

**Mideastern Michigan Library Cooperative  
Annual Board and Advisory Council Meeting  
Brick Street Grill, Grand Blanc, MI  
Thursday, May 9, 2019**

**Board Members Present:** Pam Clark; Robert Crites; Karen Hornus; Perry Valle; Mary Herr; Janie Lupo; Sandy Drake.

**Advisory Council Members Present:** Kay Hurd; Trish Burns; Bruce Childs; Scott Duimstra; Jami Cromley; Diane Moyer; David Conklin; Annette Adams; Terrie Ahlers; Melissa Malcolm; Kelli Lovasz; Eric Palmer; Maria McCarville; Tracy Aldrich; Steven Flayer; Cheryl Davenport; Vera Anderson.

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

**Guests Present:** Randy Riley; Debora Bloomquist; Trenton Smiley; Diane Lahmann; Judy Bowers; Kim Hill; Charlotte Babb; Karen Rykhus; Jan Watz; Jacquie Wilson; Conni Brett; Carol Kocik; Margaret Bentley; Nancy Folaron; Rich Folaron; Elaine Kuchar; Denice Grace.

**Board Members Absent:** Jill Sodt (excused); Kristin LaLonde; Nancy Rozier.

**Advisory Council Members Absent:** Kay Schwartz (excused); Anne Heidemann (excused); Corey Friedrich; Gale Nelson; Greg Hayes; Sandra Chavez; Sheila Bissonnette; Glen Birdsall; Dina Mein.

**Welcome:** MMLC Director Denise Hooks welcomed everyone to the annual meeting of the MMLC Board and Advisory Council.

**Dinner & Networking:** Everyone enjoyed a delicious meal from Brick Street Grill.

**Celebrating MMLC:** Denise introduced members of the MMLC board along with members from the Advisory Council and guests. Denise presented a 10-year prospectus, highlighting statistics covering the major accomplishments of the Cooperative.

**State Librarian, Randy Riley:** Randy mentioned that the House has passed a budget increase for LSTA funding. Randy thanked members for welcoming him to their local libraries to see in person how the State Library can help with library development and promoting the library. Randy encouraged members to contact the Library of Michigan staff with questions and concerns.

**Advisory Council Meeting:**

**Call to Order:** Denise called the May Advisory Council meeting to order at 6:10 p.m.

**Approval of the Advisory Council minutes from the February 19, 2019 meeting: Motion by Steve Flayer, seconded by Jami Cromley to approve the minutes as presented. All yeas (10-0). Motion carried.**

**Approval of the 2019-20 Fiscal Year Meeting Schedule: Motion by Steve Flayer, seconded by Cheryl Davenport to approve the FY 2019-20 meeting schedule as presented. All yeas (10-0). Motion carried.**

**Adjournment: Motion by Steve Flayer, seconded by Jami Cromley to adjourn the May 9, 2019 Mideastern Michigan Library Cooperative Advisory Council meeting. All yeas (17-0). Motion carried.**

**MMLC Board Meeting:**

**Call to Order:** Board chair Robert Crites called the May Board meeting to order at 6:20 p.m.

**Meeting Minutes: Motion to accept the January 10, 2019 Minutes as presented. All yeas (7-0). Motion carried.**

**Financial Reports: Motion to accept the April 30, 2019 financial reports as presented. All yeas (7-0). Motion carried.**

**Director's Annual Evaluation:** Bob reported that an Annual Evaluation of the Director will not be conducted this fiscal year.

**Advocacy Plan Revision: Motion forwarded by the Advocacy Committee to accept the revised Advocacy Plan as presented. All yeas (8-0). Motion carried.**

**Harrison District Library Membership: Be it Resolved that Mideastern Michigan Library Cooperative accepts into membership the Harrison District Library, effective October 1, 2019. Motion by Karen Horun, seconded by Perry Valle. All yeas (8-0). Motion carried.**

**Plan of Service Revision: Motion by Karen Hornus, seconded by Pam Clark to accept the revised Plan of Service, as presented. All yeas (8-0). Motion Carried.**

**Adjournment: Motion by Karen Hornus, seconded by Perry Valle to adjourn the May 9, 2019 Mideastern Michigan Library Cooperative Board of Trustees meeting. All yeas (8-0). Motion carried.**

