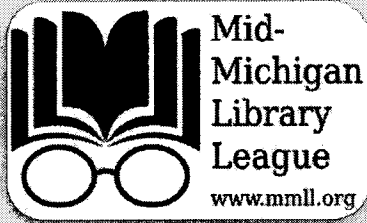


MMLL Board Packet  
August 20, 2020

1. Agenda
2. Draft minutes from May 21, 2020 meeting
3. Financials for May, June, and July 2020
4. Director's report for August 2020
5. COVID-19 update MMLL members 8-11-20
6. Draft budget for FY2021 (10-1-20 to 9-30-21)



# Board of Trustees Meeting

**August 20, 2020, 10:00 a.m.**

via

**ZOOM Videoconference**

<https://us02web.zoom.us/j/82060262715?pwd=SGcyREd1Umx3M3ZITDVLNFFnYS96Zz09>

**Password: MMLL**

Type of Meeting: Regular Meeting of the Board

ONLINE: <https://us02web.zoom.us/j/82060262715?pwd=SGcyREd1Umx3M3ZITDVLNFFnYS96Zz09> Password: MMLL

OR, call (312) 626 6799 Meeting ID: 820 6026 2715; Password: 823287

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 – Vice-Chair, Patti Colvin	Roll call
2. Approval of agenda	Action Item: Approve agenda
3. Approval of minutes	Action Item: Approve minutes from 5-21-20 Board meeting
4. Public participation and communications	Advisory Council report as needed
5. Financial report	Action Item: Approve purchase journals for May, June, and July 2020 (roll call) Action Item: Accept financial reports (income statements, balance sheets) for May, June, and July 2020
6. Director's report	Information Items: Still coping with COVID-19, lots of Executive Orders, Zoom meetings, PPE ordering
7. Committees: Finance Personnel	Finance: Met via Zoom to review draft budget for FY21 Personnel: No meeting/report
8. Old business	Discussion Item: Annual meeting – September 2020 – via Zoom? Action Item:
9. New business	Discussion Item: FY21 budget review: full funding, 75% funding, 50% funding scenarios Action Item: No action necessary – approve at 9-17-20 annual meeting
10. Public comment	
11. Additional Advisory Council comments	
12. Board member comments	Information Item: news from the groups?
13. Adjournment	

~Next Meeting~

Thursday, September 17, 2020, ANNUAL MEETING, location to be announced

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 21, 2020  
ZOOM Videoconference  
10:00 a.m.**

**Call to Order:** With a quorum present, Eric Smith, Chair, called the meeting to order at 10:01 a.m.

**Present (by roll call):** Mary Edens (Group 1); Susan LaBelle (Group 2); Patti Colvin (Group 3); Diane Eisenga (Group 4); Eric Smith (Group 5); Lois Langenburg (Group 6); Valerie Church-McHugh (Group 7)

**Also Present:** Sheryl Mase

**Absent:** Sarah Welch (Group 8)

**Approval of Agenda:** M/S Colvin/Edens to approve the agenda. Roll Call: Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye. Motion passed.

**Approval of Minutes:** M/S Edens/Langenburg to approve the minutes of January 16, 2020. Roll Call: LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye. Motion passed.

**Public Participation and Communications:** Sheryl reported that the Advisory Council/Library Directors have been meeting weekly via Zoom. There has been positive feedback from the group for the ability to share current information with other directors.

**Financial Report:** M/S Church-McHugh/Colvin to approve the purchase journals from January through April 2020. Roll Call: Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye. Motion passed.

M/S Edens/Colvin to accept the Financial Reports for January through April 2020. Roll Call: Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye. Motion passed.

**Director's Report:** Sheryl Mase shared concerns about the future of Library Cooperatives because of the serious trouble that faces the state budget. She warned that state aid may be cut in the future. She summarized other news from her report:

- COVID-19 statistics
- Ordering PPE for libraries including hand sanitizer, face masks (disposable), gloves, thermometers, hand wipes
- Templates for COVID-19 Preparedness and Response Plans
- RBdigital statistics lower than would be expected
- CARES Act grant program
- H.O.P.E. Grant awarded for \$5000 to assist with RIDES payments for members
- New librarians at member libraries

Mary Edens and Eric Smith gave accolades to Sheryl for her efforts of support and information during this new era.

**Committee Reports:**

Finance Committee: Eric will schedule a date/time during the summer to meet to draft a new budget. The budget is due to be completed by August 13th when packets go to the membership.

Personnel Committee: There is a new board member from Group 8, Sarah Welch. Sheryl will "meet" with her to provide an orientation before our next meeting. Eric will reach out to Group 9 to try to find a board member for that open seat.

**Old Business:** Manistee has requested a change from RIDES services to branch offices to 5 day delivery to the main branch. M/S Colvin/Eisenga to approve the reimbursement plan for Manistee RIDES proposal. Roll Call: Smith (Group 5) - Aye; Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (group 4) - Aye. Motion passed.

**New Business:**

- A. Press Release: Two draft versions of a press release pertaining to re-opening libraries are available for individual libraries to use to publish in their communities.
- B. Budget Amendment Request: M/S Edens/Eisenga to amend the budget by adjusting the revenues (line 5500) and expenditures (line 9800) for the purchase of PPE and increase RIDES costs (line 8010). Roll Call: Langenburg (Group 6) - Aye; Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye. Motion approved.
- C. COVID-19 Preparedness and Response Plan: All libraries and possible the cooperatives must have an approved plan before they can re-open. M/S Edens/Langenburg to delegate and approve decision-making responsibilities regarding the Cooperative's COVID-19 Preparedness and Response Plan to the MMLL Chair and Director. Roll Call: Church-McHugh (Group 7) - Aye; Edens (Group 1) - Aye; LaBelle (Group 2) - Aye; Colvin (Group 3) - Aye; Eisenga (Group 4) - Aye; Smith (Group 5) - Aye; Langenburg (Group 6) - Aye. Motion passed.

**Public Comment:** A question was asked regarding the director's evaluation. Church-McHugh will review past minutes regarding the decision to grant Sheryl an annual COLA increase to help with the budgeting process. Sheryl will create a summary of goals and accomplishments in lieu of a formal evaluation this year.

**Additional Advisory Council Comments:** None

**Board Member Comments:** Two new librarians (Cora Schaeff in Leelanau Township and Cindi Place in Bellaire) have been hired in Group 1.

Patti Skinner from Mason County Library (Scottville Branch) will be fulfilling one of the requirements of her library degree by accepting an Internship with the Cooperative.

