



## Benefits of Membership

FY19 (10/1/18 to 9/30/19)

The Mid-Michigan Library League (MMLL) is one of Michigan's eleven library cooperatives, formed under and funded through the State Aid to Public Libraries Public Act 89 of 1977. Section 2(f) states "Cooperative library" means the library or service center designated by a cooperative board to execute services established by a cooperative plan and provided to libraries participating in a cooperative. Cooperatives are able to provide services that are more efficiently and economically achieved via group purchasing and coordination, leaving the more unique, community-centric activities to the individual library. The Cooperative does not provide direct service to the public but instead supports its member libraries in their efforts to better serve the public. The members of MMLL work together to share resources and provide quality services to their users.

Every year, public libraries and cooperatives in Michigan submit an annual report/state aid application, due by February 1<sup>st</sup>. Funding is distributed on a per capita basis, the amount determined annually by the State budget signed by the Governor. The Act from 1977 intended funding at \$.50 per capita, however it has not been funded at that amount, even in current dollars, for more than ten years. For FY2018, the per capita amount is estimated at \$.36. Funds are distributed after the state aid applications are reviewed and validated.

### **Funding breakdown: \*\*\*see note below\*\*\***

The total amount allocated in the State's annual budget for state aid to libraries is disbursed in thirds:

1/3 – Direct Aid (library): All public libraries meeting the criteria for state aid that have filed by the deadline shall receive per capita funding for the population they serve (legal service area plus any contracts for service).

1/3 – Indirect Aid (cooperative membership): All public libraries with membership in one of the State's eleven library cooperatives shall receive indirect state aid per capita funding (also known as "swing," "16:4," or "Cooperative membership" aid). Based on each cooperative's plan of service, these funds may be billed partially or entirely by the cooperative for services provided for the year.

NOTE: These payments are **combined** and go out as one check twice a year. Half of the combined amount is paid in the spring, half is paid in the late summer. Each time the library receives the payment, they are billed by the cooperative for the indirect aid, so half of each check received is intended as payment for cooperative services.

1/3 – Direct Aid (cooperative): All library cooperatives meeting the criteria for state aid that have filed by the deadline shall receive the per capita funding for the total population served by their member libraries.

**\*\*\*Important note:\*\*\*** If a library does not belong to one of the eleven Michigan library cooperatives, that library will **NOT** receive the indirect aid, nor will any single cooperative receive the per capita aid for their service population. Instead, the funds that might have gone to the library and the cooperative it belongs to are put back into the initial budget and re-divided among qualified libraries/cooperatives. So, if a library leaves a cooperative and does not join another one, they will not see any additional funds or service from State Aid.

**Core MMLL Services:** The cooperative board shall provide, directly or through a written contract, services to member libraries within the cooperative area. These services are listed below.

1. **Administrative Services:** Administrative Services are essential to the operation of MMLL and to the delivery of the Plan of Service. Costs, procedures and personnel will be reviewed on an annual basis to insure fiscal responsibility. Administrative functions include:
  - a. Policy development,
  - b. Finance,
  - c. Personnel,

- d. Grant writing and management,
- e. Information technology,
- f. Consultation, and
- g. Advocacy.

