

# Board of Trustees Meeting

**November 14, 2019, 10:00 a.m.**

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

Type of Meeting: Regular Meeting of the Board  
 Location: Cadillac Wexford Public Library, 411 South Lake Street, Cadillac, MI 49601  
 Mid-Michigan Library League Board of Trustees meetings are held in accordance with the Open Meetings Act.  
 All interested public, member library staff and Board members are cordially invited and encouraged to attend.

## ***Draft Agenda***

1. Call to Order – Vice-Chair, Patti Colvin	Roll call
2. Approval of agenda	Action Item: Approve agenda
3. Approval of minutes	Action Item: Approve minutes from 9-19-19 Board meeting
4. Public participation and communications	Advisory Council report as needed
5. Financial report	Action Item: Approve purchase journals for September, October 2019 (roll call) Action Item: Accept financial reports (income statements, balance sheets) for September, October 2019
6. Director's report	Information Items:
7. Committees: Finance Personnel	Finance: Shall we renew our CD at Lake Michigan Credit Union? Personnel: No report
8. Old business	Discussion Item:
9. New business	Action Item: Elect new Board officers Action Item: Appoint new Committee members – Finance, Personnel
10. Audit report	Information Item: Ryan Howell from Baird, Cotter & Bishop (Lauren Phillips) – audit results Action Item: Accept audit report
11. Public comment	
12. Additional Advisory Council comments	
13. Board member comments	Information Item: news from the groups?
14. Adjournment	

***~Next Meeting~***

**Thursday, January 16, 2020, 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 19, 2019  
The Lake House, Ludington, MI  
1:30 pm**

**Call to Order:** With a quorum present, Patti Colvin, Chair, called the meeting to order at 1:42 pm.

**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

**Also Present:** Sheryl Mase

**Absent:** Jeannette Fleury, Group 9

**Approval of Agenda:** M/S Mary Edens/Lois Langenburg. Agenda approved.

**Approval of Minutes:** M/S Mary Edens/Valerie Church-McHugh. Minutes approved.

**Public Participation and Communications:** Mary Barker, Pentwater Township Library Director will assume the chair of the Advisory Council for the next year.

**Financial Reports:** M/S Mary Edens/Diane Eisenga to approve the Purchase Journals for August 2019. Roll call: Mary Edens-Yes; Susan LaBelle-Yes; Patti Colvin-Yes; Diane Eisenga-Yes; Eric Smith-Yes; Lois Langenburg-Yes; Valerie Church-McHugh-Yes

M/S Mary Edens/Eric Smith to accept the Financial Reports for August 2019. Motion approved.

**Director's Report:** Sheryl Mase reviewed the Board member term year ends (Group 4, Group 6, Group 7, and Group 9) plus the open seat left by Chris Cook from Group 8. The new chair for the Advisory Council will be Mary Barker from Pentwater. We need to refresh the mini-grant committee.

**Committee Reports:**

Finance: The committee recommends that the FY20 Draft Budget be approved by the Board.

Personnel: No report.

**Old Business:** The replacement of Board representatives for Groups 8 and 9 was discussed as well as renewals of Board terms for Groups 4, 6, and 7. Representatives from Groups 4, 6, and 7 are willing to serve again; possible representatives for Groups 8 and 9 are being vetted

The board reviewed the Service Plan. It was recommended that the Board review it throughout the year with special focus to the number of years of Board terms and the map of the groups in the cooperative.

**New Business:** M/S Eric Smith/Diane Eisenga moved to approve the FY20 Budget. Roll call: Mary Edens-Yes; Susan LaBelle-Yes; Patti Colvin-Yes; Diane Eisenga-Yes; Eric Smith-Yes; Lois Langenburg-Yes; Valerie Church-McHugh-Yes

M/S Mary Edens/Lois Langenburg to approve the FY20 Board meeting schedule. Discussion showed some of the dates were wrong. Motion denied.

M/S Mary Edens/Diane Eisenga to approve the corrected Board meeting and office schedule. Motion approved. The Advisory Council schedule will be set by the Advisory Council at a later date.

M/S Eric Smith/Diane Eisenga to approve the MMLL Plan of Service. Motion approved.

**Public Comments:** None

**Board Comments:** Mary Edens announced that the Sutton's Bay Director is retiring and that position is open. She thanked Sheryl Mase and Patti Skinner for a good annual meeting.

Thank you to Patti Skinner for her work as Advisory Council Chair.

A resolution for the years of service given to the MMLL Board by Jeannette Fleury will be sent to her by Sheryl Mase.

