

MMLL Board Packet
November 19, 2020

1. Agenda
2. Draft minutes from September 17, 2020 meeting
3. Financials for September and October 2020
4. Director's report for November 2020
5. MERS defined benefit plan adoption agreement addendum, plus one-page explanation with links to resources (due Dec. 1, 2020)
6. Miscellaneous documents – Board list, meeting schedule, new COVID-19 restrictions, Pause to save lives

STILL COMING: Audit report for FY2020



Mid-
Michigan
Library
League
www.mml.org

Board of Trustees Meeting

November 19, 2020, 10:00 a.m.

via

ZOOM Videoconference

<https://bit.ly/36niSRZ>

Password: MMLL

Type of Meeting: Regular Meeting of the Board

ONLINE: <https://bit.ly/36niSRZ> Password: MMLL

OR, call (312) 626-6799 Meeting ID: 874 5900 0596; Passcode: 481282

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

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

Draft Agenda

1. Call to Order – Chair, Eric Smith	Roll call
2. Approval of agenda	Action Item: Approve agenda
3. Approval of minutes	Action Item: Approve minutes from 9-17-20 Board meeting
4. Public participation and communications	Advisory Council report (as needed)
5. Audit report	Zack Fredrickson of Baird, Cotter, & Bishop will present the FY20 audit results (roughly 10:15 a.m.)
6. Election of officers	Chair, Vice-Chair, Treasurer, Secretary. (Board members may occupy the same office for a maximum of two consecutive years.)
5. Financial report	Action Item: Approve purchase journals for September and October 2020 (roll call) Action Item: Accept financial reports (income statements, balance sheets) for September and October 2020
6. Director's report	Information Items: Leading Big in Small Spaces; trustee mailing out soon; great to have new Board members with all regions represented!
7. Committees: Finance Personnel	Finance: No meeting/report Personnel: No meeting/report
8. Old business	Discussion Item: Discuss new MERS reporting Action Item: Approve new MERS reporting
9. New business	Discussion Item: Second wave of COVID-19 and libraries going backwards in their re-opening plans Discussion Item: Renew office lease or have virtual office? Need to decide before the end of April, when the current lease expires.
10. Public comment	
11. Additional Advisory Council comments	
12. Board member comments	Information Item: news from the groups?
13. Adjournment	

~Next Meeting~

Thursday, January 21, 2021 at the Cadillac Wexford Public Library, 411 South Lake Street, Cadillac, MI 49601

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

**Mid-Michigan Library League
Board of Trustees Meeting Minutes
September 17, 2020
ZOOM Videoconference
10:00 a.m.**

Call to Order: With a quorum present, Eric Smith, Chair, called the meeting to order at 11:40 a.m.

Present: 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), Sarah Welch (Group 8), Patty Rockafellow (Group 9)

Also Present: Sheryl Mase

Approval of Agenda: M/S Edens/Colvin to approve the agenda. Roll Call: Edens - Aye; LaBelle - Aye; Colvin - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye. Motion passed.

Approval of Minutes: M/S Eisenga/Colvin to approve the minutes of August 20, 2020. Roll Call: LaBelle - Aye; Colvin - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Edens - Aye. Motion passed.

Public Participation:
Advisory Council - No report.

Financial Reports: M/S Colvin/Langenburg to approve the purchase journals for August 2020. Roll Call: Colvin - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Edens - Aye; LaBelle - Aye. Motion passed.

M/S Rockafellow/Eisenga to approve the financial statements for August 2020. Roll Call: Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Edens - Aye; LaBelle - Aye; Colvin - Aye. Motion passed.

Director's Report: Sheryl stated for the record the state's response to Covid-19 as it pertains to libraries and the impact to the cooperatives' members. Other news included:

- Names of the new board members from Group 3 (Emily Thompson), Group 8 (Sarah Welch) and Group 9 (Patty Rockafellow)
- Need new Advisory Council Chairs or Co-chairs for FY21
- Continuing Education events (postponed, cancelled, held virtually, recorded)
- eResources update (OverDrive and RBdigital)
- Grants (Cooperative-based and Library of Michigan)
- Tech Assistant hours
- Member Library news
- REALM study update
- Budget uncertainties for cooperatives

Committee Reports: None

Old Business: M/S Rockafellow/Edens to approve the Plan of Service for FY21 with no changes. Roll Call: Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Edens - Aye; LaBelle - Aye; Colvin - Aye; Eisenga - Aye. Motion passed.

New Business: M/S Edens/Colvin to approve the final FY20 Budget Amendment. Roll Call: Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Edens - Aye; LaBelle - Aye - Colvin - Aye; Eisenga - Aye; Smith - Aye. Motion passed.

M/S Rockafellow/Edens to approve the holiday closings and meeting schedule with a change to the location stating that meetings would be held via ZOOM. Roll Call: Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Edens - Aye; LaBelle - Aye; Colvin - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye. Motion passed.