2. **Continuing Education:** In conjunction with the Continuing Education Committee, MMLL staff will select and arrange for training on specific topics of interest to the membership. The CE Committee will be appointed by the MMLL Board on an annual basis.
3. **Interlibrary Loan/ILS:** MMLL will lead member libraries by assisting them with the technology and procedures for patron-initiated interlibrary loan via the statewide MeLCat resource sharing system. MMLL will assist members with ILS technology and shared systems as needed. Interlibrary loan service for materials not found in MeLCat will be provided via an arrangement with the White Pine Library Cooperative for a per item request fee billed directly to MMLL members on a quarterly basis.
4. **Advisory Council:** The Advisory Council is comprised of the director of each member library and is established as the key method of communication between the members, the board and administration. (See Section VI. Advisory Council)
5. **Discounts:** Negotiated discounts for library materials, databases, supplies, telecommunication services, and other volume-based purchases shall be achieved and offered to member libraries either by posting the direct contact information for the member with the discounted pricing, or by the cooperative paying the vendor invoice and then re-invoicing the membership.
6. **Website/Listserv:** MMLL shall maintain both a website and listserv as communication and resource tools for member libraries and MMLL trustees. Content shall include minutes, policies, budgets, discounts, training and grant opportunities.
7. **Delivery:** MMLL shall pay the cost of participation in the statewide delivery system, "RIDES" for each member library. Class size I-IV will have up to three days of delivery paid for by the MMLL, and class size V and VI shall have up to five days of paid delivery. Additional payment of delivery to branch locations may be negotiated between the MMLL Board and member library.
8. **Reference:** MMLL shall provide reference and consulting services to member libraries.
9. **Technology support:** MMLL shall provide consultation on broadband connectivity, public access computing, integrated library systems, and other library technologies to its members. When the budget allows, a stipend for each member library shall be provided for payment of tech support. MMLL shall arrange for third party service at a discounted rate. In addition, MMLL shall arrange for a discounted rate for E-rate consulting.
10. **Service Initiatives:** As funds allow, MMLL will provide service initiatives to benefit the membership, such as grant programs and rotating special collections.
11. **e-Resources:** As the budget allows, MMLL will purchase access to subscription e-resources such as language learning and downloadable e-audio content. This will be provided to all members as a benefit of membership in the cooperative.

**Examples of support:**

- Pay for delivery service via the statewide RIDES system for each member library
- Fund a mini-grant program for one-time costs and service enhancement
- Develop new services to support member libraries such as the new maker kits that members can check out for programming, and the 3D printers that are now available
- Provision of certain e-resources for all members without billing membership
- Provide continuing education trainings for professional development
- Offer training on Board roles and responsibilities, assist with strategic planning, district library formation
- Coordinate new and existing group purchasing for discounts in pricing for members
- Consult on library law and policy and the creation of effective procedures
- Assist with library automation choices and implementation

- Research and disseminate information on best practices
- Communicate opportunities for grants and trainings; disseminate information on best practices
- Reach to potential partners to coordinate broader community collaborations

### **Eligibility for Membership:**

To be eligible for full membership in the cooperative with access to all services provided, a public library must meet the following criteria:

- 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 on the Advisory Council.
- c. Loan materials to other libraries participating in the cooperative library.
- d. Adhere to all Michigan law pertaining to public libraries (see the [Library Laws Handbook](#)).

**Advisory Council:** The Advisory Council is established as the key method of communication between members, board and administration. 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.

### **GLOSSARY**

**ILL** – Interlibrary loan. This is when one library requests materials be sent to them from another library to fill a patron request.

**ILS** – An integrated library system. This is library automation that includes modules such as circulation management, the online catalog with user-friendly options, and any other modules such as cataloging, acquisitions and scheduling.

**Listserv** – An email list that works both ways so that a message may be sent to many people simultaneously and which has a static address for use by its members, as well as a variety of sign up options.

**LSTA** – The Library Services and Technology Act, federal legislation providing funding to each state to support library service.

**MCLS** – Midwest Collaborative for Library Services, the not-for-profit entity that manages MeLCat for the Library of Michigan. MCLS is also in charge of RIDES delivery service.

**MeL** – The Michigan eLibrary at <http://mel.org>, the state’s virtual library, coordinated and funded by the Library of Michigan via federal and state funds.

**MeLCat** – The Michigan eLibrary statewide resource sharing system and catalog, subsidized by state and federal funding. Patrons from participating libraries may place requests for materials directly, and they are delivered via RIDES to their home library.

**Reciprocal Borrowing** – This is when a patron from one library is able to use their library card at another library to checkout materials.

**RIDES** – The statewide delivery system in which all libraries must participate in order to be MeLCat members. Libraries can get 2, 3, and 5-day per week deliveries, paid for by their cooperative.