**Adjournment:** Hearing no objection, the meeting adjourned at 2:20 pm.

DRAFT

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

Type	Date	Memo	Account	Split	Amount
<b>AUTOOWNERS INSURANCE</b>					
Bill Pmt -Check	09/03/2019		1000 · CashCheckin...	2000 · Account...	-982.00
Bill	09/11/2019	Property Insur...	2000 · Accounts Pa...	9100 · Insurance	-682.00
Bill	09/11/2019	Worker's Co...	2000 · Accounts Pa...	9100 · Insurance	-300.00
<b>BAIRD COTTER AND BISHOP</b>					
Bill Pmt -Check	09/03/2019	payroll Augus...	1000 · CashCheckin...	2000 · Account...	-160.00
Bill	09/20/2019	payroll Augus...	2000 · Accounts Pa...	8030 · Financi...	-160.00
<b>Blue care Network</b>					
Bill Pmt -Check	09/03/2019	Coverage 10/...	1000 · CashCheckin...	2000 · Account...	-752.01
Bill	09/16/2019	Coverage 10/...	2000 · Accounts Pa...	7030 · Fringe b...	-752.01
<b>Blueberry Ink</b>					
Check	09/03/2019	Notebooks for...	1000 · CashCheckin...	8600 · Travel a...	-622.01
<b>Charter Business</b>					
Bill	09/06/2019	service 8/31/1...	2000 · Accounts Pa...	8500 · Telepho...	-88.96
Bill Pmt -Check	09/06/2019	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-88.96
<b>CONSUMERS ENERGY</b>					
Bill Pmt -Check	09/03/2019	Service 8/15/...	1000 · CashCheckin...	2000 · Account...	-39.23
Bill	09/23/2019	Service 8/15/...	2000 · Accounts Pa...	8550 · Utilities	-39.23
<b>Delta Dental</b>					
Bill Pmt -Check	09/03/2019	Coverage 10/...	1000 · CashCheckin...	2000 · Account...	-33.38
Bill	09/23/2019	Coverage 10/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
<b>Diane Eisenga</b>					
Bill Pmt -Check	09/03/2019	Annula Meeti...	1000 · CashCheckin...	2000 · Account...	-92.80
Bill	09/25/2019	Annula Meeti...	2000 · Accounts Pa...	8600 · Travel a...	-92.80
<b>Emergency Geek</b>					
Bill	09/01/2019	Tech hours P...	2000 · Accounts Pa...	8017 · Informat...	-189.70
Bill Pmt -Check	09/03/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-1,094.80
Bill	09/05/2019	3 hours tech s...	2000 · Accounts Pa...	8017 · Informat...	-106.60
Bill Pmt -Check	09/11/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-106.60
Bill	09/12/2019	Tech Hours S...	2000 · Accounts Pa...	8017 · Informat...	-289.40
Bill	09/14/2019	Tech hours L...	2000 · Accounts Pa...	8017 · Informat...	-254.90
Bill	09/16/2019	Tech hours P...	2000 · Accounts Pa...	8017 · Informat...	-182.20
Bill	09/19/2019	Tech hours L...	2000 · Accounts Pa...	8017 · Informat...	-178.60
<b>Freeconferencecall.com</b>					
Check	09/11/2019	Online storag...	1000 · CashCheckin...	8602 · Worksh...	-3.00
<b>LEROY COMMUNITY LIBRARY (1)</b>					
Bill	09/09/2019	Website devel...	2000 · Accounts Pa...	8603 · Grants t...	-800.00
Bill	09/09/2019	Library Look ...	2000 · Accounts Pa...	8603 · Grants t...	-399.98
Bill Pmt -Check	09/11/2019		1000 · CashCheckin...	2000 · Account...	-1,199.98
<b>Lisa Eash</b>					
Bill Pmt -Check	09/03/2019		1000 · CashCheckin...	2000 · Account...	-85.76
Bill	09/13/2019	Supplies for A...	2000 · Accounts Pa...	8600 · Travel a...	-6.88
Bill	09/25/2019	Annual Meeti...	2000 · Accounts Pa...	8600 · Travel a...	-78.88
<b>Lois Langenburg</b>					
Bill Pmt -Check	09/03/2019	Annual Meeti...	1000 · CashCheckin...	2000 · Account...	-55.68
Bill	09/25/2019	Annual Meeti...	2000 · Accounts Pa...	8600 · Travel a...	-55.68
<b>MARY EDENS (2)</b>					
Bill Pmt -Check	09/03/2019	Annual Meeit...	1000 · CashCheckin...	2000 · Account...	-100.92
Bill	09/25/2019	Annual Meeit...	2000 · Accounts Pa...	8600 · Travel a...	-100.92
<b>Mitchell-Cobb Building LLC</b>					
Bill Pmt -Check	09/03/2019	October 2019	1000 · CashCheckin...	2000 · Account...	-684.74
Bill	09/20/2019	October 2019	2000 · Accounts Pa...	9400 · Rent	-684.74
<b>Ms. Green</b>					
Bill	09/06/2019	Recycling Se...	2000 · Accounts Pa...	9300 · Repairs...	-54.00
Bill Pmt -Check	09/11/2019	Recycling Se...	1000 · CashCheckin...	2000 · Account...	-54.00
<b>MUNICIPAL EMPLOYEE RETIRMENT SYSTEM</b>					
Bill Pmt -Check	09/03/2019	MERS for Se...	1000 · CashCheckin...	2000 · Account...	-831.75
Bill	09/26/2019	MERS for Se...	2000 · Accounts Pa...	7030 · Fringe b...	-831.75
<b>PATHFINDER COMMUNITY LIBRARY</b>					
Bill	09/04/2019	Mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-200.00
Bill Pmt -Check	09/04/2019	Mini grant for ...	1000 · CashCheckin...	2000 · Account...	-200.00
<b>PATTERSONS</b>					
Check	09/30/2019	Flowers for Je...	1000 · CashCheckin...	8600 · Travel a...	-82.95
<b>Retro Duck.Com</b>					
Bill Pmt -Check	09/03/2019	Bags for Ann...	1000 · CashCheckin...	2000 · Account...	-200.00
Bill	09/25/2019	Bags for Ann...	2000 · Accounts Pa...	8600 · Travel a...	-200.00

