

Mid-Michigan Library League

Interim Director's Report

May 2015

This report is organized by the core services that are in the Cooperative Plan of Service.

Administrative Services:

Policy development – The Ad Hoc Policy Committee met in person three times to draft revisions to the Policy manual (personnel) and the Plan of Service. The Board made a first pass of these revisions on April 23rd and will look to approve each on May 21st.

Finance – Investigation is under way to determine if there are more cost effective high quality accounting services available to us. I would like to reduce our costs for financial management if feasible.

Personnel – No changes; I serve as Interim Director at the pleasure of the MMLL Board until July 21st. The Board intends to post the permanent position soon.

Grant writing and management – We obtained an annual subscription for GrantStation at a great price (\$99), obtained via Cadillac Wexford Public Library's TechSoup membership. This source should provide many resources for MMLL, and after a bit of a learning curve, I will start offering ideas and looking at coop-wide grants.

Information technology – We were able to upgrade the operating system on the admin laptop and upgrade the software for the SmartBoard in the office so it is now functional, thanks to Larry Haines, tech staff from CWPL. Also, there have been some network issues in the office that we have had to troubleshoot, requiring the replacement of some equipment so that systems will be stable.

Consultation and advocacy – Via email, telephone, and in-person, I have consulted with a large portion of the membership. I have attended meetings with Groups 1, 2, 4, 5, and 9, and I visited individually with Group 7 libraries (except Walkerville, which was closed). Group 6 has a scheduled meeting on the 27th. Groups 3 and 8 need to be scheduled. Many emails and phone conversations have taken place, and I am saving email communications by Group number for reference.

Continuing Education:

Training on specific topics – Debbi Schaubman and Sue Alt will come on May 21st in the afternoon to do a Q & A session on MeLCat and RIDES. This is the same day as the Board and Advisory Council meeting, hoping to draw additional members to the morning meeting, and making the trip worthwhile.

Highlighting available opportunities and resources – There are many resources available for professional development and continuing education on specific topics. I have put much of this information out via the listserv, the "News of Interest," and on the MMLL website.

Interlibrary Loan/ILS:

Search and delivery of materials – This function is performed by Jack Sheehan and is running smoothly for those libraries not on the MeLCat system, however it is not as efficient or timely. The cost of ILL, including OCLC requests that go through White Pine Library Cooperative, on a per request basis, is **\$5.09** (based on average number of OCLC requests at \$5.50 plus 75% of Jack's salary and benefits divided by the total annual requests)

Patron-initiated ILL – The MeLCat system is based on patron initiated requesting, and I am beginning to consult with all libraries not on MeLCat as to the path they need to take to get there.

ILS technology – I am consulting with libraries as to whether their system will work well with MeLCat (NCIP), and what other systems might serve them better.

MeLCat for interlibrary loan – The system works well, and the delivery service (RIDES) is key to success, which is why we want all libraries to be on a three- or five-day a week schedule.

Advisory Council:

Communication – Diane Eisenga is the Advisory Council representative to the Board.

Representation – Diane has served on the Policy Ad-Hoc Committee and has been a welcome presence at the MMLL Board meetings.

Discounts:

Negotiated discounts – Discounts with major vendors for library materials (Baker & Taylor, Midwest Tape, CDWG, etc.) are posted on the website and members may take advantage of the discounts on their own when they work with the vendor.

Negotiated contracts – There are contracts that MMLL will negotiate with vendors for group discounts in which MMLL pays single bill and then re-invoices the membership. There are several possibilities for us to combine efforts. I may be coordinating the Up North Digital Group and expanding the West Michigan Library Partnership as well. Or, perhaps best left to your permanent director ;-)

Website/Listserv:

Communication tools – The website, facebook page, and listserv are all good ways for the membership to receive and share information. I try to use a balance of all three, in addition to in-person and telephone communication.

Resource tools – The Board meeting minutes, policies, budgets, discounts, CE resources, grant opportunities, etc. are posted on the website and highlighted via listserv messages. More extensive work on the website is needed.

Delivery:

I am recommending that the Board approve a complete subsidy for the membership for RIDES statewide delivery at three days per week for class I-IV libraries and five days per week for class V-VI. The members have been asked to use the MCLS site to sign up, but the bill will be sent together so MMLL pays one bill. If the Board does not approve full subsidy, invoices will be mailed to the libraries for the balance.

Reference:

I am available to field reference questions that cannot be answered locally and I am available for consulting. Many members have already taken advantage of this.

CD/DVD disk resurfacing:

MMLL has the equipment and supplies for CD and DVD resurfacing. This can add life to well-used disks. I am recommending to the Board that this be an included service for MMLL members and that we discontinue charging \$1 per disk surface/side.

Technology support:

I am working on setting up a demo day for libraries interested in the Auto-Graphics Verso system. It is cloud-based and should be a reasonable cost if we have several who are interested. We may have a couple libraries from Northland who would like to join this conversation.

There was a bit of interest in forming a West Michigan library technology interest group. It would be quite valuable to share best practices, so I will pursue this idea. I am available for consultation on public access computing, library software and hardware, etc. What I don't know I will research for members.

Broadband connectivity for the entire MMLL service area is something that I would like to see, and I am finding out how close our member libraries are to the Merit infrastructure and what it would take for that "last mile" of connectivity.

Finally, I meet with other cooperative directors every other month, and have found out that the new State Librarian, Randy Riley, has been visiting library cooperatives. Shall we invite him? When?

Respectfully Submitted,

~Sheryl

Sheryl L. Mase