WHITE PINE LIBRARY COOPERATIVE
PLAN OF SERVICE
October 1, 2006 - September 30, 2009
(New 3-year Plan)
DRAFT   DRAFT   DRAFT   DRAFT

I.   INTRODUCTION

II.   NAME

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

III.   AUTHORITY

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

IV.   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: (See Appendix A)

1. Maintains a minimum local support (excluding state aid and federal grants) of at least 3/10 of a mill on taxable valuation from its legal service area and from all new service areas with which it contracts after October 1, 1983. Existing agreements between member libraries and their contractual service area shall be excluded from this requirement.

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. Participates in the development of Cooperative plans.

5. Loans materials to other libraries in the Cooperative.

6. 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.

7. Adopts a resolution requesting that the local library become a participating library in the Cooperative and whose membership the Cooperative Board and the Library of Michigan approve.

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 their request for membership.

Associate members are entitled to attend Advisory Council meetings but are not eligible to vote.

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

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, providing 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 or the Cooperative have been satisfactorily fulfilled. Fees are due and payable for the year in which termination takes place and will not be returned.

IV. POLICY ON DISPUTES

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

V. GOVERNING BOARD

A. Membership

The governing Board shall consist of nine members.

Group A: Class I and Class II Libraries – 2 members

Group B: Class III and Class IV Libraries – 2 members

Group C: Class V and Class VI Libraries – 2 members

At-Large members – 3 members (recommended to the Board by the Nominating Committee)

At-Large members will be chosen by the Nominating Committee to assure a balance of geographic representation and any other considerations specified by the Board to the Nominating Committee.

With the exception of the At-Large Board members, membership on the Board will be filled on a published rotation schedule for each group. Please see Appendix C for 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 declare the seat vacant and request the constituent library appoint a replacement within 30 days and notify the Cooperative Board of its choice. If the constituent library is unable to provide a replacement the seat will revert to a partner library or member-at-large as specified above.

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.

For representatives for the Cooperative Board, please see appendix C.

B. Board Meeting Dates

The Cooperative Board will normally meet **twelve** ~~eleven times and no less than nine times~~ each year (~~except in July),~~ 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 at the September Board meeting.

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 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 a juristic entity for social security and legal purposes.

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. Be informed of Advisory Council discussions and serve as a liaison between the Board and the constituent group that Board member represents. Board members not on the Advisory Council will be sent materials distributed at that meeting.

7. Purchase sites, erect buildings, and 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.

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 By Laws.

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

VI. 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.

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 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.

VII   FUNDING

The Cooperative's fiscal year is October 1st through September 30th.

The Cooperative shall be funded by state aid according to P.A. 89, (1977); and by fees for services rendered as authorized and established by the Cooperative Board.

Member libraries and associate members may contract with the Cooperative for additional services. Other libraries, library Cooperatives, and political subdivisions of the state may contract with the Cooperative for services.

The Cooperative Board shall determine Associate and non-member fees for services.

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.

Participating libraries and non-members will pay for services as billed. Fees shall be made payable to White Pine Library Cooperative.

The Cooperative may receive grants from the State, Federal, and private sources as available. The Cooperative may also accept gifts and donations of property, real and personal.

Financial Processes

The Cooperative Director shall be responsible for reporting the Cooperative's financial status to the Advisory Council and Board at their meetings.

The monthly financial statements shall be forwarded to the Board Chair and Treasurer.

As part of its internal control procedures, the Cooperative Board shall approve Board members who are authorized to act as co-signers with the Director on checks, banking accounts and investments such as Certificates of Deposit.

The Cooperative's books shall be kept in compliance with Federal and State regulations and organized under the guidelines of the "Uniform Chart of Accounts and Accepted Accounting Principles".

There shall be an annual CPA audit of the White Pine Library Cooperative's funds with formal report to the Board for adoption. A copy of the annual audit will be filed with the Library of Michigan and the Michigan Department of Treasury.

The Cooperative will maintain current fidelity bond coverage and will provide a copy of documents verifying this coverage with the Cooperative Annual Report filed with the Library of Michigan.

The Cooperative will maintain a Financial Investment Plan as required by SB 664 of 1997.

VIII   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. Associate Member Fees and Services

Associate membership will be charged an annual flat rate.

