
Check	06/10/2019	Office supplies	1000 · CashCheckin...	7400 · Operati...	-168.99

Mid-Michigan Library League
Transaction List by Vendor
June 2019

Type	Date	Memo	Account	Split	Amount
White Pine District Library (1)					
Bill	06/10/2019	Grant fpr begi...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Bill Pmt -Check	06/10/2019	Grant fpr begi...	1000 · CashCheckin...	2000 · Account...	-250.00

**Mid-Michigan Library League
Transaction List by Vendor
July 2019**

Type	Date	Memo	Account	Split	Amount
AMAZON.COM					
Check	07/10/2019	Supplies for P...	1000 · CashCheckin...	9780 · Maker ...	-55.06
BAIRD COTTER AND BISHOP					
Bill Pmt -Check	07/16/2019	Payroll servic...	1000 · CashCheckin...	2000 · Account...	-160.00
Bill	07/20/2019	Payroll servic...	2000 · Accounts Pa...	8030 · Financi...	-160.00
Blue care Network					
Bill Pmt -Check	07/16/2019	Coverage 8/1/...	1000 · CashCheckin...	2000 · Account...	-752.01
Bill	07/18/2019	Coverage 8/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-752.01
Charter Business					
Bill	07/09/2019	Phone/Interne...	2000 · Accounts Pa...	8500 · Telepho...	-88.96
Bill Pmt -Check	07/09/2019	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-88.96
CONSUMERS ENERGY					
Bill Pmt -Check	07/16/2019	Service 6/17/...	1000 · CashCheckin...	2000 · Account...	-88.65
Bill	07/23/2019	Service 6/17/...	2000 · Accounts Pa...	8550 · Utilities	-88.65
Delta Dental					
Bill	07/13/2019	Coverage 8/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Bill Pmt -Check	07/16/2019	Coverage 8/1/...	1000 · CashCheckin...	2000 · Account...	-33.38
Emergency Geek					
Bill	07/16/2019	Tech service ...	2000 · Accounts Pa...	8017 · Informat...	-164.00
Bill Pmt -Check	07/16/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-164.00
Freeconferencecall.com					
Check	07/08/2019	Online storag...	1000 · CashCheckin...	8602 · Worksh...	-3.00
Lois Langenburg					
Bill	07/10/2019	7/9/19 Financ...	2000 · Accounts Pa...	8600 · Travel a...	-55.68
Bill Pmt -Check	07/10/2019	7/9/19 Financ...	1000 · CashCheckin...	2000 · Account...	-55.68
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	07/16/2019	MERS for Jul...	2000 · Accounts Pa...	7030 · Fringe b...	-807.52
Bill Pmt -Check	07/16/2019	MERS for Jul...	1000 · CashCheckin...	2000 · Account...	-807.52
OCH LLC					
Bill Pmt -Check	07/16/2019	VOID: Rent fo...	1000 · CashCheckin...	2000 · Account...	0.00
Bill	07/20/2019	Rent for May ...	2000 · Accounts Pa...	9400 · Rent	-684.74
Small Business Association of Michigan					
Bill	07/16/2019	Coverage 8/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-76.99
Bill Pmt -Check	07/16/2019	Coverage 8/1/...	1000 · CashCheckin...	2000 · Account...	-76.99
Bill	07/29/2019	Annual dues ...	2000 · Accounts Pa...	8300 · Dues	-119.00
Valerie ChurchMcHugh					
Bill	07/10/2019	7/9/19 Financ...	2000 · Accounts Pa...	8600 · Travel a...	-18.56
Bill Pmt -Check	07/10/2019	7/9/19 Financ...	1000 · CashCheckin...	2000 · Account...	-18.56
White Pine District Library (1)					
Bill	07/10/2019	Grant for Sum...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Bill Pmt -Check	07/10/2019	Grant for Sum...	1000 · CashCheckin...	2000 · Account...	-250.00

Mid-Michigan Library League
Revenues, Expenditures and Changes in Net Position
For Month Ending May 31, 2019

