



Branch District  
Library

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

## DIRECTOR'S REPORT December 17, 2018

Unfortunately, I was down with a sinus infection for the last week of November, so my December report is brief. I have been working on the budget amendment and getting ready for 2019.

- My granddaughters and I attended the Coldwater Branch Kids' Place Christmas program. It was very well attended and the lunch was good. My granddaughters really enjoyed the stories, the songs, and the props for the songs. Well done, Kids' Place!
- I met with the Building Committee, Adam Nelson from FTCH, and Bob Harris to walk through Wilbur's Furniture Store and the Fairfield Plaza building.
- Staff is working on the bones of the Summer Reading Program. There was a meeting for Branch Managers and management to discuss dates, reading logs, Wandoo Reader, and program expectations.
- Attended a webinar titled "The "Silver Tsunami" and Your Library – Don't Get Swept Away!" We have all heard (and will continue to hear) about the aging of America and our changing population. Aging affects the individual, the family, and the community—what does this look like for our library? This diverse and growing segment of our society must be served and this includes utilizing their expertise.

Linda Lyshol



## **ASSISTANT DIRECTOR'S REPORT December 14, 2018**

- Coldwater branch news:
  - The passenger elevator was inspected, and we passed.
  - A release valve on our boiler went bad, causing a small leak which lead to minor damage in the ground floor ladies' restroom. We have asked for a quote to route the release valve pipe to the drain on the other side of the room to prevent further damage in the event of future failures.
- We deployed the new laptops to the branches from this year's major purchasing. The updated specs and speed were nice to have when we used our combined laptops for this month's Fortnite and Subs gaming program at the Bronson Branch. All new desktops are deployed, except for the Alganssee Branch, which we hope to get done, along with other work there, next month.
- All printers from this year's major purchasing are deployed. We are now contacting other non-profit groups to see if anyone could use a donation of a 5-year-old printer before we prepare for selling what remains.
- We have begun transitioning our staff from the older natively-installed version of the Evergreen software we use for circulation of materials to the new entirely web-based upgraded version. Bonuses for staff: better user-interface, faster response time, more flexibility in how we use it. Bonuses for the IT Department: much easier deployment at upgrade times!
- After noticing a deficiency, we had Mulder's Moving (the library shelving and moving specialists) come to the Sherwood Branch to anchor our shelving more securely to the walls.
- I created a small utility to let us quickly send fax confirmation emails to patrons who can't wait for a fax to go through, or don't want to pay the 15 cents to print a confirmation.

Submitted by John Rucker



- For the month of December, BDL has been offering a special treat to our patrons with holiday scented scratch 'n sniff bookmarks. They have been popular with all ages.
- The first district wide event in 2019 will be the Teen Winter Reading Challenge. Teens will be reading and logging their time spent in the online program Wandoo (what we used for Summer Reading 2018). They will be entered into a drawing for a Kindle at each branch.
- The second district wide event will be the 2019 One Book One County. This is where all of Branch County will read the same title and get together to discuss at book talks held at all branch locations. New this year, is that the public will be able to vote on the title. Staff are narrowing down the many options to three and the public will be able to pick their favorite in January.
- Held our first 2019 Summer Reading Program planning session. Many more of these will be occurring as we continue to move forward with district wide consolidations of this program.
- Used the newly offered Library of Michigan database "AtoZ" to create a custom mailing list for the 2018 "Opportunity for Giving" Letter. This database includes data on business and residents across the United States. This will also allow us to create targeting marketing efforts in our communities. I look forward to using and highlighting this resource.
- Completed the "Promote your collection to increase circulation and engage readers" webinar.

Respectfully submitted,  
Kimberly Feltner



## TEEN SERVICES LIBRARIAN REPORT December 2018

'Tis the Season to be busy, and that holds true for Teen Space Staff this month. We're teaching teens some self-care tactics, creating fun surprising book displays, and reaching out to the Women's Shelter for Community Service.

This month throughout the district we are encouraging fun self-care through "Treat Yo' Self – DIY Sugar Scrub", and "Beginner Bullet Journaling". The teens will be given all the ingredients to create their very own container of skincare sugar scrub, and their own bullet journal to document their experiences.

Teen Services Assistant Keeley Briggs created a phenomenal Holiday surprise book display that is reminiscent of our "Blind date with a book" display from last Valentine's Day. This fun display has been a huge hit so far, and we're looking forward to seeing how many patrons take advantage of it!

In community service news, the Teen Advisory Council created care packages for the Women's Shelter on December 2<sup>nd</sup> that included homemade sugar scrub, gloves, tea, lotion, candy, lip balm. They will be delivered this week.

2019 is almost here and we are excited to announce the annual Winter Reading Challenge! Beginning January 2<sup>nd</sup>, the teens will start logging books they've read in hopes of winning a Kindle Fire when winners are drawn in each branch on February 1<sup>st</sup>.

Lastly, I'd like to thank the Teen Services Department who kept things running smoothly during my maternity leave. Keeley Briggs and Lindsay Villa did an incredible job carrying out programming at all 6 branches, corralling the teens, and providing general library services in my absence. Also, a special thank you to Kimberly Feltner for aiding them when it was needed.

