

**MIDEASTERN MICHIGAN LIBRARY COOPERATIVE**  
**FY 2017-2018 Budget**  
**Budget Summary Overview**

**Income**

565.00 · State source revenues	
566.00 · Cooperative State Aid	<u>443,086.00</u>
Total 565.00 · State source revenues	443,086.00
587.00 · Local source revenues	
587.15 · Laingsburg Public Library	150.00
587.16 · Capital Area District Library	150.00
587.17 · Bay County Library System	150.00
587.21 · Coleman Area Library	<u>150.00</u>
Total 587.00 · Local source revenues	600.00
665.00 · Other Income	
665.01 · Interest Income	6,800.00
665.05 · Workshop Fees	4,000.00
665.06 · Cooperative Programs Contract	<u>700.00</u>
Total 665.00 · Other Income	11,500.00
669.00 · Other Local Income	
669.02 · Programming	150,000.00
669.07 · Baker College Library	150.00
669.10 · Charles Stewart Mott Foundation	150.00
669.16 · Kettering University	150.00
669.22 · Mott Community College	150.00
669.34 · University of Michigan	150.00
669.37 · Saginaw Chippewa Indian Tribe	<u>150.00</u>
Total 669.00 · Other Local Income	<u>150,900.00</u>
<b>Total Income</b>	<u><b>606,086.00</b></u>

<b>Expense</b>	
702.00 · Salaries	152,920.00
703.00 · Fringe benefits	71,100.00
703.01 · Payroll taxes	11,900.00
704.00 · Board & Advisory Council	8,000.00
726.00 · Office supplies	2,300.00
740.00 · Library materials	500.00
801.00 · Auditing	4,000.00
802.00 · Institutional dues	1,300.00
803.00 · Professional Services	6,000.00
812.00 · Payroll services	450.00
813.00 · Continuing Education Program	10,000.00
816.00 · Office Furnishings	500.00
821.00 · Technology & Innovation Program	121,625.00
823.00 · Professional Development Grants	10,000.00
850.00 · Utilities	6,000.00
860.00 · Transportation	14,000.00
880.02 · Member Library Programming	150,000.00
910.00 · Insurance	3,500.00
930.00 · Repair & Maintenance	500.00
940.00 · Rents	10,500.00
977.00 · Equipment purchases	500.00
990.00 · Contingencies	20,491.00
<b>Total Expense</b>	<u>606,086.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>

**MIDEASTERN MICHIGAN LIBRARY COOPERATIVE**  
**FY 2017-2018 Budget**  
**Itemized Budget Summary**

**REVENUES**

**State Sources**

566.00 State Aid-Cooperatives \$443,086. (Core). Direct state aid is based on a cooperative service area population of 1,230,795.

**Total State Sources \$443,086**

**Local Sources**

587.00 Public Library Membership Fees \$600 (Core).

Laingsburg Public Library	\$	150.00
Capital Area District Library	\$	150.00
Bay County Library System	\$	150.00
Coleman Area Library	\$	150.00

665.01 Interest \$6,800 (Core).

665.05 Workshop Fees \$4,000 (Core). Revenue derived from workshop participants' attendance at MMLC sponsored workshops.

665.06 Cooperative Programming Contracts \$700. Revenue derived from MMLC booking Summer Reading programs for members of other Cooperatives.

669.00 Other Local Income \$150,900 (Core). In FY 2016-2017, this category will include payments made by Multi-type Members for membership dues, and purchased services such as programming within the "Resource Sharing" category.

Programming	\$	150,000.00
Baker College Library	\$	150.00
Charles Stewart Mott Foundation	\$	150.00
Kettering University	\$	150.00
Mott Community College	\$	150.00
University of Michigan - Flint Campus	\$	150.00
Saginaw Chippewa Indian Tribe	\$	150.00

**Total Local Sources \$163,000.00**

**TOTAL REVENUES: \$606,086.00** This represents the amount of the total revenues available to support the present Core services at the basic service level standards for Administration, Advocacy, Professional Development and Community Relations.

## **EXPENDITURES**

702.00 Salaries \$152,920 (Core Service: Administration). The Board has approved a one year contractual agreement for the Director (October, 2016 – September, 2017).

Contracted Director Base Salary	\$95,555
Administrative Specialist	\$57,365

703.00 Fringe Benefits \$71,100 (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 (18% FY 2017-18 salaries), Administrative Specialist's Internet account, Director's membership in ALA, MLA & PLA, and Administrative Specialist's membership in MLA.

