



CALL TO ORDER
ROLL CALL
PUBLIC COMMENT
APPROVAL/CORRECTION(S) TO MINUTES
APPROVAL/ADJUSTMENTS TO THE AGENDA
CORRESPONDENCE

DIRECTOR'S REPORT

The director updates the Board on monthly use measures, financials, administration projects, library services and activities.

UNFINISHED BUSINESS

- A) Staff Development Day
Report and follow-up items from recent Staff Development Day.

- B) Presentation – Navigating Materials Challenges for Library Trustees
Follow-up Q&A on information presented at October board meeting.

NEW BUSINESS

- A) Delta County Poet Laureate Program
Overview of the program for board discussion and recommendation.

- B) Contract Review
Review of the draft contract for tiered library services.

- C) Library Trustee Manual – Section Review
Review of Appendix J – State Aid & Penal Fine Facts and Appendix K – Establishment Information

ANNOUNCEMENTS

ADJOURNMENT

The City of Escanaba will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Escanaba. Individuals with disabilities requiring auxiliary aids or services should contact the City of Escanaba by writing or calling at (906) 786-9402.

Respectfully Submitted,

Carolyn Stacey, Library Director



Mission Statement

The Escanaba Public Library connects people through information, opportunities and ideas to inspire lifelong enrichment and enjoyment.

CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES
October 23, 2023

A meeting of the Escanaba Public Library Board of Trustees was held on October 23, 2023 at 5:00 p.m. in the City Council chambers. The meeting was called to order at 5:00p.m.

PRESENT: Lynn Soderberg, Priscilla Green, Gail Brazeau, Amy Reddinger, Carolyn Stacey

ABSENT: Christina Economopoulos, Tyler Dubord

PUBLIC COMMENT: None

APPROVAL/CORRECTIONS(S) TO MINUTES: The minutes of the August 28, 2023 meeting were accepted on consensus.

APPROVAL/ADJUSTMENTS TO THE AGENDA: The agenda was accepted on consensus.

DIRECTOR'S REPORT: Financials and use measures were reviewed. ADMINISTRATION:

Staff Development Day is set for Monday, November 13th. A draft agenda was shared.

SERVICES: Library staff is re-initiating "Tech Tuesday" for device / technology assistance. The library has a supply of free COVID tests for the public. PROGRAMS & PROMOTIONS:

September event attendance was shared. The Back to School Event and the Labor Day Bookmobile Outreach received the most participation. October events and promotions include the Ink Society writing group, Local Author Fair, Author Talk with Suzi Banks Baum and a Banned Book Week display. Programs in progress include a film discussion group, MSU Extension food prep classes and *Esqy Baroque* in concert on December 13th, 5:30 p.m. Connected Nation computer classes are being planned for January and the library will participate in the Great Michigan Read in early spring. OUTREACH SERVICES: Monthly activities include the Marketplace on October 14th and the YMCA Fall festival – October 28th 11am – 1pm. PROFESSIONAL DEVELOPMENT / REGIONAL & COMMUNITY ACTIVITIES: Monthly activities of the director included the Superiorland Cooperative Advisory Board of Librarians , Bonifas 50th Anniversary Commemoration Event, Webinar – Public Librarianship in Contentious Times, Superiorland Professional Development Committee Meeting, Webinar – Librarian's Guide to Serving Homeless, UPLINK Annual Meeting @ NMU and a Channel 19 interview about Banned Books Week. FRIENDS UPDATES: The Friends resumed their regular monthly meeting schedule on September 13th. The group has worked with the Kiwanis and Scouts to build and place four new Little Free Libraries at the YMCA and OSF. The Friends will help keep the boxes stocked. The Friends are sponsoring the EHS Student Book Club for 2023-24.

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) Navigating Materials Challenges for Library Trustees

Superiorland Library Cooperative Director, Dillon Geshel gave a presentation on the roles and responsibilities of library trustees in handling challenges to materials in the library's collection. A copy of the slides from the presentation will be forwarded to Trustees via email.

B) Upper Peninsula Digital Network (UPLINK)

The library director updated the board on regional digitization efforts and provided a brief demonstration of the UPLINK website. The Escanaba Library joined UPLINK in 2022 and has added local newspapers from 1869-1951 to the archive. Plans are in progress to add additional content, up to the 1970's, this winter. UPLINK staff will attend the library's professional development day on November 16th to provide technical assistance in evaluating local history files and will demonstrate scanning equipment.

