MEMORANDUM

DATE: 12/28/2018

TO: State of Michigan Legislative Offices

FROM: Kyle L. Guerrant, Deputy Superintendent

SUBJECT: Library of Michigan Annual Report FY2017-18

eRESOURCES
A way for residents to access online full-text articles, books, and other research information for free at any time.
- High return on investment: $24.05 for every $1 spent
- eResource usage reached 24.6 million
- MeL.org received 1.2 million visitors

MeLCAT
A statewide interlibrary loan system that makes borrowing between libraries (from the smallest to the largest) possible.
- Over 48 million items available
- More people are getting what they want: the request fill rate increased from 91.6% to 92.3%

EARLY LITERACY AND YOUTH PROGRAMS

READY TO READ MICHIGAN
A program in which public librarians model early literacy skill development directly to families, early childhood centers, classrooms, and daycares.
- Reached 24,062 children aged 5 and under
- Public libraries held 1,048 events in early 2018
“[The program] sparks us to do more such as visit the elementary school to reach the target age group including Head Start and Great Start classrooms.” -Stair District Library

SUMMER READING PROGRAM: LIBRARIES ROCK!
The Summer Reading program at public libraries encourages children, youth and families to read and helps children maintain reading skills.
- 89,181 participants from 41.9% of Michigan Libraries
- 84.4% of respondents used the Collaborative Summer Library Program theme and materials funded by the Library of Michigan
“This summer we were complimented on the range of programming that was offered as it included everything from art to science to pure fun.” -Ironwood Carnegie Library

SCHOOL LIBRARIES 21ST CENTURY
A certification program for individual school libraries of quality.
- Includes 115 Michigan school libraries for 2017-2018
- East Middle School from Plymouth-Canton Community Schools was the 2017/2018 Model School Library
WHAT’S NEW AT THE LIBRARY OF MICHIGAN

MICHIGAN LEGISLATIVE BIOGRAPHY DATABASE
Covers members of Michigan state legislature from first session following statehood through to the current session. Visit mdoe.state.mi.us/legislators

DIGITIZATION
• Over 130,000 pages from LM’s Michigan Documents and Law Collections scanned in FY2018, a 30% increase from FY2017
• Over 5,000 born-digital government documents added to Governing Michigan
• Completed digitization of 100,000 federal government documents, unique to LM’s collection, in partnership with MSU, the University of Minnesota, and Google

LIBRARY SCIENCE COLLECTION
A “Librarian’s Library” of wide-ranging materials for professional development of all librarians and library staff in Michigan.
• Total of 532 titles currently in the collection covering public, academic, and school libraries

LIBRARY STATISTICS

MICHIGAN PUBLIC LIBRARIES
In the last year, LM staff visited almost 30% of Michigan’s library systems.
• 4.7 million Michigan residents had a library card
• Bridged the digital divide with Internet accessed over 18 million times
• Michigan residents borrowed over 77 million materials
• Library programs attracted 3.6 million attendees, including over 2 million children

LIBRARY SERVICES AND TECHNOLOGY ACT FUNDING
GRANT PROGRAMS
Support for statewide initiatives and competitive grant programs for libraries as provided by the Institute for Museum and Library Services.
• The Library of Michigan awarded over $400,000 in grant funding
• Supported 70 Michigan libraries’ programs that encourage collaboration and innovation
Pursuant to Section 11 of the Library of Michigan Act (Public Act 540 of 1982 – MCL 397.21), the state librarian shall report annually to the governor and to the legislature on the operations of the library and on the progress made in automating the operations of the library. The Library of Michigan prepared the following to meet the requirements of MCL 397.21.

MISSION

The Michigan Legislature created The Library of Michigan to guarantee the people of this State and their government one perpetual institution to collect and preserve Michigan publications, conduct reference and research and support libraries statewide.