M/S Edens/Eisenga to approve the FY21 Budget as presented. Roll Call: Welch - Aye; Rockafellow - Aye; Edens - Aye; LaBelle - Aye; Colvin - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye. Motion passed.

Public Comments: Sheryl thanked Susan LaBelle and Patti Colvin for their years of service on the MMLL Board.

Advisory Council Comments: None

Board Member Comments: Mary Edens (Group 1) announced that she will be replaced on the MMLL Board by Cindi Place from Bellaire Public Library beginning in November. Eric Smith thanked Mary for her insights and support over the past few years.

Adjournment: The meeting was adjourned at 12:26 p.m.

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

Type	Date	Memo	Account	Split	Amount
AUTOOWNERS INSURANCE					
Bill	09/11/2020	Workers Com...	2000 · Accounts Pa...	9100 · Insurance	-292.00
Bill	09/11/2020	Contents 10/1...	2000 · Accounts Pa...	9100 · Insurance	-667.00
Bill Pmt -Check	09/11/2020		1000 · CashCheckin...	2000 · Account...	-959.00
BAIRD COTTER AND BISHOP					
Bill Pmt -Check	09/18/2020	Payroll servic...	1000 · CashCheckin...	2000 · Account...	-165.00
Bill	09/20/2020	Payroll servic...	2000 · Accounts Pa...	8030 · Financi...	-165.00
BETSIE VALLEY DISTRICT LIBRARY (1)					
Bill	09/30/2020	Mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-250.00
Bill Pmt -Check	09/30/2020	Mini grant for ...	1000 · CashCheckin...	2000 · Account...	-250.00
Blue care Network					
Bill Pmt -Check	09/02/2020	Coverage 9/1/...	1000 · CashCheckin...	2000 · Account...	-817.60
Bill	09/18/2020	Coverage 10/...	2000 · Accounts Pa...	7030 · Fringe b...	-817.60
Bill Pmt -Check	09/18/2020	Coverage 10/...	1000 · CashCheckin...	2000 · Account...	-817.60
Charter Business					
Bill	09/01/2020	Service 8/1/2...	2000 · Accounts Pa...	8500 · Telepho...	-177.92
Bill Pmt -Check	09/18/2020	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-177.92
CONSUMERS ENERGY					
Bill Pmt -Check	09/11/2020	Service 8/12/...	1000 · CashCheckin...	2000 · Account...	-84.27
Bill	09/17/2020	Service 8/12/...	2000 · Accounts Pa...	8550 · Utilities	-84.27
Delta Dental					
Bill Pmt -Check	09/18/2020	Coverage 10/...	1000 · CashCheckin...	2000 · Account...	-33.38
Bill	09/21/2020	Coverage 10/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Emergency Geek					
Bill	09/03/2020	4.25 tech hou...	2000 · Accounts Pa...	8017 · Informat...	-201.40
Bill	09/11/2020	2 tech hours ...	2000 · Accounts Pa...	8017 · Informat...	-60.00
Bill	09/16/2020	Darcy tech su...	2000 · Accounts Pa...	8017 · Informat...	-30.00
Bill	09/17/2020	Tech service ...	2000 · Accounts Pa...	8017 · Informat...	-120.80
Bill Pmt -Check	09/18/2020	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-261.40
Bill Pmt -Check	09/18/2020	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-120.80
Bill	09/24/2020	Benzonia tec...	2000 · Accounts Pa...	8017 · Informat...	-142.60
Bill	09/29/2020	Marion tech s...	2000 · Accounts Pa...	8017 · Informat...	-90.00
Bill	09/30/2020	2 new office c...	2000 · Accounts Pa...	9050 · Equipm...	-1,745.48
Bill	09/30/2020		2000 · Accounts Pa...	8017 · Informat...	-489.97
Bill Pmt -Check	09/30/2020	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-262.60
HOME DEPOT					
Check	09/18/2020	Boxes to sen...	1000 · CashCheckin...	7400 · Operati...	-20.78
LEROY COMMUNITY LIBRARY (1)					
Bill	09/02/2020	posters for re...	2000 · Accounts Pa...	8603 · Grants t...	-56.20
Bill Pmt -Check	09/02/2020	posters for re...	1000 · CashCheckin...	2000 · Account...	-56.20
Michigan Office Solutions (1)					
Bill Pmt -Check	09/02/2020	3 Toners	1000 · CashCheckin...	2000 · Account...	-290.77
Midwest Collaborative for Lib. Services					
Bill	09/17/2020	Annual meeti...	2000 · Accounts Pa...	8602 · Worksh...	-100.00
Bill	09/24/2020	Foundations ...	2000 · Accounts Pa...	8600 · Travel a...	-15.00
Bill Pmt -Check	09/30/2020		1000 · CashCheckin...	2000 · Account...	-115.00
Ms. Green					
Bill Pmt -Check	09/02/2020	9/2020-12/20	1000 · CashCheckin...	2000 · Account...	-54.00
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill Pmt -Check	09/18/2020	MERS for Se...	1000 · CashCheckin...	2000 · Account...	-1,234.72
Bill	09/22/2020	MERS for Se...	2000 · Accounts Pa...	7030 · Fringe b...	-1,234.72
OCH LLC					
Bill Pmt -Check	09/18/2020		1000 · CashCheckin...	2000 · Account...	-699.06
Bill	09/20/2020		2000 · Accounts Pa...	9400 · Rent	-699.06
Small Business Association of Michigan					
Bill	09/11/2020	coverage 10/1...	2000 · Accounts Pa...	7030 · Fringe b...	-76.99
Bill Pmt -Check	09/18/2020	coverage 10/1...	1000 · CashCheckin...	2000 · Account...	-76.99
U.S POSTAL SERVICE (PBS)					
Check	09/30/2020	Mailing envel...	1000 · CashCheckin...	7400 · Operati...	-77.70