ANNOUNCEMENTS: The next meeting is scheduled for Monday, November 27th at 5:00 p.m.

ADJOURNMENT: The meeting was adjourned at 6:18 p.m. on consensus.

**CITY OF ESCANABA
LIBRARY BOARD OF TRUSTEES
MINUTES
October 23, 2023**

Respectfully Submitted,

Carolyn Stacey, Library Director

Approved,

Lynn Soderberg, Chair

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL	(ABNORMAL)	ACTIVITY FOR		NORMAL	(ABNORMAL)	% BDTG USED
					YTD BALANCE 10/31/2023	MONTH 10/31/2023 INCREASE (DECREASE)			
Fund 271 - LIBRARY FUND									
Revenues									
Dept 000									
271-000-566-100	ST OF MICHIGAN LIBRARY FUNDING	25,074.00		0.00	0.00	0.00	25,074.00	0.00	0.00
271-000-656-000	ORDINANCE/PENAL FINES-CO ALLO	83,299.00		0.00	0.00	0.00	83,299.00	0.00	0.00
271-000-657-000	FINES AND FEES	22,422.00		5,121.23	2,303.19	22.84	17,300.77	22.84	22.84
271-000-675-001	CONTRIBUTIONS-FRIENDS	4,931.00		808.88	654.03	16.40	4,122.12	16.40	16.40
271-000-677-212	SUPERIORLAND	750.00		1,195.00	0.00	(445.00)	(445.00)	159.33	159.33
271-000-677-221	LIB OF MI FOUNDATION BOOK TOUR	0.00		100.00	0.00	0.00	(100.00)	100.00	100.00
271-000-699-101	CONTRIBUTION FR GENERAL FUND	461,325.00		0.00	0.00	0.00	461,325.00	0.00	0.00
Total Dept 000		597,801.00		7,225.11	2,957.22	1.21	590,575.89	1.21	1.21
TOTAL REVENUES									
597,801.00				7,225.11	2,957.22	1.21	590,575.89	1.21	1.21
Expenditures									
Dept 000									
271-000-702-000	SALARIES AND WAGES	296,110.00		77,678.32	21,211.07	26.23	218,431.68	26.23	26.23
271-000-703-000	SICK, HOLIDAY, VACATION	0.00		13,238.12	1,377.31	100.00	(13,238.12)	100.00	100.00
271-000-711-000	OVERTIME	0.00		154.19	0.00	0.00	(154.19)	0.00	0.00
271-000-712-000	OVERHEAD ON SALARIES & WAGES	90,625.00		24,337.86	3,643.42	26.86	66,287.14	26.86	26.86
271-000-713-000	LIFE & HOSPITAL INSURANCE	71,010.00		25,242.41	5,507.72	35.55	45,767.59	35.55	35.55
271-000-726-000	SUPPLIES-MISCELLANEOUS	500.00		35.00	0.00	7.00	465.00	7.00	7.00
271-000-727-000	OFFICE SUPPLIES	3,500.00		1,232.31	255.94	35.21	2,267.69	35.21	35.21
271-000-791-000	BOOKS, MAGAZINES, PERIODICALS	20,000.00		4,968.13	2,142.20	24.84	15,031.87	24.84	24.84
271-000-801-000	PROFESSIONAL SERVICES	36,206.00		13,176.75	5,369.13	36.39	23,029.25	36.39	36.39
271-000-850-000	TELEPHONES	2,154.00		443.17	30.40	20.57	1,710.83	20.57	20.57
271-000-850-005	TELEPHONES - BOOKMOBILE	0.00		151.57	151.57	100.00	(151.57)	100.00	100.00
271-000-910-000	INSURANCE AND BONDS	300.00		0.00	0.00	0.00	300.00	0.00	0.00
271-000-942-000	RENTAL OF BUILDING OR OFFICES	51,996.00		17,332.00	4,333.00	33.33	34,664.00	33.33	33.33
271-000-943-000	RENTAL OF EQUIPMENT	4,931.00		0.00	0.00	0.00	4,931.00	0.00	0.00
271-000-943-005	EQUIPMENT RENTAL - BOOKMOBILE	0.00		450.00	0.00	100.00	(450.00)	100.00	100.00
271-000-958-000	MEMBERSHIP AND DUES	425.00		236.00	0.00	55.53	189.00	55.53	55.53
271-000-977-000	CAPITAL OUTLAY-EQUIPMENT	1,600.00		0.00	0.00	0.00	1,600.00	0.00	0.00
Total Dept 000		579,357.00		178,675.83	44,021.76	30.84	400,681.17	30.84	30.84
TOTAL EXPENDITURES									
579,357.00				178,675.83	44,021.76	30.84	400,681.17	30.84	30.84
Fund 271 - LIBRARY FUND:									
TOTAL REVENUES									
597,801.00				7,225.11	2,957.22	1.21	590,575.89	1.21	1.21
TOTAL EXPENDITURES									
579,357.00				178,675.83	44,021.76	30.84	400,681.17	30.84	30.84
NET OF REVENUES & EXPENDITURES									
18,444.00				(171,450.72)	(41,064.54)	929.57	189,894.72	929.57	929.57
TOTAL REVENUES - ALL FUNDS									
600,801.00				7,225.11	2,957.22	1.20	593,575.89	1.20	1.20
TOTAL EXPENDITURES - ALL FUNDS									
599,357.00				181,494.87	45,909.78	30.28	417,862.13	30.28	30.28
NET OF REVENUES & EXPENDITURES									
1,444.00				(174,269.76)	(42,952.56)	2,068.54	175,713.76	2,068.54	2,068.54