Michigan eLibrary (MeL) (http://mel.org)

- People of all ages throughout the state continue to find and use MeL for school, personal, and academic research, business/economic development, skills building/test preparation, state and family history and for borrowing actual library materials.
- Over 18 million titles are available for Michigan residents to borrow via the MeLCat system, provided that their library is a member library. Currently 471 libraries—public, academic, school and special—participate in MeLCat.
- The MeL K12 Education Specialist is tasked with working with K12 educators and administrators to first introduce them to MeL and the content that their students can use and to help them understand how to incorporate MeL resources in the classroom. The Specialist’s outreach consisted of a mix of visits to schools, webinars for teachers, school media specialist professional development sessions, as well as presentations at conferences. Twenty-seven sessions were offered, reaching over 1900 educators. The MeL Teachers site, www.mel.org/educators, continues to be the go-to portal for Michigan educators and those who support their work.
- The MeL Minute message continues to be distributed weekly to several electronic discussion lists, is posted on MeL.org, and is linked to social media outlets such as Twitter and Facebook. The MeL Minute messages are aimed at frontline staff who need to know the best features, functional updates, or practical uses of MeL’s many components. The MeL Minute reaches over 7,000 email addresses each week.
• Users conducted over 27 million MeL database searches in FY2018.
• In partnership with the Midwest Collaborative for Library Services (MCLS) a series of short videos and webinars continue to be created to educate library staff and teachers about the various components/resources in MeL of particular interest to the library community, http://mcls.org/mel/mel-training-events/ During FY2018, ten training sessions were held with a total of 250 attendees. In addition, a mix of sixty online and in-person trainings related to MeLCat were offered to 542 attendees.
• A new look for MeL and new databases will be made available in October 2018.

Digitization, Preservation, and Access to Electronic State Government Information

• Governing Michigan, the Library’s digital repository provides access to the Library’s digital collections and online tools and resources for researching government information. Governing Michigan also serves as the primary source for information on the Michigan Documents Depository program. Users can access scanned materials from the Library’s unique collections as well as cached, born-digital Michigan government documents and links to other online sources of state government information. Over 5,000 additional items were added in 2017/2018. The site (http://www.governingmichigan.org) had 9,849 visitors and almost twice as many page views in FY18 (159,407) compared to FY17 (80,000).
• LM staff digitized over 130,000 pages from the Michigan Documents and Law collections, 30% more than the amount digitized in FY2017.
• The Library of Michigan continues to partner with the Michigan Legislature, and the House and Senate Fiscal Offices to provide digitized versions of legislative bills and analyses to supplement the existing collection at the Michigan Legislative Bills and Compiled Laws website. The Library began this work in 2016 and has just completed delivery of ten years of bills – from 1987-1996. This content is a great resource for legal researchers and is regularly used by our law reference staff.
• The Library of Michigan is pleased to announce the availability of the Michigan Legislative Biography Database. This searchable repository of information allows researchers to compile lists such as “How many legislators were born in England?”, “Who were the first African American legislators?”, or to discover facts such as when the first woman served in the legislature. The Legislative Biography Database covers members of the Michigan state legislature from the first session following statehood through the current session. Information available for the earliest members is sometimes scant but efforts are being made to gather what can be found. Currently there are over 5,400 that have served in the legislature.

Ready to Read Michigan (www.michigan.gov/readytoread)

• The Library of Michigan’s Ready to Read Michigan program, part of “March is Reading Month” programming at public libraries, gives libraries the tools to conduct outreach and promote the importance of reading aloud to young children throughout the state. Designed for public library use in storytimes and for outreach to further develop early literacy skills in the young child, Ready to Read Michigan is meant to model to parents and caregivers the five practices
of early literacy from the Public Library Association’s Every Child Ready to Read initiative: talk, read, play, sing, write. This program is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan.

Summer Reading Program
(http://www.michigan.gov/youthlibraryservices) scroll down to Summer Reading Program

- Summer Reading manuals and materials for early literacy, children, teen and adult programs were sent to all public library buildings.
- The Library continued this fiscal year to promote the Meet up and Eat Up Summer Food Service program from the department as a partner for public libraries serving economically disadvantaged communities as a way to support both literacy and nutrition during the long summer vacation when access to the national school lunch and breakfast programs are not available.

NASA @ My Library

- The Library of Michigan partnered with NASA to provide NASA@ My Library STEM education initiative to public libraries in Michigan. The partnership enabled LM staff to train 200 public librarians at 5 locations in the state in leading educational, fun STEM programming for all ages. LM also provided circulating NASA STEM Facilitation Kits so public libraries could easily have materials on-hand to offer high quality STEM training as part of their regular public programming.

