



### Administration:

- *Branch visits:* Our new visiting schedule is working well. I think it reinforces the idea that the management team is there for all branches.
- Overall, circulation is down but circulation of physical items is up. Reference questions answered is up, as is computer usage. The ways the libraries are used may be different, but the libraries are being used.
- I met with the Union Township Friends to discuss the historical/genealogical collection at the library. Many of the books have nothing to do with Union Township and are just taking up valuable space in the library. I wrote to the President of the Genealogical Society and told her that the collection would need to be returned to the Society. The vice-president objected and spoke to the Friends at their February meeting. I was on vacation so I could not attend that meeting; the Friends decided to table their decision. They spoke with each other before I arrived and came up with the same solution I was thinking about. They will go through the collection and take out items having nothing to do with Union Township or Union City. The remaining collection will be moved, by them, to some of the shelves that currently hold books for sale.

### Meetings:

I attended the following meetings:

- Altrusa meetings
- Branch County Community Foundation
- Chamber of Commerce coffee
- Quincy Friends of the Library
- Union Township Friends of the Library

### Building:

- Amazingly, no real problems with the high wind other than Bronson losing power for a few hours.
- We are redesigning the staff workroom in Coldwater to make sure there is room for a financial clerk and for all the supplies.

### Personnel:

- We have interviewed several people for both the Floating Public Service Clerk and the Financial Clerk positions. We still have more interviews to go but I anticipate making decisions on them in this coming week.

Submitted by Linda Lyshol



**ASSISTANT DIRECTOR'S REPORT**  
**March 17, 2017**

- During the recent wind storms, we are happy to report no damage. Some outside fixtures blew around and that was about it. We also had a power failure at the Bronson Branch, an Internet outage at the Quincy Branch, and a telephone outage at the Alganssee Branch.
- We had to replace two circuit boards on the aging telephone system at the Coldwater Branch. The timing is somewhat unfortunate, since we were just getting ready to get the ball rolling on replacing our phone system district-wide, but it had to be done. You will see bills from Vantel Communications and eBay for this.
- The request for quotes/bids/proposals has been sent out to multiple vendors and publicly posted on our website today for the above-mentioned telephone overhaul. Depending on how the timing works out we may be able to have this on the agenda for the April meeting, but it will probably be in May.
- Along with other IT and management staff, I attended a webinar on writing for the web and website design best practices. We identified areas to improve our website and will be working on that in future weeks.
- I will be attending the Evergreen conference the first week of April. (Evergreen is the software that runs our library catalog and all circulation operations.) This year's conference is in Covington, KY.

Submitted by John Rucker

Things are moving along at the Coldwater Branch with weeding items that haven't been used by patrons for several years. Weeding, a vital element of maintaining a relevant collection, is occurring in several sections of the library. Items that are being removed are being put in the Coldwater Friends of the Branch District Library book sale. We have also partnered with Better World Books, a company that sells materials online and 20% of the proceeds will come back to the library.

This last month has been particularly busy with several community events around the county. I was lucky to attend parent teacher conferences at Anderson Elementary School in Bronson with Lynnell. A booth was set up for parents to receive information about the library and for the students to get a little treat! At the beginning of March, Traci and I represented the library at the Women's Expo. This is a great event to promote and highlight library services and events and one that I look forward to. Lastly, I visited Union City High School with Jessica Tefft and Rosemary Johnson as part of March is Reading Month and started the process of signing up high school students for library cards!



*Women's Expo 2017*

On a personal note – I have signed up for my last two classes for my degree! I can't begin to tell you how excited I am about that! Graduation is still track for the Summer 2017 and my last day of classes will be August 3, not that I am counting down or anything!



Branch District  
Library

# How are we doing?

Today's Date: 3/11/17

Program Name: Book Discussion

How did you hear about this program:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website          | <input type="checkbox"/> Library Newsletter       | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input checked="" type="checkbox"/> Library Staff | <input checked="" type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes       No

What did you like about the program? *Very well organized + great leadership.*

What other class or program would you like to see in the library? *?*

Comments:

*Thank you for your feedback!*



Branch District  
Library

# How are we doing?

Today's Date: 3/11/17

Program Name: Book Discussion

How did you hear about this program:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website          | <input type="checkbox"/> Library Newsletter       | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input checked="" type="checkbox"/> Library Staff | <input checked="" type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes No

What did you like about the program?

*The book*

What other class or program would you like to see in the library?

*We're doing fine*

Comments:

*Good discussion from all 7*

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 3/11/17

Program Name: Book Discussion

How did you hear about this program:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website          | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input checked="" type="checkbox"/> Library Staff | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes       No

What did you like about the program?