REVENUE AND EXPENDITURE REPORT FOR CITY OF ESCANABA

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDT USED
		AMENDED BUDGET	NORMAL			NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	
Fund 236 - BEZOLD TRUST FUND								
Revenues								
Dept 000								
236-000-665-000	INTEREST EARNINGS	3,000.00		0.00	0.00	3,000.00		0.00
Total Dept 000		3,000.00		0.00	0.00	3,000.00		0.00
TOTAL REVENUES								
Expenditures								
Dept 000								
236-000-791-000	BOOKS, MAGAZINES, PERIODICALS	10,000.00		2,324.04	1,888.02	7,675.96		23.24
236-000-801-000	PROFESSIONAL SERVICES	10,000.00		495.00	0.00	9,505.00		4.95
Total Dept 000		20,000.00		2,819.04	1,888.02	17,180.96		14.10
TOTAL EXPENDITURES								
Fund 236 - BEZOLD TRUST FUND:								
TOTAL REVENUES								
TOTAL EXPENDITURES								
NET OF REVENUES & EXPENDITURES								
		3,000.00		0.00	0.00	3,000.00		0.00
		20,000.00		2,819.04	1,888.02	17,180.96		14.10
		(17,000.00)		(2,819.04)	(1,888.02)	(14,180.96)		16.58

Escanaba Public Library Events PSAs for December 2023

*The Escanaba Public Library and MSU Extension Service will hold the final session of the Food Safety series on Thursday, December 7 at the library at 5:30 p.m. Stephanie Ostrenga Sprague, MSU Extension Food Safety Educator, will be sharing tips on Food Gifts with a focus on Baked Goods. For more information visit our website at www.escanabalibrary.org or follow the library on Facebook, Instagram, and Twitter.

*Ink Society, a local writers' group, will meet at the Escanaba Public Library on Saturday, December 2 at 10:30 a.m. The Ink Society connects at the library to discuss their current work, seek feedback, and share ideas. Bring your work and prepare to be inspired! For more information call the library at 906-789-7323 or email jlynch@escanabalibrary.org. You can also learn more on the website at www.escanabalibrary.org, or by following the library on Facebook, Instagram, and Twitter.

*The Escanaba Public Library continues to offer Tech Tuesdays. Get tech help from library staff each Tuesday 11:00 a.m. - 1:00 p.m. Technology questions from printing from your phone to using a Wi-Fi hotspot to creating an email address to using Zoom and more can all be addressed during these times. Make an appointment or walk in and ask at the circulation desk. Library staff does not repair patron computers/devices. The library assumes no liability for personal patron devices. For more information visit our website at www.escanabalibrary.org or follow the library on Facebook, Instagram, and Twitter.

