



## **DIRECTOR'S REPORT November 17, 2017**

My report is short due to my absences with a death in my family.

I attended the Coldwater Branch Advisory Board meeting and we discussed their bylaws and the Holbrooke Heritage Room policy. As a result of the conversation, I will be calling a meeting of the Public Services Committee to further discuss this and get the policy updated. Then I attended the Coldwater City Council meeting and spoke, in the Public Comments time, about the Community Conversations and encouraging them to take part in them. I've tried to emphasize the golden opportunity to gather information about community wants and needs, useful for elected officials, in these meetings. I attempted to attend the Union Township meeting; unfortunately, their meeting schedule had been changed but was not noted in the Branch County Government Directory. I spoke with Ken Delaney on the radio about the Community Conversations, and I spoke with my Altrusa service club about them as well.

David Votta of the Midwest Cooperative for Library Services (MCLS) has been the facilitator for the Community Conversations and will be the facilitator for the remainder of those events. There are four meetings yet to take place. When you spread the word about these conversations, be sure to tell people that they are welcome at any of them, whether or not they use that branch.

- **Algansee, November 18 (Saturday), 2:15-4:15 PM, Township Hall**
- **Bronson, November 28 (Tuesday), 10 AM to 12 PM and 6-8 PM, library basement**
- **Bronson, November 28 (Tuesday), 4 PM, for teens, library basement**
- **Sherwood, December 2 (Saturday), 10 AM to 12 PM, Township Hall**

There are 14 people on the Strategic Planning Committee and on December 15, these Committee members will meet at the Grahl Center, 125 Seeley St, Coldwater, MI 49036. I had said, in an earlier letter, that the meeting would be held in the library's meeting room; unfortunately that space will not work for this type of meeting. The meeting will start at 10:00 AM and conclude at 2:30 PM, with lunch provided. The Committee will work with MCLS staff in reviewing the gathered data and community input. At the close of this meeting, the Committee will have identified the key success factors for the library's future, as well as to develop the mission, vision, and values. I am including the calendar for the Strategic Planning work and the roster for the Strategic Planning Committee.

Submitted by Linda Lyshol



## STRATEGIC PLANNING COMMITTEE ROSTER

- Board members:
  - Margaret Clemens, Marilyn Johnson, Martha Watson
- Staff members:
  - Linda Lyshol, John Rucker, Kimberly Feltner, Jessica Tefft, Antonia Dauster, Laura Sachjen, Gina Horn, Lynnell Eash
- Friends of the Library group members:
  - Candace Newkirk, Erica Ewers, Lori Loveberry



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**Branch District Library Strategic Planning Work Schedule**

**October 16**--Meeting #1 (2 hours)

**October**- MCLS develops survey instrument, assist branch district library in advertising and inviting community members to 10 community conversations.

**October 16-December 1** MCLS researches and produces benchmarking report, 5-year usage statistics, and demographics reports

**October 16-December 5** Branch District Library planning committee conducts community leader interviews

*Nov. 22nd cut-off for interviews*  
**October 23 to November 17** Survey is conducted.

**November 17-December 5** MCLS evaluates and reports results of survey

MCLS conducts community conversations week of

**November 13-18 and/or week of November 27-December 1**

**December 1 to December 5** MCLS compiles notes and themes and creates report from community conversations.

**December 5** MCLS mails data package to Strategic Planning Committee

! /2 day planning meeting

**December 15**

Full day staff retreat

**January 12**

Plan completed **February 5**

Multimedia presentation on plan completed **February 15**

Return to Library to evaluate activities

**February 23**

Submit notes/decisions from February 23 meeting

**March 2**



## **ASSISTANT DIRECTOR'S REPORT November 17, 2017**

For me it's been a super busy month, though mostly behind-the-scenes type work with not a lot of major items to report. Aside from the usual, there has been prep work associated with the strategic planning process getting started, and working on the new machines authorized in September.

In other news:

- We had plumbing work done at the Coldwater Branch for clogged drains and to repair a water fountain and sink. Bills to come from Aker and M&K.
- While we have been running digital video signs inside our libraries for years, we recently started posting these same signs to our Facebook page at: <https://www.facebook.com/pg/BranchDistrictLibrary/videos>. These great video signs are created by our own Angie Clark in the IT department.
- We are happy to report that through our Woodlands Library Cooperative we are now able to offer FREE at-home access to Consumer Reports online! Visit <https://www.BranchDistrictLibrary.org/cr> to begin using this outstanding resource.



Submitted by John Rucker



Autumn has come to BDL and so have the teens! Consistently, the Teen Space is filled every day after school with teens on the computer, hanging out, and doing homework. On a daily basis, we have between 25-35 teens rolling through the teen space between the hours of 3:15-6:00, and the number grows larger each week.

I am also excited to announce that the final reports of the Teen Summer Reading Program were finished last month and the findings are beyond what we imagined! The teen SRP participation stats show that BDL had three times as many SRP signups as 2016, and twice as many completions. Those are incredibly exciting numbers!

Last month we held the Halloween Teen Lock-In. It was a fun night of ghost stories, palm reading, pumpkin bowling, spider maze racing, cookie decorating, pizza tasting, fro-yo eating, and ghost hunting. We had 81 teens sign up and 65 attend. It was a mass effort with both staff and volunteers and it couldn't have been done without the support of the administration.

We are currently in the middle of a photo challenge on Instagram for our teens. It's called "30 Days of Thankfulness" and it requires teens to find one thing a day that they're thankful, take a picture of it, and send it to BDL's Instagram account/Teen Services email. It is definitely garnering attention and participation.

In December, we are looking forward to having a Dr. Seuss themed holiday party: A "Merry Grinchmas" party. Details are coming together and it should be another great night of fun for our BDL teens!





Branch District  
Library

[www.BranchDistrictLibrary.org](http://www.BranchDistrictLibrary.org)

**DIRECTOR OF PUBLIC SERVICES  
November 2017**

- I have spent the last month trying to put a dent in my to do list. There are still several big items on it but have been able to cross off a few of the small ones.
- BDL had a presence at the Coldwater Haunted Forest. The Teen Services Librarian and I handed out candy and bookmarks. It was great to sit in the dark hearing all the screaming around us!
- Also with the Teen Services Librarian, we presented a poster at the Michigan Library Association Conference (MLA) regarding the Teen Space Project at the Coldwater Branch. This was very well received by the library community.

Submitted:  
Kimberly Feltner  
Director of Public Services