

MID-MICHIGAN LIBRARY LEAGUE
LIBRARY COOPERATIVE PLAN OF SERVICE
Incorporating Constitution, Board By-Laws and Plan of Service

I. NAME

This Library Cooperative shall be known as the Mid-Michigan Library League, hereafter in this document referred to as MMLL.

II. AUTHORITY

This Cooperative is established as authorized by Michigan Public Act 89, 1977, known as State Aid to Public Libraries Act. In all things not herein specified, the MMLL shall be governed by P.A. 89, 1977, and any amendments thereto relating to library cooperatives.

III. PURPOSE

MMLL is dedicated to coordinating cooperative library services and resources and to providing leadership, education, communication, information and support to member libraries.

IV. COOPERATIVE LIBRARY

A. Definition

“Cooperative library” defined by P.A. 89: the service center designated by the cooperative board from which established services are provided to members.

B. Eligibility for formation:

The MMLL is eligible to form a cooperative library under provisions of section 6 (a) of P.A. 89 since it includes two or more counties with a total population of at least 100,000.

C. Location:

The MMLL will be located at 210 ½ N. Mitchell, Cadillac, Michigan, 49601, with services being available from 8 to 5 Monday through Friday.

D. Area of membership:

The area to be served by the MMLL consists of the following counties and parts of counties:

Antrim	Benzie	Clare (partial)
Grand Traverse	Gratiot (partial)	Kalkaska
Lake	Leelanau	Manistee
Mason	Mecosta	Montcalm (partial)
Missaukee	Osceola	Oceana
Roscommon (partial)	Wexford	

E. Standards:

The cooperative library shall conform to requirements established by the Library of Michigan in order to qualify for state aid. Additional standards for membership may be established by the MMLL Board.

F. Funding:

1. The fiscal year shall be October 1 through September 30.
2. Services and programs provided by the cooperative library shall be paid for from direct state aid paid the cooperative library board and other funds received from grants, and by state aid to public libraries as listed in P.A. 89, Section 16, Item 4. Costs shall be considered on an annual basis by the MMLL Board which shall consider the state aid available directly to the Cooperative and to public libraries. If funds are insufficient to provide service requested by members, members may be required to pay for services in a priority order established by the MMLL Board and Advisory Council.
 - a. The cooperative library shall deposit state aid money in a separate fund. Expenditures from this fund are subject to review by the Library of Michigan or its authorized representative.
 - b. Non-members may contract for services on a cost basis as determined by the MMLL Board.
 - c. A budget shall be prepared annually by the Director taking into consideration the recommendations of the Advisory Council and presented to the MMLL Board for

adoption prior to the beginning of the fiscal year.

d. Financial records and activities shall be maintained in accordance with 1977 P.A. 89, all other applicable statutes, and accepted accounting practice.

e. An annual audit shall be performed in compliance with State of Michigan regulations.

G. Core Services:

The cooperative board shall provide, directly or through a written contract, services to member libraries within the cooperative area. These services are listed in order of priority as determined by the membership and are subject to standards approved by the Library of Michigan.

1. **Administrative Services:** Administrative Services are essential to the operation of the League and to the delivery of the Plan of Service. Costs, procedures and personnel will be reviewed on an annual basis to insure fiscal responsibility. Areas of service include: Policy development, finance, personnel, grantsmanship, information technology, consultation and advocacy.

2. **Continuing Education:** In-service training including re-certification workshops, training sessions and meetings on specific topics at request of members.

3. **Interlibrary Loan/ILS:** The MMLL will provide cost-effective search and delivery of materials. The League will lead member libraries by exploring technology and procedures for patron-initiated ILL. The MMLL will lead member libraries by exploring ILS technology.

4. **Advisory Council:** Established as the key method of communication between the members, the board and administration. (See Section VI. Advisory Council)

5. **Discounts:** Contract discounts with vendors and telecommunication providers for services for member libraries.