**Adjourned at 6:25 p.m.**

Respectfully Submitted,

Irene Bancroft  
MMLC Administrative Specialist

# MIDEASTERN MI LIBRARY COOPERATIVE

## Budget Report

October 2018 through May 2019

	Oct '18 - May 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>
<b>587.00 · Local source revenues</b>				
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>
<b>665.00 · Other Income</b>				
665.01 · Interest Income	8,561.54	7,000.00	1,561.54	122.3%
665.02 · Miscellaneous Income	1,423.00	0.00	1,423.00	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	150.00	1,000.00	-850.00	15.0%
<b>Total 665.00 · Other Income</b>	<b>13,349.19</b>	<b>12,000.00</b>	<b>1,349.19</b>	<b>111.2%</b>
<b>669.00 · Other Local Income</b>				
669.02 · Programming	38,167.14	170,000.00	-131,832.86	22.5%
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>39,217.14</b>	<b>171,050.00</b>	<b>-131,832.86</b>	<b>22.9%</b>
<b>Total Income</b>	<b>299,297.94</b>	<b>676,395.00</b>	<b>-377,097.06</b>	<b>44.2%</b>
<b>Gross Profit</b>	<b>299,297.94</b>	<b>676,395.00</b>	<b>-377,097.06</b>	<b>44.2%</b>
<b>Expense</b>				
702.00 · Salaries	108,867.08	157,507.00	-48,639.92	69.1%
703.00 · Fringe benefits	42,794.72	72,775.00	-29,980.28	58.8%
703.01 · Payroll taxes	8,571.53	12,250.00	-3,678.47	70.0%
704.00 · Board & Advisory Council	856.58	8,000.00	-7,143.42	10.7%
726.00 · Office supplies	1,063.31	2,300.00	-1,236.69	46.2%
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	261.21	450.00	-188.79	58.0%
813.00 · Continuing Education Program	4,719.55	12,000.00	-7,280.45	39.3%
815.00 · Executive Search Fund	485.98	2,000.00	-1,514.02	24.3%
816.00 · Office Furnishings	0.00	500.00	-500.00	0.0%
821.00 · Innovation & Technology Program	55,125.00	121,625.00	-66,500.00	45.3%
823.00 · Professional Development Grants	4,500.00	10,000.00	-5,500.00	45.0%
850.00 · Utilities	2,420.58	6,000.00	-3,579.42	40.3%
860.00 · Transportation	4,969.13	14,000.00	-9,030.87	35.5%
880.02 · Member Library Programming	56,733.64	170,000.00	-113,266.36	33.4%
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	6,298.00	10,500.00	-4,202.00	60.0%
977.00 · Equipment purchases	6,825.05	7,000.00	-174.95	97.5%
990.00 · Contingencies	2,495.13	53,188.00	-50,692.87	4.7%
<b>Total Expense</b>	<b>317,461.49</b>	<b>676,395.00</b>	<b>-358,933.51</b>	<b>46.9%</b>
<b>Net Income</b>	<b>-18,163.55</b>	<b>0.00</b>	<b>-18,163.55</b>	<b>100.0%</b>

