

Mid-Michigan Library League

[Interim] Director's Report

March 12, 2015

Hit the Ground Running

I am very pleased to be your new [interim] coop director! My first two weeks were concurrent with Jim's last two, and I took notes fast and furiously and put them into a procedures spreadsheet for reference. In the last six weeks I have:

- Reconciled the listserv communications list so that all MMLL library directors and Board members are on the list. I realized there was a problem after I had been sending messages that were not being received.
- Engaged Networking Butler to set me up with remote access to the computers in the office.
- Started major cleanup of the website so that the links work, the Board meeting agendas and minutes are posted, and the Director's Reports are accessible. I cleaned up the membership page (<http://www.mml.org/members.html>) and entered all of the library website URLs. All of the links were going to the search page for the interactive library directory (<http://michigan.gov/librarydirectory>), which is a great tool, but not what you expect when you want a quick link to the library. Also, check out the resource links on the homepage and more resources at <http://www.mml.org/resources.html>.
- Gotten the MMLL facebook page revived and going, making posts and "liking" member library posts.
- Learned the office procedures, the biggest learning curve for me, especially the bookkeeping (payroll, accounts payable and receivable, banking, learning Sage, etc., since Jim was doing all of it himself). I am beginning to recognize where we can achieve efficiencies.
- Cleaned and organized physical areas of the office, with much more to go. I have gotten rid of (recycled) many old superseded manuals and documents that are not necessary for retention per the schedule. The next areas are the physical files, which need overhaul. I am thinking an intern may be just the ticket. Then there are the electronic files, which are not well-organized and there are multiple copies of the same document, or versions that need to be tidied up, and the file structure for the office (with only two staff) needs to be greatly simplified. This will be a bit time consuming but will be worth it.
- Consulted with member library directors and staff about a host of issues and made two member visits so far (Cadillac and Elk Rapids). I am excited to attend regional meetings, and have been invited to an upcoming meeting of group 1 and am involved in scheduling a group 9 meeting. I will continue to reach out for visits or group meetings so I can better understand the membership's needs.
- Pondered the space needs for the business of the Library Cooperative. I believe the physical space will be necessary until we can complete the cleanup and inventory of MMLL equipment, files and materials, and be able to sunset the interlibrary loan operations performed by the League when most/all members are participating in MeLCat. Secure physical space for files is always going to be a need of the Cooperative.
- Spoken with other Library Cooperative Directors, beginning to share best practices. Roger Mendel (who does not have retirement on his timeline just yet) is ready and willing to have joint meetings of our cooperatives to see if there are collaborative ventures possible.
- Looked into issues with RIDES, vendor discounts, broadband, CE opportunities.
- Took notes from the Freedom of Information Act webinar and shared them with MMLL members and other cooperatives' members.

State Aid for 2014/15 (Fiscal Year beginning October 1, 2014)

We have received the first 50% cooperative payment of this fiscal year's State Aid to Libraries. The amount of the deposit was \$85,686.56. I understand that there was a problem discovered by Library of Michigan staff with the payment system, so there was a pause in the distribution of the first 50% payments to the libraries. I will track this and report. The annual per capita amount for the 2014/15 fiscal year is \$.29469338 per capita. The Michigan Library Association is monitoring Governor Snyder's budget request and subsequent legislative action and approval. We are hopeful about additional funding to support literacy efforts in the coming budget.

MMLL member libraries did a great job of getting their annual State Aid reports filed with the Library of Michigan. The new system (Counting Opinions) has a report generation function that I have already used to pull reports. We will offer training in the future on this system. (<http://mi.countingopinions.com>)

E-rate News

The window for filing for E-rate funds for libraries and schools has been extended. It is currently open and will close **April 16, 2015 at 11:59:59 EDT**. The contract for support from Linda Schatz runs to the end of this month (March 2015). The new support system provided by the State is via a contract with E-rate Central – support contact: eratesupport@22itrig.org. The Library of Michigan's E-rate website for libraries is at <http://michigan.gov/erateforlibraries>. I believe MMLL libraries are all using consultants.

National Library Legislative Day

The ALA National Library Legislative Day "on the Hill" in Washington, D.C. is approaching. It would be wonderful to have a contingency going from the Mid-Michigan Library League! There is a grant possibility from Gale Cengage to support travel costs. I am working on a handy list of state and federal legislators who serve the Mid-Michigan Library League areas. I will post it on our website, <http://mml.org>. The Michigan eLibrary (<http://mel.org>) is funded with federal LSTA dollars. It is a powerful resource – please use it!!! Look at the array of commercial databases purchased for all of Michigan to use from any Internet-connected device: <http://mel.org/databases>

United for Libraries

This is the new name for an existing organization that is a subset of the American Library Association. The focus is on resources for library trustees and friends groups in their efforts to support public libraries. I took the initiative to renew my ALA membership with this division added. This means I will have access to the materials and can share, but I highly encourage any of you to join as well. See email from Christine Hage, President of United for Libraries.

News of Interest

I know that there are various ways to communicate with the League members, and I am experimenting with which combination is the best. I began an e-mailed "News of Interest" type newsletter, and if members like it, I can find a better formatting so it is easier to utilize.

Strategic Futuring

There was facilitated work done by the MMLL membership in 2011/12, the reports of which I am reviewing and have included with the Board packet. It will be my pleasure to assist the Cooperative in moving forward with services that hit the mark!

Respectfully Submitted,
Sheryl L. Mase