

Mid-Michigan Library League

Weekly Update

February 27, 2008



Director Succession plan:

Did you know that 85% of all director vacancies are unplanned?

Your library can plan for the unexpected by creating an Emergency Succession plan.

Components of an Emergency Succession plan:

- Appoint Acting Director or hire Interim Director
- Determine salary level to pay Acting Director
- Consider hiring a consultant or a retired director as an interim director
- Develop a timeline for executive transition (average 3 to 9 months)

Succession Planning Tool Kit:

The right ingredients - Succession planning will only happen when the right ingredients are there at the start:

COMMITMENT FROM TOP MANAGEMENT : Management has to see this as a burning issue that requires focused attention and dedicated resources.

OWNERSHIP: Succession planning may be developed and administered by human resources, but it is owned by management. Management has the talent and skills to identify the attributes of future leadership, provide development opportunities and the feedback necessary for high-potential employees to morph into leaders. In smaller libraries without HR departments or personnel specialists, the library director has to take the lead and implement plans to deal with these issues.

VISION OF WHAT THE ORGANIZATION WILL NEED: Understand the changing demographics and how they will directly impact the organization and over what time period the changes will hit.

SNAPSHOT OF PRESENT CONDITIONS: Have a frank, objective, and accurate understanding of the current work force. What talents are currently found in the organization and which are lacking? Strive to understand how the skill sets will change over the planning horizon and develop ideas of how the library will recruit or develop needed skills.

A WELL-DOCUMENTED TRAINING AND DEVELOPMENT PROGRAM: Succession planning works best where the organization already has a culture of learning and development. Organizations that practice "just in time" learning and development have

yet to develop the foresight or the patience to cultivate new leadership over years. Those who hope to establish succession planning processes in these places have a Herculean task before them. They will have to persuade the library's leadership to take a broader and longer-term view of the library's HR needs and to invest in a formal training and development process.

Sources:

[http://72.14.205.104/search?q=cache:mgu9hYBGXvMJ:www.njstatelib.org/LDB/Trustees/Trustee Institute/Evaluating%2520the%2520Library%2520Director.ppt+library+succession+plan&hl=en&ct=clnk&cd=3&gl=us](http://72.14.205.104/search?q=cache:mgu9hYBGXvMJ:www.njstatelib.org/LDB/Trustees/Trustee+Institute/Evaluating%2520the%2520Library%2520Director.ppt+library+succession+plan&hl=en&ct=clnk&cd=3&gl=us)

<http://www.libraryjournal.com/article/CA470985.html?q=succession+plan>

ILL Procedures:

For those members who request a lot of material through ILL; instead of filling out the request form on our website, you can fill in an Excel spreadsheet listing your requests. The spreadsheet can then be sent to Jack@mml.org.

Our website has a spreadsheet template that you can use: <http://www.mml.org/ILL.htm> (click on Excel Spreadsheet near the top.)

“Let’s Talk About it” Grant:

The American Library Association (ALA) Public Programs Office, in collaboration with the Fetzer Institute's Campaign for Love & Forgiveness, is now accepting applications for *Let's Talk About It: Love & Forgiveness*, a theme-based reading and discussion program. Complete application information, including program guidelines and reading lists, can be found at www.ala.org/letstalk. **The deadline for applications is July 15.**

Let's Talk About It: Love and Forgiveness will follow the well-established ALA reading and discussion series format "Let's Talk About It," using classic and contemporary literature to explore stimulating and relevant themes. Project themes and books were chosen by national project scholar Betty Sue Flowers, Ph.D., director of the Lyndon Baines Johnson Library and Museum and former Kelleher professor of English at the University of Texas at Austin.

Following a competitive application process, 30 public libraries will be selected to receive:

- A grant of \$2,500, to be used to support program costs and scholar honoraria.
- Program materials, which include introductory literature and essays on each of the themes, selections for additional reading and template promotional materials.
- Training for the library project director at a national workshop, where they will hear from the project scholar, expert librarians and organizers and receive a program planning guide, materials and ideas.

Successful applicants will be notified of their status by the end of August. For more information on *Let's Talk About It: Love & Forgiveness*, visit www.ala.org/letstalk or www.loveandforgive.org.

Summer Reading Workshop:

On Monday, we will be having our first workshop since last year, the Summer Reading Workshop. Registration is open through Friday.

IRS 2008 Standard Mileage Rates:

The standard mileage rates for the use of a car (including vans, pickups or panel trucks) are:

- 50.5 cents per mile for business miles driven;
- 19 cents per mile driven for medical or moving purposes; and
- 14 cents per mile driven in service of charitable organizations.

Source: <http://www.irs.gov/newsroom/article/0,,id=176030,00.html>

MeL Delivery Clarification:

In last week's Update, McBain Community Library was listed as a non-MeL delivery library. The library does have MeL Delivery through REMC 2 South. To send items to the library through MeL send the material to REMC 2 South and also mark that it is for the McBain Community Library.

REMC 2 South only delivers material during the school year, the library does plan on signing up for MeL Delivery so that they can have MeL Delivery all year and material does not have to go through REMC before coming to the library.

