

## Plan of Service 2016

Original Plan of Services Approved by the Governing Board September 25, 1979  
Amended 1989, 1992, 2002, 2003, 2006, 2007, 2009, 2011, 2012

## **Woodlands Library Cooperative Plan of Service**

**NAME:** The name of this cooperative shall be the Woodlands Library Cooperative.

**AUTHORITY:** The Woodlands Library Cooperative is established as authorized under the State Aid to Public Libraries Act 89 of 1977, as last amended.

**HEADQUARTERS:** The Woodlands Library Cooperative shall maintain separate facilities from any of the member libraries and maintain a separate staff, not to exceed 2 full-time employees, one of whom is the Director.

### **MEMBERSHIP**

**Public Library Requirements:** Full membership in Woodlands Library Cooperative shall be available to any public library that meets qualifications of PA 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 Cooperative Board.

Membership shall continue on a voluntary basis from year to year under conditions as negotiated in the contract signed by the Cooperative Board and the local library board or governing body.

**See Appendix E & Appendix F.**

### **Full Membership Requirements as defined by PA 89 of 1977:**

1. Maintain a minimum local support of 3/10 of a mill on State 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. Participate in the development of cooperative library plans.
3. Loan materials to other libraries participating in the Cooperative.
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.

### **Membership Process**

**Public Libraries:** 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 Woodlands Library Cooperative Governing Board. The Cooperative's Governing 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, a copy will be filed with the Library of Michigan. New members may join the Cooperative on approval of a majority of the Cooperative Board. A majority in this case means five members.

**Associate Libraries:** Libraries not meeting qualifications under Public Act 89, 1977, and/or not serving the general public shall be considered for associate memberships. This includes academic institution libraries, school libraries and media centers, and special and corporate libraries. Associate membership shall also be available under conditions established by the Governing Board of the

Cooperative to any other library upon approval of its governing board, appropriating body or authorized officials. Associate members shall assume all duties, obligations and privileges with the exception of representation on the Governing Board.

Associate members are encouraged to attend and participate in Advisory Council meetings. Privileges of Associate Members are defined as non-voting participation in the Advisory Council and on Council committees, receipt of all Woodlands communications and participation in services as designated in the Associate Member agreement.

### **Membership Withdrawal Process**

Any member of the Woodlands Library Cooperative may withdraw by giving a written resolution from its local library board to the Cooperative's Governing Board, six months prior to October 1<sup>st</sup>. On termination of the six months' notice, and after all contractual agreements entered into between the member library and the cooperative are satisfactorily fulfilled, the public library may withdraw from the cooperative. Duplicate copies, certified by the secretary of the local board, shall be filed with the Cooperative's Governing Board and the Library of Michigan a minimum of six (6) months prior to October 1 of the Cooperative's next fiscal year.

### **GRIEVANCE PROCEDURE**

Woodlands Library Cooperative is committed to resolving disputes at the local level. 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 which 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.

The following steps will be followed:

1. The director of the public library concerned shall meet with the director of the cooperative and attempt in good faith to resolve any problems.
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.
3. The cooperative director shall present the petition to the library cooperative board (within 90 days), along with his or her recommendations. The cooperative director shall report the conclusion of the board to all parties concerned, promptly and in writing.
4. If this effort is not sufficient to resolve the dispute, the matter shall be reported to the Library of Michigan by the Governing Board of the cooperative or by the board of the complaining library, with copies of all documentation.

### **GOVERNING BOARD**

The Governing Board of the cooperative shall be the Woodlands Library Cooperative Governing Board. The Cooperative Board as defined in PA 89 of 1977, Section 8, as amended, shall be a body corporate and may sue and be sued.

## **Selection of Board Members**

The Woodlands Library Cooperative Governing Board shall consist of nine (9) lay members selected to serve a 3-year term by the member library boards on a rotational list; 2 members from class VI libraries, 2 members from class V libraries, 3 members from classes IV and III libraries, and 2 members from classes II and I libraries. Each rotating member shall have one vote on any question being considered. As additional libraries join the Woodlands Library Cooperative they shall be added at the end of the alphabet under the class of library they represent. **See Appendix D**

## **Meeting Dates**

The Governing Board will normally meet at least four times a year at times on dates to be decided annually by the board. Meetings of the Governing Board and its committees will comply with the Open Meeting Act, PA 276, of 1976.

## **Vacancies**

When a Governing Board vacancy occurs, the library represented by the vacating Board member shall be allowed to appoint a new Governing Board member to fill the unexpired term. In the event a board member resigns prior to term expiration date, the new appointee will serve out the remaining term of office. Board vacancies shall be filled as promptly as possible.

