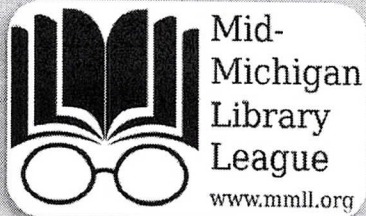


MMLL Board Packet
January 21, 2021

1. Agenda
2. Draft minutes from November 19, 2020 meeting
3. Transactions (purchase journals) for November and December 2020
4. Income/expenditure statements and balance sheets for November and December 2020
5. Director's report for January 2021
6. Miscellaneous documents – Board list, meeting schedule, budget comparison, FY18-FY21



Board of Trustees Meeting

January 21, 2021, 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 11-19-20 Board meeting
4. Public participation and communications	Advisory Council report (as needed)
5. Financial report	Action Item: Approve purchase journals for November and December 2020 (roll call) Action Item: Accept financial reports (income statements, balance sheets) for November and December 2020
6. Director's report	Information Items:
7. Committees: Finance Personnel	Finance: No meeting/report Personnel: No meeting/report
8. Old business	Discussion Item: Renew office lease or have virtual office? Current lease expires at the end of April 2021 Action Item:
9. New business	Discussion Item: Discussion Item:
10. Public comment	
11. Additional Advisory Council comments	
12. Board member comments	Information Item: news from the groups?
13. Adjournment	

~Next Meeting~

Thursday, March 18, 2021 at the Cadillac Wexford Public Library, 411 South Lake Street, Cadillac, MI 49601
or, via Zoom if COVID-19 restrictions are still in place.

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
November 19, 2020
ZOOM Videoconference
10:00 a.m.**

Call to Order: With a quorum present, Eric Smith, Chair, called the meeting to order at 10:02 a.m.

Members Present: Cindi Place (Group 1), Debra Greenacre (Group 2), Emily Thompson (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)

Members Absent: None

Also Present: Sheryl Mase, MMLL Director

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

Approval of Minutes: M/S Eisenga/Langenburg to approve the minutes of September 17, 2020. Roll Call: Greenacre - Aye; Thompson - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye. Motion passed.

Public Participation/Communications: Cindi Place reported that the Advisory Council met on Tuesday and agreed to recommend that the \$16,000 of additional state aid money be split so that \$8,000 is placed in the MiniGrant budget line and \$8,000 is placed in Audio/Visual.

Eric Smith, Chair, mentioned that was nice to see new faces to the MMLL Board of Trustees and welcomed the new members. All the regions now have representation.

Audit Report: Zach Frederickson of Baird, Cotter, & Bishop presented the audit results. He indicated that everything looks as it should. M/S Welch/Greenacre to accept the audit report. Roll call: Thompson - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Greenacre - Aye. Motion passed.

Election of Officers: Nominations for the slate of officers: Eric Smith - Chair; Deb Greenacre - Vice Chair; Lois Langenburg - Treasurer; Valerie Church-McHugh - Secretary. M/S Rockafellow/Place to approve the slate of officers. Roll call: Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Greenacre - Aye; Thompson - Aye. Motion passed.

Financial Report: M/S Rockafellow/Langenburg to approve the purchase journals for September and October 2020 and the financial reports for September and October 2020. Roll call: Smith - Aye; Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Greenacre - Aye; Thompson - Aye; Eisenga - 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 cooperative members. Other news included:

- The virtual conference "Leading Big in Small Spaces" with three participants from our cooperative.
- Increased State aid funding.
- REALM Study
- MCDA creating a letter to library trustees that will be mailed to member libraries to let them know about cooperatives.

Committee Reports: No reports.

M/S Eisenga/Place to approve the Trustees that will serve on this year's committees:

Finance: Lois Langenburg, Valerie Church-McHugh, Eric Smith

Personnel: Diane Eisenga, Patty Rockafellow, Cindi Place

Roll call: Langenburg - Aye; Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Greenacre - Aye; Thompson - Aye; Eisenga - Aye; Smith - Aye. Motion passed.

Old Business: New MERS Reporting. The board and Sheryl discussed how eligible employees earn service credits including short and long term disability, workers' compensation, unpaid family medical leave, etc. MERS reporting now requires more definition and detail regarding employee hours and what constitutes eligible costs for retirement benefits. M/S Place/Rockafellow to approve the new MERS reporting definitions with changes as discussed. Roll call: Church-McHugh - Aye; Welch - Aye; Rockafellow - Aye; Place - Aye; Greenacre - Aye; Thompson - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye. Motion passed.

