

WHITE PINE LIBRARY COOPERATIVE

Plan of Service October 1, 2014 – September 30, 2016

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White Pine Library Cooperative

WHITE PINE LIBRARY COOPERATIVE

PLAN OF SERVICE

October 1, 2012 - September 30, 2015

Approved ?

I. NAME

The name of the organization is the White Pine Library Cooperative.

II. AUTHORITY

The White Pine Library Cooperative is formed under the authority of P.A. 89, 1977, as amended.

III. HEADQUARTERS

The headquarters for the White Pine Library Cooperative will be located at: 3210 Davenport Avenue, Saginaw, MI 48602, and will be open from 8:00 a.m. to 5:00 pm Monday through Thursday, and 8:00 a.m. to 1:00 on Friday.

IV. MEMBERSHIP

A. *Public Library Members*

Membership in the White Pine Library Cooperative shall be open to any legally established library which meets the requirements of PA89 of 1977: (See Appendix A for list of members)

1. Maintain a minimum local support equivalent of 3/10 of a mill support (excluding state aid and federal grants) on taxable value, as taxable value is calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.
2. ~~Meets minimum state requirements for hours open.~~
3. Employs a librarian with a valid Certificate of Library Experience or higher certification from the Library of Michigan ~~and meets minimum state requirements for staffing.~~
4. Pay an annual membership fee, at a rate determined by the Cooperative Board based on annual State Aid figures.
5. Participates in the development of Cooperative plans.
6. Loans materials to other libraries in the Cooperative.
7. Maintains an open door policy to the residents of the State, as provided by Section 9 of Article 8 of the State Constitution of 1963.
8. Resolutions
The board of a local library shall adopt a resolution requesting the local library become a member of the Cooperative. Duplicate copies of the resolution, certified by the secretary of the local board, shall be filed with the Cooperative Board. The Cooperative Board shall accept or show reason for denial of request for membership within sixty (60) days after filing. When the Cooperative Board has accepted the resolution, the resolution and acceptance shall be endorsed by the President and Secretary and a copy filed with the Department of Education.

The Cooperative Board may waive the requirements if the local library can show that failure to meet

the requirements is only a temporary condition. The library will then be placed on probation and so notified by the Cooperative Board. If the library does not meet these requirements by February 1 of the next fiscal year, the library will be eligible for associate membership.

B. Associate Library Members

Associate membership shall be open to any public library that does not qualify for full membership, and to any non-public library provided:

1. The library submits a written request, approved by the governing authority, for associate membership in the Cooperative; and
2. The Cooperative Board approves the request for membership;
3. Pays an annual membership fee, at a rate determined by the Cooperative Board;
4. Maintains a minimum local support, based on the preceding 3-year average;
5. ~~Meets minimum state requirements for hours open, as applicable;*~~
6. Employs a librarian and meets minimum state requirements for staffing, as applicable;*
7. Participates in the development of Cooperative plans;
8. Loans materials or copies to other libraries in the Cooperative;*

Associate members are entitled to attend Advisory Council meetings; they shall be allowed to vote in all matters except those concerning Public Act 89 finances.

Associate members are eligible to use services offered to Full Members at rates set by the Board or negotiated by the Director. For a fee schedule of selected services, please refer to Appendix B.

*Applicable to associate member joining after October 1, 2009.

C. Membership Withdrawal

The Board of a public library that wishes to withdraw from membership in the Cooperative must adopt a resolution to do so and file duplicate copies of that resolution with the Cooperative Board and the Library of Michigan at least six months prior to the end of the Cooperative's fiscal year. That library's membership in the Cooperative will terminate at the end of the Cooperative's fiscal year, provided that the library has satisfactorily filled all obligations to the Cooperative.

If the Cooperative Board wishes to end its membership agreement with a public library, it must adopt a resolution to do so and file duplicate copies of that resolution with the local library and the Board of the Library of Michigan at least six months prior to the end of the Cooperative's fiscal year. That library's membership in the Cooperative will terminate at the end of the Cooperative's fiscal year, provided that the Cooperative has satisfactorily filled all obligations to the local library.

At the end of the above six-month period, the local library or the Cooperative may terminate its agreement provided that all fiscal obligations to the local library/libraries and the Cooperative have been satisfactorily fulfilled. Fees are due and payable for the year in which termination takes place and will not be returned.

Associate libraries may withdraw at any time, and must adopt a governing board resolution to do so. There will be no refund of dues. A withdrawing library's membership in the Cooperative will terminate immediately, provided that the library has satisfactorily filled all obligations to the Cooperative.

V. POLICY ON DISPUTES & GRIEVANCE PROCEDURE

The Cooperative will abide by the "Policy on Disputes" as outlined in the Library of Michigan State Aid Guidelines, Appeal Process. (See Appendix E).

VI. GOVERNING BOARD

The Governing Board of the cooperative shall consist of eleven ~~ten~~ (14) members. This Board shall manage the Library Cooperative and make such by-laws, rules and regulations consistent with Public Act 89, 1977 as may be necessary, none of which shall be deemed to deprive any local board of any of its powers or property. Officers elected upon formation of the Governing Board shall serve a term not less than one complete fiscal year.

A. Board Membership

The governing Board shall consist of ten members, including one (1) from non-public libraries (one member representing school libraries, ~~and one member representing~~ academic and special libraries).*

*Non-public Library Representatives: Shall have one vote, but shall abstain from participating in deliberations and roll call votes with respect to issues regarding the State Aid to Public Libraries Act, 1977 PA 89, MCL 397.551 et seq.

