

Mideastern Michigan Library Cooperative

Plan of Service

Approved by Cooperative Board action 6/10/93
Revised by Member Library Board actions - 1994
Revised by Member Library Board actions - 1997
Revised by Member Library Board actions - 1999
Revised by Member Library Board actions - 2000
Revised by Member Library Board actions - 2001
Revised by Member Library Board actions - 2003
Revised by Member Library Board actions - 2004

A BRIEF ORGANIZATIONAL HISTORY

In 1961, the Flint Public Library served as the headquarters for a State Library project involving the libraries in Shiawassee County and Genesee County. The Flint Public Library offered book processing and selection services to these libraries, and the Genesee County Library offered bookmobile services to the Shiawassee County libraries. In 1964, encouraged by the availability of federal funds to establish and support library systems, dismayed by the end of funds to support the State Library project, and influenced by the fact that it would no longer qualify as a "system library" by itself, the Flint Public Library initiated a proposal that would form a library system to improve library services. In cooperation with one or more neighboring libraries, the Flint Public Library could again qualify for federal funds by entering into a "cooperative library system" under the State Aid to Public Libraries Act of 1965.

In 1965, the library boards of Durand Memorial Library, Lapeer City Public Library, Edna C. Bentley Memorial Library, Owosso Public Library, and the Laingsburg Free Public Library passed resolutions expressing an interest in joining such a system, with the Flint Public Library serving as Headquarters.

In December 1965, an agreement was signed between the Genesee County Library Board and the Flint Board of Education (which serves as the library board for the Flint Public Library), establishing the Flint and Genesee County Public Library Cooperative. The purpose of the agreement was to "provide the means for improving library services in Genesee County and the City of Flint". The Genesee County Library Board was empowered to serve as the Cooperative Board, and the Flint Public Library was designated as the Headquarters Library for the Cooperative; the Flint Public Library director was also designated the director of the Cooperative. An area library consultant was hired to administer the services offered to its members: a Universal Borrowers Card Service, a Young Adult Services Program, In-service Training Programs, Inter-library Loan and Delivery Service, the Flint Journal Indexing Project, State Library Greenaway Book Service, State Library Catalog Card Service, and Consultant Service on Cooperative Development.

In April 1967, the name of the Cooperative was changed to the Mideastern Michigan Library Cooperative, and the area library consultant became the executive director. In 1968, Lapeer County Library and the Edna C. Bentley Library formally joined the Cooperative. Owosso Public joined in 1971, followed by Lapeer City Library in 1973. In 1975, Corunna Public Library and North Branch Township Library joined, and in 1976, the Shiawassee County Library joined as well.

In the late 1970's, the Mideastern Michigan Library Cooperative facilitated the establishment of the Mideastern Michigan Region of Cooperation (MMROC). This organization provided service to the academic, public, school and special libraries of the region. Federal LSCA (Library Services and Construction Act) Title III grant funds were used to support the activities of the Region of Cooperation.

In 1977, when the Mideastern Michigan Library Cooperative was reorganized under the State Aid to Public Libraries Act 89, the library boards from Lapeer County Library, Holly Township Library,

Genesee County Library, Flint Public Library, Edna C. Bentley Memorial Library, Durand Memorial Library, and Shiawassee County Library passed formal motions to join, followed in 1978 by Owosso Public Library, North Branch Township Public Library, and Corunna Public Library.

In 1978, under the reorganization, a new nine member Cooperative Library Board was formed as outlined in the Plan of Service. Two permanent seats each were allotted to representatives appointed by the Genesee District Library Board (formerly known as the Genesee County Library Board) and the Flint Public Library Board (the Flint Board of Education), with the remaining five seats rotated among the other member libraries. At the same time, the then-executive director became the director of the Mideastern Michigan Library Cooperative, and no longer reported organizationally to the Director of the Flint Public Library, but rather, directly to the Cooperative Library Board.

In 1980, Imlay Township and Vernon District libraries joined the Cooperative. Although there were some changes in services and technology during the 1980's, there were no further structural changes made to the organization nor its membership.

In March, 1992, Eugene Griffel retired as Director of the Cooperative after twenty-six years of service. Sara Behrman was hired as the new Director and began work on March 16, 1992. In June 1993, upon a thorough re-examination of the Board's employment policies and procedures, the informal arrangement for the leasing of space, payroll and administrative services with the Flint Community Schools was terminated. The Mideastern Michigan Library Cooperative moved to new office space in the Northbank Center Building in downtown Flint, and new employment policies and procedures were established by the Cooperative Board.

