

Board of Trustees Meeting

September 19, 2019, 1:30 p.m.

at

**The Lake House
704 Maritime Drive
Ludington, MI 49431**

Type of Meeting: Annual Meeting of the Board

Location: The Lake House, 704 Maritime Dr, Ludington, MI 49431

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

Draft Agenda

1. Call to Order – (Vice-Chair Patti Colvin)	Roll call
2. Approval of agenda	<u>Action Item</u> : Approve agenda
3. Approval of minutes	<u>Action Item</u> : Approve minutes from 8-15-19 Board meeting
4. Public participation and communications	Advisory Council report
5. Financial report	<u>Action Item</u> : Approve purchase journals for August 2019 (roll call) <u>Action Item</u> : Accept financial reports (income statements, balance sheets) for August 2019
6. Director's report	<u>Information Items</u> :
7. Committees: <u>Finance</u> <u>Personnel</u>	<u>Finance</u> : FY20 budget is ready to adopt. Any discussion? <u>Personnel</u> :
8. Old business	<u>Discussion Item</u> : Board representative replacements for Group 8 and Group 9 needed; renewals needed for Groups 4, 6 and 7 <u>Discussion Item</u> : Review Plan of Service and FY20 meeting schedule – any needed changes?
9. New business	<u>Action Item</u> : FY20 budget approval <u>Action Item</u> : Review and approve FY20 Board meeting schedule <u>Action Item</u> : Re-confirm Plan of Service
10. Public comment	
11. Additional Advisory Council comments	
12. Board member comments	
13. Adjournment	

~Next Meeting~

Tentatively November 14, 2019 at 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
August 15, 2019
Cadillac Wexford Public Library
10:00 a.m.**

Call to Order: With a quorum present, Patti Colvin, Vice Chair, called the meeting to order at 10:04 a.m.

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

Also Present: Patti Skinner, Sheryl Mase

Absent: Diane Eisenga, Jeanette Fleury

Approval of Agenda: M/S Eric Smith/Lois Langenburg. Motion denied.
M/S Mary Edens/Eric Smith to revise the agenda by eliminating the discussion replacing representatives and adding a review of Affiliate Membership Policy to Old Business. Agenda approved with changes.

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

Public Participation and Communications: Patti Skinner, Chair, Advisory Council reported on the most recent meeting held in Manistee on August 8th. There was discussion on the Annual Meeting to be held in Ludington on September 19th at the Lake House; the pros and cons of a shared ILS; 2020 Census and forming a Complete Count Committee (CCC). The Board gave Patti a huge "Thank You" for her dedicated service as Advisory Council Chair. A new chair is needed for FY20.

Financial Reports: M/S Valerie Church-McHugh/Mary Edens. Purchase Journals for May, June, July 2019 were approved with a roll call vote: Mary Edens - Yes; Susan LaBelle - Yes; Eric Smith - Yes; Lois Langenburg - Yes; Valerie Church-McHugh - Yes; Patti Colvin - Yes.

M/S Eric Smith/Valerie Church-McHugh to accept the financial reports for May, June, and July 2019. Motion approved.

Director's Report:

- Sheryl/Eric discussed the Complete Count Committee and encouraged community agencies and libraries to partner to enhance the success/accuracy of the census count.
- Sheryl sent out member agreements for Overdrive. The new reduced pricing will begin in December. The savings will be put into purchasing additional content.

Committee Reports:

Finance: Eric Smith reported on the committee meeting held on July 9th. The committee recommends that the budget for FY20 be presented at the Annual Meeting.

Personnel: No report.

Old Business: Affiliate Membership Policy was changed at the May 2019 meeting to allow an application by any Michigan library. The list of benefits did not change from the previous policy.

New Business:

- A. MMLL FY20 draft budget - The Board discussed the proposed budget for FY20.
- B. MMLL FY19 Budget Amendment - M/S Mary Edens/Eric Smith to accept the FY19 Budget Amendment. Roll Call: Valerie Church-McHugh - Yes; Susan LaBelle - Yes; Mary Edens - Yes; Lois Langenburg - Yes; Eric Smith - Yes; Patti Colvin - Yes. Motion approved.
- C. M/S Eric Smith/Valerie Church-McHugh to approve the affiliate membership of Missaukee District Library. Motion approved.

Public Comment: None

Additional Advisory Council comments: MeL Training will be held at WSCC on September 6 by Theresa Runyan.

Board Comments: In order to clarify the process for recommending annual salary increases for the MMLL director, Eric Smith proposed a statement that addresses this. The Board discussed the implications of such a statement and where it would be placed (Personnel Manual, Director's Job Description?).

M/S Eric Smith/Mary Edens to approve an annual salary increase based on the annual COLA adjustment as figured by the Social Security Administration each year as well as on merit and MMLL budgetary health. Motion approved. The director shall propose the annual budget accordingly.

Cadillac Library will now charge \$25 for out of district patrons using the library.

Adjournment: There being no objections, Board Chair Colvin adjourned the meeting at 11:55 a.m.

