Mideastern Michigan Library Cooperative

Plan of Service

Originally Adopted: March 13, 1975

Revised: 1978; 1993; 1994; 1999; 2000; 2001; 2003; 2004; 2008; 2009
2010; 2012; 2014; 2016; 2019; 2021; 2022; 2023; 2025

Revised: September 10, 2026

NAME: The name of this cooperative shall be the Mideastern Michigan Library Cooperative. The cooperative's address, effective June 30, 2026, is: Mideastern Michigan Library Cooperative, P.O. Box 3, Corunna, MI 48817.

ORGANIZATIONAL HISTORY: A history of the Mideastern Michigan Library Cooperative is included as Attachment #1.

AUTHORITY: The Mideastern Michigan Library Cooperative is a library established as authorized under the State Aid to Public Libraries Act 89 of 1977, as last amended, to provide service to libraries in a specific geographic location.

A. MEMBERSHIP:

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 full State Aid qualifications of 1977 PA 89 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 Library of Michigan.

The board of a local library shall adopt a resolution requesting the local library become a member of the Cooperative. Duplicate copies of the resolution, certified by the clerk or secretary of the local board, shall be filed with the Cooperative Board and the Library of Michigan. The Cooperative Board shall accept or show reason for denial of request for membership within sixty (60) days after filing. When the Cooperative Board has accepted the resolution, the resolution and acceptance shall be endorsed by the President and Secretary and a copy filed with the Library of Michigan.

Section 2.) Multi-Type Library Members: Multi-type Library Members not meeting full State Aid qualifications under 1977 PA 89 revised and/or not serving the general public shall be considered for multi-type library membership. Multi-type library members include public libraries not meeting full State Aid qualifications under 1977 PA 89 revised, academic institution libraries, school libraries and media centers, special and corporate libraries. Multi-type library members shall be encouraged to attend and participate in Advisory Council meetings; they shall be allowed to vote on all matters except those concerning 1977 PA 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 (RESD), and other groups associated with libraries. Associate Members shall be encouraged to attend and participate in 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 Taxable Value, as taxable value is calculated under section 27a of the General Property Tax Act, 1893 PA 206, MCL 211.27a, 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 personnel to be eligible for State Aid, whose local board of trustees and/or municipal governing or appropriate body adopts this plan by resolution and requests that their library become a member.

f) All public library members must purchase at least one unit cost service annually. All public library members not purchasing a unit cost service annually shall be required to pay a flat membership fee, at a rate determined by the Mideastern Michigan Library Cooperative Board, as defined under Services & Fees Section A(2).

g) When a library fails to meet the requirements of this Section, the MMLC Board shall take action to terminate that library's membership. The Library may then apply to become a Multi-type Member.

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, as certified annually by Library of Michigan:

Bay County – all
Clare County –
City of Clare – 100%
City of Harrison – 100%
Franklin Township – 100%
Frost Township – 100%
Grant Township – 100%
Greenwood Township – 100%
Hamilton Township – 100%
Hatton Township – 100%
Hayes Township – 100%
Summerfield Township – 100%
Genesee County - City of Flint
Isabella County – all except Sherman Township
Lapeer County - all
Midland County – all except Jasper Township and Porter Township
Shiawassee County - all except Antrim Township, Fairfield Township, Middlebury Township, New Haven Township, Sciota Township, Woodhull Township and the City of Laingsburg.

D. MEMBER LIBRARIES

This plan of service was submitted under the authority of the present membership, as certified annually by Library of Michigan, consisting of:

LIBRARY	COUNTY	STATE AID POP.	Size	Status
Bay County Library System	Bay	103,758	VI	F
Harrison District Library	Clare	12,805	IV	F
Pere Marquette District Library	Clare	9,012	III	F
Gloria Coles Flint Public Library	Genesee	81,252	VI	F
Chippewa River District Library	Isabella	46,057	V	F
Almont District Library	Lapeer	6,961	II	F
Dryden Township Library	Lapeer	4,799	II	F
Goodland Township Library	Lapeer	1,735	I	F
Lapeer District Library	Lapeer	60,026	VI	F
North Branch Township Library	Lapeer	3,571	I	F
Ruth Hughes Memorial District Library	Lapeer	11,524	III	F
Coleman Area Library	Midland	4,567	II	F
Grace A. Dow Memorial Library	Midland	76,758	VI	F
Community District Library	Shiawassee	26,969	V	F
Shiawassee District Library	Shiawassee	27,373	V	F
Vernon Public District Library	Shiawassee	4,273	II	F

Current multi-type and associate members are listed in Attachment #2.

