

**MIDEASTERN MICHIGAN LIBRARY COOPERATIVE**  
**FY 2008-2009 Budget**  
**Budget Summary Overview**

**Income**

<b>565.00 · State source revenues</b>	
566.00 · Cooperative State Aid	413,033.00
<b>Total 565.00 · State source revenues</b>	<b>455,116.00</b>
<b>587.00-669.00 Other Income</b>	
587.00 Local Source Revenue	1,100.00
665.00 · Other Income	78,367.00
669.00 Other Local Income	95,523.00
<b>Total · Other Income</b>	<b>174,990.00</b>

**Total Income** **588,023.00**

**Expense**

702.00 · Salaries	136,479.00
703.00 · Fringe benefits	58,057.00
703.01 · Payroll taxes	11,640.00
704.00 · Board meetings	2,300.00
726.00 · Office supplies	3,000.00
801.00 · Auditing	4,300.00
802.00 · Institutional dues	955.00
805.00 · Delivery & Interlibrary Loan	178,200.00
806.00 · Telecommunications	15,630.00
812.00 · Payroll services	1,700.00
813.00 · Continuing Education Program	4,000.00
815.00 · Executive Director Search	10,000.00
850.00 · Utilities	2,850.00
860.00 · Transportation	11,000.00
880.00 · Promo/publicity/printing	80,000.00
910.00 · Insurance	6,500.00
930.00 · Repair & Maintenance	3,500.00
940.00 · Rents	11,000.00
979.00 · Technology Upgrade Program	37,100.00
990.00 · Contingencies	9,312.00

**Total Expenses** **588,023.00**

**Net Income** **0.00**

# **MIDEASTERN MICHIGAN LIBRARY COOPERATIVE**

## **FY 2007-2008 Budget**

### **Itemized Budget Summary**

#### **REVENUES**

##### **State Sources**

566.00 State Aid-Cooperatives. \$413,033. (Core) Reduced to 32.471285 cents, this direct state aid is based on a cooperative service area population of 1,271,996.

Total State Sources. \$413.033.00

##### **Local Sources**

587.01-587.15. Membership 16(4) Encumbered Resources. \$1,100. These are the funds needed from the members' 16(4) monies to support any extra Delivery Service for FY 2007/08.

665.01 Interest. \$45,000. (Core).

665.02 Miscellaneous Income. \$0.00.

665.03 Agent Reimbursements. \$2,257. (Core). Includes funds collected from Ogemaw District Library for telecommunications costs and member affiliate fees as negotiated with Merit.

665.04 Universal Service Funds. \$1,610. (Core). In FY 2007-2008, this category will include reimbursements made to the Cooperative by AT & T Mobility and McLeod, based on an 80% rate discount.

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

665.06 Northland Library Cooperative Contract. \$25,500. Includes funds reimbursed by Northland Library Cooperative for the MMLC Director to serve as Interim Director.

669.00 Other Local Income. \$93,523. (Core). In FY 2007-2008, this category will include payments made by Multi-type Members for membership dues, and purchased services such as telecommunications and programming within the "Resource Sharing" category.

Programming	\$80,000.00
Lapeer Intermediate School District	\$13,723.00
Baker College Library	\$ 150.00
Charles Stewart Mott Foundation	\$ 150.00
Fenton Area Schools	\$ 150.00
Genesee School District	\$ 150.00
Goodrich Area Schools	\$ 150.00
Grand Blanc Community Schools	\$ 150.00
Imlay City Community Schools	\$ 150.00
Kettering University	\$ 150.00
Mott Community College	\$ 150.00

Carman-Ainsworth Schools	\$ 150.00
Clio Community Schools	\$ 150.00
University of Michigan - Flint Campus	\$ 150.00

Total Local Sources. \$175,396.00

**TOTAL REVENUES. \$588,023.** The amount of the total revenues available to support the present Core services at the basic service level standards for Administration, Library for the Blind and Physically Handicapped, Delivery, Telecommunications and Community Relations.

## EXPENDITURES

702.00. Salaries. \$136,479. (Core Service: Administration). The Board has approved an increase, based on contractual agreements, for the Director. The Board has approved the Director's recommendation of an increase for the administrative assistant.

Director	\$90,914
Admin. Assistant	\$45,565

703.00. Fringe Benefits. \$58,057 (Core Services: Administration). This category includes annual premiums for health insurance, prescription medicine, dental insurance / life insurance / accidental death and vision benefits. As well as, Employer contributions to Simplified Employee Pension Plans (15% FY 2008 salaries plus a \$1,500 bonus for the Director), Administrative Assistant's Internet account, Director's membership in ALA, MLA & PLA, and Administrative Assistant's membership in MLA.