## **Board Member Responsibilities**

Regular Governing Board Meeting attendance is vital to the effective functioning of the Governing Board.

## **Board Member Duties**

The Cooperative Board shall do all of the following:

1. Appoint a director or coordinator to administer the cooperative library, fix that person's compensation, and delegate to that person those powers the delegation of which is in the best interest of the cooperative library, including the power to hire and fire necessary employees.
2. Operate the cooperative library and manage and control the cooperative library's funds and property.
3. Select a Governing Board President.
4. Establish, maintain, and operate cooperative services for public libraries in the cooperative library's area.
5. Acquire books, periodicals, library materials, equipment, and supplies 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.
6. 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.

7. 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.
8. Exclusively control expenditures for the cooperative library.
9. Accept gifts and donations of property, real and personal, for the benefit of the Library Cooperative and for the purposes for which donated.
10. Adopt bylaws and rules not inconsistent with PA 89 of 1977 for its own government and do those things necessary to carry out the purposes of this act.
11. 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 filed with the department of treasury as required by section 21 of 1971 PA 140, MCL 141.921.
12. The Cooperative shall maintain current fidelity bond coverage and file annual verification of coverage with the Library of Michigan.
13. Conform to investment of surplus funds Public Act 20 of 1943 (as amended).

## **ADVISORY COUNCIL**

### **Advisory Council Representation**

The major functions of the Advisory Council shall be to serve in an advisory relationship with the Library Cooperative Director. All Advisory Council recommendations are to be forwarded to the Woodlands Library Cooperative's Governing Board.

1. A Council representing all of the full member libraries of the cooperative will be formed to advise, evaluate and recommend action for library service to the director and the Governing Board.
2. Each full member library has one vote, and is entitled to one representative and one alternate appointed from the library staff.

### **Advisory Council Meeting Dates**

The Advisory Council will normally meet at least four times a year at times on dates to be decided annually by the Council.

### **Advisory Council Responsibilities**

The Advisory Council chairperson shall appoint members to committees, task forces, and shall designate the committee chairpersons for all committees. Committees shall consist of a minimum of

five (5) members and not more than seven (7) members. Failure to fulfill duties on a committee may lead to removal. Committees shall meet in person or via telephone/conference at least once per year.

Standing Committees shall be:

1. Children's & Teen Services
2. Continuing Education
3. Planning and Evaluation
4. Personnel
5. eResources

Ad-hoc workgroups may be formed as needed to study/review a specific objective.

Duties for all committees and workgroups shall include providing for input from all member libraries and providing for a secretary of each committee to send a report of the meeting to Woodlands Library Cooperative headquarters to be placed on file.

The Personnel committee consists of 4 voting members selected from and by the Governing Board one of whom is the Governing Board president and 3 voting members selected from the Council and appointed by the Council chair. The Council chair shall serve as a non-voting ex-officio member of the committee. The chair of this committee will be a council member appointed by the Council chair. The duties of the Personnel Committee, in addition to those mentioned above shall be:

1. To establish a job description for the Director and all other cooperative personnel
2. To recommend a Director
3. To recommend salary and benefits for the Director and all other Cooperative personnel
4. To review the performance of the director annually
5. To review and recommend changes to the Personnel Policy

All of the above duties shall be subject to approval of the Governing Board.

## **FUNDING**

The Woodlands Library Cooperative's fiscal year of the Cooperative shall be October 1 to September 30. The Cooperative receives funding through the following steps:

1. The Cooperative shall apply before February 1 of each year for State Aid.
2. Cooperative State Aid - State Aid to Public Libraries, granted by the State of Michigan for cooperative libraries as authorized by Public Act 89 of 1977, Section 13, and paid to the Cooperative, will be used for any library purpose approved by the Cooperative Board.
3. Member library payments (Section 16(4) state aid) shall be remitted in full to the Woodlands Library Cooperative upon invoicing.
4. Member libraries may contract with the Cooperative for services.

### **Additional Fees**

1. When the State Aid grant is insufficient to provide all services, member libraries may be required to pay for services. Member libraries are to be surveyed annually to determine which services are a priority.
2. Associate library members receiving services from the Cooperative will pay charges to be determined on an individual basis by the Cooperative Board.

### **Funding notes:**

1. 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.
2. Regular financial statements shall be made available to the Board and Advisory Council.
3. The Cooperative books will comply with Federal and State regulations, GASB accounting principles, and organized under the guidelines of the "Uniform Chart of Accounts."
4. There shall be an annual independent audit of the Cooperative with a formal report to the Governing Board for acceptance. A copy of the annual audit will be filed with the Library of Michigan and the Michigan Department of Treasury.

