

**Mideastern Michigan Library Cooperative
Board of Trustees Meeting
September 9, 2021 - 4:30 p.m.
Mideastern MI Library Cooperative
Via Zoom**

*Continue our commitment to the advancement of library service
by assisting all members in providing and delivering valuable,
cost effective services to their library communities.*

Agenda

Join Zoom Meeting Details:

<https://us02web.zoom.us/j/82829138444?pwd=Y3h4V3ozUEJSWmcwaEwxUTZ1a1IvZz09>

Meeting ID: 828 2913 8444

Passcode: 303848

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|---|-----------------|
| I. Call to order | Clark |
| II. Board Member Introductions | Clark |
| III. Recognition of Virtual Attendees | Clark |
| IV. Roll Call | Bancroft |
| V. Public Comments | |
| VI. Approval of the Minutes – January 14, 2021 | (Action) |
| VII. Approval of the Financial Statements – August 31, 2021 | (Action) |
| VIII. Committee Reports/Action: | |
| A. Personnel Committee | Valle |
| 1. Work Plan 2020-21 – Final Report | (Action) |
| 2. Director’s Evaluation | (Action) |
| 3. Director and Administrative Specialist Compensation | (Action) |
| B. Budget and Finance Committee*** | Jubar |
| 1. Budget Adjustments FY 2020-21 | (Action) |
| 2. Proposed FY 2021-22 Budget | (Action) |
| 3. Resolution on Fund Balance | (Action) |
| C. Board Officer Slate, FY 2021-22 | Clark |
| A. Board Chairperson: | Pamela Clark |
| B. Board Vice-Chairperson: | Perry Valle |
| C. Board Secretary/Treasurer: | Dr. Jason Jubar |
| | (Action) |

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| IX. Business: | Clark |
| A. Resolution on Banking Institutions | (Action) |
| B. Resolution on Credit Cards | (Action) |
| C. Board Meeting Schedule | (Action) |
| D. Technology Plan, FY 2017- 2020 Final Report | (Action) |
| E. Technology Plan, FY 2020 - 2023 | (Action) |
| F. Plan of Service Updates, 2021 | (Action) |
| - Addition of language for Advisory Council Virtual Meetings | |
| - Updated Organizational History | |
| - Updated Multi-Type Member List | |
| G. Personnel Manual Updates, 2021 | (Action) |
| - Addition to Section V Conditions of Work, Item C Health Emergency or Natural Disaster Conditions | |
| - Addition of Addendum F: Work from Home Policy | |
| H. Programming 2021 Report | Bancroft |
| I. Committee Service Assignments | Information |
| J. Board Member Contact List | Information |
| K. Strategic Plan Discussion | Palmer |
| X. Director's Report: | Palmer |
| A. MMLC Work Plan 2021-22 | (Action) |
| B. Technology and Innovation Grant Final Report | Information |
| C. COVID-19 Grant Final Reports | Information |
| XI. Recognition of Board Service | Clark/Palmer |
| A. Mary Herr, representing Bay County Library System | |
| B. Jill Sodt, Mott Community College, representing Multi-Type libraries | |
| XII. Board Members / Oath of Office | Clark |
| A. Paul Travis, representing Bay County Library System | |
| B. Sandy Drake, representing Capital Area District Libraries | |
| C. Janie Lupo, representing Goodland Township Library | |
| D. Anne Heidemann, Saginaw Chippewa Tribal Libraries, representing Multi-Type libraries | |
| XIII. Board Comments | |
| XIV. Adjournment | |

*****Budget Committee meeting at 3:30 pm on September 11, 2021
Members: Jubar; Clark; Lupo; Sodt; Palmer**

**Next scheduled meeting of the MMLC Board:
January 13, 2022, 4:30 p.m., Annual Audit Presentation
Location: TBD**

**Mideastern Michigan Library Cooperative
Board of Trustees Meeting
September 9, 2021 - 4:30 p.m.**

Board Motions List

VI. Motion to approve the Minutes of the January 14, 2021 meeting as presented.

VII. Motion forwarded from the Budget & Finance Committee to approve the August 31, 2021 financial statements as presented.

VIII. Committee Reports:

A. Personnel Committee

- 1) Motion forwarded by the Personnel Committee to accept the FY 2020-21 Work Plan Final Report as presented.**
- 2) Motion forwarded by the Personnel Committee to accept the Director's 2021 Annual Evaluation as presented and to extend the Director's contract for one year.**
- 3) Motion forward by the Personnel Committee to approve the request for a 3% Cost of Living Increase to Salary Compensation for the Director and the Administrative Specialist.**

B. Budget and Finance Committee

- 1) Motion forwarded by the Budget & Finance Committee to accept the Proposed Adjustments to the FY 2020-21 Budget as presented.**
- 2) Motion forwarded by the Budget & Finance Committee to approve the Proposed FY 2021-22 Budget as presented.**
- 4) Motion forwarded by the Budget & Finance Committee to approve the Resolution on Fund Balance as presented.**

D. Nominating Committee

- 1) Motion to approve the Slate of Officers for FY 2021-22 as presented:**

Board Chairperson	Pamela Clark
Board Vice-Chairperson	Perry Valle
Board Secretary – Treasurer	Jason Jubar

IX. Business:

- A. Motion to approve the Resolution on Banking Institutions for FY 2021-22 as presented.**
- B. Motion to approve the Resolution on Credit Cards for FY 2021-22 as presented.**
- C. Motion to approve the Board Meeting Schedule for FY 2021-22 as presented.**
- D. Motion to approve the FY 2017-2020 Technology Plan, Final Report**
- E. Motion to approve the FY 2021 – 2023 Technology Plan**
- F. Motion to approve the updated Plan of Service**
- G. Motion to approve the updated Personnel Manual**

X. Director's Report

A. **Motion to approve the FY 2021-22 Work Plan as presented.**

XIV. Adjournment:

A. **Motion to adjourn the September 9, 2021 Mideastern Michigan Library Cooperative Board of Trustees meeting.**

**Mideastern Michigan Library Cooperative
Virtual Meeting via Zoom
Thursday, January 14, 20201**

- I. **Call to Order:** Board Chair Pamela Clark called the January 14, 2021 meeting to order at 4:30 p.m.
- II. **MMLC Board Present: (Virtual Attendance):** Perry Valle; Pamela Clark; Jill Sodt; Sandy Drake; Janie Lupo; Jason Jubar; Mary Herr; Monica Fox; Joanie Towarnicky; Sarah Galt.
MMLC Staff Present: Eric Palmer; Irene Bancroft
Guests Present: Jeff Sabolish, Lewis & Knopf CPA's; Tyler Uhl, Lewis & Knopf CPA's.
MMLC Board Members Absent: none.
- III. **Public Comments: none**
- IV. **Audit Report Presentation:** Jeff Sabolish, principal with Lewis & Knopf CPA's, PC, and Tyler Uhl, Staff Accountant with Lewis & Knopf CPA's, PC presented the Audit for Fiscal Year 2019-2020. Tyler reported that MMLC received an unmodified opinion, meaning there are no reportable conditions or material weaknesses. This is the highest level of assurances possible for the Cooperative's financial statements. An unmodified opinion denotes that the financial statements present fairly, in all material respects, the financial position and the respective changes in financial position in accordance with Generally Accepted Accounting Principles (GAAP). Tyler and Jeff thanked Eric and Irene for their administration and exemplary organization of supporting documentation.
- V. **Approval of the Minutes: September 10, 2020 and November 12, 2020. Motion by Sandy Drake, seconded by Monica Fox to approve the minutes as presented. All yeas (10-0) Approved as presented.**
- VI. **Approval of the Financial Statements: September 30, 2020 and December 31, 2020. Motion forwarded by the Budget & Finance Committee to approve the September 30, 2020 and December 31, 2020 financial statements as presented. All yeas (10-0). Approved as presented.**
- VII. **Committee Reports:**
 - a. **Budget & Finance Committee:**
 - i. **FY 2019-20 Audit: Motion forwarded by the Budget & Finance Committee to accept the FY 2018-19 Audit as presented by Lewis & Knopf CPA's, PC. Roll Call vote. All yeas (10-0). Motion carried.**
- VIII. **Business:**
 - a. **TCF Bank Merger with Huntington Bank:** Eric reported that due to the upcoming merger between TCF Bank and Huntington Bank, MMLC will be establishing a new Payroll Account in order to stay within the FDIC standard deposit insurance amount of \$250,000 per depositor, per insured bank. The current payroll account at Huntington Bank will be closed.
 - b. **Annual May Meeting:** Eric 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:** Eric referred members to the written report, highlighting several specific items.
- Eric reported that MMLC completed the annual reports for State Aid.
 - Eric worked with Shiawassee District Library to hire a new director. Kim White has been hired for the position. She had been employed as a branch manager at the Hoyt branch of Public Libraries of Saginaw.
 - Eric mentioned that several libraries are beginning to open to the public, with many planning to remain closed or offering curbside only until February.

