

**SUBURBAN LIBRARY COOPERATIVE
PLAN OF SERVICE
2015**

I. NAME

II. AUTHORITY

III. MEMBERSHIP

- A. Member Library Requirements**
- B. Associate Member Requirements**
- C. Withdrawal Process**

IV. POLICY ON DISPUTES

V. GOVERNING BOARD

- A. Representation**
- B. Meeting Dates**
- C. Responsibilities**

VI. ADVISORY COUNCIL

- A. Representation**
- B. Meeting Dates**
- C. Responsibilities**

VII. FUNDING

VIII. BUDGET PROCESS

IX. SERVICES AND FEES

- A. Basic Services and Services for a Fee (Appendix A)**
- B. Services Offered by a Participating Library (Appendix B)**
- C. Library Services Furnished by a Contracting Third Party (Appendix C)**
- D. Library Services Paid for by Member Libraries (Appendix D)**
- E. Suburban Library Cooperative Annual Plan 2015-16 (Appendix E)**

X. PLAN APPROVAL AND REVISIONS

XI. ADOPTION DATE

I. NAME

The name of this library cooperative shall be the Suburban Library Cooperative hereafter referred to as "SLC".

II. AUTHORITY

The authority for the plan of service for the SLC is based on Public Act 89 of 1977.

III. MEMBERSHIP

Membership in the SLC shall be open to any public library that meets qualifications of P.A. 89 of 1977, whose local Board of Trustees and/or municipal governing or appropriating body adopts this plan by resolution, requesting that their library become a participating member, and whose membership is approved by the SLC Board. The SLC Board shall accept the request for membership or show reason for denial within 60 days after filing.

A. Member Library Requirements

As defined by PA 89 of 1977 member libraries must:

1. Maintain a minimum local support of 3/10 of a mill on taxable value as calculated under section 27a of the General Property Tax Act, PA206 of 1893, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.
2. Participate in the development of the annual cooperative plan.
3. Loan materials to other libraries participating in the SLC.
4. Maintain an open door policy to other residents of the state as provided by Section 9 of Article 8 of the State Constitution of 1963.

The library's Board of Trustees and/or municipal governing or appropriating body shall adopt a resolution requesting that the local library become a member of the SLC. Duplicate copies of the resolution, certified by the clerk of the local board/ authority, shall be filed with SLC Board. The SLC Board shall accept the request for membership or show reason for denial of request for membership within sixty (60) days after filing. When the SLC Board has accepted the resolution, the Chairperson and Secretary shall endorse the resolution and file a copy with Library of Michigan.

B. Associate Member Requirements

Associate membership in the SLC is institutional in nature and shall be available to those libraries which do not meet qualifications for membership under P.A. 89 of 1977, and/or who do not serve the general public. Associate members may take advantage of cooperative discounts where applicable.

Associate membership is granted on the basis of:

1. Permission from the applying library's governing authority.
2. Submitting a written request for associate membership to the SLC.
3. Acceptance of the written request by the SLC Board.
4. Payment of an annual service fee.

The associate membership annual service fee covers costs to the SLC of postage, communications, record keeping and other expenses involved in the associate's participation in the SLC for the fiscal year October 1 through September 30.

C. Withdrawal Process

The library's Board of Trustees and/or municipal governing or appropriating body must adopt a resolution in order to withdraw from membership in the SLC. All contractual agreements entered into between the member library and the SLC and/or contractual agreements entered into by the SLC on behalf of the member library must be fulfilled. Notification of all outstanding contractual obligations will be provided to the member library before the withdrawal process is begun. The centralized purchasing policy will be followed.

Duplicate copies of the resolution, certified by the clerk of the local board/ authority, shall be filed with the SLC Board and the Library of Michigan six months prior to October 1 of the SLC's next fiscal year.

IV. POLICY ON DISPUTES

The SLC is committed to resolving disputes at the local level. When there is a dispute concerning the cooperative to which a public library shall belong, services rendered to member libraries, or the operation of a cooperative system that cannot be resolved on the local level, the Library of Michigan may hear the case. The decision of the Library of Michigan shall be final. (MCLS 397.572 section 22)

The following steps will be followed:

A. The director of the member library concerned shall meet with the SLC Director and attempt in good faith to resolve any problems.