*Lego Club will meet at 1:00 p.m. on Saturday, December 9. This month's theme is "Santa's Lego Workshop", and we'd love to see your imagination at work! Participants can be entered into a prize drawing. Please bring one box or bag of Legos per child. For more information visit our website at www.escanabalibrary.org or follow the library on Facebook, Instagram, and Twitter.

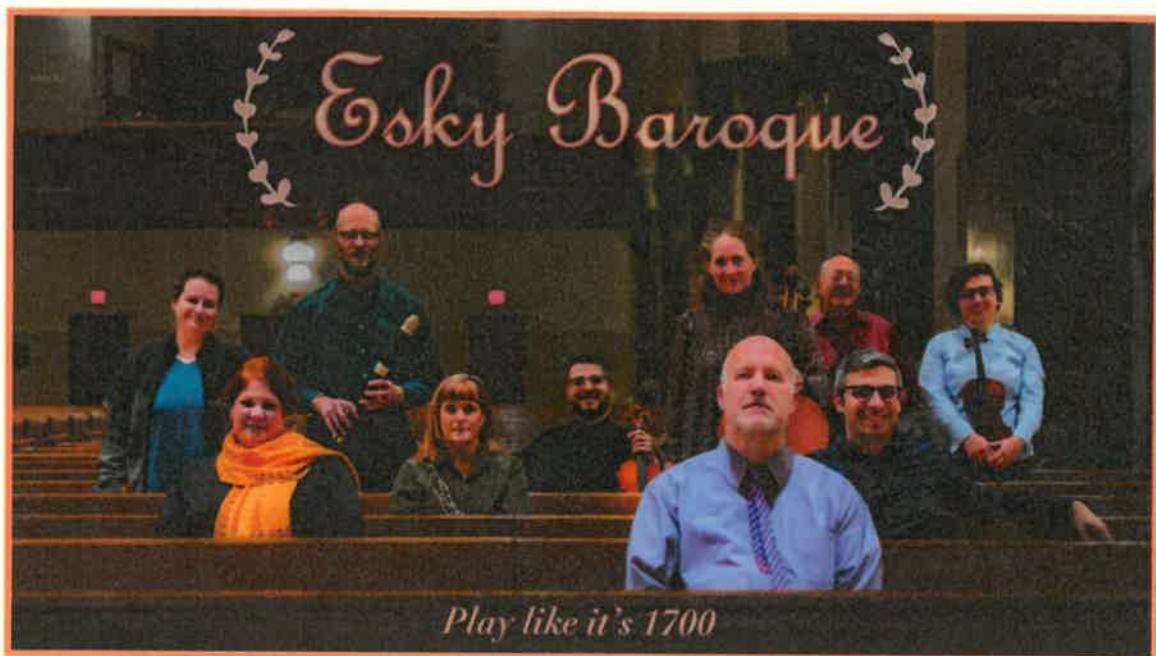
*The Friends of the Escanaba Public Library are Wrapping Up the Holidays with a Gift Wrap station and "like new" Used Book Sale on Tuesday, December 12 and Tuesday, December 19 from 3:30-6:30 p.m. in the Children's Story Room. For a donation to the Friends group, patrons can wrap their gifts for free. Wrapping paper, tags, bows, ribbons, and tape will be provided. Good quality hardcover books will be available for \$2.00 each. For more information visit our website at www.escanabalibrary.org or follow the library on Facebook, Instagram, and Twitter.

*The Escanaba Public Library is hosting Esky Baroque in Concert on Wednesday, December 13 at 5:30 p.m. Come and enjoy the area's premiere baroque music group as they share seasonal

selections. Thanks to the Friends of the Escanaba Public Library for sponsoring this event. For more information visit our website at www.escanabalibrary.org or follow the library on Facebook, Instagram and Twitter.

*The Children's Room of the Escanaba Public Library is holding their annual Story Time with Santa on Saturday, December 16 at 1:00 p.m. in the City Council Chambers. For more information visit our website at www.escanabalibrary.org or follow the library on Facebook, Instagram and Twitter.

*The Escanaba Public Library will be closed Friday-Monday, December 22-25 for the Christmas holiday. Regular hours will resume on Tuesday, December 26. The library will also be closed Friday-Monday, December 29-January 1 for the New Year holiday. For more information visit our website at www.escanabalibrary.org or follow the library on Facebook, Instagram and Twitter.



