



Board of Trustees Meeting

May 16, 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 3-21-19 Board meeting
4. Public participation and communications	Advisory Council report as needed
5. Financial report	Action Item: Approve purchase journals for March & April 2019 (roll call) Action Item: Accept financial reports (income statements, balance sheets) for March & April 2019
6. Director's report	Information Items: MMLL mini-grant program, Small Libraries, Big Impact conference
7. Committees: <u>Finance</u> <u>Personnel</u>	<u>Finance</u> : Budget meeting scheduled for Tuesday, July 9 th at 10 a.m. in Ludington – Mason County District Library <u>Personnel</u> : Director evaluation report
8. Old business	Discussion Item:
9. New business	Discussion Item: Review Affiliate membership policy and consider whether it needs editing for Up North Digital and RBdigital eMagazine group participation.
10. Public comment	
11. Additional Advisory Council comments	
12. Board member comments	Information Item: news from the groups?
13. Adjournment	

~Next Meeting~

Thursday, August 15, 2019, 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
March 21, 2019
Cadillac Wexford Public Library
10:00 a.m.**

Call to Order: With a quorum present, Board Chair Chris Cook called the meeting to order at 10:02 a.m.

Present: Mary Edens, Susan LaBelle, Eric Smith, Chris Cook, Jeannette Fleury, Lois Langenburg, Patti Colvin

Also Present: Sheryl Mase (Director, MMLL)

Absent: Diane Eisenga

Approval of Agenda: M/S Church-McHugh/Langenburg. Agenda approved.

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

Public Participation: Eric Smith summarized the discussion items from the Advisory Council meeting that took place in Big Rapids. These included:

1. OverDrive/Up North Digital updates
2. Read by Grade 3 legislation, Ready to Read program
3. 2020 Census
 - a. Will be completed mostly on-line
 - b. Libraries will be vital to assisting patrons in collecting the information as this will impact money funneled to libraries
 - c. Grant of \$10,000 available from Community Foundation in Fremont to support census (ie. internet hotspots)
 - d. Check in with our local governments to see if they have information on how they will be involved (ie. dedicated computers?)
 - e. People trained to help with the census could volunteer to be in the library for patron assistance/support
4. MMLL Mini Grants
5. Small Libraries, Big Impact conference

Financial Report: M/S Edens/Fleury to approve the purchase journals for January and February 2019. Edens-yes; LaBelle-yes; Church-McHugh-yes; Smith-yes; Langenburg-yes; Colvin-yes; Fleury-yes; Cook-yes. Motion approved.

M/S Smith/Church-McHugh to accept the financial reports for January and February 2019. Motion approved.

Director's Report: Sheryl gave updates on the registration for the Small Libraries, Big Impact Conference which will be held at Treetops Resort April 29-30, 2019. She reminded us that the second round of mini-grants are in and have shown great interest from many libraries. Bright Ideas videos are on the MMLL YouTube channel. She suggested that Jennifer Strauss, Storyteller, provide a workshop in May for our libraries.

Committee Reports:

Finance: No report.

Personnel: No report.

Old Business: The board revisited the discussion about Director health insurance and policies that can be used following retirement. The Personnel Committee will discuss options when they meet in April and give their input to the Finance Committee for their discussion when they meet in July. Sheryl shared a synopsis of the options and cost of different medical benefits packages. The Board also discussed the format and process for completing the Director's Evaluation this year.

New Business: The board and Director discussed the possibility of adding funding in next year's budget for a part-time Youth/Floater/Mentor staff member. Sheryl will include this in one of her budget proposals. The consensus of the board was that a full-time Director and a physical office space is still important and should continue for next year.

Public Comments: None

Additional Advisory Council Comments: Next meetings will be in Alden on May 9th; Manistee on August 8th.

Board Member Comments: Board members shared information on programming at their libraries.

Adjournment: There being no objections, Board Chair Chris Cook adjourned the meeting at 11:41 a.m.

