

**Mideastern Michigan Library Cooperative  
Mott Foundation Building, 5th Floor Conference Room  
Thursday, January 10, 2019**

- I. Call to Order:** Board Chair Robert Crites called the January 10, 2019 meeting to order at 4:30 p.m..
- II. MMLC Board Present:** Robert Crites; Perry Valle; Karen Hornus; Jill Sodt; Sandy Drake; Janie Lupo.

**MMLC Board Present: (Virtual Attendance):** Pamela Clark.

**MMLC Staff Present:** Denise Hooks; Irene Bancroft

**Guests Present:** Jeff Sabolish, Lewis & Knopf CPA's; Mary Blondin, Lewis & Knopf CPA's, Bill Drake; Sheila Bissonnette (Virtual).

**MMLC Board Members Absent:** Mary Herr (excused); Nancy Rozier; Kristen LaLonde.

- III. Public Comments: none**
- IV. Audit Report Presentation:** Jeff Sabolish, principal with Lewis & Knopf CPA's, PC, and Mary Blondin, Staff Accountant with Lewis & Knopf CPA's, PC presented the Audit for Fiscal Year 2017-2018. Mary reported that MMLC received an unmodified opinion, meaning there are no reportable conditions or material weaknesses and is the highest level of assurances possible for the Cooperative's financial statements. Mary thanked Denise and Irene for their administration and exemplary organization of supporting documentation.
- V. Approval of the Minutes: September 13, 2018. Motion by Karen Hornus, seconded by Sandy Drake to approve the minutes as presented. All yeas (7-0) Approved as presented.**
- VI. Approval of the Financial Statements: September 30, 2018 and December 31, 2018. Motion forwarded by the Budget & Finance Committee to approve the September 30, 2018 and December 31, 2018 financial statements as presented. All yeas (7-0). Approved as presented.**
- VII. Committee Reports:**
- a. Personnel Committee:**
- i. Acceptance of the Director's Letter of Retirement Resignation: Motion forwarded by the Personnel Committee to accept, with regret, the retirement resignation of MMLC Director Denise Hooks, effective September 30, 2019. All yeas (7-0). Motion carried.**
  - ii. Director Search Proposal & Timeline:**
    - Motion forwarded by the Personnel Committee to accept the proposed Director Search Timeline, as presented. All yeas (7-0). Motion carried.**
    - Motion forwarded by the Personnel Committee to authorize the current MMLC director to conduct the Director Search in-house as proposed. All yeas (7-0). Motion carried.**

- **Recommendation forwarded by the Personnel Committee to set the Director Search budget line at \$2,000.00, including a maximum Travel Reimbursement for Interview Candidates at \$500.00.** Candidates will be required to submit a detailed reimbursement request to the MMLC office.
  - iii. **Approval of the Search Committee Members: Motion forwarded by the Personnel Committee to accept the proposed Search Committee members, as presented:**
    - **Karen Hornus, MMLC Board Vice – Chair/ Committee Chair**
    - **Robert Crites, MMLC Board Chair**
    - **Perry Valle, MMLC Board Secretary/Treasurer**
    - **Pamela Clark, MMLC Board Representative**
    - **Scott Duimstra, Advisory Council Member, Class VI Library**
    - **Sheila Bissonnette, Advisory Council Member, Class III Library**
    - **Kelli Lovasz, Advisory Council Member, Class I Library**
    - **Anne Heidemann, Advisory Council Member, Special Libraries**

All yeas (7-0). Motion carried.
  - iv. **Approval of the Director Job Description: Motion forwarded by the Personnel Committee to accept the revised MMLC Director Job Description as presented. All yeas (7-0). Motion carried.**
  - v. **Director Annual Evaluation: Motion forwarded by the Personnel Committee to forgo the annual Director Evaluation in FY 2018-19. All yeas (7-0). Motion carried.** Denise has offered to work with the Personnel Committee to develop a new tool for future evaluations of the Director.
- b. **Budget & Finance Committee:**
  - i. **FY 2017-18 Audit: Motion forwarded by the Budget & Finance Committee to accept the FY 2017-18 Audit as presented by Lewis & Knopf CPA's, PC. Roll Call vote. All yeas (7-0). Motion carried.**
  - ii. **Motion forwarded by the Budget & Finance Committee to accept the proposed adjustments to the FY 2018-19 Budget, as presented. Roll Call vote. All yeas (7-0). Motion carried.**
  - iii. **Friends of Michigan Libraries:** Denise reported that MMLC has completed another full year assisting Friends of Michigan Libraries and the Trustee Alliance with their financials. An internal review of the past two years will be conducted by two FOML board members in February.
- c. **Advocacy Committee:**
  - i. **Advocacy Plan:** The committee will be reviewing the plan in the coming months. Denise mentioned that the National Library Legislative Day for 2019 has been cancelled by the American Library Association.

### VIII. Business:

- a. **Harrison District Library Membership: Motion by Sandy Drake, seconded by Jill Sodt, to accept the Request for Membership from Harrison District Library effective October 1, 2019, pending a majority vote of the membership. Roll Call vote. All yeas (7-0). Motion carried.**
- b. **Board Meeting Schedule FY 2018 - 2019, revised: Motion by Jill Sodt, seconded by Perry Valle, to accept the Revised FY 2018-19 Board Meeting schedule as presented. All yeas (7-0). Motion carried.**
- c. **Annual May Meeting:** Denise mentioned that the May joint meeting of the MMLC Board and the Advisory Council will be held at Brick Street Grill in Grand Blanc.