Mid-Michigan Library League

Transaction List by Vendor

August 2019

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	08/20/2019	payroll servic...	2000 · Accounts Pa...	8030 · Financi...	-160.00
Bill Pmt -Check	08/20/2019	payroll servic...	1000 · CashCheckin...	2000 · Account...	-160.00
Blue care Network					
Bill	08/19/2019	Coverage 9/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-752.01
Bill Pmt -Check	08/19/2019	Coverage 9/1/...	1000 · CashCheckin...	2000 · Account...	-752.01
CADILLAC PRINTING					
Bill	08/19/2019	Annual Meeti...	2000 · Accounts Pa...	8600 · Travel a...	-96.50
Bill Pmt -Check	08/20/2019	Annual Meeti...	1000 · CashCheckin...	2000 · Account...	-96.50
Charter Business					
Bill	08/08/2019	Service 7/31/...	2000 · Accounts Pa...	8500 · Telepho...	-88.96
Bill Pmt -Check	08/08/2019	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-88.96
CONSUMERS ENERGY					
Bill Pmt -Check	08/19/2019	Service 7/17/...	1000 · CashCheckin...	2000 · Account...	-81.72
Bill	08/21/2019	Service 7/17/...	2000 · Accounts Pa...	8550 · Utilities	-81.72
Delta Dental					
Bill	08/19/2019	Coverage 9/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Bill Pmt -Check	08/19/2019	Coverage 9/1/...	1000 · CashCheckin...	2000 · Account...	-33.38
Emergency Geek					
Bill	08/06/2019	Tech service ...	2000 · Accounts Pa...	8017 · Informat...	-189.60
Bill	08/08/2019	Tech service ...	2000 · Accounts Pa...	8017 · Informat...	-142.70
Bill Pmt -Check	08/19/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-332.30
Eric Smith					
Bill Pmt -Check	08/19/2019	8/15/19 Board...	1000 · CashCheckin...	2000 · Account...	-83.52
Bill	08/21/2019	8/15/19 Board...	2000 · Accounts Pa...	8600 · Travel a...	-83.52
Freeconferencecall.com					
Check	08/08/2019	One month o...	1000 · CashCheckin...	8602 · Worksh...	-3.00
JotForm					
Check	08/28/2019	One year 8/26...	1000 · CashCheckin...	9870 · Comput...	-159.00
Lois Langenburg					
Bill Pmt -Check	08/19/2019	8/15/19 B oar...	1000 · CashCheckin...	2000 · Account...	-37.12
Bill	08/21/2019	8/15/19 B oar...	2000 · Accounts Pa...	8600 · Travel a...	-37.12
MARY EDENS (2)					
Bill Pmt -Check	08/19/2019	8/15/19 Board...	1000 · CashCheckin...	2000 · Account...	-75.40
Bill	08/21/2019	8/15/19 Board...	2000 · Accounts Pa...	8600 · Travel a...	-75.40
MEIJER					
Check	08/14/2019	8/15/19 Board...	1000 · CashCheckin...	8600 · Travel a...	-30.65
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	08/20/2019	MERS for Au...	2000 · Accounts Pa...	7030 · Fringe b...	-1,241.57
Bill Pmt -Check	08/20/2019	MERS for Au...	1000 · CashCheckin...	2000 · Account...	-1,241.57
OCH LLC					
Bill Pmt -Check	08/02/2019	Rent for May ...	1000 · CashCheckin...	2000 · Account...	-684.74
Bill Pmt -Check	08/19/2019	Rent for Sept ...	1000 · CashCheckin...	2000 · Account...	-684.74
Bill	08/20/2019	Rent for May ...	2000 · Accounts Pa...	9400 · Rent	-684.74
PATRICIA COLVIN					
Bill Pmt -Check	08/19/2019	8/15/19 Board...	1000 · CashCheckin...	2000 · Account...	-19.72
Bill	08/21/2019	8/15/19 Board...	2000 · Accounts Pa...	8600 · Travel a...	-19.72
PENTWATER TOWNSHIP LIBRARY (1)					
Bill	08/07/2019	Grant for teen...	2000 · Accounts Pa...	8603 · Grants t...	-540.00
Bill Pmt -Check	08/07/2019	Grant for teen...	1000 · CashCheckin...	2000 · Account...	-540.00
Sheryl Mase (1)					
Bill	08/02/2019	mileage for Ju...	2000 · Accounts Pa...	-SPLIT-	-273.18
Bill Pmt -Check	08/02/2019	mileage for Ju...	1000 · CashCheckin...	2000 · Account...	-273.18
Bill	08/07/2019	Stipend for us...	2000 · Accounts Pa...	9560 · Conting...	-2,000.00
Bill Pmt -Check	08/07/2019	Stipend for us...	1000 · CashCheckin...	2000 · Account...	-2,000.00
Small Business Association of Michigan					
Bill Pmt -Check	08/02/2019	Annual dues ...	1000 · CashCheckin...	2000 · Account...	-119.00
Bill	08/12/2019	Coverage 9/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-76.99
Bill Pmt -Check	08/12/2019	Coverage 9/1/...	1000 · CashCheckin...	2000 · Account...	-76.99
Susan LaBelle					
Bill Pmt -Check	08/19/2019	8/15/19 Board...	1000 · CashCheckin...	2000 · Account...	-63.80
Bill	08/21/2019	8/15/19 Board...	2000 · Accounts Pa...	8600 · Travel a...	-63.80
The Inn on Ferry Street					
Check	08/14/2019	Lodging for c...	1000 · CashCheckin...	8600 · Travel a...	-163.77
Valerie ChurchMcHugh					
Bill Pmt -Check	08/19/2019	8/15/19 Board...	1000 · CashCheckin...	2000 · Account...	-96.28
Bill	08/21/2019	8/15/19 Board...	2000 · Accounts Pa...	8600 · Travel a...	-96.28

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

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	53,080	105,144	104,128	1,016	100.98%
5400 · Interest income	158	1,406	1,500	-94	93.76%
5500 · Reimbursements From Other Govt	0	24,583	24,583	0	100.00%
5600 · Miscellaneous Income	200	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	30	478	1,400	-922	34.12%
Total Income	53,468	291,665	291,364	301	
Expense					
Personnel Services					
7020 · Salaries and Wages	9,191	73,063	79,916	-6,853	91.42%
7030 · Fringe benefits	2,104	19,174	26,282	-7,108	72.96%
7110 · Employer Social Security	570	4,530	4,955	-425	91.42%
7120 · Employer Medicare	133	1,059	1,159	-100	91.41%
Subtotal Personnel	11,998	97,826	112,312	-14,486	
Supplies					
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	159	159	300	-141	53.00%
Subtotal Supplies	159	13,574	14,780	-1,206	

