



Branch District
Library

www.BranchDistrictLibrary.org

DIRECTOR'S REPORT
October 15, 2018

Well, I had wanted to make this report more interesting. Between visits to Pennsylvania (sick relative) and occupational therapy for my hand, I have worked on the budget and the related information for this. However, I have been able to do some professional reading during the drives to PA and this helps a lot. I need to establish a dedicated time to *keep up with my reading* (This statement makes me chuckle because every person I have interviewed for a job in the library—all the ones I've worked in—makes the statement "I love reading," when asked if they understand the duties for the position.)

Kimberly Feltner and I did provide support to the Union Township manager in evaluating her clerk. This went well and the employee is pointed in a more productive direction.

I met with the Management Team to give input into the Collection Development Policy. We will be able to present this to the Public Services Committee soon. Our Staff Training Day was great! Zing Training on Customer Service and Michigan Business Consulting on Taming the Change Monster. Along with this training, I sat in on a webinar about programming—it was excellent!

Respectfully submitted,

Linda Lyshol



**ASSISTANT DIRECTOR'S REPORT
October 12, 2018**

- I found a great deal on some older smartphones that nevertheless have great cameras, and got one for each branch. They will serve multiple purposes, including but not limited to:
 - Easy photo and video camera, so staff are not using personal equipment for library events
 - Video conferencing to be the eyes and ears for IT staff when we try to remotely diagnose trouble.
 - "Panic Button": though they don't have a cellular service plan, they can still dial 911 in the event an emergency occurs when we have power or telephone/network outages.
- Major IT items approved last month were purchased and have mostly arrived. The IT office is packed! Now begins the lengthy period of configuration and deployment.
- We have been preparing and testing for the deployment of our new computer lab time management software, MyPC. Deployment will begin on Monday, October 15 and should be finished by Thursday October 18. Tech support from the vendor, TBS, will be onsite during the deployment.
- We have been testing a popular game, Fortnite, for a teen program. We are cautiously optimistic that all will work as planned. The first program to use it is next Friday, October 19. Fingers crossed!
- We solved some technical glitches with the computer controls for the heating and cooling at the Coldwater branch, but unfortunately some mice have caused some damage not as easily fixed in one of our large air conditioning units. As of today, this unit is not able to run at full capacity, but with the weather turning colder it shouldn't be too much of a problem. We should have it fixed by the return of hot weather.
- Testing our new web content filter, OpenDNS, has worked great, and we'll be rolling it out to all branches in the coming weeks.
- I worked the Older American Health Fair on October 9, along with Kimberly Feltner. It was great to see so many familiar faces from our series of workshops at the Senior Center, and to meet many new people.

Submitted by John Rucker

Teen Read Week: From October 7-13, Teens are encouraged to take advantage of reading in all its forms. Programs and events were also held to encourage Teens to see the library as a safe space where they can engage in creative and educational opportunities.

Libraries for Life Campaign: Several branches including Union, Sherwood, Quincy, and Coldwater participated in a state wide campaign to encourage people to sign up to be organ donors. The campaign runs from October 9-15.

MeL Changes- Effective on October 1, the Library of Michigan made some major changes with the MeL.org website and the E-resources offered by the state. The website received a facelift and has streamlined to make accessing content easier. The full package of databases has been changed losing several staff favorites (Chiltons and Book Flix) However, the new products are comparable and are offering several great new additions. One popular addition is NoveList Plus. It contains information on over 260,000 fiction and nonfiction titles. You can put in the title of a favorite book or author and get an immediate list of similar titles and authors. This will be used heavily for staff in providing Readers Advisory services.

Staff Training Day: We successfully completed another year of Staff Training. This year we worked with staff on the Art of Giving Great Service with Zingerman's (the restaurant in Ann Arbor) training department. In the afternoon session, Michigan Business Consultants talked to the group about Taming the Change Monster – Surviving and Thriving through Change.

One of our long-term volunteers in the Holbrook Heritage Room, Walt Lane, has "retired". A party to thank him for his dedication and knowledge of Branch County was held Tuesday, October 2. His stories and great attitude will be missed.

Just a reminder that the Branch County Literacy Council in partnership with the Coldwater Friends of the Branch District Library are holding a wine and cheese event on Friday, October 26. The event will start at 5:30pm at the Coldwater Branch.



Volunteer Walt Lane

Community Involvement

- **Branch County Community Network (BCCN):** Starting in September, I will be representing the library at this monthly meeting. The BCCN is a group of non-profits and community organizations that meets to highlight services and coordinate efforts to help the citizens of Branch County. This meeting will provide valuable insight and information that can be shared with BDL staff and library patrons.

- **Applefest:** The Library had a booth at Applefest in Coldwater and over 200 people stopped to visit and say hi. We had an apple themed game for people to win prizes and gave out information about BDL and upcoming events.
- **Older American Health Fair:** For the first time, BDL attended this great event and got to talk to our library users and meet some new faces. We plan on making this an annual event!
- **Pansophia Literacy Night:** We attended to give out information about the library and signed students, teachers, and adults up for library cards.

Webinars

- Library Programming Getting It Right!
- Introducing Mel EBSCO Resources
- Project Outcome: Planning for Summer Reading Surveys
- Increasing Library Usage through Strategic Merchandising

Respectfully submitted,
Kimberly Feltner