E. MEMBERSHIP WITHDRAWAL

Any member of this Library Cooperative may withdraw by giving a written resolution of its local board to the Cooperative Board, one hundred eighty (180) days prior to September 30th. The Cooperative Board shall honor all requests for withdrawal, reserving the right to dispute listed reasons. Termination is as of September 30th each year, contingent upon settlement of financial obligations. Duplicate copies, certified by the clerk of the local board, shall be filed with the Cooperative Board and the Library of Michigan one hundred eighty (180) days prior to the Cooperative's next fiscal year (October 1-September 30). Final distribution of withdrawing member's 16(4) Trust Account funds requires a formal acknowledgment by the Cooperative Board in the form of a motion at the September Cooperative Board meeting.

F. GRIEVANCE PROCEDURES

Mideastern Michigan Library Cooperative is committed to resolving disputes at the local level.

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 State of Michigan Department of Education may hear the case. The decision of the State of Michigan Department of Education shall be final.

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

Section 3) When it has been established that a dispute, as defined under Chapter 397.572 Section 22 of 1977 PA 89, which has not been resolved exists between libraries at the local level (cooperative versus a member local library), the following procedure shall be initiated:

a.) The director of the public library concerned shall meet with the director of the cooperative and attempt in good faith to resolve any problems.
b.) If a resolution of the problem is still not possible, the board of each library concerned, following a review of the issue, shall petition the cooperative director and board in writing for redress of the matters in dispute specifying the remedies sought.
c.) The cooperative director shall present the petition to the cooperative board (within 90 days), along with his or her recommendations. The cooperative director shall report the conclusion of the board to all parties concerned, promptly and in writing.
d.) If this effort is not sufficient to resolve the dispute, the matter shall be reported to the State of Michigan Department of Education by the board of the cooperative or by the board of the complaining library, with copies of all documentation.

GOVERNING BOARD:

The governing body of the cooperative shall be the Mideastern Michigan Library Cooperative Board of Trustees, (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 Full Public Library members, and 1 ex-officio, non-voting member representing school libraries/academic/special libraries.

Section 1.) Public Library Members:

a.) shall be the director or designated staff member of a Full Public Library member.

- This will be a phased in process starting at the beginning of FY 2026-2027
- Phase in shall be completed by the beginning of FY 2028-2029

b.) shall be selected by the governing boards of the Cooperative member libraries as follows:

1. Rotating Seats: Nine (9) seats shall be rotated among the following libraries, as described, with no library holding a seat for more than 2 consecutive three-year terms:

a) 4 seats to rotate among the following Class IV, V, and VI libraries:
Bay County Library System
Chippewa River District Library
Community District Library
Gloria Coles Flint Public Library
Grace A. Dow Memorial Library
Harrison District Library
Lapeer District Library
Shiawassee District Library

b) 5 seats to rotate among the following Class III, II, I libraries:
Almont District Library
Coleman Area Library
Dryden Township Library
Goodland Township Library
North Branch Township Library

Pere Marquette District Library
Ruth Hughes Memorial District Library
Vernon District Library

2. New Full Public Library members: Any new Full Public Library 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/Academic/Special/Public Libraries not meeting full membership guidelines

i. Multi-type library participation shall rotate among the members (see attachment #2), with no library holding a seat for more than three consecutive years.

ii. New multi-type members will take their place at the end of the current list, subject to a review of the Plan of Service.

b. Associate Member Libraries

i. Shall not have representation to the MMLC Board of Trustees.

B. TERMS OF OFFICE

The term of office of a Board member shall be three years.

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 four months.

C. ATTENDANCE

Section 1) Board Member Absences

a.) Regular attendance by all members is vital to the effective functioning of the Board.

i. In the event of one unexcused absence by a Board member, a written notice will be sent to the Board member and to the library/institution represented by that Board member. An unexcused absence is defined as less than 24-hour notice of the intended absence.

ii. In the event a board member is absent from the January and September meetings, 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.