- X. Director's Report:** Denise referred members to the written report, highlighting several specific items.
- Denise reported that MMLC completed their annual reports for State Aid. MMLC received their first half of state aid in November.
  - Irene reported that the final public library programming details are almost complete. Irene mentioned that at the close of FY 2016-17 MMLC had booked 572 programs; at the close of FY 2017-18 MMLC had booked 623 programs. We are pleased to report that 630 programs are currently scheduled for this fiscal year. Several MMLC members are partnering with their local elementary schools, Boys & Girls Clubs, Community Centers, County Fairs and Farmers Markets and are hosting events at these off-site locations.
  - Denise mentioned that the 2019 Small Libraries, Big Impact Mini Rural Conference will be held at Tree Tops Resort in Gaylord, April 29<sup>th</sup> & 30<sup>th</sup>. MMLC will be acting as fiscal agent and will manage registration.
  - Denise is currently working with member libraries to negotiate a group purchase of Launch Pads and Vox Books.
  - Upgrades to the MMLC Office equipment are currently underway. New laptops and a new printer have been received. A new server, switches and wireless router have been purchased and installed.
  - Denise reported that we have begun the process to accept the option to renew our lease with Mott Foundation for an additional 3 years.

**XII. Board Comments:**

- XIII. Adjournment: Motion by Janie Lupo, seconded by Karen Hornus to adjourn the January 10, 2019 Mideastern Michigan Library Cooperative Board of Trustees meeting. All yeas (7-0). Motion carried.**

**Adjourned at 5:15 p.m.**

Respectfully Submitted,

Irene Bancroft  
MMLC Administrative Specialist

# MIDEASTERN MI LIBRARY COOPERATIVE

## Budget Report

October 2018 through April 2019

	Oct '18 - Apr 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
565.00 · State source revenues				
566.00 · Cooperative State Aid	246,431.61	492,895.00	-246,463.39	50.0%
<b>Total 565.00 · State source revenues</b>	<b>246,431.61</b>	<b>492,895.00</b>	<b>-246,463.39</b>	<b>50.0%</b>
587.00 · Local source revenues				
587.15 · Laingsburg Public Library	150.00	150.00	0.00	100.0%
587.16 · Capital Area District Library	150.00	150.00	0.00	100.0%
587.17 · Bay County Library System	0.00	0.00	0.00	0.0%
587.21 · Coleman Area Library	0.00	150.00	-150.00	0.0%
<b>Total 587.00 · Local source revenues</b>	<b>300.00</b>	<b>450.00</b>	<b>-150.00</b>	<b>66.7%</b>
665.00 · Other Income				
665.01 · Interest Income	8,532.87	7,000.00	1,532.87	121.9%
665.02 · Miscellaneous Income	1,178.00	0.00	1,178.00	100.0%
665.03 · Agent Reimbursements	2,739.65	0.00	2,739.65	100.0%
665.04 · Universal Service Funds	0.00	0.00	0.00	0.0%
665.05 · Workshop Fees	475.00	4,000.00	-3,525.00	11.9%
665.06 · Cooperative Programs Contract	110.00	1,000.00	-890.00	11.0%
<b>Total 665.00 · Other Income</b>	<b>13,035.52</b>	<b>12,000.00</b>	<b>1,035.52</b>	<b>108.6%</b>
669.00 · Other Local Income				
669.02 · Programming	38,122.14	170,000.00	-131,877.86	22.4%
669.07 · Baker College Library	150.00	150.00	0.00	100.0%
669.10 · Charles Stewart Mott Foundation	150.00	150.00	0.00	100.0%
669.16 · Kettering University	150.00	150.00	0.00	100.0%
669.22 · Mott Community College	150.00	150.00	0.00	100.0%
669.34 · University of Michigan	150.00	150.00	0.00	100.0%
669.37 · Saginaw Chippewa Indian Tribe	150.00	150.00	0.00	100.0%
669.38 · Northwood University	150.00	150.00	0.00	100.0%
<b>Total 669.00 · Other Local Income</b>	<b>39,172.14</b>	<b>171,050.00</b>	<b>-131,877.86</b>	<b>22.9%</b>
<b>Total Income</b>	<b>298,939.27</b>	<b>676,395.00</b>	<b>-377,455.73</b>	<b>44.2%</b>
<b>Gross Profit</b>	<b>298,939.27</b>	<b>676,395.00</b>	<b>-377,455.73</b>	<b>44.2%</b>
<b>Expense</b>				
702.00 · Salaries	90,693.11	157,507.00	-66,813.89	57.6%
703.00 · Fringe benefits	39,854.69	72,775.00	-32,920.31	54.8%
703.01 · Payroll taxes	7,181.21	12,250.00	-5,068.79	58.6%
704.00 · Board & Advisory Council	844.08	8,000.00	-7,155.92	10.6%
726.00 · Office supplies	799.29	2,300.00	-1,500.71	34.8%
740.00 · Library materials	500.00	500.00	0.00	100.0%
801.00 · Auditing	4,200.00	4,500.00	-300.00	93.3%
802.00 · Institutional dues	650.00	1,300.00	-650.00	50.0%
803.00 · Professional Services	1,999.00	6,000.00	-4,001.00	33.3%
812.00 · Payroll services	229.71	450.00	-220.29	51.0%
813.00 · Continuing Education Program	4,589.63	12,000.00	-7,410.37	38.2%
815.00 · Executive Search Fund	465.00	2,000.00	-1,535.00	23.3%
816.00 · Office Furnishings	0.00	500.00	-500.00	0.0%
821.00 · Technology & Innovation Program	55,125.00	121,625.00	-66,500.00	45.3%
823.00 · Professional Development Grants	4,000.00	10,000.00	-6,000.00	40.0%
850.00 · Utilities	2,109.13	6,000.00	-3,890.87	35.2%
860.00 · Transportation	4,813.13	14,000.00	-9,186.87	34.4%
880.02 · Member Library Programming	50,330.64	170,000.00	-119,669.36	29.6%
910.00 · Insurance	3,126.00	3,500.00	-374.00	89.3%
930.00 · Repair & Maintenance	0.00	500.00	-500.00	0.0%
940.00 · Rents	5,492.00	10,500.00	-5,008.00	52.3%
977.00 · Equipment purchases	7,089.07	7,000.00	89.07	101.3%
990.00 · Contingencies	2,415.23	53,188.00	-50,772.77	4.5%
<b>Total Expense</b>	<b>286,505.92</b>	<b>676,395.00</b>	<b>-389,889.08</b>	<b>42.4%</b>
<b>Net Income</b>	<b>12,433.35</b>	<b>0.00</b>	<b>12,433.35</b>	<b>100.0%</b>