New Business:

MDHHS Posts New COVID-19 Restrictions: New limitations were announced on November 15, 2020 by the MDHHS because of a second wave of COVID-19 cases. Many libraries have re-instated previous restrictions for the next several weeks.

Budget Amendment: M/S Rockafellow/Place to approve the budget amendment request. Roll call: Welch - Aye; Rockafellow - Aye; Place - Aye; Greenacre - Aye; Thompson - Aye; Eisenga - Aye; Smith - Aye; Langenburg - Aye; Church-McHugh - Aye. Motion passed.

Office Space Rental Renewal: The board discussed the pros and cons of having an actual office space as opposed to being a virtual location. Cindi Place will discuss the issue with the Advisory Council to see if they have any ideas about the benefits of a tangible address versus a virtual one. The current lease goes through April 2021. The board will revisit this topic at the January board meeting.

Public Comment: None

Additional Advisory Council Comments: None

Board Member Comments: Cindi Place is excited to be on the board.

Adjournment: M/S Place/Greenacre to adjourn the meeting at 11:23 a.m. Motion passed.

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

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	11/13/2020	Audit for year en...	2000 · Accounts Payable	8030 · Financial S...	-4,100.00
Bill	11/20/2020	payroll services f...	2000 · Accounts Payable	8030 · Financial S...	-165.00
Bill Pmt -Check	11/25/2020		1000 · CashChecking Fif...	2000 · Accounts P...	-4,265.00
Blue care Network					
Bill	11/16/2020	Coverage 12/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-863.54
Bill Pmt -Check	11/16/2020	Coverage 12/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-863.54
Charter Business					
Bill	11/06/2020	service 9/30/20-1...	2000 · Accounts Payable	8500 · Telephone	-177.92
Bill Pmt -Check	11/06/2020	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-177.92
CONSUMERS ENERGY					
Bill	11/12/2020	service10/13/20-...	2000 · Accounts Payable	8550 · Utilities	-57.70
Bill Pmt -Check	11/16/2020	service10/13/20-...	1000 · CashChecking Fif...	2000 · Accounts P...	-57.70
Delta Dental					
Bill	11/23/2020	coverage 12/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	11/25/2020	coverage 12/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
OCH LLC					
Bill Pmt -Check	11/16/2020		1000 · CashChecking Fif...	2000 · Accounts P...	-699.06
Bill	11/20/2020		2000 · Accounts Payable	9400 · Rent	-699.06
OverDrive					
Bill	11/25/2020	Deposit for Cont...	2000 · Accounts Payable	9800 · Payment fo...	-4,000.00
Small Business Association of Michigan					
Bill Pmt -Check	11/06/2020	Coverage 12/1/2...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99
Bill	11/13/2020	Coverage 12/1/2...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99
SUBURBAN LIBRARY CO-OP					
Bill Pmt -Check	11/04/2020	Co-Op Directors ...	1000 · CashChecking Fif...	2000 · Accounts P...	-300.00
U.S POSTAL SERVICE (PBS)					
Check	11/25/2020	1 roll stamps and...	1000 · CashChecking Fif...	7270 · PostageUPS	-215.60