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Services & Other Charges					
8010 · RIDES	6,492	70,849	78,636	-7,787	90.10%
8017 · Information Systems/Computer	332	2,776	5,500	-2,724	50.48%
8030 · Financial Services	160	5,385	6,000	-615	89.75%
8300 · Dues	0	1,120	1,500	-380	74.70%
8500 · Telephone	89	890	1,100	-210	80.87%
8550 · Utilities	82	649	1,000	-351	64.89%
8600 · Travel and Conferences	940	5,880	8,500	-2,620	69.17%
8602 · Workshops	3	3,386	5,000	-1,614	67.73%
8603 · Grants to Member Libraries	540	7,961	10,000	-2,039	79.61%
9100 · Insurance	0	934	2,100	-1,166	44.48%
9110 · Copier Lease	0	275	360	-85	76.31%
9300 · Repairs and Maintenance	0	108	500	-392	21.60%
9400 · Rent	685	7,449	8,286	-837	89.90%
9500 · Bank Service Charges	-21	-188		-188	100.00%
9550 · Bad Debts	0	0	46	-46	0.00%
9560 · Contingency/Misc	2,000	2,097	10,000	-7,903	20.97%
9800 · Payment for Others	0	24,202	24,202	0	100.00%
Subtotal Services & Other	11,302	133,772	162,730	-28,958	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	0	0	0.00%
Subtotal Capital Outlay	0	0	0	0	
Total Expense	23,459	245,172	289,822	-44,650	
Net Income	30,010	46,492	1,542	44,950	

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09/04/19

Accrual Basis

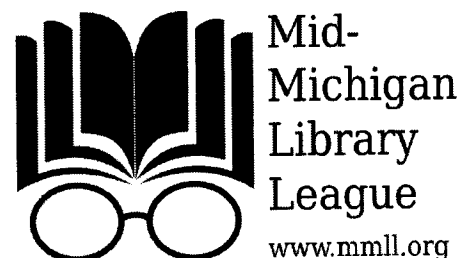
Mid-Michigan Library League

Balance Sheet

As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	3,508.13
1030 · CashSavings Fifth Third3088	186,084.30
1040 · Lake MI Credit Union	66,187.52
Total Checking/Savings	255,779.95
Accounts Receivable	
1600 · Accounts Receivable	7,045.05
Total Accounts Receivable	7,045.05
Total Current Assets	262,825.00
Other Assets	
1400 · Prepaid Expense	71,073.96
Total Other Assets	71,073.96
TOTAL ASSETS	333,898.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-10.00
Total Accounts Payable	-10.00
Other Current Liabilities	
Michigan Unemployment	-502.45
2400 · Accrued Wages	1,528.91
2410 · Accrued FICA	94.80
2420 · Accrued Medicare	22.17
Total Other Current Liabilities	1,143.43
Total Current Liabilities	1,133.43
Total Liabilities	1,133.43
Equity	
3000 · Net Position	274,100.79
32000 · Retained Earnings	11,972.47
Net Income	46,692.27
Total Equity	332,765.53
TOTAL LIABILITIES & EQUITY	333,898.96

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



Administrative:

- Board members, groups they represent, year term ends, officers for FY19 (**need some representatives renewed or appointed for FY20 and onward*):
 - Group 1 – Mary Edens – 20
 - Group 2 – Susan LaBelle – 20
 - Group 3 – Patti Colvin – 20 (Vice-Chair)
 - *Group 4 – Diane Eisenga – 19
 - Group 5 – Eric Smith – 21 (Treasurer)
 - *Group 6 – Lois Langenburg – 19
 - *Group 7 – Valerie Church-McHugh – 19 (Secretary)
 - *Group 8 – OPEN (was chair)
 - *Group 9 – Jeanette Fleury – 19 (retiring)
 - Committees of the Board (*Board chair is ex-officio*):
 - **Finance** – FY19: Smith, Church-McHugh, Langenburg (*need to appoint new FY20 members in November*)
 - **Personnel** – FY19: Colvin, Eisenga, Edens (*need to appoint new FY20 members in November*)
- Other MMLL committees (*need to refresh in November for FY20*):
- **Grants** – FY19: Eric Smith (MCDL), Mary Barker (Pentwater), Jennifer Thorson (RCADL)
 - **E-resources** – FY19: Eric Smith (MCDL), Stacy Pasche (Benzie Shores), Tom Burnosky (RCADL), Emma Ereksen (Seville Twp)
 - **Continuing Education** – FY19: Patti Skinner (MCDL/Scottville), Tracy Logan-Walker (Cadillac), Amanda McLaren (Benzonia)
 - **Up North Digital Steering Committee** – FY19/FY20: Eric Smith (MCDL), Stacy Pasche (Benzie Shores). Northland members are Val Meyerson (Charlevoix) and Maureen Derenzy (Otsego County). Ex-officio: Roger Mendel (Northland) and Sheryl Mase (MMLL)
- Advisory Council (*need new Chair for FY20*)
 - FY19 Chair – Patti Skinner (MCDL/Scottville)
 - Certificate of Deposit, 12-month, \$65K at Lake Michigan Credit Union; maturity date 11-26-19.