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	41,426	41,426	109,873	-68,447	37.70%
5400 · Interest income	149	957	340	617	281.61%
5500 · Reimbursements From Other Govt	8,841	24,583	22,000	2,583	111.74%
5600 · Miscellaneous Income	100	200		200	100.00%
5650 · Sale of Assets	0	0		0	0.00%
5800 · Direct State Aid	0	79,055	158,125	-79,070	50.00%
5850 · Workshops/Training Fees	320	448	1,500	-1,052	29.84%
Total Income	50,836	146,669	291,838	-145,169	
Expense					
Personnel Services					
7020 · Salaries and Wages	6,116	54,796	79,602	-24,806	68.84%
7030 · Fringe benefits	2,394	13,733	26,282	-12,549	52.25%
7110 · Employer Social Security	379	3,397	4,935	-1,538	68.84%
7120 · Employer Medicare	89	795	1,154	-359	68.85%
Subtotal Personnel	8,978	72,721	111,973	-39,252	
Supplies					
7270 · Postage UPS	200	200	250	-50	80.00%
7400 · Operating Supplies	0	84	1,500	-1,416	5.58%
9780 · Maker Kits	0	339	1,000	-661	33.89%
9810 · Periodicals	0	144	150	-6	96.00%
9830 · AudioVisual	0	12,425	22,100	-9,675	56.22%
9870 · Computer Software	0	0	300	-300	0.00%
Subtotal Supplies	200	13,191	25,300	-12,109	

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Services & Other Charges					
8010 · RIDES	6,422	51,373	77,059	-25,686	66.67%
8017 · Information Systems/Computer	126	1,400	5,500	-4,100	25.46%
8030 · Financial Services	160	4,905	6,000	-1,095	81.75%
8300 · Dues	0	1,001	1,500	-499	66.76%
8500 · Telephone	89	623	1,100	-477	56.61%
8550 · Utilities	55	416	1,000	-584	41.57%
8600 · Travel and Conferences	580	4,565	8,500	-3,935	53.71%
8602 · Workshops	206	3,377	4,000	-623	84.43%
8603 · Grants to Member Libraries	1,675	3,918	10,000	-6,082	39.18%
9100 · Insurance	0	934	2,100	-1,166	44.48%
9110 · Copier Lease	188	275	360	-85	76.31%
9300 · Repairs and Maintenance	54	108	500	-392	21.60%
9400 · Rent	1,342	5,367	8,286	-2,919	64.77%
9500 · Bank Service Charges	-20	-124		-124	100.00%
9550 · Bad Debts	0	0	50	-50	0.00%
9560 · Contingency/Misc	0	97	5,610	-5,513	1.73%
9800 · Payment for Others	8,841	24,202	22,000	2,202	110.01%
Subtotal Services & Other	19,717	102,436	153,565	-51,129	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	0	0	1,000	-1,000	
Total Expense	28,895	188,348	291,838	-103,490	
Net Income	21,941	-41,679	0	-41,679	

Mid-Michigan Library League
Revenues, Expenditures and Changes in Net Position
For Month Ending June 30, 2019

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	10,638	52,064	109,873	-57,809	47.39%
5400 · Interest income	149	1,107	340	767	325.59%
5500 · Reimbursements From Other Govt	0	24,583	22,000	2,583	111.74%
5600 · Miscellaneous Income		200		200	100.00%
5650 · Sale of Assets	0			0	0.00%
5800 · Direct State Aid	0	79,055	158,125	-79,070	50.00%
5850 · Workshops/Training Fees	0	448	1,500	-1,052	29.84%
Total Income	10,787	157,457	291,838	-134,381	
Expense					
Personnel Services					
7020 · Salaries and Wages	6,116	60,896	79,602	-18,707	76.50%
7030 · Fringe benefits	1,667	15,400	26,282	-10,882	58.60%
7110 · Employer Social Security	379	3,776	4,935	-1,159	76.51%
7120 · Employer Medicare	89	883	1,154	-271	76.52%
Subtotal Personnel	8,251	80,954	111,973	-31,019	
Supplies					
7270 · Postage UPS	0	200	250	-50	80.00%
7400 · Operating Supplies	169	253	1,500	-1,247	16.85%
9780 · Maker Kits	0	339	1,000	-661	33.89%
9810 · Periodicals	0	144	150	-6	96.00%
9830 · Audio/Visual	0	12,425	22,100	-9,675	56.22%
9870 · Computer Software	0	0	300	-300	0.00%
Subtotal Supplies	169	13,360	25,300	-11,940	

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Services & Other Charges					
8010 · RIDES	6,492	57,865	77,059	-19,194	75.09%
8017 · Information Systems/Computer	880	2,280	5,500	-3,220	41.45%
8030 · Financial Services	160	5,065	6,000	-935	84.42%
8300 · Dues	0	1,001	1,500	-499	66.76%
8500 · Telephone	89	712	1,100	-388	64.70%
8550 · Utilities	63	479	1,000	-521	47.86%
8600 · Travel and Conferences	300	4,865	8,500	-3,635	57.24%
8602 · Workshops	3	3,380	4,000	-620	84.51%
8603 · Grants to Member Libraries	3,053	6,971	10,000	-3,029	69.71%
9100 · Insurance	0	934	2,100	-1,166	44.48%
9110 · Copier Lease	0	275	360	-85	76.31%
9300 · Repairs and Maintenance	0	108	500	-392	21.60%
9400 · Rent	713	6,079	8,286	-2,207	73.37%
9500 · Bank Service Charges	-21	-145		-145	100.00%
9550 · Bad Debts	0	0	50	-50	0.00%
9560 · Contingency/Misc	0	97	5,610	-5,513	1.73%
9800 · Payment for Others	0	24,202	22,000	2,202	110.01%
Subtotal Services & Other	11,731	114,167	153,565	-39,398	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	0	0	1,000	-1,000	
Total Expense	20,151	208,482	291,838	-83,356	
Net Income	-9,363	-51,024	0	-51,024	

