



Branch District
Library

www.BranchDistrictLibrary.org

**DIRECTOR'S REPORT
December 18, 2017**

Since last month I have been busy with the Annual Report, as well as other projects. My other projects involve catching up with my professional reading. I have been in constant contact with the MCLS personnel about their reports and answering as many questions as I can. As I write this, I am looking forward to the Strategic Planning Committee day on Friday, December 15. I will be taking some vacation days to spend with my visiting family the rest of the month.

The great news for me has been the snow!

Submitted by Linda Lyshol



**ASSISTANT DIRECTOR'S REPORT
December 14, 2017**

- Square, the service we use for all of our cash registers, has a facility to take donations from the web. We have set this up and are now taking donations at <https://www.BranchDistrictLibrary.org/donate>. We inserted this bit into the annual donation letter before it went out.
- In an effort to streamline our social media presence and make it easier on librarians and patrons alike, we have consolidated the 7 Facebook pages we maintained down to 1. All "likes" from the 6 pages that vanished were transferred to the newly unified page, so we now have the potential to reach more than 2600 people per post.
- To aid the Strategic Planners from MCLS, I re-ran hundreds of monthly reports to add another 24 months of accurate stats to our monthly statistical report. For most of the ~55 categories I currently track, we can now go back to 2012. In addition, I have added several more tables to track new things, and generally reorganized the presentation of the data based on feedback during this process, and from Martha's questions last month. I hope this new presentation is an improvement. I will be continuing to make changes to the report in the coming months.
- On December 1, 2017, I responded to a formal Freedom of Information Act request from Dorothy Cherry. The request was routine and granted in full for no fee.

Submitted by John Rucker



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**DIRECTOR OF PUBLIC SERVICES
December 2017**

- Attended a Collection Development Webinar
- Strategic Planning: BDL took the Strategic Planning Survey to the streets at several community locations including: Anderson Elementary (Bronson) for parent math night, Family Fare (Coldwater) and Union City Elementary conferences. We were able to offer the surveys both in paper and electronic form due to the new iPads purchased for the library. This was also a great opportunity to hear general library feedback and field questions from those communities.

Submitted:
Kimberly Feltner
Director of Public Services

