

## WORK GROUPS

Work groups are task-oriented, project-based opportunities that focus on a specific outcome and are closely aligned with volunteer skill sets and interests. The commitment for these work groups is June 2019 through July 2020, although the functional working time will vary by group and usually require less than a full year. Work group members should plan on staffing their respective workshops.

In order to participate, volunteers must maintain current MLA individual membership throughout the committee term. Upon acceptance, you will be advised of your current membership status and any necessary action. Non-members can join MLA online or by calling (517) 394-2774 ext. 227.

[Volunteer](#)

### **Workshops:**

[Coaching and Evaluating Staff](#)  
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### **Workshops**

**Coaching and Evaluating Staff**

## April 3, 2020

Are you prepared to manage? This workshop is about setting expectations and working with employees to bring out the best of their abilities. It will also cover how to develop and administer a clear evaluation process.

- **Desirable skills:** Project management; ability to plan and meet deadlines; decision-making ability; vision; leadership; management; human resources
- **Chair Responsibilities:** Be familiar with MLA's missions, goals and objectives, preside over all meetings, create meeting agendas, encourage productive communication and opportunities to participate, assign duties to work group members as necessary, ensure the timeline set forth by MLA is adhered to, record meeting notes and distribute information as needed.
- **Work Group Member Responsibilities:** Active participation in creating high-quality professional development programming, contribute talents and expertise, collaboratively work with fellow work group members and MLA staff, attend regular work group meetings, ongoing and clear communication, accepting assignments from the chair or MLA, act as an ambassador for MLA and attend and work at the training.
- **Time Commitment:** Work group meetings are typically once a month from July through the post-event month and range from 1 – 3 hours long each. The first work group meeting will be required to be in person at the MLA Office, however, all other meetings will be dependent on the decision of the group as to in-person or conference call meetings. Assigned duties beyond the work group meetings vary and may require extra time.

## Community Collaborations 2020 April 20, 2020

The Library as a Social Service Nexus: Homelessness, addiction, housing, domestic violence all require resources. How can your librarians learn about the agencies and services available to provide the best resources to your patrons?

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with fellow work group members and MLA staff, attend regular work group meetings, ongoing and clear communication, accepting assignments from the chair or MLA, act as an ambassador for MLA and attend and work at the training.

- **Time Commitment:** Work group meetings are typically once a month from July through the post-event month and range from 1 – 3 hours long each. The first work group meeting will be required to be in person at the MLA Office, however, all other meetings will be dependent on the decision of the group as to in-person or conference call meetings. Assigned duties beyond the work group meetings vary and may require extra time.

## **How to Advance Your Career**

### **May 1, 2020**

Presenting yourself to others as an accomplished, capable, smart and skilled person can help you advance in your career. Whether that advancement is at your current library or a new one, learn how to use self-awareness and emotional intelligence to promote your authentic self. Learn how to get support from others in your network by showing how you value your relationships and the good work you do.

- **Desirable skills:** Project management; ability to plan and meet deadlines; decision-making ability; vision; HR experience (optional).

- **Chair Responsibilities:** Be familiar with MLA's missions, goals and objectives, preside over all meetings, create meeting agendas, encourage productive communication and opportunities to participate, assign duties to work group members as necessary, ensure the timeline set forth by MLA is adhered to, record meeting notes and distribute information as needed.

- **Work Group Member Responsibilities:** Active participation in creating high-quality professional development programming, contribute talents and expertise, collaboratively work with fellow work group members and MLA staff, attend regular work group meetings, ongoing and clear communication, accepting assignments from the chair or MLA, act as an ambassador for MLA and attend and work at the training.

- **Time Commitment:** Work group meetings are typically once a month from July through the post-event month and range from 1 – 3 hours long each. The first work group meeting will be required to be in person at the MLA Office, however, all other meetings will be dependent on the decision of the group as to in-person or conference call meetings. Assigned duties beyond the work group meetings vary and may require extra time.

## **Everything IT**

### **May 15, 2020**

This workshop will cover the latest in information technology. If you are looking for the latest on staff intranets, the library of things, networking upgrades or tech mobiles, this workshop is for you. Techies and non-techies alike will find these ideas useful and engaging.

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- **Chair Responsibilities:** Be familiar with MLA's missions, goals and objectives, preside over all meetings, create meeting agendas, encourage productive communication and opportunities to participate, assign duties to work group members as necessary, ensure the timeline set forth by MLA is adhered to, record meeting notes and distribute information as needed.
- **Work Group Member Responsibilities:** Active participation in creating high-quality professional development programming, contribute talents and expertise, collaboratively work with fellow work group members, attend regular work group meetings, ongoing and clear communication, accepting assignments from the chair or MLA, act as an ambassador for MLA and attend and work at the training.
- **Time Commitment:** Work group meetings are typically once a month from July through the post-event month and range from 1 – 3 hours long each. The first work group meeting will be required to be in person at the MLA Office, however, all other meetings will be dependent on the decision of the group as to in-person or conference call meetings. Assigned duties beyond the work group meetings vary and may require extra time.