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

Type	Date	Memo	Account	Split	Amount
AUTOGRAPHICS, INC.					
Bill	10/01/2020	2018-103387 Sy...	2000 · Accounts Payable	9800 · Payment fo...	-1,672.13
Bill Pmt -Check	10/09/2020	2018-103387 Sy...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,672.13
BAIRD COTTER AND BISHOP					
Bill	10/20/2020	Payroll service fo...	2000 · Accounts Payable	8030 · Financial S...	-165.00
Bill Pmt -Check	10/20/2020	Payroll service fo...	1000 · CashChecking Fif...	2000 · Accounts P...	-165.00
Blue care Network					
Bill	10/09/2020	Coverage 11/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-817.60
Bill Pmt -Check	10/21/2020	Coverage 11/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-817.60
CONSUMERS ENERGY					
Bill	10/12/2020	service 9/14/20-1...	2000 · Accounts Payable	8550 · Utilities	-65.16
Bill Pmt -Check	10/12/2020	service 9/14/20-1...	1000 · CashChecking Fif...	2000 · Accounts P...	-65.16
Delta Dental					
Bill	10/19/2020	Coverage 11/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-33.38
Bill Pmt -Check	10/21/2020	Coverage 11/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-33.38
Emergency Geek					
Bill	10/01/2020	5.5 tech hours S...	2000 · Accounts Payable	8017 · Information...	-314.80
Bill Pmt -Check	10/01/2020	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-864.79
Bill	10/08/2020	MMLL new comp...	2000 · Accounts Payable	8017 · Information...	-210.00
Bill Pmt -Check	10/08/2020	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-440.20
Bill Pmt -Check	10/09/2020	81-3215588 (tax ...	1000 · CashChecking Fif...	2000 · Accounts P...	-2,175.46
Bill	10/12/2020	5 tech hours Ree...	2000 · Accounts Payable	8017 · Information...	-230.20
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	10/19/2020	MERS for Octob...	2000 · Accounts Payable	7030 · Fringe ben...	-1,448.62
Bill Pmt -Check	10/21/2020	MERS for Octob...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,448.62
OCH LLC					
Bill	10/20/2020		2000 · Accounts Payable	9400 · Rent	-699.06
Bill Pmt -Check	10/21/2020		1000 · CashChecking Fif...	2000 · Accounts P...	-699.06
Office Depot					
Check	10/09/2020	Mouse pads, mic...	1000 · CashChecking Fif...	7400 · Operating ...	-127.94
OverDrive					
Bill Pmt -Check	10/20/2020	Content for Richf...	1000 · CashChecking Fif...	2000 · Accounts P...	-575.82
Bill	10/21/2020	For content	2000 · Accounts Payable	9800 · Payment fo...	-1,116.00
Bill Pmt -Check	10/21/2020	For content	1000 · CashChecking Fif...	2000 · Accounts P...	-1,116.00
Bill	10/23/2020	Content for Richf...	2000 · Accounts Payable	9800 · Payment fo...	-575.82
RECORDED BOOKS					
Bill Pmt -Check	10/20/2020	Transparent Lan...	1000 · CashChecking Fif...	2000 · Accounts P...	-3,500.00
Bill	10/23/2020	Transparent Lan...	2000 · Accounts Payable	9830 · AudioVisual	-3,500.00
Sheryl Mase (1)					
Bill	10/21/2020	Sept mileage	2000 · Accounts Payable	8600 · Travel and ...	-50.02
Bill Pmt -Check	10/21/2020	Sept mileage	1000 · CashChecking Fif...	2000 · Accounts P...	-50.02
Small Business Association of Michigan					
Bill Pmt -Check	10/08/2020	Coverage 11/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99
Bill	10/13/2020	Coverage 11/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99
SUBURBAN LIBRARY CO-OP					
Bill	10/28/2020	Co-Op Directors ...	2000 · Accounts Payable	8300 · Dues	-300.00
Bill Pmt -Check	10/28/2020	VOID: Co-Op Dir...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00