In 1994, the Shiawassee County Library failed to qualify for state aid and full membership status; however, their full membership status was restored in 1995. In the fall of 1994, the two independent libraries of Owosso and Durand Memorial merged to form the Shiawassee District Library. In 1995, the Ruth Hughes Memorial Library became a district library. In October 1996, the Almont District Library and the Dryden Township Library, as a result of the dissolution of the Blue Water Library Federation, joined the Cooperative as full members, thus completing service to Lapeer County.

In the late 1990's Federal LSTA (Library Services and Technology Act) grant funds were used to support the activities of the Region of Cooperation and the Mideastern Michigan Library Cooperative. Funds were used to convert library collection MARC records into machine-readable format, to assist in the purchase of computers and automated circulation systems, as well as, to provide funding to enhance collections. The funding also assisted in helping to foster communication and cooperation among the various types of libraries. A decision by the Library of Michigan to eliminate the LSTA grants funding the Regions of Cooperation, prompted the MMROC to begin the process of looking at alternative methods for continuation of the association of multi-type libraries. A strategic planning session was held in December 1997, and a report was issued in early 1998, indicating that a merged organization between the Mideastern Michigan Library Cooperative and the Mideastern Michigan Region of Cooperation should be established, keeping in mind the requirements of Public Act 89 of 1977 which governs Cooperative libraries in the State of Michigan.

In October, 1997 Sara Behrman tendered her resignation as Director of the Cooperative, effective June 1998, after six years of service. In May 1998, the Board accepted a contractual agreement with The Library Network for Eileen Palmer to serve as Interim Administrator of the Cooperative until such time as the Director's position was filled. In September, 1998 the Library of Michigan granted District Library status to the Flint Public Library. Roger Mendel was hired as the new Director of the Cooperative and began work on December 15, 1998.

In April, 1999 the Mideastern Michigan Library Cooperative moved to new office space in the Mott Foundation Building in downtown Flint. Two new library systems were added during the latter part of 1999 --- in August, 1999 Laingsburg Public Library became a member completing service to Shiawassee County, and in October, 1999 Capital Area District Library became a member extending our boundaries into Ingham County. The total population served by the cooperative increased from 591,183 to 827,249 (1990 census figures), making Mideastern Michigan Library Cooperative the fourth largest cooperative in the State of Michigan.

In January 1999, the issue of merging the Mideastern Michigan Library Cooperative and the Mideastern Michigan Region of Cooperation was revisited, whereupon a Merger Committee was appointed. A series of interviews with the Director of the Southwest Michigan Library Cooperative were held, which resulted in many discussions with the Region of Cooperation membership, the Mideastern Michigan Library Cooperative Advisory Council, and the Mideastern Michigan Library Cooperative Board of Trustees. The Mideastern Michigan Region of Cooperation and the Mideastern Michigan Library Cooperative Advisory Council voted in the summer of 2000 to recommend to the Mideastern Michigan Library Cooperative Board of Trustees approval of the general plan for merging the MMROC with the Cooperative. In September, 2000 the Mideastern Michigan Library Cooperative Board of Trustees took formal action to approve the general plan for merger of the Mideastern Michigan Region of Cooperation with the Mideastern Michigan Library Cooperative. An Implementation Committee was appointed and charged with the responsibility of completing the details involved with merging the two organizations.

In June, 2001 a new plan of service was approved by the Boards of the public library membership setting the standards and guidelines for including non-public libraries and institutions as members of the Mideastern Michigan Library Cooperative, beginning October 1, 2001.

On December 31, 2002 the Lapeer County Library ceased to exist and officially became the Lapeer District Library January 1, 2003. This event was the culmination of many years of discussion and planning. A District Library Planning Committee was formed several years earlier to discuss the issues related to changing the library from a county library to a district library. Representatives from municipalities served by the County Library were asked to participate, an attorney was hired and along with County Library Board members and staff, a District Library agreement was hammered out. Final approval came in the fall of 2002 when the participating municipalities agreed to the document and passed resolutions to form the District Library.