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

Type	Date	Memo	Account	Split	Amount
3Doodler					
Bill	03/29/2019	Filament for 3...	2000 · Accounts Pa...	9780 · Maker ...	-42.95
After 26 Depot					
Bill	03/21/2019	Catering for b...	2000 · Accounts Pa...	8600 · Travel a...	-192.00
Bill Pmt -Check	03/22/2019	Catering for b...	1000 · CashCheckin...	2000 · Account...	-192.00
Alden District Library (1)					
Bill	03/21/2019	Mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-978.00
Bill Pmt -Check	03/22/2019	Mini grant for ...	1000 · CashCheckin...	2000 · Account...	-978.00
AMAZON.COM					
Bill	03/01/2019	Sewing Maker...	2000 · Accounts Pa...	9780 · Maker ...	-25.93
Bill	03/01/2019	Maker Kit sup...	2000 · Accounts Pa...	9780 · Maker ...	-4.99
Bill Pmt -Check	03/06/2019		1000 · CashCheckin...	2000 · Account...	-30.92
Bill	03/07/2019	Maker kits	2000 · Accounts Pa...	9780 · Maker ...	-59.95
Bill Pmt -Check	03/08/2019	Maker kits	1000 · CashCheckin...	2000 · Account...	-59.95
BAIRD COTTER AND BISHOP					
Bill	03/21/2019	Payroll servic...	2000 · Accounts Pa...	8030 · Financi...	-160.00
Bill Pmt -Check	03/21/2019	Payroll servic...	1000 · CashCheckin...	2000 · Account...	-160.00
Blue care Network					
Bill	03/14/2019	Coverage 4/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-752.01
Bill Pmt -Check	03/14/2019	Coverage 4/1/...	1000 · CashCheckin...	2000 · Account...	-752.01
Chris Cook					
Bill	03/22/2019	3/21/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-62.64
Bill Pmt -Check	03/22/2019	3/21/19 board...	1000 · CashCheckin...	2000 · Account...	-62.64
CONSUMERS ENERGY					
Bill	03/22/2019	Service 2/15/...	2000 · Accounts Pa...	8550 · Utilities	-53.18
Bill Pmt -Check	03/22/2019	Service 2/15/...	1000 · CashCheckin...	2000 · Account...	-53.18
Delta Dental					
Bill	03/21/2019	Coverage 4/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Bill Pmt -Check	03/22/2019	Coverage 4/1/...	1000 · CashCheckin...	2000 · Account...	-33.38
Emergency Geek					
Bill	03/29/2019	Shelby 3 hour...	2000 · Accounts Pa...	8017 · Informat...	-184.40
Eric Smith					
Bill	03/22/2019	3/21/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-83.52
Bill Pmt -Check	03/22/2019	3/21/19 board...	1000 · CashCheckin...	2000 · Account...	-83.52
Freeconferencecall.com					
Bill	03/08/2019	Online storag...	2000 · Accounts Pa...	8602 · Worksh...	-3.00
Bill Pmt -Check	03/08/2019	Online storag...	1000 · CashCheckin...	2000 · Account...	-3.00
Libraby Ideas					
Bill	03/07/2019	Books with au...	2000 · Accounts Pa...	9830 · AudioVi...	-324.55
Bill Pmt -Check	03/07/2019	Books with au...	1000 · CashCheckin...	2000 · Account...	-324.55
Lois Langenburg					
Bill	03/22/2019	3/21/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-37.12
Bill Pmt -Check	03/22/2019	3/21/19 board...	1000 · CashCheckin...	2000 · Account...	-37.12
MARY EDENS (2)					
Bill	03/22/2019	3/21/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-74.40
Bill Pmt -Check	03/22/2019	3/21/19 board...	1000 · CashCheckin...	2000 · Account...	-74.40
Merge VR					
Bill	03/06/2019	Maker additions	2000 · Accounts Pa...	9780 · Maker ...	-73.36
Bill Pmt -Check	03/06/2019	Maker additions	1000 · CashCheckin...	2000 · Account...	-73.36
MIDEASTERN MICHIGAN LIBRARY COOPERATIVE 1					
Bill	03/05/2019	Small Librarie...	2000 · Accounts Pa...	8600 · Travel a...	-75.00
Bill Pmt -Check	03/06/2019	Small Librarie...	1000 · CashCheckin...	2000 · Account...	-75.00
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill Pmt -Check	03/21/2019	MERS March ...	1000 · CashCheckin...	2000 · Account...	-1,211.28
Bill	03/22/2019	MERS March ...	2000 · Accounts Pa...	7030 · Fringe b...	-1,211.28
Networking Butler					
Bill	03/14/2019	Remote supp...	2000 · Accounts Pa...	8017 · Informat...	-80.00
Bill	03/20/2019	Domain name...	2000 · Accounts Pa...	8017 · Informat...	-212.00
OCH LLC					
Bill Pmt -Check	03/21/2019	Rent for April ...	1000 · CashCheckin...	2000 · Account...	-670.83
Bill	03/27/2019	Rent for April ...	2000 · Accounts Pa...	9400 · Rent	-670.83
PATRICIA COLVIN					
Bill	03/22/2019	3/21/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-19.72
Bill Pmt -Check	03/22/2019	3/21/19 board...	1000 · CashCheckin...	2000 · Account...	-19.72
Small Business Association of Michigan					
Bill	03/14/2019	Coverage 4/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-74.49
Bill Pmt -Check	03/14/2019	Coverage 4/1/...	1000 · CashCheckin...	2000 · Account...	-74.49

