



This past month we interviewed for two open positions, for which we had 15 people apply. The quality of our applicants was high, resulting in 4 interviews each for the two spots. I'm happy to report that we have hired Yasmen Alsuraimi for the Coldwater Branch public services position and Toni Nickerson for the district technical services position. Both have started training and we are very happy to have them join us. Welcome!

In the midst of everything else, I have loaded prepared the new server purchased earlier this year for our RFID and computer lab management needs. I am continuing to work on a lengthy web server upgrade, and I created a way for patrons to securely upload files to us to print for them from home. This will be useful for curbside service and beyond. We also had a very smooth upgrade to our Evergreen library system with the help of our support contacts at Equinox. I'd like to give another shout out to my IT team of Curtis and Angie who do a great job keeping things running smoothly!

We weren't able to have our annual staff training in October, due to the pandemic, but virtual instruction opportunities continue to abound. Many staff attended the virtual Michigan Library Association conference this past month, and all BDL staff took the comprehensive Red Cross first aid and CPR course online.

As you can see from other reports in this packet, digital programming and take-home kits continue very successfully. We will be taking another break in programming during the holidays and will resume in January again. Also in the packet, we are trying a new format to present the bills, hope you like it. It is fewer pages to print or scan through, so that's nice at least!

Due to HIPAA requirements I cannot talk about specific individuals, but I am reporting that the library has its first 2 positive employee cases of COVID-19 in the past month. Following CDC guidelines for contact tracing, neither of these cases involved close contact with other BDL staff or with BDL patrons. Outside of these two positives, there have been a number of other staff quarantining due to suspect symptoms or awaiting testing results. This quarantining of available workers has taken a toll on our operations, with as many as 11 out of our 34 regular employees out at any one time due to this or other planned reasons. Even with the management team helping to staff desk shifts, we've still had to briefly close some branches in the past week. This staffing concern, along with general safety concerns for the public and staff, have factored in our decision to return the library to Stage 4 of our COVID-19 Response Plan and curbside service.

Curbside service will begin Monday, November 16, at all locations. We honed our procedures pretty well in June with our first pass at this, so we should be in a good place for it. In addition, we will be using curbside for patrons to continue to use the library for printing, copying, faxing, and notary services. We are testing circulating laptops to the public in our parking lots and hope to be able to offer that as well. Unfortunately, we are still awaiting the delivery of our Wi-Fi hotspots to circulate, but as soon as they arrive we will get them into the hands of our patrons.

Finally, to end with some very happy news indeed, the personal joys of the BDL family have increased in the past month with the arrival of twins Evan and Liam to Coldwater Clerk Brandi Killian, and the arrival of Aden to our Director of Public Services, Jessica Tefft. All are doing well. We send our congratulations and well wishes to all!

Submitted by John Rucker



- We held interviews for the Technical Services and the Public Services position. The positions were offered to Toni Nickerson and Yasmen Alsuraimi and they have both started at BDL this week. In order to follow safe work place practices and social distancing, Training these new hires looks a little different. We held a cute cat contest on our Facebook page. We had a total of 33 entries and over 600 votes for the contestants. The cat that won received a small prize package. The marketing team worked behind the scenes to invite 35 new followers to our Facebook page.
- Programming continues to be a hit on our virtual platforms. You can find storytimes, educational events, crafts, or other great topics on our Facebook page, You Tube Channel, and website. The Healthy Ramen Cooking program recorded by Cheryl Graham was a huge hit with 711 views! Lynnell Eash's program FingerPlay - Two Little Blackbirds, had an astonishing 336 views! We are offering Zoom live events including an Online Storytime: Live with Ms. Lynnell (weekly on Thursdays at 10:15am) and BDL's favorite artist, Jonny Hawkins on Saturday November 14 for Turkey Pandemonium.
- As we transition back to curbside we are evaluating ways to advertise the collection. Several staff suggested putting ads in the Shoppers Guide to reach people who may not have Internet access. Our first collection ad was in the October 21 Shoppers Guide and a copy is in Comment and Publicity section. Marketing will also be working on collection flyers, to be put in curbside bags. We hope this gives our patrons a feeling of "browsing" the shelves and will help them choose their next items to check out!
- We have received our tags for the RFID project. We are waiting for some software to arrive and will start training our staff to tag items.

Submitted,

Kimberly Feltner