### **BUDGET PROCESS**

The Woodlands Library Cooperative director will develop and submit to the Planning and Evaluation Committee a tentative budget four months before the start of the fiscal year. The Planning and Evaluation committee will review and make recommendations to Advisory Council regarding the tentative budget, which is sent to all Advisory Council members two weeks in advance of their regularly scheduled August meeting. The Advisory Council will recommend to the Governing Board a proposed annual budget. A proposed budget will be sent to Governing Board two weeks in advance of their regularly scheduled September meeting. The annual budget will be approved by Governing Board before the start of each fiscal year.

### **SERVICES, CONTRACT, AND FEES**

**Basic Services:** See Appendix A

**Services offered by a participating library:** See Appendix B

**Services furnished by a contracting third party:** See Appendix C

### **PLAN APPROVAL & REVISIONS**

Copies of the proposed Plan of Service and revisions will be e-mailed to all member libraries describing the proposed substantial modification. It will also be available on the Cooperative's web page. 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 the original Plan of Service and any substantial modification of its Plan within 60 days of approval. The original Plan and substantial modifications shall be approved by the Library of Michigan.

If the Library of Michigan does not respond to the cooperative library within 30 days of receipt of a plan or a substantial modification to a plan of service, the plan of service or substantial modification to the plan of service is deemed approved.

The Planning and Evaluation Committee will review and recommend to the Advisory Council proposed changes to the Cooperative's Plan of Service. The Plan of Service shall be reviewed annually by the Advisory Council and recommendations for change submitted to the Governing Board for action.

**ADOPTION DATE(S)**

This Plan of Service and revisions are officially adopted by the Governing Board of the Cooperative on May 19, 2016.

\_\_\_\_\_  
Governing Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cooperative Director



## **Appendix A**

### **Woodland Library Cooperative Basic Services**

#### **Administration**

- Provides consulting services to member libraries and their governing boards/units
- Maintains cooperative web site & social media presence

#### **Economies of Scale**

- Offers and creates group discount programs for print and non-print materials, supplies, etc.
- Creates special group purchases of equipment, supplies, etc.
- Secures discounts on the purchase of serials for cooperative and associate member libraries
- Offers discounts on continuing education opportunities

#### **Collaboration & Resources Sharing**

- Coordinates email discussion list to keep members informed on local, state and national issues
- Curates a professional collection of materials
- Facilitates continuing education opportunities
- Belongs to and participates in state and national library organizations
- Active involvement in the Michigan Library Cooperative Director Association

#### **Technology**

- Provides email accounts for member libraries and staff
- Provides mobile computing & training opportunities
- Offers specialized equipment for member library use

#### **Advocacy**

- Monitors MLA and ALA Legislative information
- Alerts the membership & governing board to important news and calls for action
- Trains library staffs and boards on advocacy issues
- Represents the Cooperative at National Library Legislative Day

## **Appendix B**

### **Woodlands Library Cooperative Services Offered by a Participating Library**

Listserv and e-mail accounts for cooperative member libraries are provided through an automation services contract between Woodlands Library Cooperative and the Monroe County Library System.

## **Appendix C**

### **Woodlands Library Cooperative Library Services Furnished by a Contracting Third Party**

Statewide RIDES delivery to member libraries is contracted with member library and provided via the Midwest Collaborative for Library Services (MCLS). Woodlands Library Cooperative reimburses the member library its costs for delivery service.

Woodlands Library Cooperative may facilitate contracts or act as fiscal agent with various vendors that provide services to member libraries, including vendors that providing downloadable eBooks and other database providers.