Membership on the Board will be filled on a published alphabetical rotation schedule.

The Cooperative director shall be an ex-officio, non-voting member of the Cooperative Board.

Terms of service shall be two years and run from October 1st through September 30th. Members can serve no more than 2 consecutive terms.

Representation on the Board will be reviewed annually and may change as conditions change.

Board Vacancies

The policy for filling vacancies on the Board shall be established by the Board.

If a Board member misses two consecutive meetings or misses three meetings annually, unless excused prior to the meeting, the Board may request the member to either resign or make a commitment to attend meetings.

Prior to the Cooperative's Board meeting in October, the governing Board of each library entitled to new representation on the Cooperative Board shall appoint an official representative and send written notice of its decision to the Cooperative Board by September 1.

Board representatives from non-public libraries will be selected by a nominating committee appointed by the existing Board. The committee will consist of three people.

B. Board Meeting Dates

The Cooperative Board will normally schedule ~~twelve~~ five meetings each year (October, December, April, August, September) at times and dates to be decided by the Cooperative Board.

The budget, plan of service, and fee schedule for the following year will be approved before the start of the new fiscal year.

Meetings will normally follow the Advisory Council meetings so formal action can be taken concerning Advisory Council recommendations.

Meetings will be held at the Cooperative headquarters unless otherwise stated in the notice of the meeting.

The Cooperative director shall e-mail to all Cooperative Board members and to all member libraries notices of all meetings and an agenda at least one week prior to each meeting.

The President or the Director may call special meetings. Special meetings must be called by the President upon request of four members of the Cooperative Board.

Five full members will constitute a quorum.

Meetings of the Cooperative Board and its committees will comply with the Open Meetings Act, P.A. 276, of 1976.

C. Board Member Duties

The Cooperative Board shall:

1. Have powers that relate to the functioning of the Cooperative and have the management and control of the Cooperative's funds and property.
2. Elect officers of the Cooperative Board: President, Vice President/President Elect, and Treasurer. The officers shall serve with the Director as fiscal signatories.
3. Be a body corporate and may sue and be sued, as defined in Public Act 89, 1977, Section 8, as amended.
4. Establish, maintain, and operate Cooperative services for public libraries in the area served by the Cooperative.
5. Appoint a Director to administer the Cooperative, fix that person's compensation, and delegate those powers to that person that are in the best interest of the Cooperative, including the power to hire, evaluate, and terminate employees.
6. Acquire books, periodicals, library materials, equipment, supplies, or other personal property by purchase, installment purchase contract, or lease with or without an option to purchase or enter into a loan agreement and borrow money for that purpose.
7. Purchase sites, erect buildings, lease suitable quarters, and have supervision and control of property of the Cooperative.
8. Enter into contracts to receive service from or give service to libraries in the state, including public, school, academic, or special libraries, other Cooperative libraries and political subdivisions of the state and other agencies.
9. Have exclusive control of expenditures for the Cooperative, adopt the annual budget and set fees for Cooperative services.
10. Accept gifts and donations of property, real and personal for the benefit of the Cooperative and for the purpose for which donated.
11. Adopt bylaws and rules consistent with P.A. 89, 1977, for its own government and do those things necessary to carry out the purposes of this act. See appendix D for Board of Trustees Bylaws.
12. All of the following shall apply to an installment purchase contract, land contract, loan agreement, or lease purchase contract entered into pursuant to subsection 2 of P.A. 89, 1977:
 - a. The contract shall not constitute an indebtedness of any member of the cooperative library within

any constitutional, charter, or statutory limitation.

- b. Principal and interest are payable solely from the revenues of the cooperative library.
 - c. No member of the cooperative library shall pledge its full faith and credit to the payment of principal and interest on the contract.
 - d. Interest on the unpaid principal amount of the contract shall not be treated as excluded from gross income under the internal revenue code.
13. An installment purchase contract, land contract, lease purchase agreement, or loan agreement entered into by the cooperative board for a purpose discussed in subsection (2) that occurred prior to the effective date of the 1995 amendatory act that added this subsection is validated and made legal for all purposes.
 14. Provide for an annual financial audit filed within 12 months following the close of the fiscal year. If the annual financial audit report disclosed a deficit or other material deficiency, the cooperative library shall submit a corrective action plan for review and approval by the department. If a deficit is disclosed, the corrective action plan shall include a deficit elimination plan and proof that the plan has been filed with the department of treasury as required by section 21 of 1971 PA 140, MCL 141.921.
 15. The Cooperative shall maintain current fidelity bond coverage and file annual verification of coverage with the Department of Department of Education.
 16. Conform to investment of surplus funds Public Act 20 of 1943 (as amended).
 17. It is expressly understood that the Cooperative Board has no jurisdiction over the property and management of the local library.

VII. ADVISORY COUNCIL

The Advisory Council shall consist of the director of each member library or other designated representative appointed by the director of each member library. Each full member library is entitled to 1 voting member on the Advisory Council. Directors of associate member libraries or their representatives are encouraged to attend Advisory Council meetings but are not eligible to vote on State Aid financial matters.

The purpose of the Advisory Council shall be advisory only, with responsibility to recommend to the Cooperative Board the programs and services needed by the members.

The Advisory Council will select one member to act as Chair. The Chair's duties will include leading the advisory council meetings and acting as liaison to the Board.