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

Type	Date	Memo	Account	Split	Amount
BAIRD COTTER AND BISHOP					
Bill	12/18/2020	Payroll service fo...	2000 · Accounts Payable	8030 · Financial S...	-165.00
Bill Pmt -Check	12/18/2020	VOID: Payroll se...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	12/18/2020	Payroll service fo...	1000 · CashChecking Fif...	2000 · Accounts P...	-165.00
Blue care Network					
Bill	12/14/2020	Coverage 1/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-863.54
Bill Pmt -Check	12/14/2020	Coverage 1/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-863.54
CADILLAC NEWS					
Check	12/14/2020	One year subscri...	1000 · CashChecking Fif...	9810 · Periodicals	-144.00
Charter Business					
Bill	12/01/2020	Service 12/1/250...	2000 · Accounts Payable	8500 · Telephone	-88.96
Bill Pmt -Check	12/01/2020	8245-12-203-016...	1000 · CashChecking Fif...	2000 · Accounts P...	-88.96
CONSUMERS ENERGY					
Bill	12/13/2020	Service 11/13/20...	2000 · Accounts Payable	8550 · Utilities	-50.05
Bill Pmt -Check	12/13/2020	Service 11/13/20...	1000 · CashChecking Fif...	2000 · Accounts P...	-50.05
Delta Dental					
Bill	12/23/2020	Coverage 1/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-32.04
Bill Pmt -Check	12/30/2020	Coverage 1/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-32.04
Metcom					
Bill	12/22/2020	1000 masks	2000 · Accounts Payable	9800 · Payment fo...	-192.99
Bill Pmt -Check	12/30/2020	1000 masks	1000 · CashChecking Fif...	2000 · Accounts P...	-192.99
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	12/01/2020	MERS for Nove...	2000 · Accounts Payable	7030 · Fringe ben...	-1,448.62
Bill Pmt -Check	12/01/2020	MERS for Nove...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,448.62
Bill	12/30/2020	MERS for Dece...	2000 · Accounts Payable	7030 · Fringe ben...	-2,172.93
Bill Pmt -Check	12/30/2020	MERS for Dece...	1000 · CashChecking Fif...	2000 · Accounts P...	-2,172.93
OCH LLC					
Bill Pmt -Check	12/18/2020	VOID: 2 months ...	1000 · CashChecking Fif...	2000 · Accounts P...	0.00
Bill Pmt -Check	12/18/2020	2 months rent du...	1000 · CashChecking Fif...	2000 · Accounts P...	-1,398.12
Bill	12/20/2020	2 months remt d...	2000 · Accounts Payable	9400 · Rent	-1,398.12
OverDrive					
Bill Pmt -Check	12/04/2020	Deposit for Cont...	1000 · CashChecking Fif...	2000 · Accounts P...	-4,000.00
Small Business Association of Michigan					
Bill Pmt -Check	12/01/2020	Coverage 1/1/21-...	1000 · CashChecking Fif...	2000 · Accounts P...	-76.99
Bill	12/08/2020	Coverage 1/1/21-...	2000 · Accounts Payable	7030 · Fringe ben...	-76.99

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

	Current	Total		% of Budget	
	Month Actual	Year to date Actual	Budget for Year		Remaining Budget
Revenues					
5390 · Indirect state aid	0	0	112,605	-112,605	0.00%
5400 · Interest income	7	16	500	-484	3.13%
5500 · Reimbursements From Other Govt	100	2,888	85,000	-82,112	3.40%
5600 · Miscellaneous Income	0	0	0	0	0.00%
5800 · Direct State Aid	0	0	167,719	-167,719	0.00%
5850 · Workshops/Training Fees	0	0	300	-300	0.00%
Total Income	107	2,904	366,124	-363,220	
Expense					
Personnel Services					
7020 · Salaries and Wages	6,465	12,839	84,530	-71,691	15.19%
7030 · Fringe benefits	973	3,349	31,450	-28,101	10.65%
7110 · Employer Social Security	401	796	5,241	-4,445	15.19%
7120 · Employer Medicare	94	186	1,226	-1,040	15.19%
Subtotal Personnel	7,932	17,171	122,447	-105,276	
Supplies					
7270 · Postage UPS	216	216	300	-84	71.87%
7400 · Operating Supplies	0	128	600	-472	21.32%
9780 · Maker Kits	0	0	1,500	-1,500	0.00%
9810 · Periodicals	0	0	120	-120	0.00%
9830 · AudioVisual	0	3,500	14,552	-11,052	24.05%
9870 · Computer Software	0	0	375	-375	0.00%
Subtotal Supplies	216	3,844	17,447	-13,603	
Services & Other Charges					
8010 · RIDES	6,818	13,637	82,434	-68,797	16.54%