**MIDEASTERN MI LIBRARY COOPERATIVE**  
**Monthly Transaction Detail Report**  
**May 2019**

Date	Num	Name	Memo	Amount
<b>May 19</b>				
05/03/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
05/03/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.85
05/03/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.60
05/03/2019	1606	Denise D. Hooks	Gross Salary	-3,785.46
05/03/2019	1607	Irene Bancroft	Gross Salary	-2,272.53
05/06/2019	15193	Sloan Museum	Spring Program - LDL deAngeli Branch	-149.00
05/06/2019	15193	Sloan Museum	Spring Program - LDL deAngeli Branch	-50.00
05/06/2019	15194	Tiptop Entertainment, LLC	Spring Programs; CADL Alfedra Schmidt Community Cen...	-200.00
05/09/2019	15203	Mott Foundation	Office Rent	-661.00
05/09/2019	15203	Mott Foundation	Consumers Energy	-33.00
05/09/2019	15203	Mott Foundation	5th Floor Conference Room usage	-25.00
05/09/2019	15204	Flint Downtown Development Aut...	Employee Monthly Parking Spaces (May)	-120.00
05/09/2019	15204	Flint Downtown Development Aut...	Parking Validation Fees	-12.50
05/09/2019	15205	The Traveling Bookkeeper, LLC	Payroll Services; April	-21.00
05/09/2019	15206	Staples	Director Search Supplies	-20.98
05/09/2019	15207	Library Ideas LLC	VOX Books; Invoice #69079	-79.90
05/09/2019	15208	ReadyTalk	ReadyTalk Conferece Call	-10.04
05/09/2019	15209	First Bankcard	Windstream Telephone Service	-113.53
05/09/2019	15209	First Bankcard	AT & T Services	-72.77
05/09/2019	15209	First Bankcard	AT & T Services	-82.11
05/09/2019	15210	Goodland Township Library	Professional Development Grant	-500.00
05/09/2019	15211	Treetops Resort	Small Libraries, Big Impact Conference accomodations; ...	-156.00
05/09/2019	15214	Foster Swift Collins & Smith PC	Mileage Reimbursement: February, 2019 Advisory Coun...	-129.92
05/09/2019	15215	Blue Cross Blue Shield of MI	June Coverage	-2,940.03
05/13/2019	15216	Sandor Slomovits	Spring Program - CADL Aurelius school visit	-350.00
05/13/2019	15216	Sandor Slomovits	Spring Program - CADL Aurelius school visit	-350.00
05/13/2019	15217	Michael T. Garlick	Spring Program - GDL Headquarters Branch	-460.00
05/13/2019	15217	Michael T. Garlick	Spring Program - GDL Beecher Branch	-460.00
05/13/2019	15218	Gloria Loyd	Spring Program - CDL Corunna Branch	-335.00
05/13/2019	15219	Cameron Zvara	Spring Program - CADL Mason Branch hosting @ schools	-325.00
05/13/2019	15219	Cameron Zvara	Spring Program - CADL Mason Branch hosting @ schools	-325.00
05/13/2019	15219	Cameron Zvara	Deposit for cancelled FPL program	100.00
05/13/2019	15220	Wanda Degen	Spring Program - GDL Baker Park Branch	-360.00
05/13/2019	15221	Tiptop Entertainment, LLC	Spring Programs - CADL Mason Branch school visit	-106.25
05/13/2019	15221	Tiptop Entertainment, LLC	Spring Programs - CADL Mason Branch school visit	-106.25
05/13/2019	15221	Tiptop Entertainment, LLC	Spring Program - CADL Administraion Geir Community ...	-200.00
05/13/2019	15221	Tiptop Entertainment, LLC	Spring Program - CADL Webberville Branch school visit	-200.00
05/13/2019	15222	Nature on the Go LLC	Spring Program - GDL Flint Township Branch	-200.00
05/14/2019		Deposit	Annual Meeting Dinner	25.00
05/14/2019		Deposit	Annual Meeting Dinner	50.00
05/14/2019		Deposit	FOML Bookkeeping Contract	150.00
05/14/2019		Deposit	Spring Programs; Bullard Sanford District Library	75.00
05/14/2019		Deposit	Program Booking Fee; Bullard Sanford District Library	10.00
05/14/2019		Deposit	FOML Tablecloth Cleaning	20.00
05/17/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
05/17/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.84
05/17/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.60
05/17/2019	1608	Denise D. Hooks	Gross Salary	-3,785.46
05/17/2019	1609	Irene Bancroft	Gross Salary	-2,272.53
05/20/2019	15223	Kalamazoo Nature Center	Spring Program - Holly Township Library	-351.50
05/20/2019	15224	Tiptop Entertainment, LLC	Spring Programs - CADL Haslett Branch school visit	-200.00
05/20/2019	15224	Tiptop Entertainment, LLC	Spring Programs - CADL Administration Foster Commun...	-200.00
05/20/2019	15224	Tiptop Entertainment, LLC	Spring Program - CADL South Lansing school visit	-200.00
05/20/2019	15224	Tiptop Entertainment, LLC	Spring Program - CADL South Lansing school visit	-200.00
05/20/2019	15224	Tiptop Entertainment, LLC	Spring Program - CADL Williamston school visit	-200.00
05/27/2019	15225	Tiptop Entertainment, LLC	Spring Program - CADL Leslie Branch school visit	-200.00
05/27/2019	15225	Tiptop Entertainment, LLC	Spring Program - CADL Leslie Branch school visi	-200.00
05/27/2019	15225	Tiptop Entertainment, LLC	Spring Program - CADL Dansville school visit	-200.00
05/27/2019	15225	Tiptop Entertainment, LLC	Spring Program - CADL Stockbridge school visit	-187.50
05/27/2019	15225	Tiptop Entertainment, LLC	Spring Program - CADL Stockbridge school visit	-187.50
05/31/2019		Direct Deposit Charges	Direct Deposit Expense	-3.50
05/31/2019		Payroll taxes debit	Employer Withholding - Medicare	-87.84
05/31/2019		Payroll taxes debit	Employer Withholding - Social Security	-375.59
05/31/2019	1610	Denise D. Hooks	Gross Salary	-3,785.46
05/31/2019	1611	Irene Bancroft	Gross Salary	-2,272.53
<b>May 19</b>				<b>-30,625.57</b>