The Council shall meet ~~every other month~~ **five times per year (October, December, April, August, September)** at times and dates to be decided by the Council. Additional meetings shall be scheduled as necessary.

There may be AD HOC committees appointed by the Advisory Council to represent the members and suggest service priorities, plan programs, share expertise, and uncover common needs or problems. The Cooperative Director will serve as an ex-officio member of all committees.

The Council shall advise the Director and Board on all issues pertaining to the Cooperative and shall annually review the proposed budget, membership fees, and Plan of Service, and shall recommend changes to the Cooperative Board.

The Cooperative Board makes the final decision on all matters pertaining to the governance of the

Cooperative.

VIII. FUNDING

All Cooperative library, public and associate, members will be assessed fees for services rendered as authorized and established by the Cooperative Board as noted. (In Appendix B)

1. The fiscal year of the Cooperative shall be October 1 to September 30.
2. Cooperative State Aid
 - a) State Aid to Public Libraries, granted by the State of Michigan for cooperative libraries as authorized by Public Act 89, 1977, Section 13, and paid to the Cooperative will be used for any library purpose approved by the Cooperative Board
 - b) Member libraries and associate members and other agencies may contract with the Cooperative for services.
 - c) Cooperative library service charges and charges for contracted services may be paid from funds coming to the member library from the State of Michigan as authorized by Public Act 89, 1977, Section 16 (4).
 - d) Fees for new members joining the Cooperative during the fiscal year shall be prorated according to the length of time the new member receives services from the Cooperative.
3. Additional Funding
 - a) When the State Aid grant is insufficient to provide all services, the member libraries may be required to pay for services.
 - b) Non-member libraries and affiliates receiving services from the Cooperative will pay charges to be determined on an individual basis by the Cooperative Board.
 - c) Associate membership will be charged an annual flat rate.
 - d) Participating libraries and non-members will pay for services as billed.
 - e) The Cooperative may receive grants from State, Federal, and private sources as available. The Cooperative may also accept gifts and donations of property, real and personal.
4. The Cooperative shall apply before February 1 of each year for State Aid.
5. Cooperative library service charges are to be determined on a yearly basis. All payments shall be made to the Cooperative.
6. All funds received by the Cooperative will be deposited in a separate fund and will be used only for expenses authorized by the Cooperative Board.
7. Regular financial statements shall be made available to the Board and Advisory Council.
8. The Cooperative financial records will comply with Federal and State regulations, GASB accounting principles, and be organized under the guidelines of the "Uniform Chart of Accounts."
9. There shall be an annual independent CPA audit of the Cooperative with a formal report to the Board for acceptance. A copy of the annual audit will be filed with the Library of Michigan and the Michigan Department of Treasury, Local Audit Division.

Budget process:

1. Director prepares budget
 - a. Based on past financial data analysis
 - b. Based on specific goals or projects for upcoming year
 - i. As determined by the Advisory Council and Board
 - c. Based on discussions with staff, of Cooperative needs
2. Budget is presented to the Advisory Council
 - i. Advisory Council discusses and makes recommendations
 - ii. Recommends to the Board
3. Board discusses and may make additional recommendations
 - i. Approves
4. Income and expenditures are reported at each board meeting.
 - a. Amendments are made as needed based on conditions and circumstances that change during the year
5. The process must be completed by the end of the preceding fiscal year
6. The Board has final authority on all budgetary decisions

IX. SERVICES AND FEES

A. Introduction

All Cooperative library, public and associate, members will be assessed fees for services rendered as authorized and established by the Cooperative Board as noted. (In Appendix B)

B. Detailed Core Services Descriptions and Policies (Please see Appendix B for full details).

1. Economy of scale/Group discounts

- a. Resource Sharing
- b. MARC record matching service
- c. Bibliographic Access and Maintenance
- d. Group purchase
- e. Staffing expertise
- f. Publicity initiatives
- g. Electronic meeting capabilities
- h. Grant writing assistance
- i. Delivery

2. Continuing education/training

- a. Continuing Education
- b. Workshops held each year
- c. Cooperative will participate with other cooperatives
- d. Cooperative will investigate electronic workshop delivery

3. Collaboration

- a. Resource Sharing
- b. Joint planning sessions
- c. Assist with joint projects
- d. Subscription to the White Pine electronic discussion list
- e. Participate in cooperative Advisory Council and various committees
- f. Participate in state-wide initiatives

4. Technological support/innovation

- a. Hardware and software instruction
- b. Group purchase
- c. Cooperative staff will ask that all member web pages have MeL link on them
- d. Michigan eLibrary MeL
- e. Provide MeL training

5. Advocacy/marketing

- a. PR activities

- b. Cooperative will partner with other agencies for PR campaign
 - c. Legislative activities
 - d. Inform legislators of cooperative-wide activities
- 6. State-wide services**
- a. ~~Michigan eLibrary~~ MeL
 - b. RIDES delivery, for MeLCat participants
 - c. Work with state agencies to improve services
 - d. Cooperative staff will participate in state-wide activities
- 7. Leadership**
- a. Administration
 - b. Professional consultation
 - c. Communication
 - d. Staff will represent cooperative state-wide
 - e. Provide opportunities for sharing and networking
 - f. Daily administration of the cooperative

X. PLAN APPROVAL and Revisions

Copies of the proposed Plan of Service (as determined by the Cooperative's membership) and revisions will be distributed to all member libraries. The Plan of Service and revisions will be approved by a majority of members and the Cooperative Board.