Services:

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

Continuing Education:

- This year's annual meeting will be held in Ludington at The Lake House. The first hour of the day will include networking and poster sessions from various member libraries.
- 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:

Both rounds of the FY19 Library Service Expansion & Mini-Grant Program provided funding to 17 member libraries for 21 projects in the amount of \$9,997. (See the list of funded projects at <https://www.mml.org/a/grants>). Funding provided summer reading programs, computers, projectors and other library technology, website development, and staff and Board continuing education opportunities. The target for FY20 is to commit even more funds to this valuable program. We will need new members to serve on the grants committee.

eResources:

- The Up North Digital OverDrive Steering Committee is working on a new master contract, to be signed in December. The new participation agreements have all been signed and returned, and the new pricing model will save most libraries money, and will allow those who have not participated in the past to pay a lower cost to join. Billing will now be handled by the co-op.
- We have a nice proposal from RBDigital that includes the eMagazines for those members who wish to participate at a group rate, and also for the eAudiobook expanded collection of over 30,000 titles, and the Transparent Language Online (TLO) for each member library. We will provide the eAudiobooks and TLO in FY20, beginning October 1, 2019, to all member libraries' patrons as a benefit of co-op membership if the budget is approved as presented at the annual meeting in Ludington.

Tech Assistance:

- Cory Walker, "Emergency Geek," has put in many hours at MMLL member libraries this fiscal year. Each library started the year with four hours of his time, plus paid mileage for him to travel to the library. During the year, some libraries have needed more hours, some not so many, and the process of donating to each other has worked out well.
- We intend to keep this program in FY20, so please give us any feedback and/or suggestions you may have in order to make the program work as a good benefit for the membership.

In the News:

- MLA condemns Macmillan Publishers eBook Lending Model and calls on the library community and library patrons to contact Macmillan Publishers to express their objection to the company's new policy.

Travel/Meetings:

8/8 – Manistee County Library, Advisory Council meeting (see notes posted on the website)
8/15-16 – Detroit, Michigan Cooperative Directors Association (MCDA) retreat
8/28 – Mt. Pleasant, Census Workshop
9/9 – Chase, Board training and meeting
9/16 – Evart, City meeting and library visit
9/19 – MMLL annual luncheon meeting, Ludington
9/24 – Gaylord, Merit Broadband Summit

~*Sheryl*

Sheryl L. Mase

Mid-Michigan Library League
FY20 Budget Proposal
9/12/2019

		FY18	FY18	FY19	FY19	FY20	
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	
	Account ID	Approved	Final	Approved	Amended	Proposed	
Revenues							
Indirect state aid - bill membership	5390	\$95,994	\$95,994	\$109,873	\$104,128	\$104,675	Sheryl: 263,734 population times \$0.39689475 to 36 members
Interest income	5400	\$300	\$300	\$340	\$1,500	\$1,500	Sheryl: Interest from CD and regular bank account
Reimbursements From Other Gov't.	5500	\$22,500	\$22,500	\$22,000	\$24,583	\$104,967	Sheryl: Movie License \$7,314; Rbdigital magazines \$22,000 (\$14,100 MMLL members + \$7,900 midland); TLO for Midland \$1,445; Syndetics \$1,623; OverDrive billing \$72,585.46
Miscellaneous Income	5600	\$0	\$0	\$0	\$100	\$9,189	Sheryl: carryover from FY19 excess
Refunds	5700	\$0					
Large Print Books	5750	\$0					
Sale of Assets	5650		\$0	\$0	\$0	\$0	Sheryl: pop 279,393 times \$.39689 per capita plus 5,949.1 square miles times \$7.94 for density, roughly...matching FY19
Direct State Aid + Density	5800	\$145,003	\$145,003	\$158,125	\$159,653	\$159,653	
Workshops / Training Fees	5850	\$2,000	\$600	\$1,500	\$1,400	\$1,500	
Total Revenues		\$265,797	\$264,397	\$291,838	\$291,364	\$381,484	
Expenses							
		2017-2018	2017-2018	2018-2019	2018-2019	2018-2019	
		Approved	Amended	Approved	Approved	Approved	
Personnel Services							
Permanent Salaries	7020	\$78,312	\$78,312	\$79,602	\$79,916	\$82,158	Sheryl: Lisa at \$16.50, 10 hrs/wk, 52 weeks; Sheryl 42 weeks @ \$1,406.80, 10 weeks @ \$1,449.20
Fringe Benefits	7030	\$20,179	\$20,179	\$26,282	\$26,282	\$27,067	Sheryl: See Salaries tab
Social Security -Employer	7110	\$4,855	\$4,855	\$4,935	\$4,955	\$5,094	Sheryl: 6.2% of payroll
Medicare - Employer	7120	\$1,121	\$1,140	\$1,154	\$1,159	\$1,191	Sheryl: 1.45% of payroll
Subtotal - Personnel		\$104,467	\$104,486	\$111,973	\$112,311	\$115,510	
Supplies							
Postage-UPS	7270	\$250	\$250	\$250	\$250	\$250	
Operating Supplies	7400	\$1,500	\$1,500	\$1,500	\$500	\$500	
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0	\$0	\$0	
Books/Program Materials	9780	\$1,000	\$1,200	\$1,000	\$1,000	\$1,000	
Periodicals	9810	\$150	\$150	\$150	\$150	\$150	Sheryl: Rbdigital audiobooks \$22,500; TLO \$2,880
Audio-Visual	9830	\$15,000	\$12,580	\$22,100	\$12,580	\$25,380	Sheryl: Jotform 160, McAfee 35, Adobe Acrobat Pro 180
Computer Software	9870	\$300	\$300	\$300	\$300	\$375	
Subtotal - Supplies		\$18,200	\$15,980	\$25,300	\$14,780	\$27,655	
Services & Other Charges							
Professional/Contractual (RIDES)	8010	\$77,728	\$78,240	\$77,059	\$78,636	\$78,492	Sheryl: See separate tab; amortize at \$6,541
Information Systems Computers	8017	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	Sheryl: \$165/mo payroll = \$1,980 ; audit est at \$3,950
Financial Services	8030	\$5,700	\$6,005	\$6,000	\$6,000	\$5,930	
Dues	8300	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Telephone	8500	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	
Utilities--Electric service	8550	\$1,300	\$1,300	\$1,000	\$1,000	\$1,000	
Travel and Conferences	8600	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	
Workshops	8602	\$2,500	\$1,500	\$4,000	\$5,000	\$4,000	Sheryl: Two rounds of mini-grants plus incentive funds for UND. (Platform fee for 36 libraries is \$137.93 x 36 = \$4,965.52)
Grants to member libraries	8603	\$5,000	\$5,000	\$10,000	\$10,000	\$15,000	
Insurance	9100	\$1,000	\$2,100	\$2,100	\$2,100	\$2,100	
Copier lease	9110	\$350	\$370	\$360	\$360	\$360	
Repairs and Maintenance	9300	\$500	\$500	\$500	\$500	\$500	
Rent	9400	\$7,641	\$8,286	\$8,286	\$8,286	\$8,327	Sheryl: 7 months rent at \$477.41 plus CAM (207.33); 5 months at \$491.73 plus CAM - 3% more, rounded.
Bank Service Charges	9500	\$0	\$0	\$0	\$0	\$0	
Bad Debts	9550	\$100	\$100	\$50	\$46	\$42	
Contingency/Misc.	9560	\$1,211	\$430	\$5,610	\$2,000	\$0	Sheryl: Movie License \$7,314; Rbdigital magazines \$22,000 (\$14,100 original group + \$7,900 midland); TLO for Midland \$1,445; Syndetics \$1,623; OverDrive bill \$72,585.46
Expenses/payments for Others	9800	\$22,500	\$22,500	\$22,000	\$24,202	\$104,967	
Subtotal - Services & Other		\$142,130	\$142,931	\$153,565	\$154,730	\$237,318	
Capital Outlay & Special Projects							
Equipment, etc.	9050	\$1,000	\$1,000	\$1,000	\$0	\$1,000	

