Executive Director’s Report

Steven K. Bowers
2022 September

Welcome to Petra Reinhardt, new TLN Accounts Receivable and Customer Service Representative, who started in August. We are happy to have Petra on-board after several months with no one in the position. An announcement was sent out to TLN libraries to let the know that Petra will be their contact for accounts receivable now.

Congratulations to Judith Kozakowski, who completed her Certified Plan Sponsor Professional (CPSP) certification this summer. This certification training will assist her work at TLN as our Certified HR Administrator for administering our retirement plans.

Steering Committee: Steering finished this year’s review of the TLN Plan of Service and proposed revisions were scheduled for member input and a vote in September. The final draft has been sent to the Board for review, input, and approval. Final approved document will be filed with the Library of Michigan. Steering also completed a list of proposed TLN goals for the coming year, for the Board’s review, input, and approval.

TLN Union Contracts: In August and September administrators (Steve Bowers, Judith Kozakowski, Rick Rosekrans) held contract meetings with both unions that represent various TLN employees. Current contracts are set to expire in the new fiscal year so we are working to complete new agreements with both unions so that the Board can review them for ratification. TLN also had a meeting with the Board Finance Committee to get their input. A special Board meeting may be called for final approval of contracts depending on the timing of when tentative agreements are reached.

Delivery Services: Vince Nash, Delivery and Building Supervisor, has reported that delivery statistics are up 20% higher than even pre-pandemic numbers. Whether it’s the economy, marketing, or something else, library resource sharing statistics are way up. We are happy that TLN is able to facilitate libraries sharing materials through our delivery and shared catalog system. These core services are essential to fulfilling our mission “To create a vibrant, collaborative partnership among our libraries, driving access to shared services and resources.”
**Library Equity Access Fund (LEAF):** The new webpage for LEAF is up and libraries are encouraged to continue to let us know when they need assistance for their library and community to be included in TLN projects and services. It is appreciated that the Board formed this new fund and part of that approval was the inclusion of annual reporting on what was accomplished with LEAF support. The Board can anticipate the first annual report on LEAF activities in October.

**Library Toolkit Resource:** This month we began adding Equity, Diversity, and Inclusion resources to the [Library Links Toolkit](#) as a new subject area of interest.

**Cataloging Services:** TLN received over 30 applications for the half-time contract employee to work on the backlog of cataloging. Applications have been reviewed and interviews with top candidates will be scheduled and held this month. Hopefully some will be appointed soon to help our team get caught up.

**ARPA Grant Administration:** I am happy to report that we have completed the purchasing and distribution phase for our statewide ARPA grant project. All awarded monies have been spent and we are awaiting our approved reimbursement check for the month. Our participation survey is out to libraries and we are planning on doing our final report write-up in October. Libraries seemed very pleased that we were able to administer the project for everyone.

**TLN Roadshow and Meetings:** I have begun visiting with various TLN committees to share with the new website resources we have for their use, and to let them know about changes anticipated in the forthcoming fiscal year for more enhanced member engagement. Meetings have had a positive response. I have also been able to continue visiting with directors and to see their libraries. Along with site visits we are also continuing to have meetings with members in Zoom and now sometimes at the TLN building again.