**Adjournment:** Hearing no objection, Chair Smith adjourned the meeting at 11:30 a.m.

**Mid-Michigan Library League  
Transaction List by Vendor  
May 2020**

Type	Date	Memo	Account	Split	Amount
<b>BAIRD COTTER AND BISHOP</b>					
Bill Pmt -Check	05/20/2020	VOID:	1000 · CashCheckin...	2000 · Account...	0.00
Bill	05/27/2020	payroll servic...	2000 · Accounts Pa...	8030 · Financi...	-165.00
Bill Pmt -Check	05/27/2020	payroll servic...	1000 · CashCheckin...	2000 · Account...	-165.00
<b>Blue care Network</b>					
Bill	05/15/2020	coverage 6/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-817.60
Bill Pmt -Check	05/15/2020	coverage 6/1/...	1000 · CashCheckin...	2000 · Account...	-817.60
<b>Charter Business</b>					
Bill	05/08/2020	Service for 4/...	2000 · Accounts Pa...	8500 · Telepho...	-177.92
Bill Pmt -Check	05/08/2020	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-177.92
<b>CONSUMERS ENERGY</b>					
Bill	05/15/2020	service 4/13/2...	2000 · Accounts Pa...	8550 · Utilities	-45.62
Bill Pmt -Check	05/15/2020	service 4/13/2...	1000 · CashCheckin...	2000 · Account...	-45.62
<b>Endicia Store for DYMO Stamps</b>					
Check	05/11/2020	recurring char...	1000 · CashCheckin...	7270 · Postage...	-17.99
<b>FactoryOutletStore.com</b>					
Check	05/04/2020	Bluetooth hea...	1000 · CashCheckin...	7400 · Operati...	-123.97
<b>Freeconferencecall.com</b>					
Check	05/11/2020	Online storage	1000 · CashCheckin...	8602 · Worksh...	-3.00
<b>GFS Marketplace</b>					
Check	05/13/2020	gloves and zi...	1000 · CashCheckin...	9800 · Paymen...	-321.74
Check	05/18/2020	4 cases gloves	1000 · CashCheckin...	9800 · Paymen...	-215.84
Check	05/27/2020	4 cases gloves	1000 · CashCheckin...	9800 · Paymen...	-215.84
<b>HART AREA PUBLIC LIBRARY</b>					
Bill	05/27/2020	new patron co...	2000 · Accounts Pa...	8603 · Grants t...	-1,000.00
Bill Pmt -Check	05/27/2020	new patron co...	1000 · CashCheckin...	2000 · Account...	-1,000.00
<b>iHealthLabs, INC</b>					
Check	05/12/2020	15 Thermome...	1000 · CashCheckin...	9800 · Paymen...	-833.99
<b>MANISTEE COUNTY LIBRARY (1)</b>					
Bill	05/27/2020	reimburseme...	2000 · Accounts Pa...	8010 · RIDES	-487.88
Bill Pmt -Check	05/27/2020	reimburseme...	1000 · CashCheckin...	2000 · Account...	-487.88
<b>MUNICIPAL EMPLOYEE RETIRMENT SYSTEM</b>					
Bill	05/20/2020	MERS for Ma...	2000 · Accounts Pa...	7030 · Fringe b...	-1,198.67
Bill Pmt -Check	05/20/2020	MERS for Ma...	1000 · CashCheckin...	2000 · Account...	-1,198.67
<b>Northern Latitude Distillery</b>					
Check	05/08/2020	28 gallons ha...	1000 · CashCheckin...	9800 · Paymen...	-896.00
Check	05/21/2020	Hand sanitizer	1000 · CashCheckin...	9800 · Paymen...	-512.00
<b>OCH LLC</b>					
Bill	05/20/2020		2000 · Accounts Pa...	9400 · Rent	-699.06
Bill Pmt -Check	05/20/2020		1000 · CashCheckin...	2000 · Account...	-699.06
<b>PATHFINDER COMMUNITY LIBRARY</b>					
Bill	05/27/2020	mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-800.00
Bill Pmt -Check	05/27/2020	mini grant for ...	1000 · CashCheckin...	2000 · Account...	-800.00
<b>Richfield Township Library (2)</b>					
Bill	05/20/2020	grant for 14 Pl...	2000 · Accounts Pa...	8603 · Grants t...	-899.58
Bill Pmt -Check	05/20/2020	grant for 14 Pl...	1000 · CashCheckin...	2000 · Account...	-899.58
<b>Small Business Association of Michigan</b>					
Bill	05/11/2020	Coverage 6/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-76.99
Bill Pmt -Check	05/11/2020	Coverage 6/1/...	1000 · CashCheckin...	2000 · Account...	-76.99
<b>SQ KMS DE</b>					
Check	05/08/2020	PPE for librari...	1000 · CashCheckin...	9800 · Paymen...	-1,357.50
Check	05/18/2020	Masks	1000 · CashCheckin...	9800 · Paymen...	-1,357.50
<b>U.S POSTAL SERVICE (PBS)</b>					
Check	05/27/2020	Postage	1000 · CashCheckin...	7270 · Postage...	-28.00
Check	05/27/2020	postage to m...	1000 · CashCheckin...	7270 · Postage...	-13.30