C. Public Library Fees and Services

Public library membership will be assessed the full, indirect state aid payment for purchased Cooperative services (est. at 43.6 cents per capita this fiscal year) from the Library of Michigan to pay for core services. For the 2004-05 fiscal year, commencing on October 1, 2004. These core services include:

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

1.   Resource Sharing

2.   Bibliographic Access and Maintenance

3.   MARC record matching service

4.   Continuing Education

 5.   Administration

6.   Other Services

IX.   PLAN APPROVAL

Copies of the proposed plan of service will be mailed to all member libraries before the August Advisory Council meeting. The Advisory Council will review the plan of service and recommend a proposed plan of service to the Cooperative Board. The Board will review the proposed plan of service.

After presentation to both the Advisory Council and the Cooperative Board, copies of the proposed plan of service will be mailed to all member libraries. Each member library Board will vote on the proposed plan of service, and send written notification of the results to the WPLC Board Chair within 60 days of receipt of the ballot. The recommended plan of service must be approved by a majority of member library boards in order to be adopted.

The adopted plan of service will be submitted to the Library of Michigan, Department of History Arts and Libraries for review. If the Library of Michigan, or Department of History Arts and Libraries holds a hearing about the revised plan, the Cooperative will inform member libraries about the

hearings.

X. Revision of Plan of Service

A.   The Advisory Council will review the Cooperative Plan annually and may recommend changes to the Director and the Plan of Service Committee.

B.   The Plan of Service Committee and the Director will prepare draft revisions to the Plan and present them to the Advisory Council for review, approval, and recommendation to the Board for approval. The Advisory Council may decide that changes are substantive enough for them to be reviewed and approved by local library boards.

C.   When approval by local library boards has been requested:

1.   The Cooperative Board shall provide adequate notice to all participating public library boards about the exact nature of the proposed changes.

2.   The Cooperative Board shall provide reasonable opportunity for local board reaction to the proposed changes.

3.   The proposed changes shall be adopted by a majority vote of all participating libraries, not by Cooperative Board action.

D.   The Cooperative Library Board shall notify all participating libraries that they are submitting the approved Plan amendments to the Library of Michigan, the Department of History, Arts and Libraries.

E.   The Cooperative Library Board shall submit to the Library of Michigan any revision of their Plan within 60 days of approval. The Department of History, Arts, and Libraries is responsible for approving Plan of Service changes.

F.   If the Library of Michigan or the Department of History, Arts, and Libraries holds a hearing about plan amendments, the Cooperative Board shall inform participating libraries about the hearings.

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) which states.
See Appendix E.

XII.   MEMBER LIBRARIES

City	Library	County	Population	Class Size...
Bad Axe	Bad Axe Public Library	Huron	9,271	III
Birch Run	Fleschner Memorial Library	Saginaw	6,191	II
Bridgeport	Bridgeport Public Library	Saginaw	14,108	IV
Brown City	Brown City Public Library	Sanilac	5,040	II
Burt	Taymouth Township Library	Saginaw	4,624	II
Caro	Caro Area District Library	Tuscola	12,317	IV
Cass City	Rawson Memorial Library	Tuscola	8,589	III
Chesaning	Chesaning Public Library	Saginaw	11,205	III
Clare	Pere Marquette District Library	Clare	9,284	III
Coleman	Coleman Area Library	Midland	4,742	II
Croswell	William H Aitkin Memorial Library	Sanilac	6,270	II
Deckerville	Deckerville Public Library	Sanilac	4,959	II
East Tawas	Iosco Arenac District Library	Iosco, Arenac	44,608	IV
Fairgrove	Fairgrove District Library	Tuscola	3,398	I
Fostoria	Watertown Township Library	Tuscola	2,231	I
Frankenmuth	Wickson Memorial Library	Saginaw	6,887	II
Gladwin	Gladwin County District Library	Gladwin	26,023	V
Harbor Beach	Harbor Beach Area District Library	Huron	6,270	II
Harrison	Harrison Community Library	Clare	13,415	IV
Hemlock	Rauchholz Memorial Library	Saginaw	6,380	II
Kingston	Opperman Memorial Library	Tuscola	4,059	II
Lexington	Moore Public Library	Sanilac	4,883	II
Marlette	Marlette District Library	Sanilac	5,815	II
Mayville	Mayville District Library	Tuscola	6,094	II
Merrill	Merrill District Library	Saginaw	3,496	I
Millington	Millington Arbela District Library	Tuscola	7,678	III
Mt. Pleasant	Chippewa River District Library	Isabella	60,979	VI
Peck	Elk Township Library	Sanilac	4,088	II
Pigeon	Pigeon District Library	Huron	9,300	III
Port Austin	Port Austin Township Library	Huron	3,894	I
Port Sanilac	Sanilac District	Sanilac	4,545	II
Reese	Unity District Library	Tuscola	3,793	I
Rose City	Ogemaw District Library	Ogemaw	11,723	III
Saginaw	Thomas Township Library	Saginaw	11,877	III
Sandusky	Sandusky District Library	Sanilac	7,333	III
Sebewaing	Sebewaing Township Library	Huron	4,488	II
St Charles	St. Charles District Library	Saginaw	7,952	III
Ubly	Sleeper Public Library	Huron	4,163	II
Unionville	Columbia Township Library	Tuscola	2,588	I
Vassar	Bullard Sanford Library	Tuscola	10,207	III
West Branch	West Branch Public Library	Ogemaw	8,925	III

