

L-4029 Form

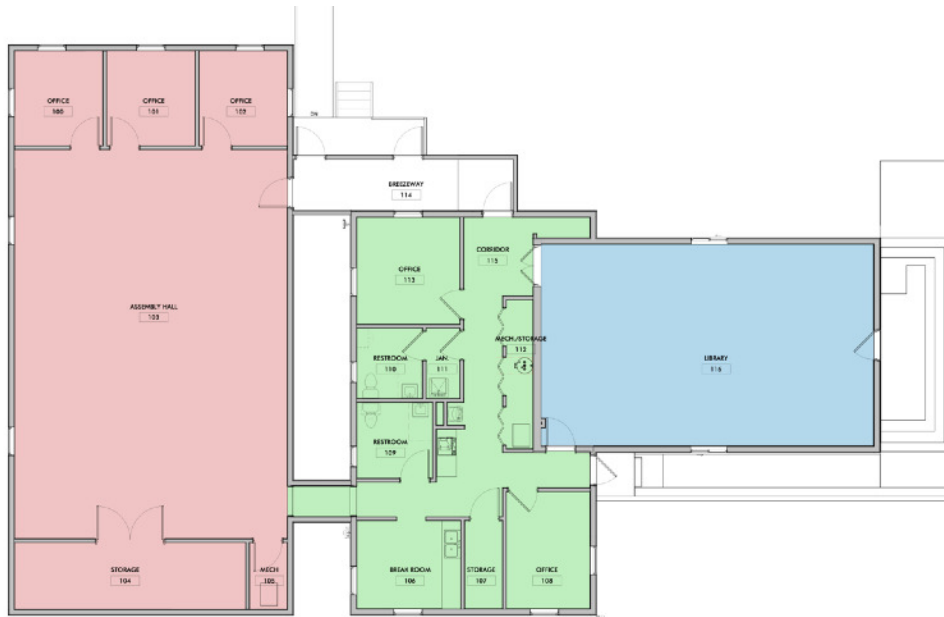
I received word from the Union Twp. Assessor that the County had not sent them our form yet for winter taxes. After following up with all the County's municipalities, it looks like UT was just an outlier. I heard back from all but two townships, and all who responded said they did in fact have our form. In subsequent years, we plan to send the form out to everyone, just as a precaution.

Facilities

At the Coldwater Branch, Ludwick Electric installed the charger for the bookmobile's battery pack. It will be kept within the fenced and locked area on the south side of the library. Ludwick also replaced a worn out exhaust fan in one of the bathrooms.



Teresa and I have met with Algansee Twp. officials to provide feedback over preliminary drawings for the new library space at the Township hall. As shown below, the library space would be the blue section, with green being the existing township offices, and the red being entirely new construction. We look forward to learning more as this project progresses!



1 FIRST FLOOR PROPOSED PLAN
1/8" = 1'-0"

Kimberly and I met with our new Orkin rep to finalize our contract for starting up new services with them, and to discuss logistics. Many thanks to Kimberly for spearheading this transition.

IT Department

Thanks to a good deal of prep ahead of time, the transition from UKG Ready to When I Work was successful. Kimberly and I finalized the transition the Sunday ending a pay period, and all staff started on the new platform the next day.

Meetings and Events

In preparation for one of our big projects next year, I joined several library staff for a live ALA webinar on library signage that was really great.

Along with Sarah, I attended the Allen Twp. Board meeting, the first time anyone from BDL has attended in more than 20 years. Their board was glad to meet us and we gave a small presentation and left library brochures and event guides for them to share. They are open to revisiting our contract and, like the library, had no concerns other than just having an up-to-date contract on the books. Since all townships are going to really be busy with the new elections changes next year, I told them I would get with them after the primary is over to discuss our contract further.

I attended the Branch County Commissioners meeting and am happy to report that Kim Langworthy was appointed for another term to the BDL Board. Thank you for your continued willingness to serve, Kim!

Submitted by John Ruckers

It always amazes me how fast the end of the year flies by! The change to the new timekeeping and schedule software, When I Work, has been going well. A lot of the behind-the-scenes had to happen to get ready. I worked with John to prepare for the switch on November 27. We are getting positive comments on the ease of use of the schedule from all levels of staff! I have spent a lot of time working on personnel files for quality control and so much filing! It will be a race to the end of the year to get it all done.

With the budget passed, I was able to start the process for some of the new services that will be coming in 2024. I expect January to be a very busy month with vendors!

I watched a webinar, "RIDES: What Happens at the Warehouse?". RIDES is the statewide delivery service for the MeL Cat lending across the state. It is amazing to see how the process works for items to arrive from the Upper Peninsula to Branch County! I also viewed, with several other staff members, a webinar titled "Library Signage: Tips, Tricks, and Best Practices".

Submitted,

Kimberly Feltner

- On December 12, HHR Coordinator Brittany Gemmill and I took a field trip to the Mitchell Research Center in Hillsdale to have a tour of their collection and to see what their research organization looks like. It is an incredible building that houses an incredible collection with nearly 20 volunteers. It gave Brittany and I an opportunity to dream about what HHR could become and we are super excited!
- Are you Yeti to read?! Our 2024 BDL Winter Reading Challenge begins on January 2 and will run through the end of February. Adults and teens (age 13+) who read or listen to four books between January 2 and February 29 will be entered into the drawing for one of our three Yeti tumbler grand prize baskets! Track your reading progress online using Beanstack or complete and turn in a paper form, available at any of our branches.
- BDL will be bringing Adult Playaway tablets to our patrons in early 2024 and I am so excited about it. These tablets will feature primarily brain games for adults.
- Also, just a reminder that our 2024 One Book One County read is *Remarkably Bright Creatures* by Shelby Van Pelt. I am so looking forward to the conversations that will revolve around this book!