**MIDEASTERN MI LIBRARY COOPERATIVE**  
**Monthly Transaction Detail Report**  
 January through April 2019

Date	Num	Name	Memo	Amount
<b>Jan - Apr 19</b>				
01/02/2019	15072	Lori Fithian	Winter Program - Flint Public Library	-450.00
01/02/2019	15073	Rachel Sadowski	Winter Program - Flint Public Library	-375.00
01/02/2019	15074	Tiptop Entertainment, LLC	Winter Program; Chippewa River District Library	-425.00
01/02/2019	15075	Stevens Puppets	Winter Program - Flint Public Library	-350.00
01/07/2019	15076	Nature on the Go LLC	Winter Program - Frankenmuth District Library	-200.00
01/07/2019	15077	Ming Louie	Winter Program - GDL Genesee Branch	-250.00
01/07/2019	15078	Jim Perkins	Winter Program - GDL Baker Park Branch	-365.00
01/09/2019		Mideastern MI Library Cooperative	Small Libraries, Big Impact Rural Conference Support	-2,500.00
01/09/2019	15079	Mott Foundation	Office Rent	-661.00
01/09/2019	15079	Mott Foundation	Consumers Energy	-33.00
01/09/2019	15080	Flint Downtown Development Aut...	Employee Monthly Parking Spaces (December)	-120.00
01/09/2019	15080	Flint Downtown Development Aut...	Parking Validation Fees	
01/09/2019	15081	ReadyTalk	ReadyTalk Conferece Call	-51.66
01/09/2019	15082	First Bankcard	Windstream Telephone Service	-115.86
01/09/2019	15082	First Bankcard	AT & T Services	-70.80
01/09/2019	15082	First Bankcard	AT & T Services	-82.10
01/09/2019	15082	First Bankcard	Rural Conference Gaylord meeting luncheon	-28.32
01/09/2019	15082	First Bankcard	New Copy Machine Toner Cartridges	-264.02
01/09/2019	15082	First Bankcard	New Copy Machine Wireless Adapter	-50.74
01/09/2019	15082	First Bankcard	New Copy Machine	-1,354.77
01/09/2019	15082	First Bankcard	Postage to Mail Door Prizes	-10.67
01/09/2019	15083	John West	December/ January IT Support	-480.00
01/09/2019	15083	John West	Cisco Wireless Access Point	-125.00
01/09/2019	15083	John West	2 TB Redundant File Server	-824.00
01/09/2019	15083	John West	Netgear 8 Port Gigabit Switch	-136.00
01/09/2019	15084	Denise Hooks	Mileage Reimbursement	-69.76
01/09/2019	15084	Denise Hooks	Lansing Meeting Luncheon	-22.54
01/09/2019	15084	Denise Hooks	Parking Validation	-3.00
01/09/2019	15085	Grace A. Dow Memorial Library	Professional Development Grants	-500.00
01/10/2019		State Savings Bank	December, 2018 Interest	987.88
01/11/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
01/11/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.84
01/11/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.60
01/11/2019	1590	Denise D. Hooks	Gross Salary	-3,785.46
01/11/2019	1591	Irene Bancroft	Gross Salary	-2,272.53
01/14/2019	15086	PaleoShows, LLC	Winter Program - GDL Fenton Branch	-350.00
01/14/2019	15086	PaleoShows, LLC	Winter Program - GDL Flushing Branch	-350.00
01/14/2019	15087	Ming Louie	Winter Program - GDL Mt. Morris Branch	-250.00
01/14/2019	15088	Nature on the Go LLC	Winter Program - CADL Mason Branch	-300.00
01/14/2019	15089	Rebecca Barrett	Winter Program - GDL Flushing Branch	-105.00
01/14/2019	15089	Rebecca Barrett	Winter Program - GDL Davison Branch	-105.00
01/15/2019		Fifth Third Bank	December, 2018 Interest	
01/15/2019		Blue Cross Blue Shield of MI	February	-2,898.25
01/21/2019	15090	Sadia Mahjabeen	Winter Program - CDL Perry Branch	-375.00
01/21/2019	15091	Kira Herman	Winter Program - Vermontville Township District Library	-386.40
01/21/2019	15092	Ming Louie	Winter Program - GDL Flint Township Branch	-250.00
01/22/2019		Deposit	Annual Membership Fee	150.00
01/22/2019		Deposit	Annual Membership Fee	150.00
01/22/2019		Deposit	Fall Programming - Capital Area District Library	1,825.00
01/22/2019		Deposit	Fall Programming - Public Libraries of Saginaw	250.00
01/22/2019		Deposit	Fall Programming - North Branch Township Library	325.00
01/22/2019		Deposit	Fall Programming - Vermontville Township Library	980.00
01/25/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
01/25/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.84
01/25/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.59
01/25/2019	1592	Denise D. Hooks	Gross Salary	-3,785.46
01/25/2019	1593	Irene Bancroft	Gross Salary	-2,272.53
01/28/2019	15093	Animal Adventure Shows LLC	Winter Program - GDL Fenton Branch	-200.00
01/28/2019	15093	Animal Adventure Shows LLC	Winter Program - GDL Linden Branch	-200.00
01/28/2019	15094	Ming Louie	Winter Program - CADL South Lansing Branch	-250.00
01/28/2019	15095	Painterly Pottery	Winter Program - BCLS Auburn Branch	-250.00
01/28/2019	15095	Painterly Pottery	Winter Program - BCLS Auburn Branch	-250.00
01/28/2019	15096	Nature on the Go LLC	Winter Program - CADL Webberville Branch	-300.00
01/31/2019		Chase Bank	January, 2019 Interest	8.43
01/31/2019		Chemical Bank	January, 2019 Interest	38.61
01/31/2019		Chemical Bank	January Interest	0.36
02/04/2019	15097	Jenny Schroeder	Winter Program - CADL - Dansville Branch	-350.00
02/04/2019	15098	Kira Herman	Winter Program - GDL Burton Memorial Branch	-319.98
02/04/2019	15098	Kira Herman	Winter Program - GDL Flint Township Branch	-310.26