XII. Board Comments: none

XIII. Adjournment: Motion by Sandy Drake, seconded by Mary Herr to adjourn the January 14, 2021 Mideastern Michigan Library Cooperative Board of Trustees meeting. All yeas (10-0). Motion carried.

Adjourned at 5:30 p.m.

Respectfully Submitted,
Irene Bancroft
MMLC Administrative Specialist

MMLC Assets Overview

General Account

TCF Bank / Horizon Bank	\$264,270.65
TCF Bank	\$3,327.00
Huntington Bank	\$189,248.29
Financial Plus Credit Union	\$246,065.48
	<u>\$702,911.42</u>

Checking Account
E-banking Savings Account; will be closed in late September 2021 due to bank mergers
Payroll Checking Account
High Yield Plus Money Market Account

Trust Account

Chase Bank	\$151,891.20
Chase Bank	\$179,547.65
Dort Federal Credit Union	\$5.33
Elga Credit Union	\$252,909.63
PFCU Credit Union	\$256,200.24
Sovita Credit Union	\$103,915.48
State Bank	\$209,957.88
	<u>\$1,154,427.41</u>

Checking Account
High Yield Savings Account
Credit Union Membership Account
Elite Money Market & Membership Account
24 month Certificate of Deposit; [matures on 10/16/2022; .70% APY](#)
24 Month Certificate of Deposit; [matures 09/18/2021](#)
24 month Certificate of Deposit; [matures 08/2023](#)

* as of September 10, 2021

Mideastern MI Library Cooperative
Budget Report
October 2020 through August 2021

	Oct '20 - Aug 21	Budget	\$ Over Budget	% of Budget
Income				
566.00 · Cooperative State Aid	544,116.32	539,500.00	4,616.32	100.9%
580.00 · Public Library Membership Fees				
580.01 · Capital Area District Library	0.00	150.00	-150.00	0.0%
580.02 · Coleman Area Library	0.00	0.00	0.00	0.0%
580.03 · Dryden Township Library	150.00	0.00	150.00	100.0%
580.04 · Goodland Township Library	0.00	0.00	0.00	0.0%
580.05 · Grace A. Dow Memorial Library	0.00	0.00	0.00	0.0%
580.06 · Harrison District Library	0.00	0.00	0.00	0.0%
580.07 · Holly Township Library	0.00	0.00	0.00	0.0%
580.08 · Laingsburg Public Library	0.00	150.00	-150.00	0.0%
580.09 · Vernon District Library	0.00	0.00	0.00	0.0%
580.10 · Bay County Library System	0.00	0.00	0.00	0.0%
580.11 · North Branch Township Library	0.00	0.00	0.00	0.0%
580.12 · Chippewa River District Library	0.00	0.00	0.00	0.0%
580.13 · Genesee District Library	0.00	0.00	0.00	0.0%
580.14 · Ruth Hughes District Library	0.00	0.00	0.00	0.0%
Total 580.00 · Public Library Membership Fees	150.00	300.00	-150.00	50.0%
581.00 · Non-Public Membership Fees				
581.01 · Baker College Library	150.00	150.00	0.00	100.0%
581.02 · Charles Stewart Mott Foundation	0.00	150.00	-150.00	0.0%
581.03 · Kettering University	150.00	150.00	0.00	100.0%
581.04 · Mott Community College	150.00	150.00	0.00	100.0%
581.05 · Northwood University	150.00	150.00	0.00	100.0%
581.06 · Saginaw Chippewa Indian Tribe	150.00	150.00	0.00	100.0%
581.07 · University of Michigan	0.00	150.00	-150.00	0.0%
Total 581.00 · Non-Public Membership Fees	750.00	1,050.00	-300.00	71.4%
626.00 · Services Provided				
642.01 · Programming	34,461.92	100,000.00	-65,538.08	34.5%
642.02 · Agent Reimbursements	0.00	0.00	0.00	0.0%
Total 626.00 · Services Provided	34,461.92	100,000.00	-65,538.08	34.5%
642.00 · Sales Income				
653.01 · Workshop Registration Fees	0.00	0.00	0.00	0.0%
653.02 · Program Booking Fees	140.00	500.00	-360.00	28.0%
653.03 · Miscellaneous Income	570.00	920.00	-350.00	62.0%
Total 642.00 · Sales Income	710.00	1,420.00	-710.00	50.0%
665.00 · Interest Income	14,852.08	20,000.00	-5,147.92	74.3%
Total Income	595,040.32	662,270.00	-67,229.68	89.8%
Expense				
702.00 · Salaries	132,676.05	150,235.00	-17,558.95	88.3%
709.00 · Payroll Taxes	10,354.79	11,695.00	-1,340.21	88.5%
718.00 · Fringe Benefits	51,098.24	63,609.00	-12,510.76	80.3%
727.00 · Office Supplies	163.82	1,300.00	-1,136.18	12.6%
791.00 · Library Materials	500.00	500.00	0.00	100.0%
801.00 · Professional Services				
801.01 · Auditing	4,400.00	4,900.00	-500.00	89.8%
801.02 · Payroll Services	379.50	500.00	-120.50	75.9%
801.03 · Other Professional Services	1,570.00	5,000.00	-3,430.00	31.4%
Total 801.00 · Professional Services	6,349.50	10,400.00	-4,050.50	61.1%
850.00 · Utilities	3,283.45	5,500.00	-2,216.55	59.7%
860.00 · Transportation	697.77	11,000.00	-10,302.23	6.3%
880.00 · Member Library Programming	49,810.08	100,000.00	-50,189.92	49.8%
910.00 · Workshop Expenses	0.00	2,000.00	-2,000.00	0.0%
912.00 · Board & Advisory Council	0.00	1,500.00	-1,500.00	0.0%
915.00 · Institutional Dues	1,257.74	1,425.00	-167.26	88.3%
931.00 · Repair & Maintenance	0.00	500.00	-500.00	0.0%
937.00 · Business Insurance	3,461.00	3,500.00	-39.00	98.9%

	Oct '20 - Aug 21	Budget	\$ Over Budget	% of Budget
940.00 · Rental Costs	8,082.00	10,000.00	-1,918.00	80.8%
955.00 · Miscellaneous Expenses	1,813.00	6,606.00	-4,793.00	27.4%
959.01 · Innovation & Technology Grants	188,000.00	188,000.00	0.00	100.0%
959.02 · Professional Development Grants	0.00	0.00	0.00	0.0%
959.03 · Supplemental Programming Grants	0.00	0.00	0.00	0.0%
959.04 · COVID Grants	90,500.00	93,500.00	-3,000.00	96.8%
980.00 · Equipment & Software Purchases	1,800.78	500.00	1,300.78	360.2%
985.00 · Office Furnishings	0.00	500.00	-500.00	0.0%
Total Expense	549,848.22	662,270.00	-112,421.78	83.0%
Net Income	45,192.10	0.00	45,192.10	100.0%