**Mid-Michigan Library League  
Transaction List by Vendor  
June 2020**

Type	Date	Memo	Account	Split	Amount
<b>BAIRD COTTER AND BISHOP</b>					
Bill Pmt -Check	06/22/2020	payroll servic...	1000 · CashCheckin...	2000 · Account...	-165.00
Bill	06/24/2020	payroll servic...	2000 · Accounts Pa...	8030 · Financi...	-165.00
<b>BENZONIA PUBLIC LIBRARY (1)</b>					
Bill Pmt -Check	06/22/2020	Receipt printe...	1000 · CashCheckin...	2000 · Account...	-233.03
Bill	06/24/2020	Receipt printe...	2000 · Accounts Pa...	8603 · Grants t...	-233.03
<b>Blue care Network</b>					
Bill Pmt -Check	06/08/2020	coverage 7/1/...	1000 · CashCheckin...	2000 · Account...	-565.26
Bill	06/16/2020	coverage 7/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-565.26
<b>CONSUMERS ENERGY</b>					
Bill Pmt -Check	06/08/2020	Service 5/12/...	1000 · CashCheckin...	2000 · Account...	-64.87
Bill	06/16/2020	Service 5/12/...	2000 · Accounts Pa...	8550 · Utilities	-64.87
<b>Delta Dental</b>					
Bill Pmt -Check	06/22/2020	coverage7/1/2...	1000 · CashCheckin...	2000 · Account...	-33.38
Bill	06/24/2020	coverage7/1/2...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
<b>Emergency Geek</b>					
Bill Pmt -Check	06/08/2020	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-183.40
Bill	06/16/2020	tech service f...	2000 · Accounts Pa...	8017 · Informat...	-120.20
Bill	06/16/2020	tech service f...	2000 · Accounts Pa...	8017 · Informat...	-63.20
<b>Endicia Store for DYMO Stamps</b>					
Check	06/11/2020	Monthly posta...	1000 · CashCheckin...	7270 · Postage...	-17.99
<b>Enfold Systems</b>					
Bill	06/18/2020	Hosting for 6/...	2000 · Accounts Pa...	8017 · Informat...	-206.00
Bill Pmt -Check	06/22/2020	Hosting for 6/...	1000 · CashCheckin...	2000 · Account...	-206.00
<b>Freeconferencecall.com</b>					
Check	06/08/2020	Online storag...	1000 · CashCheckin...	8602 · Worksh...	-3.00
<b>GFS Marketplace</b>					
Check	06/26/2020	Gloves	1000 · CashCheckin...	9800 · Paymen...	-319.80
<b>iHealthLabs, INC</b>					
Bill	06/29/2020	5 thermometers	2000 · Accounts Pa...	9800 · Paymen...	-254.90
Bill Pmt -Check	06/30/2020	5 thermometers	1000 · CashCheckin...	2000 · Account...	-254.90
<b>Lisa Eash</b>					
Bill	06/10/2020	Send PPE to ...	2000 · Accounts Pa...	7400 · Operati...	-12.85
Bill Pmt -Check	06/10/2020	Send PPE to ...	1000 · CashCheckin...	2000 · Account...	-12.85
<b>Midwest Collaborative for Lib. Services</b>					
Bill	06/22/2020	RIDES 7/1/20...	2000 · Accounts Pa...	1400 · Prepaid...	-81,820.40
Bill Pmt -Check	06/22/2020	RIDES 7/1/20...	1000 · CashCheckin...	2000 · Account...	-81,820.40
<b>Ms. Green</b>					
Bill	06/12/2020	June - August...	2000 · Accounts Pa...	9300 · Repairs...	-42.00
Bill Pmt -Check	06/12/2020	June - August...	1000 · CashCheckin...	2000 · Account...	-42.00
<b>MUNICIPAL EMPLOYEE RETIRMENT SYSTEM</b>					
Bill Pmt -Check	06/08/2020	MERS June 2...	1000 · CashCheckin...	2000 · Account...	-1,198.67
Bill	06/17/2020	MERS June 2...	2000 · Accounts Pa...	7030 · Fringe b...	-1,198.67
<b>OCH LLC</b>					
Bill Pmt -Check	06/08/2020		1000 · CashCheckin...	2000 · Account...	-699.06
Bill	06/20/2020		2000 · Accounts Pa...	9400 · Rent	-699.06
<b>Sheryl Mase (1)</b>					
Bill	06/03/2020	PPE delivery	2000 · Accounts Pa...	-SPLIT-	-244.38
Bill Pmt -Check	06/03/2020	PPE delivery	1000 · CashCheckin...	2000 · Account...	-244.38
<b>Small Business Association of Michigan</b>					
Bill Pmt -Check	06/08/2020	Coverage 7/1/...	1000 · CashCheckin...	2000 · Account...	-76.99
Bill	06/16/2020	Coverage 7/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-76.99
<b>SQ KMS DE</b>					
Check	06/24/2020	Masks	1000 · CashCheckin...	9800 · Paymen...	-1,301.51
<b>U.S POSTAL SERVICE (PBS)</b>					
Check	06/03/2020	face masks s...	1000 · CashCheckin...	7400 · Operati...	-8.25

**Mid-Michigan Library League  
Transaction List by Vendor  
July 2020**

Type	Date	Memo	Account	Split	Amount
<b>BAIRD COTTER AND BISHOP</b>					
Bill	07/21/2020	Payroll June2...	2000 · Accounts Pa...	8030 · Financi...	-165.00
Bill Pmt -Check	07/21/2020	Payroll June2...	1000 · CashCheckin...	2000 · Account...	-165.00
<b>Blue care Network</b>					
Bill	07/17/2020	Coverage 8/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-817.60
Bill Pmt -Check	07/17/2020	Coverage 8/1/...	1000 · CashCheckin...	2000 · Account...	-817.60
<b>Charter Business</b>					
Bill	07/09/2020	Service thru 7...	2000 · Accounts Pa...	8500 · Telepho...	-177.92
Bill Pmt -Check	07/10/2020	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-177.92
<b>Checksforless.com</b>					
Check	07/13/2020	1000 checks	1000 · CashCheckin...	7400 · Operati...	-111.25
<b>CONSUMERS ENERGY</b>					
Bill	07/17/2020	service 6/11/2...	2000 · Accounts Pa...	8550 · Utilities	-92.53
Bill Pmt -Check	07/17/2020	service 6/11/2...	1000 · CashCheckin...	2000 · Account...	-92.53
<b>Delta Dental</b>					
Bill	07/23/2020	Coverage 8/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Bill Pmt -Check	07/23/2020	Coverage 8/1/...	1000 · CashCheckin...	2000 · Account...	-33.38
<b>LUTHER AREA PUBLIC LIBRARY (1)</b>					
Bill	07/27/2020	Mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-1,000.00
Bill Pmt -Check	07/27/2020	Mini grant for ...	1000 · CashCheckin...	2000 · Account...	-1,000.00
<b>MCBAIN COMMUNITY LIBRARY (1)</b>					
Bill	07/27/2020	Mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Bill Pmt -Check	07/27/2020	Mini grant for ...	1000 · CashCheckin...	2000 · Account...	-250.00
<b>MUNICIPAL EMPLOYEE RETIRMENT SYSTEM</b>					
Bill	07/27/2020	MERS July 2...	2000 · Accounts Pa...	7030 · Fringe b...	-1,798.01
Bill Pmt -Check	07/27/2020		1000 · CashCheckin...	2000 · Account...	-1,803.42
Bill	07/28/2020	MERS July 2...	2000 · Accounts Pa...	7030 · Fringe b...	-5.41
<b>Northern Latitude Distillery</b>					
Check	07/07/2020	4 gallon hand ...	1000 · CashCheckin...	9800 · Paymen...	-128.00
<b>OCH LLC</b>					
Bill	07/20/2020		2000 · Accounts Pa...	9400 · Rent	-699.06
Bill Pmt -Check	07/24/2020		1000 · CashCheckin...	2000 · Account...	-699.06
<b>PENTWATER TOWNSHIP LIBRARY (1)</b>					
Bill	07/09/2020	Grant for lma...	2000 · Accounts Pa...	8603 · Grants t...	-516.79
Bill Pmt -Check	07/10/2020	Grant for lma...	1000 · CashCheckin...	2000 · Account...	-516.79
<b>Richfield Township Library (2)</b>					
Bill	07/17/2020	mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-150.00
Bill Pmt -Check	07/17/2020	mini grant for ...	1000 · CashCheckin...	2000 · Account...	-150.00
<b>Richland Township Library</b>					
Bill	07/17/2020	mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-885.00
Bill Pmt -Check	07/17/2020	mini grant for ...	1000 · CashCheckin...	2000 · Account...	-885.00
<b>Small Business Association of Michigan</b>					
Bill	07/17/2020	coverage 8/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-76.99
Bill Pmt -Check	07/17/2020	coverage 8/1/...	1000 · CashCheckin...	2000 · Account...	-76.99
<b>White Pine District Library (1)</b>					
Bill	07/10/2020	Mini Grant for...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Bill Pmt -Check	07/10/2020	Mini Grant for...	1000 · CashCheckin...	2000 · Account...	-250.00

**Mid-Michigan Library League**  
**Revenues, Expenditures and Changes in Net Position**  
**For Month Ending May 31, 2020**