Date	Num	Name	Memo	Amount
02/04/2019	15099	Painterly Pottery	Winter Program - CDL Perry Branch	-325.00
02/04/2019	15100	Nature on the Go LLC	Winter Program - Frankenmuth District Library	-250.00
02/04/2019	15100	Nature on the Go LLC	Winter Program - Fraser Public Library	-200.00
02/04/2019	15101	Storytellers	Winter Program - Flint Public Library	-400.00
02/08/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
02/08/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.85
02/08/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.60
02/08/2019	1594	Denise D. Hooks	Gross Salary	-3,785.46
02/08/2019	1595	Irene Bancroft	Gross Salary	-2,272.53
02/11/2019	15102	Rachel Sadowski	Winter Program - GDL Davison Branch	-350.00
02/11/2019	15102	Rachel Sadowski	Winter Program - GDL Goodrich Branch	-350.00
02/11/2019	15103	Wanda Degen	Winter Program - Flint Public Library	-360.00
02/11/2019	15105	Painterly Pottery	Winter Program - BCLS Sage Branch	-250.00
02/11/2019	15105	Painterly Pottery	Winter Program - BCLS Sage Branch	-250.00
02/11/2019	15104	Nature on the Go LLC	Winter Program - CDL Bancroft Branch	-300.00
02/13/2019	15106	Mott Foundation	Office Rent	-661.00
02/13/2019	15106	Mott Foundation	Consumers Energy	-33.00
02/13/2019	15106	Mott Foundation	Meeting Room Rental	-25.00
02/13/2019	15107	Flint Downtown Development Aut...	Employee Monthly Parking Spaces (December)	-120.00
02/13/2019	15107	Flint Downtown Development Aut...	Parking Validation Fees	-15.00
02/13/2019	15108	The Traveling Bookkeeper, LLC	Payroll Services; January	-21.00
02/13/2019	15108	The Traveling Bookkeeper, LLC	W2 Tax Forms & Postage	-8.44
02/13/2019	15110	John West	January IT Support	-240.00
02/13/2019	15111	Crystal Water Company	Carboy; Invoice #A156815	-5.00
02/13/2019	15111	Crystal Water Company	Water Cooler Rental;	
02/13/2019	15112	The Library Network	Administrative Assistant office computer; Invoice #63609	-2,167.27
02/13/2019	15112	The Library Network	Director office computer	-2,167.27
02/13/2019	15113	Library Ideas LLC	VOX Books; Invoice #67740	-2,406.75
02/13/2019	15114	Michigan Business & Profession...	Member # MBPA16548	-150.00
02/13/2019	15115	Denise Hooks	Mileage Reimbursement	-150.80
02/13/2019	15115	Denise Hooks	Lansing Meeting Luncheon	-14.97
02/13/2019	15115	Denise Hooks	ALA Lunch	-13.77
02/13/2019	15115	Denise Hooks	ALA Lunch	-15.50
02/13/2019	15115	Denise Hooks	ALA Breakfast	-8.40
02/13/2019	15115	Denise Hooks	ALA Transportation	-40.00
02/13/2019	15115	Denise Hooks	ALA Transportation	-50.00
02/13/2019	15115	Denise Hooks	ALA Parking	-32.50
02/13/2019	15116	First Bankcard	Windstream Telephone Service	-27.39
02/13/2019	15116	First Bankcard	AT & T Services	-70.80
02/13/2019	15116	First Bankcard	AT & T Services	-113.27
02/13/2019	15116	First Bankcard	Showcase door prizes	-73.74
02/13/2019	15116	First Bankcard	Board Meeting Refreshments	-60.00
02/13/2019	15116	First Bankcard	ALA Conference Registration	-270.00
02/13/2019	15116	First Bankcard	ALA meals	-32.25
02/13/2019	15116	First Bankcard	ALA meals	-12.75
02/13/2019	15116	First Bankcard	Discount Coupon credit	33.00
02/13/2019	15117	Tiptop Entertainment, LLC	Fall Program; Holly Township Library - deposit	-212.50
02/13/2019	15109	Blue Cross Blue Shield of MI	March	-2,898.25
02/13/2019	15118	Karen Bonnici	Deposit - Spring Programs; 2 events	-100.00
02/13/2019	15119	A Family Affair	Fall Program - Flint Public Library; deposit	-50.00
02/18/2019	15120	Genot Picor	Winter Program - CRDL Veterans Memorial Branch	-345.00
02/18/2019	15121	Jenny Schroeder	Winter Program - GDL Gaines Station	-350.00
02/18/2019	15121	Jenny Schroeder	Winter Program - GDL Otisville Branch	-350.00
02/18/2019	15122	Painterly Pottery	Winter Program - BCLS Wirt Branch	-250.00
02/18/2019	15122	Painterly Pottery	Winter Program - BCLS Wirt Branch	-250.00
02/18/2019	15122	Painterly Pottery	Winter Program - BCLS Pinconning Branch	-250.00
02/18/2019	15122	Painterly Pottery	Winter Program - BCLS Pinconning Branch	-250.00
02/18/2019	15123	PALamazoo Puppets	Winter Program - Flint Public Library	-500.00
02/22/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
02/22/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.84
02/22/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.59
02/22/2019	1596	Denise D. Hooks	Gross Salary	-3,785.46
02/22/2019	1597	Irene Bancroft	Gross Salary	-2,272.53
02/25/2019	15124	Jenny Schroeder	Winter Program - CADL Foster Branch	-350.00
02/25/2019	15125	Sloan Museum	Winter Program - GDL Beecher Branch	-125.00
02/25/2019	15125	Sloan Museum	Winter Program - GDL Swartz Creek Branch	-125.00
02/25/2019		Deposit	2019 Winter Programs; Chippewa River District Library	774.00
02/25/2019		Deposit	2019 Winter Programs; Community District Library	1,865.00
02/25/2019		Deposit	2019 Winter Programs; Lapeer District Library	477.00
02/25/2019		Deposit	2019 Winter Programs; Public Libraries of Saginaw	395.00