Section 2) Virtual Meeting Attendance from a Remote Location

a.) Active participation by all members is important for effective functioning of the Board. The Board shall allow virtual meeting attendance from a remote location under certain parameters as allowed under the Michigan Open Meeting Act.

D. MEETINGS

The Board shall determine a schedule of regular meetings at the September meeting prior to the beginning of the next fiscal year, in compliance with the Michigan Open Meetings Act 267, 1976, as revised.

a) The Cooperative Director may cancel a meeting due to the lack of business, lack of a quorum, weather-related issues, State or National health & well-being mandates.
b) Special Board meetings may be called by the Board Chair or a majority of Board Members so requesting. Such a meeting must be confirmed by phone or email 48 hours prior to the meeting time; must be posted on the Cooperative website and must conduct only that business for which it was called. Special meetings must also meet all requirements of the Michigan Open Meetings Act 267, 1976, as revised.

E. 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) Annually select Board Officers, to include a Board Chairperson, Vice Chairperson and Treasurer/Secretary.

Section 3) Be a body corporate and a 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 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 consistent with 1977 PA 89, as amended for its own governance 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.

Section 13) The Administrative Specialist shall serve as the Recording Secretary of the Board.

MEMBERSHIP DUTIES

A. ADVISORY COUNCIL

This council shall serve as an advisory body for the Cooperative 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 with the Cooperative Director. All Advisory Council recommendations are to be forwarded to the MMLC Board by the Cooperative Director with a minority report. Meetings of the Advisory Council will be set at the May meeting prior to the beginning of the next fiscal year.

a) The Cooperative Director may cancel a meeting due to the lack of business, lack of a quorum, weather-related issues, State or National health & well-being mandates.
b) Special Advisory Council meetings may be called by the Director or a majority of Members so requesting. Such a meeting must be confirmed by phone or email 48 hours prior to the meeting time; must be posted on the Cooperative website and must conduct only that business for which it was called. Special meetings must also meet all requirements of the Michigan Open Meetings Act 267, 1976, as revised.
c) The Administrative Specialist shall serve as the Recording Secretary of the Advisory Council.

B. VIRTUAL MEETING ATTENDANCE FROM A REMOTE LOCATION

Active participation by all members is important for the effective functioning of the Advisory Council. A member of the Advisory Council or their designee may participate in a meeting by telephone conferencing or other interactive, electronic technology providing the main meeting location is open to the public and is accessible to the public constituents of MMLC. Participation in a meeting in this manner constitutes in-person attendance at the meeting and shall constitute a presence for the quorum, if permitted under the Michigan Open Meeting Act 267, 1976 as revised.

C. ADVISORY COUNCIL VOTING PROCEDURES

Voting shall be conducted at Advisory Council Meetings as follows:
Section 1) Public Libraries: Shall have one ballot to cast in a roll call vote.
Section 2) Multi-type Library Representatives: Shall have one ballot to cast, except in votes concerning 1977 PA 89, as amended roll call votes.
Section 3) Associate Library Representatives: Shall not have voting privileges.

D. GOVERNANCE FINAL DECISIONS

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.

FUNDING

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:

Administrative Costs
Core Services
Unit Cost Services

Section 1. Balance sheet accounts shall be maintained for all general account funds and all public library members' State Aid 16(4) 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, interest, membership fees and reimbursements for unit cost services. The Cooperative shall prepare financial reports for all regularly scheduled Cooperative board meetings, as well as an annual financial statement, based upon the annual audit.

b.) State Aid 16(4) 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 financial reports for all regularly scheduled Cooperative board meetings, as well as an annual financial statement, based upon the annual audit. Individual Library Financial Reports shall be prepared at the request of the member library director.

c.) State Aid 16(4) Revolving funds shall include those individual public library members' unrestricted funds held in trust for them by the Cooperative. The Cooperative shall prepare financial reports for all regularly scheduled Cooperative board meetings, as well as an annual financial statement, based upon the annual audit. Individual Library Financial Reports shall be prepared at the request of the member library director.

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. Effective financial planning and budgeting are vital elements of ensuring financial stability and sustainability for an organization. The budget is a planning document used to predict expenses and allocate resources for the organization. It details the costs the organization will incur, and the revenue expected to be received over a set period. Mideastern Michigan Library Cooperative prepares a General Account budget document annually as a method of planning for the upcoming year and implementing the Strategic Plan goals.