B. 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 SLC Director and Board in writing for redress of the matters in dispute specifying the remedies sought.

C. The SLC Director shall present the petition to the SLC Board (within 90 days), along with his or her recommendations. The SLC Director shall report the conclusion of the Board to all parties concerned, promptly and in writing.

D. If this effort is not sufficient to resolve the dispute, the matter shall be reported to the Library of Michigan by the SLC Board or by the board of the complaining library with copies of all documentation.

V. GOVERNING BOARD

The SLC Board shall be the governing board and consist of nine members. This Board shall manage the SLC and make such by-laws, rules and regulations, consistent with Public Act 89 of 1977, and which shall not be deemed to deprive any local board of any of its powers or property. Officers elected upon formation of the SLC Board shall serve a term not less than one complete fiscal year.

A. Representation

1. Selection based on library class size:
 - a. Class I, II and III: There shall be one representative from the combination of member libraries in Classes I, II and III (Armada Free Public Library, Center Line Public Library, Lenox Township Library, Lois Wagner Memorial Library, Ray Township Library, and Utica Public Library).
 - b. Class IV and V: There shall be three representatives from the combination of member libraries in Classes IV and V (Chesterfield Township Library, Eastpointe Memorial Library, Fraser Public Library, Harper Woods Public Library, Harrison Township Public Library, MacDonald Public Library, Mount Clemens Public Library, Romeo District Library and Roseville Public Library).
 - c. Class VI: There shall be five representatives from the Class VI member libraries (Clinton-Macomb Public Library, Shelby Township Library, St. Clair Shores Public Library, Sterling Heights Public Library, Troy Public Library and Warren Public Library).
2. Representatives shall be rotated within the above classes from a membership list, which shall be alphabetically listed by legal name of the member library with the names of new members added in proper alphabetical order.
3. Prior to the SLC Board's annual meeting in October the governing body of each library entitled to new representation on the SLC Board shall designate an official representative who is not employed by any SLC member library. Each official representative shall be entitled to one vote.
4. The absence of the official representative from three consecutive SLC Board meetings shall be cause for terminating that representative's term on the SLC Board. The local library shall be given written notice after the second SLC Board meeting missed by its official representative. If a library

cannot serve its term, the next library in line for representation shall complete that term in addition to its regularly scheduled term.

5. In the event of resignation or permanent incapacity on the part of a library's official representative, the library may replace its official representative by notifying the SLC Board prior to the start of any SLC Board meeting.

6. Trustees from all member libraries shall be encouraged to attend SLC Board meetings. Member libraries not directly represented on the SLC Board shall take their concerns to the member library's class representative(s) or appear at the public discussion of agenda items.

7. Terms of service will be for three years and run from October 1 through September 30, for the four representatives from Classes I to V. Terms of service will be for five years with one year off and run from October 1 through September 30 for the five representatives from Class VI.

8. Although the terms of service run from October 1 through September 30, all of the SLC Board members and officers shall continue to serve until the election of officers at the October annual board meeting.

B. Meeting Dates

The SLC Board will meet monthly at times and dates to be decided annually by the SLC Board. The annual meeting of the SLC Board shall be held in October. Meetings of the SLC Board and its committees will comply with the Open Meeting Act, P.A. 276, of 1976.

1. Officers of the SLC Board will be elected at the annual meeting.
2. Special meetings may be called by the chairperson or upon request of four members of the SLC Board.

C. Responsibilities

1. The SLC Board, as defined in Public Act 89 of 1977, Section 8, as amended, shall be a body corporate and may sue and be sued.
2. The SLC Board shall do all of the following:
 - a. Operate the SLC and manage and control the SLC's funds and property.
 - b. Select a Chairperson.
 - c. Establish, maintain, and operate cooperative services for library members in the SLC service area.
 - d. Appoint a director to administer the SLC, fix that person's compensation, and delegate to that person those powers the delegation of which is in the best interest of the SLC, including the power to hire necessary employees.

