

## **Personnel**

Union Twp. Clerk Andrea Tennyson left the library for personal reasons, but we are happy that she wishes to continue with us from time to time as a volunteer. Meghan Babbitt, formerly of the Interlibrary Loan department (ILL) at the Coldwater Branch, was selected from a pool of interested internal candidates for this clerk position and started last week. There is some internal interest for this now vacant ILL position, and at the completion of all of this internal shuffle we will most likely advertise externally for a position. During this transition, we have also taken the opportunity to cross-train several more staff on ILL operations.

## **COVID-19**

The CDC has released updated guidance on responding to covid-19, removing the 5-day isolation recommendation. Our policies tie us to the CDC guidelines, so we will change our protocols accordingly.

## **FOIA Requests**

In the past month we received 3 formal Freedom of Information Act requests, and one informal. The formal ones were from two data broker outfits who have a business of issuing FOIA requests to governments, educational institutions, and libraries. Two of the requests for fairly involved, seeking full information for everyone on the library payroll and a copy of every payment made last year by the library. None of the information requested was exempt, per Michigan law, so I filled these requests.

## **Facilities**

Christina and I met with Willowbrook Interiors and Mulder's Moving to work on a timeline for the carpeting project. What resulted is a "worst case" scenario from both groups where the project could take 33 working days to do all sections. (Reminder, we are going with carpet squares for their long-term benefits, but squares don't go down nearly as fast as pushing a carpet roll in a room.) Mulder's estimate is worst-case, as well. From working with them on past projects, they usually work faster and cheaper than their estimate. Assuming approval of their services, the project is slated to start Monday, April 1, and continue through mid May. Similar to when we last did this in 2006-2009, we will close sections of the Coldwater Branch at a time while those areas are worked on. Only when the main service desk area is being worked on should we need to close the entire library.

Christina and I also prepared a request for proposals for the Coldwater restrooms project and sent it out to three general contractors. We got responses of interest from two of them, but they both said that architectural drawings would be required. We were unaware this would be necessary, so we put the project on pause while we seek architectural advice. Scott Morrison of S. Allen Design, who designed our Union Twp. Branch, has indicated interest and will be meeting with us yet this week to discuss the project.

The architects for the new Algansee library project have released some final plans to be used for permitting, so that project seems to be continuing nicely.

### **Allen Twp.**

When Sarah and I met with the Allen Twp. Board in December, they agreed that a new contract was in order, but requested we come back after the primary. Since that time is now, I have been in touch with our lawyer, Anne Seurynk, for an updated draft we can use to start this conversation off with. I hope to have that for your consideration in the April BDL meeting.

### **IT Department**

The servers approved in January finally arrived. I completed the migration to the new file server in fairly short order, as it was a straightforward job. The migration to the new web server will take several months due to a number of technical issues to be overcome.

Curtis has been upgrading machines at the Coldwater Branch to Windows 11, and is working out the bugs before deploying Windows 11 at the branches.

### **Meetings**

At the Bronson Twp. meeting, we learned that there will need to be some construction in the basement to move a doorway. This change will benefit both the library and the township, and as such both parties will most likely split the costs of the project.

Other meetings: Cincinnati Insurance for updating numbers for our renewal quote. Decker Insurance for a competitive quote for our insurance. Library of Michigan Directors. Coldwater Area Chamber of Commerce Community Awards night.

Submitted by John Rucker

**Marketing**

The “New Mover” service approved last year is up and running. We are working with a vendor by the name of Unique. They will send our customized postcard highlighting our amazing library system. Unique identifies the new residents and automatically sends the postcard every quarter. The postcard is addressed specifically to an individual. The postcard can be used for address verification for applying for a library card.



*Customized postcard send to new residents in Branch County!*

On March 14, I was on-air with WTVB and Ken Delaney. I promoted March is Reading Month and our One Book One County reading program. I am very grateful for the local radio station. They always tell me yes when I ask for air time to chat about the library. With the dwindling access to promote BDL in the printed form, the radio has become a great substitute to get the word out about our services.

**Interlibrary Loan**

One of our interlibrary Loan clerks, Meghan Babbit, moved to an open Union City clerk position. Meghan is going to do great working with the library guests in Union City. This has left an opening in the department at Coldwater. Christina, the Coldwater Branch Manager, and I have been brainstorming how best to fill it. Several clerks from the Coldwater branch are cross-training in the department. This gives the Coldwater clerks some additional knowledge of the department. It also lines their job duties and knowledge with how the clerks do it at the other five locations. One internal candidate did apply for the vacancy and training will be ongoing.

**Human Resources**

March is the open enrollment period for Colonial Life benefits. We had two staff meet with the agent to discuss supplemental insurance options.

## **Coldwater Chamber 70 Annual Community Awards**

John, Jessica, and I all attended the 70th annual community awards sponsored by the Coldwater Chamber. It was a fantastic evening. Branch County is full of amazing individuals, community agencies, educators, and businesses!

## **Meetings**

Kiwanis, Kiwanis Key Club, and Decker Insurance Agency.

Submitted by Kimberly Feltner

- BDL's 2024 Winter Reading Challenge "Are You Yeti?" ended February 29 and winners were drawn on March 1st. The three winners received gift baskets that included a Yeti insulated tumbler, tea, and some fancy hot chocolate. All three winners were from the western part of the county, two from our Union Township branch, and the final winner from our Sherwood branch. Congratulations to them all!
- Our first 2024 OBOC book discussion will be happening tomorrow here at the Coldwater Branch. There is still plenty of time to read the book and join a discussion. Books can be found in our card catalogue and on Hoopla and Libby!
- Our staff in service day will be happening on April 22. There are lots of cleaning projects happening around the district that day.
- The trees are coming! Once again BDL is partnering with Neighborhood Forest to get free trees into the hands of children. Trees will start arriving on April 22. Parents will be contacted and trees can be picked up at their home branch.
- Adult Playaway Launchpads have arrived! These Playaway Launchpads are marketed toward adults and are fun-filled with brain-teaser games.