*Esky Baroque in Concert
at the
Escanaba Public Library*

*Wednesday, December 13
5:30 p.m.*

*Thanks to the Friends of the Escanaba Public
Library for sponsoring this event.*

Upper Peninsula Poet Laureate of Delta County

R Riecki <rariikki@gmail.com>

Sat 10/7/2023 10:58 PM

To: Carolyn Stacey <cstacey@escanabalibrary.org>

To Carolyn Stacey and Escanaba Public Library:

Hi, Carolyn. Thank you for assisting us with the U.P. Literary Hall of Fame: I'm very much looking forward to the event in May 2024.

I'm sending you a followup email at this time as I started the Upper Peninsula Poet Laureate position ten years ago. It allowed us to receive a \$50,000 award from The Academy of American Poets. My hope is to create Poet Laureate positions for each of the fifteen counties of the U.P. in order to support poetry in all of the U.P.'s counties. Each county would then be eligible to apply for a future \$50,000 award from The Academy of American Poets, if the chosen Poet Laureate was interested in doing so. We would love to establish an Upper Peninsula Poet Laureate of Delta County position. This would be a three-year position. The intent is to have a representative library from each county choose their County Poet Laureate. Would you like to nominate a poet for U.P. Poet Laureate of Delta County? You'd also have the option of nominating a U.P. Youth Poet Laureate of Delta County as well. Please let me know if you'd like to do that too. Please feel free to contact me if you have any questions and I hope you will send your nomination(s). The hope is to then have selected Poet Laureate recipients give readings through April (National Poetry Month) and May 2024 at the nominating libraries.

Thank you for your time and I will look forward to hearing from you,

Ron Riecki

P.S. I'm using my gmail account, as my ronriikki@hotmail.com account has been giving me some issues, but you can feel free to respond to that one as well--whichever one you prefer, but I'm making the transition to gmail, as it's been working better for me.

APPENDIX J

State Aid & Penal Fine Facts

State Aid:

- “State Aid” refers to a State of Michigan program whereby the State Legislature appropriates a set amount of money to be distributed to qualifying Michigan public libraries and Michigan library cooperatives. Exact amounts received by each cooperative or library are determined by the populations served by each entity.
- State Aid to Libraries is governed by “The State Aid to Public Libraries Act.” 1977 PA 89, MCL 397.551, et. seq. <http://legislature.mi.gov/doc.aspx?mcl-Act-89-of-1977>
- Qualifications for State Aid are established by the State Library, under provisions of MCL 397.567 <http://legislature.mi.gov/doc.aspx?mcl-397-567>
- Qualifications for State Aid include:
 - Maintain minimum local financial support of 3/10 of a mil on taxable value (in FY before Oct 1 of year prior to payment of State Aid). The 3/10 of a mil can be attained through millage alone, or through a combination of funding sources.
 - Compliance with Personnel Certification requirements established by the Library of Michigan, which correspond to a library’s service population. See: <https://www.michigan.gov/libraryofmichigan/libraries/cert>
 - Filing an online application for State Aid each year, between the months of October and February. See the Library of Michigan website: www.michigan.gov/librariestateaid for additional information on applying for State Aid.
 - A complete explanation of the State Aid application process can be found on the Library of Michigan website: http://www.michigan.gov/documents/libraryofmichigan/State_Aid_to_Public_Libraries_Application_Process_544008_7.pdf
- A waiver process is documented in the State Aid to Public Libraries Application Process document.
- Changes in contracts and cooperative membership can affect State Aid.
- Libraries that are ineligible for State Aid to Public Libraries are not eligible to receive LSTA grant funding from the Library Michigan and can not be certified as an eligible entity for the federal E-Rate program.
- Need assistance? Have questions? Contact Kathy Webb, State Aid & Penal Fine Coordinator at the Library of Michigan, Webbk1@michigan.gov, 517-335-1514.