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

	Current Month Actual		Year to date Actual	Total Budget for Year		Remaining Budget	% of Budget
	Actual			Budget			
Revenues							
5050 Grant Income			5,000				
5390 · Indirect state aid	0		104,905	104,905	0	100.00%	
5400 · Interest income	12		587	590	-3	99.51%	
5500 · Reimbursements From Other Govt	753		106,804	106,079	725	100.68%	
5600 · Miscellaneous Income	0		300	5,300	-5,000	5.66%	
5800 · Direct State Aid	0		159,467	159,467	0	100.00%	
5850 · Workshops/Training Fees	0		140	150	-10	93.33%	
Total Income	765		377,203	376,491	712		
Expense							
Personnel Services							
7020 · Salaries and Wages	6,374		81,424	82,158	-734	99.11%	
7030 · Fringe benefits	2,163		26,450	27,067	-617	97.72%	
7110 · Employer Social Security	395		5,048	5,094	-46	99.10%	
7120 · Employer Medicare	92		1,181	1,191	-10	99.13%	
Subtotal Personnel	9,025		114,102	115,510	-1,408		
Supplies							
7270 · Postage UPS	0		277	300	-23	92.43%	
7400 · Operating Supplies	98		860	765	95	112.44%	
9780 · Maker Kits	0		308	1,000	-692	30.78%	
9810 · Periodicals	0		120	120	0	100.00%	
9830 · AudioVisual	0		25,380	25,380	0	100.00%	
9870 · Computer Software	0		0	160	-160	0.00%	
Subtotal Supplies	98		26,945	27,725	-780		

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Services & Other Charges					
8010 · RIDES	6,818	79,374	79,050	324	100.41%
8017 · Information Systems/Computers	1,135	3,984	5,500	-1,516	72.44%
8030 · Financial Services	165	6,060	6,060	0	100.00%
8300 · Dues	0	1,129	1,130	-1	99.92%
8500 · Telephone	178	1,068	1,100	-32	97.05%
8550 · Utilities	84	752	765	-13	98.27%
8600 · Travel and Conferences	15	2,730	3,000	-270	91.00%
8602 · Workshops	100	301	205	96	147.01%
8603 · Grants to Member Libraries	306	13,719	15,000	-1,281	91.46%
9100 · Insurance	959	1,915	2,100	-185	91.19%
9110 · Copier Lease	0	291	300	-9	96.92%
9300 · Repairs and Maintenance	0	150	150	0	100.00%
9400 · Rent	699	8,303	8,327	-24	99.71%
9500 · Bank Service Charges	41	131	100	31	130.50%
9550 · Bad Debts	0	0	0	0	100.00%
9560 · Contingency/Misc	0	0	0	0	0.00%
9800 · Payment for Others	0	105,267	106,000	-733	99.31%
Subtotal Services & Other	10,501	225,172	228,787	-3,615	
Capital Outlay & Social Projects					
9050 · Equipment	1,745	1,745	2,000	-255	87.27%
Subtotal Capital Outlay	1,745	1,745	2,000	-255	
Total Expense	21,369	367,965	374,022	-6,058	
Net Income	-20,604	9,239	2,469	6,770	

10:26 AM

10/02/20

Accrual Basis

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

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	1,486.56
1030 · CashSavings Fifth Third3088	252,127.95
1040 · Lake MI Credit Union	4.68
Total Checking/Savings	253,619.19
Accounts Receivable	
1600 · Accounts Receivable	726.32
Total Accounts Receivable	726.32
Other Current Assets	
12000 · Undeposited Funds	27.00
Total Other Current Assets	27.00
Total Current Assets	254,372.51
Other Assets	
1400 · Prepaid Expense	68,253.09
Total Other Assets	68,253.09
TOTAL ASSETS	322,625.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-3,028,240.76
Total Accounts Payable	-3,028,240.76
Other Current Liabilities	
2100 · Federal Withholding	-1,282.46
2110 · FICA Withholding	194.93
2120 · Medicare Withholding	1,202.95
2130 · State Withholding	-115.42
2400 · Accrued Wages	1,570.89
2410 · Accrued FICA	97.39
2420 · Accrued Medicare	22.78
Total Other Current Liabilities	1,691.06
Total Current Liabilities	-3,026,549.70
Total Liabilities	-3,026,549.70
Equity	
3000 · Net Position	286,073.26
30000 · Opening Balance Equity	3,015,636.21
32000 · Retained Earnings	38,227.17
Net Income	9,238.66
Total Equity	3,349,175.30
TOTAL LIABILITIES & EQUITY	322,625.60