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

Type	Date	Memo	Account	Split	Amount
<b>Roxane Minor</b>					
Bill	09/27/2019	annual meetin...	2000 · Accounts Pa...	5850 · Worksh...	-15.00
Bill Pmt -Check	09/27/2019	annual meetin...	1000 · CashCheckin...	2000 · Account...	-15.00
<b>Sheryl Mase (1)</b>					
Bill	09/13/2019	Aug/Sept Miles	2000 · Accounts Pa...	-SPLIT-	-705.28
Bill Pmt -Check	09/13/2019	Aug/Sept Miles	1000 · CashCheckin...	2000 · Account...	-705.28
<b>Small Business Association of Michigan</b>					
Bill	09/11/2019	Coverage 10/...	2000 · Accounts Pa...	7030 · Fringe b...	-76.99
Bill Pmt -Check	09/11/2019	Coverage 10/...	1000 · CashCheckin...	2000 · Account...	-76.99
<b>Susan LaBelle</b>					
Bill Pmt -Check	09/03/2019	Annual Meeti...	1000 · CashCheckin...	2000 · Account...	-74.24
Bill	09/25/2019	Annual Meeti...	2000 · Accounts Pa...	8600 · Travel a...	-74.24
<b>Table 14 Events</b>					
Bill Pmt -Check	09/03/2019	Annual Meeti...	1000 · CashCheckin...	2000 · Account...	-950.48
Bill	09/19/2019	Annual Meeti...	2000 · Accounts Pa...	8602 · Worksh...	-950.48
<b>The Lake House</b>					
Bill Pmt -Check	09/03/2019	Annual Meeti...	1000 · CashCheckin...	2000 · Account...	-650.00
Bill	09/19/2019	Annual Meeti...	2000 · Accounts Pa...	8602 · Worksh...	-650.00
<b>Valerie ChurchMcHugh</b>					
Bill Pmt -Check	09/03/2019	Annual Meeti...	1000 · CashCheckin...	2000 · Account...	-23.20
Bill	09/25/2019	Annual Meeti...	2000 · Accounts Pa...	8600 · Travel a...	-23.20
<b>Walkerville Public Schools Library</b>					
Bill	09/13/2019	Grant for pres...	2000 · Accounts Pa...	8603 · Grants t...	-719.00
Bill Pmt -Check	09/13/2019	Grant for pres...	1000 · CashCheckin...	2000 · Account...	-719.00

12:10 PM  
10/02/19  
Accrual Basis

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

	<u>Sep 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · CashChecking Fifth Third	3,563.42
1030 · CashSavings Fifth Third3088	175,780.07
1040 · Lake MI Credit Union	<u>66,323.73</u>
<b>Total Checking/Savings</b>	245,667.22
<b>Accounts Receivable</b>	
1600 · Accounts Receivable	<u>419.00</u>
<b>Total Accounts Receivable</b>	<u>419.00</u>
<b>Total Current Assets</b>	246,086.22
<b>Other Assets</b>	
1400 · Prepaid Expense	<u>64,581.68</u>
<b>Total Other Assets</b>	<u>64,581.68</u>
<b>TOTAL ASSETS</b>	<u><u>310,667.90</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	<u>-10.00</u>
<b>Total Accounts Payable</b>	-10.00
<b>Other Current Liabilities</b>	
Michigan Unemployment	-502.45
2400 · Accrued Wages	1,528.91
2410 · Accrued FICA	94.80
2420 · Accrued Medicare	<u>22.17</u>
<b>Total Other Current Liabilities</b>	<u>1,143.43</u>
<b>Total Current Liabilities</b>	<u>1,133.43</u>
<b>Total Liabilities</b>	1,133.43
<b>Equity</b>	
3000 · Net Position	274,100.79
32000 · Retained Earnings	11,972.47
Net Income	<u>23,461.21</u>
<b>Total Equity</b>	<u>309,534.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>310,667.90</u></u>