6. **Website/Listserv:** Develop as a communication tool and a resource tool for member libraries and MMLL trustees including, but not limited to, minutes, policies, budgets, discount, training and grant opportunities.

7. **Delivery:** Provide cost-effective ways to deliver materials to members. Staff will continue studying methods of improving delivery including participation in the statewide delivery system.

8. **Reference:** Retain service on a minimal scale.

H. Fee-based Services:

The cooperative board shall provide, directly or through a written contract, fee-based services to participating libraries within the cooperative area. These services are listed in order of priority as determined by the membership and are subject to standards approved by the Library of Michigan.

1. **Large Print Rotating Collection:** Participating libraries will coordinate the program. Participating libraries will contribute toward the purchase of new titles with an annual fee.

2. CD/DVD disc repair service: Participating libraries will contribute toward the cost of supplies and time on a per disc basis. The rate will be set by the Board of MMLL.

I. Contract Service Providers:

For a list cooperative library services furnished by a contracting third party to members of the Mid-Michigan Library League - See Appendix A

V. **MEMBERSHIP**

A. Eligibility for Membership:

1. Full Membership - To be eligible for full membership in the cooperative library with the right to vote, a public library shall:

a. Receive a minimum local support of 3/10ths of a mil on taxable value, as taxable value is calculated under section 27a of the general property tax act, 1893 P.A. 206, MCL 211.27a, in the fiscal year before October 1 of the year before distribution.

b. Participate in the annual development of cooperative library plans.

c. Loan materials to other libraries participating in the cooperative library.

d. Maintain an open door policy to residents of the state, as provided by Section 9 of Article 8 of the State Constitution of 1963.

2. Affiliate Membership - Non-public libraries or public libraries not qualifying as Voting Members, wishing to belong to the MMLL in order to be eligible for the advantages and programs of the MMLL, may request Affiliate Membership from the MMLL Board who shall adopt rules and regulations consistent with the service goals of the MMLL. Affiliate Members may not vote or hold office.

B. Becoming a Member:

The local library board and/or municipal governing or appropriating body shall adopt by resolution the MMLL Plan of Service, requesting that their library become a participating member. The membership must be approved by the MMLL Board and the Library of Michigan.

C. Relinquishing Membership:

In order to withdraw from membership in the Cooperative, the local board of a public library must adopt a resolution to that effect, duplicate copies of which resolution, certified by the local board, shall be filed with the Cooperative Board and the Library of Michigan six months prior to October 1. On termination of the six months notice, the public library may withdraw from the Cooperative provided that the local board and the Cooperative Board submit evidence to the Library of Michigan that all obligations to the Cooperative have been satisfactorily fulfilled. If a library withdraws to join another Cooperative, the procedure is different and involves working with the Library of Michigan as well as MMLL Headquarters.

D. Disputes:

In the event of a dispute the procedures outlined in Appeal Process in the State Aid Guidelines shall be followed.

VI. ADVISORY COUNCIL

A. Purpose:

The Advisory Council is established as the key method of communication between members, board and administration. It is important that there be a feedback loop or mechanism for integration with trustees. The Advisory Council shall provide a place where member libraries can express their views, state their needs and suggest actions which would benefit them. The council shall recommend to the Cooperative Board programs needed by local libraries as well as the total cooperative area.

B. Members:

Each member library is entitled to one voting member on the council. The member may be a library board member, library director or library employee, and is appointed by the member library board.

C. Meetings:

The Advisory Council shall hold six meetings per year, one of which shall be the annual meeting.

D. Officers:

The Presiding Officer of the Advisory Council shall be the Director of the MMLL or some other member of the Council as determined by the membership at the meeting. A member of the Council or MMLL staff member shall be designated Secretary for the meeting.

E. Committees:

Advisory Council committees may be formed as needed upon approval of the majority of members present. Standing committees will be established to annually review and revise the Plan of Service. Two Advisory Council members will be appointed to join the Personnel Committee and two Advisory Council members will be appointed to join the Finance Committee established by the MMLL Board of Trustees, and Board ad hoc committees as requested by either party. Any committees shall report to members at Advisory Council Meetings.