Date	Num	Name	Memo	Amount
02/25/2019		Deposit	2019 Winter Programs; Genesee District Library	5,155.24
02/25/2019		Deposit	2019 Winter Programs; Fraser Public Library	1,225.00
02/25/2019		Deposit	2019 Winter Programs; Fraser Public Library	40.00
02/25/2019		Deposit	2019 Winter Programs; Frankenmuth District Library	1,040.00
02/25/2019		Deposit	2019 Winter Programs; Frankenmuth District Library	40.00
02/25/2019		Deposit	Kitchen Use Fee; McFarlane	90.00
02/28/2019		Chemical Bank	February Interest	34.68
02/28/2019		Chase Bank	February, 2019 Interest	7.62
02/28/2019		Chemical Bank	February Interst	0.32
03/04/2019	15126	Jim Perkins	Winter Program - Flint Public Library	-365.00
03/04/2019	15127	Thornapple Woodlands Beekeep...	Winter Program - Fraser Public Library	-425.00
03/04/2019	15128	Nature on the Go LLC	Winter Program - Frankenmuth Wickson District Library	-250.00
03/04/2019	15129	Karen Bonnici	Winter Program - Vermontville Township Library	-275.00
03/04/2019	15130	Alex Thomas	Winter Program - LDL deAngeli Branch	-477.00
03/04/2019	15131	Scheer Magic Productions	Winter Program - PLOS Zauel Branch	-395.00
03/05/2019	15132	Mott Foundation	Office Rent	-661.00
03/05/2019	15132	Mott Foundation	Consumers Energy	-33.00
03/05/2019	15133	Flint Downtown Development Aut...	Employee Monthly Parking Spaces (February)	-120.00
03/05/2019	15133	Flint Downtown Development Aut...	Parking Validation Fees	-55.00
03/05/2019	15134	The Traveling Bookkeeper, LLC	Payroll Services; February	-21.00
03/05/2019	15134	The Traveling Bookkeeper, LLC	Postage	-11.27
03/05/2019	15135	Blue Cross Blue Shield of MI	February	-2,898.25
03/05/2019	15136	ReadyTalk	ReadyTalk Conferece Call	-12.59
03/05/2019	15137	Lewis & Knopf, CPA's	Annual Audit Fee	-4,200.00
03/05/2019	15138	First Bankcard	Windstream Telephone Service	-113.27
03/05/2019	15138	First Bankcard	AT & T Services	-72.77
03/05/2019	15138	First Bankcard	AT & T Services	-82.11
03/05/2019	15138	First Bankcard	ALA Conference meals	-14.04
03/05/2019	15138	First Bankcard	ALA Conference meals	-15.85
03/05/2019	15138	First Bankcard	ALA Conference meals	-20.46
03/05/2019	15138	First Bankcard	ALA Conference meals	-31.65
03/05/2019	15138	First Bankcard	ALA Conference meals	-39.64
03/05/2019	15138	First Bankcard	ALA Conference meals	-19.18
03/05/2019	15138	First Bankcard	ALA Conference meals	-3.19
03/05/2019	15138	First Bankcard	ALA Conference accomodations	-1,102.40
03/05/2019	15138	First Bankcard	Meeting meal	-12.37
03/05/2019	15138	First Bankcard	Advisory Council meeting luncheon	-51.20
03/05/2019	15138	First Bankcard	Advisory Council meeting refreshments	-54.80
03/05/2019	15138	First Bankcard	Advisory Council meeting luncheon	-340.20
03/05/2019	15138	First Bankcard	Credit Card	-22.81
03/05/2019	15139	Staples	Office Supplies	-121.73
03/05/2019	15140	Ruth Hughes Memorial Library	Technology & Innovation Grant	-5,250.00
03/05/2019	15141	Tiptop Entertainment, LLC	Spring Programs; CADL - Leslie schools - deposit	-400.00
03/05/2019	15142	Animal Adventure Shows LLC	Summer Program - Fairgrove District Library - deposit	-100.00
03/05/2019	15143	Irene Bancroft	Cell Phone Support	-109.80
03/05/2019	15143	Irene Bancroft	Mileage Reimbursement	-55.68
03/05/2019	15144	AXA Equitable	Employer Contribution to SEPP; D. Hooks	-4,428.99
03/05/2019	15145	Fifth Third Bank	Employer Contribution to SEPP; I. Bancroft	-2,658.87
03/08/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
03/08/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.84
03/08/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.59
03/08/2019	1598	Denise D. Hooks	Gross Salary	-3,785.46
03/08/2019	1599	Irene Bancroft	Gross Salary	-2,272.53
03/11/2019	15146	Painterly Pottery	Spring Program - Bullard Sanford District Library	-325.00
03/11/2019	15147	Jim Perkins	Spring Program - Frankenmuth District Library	-390.00
03/11/2019	15147	Jim Perkins	Spring Program - CDL Bancroft Branch	-370.00
03/11/2019	15148	Karen Bonnici	Spring Program - Flint Public Library	-275.00
03/15/2019		Fifth Third Bank	March, 2019 Interest	1,721.66
03/18/2019	15149	Painterly Pottery	Spring Program - Holly Township Library	-325.00
03/18/2019	15150	Ming Louie	Spring Program - GDL Flushing Branch	-250.00
03/22/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
03/22/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.84
03/22/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.60
03/22/2019	1600	Denise D. Hooks	Gross Salary	-3,785.46
03/22/2019	1601	Irene Bancroft	Gross Salary	-2,272.53
03/25/2019	15151	Mott Foundation	Office Rent	-661.00
03/25/2019	15151	Mott Foundation	Consumers Energy	-33.00
03/25/2019	15152	Flint Downtown Development Aut...	Employee Monthly Parking Spaces (April)	-120.00
03/25/2019	15152	Flint Downtown Development Aut...	Parking Validation Fees	-15.00
03/25/2019	15153	Blue Cross Blue Shield of MI	Health & Dental Insurance Premium	-2,898.25