Michigan Notable Books (http://www.michigan.gov/notablebooks)

- The Michigan Notable Books (MNB) program highlights twenty of the previous year’s most engaging books that are set in Michigan, have a Michigan theme or are written by a Michigan native or resident.
- 298 books were considered for the 2018 Michigan Notable Books list.
- The MNB Author Tour this year consisted of fifty library visits across the state from Houghton to Monroe.
  - This year there was a noticeable trend in different types of programs. In numerous cases around the state, libraries had programs with authors and music, or in many cases having the program off-site in local breweries.
  - Library visits included public, university and school libraries throughout Michigan.
  - Over 1,500 individuals took advantage of these author stops across the state, averaging about thirty attendees per visit.
  - Sixteen of the twenty authors participated in this year’s tour.

200 people attended the 15th annual Night for Notables event, held April 7, 2018. This is the Library of Michigan’s opportunity to publicly recognize the authors and books selected as Michigan Notable Books. This year’s featured program speaker was Pulitzer Prize winning author Richard Ford and the program was moderated by author Monica McFawn.
Library Benchmarking and Recognition: QSAC and SL21

Quality Service Audit Checklist (QSAC) (http://www.michigan.gov/qsac)
- Through the QSAC program, public libraries can evaluate themselves to determine their strengths and areas of improvement. To date, four libraries have achieved or maintained the enhanced level, and twenty-three have achieved or maintained the essential level.
- The Library of Michigan continues to work closely with the Friends of Michigan Libraries Trustee Alliance to educate public library trustees on the benchmarking program and how it can be used in the community to advocate for library support.

- This self-evaluation tool allows schools to quantify the quality of their school library program. The number of certified libraries is currently 129, with 74 libraries achieving the highest rating of Exemplary and 55 libraries achieving the Qualified level.
- The Library of Michigan continues to work closely with school libraries through the School Workgroup and with the Michigan Association for Media in Education (MAME) leadership to promote quality school library programs.
- The Library of Michigan uses the School Library online announcement list, now with almost 7,000 members, to provide information to the school library community on statewide resources, national and local library issues, grants, and other topics of interest to school librarians.

Library Services and Technology Act (LSTA) (http://www.michigan.gov/lsa)
- The Library has an intensive focus on continuing education for library staff and trustees, and is continuing two grant programs to provide both community-wide and local programming support. Initiatives include:
  o A statewide membership in United for Libraries, a national professional development organization for public library trustees.
  o Continuing education stipends for academic, public and school library staff to allow more staff to get quality training at state or national conferences.
  o A Collaborative Library Services grant program allowing libraries with community partners to develop innovative programming over a period from one to three years with funding from $50,000 to $500,000. Two libraries received funds in FY18 – Niles District Library and Grand Rapids Public Library.
  o A Public Library Services grant program to provide materials for summer programs at public libraries for technology, children and teen, or literacy programs. 68 public libraries received from $500 to $2,000 in summer 2018 to do a new program or make a current program more robust.
New Circulating Collections

- The Library of Michigan is pleased to announce the launch of the Library Science circulating collection for Michigan public, academic, and school librarians. LM’s focus is the range of topics necessary for professional programming, collections and management in libraries. Materials may be borrowed through MeLCat or interlibrary loan. This collection is made possible in part by the Institute of Museum and Library Services.
- Starting in October 2018, the Library of Michigan’s Law Library will begin circulating law titles. From constitutional law, civil rights, and court procedures on how to handle a divorce, estate plan, or landlord-tenant matter, from new self-help titles with a Michigan focus to legal classics, the Library of Michigan is ready to move the books off the shelves and out around the state. People may browse and borrow items directly from the stacks of the State Law Library or check them out at their local public library through MeLCat, the Michigan eLibrary catalog.

