



Administration:

- *Collection:* The age and condition of the collection is of concern and I am working with Kimberly and John to develop certain guidelines for updating it and keeping it fresh.
- *PR:* Gina Horn and I set up a booth at the Coldwater Farmer's Market and spoke with several people about Hoopla, Summer Reading Program, and library cards. We passed out leftover Summer Reading Program goodies to the kids as well.
- *Personnel:* Completed five evaluations; will be working with Kimberly Feltner on Public Service Clerk evaluations to provide training for her; held two confidential meetings with employees; held first all-staff meeting and laid out certain expectations for them; met with Branch Managers.
- *Buildings:*
Coldwater: We experienced leaks from the roof during the last rainstorm. Unfortunately, the leaks were caused by the poor repair job of the last roofing company. The current company will be attempting to fix those leaks.
We will be doing some rearranging of the second floor in Coldwater. New books are not going out as quickly as they should, so we will be placing them in a more prominent position.
The Coldwater Public Library Advisory Board received two quotes for a new sign. We still need more information before moving forward with that project.
Bronson: Bronson's air conditioning stopped last week. Lynnell Eash stayed on top of the situation and it was repaired in a fairly short time, although I did have them close at 3:30 PM for the day.
Union Township: The endcaps on the shelves are in place and look great—thanks, John!
- *Statistics:* John has been busy writing code to give us accurate statistics and he has done a great job. (To have someone on staff who knows how to do this is such a treat for me!)

Meetings:

- I attended the Coldwater Township meeting, the Quincy Friends of the Library meeting, the Matteson Township meeting, the Dearth Library Friends of the Library meeting, and the Union Township meeting. I also met with the Coldwater Chamber of Commerce to help with Applefest planning.
- I met personally with Coldwater Mayor Tom Kramer and with Kate Pohjala Andrade, the Woodlands Cooperative Director.
- *Service Clubs:* Kimberly and I spoke at the Quincy Rotary, the Coldwater Rotary, and the Coldwater Kiwanis. I spoke about the importance of libraries in the economic development of communities and Kimberly spoke specifically about some of the great services we offer.

Committees:

- Met with the Personnel Committee and Karl Butterer (by phone) to discuss Personnel Policy.

Training:

- I now have my Master's in Public Administration.
- I have submitted my application for Level I certification.
- Kimberly and I attended the Coldwater Chamber of Commerce Grantwriting Workshop. While some of the information was already familiar to me, there were some great Michigan resources discussed.
- Kimberly and I received word that our application to attend the MCLS Harwood Institute training in October was approved and we are planning on that.

Submitted by Linda Lyshol