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Total population: 393,692

The population figures are based on the 2000 Census and the Library of Michigan's certified library service areas released in August, 2001.

Associate Member Libraries

City	Library	County	Type
Bay City	Bay Regional Medical Center Health Sciences Library Bay		Hospital
Midland	Bullock Creek Schools	Midland	School
Pigeon	Elkton Pigeon Bay Port Laker Schools	Huron	School
Hale	Hale Area Schools	Iosco	School
Hemlock	Hemlock Public Schools	Saginaw	School
Mayville	Mayville Community Schools	Tuscola	School
Harrison	Mid Michigan Community College	Clare	Academic
Midland	Midland Public Schools	Midland	School
Midland	Norwood University Strosacker Library	Midland	Academic
Reese	Reese Public Schools/Reese High School	Tuscola	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
Standish	Standish Maximum Facility	Arenac	Correctional
Saginaw	Valley Library Consortium	Saginaw	Consortium
Vassar	Vassar School District	Tuscola	School

Withdrew as of September 30, 2004.

City	Library	County	Type
Bay City	Bangor Township Schools	Bay	School
University Center	Delta College Library	Saginaw	Academic
Pinconning	Pinconning Area Schools	Bay	School
Mt Pleasant	Saginaw Chippewa Tribe Library	Isabella	School
Saginaw	Saginaw Township Community Schools	Saginaw	School
Mt Pleasant	St Joseph the Worker	Isabella	School
Whittemore	Whittemore Prescott High School	Iosco	School

<u>**Appendix B**</u>

Fees and Services
(revised April 13, 2005)

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:
1. Discounts at the member rate
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. Opportunity to participate in Union List of Serials list update in OCLC
5. Subscription to the White Pine Library Cooperative's electronic discussion list
6. Attendance at Continuing Education Classes at a special rate,
7. The option of purchasing additional services at cost plus an administrative fee.

4. Administration
    a. Professional consultation
    b. Opportunities to participate in collaborative grants and purchasing arrangements
    c.   Representation at federal, state, and local legislative meetings and in statewide initiatives focused on improving library funding and services
    d. Access to a Vendor Discount Directory
    e. **Coordinated booking of Summer Reading performers for member libraries**

Itemized fees for non-public, non-VLC Libraries

Task Description	Amount
Base fee for Associate Members	$150.00 per year (Oct. 1 – Sept. 30)
*Annual VLC storage fee	**@ .04 per record**
*Original Cataloging Fee	$ 25.00 per **cost of** item
*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
Coordinate summer reading performers	**$10.00 per performer**

Items marked with * subject to 15% administrative fee.

This schedule of services and fees was approved by the Board at the ~~August 26, 2002~~ meeting. Revised April 13, 2005.

<u>Public Library Fees and Services</u>

All public library members will be assessed the full, indirect state aid payment for ~~purchased~~ Cooperative services (est. at 43.6 cents per capita, fiscal 05/06) from the Library of Michigan to pay for core services for the 2005-06 fiscal year, commencing on October 1, 2005. These core services include:

1. Resource Sharing

   a. The purchase of subsidized delivery for member libraries and pay for all stops requested by member libraries ~~before 1 October 2004~~. Additional stops may be purchased after that date at the cost of $9.00 per stop.

   b. Interlibrary Loan service from both within and outside the Cooperative

   c. Record keeping for interlibrary lending activity passed through the White Pine Library Cooperative for statistical purposes.