**Mideastern MI Library Cooperative
Transaction Report
October 2020 through August 2021**

Date	Num	Name	Memo	Amount
Oct '20 - Aug 21				
10/01/2020	15962	Traveler's Insurance	Annual Business Insurance	-2,120.00
10/01/2020	15963	Blue Cross Blue Shield of MI	Health & Dental Insurance; October 2020	-1,455.87
10/05/2020	15964	Spencer Scharf	Programming	-500.00
10/05/2020	15966	Jania Taylor	Programming	-300.00
10/05/2020	15967	Mott Foundation	Office Rent & Utilities	-694.00
10/12/2020		State Bank	September 2020 Interest	1,280.39
10/13/2020		City of Flint	Employee Withholdings	-203.25
10/13/2020		State of Michigan	Employee Withholdings	-1,611.26
10/14/2020	15968	Mott Foundation	Office Rent & Utilities	-2,082.00
10/14/2020	15969	Blue Cross Blue Shield of MI	Health & Dental Insurance	-6,491.49
10/14/2020	15970	The Traveling Bookkeeper	Payroll Services	-69.00
10/14/2020	15971	Crystal Water Company	Water Cooler Rental	-22.26
10/14/2020	15972	Citizens Insurance Company	Annual Insurance Policy	-1,220.00
10/14/2020	15973	Genesee Free Net	Annual Email Account	-40.00
10/14/2020	15974	Irene Bancroft	Reimbursements	-801.10
10/14/2020	15975	Tiptop Entertainment	Programming	-212.50
10/14/2020		Deposit	Deposit	5,808.87
10/16/2020		Direct Deposit Charges	Direct Deposit Expense	-3.50
10/16/2020		IRS Tax Pay	Employee Withholdings	-1,668.52
10/16/2020	1684	Irene O. Bancroft	Payroll	-1,773.46
10/16/2020	1685	Eric W. Palmer	Payroll	-2,347.28
10/30/2020		Direct Deposit Charges	Direct Deposit Expense	-3.50
10/30/2020		IRS Tax Pay	Employee Withholdings	-1,668.46
10/30/2020	1686	Irene O. Bancroft	Payroll	-1,773.48
10/30/2020	1687	Eric W. Palmer	Payroll	-2,347.29
10/30/2020	9013	ReadyTalk	ReadyTalk Conference Calls	-187.76
10/30/2020		TCF Bank	October 2020 Interest	1.37
10/31/2020		TCF Bank	October 2020 Interest	0.48
10/31/2020		Chase Bank	October 2020 Interest	9.77
10/31/2020		Financial Plus Credit Union	October, 2020 Interest	62.55
11/13/2020	15976	Suburban Library Cooperative	Workshop Postage & Annual Membership	-502.40
11/13/2020	15977	First Bankcard	Credit Card Services	-188.24
11/13/2020	15979	Howell Nature Center	Programming	-350.00
11/13/2020	15978	Irene Bancroft	Reimbursements	-29.90
11/13/2020	15980	Anshu Varma	Programming	-395.00
11/13/2020	15981	PaleoShows, LLC	Programming	-200.00
11/13/2020	15982	Stevens Puppets	Programming	-375.00
11/13/2020		Direct Deposit Charges	Direct Deposit Expense	-3.50
11/13/2020		IRS Tax Pay	Employee Withholdings	-1,668.48
11/13/2020	1689	Irene O. Bancroft	Payroll	-1,773.48
11/13/2020	1690	Eric W. Palmer	Payroll	-2,347.28
11/25/2020		Direct Deposit Charges	Direct Deposit Expense	-3.50
11/25/2020		IRS Tax Pay	Employee Withholdings	-1,736.22
11/25/2020	1691	Irene O. Bancroft	Payroll	-1,823.83
11/25/2020	1692	Eric W. Palmer	Payroll	-2,415.61
11/30/2020		TCF Bank	November 2020 Interest	1.22
11/30/2020		TCF Bank	November 2020 Interest	0.46
11/30/2020		Chase Bank	November 2020 Interest	10.10
11/30/2020		Financial Plus Credit Union	November, 2020 Interest	60.54
12/09/2020	15985	Eric Palmer	Reimbursements	-218.63
12/09/2020	15986	Irene Bancroft	Reimbursements	-171.44
12/09/2020	15984	Island River Digital LLC	Website Support	-530.16
12/09/2020	15987	TIAA	Employer Contribution to SEPP; E. Palmer	-3,939.75
12/09/2020	15988	Fifth Third Bank	Employer Contribution to SEPP; I Bancroft	-2,820.82
12/09/2020	15989	First Bankcard	Credit Card Services	-189.38
12/09/2020		Deposit	Deposit	1,865.00
12/09/2020	15990	Public Libraries of Saginaw	Grant Reimbursements	-15,000.00
12/11/2020		Direct Deposit Charges	Direct Deposit Expense	-3.50
12/11/2020		IRS Tax Pay	Employee Withholdings	-1,736.18
12/11/2020	1693	Irene O. Bancroft	Payroll	-1,823.84
12/11/2020	1694	Eric W. Palmer	Payroll	-2,415.62
12/18/2020		Sovita Credit Union	December 2020 Interest	560.67
12/23/2020		Direct Deposit Charges	Direct Deposit Expense	-3.50
12/23/2020		IRS Tax Pay	Employee Withholdings	-1,736.22
12/23/2020	1695	Irene O. Bancroft	Payroll	-1,823.84
12/23/2020	1696	Eric W. Palmer	Payroll	-2,415.60
12/28/2020	15991	Stevens Puppets	Programming	-375.00

Date	Num	Name	Memo	Amount
12/28/2020	15992	Karen Bonnici	Programming	-325.00
12/31/2020		TCF Bank	December 2020 Interest	0.48
12/31/2020		TCF Bank	December 2020 Interest	1.15
12/31/2020		Chase Bank	December 2020 Interest	10.10
12/31/2020		Dort Federal Credit Union	December 2020 Interest	0.01
12/31/2020		Dort Federal Credit Union	December 2020 Interest	2,136.40
12/31/2020		Portland Federal Credit Union	October - December 2020 Interest	0.06
12/31/2020		Portland Federal Credit Union	October - December 2020 Interest	701.31
12/31/2020		Elga Credit Union	December 2020 Interest	317.53
12/31/2020		Financial Plus Credit Union	December 2020 Interest	62.58
01/08/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
01/08/2021		IRS Tax Pay	Employee Withholdings	-1,730.18
01/08/2021	1697	Irene O. Bancroft	Payroll	-1,838.97
01/08/2021	1698	Eric W. Palmer	Payroll	-2,435.50
01/10/2021		State Bank	December 2020 Interest	1,288.39
01/11/2021		City of Flint	Employee Withholdings	-171.06
01/12/2021		State of Michigan	Employee Withholdings	-1,360.74
01/14/2021	15994	Mott Foundation	Office Rent & Utilities	-2,082.00
01/14/2021	15995	Blue Cross Blue Shield of MI	Health & Dental Insurance	-6,491.49
01/14/2021	15996	The Traveling Bookkeeper	Payroll Services	-69.00
01/14/2021	15997	Crystal Water Company	Water Cooler Rental	-27.26
01/14/2021	15998	Harrison District Library	Innovation & Technology Grant Reimbursement	-9,000.00
01/14/2021	15999	Pere Marquette District Library	Innovation & Technology Grant Reimbursement	-8,000.00
01/14/2021	16000	Capital Area District Libraries	Grant Reimbursements	-15,000.00
01/14/2021	16001	Greg Nagy	Programming	-300.00
01/14/2021	16002	Tiptop Entertainment	Programming	-212.50
01/14/2021		First Bankcard	Credit Card Services	-598.94
01/14/2021	16009	Bay County Library System	Grant Reimbursements	-15,000.00
01/14/2021	16010	Laingsburg Public Library	Grant Reimbursements	-11,000.00
01/14/2021		MichBusiness	Annual Membership Fee	-150.00
01/15/2021		Deposit	Fall Programming	1,770.00
01/22/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
01/22/2021		IRS Tax Pay	Employee Withholdings	-1,730.24
01/22/2021	1700	Irene O. Bancroft	Payroll	-1,838.91
01/22/2021	1701	Eric W. Palmer	Payroll	-2,435.48
01/25/2021	16003	Rosie Chapman	Programming	-250.00
01/25/2021	16004	Terrance Shulman	Programming	-250.00
01/29/2021		Chase Bank	January 2021 Interest	9.45
01/30/2021		TCF Bank	January 2021 Interest	0.98
01/31/2021		TCF Bank	January 2021 Interest	0.48
01/31/2021		Financial Plus Credit Union	January 2021 Interest	62.59
02/01/2021	16005	Beautifully Wrapped	Programming	-250.00
02/04/2021		Deposit	Interest Transfer	-5,383.14
02/05/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
02/05/2021		IRS Tax Pay	Employee Withholdings	-1,730.18
02/05/2021	1702	Irene O. Bancroft	Payroll	-1,839.17
02/05/2021	1703	Eric W. Palmer	Payroll	-2,435.74
02/08/2021	16006	Sandor Slomovits	Programming	-375.00
02/08/2021	16007	Ming Louie	Programming	-200.00
02/08/2021	16008	Rosie Chapman	Programming	-250.00
02/08/2021	16011	John West	IT Support, January 2021	-120.00
02/08/2021	16012	Almont District Library	Grant Reimbursements	-11,000.00
02/08/2021	16013	Shiawassee District Library	Innovation & Technology Grant Reimbursement	-9,000.00
02/08/2021	16014	Lewis & Knopf CPA's	FY 2019-20 Audit	-4,400.00
02/08/2021	16017	Tiptop Entertainment	Programming	-637.50
02/08/2021	16015	Irene Bancroft	Reimbursements	-42.00
02/08/2021	16016	First Bankcard	Credit Card Services	-168.45
02/15/2021	16018	Sloan Museum	Programming	-130.00
02/15/2021	16019	Alex Thomas	Programming	-200.00
02/15/2021	16020	Susan Harrison	Programming	-500.00
02/19/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
02/19/2021		IRS Tax Pay	Employee Withholdings	-1,730.20
02/19/2021	1704	Irene O. Bancroft	Payroll	-1,839.17
02/19/2021	1705	Eric W. Palmer	Payroll	-2,435.73
02/19/2021		TCF Bank	Bank Analysis Charge	-10.00
02/22/2021	16021	Cameron Zvara	Programming	-425.00
02/22/2021	16022	Pint Sized Polkas	Programming	-225.00
02/22/2021	16023	Rosie Chapman	Programming	-250.00

