



- The HR component of SwipeClock was enabled this past month, allowing all BDL staff to receive pay stubs and W2s electronically, and vastly streamlining onboarding of new hires in the future.
- Even with the enhancements, SwipeClock doesn't quite do all we need, so library staff and I have also created a companion in-house database to track milestones required by our new Employment Handbook, like longevity and step increases, along with other aspects of our personnel records. Thanks to the simpler rules in the new Handbook, we'll have alerts to upcoming milestones and budget information at a glance.
- In this month's packet, there is a \$19k bill from PCMG, which comes from this year's computer purchasing authorized in the beginning of the year. The delay in billing stemmed both from the pandemic and the fact that PCMG was purchased by Insight and the resulting chaos as they merged their accounts receivable operations.
- Our vacancy in interlibrary loan due to Loretta Sherfield's retirement was filled by an internal transfer. This transfer left a vacancy at the Coldwater Service Desk. There is also a vacancy in the technical services department with the retirement this week of Sandy Cunningham, another 30+ year employee. As with Loretta last month, Sandy has been a valuable and important part of the library, and we wish her all the best. These two open positions have been posted externally.
- With two long-term employees leaving this past month, it got me thinking about how poor of a job we sometimes do recording our own history as libraries. With that in mind, I added a little timeline of highlights of major events since the district library was formed in 1991, gleaned from our meeting minutes and personal experience. Head over to https://www.branchdistrictlibrary.org/bdl_timeline to take a look.
- Friends activity this past month: a book sale for Algansee, grounds maintenance at Coldwater, and a new slate of board members at Bronson! Lynnell has more on that in her Branch report.
- Coldwater and District Library staff toured the newly Coldwater City-owned former Putnam funeral home building across the street across from the Coldwater Branch. The City wanted to know if the library could have any potential use or plans for the building. While there is quite the historical connection between that building and library service in Coldwater, after seeing the photos of the interior and exterior, the Building Committee was not in favor of pursuing any BDL involvement with the Putnam building at this time.
- I have put into place an Employee and Volunteer Recognition Program, as provided for by library policy from April 2018 and supported by funds in this year's budget. Awards will be made in December with a report in that month's packet.
- Due to ongoing research into how the coronavirus behaves on library materials, BDL has increased the time we quarantine touched materials before going out to the next patron.
- We got our second distribution check from the Shamulus Trust this week, bring the total so far to \$51,625, much more than we expected! The bank indicates there will be at least one

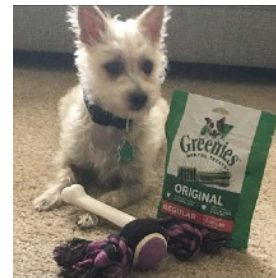
more check. This money was restricted to purchasing children's materials district-wide, and the managers are excited about the prospect of an extra boost to upcoming book budgets.

- Penal Fine reports continue to be delayed from the County. The good news is that the check that came for July too late to go into the August financials is higher than the \$15k estimate put in by our accountants. The bad news is that it still looks like the total for the year will be 15-20% under what we budgeted.
- This past month we had meetings of newly formed internal committees to focus on homeschooling support and school liaisons. The educational upheaval caused by the pandemic have highlighted the need for our support in these areas, and we are looking to really make a difference for parents and educators.
- Michigan Senate Bill 611 passed out of committee recently, with recommended changes from the Michigan Library Association. This is an amendment to the Michigan Library Privacy Act to allow libraries to share surveillance video records with law enforcement without a warrant, provided that the video doesn't show any specific use of library materials/services/etc. In other words, for example, if there is vandalism, or an accident, etc., we can give the video to the cops without making them get a warrant. Hopefully, this bill is passed and signed into law!
- This week was the Library Advocacy and Funding (Virtual) Conference. I was one of 75 people granted a free seat to the "LAFCON", thanks to the Library of Michigan. I attended sessions on financial planning, marketing, community building, viewing your actions through a political lens, and more. Several sessions had some great takeaways, and overall it was a good education for me in areas I could give more focus.
- Multiple meetings this past month, including the Coldwater Downtown Development Authority, state Library Directors, Coldwater City Council, Branch County Commissioners, and BDL staff and branch manager meetings, and my monthly branch visits.

Submitted by John Rucker



- BDL's notary service has expanded to our Sherwood Branch. There are now a total of three locations (Bronson, Coldwater, and Sherwood) and four staff that provide notary services. Appointments are encouraged, but not required, to ensure that library notaries are available.
- I have been coordinating our annual benefits enrollment for staff. Staff can elect into Aflac for a variety of benefits including short/long-term disability, accident insurance, etc. We are also holding an enrollment event for Nationwide Retirement for all interested staff on September 29.
- For National Dog Day I coordinated a Cute Dog Photo contest on Facebook. We had a total of 35 entries received by the deadline and over 500 "Likes" were submitted before the winner was crowned. During the voting, the marketing team worked to invite Facebook users to our page and we were able to gain 70 new followers! A Cute Cat Photo contest will be held in October.
- Virtually programming continues to be a huge success. Programs were offered on our Facebook page, website, and YouTube channel until August 8. This wrapped up our summer programming. We all really miss our in-person programming. However, the convenience that someone can view a program whenever and wherever is appealing to our patrons. The highest viewed program was a t-shirt made into a bag craft class with a total of 854 views. Our exploding watermelon video was a close second with 837 views!
- I worked several desk shifts at the Coldwater Branch and one at Union City. It was so nice to see all our patrons, behind their masks of course.
- I took one webinar this past month, "Expand Your Digital Reading Community through PR and Social Media Confirmation". It went over recent changes with social media and how to leverage them for your library.



Winner Thor and his prizes!

Submitted,

Kimberly Feltner



Branch District
Library

www.BranchDistrictLibrary.org

DIRECTOR OF PUBLIC SERVICES
SEPTEMBER, 2020

- Fall is officially here and BDL has launched new programs! Starting this month, each library branch will offer at least one kit to the entire district for kids, teens, and adults for a total of at least 23 “grab and go” bags each month. They are posted on Friday afternoons and are available for pickup the following Monday. We have had tremendous success with them over the past two weeks and are very excited for the upcoming programs in this autumn season!
- Continuing with programming news: BDL has a lot of diverse video programming coming in October and we are so excited for it! We’ll have videos for the youngest of children to the most seasoned adults. Virtual programming is back with gusto!
- Library1 Card Program update: The collaboration with Coldwater High School has hit a bit of a snag. The scope of the project requires a deeper look into from the school’s administration and currently we are waiting to hear back from them. On a more positive note, there are two other area schools that have expressed interested in the program and that’s very exciting!

Submitted,

Jessica Tefft