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

	Current	Year to	Total		
	Month	date	Budget		
	Actual	Actual	for Year	Remaining	
			Budget	Budget	
				% of	
				Budget	
<b>Revenues</b>					
5390 · Indirect state aid	0	105,144	104,128	1,016	100.98%
5400 · Interest income	160	1,567	1,500	67	104.46%
5500 · Reimbursements From Other Govt	0	24,583	24,583	0	100.00%
5600 · Miscellaneous Income	0	400	100	300	400.00%
5650 · Sale of Assets	0			0	0.00%
5800 · Direct State Aid	0	159,653	159,653	0	100.00%
5850 · Workshops/Training Fees	480	958	1,400	-442	68.40%
	<b>640</b>	<b>292,305</b>	<b>291,364</b>	<b>941</b>	
<b>Total Income</b>					
<b>Expense</b>					
<b>Personnel Services</b>					
7020 · Salaries and Wages	6,280	79,342	79,916	-574	99.28%
7030 · Fringe benefits	1,665	20,839	26,282	-5,443	79.29%
7110 · Employer Social Security	389	4,919	4,955	-36	99.28%
7120 · Employer Medicare	91	1,150	1,159	-9	99.26%
	<b>8,425</b>	<b>106,251</b>	<b>112,312</b>	<b>-6,061</b>	
<b>Subtotal Personnel</b>					
<b>Supplies</b>					
7270 · Postage UPS	0	200	250	-50	80.00%
7400 · Operating Supplies	0	253	500	-247	50.54%
9780 · Maker Kits	0	394	1,000	-606	39.40%
9810 · Periodicals	0	144	150	-6	96.00%
9830 · AudioVisual	0	12,425	12,580	-155	98.76%
9870 · Computer Software	0	159	300	-141	53.00%
	<b>0</b>	<b>13,574</b>	<b>14,780</b>	<b>-1,206</b>	
<b>Subtotal Supplies</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	77,342	78,636	-1,294	98.35%
8017 · Information Systems/Compute	1,201	3,978	5,500	-1,522	72.32%
8030 · Financial Services	160	5,545	6,000	-455	92.42%
8300 · Dues	0	1,120	1,500	-380	74.70%
8500 · Telephone	89	979	1,100	-121	88.96%
8550 · Utilities	39	688	1,000	-312	68.82%
8600 · Travel and Conferences	2,043	7,922	8,500	-578	93.21%
8602 · Workshops	1,603	4,990	5,000	-10	99.79%
8603 · Grants to Member Libraries	2,119	9,880	10,000	-120	98.80%
9100 · Insurance	982	1,916	2,100	-184	91.24%
9110 · Copier Lease	0	275	360	-85	76.31%
9300 · Repairs and Maintenance	54	162	500	-338	32.40%
9400 · Rent	685	8,133	8,286	-153	98.16%
9500 · Bank Service Charges	-21	-209	46	-209	100.00%
9550 · Bad Debts	0	0	46	-46	0.00%
9560 · Contingency/Misc	0	2,097	10,000	-7,903	20.97%
9800 · Payment for Others	0	24,202	24,202	0	100.00%
<b>Subtotal Services &amp; Other</b>	<b>15,447</b>	<b>149,019</b>	<b>162,730</b>	<b>-13,711</b>	
<b>Capital Outlay &amp; Social Projects</b>					
9050 · Equipment	0	0	0	0	0.00%
<b>Subtotal Capital Outlay</b>	<b>23,871</b>	<b>268,844</b>	<b>289,822</b>	<b>-20,978</b>	
<b>Total Expense</b>	<b>-23,231</b>	<b>23,461</b>	<b>1,542</b>	<b>21,919</b>	
<b>Net Income</b>					