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

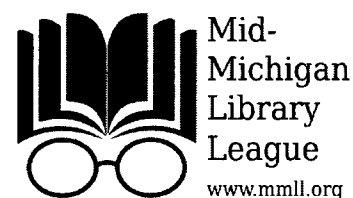
	Current Month		Year to date Actual		Total Budget for Year		Remaining Budget		% of Budget	
	Actual		Actual		for Year		Budget		Budget	
Revenues										
5390 · Indirect state aid	0	0	0	0	104,905	-104,905	0.00%			
5400 · Interest income	8	8	8	8	500	-492	1.64%			
5500 · Reimbursements From Other Govt	2,788	2,788	2,788	2,788	85,000	-82,212	3.28%			
5600 · Miscellaneous Income	0	0	0	0	0	0	0.00%			
5800 · Direct State Aid	0	0	0	0	159,467	-159,467	0.00%			
5850 · Workshops/Training Fees	0	0	0	0	300	-300	0.00%			
Total Income	2,796	2,796	2,796	2,796	350,172	-347,376				
Expense										
Personnel Services										
7020 · Salaries and Wages	6374	6374	6374	6374	84,530	-78,156	7.54%			
7030 · Fringe benefits	2377	2377	2377	2377	31,450	-29,073	7.56%			
7110 · Employer Social Security	395	395	395	395	5,241	-4,846	7.54%			
7120 · Employer Medicare	92	92	92	92	1,226	-1,134	7.54%			
Subtotal Personnel	9239	9239	9239	9239	122,447	-113,208				
Supplies										
7270 · Postage UPS	0	0	0	0	300	-300	0.00%			
7400 · Operating Supplies	128	128	128	128	600	-472	21.32%			
9780 · Maker Kits	0	0	0	0	1,500	-1,500	0.00%			
9810 · Periodicals	0	0	0	0	120	-120	0.00%			
9830 · Audio/Visual	3500	3500	3500	3500	6,600	-3,100	53.03%			
9870 · Computer Software	0	0	0	0	375	-375	0.00%			
Subtotal Supplies	3628	3628	3628	3628	9,495	-5,867				
Services & Other Charges										
8010 · RIDES	6818	6818	6818	6818	82,434	-75,616	8.27%			

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8017 · Information Systems/Computer	755	755	5,500	-4,745	13.73%
8030 · Financial Services	165	165	6,190	-6,025	2.67%
8300 · Dues	300	300	1,200	-900	25.00%
8500 · Telephone	0	0	1,200	-1,200	0.00%
8550 · Utilities	65	65	1,000	-935	6.52%
8600 · Travel and Conferences	50	50	7,000	-6,950	0.72%
8602 · Workshops	0	0	1,000	-1,000	0.00%
8603 · Grants to Member Libraries	0	0	15,000	-15,000	0.00%
9100 · Insurance	0	0	2,500	-2,500	0.00%
9110 · Copier Lease	0	0	300	-300	0.00%
9300 · Repairs and Maintenance	0	0	500	-500	0.00%
9400 · Rent	699	685	8,393	-7,708	8.16%
9500 · Bank Service Charges	21	-21	0	-21	100.00%
9550 · Bad Debts	0	0	0	0	0.00%
9560 · Contingency/Misc	0	0	13	-13	0.00%
9800 · Payment for Others	9415	24631	85,000	-60,369	28.98%
Subtotal Services & Other	18289	33448	217,230	-183,782	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	31155	46315	350,172	-303,857	
Total Expense	-28359	-43519	0	-43,519	
Net Income					

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

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - CashChecking Fifth Third	2,296.46
1030 - CashSavings Fifth Third3088	233,543.10
Total Checking/Savings	235,839.56
Accounts Receivable	
1600 - Accounts Receivable	209.00
Total Accounts Receivable	209.00
Other Current Assets	
12000 - Undeposited Funds	418.00
Total Other Current Assets	418.00
Total Current Assets	236,466.56
Other Assets	
1400 - Prepaid Expense	69,131.38
Total Other Assets	69,131.38
TOTAL ASSETS	<u>305,597.94</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	300.00
Total Accounts Payable	300.00
Other Current Liabilities	
2100 - Federal Withholding	-407.19
2110 - FICA Withholding	407.19
2400 - Accrued Wages	2,516.72
2410 - Accrued FICA	156.03
2420 - Accrued Medicare	36.50
Total Other Current Liabilities	2,709.25
Total Current Liabilities	3,009.25
Total Liabilities	3,009.25
Equity	
3000 - Net Position	309,300.43
32000 - Retained Earnings	21,647.31
Net Income	-28,359.05
Total Equity	302,588.69
TOTAL LIABILITIES & EQUITY	<u>305,597.94</u>

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



Note: We are still in the midst of the COVID-19 global pandemic, experiencing another significant increase in cases in Michigan and the rest of the country and Europe.

