



DIRECTOR'S REPORT May 15, 2017

This month has been a good one, albeit one with a few bumps. One of the high points was the Annual Friends meeting. It was well attended by five branches and the Coldwater Friends provided the food (so much food!). It was good to see people who love the library so much that they volunteer their free time to support it with their actions.

We have a new Financial Manager, Antonia (Toni) Dauster, and she's been great to work with as we streamline processes and make the financial information clearer and more relevant.

This month, I travelled to Grand Ledge Public Library for the Woodlands Advisory Council Meeting. This was the first time I was able to attend one of these meetings and it was great to meet with my peers and listen to their reports and talk with them about library biz. In October, I will be presenting a session at the Michigan Library Association Annual Conference. The session is called "New Kid on the Block" and will be a panel discussion by library directors either new to the role of director or new to Michigan or a combination of both. I met a couple of directors who have agreed to be on my panel discussion.

John, Toni, and I met with Tim Taylor of Taylor, Plant, & Watkins (TPW), to discuss finances. We talked about the information needed by us and by the accountants. We are planning to move to QuickBooks for much of the financial work and then TPW will do most of the big stuff. We are working with TPW to make this process relatively painless.

The staff meeting on Monday, April 24th, was fun for staff because of being recognized by the Board for their hard work (and the cupcakes were yummo). Along these lines, the Coldwater Advisory Board held a Volunteer Appreciation Luncheon for the volunteers who man the desk in the Holbrook Heritage Room. Lunch was great and each volunteer received a really nice gift from the Board.

I went to Coffee Hour at the Chamber. I've been trying to do this every month to make sure I meet with Chamber members and to use this as a networking tool.

I attended the Branch County Commissioners meeting and then the Library Board's Special Meeting. Erica was a good President and will be missed.

My husband and I attended the lecture on Barns at the Quincy Library. We love old barns and it was great to listen to the lecturer, whose obvious passion for preserving these structures is contagious.

Kimberly Feltner, Jessica Tefft, and I attended Project Outcome training at the Portage Public Library (we have "new library" envy!). The training is to help librarians really focus on crafting good outcomes for the programs and projects they oversee. Grantors look at outcomes as an indicator of a grant's success. Outcomes are basically defined as desired changes in behavior or thinking that came about through a program at the library or put on by the library. Librarians are great at counting things; Project Outcome helps us determine how we are helping the communities we serve.

As requested by the Board, I reached out to more companies who specialize in strategic planning. I set a new date of May 15th to receive proposals, the cost of which will hopefully be fine with the Board. I will have more information by the next meeting.

I am "planning" to be out of commission until May 18th. My first post-op appointment is on the 17th and hopefully the surgeon will release me for work. I will be checking my email but, honestly, since John will be in charge, I'm not anticipating any problems. I have to say it is very nice having a Management Team that consists of degreed (and soon-to-be-degreed) librarians. We have all received pretty much the same training and we are all professionals.

Submitted by Linda Lyshol



ASSISTANT DIRECTOR'S REPORT May 11, 2017

A large chunk of the last month was spent becoming familiar with the operations of our payroll and accounts payable. Circumstances have ensured that we are now better cross-trained than before! And we will continue to cross-train and document so that we are even more resilient.

We have had more work by electricians on getting our staff entrance wired up for the electronic lock. There had been some mis-wiring due to mis-communication, but all is ready now for the final installation. I'm really hoping this particular project is almost done.

Another large chunk of time has been spent on revising the "recipe" for the public access servers we have at each location which provide:

- Internet access
- Public firewall
- Web content filtering
- Computer lab time management
- Print management
- Public wireless printing
- File sharing
- Local Backups
- Statistics for computer lab and wifi
- Security cameras

Almost every one of those bullet points in the recipe has had to have major changes due to shifting technologies, but I should be finished in Bronson next week then move on to other branches to deploy.

Curtis has been busy preparing our annual aged-out hardware sale at Strawberry fest. This year we'll have 5+ year-old, but cleaned up, desktop towers and several laptops for sale.

Angie has been working hard getting promotional materials ready for all of the summer reading programs coming up, on top of all the excellent daily work and support she does.

Finally, a lot of time has been spent on our telephone RFPs. The Technology Committee has met twice on this and we have some really nice systems to consider. More on that in the Committee reports.

