

SUPERIORLAND LIBRARY COOPERATIVE

Mission:

The Cooperative develops and sustains innovative programs that are cost-effective because libraries collaborate in shared, economy-of-scale activities. Cooperation among members makes it possible to grow and sustain library programs that improve the quality of library service in every community.

2019-2020 Board of Directors

Board Representation by library

PA 89, 1977 requires each cooperative to have nine voting members.

Superiorland Library Cooperative encourages every member library to appoint a board member who will attend meetings and act as a liaison for local trustees and staff. Appointed members cannot be employees of the library represented; however, board members may or may not be local library trustees.

Appointments must be made before the Annual Meeting in September of the current fiscal year or the vote will pass to the next library within each class.

Class I:III Forsyth Township Library, Ironwood Carnegie Library, St. Ignace Public Library, Spies Public Library, West Iron District Library

Class IV:V Devereaux Memorial Library, Dickinson County Library, Menominee County Library, Peter White Public Library

Notice of Regularly Scheduled Board Meetings (Tentative)

Thursday, December 5, 2019

Thursday, February 27, 2020

Thursday, May 28, 2020

Thursday, July 23, 2020

Thursday, September 17, 2020

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2018-2019 SCHEDULE OF SERVICES AND FEES

Associate Members Fee Schedule

Itemized annual fees for Associate Members.

Task Description	Amount
Base fee for Associate Members (waived for UPRLC Sirsi ALS members)	\$150.00 per year (Oct. 1 – Sept. 30)
Fee for OCLC cataloging and interloan (waived for UPRLC Sirsi ALS members)	\$100.00 per year (Oct. 1 – Sept. 30)
Participation in OverDrive digital media online collection digitalmedia.gdl.info	Shared cost based on # registered users with a minimum fee of \$250
Participation in Movie Licensing USA, RBDigital magazines, or other group subscriptions	Shared cost based on vendor quotes to add-on libraries

Full Member Services

All public library members will be assessed their indirect state aid payment to purchase Cooperative core services for the fiscal year. These core services, which are found in Appendix A of the Superiorland Plan of Service, include:

1. Economy of Scale/Group Discounts/Resource Sharing.

- A. Negotiate discounts for subscriptions, databases, digital media, print and non-print materials, supplies and furniture with individual vendors.
- B. Publicize agreements negotiated through TLN & the Co-op Directors Association.
- C. Full members and associate members will qualify for applicable discounts.
- D. Current group purchasing agreements benefiting participating full members and associate members include
 - i. Current subscriptions
 - Sanborn Digital Fire Maps
 - Movie Licensing USA
 - Mango Languages
 - CybraryN
 - AppAssure
 - DeepFreeze
 - Syndetics Unbound
 - OverDrive-Great Lakes Digital Library
 - RB Digital magazines
 - OpenDNS filtering services
 - Chilton's
 - BookFlix
 - Niche Academy

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- E. Co-op will maintain EasyProxy or other open source software to authenticate remote access by patrons of participating libraries.
- F. Cooperative will administer PayPal payments for member libraries.
- G. Cooperative will pay **\$12,000** toward the annual platform fee to OverDrive downloadable audio books and ebooks, and an additional **\$18,000** for content. Participating libraries will pay the subscription balance and will contribute a minimum of **\$30,000** collectively to purchase titles that all participating libraries will share.
- H. Cooperative will pay \$5,500 for Niche Academy subscription.
- I. Maintain the Superiorland Preview Center
- J. SLC will continue to pay access for RBDigital magazines (\$7,600)
 - Titles shared by all libraries with simultaneous access to each issue for about 125 digital magazines
- I. Superiorland Library Cooperative will subsidize the RIDES Delivery Service for SLC members. The Cooperative will attempt to equalize the per stop rate and/or number of stops per week delivery fees for SLC members in an effort to maintain or improve resource sharing. Subsidy of \$750 each for 31 participating libraries with direct stops and the Copper Country ISD.
- J. Superiorland Library Cooperative has a contract with White Pine Library Cooperative to process interlibrary loan requests through OCLC for materials not available in Cooperative libraries or in MeLCat.
 - The Cooperative reimburses White Pine Cooperative at a flat rate of \$5.50 per request
 - White Pine will bill and report ILL activity on a quarterly basis.
- K. OCLC Cataloging Services
 - a. Share technical and training professional staff with UPRLC.
 - b. Co-op members export OCLC MARC records into the online catalog. Co-op pays for member library exports with a flat-rate cataloging subscription to OCLC. Members are encouraged to obtain OCLC records using Sirsi's SmartPort.
 - c. Maintain Co-op domain name for the www.uphistory.org website, which is an online catalog of digitized local history primary documents owned by 14 agencies and libraries.
- L. SLC will purchase some basic recording equipment to be used in recording booth housed at the Peter White Public Library for approximately \$2,000
- M. SLC Databases Committee will have a budget of \$2,500 that may be used to subsidize another shared database for the Cooperative or to purchase additional feature or content in existing subscriptions.