The Budget Procedure will be:

a) Beginning at the February meeting, the Advisory Council shall review the list of Core Services and Unit Cost Services. A recommendation concerning changes to the Core Services of benefit to full members and Unit Cost Services benefiting all members will be forwarded to the MMLC Board.

b) The MMLC Director and Administrative Specialist shall begin the planning process for the next fiscal year in April by reviewing and discussing service provider requests, projected State Aid revenue and other items affecting the operation of the Cooperative for the upcoming year.
c) At the May meeting, the Board shall review the list of Core Services and Unit Cost Services recommended by the Advisory Council. The Board shall consider available funding and approve any changes to the list of Core Services and Unit Cost Services.
d) The Administrative Specialist shall prepare a Proposed Budget and Summary for the General Account, using the electronic general ledger in the Accounting Software, by early June.
e) The Proposed Budget shall be shared with members of the Mideastern Michigan Library Cooperative Advisory Council for comment in June.
f) The Proposed Budget shall be presented to the MMLC Board for final approval at the September meeting.
g) If the Budget includes use of any Unassigned Fund Balance, a separate recommended action shall be made by the MMLC Board recognizing this principal issue at the September meeting.
h) As needed, the Administrative Specialist shall prepare a memo to the MMLC Director requesting any changes to the current fiscal year General Fund Budget.
i) The Proposed Budget Changes shall be presented to the MMLC Board for final approval.

Section 4. An annual audit will be conducted by an outside auditing firm, and this audit will be reviewed by the Cooperative Board within 90 days of the close of the fiscal year. A copy of the audit will be sent to the Library of Michigan and the Michigan Department of Treasury.

a) If the annual financial audit report discloses a deficit or material deficiency, the cooperative library shall submit a Corrective Action Plan for review and approval by the Treasury Department and the Library of Michigan. If a deficit is disclosed, the corrective action plan shall include a deficit elimination plan and proof that the plan was filed with the Department of Treasury, as required by section 21 of 1971 PA 140, MCL 141.9214.
   - ❖ The MMLC Director, or assigned person, will work with the MMLC Auditor to comply with a letter of Request for Improvement of Deficiencies and the development of a Corrective Action Plan that will include actionable measures. A corrective action plan (CAP) shall include a timetable for implementation and completion of the corrective actions
     - The plan shall include a description of the deficit or material deficiency, including gaps in internal controls or actions that led to the deficit.
     - The plan shall include detailed steps outlining how compliance will be achieved and maintained in the future.
     - The plan shall detail who is responsible for implementing the corrective action plan
   - ❖ The MMLC Board of Trustees will adopt the Corrective Action Plan under the Michigan Open Meeting Act 267, 1976 as revised.

- ❖ The Corrective Action Plan shall be filed with the Michigan Department of Treasury and the Library of Michigan.
- ❖ The Director, or assigned person, shall be responsible for the implementation of the Corrective Action Plan.

b) The Cooperative will maintain current fidelity bond coverage and file annual verification of coverage with the Library of Michigan.

Section 5. Records Retention:

a.) The State of Michigan Records Retention and Disposal Schedule General Schedule #17 – Public Libraries will be utilized as a guide.

b.) Procedures

i. Some original Permanent Historical Records, including but not limited to the Bylaws, Plan of Service, and other essential policies, not in digital format will be located at the Library of Michigan Archives.

ii. Permanent Historical Records, including but not limited to the Bylaws, Plan of Service, and other essential policies, in digital format will be maintained electronically within the Cooperative's secure digital network.

iii. Permanent Financial Records, including but not limited to the Annual Audit reports, in digital format will be maintained electronically within the Cooperative's secure digital network.

iv. Digital Historical Records, Annual Audits, Director Reports and Meeting Minutes will be maintained in the secure Archives on the MMLC Website.

v. Access to the secure Digital Permanent Historical Records, Annual Audits, Director Reports and Meeting Minutes shall be at the discretion of the MMLC Director.

vi. Permanent Personnel Records will be maintained according to the MMLC Personnel Policy.