At this time, most MMLL member libraries are open at a limited capacity for indoor service, and are also doing curbside service. There are at least two currently closed due to high local COVID-19 cases. We continue to check in with each other every two weeks, and the Library of Michigan continues biweekly director check-in Zoom meetings on Fridays. We are following MDHHS and MIOSHA guidance, and referring local concerns to the health department serving their county.

Administrative:

- FY21 Board members, groups they represent, year term ends
 - Group 1 – Cindi Place –23
 - Group 2 – Debra Greenacre –23
 - Group 3 – Emily Thompson –23
 - Group 4 – Diane Eisenga –22
 - Group 5 – Eric Smith –21
 - Group 6 – Lois Langenburg – 22
 - Group 7 – Valerie Church-McHugh –22
 - Group 8 – Sarah Welch -23
 - Group 9 – Patty Rockafellow - 23

- Advisory Council
 - FY21 (Co-)Chair – Cindi Place (Bellaire) and possibly someone else who steps up
 - The group is meeting every other Tuesday morning at 10 a.m. via Zoom.
 - Three members have stepped up for the Maker Team: Mark Morton (Leland Twp.), Cora Schaeff (Leelanau Twp.), and Lauren Moran (Big Rapids).

Continuing Education:

- All in-person trainings have been cancelled/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.
- We have a recorded presentation on Human Resources in two parts by Brian Mortimore from Kent District Library. This was originally to be an in-person workshop, now ONLINE.
- We held the MMLL annual meeting via Zoom with 38 in attendance. We heard from the Library of Michigan, discussed workplace wellness, fundraising ideas, and learned more about the annual state aid reporting process. We reflected on the past year and had some fun trivia. The Board meeting commenced at 11:30, during which the FY21 annual budget was approved, as was the Plan of Service (unchanged).
- Regular monthly newsletters resumed in September, with lots of virtual CE opportunities listed for members. The annual MLA conference was held online at the end of October.

eResources:

- OverDrive is still working on the transition of services after purchasing the digital portion of Recorded Books (AKA RBdigital). The MMLL contract with RBdigital expired at the end of September, so we no longer have their unlimited eAudiobook collection. We do, however, have a renewal of **Transparent Language Online**, accessible still via the RBdigital app (we expect to see on Libby when they complete the transition) and ONLINE. We have had three additional MMLL members join the Up North Digital/OverDrive consortium, bringing our total participants to 29 (of our 36 members).
- With the surprising increase in state aid funding in the new FY21 state budget, we expect to have just under \$16,000 in our MMLL budget. The Advisory Council is pondering a recommendation for the expenditure of these funds, most likely on e-resources and/or STEAM materials for the cooperative.

Grants:

- The FY21 Grants Committee includes Diane Eisenga (Board rep, McBain), Tracy Logan-Walker (Cadillac), and Kathleen Rash (Hart). The new FY21 Library Service Enhancement & Mini-Grant Program has been announced. Round 1 is currently open, with **applications due December 11, 2020** and awards announced January 11, 2021.
- In the FY21 budget, we have \$15,000 allocated for the mini-grant program.

Tech Assistance:

- We are continuing our relationship with Cory Walker “Emergency Geek” in FY21. Each MMLL member library is allocated four hours of tech support plus mileage. This is for FY21, which began October 1, 2020 and ends September 30, 2021. If a library uses their allotment, they may contract with Cory on their own for a discounted hourly rate of \$40.
- As always, we strongly recommend that member libraries build into their budgets ongoing maintenance funds and replacement costs for technology, an integral part of public library service.

Member Libraries:

- There were three directors from our cooperative who were selected for the initial year of the “Next Level Leadership in Small and Rural Libraries” project run by the University of Michigan School of Information. Amanda McLaren (Benzonia), Stacy Pasche (Benzie Shores), and Cora Schaeff (Leelanau Twp.) were part of the first cohort of participants. The group created a virtual conference, “**Leading Big in Small Spaces**” to be held on November 19, 2020.
- The newly expanded and refurbished Glen Lake Community Library is now open. The local community gave incredible support, as their library is a true source of local pride.

In the News:

- As of this writing, 241,126 people in the U.S. have died of COVID-19. In Michigan, the number of deaths is now 7,833.
- The CDC and health departments are mostly concerned about close contact between individuals not from the same household, as that is the primary way the disease is

transmitted. The library community has been anticipating guidance as a result of the REALM study, however in each round of the study testing additional materials in various configurations, the virus has been found on materials for what seems an inordinately long time. Most libraries are quarantining materials for 96 hours, as there is no concrete guidance from the CDC, ALA, or any other entity at this time. Local decisions must be made.