The Cooperative Board shall submit to the Library of Michigan and the Department of Education the original Plan of Service and any substantial modification of its Plan within 60 days of approval.

If the Library of Michigan, or Department of Education, holds a hearing about the original Plan of Service or substantial modifications to the Plan, the Cooperative will inform member libraries about the hearings. The original Plan and substantial modifications shall be approved by the Department of Education.

XI. POLICY ON DISPUTES

The authority for this policy is contained in Section 22 of the State Aid to Public Libraries Act, P.A. 89, of 1977. (MLC 397.572)
See Appendix E.

XII. ADOPTION

This Plan of Service and revisions are officially adopted by the Governing Board of the Cooperative on [date].

Appendix A

XII. MEMBER LIBRARIES

<i>City</i>	<i>Library</i>	<i>County</i>	<i>Population</i>	<i>Class Size...</i>
Alma	Alma Public Library	Gratiot	12,152	IV
Ashley	Ashley District Library	Gratiot	3,248	I
Bad Axe	Bad Axe Public Library	Huron	6,621	II
Birch Run	Fleschner Memorial Library	Saginaw	6,033	II
Breckenridge	Howe Memorial Library	Gratiot	5,531	II
Bridgeport	Bridgeport Public Library	Saginaw	12,534	IV
Brown City	Brown City Public Library	Sanilac	4,005	II
Burt	Taymouth Township Library	Saginaw	6,680	II
Caro	Caro Area District Library	Tuscola	11,833	III
Cass City	Rawson Memorial Library	Tuscola	8,891	III
Chesaning	River Rapids District Library	Saginaw	4,659	II
Croswell	Aitkin Memorial Library	Sanilac	7,409	II
Deckerville	Deckerville Public Library	Sanilac	4,514	II
DeWitt	DeWitt Public Library	Clinton	34,381	V
East Tawas	Iosco-Arenac District Library	Iosco, Arenac	41,786	V
Elsie	Elsie Public Library	Clinton	3,958	I
Fairgrove	Fairgrove District Library	Tuscola	3,112	I
Fostoria	Watertown Township Library	Tuscola	2,202	I
Frankenmuth	Frankenmuth Wickson District Library	Saginaw	7,824	III
Gladwin	Gladwin County District Library	Gladwin	25,692	IV
Harbor Beach	Harbor Beach Area District Library	Huron	6,119	II
Harrison	Harrison Community Library	Clare	10,592	III
Hemlock	Rauchholz Memorial Library	Saginaw	6,240	II
Ithaca	Thompson Home Public Library	Gratiot	8,282	III
Kingston	Opperman Memorial Library	Tuscola	4,080	II
Lexington	Moore Public Library	Sanilac	5,072	II
Maple Rapids	Maple Rapids Public Library	Clinton	3,996	I
Marlette	Marlette District Library	Sanilac	5,241	II
Mayville	Mayville District Library	Tuscola	5,160	II
Merrill	Merrill District Library	Saginaw	3,433	I
Millington	Millington Arbela District Library	Tuscola	7,424	III
Ovid	Ovid Public Library	Clinton	6,548	II
Peck	Elk Township Library	Sanilac	2,769	I
Pigeon	Pigeon District Library	Huron	7,431	III
Port Austin	Port Austin Township Library	Huron	5,033	II
Port Sanilac	Sanilac District	Sanilac	4,399	II
Reese	Reese Unity District Library	Tuscola	5,523	II
Rose City	Ogemaw District Library	Ogemaw	11,448	III
Saginaw	Thomas Township Library	Saginaw	11,985	III
Sandusky	Sandusky District Library	Sanilac	7,103	III
Sebewaing	Sebewaing Township Library	Huron	4,038	II
St Charles	St. Charles District Library	Saginaw	7,798	III
St Johns	Briggs Public Library	Clinton	19,008	IV
St Louis	T. A. Cutler memorial Library	Gratiot	10,662	III
Ubly	Sleeper Public Library	Huron	3,428	I
Unionville	Columbia Township Library	Tuscola	2,373	I
Vassar	Bullard Sanford Library	Tuscola	9,705	III
West Branch	West Branch Public Library	Ogemaw	10,251	III
Wiedman	Sherman Township Library	Isabella	5,246	I

=====
Total population: 420,918

The population figures are based on the 2010 Census and the Library of Michigan's certified library service areas.

Associate Member Libraries

<i>City</i>	<i>Library</i>	<i>County</i>	<i>Type</i>
Bay City	Bay Schools	Bay	School
Hemlock	Hemlock Public Schools	Saginaw	School
Harrison	Mid Michigan Community College	Clare	Academic
Ovid	Ovid-Elsie High School	Gratiot	School
Freeland	Saginaw Correctional Facility	Saginaw	Correctional
Saginaw	Saginaw Public Schools	Saginaw	School
Sandusky	Sandusky Community Schools	Sanilac	School
Frankenmuth	St. Lorenz Lutheran Church	Saginaw	School
Saginaw	Valley Library Consortium	Saginaw	Consortium

Appendix B

Services and Fees

Associate Member Fees and Services

Associate members will be charged an annual flat rate of \$150.00 per institution. This fee entitles members to receive: (invoices are mailed in October of each year)

