

**Lakeland Library Cooperative Advisory Council SWOT Analysis  
2018 - 2019 Implementation  
Bi-monthly Update for January 10th, 2019**

<b>Staffing Issues</b>	<b>Staffing Ideas</b>	<b>Staffing Initiatives</b>	<b>Staffing Implementation</b>
LLC current staffing limits projects that can be addressed	Increase staffing	Increasing administrative assistant from two days to full time	New Membership Directory Distributed 1/2/2019 Admin. Assistant will take minutes for Advisory Council.
Current budgeting is restrictive in regards to flexible hours for PTE	Provide more flexibility within the staffing line items	Add additional day for bookkeeper and hours for IT support specialist	Developing new budgeting process and procedures and revised schedule for finance committee.
Current staff are spread too thin and often not able to focus on their priorities	Reevaluate job descriptions	Better utilize current and new staff positions to meet member needs more effectively	Evaluating current positions and opportunities within before looking at adding additional staff.
<b>Governance Issues</b>	<b>Governance Ideas</b>	<b>Governance Initiatives</b>	<b>Governance Implementation</b>
Improve decision making process	Improve committee and governance structure	Review Bylaws, Plan of Service, meeting calendar, and establish guidelines for meetings	LLC Director and Admin are reviewing Bylaws and Plan of Service, comparing with other cooperative documentation.
Make participation easier	Remove geographical barriers	Regional meetings, attend countywide library meetings, web attendance for some meetings	
Break down perception of differences	Focus on commonalities, cooperation, and results	Strengthen the role of the ILS and Advisory Council, online newsletter, database, wiki etc.	Advisory Council is meeting even when Board doesn't.
Improve flow of communication	Allow constructive input and feedback	Upgrade e-mail server, create better distribution lists for Job and For Sale items  Establish guidelines for productive meetings and discussions, create user groups when needed	Lakeland Staff is busy with implementation. More details next month. Directors are being contacted for e-mail addresses etc.  9 directors attended December New Director Orientation. Survey was sent out for feedback.
<b>Technology Issues</b>	<b>Technology Ideas</b>	<b>Technology Initiatives</b>	<b>Technology Implementation</b>
Connectivity between the 3 ILS systems	Shared access to the appropriate modules for expedited delivery/returns	Work with IT staff at GRPL, KDL and LLC to create scripts or other means of access [to ILS]	Initial meeting between LLC and KDL was on 1/3. Details to come. Next steps will be implemented.
Continue group purchases	Improve e-resources and patron access services	Improve OverDrive and RBdigital options, revisit collectionHQ in terms of training etc.	OverDrive statistics between MCLS and Lakeland are in the works and will be distributed. Meeting with MCLS and OD scheduled for early January. RBdigital Webinars are scheduled.
Better training, more training, stay ahead of technology	Remote training and online training opportunities, info sharing	Look at NovelList, new OPAC option, Zoom and Niche Academy, and other training/tutorial options, also look at wiki-like info sharing	Volunteers from Libraries to assist with Niche Academy have been recommended. We will reach out to them in January.
Better inform patrons of options	Patron tutorials (training) , patron and staff portals and handouts	Patron Online Registration, online tutorials, Shoutbomb Bookmark, Saranac handout on digital resources	i-tiva has been implemented. Clean up in the works. Will be explained at January meeting.
ILS Strategic Plan	Share with all LLC members	Follow the plan and keep members in the loop, be proactive, replace servers	First update was presented at December meeting.
<b>Advocacy Issues</b>	<b>Advocacy Ideas</b>	<b>Advocacy Initiatives</b>	<b>Advocacy Implementation</b>
Promote advocacy awareness of current issues	Effective information sharing and cooperation	Work with stakeholders, MLA, Library of MI, MCLS, MLCA, etc. Set up an online presence	Dawe will be attending Collaborating Partners Planning Session on January 4th at MCLS.
Share our collective knowledge/expertise within and outside of LLC	3rd grade literacy initiative and adult literacy initiative	Student card and other options	
Reach out to our communities and meet their needs	Use the Board and Council Meetings as vehicles for development	ALA Advocacy Toolkits, set up an LLC knowledge bank/wiki/info sharing vehicle	

Implemented

**Staffing Implementation Log**

10/1/2018

Reworking LLC Directory, minutes, internal procedures and retention, etc. Participates in LLC Team Meetings.

10/1/2018

Reworking budget, reports via QuickBooks. Full participation in Continuing Ed. Comm. and LLC Team Meetings

10/15/2018

Annual Evaluations completed 10/15/2018. Job Descriptions were reviewed with minor revisions. Self-Evaluations were implemented.

New Membership Directory Distributed 1/2/2019 Admin. Assistant will take minutes for Advisory Council.

Developing new budgeting process and procedures and revised schedule for finance committee.

Evaluating current positions and opportunities within before looking at adding additional staff.

**Governance Implementation Log**

- 10/30/2018 Finance and Personnel Committee appointments should be complete by 11/15/2018. PPS will be tabled until reassessed.
- 10/30/2018 Implemented 10/1/2018. Zoom has been used for Continuing Ed and Advisory Leadership. Is available for library use.
- 10/30/2018 New LLC Phone System implemented 10/1/2018. Conference call ability, phone access outside office. Working on new e-mail system etc.
- 10/30/2018 New Director Orientation and working group is in the works.
- LLC Director and Admin are reviewing Bylaws and Plan of Service, comparing with other cooperative documentation.
- Advisory Council is meeting even when Board doesn't.
- Lakeland Staff is busy with implementation. More details next month. Directors are being contacted for e-mail addresses etc.
- 9 directors attended December New Director Orientation. Survey was sent out for feedback.

### Technology Implementation Log

10/30/2018 OverDrive meeting 11/1. RBdigital will be scheduled. Met with collectionHQ rep. Training to be scheduled.

10/1/2018 Zoom implemented 10/1/2018.

10/30/2018 Plan posted on LCC Website along with Advisory SWOT.

Initial meeting between LLC and KDL was on 1/3. Details to come. Next steps will be implemented.

OverDrive statistics between MCLS and Lakeland are in the works and will be distributed. Meeting with MCLS and OD scheduled for early January. RBdigital Webinars are scheduled.

Volunteers from Libraries to assist with Niche Academy have been recommended. We will reach out to them in January.

i-tiva has been implemented. Clean up in the works. Will be explained at January meeting.

First update was presented at December meeting.

**Advocacy Implementation Log**

10/30/2018 Dawe is secretary of MCDA. Attended MLA advocacy session and annual meeting.

10/30/2018 Assisting libraries in setting up Student Card.

Dawe will be attending Collaborating Partners Planning Session on January 4th at MCLS.