

## **SUPERIORLAND LIBRARY COOPERATIVE**

### **Mission:**

**The Cooperative develops and sustains innovative programs that are cost-effective because all types of libraries collaborate in shared, economy-of-scale activities. Cooperation among members makes better library service possible and growth sustainable.**

### **2018-2019 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      Crystal Falls District Community Library

Class II:III      Forsyth Township Library, Ironwood Carnegie Library, Munising School/Public Library, St. Ignace Public Library

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

### **Notice of Regularly Scheduled Board Meetings (Tentative)**

**Thursday, November 29, 2018**

**Thursday, February 21, 2019**

**Thursday, May 23, 2019**

**Thursday, July 25, 2019**

**Thursday, September 19, 2019**

**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 <a href="http://digitalmedia.gdl.info">digitalmedia.gdl.info</a>	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
    - Datastream / Enhanced Content
    - OverDrive-Great Lakes Digital Library
    - RB Digital magazines
    - OpenDNS filtering services
    - Chilton's
    - BookFlix
    - Niche Academy
- 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 **\$24,000** 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. SLC will provide additional funds to purchase downloadable eBooks and audio books.
- H.** Maintain the Superiorland Preview Center
- I.** 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 RIDES participating libraries and Copper Country ISD (\$24,100 subsidy)
- 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 OCLC Content dM license for the [www.uphistory.org](http://www.uphistory.org) website, which is an online catalog of digitized local history primary documents owned by 14 agencies and libraries.
- L.** SLC Programming Committee will continue to explore workshops, demonstrations, lectures, performers and programs that can be offered to SLC member libraries in order to inform, enrich and entertain.
- a. SLC will support the activities of the SLC Programming Committee.
  - b. SLC will provide \$5,000 to defray program costs for member libraries.

**Activities:**

- **Pay all OCLC Interlibrary Loan and Cataloging fees for SLC full members.**
- **Coordinate OverDrive digital media collection development.**
- **Publish statistical reports for OverDrive and RBDigital.**
- **Maintain OverDrive 'help' web site.**
- **Maintain Help Desk, phone and email, support for patrons and library staff having trouble with OverDrive and RBDigital.**
- **Maintain eResources Central to improve patron access through the online patron portal to OverDrive audio and ebooks.**
- **Create an OverDrive Collection Development Policy.**

## 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 an electronic discussion list 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. Work with 6 cooperatives to plan a rural conference in northern lower Michigan in the spring of 2019.
- E. Contract with E-Rate Consultant to assist members with USF E-Rate paperwork, training, and program advocacy.
- F. Maintain the SLC Continuing Education Committee.

### Activities:

- Offer archived, streaming workshops for trustees and directors
- Offer a series of ReadyTalk short seminars on a variety of topics.
- 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.
- Continue training for SLC member libraries on computer hardware, software and applications.
- Assist in the planning of a mini rural library conference.
- Work with Continuing Education Committee to coordinate regional professional development sessions for staff.
- Subscribe to Niche Academy in order to provide training resources for patrons and staff.

### 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 Meeting
- 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.
- L. Maintain annual website statistics for member libraries.
- M. Offer website maintenance training related to WebMaestro templates.
- N. 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:

- **To improve the quality of union catalog records, libraries are encouraged to go to OCLC as the first source for MARC records & export these records into Symphony.**
- **Investigate BlueCloud Analytics as an option to improve reporting outputs for libraries from the SirsiDynix ILS.**

### 4. Technology Support/Innovation.

- A. Provide two-day technology consulting and local network support on-site at

each member library. **If a library needs more than 2-days on-site, recover costs at \$25/hour including both on-site time and travel.**

- i. Provide remote support if Co-op 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. Support the activities of the SLC Technology Committee.
  - D. Help members obtain best most cost effective solution to obtain necessary bandwidth.
  - E. Assist with implementation and expansion of wireless capability and ability of libraries to count wireless users.
  - F. Maintain Dell's AppAssurance V 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.
  - G. Continue SLC membership in Tech Soup in order to secure discounts on technology related products.

#### Activities:

- **Make JotForm available to member libraries in order to allow libraries to provide forms to patrons in order to get recommendations and input about libraries services.**
- **Increase awareness of products and services available through TechSoup.**
- **Create or identify programming plans or activities that can be used with the makerspace equipment so that staff will be able to present it to their patrons.**
- **Explore the establishment of SLC makerspaces, technology petting zoo equipment and other technology devices that can be shared by SLC members.**

#### 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 allow member libraries to access the account in order to gain insights and feedback from their communities.
- G. Continue cooperative programming for SLC Members and Affiliate Members
  - a. SLC will coordinate "tours" by performers, musicians, authors, educational presenters for appearances in Norther Lower and

Upper Peninsulas. SLC will provide \$5,000 to help defray program costs and/or travel costs for SLC coordinated tours.

**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.**
- **Send regular updates to each legislator about his/her district libraries.**
- **Assist libraries when they host town meetings or other legislative events.**
- **Monitor and report on penal fine trends. Publish an annual survey of penal fine income trends and distribute results to boards and legislators.**
- **Provide access to a Survey Monkey account 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.**

**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.

- b. 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.
- c. 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.
  - i. Provide travel reimbursement for regional advisory board of librarian meetings and other associated costs.
- d. Maintain Superiorland Library Cooperative Committees to improve services to member libraries.
  - i. RIDES Committee
  - ii. Continuing Education Committee
  - iii. Grants Committee
  - iv. Programming Committee
  - v. Technology Committee
  - vi. 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.**
- **Subscribe to GrantStation through Tech Soup**
- **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.

**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.**

Approved by Board of Directors of the Superiorland Library Cooperative