## **Executive Summit 2020 Organizational Culture and Health**

### **May 29, 2020**

The most inexpensive way to make your library a success is to have a strong and positive organizational culture. The key is knowing what good organizational health is and how it plays a crucial role in shaping behavior in the library. How can leaders identify and transform their organizational culture?

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- **Work Group Member Responsibilities:** Active participation in creating high-quality professional development programming, contribute talents and expertise, collaboratively work with fellow work group members and MLA staff, attend regular work group meetings, ongoing and clear communication, accepting assignments from the chair or MLA, act as an ambassador for MLA and attend and work at the training.
- **Time Commitment:** Work group meetings are typically once a month from July through the post-event month and range from 1 – 3 hours long each. The first work group meeting will be required to be in person at the MLA Office, however, all other meetings will be dependent on the decision of the group as to in-person or conference call meetings. Assigned duties beyond

the work group meetings vary and may require extra time.

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## Conferences

### Academic Libraries 2020

March 27, 2020

This one-day event shares best practices, emerging trends, career advancement, mentorship and future goals for academic libraries. This event features several presenters and nationally recognized keynote speakers.

- **Desirable Skills:** Project management; ability to plan and meet deadlines; decision-making ability; vision for the future of academic libraries
- **Chair Responsibilities:** Be familiar with MLA's missions, goals and objectives for the conference, preside over all meetings, create meeting agendas, encourage productive communication and opportunities to participate, support vision and innovation, anticipate emerging trends and hot topics, assign duties to work group members as necessary, ensure the timeline set forth by MLA is adhered to, record meeting notes and distribute information as needed.
- **Work Group Member Responsibilities:** Active participation in creating high-quality professional development programming. Collaboratively work with fellow work group members and MLA staff, attend regular monthly work group meetings, ongoing and clear communication, accepting assignments from the chair or MLA, act as an ambassador for MLA and attend/volunteer at the event.
- **Time Commitment:** Meetings are typically once a month from July to the post-conference month and range from 1 – 3 hours long each. The first work group meeting will be held on Thursday, July 11, 2019, from 1:00 - 3:00 p.m. in person at the MLA Office. All other meetings will be held on the second Thursday of the month either in person or by conference call. Assigned duties beyond the work group meetings vary and may require extra time.

## Spring Institute Conference

March 18-20, 2020

This two-day conference brings together approximately 200 statewide children and teen service librarians to share, learn and experience best practices. Help plan valuable programming that includes national award-winning authors, illustrators and storytellers.

- **Desirable skills:** Project management; ability to plan and meet deadlines; decision-making ability; vision and innovation; trend-setting ideas for the youth and teen librarian

- **Chair Responsibilities:** Be familiar with MLA's missions, goals and objectives for the conference, preside over all meetings, create meeting agendas, encourage productive communication and opportunities to participate, support vision and innovation, anticipate emerging trends and hot topics, assign duties to work group members as necessary, ensure the timeline set forth by MLA is adhered to, record meeting notes and distribute information as needed.

- **Work Group Member Responsibilities:** Active participation in creating high quality professional development programming, contribute talents and expertise in areas such as social media, exhibits, sponsorships, special events, and program development, collaboratively work with fellow work group members and MLA staff, ongoing and clear communication, accepting assignments from the chair or MLA, act as an ambassador for MLA and attend/volunteer at the event.

- **Time Commitment:** Meetings are held from July to the post-conference month and range from 1-3 hours long. The first work group meeting will be held on Tuesday, July 9, 2019, from 10 a.m. -12:00 p.m. in person at the MLA Office. All other meetings will be held on the second Tuesday of the month at the MLA office or by conference call. Assigned duties beyond the work group meetings vary and may require extra time.

## **Annual Conference October 27-30, 2020**

Annual Conference is a three-day conference scheduled for October 27-30, 2020 in Kalamazoo, Michigan. Assist in the planning and execution of this event with up to 600 attendees, guests, speakers and exhibitors.

- **Desirable skills:** Project management; ability to plan and meet deadlines; decision-making ability; vision.

- **Chair Responsibilities:** Be familiar with MLA's missions, goals and objectives for the conference, preside over all meetings, create meeting agendas, encourage productive communication and opportunities to participate, support vision and innovation, anticipate emerging trends and hot topics, assign duties to work group members as necessary, ensure the timeline set forth by MLA is adhered to, record meeting notes and distribute information as needed. A Vice-Chair will act as Chair in the Chair's absence and become chair the following year.

