

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 2024 - 2025 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 representative who will attend meetings and act as a liaison for local trustees and staff.

The governing body of the Cooperative shall be a Board of Directors consisting of nine (9) voting members appointed by member library boards. Any adult resident of the Cooperative's service area, who is not a Cooperative employee or an immediate family member of a Cooperative employee, and who has been appointed by a member library board to represent that respective library, shall be eligible for election to the Board of Directors.

~~For the 2023-2024 fiscal year, candidates elected to the Board of Directors will represent Dickinson County Library, Menominee County Library, Munising School & Public Library, Negaunee Public Library, Peter White Public Library, Spies Public Library, St. Ignace Public Library, Superior District Library and West Iron District Library.~~

Notice of Regularly Scheduled Board Meetings

Wednesday, December 13, 2024

Wednesday, March 13, 2025

Wednesday, June 12, 2025

Wednesday, September 10, 2025

FY 2024 - 2025 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) |
| 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 |

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 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, and magazines~~
 - ~~ix. OverDrive-GLDL magazines~~
 - ~~xix.~~ ix. OpenDNS filtering services
 - ~~xix.~~ x. BookFlix
 - ~~xix.~~ xi. Kanopy
 - ~~xix.~~ xii. Microsoft 365
 - ~~xix.~~ xiii. Cleanbrowsing
 - ~~xix.~~ xiv. Comodo
 - xv. Hoopla
 - xvi. Text and Learn for Kindergarten

Formatted: Indent: Left: 3.11", No bullets or numbering

SUPERIORLAND LIBRARY COOPERATIVE SCHEDULE OF SERVICES FY

2023/2024

- 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 **\$20,213** for content. Participating libraries will pay the subscription balance and will contribute a minimum of **\$32,500** collectively to purchase titles that all participating libraries will share.
- G. Cooperative will pay 75% of the total cost for OverDrive magazines, or **\$13,538** for Overdrive magazines (simultaneous use subscription), and charge participating libraries for the remaining 25% cost. Titles are shared by all participating libraries with simultaneous access to each issue.
- H. Superiorland Library Cooperative will subsidize the RIDES Delivery Service for SLC members. The Cooperative distributes RIDES subsidies using an equitable approach that ensures smaller libraries receive more support.
- I. 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.
- J. 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.
- K. SLC Digital Collections Committee will have funds available to subsidize Hoopla and Kanopy for participating libraries.

Activities:

- **Pay all OCLC Interlibrary Loan and Cataloging fees for SLC full members.**

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.
- C. Maintain electronic email discussion lists to keep all library staff up to date on workshops and library events/issues.
- D. Provide subsidies to full member libraries for continuing education activities.
- E. Contract with E-Rate Consultant to assist members with USF E-Rate paperwork, training, and program advocacy for Category 1 and Category 2 services.
- F. Maintain the SLC Professional Development Committee and provide a budget of **\$1,500**.

Activities:

- **Explore collaborating with neighboring library cooperatives on regional in-person professional development opportunities.**
- **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-c. Assist with maintenance and troubleshooting on equipment and software that Cooperative staff helped purchase and/or install.
- 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 and retention plans.
 - b. Help members obtain best, most cost-effective solutions to obtain necessary bandwidth.
 - c. Assist with implementation and expansion of wireless capability and ability of libraries to count wireless users.
- C. Assist libraries with web development.
 - ~~a.~~ ~~Move the remaining hosted Joomla pages to WordPress.~~
 - b-a. Continue development of member library web sites using Web Maestro WordPress web site templates or Ploud.
 - b. Offer training on how to update WordPress webpages.
 - c. Maintain annual web site statistics for member libraries.
 - ~~D.~~ ~~Finish the Implementation of Office 365 email to replace Squirrelmail.~~
 - D. Provide training resources for Outlook and Office 365.
 - E. Continue to implement Comodo remote PC management, collaboration, and anti-virus software.
 - F. Manage firewall maintenance and anti-virus subscriptions for participating libraries.
 - G. Maintain Quest's RapidRecovery to assure backup and data restoration for servers and critical desktops both at Superiorland Cooperative Headquarters and at participating libraries.
 - H. Continue SLC membership in TechSoup to secure discounts on technology related products.

SUPERIORLAND LIBRARY COOPERATIVE SCHEDULE OF SERVICES FY

2023/2024

- 4. Work with IT staff and member libraries to define services and expectations.
- 4.1 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.

Commented [DG1]: Jeremy - Which new services in ILS contract can we include as Activities we plan to roll out in new year?

Activities:

- Create formal technology and retention plans for each member library.
- Define service expectations by identifying all IT support services available ~~and not available.~~
- Begin utilizing BLUECloud Analytics to generate reports from Symphony.
- Provide training to libraries on using SymphonyWeb
- ~~Continue to upgrade all hosted websites and pages to WordPress or Ploud~~
- Roll out a mobile library catalog application for patrons at all SirsiDynix libraries.
- Offer robust training on Outlook and other Microsoft 365 products available to members.
- Develop a plan and supporting resources to help libraries navigate new ADA website requirements

Formatted: Font: Symbol

Formatted: Font: Symbol

Formatted: Font: Symbol

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 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 Committee by providing a \$5,000 budget for programming mini-grants, and other resources for member libraries.

Activities:

- **Prepare reports for members that can be used in fundraising, 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.**
- **SLC programming Committee will provide mini-grant opportunities and coordinate discounted Summer Reading performers.**

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
 - d. Programming Committee
 - e. Digital Collections Committee
 - f. Marketing and Promotions Committee
 - g. 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 issues, human resources, administration and operations.
- G. Assist member libraries with activities related to Strategic Planning, District Library establishment and Board Development.

Formatted: Font color: Auto

- H. Provide referrals 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.**

7. Great Lakes Talking Book Reader Advisory & Outreach Center

- A. Greet and serve walk-in patrons and their caregivers.
- B. Verify, enter and follow up on all new applications. Maintain reader patron records.
- C. Reach out to all referring organizations to set up institutional accounts.
- D. Handle interactive ordering of books and machines. Train, support and troubleshoot equipment and BARD with patrons.
- E. Furnish monthly statistical reporting on the SLC website.
- F. Download books from BARD for readers.
- G. Identify and record books, newsletters, and other materials of local interest.
- H. Promote NLS programs such as Summer Reading, Patron Corner and Many Faces of BARD.
- I. Refer patrons to third party resources as needed.

Activities:

- **Increase the number of patrons through outreach with public libraries and other organizations and institutions that are eligible.**
- **Record books of local interest.**
- **Work with BTBL to use a new method for distributing the audio newsletters via Duplication on Demand.**
- **Encourage patrons to use BARD download service.**

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.

SUPERIORLAND LIBRARY COOPERATIVE SCHEDULE OF SERVICES FY

2024/2025

- E. Maintain information, budgets, financial reports, agendas and other related documents for ALS Council and UPRLC Executive Board.