

SUPERIORLAND LIBRARY COOPERATIVE**Annual Schedule of Services and Fees****Mission:**

The Cooperative develops and sustains innovative programs that are cost-effective because all types of libraries collaborate in shared, economy-of-scale activities. Cooperation among members makes better library service possible and growth sustainable.

2007-2008 Board of Directors***Board Representation by library***

The following libraries may appoint a voting representative on the Cooperative Board for the 2007-08 year. Appointments must be made by 30 September 2007 or the vote will pass to the next library within each class.

Class I Lake Linden Hubbell School Public Library
 Republic Michigamme School Public Library

Class II:III Ironwood Carnegie Library
 Munising School Public Library
 Forsyth Twp. Library

Class IV:V Crawford County Library
 Escanaba Public Library
 Menominee County Library
 Peter White Public Library

2007-2008 Notice of Regularly Scheduled Board Meetings***TENTATIVE***

Thursday, December 6, 2007 (hospital network)

Thursday, March 13, 2008 (hospital network)

Thursday, June 26, 2008 (hospital network)

Thursday, September 18, 2008 (face to face)

Librarians' Service Plan Meetings & Mini-Workshops

Tuesday, March 4, 2008

Tuesday, June 17, 2008

3rd meeting in conjunction with workshop

2007-2008 SCHEDULE OF SERVICES AND FEES

Associate Members Fee Schedule

Itemized fees for Associate Members and for non-Superiorland Co-op Libraries

Task Description	Amount
Base fee for Associate Members	\$150.00 per year (Oct. 1 – Sept. 30)
Annual UPRLC storage fee @ UPRLC cost	\$.025 per bibliographic record
Original Cataloging Fee	\$ 25.00 per item
OCLC MARC Record only	\$ 2.50 per record
UPRLC Holding Add or Edit	\$ 1.00 per holding
UPRLC and OCLC Delete	\$ 1.00 per holding

Public Library Member Services

All public library members will be assessed their indirect state aid payment (estimated at **\$0.1973** per capita in 07/08) to purchase Cooperative core services for the 2007-08 fiscal year, commencing on October 1, 2007. These core services include:

1. **Resource Sharing.**

- a. Full-time Interlibrary Loan Library Assistant for interloan and reference services.
- b. Interlibrary Loan service both within and outside the Co-op.
- c. Record keeping for interlibrary lending activity passed through the Superiorland Library Cooperative.
- d. Opportunities to participate in collaborative grants and group purchasing arrangements.
 - i. Books In Print (Co-op coordinates group buy)
 - ii. Sanborn fire maps database (Co-op coordinates group buy)
 - iii. Movie Licensing USA (Co-op coordinates group buy)

07/08 Activities:

- **Maintain the Cooperative's OCLC flat rate subscription and charge member libraries \$3 for each OCLC filled request.**
- **Central ILL staff will be certain to give libraries that are not in the Sirsi automated system the opportunity to cancel a request prior to ordering it on OCLC.**
- **Contract with Mid-Michigan Library League to recover partial costs for OCLC ILL.**
- **Add libraries to the new 'paperless' interlibrary loan system, saving local staff time.**
- **Monitor OCLC ILL statistics. Work with Michigan cooperatives to renegotiate OCLC ILL flat rates if using MeLCat lowers our OCLC statistics.**
- **Monitor MeLCat delivery U.P. turn-around times & advocate with MLC if improvement is needed.**
- **Increase # of libraries in MeL Delivery by working out relay systems like the one REMC 1 has used with materials delivered to schools via buses.**
- **Discontinue delivery at Cooperative Headquarters –share relay costs with PWPL.**
- **Co-op will discontinue paying up to \$50 per individual for lending library fees.**

2. Bibliographic Access and Maintenance.

- a. Cataloger/Trainer position for MLS librarian shared with UPRLC Automated Library System during the **first quarter of 2007-2008.**
- ~~b. 1-day on-site cataloging support.~~
- c. Union Catalog Holdings in the regional database (UPRLC Sirsi).
Co-op pays \$.025 cents per holding for libraries that are not members of Sirsi.
- d. Holdings added to UPRLC system for libraries that are not members of Sirsi.
- e. MARC record acquisition service from OCLC.