	Current Month		Year to date		Total		% of Budget
	Actual	Budget	Actual	Budget	for Year	Remaining Budget	
<b>Revenues</b>							
5050 Grant Income	5,000		5,000				
5390 · Indirect state aid	0		23,338	104,723	-81,385		22.29%
5400 · Interest income	18		520	1,500	-980		34.68%
5500 · Reimbursements From Other Govt	5,054		103,291	104,967	-1,676		98.40%
5600 · Miscellaneous Income	100		200	0	200		100.00%
5800 · Direct State Aid	0		79,093	158,177	-79,084		50.00%
5850 · Workshops/Training Fees	0		150	1,500	-1,350		10.00%
	<b>10,171</b>		<b>211,593</b>	<b>370,867</b>	<b>-159,274</b>		
<b>Total Income</b>							
<b>Expense</b>							
<b>Personnel Services</b>							
7020 · Salaries and Wages	6,288		52,931	82,158	-29,227		64.43%
7030 · Fringe benefits	2,093		17,518	27,067	-9,549		64.72%
7110 · Employer Social Security	390		3,282	5,094	-1,812		64.42%
7120 · Employer Medicare	91		768	1,191	-423		64.44%
<b>Subtotal Personnel</b>	<b>8,862</b>		<b>74,498</b>	<b>115,510</b>	<b>-41,012</b>		
<b>Supplies</b>							
7270 · Postage UPS	59		259	250	9		103.72%
7400 · Operating Supplies	124		225	500	-275		45.03%
9780 · Maker Kits	0		193	1,000	-807		19.28%
9810 · Periodicals	0		120	150	-30		80.00%
9830 · AudioVisual	0		25,380	25,380	0		100.00%
9870 · Computer Software	0		0	375	-375		0.00%
<b>Subtotal Supplies</b>	<b>183</b>		<b>26,177</b>	<b>27,655</b>	<b>-1,478</b>		



	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
<b>Services &amp; Other Charges</b>					
8010 · RIDES	6,980	52,426	78,492	-26,066	66.79%
8017 · Information Systems/Computer	0	2,113	5,500	-3,387	38.41%
8030 · Financial Services	165	5,400	5,930	-530	91.06%
8300 · Dues	0	1,010	1,500	-490	67.34%
8500 · Telephone	178	712	1,100	-388	64.70%
8550 · Utilities	46	426	1,000	-574	42.63%
8600 · Travel and Conferences	0	2,360	8,500	-6,140	27.76%
8602 · Workshops	3	39	4,000	-3,961	0.98%
8603 · Grants to Member Libraries	2,700	8,083	15,000	-6,917	53.88%
9100 · Insurance	0	956	2,100	-1,144	45.52%
9110 · Copier Lease	0	0	360	-360	0.00%
9300 · Repairs and Maintenance	0	54	500	-446	10.80%
9400 · Rent	699	5,507	8,327	-2,820	66.13%
9500 · Bank Service Charges	21	-18	42	-18	100.00%
9550 · Bad Debts	0	0	0	-42	0.14%
9560 · Contingency/Misc	0	0	0	0	0.00%
9800 · Payment for Others	5,710	102,950	104,967	-2,017	98.08%
<b>Subtotal Services &amp; Other</b>	<b>16,502</b>	<b>182,017</b>	<b>237,318</b>	<b>-55,301</b>	
<b>Capital Outlay &amp; Social Projects</b>					
9050 · Equipment	0	199	1,000	-801	19.90%
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>199</b>	<b>1,000</b>	<b>-801</b>	
<b>Total Expense</b>	<b>25,547</b>	<b>282,892</b>	<b>381,483</b>	<b>-98,591</b>	
<b>Net Income</b>	<b>-15,376</b>	<b>-71,299</b>	<b>-10,616</b>	<b>-60,683</b>	

Mid-Michigan Library League  
**Balance Sheet**  
As of May 31, 2020

	<u>May 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · CashChecking Fifth Third	1,240.61
1030 · CashSavings Fifth Third3088	210,842.04
1040 · Lake MI Credit Union	4.68
<b>Total Checking/Savings</b>	<u>212,087.33</u>
<b>Accounts Receivable</b>	
1600 · Accounts Receivable	14,385.14
<b>Total Accounts Receivable</b>	<u>14,385.14</u>
<b>Total Current Assets</b>	226,472.47
<b>Other Assets</b>	
1400 · Prepaid Expense	13,380.08
<b>Total Other Assets</b>	<u>13,380.08</u>
<b>TOTAL ASSETS</b>	<u><u>239,852.55</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-3,030,476.21
<b>Total Accounts Payable</b>	<u>-3,030,476.21</u>
<b>Other Current Liabilities</b>	
2100 · Federal Withholding	-194.93
2110 · FICA Withholding	194.93
2400 · Accrued Wages	1,570.89
2410 · Accrued FICA	97.39
2420 · Accrued Medicare	22.78
<b>Total Other Current Liabilities</b>	<u>1,691.06</u>
<b>Total Current Liabilities</b>	<u>-3,028,785.15</u>
<b>Total Liabilities</b>	-3,028,785.15
<b>Equity</b>	
3000 · Net Position	286,073.26
30000 · Opening Balance Equity	3,015,636.21
32000 · Retained Earnings	38,227.17
Net Income	-71,298.94
<b>Total Equity</b>	<u>3,268,637.70</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>239,852.55</u></u>

**Mid-Michigan Library League**  
**Revenues, Expenditures and Changes in Net Position**  
**For Month Ending June 30, 2020**

	Current	Year to date	Total	Remaining	% of
	Month	Actual	Budget		
Revenues	Actual	Actual	for Year	Budget	Budget
5050 Grant Income		5,000			
5390 · Indirect state aid	28,668	52,006	104,723	-52,717	49.66%
5400 · Interest income	16	536	1,500	-964	35.76%
5500 · Reimbursements From Other Govt	284	103,574	104,967	-1,393	98.67%
5600 · Miscellaneous Income	0	200	0	200	100.00%
5800 · Direct State Aid	0	79,093	158,177	-79,084	50.00%
5850 · Workshops/Training Fees	0	150	1,500	-1,350	10.00%
<b>Total Income</b>	<b>28,968</b>	<b>240,560</b>	<b>370,867</b>	<b>-130,307</b>	
<b>Expense</b>					
<b>Personnel Services</b>					
7020 · Salaries and Wages	6,288	59,218	82,158	-22,940	72.08%
7030 · Fringe benefits	1,874	19,393	27,067	-7,674	71.65%
7110 · Employer Social Security	390	3,672	5,094	-1,422	72.08%
7120 · Employer Medicare	91	859	1,191	-332	72.10%
<b>Subtotal Personnel</b>	<b>8,643</b>	<b>83,141</b>	<b>115,510</b>	<b>-32,369</b>	
<b>Supplies</b>					
7270 · Postage UPS	18	277	250	27	110.91%
7400 · Operating Supplies	21	246	500	-254	49.25%
9780 · Maker Kits	0	193	1,000	-807	19.28%
9810 · Periodicals	0	120	150	-30	80.00%
9830 · AudioVisual	0	25,380	25,380	0	100.00%
9870 · Computer Software	0	0	375	-375	0.00%
<b>Subtotal Supplies</b>	<b>39</b>	<b>26,216</b>	<b>27,655</b>	<b>-1,439</b>	