SERVICES, FEES & CONTRACTS

A. SELECTION OF SERVICES

Section 1. Certain services shall be chosen as core services by a unanimous decision of all public library members. A description of the core services offered by the Cooperative is contained in Appendix A. The core services shall be:

Administration
Economy of scale/Group Discounts
Resource Sharing
Technology Support/Innovation
Advocacy/Marketing

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. Mideastern Michigan Library Cooperative public library members value discretionary control over their individual Section 16(4) State Aid funds held in trust by the Mideastern Michigan Library Cooperative. Certain services shall be chosen as unit cost services by a majority of the public library members, and paid for with Section 16(4) state aid, or from the local member's funds. Only full 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. A description of the unit cost services offered by the Cooperative is contained in Appendix **B.** Unit cost services include, but are not limited to:

Continuing Education
Technological Support/Innovation
Other Fee-Based Services

Section 3: Third Party Contracts will be available as a service to members.
Section 4: Multi-type and associate members may purchase core services and unit cost services on a fee for service basis.

B. EVALUATION

Section 1. All services shall be thoroughly analyzed and evaluated periodically by the Advisory Council. If dissatisfaction is expressed during this evaluation, an independent Cooperative committee, composed primarily of public library members, shall conduct a more detailed analysis. This detailed analysis shall recommend to the Director ways to reduce the costs of the service and/or to improve the services. If substantial changes are recommended, the Director will submit the Committee recommendations to the Advisory Council for discussion and approval. If the Advisory Council approves the recommended Committee changes, the Advisory Council will submit a recommendation to the MMLC Board of Trustees for approval.

DISSOLUTION OF THE COOPERATIVE AND DISTRIBUTION OF ASSETS

A. The Mideastern Michigan Library Cooperative shall be dissolved by a vote of the MMLC Board of Trustees, after all public library members have withdrawn membership or if the statutory population requirements defined by State Aid to Public Libraries Act 89, of 1977, Section 397.556 are not met:

- A cooperative library includes those areas consisting of 1 of the following:
  (a) Two or more counties with a total population of at least 100,000.
  (b) One county plus portions of other counties with a population of at least 100,000.
  (c) One county or portion of the county with a population of at least 400,000.
  (d) Portions of 2 or more counties with a population of at least 350,000.
  (e) Combinations of counties or portions of counties serving a population of at least 50,000, if the region served has a population of 35 or fewer persons per square mile.

1. A formal Dissolution Plan will be developed that will include actionable measures defining how any outstanding debts or liabilities will be paid, the method for final distribution of assets, and establishing the final date for termination of the business entity.
2. The Cooperative Board shall convene a public hearing on the draft plan of distribution.
   - A notice of the date, time, place and purpose of the public hearing shall be sent to each member library, and the Library of Michigan, at least ten days prior to the date of the hearing. Notice of the public hearing shall otherwise comply with applicable provisions of the Michigan Open Meetings Act 267, 1976 as amended.
   - At the public hearing, interested persons may comment on the draft plan of distribution and the proposed adoption thereof. Written comments shall also be received at or prior to the hearing.
3. Following the hearing, the Cooperative Board may adopt the distribution plan as originally prepared or with such revisions, additions, or deletions as the Board may

approve.

4. The MMLC Board of Trustees will approve an amendment to suspend the Bylaws and Plan of Service, and all other plans and policies of the Cooperative, and include applicable dates of termination.
5. The approved amendment along with the adopted Dissolution Plan will be submitted to the State Librarian, Library of Michigan for approval and acknowledgement pursuant to Section 9 of the State Aid to Libraries Act, MCL 397.559.
6. Upon acknowledgment of the submitted amendment and Dissolution Plan, the State Librarian shall notify the Library of Michigan Board of Trustees of the dissolution for the board's discussion and acknowledgment at their next meeting.
7. Upon the formal vote of the Cooperative Board of Trustees to dissolve the entity, the Director or designated person, shall immediately halt incurring new financial obligations and suspend all nonessential spending.
8. The distribution plan shall determine with finality the distribution of all remaining net assets upon dissolution of MMLC. No library, municipality, state or local governmental agency or other party not designated in the plan as a recipient shall have any right to any remaining net asset, irrespective of the basis of any asserted claim.

