

## Northland Library Cooperative Services 2017/18 Approved 9/21/17.

Following are the services public library members of Northland will receive during this fiscal year 2017-2018. **Changes based on the recommendations of the Services Committee are noted in bold type.**

### Administrative/consultant services/Communications

1. Maintaining a website(**TADL**) which has links to the Member Library Director, Board and Advisory Council minutes, Board and Advisory Council meeting schedule and a Board Members Directory.
2. Assistance with USF filing (e-rate). The **TADL staff will assist with this round of filing NLC will contract with another agency in the future. .**
3. Internet access. NLC is a Merit Affiliate and assist libraries with connectivity to the Internet via Merit.
4. Consultant service: The Director is available to the member libraries to help solve library issues related to services, staffing, board relations, cataloging, e-rate and advocacy.
5. Discussion lists: NLC maintains discussion lists on the Internet for directors, board and libraries in the cooperative. The lists are meant to be avenues of communication for the director as well as among board and library staff.
6. **IT Service: NLC will contract with TADL to provide NLC member libraries access to the TADL IT Staff for assistance with IT problems at their library. The service will not include visits to libraries, but rather will be advice oriented. Libraries needing counsel on what equipment to purchase, simple fixes that can be done over the phone, assistance with participation in Evergreen ILS. Initial contact of less than 30 minutes will be done at no charge. If the situation warrants more time/research then NLC would be billed by TADL at the rate of \$40 per hour. Since this is an experiment the committee is recommending that \$1,000 be budgeted with a review at the December meeting or at a time when billing approaches the budget limit.**

### ILL/MeLCat: Resource Sharing.

1. Libraries that need ILL service from OCLC may send their requests to their partner library. NLC will pay the partner library \$5.00 for each ILL request.
2. Libraries that need assistance in getting ready to join MeLCat may contact NLC for help.
3. Larger libraries that send OCLC request direct to OCLC may be reimbursed for their costs.

### Delivery:

NLC pays the cost of delivery (RIDES) for its member libraries based on library size. An attached sheet shows the delivery schedule for fiscal year 2017/18.

**Class VI and 2 branches: 5 days delivery to the main location, and 3 days at branches.**

**Class III, IV: 5 day delivery paid.**

**Class II: 3 day delivery paid.**

**Class I: 2 day delivery paid.**

Libraries with branches: NLC pays for 2 day delivery. If a library does their own delivery to their branches, **NLC will reimburse that library for the actual costs for delivery in their respective locations up to the RIDES pricing for two day delivery.**

**Library Performers booking service:** Since a number of libraries choose to have Mideastern Michigan Library Cooperative do the booking of the performers, and it prepares a Performer's List from which the libraries may select and arrange for contracts with performers MMLC will in turn bill NLC **\$10 per performance scheduled.**

**Continuing education:**

- 1.** The cooperative will provide continuing education opportunities for its members in **this fiscal year in the form of a \$500 grant** to each library member. The grant is to be used to assist the library in sending staff to an approved continuing education offering such as the Rural Libraries Conference, MLA, ALA, MCLS conferences and workshops including workshops offered by other Michigan Cooperatives. Library will bill Northland for reimbursement and the invoice shall include evidence of payment to library conference or workshop for registration and/or expenses related to attendance.
- 2.** **NLC will hold up to two workshops in our region in the year when there is a Rural Library Conference. We will budget \$2,500 for the cost. A fall workshop on Tech Trends will be offered by the TADL IT staff.**
- 3.** **In the year opposite the Rural Library Conference, NLC will arrange for a mini rural conference which will be a day long program with a variety of topics being reviewed. This first such conference will be scheduled for 2019. Seed money in the amount of \$2,500 will be budgeted for this program.**

**Library Enrichment Program:**

- 1.** For the past two years Northland has subscribed to Freegal for all the members. A recent survey of members indicated that a large number of libraries did not find this program to be of benefit especially in areas where internet connectivity is spotty. Libraries that joined the cooperative last year decided not to participate and were given mini grants in the amount of the fees NLC would have paid for their participation. For libraries that find Freegal to be a worthwhile the Director will work with the vendor to get the best possible subscription price so that the library if they choose may have the subscription cost paid via the Library Enrichment Program grant. As a replacement for the Freegal program, the Cooperative will provide mini grants to members based on their Class size. For libraries that wish to continue with Freegal, the Director is in negotiations with Freegal on a discount package. Following is the breakdown:

<b>Class I:</b>	<b>\$ 1,550 (there are 6 class I libraries)</b>
<b>Class II:</b>	<b>\$ 2,900 (there are 6 class II libraries)</b>
<b>Class III:</b>	<b>\$ 3,675 (there are 5 class III libraries)</b>

**Class IV:           \$ 4,650 (there are 5 class IV libraries)**  
**Class VI:           \$ 6,400 (there is 1 class VI library)**

**Discount Program:**

1. NLC participates in the Cooperative Directors' discount program. Check out this on the NLC website and see if you are getting the best discounts on books and a/v materials.
2. NLC will also use the power of economy of scale to get a discount on specific items that members may need. Computers, scanners, digital cameras, office supplies, etc.

**Advocacy:**

NLC plays a role in advocating for libraries in Lansing and Washington. The cooperative Director has a charge to keep the members informed on legislation and issues that affect libraries and library services. Utilizing the internet lists the members and board are kept informed and asked to contact legislators.

**ALA Legislative Day, Washington D.C., Spring 2018. The Library of Michigan for a number of years has assisted in getting a delegation together of Michigan librarians and trustees to participate in the American Library Association's Legislative Day held in late April in Washington D.C. The event includes a briefing day and then the following day visits to our Senators and Congressmen, to discuss the issues facing libraries nationally and also in our state. In the Spring of 2018 NLC will send two representatives from our area to join the delegation. Our director will also attend (no expense to NLC). The costs covered will be airfare, transfers, meals (Sunday-Tuesday), hotel and ALA registration.**

**Cost for sending two individuals is budgeted at \$3,000.00**