Date	Num	Name	Memo	Amount
02/22/2021	16024	Beautifully Wrapped	Programming	-250.00
02/26/2021		Chase Bank	February 2021 Interest	9.12
02/28/2021		TCF Bank	February 2021 Interest	0.44
02/28/2021		TCF Bank	February Interest	0.36
02/28/2021		Financial Plus Credit Union	February 2021 Interest	56.55
03/01/2021	16025	Kettering University	COVID Grant Reimbursement	-1,500.00
03/01/2021	16026	Ruth Hughes Memorial District Lib...	Innovation & Technology Grant Reimbursement	-8,000.00
03/01/2021	16027	Holly Township Library	Innovation & Technology Grant Reimbursement	-9,000.00
03/01/2021	16028	Genesee District Library	COVID Grant Reimbursement	-5,000.00
03/01/2021	16031	Eric Palmer	Reimbursements	-389.70
03/01/2021	16032	Irene Bancroft	Reimbursements	-233.28
03/01/2021	16033	TIAA	Employer Contribution to SEPP; E. Palmer	-3,939.75
03/01/2021	16034	Fifth Third Bank	Employer Contribution to SEPP; I Bancroft	-2,820.82
03/01/2021	16035	Rosie Chapman	Programming	-250.00
03/01/2021	16029	Citizens Insurance Company	Annual Insurance Policy	-121.00
03/01/2021	16030	Island River Digital LLC	Website Support	-570.95
03/01/2021		Transfer of Funds	Transfer of Funds from Savings to Checking	8,000.00
03/01/2021		Deposit	Deposit	240.00
03/02/2021		State of Michigan	State Aid	361,753.08
03/05/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
03/05/2021		IRS Tax Pay	Employee Withholdings	-1,730.22
03/05/2021	1706	Irene O. Bancroft	Payroll	-1,839.16
03/05/2021	1707	Eric W. Palmer	Payroll	-2,435.73
03/08/2021	16036	Ming Louie	Programming	-200.00
03/11/2021		Deposit	Annual Membership Fee	150.00
03/11/2021		First Bankcard	Credit Card Services	-168.58
03/15/2021	16037	PaleoShows, LLC	Programming	-200.00
03/16/2021		TCF Bank	Bank Analysis Charge	-10.00
03/18/2021		Sovita Credit Union	March 2021 Interest	557.55
03/19/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
03/19/2021		IRS Tax Pay	Employee Withholdings	-1,730.18
03/19/2021	1708	Irene O. Bancroft	Payroll	-1,839.18
03/19/2021	1709	Eric W. Palmer	Payroll	-2,435.73
03/29/2021	16039	Rosie Chapman	Programming	-250.00
03/29/2021	16040	Alex Thomas	Programming	-200.00
03/29/2021	16041	Genot Picor	Programming	-75.00
03/31/2021		Financial Plus Credit Union	March 2021 Interest	62.62
03/31/2021		Chase Bank	March 2021 Interest	10.75
03/31/2021		Dort Federal Credit Union	March 2021 Interest	0.01
03/31/2021		Dort Federal Credit Union	March 2021 Interest	2,116.44
03/31/2021		Elga Credit Union	March 2021 Interest	311.03
03/31/2021		Portland Federal Credit Union	March 2021 Interest	0.06
03/31/2021		Portland Federal Credit Union	March 2021 Interest	440.32
03/31/2021		TCF Bank	March 2021 Interest	0.14
03/31/2021		TCF Bank	March 2021 Interest	3.15
04/02/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
04/02/2021		IRS Tax Pay	Employee Withholdings	-1,730.18
04/02/2021	1710	Irene O. Bancroft	Payroll	-1,839.17
04/02/2021	1711	Eric W. Palmer	Payroll	-2,435.74
04/07/2021	16046	Ruth Hughes Memorial District Lib...	COVID Grant Reimbursement	-3,000.00
04/07/2021	16043	Blue Cross Blue Shield of MI	Health & Dental Insurance	-6,878.40
04/07/2021	16042	Mott Foundation	Office Rent & Utilities	-2,082.00
04/07/2021	16044	The Traveling Bookkeeper	Payroll Services	-96.57
04/07/2021	16045	Crystal Water Company	Water Cooler Rental	-27.26
04/07/2021	16047	Shiawassee District Library	COVID Grant Reimbursement	-4,000.00
04/07/2021	16052	First Bankcard	Credit Card Services	-1,333.49
04/07/2021	16051	John West	IT Support, March, 2021	-400.00
04/07/2021	16054	Irene Bancroft	Reimbursements	-78.40
04/07/2021	16048	Coleman Area Library	Grant Reimbursements	-11,000.00
04/07/2021	16055	Huntington Bank	Transfer to Payroll Account	-100,000.00
04/07/2021	16049	Genesee District Library	Innovation & Technology Grant Reimbursement	-10,000.00
04/07/2021	16050	Goodland Township Library	Grant Reimbursements	-11,000.00
04/07/2021	16053	Michigan Library Association	Annual MLA Membership	-607.74
04/10/2021		State Bank	March 2021 Interest	1,268.26
04/12/2021	16056	Thornapple Woodlands Beekeeping	Programming	-350.00
04/12/2021	16057	Ming Louie	Programming	-200.00
04/12/2021	16058	Rosie Chapman	Programming	-250.00
04/13/2021		State of Michigan	Employee Withholdings	-1,381.88

Date	Num	Name	Memo	Amount
04/13/2021		State of Michigan - UIA	Unemployment Insurance	-125.00
04/16/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
04/16/2021		IRS Tax Pay	Employee Withholdings	-1,730.22
04/16/2021	1712	Irene O. Bancroft	Payroll	-1,839.17
04/16/2021	1713	Eric W. Palmer	Payroll	-2,435.72
04/19/2021	16059	Mat Emerick	Programming	-250.00
04/28/2021		TCF Bank	Bank Analysis Charge	20.00
04/28/2021	16066	Flint Public Library	Grant Reimbursements	-15,000.00
04/28/2021	16067	Community District Library	Grant Reimbursements	-12,000.00
04/28/2021	16070	First Bankcard	Credit Card Services	-168.40
04/28/2021	16068	Chippewa River District Library	Grant Reimbursements	-15,000.00
04/28/2021	16069	The Guardian	Annual Insurance Premium	-2,657.60
04/28/2021		Deposit	Deposit	9,029.73
04/28/2021		Dort Federal Credit Union	April 2021 Interest	593.61
04/30/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
04/30/2021		IRS Tax Pay	Employee Withholdings	-1,730.20
04/30/2021	1714	Irene O. Bancroft	Payroll	-1,839.16
04/30/2021	1715	Eric W. Palmer	Payroll	-2,435.74
04/30/2021		TCF Bank	April 2021 Interest	2.31
04/30/2021		TCF Bank	April 2021 Interest	0.14
04/30/2021		Financial Plus Credit Union	April 2021 Interest	60.62
04/30/2021		Chase Bank	April 2021 Interest	8.47
05/03/2021	16060	Terrance Shulman	Programming	-250.00
05/10/2021	16061	Peter Bergin	Programming	-450.00
05/10/2021	16062	Rachel Leipprandt	Programming	-150.00
05/10/2021	16063	Beverly Meyer	Programming	-300.00
05/10/2021	16064	Ming Louie	Programming	-200.00
05/10/2021	16065	Pioneer Reptiles, LLC	Programming	-150.00
05/14/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
05/14/2021		IRS Tax Pay	Employee Withholdings	-1,730.20
05/14/2021	1716	Irene O. Bancroft	Payroll	-1,839.17
05/14/2021	1717	Eric W. Palmer	Payroll	-2,435.73
05/27/2021	16071	Saginaw Chippewa Tribal Libraries	COVID Grant Reimbursement	-1,500.00
05/27/2021	16072	Lapeer District Library	Grant Reimbursements	-15,000.00
05/27/2021	16081	Cameron Zvara	Programming	-1,000.00
05/27/2021	16077	Flint Downtown Development Auth...	Parking Fees	-150.00
05/27/2021	16079	First Bankcard	Credit Card Services	-208.00
05/27/2021	16073	Northwood University	COVID Grant Reimbursement	-1,500.00
05/27/2021	16074	Baker College of Owosso	COVID Grant Reimbursement	-1,500.00
05/27/2021	16080	Tiptop Entertainment	Programming	-212.50
05/27/2021	16075	Community District Library	Grant Reimbursements	-1,000.00
05/27/2021	16076	Vernon District Library	Grant Reimbursements	-11,000.00
05/27/2021	16078	Island River Digital LLC	Website Support	-379.00
05/28/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
05/28/2021		IRS Tax Pay	Employee Withholdings	-1,730.20
05/28/2021	1718	Irene O. Bancroft	Payroll	-1,839.17
05/28/2021	1719	Eric W. Palmer	Payroll	-2,435.73
05/28/2021		Chase Bank	May 2021 Interest	7.49
05/30/2021		TCF Bank	May 2021 Interest	0.14
05/30/2021		Financial Plus Credit Union	May 2021 Interest	62.66
05/31/2021		TCF Bank	May 2021 Interest	1.66
06/07/2021	16082	Eric Palmer	Reimbursements	-173.05
06/07/2021	16083	Irene Bancroft	Reimbursements	-325.45
06/07/2021	16084	TIAA	Employer Contribution to SEPP; E. Palmer	-3,939.75
06/07/2021	16085	Fifth Third Bank	Employer Contribution to SEPP; I Bancroft	-2,820.82
06/07/2021	16086	William Schuler	Programming	-340.00
06/07/2021	16087	Beverly Meyer	Programming	-300.00
06/07/2021	16088	Alex Thomas	Programming	-250.00
06/07/2021	16089	PaleoShows, LLC	Programming	-200.00
06/07/2021	16090	Ming Louie	Programming	-200.00
06/07/2021	16091	Spencer Scharf	Programming	-250.00
06/07/2021	16092	Pioneer Reptiles, LLC	Programming	-300.00
06/07/2021	16093	Sloan Museum	Programming	-130.00
06/08/2021		Deposit	Bookkeeping Contract; April - June, 2021	150.00
06/11/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
06/11/2021		IRS Tax Pay	Employee Withholdings	-1,730.22
06/11/2021	1720	Irene O. Bancroft	Payroll	-1,839.16
06/11/2021	1721	Eric W. Palmer	Payroll	-2,435.73