In October 2003, three new public library systems joined Mideastern Michigan Library Cooperative --- Bay County Library System, Grace A. Dow Memorial Library in Midland, and Public Libraries of Saginaw, extending our boundaries into three additional counties. The total population served by the cooperative increased from 859,022 to 1,180,110 (2000 census figures), making Mideastern Michigan Library Cooperative the third largest cooperative in the State of Michigan.

In November 2002, the Shiawassee County Library board was informed that the County would no longer support the library as a county service. Several meetings occurred with the interested parties and the County Board of Commissioners decided to support the County Library for one more year with a reduced appropriation. At this time, the library board was in the process of interviewing candidates for the open Library Director position. The interviews were suspended and a search for an interim director took its place. In February 2003, Jeff Johnson was hired to serve as the interim director. In November of 2003, with no plan yet in place to replace the present county library arrangement, the library board took action to plan for the closing of all their library branches effective December 23, 2003. Soon after the notices were posted, a new series of meetings were held with interested townships and cities. In record time the townships and the City of Corunna developed a plan to organize a new district library. The formation of the Community District Library was approved by six townships and the City of Corunna, and the plan was approved by the Library of Michigan on May 1, 2004. On June 10, the first official meeting of the Board of Trustees of the Community District Library was held. A millage vote for .5 mil was approved by 58.7% of the voters at the August 2004 primary. The MMLC Board took action at the September 9, 2004 meeting to officially accept the withdrawal of the Corunna Public Library and the Shiawassee County Library and accept the membership request of the Community District Library. Holly Township Library, in the spring of 2004 added the remaining 50% of Groveland Township to their service area. This brought the total service population of the Mideastern Michigan Library Cooperative to 1,184,261.

Mideastern Michigan Library Cooperative Plan of Service

(Approved by Cooperative Board action 6/10/93, revised by Member Library Board actions-
1994, 1997, 1999, 2000, 2001, 2003, 2004)

I. NAME AND ADDRESS OF COOPERATIVE.

The name of this cooperative shall be the Mideastern Michigan Library Cooperative. The cooperative's address, effective April 1, 1999, is: Mott Foundation Building, 503 S. Saginaw Street, Suite 839, Flint, Michigan 48502.

II. AUTHORITY.

The Mideastern Michigan Library Cooperative is established as authorized under the State Aid to Public Libraries Act 89 of 1977, as last amended.

III. COOPERATIVE LIBRARY BOARD.

The governing body of the cooperative shall be the Mideastern Michigan Library Cooperative Board, (hereinafter "the Board".) It is expressly understood that the Board has no jurisdiction over the property or management of local libraries or institutions.

A. Board Selection - The Board shall be composed of 9 members, representing public libraries, and 2 ex-officio, non-voting members - one member representing school libraries and one member representing academic/special libraries.

Section 1. Public Library Members:

- a. shall not be employees of Cooperative member libraries,
- b. shall be selected by the governing boards of the Cooperative member libraries as follows:
 - i. Permanent Seats: 1 seat to represent each Class VI library
 - ii. Rotating Seats: The remaining two (2) seats would be rotated among the following libraries, as described, with no library holding a seat for more than six consecutive years:
 - a. 1 seat to rotate among the following Class V and IV libraries:
 - Shiawassee District Library
 - Holly Township Library
 - Community District Library
 - b. 1 seat to rotate among the following Class III, II, I libraries:
 - Almont District Library
 - Dryden Township Library
 - Edna C. Bentley Memorial Library

Laingsburg Public Library
North Branch Township Library
Ruth Hughes Memorial District Library
Vernon District Library

iii. New members: Any new members of the Cooperative will take their place at the end of the current list, subject to a review of the Plan of Service.

Section 2. Ex-officio, non-voting Members:

a. School Libraries

- i. This seat shall rotate among the member school libraries (see attachment #1), with no library holding a seat for more than three consecutive years.
- ii. New members will take their place at the end of the current list, subject to a review of the Plan of Service.

b. Academic/Special Libraries

- i. This seat shall rotate among the member academic / special libraries (see attachment #1), with no library holding a seat for more than three consecutive years
- ii. New members will take their place at the end of the current list, subject to a review of the Plan of Service.