B. Notice shall be given to all members, staff and vendors of the formal dissolution decision within 10 days of the Board of Trustees meeting.
   1. The organization shall notify all known creditors, vendors, and claimants in writing.
   2. All outstanding debts, liabilities, and obligations must be fully satisfied prior to final asset distribution.
      - ❖ Known claimants will be allotted ninety (90) days to file claims.

C. Within ninety (90) days of the final dissolution date, a final audit will be conducted to confirm all federal and state tax liabilities are satisfied.
   1. Final federal and state employment, sales, and income tax returns must be filed concurrently, alongside Form 163 (Notice of Change or Discontinuance) with the Michigan Department of Treasury, and a letter to the Internal Revenue Service deactivating the EIN.

D. Before the final distribution of assets, the Director, or designated person, shall complete all documentation required under the Dissolution of Charitable Purpose Corporations Act, MCL 4560.251 et seq. as indicated by the Office of the Attorney General, Charitable Trust Section in order to receive required approval of the dissolution from the Attorney General.
   1. The letter should include the full corporate name, corporate tax identification number (EIN) and a copy of the Bylaws, Plan of Service, and Dissolution Plan.

E. The permanent records of the Cooperative, including but not limited to the electronic archives and a copy of the mmlc.info website, shall be transferred to the Library of Michigan. Once the transfer is completed, the website will be terminated.
   1. Permanently terminating a website requires dismantling both its public presence and the underlying technical infrastructure. This process will involve backing up data, deleting server files, canceling hosting, letting the domain expire, and de-indexing the site from search engines.

F. MMLC Digital Media Zone: The Director, or designee, will work with Overdrive to move the MMLC Overdrive Consortia content to another library consortium within the State of Michigan.

G. After all debts, liabilities, and expenses of the dissolution are paid, any remaining assets shall be distributed to the public library membership who were members during the fiscal year of dissolution, on a per capita basis. A signed statement describing the final Dissolution Plan and final distribution of assets shall be retained in the MMLC archives. A copy shall be submitted to member libraries, the Library of Michigan, and the Michigan Department of Treasury if requested.

PLAN APPROVAL

A. The Appendices shall be amended as necessary, independent of revisions to the full Plan of Service.

B. The Attachments shall be amended as necessary, independent of revisions to the full Plan of Service.

C. If a substantial modification is made to the Plan, the Cooperative Board of Trustees shall provide sixty (60) days written notice to all participating library member institutions about the exact nature of the proposed changes. Copies of the proposed Plan of Service (as determined by the Cooperative's membership) and revisions will be electronically sent to all member libraries.

1. The Cooperative Board shall provide reasonable opportunity for local board reaction to the proposed changes.
2. The proposed changes shall be adopted by a majority of public member libraries (local board action not necessary for passage) and the Cooperative Board of Trustees.
3. The Cooperative Board shall submit to the Library of Michigan the revised Plan of Service within 60 days of approval.
4. The Cooperative Board shall provide reasonable opportunity for local board reaction to the proposed changes.
5. "Substantial modification" means any change to a cooperative library plan of service that involves a change in public library membership which would require a change in the legal boundaries of a cooperative library as certified by the Library of Michigan.

ADOPTION

This Plan of Service and revisions were officially adopted by the Governing Board of the Mideastern Michigan Library Cooperative on September 10, 2026

Appendix A

The Cooperative provides services in the following categories, listed in priority order, based on the funding that is received as direct state aid to the cooperative.

Administration:

1. Provides information on resources, and referrals as requested by library members.
2. Maintains a website.
3. Coordinates discussions to keep members informed on issues in the cooperative in addition to information on the state and national scene.
4. Disseminates reports and information to keep members informed.
5. Belongs to statewide and national library organizations.

Advocacy/Marketing

1. Monitors MLA and ALA legislative information and alerts members to important news and calls to action.

Economy of scale/Group discounts services

1. Participates in group discount program with other organizations.
2. Facilitates group purchases for members with other organizations and vendors.

Resource Sharing

1. Facilitates resource sharing among cooperative member libraries.
2. Works with libraries to join and participate in MeLCat.
3. Assists libraries in adopting methods of resource sharing outside of MeLCat.
4. Acts as advocate for MeLCat libraries with process and delivery issues.

Technology support/Innovation

1. Facilitates conversations with technology consultants and vendors.
2. May offer grants to member libraries to support technology needs.