Date	Num	Name	Memo	Amount
06/14/2021	16094	Cameron Zvara	Programming	-425.00
06/14/2021	16095	PaleoShows, LLC	Programming	-200.00
06/14/2021	16096	Cameron Zvara	Programming	-850.00
06/14/2021	16097	Sloan Museum	Programming	-130.00
06/14/2021	16098	Alex Thomas	Programming	-250.00
06/14/2021	16099	Dynamic West Assemblies	Programming	-495.00
06/14/2021	16100	Pioneer Reptiles, LLC	Programming	-150.00
06/14/2021	16102	Rachel Leipprandt	Programming	-150.00
06/14/2021	16101	Backyard Birds & Beyond	Programming	-300.00
06/14/2021	16103	Rosie Chapman	Programming	-250.00
06/18/2021		Sovita Credit Union	June 2021 Interest	573.03
06/21/2021	16104	Alex Thomas	Programming	-700.00
06/21/2021	16105	Rebecca Barrett	Programming	-300.00
06/21/2021	16107	Pioneer Reptiles, LLC	Programming	-950.00
06/21/2021	16108	Cameron Zvara	Programming	-425.00
06/21/2021	16109	Mat Emerick	Programming	-750.00
06/21/2021	16110	PaleoShows, LLC	Programming	-200.00
06/21/2021	16111	Sloan Museum	Programming	-260.00
06/21/2021	16112	Spencer Scharf	Programming	-600.00
06/25/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
06/25/2021		IRS Tax Pay	Employee Withholdings	-1,730.16
06/25/2021	1722	Irene O. Bancroft	Payroll	-1,839.18
06/25/2021	1723	Eric W. Palmer	Payroll	-2,435.74
06/28/2021	16121	Howell Nature Center	Programming	-310.00
06/28/2021	16113	Alex Thomas	Programming	-600.00
06/28/2021	16114	Matthew Ball	Programming	-375.00
06/28/2021	16115	Rebecca Barrett	Programming	-300.00
06/28/2021	16116	PaleoShows, LLC	Programming	-450.00
06/28/2021	16117	Cameron Zvara	Programming	-675.00
06/28/2021	16119	Sloan Museum	Programming	-315.00
06/28/2021	16118	Ming Louie	Programming	-200.00
06/28/2021	16120	Pioneer Reptiles, LLC	Programming	-550.00
06/29/2021	16123	Blue Cross Blue Shield of MI	Health & Dental Insurance	-4,585.36
06/29/2021	16122	Mott Foundation	Office Rent & Utilities	-1,388.00
06/29/2021	16124	The Traveling Bookkeeper	Payroll Services	-80.50
06/29/2021	16125	Crystal Water Company	Water Cooler Rental	-27.26
06/29/2021	16126	First Bankcard	Credit Card Services	-177.11
06/29/2021	16127	Irene Bancroft	Reimbursements	-113.12
06/30/2021		Deposit	Programming	6,355.00
06/30/2021		TCF Bank	June 2021 Interest	1.23
06/30/2021		TCF Bank	June 2021 Interest	0.13
06/30/2021		Financial Plus Credit Union	June 2021 Interest	60.65
06/30/2021		Chase Bank	June 2021 Interest	8.06
06/30/2021		Elga Credit Union	June 2021 Interest	314.87
06/30/2021		Dort Federal Credit Union	June 2021 Interest	0.01
06/30/2021		Portland Federal Credit Union	June 2021 Interest	0.06
06/30/2021		Portland Federal Credit Union	June 2021 Interest	450.88
07/05/2021	16128	Dryden Township Library	Grant Reimbursments	-11,000.00
07/05/2021	16129	Harrison District Library	Covid Grant Reimbursment	-4,000.00
07/05/2021	16130	North Branch Township Library	Grant Reimbursements	-11,000.00
07/05/2021	16131	Pere Marquette District Library	Covid Grant Reimbursement	-3,000.00
07/05/2021	16132	Mott Community College Library	Covid Grant Reimbursement	-1,500.00
07/05/2021	16133	Holly Township Library	Covid Grant Reimbursement	-4,000.00
07/05/2021	16134	William Schulert	Programming	-425.00
07/05/2021	16135	Ming Louie	Programming	-200.00
07/05/2021	16136	PaleoShows, LLC	Programming	-350.00
07/05/2021	16137	Jenifer Strauss	Programming	-300.00
07/05/2021	16138	Mat Emerick	Programming	-450.00
07/05/2021	16139	Pioneer Reptiles, LLC	Programming	-300.00
07/05/2021	16140	Howell Nature Center	Programming	-350.00
07/05/2021	16141	Sloan Museum	Programming	-185.00
07/05/2021	16142	Terrance Shulman	Programming	-250.00
07/09/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
07/09/2021		IRS Tax Pay	Employee Withholdings	-1,730.22
07/09/2021	1724	Irene O. Bancroft	Payroll	-1,839.17
07/09/2021	1725	Eric W. Palmer	Payroll	-2,435.72
07/10/2021		State Bank	June 2021 Interest	1,290.20
07/12/2021	16143	Alex Thomas	Programming	-400.00

Date	Num	Name	Memo	Amount
07/12/2021	16144	Tiptop Entertainment	Programming	-212.50
07/12/2021	16145	PaleoShows, LLC	Programming	-450.00
07/12/2021	16146	William Schulert	Programming	-790.00
07/12/2021	16147	Cameron Zvara	Programming	-425.00
07/12/2021	16148	Larry Castleberry	Programming	-300.00
07/12/2021	16149	Sloan Museum	Programming	-899.00
07/12/2021	16150	Spencer Scharf	Programming	-350.00
07/12/2021	16151	Ming Louie	Programming	-300.00
07/12/2021	16152	Pioneer Reptiles, LLC	Programming	-450.00
07/12/2021	16153	Sandor Slomovits	Programming	-750.00
07/12/2021	16154	Mark Crilley	Programming	-350.00
07/12/2021	16155	Scheer Genius	Programming	-790.00
07/12/2021	16156	Thornapple Woodlands Beekeeping	Programming	-300.00
07/12/2021	16157	Stevens Puppets	Programming	-375.00
07/12/2021		State of Michigan	Employee Withholdings	-1,611.05
07/19/2021	16158	Detroit Zoological Society	Programming	-100.00
07/19/2021	16159	PaleoShows, LLC	Programming	-200.00
07/19/2021	16160	Spencer Scharf	Programming	-250.00
07/19/2021	16161	Jeff Wawrzaszek	Programming	-425.00
07/19/2021	16162	Mat Emerick	Programming	-250.00
07/19/2021	16163	Kathy McMinn	Programming	-245.00
07/19/2021	16164	Cameron Zvara	Programming	-850.00
07/19/2021	16165	Pioneer Reptiles, LLC	Programming	-150.00
07/19/2021	16166	Anshu Varma	Programming	-395.00
07/19/2021	16168	Scheer Genius	Programming	-395.00
07/19/2021	16169	Sloan Museum	Programming	-260.00
07/19/2021	16170	Thornapple Woodlands Beekeeping	Programming	-275.00
07/19/2021	16171	Stevens Puppets	Programming	-375.00
07/23/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
07/23/2021		IRS Tax Pay	Employee Withholdings	-1,730.18
07/23/2021	1727	Irene O. Bancroft	Payroll	-1,839.17
07/23/2021	1728	Eric W. Palmer	Payroll	-2,435.74
07/26/2021	16172	Dynamic West Assemblies	Programming	-495.00
07/26/2021	16173	PaleoShows, LLC	Programming	-200.00
07/26/2021	16174	Scheer Genius	Programming	-395.00
07/26/2021	16175	Sloan Museum	Programming	-315.00
07/26/2021	16176	Spencer Scharf	Programming	-400.00
07/26/2021	16177	Alex Thomas	Programming	-200.00
07/26/2021	16178	Mark Crilley	Programming	-500.00
07/26/2021	16179	Pioneer Reptiles, LLC	Programming	-150.00
07/26/2021	16180	Sandor Slomovits	Programming	-375.00
07/26/2021	16181	Mat Emerick	Programming	-250.00
07/26/2021	16182	Terrance Shulman	Programming	-250.00
07/26/2021	16183	Thornapple Woodlands Beekeeping	Programming	-275.00
08/02/2021		Deposit	Cooperative State Aid	182,363.24
08/03/2021		Deposit		19,366.92
08/04/2021	16184	First Bankcard	Credit Card Services	-177.38
08/04/2021	16185	Irene Bancroft	Reimbursements	-25.20
08/04/2021	16186	Grace A. Dow Memorial Library	COVID Grant	-15,000.00
08/04/2021	16187	Swank Movie Licensing USA	Annual Movie License Renewals	-1,813.00
08/04/2021	16188	Michigan Library Association	Annual MIRS Subscription	-500.00
08/04/2021	16191	Gloria Loyd	Programming	-450.00
08/04/2021	16189	Rebecca Barrett	Programming	-25.00
08/04/2021	16192	Sloan Museum	Programming	-130.00
08/04/2021	16193	Spencer Scharf	Programming	-200.00
08/04/2021	16194	Greg Nagy	Programming	-300.00
08/04/2021	16195	Tiptop Entertainment	Programming	-212.50
08/04/2021	16196	Stevens Puppets	Programming	-375.00
08/04/2021	16197	Alex Thomas	Programming	-654.00
08/04/2021	16198	Howell Nature Center	Programming	-352.08
08/04/2021	16199	Lori Fithian	Programming	-950.00
08/04/2021	16200	Ming Louie	Programming	-200.00
08/04/2021	16190	William Schulert	Programming	-85.00
08/06/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
08/06/2021		IRS Tax Pay	Employee Withholdings	-1,970.32
08/06/2021	1729	Irene O. Bancroft	Payroll	-2,689.16
08/06/2021	1730	Eric W. Palmer	Payroll	-2,435.73
08/09/2021	16201	Rosie Chapman	Programming	-250.00

