

**MIDEASTERN MICHIGAN LIBRARY COOPERATIVE**  
**FY 2009-2010 Budget**  
**Budget Summary Overview**

**Income**

<b>520.00 - Fund Balance Distribution</b>	39,400.00
<b>565.00 - State source revenues</b>	
<b>566.00 - Cooperative State Aid</b>	337,633.00
<b>Total 565.00 - State source revenues</b>	<u>337,633.00</u>
<b>587.00 - Local source revenues</b>	
<b>587.03 - Lapeer District Library</b>	1,100.00
<b>Total 587.00 - Local source revenues</b>	<u>1,100.00</u>
<b>665.00 - Other Income</b>	
<b>665.01 - Interest Income</b>	20,000.00
<b>665.04 - Universal Service Funds</b>	1,610.00
<b>665.05 - Workshop Fees</b>	5,000.00
<b>Total 665.00 - Other Income</b>	<u>26,610.00</u>
<b>669.00 - Other Local Income</b>	
<b>669.02 - Programming</b>	80,000.00
<b>669.07 - Baker College Library</b>	150.00
<b>669.10 - Charles Stewart Mott Foundation</b>	150.00
<b>669.11 - Fenton Area Schools</b>	150.00
<b>669.12 - Genesee School District</b>	150.00
<b>669.14 - Grand Blanc Community Schools</b>	150.00
<b>669.15 - Imlay City Community Schools</b>	150.00
<b>669.16 - Kettering University</b>	150.00
<b>669.22 - Mott Community College</b>	150.00
<b>669.30 - Clio Community Schools</b>	150.00
<b>669.34 - University of Michigan</b>	150.00
<b>Total 669.00 - Other Local Income</b>	<u>81,500.00</u>
<b>Total Income</b>	486,243.00

**Expense**

<b>702.00 · Salaries</b>	<b>133,965.00</b>
<b>703.00 · Fringe benefits</b>	<b>34,420.00</b>
<b>703.01 · Payroll taxes</b>	<b>10,450.00</b>
<b>704.00 · Board meetings</b>	<b>1,800.00</b>
<b>726.00 · Office supplies</b>	<b>3,000.00</b>
<b>801.00 · Auditing</b>	<b>4,300.00</b>
<b>802.00 · Institutional dues</b>	<b>675.00</b>
<b>803.00 · Professional Services</b>	<b>1,000.00</b>
<b>805.00 · Delivery &amp; Interlibrary Loan</b>	<b>178,200.00</b>
<b>812.00 · Payroll services</b>	<b>2,000.00</b>
<b>813.00 · Continuing Education Program</b>	<b>4,000.00</b>
<b>850.00 · Utilities</b>	<b>3,900.00</b>
<b>860.00 · Transportation</b>	<b>9,000.00</b>
<b>880.00 · Promo/publicity/printing</b>	
<b>880.02 · Summer Reading Program</b>	<b>80,000.00</b>
<b>Total 880.00 · Promo/publicity/printing</b>	<b>80,000.00</b>
<b>910.00 · Insurance</b>	<b>4,800.00</b>
<b>930.00 · Repair &amp; Maintenance</b>	<b>3,500.00</b>
<b>940.00 · Rents</b>	<b>11,000.00</b>
<b>990.00 · Contingencies</b>	<b>233.00</b>
<b>Total Expense</b>	<b>486,243.00</b>
<b>Net Income</b>	<b>0.00</b>

# MIDEASTERN MICHIGAN LIBRARY COOPERATIVE

## FY 2009-2010 Budget

### Itemized Budget Summary

#### REVENUES

##### **Fund Balance Distribution**

520.00 Fund Balance Distribution: \$39,400.00 (Core) Distribution of Fund Balance monies to help cover the cost of Delivery Service.

Total Fund Balance Distribution. \$39,400.00

##### **State Sources**

566.00 State Aid-Cooperatives. \$337,633. (Core) Reduced to 26.49657 cents, this direct state aid is based on a cooperative service area population of 1,274,251.