Activities:

- **Pay all OCLC Interlibrary Loan and Cataloging fees for SLC full members.**
- **Create an OverDrive Collection Development Policy.**
- **SLC Databases Committee will explore possibility of other shared databases such for languages or music, etc.**
- **Cooperative will purchase some basic recording equipment for sound booth housed at Peter White Public Library for patrons to record oral histories, podcasts, music and more.**

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2. Continuing Education/Training/Communications

- A. Make available a diverse range of educational opportunities for library staff and trustees with emphasis on online learning at the desktop.
 - i. Use video conferencing to attend conferences, workshops, etc.
 - ii. Sponsor shared video conference presentations.
 - Monthly Lunch Bunch
 - Michigan Cooperative Directors Association programs
 - MLA and MCLS webinars
 - iii. Promote online seminars on library and personnel laws.
- B. Maintain electronic email discussion lists to keep all library staff up to date on workshops and library events/issues.
- C. Provide Scholarships to full member libraries for continuing education activities
 - i. \$100 per library per year for attending workshops or travel to library related meetings.
 - ii. Subsidize travel/registration for library staff who the Beginners Workshop or New Director's Workshop (\$250 one scholarship per library per year)
 - iii. Subsidize travel/registration of \$250 to attend the Mini Rural or Rural Library Conference (one scholarship per library per year).
- D. Contract with E-Rate Consultant to assist members with USF E-Rate paperwork, training, and program advocacy.
- E. Maintain the SLC Professional Development Committee and provide them a budget of \$3,500

Activities:

- **Offer archived, streaming workshops for trustees and directors**
- **Continue monthly Lunch Bunch continuing education seminars via SLC ITV network for SLC member library staff, board members and SLC Board of Directors members.**
- **Coordinate video conference programs that can be shared across Gb fiber libraries with IVC equipment or our ZOOM license for desktop conferencing.**
- **Work with Professional Development Committee to coordinate regional professional development sessions for staff.**
- **Niche Academy will be used to provide access to patron and staff training**
- **Provide access and training to member library staff so that they may create their own tutorials in Niche Academy**
- **Purchase video cameras and/or microphones for libraries that do not currently have capability to participate in Zoom meetings.**

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3. Collaboration/Web Development

- A. Superiorland contracts with UPRLC to manage the shared automated system and acts as Fiscal Agent for the UPRLC 501(c)3. Under this contract, the Cooperative's administrators are responsible for budgeting, keeping a separate bookkeeping system and inventory, managing UPRLC contracts for Internet access and SirsiDynix, researching and evaluating future bandwidth growth opportunities, and providing management information for the annual UPRLC GASB audit. **Superiorland personnel** serve as the UPRLC, Inc. Treasurer and are responsible for 501(c)3 compliance and reports.
- B. Maintain regular communications with UPRLC members, Board members and Trustees. Implement quarterly ALS and UPRLC meetings.
- C. Coordinate planning and implementation for the UPRLC Annual Conference
- D. SLC/UPRLC staff will reconcile authority reports and update database as needed.
- E. Maintain information, budgets, agendas and other related documents for ALS Council and UPRLC Executive Board.
- F. Support SirsiDynix libraries participating in PII and MeLCat, including training and advice on work flow.
- G. Provide SLC member libraries who are UPRLC members with training for circulation, cataloging, reports and other ILS functions. Training will be provided in person and online throughout the year.
- H. SLC/UPRLC will partner with Unique Management to automate the collection agency process using the SirsiDynix DebtCollect module for participating members.
- I. Continue to update SirsiDynix and provide access to new products.
- J. Maintain regular communications with trustees, boards and members through electronic lists and improved websites.
- K. Continue the development of member library websites using WebMaestro Word Press website templates or Ploud.
- L. Maintain annual website statistics for member libraries.
- M. Offer website maintenance training related to WebMaestro templates or Ploud.
- N. Host, develop, and manage the UPRLC open source wiki
- O. Encourage member libraries to participate in the Michigan Activity Pass program coordinated by The Library Network (TLN).
 - i. Maintain annual MAP statistics for participating libraries.

Activities:

- **Implement SMS Text messaging system wide**
- **Implement Syndetics Unbound**
- **Investigate options with Ploud and Library of Michigan**
- **Host, develop, and manage the UPRLC open source wiki**