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

Type	Date	Memo	Account	Split	Amount
<b>AUTOGRAPHICS, INC.</b>					
Bill	10/02/2019	Record Enric...	2000 · Accounts Pa...	9800 · Paymen...	-1,623.43
Bill Pmt -Check	10/02/2019	Record Enric...	1000 · CashCheckin...	2000 · Account...	-1,623.43
<b>BAIRD COTTER AND BISHOP</b>					
Bill	10/22/2019	Payroll for Se...	2000 · Accounts Pa...	8030 · Financi...	-160.00
Bill Pmt -Check	10/22/2019	Payroll for Se...	1000 · CashCheckin...	2000 · Account...	-160.00
<b>Blue care Network</b>					
Bill	10/22/2019	coverage 11/1...	2000 · Accounts Pa...	7030 · Fringe b...	-752.01
Bill Pmt -Check	10/22/2019	coverage 11/1...	1000 · CashCheckin...	2000 · Account...	-752.01
<b>Charter Business</b>					
Bill	10/01/2019	Service 10/1/...	2000 · Accounts Pa...	8500 · Telepho...	-88.96
Bill Pmt -Check	10/01/2019	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-88.96
<b>Comfort Inn &amp; Suites</b>					
Check	10/22/2019	15/15-10/17 r...	1000 · CashCheckin...	8600 · Travel a...	-317.00
<b>CONSUMERS ENERGY</b>					
Bill	10/22/2019	service 9/16/1...	2000 · Accounts Pa...	8550 · Utilities	-61.21
Bill Pmt -Check	10/22/2019	service 9/16/1...	1000 · CashCheckin...	2000 · Account...	-61.21
<b>Delta Dental</b>					
Bill	10/28/2019	Coverage 11/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Bill Pmt -Check	10/28/2019	Coverage 11/...	1000 · CashCheckin...	2000 · Account...	-33.38
<b>Emergency Geek</b>					
Bill	10/03/2019	Tech hours Gl...	2000 · Accounts Pa...	8017 · Informat...	-181.40
Bill Pmt -Check	10/04/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-225.00
Bill	10/10/2019	Tech service ...	2000 · Accounts Pa...	8017 · Informat...	-94.80
Bill Pmt -Check	10/10/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-94.80
Bill	10/21/2019	Tech service ...	2000 · Accounts Pa...	8017 · Informat...	-376.75
Bill Pmt -Check	10/22/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-376.75
<b>Freeconferencecall.com</b>					
Check	10/09/2019	52030214	1000 · CashCheckin...	8602 · Worksh...	-3.00
<b>Mitchell-Cobb Building LLC</b>					
Bill	10/20/2019	Rent for Nov ...	2000 · Accounts Pa...	9400 · Rent	-684.74
Bill Pmt -Check	10/22/2019	Rent for Nov ...	1000 · CashCheckin...	2000 · Account...	-684.74
<b>MUNICIPAL EMPLOYEE RETIRMENT SYSTEM</b>					
Bill	10/22/2019	MERS Octob...	2000 · Accounts Pa...	7030 · Fringe b...	-1,198.67
Bill Pmt -Check	10/22/2019	MERS Octob...	1000 · CashCheckin...	2000 · Account...	-1,198.67
<b>RECORDED BOOKS</b>					
Bill	10/01/2019	1 year service	2000 · Accounts Pa...	9830 · AudioVi...	-22,500.00
Bill	10/01/2019	Transparent L...	2000 · Accounts Pa...	-SPLIT-	-4,325.00
Bill Pmt -Check	10/01/2019		1000 · CashCheckin...	2000 · Account...	-26,825.00
Bill	10/04/2019	eMagazines 1...	2000 · Accounts Pa...	9800 · Paymen...	-9,562.68
Bill Pmt -Check	10/04/2019	eMagazines 1...	1000 · CashCheckin...	2000 · Account...	-9,562.68
Bill	10/22/2019	Zinio 1 year	2000 · Accounts Pa...	9800 · Paymen...	-12,000.00
Bill Pmt -Check	10/22/2019	Zinio 1 year	1000 · CashCheckin...	2000 · Account...	-12,000.00
<b>Sheryl Mase (1)</b>					
Bill	10/25/2019	Mileage for O...	2000 · Accounts Pa...	-SPLIT-	-501.12
Bill Pmt -Check	10/25/2019	Mileage for O...	1000 · CashCheckin...	2000 · Account...	-501.12
<b>Small Business Association of Michigan</b>					
Bill	10/09/2019	5/1/19-5/31/1...	2000 · Accounts Pa...	7030 · Fringe b...	-5.00
Bill Pmt -Check	10/09/2019	5/1/19-5/31/1...	1000 · CashCheckin...	2000 · Account...	-5.00
Bill	10/11/2019	Coverage 11/...	2000 · Accounts Pa...	7030 · Fringe b...	-76.99
Bill Pmt -Check	10/11/2019	Coverage 11/...	1000 · CashCheckin...	2000 · Account...	-76.99
<b>Suburban Library Co-Op</b>					
Bill	10/10/2019	MI Cooperativ...	2000 · Accounts Pa...	8300 · Dues	-300.00
Bill Pmt -Check	10/10/2019	MI Cooperativ...	1000 · CashCheckin...	2000 · Account...	-300.00
<b>TERRAPIN COMPUTERS</b>					
Bill Pmt -Check	10/25/2019	VOID: 8010	1000 · CashCheckin...	2000 · Account...	0.00

Mid-Michigan Library League  
**Balance Sheet**  
As of October 31, 2019

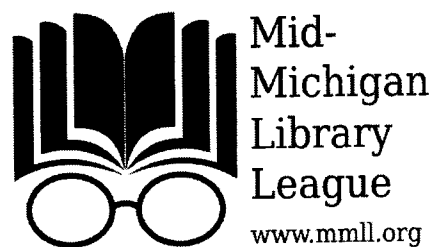
	<u>Oct 31, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · CashChecking Fifth Third	4,919.96
1030 · CashSavings Fifth Third3088	124,349.16
1040 · Lake MI Credit Union	66,323.73
<b>Total Checking/Savings</b>	<u>195,592.85</u>
<b>Accounts Receivable</b>	
1600 · Accounts Receivable	13,896.93
<b>Total Accounts Receivable</b>	<u>13,896.93</u>
<b>Total Current Assets</b>	209,489.78
<b>Other Assets</b>	
1400 · Prepaid Expense	58,826.04
<b>Total Other Assets</b>	<u>58,826.04</u>
<b>TOTAL ASSETS</b>	<u><u>268,315.82</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	160.00
<b>Total Accounts Payable</b>	160.00
<b>Other Current Liabilities</b>	
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>1,851.06</u>
<b>Total Liabilities</b>	1,851.06
<b>Equity</b>	
3000 · Net Position	286,073.26
32000 · Retained Earnings	23,227.17
Net Income	-42,835.67
<b>Total Equity</b>	<u>266,464.76</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>268,315.82</u></u>