*the discussion on food by Bonnie  
frick!  
Yummmmm*

What other class or program would you like to see in the library?

Comments:

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 3/11/17

Program Name: Book Discussion

How did you hear about this program:

Library Flyer

Library Website

Library Newsletter

Newspaper

Social Media

Library Staff

Word of Mouth

Other

Did this program meet your expectations?

Yes

No

What did you like about the program?

*Jasmine! the best great choice*

What other class or program would you like to see in the library?

Comments:

*Thank you for your feedback!*



Branch District  
Library

# How are we doing?

Today's Date: 3/11/17

Program Name: Book Discussion

How did you hear about this program:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website          | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input checked="" type="checkbox"/> Library Staff | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes       No

What did you like about the program?

*Exchange of others interpretations.*

What other class or program would you like to see in the library?

Comments:

*Thank you for your feedback!*



Branch District  
Library

# How are we doing?

Today's Date: 3/11/17

Program Name: Book Discussion

How did you hear about this program:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website          | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input checked="" type="checkbox"/> Library Staff | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes No

What did you like about the program?

*Good book*

What other class or program would you like to see in the library?

*More book clubs*

Comments:

*Thank you for your feedback!*



Branch District  
Library

# How are we doing?

Today's Date: 2/14/17

Program Name: Coloring Fun

How did you hear about this program:

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper        |
| <input type="checkbox"/> Social Media  | <input type="checkbox"/> Library Staff   | <input type="checkbox"/> Word of Mouth      | <input checked="" type="checkbox"/> Other |

Did this program meet your expectations?

Yes

No

What did you like about the program? *I have learnt alot from everyone.*

What other class or program would you like to see in the library?

Comments:

*Coldwater*

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/14/17

Program Name: Coloring Fun

How did you hear about this program:

Library Flyer

Library Website

Library Newsletter

Newspaper

Social Media

Library Staff

Word of Mouth

Other

Did this program meet your expectations?

Yes

No

What did you like about the program?

fun and good company

What other class or program would you like to see in the library?

Comments:

Coldwater

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/14/17

Program Name: Coloring Fun

How did you hear about this program:

Library Flyer

Library Website

Library Newsletter

Newspaper

Social Media

Library Staff

Word of Mouth

Other  
*word of mouth*

Did this program meet your expectations?

Yes

No

What did you like about the program?

*We have time to relax*

What other class or program would you like to see in the library?

Comments:

*Very Pleasant and sometime learn different  
Shading & techniques*

*Coldwater*

*Thank you for your feedback!*



Branch District  
Library

# How are we doing?

Today's Date: 2/22/17

Program Name: Wall Hanging Craft

How did you hear about this program:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website          | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input checked="" type="checkbox"/> Library Staff | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes

No

What did you like about the program?

*fun fun fun*

What other class or program would you like to see in the library?

*More Crafts ☺*

*Coldwater*

Comments:

*Very fun. Thank you Loretta & Denise*

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/22/17

Program Name: Wall Hanging Craft

How did you hear about this program:

Library Flyer

Library Website

Library Newsletter

Newspaper



Social Media

Library Staff

Word of Mouth

Other

Did this program meet your expectations?

Yes

No

What did you like about the program?

*Socializing*

What other class or program would you like to see in the library?

Comments:

*Anything Crafty  
or about Books*

*Coldwater*

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/22/17

Program Name: Wall Hanging Craft

How did you hear about this program:

Library Flyer

Library Website

Library Newsletter

Newspaper

Social Media

Library Staff

Word of Mouth

Other *friend*

Did this program meet your expectations?

Yes

No

What did you like about the program?

*all of it: pretty project*

What other class or program would you like to see in the library?

*Coldwater*

Comments:

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/22/17

Program Name: Wall Hanging Craft

How did you hear about this program:

- |  |  |   |                                    |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website | <input type="checkbox"/> Library Newsletter       | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input type="checkbox"/> Library Staff   | <input checked="" type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes

No

What did you like about the program?

*Easy to make & cute*

What other class or program would you like to see in the library?

*?*

*Coldwater*

Comments:

*Thank you for your feedback!*



Branch District  
Library

# How are we doing?

Today's Date: 2/8/17

Program Name: Valentine's Day Craft

How did you hear about this program:

- |  |  |   |                                    |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input type="checkbox"/> Library Staff   | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes

No

What did you like about the program? First time

What other class or program would you like to see in the library?

Comments: More wood  
crafts.

Thank you for your feedback!  
*Coldwater*



Branch District  
Library

# How are we doing?

Today's Date: 2/8/17

Program Name: Valentine's Day Craft

How did you hear about this program:



Library Flyer



Library Website



Library Newsletter



Newspaper



Social Media



Library Staff



Word of Mouth



Other

Did this program meet your expectations?