07/08 Activities:

- **Maintain Cooperative's processing center and flat rate for OCLC cataloging.**
- **Encourage libraries are encouraged to go to OCLC as the first source for MARC records for export into the Sirsi database.**
- **Distribute costs of exporting OCLC MARC records to recover one-half the cost from libraries that share the OCLC MARC records in the Sirsi database.**
- **Add new libraries (Crawford, Gerrish Higgins, Curtis) to OCLC processing center**
- **Look into contracting with another cooperative or staff from other libraries to do original cataloging for member libraries. Rebill these contract costs.**

3. Continuing Education and Communication.

- a. Continuing education workshops, each with at least .3 CEUs.
- b. Subscription to the Superiorland electronic discussion list.
- ~~e. Assistance with Sirsi training for Cooperative-related services, such as interlibrary loan and cataloging.~~
- ~~d. Provide funding for library directors who have to travel over 2 ½ hours to SLC workshops and meetings~~
- e. \$100 per library scholarships for attending workshops or library related meetings..

07/08 Activities:

- **Offer at least 4 CEU workshops during the year. Workshops presented by Co-op staff may be repeated regionally, if there is demand. Recover staff travel costs by charging minimal fee for workshops. Travel costs will be divided equally among all participating libraries.**

Workshop suggestions:

- **MeL databases**

- **Networking School Public Libraries: Programs and Administration**
 - **Repeat Beginning Web Workshop. Add Advanced Web workshop**
 - **Advanced MS Word and Excel**
 - **Free.99: Using Library Volunteers**
 - **Tax free or tax deferred programs for public employees**
 - **Going Like 60 - Library Services to Seniors**
4. **Upper Peninsula Library for the Blind & People With Disabilities.**
- a. Talking Book services for eligible readers.
 - b. ~~Rotating deposit collections of large print books.~~
 - i. ~~Establish or enhance permanent large print collections in public libraries located in communities where the Library for the Blind is a United Way agency and receives support.~~
 - c. Promotion and exhibits to increase readership.
 - d. Staff reduced to 1 FTE with volunteers for 1st quarter of year.

07/08 Activities:

- **Discontinue U.P. LBPD participation in Sirsi and MeLCat & lending large print**
- **Discontinue large print service to patrons and libraries.**
- **Conduct campaign in communities where we receive United Way grants. See web site: www.uproc.lib.mi.us/slc/uplbph/2006Tbpromo.html (Pass the Word campaign will involve circulation staff at these libraries, targeting adults & children and their families and friends.) Libraries: Escanaba, Gladstone, Calumet, Gwinn, Richmond, Republic, Marquette, Houghton**
- **Recognize volunteers: Telephone Pioneers**
- **~~Explore Talking Book Centers at pilot libraries.~~**
- **Staff will weed heavily Talking Books, reducing collection to 3-year collection.**
- **By November 1st, determine whether to close LBPD as of 1 January 2008.**

5. Technology services.

- a. 2-day on-site tech support at each member library. Contract at actual and reasonable hourly rate for labor and travel costs when more than 2-days is needed at any one library.
 - i. Additional remote support available if Co-op is given network access.
 - ii. Advise on purchase of hardware and software, including research on best prices.

07/08 Activities:

- **Assist Menominee County Library and Ironwood Carnegie Library Spectrum libraries to upgrade barcodes and join Sirsi automated system, if they so choose**
- **Assist Wakefield Public Library and Ontonagon Public Library to join MeLCat as stand alone Spectrum libraries, if they so choose**
- **Set up accounts for Menominee CL and Ironwood PL on Sirsi prior to expiration of free license in UPRLC's contract. Rebill to each library the actual cost of Sirsi account maintenance until such time as they become full members.**
- **Assist with implementation of wireless capability, as requested**

6. Other services

- a. ~~Rotating multi-media collection~~
- b. ~~McNaughton book rental or collection development grant~~

07/08 Activities:

- Negotiate new Internet access agreement for Superiorland consortium.
- Work with consortium members for maximum bandwidth and affordability.
- Assist members of the consortium and other libraries getting USF as they try to comply with USF rules
- Apply for USF discounts for the Internet consortium

7. Administration, Communication, Consultation.

- a. Regular communications with board and members through electronic lists and web pages.
- b. Professional consultation on library related issues.
- c. Assistance with USF / E-rate paperwork and program advocacy.
- d. Representation at federal, state, and local legislative meetings and in statewide initiatives focused on improving library funding and services.
- e. Advocacy network to inform state and federal legislators about library funding and other important issues.
- f. Vendor discounts for books, A/V, library supplies negotiated through TLN & Co-op Directors Association.
- g. 2-way interactive video conferencing for board meetings.