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

	<b>Current Month Actual</b>	<b>Year to date Actual</b>	<b>Total Budget for Year</b>	<b>Remaining Budget</b>	<b>% of Budget</b>
<b>Revenues</b>					
5390 · Indirect state aid	0	0	104,675	-104,675	0.00%
5400 · Interest income	19	19	1,500	-1,481	1.27%
5500 · Reimbursements From Other Govt	25,096	25,096	104,967	-79,871	23.91%
5600 · Miscellaneous Income	100	100	9,189	-9,089	1.09%
5800 · Direct State Aid	0	0	159,653	-159,653	0.00%
5850 · Workshops/Training Fees	120	120	1,500	-1,380	8.00%
	<b>25,335</b>	<b>25,335</b>	<b>381,484</b>	<b>-356,149</b>	
<b>Total Income</b>					
<b>Expense</b>					
<b>Personnel Services</b>					
7020 · Salaries and Wages	6,286	6,286	82,158	-75,872	7.65%
7030 · Fringe benefits	2,066	2,066	27,067	-25,001	7.63%
7110 · Employer Social Security	390	390	5,094	-4,704	7.65%
7120 · Employer Medicare	91	91	1,191	-1,100	7.65%
<b>Subtotal Personnel</b>	<b>8,832</b>	<b>8,832</b>	<b>115,510</b>	<b>-106,678</b>	
<b>Supplies</b>					
7270 · Postage UPS	0	0	250	-250	0.00%
7400 · Operating Supplies	0	0	500	-500	0.00%
9780 · Maker Kits	0	0	1,000	-1,000	0.00%
9810 · Periodicals	0	0	150	-150	0.00%
9830 · AudioVisual	25,380	25,380	25,380	0	100.00%
9870 · Computer Software	0	0	375	-375	0.00%
<b>Subtotal Supplies</b>	<b>25,380</b>	<b>25,380</b>	<b>27,655</b>	<b>-2,275</b>	
<b>Services &amp; Other Charges</b>					

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8010 · RIDES	6,492	6,492	78,492	-72,000	8.27%
8017 · Information Systems/Computer	653	653	5,500	-4,847	11.87%
8030 · Financial Services	160	160	5,930	-5,770	2.70%
8300 · Dues	300	300	1,500	-1,200	20.00%
8500 · Telephone	89	89	1,100	-1,011	8.09%
8550 · Utilities	61	61	1,000	-939	6.12%
8600 · Travel and Conferences	805	805	8,500	-7,695	9.48%
8602 · Workshops	3	3	4,000	-3,997	0.08%
8603 · Grants to Member Libraries	0	0	15,000	-15,000	0.00%
9100 · Insurance	0	0	2,100	-2,100	0.00%
9110 · Copier Lease	0	0	360	-360	0.00%
9300 · Repairs and Maintenance	0	0	500	-500	0.00%
9400 · Rent	685	685	8,327	-7,642	8.22%
9500 · Bank Service Charges	-21	-21		-21	100.00%
9550 · Bad Debts	0	0	42	-42	0.00%
9560 · Contingency/Misc	0	0	0	0	0.00%
9800 · Payment for Others	24,631	24,631	104,967	-80,336	23.47%
<b>Subtotal Services &amp; Other</b>	<b>33,859</b>	<b>33,859</b>	<b>237,318</b>	<b>-203,459</b>	
<b>Capital Outlay &amp; Social Projects</b>					
9050 · Equipment	0	0	1,000	-1,000	0.00%
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>-1,000</b>	
<b>Total Expense</b>	<b>68,071</b>	<b>68,071</b>	<b>381,483</b>	<b>-313,412</b>	
<b>Net Income</b>	<b>-42,736</b>	<b>-42,736</b>	<b>1</b>	<b>-42,737</b>	

**Mid-Michigan Library League  
Director's Report  
November 2019**



**Administrative:**

- Board members, groups they represent, year term ends, officers for FY19 (*\*need these representatives renewed or appointed for FY20 and onward*):
  - Group 1 – Mary Edens – 20
  - Group 2 – Susan LaBelle –20
  - Group 3 – Patti Colvin –20
  - \*Group 4 – Diane Eisenga – 19
  - Group 5 – Eric Smith –21
  - \*Group 6 – Lois Langenburg – 19
  - \*Group 7 – Valerie Church-McHugh – 19
  - \*Group 8 – OPEN
  - \*Group 9 – Jeanette Fleury – 19
- Advisory Council
  - FY20 Co-Chairs – Debra Greenacre (Manistee) and Mary Barker (Pentwater).
  - Future Meeting dates: March 12, 2020, 11:00 a.m. (Shelby District Library), May 14, 2020, 11:00 a.m. (White Pine District Library), August 13, 2020, 11:00 a.m. (Surrey Township Public Library)
- Certificate of Deposit, 12-month, \$65K at Lake Michigan Credit Union; maturity date 11-26-19.

