



Branch District
Library

www.BranchDistrictLibrary.org

DIRECTOR'S REPORT
November 19, 2018

I have been trying to catch up on work undone while I was in Oklahoma.

- I spoke with one of the trainers from our Staff Development Day and we reviewed the evaluation forms she received. We agreed that job descriptions need to be updated and that the Branch Managers need some extra training in management.
- I have been working on a document to help explain the budget accounts better. It will be in this packet along with the budget.
- I also attended the Union Township Friends' Meeting and the Quincy Advisory Board meeting.
- Friday, John and I met with the Coldwater City Manager, Keith Baker, to discuss building concerns. The City certainly supports the library.

Submitted,

Linda Lyshol



**ASSISTANT DIRECTOR'S REPORT
November 16, 2018**

- Our new computer lab time management system, MyPC, was deployed at all locations in October. The response has been nearly 100% positive from staff and patrons alike. Computer usage was up last month, so I'd say so far so good!
- The Cisco Umbrella Internet content filter is in place at all branches, keeping us compliant with state and federal laws while filtering secure websites in a way that still preserves patron privacy. So far, we are very pleased with this, too.
- The new printers ordered with our big hardware order are about halfway deployed. All branch printers are replaced, and some at Coldwater have been. The remainder should be rolled out soon.
- The audiovisual gear has been installed in the Coldwater Meeting Room. There is now a projector, speakers in the ceiling, wall jacks to plug into, and more. The A/V cart is now free to be used throughout the building when we are having meetings!
- We rearranged the service desk and workroom office at the Union Twp. Branch. This took a full day of work to disassemble, rearrange, re-wire, then put all the tech back in place, but it should meet staff needs better now.
- On November 9, I attended a workshop in Grand Rapids on libraries and the Americans with Disabilities Act. This excellent workshop was timely, since I've recently begun doing our ADA self-assessment, as part of our strategic plan implementation. More on that later...

Submitted by John Rucker



Staff Training- Several staff attended the annual conference of the Michigan Library Association. A Coldwater Public Services Clerk, Cheryl Lawrence, received a scholarship to attend. She is also part of the YouPer (Young Person) Award Work Group. Library staff from across the state of Michigan read and discuss 60 titles. The work group collectively spends anywhere from 1200 – 1500 hours reading and reviewing the submissions. Cheryl was excited to be at the annual conference to see the results of her hard work on this committee.

Move and Groove Workshop- Staff from every Branch were sent to this workshop to learn how to combine movement with stories, songs, rhythms and rhymes to build the foundation for early literacy. This type of training and implementation of new techniques supports our strategic plan goal 2 (multiple literacies), strategy 3.

District Wide Passive Program – For two weeks in November, we hosted a district wide passive program. In anticipation of the popular Fantastic Beast movie (based on characters created by author J.K. Rowling) we hosted a library Beast Hunt. People were invited to stop at any of the 6 Branches and look for a hidden beast. If they were able to find one, they could enter into a raffle for one of four NCG Movie gift certifies. We had a total of 157 Beast Hunters during that time.

Social Media – Staff have been using a detailed social media plan since September to increase our followers and reach on Facebook. This plan includes posting a variety of information, library resources, and events, on a regular schedule. It also includes a goal of trying to be more interactive with our followers. To accomplish this we have interjected a mix of information gathering techniques such as polls and open ended questions. These interactive posts also allow staff to gather information about our patrons. For example a recent post asking followers “whenever a new book is written by (blank), I will always pick it up no question asked”. People responded in mass. Staff were able to provide readers advisory services and offer suggestions to the followers that responded. Since September we have seen a steady increase in followers, adding in almost 100 new individuals. Also our reach of the number of people who had our library posts enter their screen, is now averaging over 1,000 people. That is an increase of about 66% since September.

Recently a post for our closing for Staff Training in October was a huge hit and even picked up and recognized with a national organization, Webjunction. It was highlighted in their blog, “Social Library, Recognition Edition”. Thanks to all the staff that made that post possible, from the creative design to the cart racers!



Community Involvement

- Schools of Hope Tutoring: For the third year, the library will be supporting the Coldwater Schools of Hope Program. This program is hosted at a local Coldwater Elementary school and is a partnership between the Branch County United Way and the Coldwater Kiwanis Club. I volunteer for just 30 minutes each week and read with a 2nd grader who has been identified as needing some extra time to work on their literacy skills.
- Altrusa Presentation: The Library Director and I attended a meeting of the Altrusa club and were able to highlight the value of the library and talk about Summer Reading 2018 and, coming up soon, Summer Reading 2019.

Webinars

- Using an Elevator Speech to Prove Your Libraries Value
- Courageous Conversations: A guide for having Tough Conversations

Respectfully submitted,
Kimberly Feltner

CERTIFICATE of ACHIEVEMENT

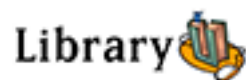
This is to certify that

Camri Wages

has completed the course

Readers' Advisory Services

October 19, 2018



Credit Hours: 1