Health & Dental Insurance	\$32,000
Prescription Medicine	\$ 600
Life Insurance / Accidental Death	\$ 2,050
Vision Benefits	\$ 900
Simplified Employee Pension Plan Contributions	\$20,472
Director's Bonus	\$ 1,500
Genesee Freenet Account	\$ 25
Director's ALA membership	\$ 150
Director's MLA Membership	\$ 210
Administrative Assistant's MLA Membership	\$ 100
Director's PLA Membership	\$ 50

703.01. Payroll taxes & Unemployment Insurance. \$11,640 (Core Services: Administration). Employer share of FICA @ 6.2% and Medicaid @ 1.45%; Unemployment Insurance @ \$200 annually; FICA and Social Security costs associated with the Company Vehicle @ \$1,000.

704.00. Board. \$2,300 (Core Services: Administration) This fund is used to support the Board's mileage reimbursement, refreshments for Board meetings, committee meetings and workshops, and parking validations.

Parking Validations	\$ 200
Meeting refreshments	\$2,100

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

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

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

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

802.00. Institutional Dues. \$955 (Core Service: Administration). Covers the institutional membership dues for the Michigan Library Consortium, the Michigan Library Association, Bank One Financial credit card and the State of Michigan Extended Purchasing Agreement. The Flint Chamber of Commerce membership will be eliminated during this fiscal year.

Michigan Library Consortium membership	\$125
Michigan Library Association membership	\$350
Bank One Financial Credit Card Fee	\$ 35
State of MI Extended Purchasing Agreement	\$260
Michigan Cooperative Directors membership	\$ 85
MI Business & Professional Association	\$100

803.000. Professional Services. \$500 (Core Service: Administration). Used to cover the cost of Website Hosting by White Pine Library Cooperative and other services needing special expertise.

805.00. Delivery. \$178,200 (Core Service: Delivery & Unit Cost). This category covers the cost of our share of the contract with Michigan Library Consortium for the statewide delivery service.

806.00. Telecommunications. \$15,630 (Core: Unit Cost). This year's budget includes costs for Lapeer County Intermediate School District and Ogemaw District Library to obtain direct connections to the Internet thru Merit, and the ongoing costs for existing direct connections.

Lapeer County Intermediate School District	\$13,573
Ogemaw District Library	\$ 2,057

812.00 Payroll Services. \$1,700 (Core: Administration). Contract with PayChex for payroll services on a bi-weekly basis.

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

815.00 Executive Director Search. \$10,000 (Core: Administration). This year's budget includes funds to be used in the search for a new director.

850.00 Utilities. \$2,850 (Core Service: Administration). This category includes telephone charges, cellular phone service, wireless computer services, telefacsimile charges, telecommunication charges and electrical utilities for the Cooperative Office.

Telephone & Fax Service	\$1,100
Cellular Phone & Wireless Laptop Computer Service	\$1,300
Electrical Utilities Service	\$ 350
Computer Network Service	\$ 100

860.00 Transportation. \$11,000 (Core Service: Administration). This category includes mileage reimbursement for staff when they use their personal vehicles for business, parking fee reimbursements and meal reimbursements for expenses incurred while conducting Cooperative business and funds to support attendance at library conferences and workshops. This category also includes the lease, gasoline and maintenance costs for the company vehicle.

Library conference attendance	\$3,500
Vehicle Lease	\$3,800
Gasoline, Oil, Vehicle Maintenance	\$2,500
Mileage & Parking Fee Reimbursements	\$ 600

Meal Reimbursements

\$ 600

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

910.00 Insurance. \$6,500 (Core Service: Administration). This category funds personal property insurance, employee bonds, negligence/liability insurance for the Board's officers and the director, workers' compensation, vehicle insurance.

Personal Property Insurance	\$1,000
Employee Bonds	\$ 550
Negligence / Liability Insurance	\$2,600
Workers' Compensation Insurance	\$ 650
Vehicle Insurance	\$1,700

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

Computer repair fund	\$1,700
IOS Capital contract	\$1,800

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

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

979.00 Technology Upgrade Program. \$37,100 (Core Service: Administration). 979.00 Technology Upgrade Program. Funds allocated to support upgrades to equipment and software for each member, based on size.

Class VI Libraries	\$3,000 each	\$24,000
Class V & IV Libraries	\$1,700 each	\$ 5,100
Class III, II & I Libraries	\$1,000 each	\$ 8,000

990.00. Contingency. \$9,312 (Core Service: Administration). This contingency fund is for unplanned expenditures in any other category. Funds can also be transferred into this category as additional revenue becomes available.

**TOTAL EXPENDITURES: \$588,023.00**

**Net Income**

**0.00**