**Continuing Education:**

- The CE Committee (Patti Skinner, Tracy Logan-Walker, Debra Greenacre, Amanda McLaren) will be meeting November 26<sup>th</sup> in Manistee to discuss FY20 activities. Let them know what training/services/shared collections/etc. you might want from your co-op! A survey may be developed – stay tuned.
- Monthly opportunities for webinars and in-person trainings are offered to the membership via the News of Interest newsletter. Find member library news there as well!

**Mini-Grant Program:**

The first round of the Library Service Expansion and Mini-Grant program is underway, with applications due on Friday, December 6<sup>th</sup>. Awards will be announced on December 13<sup>th</sup> for expenditures made until May 8, 2020. The second round will be announced January 6, 2020 with applications due March 6<sup>th</sup> with announcements made on March 13 for expenditures made until August 7, 2020.

**eResources:**

- Members not currently part of Up North Digital OverDrive are encouraged to join. The current deadline to join for January is December 13, 2019. The next opportunity will be those who apply by June 12, 2020 to join in July. The new collection development teams meet soon to formalize their processes for the new contract beginning on 12/21/19.
- RBdigital downloadable eAudiobooks are now available to all members of MMLL. We had the core collections (around 8,000 items) but now we have the unlimited collection of over 30,000 titles that are always available. Don't forget to put the link on your website and let patrons know about this

service! <https://wmlpmi.rbdigital.com/>. Also available to everyone is Transparent Language Online (TLO) and eMagazines for those who participate in that group.

#### Tech Assistance:

- FY20 begins with each MMLL member library holding four hours of credit for computer services from Cory Walker, "Emergency Geek."
- See the [website here](#) for how to contact Cory and arrange for your needed service

#### Member Libraries:

- **Glen Lake Community Library** is in temporary quarters, with the main library under remodeling. **Benzie Shores District Library** is fundraising for an addition. **Cadillac Wexford Public Library** will soon open the new location for their **Mesick branch**, and soon the **Manton branch** will begin construction on a new building. **Mason County District Library's** UnBound project has been successful in allowing student ID card numbers as public library cards and delivering materials directly to the various locations for student requests. **Manistee County Library** has engaged MCLS staff for community engagement strategic planning this year.

#### In the News:

- [ALA delivers #eBooksForAll Petition, with 160,000+ Signatures, to Macmillan Publishers](#)
- COSLA (all of the state librarians) has a November 6, 2019 press release [posted here](#)

#### Travel/Meetings:

10/7/19 – Chase library Board meeting  
10/11/19 – MCDA – co-op directors meeting in Lansing  
10/14/19 – Grants committee meeting  
10/16-18/19 – MLA annual conference, Novi  
10/30/19 – Audit  
11/7/19 – Advisory Council meeting in McBain

~*Sheryl*

Sheryl L. Mase



LAKE MICHIGAN CREDIT UNION  
 P.O. Box 2848  
 Grand Rapids, MI 49501-2848  
 RETURN SERVICE REQUESTED

Your Statement Of Accounts  
 07/01/2019-09/30/2019  
 Your Account Number  
 xxxxxx7136  
 Page 1

137219 1 AV 0-383 195195-137219-528  
 MID-MICHIGAN LIBRARY LEAGUE  
 201 N MITCHELL ST SUITE 302  
 CADILLAC MI 49601-1859

Refinance, and save thiiiiis much on your Mortgage. Mortgage rates are the lowest they've been in a long time. Refinance your mortgage to lower your monthly payment, eliminate Private Mortgage Insurance (PMI), or reduce your term. To get started, contact us at (844) 754-6280 or visit LMCU.org/Refinance. Our mortgage contact center is now open extended hours to serve you.