Submitted by

John Rucker



- Project Outcome: I attended the workshop with the Director and Teen Services Librarian on April 28 at Portage District Library
 - Project Outcome is an initiative from the Public Library Association and provides libraries with a free survey toolkit that public libraries can easily implement and share the results. The surveys are designed with a focus on gathering data from patrons on how library services and programs impact their lives. Project outcome focuses on seven essential library services: Civic/Community Engagement, Digital Learning, Economic Development, Education/Lifelong Learning, Early Childhood Literacy, Job Skills, and Summer Reading. The surveys are designed to measure four key outcomes - knowledge, confidence, application, and awareness.
 - How BDL Plans on Using Project Outcome: We have been collecting quantitative data for some time regarding our programs and services. By implementing Project Outcome our quantitative data can be supplemented with qualitative outcomes that will measure patrons' level of knowledge, confidence, application, and awareness after attending a program or using a library service. BDL will be focusing on Summer Reading first to help determine what overall level of impact SRP has on our community.
- The Teen Services Librarian and I represented BDL at the Branch County Hiring Blitz. The library was in attendance to highlight what services are available to job seekers such as free Resume Prints, MeL Databases, and 7 days a week computer access across the county. This was a great time to also highlight our premium digital services, such as Hoopla, Newsbank, and Mango Languages. The event was attended by a diverse crowd and we received many comments from the public that they were glad that the library was there and providing information.
- I am pleased to announce that I have been awarded a Library of Michigan Continuing Education Grant to attend the American Library Association Annual Conference in Chicago. Since this is my first time attending, I look forward to bringing back a wealth of information back to BDL in June!

Submitted:
Kimberly Feltner



Along with rain and flowers, May has brought upon the district an increase in teen programming, outreach events and training opportunities. In addition to programming being done in the Coldwater, Union township, and Quincy branches, there was also new programming started in the Bronson branch. Alongside Teen Trivia, which debuted last month, the Teen Writing Club will begin in the Coldwater branch this month. It will also be in Quincy and Bronson for the Summer Reading months. Attendance for Teen Trivia has double in Quincy from last month to this month, and Bronson's first Teen Trivia program on May 11 had a huge turnout: 10. Even more exciting is that the majority of teens that attended were 16 and 17.

May has also seen an increase in school visits to talk about the Summer Reading Program. Lynnell Eash and I met with Bronson High School's Principal Wes McCrea at the beginning of May and created a game plan for speaking with both the Junior and Senior high schools about SRP. The following week, Steve Watson and I (Bronson branch's Teen & Tween programming extraordinaire) talked with over 300 Teens & Tweens at Bronson High School on May 8 about how to register for SRP, how it works, and the fantastic five grand prizes: Xbox One, large 7 ft x 5 ft beanbag, Kindle Fire, NCG Movie Package with snacks, and a Google Play/iTunes gift card. Summer Reading will be promoted in Union City at both the Middle and High School Expositions and I will be going into English classes at Coldwater High School at the end of May, and Quincy classrooms in the beginning of June. For the 2017 Summer Reading Program, the district wide goal is to double the previous SRP's teen participation. In 2016, SRP had a completion rate of 62 for all 6 branches. For 2017, I'd like to see that increase to over 130 teen SRP completions districtwide.

On Saturday, April 29 I attended an eight hour Youth Mental Health training and became a certified Youth Mental Health First Aider. The training aimed to give attendees the ability to connect with teens struggling and the importance of being a steady, positive, and constant presence in a young person's life. It also demonstrated ways to interact with teens suffering from mental health issues, words to not use, and the steps a First Aider needs to take when presented with a suicidal teen.

I also attended a Project Outcome workshop that will be exceedingly valuable for BDL to use when the time is right. To be succinct, Project Outcome tracks an organization's success in meeting goals they've established. During the training, one of the items on the agenda was to break out into small groups and talk about how their library might implement this immediately upon returning back to work. I sat with 9 other librarians from around Michigan and while it was great conversation and informative, it was nearly impossible to contribute due to being the only one of ten who did not have a Strategic Plan or a Needs Analysis completed and in place with their library.

Additionally, BDL's Youth Advisory Council received a grant for \$7000 to aid in the cost of renovating the teen space from the Branch County Community Foundation. Also, I received a grant to attend the ALA Conference in Chicago next month.