MMLL Schedule and Upcoming Events:

March 3, 2008: Summer Reading Workshop: 9:30 -3:00

Location: Cadillac-Wexford County Public Library

.3 CEUs

Cost: MMLL Member: \$20.00 per person Non-member: \$25.00

Registration: <http://www.mml.org/Workshopsandevents.htm>

Current Number registered: 21

March 8, 2008: Wee Bit of Irish Genealogy: 10:00 – 4:00

Location: Houghton Lake Public Library

.4 CEUs

Cost: free

Registration: <http://www.mml.org/Workshopsandevents.htm>

Current Number registered: 0

March 13, 2008: Advisory Council Meeting/Mackinaw Island Press: 10:00

Location: Cadillac Wexford County Public Library

March 27, 2008: MMLL Board of Trustees Meeting: 10:00

Location: Mid-Michigan Library League

March 28, 2008: Library Training Day/Annual Gathering: 9:00 – 3:30

Location: Baker College of Cadillac

Cost: MMLL Member: \$25.00 per person Non-member: \$35.00

Registration: <http://www.mml.org/Workshopsandeventsstafftrainingdayregistration.htm>
Current Number registered: 18

April 2, 2008: Blogs, RSS, and Tagging: 9:30 – 12:30
Presenter: Eli Neiburger, Tech Manager at Ann Arbor District Library
Location: Mason County District Library – Scottville
.3 CEUs
Cost: MMLL Member: \$20.00 per person Non-member: \$25.00
Registration: <http://www.mml.org/Workshopsandevents.htm>
Current Number registered:6

April 3, 2008: Videogames in the Library Workshop: 9:00 – 3:00
Presenter: Eli Neiburger, Ann Arbor District Library
Location: Big Rapids Community Library
.5 CEUs
Cost: MMLL Member: \$25.00 per person Non-member: \$35.00
Registration: <http://www.mml.org/Workshopsandevents.htm>
Current Number registered: 9

April 11, 2008: Original Cataloging Primer Workshop: 9:30-12:30
Presenter: Susan Pritts
Location: Cadillac-Wexford County Public Library
.3 CEUs
Cost: MMLL Member: \$20.00 per person Non-member: \$25.00
Registration: <http://www.mml.org/Workshopsandevents.htm>
Current Number registered: 7

April 14, 2008: Technology and your Library Workshop: 9:00 – 1:00
Presenter: Edward Elsner, Director and Consultant, Delton District Library
Location: Morton Township Library
.3 CEUs
Cost: MMLL Member: \$20.00 per person Non-Member: \$30.00 per person
Registration: <http://www.mml.org/Workshopsandevents.htm>
Current Number registered: 4

April 22, 2008: QSAC workshop: 1:00 – 4:45
Location: Mid-Michigan Library League
.3 CEUs
Cost: free
Registration: http://www.michigan.gov/hal/0,1607,7-160-17451_18668-174177--,00.html

April 23, 2008: MeL Databases Essentials Part A and B: 9:00 – 3:30
Location: Mid-Michigan Library League
Registration: coming soon
.6 CEUs
Cost: MMLL Member: \$20.00 per person Non-Member: \$30.00 per person
Registration: <http://www.mml.org/Workshopsandevents.htm>
Current Number registered: 4

May 2, 2008: Marketing Workshop: 9:30 – 12:30
Presenter: Pamela Christensen, Peter White Public Library

Location: Cadillac-Wexford County Public Library

.3 CEUs

Cost: MMLL Member: \$20.00 per person Non-Member: \$30.00 per person

Registration: <http://www.mml.org/Workshopsandevents.htm>

Current Number registered: 5

May 5, 2008: Invisible User workshop: 9:30 – 12:30

Presenter: Judith J. Field, Senior Lecturer, Wayne State University

Location: Traverse Area District Library

.3 CEUs

Cost: MMLL Member: \$20.00 per person Non-Member: \$30.00 per person

Registration: <http://www.mml.org/Workshopsandevents.htm>

Current Number registered: 6

May 8, 2008: Internet Genealogy: 1:00 – 4:00

Presenter: Linda Koch, Allegan Public Library

Location: Cadillac Wexford County Public Library

.3 CEUs

Cost: MMLL Member: \$20.00 per person Non-Member: \$30.00 per person

Registration: <http://www.mml.org/Workshopsandevents.htm>

Current Number registered: 6

May 19-20: New Directors Workshop (sponsored by Library of Michigan)

Location: North Central Michigan College

Registration: http://michigan.gov/hal/0,1607,7-160-17451_18668-142368--,00.html

May 20-22: Beginning Workshop (sponsored by Library of Michigan)

Location:

June 4, 2008: MeL Cat preparation session: 9:30-12:00

Presenter: Anne Donohue, Michigan Library consortium

Location: Cadillac-Wexford County Public Library

Cost: free

Current Number registered: 4

June 12, 2008: Measuring Your Impact workshop: 10:00 – 5:00

Sponsored by Western Michigan Health Sciences Libraries Association and the National Network of Libraries of Medicine/Greater Midwest Region (NNLM/GMR)

Location: Traverse Area District Library

Cost: FREE

Registration: Chris Allen, 231- 935-9265 or callen@mhc.net

Flyer: <http://www.mml.org/workshops/measuringyourimpact.pdf>

Black Belt Librarian: October 7, 2008

Presenter: Warren Graham, nationally renowned security, safety and customer service consultant recognized for his unique approach to personal and professional safety.