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
<b>Services &amp; Other Charges</b>					
8010 · RIDES	6,492	58,918	78,492	-19,574	75.06%
8017 · Information Systems/Computer	389	2,502	5,500	-2,998	45.49%
8030 · Financial Services	165	5,565	5,930	-365	93.85%
8300 · Dues	0	1,010	1,500	-490	67.34%
8500 · Telephone	0	712	1,100	-388	64.70%
8550 · Utilities	65	491	1,000	-509	49.12%
8600 · Travel and Conferences	244	2,604	8,500	-5,896	30.64%
8602 · Workshops	3	42	4,000	-3,958	1.06%
8603 · Grants to Member Libraries	233	8,316	15,000	-6,684	55.44%
9100 · Insurance	0	956	2,100	-1,144	45.52%
9110 · Copier Lease	0	0	360	-360	0.00%
9300 · Repairs and Maintenance	42	96	500	-404	19.20%
9400 · Rent	699	6,206	8,327	-2,121	74.52%
9500 · Bank Service Charges	22	4	4	4	100.00%
9550 · Bad Debts	0	0	42	-42	0.14%
9560 · Contingency/Misc	0	0	0	0	0.00%
9800 · Payment for Others	1,832	104,782	104,967	-185	99.82%
<b>Subtotal Services &amp; Other</b>	<b>10,187</b>	<b>192,204</b>	<b>237,318</b>	<b>-45,114</b>	
<b>Capital Outlay &amp; Social Projects</b>					
9050 · Equipment	0	199	1,000	-801	19.90%
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>199</b>	<b>1,000</b>	<b>-801</b>	
<b>Total Expense</b>	<b>18,869</b>	<b>301,761</b>	<b>381,483</b>	<b>-79,722</b>	
<b>Net Income</b>	<b>10,098</b>	<b>-61,201</b>	<b>-10,616</b>	<b>-50,585</b>	

Mid-Michigan Library League  
Balance Sheet  
As of June 30, 2020

	<u>Jun 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	1,823.31
1030 · CashSavings Fifth Third3088	148,676.07
1040 · Lake MI Credit Union	4.68
Total Checking/Savings	<u>150,504.06</u>
Accounts Receivable	
1600 · Accounts Receivable	10,738.63
Total Accounts Receivable	<u>10,738.63</u>
Total Current Assets	161,242.69
Other Assets	
1400 · Prepaid Expense	88,708.20
Total Other Assets	<u>88,708.20</u>
<b>TOTAL ASSETS</b>	<b><u>249,950.89</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-3,030,476.21
Total Accounts Payable	<u>-3,030,476.21</u>
Other Current Liabilities	
2100 · Federal Withholding	-583.50
2110 · FICA Withholding	194.93
2120 · Medicare Withholding	388.57
2400 · Accrued Wages	1,570.89
2410 · Accrued FICA	97.39
2420 · Accrued Medicare	22.78
Total Other Current Liabilities	<u>1,691.06</u>
Total Current Liabilities	<u>-3,028,785.15</u>
Total Liabilities	-3,028,785.15
Equity	
3000 · Net Position	286,073.26
30000 · Opening Balance Equity	3,015,636.21
32000 · Retained Earnings	38,227.17
Net Income	<u>-61,200.60</u>
Total Equity	<u>3,278,736.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>249,950.89</u></b>

**Mid-Michigan Library League**  
**Revenues, Expenditures and Changes in Net Position**  
**For Month Ending July 31, 2020**

	Current Month Actual		Year to date Actual	Total Budget for Year		Remaining Budget	% of Budget
	Actual			Budget	Budget		
<b>Revenues</b>							
5050 Grant Income			5000				
5390 · Indirect state aid	52898		104905	104,723	182	100.17%	
5400 · Interest income	17		553	1,500	-947	36.87%	
5500 · Reimbursements From Other Govt	0		103574	116,000	-12,426	89.29%	
5600 · Miscellaneous Income	0		200	0	200	100.00%	
5800 · Direct State Aid	80374		159467	158,177	1,290	100.82%	
5850 · Workshops/Training Fees	0		140	1,500	-1,360	9.33%	
<b>Total Income</b>	<b>133289</b>		<b>373839</b>	<b>381,900</b>	<b>-8,061</b>		
<b>Expense</b>							
<b>Personnel Services</b>							
7020 · Salaries and Wages	9374		68593	82,158	-13,565	83.49%	
7030 · Fringe benefits	2731		22124	27,067	-4,943	81.74%	
7110 · Employer Social Security	581		4253	5,094	-841	83.49%	
7120 · Employer Medicare	136		995	1,191	-196	83.51%	
<b>Subtotal Personnel</b>	<b>12823</b>		<b>95964</b>	<b>115,510</b>	<b>-19,546</b>		
<b>Supplies</b>							
7270 · Postage UPS	0		277	250	27	110.91%	
7400 · Operating Supplies	316		563	500	63	112.54%	
9780 · Maker Kits	0		193	1,000	-807	19.28%	
9810 · Periodicals	0		120	150	-30	80.00%	
9830 · Audio/Visual	0		25380	25,380	0	100.00%	
9870 · Computer Software	0		0	375	-375	0.00%	
<b>Subtotal Supplies</b>	<b>316</b>		<b>26533</b>	<b>27,655</b>	<b>-1,122</b>		

	Current Month		Year to date Actual	Total Budget for Year		Remaining Budget	% of Budget
	Actual	Budget		Budget	Budget		
<b>Services &amp; Other Charges</b>							
8010 · RIDES	6818		65737	79,324	-13,587	82.87%	
8017 · Information Systems/Computer	0		2502	5,500	-2,998	45.49%	
8030 · Financial Services	165		5730	5,930	-200	96.63%	
8300 · Dues	0		1010	1,500	-490	67.34%	
8500 · Telephone	178		890	1,100	-210	80.87%	
8550 · Utilities	93		584	1,000	-416	58.37%	
8600 · Travel and Conferences	16		2620	8,500	-5,880	30.82%	
8602 · Workshops	0		42	4,000	-3,958	1.06%	
8603 · Grants to Member Libraries	3052		11367	15,000	-3,633	75.78%	
9100 · Insurance	0		956	2,100	-1,144	45.52%	
9110 · Copier Lease	0		0	360	-360	0.00%	
9300 · Repairs and Maintenance	0		96	500	-404	19.20%	
9400 · Rent	699		6905	8,327	-1,422	82.92%	
9500 · Bank Service Charges	43		47		47	100.00%	
9550 · Bad Debts	0		0	42	-42	0.14%	
9560 · Contingency/Misc	0		0	0	0	0.00%	
9800 · Payment for Others	-84		104698	116,000	-11,302	90.26%	
<b>Subtotal Services &amp; Other</b>	<b>10980</b>		<b>203185</b>	<b>249,183</b>	<b>-45,998</b>		
<b>Capital Outlay &amp; Social Projects</b>							
9050 · Equipment	0		199	1,000	-801	19.90%	
<b>Subtotal Capital Outlay</b>	<b>24120</b>		<b>325880</b>	<b>393,348</b>	<b>-67,468</b>		
<b>Total Expense</b>	<b>109169</b>		<b>47959</b>	<b>-11,448</b>	<b>59,407</b>		
<b>Net Income</b>							