Mid-Michigan Library League
Revenues, Expenditures and Changes in Net Position
For Month Ending July 31, 2019

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	0	52,064	109,873	-57,809	47.39%
5400 · Interest income	141	1,248	340	908	367.12%
5500 · Reimbursements From Other Govt	0	24,583	22,000	2,583	111.74%
5600 · Miscellaneous Income		200		200	100.00%
5650 · Sale of Assets	0			0	0.00%
5800 · Direct State Aid	80,598	159,653	158,125	1,528	100.97%
5850 · Workshops/Training Fees	0	448	1,500	-1,052	29.84%
Total Income	80,739	238,196	291,838	-53,642	
Expense					
Personnel Services					
7020 · Salaries and Wages	6,018	66,808	79,602	-12,794	83.93%
7030 · Fringe benefits	1,670	17,070	26,282	-9,212	64.95%
7110 · Employer Social Security	373	4,142	4,935	-793	83.93%
7120 · Employer Medicare	87	969	1,154	-185	83.95%
Subtotal Personnel	8,148	88,989	111,973	-22,984	
Supplies					
7270 · Postage UPS	0	200	250	-50	80.00%
7400 · Operating Supplies	0	253	1,500	-1,247	16.85%
9780 · Maker Kits	55	394	1,000	-606	39.40%
9810 · Periodicals	0	144	150	-6	96.00%
9830 · Audio/Visual	0	12,425	22,100	-9,675	56.22%
9870 · Computer Software	0	0	300	-300	0.00%
Subtotal Supplies	55	13,415	25,300	-11,885	

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Services & Other Charges					
8010 · RIDES	6,492	64,357	77,059	-12,702	83.52%
8017 · Information Systems/Computer	164	2,444	5,500	-3,056	44.43%
8030 · Financial Services	160	5,225	6,000	-775	87.08%
8300 · Dues	119	1,120	1,500	-380	74.70%
8500 · Telephone	89	801	1,100	-299	72.79%
8550 · Utilities	89	567	1,000	-433	56.72%
8600 · Travel and Conferences	74	4,940	8,500	-3,560	58.11%
8602 · Workshops	3	3,383	4,000	-617	84.58%
8603 · Grants to Member Libraries	250	7,221	10,000	-2,779	72.21%
9100 · Insurance	0	934	2,100	-1,166	44.48%
9110 · Copier Lease	0	275	360	-85	76.31%
9300 · Repairs and Maintenance	0	108	500	-392	21.60%
9400 · Rent	685	6,764	8,286	-1,522	81.63%
9500 · Bank Service Charges	-22	-167		-167	100.00%
9550 · Bad Debts	0	0	50	-50	0.00%
9560 · Contingency/Misc	0	97	5,610	-5,513	1.73%
9800 · Payment for Others	0	24,202	22,000	2,202	110.01%
Subtotal Services & Other	8,103	122,270	153,565	-31,295	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	0	0	1,000	-1,000	
Total Expense	16,306	224,674	291,838	-67,164	
Net Income	64,433	13,522	0	13,522	

4:05 PM

06/05/19

Accrual Basis

Mid-Michigan Library League

Balance Sheet

As of May 31, 2019

	<u>May 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	627.52
1030 · CashSavings Fifth Third3088	128,877.41
1040 · Lake MI Credit Union	65,784.93
Total Checking/Savings	195,289.86
Accounts Receivable	
1600 · Accounts Receivable	40,886.16
Total Accounts Receivable	40,886.16
Total Current Assets	236,176.02
Other Assets	
1400 · Prepaid Expense	12,643.42
Total Other Assets	12,643.42
TOTAL ASSETS	<u>248,819.44</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-10.00
Total Accounts Payable	-10.00
Other Current Liabilities	
Michigan Unemployment	-502.45
2400 · Accrued Wages	1,528.91
2410 · Accrued FICA	94.80
2420 · Accrued Medicare	22.17
Total Other Current Liabilities	1,143.43
Total Current Liabilities	1,133.43
Total Liabilities	1,133.43
Equity	
3000 · Net Position	274,100.79
32000 · Retained Earnings	11,972.47
Net Income	-38,387.25
Total Equity	247,686.01
TOTAL LIABILITIES & EQUITY	<u>248,819.44</u>