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

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Split</u>	<u>Amount</u>
Susan LaBelle					
Bill	03/22/2019	3/21/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-63.80
Bill Pmt -Check	03/22/2019	3/21/19 board...	1000 · CashCheckin...	2000 · Account...	-63.80
Treetops Lodging					
Bill	03/06/2019	Lodging for S...	2000 · Accounts Pa...	8600 · Travel a...	-125.79
Bill Pmt -Check	03/06/2019	Lodging for S...	1000 · CashCheckin...	2000 · Account...	-125.79
Tribute Store					
Bill	03/13/2019	Flowers for Ja...	2000 · Accounts Pa...	9560 · Conting...	-96.90
Bill Pmt -Check	03/13/2019	Flowers for Ja...	1000 · CashCheckin...	2000 · Account...	-96.90
Valerie ChurchMcHugh					
Bill	03/22/2019	3/21/19 board...	2000 · Accounts Pa...	8600 · Travel a...	-96.86
Bill Pmt -Check	03/22/2019	3/21/19 board...	1000 · CashCheckin...	2000 · Account...	-96.86

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

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	0	0	109,873	-109,873	0.00%
5400 · Interest income	143	654	340	314	192.40%
5500 · Reimbursements From Other Govt	0	15,742	22,000	-6,258	71.56%
5600 · Miscellaneous Income	0	100		100	100.00%
5650 · Sale of Assets	0	0		0	0.00%
5800 · Direct State Aid	0	79,055	158,125	-79,070	50.00%
5850 · Workshops/Training Fees	0	89	1,500	-1,411	5.94%
Total Income	143	95,641	291,838	-196,197	
Expense					
Personnel Services					
7020 · Salaries and Wages	9,092	39,507	79,602	-40,095	49.63%
7030 · Fringe benefits	2,071	10,398	26,282	-15,884	39.56%
7110 · Employer Social Security	564	2,449	4,935	-2,486	49.63%
7120 · Employer Medicare	132	573	1,154	-581	49.64%
Subtotal Personnel	11,859	52,928	111,973	-59,045	
Supplies					
7270 · Postage UPS	0	0	250	-250	0.00%
7400 · Operating Supplies	0	84	1,500	-1,416	5.58%
9780 · Maker Kits	207	339	1,000	-661	33.89%
9810 · Periodicals	0	144	150	-6	96.00%
9830 · AudioVisual	325	12,425	22,100	-9,675	56.22%
9870 · Computer Software	0	0	300	-300	0.00%
Subtotal Supplies	532	12,991	25,300	-12,309	