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
08/09/2021	16202	Scheer Genius	Programming	-595.00
08/09/2021	16203	Jenifer Strauss	Programming	-275.00
08/09/2021	16204	Ming Louie	Programming	-700.00
08/09/2021	16205	Painterly Pottery	Programming	-325.00
08/20/2021		Direct Deposit Charges	Direct Deposit Expense	-3.50
08/20/2021		IRS Tax Pay	Employee Withholdings	-1,730.20
08/20/2021	1731	Irene O. Bancroft	Payroll	-1,839.17
08/20/2021	1732	Eric W. Palmer	Payroll	-2,435.73
Oct '20 - Aug 21				

MMLC TRUST ACCOUNT Summary Activity Report

October 2020 through August 2021

	Opening balance	Receipts	Total Income	Co-op Reimbursements	Other Disbursements	Total Expense	Net Income
Almont - Restricted	1,375.13	0.00	1,375.13	0.00	0.00	0.00	1,375.13
Bay County - Restricted	0.00	23,150.66	23,150.66	0.00	0.00	0.00	23,150.66
CADL - Restricted	0.00	51,353.01	51,353.01	0.00	0.00	0.00	51,353.01
Chippewa River - Restricted	0.00	11,102.23	11,102.23	0.00	11,102.23	11,102.23	0.00
Coleman - Restricted	1,800.16	993.69	2,793.85	0.00	1,800.16	1,800.16	993.69
Coleman - Revolving	11,444.20	1,800.16	13,244.36	0.00	0.00	0.00	13,244.36
Community District - Restricted	6,372.53	6,076.34	12,448.87	4,770.00	6,372.53	11,142.53	1,306.34
Community District - Revolving	20,736.60	6,372.53	27,109.13	0.00	0.00	0.00	27,109.13
Dryden - Restricted	1,908.60	1,025.08	2,933.68	0.00	1,908.60	1,908.60	1,025.08
Dryden - Revolving	660.55	1,908.60	2,569.15	0.00	0.00	0.00	2,569.15
FPL - Restricted Account	36,278.81	22,022.59	58,301.40	2,425.00	36,278.81	38,703.81	19,597.59
FPL - Revolving Account	302,960.08	36,278.81	339,238.89	0.00	300,000.00	300,000.00	39,238.89
GDL - Restricted	132,587.31	72,037.15	204,624.46	0.00	132,587.31	132,587.31	72,037.15
GDL - Revolving	446,259.84	132,587.31	578,847.15	0.00	54,659.97	54,659.97	524,187.18
Goodland Township - Restricted	1,269.31	393.00	1,662.31	0.00	1,269.31	1,269.31	393.00
Goodland Township - Revolving	537.58	731.73	1,269.31	0.00	0.00	0.00	1,269.31
Grace A. Dow - Restricted	30,705.42	16,491.46	47,196.88	0.00	30,705.42	30,705.42	16,491.46
Grace A. Dow - Revolving	73,546.84	30,705.42	104,252.26	0.00	73,000.00	73,000.00	31,252.26
Harrison - Restricted	5,171.80	2,777.70	7,949.50	0.00	5,171.80	5,171.80	2,777.70
Harrison - Revolving	0.00	5,171.80	5,171.80	0.00	0.00	0.00	5,171.80
Holly Twp - Restricted	9,242.00	4,963.75	14,205.75	0.00	9,242.00	9,242.00	4,963.75
Holly Twp - Revolving	36,329.04	9,242.00	45,571.04	0.00	0.00	0.00	45,571.04
Laingsburg - Restricted	3,824.81	2,054.25	5,879.06	0.00	3,824.81	3,824.81	2,054.25
Laingsburg - Revolving	2,070.38	3,824.81	5,895.19	0.00	0.00	0.00	5,895.19
Lapeer District - Restricted	22,749.20	12,900.86	35,650.06	0.00	22,749.20	22,749.20	12,900.86
Lapeer District - Revolving	114,701.47	22,749.20	137,450.67	0.00	0.00	0.00	137,450.67
North Branch - Restricted	475.74	723.33	1,199.07	0.00	0.00	0.00	1,199.07
North Branch - Revolving	5,325.09	0.00	5,325.09	0.00	0.00	0.00	5,325.09
Pere Marquette - Restricted	2,035.80	1,899.03	3,934.83	1,814.47	2,035.80	3,850.27	84.56
Pere Marquette - Revolving	685.53	2,035.80	2,721.33	685.53	0.00	685.53	2,035.80
Ruth Hughes - Restricted	3,759.31	2,468.11	6,227.42	0.00	5,973.67	5,973.67	253.75
Ruth Hughes - Revolving	6,741.54	3,759.31	10,500.85	0.00	347.46	347.46	10,153.39
Saginaw - Restricted	44,374.01	26,807.47	71,181.48	27,213.21	44,374.01	71,587.22	-405.74
Saginaw - Revolving	12,886.79	44,374.01	57,260.80	27,886.79	0.00	27,886.79	29,374.01
Shiawassee - Restricted	10,836.23	6,002.60	16,838.83	850.00	10,836.23	11,686.23	5,152.60
Shiawassee - Revolving	74,405.46	10,836.23	85,241.69	0.00	30,392.39	30,392.39	54,849.30
Vernon - Restricted	0.00	991.97	991.97	0.00	0.00	0.00	991.97
Vernon - Revolving	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,424,057.16	578,612.00	2,002,669.16	65,645.00	784,631.71	850,276.71	1,152,392.45