Appendix B

Unit Cost Services: The Cooperative's *Mission Statement*, listed in the MMLC Strategic Plan, provides for a 'continued commitment to the advancement of library services by assisting all members in providing and delivering valuable, cost-effective services to their library communities'. Mideastern Michigan Library Cooperative public library members value discretionary control over their individual Section 16(4) State Aid funds held in trust by the Mideastern Michigan Library Cooperative. To provide equitable services to all members, Unit Cost Services may be paid for with an individual library's Section 16(4) state aid funds. A member must purchase at least one unit cost service each fiscal year utilizing Section 16(4) state aid funds for the annual membership fee to be waived.

Continuing Education/Training

1. Works with other collaborating partners to co-sponsor workshops.
2. Members may seek reimbursement from Section 16(4) State Aid funds for staff continuing education opportunities offered by the Mideastern Michigan Library Cooperative or any other library-related organization. Examples include but are not limited to:
    a. Library of Michigan
    b. Michigan Cooperative Directors Association
    c. Michigan Library Association
    d. Midwest Collaborative for Library Services
    e. Friends of Michigan Libraries
    f. American Library Association
    g. Public Library Association
    h. Association for Rural & Small Libraries

Technology

1. Works with other collaborating partners to assist with technology related purchases.
2. Investigates new and emerging technology; shares information with members.
3. Members may seek reimbursement from Section 16(4) State Aid funds for technology related purchases including, but not limited to:
    a. Electronic Resources (databases)
    b. New Equipment purchases
    c. Fees associated with belonging to a shared integrated library management system. An example includes but is not limited to Valley Library Consortium.

Other possible fee-based services:

1. Enters into contracts for special projects that are offered cooperative-wide.
2. Members may utilize Section 16(4) state aid funds for special library services. Examples include but are not limited to:
    a. MMLC Overdrive Consortium funding
    b. Midwest Tapes Hoopla digital content funding
    c. Annual Movie Licensing fees
    d. OCLC Cataloging and Metadata
    e. Fees paid to vendors for local library programming, including those held on-site, off-site, in-person or virtually.
    f. RIDES Delivery Service purchased from MCLS
    g. Valley Library Consortium service fees

Attachment #1

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 agreement's purpose 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 services 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 August 1994, Irene Bancroft was hired as the Administrative Specialist. 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.

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 1977 PA 89 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 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 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 on 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 the 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.

In 2007, the City of Perry held a meeting with representatives from the Community District Library and the Edna Bentley Memorial Library board to discuss the library joining Community District Library. After several meetings of the boards and city officials in January, Edna Bentley Memorial Library became a branch of the Community District Library, pending a successful millage vote to be held in the summer of 2008. With the successful passage of the millage on August 5, Edna Bentley Memorial Library officially became a participating member of the Community District Library. The August 5th vote also renewed the millage for Community District Library.

In 2008, the MMLC Director and the Genesee District Library Executive Director discussed the future of the Talking Book Center. With a smaller percentage of the cooperative being served by the Center and greater cuts in state aid, it was decided that an alternative way of providing the service should be found. After some discussion, it was decided that the Genesee District Library would take over funding and operations of the Talking Book Service and would serve only Genesee County residents. The users in Shiawassee and Lapeer would receive their service from the Library of Michigan beginning October 1, 2008.

In the late spring of 2008, the Chippewa River District Library (Mt. Pleasant), the Pere Marquette District Library (Clare) and the Coleman Area Library requested membership in the Mideastern Michigan Library Cooperative effective October 1, 2008. The addition of the three libraries added two counties and a population of 77,011 to the cooperative. That brought the cooperative's population and other population increases in current members to 1,272,045.

In the fall of 2008, MMLC Director Roger Mendel announced his retirement, effective September 30, 2009, after eleven years of service. The MMLC Board officially welcomed Denise Hooks as director of Mideastern Michigan Library Cooperative effective October 1, 2009.

In 2012, Goodland Township voted to withdraw from the Lapeer District Library. After discussions with Ruth Hughes District Library failed to result in an agreement to join their Imlay City neighbors in the district library, Goodland Township residents voted to form their own township library. In September 2013, Goodland Township Library Board voted to join the cooperative. Their 1,828 residents did not change the cooperative's total population figure as they had already been a part of Lapeer's service population and then categorized as Unserved within the cooperative's service area. With recent losses in population, mostly in Genesee County, the Mideastern Michigan Library Cooperative service area population dropped to 1,241,879 residents in 2013.