Yes

No

What did you like about the program?

loved it - staff, project, resources

What other class or program would you like to see in the library?

more of same.

Comments:

Thank you so much for offering these programs,

Thank you for your feedback!  
Coldwater



Branch District  
Library

# How are we doing?

Today's Date: 2/8/17

Program Name: Valentine's Day Craft

How did you hear about this program:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website          | <input type="checkbox"/> Library Newsletter       | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input checked="" type="checkbox"/> Library Staff | <input checked="" type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes  No

What did you like about the program?

Something to keep

What other class or program would you like to see in the library?

more crafts, esp. a wood.

Comments:

Thank you.

Thank you for your feedback!

Coldwater



Branch District  
Library

# How are we doing?

Today's Date: 2/8/17

Program Name: Valentine's Day Craft

How did you hear about this program:

Library Flyer

Library Website

Library Newsletter

Newspaper

Social Media

Library Staff

Word of Mouth

Other

Did this program meet your expectations?

Yes

No

What did you like about the program?

*it was easy & fun*

What other class or program would you like to see in the library?

Comments:

*Thank you for your feedback!  
Coldwater*



Branch District  
Library

# How are we doing?

Today's Date: 2/8/17

Program Name: Valentine's Day Craft

How did you hear about this program:

- |   |  |   |                                    |
|---|--|---|------------------------------------|
| <input checked="" type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media             | <input type="checkbox"/> Library Staff   | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes

No

What did you like about the program?

*im learning new things*

What other class or program would you like to see in the library?

*make aprons*

Comments:

Thank you for your feedback!

*Coldwater*



Branch District  
Library

# How are we doing?

Today's Date: 2/11/17

Program Name: Architectural and Real Estate Photography

How did you hear about this program:

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website | <input type="checkbox"/> Library Newsletter | <input checked="" type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input type="checkbox"/> Library Staff   | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other                |

Did this program meet your expectations?

- Yes       No

What did you like about the program?

*The examples and discussions after,*

What other class or program would you like to see in the library?

*Coldwater*

Comments:

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/11/17

Program Name: Architectural and Real Estate Photography

How did you hear about this program:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Library Flyer           | <input checked="" type="checkbox"/> Library Website | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Library Staff              | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes No

What did you like about the program?

*Everything and instructor*

What other class or program would you like to see in the library?

*Interested in all there is to offer*

Comments:

*Keep the classes coming*

*Coldwater*

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/11/17

Program Name: Architectural and Real Estate Photography

How did you hear about this program:

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Library Flyer           | <input type="checkbox"/> Library Website | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper        |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Library Staff   | <input type="checkbox"/> Word of Mouth      | <input checked="" type="checkbox"/> Other |

Did this program meet your expectations?

Yes       No

What did you like about the program?

everything

What other class or program would you like to see in the library?

more photography classes

wedding Photography  
/ Portrait classes  
outdoors photography  
landscaping

Comments:

a great class      great teacher

Thank you for your feedback!

Coldwater



Branch District  
Library

# How are we doing?

Today's Date: 2/11/17

Program Name: Architectural and Real Estate Photography

How did you hear about this program:

- |  |  |   |                                    |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Library Flyer           | <input type="checkbox"/> Library Website | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Library Staff   | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes

No

What did you like about the program?

Dennis is awesome  
Knowledgeable & great sense of humor

What other class or program would you like to see in the library?

Comments:

Coldwater

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 1-21-17

Program Name: Spa Day

How did you hear about this program:

- Library Flyer     
  Library Website     
  Library Newsletter     
  Newspaper  
 Social Media     
  Library Staff     
  Word of Mouth     
  Other

Did this program meet your expectations?

Yes       No

What did you like about the program?

All of it - hair, nails, crafts

*Kid's Place*

What other class or program would you like to see in the library?

?

Comments: So nice to have a safe place for <sup>fun</sup> activities



Branch District  
Library

# How are we doing?

Today's Date: 1-21-17

Program Name: Spa Day

How did you hear about this program:

- Library Flyer
- Library Website
- Library Newsletter
- Newspaper
- Social Media
- Library Staff
- Word of Mouth
- Other

Did this program meet your expectations?

Yes       No

What did you like about the program?

nice workers, great activities

What other class or program would you like to see in the library?

more arts & crafts more often

Comments:

Thanks for this special Day!

Coldwater  
kids



Branch District  
Library

# How are we doing?

Today's Date: 01/21/17

Program Name: SPG day

How did you hear about this program:

- |  |   |   |                                    |
|--|---|---|------------------------------------|
| <input type="checkbox"/> Library Flyer | <input type="checkbox"/> Library Website          | <input type="checkbox"/> Library Newsletter | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Social Media  | <input checked="" type="checkbox"/> Library Staff | <input type="checkbox"/> Word of Mouth      | <input type="checkbox"/> Other     |

Did this program meet your expectations?