Health & Dental Insurance	\$37,800
Prescription Medicine	\$ 200
Life Insurance / Accidental Death	\$ 2,530
Vision Benefits	\$ 1,800
Simplified Employee Pension Plan Contributions	\$27,525
Longevity Compensation	\$ 880
Director's ALA & PLA membership	\$ 250
Administrative Specialist's MLA Membership	\$ 85
Genesee Freenet Account	\$ 30

703.01 Payroll taxes & Unemployment Insurance \$11,900 (Core Services: Administration). Includes the Employer share of FICA @ 6.2% and Medicare @ 1.45%; State Unemployment Insurance @ \$200 annually.

704.00 Board & Advisory Council \$8,000 (Core Services: Office Operations). This category is used to support the refreshments for Board meetings, committee meetings and workshops, and parking validations.

Parking Validations	\$ 200
Meeting refreshments	\$1,800
National Legislative Day Mini Grants	\$6,000

726.00 Office Supplies \$2,300 (Core Service: Office Operations). This category includes items like postage, stationary, facsimile supplies, and other supplies normally used in the operation of an office.

Postage	\$ 300
Office Supplies	\$2,000

740.00 Library Materials \$500 (Core Service: Office Operations). This category includes the annual subscription cost for Michigan Information Research Service for the Director.

801.00 Auditing \$4,000 (Core Service: Administration). Covers the projected cost of the contract

802.00 Institutional Dues \$1,300 (Core Service: Office Operations). This category includes the institutional membership dues for the Midwest Collaborative for Library Services, the Michigan Library Association, the Michigan Cooperative Directors' Association and the Michigan Business & Professional Association.

Midwest Collaborative for Library Services membership	\$125
Michigan Library Association membership	\$500
Michigan Cooperative Directors membership	\$500
MI Business & Professional Association	\$175

803.000 Professional Services \$6,000 (Core Service: Office Operations). Used to cover the cost of Website Hosting and other services needing special expertise.

812.00 Payroll Service \$450 (Core: Administration). Contract for payroll services on a bi-weekly basis.

813.00 Continuing Education Program \$10,000 (Core: Community Relations). The Advisory Council has expressed an interest in the Cooperative offering several Training Opportunities. The MMLC office will be developing a list of classes that will be available throughout the Cooperative area.

816.000 Office Furnishings \$500. (Core Service: Office Operations) It is the Director's recommendation that funds be set aside to provide for continued upgrades to the furnishings of the Cooperative's office.

821.00 Technology Support & Innovation Program \$121,625 (Core Service: Technological Support/Innovation) This category will provide funding to public libraries to sustain and enhance services in the area of technology, resource sharing, and in the implementation of new library initiatives.

Class VI Libraries	\$7,000 each	\$56,000
Class V & IV Libraries	\$6,125 each	\$18,375
Class III, II & I Libraries	\$5,250 each	\$47,250

823.000 Professional Development Grants \$10,000. (Core Service: Professional Development) This category will provide funding to public libraries for directors and staff to seek professional development.

850.00 Utilities \$6,000 (Core Service: Office Operations). This category includes telephone charges, cellular phone service, wireless computer services, telefacsimile charges, telecommunication charges and electrical utilities to provide Cooperative services.

Telephone & Fax Service	\$2,000
Cellular Phone & Wireless Laptop Computer Service	\$2,400
ReadyTalk / Conference Call service	\$ 500
Consumers Energy Service	\$ 400
Domain Name & Email Service	\$ 700

860.00 Transportation \$14,000 (Core Service: Office Operations). 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.

Library conference & workshops	\$8,000
Mileage & Parking Fee Reimbursements	\$5,000
Meal Reimbursements	\$1,000

880.02 Member Library Programming \$150,000 (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 \$3,500 (Core Service: Office Operations). This category funds personal property insurance, employee bonds, negligence/liability insurance for the Board's officers and the director, and workers' compensation.

Business Owners Insurance	\$ 500
Director & Officers Negligence / Liability Insurance	\$2,500
Workers' Compensation Insurance	\$ 500

930.00 Repair & Maintenance \$500 (Core Services: Office Operations). This category supports the repair / replacement costs for the office equipment.

940.00 Rent (Facilities & overhead) \$10,500 (Core Service: Office Operations). Included in this charge are rent, utilities, janitorial service, two organization parking spaces and 24-hour security.

Office Rental Fees, including the annual escalation charge	\$8,900
Meeting Room Rental	\$ 200
Organizational Parking Spaces	\$1,400

977.00 Equipment Purchases \$500 (Core Service: Office Operations). Funds will be used to support upgrades to the equipment in the Cooperative Office.

990.00 Contingency \$20,491.00 (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: \$606,086.00**

**Net Income**

**\$0.00**