B. Terms of Office - The term of office of a Board member shall be three years.

C. Attendance -The Cooperative Director shall prepare a Board member attendance sheet for each member library.

Section 1) Vacancies:

a. When a vacancy occurs, the library represented by the departing Board member shall be allowed to appoint a new Board member to fill the unexpired term. In the event a board member resigns prior to the term expiration date, the new appointee will serve out the remaining term of office. No board member shall serve more than six consecutive years, with a minimum off the Board of one-three year term. Partial terms of less than one (1) year shall not count toward the six year limitation.

b. Board vacancies shall be filled as promptly as possible. Whenever possible, vacancies shall be filled so that a Board position will not be vacant for a single meeting; however, the Board position shall be filled within three months.

Section 2. Board Member Absences

- a. Regular attendance by all members is vital to the effective functioning of the Board.
 - i. In the event of two consecutive unexcused absences by a Board member, a written notice will be sent to the Board member and to the library / institution represented by that Board member.
 - ii. In the event of four absences within a fiscal year, a written notice will be sent to the Board member and the library /institution represented by that Board

member requesting the member's resignation and the appointment of a new Board member.

D. Reimbursement - Board members shall be reimbursed for reasonable expenses incurred for attendance at Board meetings or at conferences or other meetings as approved by the Board.

E. Meetings - There shall be at least one meeting each quarter of the year.

F. Duties - The Voting Members of the Cooperative Board shall:

Section 1) Have powers which relate to the functioning of the Cooperative Library and the management and control of the Cooperative Library's funds and property.

Section 2) Select a Chairperson.

Section 3) Be a body corporate and an juristic entity for social security and legal identity purposes.

Section 4) Establish, maintain, and operate cooperative services for public libraries in the Cooperative library's area.

Section 5) Appoint a director to administer the Library Cooperative, fix that person's compensation, and delegate those powers to that person as are in the best interest of the Cooperative library, including the power to hire and fire necessary employees.

Section 6) Purchase books, periodicals, library materials, equipment and supplies for the cooperative services.

Section 7) Purchase sites, erect buildings, and lease suitable quarters, and have supervision and control of property of the Cooperative library.

Section 8) Enter into contracts to receive service from or give service to libraries in the state, including public, school, academic, or special libraries, other cooperative libraries and political subdivisions of the state.

Section 9) Have exclusive control of expenditures for the Library Cooperative.

Section 10) Accept gifts and donations of property, real and personal, for the benefit of the Library Cooperative and for the purposes for which donated.

Section 11) Adopt bylaws and rules not inconsistent with Public Act 89 of 1977 for its own government and do those things necessary to carry out the purposes of this act.

Section 12) Have all other powers as authorized by 1977 PA 89 or amendments thereto.

IV. COOPERATIVE LIBRARY ORGANIZATION

A. Advisory Council - This council shall serve as an advisory body to the Board and shall consist of one representative from each of the member libraries / institutions, either the director of the member library or designee. The Director of the Cooperative shall be designated as Chair of the Advisory Council but without voting privileges. The major functions of the advisory council shall be to serve in an advisory relationship to the governing board and to consult regularly with the administration of the Cooperative. All Advisory Council recommendations are to be forwarded to the MMLC Board with a minority report.

B. Advisory Council Voting Procedures: Voting shall be conducted at Advisory Council Meetings as follows:

Section 1.) Class V & VI Libraries: Shall have two ballots to cast in a roll call vote.

a. Members with two ballots may not split their vote on an issue.

Section 2.) Class I - IV Libraries: Shall have one ballot to cast in a roll call vote.

Section 3.) Multi-type Library Representatives: Shall have one ballot to cast, except in votes concerning P.A 89 roll call votes.

Section 4.) Associate Members: Shall not have voting privileges.

C. The Cooperative Library Board makes the final decision on all matters pertaining to the governance of the Cooperative, in accordance with its Bylaws and Plan of Service.

V. MEMBERSHIP.

A. Definition of Membership Terms:

Section 1) Full Public Library Members: Full membership in the Mideastern Michigan Library Cooperative shall be available to any public library which meets qualifications of P.A. 89, 1977 as revised, whose local Board of Trustees and/or governing body adopt this plan by resolution, requesting that their library become a participating member; and whose membership is approved by the Mideastern Michigan Library Cooperative Board and the Legislative Council.

Section 2) Multi-Type Library Members: Multi-type Library Members not meeting qualifications under P.A. 89, 1977 revised and/or not serving the general public shall be considered for multi-type library membership. Multi-type library members include academic institution libraries, school libraries and media centers, special and corporate libraries. Multi-type library members shall be encouraged to attend and participate at Advisory Council

meetings; they shall be allowed to vote in all matters except those concerning Public Act 89 finances.