1. Discounts at the member rate – fees must be paid by the end of December to continue in the discount program.
2. Opportunities to participate in group purchasing of library supplies and equipment
3. Opportunity to participate in the delivery service at cost plus administrative fee
4. Subscription to the White Pine Library Cooperative’s electronic discussion list
5. Attendance at Continuing Education Classes at a special rate,
6. The option of purchasing additional services at cost plus an administrative fee
7. Professional consultation
8. Opportunities to participate in collaborative grants and purchasing arrangements
9. Access to a Vendor Discount Directory
110. Participation in the cooperative-wide publicity campaign

Itemized fees for non-public libraries

Need to review fees. Response: Yes

Task Description	Amount
Base fee for Associate Members	\$150.00 per year (Oct. 1 – Sept. 30)
*Original Cataloging Fee	\$ per item cost
*OCLC Record only	\$ 2.00 per record
*OCLC Record load to VLC and Holding Add	\$ 8.00 per record
*VLC Holding Add or Edit	\$ 5.00 per holding
*VLC and OCLC Delete	\$ 1.00 per holding
OCLC request	\$ 8.00 per request
Purchase PR materials	\$ per cost of item

Items marked with * subject to 15% administrative fee.

This schedule of services and fees approved September 8, 2010.

Detailed Core Services Descriptions and Policies

NOTE: Member public libraries receive all core services listed here at no additional charge except as noted in 1.c.ii and 2.b.iv.

1. Economy of scale/Group discounts
 - a. Resource Sharing
 - i. Interlibrary Loan service from both within and outside the Cooperative.
 1. Members will use regional databases (such as VLC & MeLCat) to locate needed materials in the collections of member libraries. Requests will be placed electronically for processing. Materials not in collections regionally will be requested via OCLC by Cooperative staff. Member libraries will be responsible for paying any fees assessed by lending libraries when borrowing materials via OCLC or any other lending agency.
 - ii. Maintain and Support holdings in the regional database, as required, (currently the Valley Library Consortium and MeLCat).

- iii. Record keeping for interlibrary lending activity passed through the White Pine Library Cooperative for statistical purposes.
 - b. MARC record matching service
 - i. Unlimited MARC Record provision service from OCLC.
 - c. Bibliographic Access and Maintenance
 - i. Cooperative staff will search for and load requested MARC records into the VLC and OCLC databases for the membership
 - ii. The Cooperative will contract with other agencies to provide original cataloging for member libraries. Member libraries will be charged cost plus a 15% administrative fee per item for this service
 - iii. All items will be searched regularly at the Cooperative level. At the end of the four weeks, the items will be returned to the owning library and that library will be asked if it wishes to have the items cataloged. If the library requests original cataloging, the materials will be sent to the cataloguing agency.
 - d. Group purchase
 - i. Access to a Vendor Discount Directory
 - 1. Hardware
 - 2. Software
 - 3. Library materials
 - a. Print
 - b. Non-print
 - 4. E-materials
 - 5. Supplies
 - e. Staffing expertise: White Pine Library Cooperative will provide opportunities for sharing staff expertise via sharing of knowledge at meetings and attending local library meetings.
 - f. Publicity campaign
 - g. Electronic meeting capabilities
 - h. Grant writing assistance
 - i. Delivery
 - i. The Cooperative will coordinate delivery via the RIDES delivery system for members and associate members that are participating in MelCat inter-library loan.
 - ii. The Cooperative will provide an agreed-number of deliveries per week through the RIDES system for each member library. Individual libraries may purchase more days of delivery at their own expense.
- 2. Continuing education/training
 - a. Continuing Education
 - i. Library staff
 - ii. Board members
 - 1. Face to face
 - 2. On-line
 - 3. In collaboration with other cooperatives and agencies
 - 4. Topics as needed and advised by membership
 - b. Workshops will be held each year.
 - i. Each workshop will offer Continuing Education Units (CEUs) for interested participants and be conducted in the White Pine Region.
 - ii. At least one workshop will be provided for support staff annually.
 - iii. Trustee training will be provided on a “on demand” basis and formally with outside speakers.
 - iv. *Member libraries will be charged a minimum \$10.00 fee to cover workshop expenses. An average cost to attend a workshop is \$30.00 for a half-day, \$50 for a full day. If lunch is provided in conjunction with a workshop, the cost will be incorporated into the basic fee schedule.*
 - v. Non-Cooperative members will be charged a higher fee, determined by the workshop variables.
 - c. The Cooperative will participate with other cooperatives and agencies to provide CE opportunities whenever it is beneficial to both agencies.