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Services & Other Charges					
8010 · RIDES	6,422	38,529	77,059	-38,530	50.00%
8017 · Information Systems/Computer	476	1,069	5,500	-4,431	19.44%
8030 · Financial Services	160	4,585	6,000	-1,415	76.42%
8300 · Dues	0	666	1,500	-834	44.43%
8500 · Telephone	0	534	1,100	-566	48.52%
8550 · Utilities	53	309	1,000	-691	30.95%
8600 · Travel and Conferences	824	3,611	8,500	-4,889	42.48%
8602 · Workshops	3	3,168	4,000	-832	79.20%
8603 · Grants to Member Libraries	978	2,018	10,000	-7,982	20.18%
9100 · Insurance	0	934	2,100	-1,166	44.48%
9110 · Copier Lease	0	87	360	-273	24.20%
9300 · Repairs and Maintenance	0	54	500	-446	10.80%
9400 · Rent	671	4,025	8,286	-4,261	48.58%
9500 · Bank Service Charges	-21	-83		-83	100.00%
9550 · Bad Debts	0	0	50	-50	0.00%
9560 · Contingency/Misc	97	97	5,610	-5,513	1.73%
9800 · Payment for Others	0	15,361	22,000	-6,639	69.82%
Subtotal Services & Other	9,663	74,965	153,565	-78,600	
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	22,053	140,884	291,838	-150,954	
Net Income	-21,910	-45,243	0	-45,243	

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

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	403.97
1030 · CashSavings Fifth Third3088	152,185.90
1040 · Lake MI Credit Union	65,519.35
Total Checking/Savings	218,109.22
Total Current Assets	218,109.22
Other Assets	
1400 · Prepaid Expense	25,486.58
Total Other Assets	25,486.58
TOTAL ASSETS	243,595.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	509.35
Total Accounts Payable	509.35
Other Current Liabilities	
2400 · Accrued Wages	1,528.91
2410 · Accrued FICA	94.80
2420 · Accrued Medicare	22.17
2430 · Michigan Unemployment	-502.45
Total Other Current Liabilities	1,143.43
Total Current Liabilities	1,652.78
Total Liabilities	1,652.78
Equity	
3000 · Net Position	274,100.79
32000 · Retained Earnings	11,972.47
Net Income	-44,130.24
Total Equity	241,943.02
TOTAL LIABILITIES & EQUITY	243,595.80