Section 3) Associate Members: Other organizations shall be considered for associate membership. Examples include, but are not limited to: Regional Education Media Centers (REMC), Intermediate School Districts (ISD), Regional Education Service Districts (RESA), and other groups associated with libraries. Associate Members shall be encouraged to attend and participate at Advisory Council meetings; they shall not be allowed to vote.

B. Eligibility: To be eligible for membership in a cooperative library,
Section 1. A Public Library shall:

- a.) Maintain a minimum local support of 3/10 of a mill on State Taxable Value in the fiscal year before October 1 of the year before distribution.
- b.) Participate in the development of cooperative library plans.
- c.) Loan materials to other libraries participating in the cooperative library.
- d.) Maintain an open door policy to the residents of the state, as provided by section 9 of article 8 of the state constitution of 1963.
- e.) Meet the State of Michigan minimum requirements for hours open and personnel required of library cooperative members, and whose local board of trustees and/or municipal governing or appropriate body adopt this plan by resolution, requesting that their library become a member. A copy of this plan shall then be filed with the Library of Michigan.
- f.) All public library members not purchasing unit cost services shall be required to pay a flat membership fee, at a rate determined by the Mideastern Michigan Library Cooperative Board.

Section 2. A Multi-type Library shall:

- a) Pay an annual membership fee, at a rate determined by the Mideastern Michigan Library Board.

Section 3. An Associate Member shall:

- a.) Pay an annual membership fee, at a rate determined by the Mideastern Michigan Library Board.

C. Service Area - The Mideastern Michigan Library Cooperative's legal service area shall include the following (and any additional area as authorized by the Library of Michigan.):

Bay County - all

Clinton County -
 Victor Township - 66.67%

Genesee County - all

Ingham County - all except the City of East Lansing

Lapeer County - all

Midland County -
 City of Midland - 100%
 Edenville Township - 92%
 Greendale Township - 100%
 Homer Township - 100%
 Hope Township - 100%
 Ingersoll Township - 100%
 Jerome Township - 100 %
 Larkin Charter Township - 100%
 Lee Township - 100%
 Lincoln Township - 100%
 Midland Township - 100%
 Mills Township - 100%
 Mount Haley Township - 100%

Oakland County-
 Groveland Township - 100%
 Holly Township - 100%
 Rose Township - 100%

Saginaw County -
 City of Saginaw - 100%
 City of Zilwaukee - 100%
 Blumfield Township - 100%
 Bridgeport Charter Township - .74%
 Buena Vista Charter Township - 100%
 Carrollton Township - 100%
 James Township - 100%
 Kochville Township - 100%
 Saginaw Charter Township - 100%
 Tittabawassee Township - 100%
 Zilwaukee Township - 100%

Shiawassee County - all except Antrim Township, Fairfield Township, Middlebury Township and New Haven Township

D. Member Libraries - This plan of service was submitted under the authority of the present membership consisting of:

<u>LIBRARY</u>	<u>COUNTY</u>	<u>STATE AID POP.</u>	<u>Size</u>	<u>Status</u>
Bay County Library System	Bay	109,935	VI	F
Flint Public Library	Genesee	124,943	VI	F
Genesee District Library	Genesee	318,250	VI	F
Capital Area District Library	Ingham	237,580	VI	F
Almont District Library	Lapeer	6,041	II	F
Dryden Township	Lapeer	4,624	II	F
Lapeer District Library	Lapeer	60,966	VI	F
North Branch Township	Lapeer	4,341	II	F
Ruth Hughes Memorial	Lapeer	11,260	III	F
Grace A. Dow Memorial	Midland	75,939	VI	F
Holly Township Library	Oakland	22,397	IV	F
Public Libraries of Saginaw	Saginaw	135,214	VI	F
Community District Library	Shiawassee	23,447	IV	F
Edna C. Bentley Memorial	Shiawassee	3,990	I	F
Laingsburg Public Library	Shiawassee	7,132	III	F
Shiawassee District Library	Shiawassee	28,742	V	F
Vernon Public District	Shiawassee	4,980	II	F

In addition, a list of current multi-type and associate members is attached as Attachment #1.