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08/05/20

Accrual Basis

Mid-Michigan Library League  
Balance Sheet  
As of July 31, 2020

	<u>Jul 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · CashChecking Fifth Third	1,515.33
1030 · CashSavings Fifth Third3088	263,524.87
1040 · Lake MI Credit Union	4.68
<b>Total Checking/Savings</b>	<u>265,044.88</u>
<b>Accounts Receivable</b>	
1600 · Accounts Receivable	12,175.50
<b>Total Accounts Receivable</b>	<u>12,175.50</u>
<b>Total Current Assets</b>	<u>277,220.38</u>
<b>Other Assets</b>	
1400 · Prepaid Expense	88,708.20
<b>Total Other Assets</b>	<u>88,708.20</u>
<b>TOTAL ASSETS</b>	<u><u>365,928.58</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-3,030,476.21
<b>Total Accounts Payable</b>	<u>-3,030,476.21</u>
<b>Other Current Liabilities</b>	
2100 · Federal Withholding	-583.50
2110 · FICA Withholding	194.93
2120 · Medicare Withholding	388.57
2400 · Accrued Wages	1,570.89
2410 · Accrued FICA	97.39
2420 · Accrued Medicare	22.78
<b>Total Other Current Liabilities</b>	<u>1,691.06</u>
<b>Total Current Liabilities</b>	<u>-3,028,785.15</u>
<b>Total Liabilities</b>	<u>-3,028,785.15</u>
<b>Equity</b>	
3000 · Net Position	286,073.26
30000 · Opening Balance Equity	3,015,636.21
32000 · Retained Earnings	38,227.17
Net Income	54,777.09
<b>Total Equity</b>	<u>3,394,713.73</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>365,928.58</u></u>



**Mid-Michigan Library League  
Director's Report  
August 2020**



**Special Note:** Due to the COVID-19 pandemic, many things have changed in our world. Public libraries were ordered to be closed for three months, and then to have a plan for reopening after June 8<sup>th</sup> that includes how the library will be sanitized and open safely with social distancing, mask wearing, and barriers at service points. Many libraries have chosen to reopen slowly, offering curbside service as the first step. MeLCat and RIDES were suspended, but recently finally resumed. Most of the MMLL libraries are open again to the public, but have limited hours and capacity. Some are using appointments for library and computer use, some use doorbells or restaurant buzzers to remind patrons of time limits, etc. We have ordered and distributed PPE such as masks, gloves, and hand sanitizer, and have tried to help members to keep current with the over 160 Executive Orders signed by the Governor.

Most conferences and in-person trainings have been cancelled or postponed. It is unclear when we will be able to gather again indoors with more than ten people at a time, socially distanced by a minimum of six feet. Teleconferencing systems are heavily used these days, with Zoom being the most common. Boards are meeting virtually, and programs offered online. Online resources are being used heavily, and patrons are grateful for eBooks, eAudiobooks, and streaming movie and music services. Schools were closed and have plans to reopen with options for in-person instruction as well as online, and much effort has been made to provide Internet and devices for those without. The lack of rural broadband is more apparent than ever, as so much government information, unemployment filing and resources, education, and access to essential services happens online.

**Administrative:**

- Board members, groups they represent, year term ends, officers for FY20
  - Group 1 – Mary Edens –20
  - Group 2 – Susan LaBelle –20
  - Group 3 – Patti Colvin, Vice-Chair –20
  - Group 4 – Diane Eisenga –22
  - Group 5 – Eric Smith, Chair –21
  - Group 6 – Lois Langenburg, Treasurer –22
  - Group 7 – Valerie Church-McHugh, Secretary –22
  - Group 8 – Sarah Welch -23
  - Group 9 – OPEN
- Advisory Council
  - FY20 Co-Chairs – Debra Greenacre (Manistee) and Mary Barker (Pentwater)
  - Informal meetings have been held Tuesday mornings at 10 a.m. via Zoom during the *Stay Home/Stay Safe* order and biweekly since.

**Continuing Education:**

- All in-person trainings have been cancelled or postponed, including national conferences, state conferences and workshops, and MMLL events. Many options for online training have been offered, with the conferences going virtual or available on demand via archived webinars and training modules.

- Brian Mortimore, who was to do an in-person workshop for us on HR topics, is open to rescheduling for the fall. Members asked for him to present an online training, perhaps in an archived presentation they can view at their convenience. We are waiting to see if he will be able to provide this for us.
- Library of Michigan has held Friday Zoom meetings for directors each week – very helpful for obtaining guidance and discussing issues during the pandemic. They have provided regular Youth check-ins. MLA and MCLS have also offered regular Zoom meetings and trainings.
- The MCDA – Cooperative Directors Association – joined together to present an online training by Maxine Bleiweis called “Big Disruptions Can Lead to Big Opportunities” – helping attendees cope with change due to the pandemic and visualize library service in the future.

#### **eResources:**

- OverDrive purchased the digital services portion of Recorded Books, and they are currently working on migration plans for moving the digital content from RBDigital to OverDrive. See the FAQ pages about these changes [HERE \(https://resources.overdrive.com/rbdigital-acquisition-faqs/\)](https://resources.overdrive.com/rbdigital-acquisition-faqs/). The [Up North Digital/OverDrive](#) consortium has been doing well under reorganization. We are asking MMLL libraries not currently in the consortium to join, since the RBDigital service will end for us after September 30, 2020. We hope to be able to subsidize some of the costs of Up North Digital for our members, but it is unclear what will happen with state aid in FY21.
- The RBDigital collection of over 30,000 instantly downloadable eAudiobooks is still available to all members of MMLL. The link to this service is <https://wmlpmi.rbdigital.com/>. The e-Magazine service and Transparent Language Online are also currently available at that link, and we will be informed when the content is moved over to the OverDrive platform.

#### **Grants:**

- Eleven libraries were funded in the first round of the mini-grant program and fifteen libraries were funded in the second round, for a total commitment to our members of \$15,000 (<https://www.mml.org/a/grants>).
- The CARES Act grant program, run by the Library of Michigan to fund PPE supplies/service and digital inclusion supplies/service (<http://mi.gov/LSTA>), funded 28 of our 36 member libraries.
- MMLL received a \$5,000 H.O.P.E. grant from Michigan Humanities to assist with RIDES payments for members. We received the money and have submitted the final report.

#### **Tech Assistance:**

- FY20 began with each MMLL member library holding four hours of credit for computer services from Cory Walker, “Emergency Geek.” Many hours remain to be used.
- See the website here for how to contact Cory and arrange for your needed service.

#### **Member Libraries:**

- The Luther Area Public Library has a new director: Amy Shank.
- LeRoy Community Library has a new director: Laura Jacobson-Pentces

- Glen Lake Community Library is going to close in order to move into their recently expanded and remodeled library, leaving their temporary location, the “Limebrary” behind. They should be set to open in Empire on September 8th.