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

Type	Date	Memo	Account	Split	Amount
3Doodler					
Bill Pmt -Check	04/02/2019	Filament for 3...	1000 · CashCheckin...	2000 · Account...	-42.95
AMERICAN LIBRARY ASSOC.					
Bill	04/16/2019	Annual Dues	2000 · Accounts Pa...	8300 · Dues	-335.00
Bill Pmt -Check	04/16/2019	Annual Dues	1000 · CashCheckin...	2000 · Account...	-335.00
BAIRD COTTER AND BISHOP					
Bill	04/23/2019	Payroll servic...	2000 · Accounts Pa...	8030 · Financi...	-160.00
Bill Pmt -Check	04/23/2019	Payroll servic...	1000 · CashCheckin...	2000 · Account...	-160.00
Blue care Network					
Bill	04/09/2019	Coverage 5/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-752.01
Bill Pmt -Check	04/16/2019	Coverage 5/1/...	1000 · CashCheckin...	2000 · Account...	-752.01
Burbon House					
Check	04/17/2019	Used MMLL c...	1000 · CashCheckin...	9560 · Conting...	-12.25
Charter Business					
Bill	04/01/2019	Service 3/31/...	2000 · Accounts Pa...	8500 · Telepho...	-88.96
Bill Pmt -Check	04/02/2019	8245-12-203-...	1000 · CashCheckin...	2000 · Account...	-88.96
CONSUMERS ENERGY					
Bill	04/22/2019	service 3/18/1...	2000 · Accounts Pa...	8550 · Utilities	-50.97
Bill Pmt -Check	04/23/2019	service 3/18/1...	1000 · CashCheckin...	2000 · Account...	-50.97
Delta Dental					
Bill	04/22/2019	Dental covera...	2000 · Accounts Pa...	7030 · Fringe b...	-33.38
Bill Pmt -Check	04/23/2019	Dental covera...	1000 · CashCheckin...	2000 · Account...	-33.38
Emergency Geek					
Bill Pmt -Check	04/02/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-184.40
Bill	04/22/2019	4 hours tech s...	2000 · Accounts Pa...	-SPLIT-	-167.20
Bill Pmt -Check	04/23/2019	81-3215588 (t...	1000 · CashCheckin...	2000 · Account...	-167.20
Freeconferencecall.com					
Bill	04/08/2019	Online storag...	2000 · Accounts Pa...	8602 · Worksh...	-3.00
Bill Pmt -Check	04/08/2019	Online storag...	1000 · CashCheckin...	2000 · Account...	-3.00
Jenifer Strauss					
Bill	04/02/2019	May 30, 2019 ...	2000 · Accounts Pa...	8602 · Worksh...	-650.00
Bill Pmt -Check	04/02/2019	May 30, 2019 ...	1000 · CashCheckin...	2000 · Account...	-650.00
LUTHER AREA PUBLIC LIBRARY (1)					
Bill	04/16/2019	Mini grant for ...	2000 · Accounts Pa...	8603 · Grants t...	-225.00
Bill Pmt -Check	04/16/2019	Mini grant for ...	1000 · CashCheckin...	2000 · Account...	-225.00
MI LIBRARY ASSOCIATION					
Bill	04/02/2019	Co-Op directo...	2000 · Accounts Pa...	8300 · Dues	-366.46
Bill Pmt -Check	04/02/2019	Co-Op directo...	1000 · CashCheckin...	2000 · Account...	-366.46
MUNICIPAL EMPLOYEE RETIRMENT SYSTEM					
Bill	04/23/2019	MERS for Apr...	2000 · Accounts Pa...	7030 · Fringe b...	-80.52
Bill Pmt -Check	04/23/2019	MERS for Apr...	1000 · CashCheckin...	2000 · Account...	-80.52
Networking Butler					
Bill Pmt -Check	04/02/2019		1000 · CashCheckin...	2000 · Account...	-292.00
PAYPAL					
Bill	04/02/2019	Ap for Merge ...	2000 · Accounts Pa...	9780 · Maker ...	-1.05
Bill	04/02/2019	Ap for Merge ...	2000 · Accounts Pa...	9780 · Maker ...	-3.17
Bill	04/02/2019	Ap for Merge ...	2000 · Accounts Pa...	9780 · Maker ...	-1.05
Bill	04/02/2019	Ap for Merge ...	2000 · Accounts Pa...	9780 · Maker ...	-2.11
Bill Pmt -Check	04/02/2019		1000 · CashCheckin...	2000 · Account...	-7.38
Sheryl Mase (1)					
Bill	04/24/2019	March/April m...	2000 · Accounts Pa...	-SPLIT-	-327.12
Bill Pmt -Check	04/24/2019	VOID: March/...	1000 · CashCheckin...	2000 · Account...	0.00
Small Business Association of Michigan					
Bill	04/12/2019	Coverage 5/1/...	2000 · Accounts Pa...	7030 · Fringe b...	-74.49
Bill Pmt -Check	04/16/2019	Coverage 5/1/...	1000 · CashCheckin...	2000 · Account...	-74.49

