



Branch District
Library

www.BranchDistrictLibrary.org

DIRECTOR'S REPORT May 21, 2018

Much has happened in a few short weeks! The MLA workshop I helped to present (see last month's report for details) was well-attended. The Rural & Small Libraries Conference was amazing! It was well put together and well run. Evette Atkin, Continuing Education Coordinator with the Library of Michigan, was in charge of the conference and did a great job. The resort hotel is lovely (and the beds are even lovelier—so soft). Each session was timely and presented us with lots of thought-provoking material. I stuck with the Administration & Management track and the Trustees and Friends track, so I learned about survival skills in the library, successful library millages, how to stay friends with the Friends, gratefulness, and beginning and ending a QSAC audit using Trello. And all handouts were posted for those who weren't able to come to the conference. Sometimes we go to conferences that sound good on paper and aren't good in reality—this was not one of those.

I have started taking copies of the Strategic Plan to the different townships and to the county. Each commissioner received one. I ask of everyone that they take a look at the Plan and hold us accountable to the execution of the plan. So far, the reaction has been positive. Looking ahead, I hope that the communities we serve will be more open about sharing their thoughts about the library. We will always have negative thoughts and comments but if we stick to this plan for the next few years, I think we will soon see more sharing of positive thoughts and comments.

We have hired new clerks for both Algansee and Sherwood. We are currently searching for one for Coldwater and have interviews scheduled.



ASSISTANT DIRECTOR'S REPORT May 18, 2018

- Statistical report news:
 - Patron Count: you'll notice the number is down by about a 5th. We recently did a batch purge of patrons who had been long expired.
 - Items Used in the Library but not Checked Out: this is a new category added. Librarians call this "in-house" use. This is when an item is used and left on a table or cart. We record this as a use when possible, but the statistical report was missing this category. Data have been entered back to January 2012.
 - Seed Exchange: numbers for the seed exchange are increased due to the report now showing the "in-house" use. That's how we track the seed checkouts typically. The previous numbers were only from checkout/checkin transactions with a patron, a method we no longer use.
- Evergreen News
 - Software: our upgrade from Evergreen version 2.10 to version 3.0 will take place next week. This update will have our catalog down for approximately 2 days, but we will still be able to checkout books during this time. This upgrade will also see our exit from the Michigan Evergreen (ME) group and the removal of data from all the other ME libraries from our system. We will be live on the new system on Thursday, May 24.
 - Evergreen Conference: this year's conference was in St. Charles, Missouri. I attended sessions on querying the Evergreen database, coding frameworks for making edits to the online catalog, billing, the inter-process communication framework used by Evergreen, receipt template changes in v. 3.0, printing customizations in v. 3.0, creating reports, and learning new features in v. 3.0 and 3.1.



There were also interesting sessions on the current state of the Evergreen community, and a collective voting on directions that future development should take. The most recent annual report is available at <https://evergreen-ils.org/about-us/annual-reports/>.

I attended with Laura and Kimberly, so that we could take in multiple tracks at once at the conference. Given that so much of our business revolves around using this software platform, I feel it is a good investment to send multiple people to this conference when possible. I am appreciative that we could this year.

- Building Maintenance News:
 - The west-side roof repairs at the Coldwater branch were completed. Hoekstra roofing found an entire section of flashing missing with a gap in the bricks exposed as a result. They made repairs and then visited after the next hard rain. All was dry from that leak!
 - Repairs began on the dumbwaiter at the Coldwater branch, but as work progressed they discovered they needed to order an additional part to complete the job. The contents of the car were retrieved, but it will be a while longer yet before the dumbwaiter is operational.

Submitted by John Rucker



During the last month, my schedule was packed full of workshops and trainings. First up was a Chamber 101 Training with the new chamber director, Cayden Sparks. He took the time to review what a Chamber membership entails and what the direct benefits are. He also went through the Chamber website and pointed out areas that as members we should be using. The Coldwater Branch has been actively promoting library events on the Chamber site but several other options were discussed to provide the library more exposure.