- **Work Group Member Responsibilities:** Active participation in creating high quality professional development programming, contribute talents and expertise in areas such as social media, exhibits, sponsorships, special events, and program development, collaboratively work with fellow work group members and MLA staff, attend regular work group meetings, ongoing and clear communication, accepting assignments from the chair or MLA, act as an ambassador for MLA and attend and work at the conference

- **Time Commitment:** Meetings are held once a month at the MLA Office from July 2019 through November 2020 and range from 2-4 hours long. The first work group meeting will be held Thursday, July 11, 2019 at the MLA Office. All other meetings will be held the second

Tuesday of the month at the MLA office or by conference call, with the exception of the post-conference debriefing meeting with the MLA 2019 work group scheduled November 21, 2019 at the MLA office. Assigned duties beyond the work group meetings vary and may require extra time.

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## Awards

### Michigan Author Award

The Michigan Author Award recognizes the work of a current Michigan resident or author whose works are identified with Michigan because of the subject. The work group will convene in-person and online as needed from December through May to help solicit nominations, review candidates, familiarize themselves with the authors' works and select a winner.

- **Desirable skills:** Interest in or desire to read Michigan-based literature; ability to plan and meet deadlines; decision-making ability; clear communication.
- **Chair Responsibilities:** Work with MLA staff to identify promotional opportunities to raise awareness of the award, distribute nominations to work group members, schedule meetings, develop meeting agendas, encourage productive communication and opportunities to participate, coordinate work group vote, notify MLA staff of the award winners, present the award at Annual Conference.
- **Work Group Member Responsibilities:** Actively promote the award within your own library and related networks, solicit nominations, participate in scheduled meetings, active participation in discussions concerning candidate qualifications, provide top candidate choices to work group chair as requested, participate in the final vote to determine the winner.

### Mitten Award

The Mitten Award recognizes one children's picture book published in the calendar year that captures the attention of Michigan librarians. The work group will meet online and in-person from June through February to read and review eligible nominations before selecting the winning and honor books.

- **Desirable skills:** Interest in or desire to read children's literature in picture book format; ability to plan and meet deadlines; decision-making ability; clear communication.
- **Chair Responsibilities:** Assemble and maintain a reading list based on ratings from selected sources, identify promotional opportunities with MLA staff to raise awareness of the award, distribute nominations to work group members, schedule meetings, develop meeting agendas, encourage productive communication and opportunities to participate, coordinate

work group vote, notify MLA staff of the winning and honor books, present the award at Spring Institute.

- **Work Group Member Responsibilities:** Active participation in reading and reviewing books on the reading list assembled by the chair, participate in meetings as scheduled, provide top title choices to work group chair as requested, participate in final vote to determine the winning and honor books, actively promote the award within your own library and related networks.

## YouPer (Young Person) Award

The YouPer Award recognizes one children's chapter book published in the calendar year that captures the attention of Michigan librarians. The work group will meet online and in-person from June through February to read and review eligible nominations before selecting the winning and honor books.

- **Desirable skills:** Interest in or desire to read children's literature in chapter book format; ability to plan and meet deadlines; decision-making ability; clear communication.

- **Chair Responsibilities:** Assemble and maintain a reading list based on ratings from selected sources, identify promotional opportunities with MLA staff to raise awareness of the award, distribute nominations to work group members, schedule meetings, develop meeting agendas, encourage productive communication and opportunities to participate, coordinate work group vote, notify MLA staff of the winning and honor books, present the award at Spring Institute.

- **Work Group Member Responsibilities:** Active participation in reading and reviewing books on the reading list assembled by the chair, participate in meetings as scheduled, provide top title choices to work group chair as requested, participate in final vote to determine the winning and honor books, actively promote the award within your own library and related networks.

## Thumbs Up! Award

The Thumbs Up! Award recognizes excellence in the genre of teen literature published in the calendar year. The work group will meet online and in person from June through February to read and review eligible nominations. Following an online teen vote (March – May), the work group will reconvene to determine the winner and honor books.

- **Desirable skills:** Interest in or desire to read YA literature; ability to plan and meet deadlines; decision-making ability; clear communication.

- **Chair Responsibilities:** Assemble and maintain a reading list based on ratings from selected sources, identify promotional opportunities with MLA staff to raise awareness of the

award, distribute nominations to work group members, schedule meetings, develop meeting agendas, encourage productive communication and opportunities to participate, provide MLA staff with top ten list for teen vote, coordinate work group vote, notify MLA staff of the winning and honor books, present the award at Spring Institute.

- **Work Group Member Responsibilities:** Active participation in reading and reviewing books on the reading list assembled by the chair, participate in meetings as scheduled, provide top title choices to work group chair as requested, participate in final vote to determine the winning and honor books, actively promote the award within your own library and related networks.

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