Total State Sources. \$337,633.00

##### **Local Sources**

587.01-587.15. Membership 16(4) Encumbered Resources. \$1,100. These are the funds needed from the members' 16(4) monies to support any extra Delivery Service for FY 2009/10.

665.01 Interest. \$20,000. (Core).

665.04 Universal Service Funds. \$1,610. (Core). In FY 2009-2010, this category will include reimbursements made to the Cooperative by AT & T Mobility and Paetec, based on an 80% rate discount.

665.05 Workshop Fees. \$5,000 (Core). Revenue derived from workshop participants' attendance at MMLC sponsored workshops.

669.00 Other Local Income. \$81,500. (Core). In FY 2009-2010, this category will include payments made by Multi-type Members for membership dues, and purchased services such as telecommunications and programming within the "Resource Sharing" category.

Programming	\$80,000.00
Baker College Library	\$ 150.00
Charles Stewart Mott Foundation	\$ 150.00
Fenton Area Schools	\$ 150.00
Genesee School District	\$ 150.00
Grand Blanc Community Schools	\$ 150.00
Imlay City Community Schools	\$ 150.00
Kettering University	\$ 150.00
Mott Community College	\$ 150.00
Clio Community Schools	\$ 150.00
University of Michigan - Flint Campus	\$ 150.00

Total Local Sources. \$109,210.00

**TOTAL REVENUES. \$486,243.** The amount of the total revenues available to support the present Core services at the basic service level standards for Administration, Delivery, and Community Relations.

## **EXPENDITURES**

702.00. Salaries. \$133,965. (Core Service: Administration). The Board has approved a one year contractual agreement for the Director. There is no proposed increase in the Administrative Assistant's salary for this fiscal year. This represents an estimated 8% decrease in base salary from FY 2008-2009.

Contracted Director Base Salary	\$80,000
Contracted Director Salary in lieu of Health & Dental Insurance	\$ 8,400
Administrative Assistant	\$45,565

703.00. Fringe Benefits. \$34,420 (Core Services: Administration). This category includes annual premiums for health insurance, prescription medicine, dental insurance, life insurance / accidental death and vision benefits. As well as, Employer contributions to Simplified Employee Pension Plans (15% FY 2009-10 salaries), Administrative Assistant's Internet account, Director's membership in ALA, MLA & PLA, and Administrative Assistant's membership in MLA. This represents an estimated 31% decrease in Fringe Benefits, due in part to the Director receiving a cash payment in lieu of Health & Dental Insurance, from FY 2008-2009.

Health & Dental Insurance	\$11,500
Prescription Medicine	\$ 600
Life Insurance / Accidental Death	\$ 2,050
Vision Benefits	\$ 900
Simplified Employee Pension Plan Contributions	\$18,835
Genesee Freenet Account	\$ 25
Director's ALA membership	\$ 150
Director's MLA Membership	\$ 210
Administrative Assistant's MLA Membership	\$ 100
Director's PLA Membership	\$ 50

703.01. Payroll taxes & Unemployment Insurance. \$10,450 (Core Services: Administration). Employer share of FICA @ 6.2% and Medicare @ 1.45%; Unemployment Insurance @ \$200 annually. This represents an estimated 10% decrease in Payroll Taxes & Unemployment Insurance from FY 2008-2009.

704.00. Board. \$1,800 (Core Services: Administration) This fund is used to support the refreshments for Board meetings, committee meetings and workshops, and parking validations.

Parking Validations	\$ 200
Meeting refreshments	\$1,600

726.00. Office Supplies. \$3,000 (Core Service: Administration). This category includes items like postage, postage meter/scale rental, stationary, facsimile supplies, and other supplies normally used in the operation of an office.