		FY18	FY18	FY19	FY19	FY20
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020
	Account ID	Approved	Final	Approved	Amended	Proposed
Subtotal - Capital Outlay		\$1,000	\$1,000	\$1,000	\$0	\$1,000
Total Expenditures		\$265,797	\$264,397	\$291,838	\$281,821	\$381,484
Revenues Over (Under)		\$0	\$0	(\$0)	\$9,543	\$0
Fund Balance - Beginning of Year		\$274,101	\$274,101	\$274,101	\$274,101	\$274,455
Fund Balance At End of Year		\$274,101	\$274,101	\$274,101	\$283,644	\$274,455
Summary						
Mid-Michigan Library League Budget		FY18	FY18	FY19	FY19	FY19
		2017-2018	2017-2018	2018-2019	2018-2019	2018-2019
Budget Summary		Approved	Amended	Approved	Approved	Approved
Personnel Services		\$104,467	\$104,486	\$111,973	\$112,311	\$115,510
Supplies		\$18,200	\$15,980	\$25,300	\$14,780	\$27,655
Services & Other Charges		\$142,130	\$142,931	\$153,565	\$154,730	\$237,318
Capital Outlay		\$1,000	\$1,000	\$1,000	\$0	\$1,000
Total		\$265,797	\$264,397	\$291,838	\$281,821	\$381,484

MID-MICHIGAN LIBRARY LEAGUE
LIBRARY COOPERATIVE PLAN OF SERVICE
Incorporating Constitution, Board By-Laws and Plan of Service

I. NAME

This Library Cooperative shall be known as the Mid-Michigan Library League, hereafter in this document referred to as MMLL.

II. AUTHORITY

This Cooperative is established as authorized by Michigan Public Act 89, 1977, known as State Aid to Public Libraries Act. In all things not herein specified, the MMLL shall be governed by P.A. 89, 1977, and any amendments thereto relating to library cooperatives.

III. PURPOSE

MMLL is dedicated to coordinating cooperative library services and resources and to providing leadership, education, communication, information and support to member libraries.

IV. COOPERATIVE LIBRARY

A. Definition

“Cooperative library” defined by P.A. 89: the service center designated by the cooperative board from which established services are provided to members.

B. Eligibility for formation:

The MMLL is eligible to form a cooperative library under provisions of section 6 (a) of P.A. 89 since it includes two or more counties with a total population of at least 100,000.

D. Area of membership:

The area to be served by the MMLL consists of the following counties and parts of counties:

Antrim	Benzie	Clare (partial)
Gratiot (partial)	Lake	Leelanau
Manistee	Mason	Mecosta
Montcalm (partial)	Missaukee	Osceola
Oceana	Roscommon (partial)	Wexford

E. Standards:

The cooperative library shall conform to requirements established by the Library of Michigan in order to qualify for state aid. Additional standards for membership may be established by the MMLL Board.

F. Funding:

1. The fiscal year shall be October 1 through September 30.
2. Services and programs provided by the cooperative library shall be paid for from direct state aid paid the cooperative library board and other funds received from grants, and by state aid to public libraries as listed in P.A. 89, Section 16, Item 4. Costs shall be considered on an annual basis by the MMLL Board which shall consider the state aid available directly to the Cooperative and to public libraries. If funds are insufficient to provide service requested by members, members may be required to pay for services in a priority order established by the

MMLL Board and Advisory Council.

