

Director's Report July 22, 2020

BUDGET I am estimating a 30% reduction or a loss of \$108,000. This may mean no special projects or programs. I will have a proposed budget for the August Ad Council meeting.

STAFF UPDATE Sheila, Jane and I met July 15 to work out how procedures will be followed going forward. Jane will continue to work from home and will either bring documents to the Caro office or mail in documents which need to be filed and checks attached to bills awaiting signatures. She will continue to work 15 hours a week. Sheila will continue to be in the office 2 ½ days a week. Our phone system is set up so if a call comes in for any of us and a voicemail is left, that recorded voicemail will go to our email. This way, if a member library has a billing or invoice question or concern, they still call White Pine, select Jane's extension, and leave a message. Jane will receive the voicemail in her email and can respond either with a phone call or via email.

QUICKBOOKS Sheila got a quote to move our QB account to the cloud, so I would also have access to the current financial information. Our desktop version only has once seat, the online version would give us more flexibility. I have not reviewed it yet. Our current desktop version expires in February.

PLAN OF SERVICE Sent out the survey to members asking what services were most important to each library. These results will help form the White Pine Plan of Service for the 2020-2021 fiscal year for White Pine. I shared the results with the Tuesday zoom group last week. #1 Delivery, #2 Member Collaboration, #3 Leadership, #4 Continuing Education, #5 Group Discounts, #6 Advocacy, #7 Technology. Also, at the top is Bib Access as some members rely on OCLC marc records which Jane provides. I will incorporate this information into the Plan of Service.

MCDA (MI Coop Dir Assoc) Working on a letter to Library Board Trustees to help provide more education to Library Trustees, that it is their responsibility to be there to support their library. We have been working on a letter to send to each Board Chair outlining what Board roles and responsibilities are and what educational tools and programs are available to help them understand that Library Trustees are the stewards of the public interest. We also are explaining what Michigan Cooperatives are and how we can help with this education piece. We are planning to send a letter, a pamphlet called *Roles & Responsibilities*, and the United for Libraries Toolkit information. In the letter, we also reference the Library Trustee Handbook available on the LOM website. We are planning to send this out in early fall.

LEGISLATORS I attended a gathering at a local park where Senator Kevin Daley was speaking. I talked about all libraries have been doing during this pandemic and that yes, the physical library was closed, but library virtual branches were busy as were their social media platforms. Plus, libraries were busy writing preparedness plans for reopening, reconfiguring floor space for

social distancing, and purchasing PPE. I have asked members to share with me when they know their legislator is in their area and I will make every attempt to attend.

NEW OFFICE We have been in our new office about a month now and have sold additional items we no longer needed. We did purchase a desk for Sheila and will be buying two more chairs. We start to pay rent September 1. July and August rent to VLC is no longer required as the VLC terminated our lease on June 18. This is a savings of nearly \$3,400.

MERRILL DISTRICT LIBRARY I visited Merrill District Library on July 9 as this was Brenda Francetic's last day. They recently had new carpet installed and it looks great along with some other changes they have done with their collection. I met Tiffany Fiting, the new director.

MLA I attended the virtual MLA Board training and my first MLA Board meeting in June. I have been assigned to the Nominating and Leadership Committee as well as serving on the Board.

BIBLIOBOARD I met with Roy Serrao from BiblioBoard to discuss their products. They have two different services they provide. The one we have used has been the SIM use for ebooks via OverDrive. This was a free collection for 1 year and will expire in August. They will begin charging for this collection after August. The other is a program that allows authors to upload their vetted work for possible nationwide circ. Royalties would be paid to these authors as well based on circ. They also have a platform which promotes local musicians, artists, photographers, and would allow for local history content to be provided, too. I will look at setting up a zoom and have Roy attend.

ONLINE BOOK CLUB We currently have 20 members interested in getting pricing for the online book club. I will wait until the end of the week to see if any others are interested and then get with Kyle for a quote.

ANNUAL MEETING Not sure what this may look like in October. I am looking at the presenters I had scheduled appearing remotely.