	Current	Year to	Total	% of	
	Month	date	Budget	Budget	
	Actual	Actual	for Year	Remaining	
			Budget	Budget	
				Budget	
8017 · Information Systems/Computer	0	755	5,500	-4,745	13.73%
8030 · Financial Services	4,265	4,430	6,190	-1,760	71.57%
8300 · Dues	0	300	1,200	-900	25.00%
8500 · Telephone	178	178	1,200	-1,022	14.83%
8550 · Utilities	58	123	1,000	-877	12.29%
8600 · Travel and Conferences	0	50	7,000	-6,950	0.72%
8602 · Workshops	0	0	1,000	-1,000	0.00%
8603 · Grants to Member Libraries	0	0	23,000	-23,000	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	1,398	8,393	-6,995	16.66%
9500 · Bank Service Charges	1	2	0	2	100.00%
9550 · Bad Debts	0	0	0	0	0.00%
9560 · Contingency/Misc	0	0	13	-13	0.00%
9800 · Payment for Others	10,051	19,466	85,000	-65,534	22.90%
Subtotal Services & Other	22,070	40,339	225,230	-184,891	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	0	0	1,000	-1,000	
Total Expense	30,218	61,353	366,124	-304,771	
Net Income	-30,111	-58,450	0	-58,450	

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

	Nov 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	9,648.99
1030 · CashSavings Fifth Third3088	213,156.51
Total Checking/Savings	222,805.50
Accounts Receivable	
1600 · Accounts Receivable	100.00
Total Accounts Receivable	100.00
Total Current Assets	222,905.50
Other Assets	
1400 · Prepaid Expense	56,261.85
Total Other Assets	56,261.85
TOTAL ASSETS	279,167.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,000.00
Total Accounts Payable	4,000.00
Other Current Liabilities	
2100 · Federal Withholding	-814.38
2110 · FICA Withholding	407.19
2120 · Medicare 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	6,709.25
Total Liabilities	6,709.25
Equity	
3000 · Net Position	309,300.43
32000 · Retained Earnings	21,647.31
Net Income	-58,489.64
Total Equity	272,458.10
TOTAL LIABILITIES & EQUITY	279,167.35

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

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	0	0	112,605	-112,605	0.00%
5400 · Interest income	7	23	500	-477	4.54%
5500 · Reimbursements From Other Govt	119	3,007	85,000	-81,993	3.54%
5600 · Miscellaneous Income	0	0	0	0	0.00%
5800 · Direct State Aid	0	0	167,719	-167,719	0.00%
5850 · Workshops/Training Fees	0	0	300	-300	0.00%
	126	3,030	366,124	-363,094	
Total Income					
Expense					
Personnel Services					
7020 · Salaries and Wages	9,603	22,442	84,530	-62,088	26.55%
7030 · Fringe benefits	4,594	7,943	31,450	-23,507	25.26%
7110 · Employer Social Security	595	1,391	5,241	-3,850	26.55%
7120 · Employer Medicare	139	325	1,226	-901	26.54%
Subtotal Personnel	14,931	32,102	122,447	-90,345	
Supplies					
7270 · Postage UPS		216	300	-84	71.87%
7400 · Operating Supplies	0	128	600	-472	21.32%
9780 · Maker Kits	0	0	1,500	-1,500	0.00%
9810 · Periodicals	144	144	120	24	120.00%
9830 · AudioVisual	0	7,500	14,552	-7,052	51.54%
9870 · Computer Software	0	0	375	-375	0.00%
Subtotal Supplies	144	7,988	17,447	-9,459	
Services & Other Charges					
8010 · RIDES	6,818	20,455	82,434	-61,979	24.81%

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
8017 · Information Systems/Computer	0	755	5,500	-4,745	13.73%
8030 · Financial Services	165	4,595	6,190	-1,595	74.23%
8300 · Dues	0	300	1,200	-900	25.00%
8500 · Telephone	89	267	1,200	-933	22.24%
8550 · Utilities	50	173	1,000	-827	17.29%
8600 · Travel and Conferences	0	50	7,000	-6,950	0.72%
8602 · Workshops	0	0	1,000	-1,000	0.00%
8603 · Grants to Member Libraries	0	0	23,000	-23,000	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	1,398	2,796	8,393	-5,597	33.32%
9500 · Bank Service Charges	0	2	0	2	100.00%
9550 · Bad Debts	0	0	0	0	0.00%
9560 · Contingency/Misc	0	0	13	-13	0.00%
9800 · Payment for Others	6,244	21,710	85,000	-63,290	25.54%
Subtotal Services & Other	14,765	51,104	225,230	-174,126	
Capital Outlay & Social Projects					
9050 · Equipment	0	0	1,000	-1,000	0.00%
Subtotal Capital Outlay	0	0	1,000	-1,000	
Total Expense	29,840	91,193	366,124	-274,931	
Net Income	-29,714	-88,164	0	-88,164	

