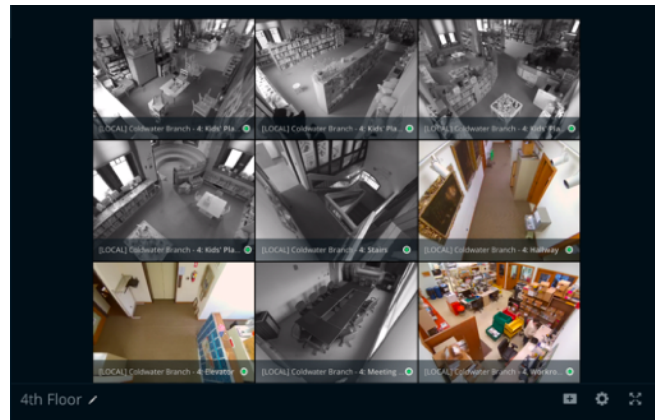




- It's been a very busy month in BDL personnel news. Lindsay Villa is our new district-wide Teen Services Assistant. Vacant public service clerk positions have been filled at the Coldwater Branch, and we have been conducting interviews for the Union Two Branch manager position. The last several weeks have been filled with interviewing, onboarding, training, and orientation.
- It's Library Card Signup Month! As you'll see from the other reports in this packet, BDL staff are working hard to attract new signups.
- On September 12, I attended the New Director Workshop. This all-day training session in East Lansing, put on by the Library of Michigan and required for BDL to continue receiving state aid payments, covered a large array of important issues for leading and managing a library. Issues covered included legal concerns, budgeting, training and support resources, organizational health and more. It was an invigorating day, giving me much to think about and ideas to try, and I look forward to the required Advanced Director Workshop next year.
- As part of a periodic survey of our Internet service providers, we were able to get increased Internet speed at 3 of our 6 branches for the same or only slightly increased expense. With budgetary approval for 2020 there is an option for further increased speed at our Bronson and Quincy branches.
- The security camera upgrade for the Coldwater Branch approved last month is mostly installed. We are waiting for the local contractor to install the final 4 cameras that library staff are unable to install on their own. Initial staff feedback is highly positive. Video quality is improved, and features and user interface are much improved. Thanks to the BDL Board for approving implementing this part of our technology plan.
- Our transition to the SwipeClock timekeeping and HR system continues. Several meetings are scheduled upcoming to finish. We have just about a month left on our contract with When I Work. I hope we will beat the deadline, but we will be able to fall back to our old paper system if there is a gap.
- Our Evergreen integrated library system is scheduled for an after-hours upgrade to version 3.3 the night of September 18. This upgrade will be primarily bug fixes. Our test server was successfully upgraded last week, and we expect a smooth upgrade of the production system.



John Rucker



- During this month, I have went through personnel files and filled away paperwork in appropriate locations. In order to maintain the right documentation, I created an internal form that has a checklist of paperwork needed for employee files. Also, conducted new hire orientation for the public service clerks at Coldwater and the Union Twp. Branch Manager.
- Coordinated with the Director of Public Services to launch our September is Library Card sign up month campaign. During the month new adult library card holders can receive a BDL coffee mug, teens a Hoopla pop socket or ear buds, and children get a sticker.
- Worked several desk shifts at the Union Twp and Coldwater Branches.
- Presented to the Coldwater Garden Club on the library's Seed Saver Exchange program.
- Received Evergreen report training from the director.
- Attended a free library webinar from BookList on how to promote your library on a shoestring budget.



Submitted,

Kimberly Feltner

- The rejection letter from the State of Michigan about the LSTA Grant arrived last week. The majority of the negative remarks revolved around the Pop-Up Library being exempt from use at the local elementary schools. This was outside of our control as BDL was held within the constraints that local schools gave us. There is not enough flexibility in school schedules in local elementary schools to allow for a Pop-Up Library to function during their school day. Also, some reviewers did not like the amount of money suggested for advertising and did not feel that it was the “smartest way to use grant funding”. Onto the next thing: Pursuing Library One cards! For more information see the discussion item in this month’s packet.
- September is Library Card Sign-up Month! This annual event promotes the value of a library card and this year we have help from Buzz and Woody! Spear-headed by the American Library Association, it reminds patrons of libraries nationwide that signing up for a library card is one of the first steps towards academic achievement and lifelong learning that you can do! This year, BDL upped the ante and are giving out stickers to the kiddos, pop sockets and ear buds to the teens, and the coolest mugs to the adults.



- October is almost upon us and BDL is having our first Community-wide event in years! On October 19, we’ll be having our first Family Fright Night where all of Branch County is welcome! There will be trick-or-treating, fun crafts, food, and more from 4PM-7PM. The night will take a spookier turn from 8PM-10PM with the help of our local ghost hunters!
- BDL will also be participating at the Haunted Forest on October 11<sup>th</sup> & 12<sup>th</sup>. We’ll have a booth, pass out candy and programming flyers.

Submitted by Jessica Tefft