Bank Service Charges	\$1,200
Postage Meter Lease	\$ 800
Postage	\$ 500
Office Supplies	\$ 500

740.00. Library Materials. \$0 (Core Service: Administration). This category includes subscriptions or purchases of materials, including journals, supporting administration and the purchase of new software or upgrades to existing software.

801.00. Auditing. \$4,300 (Core Service: Administration). Covers the projected cost of the contract

802.00. Institutional Dues. \$675 (Core Service: Administration). Covers the institutional membership dues for the Michigan Library Consortium, the Michigan Library Association, and the Michigan Business & Professional Association. The State of Michigan Extended Purchasing Agreement membership will be eliminated during this fiscal year.

Michigan Library Consortium membership	\$125
Michigan Library Association membership	\$350
Michigan Cooperative Directors membership	\$100
MI Business & Professional Association	\$100

803.000. Professional Services. \$1,000 (Core Service: Administration). Used to cover the cost of Website Hosting by White Pine Library Cooperative and other services needing special expertise.

805.00. Delivery. \$178,200 (Core Service: Delivery & Unit Cost). This category covers the cost of our share of the contract with Michigan Library Consortium for the statewide delivery service, and the contracted services with Public Libraries of Saginaw and Chippewa River District Library.

812.00 Payroll Services. \$2,000 (Core: Administration). Contract with PayChex for payroll services on a bi-weekly basis.

813.00 Continuing Education Program. \$4,000 (Core: Community Relations). The Advisory Council has expressed an interest in the Cooperative offering several Training Opportunities. The Training Committee will be developing a list of classes that will be available throughout the Cooperative area.

850.00 Utilities. \$3,900 (Core Service: Administration). This category includes telephone charges, cellular phone service, wireless computer services, telefacsimile charges, telecommunication charges and electrical utilities for the Cooperative Office.

Telephone & Fax Service	\$1,400
Cellular Phone & Wireless Laptop Computer Service	\$2,000
Electrical Utilities Service	\$ 400
Computer Network Service	\$ 100

860.00 Transportation. \$9,000 (Core Service: Administration). This category includes mileage reimbursement for staff when they use their personal vehicles for business, parking fee reimbursements and meal reimbursements for expenses incurred while conducting Cooperative business and funds to support attendance at library conferences and workshops. This represents an estimated 18% decrease in Transportation from FY 2008-2009.

Library conference attendance	\$3,500
Mileage & Parking Fee Reimbursements	\$5,000
Meal Reimbursements	\$ 500

880.00. Promotions/Publicity/Printing. \$80,000 (Core Service: Community Relations). The Cooperative will continue to provide the coordination of Summer Reading Program ordering of items to achieve the best group discount. Members will be charged actual cost for prizes and programs.

910.00 Insurance. \$4,800 (Core Service: Administration). This category funds personal property insurance, employee bonds, negligence/liability insurance for the Board's officers and the director, and workers' compensation. This represents an estimated 26% decrease in Insurance from FY 2008-2009.

Personal Property Insurance	\$1,000
Employee Bonds	\$ 550
Negligence / Liability Insurance	\$2,600
Workers' Compensation Insurance	\$ 650

930.00. Repair & Maintenance. \$3,500 (Core Services: Administration). This category supports the maintenance contract on the photocopier, and repair / replacement costs for the office equipment and wireless labs.

Computer repair fund	\$1,000
IOS Capital contract	\$2,500

940.00. Rent (Facilities & overhead). \$11,000 (Core Service: Administration). Included in this charge are rent, utilities, janitorial service, two organization parking spaces and 24-hour security.

Office Rental Fees	\$9,500
Meeting Room Rental	\$ 300
Organizational Parking Spaces	\$1,200

990.00. Contingency. \$233 (Core Service: Administration). This contingency fund is for unplanned expenditures in any other category. Funds can also be transferred into this category as additional revenue becomes available.

**TOTAL EXPENDITURES: \$486,283.00**

**Net Income**

**-0-**