Date	Num	Name	Memo	Amount
03/25/2019	15154	The Traveling Bookkeeper, LLC	Payroll Services; March	-21.00
03/25/2019	15155	Crystal Water Company	Carboy; Invoice #A159460	-10.00
03/25/2019	15155	Crystal Water Company	Water Cooler Rental; March - June, 2019	-22.26
03/25/2019	15156	Citizens Insurance Company	Annual Business Owners Policy; Customer #150667189...	-33.00
03/25/2019	15156	Citizens Insurance Company	Annual Workers Compensation Policy	
03/25/2019	15157	ReadyTalk	ReadyTalk Conferece Call	-31.09
03/25/2019	15158	Denise Hooks	Mileage Reimbursement	-130.50
03/25/2019	15159	American Library Association	Invoice #R40531590	-325.00
03/25/2019	15160	Grace A. Dow Memorial Library	Technology & Innovation Grant	-7,000.00
03/25/2019	15161	North Branch Township Library	Professional Development Grants	-500.00
03/25/2019	15163	Jenny Schroeder	Winter Program - CADL Foster Branch	-350.00
03/25/2019	15170	Sloan Museum	Spring Program - Chippewa River District Library	-429.00
03/25/2019	15165	Scheer Magic Productions	Spring Program - SDL Durand Branch	-395.00
03/25/2019	15166	Dynamic West School Assemblies	Winter Program - CDL Morrice Branch	-495.00
03/25/2019	15167	Ming Louie	Spring Program - Vermontville Public Library	-250.00
03/25/2019		Paypal Transfer	Testing System	0.01
03/25/2019		Paypal Transfer	Testing System	-0.01
03/27/2019		Deposit	VOX Books; Holly Township Library	294.60
03/27/2019		Deposit	VOX Books; Pere Marquette District Library	754.00
03/27/2019		Deposit	2019 Winter Programs; Bay County Library System	2,000.00
03/27/2019		Deposit	2019 Winter Programs; Capital Area District Library	1,250.00
03/27/2019		Deposit	2019 Winter Programs; Flint Public Library	1,950.00
03/27/2019		Deposit	2019 Winter Programs; Vermontville Township Library	961.40
03/27/2019		Deposit	2019 Winter Programs; Vermontville Township Library	30.00
03/27/2019		Deposit	2019 Winter Programs; Holly Township Library	325.00
03/31/2019		Chemical Bank	March Interest	36.93
03/31/2019		Chemical Bank	March Interest	0.41
03/31/2019		Chase Bank	March, 2019 Interest	7.89
03/31/2019		ELGA Credit Union	March, 2019 Interest	402.65
03/31/2019		Dort Federal Credit Union	March, 2019 Interest	0.01
03/31/2019		Dort Federal Credit Union	March, 2019 Interest	764.22
03/31/2019		Dort Federal Credit Union	March, 2019 Interest	131.64
03/31/2019		State Savings Bank	March, 2019 Interest	1.91
03/31/2019		Portland Federal Credit Union	March, 2019 Interest	0.61
03/31/2019		Portland Federal Credit Union	March, 2019 Interest	1,171.56
04/01/2019	15168	Genot Picor	Spring Program - Grand Ledge District Library	-275.00
04/01/2019	15169	Island River Digital	Website Maintenance	-300.00
04/01/2019	15171	Rachel Sadowski	Spring Program - CDL Bancroft Branch	-375.00
04/01/2019	15172	Nature on the Go LLC	Spring Program - Fraser Public Library	-250.00
04/05/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
04/05/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.83
04/05/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.60
04/05/2019	1602	Denise D. Hooks	Gross Salary	-3,785.46
04/05/2019	1603	Irene Bancroft	Gross Salary	-2,272.53
04/08/2019	15173	The Music Lady	Spring Program - Flint Public Library	-300.00
04/08/2019	15174	Thornapple Woodlands Beekeep...	Spring Program - CRDL Shepherd Branch	-425.00
04/08/2019	15175	Cameron Zvara	Spring Program - CRDL Veterans Memorial Branch	-300.00
04/08/2019	15176	Ming Louie	Spring Program - GDL Volunteer Breakfast	-150.00
04/08/2019	15176	Ming Louie	Spring Program - GDL Goodrich Branch	-250.00
04/10/2019		State Savings Bank	March, 2019 Interest	971.25
04/11/2019		Deposit	Spring Program; SDL Durand Branch	395.00
04/12/2019		State of MI	State Unemployment Insurance	-243.20
04/15/2019	15177	Blue Cross Blue Shield of MI	May Coverage	-2,940.03
04/15/2019	15177	Blue Cross Blue Shield of MI	Balance Due	-41.78
04/15/2019	15178	ReadyTalk	ReadyTalk Conferece Call	-24.90
04/15/2019	15179	First Bankcard	Windstream Telephone Service	-112.74
04/15/2019	15179	First Bankcard	AT & T Services	-72.77
04/15/2019	15179	First Bankcard	AT & T Services	-82.11
04/15/2019	15179	First Bankcard	Small Libraries; Big Impact Conference Registration Fees	-150.00
04/15/2019	15179	First Bankcard	Small Libraries; Big Impact Conference Accomodations	-82.50
04/15/2019	15179	First Bankcard	Meeting meal	-4.39
04/15/2019	15179	First Bankcard	Credit Card fee	-15.45
04/15/2019	15181	YourMembership.com, Inc	Invoice #R40531607	-140.00
04/15/2019	15182	Tiptop Entertainment, LLC	Spring Programs; CADL - Mason schools - deposit	-212.50
04/15/2019	15183	Rachel Sadowski	Spring Program - Goodland Township Library	-375.00
04/15/2019	15184	Ming Louie	Spring Program - Flint Public Library	-250.00
04/15/2019	15185	The Music Lady	Spring Program - CADL Baby Fair	-300.00
04/19/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
04/19/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.84
04/19/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.59