E. Membership Withdrawal. Any member of this Library Cooperative may withdraw by giving a written resolution of its local board to the Cooperative Board, ninety (90) days prior to October 1st. The Cooperative Board shall honor all requests for withdrawal, reserving the right to dispute listed reasons. Termination is as of October 1st each year, contingent upon settlement of financial obligations.

F. Policy on Disputes.

Section 1) When there is a dispute concerning the cooperative library to which a public library shall belong, services rendered to member libraries, or the operations of the library cooperative, which cannot be resolved on the local level, the Legislative Council may hear the case. The decision of the Library of Michigan shall be final.

Section 2) The Mideastern Michigan Library Cooperative will comply with the Policy on Disputes approved by the Library of Michigan.

Section 3) When it has been established that a dispute, as defined under Section 22 of Public Act 89 of 1977, which has not been resolved exists between libraries at the local level (cooperative versus a member local library), the following procedure shall be initiated:

Step 1): All parties involved in a dispute shall submit in writing to the Library of Michigan, in care of the state librarian, a summary of the points in conflict. The written statement shall include all of the following:

- i. A definition of the problem and reasons for a change.
- ii. Identification of parties involved.

- iii. A list of the advantages and disadvantages involved in retaining the current situation.
- iv. A recommendation to solve the dispute.

Step 2) The state librarian or his/her designee shall review the areas of concern and within 10 days shall respond. The response may include the following:

- i. An acceptance of the recommendation.
- ii. An alternative recommendation.

Step 3: If the negotiations between the parties in dispute and the state librarian or his/her designee cannot reach an acceptable solution, the matter may be appealed by filing a petition with the Library of Michigan Board of Trustees or its designee. This matter shall then be heard by the Library of Michigan Board of Trustees or its designee. The state librarian or his/her designee shall submit to the Board of Trustees all the written documents concerning the matter in dispute in advance of the hearing. Within 60 days after its hearing, the Board of Trustees shall submit a transcript of the hearing, all written documents concerning the matter in dispute, and a proposal to resolve the dispute. A copy of the transcript and proposal shall be supplied to the disputing parties. All parties in dispute shall be given reasonable notice of any hearing conducted under this part, including a statement of the date, hour, place and nature of the hearing. Upon good cause shown, a scheduled step 3 hearing may be adjourned or continued at a later date. The decision of the Library of Michigan Board of Trustees or its designee is final.

Section 4) The exclusion of a member library by a cooperative library is a dispute for the purpose of these guidelines. No member library may be excluded from cooperative membership while pursuing an appeal under these guidelines. A cooperative library intending to exclude a member library must notify that library and the Library of Michigan in writing. The member library has 45 days from the receipt of the exclusion notice to initiate the appeal process. If a member fails to appeal within 45 days, it forfeits its right to appeal the exclusion.

VI. COOPERATIVE LIBRARY SERVICES.

A. Selection of Services:

Section 1. Certain services shall be chosen as core services by a unanimous decision of all public library members. The core services shall be:

- Administration
- Interlibrary Loan
- Delivery
- Community Relations
- Continuing Education
- Blind and Physically Handicapped

A 2/3 vote by member library boards is required to drop a service from core status. Core services shall be funded only with direct state aid to cooperatives and grant monies. Any income generated by core services shall be used to support core services.

Section 2. Certain services shall be chosen as unit cost services by any two or more public library members, and paid for with Section 16(4) state aid, or from the local member's funds. Only participating public library members will set the standards and evaluate services in this area. Core services beyond the basic level supported by available funding may become available for selection by public library members as a unit cost service. Costs for all services must be reviewed annually. Unit cost services include, but are not limited to:

- In-Service Training
- Programming
- Telecommunications

Section 3: Core services and unit cost services are available to the multi-type and associate members on a fee for service basis.

B. Evaluation.

Section 1. All services shall be thoroughly analyzed and evaluated annually. If dissatisfaction is expressed during this annual evaluation, then an independent Co-op committee, composed primarily of users, shall conduct a more detailed analysis. This detailed analysis shall recommend to the Cooperative Board ways to reduce the costs of the service and/or to improve the services.

Section 2. Each service shall be evaluated in writing. This evaluation shall be based upon pre-established standards that ensure that each participating library receives their basic level of service as defined by the standards.

