SUPERIORLAND LIBRARY COOPERATIVE

Mission:

The Superiorland Library 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.

FY 2021 - 2022 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.

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: Richmond Township Library

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

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

Notice of Regularly Scheduled Board Meetings (Tentative)

Thursday, October 21, 2021
Thursday, December 16, 2021
Thursday, March 17, 2022
Thursday, July 21, 2022
Thursday, September 22, 2022

FY 2021 - 2022 SCHEDULE OF SERVICES AND FEES

<u>Associate Members Fee Schedule</u>
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)
Participation in OverDrive digital media online collection **digitalmedia.gldl.info**	Shared cost based on # registered users with a minimum fee of $250
Participation in Movie Licensing USA, Mango Languages, or other group subscriptions	Shared cost based on vendor quotes to add-on libraries

<u>Full Member Services</u>

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 Cooperative 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:
        a. Current subscriptions
            i. Sanborn Digital Fire Maps
            ii. Movie Licensing USA
            iii. Mango Languages
            iv. CybraryN (UPRLC)
            v. RapidRecovery
            vi. DeepFreeze
            vii. Syndetics Unbound (UPRLC)
            viii. OverDrive-Great Lakes Digital Libraries (GLDL) ebooks and audiobooks
            ix. OverDrive-GLDL magazines
            x. OpenDNS filtering services
            xi. BookFlix
    E. Cooperative will administer PayPal payments for member libraries.
    F. Cooperative will pay **$12,000** toward the annual platform fee to OverDrive downloadable audio books and ebooks, and an additional **$17,713** for content. Participating libraries will pay the subscription balance and will contribute a minimum of **$32,000** collectively to purchase titles that all participating libraries will share.

G. Cooperative will pay **17,500** for Overdrive magazines (simultaneous use subscription). Titles are shared by all libraries with simultaneous access to each issue.
H. Maintain the Superiorland Preview Center.
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 RIDES participating libraries and 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.
   a. The Cooperative reimburses White Pine Cooperative at a flat rate of $5.50 per request
   b. White Pine bills SLC and reports ILL activity on a quarterly basis.
K. OCLC Cataloging Services
   a. Share technical and training professional staff with UPRLC.
   b. Cooperative members export OCLC MARC records into the online catalog. Cooperative pays for member library exports with a flat-rate cataloging subscription to OCLC. Members are encouraged to obtain OCLC records using SirsiDynix's SmartPort.
L. SLC Databases Committee will have a budget of **$6,000** that may be used to subsidize Kanopy or another shared database for the Cooperative or to purchase additional features 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 as Kanopy.**

2. **Continuing Education/Training/Communications**
   A. Make available a diverse range of educational opportunities for library staff and trustees with emphasis on online learning.
      a. Use virtual conferencing to attend conferences, workshops, etc.
      b. Promote virtual conference and workshop presentations.
         i. Michigan Cooperative Directors Association programs
         ii. MLA and MCLS webinars
      c. Promote online seminars on library and personnel laws.
   B. SLC staff will provide virtual and in-person training and workshops as needed.
   B. Maintain electronic email discussion lists to keep all library staff up to date on workshops and library events/issues.
   C. Provide subsidies to full member libraries for continuing education activities.
   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 a budget of **$1,000.**

Activities:
- **Offer archived, streaming workshops for trustees and directors.**
- **Coordinate virtual programs that can be shared.**
- **Work with Professional Development Committee to coordinate regional professional development sessions for staff.**

3. **Collaboration**
    A. Maintain regular communications with members, trustees, and boards.
    B. Encourage member libraries to participate in the Michigan Activity Pass program coordinated by The Library Network (TLN).
    C. Support libraries in efforts to identify and apply for grant opportunities.

4. **Technology Support/Innovation/Web Development**
    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.
        a. Provide remote support if Cooperative has LAN access and Library has adequate bandwidth.
        b. 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, updating policies, assessing bandwidth availability, and determining future bandwidth need based on service plans, etc.
        a. Work with member libraries to create technology plans.
        b. Support the activities of the SLC Programming and Technology Committees.
        c. Help members obtain best, most cost effective solutions to obtain necessary bandwidth.
        d. Assist with implementation and expansion of wireless capability and ability of libraries to count wireless users.
    C. Assist libraries with web development.
        a. Move hosted Joomla pages to WordPress.
        b. Continue development of member library web sites using Web Maestro WordPress web site templates or Ploud.
        c. Offer training on how to update WordPress webpages.
        d. Maintain annual web site statistics for member libraries.
    D. Implement Office 365 email to replace Squirrelmail.
    E. Continue to implement Comodo remote PC management, collaboration, and anti-virus software.
    F. Manage firewall maintenance and anti-virus subscriptions for 24 libraries.
    G. Maintain Dell's RapidRecovery to assure backup and data restoration for servers and critical desktops both at Superiorland Cooperative Headquarters and at nine managed libraries.
    H. Continue SLC membership in TechSoup in order to secure discounts on technology related products.

