Page 1: Welcome to the 2016 State of the Chapter Annual Report Survey

**Q1 1) Chapter Contact Information**

- **Chapter Name:** Michigan Library Association
- **Address:** 3410 Belle Chase Way
- **City/Town:** Lansing
- **State/Territory:** MI
- **ZIP:** 48911
- **Primary E-mail Address:** MLA@milibraries.org

Page 2: Report for Fiscal Year

**Q2 2) Date Completing This Survey**

- **Month/Date/Year:** 08/15/2019

**Q3 3) Fiscal Year Reporting**

- **Start Date/End Date:** July 1, 2017 - June 30, 2018

**Q4 4) List contact information for survey respondent who could answer questions from Chapter Relations Office about this survey.**

- **Survey Respondent:** Jennifer L. Dean
- **E-mail address:** deanjl@udmercy.edu or jldeey@gmail.com
- **Phone:** 313-993-1090

Page 3: Final Budget Totals for Fiscal Year
Q5 5) What is the final revenue and expense total for fiscal year being reported (answer requires a figure rounded to the nearest dollar)

<table>
<thead>
<tr>
<th>Revenue</th>
<th>694,287</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses</td>
<td>651,791</td>
</tr>
<tr>
<td>Unrestricted Net Assets</td>
<td>482,610</td>
</tr>
</tbody>
</table>

Q6 6) Were there changes made to your management or staffing during fiscal year you are reporting on? Yes

Q7 7) If yes, what changes were made to management or staffing?
New staff: Director of Professional Development and Administrative Assistant

Q8 8) List the number of FTE or PAID staff (e.g., 0, 1, 2, 3 . . . )
5

Q9 9) List paid staff by title and FTE (e.g., Director FTE 1)

<table>
<thead>
<tr>
<th>Staff</th>
<th>Position</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Director</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Director of Finance and Administration</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Marketing and Membership Manager</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Professional Development and Meeting Manager</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Administrative Assistant</td>
<td>1</td>
</tr>
</tbody>
</table>

Q10 10) List the number of Board Members (whole number only; e.g., 6)
15

Q11 11) Is your Chapter Councilor a Board Member? Official

Q12 12) Is the Chapter Councilor elected or appointed? Elected

Q13 13) Were there changes made to your membership categories dues rates during fiscal year? No
Q14 14) If yes, what changes were made to your membership categories dues rates?  
Respondent skipped this question

Q15 15) Chapter Membership (renewal period)  
Other (please specify):  
Both - fiscal year for organizations, anniversary for individuals

Q16 16) Dues Structure for regular personal members  
Flat (one fee)

Q17 17) Please list applicable fee or percentage for regular personal members.  
Flat fee 85

Q18 18) Please list number of Chapter Members by category (only by categories you use; do not count twice)  
Personal 1,144  
Student 105  
Trustee 104  
Retired 28  
Library/Institution 319

Q19 19) Provide the total number of all members (Regular Personal, Institutional, etc.) at end of fiscal year. Totals of all the membership categories listed above should equal total entered here.  
1,700

Q20 20) Chapter Membership compared to last year  
Same

Q21 21) Did membership grow or decline?  
Respondent skipped this question

Q22 22) If membership increased or decreased by 2% or more, please explain or surmise cause.  
Respondent skipped this question

Q23 23) Which membership management software does your chapter use?  
MemberClicks
Q24 24) To the best of your ability, please briefly describe the pros and cons of the MMS that you've purchased.

Pro - all-in-one system, including web and database

Q25 25) Which features do you wish your MMS had?

Dedicated volunteer history

Page 6: Annual Conference

Q26 26) Please provide the following financial information about your Chapter's Annual Conference during the reported fiscal year (answer requires a figure rounded to the nearest dollar).

- Revenue: 202,499
- Expenditures: 95,557

Q27 27) Please Provide the Following Non-Financial Information about Your Chapter’s Annual Conference (if not applicable, insert n/a).

- Month: October
- Location: Lansing, MI
- Length of Total Conference (pre- and conference) in Days (whole number only; e.g., 3): 3
- Total Number of Attendees: 475
- $ Conference Registration Rate for Regular Member: 225
- $ Conference Registration Rate for Regular Nonmember: 450
- Total Booths/Tables of Exhibits: 65
- $ Charge for Standard Booth: 815
- Total Number of Program Offerings: 70

Q28 28) Is there a discounted registration rate for your conference? If so, have you worked with other groups to cover those costs? Please be as specific as possible.

50% for new members

Q29 29) Did Your Chapter Meet Its Budget Projections for Its Annual Conference?

Exceeded

Q30 30) Did Your Association Try Something New at This Conference? If So, Please Briefly Explain What It Was and What Your Association Hoped to Achieve.

Idea Exchange, Escape Rooms
Q31 31) Was It Successful?  Yes

Q32 32) Will your association try this again at future conference?  Maybe

Q33 33) List Your Association's Most Successful Events Held during Conference.
Exhibit Hall, Escape Room

Q34 34) Share Outstanding Keynotes or Speakers (include topics, please).
Pat Wagner, Jack Lessenberry

Page 7: Accomplishments/Concerns

Q35 35) If you have one, how many attendees participate(d) in your State Advocacy/Legislation Day? (whole number only; e.g., 20)
N/A

Q36 36) Did your Chapter use a virtual advocacy tool for State Library Legislative Day?  No

Q37 37) List Major Activities, Accomplishments of Your Association during Fiscal Year (e.g., Library Legislative Day, legislative successes, new strategic plan, trainings, etc.).
Legislative successes

Q38 38) List Major Issues Facing Your Association (e.g, budget, membership, structure, systems, competition, etc.).
Staff sustainability, budget

Q39 39) Is there a separate school library association in your state?  Yes

Q40 40) Is there a separate college or academic library association or section in your state?  Yes