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

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Revenues					
5390 · Indirect state aid	0	14,622	109,873	-95,251	13.31%
5400 · Interest income	154	808	340	468	237.70%
5500 · Reimbursements From Other Govt	0	15,742	22,000	-6,258	71.56%
5600 · Miscellaneous Income	0	100		100	100.00%
5650 · Sale of Assets	0	0		0	0.00%
5800 · Direct State Aid	0	79,055	158,125	-79,070	50.00%
5850 · Workshops/Training Fees	39	128	1,500	-1,372	8.51%
Total Income	193	110,456	291,838	-181,382	
Expense					
Personnel Services					
7020 · Salaries and Wages	6,116	45,623	79,602	-33,979	57.31%
7030 · Fringe benefits	940	11,339	26,282	-14,943	43.14%
7110 · Employer Social Security	379	2,829	4,935	-2,106	57.32%
7120 · Employer Medicare	89	662	1,154	-492	57.33%
Subtotal Personnel	7,524	60,451	111,973	-51,522	
Supplies					
7270 · Postage UPS	0	0	250	-250	0.00%
7400 · Operating Supplies	0	84	1,500	-1,416	5.58%
9780 · Maker Kits	7	339	1,000	-661	33.89%
9810 · Periodicals	0	144	150	-6	96.00%
9830 · AudioVisual	0	12,425	22,100	-9,675	56.22%
9870 · Computer Software	0	0	300	-300	0.00%
Subtotal Supplies	7	12,991	25,300	-12,309	

	Current Month Actual	Year to date Actual	Total Budget for Year	Remaining Budget	% of Budget
Services & Other Charges					
8010 · RIDES	6,422	44,951	77,059	-32,108	58.33%
8017 · Information Systems/Computer	205	1,274	5,500	-4,226	23.17%
8030 · Financial Services	160	4,745	6,000	-1,255	79.08%
8300 · Dues	701	1,001	1,500	-499	66.76%
8500 · Telephone	89	534	1,100	-566	48.52%
8550 · Utilities	51	360	1,000	-640	36.05%
8600 · Travel and Conferences	374	3,985	8,500	-4,515	46.89%
8602 · Workshops	653	3,171	4,000	-829	79.28%
8603 · Grants to Member Libraries	225	2,243	10,000	-7,757	22.43%
9100 · Insurance	0	934	2,100	-1,166	44.48%
9110 · Copier Lease	0	87	360	-273	24.20%
9300 · Repairs and Maintenance	0	54	500	-446	10.80%
9400 · Rent	0	4,696	8,286	-3,590	56.67%
9500 · Bank Service Charges	-21	-104		-104	100.00%
9550 · Bad Debts	0	0	50	-50	0.00%
9560 · Contingency/Misc	0	97	5,610	-5,513	1.73%
9800 · Payment for Others	0	15,361	22,000	-6,639	69.82%
Subtotal Services & Other	8,859	83,390	153,565	-70,175	
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	16,390	156,832	291,838	-135,006	
Net Income	-16,198	-46,377	0	-46,377	

Mid-Michigan Library League

Balance Sheet

As of April 30, 2019

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CashChecking Fifth Third	2,948.29
1030 · CashSavings Fifth Third3088	141,393.11
1040 · Lake MI Credit Union	65,654.18
Total Checking/Savings	<u>209,995.58</u>
Accounts Receivable	
1600 · Accounts Receivable	-1,854.73
Total Accounts Receivable	<u>-1,854.73</u>
Total Current Assets	208,140.85
Other Assets	
1400 · Prepaid Expense	19,065.00
Total Other Assets	<u>19,065.00</u>
TOTAL ASSETS	<u>227,205.85</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	317.12
Total Accounts Payable	<u>317.12</u>
Other Current Liabilities	
2400 · Accrued Wages	1,528.91
2410 · Accrued FICA	94.80
2420 · Accrued Medicare	22.17
2430 · Michigan Unemployment	-502.45
Total Other Current Liabilities	<u>1,143.43</u>
Total Current Liabilities	<u>1,460.55</u>
Total Liabilities	1,460.55
Equity	
3000 · Net Position	274,100.79
32000 · Retained Earnings	11,972.47
Net Income	-60,327.96
Total Equity	<u>225,745.30</u>
TOTAL LIABILITIES & EQUITY	<u>227,205.85</u>