2. Bibliographic Access and Maintenance

   a. Holdings in the regional database**, as required,** (currently the Valley Library Consortium and MelCat) paid for up to the limit of the indirect state aid ~~at 6 4 cents per holding~~.

   b. Unlimited MARC Record provision service from OCLC.

   c. Original Cataloging service at cost to membership plus 15% administrative fee.

   d. Regular updating of members' periodical holdings on OCLC ~~and publishing a Union List of Periodicals in the Spring of 2005.~~

3. Continuing Education and Communication

   a. Ten Continuing Education opportunities with each offering CEUs including a 6-week Basic Skills training for certified staff offered every **odd numbered year.** ~~other year (2004-05).~~

   b. Subscription to the White Pine electronic discussion list

   c. Access to the professional collection of materials

4. Administration

   a. Professional consultation

   b. Opportunities to participate in collaborative grants and purchasing arrangements

   c. Representation at federal, state, and local legislative meetings and in statewide initiatives focused on improving library funding and services

   d. Access to a Vendor Discount Directory

   e. **Coordinated booking of Summer Reading performers for member libraries**

Detailed Core Services Descriptions and Policies

1. Resource Sharing

   a. Interlibrary Loan

   During Fiscal Year 2004-05, this process will be extensively looked at by the membership and a consultant to see how to best proceed in the most efficient, cost-effective method which also will help prepare the membership for participation in statewide programs.

   In FY 2000-01, the Interlibrary Loan web module (BORIS) was created and implemented by

the membership to provide direct point-to-point interlibrary loan requests for both materials within and outside the Cooperative region. This module will continue to be updated with membership input and a statistics module will be created so that participating libraries can receive customized reports regarding their use of the Interlibrary Loan service. **BORIS will be discontinued June 30, 2006.**

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.

~~Member libraries will use the White Pine Region of Cooperation Union List of Serials to locate needed periodical articles within the Cooperative services area.~~ Requests for materials not available locally will be requested via OCLC at the Cooperative office. Member libraries will be responsible for paying any fees assessed by lending libraries when borrowing materials via OCLC.

~~The White Pine Library Cooperative Union List of Serials will be published in the Spring of 2005.~~

Member libraries will be responsible for paying any fees assessed to borrow materials from non-member libraries.

b.   Delivery

The Cooperative will enter into a contractual agreement with the Michigan Library Consortium to provide delivery service to member libraries at an anticipated rate of $9.00 per stop.

The Cooperative will pay for an average of three delivery stops per week per library.

(Libraries will be charged $9.00 per stop for each additional stop beyond core service allotment.)

Libraries must be a full or associate member to participate in the delivery service. Associate members will be charged $9.00 plus a 15% administrative fee per stop. Libraries will be billed for the delivery service at the beginning of the year.

2. Bibliographic Access and Maintenance

~~During Fiscal Year 2004-05, this process will be extensively looked at by the membership and a consultant to see how to best proceed in the most efficient, cost-effective method which also will help prepare the membership for participation in statewide programs.~~

a.   MARC Record Matching Service

To facilitate interlibrary lending among the libraries, the Cooperative will provide access to a union listing of all materials owned by member libraries in a shared databases made available to members for updates via the Internet. Currently the shared databases are the Valley Library Consortium's Horizon system **and MelCat**. Both are available on the Internet to library staff and citizens in the White Pine Library Cooperative region.

Cooperative staff will search for and load requested MARC records into the Horizon**,** OCLC and MelCat databases for the membership. Staff will also attach holdings to the bibliographic record on OCLC**,** VALCAT and MelCat as required, on behalf of the public library members.

b.   Original Cataloging

The Cooperative will contract with The Library Network **and the Mid-Michigan Library League** to provide original cataloging for member libraries. Member libraries will be charged **cost** $~~25.00~~ plus a 15% administrative fee per item for this service. ~~(Cost reflects TLN fees, postage and OCLC processing costs and handling by White Pine Cooperative staff).~~

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 they wish to have the items cataloged. If the library requests original cataloging the materials will be sent to the Library Network.

3. Continuing Education

In November, the Cooperative will coordinate a survey determining the continuing education needs and desires of the membership for the calendar year.

Ten workshops will be held with some topics repeated within the year. Each workshop will offer Continuing Education Units (CEUs) for interested participants and be conducted in the White Pine Region.

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.

Non-Cooperative members will be charged a higher fee, ~~to be~~ determined by the workshop variables.