## Appendix D – Woodlands Library Cooperative – Governing Board Rotation

	Term Expiration	Term Rotation
<b>Class VI - Representatives (2)</b>		
Jackson District Library	(September 2016)	10/13-9/16
Monroe County Library System	(September 2014)	10/11-9/14
<b>Class V - Representatives (2)</b>		
Branch District Library (Coldwater)	September 2013	
Charlotte Community Library	(September 2016)	10/13-9/16
Delta Township District Library (Lansing)	Passed 2008	
East Lansing Public Library	(September 2015)	10/12-9/15
Lenawee District Library (Adrian)	Passed 2011	
Van Buren District Library (Decatur)	September 2012	
<b>Class III &amp; IV - Representatives (3)</b>		
Adrian District Library	Passed 2011	
Albion District Library	September 2012	
Delton District Library	(September 2014)	10/11-9/14
Grand Ledge Area District Library	Passed 2008	
Hillsdale Community Library	(September 2015)	10/12-9/15
Marshall District Library	September 2006	
Milan Public Library	September 2011	
Portland District Library	September 2011	
Schultz-Holmes Memorial Library (Blissfield)	(September 2015)	10/11-9/15
Sturgis District Library	September 2008	
Tecumseh District Library	September 2008	
<b>Class I &amp; II - Representatives (2)</b>		
Athens Community Library		
Bellevue Township Library	(September 2015)	10/12-9/15
Burr Oak Public Library	September 1992	
Camden Township Library	Passed	
Clinton Township Public Library	September 2009	
Colon Township Library	September 1994	
Constantine Township Library	September 1995	
Dorothy Hull Library (Dimondale)	Passed 2008	
Dowling Public Library (Hastings)	Passed 2006	
Eaton Rapids Public Library	September 2010	
George W. Spindler Memorial Library (Woodland)	Passed 2009	
Homer Public Library	September 2007	
Hudson Carnegie District Library	September 1997	
Jonesville District Library	Passed	
Litchfield District Library	September 1998	
Lyons Township District Library	September 2012	
Mendon Township Library	September 2000	
Mulliken District Library	Passed 2010	
North Adams Community Memorial Library		
Nottawa Township Library (Centreville)	September 2009	
Pittsford Township Library	Passed	
Potterville-Benton Township District Library	September 2013	
Putnam District Library (Nashville)	September 2003	
Reading Community Library	September 2004	

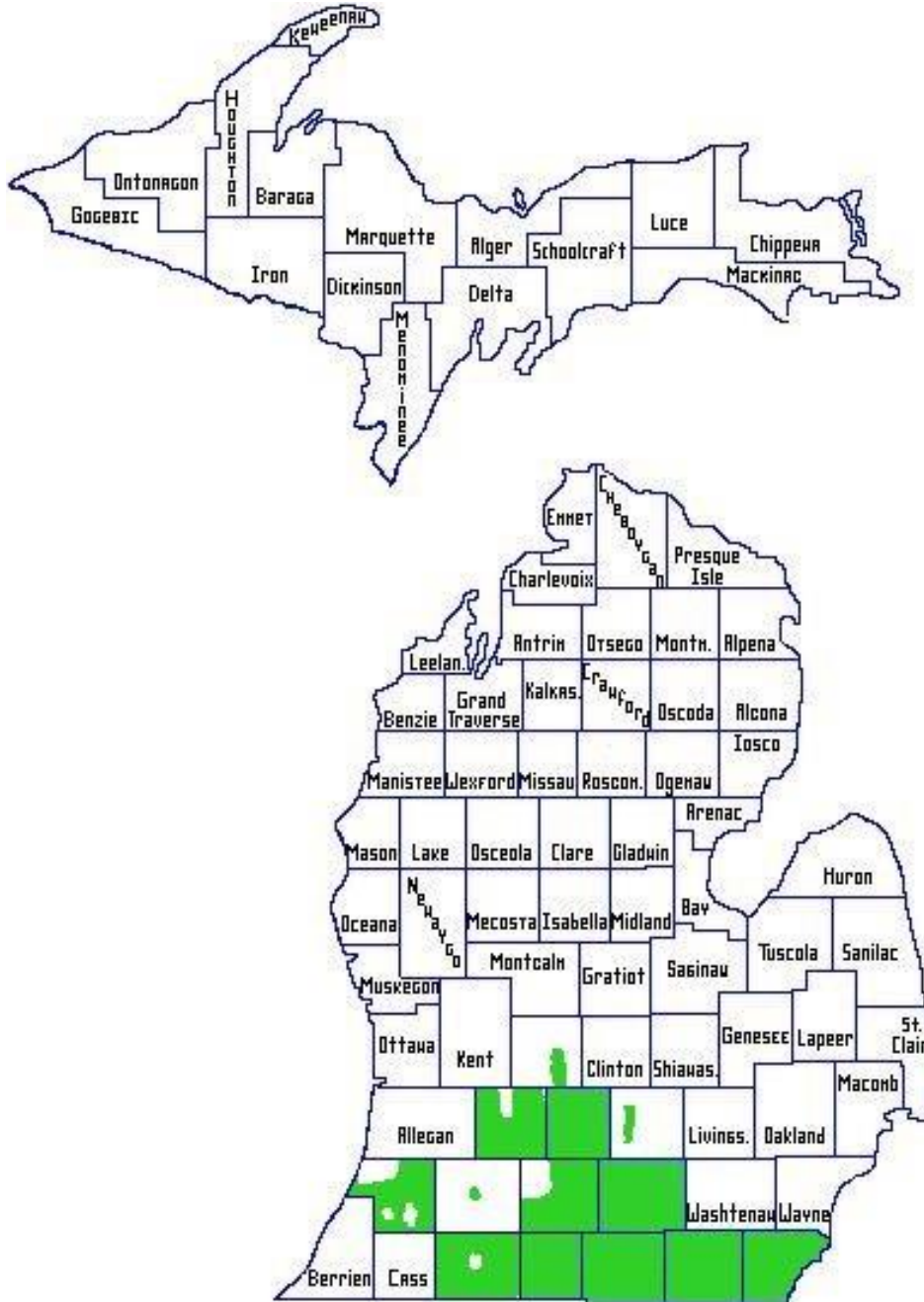
Schoolcraft Community Library  
Stair **District** Library  
Sunfield District Library  
Tekonsha Township Library  
Vermontville Township Library  
Waldron District Library  
White Pigeon Township Library