07/08 Activities:

- **Maintain www.uphistory.org web site (\$1400 Content dM license) and explore digitization grant opportunities.**
- **Provide training in use of Peter White & Portage Lake's Foundation Center database and cooperating collections.**
- **Assist three libraries that will make regular financial reports to boards, set up filing systems for financial records, and improve reporting in-kind revenues.**
- **Prepare statistical reports for members that can be used in fund-raising, advocacy with legislators, and telling the value of the library to the community.**
- **Host program for school public libraries to discuss common issues**
- **Maintain a web site to share successful grant applications, grant opportunities, and other grant-writing tips.**
- **Revamp the Cooperative's web site.**
- **Director visit 8 libraries for planning & idea-sharing**

MORE DETAIL on Core Services Descriptions and Policies

1. Resource Sharing

a. Interlibrary Loan

Regular meetings or other communications of ILL staff across the Cooperative for idea sharing & skills training.

All members will continue to use UPRLC's UPCAT *FIRST* to locate titles, before going to MeLCat.

Libraries / patrons will request titles directly from lending libraries.

In 07/08, the Cooperative is paying a flat rate for ILL, so members who are doing their own OCLC now are encouraged to use the Co-op central service.

~~The Cooperative will be responsible for paying any fees assessed by lending libraries when borrowing materials via OCLC, within a limit of \$50 per individual.~~

The Co-op will keep an ILL web site and directory updated

b. Delivery

~~The Cooperative will participate in the statewide delivery system and use this system to distribute rotating collections and other bulk materials to participating libraries.~~

c. Group database subscriptions

~~In 06/07, the Cooperative will subsidize the purchase of two online databases: Books In Print and Sanborn fire maps. The contribution will be \$500 toward BIP and the full cost (\$1850) of the Sanborn database.~~

Continue to offer group discounts for database subscriptions; however, Cooperative will need to recover 100% of license costs.

2. Bibliographic Access and Maintenance

~~1-day on-site professional cataloger, time to be used as needed.~~

OCLC's Cat Express is compatible with Sirsi and is a user-friendly front end for library staff to add their records to UPCAT. Our goal is to maintain a high quality database and participate in state and national lending programs. The Cooperative has an OLCL flat subscription rate for

purchasing OCLC MARC records. **So all libraries are encouraged to go to OCLC as the first source for MARC records.**

In 07/08, we will continue to use OCLC Cat Express. We are training library staff to download OCLC MARC records from MeLCat, now that MLC has worked out an agreement with OCLC to allow this. Staff are trained to select the full MARC or OCLC MARC records. **One-half the cost for OCLC MARC exports will be recovered from members.**

3. **Union Catalog for Interlibrary Loan**

To facilitate borrowing and lending among the libraries, it is desirable for the Cooperative to maintain a union listing in UPCAT of all materials owned by member libraries that are either nonautomated or are on standalone systems.

At this time one nonautomated library, Richmond Twp. Library, is contributing records to the union list regularly and Richmond Twp. Library has agreed to contribute toward the OCLC MARC record cataloging subscription. Cooperative staff will search for and load requested MARC records into the Sirsi database for ~~libraries that are not members of Sirsi~~ Richmond Twp. Library. This may be done through a contract with UPRLC, another library or another cooperative.

If two libraries join Sirsi/MeLCat and two more libraries join MeLCat in 2007/2008, there will remain **five libraries out of twenty-eight whose holdings are not available for interlibrary loan** because they are not updated in any resource sharing database. Because the Cooperative pays \$0.025 per record stored on Sirsi, talk to the five library directors about deleting out-of-date library holdings from Sirsi. These libraries are as follows: Bessemer, Crystal Falls, McMillan, Osceola Twp., and Republic. ***Do not delete holdings unless libraries agree.***

4. Continuing Education

Meet QSAC standards with a videoconference training site within 100 miles of each library. **Videoconference training sites: Hancock, Iron River, Marquette.**

The Cooperative will survey associate and full members to determine the continuing education needs for the fiscal year.