- e. 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.
- f. Erect buildings or acquire real property, including buildings and fixtures, by purchase, land contract, installment purchase contract, or lease with or without an option to purchase, or enter into a loan agreement and borrow money for that purpose.
- g. Enter into contracts to receive service from or give service to libraries in the state, including public, school, academic, cooperative, or special libraries, and political subdivisions of the state.
- h. Exclusively control expenditures for the SLC.
- i. Accept gifts and donations of property for the benefit of the SLC.
- j. Adopt by-laws and rules not inconsistent with Public Act 89 for its own government and do those things necessary to carry out the purposes of this act.

3. 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:

- a. The contract shall not constitute an indebtedness of any member of the SLC within any constitutional, charter, or statutory limitation.
- b. Principal and interest are payable solely from the revenues of the SLC.
- c. No member of the SLC 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.

4. An installment purchase contract, land contract, lease purchase contract, or loan agreement entered into pursuant to subsection (2) shall contain a statement setting forth the provisions of subsection (3). An installment purchase contract, land contract, lease purchase agreement, or loan agreement entered into by the SLC 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.

5. Provide for an annual financial audit filed within 12 months following the close of the fiscal year. If the annual financial audit report discloses a deficit or other material deficiency, the SLC shall submit a corrective action plan for review and approval by the department. 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.

6. The SLC shall maintain current fidelity bond coverage and file annual verification of coverage with the Library of Michigan.

7. It is expressly understood that the SLC Board has no jurisdiction over the property and management of the member libraries.

8. Conform to investment of surplus funds Public Act 20 of 1943 (as amended).

VI. ADVISORY COUNCIL

A. Representation

There shall be an Advisory Council composed of one representative, preferably the library director, from each of the member libraries, appointed by the member library's governing body. If unable to attend, a Council member may appoint a staff member as a replacement. The SLC Director shall serve as Chairperson of the Council.

B. Meeting Dates

The Council shall meet monthly except in July and December.

C. Responsibilities

The major functions of the Council shall be to:

1. Advise and recommend policy formulation and finances to the SLC Board.
2. Consult with the SLC Director in dealing with current services and in planning new ones.
3. Advise the SLC Board on policies, finances and service priorities.

VII. FUNDING

A. The fiscal year of the SLC shall be October 1 to September 30.

B. SLC State Aid

C. Additional Fees

1. When the State Aid grant is insufficient to provide all services, member libraries may be required to pay for services.
2. Non-member libraries and affiliates receiving services from the SLC will pay charges to be determined on an individual basis by the SLC Board.

D. The SLC shall apply for State Aid before February 1 of each year.

- E. SLC Service charges are to be determined on a yearly basis. All payments shall be made to the SLC.
- F. All funds received by the SLC will be deposited in a separate fund and will be used only for expenses authorized by the SLC Board.
- G. Regular financial statements shall be made available to the SLC Board and Advisory Council.
- H. The SLC financial records will comply with Federal and State regulations, GASB accounting principles, and be organized under the guidelines of the "Uniform Chart of Accounts."
- I. There shall be an annual independent CPA audit of the SLC with a formal report to the SLC 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.

VIII. BUDGET PROCESS

The SLC Director, working with the Budget Committee, will develop a tentative draft budget for the upcoming fiscal year, present the budget to the Council, and forward their recommendation to the SLC Board at its September meeting. The SLC Board will approve the budget before the start of each fiscal year.

IX. SERVICES AND FEES

- A. Basic services and Services for a fee (Appendix A)
- B. Services offered by a participating library (Appendix B)
- C. Library services furnished by a contracting third party (Appendix C)
- D. Library services paid for by member libraries (Appendix D)
- E. Suburban Library Cooperative Annual Plan 2014-15 (Appendix E)

X. PLAN APPROVAL AND REVISIONS

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

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

The Library of Michigan shall approve the original plan and substantial modifications.

XI. ADOPTION DATE

Approved: September 11, 2014 by SLC Advisory Council.

Adopted: September 25, 2014 by SLC Board.

