

Let's Talk about the Weather!

Weather was the biggest news this past month, as we had multiple closings system wide for snow and ice, and then some branches were closed additional days due to power outages.

Personnel

This past month we welcomed two new clerks to the Coldwater Branch: Abrar Ahmed and Sarah Sanford. We conducted interviews for the open Marketing/Helpdesk position, and look forward to this new person starting next week. We have posted for the vacant Union Twp. Branch Manager position, and will be conducting interviews next week.

IT Happenings

Kimberly and I spent a day working on refining circulation rules in our Evergreen library system to better align with the BDL Borrowing and Lending Policy rules. This is not quite finished, as we are still tweaking some settings with our Evergreen Support team.

We completed our transition from SwipeClock to UKG for our payroll time records and officially terminated our relationship with SwipeClock.

[The Wedding Reservation page](#) is officially live on our website, complete with all necessary insurance requirements.

Miscellaneous

- We received our Personal Property Tax reimbursement check and, same as last year, it was far higher than we expected, not decreasing, and certainly not phasing out.
- The Coldwater Branch had their annual fire alarm testing completed with no issues.
- The Coldwater Branch server room air conditioner was installed on March 16.
- At the Union Twp. Branch, we were recently informed that our longstanding agreement with the hardware store across the street would no longer be in effect. We have established paid trash and recycling services with the Village of Union City.
- Cheryl Lawrence working on chargers and schedules

Meetings Attended

Coldwater DDA & DDA Committee, Quincy Library Advisory Board, Branch County Literacy Council Board, Library of Michigan Directors.

Submitted by John Rucker

Hoopla

Some exciting news from our Woodlands Library Cooperative! They have announced that they would be providing funding for all member libraries to get Hoopla. Woodlands already provides several digital library services including Mango Languages and Tutor.com. It was quite shocking that they added this to the list but it is a good thing. BDL will be able to add those extra funds to purchase Flex titles. These titles on Hoopla are specifically for our library patrons in addition to the thousands of instant titles.

Training/Webinars

I have been coordinating training for our staff who select materials with the new vendor Ingram. Between weather issues and time off it has taken some extra time. Our Algansee Branch Manager has placed the first order and the books arrived quickly. So far so good!

I provided Canva training to our Sherwood Branch staff. Canva is a web based program for marketing and design. The marketing team has created BDL branded calendars, flyer templates, and book recommendation lists. Staff can pick from our templates to create something that is needed by their their local patrons with all the required information and logos. Canva is a great program and has been a huge asset to the library!

The marketing team took a webinar titled, "The Flyer Fight: How One Library Decreased Flyers Without Decreasing Program Attendance". It discussed how the Delaware County District Library used templates in Canva to allow their branch staff to create very specific, branded flyers to promote their programs.

Human Resources

A representative from Colonial Life presented to our staff at the February staff meeting. Colonial Life offers supplemental insurance policies. The presentation was helpful and I am waiting to see if any staff take advantage of this voluntary benefit. Local agents will be available this week and next to meet with staff for specific plan costs.

John, Jessica, and I held interviews for the full-time Marketing/IT help desk position.

Spring cleaning came a little early to our Quincy branch. Several staff spent some time on a Saturday to go through years(!) of accumulated supplies. In that clean up, we found a lot of things including some comment cards from last year. You will see those in this month's comments and publicity section.

Submitted by Kimberly Feltner

- One Book One County is here! Jeanne Berg and I will be leading the discussions starting tomorrow at the Quincy branch for *The FireKeeper's Daughter*. Discussions will be held at all branches (and twice in Coldwater) during the last two weeks in March.
- Staff Training is April 3 and I have one confirmed presenter and should have the other confirmed by the end of the week. The first half of the day will be training and the second half will consist of True Colors training for the 13 staff that need it while the rest of the staff will be Spring cleaning their branches.
- Free Trees for Earth Day was extended! Neighborhood Forest is an organization that donates hundreds of thousands of trees to children across the world for Earth Day. The deadline was extended to March 17, and we will begin receiving these trees the third week of April. We began this in 2021 and were given White Pines to plant, and last year we were sent Tamarack trees.
- Meetings:
 - Attended BCCN on March 15th at the Health Department.
 - Our second Summer Reading Program planning meeting was held on March 6. We are very excited about the free amphitheater passes to all adults that complete the SRP program.
 - The Great Start Collaborative committee group #4 met on March 10 to work out details of the strategic plan.