

**Northland Library Cooperative Services  
2024-25**



**Administrative/Consultant Services/Communications**

1. 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.
2. Maintains a website which has links to the Member Directors, Board and Advisory Council minutes, Board and Advisory Council meeting schedule. <https://www.nlc.lib.mi.us/>
3. Assistance with USF filing (e-rate). Northland will contract with a service to file for e-rate discounts for the Internet consortium. Cost to be determined.
4. Internet access. NLC is a Merit Affiliate and assists libraries with connectivity to the Internet via Merit.
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. Facebook Group: Open to all member library staff and other interested individuals. The goal of the group is to share information and activities of member libraries. <https://www.facebook.com/groups/2865175213560364>
7. *IT Service*: NLC has an arrangement with TADL to provide NLC member libraries with access to the TADL IT Staff for assistance with IT problems at their library. The service does not include visits to libraries, but rather is 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.

**ILL/Melcat: Resource Sharing.**

1. NLC will pay for OCLC Worldshare for three member libraries. 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. Postage charges to Beaver Island will be reimbursed.
2. Libraries that need assistance in getting ready to join MeLCat may contact NLC for help.
3. More information on this program can be found on the Northland website.

**Delivery:**

NLC pays the cost of delivery (RIDES) for its member libraries based on library size.

**Class VI: 5 days delivery to the main location, and 3 days to 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 makes 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 2-day delivery.

**Continuing education:**

- 1.** The cooperative will provide continuing education opportunities for its members in this fiscal year via programming and virtual meetings.
- 2.** Seed money in the amount of \$2,000 will be added to the budget to help fund a potential Rural Library Conference.
- 3.** NLC Director is expected to attend continuing education opportunities and share information acquired with members.

**Library Enhancement Program:**

Grants to member libraries will be awarded to assist the library in providing added service to its public. Grants may be used to purchase materials, provide programming, add technology (software and hardware), enhance the facility to meet the mission of the library. The grant can also 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. The grant can also be used for in-service training at member libraries. Libraries will make a grant request for approval by the Cooperative Director. The library will make the purchase and invoice (with receipts) NLC for reimbursement.

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| <b>1. Class I: \$ 2902 (there are 4 class I libraries)</b> | <b>Class III: \$ 5911 (there are 5 class III libraries)</b> |
| <b>Class II: \$ 4814 (there are 9 class II libraries)</b>  | <b>Class IV: \$ 7292 (there are 5 class IV libraries)</b>   |
|  | <b>Class VI: \$ 9770 (there is 1 class VI library)</b>      |

**Discount Program:**

- 1.** NLC participates in the Cooperative Directors' discount program. Look on the NLC website to see if you are getting the best discounts on books and a/v materials.
- 2.** All member libraries are eligible for Amazon Business Prime membership. For more info: [mllib-customeradvisor@amazon.com](mailto:mllib-customeradvisor@amazon.com)
- 3.** 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.

**Up North Digital Consortium**

1. NLC coordinates services and is the billing entity for Overdrive to area libraries who are part of the UND Consortium. This service includes better pricing, collection development teams, and consolidated billing. Each member library will be billed in January based on population served and usage the previous year.

**eMagazines via Overdrive:** Full paid access to all member libraries in the Up North Digital Consortium and TADL Consortium.

### **Subscriptions**

1. Consumer Reports Online
2. BookPage
3. Amazon Business Prime
4. TALK: Text and Learn

**Michigan Library Association Organizational Membership Fees** – Paid in full for all member libraries

**Summer Reading Program Grants:** All member libraries will receive a \$500 grant in the Spring to help cover costs of summer reading programs and supplies.

**Legal Fund:** Starting in FY 24-25, NLC will add \$1000/year to a rolling legal fund for emergency use by member libraries. Funds will be distributed at the discretion of the NLC Director.

### **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 contact lists, the members and board are kept informed and asked to contact legislators.

MLA Advocacy Day will be held in the Spring of 2025. All NLC member libraries are encouraged to attend. Mileage will be reimbursed up to the budgeted amount.

Last updated: October 3, 2024