Next was the 2018 Evergreen Conference held in St. Louis, Missouri. I traveled with John Rucker and Laura Sachjen. At this conference, I explored workshops pertaining to Circulation and the use of our library software, Evergreen. I enjoyed digging deeper into the library software and learning some new terms and tricks to make it work better for our staff. Highlights include the following:

- Training for Circulation Clerks: Step by step process for introducing new staff to the library software. Examples of training binders and staff flow charts to ensure that all staff feel confident in starting at the library.
- Library Catalog: Several libraries showed off the version of the public library catalog. This provided several ideas to talk to John about for our library users.

Last was Building Literacy Rich Communities in Omaha, Nebraska. Jessica Tefft and I represented BDL at this intense conference. It focused on several public libraries across the United States and the relationships they had developed to get reading items into the hands of K-12 Students. Since BDL's strategic plan includes an action to explore a liaison between the library and the schools to help expand our library services, this conference couldn't have better timing.

Some of the services the libraries are providing to the schools include:

- Special student and teacher library cards that have no fines, even if a library item is lost. All students and teachers are eligible to check out items, in most cases delivered directly to the school, and take advantage of e-resources. In some cases, the students' school IDs serves as the library card
- The library and the school share a catalog to better enhance the school library collection. The public could request things from the school to be picked up at a library branch or the student could request an item from the public library. This was noted to be especially helpful for the schools who, if they even had money for books, wouldn't be likely to purchase popular titles.
- In one case, the library provided technical services and cataloged all the school's items. The school in turn paid a small fee for the assistance of trained library staff in cataloging.

All libraries have an official signed agreement highlighting the roles of both the library and the school. This was stressed as one of the most crucial parts in the whole process. Another thing that was consistent, was that every library worked directly with a Media Specialist (School Librarian). In the case of Branch County, this could be a challenge since not all the school districts have that position held by a trained librarian. However, Jessica and I are excited to start exploring what a direct relationship with the schools could possibly be.

The 2018 Libraries Rock Summer Reading Program is in the final stages of preparation. Staff have been trained in the use of the new online tool, Wandoo Reader. The software was purchased by the Library of Michigan under a three-year contract so adding this service costs BDL nothing. By adding in an online registration and tracking piece, hopefully we can entice library users to participate in Summer Reading without even needing to come to the library. However, we all hope that our jam-packed Summer schedule of great programs for children to adults will bring them in! Registration for the Summer Reading Program starts on May 29. Adults, Teens, and Children can start logging their reading hours starting on June 4. A special thanks to the McDonalds Corporation for providing grand prizes for Children (ages 0-12) at all 6 branches. Adults will have the chance to win Book Basket of Advance Readers Copies that I was able to get while attending the Public Library Association Conference. Teens at each branch will be able to read and be entered to win their choice of 4 different prizes.

Other things include the 16th Annual Friends Meeting, that was held in late April. This year it was hosted by the Algansee Friends Group. Representatives from all 5 of our active Friends groups attended and shared ideas and current trends happening with our Friends groups.

Lastly, the Director, the Sherwood & Algansee Branch Managers, and I spent several days interviewing for the open Clerk positions at both locations. We had promising candidates for both and look forward to adding to our BDL family soon.

Submitted:
Kimberly Feltner



Summer Reading is almost here! The Teen Services Department has been busy preparing for the Summer Reading Program, attending various trainings, and preparing for the onslaught of teens in the Teen Space once school lets out.

The Teen Services Assistant and I attended the Small and Rural Library Conference and was overwhelmed with new information, programs to try, and brainstorming sessions on how to get into schools with reluctant administration. It was a wonderful conference, and I have lots of information on the sessions that I attended: "Success comes from the Library Partnering with the Community", "Diversity, Belonging, and Self Care", "Being Orange in a Sea of Blue", "Surviving Libraries: Outdoor Survival Techniques for the Stacks", "Drinks, Downton, Dragons & Dolls: How TV shows, Pop Culture, American Girl parties, and Beer & Wine helped pass our millage and made our library relevant again!", "Books on the Bus", and "Maintaining Open Doors without losing your Open Mind".