Penal Fines

- The Michigan Constitution Article VIII, Section 9 states *“All fines assessed and collected in the several counties, townships and cities for any breach of the penal laws shall be exclusively applied to the support of such public libraries, and county law libraries as provided by law.”* Thus began the State of Michigan program that pays penal fines paid for the infraction of, or judgments on the infraction of various criminal and traffic laws within counties, cities, townships and villages of Michigan.
- Although the language of the Constitution would suggest that all monies paid as fines go to public libraries, the reality is that while fines for the breach of **state** laws go to libraries, each **municipality** can impose fines for ordinance and municipal code infractions (and in some situations — like traffic citations — it is local laws that are often enforced rather than state laws). The municipalities can then allocate percentages of these fines for court costs and certain administrative costs. Therefore, depending on the type of law broken, and the formula for each municipality, libraries receive varying percentages of the total penal fines collected.
- The penal fine total can fluctuate from year to year. In addition to changes in allocation caused by local ordinances and formulas, the judiciary can affect change in the amount of available penal fines. Judges often have discretion to apply punishments other than fines for many infractions. Community service and other types of alternative sentencing can lower the amount of fines paid in a particular jurisdiction, thereby reducing the available penal fines.
- To be eligible for penal fines, a library must be legally established and open at least 10 hours per week.
- Public libraries do not have to apply for penal fines. They are automatic.
- Populations that are unserved (do not have library service either by their own library or by contract) receive penal fines that are maintained in an escrow account by the applicable county. Those penal fines can be used by the applicable municipality to contract for library service or to form their own library. A library that serves the municipality (via contract or establishment) can also obtain the penal fines (provided the library meets the eligibility requirements).
- The Library of Michigan monitors public library service areas and contracted areas, and using Census data provided by the Michigan Department of Treasury compiles the population figures used for the per-capita allotment of Penal Fines by each county. See: http://www.michigan.gov/documents/mde/lm_2010_PenalFinesandPublicLibrariesfinal_348778_7.pdf
- The population number used for Penal Fine calculations is the served population existing for each public library as of June 30 of a year. This means, for example, that if a library contracts for service and the contract ends before June 30 of a given year, then the library providing the service receives NO penal fines for that served population – even if the population was served the previous July 1 – June 29. The library serving the population on June 30 gets the Penal Fines. See: www.michigan.gov/librarystateaid (this page contains links to useful information on Penal Fines and State Aid).
- By law, penal fines may be used ONLY for library purposes. The funds may not be used for any other municipal purpose.
- Need assistance? Have questions? Contact the State Aid and Penal Fine Team via e-mail at the Library of Michigan, Webbk1@michigan.gov, 517-335-1514.

APPENDIX K

Establishment Information

Section 1 City Libraries:

Established Under [Section 1 Of The City, Village And Township Library Act, 1877 PA 164, MCL 397.201 Et. Seq.](#)

Formation

- Formed via city council resolution, city charter, or city ordinance.
- Formation document can impose additional restrictions or limitations that do not contradict statute, such as mandating municipal employment, fiscal reporting (NOT fiscal oversight), etc.

MUNICIPAL AUTONOMY

- Fairly autonomous from municipality depending on contents of formation documents.
- City appoints board.
- City controls availability of ½ of possible millage options.
- City required to hold library funds in city treasury and disburse funds upon order of board.

BOARD

- 5,7, or 9 member appointed governing board
- Board has all powers listed in section 5 of act, including “exclusive control over expenditures, operations, property.”
- Board has sole control over budgeting. Municipality has no approval authority.
- Board retains authority over millage renewals and increases.
- Board has authority to bind library in a contract.
- Board can own property
- Board can hire, fire director and staff.
- Board has authority over policies and regulations that govern library.
- The board is responsible for ensuring that they delegate appropriate authority to the library director to enable the director to implement the board’s vision for the library.
- The library director has only the authority and powers that he board delegates to them.

FUNDING

- Library can have 2 millages:
 - 1 unvoted millage of up to 1 mil. Whether this millage is levied and the amount of levy (up to 1 mil) is determined and levied by city council.
 - 1 voted millage of up to 1 mil.
- Penal Fines
- State Aid to Libraries funds (if eligible)
- City Appropriations (at discretion of city council)
- Donations and other fundraising proceeds

NOTES:

- This is the only independent library type in which a board member can be removed by the city that appointed them.
- Michigan caselaw has determined that section 1 libraries under PA 164 are intended to be “independent boards,” that are free from the politics and control of city government,
- Board authority as employer is not guaranteed or absolute. Municipality may impose themselves as employer of library staff (in formation documents) or may obtain that role through the provision of health and retirement benefits to staff and director.
- Board may delegate certain functions to city via contractual agreements (payroll and other fiscal processes- but NOT decision making).
- Only a library established under PA 164 can levy a city library dedicated millage separate from the city’s tax limitation.