Partnerships

- Institutions both statewide and local are contacting the Library of Michigan to find out how they can partner with libraries. They recognize that libraries are the place to partner with because of their connection with communities. The Library of Michigan supports these collaborations and continues to encourage libraries throughout the state to participate in the various available partnerships.
- The Library of Michigan completed a large digitization project in 2018. The project, which began in July 2016, was a collaboration between the Library of Michigan, MSU, and the University of Minnesota to provide federal documents to Google for scanning and digitization to allow online access. At the project’s conclusion, the partners will have digitized 100,000 items from the Library of Michigan’s collections. The materials are titles that Google has not located at the many other libraries it has worked with over the years, which attests to the strength of LM’s collection.
- The Michigan Service Hubs contributions to the Digital Public Library of America, administered in part by the Library of Michigan, reached 266,290 records in 2018. The Michigan Service Hub represents a collaborative effort between the Library of Michigan, University of Michigan, Wayne State University, Michigan State University, Western Michigan University and the Midwest Collaborative for Library Services. Development on a statewide portal to the digitized items has been led by a team at WSU and is available at https://michmemories.org and now includes content from the Detroit Public Library, Grand Rapids Public Library, Detroit Historical Society, Capital Area District Library, the Arab American National Museum, Grand Valley State University, and Oakland County Historical Resources in addition to the service hub’s primary partner institutions.
- LM continues to collaborate with MCLS, the Cooperative Director’s Association, Michigan Association for Media Educators, the Michigan Association for Academic Libraries and the Michigan Library Association on the creation of continuing education and professional development events. One event the
groups coordinated on, ‘Removing Barriers: A Library Accessibility Workshop’, is planned for November 2018. LM will continue to collaborate with these organizations to bring additional workshops and events to Michigan library staff in 2019. Collaborating helps all the organizations make efficient and wise use of funds to support the Michigan library community.

- The Library of Michigan provides technical assistance and support for small and rural public libraries to maintain library websites. LM provides funds to help subsidize hosting of sites through the program, Ploud (Public Libraries in the Cloud). LM produced a series of instructional and show-and-tell videos to assist public library staff with limited technology training to handle website management responsibilities themselves. The videos review Ploud functionality, tour strong examples of Michigan Ploud sites, and provide helpful hints on implementing best practices in website development and user experience.

- The Library of Michigan collaborates with the MDE office of Education Improvement and Innovation to provide consulting services, training and support for the E-Rate federal program that jointly provides schools and libraries with reduced internet and internal connections costs to support broadband connectivity. Approximately half of Michigan library systems participate in E-Rate. Of note, a little less than half of the libraries who apply for E-Rate funds do so with the support of a consortium application. The three largest of these consortium applications are library cooperatives: TLN, Superiorland, and Northland. While some libraries find the application process challenging, E-Rate is well-utilized and the libraries that apply for discounts can see a real difference in their bottom line.

- The Library of Michigan and libraries throughout Michigan continue the partnership with the Secretary of State (SOS). Librarians throughout the state help their patrons connect with the Secretary of State’s ExpressSOS website to save them the time and hassle of having to travel to a Secretary of State’s outlet in person.

- The Michigan Center for the Book (MCFB) (www.michigan.gov/mcfb) is a program of LM and fifteen public and academic libraries from around the state. MCFB draws administrative support from LM, programming from its affiliates and works cooperatively with other organizations to provide statewide literary programs and resources. MCFB’s goal is to promote an awareness of books, reading, literacy, authors, and Michigan’s rich literary heritage. Brochures and bookmarks promoting Michigan-themed reading materials are developed and distributed. The Michigan Center for the Book awarded a total of $2,700 in Mini-Grants in 2018 for literacy programs. MCFB participated in the National Book Festival in Washington, D.C., the Kerrytown Book Festival, the Detroit Book Festival, and helped sponsor the Alpena Book Festival. The Michigan Center for the Book is the Michigan affiliate of the National Center for the Book at the Library of Congress.

**Library of Michigan Reference and Collections Staff Activities and Services**

- In 2017, the Library of Michigan completed renovations merging its second floor Reference and Circulation desks. The new space is open and inviting, welcoming library users to a single service desk and providing a line of sight to the library’s collections. The layout is not only visually appealing but functional, in keeping with technological advances since the building first
opened in 1988. Other benefits to the new design include enhanced security for LM’s unique collections.

