



Courier/ILL Newsletter | October 16, 2020

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Oct. Courier Stats are due by November 5

MALA Update

Mandatory Survey Response

Several times a year MALA is required by the terms of the LSTA grant administered through the State Library to provide interim reports for the current grant year; and two times each year we request delivery information from you through a mandatory participant survey that is included in the grant reporting. MALA recently sent out an October 2020 Survey to the directors of all of our LSTA libraries. We ask that only ONE person at your library fill this out – either the director or ILL coordinator. This very brief survey will only take you a couple of minutes to complete and is due by Monday, October 26. To date, we have received about 50% of responses. Please take a few minutes to complete the survey today. Thank you.

Excess Totes

If there are any excess MALA scissor-top totes in libraries, please return them to MALA. Follow these instructions to send them back with the courier:

- 1) If you have more than one tote to return, stack them by twos. Close the lid of the top tote and zip tie both together.
- 2) Use the Henry PDF label for “Mid-America Library Alliance” MO431 and securely attach at least two of these labels to the top of the stacked totes. Send these back to us via your courier driver.

If you have any questions, please call Linda Tarantino at 816-575-6067.

Courier Statistics for September

This month was better than average for timely submission of courier statistics. The submission deadline is the 5th of the month for the previous month’s stats. There were only five libraries that needed phone call reminders. Keep up the great work and please submit your stats on time. We appreciate it!

Upcoming Monthly Courier Meet & Greet

Where: Online

When: Wednesday, November 18

Time: 2:30 p.m.

Why: To meet and see your smiling face!

We will also talk about tips and ideas for improving service and coping with this crazy time.

RSVP: Email Linda Tarantino at linda.tarantino@mid-americalibraryalliance.org if you are interested.

A meeting link will be provided in the next newsletter, and emailed directly to those expressing an interest in participating. RSVP requested, but not required.

Upcoming MALA Webinars

Taking Care of Your Staff (and Yourself) During the COVID-19 Pandemic Wednesday, October 21, 2020 ~ 10:00 to 11:00 AM

Managers in libraries of all sizes find themselves overwhelmed with challenges from the COVID-19 crisis. How can planning occur when the future is so uncertain? How do you make good decisions in an environment of constant change? And most importantly, how can you look after the well-being of your staff and patrons when you are struggling to care for yourself? We are all navigating through uncertain times created by the virus outbreak, the shutdown and the aftermath.

MLA Past President and Plaza Library Director April Roy tackles these tough questions and discusses the best strategies to help managers move forward with confidence and optimism.

[Register here](#)

The Art of Delegation: An Essential Management Skill for the New Workplace Thursday, November 19 ~ 10:00 to 11:00 AM

Delegation is essential to freeing up your busy schedule; it's also about investing in the future of your library. Pat Wagner will explain why encouraging staff to tackle new tasks and goals will help retain current employees and increase morale and productivity. This management and supervisory skills webinar will provide participants with the tools needed to nurture management and leadership skills through appropriate, effective delegation of responsibilities.

[Register here](#)

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Missouri Secretary of State
State Library