VII. REPRESENTATION OF MEMBER LIBRARIES ON GOVERNING BOARD

A. Number of Representatives: P.A. 89 requires that a Cooperative Board have 9 voting members. The MMLL service area will be divided into 9 areas for representation.

B. Designation of Areas: Libraries in the MMLL service area shall be grouped geographically for representation as follows:

Antrim and Kalkaska Counties
Benzie and Leelanau Counties
Grand Traverse County
Manistee County
Wexford County
Missaukee and Roscommon (partial) Counties
Mason and Oceana Counties
Clare (partial), Lake and Osceola Counties
Gratiot (partial), Mecosta and Montcalm (partial) Counties

C. Selection of Representative: Library Directors and/or Trustees of member libraries shall select one representative for their area or group of libraries.

D. Representation: Each Board member shall represent all the member libraries of his/her designated area.

VIII. GOVERNING BODY - BY-LAWS OF THE COOPERATIVE BOARD

A. Cooperative Board

1. The MMLL Board is the governing body of the cooperative as established in P.A. 89, 1977. The Board shall be representative of the participating libraries. It shall consist of 9 voting members as approved by a majority of the participating libraries.
2. Eligibility to Serve on Board - Any adult resident of the cooperative area, including employees of member libraries, is eligible to serve on the MMLL Board.
3. Selection of Board Members - Library Directors and/or Trustees of member libraries shall select one representative for their area or group of libraries.
4. Term of Office - The term of office shall be four years. The term shall run from October 1 through September 30, or until the annual meeting at which a change in Board officers is made. If the representative cannot be present at any meeting, a substitute may participate in the discussions but shall not be allowed to vote or make motions.

B. Powers and Duties of the Board:

1. The cooperative board is a body corporate and may sue and be sued.
2. The cooperative board shall do all of the following:
 - (a.) Operate the cooperative library and manage and control the cooperative library's funds and property.
 - (b.) Select a chairperson
 - (c.) Establish, maintain, and operate cooperative services for public libraries in the cooperative library's area.
 - (d.) 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 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 cooperative library.
 - (i.) Accept gifts and donations of property for the benefit of the cooperative library and for the purposes for which donated.
 - (j.) Adopt bylaws and rules not inconsistent with this act 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 and indebtedness of any member of the cooperative library within any constitutional, charter, or statutory limitation.
 - (b.) Principal and interest are payable solely from the revenues of the cooperative library.
 - (c.) No member of the cooperative library shall pledge its full faith and credit to the payment of principal and interest on the contract
 - (d.) Interest on the unpaid principal amount of the contract shall 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).
5. An installment purchase contract, land contract, lease purchase agreement, or loan agreement entered into by the cooperative board for a purpose discussed in subsection (2) that occurred prior to the effective date of the 1995 amendatory act that added this subsection is validated and made legal for all purposes.

C. Officers of the Board:

1. The officers of the Board shall be Chairman, Vice-Chairman, Secretary and Treasurer, to be selected for a term of one year or until successors are elected.
2. Their duties shall be as follows:

- a. Chairman: shall preside at all meetings when present, shall exercise general supervision over the affairs of the organization, and shall serve as member ex-officio on all committees.
 - b. Vice-Chairman: shall assume the duties of the Chairman if the Chairman is absent or disabled.
 - c. Secretary: shall cause all MMLL records to be properly maintained with advice and consent of the Board.
 - d. Treasurer: shall provide oversight in financial aspects of MMLL concerns.
3. Bonding of Officers: Adequate bonding shall be purchased for Officers and Director as needed.
 4. All officers shall be elected by the MMLL Board members at the annual meeting, to serve for a term of one year, and shall assume office at said annual meeting.
 5. No member shall hold the same office more than twice in succession.
 6. Should an officer resign before his term has expired, the Chairman shall appoint some member of the Board to assume the office for the remainder of the year.
 7. If a vacancy occurs in the office of Chairman, the Vice-Chairman shall succeed to the office.
 8. Should a member of the MMLL Board resign or be unable to serve, the libraries which elected the member shall be notified and requested to elect another person to fill out the unexpired term.

