



Administration:

- *Collection:* Audiovisual materials have been put together on the first floor. The Friends ongoing book sale materials are also on the first floor. The second floor now has New Books where they can be easily accessed and Large Print items where they can be more easily seen. We've had many compliments about the changes and we are seeing more than the usual patrons using the space.
- *Personnel:* We received the draft Employment Handbook from Karl Butterer and we are working on refining it—this will take time, in fact, more than we had anticipated. We are currently accepting applications for Children's Services Public Service Clerk, Desktop Support IT Assistant, and Young Adult Services Coordinator. Interviews begin soon.
- *Buildings:*
Other than the usual roofing woes, things are stable in all buildings.
- *Public Relations:*
Oversaw the Donut on a String Game for AppleFest.

Meetings:

I have been attending as many meetings, townships and villages, as possible. One problem has been that the townships can change their advertised meeting date and activity slows down in the summer.

I attended the following meetings:

- Bronson Friends of the Library meeting
- Bronson Township meeting
- Branch County Commissioners meeting
- Literacy Council meeting
- Coldwater Public Library Advisory Board
- Sherwood Township Planning Commission (it was supposed to be the Township meeting)
- Met with Bob from JP Janitorial to outline my expectations for his work
- Lunched with Erica Ewers
- Met with staff to discuss changes to Employment Handbook

Committees:

- Met with the Public Services Committee to discuss the Reciprocal Borrowing Agreement between the libraries in Burlington Township and Union Township.
- Met with the Personnel Committee to begin editing the Employment Handbook.

Training:

- I have received Level I certification.
- I attended two days of Director Workshops in Lansing.
- I attended a preliminary webinar for the upcoming Harwood Institute

Submitted by Linda Lyshol



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

August 29, 2016

Ms. Linda S. Lyshol
354 Roosevelt Street
Bronson, MI 49028

Dear Ms. Lyshol:

Congratulations on receiving your Level 1 Librarian's Permanent Professional Certificate. This certification is issued to individuals who have documented receipt of a master's degree or its equivalent from a library school accredited by the American Library Association, and four years of full-time employment (or equivalent time period) consisting of paid professional library work experience in a library following completion of the master's degree.

In accordance with the Library of Michigan Standards, this certification qualifies you to serve as director of any Michigan public library or to hold any library support position in a public library or a public library cooperative for which a level 1 certificate is needed. As stipulated in the Standards, new directors hired after October 1, 2009 shall complete beginning director training within one year of initial directorship appointment. Directors of libraries serving 12,000 or more (class sizes 4, 5, and 6) shall complete advanced director training within two years of initial appointment. Also, it should be understood that the employing library could have additional local requirements.

If you have any questions regarding your certification, please do not hesitate to call me at 517-373-3828 or toll-free at 1-877-479-0021

Sincerely,

A handwritten signature in blue ink that reads "Joseph Hamlin".

Joseph Hamlin
Library Data Coordinator
HamlinJ2@michigan.gov

enclosure

LIBRARY OF MICHIGAN

702 WEST KALAMAZOO STREET • P.O. BOX 30007 • LANSING, MICHIGAN 48909
www.michigan.gov/libraryofmichigan • 517-373-1580



The Library of Michigan Office of Certification

awards a

Librarian's Permanent Professional Certification

to

Linda S. Lyshol

who has met all requirements for
certification by the Library of Michigan

August 29th, 2016
Date



Joseph Hamlin
Joseph Hamlin