APPENDICES

APPENDIX A: BASIC SERVICES AND SERVICES FOR A FEE

I. Economy of Scale/Group Discounts

- A. Negotiate discounts with vendors for library materials, equipment, services, supplies, electronic resources and appliances, and printing services
- B. Centralized purchasing
 - 1. Provide allocations for member libraries
 - 2. Serve as fiscal agent for member library AV accounts
- C. Interlibrary loan
 - 1. Coordinate MeLCat participation
 - 2. Review Interlibrary loan plan annually
- D. Delivery
 - Provide delivery to all member libraries for MeLCat and SLC members' materials
- E. Cataloging services
 - Provide bibliographic database maintenance and authority file compliance

II. Continuing Education/Training

- A. Provide training opportunities for staff and trustees
- B. Provide consultant aid for equipment purchases

III. Collaboration

- A. Provide associate memberships
- B. Coordinate MeLCat participation
- C. Encourage standardization of services and fees where possible
- D. Apply for and administer grants for SLC-wide projects
- E. Serve as fiscal agent for Macomb Literacy Partners
- F. Negotiate rates for contracts with professionals
- G. Coordinate MiLibraryCard program

- H. Establish and coordinate committees and roundtables to facilitate information exchange between member libraries. Minutes shall be taken by chair of roundtables/committees at all meetings and distributed to member libraries promptly.
 - 1. Roundtables for member library staff
 - a. Adult Services
 - b. Circulation (chaired by SLC)
 - c. Online Databases (chaired by SLC)
 - d. System Managers (chaired by SLC)
 - e. Youth Services
 - 2. Council Committees
 - a. Budget
 - b. Bylaws and Cooperative Plan
 - c. Delivery
 - d. Personnel
 - e. Shared Technology
 - f. Standards and Policies

IV. Technological support/Innovation

- A. Provide integrated and related computer services
- B. Provide Internet access within member libraries
- C. Provide e-mail accounts for library staff and trustees
- D. Provide a SLC-endorsed Internet management system
- E. Track member suggestions for enhancements to the automated system through bimonthly system manager agenda item.

V. Advocacy/Marketing

- A. Public relations
 - 1. Provide generic SLC-wide publications (i.e. bookmarks, flyers)
 - 2. Promote joint projects within the SLC
- F. Continue the Michigan Activities Pass (MAP) program with TLN.
- B. Advocacy
 - 1. Promote beneficial legislation, future opportunities and stable funding for the SLC and its member libraries through on-going communications with:
 - a. State government leaders and legislators

b. The Library of Michigan

2. Keep abreast of MLA advocacy issues and other legislative activities

VI. Other

- A. Provide associate memberships
- B. Provide consultant aid for SLC-wide projects
- C. Provide consultant aid for equipment purchases
- D. Encourage standardization of services and fees where possible
- E. Complete grant applications for SLC-wide projects
- F. Administer grants received
- G. Serve as fiscal agent for Macomb Literacy Partners
- H. Serve as fiscal agent for member library AV accounts
- I. Negotiate rates for contracts with professionals
- J. Review progress towards strategic plan goals annually

APPENDIX B: SERVICES OFFERED BY A PARTICIPATING LIBRARY

No services are offered at this time.

APPENDIX C: SERVICES FURNISHED BY A CONTRACTING THIRD PARTY

No services are furnished at this time.

APPENDIX D: LIBRARY SERVICES PAID FOR BY MEMBER LIBRARIES

I. Automation services

- A. Provide integrated library system
- B. Provide security for automation systems
- C. Upgrade software as new releases become available
- D. Provide orientation and training on the automation system
- E. Provide backup equipment as available
- F. Continue to implement appropriate strategic planning recommendations
- G. Identify, prioritize and resolve persisting issues with the automation system and investigate possible solutions
- H. Track member suggestions for enhancements to the automated system through bimonthly system manager agenda item.

II. Other technology services

- A. Provide integrated and related computer services
- B. Provide Internet access within member libraries
- C. Provide e-mail accounts for library staff and trustees
- D. Provide a SLC-endorsed Internet management system

III. Cataloging services

- A. Provide bibliographic database maintenance and authority file compliance
- B. Pay for a cataloging utility