

**THE LAKELAND LIBRARY COOPERATIVE
PLAN OF SERVICE AND GOVERNANCE
APPROVED BY THE BOARD
ON SEPTEMBER 8TH, 2022**

**LLC BOARD APPROVED REVISIONS
ON SEPTEMBER 14th, 2023**

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ARTICLE I. NAME

The name of this library cooperative shall be the Lakeland Library Cooperative (“LLC”).

ARTICLE II. AUTHORITY

1. This Plan of Service is authorized, and LLC is established under the terms of the State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended. (Appendix A)
2. This Plan of Service supersedes all previous Plans of Service.

ARTICLE III. MEMBERSHIP

1. Requirements:

- Full Membership in the LLC shall be open to any public library that meets the requirements of P.A. 89 of 1977:
- Maintenance of 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.
- Participation in the development of the cooperative plans.
- Loan materials to other libraries participating in the Cooperative through interlibrary loan and/or reciprocal borrowing agreements.
- Maintenance of an open-door policy to other residents of the State of Michigan as provided in Article 8, Section 9 of the State Constitution of 1963. (Appendix A-2)

2. Adoption:

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

3. Withdrawal:

- The member library’s Governing Board, and/or municipal governing or appropriating body, must adopt a resolution to withdraw its full membership in the LLC at least 12 months prior to the membership termination, or from services that have budget implications as determined by the LLC Board, such as, but not limited to:
 - The Shared Integrated Library System
 - The Overdrive Content Group
 - Cataloging Services

- Duplicate copies of the resolution, certified by the clerk of the local board/authority, shall be filed with the LLC Board and the Library of Michigan.
- The LLC Board may give notice of the intent to terminate a library membership 6 months in advance, if the library does not meet eligibility requirements as noted in Article III, Section 1 above.
- All contractual agreements entered between the member library and LLC and/or contractual agreements entered by LLC on behalf of the member library must be fulfilled prior to the termination of membership. Notification of all outstanding contractual obligations will be provided to the member library before the withdrawal process is begun.

ARTICLE IV: DISPUTES

1. LLC is committed to resolving disputes at the local level, including mediation, arbitration and litigation.
 - The cooperative director and the director of the member library concerned shall meet and attempt in good faith to resolve any issues or concerns.
 - If a resolution of the concerns is still not possible, the board of each library concerned, following a review of the issue, shall petition the LLC Board in writing for redress of the matters in dispute specifying the remedies sought.
 - The LLC Director shall present the petition to the LLC Board (within 90 days), along with his or her recommendations. The LLC Director shall report the conclusion of the Board to all parties concerned, promptly and in writing.
2. If a dispute concerning the cooperative and its member libraries that cannot be resolved on the local level.
 - The matter, along with copies of all documentation, shall be reported to the Library of Michigan by the LLC Board or by the board of the library or libraries involved.
 - The Library of Michigan may hear the case. The decision of the Library of Michigan shall be final. (MCLS 397.572 section 22).

ARTICLE V: COOPERATIVE BOARD

1. Authority: The Board shall
 - Hire a director to manage the LLC.
 - Develop, revise, and adhere to the approved by-laws (Appendix B), plans, policies and provide services, consistent with State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended.
 - Approve the budgets and provide fiduciary oversight.
 - not be deemed to deprive any local board of any of its powers or property.
2. Representation and Eligibility:
 - The LLC Board shall consist of nine (9) voting members as provided in Public Act 89, 1977, Section 7. All board members will be library directors from within the LLC member libraries. Current Advisory Council Officers are ineligible to

serve as members of the Board. The LLC Board may appoint an Ex Officio Board (non-voting) member in accordance with this document and the established by-laws.

- There will be a mix of permanent and elected positions on the board based on population statistics provided annually by the Library of Michigan (“LM”) and their Class identification system of public libraries.
 - Permanent Positions:
 - Member libraries with Library of Michigan Class 6 designation are eligible to have their director have a permanent position on the board.
 - These positions have no term limit or election requirement by the LLC membership.
 - These positions will be filled by the member library’s Board.
 - In case of a vacancy, the board of the member library shall designate an interim director.
 - Elected Positions:
 - Member libraries with a Library of Michigan LM Class designation are eligible for their directors to be elected to the LLC board for a two-year term with no term limits on a staggered schedule as follows:
 - Class 1, 2 and 3 libraries shall join together to elect one board member every two years in odd numbered years.
 - Class 4 libraries shall elect two board members, one each in even and odd numbered years.
 - Class 5 libraries shall elect one board member every two years in even numbered years.