A 6-session Basic Library Skills Institute will be offered to the membership (one session per week) in the White Pine Region. A higher fee will be assessed for this Beginning Workshop series.

4.   Administration

Administrative activities include preparation and follow-up for Board and Advisory Council meetings; day-to-day administration of personnel policy; preparing annual budget; processing bills for payment; preparing financial and statistical reports; advocacy, disseminating information pertaining to public policy and emerging technologies and grant opportunities; development of procedures and guidelines in support of Cooperative programs; negotiating contracts for services; [coordinating the delivery service **and participation in MelCat**], and clerical support of Continuing Education programs.

Other administrative activities tangible to the membership are consultations and visits, ~~production of a monthly newsletter~~, sponsoring regular membership meetings, conducting surveys and publishing results, sponsoring group purchases, negotiating discounts with vendors for products and services for the membership, and writing grants for improving library services.

5. Other Services

Board Representation by library

The representatives for the Cooperative Board for the 2003-04 year will be as follows:

Group A: 2 members ~~Hemlock (Rauchholz Memorial Library)~~
              ~~Lexington (Moore Public Library)~~
              ~~Marlette~~
Group B   2 members ~~–: Harrison~~
              ~~Pigeon~~
              ~~Rose City (Ogemaw District Library)~~
Group C: 2 members ~~Gladwin~~
              ~~Iosco-Arenac~~
              ~~Mt. Pleasant (Chippewa River District Library)~~

At large members: 3

The At-Large members were selected to be one library each from Groups A and B in order to have equal representation from each group. This was voted on at the Advisory Council and Board meetings of August 13, 2003.

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

ROTATION SCHEDULE FOR WHITE PINE LIBRARY COOPERATIVE

These libraries are arranged by location of their main administrative branch.

Group A (Class I & II Libraries)
1. Birch Run
2. Brown City
3. Burt
4. Coleman
5. Croswell
6. Deckerville
7. Fairgrove
8. Fostoria
9. Frankenmuth
10. Harbor Beach
11. Hemlock
12. Kingston
13. **Lexington** - **2003-2005**
14. **Marlette** - **2003-2005**
15. **Mayville** – **2004 - 2006**
16. Merrill
17. Peck
18. Port Austin
19. Port Sanilac
20. Reese
21. Sebewaing
22. Ubly
23. Unionville

Group B (Class III & IV Libraries)
1. Bad Axe
2. Bridgeport
3. Caro
4. **Cass City** – **2004 - 2006**
5. Chesaning
6. Clare
7. Harrison
8. Millington
9. **Pigeon** - **2003-2005**
10. **Rose City - 2003-2005**
11. **St. Charles** – **2004 - 2006**
12. Sandusky
13. Thomas Township
14. Vassar
15. West Branch

Group C (Class V & VI Libraries)
1. **Gladwin** – **2003-2005**
2. Iosco-Arenac
3. **Mt. Pleasant** – **2002-2004**

October 2004 Board members
Group A – Mayville, Lexington, Marlette
Group B – St Charles, Pigeon, Rose City, Cass City
Group C – Gladwin, Mt. Pleasant

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 nine members.
Group A: Class I and Class II Libraries – 2 members
Group B: Class III and Class IV Libraries – 2 members
Group C: Class V and Class VI Libraries – 2 members

At-Large members – 3 members (recommended to the board by the Nominating Committee)

At-Large members will be chosen by the Nominating Committee to assure a balance of geographic representation and any other considerations specified by the board to the Nominating Committee.

With the exception of the At-Large board members, membership on the board will be filled on a published rotation schedule for each group.

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 next time a position for that library's group becomes available, the declining library will have a second opportunity to fill that vacancy. If that library declines a second time, then the position will be passed along to the next library in the rotation schedule, and the declining library loses their representation until their 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
A Nominating Committee will be constituted each year to fill any board vacancies for At-Large positions, recruit and relay the Group nominees for board representation. The Nominating Committee will be comprised of 4 members: the Board Vice-President/President-Elect, a member of the White Pine Library Cooperative Board, the current Moderator of the Advisory Council, and a member of the Advisory Council not on the board.

The Nominating Committee will present, as part of their slate, a written rationale for the selection of any At-Large positions, which will become part of the permanent board record. If the board does not accept the slate, it will state the reasons for its non-acceptance, and instruct the Nominating Committee as to the next steps in

filling the vacancies.