**In the News:**

- As of this writing, 170,769 people have died in the United States from the COVID-19 coronavirus. Michigan has seen 6,555 deaths and 99,856 confirmed cases so far. (<https://ncov2019.live/data>)
- The CDC gave initial information on how to handle library collections during the pandemic, and since it was not comprehensive, the IMLS has funded a study that is still in process, the REALM project. See WebJunction at <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>
- Efforts are underway to encourage all states to allow voting by mail, but the president is trying to de-fund the USPS.
- The US Census is still underway, with enumerators again trying to complete the count. The president is trying to end the attempts early, and to not count anyone without citizenship, which is a departure from the constitution.

**Other:**

The eleven library cooperatives in Michigan receive their revenue from state aid to public libraries (PA 89 of 1977). Co-ops are 100% state aid funded (public libraries hover around 10% of funding from State Aid), so the state budget heavily impacts our budgets. Many of us are drafting budgets to anticipate cuts to state aid in FY21. Several are doing 50% reductions in revenue, some are doing 25%. We are presenting three versions of the FY21 budget for MMLL, one at full revenue, one at 75% revenue, and a third at 50% revenue. If these cuts happen, we can use fund balance, but tough choices must be made. See the FY21 draft budget in the Board packet.

**Travel/Meetings:**

No travel.

Zoom, Zoom, Zoom meetings galore.

*~ Sheryl*

Sheryl L. Mase  
MMLL director

**Mid-Michigan Library League**  
**COVID-19 Times**  
**Update on Service at Member Libraries**  
**8-11-20**

**Alden District Library** - doing curbside, and now open to limited inside use.

**Barryton Public Library** -

**Bellaire Public Library** - fully open now (since mid-July), so far, so good. Also doing curbside.

**Benzie Shores District Library** - doing curbside and limited in-library service, not for outside visitors to use bathroom (sigh). Soon they will open and hand out restaurant-style buzzers to 20 people that will time out after 45 minutes. They will break ground on building expansion at the end of August. They just signed an agreement with the public schools to have her youth librarian work 10 hours per week organizing resources in library and helping overall to incentivize kids to read.

**Benzonia Public Library** - open by appointment and curbside. Computer center set up in basement for appointment use, but not heavily used. Virtual summer reading going well.

**Betsie Valley District Library** - doing curbside and open inside for limited numbers at a time, computer use. No toys out, no hanging out in library.

**Big Rapids Community Library** – they have contact-free pickup in the lobby and have been fully open for limited numbers, normal hours since July 6<sup>th</sup>. They have book sales on Saturdays outside.

**Cadillac Wexford Public Library** - all locations are open and also doing curbside. Their Board agreed to close on election day to avoid maskless folks in the library, since they use the meeting room for voting. Staff doing cleaning at the beginning and end of day, and in between as necessary. Things are relatively slow.

**Central Lake District Library** -

**Chase Public Library** -

**Darcy/Beulah** - open to patrons 5 at a time and doing curbside.

**Evart Public Library** - open

**Glen Lake Community Library** - has been working on renovation and expansion of building and doing curbside from the "Limebrary." Soon they will close and do the move back, to open early September if all goes well.

**Hart Area Public Library** – have been open to limited numbers - ring doorbell to enter. Now they are open without the bell. Doing curbside as well. Online storytime doing well. Teens eager to hang out but told no during pandemic. They give away books and crafts outside.

**Leelanau Township Library** - curbside and limited open library

**Leland Township Library** - doing curbside, picking bags of books for kids, open to limited number in library

**LeRoy Community Library** - open to limited number at a time

**Luther Area Public Library** - open fully now. Distributed backpacks with summer activities for the kids

**Mancelona Township Library** –

**Manistee County Library** – doing curbside. Still readying all locations to be able to open.

**Marion (M Alice Chapin)** - doing curbside. Opened in July - limit to 8 at a time inside.

**Mason County District Library** - doing curbside, and just opened for very limited use of computers in specified areas of both buildings.

**McBain Community Library** -

**Morton Township Public Library** - open for curbside only, no one in building. Board meeting soon to discuss opening to public. Summer reading signups good, but programs ill attended.

**Pathfinder Community Library** - doing curbside and open July 20th. Looking into the circulating WiFi hotspots

**Pentwater Township Library** - had a staff exposure and closed for a week. Doing curbside only. Lost staff member (too scared to work) and wary of outside visitors to vacation community.

**Reed City Area District Library** – doing curbside and open to limited numbers in library. Doing outside programs

**Richfield Township Public Library** -

**Richland Township Library** - open to 12 people at a time max and doing curbside on request. Penal fines down.

**Seville Township Library** - open by appointment and curbside. Looking for new director and clerk. Things are slow.

**Shelby Area District Library** - open for computer use. Doing curbside.

**Surrey Township Public Library** - open, limited hours and also doing curbside. Penal fines down by half.

**Walkerville Public School Library** –

**Walton Erickson Public Library** – open with curbside service and in-library use for ten people at a time.

**Wheatland Township Library** -

**White Pine District Library** – has been open since June 16<sup>th</sup> doing curbside, open mid-July to 12 at a time. Doing Wandoo and Montcalm teachers helping.