All of the sessions were information-filled and beneficial, but the one that I'm looking forward to introducing to BDL as soon as possible is "Being Orange in a Sea of Blue". This session was an introduction to personality tests, and how knowing each other's basic underlying personalities is a huge benefit when working closely together. It has a section for bosses and employees that is for the sole purpose of explaining how to interact when your personality directly conflicts with that of your employee or manager. For instance, "If you're a Blue boss, and your two employees are a Gold and an Orange, this is what they need from you to be the most successful." I feel like this is a great way to recognize each other's strengths and weaknesses, and work together to make BDL the most successful that it can be.

I also attended the "Stronger Together: Building Literacy-Rich Communities" Conference in Omaha, Nebraska last week with the Director of Public Services. This conference was enlightening to the reality and necessity of early literacy. Thirty million words is the difference between a child that has been read to for 20 mins from birth to age 4, and a child who has not. With the new state law in Michigan (taking effect the 2018-19 school year) that every child not reading at grade level by the end of third grade will be held back, the time is imminent (if not altogether years too late) to partner with area schools. There are simple things that we can do to encourage early literacy, and I'm really looking forward to going into more depth on this topic.

The Teen Services Assistant is currently away, attending the Beginner's Workshop from May 15-17.

The Teen Summer Reading Program is ready and I will be going into 4 (Coldwater, Quincy, Bronson, and Union City) out of the 5 (Pansophia) High Schools in Branch County to speak with English classrooms about the SRP

during the next two weeks, and the SPR Lock-Out, which will be on June 2. We are all looking forward to all the new programming that's being done this summer, and all the fun we're going to have!



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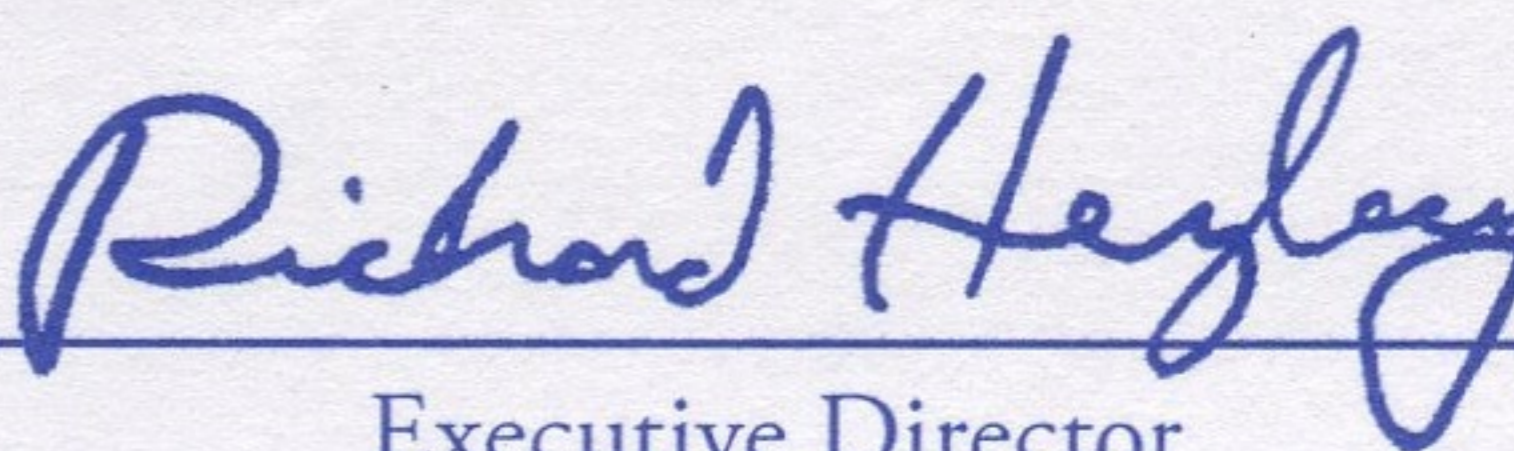
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Executive Director