- b. Non-members may enter into an Affiliate Agreement to receive services for an annual fee as determined by the MMLL Board.
- c. A budget shall be prepared annually by the Director taking into consideration the recommendations of the Advisory Council and presented to the MMLL Board for adoption prior to the beginning of the fiscal year.
- d. Financial records and activities shall be maintained in accordance with 1977 P.A. 89, all other applicable statutes, and accepted accounting practice.
- e. An annual audit shall be performed in compliance with State of Michigan regulations.

G. Core Services:

The cooperative board shall provide, directly or through a written contract, services to member libraries within the cooperative area. These services are listed below.

1. **Administrative Services:** Administrative Services are essential to the operation of MMLL and to the delivery of the Plan of Service. Costs, procedures and personnel will be reviewed on an annual basis to insure fiscal responsibility. Administrative functions include:

- a. Policy development,
- b. Finance,
- c. Personnel,
- d. Grant writing and management,
- e. Information technology,
- f. Consultation, and
- g. Advocacy.

2. **Continuing Education:** In conjunction with the Continuing Education Committee, MMLL staff will select and arrange for training on specific topics of interest to the membership. The CE Committee will be appointed by the MMLL Board on an annual basis.

3. **Interlibrary Loan/ILS:** MMLL will lead member libraries by assisting them with the technology and procedures for patron-initiated interlibrary loan via the statewide MeLCat resource sharing system. MMLL will assist members with ILS technology and shared systems as needed. Interlibrary loan service for materials not found in MeLCat will be provided via an arrangement with the White Pine Library Cooperative for a per item request fee billed directly to MMLL members on a quarterly basis.

4. **Advisory Council:** The Advisory Council is comprised of the director of each member library and is established as the key method of communication between the members, the board and administration. (See Section VI. Advisory Council)

5. **Discounts:** Negotiated discounts for library materials, databases, supplies, telecommunication services, and other volume-based purchases shall be achieved and offered to member libraries either by posting the direct contact information for the member with the discounted pricing, or by the cooperative paying the vendor invoice and then re-invoicing the membership.

6. **Website/Listserv:** MMLL shall maintain both a website and listserv as communication and resource tools for member libraries and MMLL trustees. Content shall include minutes, policies, budgets, discounts, training and grant

opportunities.

7. **Delivery:** MMLL shall pay the cost of participation in the statewide delivery system, "RIDES" for each member library. Class size I-IV will have up to three days of delivery paid for by the MMLL, and class size V and VI shall have up to five days of paid delivery. Additional payment of delivery to branch locations may be negotiated between the MMLL Board and member library.

8. **Reference:** MMLL shall provide reference and consulting services to member libraries.

9. **Technology support:** MMLL shall provide consultation on broadband connectivity, public access computing, integrated library systems, and other library technologies to its members. When the budget allows, a stipend for each member library shall be provided for payment of tech support. MMLL shall arrange for third party service at a discounted rate. In addition, MMLL shall arrange for a discounted rate for E-rate consulting.

10. **Service Initiatives:** As funds allow, MMLL will provide service initiatives to benefit the membership, such as grant programs and rotating special collections.

11. **e-Resources:** As the budget allows, MMLL will purchase access to subscription e-resources such as language learning and downloadable e-audio content. This will be provided to all members as a benefit of membership in the cooperative.

V. MEMBERSHIP

A. Eligibility for Membership:

1. Full Membership - To be eligible for full membership in the cooperative library with access to all services provided, a public library shall:

- a. Receive a minimum local support of 3/10ths of a mil on taxable value, as taxable value is calculated under section 27a of the general property tax act, 1893 P.A. 206, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.
- b. Participate on the Advisory Council.
- c. Loan materials to other libraries participating in the cooperative library.
- d. Adhere to all Michigan law pertaining to public libraries.

2. Affiliate Membership - Non-public libraries or public libraries not qualifying for full membership that wish to belong to the MMLL to be eligible for services provided, may request Affiliate Membership. The MMLL Board shall set forth a menu of services and pricing for Affiliate Members. Affiliate Members may not vote nor hold office.

B. Becoming a Member:

The local library board and/or municipal governing or appropriating body shall adopt by resolution the MMLL Plan of Service, requesting that their library become a participating member. The membership must be approved by the MMLL Board and the Library of Michigan.

C. Relinquishing Membership:

In order to withdraw from membership in the Cooperative, the local board of a public library must adopt a resolution to that effect, duplicate copies of which resolution, certified by the local board, shall be filed with the Cooperative Board and the Library of Michigan six months prior to October 1. On termination of the

six months' notice, the public library may withdraw from the Cooperative provided that the local board and the Cooperative Board submit evidence to the Library of Michigan that all obligations to the Cooperative have been satisfactorily fulfilled. If a library withdraws to join another Cooperative, the procedure is different and involves working with the Library of Michigan as well as MMLL Headquarters.

D. Disputes:

In the event of a dispute the procedures outlined in Appeal Process in the State Aid Guidelines shall be followed.

VI. ADVISORY COUNCIL

A. Purpose:

The Advisory Council is established as the key method of communication between members, board and administration. The Advisory Council shall provide a place where member libraries can express their views, state their needs and suggest actions which would benefit them. The council shall recommend to the Cooperative Board programs needed by local libraries as well as the total cooperative area.

B. Members:

Each member library is entitled to one voting member on the council. The member may be a library director or library employee.

C. Meetings:

The Advisory Council shall hold a minimum of four meetings per year, one of which shall be the annual meeting.

D. Representation to the Board:

The Advisory Council shall appoint a member of the Council on an annual basis to be their representative to the Board.

