



- A majority of the Job Descriptions have been either created or updated. There are still a handful I need to do, and I will complete them this month.
- We have completed the interview process for the Youth Services Coordinator position. After meeting with the Personnel Committee, the decision was made to reclassify one of the Kids' Place Clerk positions to a second coordinator position, and split the duties between two people by age group. Linda Dull will coordinate services for children (ages 0-9), Julia Littlely will coordinate services for tweens and teens (ages 10-17). This will begin the week of May 27.
- The annual evaluation form has been updated, and we have already begun to perform them. Annual evaluations will be done on the employees' anniversary date.
- I am currently working with the Coldwater Fire Department and Tim Minor from Branch County Emergency Management to come up with fire and severe weather procedures for each branch.
- On April 16, we hosted the annual "all friends of the library" meeting at the Coldwater branch. It was well-attended and all present were open to the idea of the friends' groups working together and meeting on a more frequent basis.
- On May 3, I invited Angela Semifero, director of Marshall District Library to spend part of the day here to help me evaluate workflow, procedures and configuration here. She offered a lot of valuable insight.
- At Martha's request, I am currently compiling salary ranges for employees at other libraries similar to BDL.
- I am currently working on updating our Circulation Policies to reflect actual practice. A number of the policies in the current document refer to services the library no longer provides. I will pass the updated document to the board when completed.

Respectfully Submitted,

*Evette M. Acker*