Other:

The MCDA – Cooperative Directors Association – has been working together to create a mailing for public library trustees to let them know about cooperatives and library establishment and offer any assistance needed. MMLL will use the documents created to do a mailing out to trustees of member libraries in the cooperative and send, hopefully, before Thanksgiving.

Travel/Meetings:

No travel.

Zoom, Zoom, Zoom meetings galore.

~Sheryl

Sheryl L. Mase
MMLL director

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Mid-Mich Lib League

Municipality number 830601

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 83060107

Division name on file with MERS Library

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:
full-time employees

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Mid-Mich Lib League

DIV: 83060107

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than ³ _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than ⁴⁰ _____ per week.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Mid-Mich Lib League

DIV: 83060107

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) 160 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Mid-Mich Lib League

DIV: 83060107

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	Base Wages	Box 1 Wages	Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Mid-Mich Lib League

DIV: 83060107

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES NO

- | | |
|---|--|
| <input type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES NO

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES NO

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES NO

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Mid-Mich Lib League

DIV: 83060107

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Mid-Michigan Library League

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

- I understand that approved board minutes are required to complete this request.
Board minutes should be sent to: DataCollectionProject@mersofmich.com

MERS - Plan Provision Updates

Effective January 1, 2021, MERS is implementing several modifications to the way in which defined benefit, defined contribution and hybrid plans are administered. Below you will find an overview of each of the modifications.

After reviewing the information below, you will be required to submit an updated Adoption Agreement Addendum to MERS indicating changes and/or provision clarifications you're making based on these modifications. Please note that any changes you make will be effective January 1, 2021, and future benefit changes do not impact prior benefits.

Your addendum will be sent via DocuSign from MERS and is due 60 days from that delivery. If you need more time, please contact MERS at: DataCollectionProject@mersofmich.com for an exception.

[Plan Eligibility Clarification](#)

[Day of Work Definition Modification](#)


[Leaves of Absence Clarification](#)

[Definition of Compensation](#)


[Employee Contribution Requirements](#)


Resources


 [FAQs \(pdf\)](#)

 [Defined Benefit Employer Reporting Guide \(pdf\)](#)

Addendum Samples:

 [DB Adoption Agreement Addendum \(pdf\)](#)


 [DC Adoption Agreement Addendum \(pdf\)](#)


 [Hybrid Adoption Agreement Addendum \(pdf\)](#)

Videos


Learn more information on reporting updates and provisional changes through these videos:

 [MERS Plan Provisions and Addendum Overview](#)

 [Defined Benefit Plan Provisions](#)

 [Influencing Retirement Outcomes through Effect Plan Design](#) (overview of upcoming changes to PDA plans)

Questions?

 Reach out to your [benefit plan coordinator](#) with any questions.

Have additional questions?

View our [FAQs document](#).

Mid-Michigan Library Board FY 2021

Group	First name	Last name	Address	City, State, Zip	Phone (main)	Phone (other)	Office held	FY Term ends	E-mail address
1	Cindi	Place	111 South Bridge Street	Bellaire MI. 49615	231-533-8814			FY23	bellairelibrary@torchlake.com
2	Debra	Greenacre	95 Maple Street	Manistee, MI 49660	231-743-2421	231-723-2519		FY23	dgreenacre@manisteeilibrary.org
3	Emily	Thompson	411 South Lake Street	Cadillac, MI 49601	231-775-6541			FY23	oleniczake@cadillacilibrary.org
4	Diane	Eisenga	107 E. Maple Street	McBain, MI 49657	231-825-2197	N/A		FY22	deisenga@mcbain.org
5	Eric	Smith	825 N. Meyer	Ludington, MI 49431	231-843-8465	269-303-8825		FY21	esmith@mcclibrary.org
6	Lois	Langenburg	15 W. Runway Drive	Luther, MI 49656	231-429-4194	N/A		FY22	llangenburg@hotmail.com
7	Valerie	Church-McHugh	163 Green Street, PO Box 912	Pentwater, MI 49449	231-869-5832	231-750-1287		FY22	valeriechurchmchugh@gmail.com
8	Sarah	Welch	426 S. Michigan Ave.	Big Rapids, MI 49307	231-796-5234	231-225-1918		FY23	swelch@bigrapidsilibrary.org
9	Patty	Rockafellow	106 E Walnut St.	Stanton, MI 48888	989-831-4327	989-289-0095		FY23	whitepineilibrary1@hotmail.com
	Ad Council Co-Chair								
	Ad Council Co-Chair								
Director	Sheryl	Mase	201 N. Mitchell St., Suite 302	Cadillac, MI 49601	231-775-3037	517-980-2001	Director	~ongoing~	smase@mmlil.org