E. Committees:

Advisory Council committees may be formed as needed upon approval of the majority of members present. Standing committees may be established to annually review and revise the Plan of Service. At the discretion of the MMLL Board of Trustees, Advisory Council members may be appointed to join the Personnel Committee and the Finance Committee, as well as any Board-created ad hoc committees. . All committees shall make their reports available to the Advisory Council.

VII. REPRESENTATION OF MEMBER LIBRARIES ON GOVERNING BOARD

A. Number of Representatives:

P.A. 89 requires that a Cooperative Board have 9 voting members. The MMLL service area will be divided into 9 areas for representation.

B. Designation of Areas:

Libraries in the MMLL service area shall be grouped geographically for representation as follows:

Group 1: Antrim and Leelanau Counties (all)

Group 2: Benzie Manistee Counties (all)

Group 3: Wexford County (all)

Group 4: Missaukee (all), Roscommon (partial), and Osceola (partial) Counties

Group 5: Mason County (all)

Group 6: Lake (partial) and Osceola (partial) Counties
Group 7: Oceana and Lake (partial) Counties
Group 8: Mecosta (partial) and Clare (partial) Counties
Group 9: Gratiot (partial), Mecosta (partial), and Montcalm (partial) Counties

Group 1 - Alden District Library, Bellaire Public Library, Central Lake District Library, Glen Lake Community Library, Leland Township Library, Leelanau Township Library, Mancelona Township Library

Group 2 – Benzie Shores District Library, Benzonia Public Library, Betsie Valley District Library, Darcy Library of Beulah, Manistee County Library (Arcadia, Kaleva, Keddie-Norconk, Onkama, Wellston Branches)

Group 3 – Cadillac Wexford Public Library (Buckley, Manton, Mesick, Tustin Branches)

Group 4 – M. Alice Chapin Memorial Library (Marion), McBain Community Library, Missaukee District Library, Richfield Township Public Library

Group 5 – Mason County District Library (Scottville Branch)

Group 6 – Chase Public Library, Evart Public Library, LeRoy Community Library, Luther Area Public Library, Reed City Area District Library

Group 7 – Hart Area Public Library, Pathfinder Community Library, Pentwater Township Library, Shelby Area District Library, Walkerville Rural Public School Library

Group 8 – Barryton Public Library, Big Rapids Community Library, Surrey Township Public Library

Group 9 – Morton Township Public Library, Richland Township Library, Seville Township Library, Walton Erickson Public Library, Wheatland Township Library, White Pine District Library

C. Selection of Representative:

Library Directors and/or Trustees of member libraries within each grouping shall select one representative for their area or group of libraries.

D. Representation:

Each Board member shall represent all the member libraries of his/her designated area.

VIII. GOVERNING BODY - BY-LAWS OF THE COOPERATIVE BOARD

A. Cooperative Board

1. The MMLL Board is the governing body of the cooperative as established in P.A. 89, 1977. The Board shall be representative of the participating libraries. It shall consist of 9 voting members as approved by a majority of the participating libraries.

2. Eligibility to Serve on Board - Any adult resident of the cooperative area, including employees of member libraries, is eligible to serve on the MMLL Board.

3. Selection of Board Members - Library Directors and/or Trustees of member libraries shall select one representative for their area or group of libraries.

4. Term of Office - The term of office shall be three years. The term shall run from October 1 through September 30, or until the annual meeting at which a change in Board officers is made. If the representative cannot be present at any

meeting, a substitute may participate in the discussions but shall not be allowed to vote or make motions.

B. Powers and Duties of the Board:

1. The cooperative board is a body corporate and may sue and be sued.
2. The cooperative board shall do all of the following:
 - (a.) Operate the cooperative library and manage and control the cooperative library's funds and property.
 - (b.) Select a chairperson
 - (c.) Establish, maintain, and operate cooperative services for public libraries in the cooperative library's area.
 - (d.) Appoint a director or coordinator to administer the cooperative library, fix that person's compensation, and delegate to that person those powers the delegation of which is in the best interest of the cooperative library, including the power to hire necessary employees.
 - (e.) Acquire books, periodicals, library materials, equipment, supplies, or other personal property by purchase, installment purchase contract, or lease with or without an option to purchase, or enter into a loan agreement and borrow money for that purpose.
 - (f.) Erect buildings or acquire real property, including buildings and fixtures, by purchase, land contract, installment purchase contract, or lease with or without an option to purchase, or enter into a loan agreement and borrow money for that purpose.
 - (g.) Enter into contracts to receive service from or give service to libraries in the state, including public, school, academic, cooperative, or special libraries, and political subdivisions of the state.
 - (h.) Exclusively control expenditures for the cooperative library.
 - (i.) Accept gifts and donations of property for the benefit of the cooperative library and for the purposes for which donated.
 - (j.) Adopt bylaws and rules not inconsistent with this act for its own government and do those things necessary to carry out the purposes of this act.
3. All of the following shall apply to an installment purchase contract, land contract, loan agreement, or lease purchase contract entered into pursuant to subsection(2):
 - (a.) The contract shall not constitute and indebtedness of any member of the cooperative library within any constitutional, charter, or statutory limitation.
 - (b.) Principal and interest are payable solely from the revenues of the cooperative library.
 - (c.) No member of the cooperative library shall pledge its full faith and credit to the payment of principal and interest on the contract
 - (d.) Interest on the unpaid principal amount of the contract shall be treated as excluded from gross income under the internal revenue code.
4. An installment purchase contract, land contract, lease purchase contract, or loan agreement entered into pursuant to subsection(2) shall contain a statement setting forth the provisions of subsection (3).
5. An installment purchase contract, land contract, lease purchase agreement, or loan agreement entered into by the cooperative board for a purpose discussed in subsection (2) that occurred prior to the effective date of the 1995 amendatory act that added this subsection is validated and made legal for all purposes.