- d. The Cooperative will investigate electronic delivery of workshop content. The Cooperative will endeavor to ensure that there is access to an inter-active classroom within 75 miles of each member.
3. Collaboration
 - a. Resource Sharing
 - i. Materials
 - ii. Expertise
 - b. Joint planning sessions
 - c. Assist with joint projects
 - d. Subscription to the White Pine electronic discussion list
 - e. Participate in Cooperative Advisory Council and various committees
 - f. Opportunities to participate in collaborative grants and purchasing arrangements
 - g. Participate in state-wide initiatives
 4. Technological support/innovation
 - a. Hardware and software instruction
 - b. Group purchase
 - c. Cooperative staff will ask that all of the member web pages, including White Pine's web page have a MeL link posted on them.
 - d. Cooperative staff will encourage member libraries to attend MeL training, will host training sessions and coordinate their scheduling.
 5. Advocacy and marketing
 - a. The Cooperative will take an active role in supporting a marketing campaign for member libraries and the Cooperative.
 - i. Share materials
 - ii. Coordination of their use
 - b. The Cooperative will work with other agencies to support a marketing campaign.
 - c. The Cooperative will take an active role in advocating with legislative bodies and officials for the improvement of libraries.
 - i. Be aware of legislative actions
 - ii. Notification of legislative action alerts
 - iii. Write talking points for action alerts
 - iv. Contact legislators on legislative issues
 - v. Inform legislators of cooperative-wide activities
 6. Statewide Services:
 - a. Michigan eLibrary (MeL)
 - i. Cooperative staff will encourage member libraries to attend MeL training, will host training sessions and coordinate their scheduling.
 - ii. Cooperative staff will ask that all of the member web pages, including White Pine's web page will have a MeL link posted on them.
 - b. The Cooperative will assist in coordinating delivery via the MeLCat delivery system for members and associate members that participate in MeLCat inter-library loan
 - c. The Cooperative will continue to work with State agencies to improve state-wide services such as MeL.
 - d. Cooperative staff will participate in state-wide activities. (To be aware of what is happening state-wide. To be able to provide information to the members. To allow White Pine to be visible on a state-wide basis.
 - e. To further/assist the goals of the state-wide activities, such as the Gates Grant, MeLCat, MeL training, MLA activities, advocacy, REMC's, other Cooperatives, other state agencies, etc.)
 7. Leadership
 - a. Administration
 - i. Preparation and follow-up for Board and Advisory Council meetings;
 - ii. Day-to-day administration of personnel policy;
 - iii. Preparing annual budget;
 - iv. Processing bills for payment;
 - v. Preparing financial and statistical reports;
 - vi. Advocacy;

- vii. Disseminating information pertaining to public policy and emerging technologies and grant opportunities;
- viii. Development of procedures and guidelines in support of Cooperative programs;
- ix. Negotiating contracts for services
- x. Clerical support of Continuing Education programs;
- xi. Consultations;
- xii. Visits to member libraries.
- xiii. Sponsoring regular membership meetings;
- xiv. Conducting surveys and publishing results;
- xv. Sponsoring group purchases;
- xvi. Negotiating discounts with vendors for products and services for the membership
- xvii. Writing grants for improving library services.
- b. Professional consultation in all aspects of librarianship including board training, advocacy, continuing education, personnel issues, etc.
- c. Communication via e-mail, phone calls and meetings.
- d. Representation at federal, state, and local legislative meetings and in statewide initiatives focused on improving library funding and services
- e. White Pine Library Cooperative will provide opportunities for sharing staff expertise and knowledge via sharing of knowledge at Cooperative meetings and attending local library meetings.
- f. List of Contracts
 - OCLC
 - i. bibliographic services
 - ii. inter-library loan
 - ~~g. MCLS to provide delivery and discount purchases for members~~
 - h. PR Firm (currently, Houser & Hennessey) to provide public relations for members
- 8. What do libraries pay for above state aid:
 - a. MCLS to provide delivery
 - b. Workshops - though not always. Mainly to cover costs of presenting the workshop, and additional public relations materials they order, directly from House and Hennessey.
 - c. OverDrive: Audio and e-books
 - d. Movie licenses
 - e. Health insurance

Appendix C
Board Representation by library

The governing Board shall consist of ten members, including ~~two~~ **one** (1) from non-public libraries (representing

school, academic and special libraries).*

*Non-public Library Representatives: Shall have one vote, but shall abstain from participating in deliberations and roll call votes with respect to issues regarding the State Aid to Public Libraries Act, 1977 PA 89, MCL 397.551 et seq.

Please see Appendix D, Board Bylaws, for complete information on the rotation schedule.

Aitkin	Gladwin	Rawson
Alma	Harbor Beach	Reese Unity
Ashley	Harrison	Sandusky
Bad Axe	Howe	Sanilac
Bridgeport	Iosco-Arenac	Sebewaing
Briggs	J E Opperman	Sherman Twp
Brown City	Maple Rapids	Sleeper
Bullard Sanford	Marlette	St Charles
Caro	Mayville	St Louis
Chesaning	Merrill	Taymouth Twp
Columbia	Millington	Thomas E Fleschne
Deckerville	Moore	Thomas Twn
Dewitt	Ogemaw	Thompson
Elk	Ovid	Home
Elsie	Pigeon	West Branch
Fairgrove	Port Austin	Watertown
Frankenmuth	Rauchholz	

Appendix D

**WHITE PINE LIBRARY COOPERATIVE
BOARD BYLAWS**

I. NAME

This library cooperative shall be known as the White Pine Library Cooperative.

II. AUTHORITY

The White Pine Library Cooperative is formed under the authority of P.A. 89, 1977 as amended.

III. BOARD MEMBERSHIP

The governing Board shall consist of ten members, including 1 from non-public libraries (one member representing school, academic and special libraries).*

*Non-public Library Representatives: Shall have one vote, but shall abstain from participating in deliberations and roll call votes with respect to issues regarding the State Aid to Public Libraries Act, 1977 PA 89, MCL 397.551 et seq.

