

Mid-Michigan Library League

Director's Report

November 2015

Internal ~

- Reduction of office footprint continues as we have completed the cleanout of the back workroom and have sorted through old equipment and materials no longer needed that are ready for donation or recycling.
- Jack Sheehan, Interlibrary Loan Coordinator and "Jack" of all trades has just marked his 26th year working for MMLL! We will be using some of Jack's time to help the un-automated and non-MeLCat libraries in their transitions.
- The audit was performed on Monday, November 9th, with initial results ready for the November 19th Board meeting. The final report will be given by Ryan Howell of Baird, Cotter & Bishop, certified public accountant at the January 21st Board meeting.
- File management, both physical and electronic, is going slowly but surely. We now have a file room and the goal is to have physical files in only two A-Z sorts: one for financial and official documents, and the other for everything else. Ultimately, we can scan many of these things, but the electronic files need to be "weeded" and a good method setup for file management.
- I am working to compile resources for the 4 un-automated libraries in the League. I will also contact MCLS and work with them on training and transition of the remaining 19 non-MeLCat libraries, as we will sunset the interlibrary loan processes inside of the next two years.

External ~

News:

- We welcome two new directors at Houghton Lake – Kimberly Young, and Pentwater – Mary Barker.
- Kalkaska County Library has announced the purchase of adjacent property to make way for a future new building as part of the downtown Kalkaska renaissance.
- Reed City new building groundbreaking was September 28th. They will be retrofitting an existing building.
- Traverse Area District Library was recognized by the Traverse City Area Public Schools Board of Education for their collaborative programs providing students the opportunity to learn and grow.
- Cadillac Wexford Public Library won the drawing at the MLA conference to have a free program from the Under the Radar: Michigan creators.

Trainings:

- Trainings were held on 9-30 and 10-1 on Counting Opinions custom statistical report generation and Michigan eLibrary (MeL) databases especially helpful for K-12. The total number of attendees at all sessions = 27
- Upcoming human resources training will be in two parts: Part I: HR, "The Hard Skills" (basic A-Z, legal issues, policies, etc.) on December 3, 2015 at the Mason County District Library (Ludington); and Part II: HR, "The Soft Skills" (recruiting, hiring/firing, the human in HR, etc.) on March 31, 2016 at the Cadillac Wexford Public Library (Cadillac). Registration is currently open for Part I. <http://mml.org/workshops.html>

Technology:

- The "21st Century Library" session at the 2015 Broadband Conference went well. We had two of our own from Mid-Michigan Library League, Eric Smith, director at Mason County District Library, and Scott Morey, technology director for Traverse Area District Library, along with Sheryl

Cormicle Knox, technology director for Capital Area District Library. The conference, sponsored by Connect Michigan was held October 20th at the Lansing Center. It has been an annual event for several years now, and is a great way to connect to collaborative broadband projects in the state, as well as get new ideas, hear current speakers from the telecommunications industry, and see some pretty cool stuff!

New Initiatives:

At the November 19th Board meeting, I will bring two proposed initiatives for service to co-op members:

- Mini-Grant Program – the Board set up an Ad Hoc group to discuss parameters of a small grant program to distribute funds to member libraries for one-time costs up to \$200 and for projects up to \$1,000. If the Board approves this plan, details will be distributed to all member libraries.
- Rotating Maker Kits – Tracy Logan, youth librarian at the Cadillac Wexford Public Library, has put together an initial proposal, and we have worked together to expand her thinking a bit so that we will be proposing the purchase, processing and rotation of ten maker space kits that MMLL member libraries may use for a few months at a time to see if that is a welcome sort of programming in their communities. We are eying the purchase of a 3D printer, but all this is just a proposal at this point.
- In the New Year, I will offer up more group purchase opportunities and welcome any and all suggestions!

Travel:

9/22	Manistee County Library – Board meeting/strategic planning
9/25	Morton Township Public Library – Champagne and Chocolate fundraiser
9/28	Reed City Area District Library – Ground breaking for new building they will refurb
9/30	Training workshop in Traverse City
10/1	Training workshop in Cadillac (ISD)
10/8	Financial training in Okemos by Plante & Moran via MGFOA
10/16	Co-op Director's Association meeting in Lansing at Library of Michigan
10/20	Broadband Conference in Lansing at the Lansing Center
10/28-30	Michigan Library Association annual conference in Novi
11/3	State E-rate training in Wayne at RESA
11/9	Walkerville Public/School Library for automation and reorganization consultation Pentwater Township Library to meet the new director and orient a bit
11/11	MAME pre-conference/Mahoney workshop in Bay City

I want to resume visits to member libraries, and am open to requests for a visit so I can prioritize. So far, I have visited these 27 of the 45:

Group 1 – Kalkaska, Elk Rapids, Alden, Mancelona
Group 2 – Benzie Shores, Benzonia, Glen Lake
Group 3 – Traverse Area (Woodmere and East Bay), Interlochen, Peninsula, Fife Lake
Group 4 – Manistee County
Group 5 – Cadillac Wexford (main only so far)
Group 6 – Missaukee District, McBain, Houghton Lake
Group 7 – Mason County (Ludington), Hart, Pentwater, Shelby, Walkerville
Group 8 – Pathfinder (Baldwin), Chase, Reed City, LeRoy (will go to Marion 11/19)
Group 9 – Big Rapids, Morton Township

Respectfully Submitted,

~Sheryl

Sheryl L. Mase