4:24 PM
07/03/19
Accrual Basis

Mid-Michigan Library League
Balance Sheet
As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	1,540.49
1030 · CashSavings Fifth Third3088	71,281.69
1040 · Lake MI Credit Union	65,920.31
Total Checking/Savings	138,742.49
Accounts Receivable	
1600 · Accounts Receivable	16,655.21
Total Accounts Receivable	16,655.21
Total Current Assets	155,397.70
Other Assets	
1400 · Prepaid Expense	84,058.52
Total Other Assets	84,058.52
TOTAL ASSETS	239,456.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-10.00
Total Accounts Payable	-10.00
Other Current Liabilities	
Michigan Unemployment	-502.45
2400 · Accrued Wages	1,528.91
2410 · Accrued FICA	94.80
2420 · Accrued Medicare	22.17
Total Other Current Liabilities	1,143.43
Total Current Liabilities	1,133.43
Total Liabilities	1,133.43
Equity	
3000 · Net Position	274,100.79
32000 · Retained Earnings	11,972.47
Net Income	-47,750.47
Total Equity	238,322.79
TOTAL LIABILITIES & EQUITY	239,456.22

12:45 PM

08/07/19

Accrual Basis

Mid-Michigan Library League

Balance Sheet

As of July 31, 2019

	Jul 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	2,908.49
1030 · CashSavings Fifth Third3088	155,996.42
1040 · Lake MI Credit Union	66,051.59
Total Checking/Savings	<u>224,956.50</u>
Accounts Receivable	
1600 · Accounts Receivable	2,170.43
Total Accounts Receivable	<u>2,170.43</u>
Total Current Assets	227,126.93
Other Assets	
1400 · Prepaid Expense	77,566.24
Total Other Assets	<u>77,566.24</u>
TOTAL ASSETS	<u><u>304,693.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	793.74
Total Accounts Payable	<u>793.74</u>
Other Current Liabilities	
Michigan Unemployment	-502.45
2400 · Accrued Wages	1,528.91
2410 · Accrued FICA	94.80
2420 · Accrued Medicare	22.17
Total Other Current Liabilities	<u>1,143.43</u>
Total Current Liabilities	<u>1,937.17</u>
Total Liabilities	1,937.17
Equity	
3000 · Net Position	274,100.79
32000 · Retained Earnings	11,972.47
Net Income	16,682.74
Total Equity	<u>302,756.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>304,693.17</u></u>

Mid-Michigan Library League
Director's Report
August 2019

Administrative:

- FY19 Board members, groups they represent, year term ends:
 - Group 1 – Mary Edens – 20
 - Group 2 – Susan LaBelle –20
 - Group 3 – Patti Colvin –20 (**Vice Chair**)
 - Group 4 – Diane Eisenga–19
 - Group 5 – Eric Smith –21 (**Treasurer**)
 - Group 6 – Lois Langenburg –19
 - Group 7 – Valerie Church-McHugh –19 (**Secretary**)
 - Group 8 – OPEN (**was chair**)
 - Group 9 – Jeanette Fleury –19 (**retiring**)
- Committees of the Board for FY19 (Board chair is ex-officio):
 - **Finance** – Smith, Church-McHugh, Langenburg
 - **Personnel** – Colvin, Eisenga, Edens
- Other MMLL committees:
 - **Grants** (FY19) – Eric Smith (MCDL), Mary Barker (Pentwater), Jennifer Thorson (RCADL)
 - **E-resources** – Eric Smith (MCDL), Stacy Pasche (Benzie Shores), Tom Burnosky (RCADL), Emma Ereksen (Seville Twp)
 - **Continuing Education** – Patti Skinner (MCDL/Scottville), Tracy Logan-Walker (Cadillac), Amanda McLaren (Benzonia)
 - **Up North Digital Steering Committee** – Eric Smith (MCDL), Stacy Pasche (Benzie Shores). Northland members are Val Meyerson (Charlevoix) and Maureen Derenzy (Otsego County). Ex-officio are the co-op directors Roger Mendel (Northland) and Sheryl Mase (MMLL)
- Advisory Council:
 - FY19 Chair – Patti Skinner (MCDL/Scottville)
- Certificate of Deposit – we have a 12-month CD for \$65,000 with the Lake Michigan Credit Union. The maturity date is 11-26-19.