MMLC TRUST ACCOUNT
Transaction Report
October 2020 through August 2021

Date	Num	Name	Memo	Amount
Oct '20 - Aug 21				
10/01/2020		Allocate Opening Balance	2019-2020 FY	0.00
10/01/2020		L & K Audit Adjustments	Correcting Entry from 06/16/2020	0.00
10/12/2020		State Bank	September, 2020 Interest	1,280.39
10/14/2020	4113	Steven Flayer	Retirement Stipend	-130.00
10/14/2020	4114	Midwestern MI Library Cooperative	Reimbursements	-5,308.87
10/31/2020		Chase Bank	October, 2020 Interest	9.77
11/30/2020		Chase Bank	November 2020 Interest	10.10
12/09/2020	4115	Midwest Tape	Hoopla Invoice	-25,000.00
12/09/2020	4116	Midwestern MI Library Cooperative	Reimbursements	-700.00
12/09/2020		Deposit	FY 2019-2020 State Aid; North Branch Township	723.33
12/18/2020		Sovita Credit Union	December 2020 Interest	560.67
12/31/2020		Chase Bank	December 2020 Interest	10.10
12/31/2020		Dort Federal Credit	December 2020 Interest	0.01
12/31/2020		Dort Federal Credit	December 2020 Interest	2,136.40
12/31/2020		Portland Federal Credit Union	October - December 2020 Interest	0.06
12/31/2020		Portland Federal Credit Union	October - December 2020 Interest	701.31
12/31/2020		ELGA Credit Union	December 2020 Interest	317.53
01/10/2021		State Bank	December 2020 Interest	1,288.39
01/14/2021	4117	Genesee District Library	Vendor reimbursement	-54,659.97
01/29/2021		Chase Bank	January, 2021 Interest	9.45
02/08/2021	4118	Collaborative Summer Library Prog...	Summer Reading Materials; Ruth Hughes Memorial ...	-386.83
02/08/2021	4119	Library Market	Library Website Redesign; Invoice #1713	-13,000.00
02/08/2021	4120	Midwestern MI Library Cooperative	Interest Transfer	-5,383.14
02/26/2021		Chase Bank	February, 2021 Interest	9.12
03/01/2021	4121	Midwest Tape	Hoopla Invoice	-2,500.00
03/18/2021		Sovita Credit Union	March 2021 Interest	557.55
03/31/2021		Chase Bank	March, 2021 Interest	10.75
03/31/2021		Dort Federal Credit	March 2021 Interest	0.01
03/31/2021		Dort Federal Credit	March 2021 Interest	2,116.44
03/31/2021		ELGA Credit Union	March 2021 Interest	311.03
03/31/2021		Portland Federal Credit Union	January - March 2021 Interest	440.32
03/31/2021		Portland Federal Credit Union	January - March 2021 Interest	0.06
04/06/2021		Transfer	Transfer to Checking	-40,000.00
04/07/2021	4122	Midwestern MI Library Cooperative	Programming Reimbursement	-5,179.73
04/07/2021	4123	Grace A. Dow Memorial Library	Landscaping Capital Project	-73,000.00
04/10/2021		State Bank	March 2021 Interest	1,268.26
04/28/2021		Transfer	Transfer to Chase Checking account	-220,561.27
04/28/2021		Dort Federal Credit	April 2021 Interest	593.61
04/29/2021	4124	Midwest Tape	Hoopla Invoice	-15,000.00
04/29/2021	4125	OTC Brands	Account #20281692	-149.94
04/29/2021	4126	Collaborative Summer Library Prog...	Summer Reading Materials	-19.00
04/30/2021		Chase Bank	April 2021 Interest	8.47
05/12/2021		Deposit	State Aid	73,967.68
05/26/2021		Transfer	Transfer to Checking	-20,000.00
05/27/2021	4127	Flint Public Library	Reimbursement for Purchases	-300,000.00
05/27/2021	4128	Cynthia Brunger	Retirement Gift	-140.00
05/27/2021	4129	The Library Network	Equipment Invoice; Shiawassee District Library	-9,792.39
05/27/2021	4130	OTC Brands	Account #20281692	-189.56
05/27/2021	4131	Amazon Capital Services	Account #AEPXEXVVB0ML5	-324.56
05/28/2021		Chase Bank	May 2021 Interest	7.49
06/08/2021		Deposit	State Aid	22,056.53
06/09/2021	4132	OTC Brands	Account #20281692	-74.97
06/09/2021	4133	Amazon Capital Services	Account #AEPXEXVVB0ML5	-881.55
06/09/2021	4134	Adaptive Technology Systems	Network Upgrade Project	-7,330.00
06/09/2021	4135	Collaborative Summer Library Prog...	Summer Reading Materials	-19.00
06/09/2021	4136	Diane Willick	Reimbursement: Summer Reading materials	-143.73
06/09/2021	4137	Lorry Traver	Reimbursement: Summer Reading Program materials	-25.22
06/18/2021		Sovita Credit Union	June 2021 Interest	573.03
06/29/2021	4138	Diane Willick	Reimbursement: Summer Reading materials	-347.46
06/30/2021		Deposit	State Aid	86,327.61
06/30/2021		ELGA Credit Union	June 2021 Interest	314.87
06/30/2021		Dort Federal Credit	June 2021 Interest	0.01
06/30/2021		Chase Bank	June 2021 Interest	8.06
06/30/2021		Portland Federal Credit Union	April - June 2021 Interest	0.06
06/30/2021		Portland Federal Credit Union	April - June 2021 Interest	450.88
07/08/2021		Deposit	State Aid	5,069.73
07/10/2021		State Bank	June 2021 Interest	1,290.20
08/03/2021		Deposit	State Aid	77,551.82
08/04/2021	4139	Midwestern MI Library Cooperative	Programming Reimbursement	-10,134.94

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
08/04/2021	4140	Midwest Tape	Hoopla Invoice	-15,000.00
08/04/2021	4141	Chippewa River District Library	Electronic Resource Purchases	-11,102.23
Oct '20 - Aug 21				

Mideastern Michigan Library Cooperative
503 S. Saginaw Street Suite 711 Flint, MI 48502
Phone (810) 232-7119 Fax (810) 232-6639

September 9, 2021

To: Eric Palmer, MMLC Director

From: Irene Bancroft, Administrative Specialist

RE: Proposed FY 2020-2021 Budget Revisions

Income

State Aid - Cooperatives	increase by \$4,500.00	Final budget amt.	\$544,000.00
Bay County Library System	increase by \$150.00	Final budget amt.	\$ 150.00
Chippewa River District Library	increase by \$150.00	Final budget amt.	\$ 150.00
Coleman Area Library	increase by \$150.00	Final budget amt.	\$ 150.00
Dryden Township Library	increase by \$150.00	Final budget amt.	\$ 150.00
Genesee District Library	increase by \$150.00	Final budget amt.	\$ 150.00
Grace A. Dow Memorial Library	increase by \$150.00	Final budget amt.	\$ 150.00
Goodland Township Library	increase by \$150.00	Final budget amt.	\$ 150.00
Holly Township Library	increase by \$150.00	Final budget amt.	\$ 150.00
North Branch Township Library	increase by \$150.00	Final budget amt.	\$ 150.00
Vernon District Library	increase by \$150.00	Final budget amt.	\$ 150.00
Charles Stewart Mott College	decrease by \$150.00	Final budget amt.	\$ 0.00
UM Flint Library	decrease by \$150.00	Final budget amt.	\$ 0.00
Programming	decrease by \$48,609.00	Final budget amt.	\$ 51,391.00
Workshops	decrease by \$4000.00	Final budget amt.	\$ 0.00
Booking Fees	decrease by \$300.00	Final budget amt.	\$ 470.00
Miscellaneous Income	decrease by \$200.00	Final budget amt.	\$ 720.00
Interest Income	decrease by \$3,000	Final budget amt.	\$ 17,000.00
Total Revenues Budget:	\$618,318.00		

Expenses

Member Library Programming	decrease by \$48,609.00	Final budget amt.	\$ 51,391.00
Equipment & Software Purchases	increase by \$1,500.00	Final budget amt.	\$ 2,000.00
Miscellaneous Expenses	increase by \$2,783	Final budget amt.	\$ 9,389.00
Total Expenses Budget:	\$618,318.00		

Action Requested:

1. Motion by the Board to approve the proposed budget changes to the FY 2020-2021 Budget.

MIDEASTERN MICHIGAN LIBRARY COOPERATIVE
FY 2021-2022 Budget
Budget Summary Overview

Income

566.00 · Cooperative State Aid	\$540,000.00
580.00 · Public Library Membership Fees	
580.01 · Capital Area District Library	\$150.00
580.05 · Laingsburg Public Library	\$150.00
	\$300.00
Total 580.00 · Public Library Membership Fees	
581.00 · Non-Public Membership Fees	
581.01 · Baker College Library	\$150.00
581.03 · Kettering University	\$150.00
581.04 · Mott Community College	\$150.00
581.05 · Northwood University	\$150.00
581.06 · Saginaw Chippewa Indian Tribe	\$150.00
	\$750.00
Total 581.00 · Non-Public Membership Fees	
626.00 · Services Provided	
642.01 · Programming	\$150,000.00
642.02 · Agent Reimbursements	\$0.00
	\$150,000.00
Total 626.00 · Services Provided	
642.00 · Sales Income	
653.01 · Workshop Registration Fees	\$0.00
653.02 · Program Booking Fees	\$500.00
653.03 · Miscellaneous Income	\$0.00
	\$1,400.00
Total 642.00 · Sales Income	
665.00 · Interest Income	\$15,000.00

Total Income **\$707,450.00**

Expense

702.00 · Salaries	\$154,742.00
709.00 · Payroll Taxes	\$12,038.00
724.00 · Fringe Benefits	\$65,111.00
727.00 · Office Supplies	\$1,300.00
791.00 · Library Materials	\$500.00
801.00 · Contracted Services	\$10,400.00
850.00 · Utilities	\$5,500.00
860.00 · Transportation	\$11,000.00
880.00 · Member Library Programming	\$150,000.00
910.00 · Workshop Expenses	\$5,000.00
912.00 · Board & Advisory Council	\$1,500.00
915.00 · Institutional Dues	\$1,425.00
931.00 · Repair & Maintenance	\$500.00
937.00 · Business Insurance	\$3,500.00
940.00 · Rental Costs	\$12,000.00
955.00 · Miscellaneous Expenses	\$21,234.00
959.01 · Innovation & Technology Grants	\$251,000.00
980.00 · Equipment & Software Purchases	\$500.00
985.00 · Office Furnishings	\$500.00

Total Expense**\$707,450.00**

MIDEASTERN MICHIGAN LIBRARY COOPERATIVE
FY 2021-2022 Budget
Itemized Budget Summary

REVENUES

566.00 Cooperative State Aid \$540,000. (Core). Direct state aid is based on a cooperative service area population of 1,241,880.