By October 1, 2018, MMLC's service area population had decreased to 1,241,813. However, during the 2018-19 fiscal year, the Harrison District Library Board requested to join MMLC. The MMLC Board and Advisory Council voted unanimously to accept their petition for membership effective October 1, 2019. Harrison's service population of 12,920 increases the cooperative legal service population to 1,254,817.

In December 2018, Denise Hooks announced her retirement effective September 30, 2019, after ten years of service. The MMLC Board approved a director search conducted in-house, and a new director was chosen. The MMLC Board officially welcomed Eric Palmer as director of Mideastern Michigan Library Cooperative effective October 1, 2019.

In March 2020, the global pandemic caused the temporary partial closure of the Mott Foundation Building and the MMLC Office. The Director and the Administrative Specialist transitioned to working mainly remotely from their personal homes. In early 2022 meetings with the membership, it was suggested that the Cooperative not renew the lease agreement (expiring in September 2022) with Mott Foundation and move the Cooperative to a fully virtual organization. In June 2022 the Board officially voted to not renew the lease agreement with Mott Foundation and move the Cooperative to a virtual business model.

The 2020 Census Population figures released in early 2022 resulted in a loss of population for the Cooperative. The legal service population dropped to 1,222,918.

In May 2023, the Mideastern Michigan Library Cooperative Board of Trustees accepted the withdrawal request from Genesee District Library, effective September 30, 2023. The MMLC Board of Trustees recognized the name change for the Flint Public Library to the Gloria Coles Flint Public Library in September 2023. The legal service population dropped to 888,309.

In September 2025, the Mideastern Michigan Library Cooperative Board of Trustees accepted withdrawal requests from Capital Area District Libraries and Holly Township Library, effective September 30, 2025. The legal service population of the Cooperative dropped to 605,126.

Throughout the Spring of 2026, Strategic Planning sessions were held with the Advisory Council to determine a future course of action for the Cooperative. In May 2026, the Mideastern Michigan Library Cooperative Board of Trustees was notified that Laingsburg Public Library failed to qualify for full State Aid and their membership in the Cooperative was cancelled. Laingsburg Public Library requested, and was granted, membership as an Affiliate member of the Cooperative. The Board accepted Director Eric Palmer's resignation at the May meeting, effective June 30, 2026. In addition, the Board of Trustees accepted the request from Public Libraries of Saginaw to withdraw effective September 30, 2026.

During the summer of 2026, a thorough review of the Cooperative's foundational policies and procedures was undertaken. At the recommendation of the Advisory Council, and approved by the Board of Trustees, the Plan of Service was revised to change the position of Cooperative Director to an employment agreement with a public member library director with a Librarian I certification from the Library of Michigan as a part-time position with the Cooperative. The Governance of the Cooperative was also changed from community laity representatives to the MMLC Board of Trustees, to Member Public Library Director's or library staff serving as representatives. As part of the change to the Cooperative Director position, an inter-agency letter of agreement was developed enabling the Cooperative Director to use the library materials and services of their public library employer, in the commission of the duties of Director of Mideastern Michigan Library Cooperative. This change in directorship model and Board of Trustees representation, precipitated major modifications be made to the Cooperative's foundational plans and policies, including the Bylaws, Plan of Service, Financial Policy and the Employee Manual. The Budget & Finance Committee, Document Review Committee, Personnel Committee, Advisory Council and Board members reviewed the cooperative plans and policies and recommended the MMLC Board of Trustees approve the updated documents. Foster, Swift, Collins & Smith law firm was retained to review the updated Bylaws, Plan of Service and Personnel Manual. The updated Financial Policy was reviewed by Lewis & Knopf CPA's, P.C. It is anticipated that the amendments approved will enable the Cooperative to successfully move forward with the vision statement of 'commitment to the advancement of service to all members.

Attachment #2

Multi-Type Membership List

Academic Libraries

Baker College Library System
Kettering University Library
Northwood University
University of Michigan – Flint Campus

Public Libraries

Laingsburg Public Library

Special Libraries

Saginaw Chippewa Indian Tribal Library

***as of October 2026**