<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
04/19/2019	1604	Denise D. Hooks	Gross Salary	-3,785.46
04/19/2019	1605	Irene Bancroft	Gross Salary	-2,272.53
04/24/2019	15200	Guardian	Annual Life Insurance Premium	-2,409.41
04/24/2019	15201	Denise Hooks	Mileage Reimbursement	-367.72
04/24/2019	15202	Irene Bancroft	Mileage Reimbursement	-301.02
04/24/2019		Deposit	Winter Programs; North Branch Township Library	280.00
04/24/2019		Deposit	VOX Books; Lapeer District Library	1,438.05
04/24/2019		Deposit	Winter Programs; Bullard Sanford District Library	250.00
04/29/2019	15186	Alex Thomas	Spring Program - GDL Grand Blanc Branch	-447.00
04/29/2019	15186	Alex Thomas	Spring Program - GDL Flint Township Branch	-447.00
04/29/2019	15195	Matthew Ball	Spring Program - GDL Baker Park Branch	-300.00
04/29/2019	15188	Cameron Zvara	Spring Program - BCLS Wirt Branch	-250.00
04/29/2019	15189	Jenifer Strauss	Spring Program - BCLS Auburn Branch	-375.00
04/29/2019	15190	Tiptop Entertainment, LLC	Spring Programs; BCL Sage Branch	-200.00
04/29/2019	15191	Zeemo Productions	Spring Program - BCLS Pinconning Branch	-375.00
04/29/2019	15192	Karen Bonnici	Spring Program - GDL Goodrich Branch	-210.00
04/29/2019	15192	Karen Bonnici	Spring Program - GDL Fenton Branch	-210.00
<b>Jan - Apr 19</b>				<b><u>-111,871.96</u></b>