580.00 Public Library Membership Fees \$300 (Core). In FY 2020-2021, this category will include payments made by Public Members for membership fees. All public library members not purchasing unit cost services, such as programming, movie licensing fees, Overdrive fees and other items as determined, shall be required to pay a flat membership fee of \$150.

580.01 Capital Area District Library	\$ 150.00
580.05 Laingsburg Public Library	\$ 150.00

581.00 Non-Public Membership Fees \$750 (Core). In FY 2021-2022, this category will include payments made by Multi-type Members for membership dues.

581.01 Baker College Library	\$ 150.00
581.03 Kettering University	\$ 150.00
581.04 Mott Community College	\$ 150.00
581.05 Northwood University	\$ 150.00
581.06 Saginaw Chippewa Indian Tribe	\$ 150.00

626.00 Services Provided \$100,000 (Core). In FY 2021-2022, this category will include payments made by Members for purchased services such as programming within the "Resource Sharing" category.

642.01 Programming	\$150,000.00
--------------------	--------------

642.00 Sales Income \$1,420.00 (Core). In FY 2020-2021, this category will include revenue derived from workshop participants' attendance at MMLC sponsored workshops and from fees collected for MMLC booking Summer Reading programs for members of other Cooperatives.

653.02 Program Booking Fees	\$ 500.00
653.03 Miscellaneous Income	\$ 900.00

665.00 Interest Income \$15,000 (Core). Interest received from Banking Institutions.

TOTAL REVENUES: \$707,450.00 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 \$154,742 (Core Service: Administration). The Board has approved a one-year contractual agreement for the Director (October, 2021 – September, 2022).

Contracted Director Base Salary	\$90,176.00
Administrative Specialist	\$64,566.00

709.00 Payroll taxes & Unemployment Insurance \$12,038 (Core Services: Administration). Includes the Employer share of FICA @ 6.2% and Medicare @ 1.45%; State Unemployment Insurance @ \$200 annually.

724.00 Fringe Benefits \$65,111(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 2021-22 salaries), Administrative Specialist's Internet account, Director's membership in ALA, MLA & PLA, and Administrative Specialist's membership in MLA.

Health & Dental Insurance	\$30,880
Prescription Medicine	\$ 200
Life Insurance / Accidental Death	\$ 2,662
Vision Benefits	\$ 2,000
Simplified Employee Pension Plan Contributions	\$27,854
Longevity Compensation	\$ 1,100
Director's ALA & PLA membership	\$ 300
Administrative Specialist's MLA Membership	\$ 85
Genesee Freenet Account	\$ 30

727.00 Office Supplies \$1,300 (Core Service: Office Operations). This category includes items such as postage, stationary, facsimile supplies, and other supplies normally used in the operation of an office.

Postage	\$ 300
Office Supplies	\$1,000

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

801.00 Contracted Services \$10, 400 (Core: Administration). This category includes the contracted costs for the Annual Audit, bi-weekly payroll services, the cost of Website Hosting, Office IT support and other services needing special expertise.

Annual Audit	\$4,900
Payroll Service	\$ 500
Professional Services	\$5,000

850.00 Utilities \$5,500 (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	\$2,400
Cellular Phone Support	\$1,000
ReadyTalk / Conference Call service	\$ 700
Consumers Energy Service	\$ 400
Domain Name & Email Service	\$1,000

860.00 Transportation \$11,000 (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	\$5,000
Mileage & Parking Fee Reimbursements	\$5,000
Meal Reimbursements	\$1,000

880.00 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 Workshop Expenses \$5,000 (Core: Community Relations). The Advisory Council has expressed an interest in the Cooperative offering several Training Opportunities.

912.00 Board & Advisory Council \$1,500 (Core Services: Office Operations). This category is used to support the refreshments for Board meetings, committee meetings and workshops, and parking validations.

Parking Validations	\$ 100
Meeting refreshments	\$1,400

915.00 Institutional Dues \$1,425 (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	\$600
Michigan Cooperative Directors membership	\$500
MI Business & Professional Association	\$200

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

937.00 Business 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

940.00 Rental Costs (Facilities & overhead) \$12,000 (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	\$9,900
Meeting Room Rental	\$ 100
Organizational Parking Spaces	\$2,000

955.00 Miscellaneous Expenses \$21,234 (Core Service: Administration). This fund is for unplanned expenditures in any other category. Funds can also be transferred into this category as additional revenue becomes available.

959.01 Innovation & Technology Grants \$251,000 (Core Service: Technological /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	8	\$15,000	\$120,000
Class IV and V	4	\$13,000	\$ 52,000
Class I, II, III	9	\$11,000	\$ 99,000

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

985.00 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.

TOTAL EXPENDITURES: \$707,450.00

Mideastern Michigan Library Cooperative

Resolution – Fund Balance for Fiscal Year 2021-2022

The Finance Committee unanimously recommends the following guideline for establishing the annual amount to be maintained in the General Account Fund Balance:

Recognizing that the Cooperative should maintain a certain level of reserve funds, the finance committee recommends that an amount equal to at least 20 months of budgeted administrative expenses shall be held as reserved Fund Balance. This amount shall be reviewed annually, based on the annual proposed budget.

FY 2021-2022 Proposed Administrative & Office Budget

702.00 · Salaries	154,742.00
709.00 · Payroll Taxes	12,038.00
724.00 · Fringe Benefits	65,111.00
727.00 · Office Supplies	1,300.00
791.00 · Library Materials	500.00
801.00 · Contracted Services	10,400.00
850.00 · Utilities	5,500.00
860.00 · Transportation	11,000.00
912.00 · Board & Advisory Council	1,500.00
915.00 · Institutional Dues	1,425.00
931.00 · Repair & Maintenance	500.00
937.00 · Business Insurance	3,500.00
940.00 · Rental Costs	12,000.00
985.00 · Office Furnishings	500.00
Total FY 2021-2022 Administration & Office Expense Budget	\$267,516.00
20 months Total Administration & Office Expense	\$445,860.00

September 9, 2021

Moved and seconded by the Finance Committee.

Yeas _____

Nays _____

Mideastern Michigan Library Cooperative

Election of Board Officers for Fiscal Year 2021-2022

The Nominating Committee unanimously recommends the following slate of officers for Mideastern Michigan Library Cooperative to serve for the 2020-2021 Fiscal Year:

Board Chair	Pamela Clark
Board Vice-Chair	Perry Valle
Board Treasurer - Secretary	Jason Jubar

September 9, 2021

Moved and seconded by the Nominating Committee.

Yeas _____

Nays _____

Mideastern Michigan Library Cooperative

RESOLUTION - DEPOSITORIES

BE IT RESOLVED, that funds of the Governing Boards of the Mideastern Michigan Library Cooperative to be deposited during the 2021-2022 Fiscal Year shall be deposited in any one or more of the following named financial institutions, which are hereby designated as depositories of the Board for said year:

Bank of America
JP Morgan - Chase Bank
Fifth Third Bank
First Place Bank
Flagstar Bank (merging with New York Community Bank)
Horizon Bank (formerly TCF/Chemical Bank)
Huntington Bank
Lakestone Bank & Trust
PNC (formerly First National Bank)
State Bank

Dort Federal Credit Union
ELGA Credit Union
Financial Plus Credit Union
Genisys Credit Union
Sovita Credit Union
PFCU (formerly Sagelink Credit Union)
Security Credit Union

September 9, 2021

Moved by _____ and seconded by _____.

Yeas _____

Nays _____

Mideastern Michigan Library Cooperative

RESOLUTION - Credit Card Accounts

BE IT RESOLVED, that the following credit card accounts and credit limits have been approved by the Board of the Mideastern Michigan Library Cooperative for use during the 2021-2022 Fiscal Year:

Horizon Bank – Elan Financial Services Credit Card	credit limit \$17,400.00
Staples	credit limit \$ 1,500.00

September 9, 2021

Moved by _____ and seconded by _____.
Yeas _____
Nays _____

Mideastern Michigan Library Cooperative

RESOLUTION - Board Meeting Schedule

Mideastern Michigan Library Cooperative Board establishes the second Thursday of January, May and September as their meeting date, with a starting time as designated.

January 13, 2022		4:30 p.m.
May 12, 2022	(Joint Board/Advisory Council Meeting)	5:00 p.m.
September 8, 2022		4:30 p.m.

September 9, 2021

Moved by _____ and seconded by _____.

Yeas _____

Nays _____