4. Technology Support/Innovation.

- A. Provide technology consulting and local network support on-site at each member library as needed to maintain essential service for staff and patrons. The Cooperative will assist with other technology needs as they arise, but an extra fee may be assessed for non-essential technology and consulting services especially if travel is involved. The Cooperative will make every effort to keep costs to a minimum amount for all members and charge only enough to keep within our technology budget.
 - i. Provide remote support if Coop has LAN access and Library has adequate bandwidth.
 - ii. Advise libraries about purchasing hardware and software. Research best prices and order/rebill if requested.
- B. Help libraries plan for technology by assessing local area networks, keeping equipment inventory, updating policies, assessing bandwidth availability and determining future bandwidth need based on service plans, etc.
- C. Install a new webserver for approximately \$5,000 and move/upgrade hosted Joomla pages to WordPress or Ploud.
- D. Implement Office 360 or other Email Server to replace Squirrelmail.
- E. Assist in Promotion and Development of 3D printing activities and adoption in member libraries.
- F. Purchase new product for remote PC management and collaboration.
- G. Work with member libraries to create technology plans.
- H. Support the activities of the SLC Programming and Technology Committee.
- I. Help members obtain best most cost effective solution to obtain necessary bandwidth.
- J. Assist with implementation and expansion of wireless capability and ability of libraries to count wireless users.
- K. Maintain Dell's AppAssurance at the central site to assure backup and data restoration for servers and critical desktops both at Superiorland Co-op Headquarters and at nine managed libraries, including Devereaux, Dickinson, Escanaba, Menominee County, Portage Lake, Spies, West Iron and Superior District Library.
- L. Continue SLC membership in Tech Soup in order to secure discounts on technology related products.

Activities:

- **Install new webserver and upgrade all hosted websites and pages to WordPress or Ploud.**
- **Implement new email solution to replace Squirrelmail**
- **Implement new PC management and collaboration software such as Splashtop or Teamviewer**
- **Demo, train, and promote 3D printing and other makerspace activities.**
- **Work with members on technology planning.**

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5. Advocacy/Marketing/Programming.

- A. Representation at state level and participation in statewide initiatives to improve library funding and services.
- B. Advocacy network informs state and federal legislators about library funding and other important issues.
- C. Work with MLA to ensure “One Voice” advocacy.
- D. Develop a Superiorland Library Cooperative brochure to share via print and website about SLC services, benefits of membership and service area.
- E. Explore new services such as Gale Analytics.
- F. Subscribe to Survey Monkey and Jot Form to allow member libraries to access the account in order to gain insights and feedback from their communities.
- G. SLC Programming and Technology Committee will continue to explore workshops, demonstrations, lectures, performers and programs that can be offered to SLC member library patrons in order to inform, enrich and entertain.
- H. SLC will support the SLC Programming Committee by providing them a \$10,000 budget for programming mini-grants, STEM kits, and other resources for member libraries.

Activities:

- **Prepare statistical reports for members that can be used in fund-raising, advocacy with legislators, and demonstrating the value of the library to the community.**
- **Assist libraries when they host town meetings or other legislative events.**
- **Provide access to a Survey Monkey and Jot Form accounts so that libraries can create surveys and analyze results.**
- **Expand activities to promote and publicize member libraries and SLC through local media, marketing campaigns, production of newsletters and promotional materials.**
- **SLC Programming and Technology Committee will provide mini-grant opportunities throughout the year.**

6. Leadership/Consultation

Maintain membership in professional library organizations that share the same mission, MLA, Library of Michigan, Michigan Department of Education, Midwest Collaborative for Library Service, American Library Association and Michigan Cooperative Directors Association.

- a. Provide professional consultation on library related issues.
 - i. Disseminate information pertaining to public policy, library legislation, best practices and continuing education from regional, state and federal levels.
- b. Assist and participate in Advisory Board of Librarian meetings as requested in order to support their activities and get feedback on how the Cooperative’s services and activities can be enhanced and improved.

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- i. Provide travel reimbursement for regional advisory board of librarian meetings and other associated costs.
 - c. Maintain Superiorland Library Cooperative Committees to improve services to member libraries.
 - i. RIDES Committee
 - ii. Professional Development Committee
 - iii. Grants Committee
 - iv. Policy Committee
 - v. Programming and Technology Committee
 - vi. Databases Committee
 - vii. Any other committees identified as beneficial to the Cooperative
- D. Assist member libraries to identify grant opportunities and to apply for grants.
- E. Continue to provide consultation for member libraries about library establishment, library law, millage, bond issue, human resources, administration and operations.
- F. Assist member libraries with activities related to Strategic Planning, Director Searches, District Library establishment and Board Development.
- G. Provide consultation on space planning, space utilization, facility safety, security and appearance.

Activities:

- **Obtain legal opinions on questions with co-op wide implications.**
- **Provide library law and other trainings via Zoom**
- **Inform libraries about legal changes that may result in a need to update library policy and provide sample policies.**
- **Maintain memberships to ALA, MLA, MCLS**

7. Great Lakes Talking Book Reader Advisory & Outreach Center.

- Handle on-line patron registration.
- Maintain reader patron records.
- Perform reader advisory services.
- Handle interactive ordering of books, machines.
- Furnish walk-in service to patrons and assist them with BARD downloads.
- Work with public libraries in outreach efforts to increase readership.
- Furnish statistical reporting to appropriate state and national libraries.
- Download books from BARD for readers.
- Identify and record books, newsletters, and other materials of local interest

Activities:

- **Increase readership over the next year.**
- **Record books of local interest and make available to GLTB patrons in partnership with community organizations and BLTB staff in Lansing.**
- **Record a regular newsletter.**
- **Encourage patrons to use BARD download service.**

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Approved by SLC Board 12/5/2019