Mid-Michigan Library League

Director's Report

May 2019

Administrative:

- FY19 Board members, groups they represent, year term ends:
 - 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 –Chris Cook –19 (**Chair**)
 - Group 9 –Jeanette Fleury –19
- Committees of the Board for FY19 (Board chair is ex-officio):
 - **Finance** – Smith, Church-McHugh, Langenburg
 - **Personnel** – Colvin, Eisenga, Edens
- Other MMLL committees:
 - **Grants** (FY19) – Eric Smith (MCDL), Mary Barker (Pentwater), Jennifer Thorson (RCADL)
 - **E-resources** – Chris Cook (Big Rapids), Eric Smith (MCDL), Stacy Pasche (Benzie Shores), Tom Burnosky (RCADL), Emma Erekson (Seville Twp)
 - **Continuing Education** – Patti Skinner (MCDL/Scottville), Tracy Logan-Walker (Cadillac), Amanda McLaren (Benzonia)
 - **Up North Digital Steering Committee** – Eric Smith (MCDL), Stacy Pasche (Benzie Shores). Northland members are Val Meyerson (Charlevoix) and Maureen Derenzy (Otsego County). Ex-officio are the co-op directors Roger Mendel (Northland) and Sheryl Mase (MMLL)
- Advisory Council:
 - FY19 Chair – Patti Skinner (MCDL/Scottville)
- Certificate of Deposit – we have a 12-month CD for \$65,000 with the Lake Michigan Credit Union. The maturity date is 11-26-19.

Continuing Education:

- The “Small Libraries, Big Impact” conference, sponsored by six library cooperatives (MMLL, Northland, Superiorland, White Pine, Mideastern, Woodlands), was held at the Treetops Resort in Gaylord on April 29/30, 2019. Keynote speakers were Ben Bizzle (ceo, Library Market), John Chrastka (director, EveryLibrary), Anne Seuryneck (attorney), and Eric Guthrie, state demographer. We had 27 individuals from MMLL in attendance.
- Jenifer Strauss of Story Be Told will present a workshop on May 30th - “#STORYTIMEMATTERS: Storytime is Your Time to Shine” – registration is open through Friday, May 24th. Please encourage anyone interested in working with preschool storytime to attend! Basic and critically important early literacy concepts will be shared with simple methods and lots of resources. <https://www.mml.org/workshops-webinars/workshops>
- The CE Committee has added and will continue to add short “Bright Idea” videos to the MMLL YouTube channel. These videos will be five minutes or less, and will instruct on various topics in short segments. See <https://www.youtube.com/channel/UCrOJECnjyxrAMX6yHMPDb7w>.

Services:

The following services are offered by the cooperative -

- 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

Mini-Grant Program:

Round two of the FY19 Library Service Expansion and Mini-Grant program has concluded. We received 14 applications for a total of \$9,294. Five projects received full funding, six received partial funding, and three were not able to be funded in this round.

- **One-Time Event Support:**
 - Leland Township Library-Family book club program with Heather Shumaker (includes books) -\$250
 - Luther Area Public Library-Attendance at the Small Libraries, Big Impact conference -\$225
 - Richfield Township Public Library-Joel Tacey's Astro Reader magical comedy show (summer reading program) -\$250
 - White Pine District Library-Attendance at the Beginning Workshop for staff member -\$250
- **Service Expansion:**
 - Alden District Library-Purchase refurbished photocopier with updated tech features -\$500 (partial)
 - Hart Area Public Library-Replace 3 patron computers (last year they replaced 2 of the 9) -\$750 (partial)
 - LeRoy Community Library-Web development for library website with access to online catalog -\$800 (partial)
 - Marion (M. Alice Chapin) Public Library-cover cost of new circulation desk computer -\$500 (partial)
 - McBain Community Library-Installation of Juno Phonic Ear System in library for programs -\$500 (partial)
 - Pentwater Township Library-Lori Easlick teen program -art of watercolor and illustrating stories -\$540 (partial)
 - Walkerville Public School Library-Projector, laptop, screen, ceiling mount for presentation capability -\$719
- TOTAL FUNDING COMMITMENT = **\$5,284** <https://mml.ploud.net/a/grants>