Continuing Education:

- Jenifer Strauss of Story Be Told will presented a workshop on May 30th - *"#STORYTIMEMATTERS: Storytime is Your Time to Shine"* with eleven participants.
- The Library of Michigan and University of Michigan School of Information are excited to announce the 2019-2020 Small and Rural Library Leadership Academy. See more details and apply by **August 16, 2019**. <https://libacad.sites.uofmhosting.net/info-sessions/>
- Monthly opportunities for webinars and in-person trainings are offered to the membership via the News of Interest newsletter. Find member library news there as well!

Services:

- Maker Kits – <https://mml.pcloud.net/a/maker-space-resources>
- RBdigital and TLO – <https://mml.pcloud.net/a/digitalresources/rbdigital-resources>
- eMagazines, Up North Digital – <https://mml.pcloud.net/a/digitalresources>
- Emergency Geek – <https://mml.pcloud.net/a/tech-corner>
- Consulting/reference/referral – contact your cooperative director! smase@mml.org

Mini-Grant Program:

Both rounds of the FY19 Library Service Expansion and Mini-Grant program have concluded. All activities must be complete and all requests for reimbursement must be received by Tuesday **September 3rd, 2019** so that they may be paid out of FY19 funds. See <https://mml.ploud.net/a/grants>

eResources:

- The Up North Digital OverDrive group that is comprised of some members from MMLL and Northland library cooperatives has a Steering Committee working on a new master contract, and now has a Collection Development Committee. There are new participation agreements that went out and have been returned by most. The new pricing model will save most libraries money, and will allow those who have not participated in the past to pay a lower cost to join. The new master contract will begin in December 2019.
- We will renew the RBdigital eMagazines for those members who wish to participate at a group rate. The Midland Grace A. Dow Memorial Library is now also participating, as an affiliate library of MMLL, which will add to the number of titles we can maintain going forward. The RBdigital eAudiobook core collections have been well-used over the past year, and we want to provide to all MMLL members access to the entire unlimited collection (30,000+ titles!) as a benefit of membership in the cooperative. In addition to the Transparent Languages online, we will provide that in FY20, beginning October 1, 2019, if the membership approves the budget as presented.

In the News:

- "Librarians to publishers: Please take our money. Publishers to librarians: Drop dead." Jessamyn West writes an article referring to the latest edict by Macmillan regarding sales of eBooks to libraries. See <https://www.cnn.com/2019/08/02/opinions/libraries-fight-publishers-over-e-books-west/index.html>.
- Toni Morrison, the 1993 Nobel laureate in literature, whose work explored black identity in America and in particular the experience of black women, died on Monday in the Bronx. She was 88.

Travel/Meetings:

6/19 – Alden District Library for 3D printer delivery and instruction (back 7/31 for pickup)
7/10 – Ludington/Mason County Library for MMLL Finance Committee meeting
7/22 – Reed City Area District Library, then Walton Erickson Public Library for 3D printer delivery and instruction

