



- Fee forgiveness: Our Evergreen support team processed our request for a one-time removal of fees owed to the library. So on page 8 of this month's statistical report, you'll notice a much smaller amount owed! Cheryl Lawrence has been working on getting the paper files to reflect these changes and beginning to contact affected patrons. A public announcement hasn't been made yet, but will be going out soon.
- Evergreen Account Expiration Notices: a configuration glitch was fixed by Evergreen support, and notices are going out again. Since we are able to process renewal requests over email now, several patrons each day are taking advantage of this.
- [Michigan House Bills 4530-4533](#): I contacted State Representative Fink to oppose these bills in the Michigan legislature which would severely constrain when libraries could conduct millage ballot proposals.
- The Coldwater Board of Public Utilities has begun work on upgrading the fiber optic connection at the Coldwater Branch. This process is taking a little longer than expected, but on the other side of it we will have faster, cheaper Internet service at the main library. This will help all branches, since many IT services run through the Coldwater Branch.
- We had our insurance review for our contents and liability policies. Kimberly was point person on this and made sure that our carrier had updated information.
- We have been working on the recommended update to the Materials Selection Policy, and will be ready to have a committee meeting on that soon. Work on that policy spilled over into additional reports, so the full board will ultimately be looking at more than just this policy as a result.
- For children's book week, we launched 2 new services: [1,000 Books Before Kindergarten](#) and [Dial-a-Story. Beanstack](#), which is going to be used for 1000 Books and our summer reading program, also went live. We've already had a number of registrations for 1000 Books, and we are very excited about this new early childhood literacy service!
- Kimberly, Jessica, and I all began a month-long course from Library of Michigan call "Surviving and Thriving as a Library Director". This course is for new directors, or those who have that job as an eventual goal. It's an intensive, wide-ranging small-group course with only 10 students. We are all getting a lot out of it, with topics covering leadership, coping and self care, advocacy, management, working with trustees and Friends groups, and more. This course does not replace the "Advanced Director's Workshop" that I am required to take, and that LM still has yet to put on due to the pandemic.
- We posted for our open position for the Children's Services Coordinator, but have had only 2 applications so far. We'll most likely need to keep the application window open a little longer and repost.
- This past month I attended Friends meetings of the Algansee, Coldwater, and Quincy branches. I also attended the Coldwater DDA meeting, the Algansee Township meeting, and a meeting of state library directors. Webinars attended included using our new Amazon Business account

provided by the state library cooperatives, updated Census data for libraries, and new connectivity funding opportunities available via the federal e-rate program.

- I have assigned Lynnell Eash the temporary additional duty of Algansee Branch Manager, starting Wednesday, May 5. COVID slowdowns have left our libraries with less to do than in a normal year. Bronson Branch also has an additional clerk more than the other smaller branches, so this gives us the chance to shuffle around some of the BDL staff we currently have to fully operate the Algansee library without needing to post the job at this time. At some point in the future, we will post for a permanent new Algansee Branch Manager. We estimate this temporary arrangement to last between one and two years, but if either Lynnell or the library wishes it, Lynnell is able to return to managing only the Bronson Branch and we'll hire for Algansee sooner.

Lynnell has been a successful manager at the Algansee Branch before, asking her to do this made sense. The township board was also in favor of this decision. Lynnell will be devoting the majority of her time to Bronson, but she is very excited to see what she can do in Algansee, too. Lynnell will report to me weekly during this assignment and have a formal evaluation quarterly.

The Finance Committee has a recommendation related to this assignment in the discussion agenda.

Submitted by John Rucker



- Progress continues on the RFID project. Sherwood remains as the only branch completed. No other branch was able to finish in the last month. The focus has shifted to getting all the children's and young adult materials tagged before Summer Reading. Then we can return to working on the adult fiction and non-fiction areas. Our goal was June 1 to have the project completed and we are going to be very close to that!
- The Marketing team held a meeting to prepare for Summer Reading. We will be busy promoting the return of in-person programming. The branches have come up with many great programs that are being held outside this summer. I worked on some specific marketing materials for the Summer Reading Program. This annual event encourages literacy during the summer months for all ages. This year's theme is Tails & Tales and has been a fun to work with. The Summer Reading Program runs from June 7 - July 23 and registration is now open (www.BranchDistrictLibrary.org/srp). In the last month, we have been busy promoting several new library services. The new services include 1000 Books Before Kindergarten and Dial-A-Story.
- In the Comments/Publicity document, you will see that we were able to place an ad in the Shoppers Guide! The library has a new account manager who is our point of contact for the Shopper's Guide and the Daily Reporter. I am glad to report that it was a very painless process to have an ad placed for our WiFi2Go program. The hotspot lending program is doing well. As of Friday, we had 18 of the 23 checked out!
- I received a Library of Michigan Continuing Education Grant to attend virtual training. The training, "Surviving and Thriving as a Library Director" is being offered by the Michigan Library Association. It is a 4-week class that focuses on leadership skills. It also covers topics that management in a library experiences on a regular basis. The class is very small with ten librarians attending. At the end, I will get an individual consulting session to get personalized guidance and advice.
- I attended two virtual trainings. The first was "Marketing and Promoting Beanstack". This is our new reading tracking website and app that is being used for all BDL Reading Challenges. The other training was "Connecting with your Community with Mango Languages". Mango Languages have added twenty ESL courses to help non-native speakers! They have added some cool features to their app including autoplay. This allows a person to pick their language and the lessons will play without interruption. This is great for language learning on the go!

Submitted,

Kimberly Feltner



- BDL gave out a total of 76 trees from the Neighborhood Forest Organization for Earth Day (April 22)! This organization is dedicated to planting trees across the nation through the hands of children and parents.
- Beanstack (our online reading challenge tracker) is up and running! This service allows its readers to track reading by pages, minutes, books, or activities. Staff are currently being trained in “staff only” challenges to prepare for the 2021 Summer Reading Challenge and our 1000 Books Before Kindergarten challenge.
- 1000 Books Before Kindergarten has launched! 1KBFK is an early literacy initiative that encourages parents to be active participants in their children’s education. This initiative will be rewarding participants with goodies at every 100 books read. Since its launch on May 3, we have over a dozen children registered and over 30 books logged!
- As is the BDL norm, we are taking a programming hiatus during the month of May to prepare for a fantastic Summer Reading Program! We look forward to the upcoming programs!

Submitted,

Jessica Tefft