I. Provide ILS support and maintenance.
   a. Provide support for the ILS and all ILS optional products.
   b. SLC/UPRLC staff will reconcile authority reports and update databases as needed.
   c. Support SirsiDynix libraries participating in PII and MeLCat, including providing training and advice on work flow.
   d. Provide SLC member libraries that are UPRLC members with training for circulation, cataloging, reports, and other ILS functions. Training will be provided in-person and online throughout the year.
   e. SLC/UPRLC will partner with Unique Management to automate the collection agency process using the SirsiDynix DebtCollect module for participating members.
   f. Continue to update SirsiDynix ILS and provide access to new products.
   g. Evaluate options for ILS to ensure that our we are getting the best product in terms of functionality and affordability.

Activities:
- **Continue to upgrade all hosted websites and pages to WordPress or Ploud**
- **Continue implementation of Office 365 to replace Squirrelmail.**
- **Continue implementation of Comodo PC management, collaboration, and anti-virus software.**
- **ILS Committee will explore options for ILS**

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5. **Advocacy/Marketing/Programming**
   A. Promote advocacy network that informs state and federal legislators about library funding and other important issues.
   B. Provide state level representation and participation in statewide initiatives to improve library funding and services.
   C. Work with MLA to ensure "One Voice" advocacy.
   D. Subscribe to products such as SurveyMonkey and JotForm to allow member libraries to access the accounts in order to gain insights and feedback from their communities.
   E. 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.
   F. SLC will support the SLC Programming and Technology Committee by providing a **$2,250** 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 SurveyMonkey and JotForm accounts so that libraries can create surveys and analyze results.**
- **Expand activities to promote and publicize member libraries through local media, marketing campaigns, newsletters, and promotional materials.**
- **SLC Programming and Technology Committee will provide mini-grant opportunities throughout the year.**

6. **Leadership/Consultation**
   A. Maintain membership in professional library organizations that share the same mission including Michigan Library Association, Library of Michigan, Michigan Department of Education, Midwest Collaborative for Library Services, American Library Association, and Michigan Cooperative Directors Association.
   B. Provide professional consultation on library related issues.
      a. 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 (ABL) meetings as requested in order to support their activities and obtain feedback on how the Cooperative's services and activities can be enhanced and improved.
   D. Maintain Superiorland Library Cooperative Committees to improve services to member libraries.
      a. RIDES Committee
      b. Professional Development Committee
      c. Policy Committee
      d. Programming and Technology Committee
      e. Databases Committee
      f. Any other committees identified as beneficial to the Cooperative
   E. Help member libraries identify grant opportunities and apply for grants.
   F. Provide consultation for member libraries about library establishment, library law, millage, bond issue, human resources, administration and operations.
   G. Assist member libraries with activities related to Strategic Planning, Director Searches, District Library establishment and Board Development.

H. Provide consultation on space planning, space utilization, facility safety, security, and appearance.

Activities:
- **Obtain legal opinions on questions with cooperative wide implications.**
- **Inform libraries about legal changes that may result in a need to update library policy and provide sample policies.**
- **Encourage participation in SLC ABL and committee meetings.**
- **Maintain memberships to ALA, MLA, MCLS.**

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7. **Great Lakes Talking Book Reader Advisory & Outreach Center**
   A. Handle on-line patron registration.
   B. Maintain reader patron records.
   C. Perform reader advisory services.
   D. Handle interactive ordering of books and machines.
   E. Furnish walk-in service to patrons and assist them with BARD downloads.
   F. Work with public libraries in outreach efforts to increase readership.
   G. Furnish statistical reporting to appropriate state and national libraries.
   H. Download books from BARD for readers.
   I. 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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8. **UPRLC Management Contract**
   A. Superiorland contracts with UPRLC to manage the shared automated system and acts as Fiscal Agent for the UPRLC 501(c)(3).
   B. Maintain regular communications with UPRLC members, Board members and Trustees.
   C. Implement regular ALS and UPRLC meetings.
   D. Coordinate planning and implementation for the UPRLC Annual Conference.
   E. Maintain information, budgets, financial reports, agendas and other related documents for ALS Council and UPRLC Executive Board.