1:36 PM

01/06/21

Accrual Basis

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

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	1,678.44
1030 · CashSavings Fifth Third3088	200,143.59
Total Checking/Savings	201,822.03
Accounts Receivable	
1600 · Accounts Receivable	219.00
Total Accounts Receivable	219.00
Total Current Assets	202,041.03
Other Assets	
1400 · Prepaid Expense	43,392.32
Total Other Assets	43,392.32
TOTAL ASSETS	<u>245,433.35</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Federal Withholding	-814.38
2110 · FICA Withholding	407.19
2120 · Medicare 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	2,709.25
Total Liabilities	2,709.25
Equity	
3000 · Net Position	309,300.43
32000 · Retained Earnings	21,647.31
Net Income	-88,223.64
Total Equity	242,724.10
TOTAL LIABILITIES & EQUITY	<u>245,433.35</u>

**Mid-Michigan Library League
Director's Report
January 2021**



Note: We are still in the midst of the COVID-19 global pandemic. There are two approved vaccines, but the roll-out is slow and positive test cases remain high throughout the U.S. and there are now variants of the virus as well.

At this time, some MMLL member libraries are open at a limited capacity for indoor service, and most are doing curbside service of some type. The Advisory Council is meeting the second and fourth Tuesday mornings via Zoom. We are following [MDHHS](#) and [MIOSHA](#) guidance, 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). See MMLL [Advisory Council page](#).
 - The group is meeting the second and fourth Tuesday mornings at 10 a.m. via Zoom.

Continuing Education:

- In-person trainings have been cancelled/postponed. There are many options for online training, virtual conferences, and on-demand webinars and training modules.
- The recorded presentation on Human Resources in two parts by Brian Mortimore from Kent District Library is on the MMLL website under [webinars](#).
- The MMLL monthly newsletter will change format in 2021, streamlined for ease of use. The goal will be to make sure members know of resources they can use and training they can receive online, hopefully in an at-a-glance format. Look for this soon.

eResources:

- OverDrive purchased the digital portion of Recorded Books (AKA RBdigital). The MMLL contract with RBdigital expired at the end of FY20. No more RBdigital downloadables.
- [Transparent Language Online](#) is available to all of MMLL through FY21, still accessible via the RBdigital app (we expect to see on Libby when they complete the transition) and [ONLINE](#).
- The [Up North Digital/OverDrive](#) consortium is open to the remaining MMLL member libraries who would like to join. We currently have 31 of 36 members participating, plus one affiliate - Missaukee.
- MMLL has an Advantage account with OverDrive, allowing us to add materials that would serve the MMLL members of Up North Digital first, and then potentially be available to others in the consortium. There is a small group working to add Advantage titles, using MMLL funds.

Grants:

- The FY21 Grants Committee includes Diane Eisenga (McBain), Tracy Logan-Walker (Cadillac), and Kathleen Rash (Hart). In the first round of the FY21 Library Service Enhancement & Mini-Grant Program, 17 proposals were received and the committee recommended **full funding for all**, for a total commitment of \$10,949. The second round will be announced February 1st.
- In the FY21 budget, we have \$23,000 allocated, so \$12,051 remains for round 2 of the mini-grant program.

Tech Assistance:

- “Emergency Geek” Cory Walker will continue serving member libraries in FY21. Each MMLL member library has four hours of tech support plus mileage.
- 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:

- Cadillac Wexford Public Library is hoping to fill their full-time children’s librarian position. Tracy is actively interviewing.
- Reed City Area District Library no longer serves Hersey Township as they have withdrawn from the district, making their residents UNSERVED, sadly. RCADL is now a class 2 library serving a population of 6,690.

Trustee Mailing:

The day before the Thanksgiving holiday, all MMLL member library trustees were sent a mailing via USPS that was also shared with directors. I have received three back so far because of bad addresses, but that means that of the 207 pieces mailed, 204 were received. MMLL directors are encouraged to invite the MMLL director to come to a local Board meeting (or attend virtually) to answer any questions or to do a training on roles and responsibilities.

In the News:

- As of this writing, over 375,000 people in the U.S. have died of COVID-19. In Michigan, the number of deaths is over 14,000.
- There have been national events of historic significance, with a second impeachment likely, but the January 20th inauguration will make Joe Biden our 46th U.S. president.