PUBLIC LIBRARY ROTATION SCHEDULE FOR WHITE PINE LIBRARY COOPERATIVE

Aitkin		
Alma		
Ashley	Iosco-Arenac	Taymouth Twp
Bad Axe	J. E. Opperman	Thomas E
Bridgeport	Maple Rapids	Fleschner
Briggs	Marlette	Thomas Twp
Brown City	Mayville	Thompson Home
Bullard Sanford	Merrill	West Branch
Caro	Millington	Watertown
Chesaning	Moore	
Columbia	Ogemaw	
Deckerville	Ovid	
Dewitt	Pigeon	
Elk	Port Austin	
Elsie	Rauchholz	
Fairgrove	Rawson	
Frankenmuth	Reese Unity	
Gladwin	Sandusky	
Harbor Beach	Sanilac	
Harrison	Sebewaing	
Howe	Sleeper	
	Sherman Twp	
	St Charles	
	St Louis	

ASSOCIATE SCHOOL LIBRARY ROTATION SCHEDULE FOR WHITE PINE LIBRARY COOPERATIVE &
ASSOCIATE SPECIAL LIBRARY ROTATION SCHEDULE FOR WHITE PINE LIBRARY COOPERATIVE

Bay City Schools
Hemlock High School
Mid Michigan Community College
Midland Public Schools
Ovid-Elsie High School
Saginaw Correctional Facility
Saginaw Public Schools

St Lorenz Lutheran School
Sandusky High School
Valley Library Consortium

The cooperative director shall be an ex-officio, non-voting member of the cooperative board.

Terms of service shall be two years and run from October 1st through September 30th.
Members can serve no more than 2 consecutive terms.

Representation on the board will be reviewed annually and may change as conditions change.

Prior to the cooperative's board meeting in October, the governing board of each library entitled to new representation on the cooperative board shall appoint an official representative and send written notice of its decision to the cooperative board.

If a library is unable to appoint an official representative, that board position will pass to the next library on the rotation list for a two-year term. The declining library loses its representation until its next turn in the rotation.

A person may only represent one library on the Board at the same time.

Staff members and trustees from all member libraries will be encouraged to attend cooperative board meetings and will be entitled to speak to any issue but will not be eligible to vote.

Nominating Committee

The Nominating Committee will be comprised of 4 members: the Board President, Vice-President, Treasurer plus one other Board member, appointed by the President.

In August each year, the Nominating Committee will present a slate of candidates for officers for the next year. The election will take place during the annual meeting in October.

Absence and Replacement of Board Members

The absence of a cooperative board member from three consecutive cooperative board meetings will be cause for contacting the absent member to inquire if he/she is still interested in being on the White Pine Board. If the representative chooses to resign, the next library in line on the rotation list will fill the position until the beginning of the next fiscal year and then start its full two-year term.

The governing board of a library entitled to representation on the cooperative board may replace its representative by notifying the cooperative board in writing prior to the start of any cooperative board meeting.

Board meetings may be conducted by video conference or a telephone conference call as long as all members participating can hear each other at the same time. Members must use a vocal sign to indicate that they wish to speak.

IV. VOTE

Each board member shall be entitled to one vote. Motions will be carried by a majority of those present. In case of a tie, the Board President will cast the deciding vote.

V. DUTIES AND POWERS

The cooperative board shall:

- a. Have powers that relate to the functioning of the cooperative and have the management and control of the cooperative's funds and property.
- b. Select officers.
- c. Be a body corporate and a juristic entity for social security and legal purposes.
- d. Establish, maintain, and operate cooperative services for public libraries in the area served by the cooperative.
- e. Appoint a director to administer the cooperative, fix that person's compensation, and delegate those powers to that person that are in the best interest of the cooperative, including the power to hire, evaluate, and terminate necessary employees.
- f. Purchase sites, erect buildings, and lease suitable quarters, and have supervision and control of property of the cooperative.
- g. Enter into contracts to receive service from or give service to libraries in the state, including public, school, academic, or special libraries, other cooperative libraries, political subdivisions of the state and other agencies.
- h. Have exclusive control of expenditures for the cooperative.
- i. Accept gifts and donations of property, real and personal for the benefit of the cooperative and for the purpose for which donated.
- j. Adopt bylaws and rules consistent with P.A. 89, 1977, for its own government and do those things necessary to carry out the purposes of this act.

It is expressly understood that the cooperative board has no jurisdiction over the property and management of the local library.

VI. OFFICERS AND DIRECTOR OF THE COOPERATIVE

The **President** shall preside at all meetings, call special meetings, appoint committees with the approval of the cooperative board, sign contracts as directed by the cooperative board, co-sign checks in the absence of the Treasurer, and generally perform the duties of a presiding officer.

The **Vice-President** will assume temporarily the office and duties of the President in case of the absence or incapacity of that officer. In the event of the resignation or permanent incapacity of the President, the Vice-President/President-Elect will assume the office of the President for the remainder of the unfilled term.

The **Treasurer** shall keep a true and accurate account of the proceedings of the cooperative board, co-sign all checks as directed by the cooperative board, see that official and financial records of the cooperative are maintained at the cooperative headquarters and that regular financial reports are given to the board.

The Cooperative Director shall prepare an agenda for each cooperative board meeting and distribute it to all cooperative board members at least one week prior to each cooperative board meeting, present a director's report of the cooperative at each cooperative board meeting, submit regular monthly financial reports and recommend adjustments, submit a preliminary budget request for the next fiscal year no later than the ~~June~~ **August** meeting, provide a draft Plan of Service and annual budget to the board and membership for review, shall co-sign checks at the direction of the cooperative board, and may call special meetings of the cooperative board.