D. Meetings and Quorum:

1. A minimum of six (6) meetings per year for conducting MMLL business shall be held, as called by the Chairman or Director. One of these meetings, in the fall of each year, shall be designated as the Annual Meeting.
2. Special meetings may be called by the MMLL Board or on written petition of eight (8) member libraries.
3. Five (5) members of the MMLL Board shall constitute a quorum for the transaction of business.
4. Trustees are expected to attend meetings. A trustee missing three (3) consecutive meetings without notification is deemed to have resigned and may be replaced by the libraries he (she) represents.
5. Meetings of the MMLL Board and its committees shall be open to the public and otherwise held in accordance with the Open Meetings Act, Act 267 of 1976.
6. Roberts Rules of Order (revised) shall be the parliamentary authority on all meeting procedural matters not covered in this document.
7. Order of Business at regular meetings:
 - Call to order, roll call, introductions
 - Preceding meeting's minutes
 - Financial reports, approval of bills
 - Public participation, communications
 - Committee reports
 - Director's report
 - Other reports – staff, board
 - Old business
 - New business
 - Adjournment

E. Committees:

1. The Chairman shall be empowered to appoint committees, either Standing or Ad Hoc, as deemed necessary at any time or, on the majority vote of the members at any meeting, the Chairman shall appoint committees as they direct. Personnel and Finance shall be the areas of concern of two Standing committees.
2. Standing committees shall meet annually at minimum, or more often as necessary, to develop plans and make recommendations to the Board. Such committees shall include at least 3 Trustees and the Chairman as an ex-officio member, and may include 2 Advisory Council members. The Finance Committee shall include the Board Treasurer.
 - a. Personnel Committee - works with the Director to review, plan and make recommendations to the Board concerning such matters as personnel procedures, benefits, policies and job descriptions, development of annual objectives and performance appraisal of the Director and other personnel-related issues as requested by the Board; provides leadership in the recruitment and hiring of a Director, when necessary, providing recommendations to the Board.

b. Finance Committee - works with the Director to review, plan and make recommendations to the Board concerning such matters as amendments to the budget, long range financial planning, implementation of audit recommendations and Plan of Service objectives such as fee structure to libraries for services; and other finance-related issues as requested by the Board.

F. Amendment of By-Laws:

Any amendment to these By-Laws may be proposed at any regular meeting of the MMLL Board to be considered at the following meeting, at which they may be adopted by a two-thirds vote of the 9-member Board.

G. Suspension of By-Laws:

These By-Laws may be suspended in case of emergency by unanimous vote of all those present at a meeting at which a quorum is present.

IX. REVIEW OF PLAN OF SERVICE

The Plan of Service shall be reviewed annually by the Advisory Council and MMLL Board with any substantial revisions submitted to the member libraries and the Library of Michigan for approval.

Approved by the Board of Trustees, May 21, 2009

Amended and approved by the Board of Trustees, September 17, 2009

This plan replaces the MMLL Cooperative Plan of 2004 and 2005 and shall be effective when accepted by the membership and by the Library of Michigan.

This revision and approval was done in accordance with the new rules for state aid that will become effective October 1, 2009.

Reaffirmed by members and Board September 23, 2010.

**Mid-Michigan Library League
Plan of Service
Appendix A**

Library Services Furnished by a Contracting Third Party:

- I. Statewide delivery to member libraries (two-day per week delivery) provided by Michigan Library Consortium.
- II. OCLC, Inc. interlibrary loan subscription.
- III. Listserv hosting contract with L-Soft International, Inc.