Mid-Michigan Library League  
 FY21 Budget Proposal Draft  
 8/14/2020

Account ID	FY18		FY19		FY20		FY21		FY21	
	2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021	2020-2021	2020-2021
	Approved	Final	Approved	Final	Approved	Amended	Final - ???	Proposed, with full funding	75% revenue with reductions	50% revenue with reductions
<b>Revenues</b>										
5390	\$95,994	\$95,994	\$109,873	\$105,144	\$104,675	\$104,723	\$104,905	\$104,905	\$78,679	\$52,453
5400	\$300	\$300	\$340	\$1,567	\$1,500	\$1,500	\$587	\$500	\$500	\$500
5500	\$22,500	\$22,500	\$22,000	\$24,583	\$104,967	\$116,000	\$106,000	\$85,000	\$85,000	\$85,000
5600	\$0	\$0	\$0	\$400	\$9,189		\$5,200			
5700	\$0	\$0								
5750	\$0	\$0								
5650		\$0	\$0	\$0	\$0			\$0	\$0	\$0
5800	\$145,003	\$145,003	\$158,125	\$159,653	\$159,653	\$158,177	\$159,467	\$159,467	\$119,600	\$79,734
5850	\$2,000	\$600	\$1,500	\$958	\$1,500	\$1,500	\$150	\$300	\$200	\$100
<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>\$381,901</b>	<b>\$376,309</b>	<b>\$350,172</b>	<b>\$283,979</b>	<b>\$217,786</b>
<b>Expenses</b>										
<b>Personnel Services</b>										
7020	\$78,312	\$78,312	\$79,602	\$79,384	\$82,158	\$82,158	\$82,158	\$84,530	\$80,162	\$75,794
7030	\$20,179	\$20,179	\$26,282	\$21,331	\$27,067	\$27,067	\$27,067	\$31,450	\$31,450	\$31,450
7110	\$4,855	\$4,855	\$4,935	\$4,922	\$5,094	\$5,094	\$5,094	\$5,241	\$4,970	\$4,699
7120	\$1,121	\$1,140	\$1,154	\$1,151	\$1,191	\$1,191	\$1,191	\$1,226	\$1,162	\$1,099
<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>\$115,510</b>	<b>\$115,510</b>	<b>\$122,447</b>	<b>\$117,745</b>	<b>\$113,043</b>
<b>Supplies</b>										
7270	\$250	\$250	\$250	\$200	\$250	\$250	\$300	\$300	\$250	\$200
7400	\$1,500	\$1,500	\$1,500	\$253	\$500	\$500	\$600	\$600	\$350	\$200
8014	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9780	\$1,000	\$1,200	\$1,000	\$394	\$1,000	\$1,000	\$1,000	\$1,500	\$0	\$0
9810	\$150	\$150	\$150	\$144	\$150	\$150	\$120	\$120	\$0	\$0
9830	\$15,000	\$12,580	\$22,100	\$12,425	\$25,380	\$25,380	\$25,380	\$6,600	\$0	\$0
9870	\$300	\$300	\$300	\$159	\$375	\$375	\$375	\$375	\$200	\$40
<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>\$27,655</b>	<b>\$27,775</b>	<b>\$9,495</b>	<b>\$800</b>	<b>\$440</b>
<b>Services &amp; Other Charges</b>										
8010	\$77,728	\$78,240	\$77,059	\$77,273	\$78,492	\$79,324	\$78,885	\$82,434	\$82,434	\$82,434
8017	\$5,500	\$5,500	\$5,500	\$4,021	\$5,500	\$5,500	\$5,500	\$5,500	\$2,500	\$1,500
8030	\$5,700	\$6,005	\$6,000	\$5,705	\$5,930	\$5,930	\$6,060	\$6,190	\$6,190	\$6,190
8300	\$1,500	\$1,500	\$1,500	\$1,120	\$1,500	\$1,500	\$1,130	\$1,200	\$1,200	\$1,200
8500	\$1,100	\$1,100	\$1,100	\$979	\$1,100	\$1,100	\$1,100	\$1,200	\$1,200	\$1,200
8550	\$1,300	\$1,300	\$1,000	\$688	\$1,000	\$1,000	\$765	\$1,000	\$1,000	\$1,000

		FY18	FY18	FY19	FY19	FY19	FY20	FY20	FY20	FY21	FY21	FY21
		2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2019-2020	2019-2020	2019-2020	2020-2021	2020-2021	2020-2021
	Account ID	Approved	Final	Approved	Approved	Final	Approved	Amended	Final - ???	Proposed, with full funding	75% revenue with reductions	50% revenue with reductions
Travel and Conferences	8600	\$8,500	\$8,500	\$8,500	\$8,500	\$7,922	\$8,500	\$8,500	\$3,000	\$7,000	\$2,500	\$1,000
Workshops	8602	\$2,500	\$1,500	\$4,000	\$4,000	\$5,087	\$4,000	\$4,000	\$50	\$1,000	\$500	\$250
Grants to member libraries	8603	\$5,000	\$5,000	\$10,000	\$10,000	\$9,880	\$15,000	\$15,000	\$15,000	\$15,000	\$5,000	\$0
Insurance	9100	\$1,000	\$2,100	\$2,100	\$2,100	\$1,984	\$2,100	\$2,100	\$2,100	\$2,500	\$2,500	\$2,500
Copier lease (toner)	9110	\$350	\$370	\$360	\$360	\$275	\$360	\$360	\$300	\$300	\$200	\$200
Repairs and Maintenance	9300	\$500	\$500	\$500	\$500	\$162	\$500	\$500	\$500	\$500	\$250	\$100
Rent	9400	\$7,641	\$8,286	\$8,286	\$8,286	\$8,143	\$8,327	\$8,327	\$8,327	\$8,393	\$8,393	\$8,393
Bank Service Charges	9500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bad Debts	9550	\$100	\$100	\$50	\$50	\$0	\$42	\$42	\$0	\$0	\$0	\$0
Contingency/Misc.	9560	\$1,211	\$430	\$5,610	\$2,000	\$2,000	\$0	\$0	\$0	\$13	\$0	\$0
Expenses/payments for Others	9800	\$22,500	\$22,500	\$22,000	\$23,476	\$104,967	\$116,000	\$106,000	\$106,000	\$85,000	\$85,000	\$85,000
<b>Subtotal - Services &amp; Other (without passthru)</b>		<b>\$142,130</b>	<b>\$142,931</b>	<b>\$153,565</b>	<b>\$148,715</b>	<b>\$237,318</b>	<b>\$249,183</b>	<b>\$228,717</b>	<b>\$228,717</b>	<b>\$217,230</b>	<b>\$198,867</b>	<b>\$190,967</b>
<b>Capital Outlay &amp; Special Projects</b>												
Equipment, etc.	9050	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$0
<b>Subtotal - Capital Outlay</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenditures</b>		<b>\$265,797</b>	<b>\$264,397</b>	<b>\$291,838</b>	<b>\$269,078</b>	<b>\$381,484</b>	<b>\$393,348</b>	<b>\$373,002</b>	<b>\$373,002</b>	<b>\$350,172</b>	<b>\$317,412</b>	<b>\$304,450</b>
<b>Revenues Over (Under)</b>		<b>0</b>	<b>0</b>	<b>(0)</b>	<b>23,227</b>	<b>0</b>	<b>(11,448)</b>	<b>3,307</b>	<b>0</b>	<b>0</b>	<b>(33,433)</b>	<b>(86,664)</b>
<b>Fund Balance - Beginning of Year</b>		\$274,101	\$274,101	\$274,101	\$286,073	\$309,300	\$309,300	\$309,300	\$309,300	\$312,607	\$312,607	\$312,607
<b>Fund Balance At End of Year</b>		\$274,101	\$274,101	\$274,101	\$309,300	\$309,300	\$297,852	\$312,607	\$312,607	\$312,607	\$279,174	\$225,943
<b>Summary</b>												
<b>Mid-Michigan Library League Budget</b>		FY18	FY18	FY19	FY19	FY19	FY20	FY20	FY20	FY21	FY21	FY21
<b>Budget Summary</b>		2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	2019-2020	2019-2020
Personnel Services		Approved	Final	Approved	Approved	Final	Approved	Amended	Final - ?	Proposed	Proposed	Proposed
Supplies		\$104,467	\$104,486	\$111,973	\$106,788	\$115,510	\$115,510	\$115,510	\$115,510	\$122,447	\$117,745	\$113,043
Services & Other Charges		\$18,200	\$15,980	\$25,300	\$13,575	\$27,775	\$27,655	\$27,655	\$27,775	\$9,495	\$800	\$440
Capital Outlay		\$142,130	\$142,931	\$153,565	\$148,715	\$237,318	\$249,183	\$228,717	\$228,717	\$217,230	\$198,867	\$190,967
<b>Total</b>		<b>\$265,797</b>	<b>\$264,397</b>	<b>\$291,838</b>	<b>\$269,078</b>	<b>\$381,484</b>	<b>\$393,348</b>	<b>\$373,002</b>	<b>\$373,002</b>	<b>\$350,172</b>	<b>\$317,412</b>	<b>\$304,450</b>