Travel/Meetings:

1/8/21 – Reed City to deliver 3D printer
Working mostly from home and meetings via Zoom.

~Sheryl

Sheryl L. Mase
MMLL director

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	sweich@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@mml.org

Group Libraries

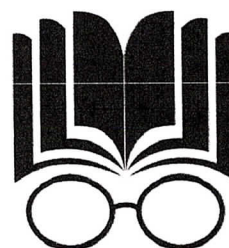
1	Alden District Library, Bellaire Public Library, Central Lake District Library, Glen Lake Community Library, Leelanau Twp Library, Leland Twp Public Library, Mancelona Twp Library
2	Benzie Shores District Library, Benzonia Public Library, Betsie Valley District Library, Darcy Library of Beulah, Manistee 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, Evert 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-
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MMLL 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.

Mid-Michigan Library League
 FY18-2020 final audited, FY21 approved and amended budgets
 1/14/2021

		FY18	FY18	FY19	FY19	FY20	FY20	FY21	FY21
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021
	Account ID	Approved	Final - Audited	Approved	Final - Audited	Approved	Final - Audited	Approved	Amended 11-19-20
Revenues									
Indirect state aid - bill membership	5390	\$95,994	\$95,994	\$109,873	\$105,144	\$104,675	\$104,905	\$104,905	\$112,605
Interest income	5400	\$300	\$300	\$340	\$1,567	\$1,500	\$587	\$500	\$500
Reimbursements From Other Gov't.	5500	\$22,500	\$22,500	\$22,000	\$24,583	\$104,967	\$88,233	\$85,000	\$85,000
Miscellaneous Income/grants	5600	\$0	\$0	\$0	\$400	\$9,189	\$5,300		
Refunds	5700	\$0							
Large Print Books	5750	\$0							
Sale of Assets	5650		\$0	\$0	\$0	\$0		\$0	\$0
Direct State Aid + Density	5800	\$145,003	\$145,003	\$158,125	\$159,653	\$159,653	\$159,467	\$159,467	\$167,719
Workshops / Training Fees	5850	\$2,000	\$600	\$1,500	\$958	\$1,500	\$140	\$300	\$300
Total Revenues		\$265,797	\$264,397	\$291,838	\$292,305	\$381,484	\$358,632	\$350,172	\$366,124
Expenses									
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021
		Approved	Final	Approved	Final	Approved	Final	Approved	Amended
Personnel Services									
Permanent Salaries	7020	\$78,312	\$78,312	\$79,602	\$79,384	\$82,158	\$82,369	\$84,530	\$84,530
Fringe Benefits	7030	\$20,179	\$20,179	\$26,282	\$21,331	\$27,067	\$26,383	\$31,450	\$31,450
Social Security -Employer	7110	\$4,855	\$4,855	\$4,935	\$4,922	\$5,094	\$5,107	\$5,241	\$5,241
Medicare - Employer	7120	\$1,121	\$1,140	\$1,154	\$1,151	\$1,191	\$1,194	\$1,226	\$1,226
Subtotal - Personnel		\$104,467	\$104,486	\$111,973	\$106,788	\$115,510	\$115,053	\$122,447	\$122,447
Supplies									
Postage-UPS	7270	\$250	\$250	\$250	\$200	\$250	\$277	\$300	\$300
Operating Supplies	7400	\$1,500	\$1,500	\$1,500	\$253	\$500	\$762	\$600	\$600
Interlibrary Loan and OCLC	8014	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Books/Program Materials	9780	\$1,000	\$1,200	\$1,000	\$394	\$1,000	\$308	\$1,500	\$1,500
Periodicals	9810	\$150	\$150	\$150	\$144	\$150	\$120	\$120	\$120
Audio-Visual	9830	\$15,000	\$12,580	\$22,100	\$12,425	\$25,380	\$25,380	\$6,600	\$14,552
Computer Software	9870	\$300	\$300	\$300	\$159	\$375	\$0	\$375	\$375
Subtotal - Supplies		\$18,200	\$15,980	\$25,300	\$13,575	\$27,655	\$26,847	\$9,495	\$17,447
Services & Other Charges									
Professional/Contractual (RIDES)	8010	\$77,728	\$78,240	\$77,059	\$77,273	\$78,492	\$79,214	\$82,434	\$82,434
Information Systems Computers	8017	\$5,500	\$5,500	\$5,500	\$4,021	\$5,500	\$4,474	\$5,500	\$5,500
Financial Services	8030	\$5,700	\$6,005	\$6,000	\$5,705	\$5,930	\$5,905	\$6,190	\$6,190
Dues	8300	\$1,500	\$1,500	\$1,500	\$1,120	\$1,500	\$1,129	\$1,200	\$1,200
Telephone/Internet	8500	\$1,100	\$1,100	\$1,100	\$979	\$1,100	\$1,068	\$1,200	\$1,200
Utilities--Electric service	8550	\$1,300	\$1,300	\$1,000	\$688	\$1,000	\$752	\$1,000	\$1,000
Travel and Conferences	8600	\$8,500	\$8,500	\$8,500	\$7,922	\$8,500	\$2,928	\$7,000	\$7,000
Workshops	8602	\$2,500	\$1,500	\$4,000	\$5,087	\$4,000	\$201	\$1,000	\$1,000
Grants to member libraries	8603	\$5,000	\$5,000	\$10,000	\$9,880	\$15,000	\$13,719	\$15,000	\$23,000
Insurance	9100	\$1,000	\$2,100	\$2,100	\$1,984	\$2,100	\$1,909	\$2,500	\$2,500
Copier lease (toner)	9110	\$350	\$370	\$360	\$275	\$360	\$291	\$300	\$300
Repairs and Maintenance	9300	\$500	\$500	\$500	\$162	\$500	\$150	\$500	\$500
Rent	9400	\$7,641	\$8,286	\$8,286	\$8,143	\$8,327	\$8,303	\$8,393	\$8,393
Bank Service Charges	9500	\$0	\$0	\$0	\$0	\$0	\$117	\$0	\$0
Bad Debts	9550	\$100	\$100	\$50	\$0	\$42	\$0	\$0	\$0