May 2007  
September 2001  
Passed 2012  
September 2006  
Passed 2012  
(September 2016)  
Passed 2004

10/13-9/16

## Appendix E

### Woodlands Library Cooperative Service Area Map



**Appendix F - Woodlands Library Cooperative Membership**

	<b>Population</b>	<b>County</b>	<b>Class Size</b>
Delton District Library	10,021	Barry	Class 3
Dowling Public Library	4,869	Barry	Class 2
George W. Spindler Memorial Library - Woodland	2,047	Barry	Class 1
Putnam District Library	6,847	Barry	Class 2
Branch District Library	46,905	Branch	Class 5
Albion District Library	11,569	Calhoun	Class 3
Athens Community Library	4,537	Calhoun	Class 2
Homer Public Library	3,926	Calhoun	Class 1
Marshall District Library	14,948	Calhoun	Class 4
Tekonsha Township Public Library	1,873	Calhoun	Class 1
Bellevue Township Library	3,150	Eaton	Class 1
Charlotte Community Library	30,613	Eaton	Class 5
Delta Township District Library	32,799	Eaton	Class 5
Dorothy Hull Library - Windsor Township	6,838	Eaton	Class 2
Eaton Rapids Public Library	5,214	Eaton	Class 2
Grand Ledge Area District Library	15,958	Eaton	Class 4
Mulliken District Library	1,848	Eaton	Class 1
Potterville-Benton Township District Library	5,413	Eaton	Class 2
Sunfield District Library	2,387	Eaton	Class 1
Vermontville Township Library	3,895	Eaton	Class 1
Camden Township Library	4,191	Hillsdale	Class 2
Hillsdale Community Library	11,870	Hillsdale	Class 3
Jonesville District Library	5,210	Hillsdale	Class 2
Litchfield District Library	2,372	Hillsdale	Class 1
North Adams Community Memorial Library	3,963	Hillsdale	Class 1
Pittsford Public Library	4,105	Hillsdale	Class 2
Reading Community Library	4,110	Hillsdale	Class 2
Waldron District Library	2,475	Hillsdale	Class 1
East Lansing Public Library	48,579	Ingham	Class 5

Lyons Township District Library	3,667	Ionia	Class 1
Portland District Library	13,912	Ionia	Class 4
Jackson District Library	160,248	Jackson	Class 6
Schoolcraft Community Library	3,775	Kalamazoo	Class 1
Adrian District Library	21,133	Lenawee	Class 4
Clinton Township Public Library	3,604	Lenawee	Class 1
Hudson Carnegie District Library	4,978	Lenawee	Class 2
Lenawee District Library	40,771	Lenawee	Class 5
Schultz-Holmes Memorial Library	7,272	Lenawee	Class 3

Stair District Library	4,340	Lenawee	Class 2
Tecumseh District Library	18,134	Lenawee	Class 4
Milan Public Library	17,511	Monroe	Class 4
Monroe County Library System	149,955	Monroe	Class 6
Burr Oak Township Library	2,611	St. Joseph	Class 1
Colon Township Library	3,803	St. Joseph	Class 1
Constantine Township Library	4,986	St. Joseph	Class 2
Mendon Township Library	4,730	St. Joseph	Class 2
Nottawa Township Library	6,174	St. Joseph	Class 2
Sturgis District Library	17,937	St. Joseph	Class 4
White Pigeon Township Library	5,240	St. Joseph	Class 2
Van Buren District Library	44,265	Van Buren	Class 5
<b>Served Populations</b>	<b>841,578</b>		