- The Library of Michigan’s Michigan Collection consists of current and historical materials from all subject areas which concentrate on Michigan and the Great Lakes. Titles are selected that enhance the knowledge of the State and its people. The collection consists of items in multiple formats including books, microfilm, microfiche, maps and videos. The Michigan Collection is located on the second floor of the Library of Michigan.

The Library of Michigan announced two recent additions to the Michigan Collection:
  - The Chuck Harmon Collection consists of press releases from Chuck Harmon, Press Secretary of Governor George Romney. This collection is a wonderful documentary during the time of Governor Romney’s tenure. It encapsulates all the significant communications that the Romney Administration had during the 1960’s. This donation came to the Library of Michigan from the Michigan Political Historical Society.
  - The Mackinac State Park Authority minutes covers a time span of over 100 years from the late 1800’s to the 21st Century. This collection of minutes shows the governance of a cultural and historical gem of the State. From these minutes any person will now be able to access the decisions that have made Mackinac into the wonderful treasure that it is. This very generous donation came to the Library from a Michigan attorney.

- In FY2018, reference staff conducted 31 tailored presentations to groups from all three branches of government. Sessions were conducted with groups at their department or office, at the Library, and online.
- The popular Professional Development Lending Library, a joint service with the Michigan Civil Service Commission, consists of print and audio books and downloadable books to support the development of state employees in a variety of professional areas, including customer service, communication, developing teams, and facilitating change.

State Law Library

- Law Library staff worked with the LM Collection Management, Michigan Courts, and resource vendors to extend remote access of electronic resources and circulation of Law Library materials to state court trial judges throughout Michigan to provide them with a wider range of research materials and to increase awareness of the specialized research materials held by the Library of Michigan.
- Training and tours of the State Law Library were provided to state employees and interns in the Michigan Department of Environmental Quality, the Office of the Attorney General, and the Michigan Supreme Court. Library staff met with state employees in the Attorney General’s Office and the Michigan Department of Licensing and Regulatory Affairs to provide onsite assistance with research needs and to promote Library resources and services.
- Law Library staff visited with librarians in a county library and local public libraries to discuss legal reference and collections, sometimes in the capacity of consultant advising on collection management and development at that library. A roundtable was held at the Library of Michigan to discuss the creation of something akin to an “information network” among libraries with legal
collections in the state. In attendance were librarians from academic, county, and public libraries.

- Law Library staff worked with Statewide Services on LM website redesign with the view of making it better to reflect the type of information requested by library users.
- Law Library staff developed the program “Helping Teens to Avoid the Handcuff Blues” to help families learn about the potential legal pitfalls of common activities of teenagers. The Law Library worked with a Michigan Department of Health and Human Services employee experienced in this area to present the program in early summer and fall.
- The State Law Library participated in the Michigan Supreme Court Learning Center program called “Exploring Careers in the Law,” a moot court program for high school students. Law Library staff worked with the court librarian to give an interactive presentation on legal research and law library resources.
- Work continued in organizing donated municipal code and ordinance sets to prepare them for digitization as well as permanent print retention by the Library of Michigan.
- With the assistance of the LM Collection Management Team, Law Library staff developed a circulating collection of books by both reclassifying current collections and making new purchases. The goals of the collection include maximizing use of State Law Library materials as well as helping local public libraries to extend the reach of their own resources by permitting their patrons to borrow Law Library materials through MeLCat.
- Law Library staff participated in the State Bar of Michigan Annual Meeting as exhibitors, showcasing Library of Michigan and State Law Library collections and services. Staff was nominated to statewide Bar committees for public outreach and education and professional development.

Library Data Collection

- The Library of Michigan continues to use LibPAS from Counting Opinions to collect annual data for public, cooperative and Braille and Talking Book libraries. This software is also used to maintain the Library of Michigan’s interactive library directory and database and will allow the Library Data Coordinator to directly submit the public library data collected to the Institute of Museum and Library Services (IMLS). Michigan’s library data then becomes part of the nationally collected Public Libraries Survey administered by IMLS. The software stores annual reporting data from the past twenty years. The Library of Michigan uses the software’s reporting function to create custom reports upon request for libraries, library board members, and the public, and to release as infographics for publication. Public library participants also have the ability to use this software to create their own custom reports. These reports are typically used to inform their library community and stakeholders, for strategic planning and to compare their services to other similar libraries around the state. Now into the fifth year of using this software, Library of Michigan staff continue to offer data submission and report-building training sessions for users and continue to offer support.
- The Library of Michigan is continuing the use of Library State Aid Management System (LSAMS) software created by the Department of Technology, Management and Budget. The system has continued to be an efficient, time-saving system. We continue to review and improve processes each year with
the addition of LM Staff capabilities to include more reporting and hands on functions.