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

	Opening balance	Receipts	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	0.00
Bay County - Restricted	38,435.61	0.00	38,435.61	0.00	38,435.61	38,435.61	0.00
CADL - Restricted	87,580.51	0.00	87,580.51	0.00	87,580.51	87,580.51	0.00
Chippewa River - Restricted	10.00	0.00	10.00	0.00	0.00	0.00	10.00
Coleman - Restricted	1,694.70	0.00	1,694.70	0.00	0.00	0.00	1,694.70
Coleman - Revolving	7,897.18	0.00	7,897.18	0.00	0.00	0.00	7,897.18
Community District - Restricted	10,297.95	0.00	10,297.95	2,990.00	0.00	2,990.00	7,307.95
Community District - Revolving	12,066.89	0.00	12,066.89	0.00	35.00	35.00	12,031.89
Dryden - Restricted	248.23	846.18	1,094.41	1,398.51	0.00	1,398.51	-304.10
Dryden - Revolving	1,895.49	0.00	1,895.49	1,895.49	0.00	1,895.49	0.00
FPL - Restricted Account	35,769.56	0.00	35,769.56	0.00	0.00	0.00	35,769.56
FPL - Revolving Account	231,540.77	0.00	231,540.77	0.00	0.00	0.00	231,540.77
GDL - Restricted	121,679.87	65,996.25	187,676.12	0.00	121,679.87	121,679.87	65,996.25
GDL - Revolving	268,257.00	121,679.87	389,936.87	0.00	27,774.77	27,774.77	362,162.10
Goodland Township - Restricted	0.00	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	0.00
Grace A. Dow - Restricted	28,125.54	0.00	28,125.54	0.00	0.00	0.00	28,125.54
Grace A. Dow - Revolving	34,407.95	0.00	34,407.95	0.00	12,713.47	12,713.47	21,694.48
Holly Twp - Restricted	5,472.49	0.00	5,472.49	0.00	0.00	0.00	5,472.49
Holly Twp - Revolving	24,948.25	0.00	24,948.25	0.00	0.00	0.00	24,948.25
Laingsburg - Restricted	3,503.45	0.00	3,503.45	0.00	0.00	0.00	3,503.45
Laingsburg - Revolving	3,840.91	0.00	3,840.91	0.00	1,727.05	1,727.05	2,113.86
Lapeer District - Restricted	19,474.78	0.00	19,474.78	3,519.05	0.00	3,519.05	15,955.73
Lapeer District - Revolving	82,011.66	0.00	82,011.66	0.00	0.00	0.00	82,011.66
North Branch - Restricted	1,570.48	0.00	1,570.48	350.00	0.00	350.00	1,220.48
North Branch - Revolving	3,173.84	0.00	3,173.84	0.00	0.00	0.00	3,173.84
Pere Marquette - Restricted	3,193.09	0.00	3,193.09	2,000.00	0.00	2,000.00	1,193.09
Pere Marquette - Revolving	2,952.51	0.00	2,952.51	1,000.00	0.00	1,000.00	1,952.51
Ruth Hughes - Restricted	2,823.73	0.00	2,823.73	0.00	377.88	377.88	2,445.85
Ruth Hughes - Revolving	2,554.73	0.00	2,554.73	0.00	0.00	0.00	2,554.73
Saginaw - Restricted	27,719.08	0.00	27,719.08	0.00	0.00	0.00	27,719.08
Saginaw - Revolving	31,355.67	0.00	31,355.67	27,000.00	0.00	27,000.00	4,355.67
Shiawassee - Restricted	7,907.19	5,540.58	13,447.77	253.00	7,907.19	8,160.19	5,287.58
Shiawassee - Revolving	63,890.98	7,907.19	71,798.17	0.00	0.00	0.00	71,798.17
Vernon - Restricted	0.00	915.62	915.62	0.00	0.00	0.00	915.62
Vernon - Revolving	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>1,166,300.09</b>	<b>202,885.69</b>	<b>1,369,185.78</b>	<b>40,406.05</b>	<b>298,231.35</b>	<b>338,637.40</b>	<b>1,030,548.38</b>

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

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Date	Num	Name	Memo	Amount
<b>Jan - May 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		ELGA Credit Union	March, 2019 Interest	402.65
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
04/10/2019		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
04/30/2019		Chase Bank	April, 2019 Interest	8.07
05/09/2019	4055	Mideastern MI Library Cooperative	MMLC Annual Dinner	-50.00
05/14/2019		Deposit	16(4) State Aid	73,298.63
<b>Jan - May 19</b>				