VII. COOPERATIVE FINANCES

A. Procedures.

The Mideastern Michigan Library Cooperative's fiscal year shall be October 1 to September 30. The Cooperative budget shall be composed of three parts:

- Core Services
- Unit Cost Services
- Administrative

Section 1. Balance sheet accounts shall be maintained for all general account funds and all public library members' restricted and revolving funds.

- a.) General Account funds shall include those monies paid directly to the cooperative such as the cooperative state aid, grant monies, membership fees and reimbursements for unit cost services. The Cooperative shall prepare monthly financial reports as well as an annual financial statement, based upon the annual audit.

b.) Restricted funds shall include those individual public library members' Section 16(4) state aid monies held in trust for them by the Cooperative. The Cooperative shall prepare monthly financial reports as well as an annual financial statement, based upon the annual audit.

c.) Revolving funds shall include those individual public library members' unrestricted funds held in trust for them by the Cooperative. The Cooperative shall prepare monthly financial reports as well as an annual financial statement, based upon the annual audit.

Section 2. Public Library Membership payments (Section 16(4) state aid) shall be remitted in full to the Cooperative upon invoicing. At the end of the fiscal year, any unspent portions of the membership payment shall be identified and handled according to that member library's wishes, as outlined in the MMLC Trust Account Policy.

Section 3. The budget shall be prepared by the Director of the Cooperative and the Advisory Council. The Advisory Council shall make a recommendation to the Mideastern Michigan Library Cooperative Board. The Board will review the budget and the recommendations and take roll call action on the budget.

Section 4. An annual audit will be conducted by an outside auditing firm, and this audit will be reviewed by the Cooperative Board. A copy of the audit will be sent to the Library of Michigan and the Michigan Department of Treasury.

B. Grants. These funds shall be accounted for separate from other types of funding received by the Cooperative. Federal funds shall be audited in accordance with the law.

C. Timetable.

Section 1. The Mideastern Michigan Library Cooperative's fiscal year shall be October 1 to September 30.

Section 2. The Budget for the new fiscal year shall be adopted by the Mideastern Michigan Library Cooperative Board no later than September 30.

Section 3. The current fiscal year's budget shall be reviewed, and any necessary adjustment made, quarterly by the Advisory Council and the Mideastern Michigan Library Cooperative Board.

Section 4. The annual audit of the previous year financials shall be presented to and reviewed by the Mideastern Michigan Library Cooperative Board within 90 days of the close of the fiscal year.

Section 5. Planning for the next fiscal year's budget shall begin in April, with input from the Advisory Council. The Board will establish the annual membership fee at the April Board meeting.

Section 6: By the end of May, all members will be notified of the coming year's membership fee. Invoicing for this fee will be completed in October, with payments due by November 1.

Section 7. By the end of June, the Advisory Council shall have a proposed budget recommendation for review by the Mideastern Michigan Library Cooperative Board's Budget & Finance Committee.

Section 8. By the first of August, the Advisory Council and the Board's Budget & Finance Committee shall offer its final draft budget recommendations for the next fiscal year's budget for action by the Cooperative Board.

VIII. REVISION OF THE COOPERATIVE PLAN OF SERVICES.

- A. The Cooperative Board shall provide sixty (60) days written notice to all participating library boards and member institutions about the exact nature of the proposed changes.
- B. The Cooperative Board shall provide reasonable opportunity for local board / institution reaction to the proposed changes.
- C. The proposed changes shall be adopted by a majority of all participating library boards and institutions, not by Cooperative Board action.
- D. The Cooperative Board shall inform all participating library boards / institutions about submitting the approved plan amendments to the Library of Michigan.

Attachment #1

Multi-Type Membership List

Academic Libraries

Baker College Library System
Mott Community College Library
Kettering University Library
University of Michigan - Flint Campus

Special Libraries

Mott Foundation Library
MidMichigan Medical Center

School Libraries

Bendle Community Schools
Bentley Community Schools
Carman-Ainsworth Schools
Clio Community Schools
Fenton Area Schools
Flint Community Schools
Flushing Community Schools
Genesee School District
Goodrich Area Schools
Grand Blanc Community Schools
Imlay City Community Schools
Lake Fenton Community Schools
Lapeer Community Schools
Linden Community Schools
Montrose Community Schools
Mt. Morris Consolidated Schools
New Lothrop Area Schools
Swartz Creek Community Schools

Associate Members

Lapeer County Intermediate School District
Shiawassee Regional Education Service District