Section 10A City Libraries

Established Under [Section 10a Of The City,Village And Township Libraries Act, 1877 PA 164, MCL 397.210a.](#)

FORMATION

- Formed via a petition signed by 50 residents of the city, followed by a ballot vote for a library millage.
- May have city resolutions (not required).
- Establishment documents include ballot language, certified election results, resolutions (if any).

MUNICIPAL AUTONOMY

- Virtually independent from municipality.
- Municipality has no involvement in board selection, budgeting, funding (generally).
- City holds library funds in city treasury and disburses funds upon order of library board.
- City has no control over millage renewals, increases, or whether millage appears on the ballot.
- City may not interfere or impose additional restrictions on governance or operations of library.
- City retains authority over library if library cannot retain a quorum of board members.

BOARD

- 6 member elected governing board.
- Board has all powers listed in section 5 of act, including “exclusive control over expenditures, operations, property.”
- Board has sole control over budgeting. Municipality has no approval authority.
- Board has authority to bind library in a contract.
- Board can own property
- Board can hire, fire director and staff.
- Board has authority over policies and regulations that govern library.
- The board is responsible for ensuring that they delegate appropriate authority to the library director to enable the director to implement the board’s vision for the library.
- The library director has only the authority and powers that he board delegates to them.

FUNDING

- Library may have a voted millage of up to 2 mils. Initial millage required as part of establishment.
- Penal Fines
- State Aid to Libraries funds (if eligible)
- City Appropriations (at discretion of city council)
- Donations and other fundraising proceeds

NOTES

- Michigan caselaw has determined that libraries established under PA 164 are intended to be “independent boards,” that are free from the politics and control of city government,
- Board authority as employer is not guaranteed or absolute. Municipality may obtain that role through the provision of health and retirement benefits to staff and director. It is recommended that the board of a PA 164 library verify the library’s employment status if partnering with their municipality to provide benefits to library staff. A written agreement on the employment relationship between library and city is strongly recommended.
- Board may delegate certain functions to city via contractual agreements (payroll and other fiscal processes- but NOT decision making).
- Board number is limited to 6 members unless library enters into a Joint Library Agreement (MCL 397.215).
- Only a city library established under PA 164 can levy a city library dedicated millage separate from the city’s tax limitation.

Home Rule City Libraries

Established under [Section 4e of the Home Rule Cities Act, 1909 PA 279, MCL 117.4\(e\)](#).

FORMATION

- Formed by the city council via charter section and/or ordinance section.
- City generally passes a resolution to establish a library.
- Establishment documents are resolutions (if any), meeting minutes, code and or ordinance sections.

MUNICIPAL AUTONOMY:

- Little municipal autonomy.
- Library is a department of the city.
- City controls all aspects of library operations.
- City controls budget and library funds.
- Library employees are municipal employees.



BOARD:

- City government (City Council) acts as library governing board.
- City council may appoint a library advisory board to advise and assist the city council in the management and oversight of the library.
- Advisory board has only the authority provided to it by the city council.
- The city council is responsible for ensuring that they delegate appropriate authority to the library director to enable the director to implement the board's vision for the library.
- The library director has only the authority and powers that the city council delegates to them.

FUNDING:

- Libraries under the Home Rule Cities Act, or libraries formed by city charter and operated like department of the city are not eligible for designated millages. The city can put a millage on the ballot, but any resulting millage will be counted towards the constitutionally mandated city tax limitation.
- Funding Options:
 - Voted millage under the city millage limitations.
 - City appropriations (a budget line like any department of the city).
 - Penal fines
 - State Aid to Public Libraries money, if eligible.
 - Donations and endowments.

NOTES

- Home Rule City Libraries cover all city libraries that are established only by charter or ordinance, have no governing board, no millage, and are operated as a city department under the city council.
- Home Rule City Library employees are always municipal employees and may come under the management of a city manager or administrator.
- Any separate "board" of a Home Rule City Library is an advisory board with only the duties and authority delegated to it by the city.
- A city library run as a department of the city and established by ordinance or charter may NOT be funded by a PA 164 authorized millage, or a millage that is separate from the city tax limitation. A city library levying a dedicated and separate library millage under PA 164 IS a PA 164 library and cannot be run as a department of the city.