VII. SELECTION OF OFFICERS

Officers shall be elected by majority vote at the first board meeting of the fiscal year. Officer

terms shall be for one year. An individual may hold the same office for not more than two consecutive terms.

Officers shall assume office immediately following their election and shall serve until their successor is elected unless removed for nonperformance of duty.

If the office of Vice-President/President-Elect or Treasurer falls vacant in the middle of a term, the President shall appoint a successor to serve for the remainder of the unfilled term with the approval of the cooperative board.

If the office of the President becomes vacant, the Vice-President/President-Elect shall assume the office of president for the remainder of the unfilled presidential term and shall appoint a Vice-President/President-Elect for the remainder of that unfilled vice-presidential term with approval of the cooperative board.

VIII. INDEMNIFICATION OF OFFICERS AND EMPLOYEES

If any claim or action not covered by insurance is instituted against an officer or employee of the White Pine Library Cooperative allegedly arising out of an act or omission occurring within the scope of his or her duties as such officer or employee, the White Pine Library Cooperative shall at the request of the officer or employee:

- a. Appear and defend against the claim or action; and
- b. Pay or indemnify the officer or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
- c. Pay or indemnify the officer or employee for a compromise or settlement of such claim or action providing the settlement is approved by the White Pine Library Cooperative Board of Trustees.

For the purpose of this section, the term officer shall include all members of the White Pine Library Cooperative Board. The term “officer” and “employee” shall include both present and former officers and employees. This indemnification clause shall not apply if the cooperative board finds that the alleged act or omission is malicious, willful or criminal misconduct. In such case the action to be taken by the cooperative board will be determined after an investigation of the facts.

IX. MEETINGS AND QUORUM

The cooperative board will normally meet the ~~second~~ **first Wednesday** week of each month, at times and dates to be decided by the cooperative board.

The Cooperative Board will normally schedule ~~twelve~~ **five** meetings each year (**October, December, April, August, September**) at times and dates to be decided by the Cooperative Board.

The budget, plan of service, and fee schedule for the following year will be approved before the start of the new fiscal year.

Meetings will be held at the cooperative headquarters unless otherwise stated in the notice of the meeting.

The cooperative director shall distribute to all cooperative board members and to all member libraries notices of all meetings and an agenda at least one week prior to each meeting. This information may be communicated by mail, fax, e-mail or posted to the White Pine Library Cooperative website.

The President or the director may call special meetings. Special meetings must be called by the President upon request of four members of the cooperative board or upon the request of 10 percent of the membership.

Five members will constitute a quorum.

Meetings of the cooperative board and its committees will comply with the Open Meetings Act, PA 627, of 1976.

X. COMMITTEES

The President shall appoint committees as directed by the cooperative board. Each committee will have a charge, a timeframe for completing that task, and will make a report back to the board.

XI. GENERAL

A. Parliamentary Authority

Robert's Rules of Order (revised) shall be the parliamentary authority for conducting cooperative board meetings.

B. Order of Business

The order of business to be followed at each cooperative meeting is as follows:

- a. Call to Order
- b. Minutes
- c. Ratification of Bills Paid
- d. Director's Report
- e. Communications
- f. Old Business
- g. New Business
- h. Public Comments
- i. Adjournment

C. Policy on Disputes

The Board shall follow the Appeal Process as set forth in the most current version of the State Aid Guidelines of the Library of Michigan.

XII. AMENDING THE BYLAWS

The bylaws may be amended at any meeting of the cooperative board, provided at least six cooperative board members vote for the amendment and that the proposed amendment has been presented by a cooperative board member in writing at the previous board meeting. Member libraries of the cooperative may present amendments for consideration of the cooperative board at any board meeting, with the understanding they will be voted on at the next board meeting.

Amended bylaws that significantly change the board structure outlined in the Plan of Service must also be reviewed and approved by the Library of Michigan Board.

Unless otherwise decided, amendments to these bylaws will take effect at the beginning of the fiscal year.

XIII. DISSOLUTION AND DISBURSEMENT OF THE ORGANIZATION

The White Pine Library Cooperative will be dissolved by board vote. After paying off any outstanding liabilities of the organization, the remainder of the organization's assets will be distributed to the membership on a per capita distribution formula.

Approved by the White Pine Library Cooperative Board: ?

Appendix E

POLICY ON DISPUTES

The authority for this policy is contained in Section 22 of the State Aid to Public Libraries Act, P.A. 89, of 1977. (MLC 397.572) which states:

When there is a dispute concerning the Cooperative library to which a public library shall belong, services rendered to member libraries, or the operation of a Cooperative system that cannot be resolved on a local level, the department may hear the case. The decision of the state Board shall be final.

Section 2 of P.A. 89, 1977 (MLC 397.552) defines a state Board as the Department of Education.

Step 1: The director of the public library concerned shall have met with the director of the Cooperative and attempted, in good faith, to resolve any problems.

Step 2: If a resolution of the problem is still not possible, the Board of each library concerned, following a review of the issue, shall petition the Cooperative director and Board in writing for redress of the matters in dispute specifying the remedies sought.

Step 3: The Cooperative director shall present the petition to the Cooperative Board (within 90 days), along with his or her recommendations. The Cooperative director shall report in writing the conclusions of the Board to all parties concerned within 30 days.

Step 4: If this effort is not sufficient to resolve the dispute, the matter shall be reported to the State Librarian by the Board of the Cooperative or by the Board of the complaining library, with copies of all documentation.