C. Officers of the Board:

1. The officers of the Board shall be Chair, Vice-Chair, Secretary and Treasurer, to be selected for a term of one year or until successors are elected.
2. Their duties shall be as follows:
 - a. Chair: shall preside at all meetings when present, shall exercise general supervision over the affairs of the organization, and shall serve as member ex-officio on all committees.
 - b. Vice-Chair: shall assume the duties of the Chair if the Chair is absent or disabled.
 - c. Secretary: shall cause all MMLL records to be properly maintained with advice and consent of the Board.
 - d. Treasurer: shall provide oversight in financial aspects of MMLL concerns.
3. Bonding of Officers: Adequate bonding shall be purchased for Officers and Director as needed.
4. All officers shall be elected by the MMLL Board members at the November meeting, to serve for a term of one year, and shall assume office immediately.
5. No member shall hold the same office more than twice in succession.
6. Should an officer resign before their term has expired, the Chair shall appoint another member of the Board to assume the office for the remainder of the year.
7. If a vacancy occurs in the office of Chair, the Vice-Chair shall succeed to the office.
8. Should a member of the MMLL Board resign or be unable to serve, the libraries which elected the member shall be notified and requested to elect another person to fill out the unexpired term.

D. Meetings and Quorum:

1. A minimum of six (6) meetings per year for conducting MMLL business shall be held, as called by the Chair or Director. One of these meetings, in the fall of each year, shall be designated as the Annual Meeting.
2. Special meetings may be called by the MMLL Board or on written petition of eight (8) member libraries.
3. Five (5) members of the MMLL Board shall constitute a quorum for the transaction of business.
4. Trustees are expected to attend meetings. A trustee missing three (3) consecutive meetings without notification is deemed to have resigned and may be replaced by the libraries he (she) represents.
5. Meetings of the MMLL Board and its committees shall be open to the public and otherwise held in accordance with the Open Meetings Act, Act 267 of 1976.
6. Roberts Rules of Order (revised) shall be the parliamentary authority on all meeting procedural matters not covered in this document.
7. The agenda for regular meetings shall include:
 - Call to order, roll call, introductions
 - Approval of the agenda
 - Public participation, communications
 - Preceding meeting's minutes
 - Financial reports, approval of bills
 - Director's report
 - Committee reports
 - Other reports

Old business
New business
Adjournment

E. Committees:

1. The Chair shall be empowered to appoint committees, either Standing or Ad Hoc, as deemed necessary at any time or, on the majority vote of the members at any meeting, the Chair shall appoint committees as they direct. Personnel and Finance shall be the areas of concern of two Standing committees.
2. Standing committees shall meet annually at minimum, or more often as necessary, to develop plans and make recommendations to the Board. Such committees shall include at least 3 Trustees and the Chair as an ex-officio member, and may include Advisory Council members. The Finance Committee shall include the Board Treasurer.
 - a. Personnel Committee - works with the Director to review, plan and make recommendations to the Board concerning such matters as personnel procedures, benefits, policies and job descriptions, development of annual objectives and performance appraisal of the Director and other personnel-related issues as requested by the Board; provides leadership in the recruitment and hiring of a Director, when necessary, providing recommendations to the Board.
 - b. Finance Committee - works with the Director to review, plan and make recommendations to the Board concerning such matters as amendments to the budget, long range financial planning, implementation of audit recommendations and Plan of Service objectives such as fee structure to libraries for services; and other finance-related issues as requested by the Board.

F. Amendment of By-Laws:

Any amendment to these By-Laws may be proposed at any regular meeting of the MMLL Board to be considered at the following meeting, at which they may be adopted by a two-thirds vote of the 9-member Board.

G. Suspension of By-Laws:

These By-Laws may be suspended in case of emergency by unanimous vote of all those present at a meeting at which a quorum is present.

IX. REVIEW OF PLAN OF SERVICE

The Plan of Service shall be reviewed annually by the Advisory Council and MMLL Board with any substantial revisions submitted to the member libraries and the Library of Michigan for approval.

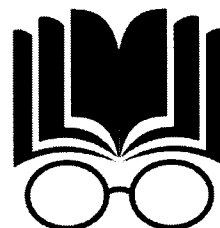
Amended and approved by a two-thirds vote of the Mid-Michigan Board of Trustees on September 22, 2016
Amended and approved by a two-thirds vote of the Mid-Michigan Board of Trustees on September 21, 2017
[Reviewed in September 2018 with no changes recommended]

Mid-Michigan Library League

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Sheryl L. Mase, Director smase@mml.org



Mid-
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MML Office Holiday Schedule: FY 2020

Holiday	Date	Status
Thanksgiving Day	November 28, 2019	Closed
Day after Thanksgiving	November 29, 2019	Closed
Christmas Eve	December 24, 2019	Closed
Christmas	December 25, 2019	Closed
New Year's Eve	December 31, 2019	Closed
New Year's	January 1, 2020	Closed
Good Friday	April 10, 2020	Closed
Memorial Day	May 25, 2020	Closed
Independence Day	July 4, 2020	Closed
Labor Day	September 7, 2020	Closed

Board Meeting Schedule: FY 2019

November 14, 2019

January 16, 2020

March 19, 2020

May 21, 2020

August 20, 2020

September 17, 2020 – annual meeting

Meetings are normally held on the
3rd Thursday of the month at 10:00 a.m.

Six meetings are required per year.

Advisory Council Meeting Schedule: FY 2019

November 7, 2019

March 12, 2020

May 14, 2020

August 13, 2020

September 17, 2020 – annual meeting

Meetings are held **a week prior** to the
Board meetings in rotating locations.
Check website for schedule. Four meetings
per year are required per the by-laws.