**MMLC TRUST ACCOUNT**  
**Summary Activity Report**  
 October 2018 through April 2019

	Opening balance	Total Income	Co-op Reim	Other Disb	Total Expense	Net Income
Almont - Restricted	0.00	0.00	0.00	0.00	0.00	0.00
Bay County - Restricted	38,435.61	38,435.61	0.00	38,435.61	38,435.61	0.00
CADL - Restricted	87,580.51	87,580.51	0.00	87,580.51	87,580.51	0.00
Chippewa River - Restricted	10.00	10.00	0.00	0.00	0.00	10.00
Coleman - Restricted	1,694.70	1,694.70	0.00	0.00	0.00	1,694.70
Coleman - Revolving	7,897.18	7,897.18	0.00	0.00	0.00	7,897.18
Community District - Restricted	10,297.95	10,297.95	2,990.00	0.00	2,990.00	7,307.95
Community District - Revolving	12,066.89	12,066.89	0.00	35.00	35.00	12,031.89
Dryden - Restricted	248.23	248.23	248.23	0.00	248.23	0.00
Dryden - Revolving	1,895.49	1,895.49	3,045.77	0.00	3,045.77	-1,150.28
FPL - Restricted Account	35,769.56	35,769.56	0.00	0.00	0.00	35,769.56
FPL - Revolving Account	231,540.77	231,540.77	0.00	0.00	0.00	231,540.77
GDL - Restricted	121,679.87	121,679.87	0.00	0.00	0.00	121,679.87
GDL - Revolving	268,257.00	268,257.00	0.00	27,774.77	27,774.77	240,482.23
Goodland Township - Restricted	0.00	0.00	0.00	0.00	0.00	0.00
Goodland Township - Revolving	0.00	0.00	0.00	0.00	0.00	0.00
Grace A. Dow - Restricted	28,125.54	28,125.54	0.00	0.00	0.00	28,125.54
Grace A. Dow - Revolving	34,407.95	34,407.95	0.00	12,713.47	12,713.47	21,694.48
Holly Twp - Restricted	5,472.49	5,472.49	0.00	0.00	0.00	5,472.49
Holly Twp - Revolving	24,948.25	24,948.25	0.00	0.00	0.00	24,948.25
Laingsburg - Restricted	3,503.45	3,503.45	0.00	0.00	0.00	3,503.45
Laingsburg - Revolving	3,840.91	3,840.91	0.00	1,727.05	1,727.05	2,113.86
Lapeer District - Restricted	19,474.78	19,474.78	3,519.05	0.00	3,519.05	15,955.73
Lapeer District - Revolving	82,011.66	82,011.66	0.00	0.00	0.00	82,011.66
North Branch - Restricted	1,570.48	1,570.48	350.00	0.00	350.00	1,220.48
North Branch - Revolving	3,173.84	3,173.84	0.00	0.00	0.00	3,173.84
Pere Marquette - Restricted	3,193.09	3,193.09	2,000.00	0.00	2,000.00	1,193.09
Pere Marquette - Revolving	2,952.51	2,952.51	1,000.00	0.00	1,000.00	1,952.51
Ruth Hughes - Restricted	2,823.73	2,823.73	0.00	377.88	377.88	2,445.85
Ruth Hughes - Revolving	2,554.73	2,554.73	0.00	0.00	0.00	2,554.73
Saginaw - Restricted	27,719.08	27,719.08	0.00	0.00	0.00	27,719.08
Saginaw - Revolving	31,355.67	31,355.67	27,000.00	0.00	27,000.00	4,355.67
Shiawassee - Restricted	7,907.19	7,907.19	253.00	0.00	253.00	7,654.19
Shiawassee - Revolving	63,890.98	63,890.98	0.00	0.00	0.00	63,890.98
Vernon - Restricted	0.00	0.00	0.00	0.00	0.00	0.00
Vernon - Revolving	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>1,166,300.09</b>	<b>1,166,300.09</b>	<b>40,406.05</b>	<b>168,644.29</b>	<b>209,050.34</b>	<b>957,249.75</b>

**MMLC TRUST ACCOUNT**  
**Transaction Report**  
**January through April 2019**

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<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
<b>Jan - Apr 19</b>				
01/10/2019		State Bank	December, 2018 Interest - CD	987.88
01/31/2019		Chase Bank	January, 2019 Interest	8.43
02/13/2019	4051	Demco	Summer Reading Materials	-377.88
02/13/2019	4052	Mideastern MI Library Cooperative	Invoices	-2,342.00
02/28/2019		Chase Bank	February, 2019 Interest	7.62
03/31/2019		State Bank	March, 2019 Interest	1.91
03/31/2019		Dort Federal Credit	March, 2019 Interest	0.01
03/31/2019		Dort Federal Credit	March, 2019 Interest	764.22
03/31/2019		Dort Federal Credit	March, 2019 Interest	131.64
03/31/2019		Chase Bank	March, 2019 Interest	7.89
03/31/2019		Portland Federal Credit Union	March, 2019 Interest	0.61
03/31/2019		Portland Federal Credit Union	March, 2019 Interest	1,171.56
04/09/2019		ELGA Credit Union	March, 2019 Interest	402.65
04/10/2019		State Bank	March, 2019 Interest - CD	971.25
04/11/2019		Transfer	Transfer of Funds	-2,000.00
04/15/2019		Transfer	Transfer to Checking	-8,000.00
04/16/2019	4053	Mideastern MI Library Cooperative	Invoices	-8,019.25
04/16/2019	4054	Friends of Michigan Libraries	Invoice	-35.00
<b>Jan - Apr 19</b>				

# MIDEASTERN MICHIGAN LIBRARY COOPERATIVE BOARD

## Upcoming MMLC Board Meeting Dates

September 12, 2019	MMLC Office (5 <sup>th</sup> Floor Meeting Room) <ul style="list-style-type: none"><li>• FY 2018-2019 Budget Final Revisions</li><li>• FY 2018-2019 Director's Work Plan Final Report</li><li>• Oath of Office for incoming Board Members</li><li>• FY 2019-2020 Director's Work Plan Presentation</li><li>• FY 2019-2020 Budget Review &amp; Adoption</li><li>• FY 2019-2020 Resolutions</li><li>• Committee Assignments</li></ul>	4:30 p.m.
January 9, 2020	MMLC Office (5 <sup>th</sup> Floor Meeting Room) <ul style="list-style-type: none"><li>• Annual Audit Presentation</li></ul>	4:30 p.m.
May 14, 2020	Brick Street Grille <ul style="list-style-type: none"><li>• Joint Board/Advisory Council Meeting</li><li>• State of the Cooperative Presentation</li><li>• Advisory Council February Meeting Minutes Acceptance</li><li>• MMLC Board January Meeting Minutes Acceptance</li><li>• MMLC Board April Financial Report Acceptance</li></ul>	5:00 p.m.
September 10, 2020	MMLC Office (5 <sup>th</sup> Floor Meeting Room) <ul style="list-style-type: none"><li>• FY 2019-2020 Budget Final Revisions</li><li>• Director's Annual Evaluation</li><li>• FY 2019-2020 Director's Work Plan Final Report</li><li>• Oath of Office for incoming Board Members</li><li>• FY 2020-2021 Director's Work Plan Presentation</li><li>• FY 2020-2021 Budget Review &amp; Adoption</li><li>• FY 2020-2021 Resolutions</li><li>• Committee Assignments</li></ul>	4:30 p.m.