Absence and Replacement of Board Members
The absence of a cooperative board member from three consecutive cooperative board meetings will be cause for terminating that library's representation on the cooperative board. When their representative has missed two consecutive board meetings, notification will be sent to that member library director and board of the absences. If a representative from that library does not attend the next cooperative board meeting, the library will lose their seat on the board, and their representation until their next turn in rotation. 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.

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. Be informed of Advisory Council discussions and serve as a liaison between the board and the constituent group that board member represents. Board members not on the Advisory Council will be sent materials distributed at that meeting.
g. Purchase sites, erect buildings, and lease suitable quarters, and have supervision and control of property of the cooperative.
h. 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.
i. Have exclusive control of expenditures for the cooperative.
j. Accept gifts and donations of property, real and personal for the benefit of the cooperative and for the purpose for which donated.
k. Adopt bylaws and rules not inconsistent 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/President-Elect** 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, cosign 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 this agenda 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 at the June 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 term and shall appoint the Vice-President/President-Elect for the remainder of that unfilled 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 eleven times and no less than nine times each year (except in July), 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 at the September board meeting.

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 WPLC 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. ~~Public Comments~~
c. Minutes
d. Ratification of Bills Paid
e. Director's Report
f. Communications
g. Old Business
h. 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 be also reviewed and approved by the Library of Michigan Board.

Unless otherwise decided, amendments to these bylaws will take affect 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:
Effective date: March 10, 2004

ROTATION SCHEDULE FOR WHITE PINE LIBRARY COOPERATIVE

These libraries are arranged by location of their main administrative branch.

Group A (Class I & II Libraries)
1. Birch Run
2. Brown City
3. Burt
4. Coleman
5. Croswell
6. Deckerville
7. Fairgrove
8. Fostoria
9. Frankenmuth
10. Harbor Beach
11. **Hemlock** - **2002-2004**
12. Kingston
13. **Lexington** - **2003-2005**
14. **Marlette** - **2003-2005**
15. Mayville
16. Merrill
17. Peck
18. Port Austin
19. Port Sanilac
20. Reese
21. Sebewaing
22. Ubly
23. Unionville

Group B (Class III & IV Libraries)
1. Bad Axe
2. Bridgeport
3. Caro
4. Cass City
5. Chesaning
6. Clare
7. **Harrison** - **2002-2004**
8. Millington
9. **Pigeon** - **2003-2005**
10. **Rose City** - **2003-2005**
11. St. Charles
12. Sandusky
13. Thomas Township
14. Vassar
15. West Branch

Group C (Class V & VI Libraries)
1. **Gladwin** – **2003-2005**
2. **Iosco-Arenac** – **2001 - 2004**
3. **Mt. Pleasant** – **2002-2004**

October 2003 Board members
Group A – Hemlock, Lexington, Marlette
Group B – Harrison, Pigeon, Rose City
Group C – Gladwin, Iosco-Arenac, Mt. Pleasant

October 2004 Board members
Group A – Mayville, Lexington, Marlette
Group B – St Charles, Pigeon, Rose City, Cass City
Group C – Gladwin, Mt. Pleasant

October 2005 Board members
Group A – Mayville, Port Sanilac, Birch Run
Group B – St Charles, Sandusky, Cass City, Chesaning
Group C –Iosco-Arenac, Mt. Pleasant

October 2006 Board members

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 History, Arts and Libraries.

If a dispute cannot be resolved, the Library of Michigan may be asked to lend its good offices to investigate and to mediate the problem.

The Library of Michigan will not recommend that a dispute be heard by the Department of History, Arts and Libraries unless each of the following steps has been taken and documented:

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 the conclusions of the Board to all parties concerned, promptly and in writing.

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.

Step 5: The State Librarian shall extend the good offices of the Library of Michigan in an effort to mediate and to resolve the dispute.

Step 6: If mediation fails to resolve the issue, the State Librarian will refer the matter to the Library of Michigan Board for review, together with a recommendation and the documentation on the matters in dispute.

Step 7: When all mediation efforts have been exhausted, including review by the Library of Michigan Board, the State Librarian will refer the matter to the Department of History, Arts and Libraries for review, together with a recommendation and the documentation on the matters in dispute.

Step 8: The Department of History, Arts and Libraries shall decide whether or not to review the problem. If the Department of History, Arts and Libraries decides to hear the matter, a decision by the Department of History, Arts and Libraries shall be final.