3. Elections:

- Elected Positions:
 - The LLC Board shall announce in June of each year the scheduled open elections as stated above.
 - Interested individuals will self- nominate and inform the board president of their intent.
 - Elections shall be held annually at an ~~August~~ Advisory Council meeting ~~each year~~ with the election results announced no later than September 15th ~~of that year~~. Each member library shall cast one vote for each available member position in the Library of Michigan LM class of which that library is a member.
 - Elected members shall begin their terms October 1st.
 - If libraries join or withdraw from LLC, the composition of the Board shall be reviewed, and election requirements adjusted accordingly at the end of the fiscal year.

4. Meetings:

- Meetings will comply with the Open Meetings Act, P.A. 267, of 1976, as amended. (Appendix E)
- The annual meeting shall be held in October.

- The Board will meet at least 8 times per year, as determined at the annual meeting.
- Special meetings may be called by the Board president or upon the request of four members of the Board.

ARTICLE VI: ADVISORY COUNCIL

1. Authority: The major functions of the Council are:
 - Adhere to the approved by-laws, (Appendix B) plans, policies and provide services, consistent with State Aid to Public Libraries Act, Michigan Public Act 89 of 1977, as amended.
 - To advise the Board and Director on issues regarding policies, services and other concerns that may affect LLC, including the annual review of budgets.
 - In consultation with the Director, to review current services, research new services and plan for the implementation of Board-approved new services.
2. Representation and eligibility:
 - The Council shall be composed of the director from each of the member libraries. If unable to attend, the director, or the member library's governing body, may appoint one staff member as a replacement, with voting privileges. Current Board Members are ineligible to serve as officers of the Advisory Council.
3. Elections
 - The Council shall elect a Chair, Vice-Chair and a Secretary at the annual meeting.
4. Meetings:
 - Meetings of the Council will comply with the Open Meeting Act, P.A. 267, of 1976 as amended.
 - The Council will meet at least 8 times per year, as determined at the annual meeting.
 - The annual meeting of the Council shall be held in October.
 - Special meetings may be called by the Council Chair or upon the request of 20 members.

ARTICLE VII: FUNDING

1. State Aid
 - LLC shall apply for State Aid before February 1 of each year.
 - State Aid, granted by the State of Michigan for cooperative libraries as authorized by Public Act 90, 1977, Section 13 and paid to the LLC, will be used for any library-related purpose approved by the Board.
 - LLC charges for services may be paid from funds coming to the member library from the State of Michigan as authorized by Public Act 89, 1977, Section 16 (4).
2. Additional Revenue
 - Member libraries may contract with the LLC for services.
 - Grant funds will be used in accordance with state and federal laws and

GASB accounting standards.

- Donations will be used in accordance with state and federal laws and GASB accounting standards.

3. Budgeting

- The fiscal year of LLC shall be October 1 to September 30.
- LLC charges for services and products are to be determined on a yearly basis using the Member Services Formula (Appendix F) which is reviewed by the Council and approved by the Board. All payments shall be made to LLC.
- The Director will work with the Board to develop a tentative draft budget for the upcoming fiscal year, present the budget to the Council, and forward the Council's recommendation to the Board.
- All funds received by LLC will be deposited in separate and/or designated funds and will be used only for expenses authorized by the Board.
- The investment of surplus funds shall conform to Public Act 20 of 1943 (as amended.)

4. Financial records:

- Regular financial statements shall be made available to the Board and Advisory Council.
- The LLC financial records will comply with Federal and State regulations, Government Accounting Standards Board (GASB) principles, and be organized under the guidelines of the State of Michigan's "Uniform Chart of Accounts."
- The LLC will provide an annual financial audit filed within 12 months of the close of the fiscal year. If the annual financial audit report discloses a deficit or other material deficiency, LLC shall submit a corrective action plan for review and approval by the Department of Treasury. 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.
- LLC shall maintain fidelity bond coverage and appropriate insurance and file annual verification of coverage as required by the Library of Michigan.

ARTICLE VIII: SERVICES AND FEES

1. The LLC provides members with a variety of services and products, such as a shared integrated library system, which are available to all member libraries depending on contracts, licenses and individual and collective decisions as detailed in LLC’s List of Services and Products (Appendix G), the Member Services Formula and Annual Budget and other policy documents.

ARTICLE IX: PLAN APPROVAL AND REVISIONS

1. The Plan of Service will be reviewed and or revised in the year that the Library of Michigan certifies the information collected from the decennial Census or, at any time, by a 2/3 majority vote of the Board members present.
2. After the review, the Board shall submit a revised Plan of Service to the Library of Michigan for approval and provide a copy of the plan and appendices annually.

ADOPTION DATE

As approved by The Lakeland Library Cooperative Board:

Date: _____

Authorized by Library of Michigan:

Date: _____

Approved Revisions by the LLC Board:

June 8th 2023

September 14, 2023