~Sheryl

Sheryl L. Mase

Mid-Michigan Library League
FY20 Budget Proposal
8/7/2019

		FY18	FY18	FY19	FY19	FY20
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020
	Account ID	Approved	Final	Approved	Amended	Proposed
Revenues						
Indirect state aid - bill membership	5390	\$95,994	\$95,994	\$109,873	\$104,128	\$104,675
Interest income	5400	\$300	\$300	\$340	\$1,500	\$1,500
Reimbursements From Other Gov't.	5500	\$22,500	\$22,500	\$22,000	\$24,583	\$104,567
Miscellaneous Income	5600	\$0	\$0	\$0	\$100	\$9,543
Refunds	5700	\$0				
Large Print Books	5750	\$0				
Sale of Assets	5650		\$0	\$0	\$0	\$0
Direct State Aid + Density	5800	\$145,003	\$145,003	\$158,125	\$159,653	\$159,653
Workshops / Training Fees	5850	\$2,000	\$600	\$1,500	\$1,400	\$1,500
Total Revenues		\$265,797	\$264,397	\$291,838	\$291,364	\$381,438
		2017-2018	2017-2018	2018-2019	2018-2019	2018-2019
		Approved	Amended	Approved	Approved	Approved
Expenses						
Personnel Services						
Permanent Salaries	7020	\$78,312	\$78,312	\$79,602	\$79,916	\$82,158
Fringe Benefits	7030	\$20,179	\$20,179	\$26,282	\$26,282	\$27,067
Social Security - Employer	7110	\$4,855	\$4,855	\$4,935	\$4,955	\$5,094
Medicare - Employer	7120	\$1,121	\$1,140	\$1,154	\$1,159	\$1,191
Subtotal - Personnel		\$104,467	\$104,486	\$111,973	\$112,311	\$115,510
Supplies						
Postage-UPS	7270	\$250	\$250	\$250	\$250	\$250
Operating Supplies	7400	\$1,500	\$1,500	\$1,500	\$500	\$500
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0	\$0	\$0
Books/Program Materials	9780	\$1,000	\$1,200	\$1,000	\$1,000	\$1,000
Periodicals	9810	\$150	\$150	\$150	\$150	\$150
Audio-Visual	9830	\$15,000	\$12,580	\$22,100	\$12,580	\$24,880
Computer Software	9870	\$300	\$300	\$300	\$300	\$375
Subtotal - Supplies		\$18,200	\$15,980	\$25,300	\$14,780	\$27,155
Services & Other Charges						
Professional/Contractual (RIDES)	8010	\$77,728	\$78,240	\$77,059	\$78,636	\$78,492
Information Systems Computers	8017	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
Financial Services	8030	\$5,700	\$6,005	\$6,000	\$6,000	\$5,930
Dues	8300	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Telephone	8500	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100
Utilities--Electric service	8550	\$1,300	\$1,300	\$1,000	\$1,000	\$1,000
Travel and Conferences	8600	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
Workshops	8602	\$2,500	\$1,500	\$4,000	\$5,000	\$4,000
Grants to member libraries	8603	\$5,000	\$5,000	\$10,000	\$10,000	\$15,000
Insurance	9100	\$1,000	\$2,100	\$2,100	\$2,100	\$2,100
Copier lease	9110	\$350	\$370	\$360	\$360	\$360
Repairs and Maintenance	9300	\$500	\$500	\$500	\$500	\$500
Rent	9400	\$7,641	\$8,286	\$8,286	\$8,286	\$8,327
Bank Service Charges	9500	\$0	\$0	\$0	\$0	\$0
Bad Debts	9550	\$100	\$100	\$50	\$46	\$42
Contingency/Misc.	9560	\$1,211	\$430	\$5,610	\$11,543	\$854
Expenses/payments for Others	9800	\$22,500	\$22,500	\$22,000	\$24,202	\$104,567
Subtotal - Services & Other		\$142,130	\$142,931	\$153,565	\$164,273	\$237,772
Capital Outlay & Special Projects						
Equipment, etc.	9050	\$1,000	\$1,000	\$1,000	\$0	\$1,000

Sheryl: 263,734 population times \$0.39689475 to 36 members

Sheryl: interest from CD and regular bank account

Sheryl: Movie License \$7,314; Rbdigital magazines \$13,700 original group + \$7,900 midland (total \$21,600); Syndetics \$1,623; OverDrive billing \$72,585; Midland TLO \$1,445

Sheryl: carryover from FY19 excess

Sheryl: pop 279,393 times \$.39689 per capita plus 5,949.1 square miles times \$7.94 for density, roughly...matching FY19

Sheryl: Lisa at \$16.50, 10 hrs/wk, 52 weeks; Sheryl 42 weeks @ \$1,406.80, 10 weeks @ \$1,449.20

Sheryl: See Salaries tab

Sheryl: 6.2% of payroll

Sheryl: 1.45% of payroll

Sheryl: Rbdigital audiobooks \$22,000; TLO \$2,880 for MMLL

Sheryl: Jotform 160, McAfee 35, Adobe Acrobat Pro 180

Sheryl: See separate tab; amortize at \$6,541

Sheryl: \$165/mo payroll = \$1,980 ; audit est at \$3,950

Sheryl: Two rounds of mini-grants plus incentive funds for UND. (Platform fee for 36 libraries is \$137.93 x 36 = \$4,965.52)

Sheryl: 7 months rent at \$477.41 plus CAM (207.33); 5 months at \$491.73 plus CAM - 3% more, rounded.

Sheryl: Movie License \$7,314; Rbdigital magazines \$13,700 original group + \$7,900 midland (total \$21,600); Rbdigital TLO for Midland \$1,445; Syndetics \$1,623; OverDrive bill \$72,585

		FY18	FY18	FY19	FY19	FY20
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020
	Account ID	Approved	Final	Approved	Amended	Proposed
Subtotal - Capital Outlay		\$1,000	\$1,000	\$1,000	\$0	\$1,000
Total Expenditures		\$265,797	\$264,397	\$291,838	\$291,364	\$381,437
Revenues Over (Under)		\$0	\$0	(\$0)	(\$0)	\$0
Fund Balance - Beginning of Year		\$274,101	\$274,101	\$274,101	\$274,101	\$274,101
Fund Balance At End of Year		\$274,101	\$274,101	\$274,101	\$274,101	\$274,101
Summary						
Mid-Michigan Library League Budget		FY18	FY18	FY19	FY19	FY19
		2017-2018	2017-2018	2018-2019	2018-2019	2018-2019
Budget Summary		Approved	Amended	Approved	Approved	Approved
Personnel Services		\$104,467	\$104,486	\$111,973	\$112,311	\$115,510
Supplies		\$18,200	\$15,980	\$25,300	\$14,780	\$27,155
Services & Other Charges		\$142,130	\$142,931	\$153,565	\$164,273	\$237,772
Capital Outlay		\$1,000	\$1,000	\$1,000	\$0	\$1,000
Total		\$265,797	\$264,397	\$291,838	\$291,364	\$381,437