Four workshops will be held with some topics repeated in three Cooperative regions. Each workshop will offer at least .3 Continuing Education Unit (CEUs).

One opportunity for Trustee education will be provided.

The Cooperative will facilitate advocacy training for librarians, Friends, and Trustees at least once every three years.

Member libraries may be charged up to a minimum **\$20.00** fee to cover workshop expenses. Non-members will be charged **\$35** to attend a workshop.

Incorporate wireless lab into continuing education program based on recommendations by Advisory Board.

~~Continue progress as staff time permits to hold at least one Basic Computer Skills workshop for the public in each library. These classes may be 'train the trainers' opportunities for local staff.~~ The Cooperative has developed classes that local staff can use for public training: Basic Computer Skills including using the mouse, MS Word, MS Excel, Basic and Advanced Internet Skills, Using Yahoo Email, Resume Writing, and Job Seeking Skills.

5. U.P. Library for the Blind & People With Disabilities

Participate in CUL.

~~Participate in Sirsi, and MeLCat automated systems in order to improve circulation of large print books through interloan.~~

Promote the service to increase readership.

Participate in some United Way activities in each UW service area, such as chili suppers. Promote services at PrimeTime and other opportunities.

Recognize volunteer efforts by Telephone Pioneers each year.

Weed collection regularly to maximize limited space.

~~Distribute book packs to new LD and blind readers under 15 years old.~~

6. Technology Services.

In 2007/2008, the Cooperative will enter data for maintaining a continuing education database to help members track their attendance at workshops and progress toward CEU certification.

Upon request from a library, the Cooperative Network Administrator will assist libraries to evaluate bandwidth needs, upgrades and opportunities to lower costs for Internet access.

7. Other Services.

a. ~~Rotating multi-media collections. Libraries may receive rotating A/V packets with videotapes, audio books, and/or DVDs. Packets rotate every 2—3 months. The Cooperative coordinates processing, selection, ordering, and accepts donations. Libraries use the statewide delivery system to exchange packets; the Cooperative reimburses USPS mailing costs for libraries that don't participate in delivery.~~

- b. ~~McNaughton Book Rental or Collection Grants. The cooperative will purchase a book rental plan for each member, with basic inventory and 5 new bestsellers per month. A cash grant in lieu of the book rental plan is an option, @ \$1,038/library.~~
- c. Sponsor cooperative-wide traveling programs or speakers.
- d. Support a Foundation Center cooperating collection and participate in training opportunities for Co-op library staff.
- e. Provide statistical information as requested for grant-writing and community analysis.
 - i. Example: <http://www.uproc.lib.mi.us/slc/demog.pdf>
 - ii. <http://www.uproc.lib.mi.us/slc/emp.pdf>

8. Administration

Prep and follow-up for Board and Advisory Board of Librarians meetings
Budget and finance
Advocacy
Disseminate information pertaining to public policy and emerging technologies and grant opportunities
USF E-rate work for and on behalf of members
Plan / present Continuing Education programs
On-site visit to every library over a 3-year period and presentations to local library boards as requested
Presentations on district library establishment and other topics for boards
Maintenance of the SLC, Administration A-Z, and www.MiJob.info web sites to share minutes, financial and other Cooperative reports
Conduct surveys and publish results
Negotiate group purchases and vendor discounts
Grant writing for cooperative and consult on member grants

The Cooperative Director administers Superiorland's contract with UPRLC for the Sirsi automated system and acts as Fiscal Agent for the UPRLC 501(c)3. Under this contract, the Director and Administrative Assistant are responsible for budgeting, keeping a separate bookkeeping system and inventory, managing UPRLC contracts for Internet access and Sirsi, researching and evaluating future bandwidth growth opportunities, and providing management information for the annual UPRLC GASB audit. The Co-op Director serves as the UPRLC, Inc. Treasurer and is responsible for 501(c)3 compliance and reports.