		FY18	FY18	FY19	FY19	FY20	FY20	FY21	FY21
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021
	Account ID	Approved	Final - Audited	Approved	Final - Audited	Approved	Final - Audited	Approved	Amended 11-19-20
Contingency/Misc.	9560	\$1,211	\$430	\$5,610	\$2,000	\$0	\$0	\$13	\$13
Expenses/payments for Others	9800	\$22,500	\$22,500	\$22,000	\$23,476	\$104,967	\$91,751	\$85,000	\$85,000
Subtotal - Services & Other		\$142,130	\$142,931	\$153,565	\$148,715	\$237,318	\$211,911	\$217,230	\$225,230
(without passthru)								\$132,230	\$140,230
Capital Outlay & Special Projects									
Equipment, etc.	9050	\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$1,745	\$1,000	\$1,000
Subtotal - Capital Outlay		\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$1,745	\$1,000	\$1,000
Total Expenditures		\$265,797	\$264,397	\$291,838	\$269,078	\$381,484	\$355,556	\$350,172	\$366,124
Revenues Over (Under)		0	0	(0)	23,227	0	3,076	0	(0)
Fund Balance - Beginning of Year		\$274,101	\$274,101	\$274,101	\$286,073	\$309,300	\$309,300	\$312,376	\$312,376
Fund Balance At End of Year		\$274,101	\$274,101	\$274,101	\$309,300	\$309,300	\$312,376	\$312,376	\$312,376
Summary									
Mid-Michigan Library League Budget		FY18	FY18	FY19	FY19	FY20	FY20	FY21	FY21
		2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020
Budget Summary		Approved	Final	Approved	Final	Approved	Final	Approved	Amended
Personnel Services		\$104,467	\$104,486	\$111,973	\$106,788	\$115,510	\$115,053	\$122,447	\$122,447
Supplies		\$18,200	\$15,980	\$25,300	\$13,575	\$27,655	\$26,847	\$9,495	\$17,447
Services & Other Charges		\$142,130	\$142,931	\$153,565	\$148,715	\$237,318	\$211,911	\$217,230	\$225,230
Capital Outlay		\$1,000	\$1,000	\$1,000	\$0	\$1,000	\$1,745	\$1,000	\$1,000
Total		\$265,797	\$264,397	\$291,838	\$269,078	\$381,484	\$355,556	\$350,172	\$366,124