FY20 DRAFT BUDGET , p. 2

Mid-Michigan Library Board FY 2019

Group	First name	Last name	Address	City, State, Zip	Phone (main)	Phone (other)	Office held	FY Term ends	E-mail address
1	Mary	Edens	PO Box 598, 4597 N. Arms Rd.	Bellaire MI. 49615	231-533-5087	231-649-6324		FY20	edens.mary@gmail.com
2	Susan	LaBelle	503 Forest, P.O. Box 1747	Frankfort, MI 49635	231-352-7454	248-225-0030		FY20	susan.labelle@gmail.com
3	Patricia	Colvin	5070 N. 39 Mile	Manton, MI 49663	231-357-4050	N/A	Vice-Chair	FY20	colvinp@cadillaclibrary.org
4	Diane	Eisenga	107 E. Maple Street	McBain, MI 49657	231-825-2197	N/A		FY19	deisenga@mcbain.org
5	Eric	Smith	825 N. Meyer	Ludington, MI 49431	231-843-8465	269-303-8825	Treasurer	FY21	esmith@medlibrary.org
6	Lois	Langenburg	15 W. Runway Drive	Luther, MI 49656	231-429-4194	N/A		FY19	llangenburg@hotmail.com
7	Valerie	Church-McHugh	163 Green Street, PO Box 912	Pentwater, MI 49449	231-869-5832	231-750-1287		FY19	valeriechurchmchugh@gmail.com
8	Chris	Cook	426 S. Michigan Avenue	Big Rapids, MI 49307	213-796-5234	317-625-1999	Chair	FY19	ccook@bigrapids.lib.mi.us
9	Jeanette	Fleury	14213 Riversway	Big Rapids, MI 49307	231-796-0071	231-598-2520		FY19	jgfleury@gmail.com
Ad Council Co-Chair	Patti	Skinner	204 E State St.	Scottville, MI 49454	231-757-2588		Advisory Co-Chr	FY19	pskinner@medlibrary.org
Ad Council Co-Chair									
Director	Sheryl	Mase	201 N. Mitchell St., Suite 302	Cadillac, MI 49601	231-775-3037	231-942-8515	Director	~ongoing~	smase@mmll.org
Libraries									
1	Alder District Library, Bellaire Public Library, Central Lake District Library, Glen Lake Community Library, Leelanau Twp Library, Leland Twp Public Library, Mancelona Twp Library								
2	Benzie Shores District Library, Benzonia Public Library, Betsie Valley District Library, Darcy Library of Beulah, Manistee County Library								
3	Cadillac-Wexford Public Library								
4	M. Alice Chapin Library (Marion), McBain Community Library, Richfield Township Library								
5	Mason County District Library								
6	Chase Public Library, Evert Public Library, LeRoy Community Library, Luther Area Public Library, Reed City Public Library								
7	Hart Area Public Library, Patfinder Community Library, Pentwater Township Library, Shelby Area District Library, Walkerville Public School Library								
8	Barrton Public Library, Big Rapids Community Library, Surrey Township Public Library								
9	Morton Township Library, Richland Township Library, Seville township Library, Walton Erickson Public Library, Wheatland Township Library, White Pine District Library								

Mid-Michigan Library League
FY19 Budget Amendment
8/7/2019

		FY19	FY19
		2018-2019	2018-2019
	Account ID	Approved	Amended
Revenues			
Indirect state aid - bill membership	5390	\$109,873	\$104,128
Interest income	5400	\$340	\$1,500
Reimbursements From Other Gov't.	5500	\$22,000	\$24,583
Miscellaneous Income	5600	\$0	\$100
Refunds	5700		
Large Print Books	5750		
Sale of Assets	5650	\$0	\$0
Direct State Aid + Density	5800	\$158,125	\$159,653
Workshops / Training Fees	5850	\$1,500	\$1,400
Total Revenues		\$291,838	\$291,364
		2018-2019	2018-2019
		Approved	Approved
Expenses			
Personnel Services			
Permanent Salaries	7020	\$79,602	\$79,916
Fringe Benefits	7030	\$26,282	\$26,282
Social Security -Employer	7110	\$4,935	\$4,955
Medicare - Employer	7120	\$1,154	\$1,159
Subtotal - Personnel		\$111,973	\$112,311
Supplies			
Postage-UPS	7270	\$250	\$250
Operating Supplies	7400	\$1,500	\$500
Interlibrary Loan and OCLC	8014	\$0	\$0
Books/Program Materials	9780	\$1,000	\$1,000
Periodicals	9810	\$150	\$150
Audio-Visual	9830	\$22,100	\$12,580
Computer Software	9870	\$300	\$300
Subtotal - Supplies		\$25,300	\$14,780
Services & Other Charges			
Professional/Contractual (RIDES)	8010	\$77,059	\$78,636
Information Systems Computers	8017	\$5,500	\$5,500
Financial Services	8030	\$6,000	\$6,000