Yes

No

What did you like about the program?

my child was quiet

What other class or program would you like to see in the library?

Comments:

Coldwater  
Kids



Branch District  
Library

# How are we doing?

Today's Date: 11/21/17

Program Name: Kids Place

How did you hear about this program:

Library Flyer

Library Website

Library Newsletter

Newspaper

Social Media

Library Staff

Word of Mouth

Other

School  
letters  
home

Did this program meet your expectations?

Yes

No

What did you like about the program?

a great opportunity for the little ladies doing the Spad day.

What other class or program would you like to see in the library?

More community get togethers.

Kids  
place

Comments:



Branch District  
Library

# How are we doing?

Today's Date: 1-12-17

Program Name: Magjicia

How did you hear about this program:

- Library Flyer     
  Library Website     
  Library Newsletter     
  Newspaper  
 Social Media     
  Library Staff     
  Word of Mouth     
  Other

Did this program meet your expectations?

Yes       No

What did you like about the program?

*Energy + participation*

What other class or program would you like to see in the library?

*Any*

Comments:

*Thank you! ☺*

*Union Twp*

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 1-12-17

Program Name: Community Unlimited - Magic Show

How did you hear about this program:

- Library Flyer       Library Website       Library Newsletter       Newspaper  
 Social Media       Library Staff       Word of Mouth       Other

Did this program meet your expectations?

Yes      No

What did you like about the program?

Kept their attention. Involved the students.

What other class or program would you like to see in the library?

Union Twp

Comments:

Lots of fun !!

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 9-12-16

Program Name: Amazing Clark Magic

How did you hear about this program:

- Library Flyer       Library Website       Library Newsletter       Newspaper  
 Social Media       Library Staff       Word of Mouth       Other

Did this program meet your expectations?

Yes       No

What did you like about the program?

Interactive with so many students

Union Twp.

What other class or program would you like to see in the library?

Comments:

We Love You!

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2-11-17

Program Name: Valentine's Day Party - Union

How did you hear about this program:

- Library Flyer     
  Library Website     
  Library Newsletter     
  Newspaper  
 Social Media     
  Library Staff     
  Word of Mouth     
  Other

Did this program meet your expectations?

Yes      No

What did you like about the program?

Fun, simple, open ended, good family activity

What other class or program would you like to see in the library?

Legos or  
Minecraft      themed days.

Comments:

Union Twp.

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/11/17

Program Name: Valentines Day Party - Union

How did you hear about this program:

- Library Flyer       Library Website       Library Newsletter       Newspaper  
 Social Media       Library Staff       Word of Mouth       Other

Did this program meet your expectations?

Yes       No

What did you like about the program?

My son enjoyed the craft & cookie

What other class or program would you like to see in the library?

Comments:

Union Twp

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/11/17

Program Name: Kids Valentines Party - Union

How did you hear about this program:

- Library Flyer     
  Library Website     
  Library Newsletter     
  Newspaper  
 Social Media     
  Library Staff     
 Word of Mouth     
 Other

Did this program meet your expectations?

Yes       No

What did you like about the program? ladies were nice + helpful

What other class or program would you like to see in the library? ?

Union Twp

Comments:

Thank You 😊

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/11/17

Program Name: Sue Houchen presents

How did you hear about this program:

Library Flyer

Library Website

Library Newsletter

Newspaper

Social Media

Library Staff

Word of Mouth

Other DAR

Did this program meet your expectations?

Yes +  No

What did you like about the program? all!

What other class or program would you like to see in the library?

Quincy

Comments:

Great! time

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/11/17

Program Name: Sue Houchen presents

How did you hear about this program:



Library Flyer



Library Website



Library Newsletter



Newspaper



Social Media



Library Staff



Word of Mouth



Other

Did this program meet your expectations?

Yes

No

What did you like about the program?

*Presented very well!*

What other class or program would you like to see in the library?

Comments:

*Quincy*

Thank you for your feedback!



Branch District  
Library

# How are we doing?

Today's Date: 2/11/17

Program Name: Sue Houchen presents

How did you hear about this program:

- Library Flyer
- Library Website
- Library Newsletter
- Newspaper
- Social Media
- Library Staff
- Word of Mouth
- Other

Brand Sign

Did this program meet your expectations?

Yes       No

What did you like about the program?

*Very well done.*

What other class or program would you like to see in the library?

Comments:

*Quincy*

*Thank you for your feedback!*