Events, Conferences and Webinars

- Reference staff continued to organize or sponsor various events to highlight Library of Michigan collections and services. In October of 2017, the Library of Michigan (LM) participated in the 2017 Fall Family History Event sponsored by the Michigan Genealogy Council. Researchers were able to access the library after hours to conduct local and family history research using LM’s extensive collections that include Michigan newspapers, vital records, and city directories. In May of 2018, LM welcomed around 100 genealogists as part of a planned pre-conference bus tour at the Library of Michigan and Archives of Michigan for the National Genealogical Society’s 2018 Family History Conference. The Library of Michigan also had various exhibits, including an artist talk and exhibit with artist Catherine McClung.

- The Library of Michigan’s (LM) Library Law Consultant has started a series of monthly webinars related to legal issues that public libraries face. Topics covered included penal fines and the legal implications of common summer library events such as film showings and unaccompanied minors, and an overview of the recent Michigan Supreme Court decision on guns in schools and how this decision fits with the context of guns in public libraries. The upcoming schedule of all LM continuing education events may be found at LM Continuing Education Opportunities.

- Over 550 people attended the 2018 Loleta Fyan Small & Rural Libraries Conference to be held at the Grand Traverse Resort in the spring of 2018. This conference is geared toward public library staff who are employed by small and/or rural libraries. The 2018 conference ‘Open Doors, Open Minds’ highlighted the topics of diversity and inclusion.

- In September, LM held the Advanced Directors’ Workshop with 46 library directors attending. Those attending learned about budgeting, millages, human resources, and community outreach. Attendance at the workshops is necessary for director certification as part of the qualification requirements for state aid to public libraries.

- Also, in September, 55 library directors attended LM’s annual New Directors’ Workshop. Those directors were able to hear about organizational health, library organizations, library law, responsibilities of boards and directors, and Library of Michigan programs. Attendance at the workshops is part of the qualification requirements for state aid to public libraries.

- The Library of Michigan held its annual Beginning Workshop in May at Shanty Creek Resorts in Bellaire. The event is designed for library staff members that have not had the opportunity for formal library coursework with the goal to introduce staff to a variety of topics and offer them practical skills that they can use in their jobs. Attendance is required for staff seeking Library Certification Level 3 or Level 4. Anyone new to the profession or just hired at a library, no matter what their academic credentials, are welcome to attend the event. In 2018, 124 attendees learned about library law, intellectual freedom, collection management, customer service, library technology, marketing, youth services, management and supervision. Each year the content is presented by a variety of veteran library staff from across the state.
Three staff from the Library of Michigan presented at the national American Library Association Annual Conference in New Orleans in June 2018. Sessions were “Lessons Learned from the 2017 Eclipse: What Participation in Charismatic Events Can Do for Your Library” and “Marketing Strategy, Marketing Plan, and Marketing Tactics: Why You Need All 3!”, and there was one panel on engaging Millennials as civic library leaders.

The Library continued to capitalize on the Farmers Markets on the Capitol Lawn as an outreach vehicle to a wide swath of state and legislative employees, as well as the general public. Follow-up to these outreach efforts routinely included informal small group sessions or meetings, tours, and the canvassing of offices about events and services.

Thirty-two Michigan Public Libraries were selected to receive a kit containing copies of a selected picture book title, braille overlay and directions on how to create a StoryWalk® for their community. The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson. This resource is supported in part by the Institute of Museum and Library Services administered by the Library of Michigan. The Library of Michigan hopes to partner again on this project in 2019 with the Michigan Department of Education’s Low-Incidence Outreach and the Braille and Talking Book Library.