Sheryl: 262,361 population times \$.39689 Missaukee not a member, LeRoy Roselake shortage for 1,373

Sheryl: interest from CD and regular bank account

Sheryl: Movie License \$6,966; Zinio \$14,166; Syndetics \$1,576; Midland mags \$1,875

Sheryl: Jim Lawrence use of office conference call with family.

Sheryl: pop 279,393 times \$.39689 per capita plus 5,949.1 square miles times \$7.94 for density, plus extra received from the state

Sheryl: Income from Story Be Told = \$560 ; Income from annual meeting = \$840

Sheryl: Lisa \$16.30 at 10 hrs/wk plus Sheryl \$71,440

Sheryl: Health \$8,904; dental \$403.80; S/LTD/life \$893.88; MERS \$16,080

Sheryl: 6.2% of payroll

Sheryl: 1.45% of payroll

Sheryl: We have ordered ahead on paper and toner and are saving money!

Sheryl: Rbdigital audiobooks \$9,700; TLO \$2,880

Sheryl: Raise in the cost for new RIDES contract

		FY19	FY19
		2018-2019	2018-2019
	Account ID	Approved	Amended
Dues	8300	\$1,500	\$1,500
Telephone	8500	\$1,100	\$1,100
Utilities--Electric service	8550	\$1,000	\$1,000
Travel and Conferences	8600	\$8,500	\$8,500
Workshops	8602	\$4,000	\$5,000
Grants to member libraries	8603	\$10,000	\$10,000
Insurance	9100	\$2,100	\$2,100
Copier lease	9110	\$360	\$360
Repairs and Maintenance	9300	\$500	\$500
Rent	9400	\$8,286	\$8,286
Bank Service Charges	9500	\$0	\$0
Bad Debts	9550	\$50	\$46
Contingency/Misc.	9560	\$5,610	\$11,543
Expenses/payments for Others	9800	\$22,000	\$24,202
Subtotal - Services & Other		\$153,565	\$164,273
Capital Outlay & Special Projects			
Equipment, etc.	9050	\$1,000	\$0
Subtotal - Capital Outlay		\$1,000	\$0
Total Expenditures		\$291,838	\$291,364
Revenues Over (Under)		(\$0)	(\$0)
Fund Balance - Beginning of Year		\$274,101	\$274,101
Fund Balance At End of Year		\$274,101	\$274,101
Summary			
Mid-Michigan Library League Budget		FY19	FY19
		2018-2019	2018-2019
Budget Summary		Approved	Approved
Personnel Services		\$111,973	\$112,311
Supplies		\$25,300	\$14,780
Services & Other Charges		\$153,565	\$164,273
Capital Outlay		\$1,000	\$0
Total		\$291,838	\$291,364

Sheryl: SLBI \$2,500 ; Story Be Told \$650 + \$203.23 ; Annual meeting \$1,600 ; rounding

Sheryl: \$2K stipend for director to offset personal expense for laptop and Internet access used for work; \$9K+ unassigned

Sheryl: Movie license renewal 23 libraries June 2019-May 2020 \$6,966; Rbdigital magazines: \$9,100 platform, \$4,685 subscriptions; \$1,875 Rbdigital magazine platform charge for Midland through September; Autographics Syndetics \$1,576.15

FY19 BUDGET AMENDMENT REQUEST , p. 2

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Subject: Affiliate membership
From: ploud@enfoldsystems.com
Date: Mon, Jul 22, 2019 9:43 am
To: Sheryl L. Mase <smase@mml.org>
Cc: <administrator@mml.org>

Your E-Mail Address
director@missaukeelibrary.org
Subject
Affiliate membership
What cooperative services are you interested in?
Workshops and webinars, Group discounts, Networking, Email list, newsletter, website
Comments
We are also interested in the Up North Digital group pricing.
Thank you for your consideration,
Laura Marion

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