Summary-Share Accounts

ID #	Type	Beginning Balance	Ending Balance
00	MEMBER SAVINGS	\$5.00	\$5.00
40	1 YEAR CERTIFICATE	\$65,920.31	\$66,323.73
	Total		\$66,328.73

MEMBER SAVINGS			Share Account ID 00		
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jul 01		Beginning Balance			\$5.00
Sep 30		Ending Balance			\$5.00

1 YEAR CERTIFICATE			Share Account ID 40		
			Total Deposits		\$403.42
			Total Withdrawals		\$0.00
Trans	Eff Date	Transaction	Withdrawal	Deposit	Balance
Jul 01		Beginning Balance			\$65,920.31
Jul 26	Jul 26	Deposit Dividend 2.423%		\$131.28	\$66,051.59
		***Annual Percentage Yield Earned 2.450% from 06/26/2019 to 07/25/2019			
Aug 26	Aug 26	Deposit Dividend 2.423%		\$135.93	\$66,187.52
		***Annual Percentage Yield Earned 2.450% from 07/26/2019 to 08/25/2019			
Sep 26	Sep 26	Deposit Dividend 2.423%		\$136.21	\$66,323.73
		***Annual Percentage Yield Earned 2.450% from 08/26/2019 to 09/25/2019			
Sep 30		Ending Balance			\$66,323.73
		Maturity Date:11/26/2019			

Dividend Summary	Account	Dividends Year To Date
	MEMBER SAVINGS	\$0.00
	1 YEAR CERTIFICATE	\$1,194.28
	Total	\$1,194.28

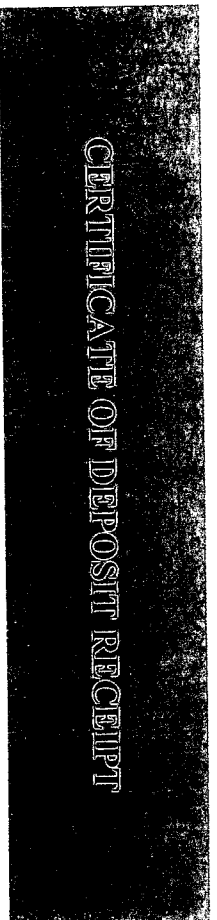
Your current account relationship is VIP



**LAKE MICHIGAN CREDIT UNION**  
 PO Box 2848  
 Grand Rapids, MI 49501-2848  
 Phone: (616)242-9790  
 Fax: (616)242-9557

Account Number: 0001637136-40

Account Owner(s): MID-MICHIGAN LIBRARY LEAGUE



Date Issued: 11/26/18  
 Certificate Type: 1 YEAR CERTIFICATE  
 Maturity Date: 11/26/19  
 Amount of Deposit: \$65,000.00  
 Interest Rate: 2.423%  
 Annual Percentage Yield: 2.450%  
 Interest Payment Option: Add Interest to Principal  
 Maturity Option: Transfer to 0001637136-00

**1. Rate Information.** The Annual Percentage Yield (APY) is a percentage rate that reflects the total amount of interest to be paid on an account based on the interest rate and frequency of compounding for an annual period. The Interest Rate and Annual Percentage Yield are fixed and will be in effect for the initial term of the account. For accounts subject to interest compounding, the Annual Percentage Yield is based on an assumption that interest will remain on deposit until maturity. A withdrawal of interest will reduce earnings.

**2. Interest Compounding and Crediting.** Interest is credited monthly on the anniversary of the date issued. Interest is compounded monthly only if the interest payment option is Add Interest to Principal.

**3. Balance Information.** To open any account, you must deposit or already have on deposit at least the par value amount in a Member Savings account. Par value of one share is \$5.00. This account has an additional minimum opening deposit of \$500.00. Interest is calculated using the Daily Balance method, which applies the periodic rate to the balance in the account each day.

**4. Accrual of Interest.** Interest will begin to accrue on noncash deposits (e.g. checks) on the business day you make the deposit to your account. If you close your account before accrued interest is credited, accrued interest will not be paid.

**5. Transaction Limitations.** Additional deposits are not allowed. You may make withdrawals subject to the early withdrawal penalties stated below.

**6. Maturity.** Your account will mature on the maturity date stated above. If you have elected Automatic Renewal as your maturity option, the account will renew for another term at the rate in force on that date.

**Early Withdrawal Penalty.** We may impose a penalty if you withdraw from your account before the maturity date. The penalty schedule is as follows:

Term of less than 12 months: 90 days interest  
 Term of 12 months or greater: 180 days interest

**How the Penalty works.** The penalty is calculated as a forfeiture of part of the interest that has been or would be earned on the account. It applies whether or not interest has been earned. In other words, if the account has not yet earned enough interest or if the interest has already been paid, the penalty will be deducted from the principal.

**Exceptions to Early Withdrawal Policy.** At our option, we may pay the account before maturity without imposing an early withdrawal penalty under the following circumstances:

- (i) When an account owner dies or is determined to be legally incompetent by a court or other body of competent jurisdiction.
- (ii) Where the account is an Individual Retirement Account (IRA) and any portion is paid within seven (7) days after the establishment, or where the account is a Keogh Plan (Keogh) provided that the depositor forfeits and amount of at least equal to the simple interest earned in the amount withdrawn, or where the account is an IRA or Keogh and the owner attains age 70 ½ or becomes disabled.

**Renewal Policy.** If you have selected Automatic Renewal as your maturity option, you will have a grace period of 10 days after the maturity date in which to withdraw funds in the account without being charged an early withdrawal penalty.

**Nontransferable/Nonnegotiable.** Your account is nontransferable and nonnegotiable.