Libraries

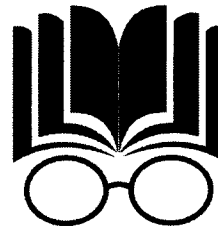
1	Alden District Library, Bellaire Public Library, Central Lake District Library, Glen Lake Community Library, Leelanau Twp Library, Leland Twp Public Library, Mancelona Twp Library
2	Benzie Shores District Library, Benzonia Public Library, Betsie Valley District Library, Darcy Library of Beulah, Manistee County Library
3	Cadillac-Wexford Public Library
4	M. Alice Chapin Library (Marion), McBain Community Library, Richfield Township Library
5	Mason County District Library
6	Chase Public Library, Ewart Public Library, LeRoy Community Library, Luther Area Public Library, Reed City Public Library
7	Hart Area Public Library, Pathfinder Community Library, Pentwater Township Library, Shelby Area District Library, Walkerville Public School Library
8	Barryton 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

201 N. Mitchell, Suite 302, Cadillac, Michigan 49601

Phone: 231-775-3037 Fax: 231-775-1749

Sheryl L. Mase, Director smase@mml.org



Mid-
Michigan
Library
League

www.mml.org

MML Office Holiday Schedule: FY 2021

Holiday	Date	Status
Thanksgiving Day	November 26, 2020	Closed
Day after Thanksgiving	November 27, 2020	Closed
Christmas Eve	December 24, 2020	Closed
Christmas	December 25, 2020	Closed
New Year's Eve	December 31, 2020	Closed
New Year's	January 1, 2021	Closed
Good Friday	April 2, 2021	Closed
Memorial Day	May 31, 2021	Closed
Independence Day	July 5, 2021	Closed
Labor Day	September 6, 2021	Closed

Board Meeting Schedule: FY 2021

November 19, 2020 - CWPL
January 21, 2021 - CWPL
March 18, 2021 - CWPL
May 20, 2021 - CWPL
August 19, 2021 - CWPL
September 16, 2021 – annual mtg. (TBD)

Meetings are normally held on the
3rd Thursday of the month at 10:00 a.m.
Six meetings are required per year.
Location: These meetings will be held
via Zoom videoconferencing.

Advisory Council Meeting Schedule: FY 2021

October 20, 2020
November 17, 2020
December 15, 2020
January 19, 2021
February 16, 2021
March 16, 2021
April 20, 2021
May 18, 2021

June 15, 2021
July 20, 2021
August 17, 2021
September 16, 2021 (annual meeting)

Meetings are held **monthly on Tuesday**
mornings at **10:00 a.m.** via Zoom
videoconferencing.

Michigan's new COVID-19 restrictions

Gov. Gretchen Whitmer announced the following statewide restrictions, **effective Nov. 18 for three weeks**, due to a surge in COVID-19 cases, hospitalizations and deaths:

CLOSED

- Casinos
- Movie theaters
- Group exercise classes
- Ice skating rinks, indoor water parks
- In-person learning at colleges, high schools
- Offices that can conduct business remotely
- Stadiums, arenas
- High school sports
- Arcades, bingo halls, bowling centers

MODIFIED

- Indoor residential gatherings limited to 2 households
- Bars, restaurants open for outdoor dining, carry-out and delivery only
- Fall high school championships postponed, winter sports pushed back

OPEN

- Gyms will remain open for individual exercise
- Outdoor dining and parks remain open
- Shopping, public transit, and personal-care services are open with proper protocols
- Manufacturing, construction and work that can't be done remotely
- Small outdoor gatherings (25 person limit)
- Funerals are still permitted (25 person limit)
- Healthcare offices

PAUSE TO SAVE LIVES

Open



Two-household gathering
(high precautions)*



Small outdoor gatherings
(25 people)



Retail



Preschool through 8th grade
(local district choice)



Childcare



Manufacturing, construction,
other work that is impossible
to do remotely



Public transit



Hair salons, barber shops,
other personal services



Gyms and pools
(for individual exercise)



Restaurants and bars (outdoor
dining, takeout, and delivery)



Professional sports **
(without spectators)



Parks and outdoor
recreation



Funerals
(25 people)



Health care

*See Social Gathering Guidance
**Includes a limited number of NCAA sports

Not open



High schools
(in-person learning)



Colleges and universities
(in-person learning)



Workplaces, when work can
be done from home



Restaurants and bars
(indoor dining)



Organized sports, except
professional sports



Theaters, movie theaters,
stadiums, arenas



Bowling centers, ice skating
rinks, indoor water parks



Bingo halls, casinos,
arcades



Group fitness classes

For more information about the order, visit [Michigan.gov/Coronavirus](https://www.michigan.gov/Coronavirus).
Questions or concerns can be emailed to COVID19@michigan.gov.