Ready to Read:

Public libraries should all have received the Ready To Read Michigan mailing with a hardcover book, poster and bookmarks. The online toolkit is at <http://michigan.gov/readytoread>.

eResources:

- The Up North Digital OverDrive group that is comprised of some members from MMLL and Northland library cooperatives has a Steering Committee working on a new master contract, and now has a Collection Development Committee working on how group ordering will work, once we change over the model to save on platform fees to the vendor (which currently are \$32,500 and will be reduced to \$8,000 in the new model). A new pricing model will go out to the current members for adoption soon. Also, member agreements will be revised and sent out for the new contract year, which will begin in December 2019.

Member Libraries:

- Cadillac Wexford Public Library is using the PLA Strategic Planning for Results process. I facilitated the first meeting of the “CPC” – Community Planning Committee on May 4th, with the follow-up meeting to be held May 22nd. The staff and Board will be working with the process of service response development based on CPC feedback.
- Central Lake District Library has a new director. Welcome Patti Dawson!
- Glen Lake Community Library is in a temporary location while their building is enhanced with a nice addition. In the meantime, they are in a brightly colored building they have dubbed the “Limebrary.”
- Hart Area District Library celebrated their 15-year anniversary in April with a cake and display.

**Travel/Meetings:**

- 4/15 – Visit to Luther Area Public Library
- 4/24 – Visit to Central Lake District Library
- 4/26 – Michigan Co-op Directors Association meeting
- 4/29-30 – Small Libraries Big Impact conference in Gaylord
- 5/4 – Community Planning Group facilitation, Cadillac
- 5/9 – Advisory Council meeting at Alden District Library

Newsletter:

Remember there are monthly newsletters posted on the website and archived at <https://mml.ploud.net/news-events/news-of-interest-newsletter> - Plenty of resources for you!

~*Sheryl*

Sheryl L. Mase

**Mid-Michigan Library League
Affiliate Membership Policy
Approved November 16, 2017**

The MMLL Plan of Service states: “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.”

What: Affiliate Membership is extended to libraries that are not eligible for full membership in the Mid-Michigan Library League. See section “V. Membership” from the MMLL Plan of Service (revised and approved 9/21/17).

Who: Any library within the service area of the Mid-Michigan Library League may apply for Affiliate Membership. These libraries may be:

- public libraries,
- public and charter school libraries,
- private school libraries,
- community college libraries,
- 4-year college or university libraries,
- tribal libraries,
- prison libraries,
- business libraries,
- health/hospital libraries, or
- private libraries

How: Regular Members, Board Members, and the Cooperative Director may all recruit potential Affiliate Members. Prospective Affiliate Members shall complete a simple application for approval by the full Board at their next regularly scheduled meeting.

Cost: The annual cost of becoming an Affiliate Member of the Mid-Michigan Library League is \$100.

Benefits: The base benefits of Affiliate Membership for **FY18** are:

- Listing on the cooperative website under membership, <http://mml.org/members.html>
- Assignment to one of the nine Groups and representation on the MMLL Board via the associated Group Trustee
- Inclusion on the Advisory Council, comprised of the directors of each member library
- Inclusion in the Google Groups email list, midmichlib@googlegroups.com
- Ability to take advantage of statewide negotiated discounts, <http://tln.lib.mi.us/discounts/>
- Ability to attend workshops at member rates
- Ability to reserve and check out any of the maker kits, with the exception of the 3D printers, via the Librarika catalog, <https://mml.librarika.com/>
- Option to engage the services of the “Emergency Geek,” Cory Walker, at the negotiated rate of \$30/hr. for technical assistance and support
- Option to participate in any new group discount efforts, such as Movie Licensing USA and RBDigital magazines (formerly known as “Zinio”), or other materials or services for which the cooperative seeks group discounts