

## **Personnel**

After conducting several days of interviews at two Branches, I would like to welcome two new hires to the library: Kia Cronk at the Quincy Branch, and Greg Corless at the Coldwater Branch. During the transition time, and times of staffing shortage, I have joined many other generous BDL staff in working desk shifts to fill in.

Regarding the Earned Sick Time Act, coming into effect in February 2025, we did need to recommend some changes after all to be in compliance. Please see the discussion section of the agenda for that.

As noted by Jessica, for our staff training day this year, we conducted a tour of all the BDL branches so that staff who may not have ever been able to visit other locations could have a better idea of what each branch is like and what they offer. We also had training in fire safety, best practices for helping library users on the margins of society, and we had a time to just relax and socialize with each other, too. Many thanks to Jessica for organizing this day!

## **Facilities**

On Monday, October 7, the Sherwood Village discussed the draft contract that our library attorney, Anne Seurnyck, drafted. As of this writing, the Sherwood Village President has indicated they had proposed changes to Anne's draft, but I have not received them yet. I hope to have something for you by our meeting time.

At the Algansee Township's October meeting, they agreed to pay Joy Wood for the rental of the library's current space through December of 2025. This will not affect any timing of our BDL branch moving.

At the Coldwater Branch, the transition from CPS Supply to Diamond Complete Janitorial is under way and going smoothly. DCJ will begin on November 1.

On Tuesday, September 24, a tornado warning was issued. Staff at multiple branches followed our emergency procedures to get everyone to safety, and there were no incidents.

## **IT Department**

We successfully rolled out the new "virtual cell phone" feature for Evergreen, Message Bee, from Unique Management. In addition to more reliable communication to our users, almost immediately users began to message us back. Well, more precisely, they probably always were, but now we can receive their replies!

We put together a newly-received shipment of audio equipment for the library. We now have a good wireless microphone and battery-powered sound system for the next time we need amplification outside for a program where there is no power available. (Which is surprisingly often, hence the purchase!). It will work great indoors where there is power, too.

We set up new exterior cameras for under the eaves at the Quincy Branch. Installation soon...

Testing for our upcoming Evergreen system upgrade should be completed this week.

## Meetings and Training

Library of Michigan Directors (2x), Coldwater Public Safety Director, Branch County Literacy Council. Foster Swift webinar on the Earned Sick Time Act, MCLS Roundtable on Onboarding New Employees, Quincy Friends of the Library, Branch County Commissioners, BDL Finance, Building, Personnel, and Public Service Committees.

I also attended the Quincy Advisory Board meeting, where Judy Dobson, a member of the board for 40 years, was honored as she is stepping down from the board. Congratulations, Judy, and thank you for your many years of service to the community!



Submitted by John Rucker

## **Marketing**

Before Library Card Sign-up Month came to a close, I collaborated with local business owner Nicole from GLo Studio for a radio interview on WTVB to help promote the event.

I'm currently focused on putting together the next Event Guide, which will highlight all our winter activities from December through February.

## **Outreach**

In the past month, I had the opportunity to assist in the Outreach Department alongside our Outreach Manager, Cheryl Lawrence. Our first event was AppleFest in Coldwater. Although we were positioned at the end of the festival, we still enjoyed a good amount of foot traffic, especially since we were in the shade, which attracted people looking to cool off. I helped several library users with their Libby app and answered various reference questions about food options and vendor locations throughout the day.

Next, we had a wonderful visit to Maple Lawn. We brought in crates of items for residents and the activities department to explore. Within minutes of setting up, regular visitors stopped by to browse new selections. It was heartwarming to see the connections Cheryl has with her frequent library guests; she remembers their preferences and brings special bookmarks just for them. Everyone who came by left with a smile, even if they didn't check anything out!

## **Meetings & Webinars**

- Branch County Association of Realtors with the Coldwater Area Chamber of Commerce  
Branch County Local Planning Body discussion on homelessness in Branch County
- Introduction to Michigan Paid Leave and Minimum Wage Changes from the Library of Michigan
- Employment Law Update: Planning for 2025 from Foster Swift
- MCLS Virtual Dialogue - Employee Onboarding
- Navigating the Digital Library Landscape with Midwest Tape.
- Health Insurance Meeting with Aviza Insurance Agency to review the 2024/2025 benefit year.

## **Human Resources**

A new onboarding process has been created following discussions with other libraries during the MCLS Virtual Dialogue webinar. Our latest hires will undergo training that includes orientation, hands-on learning, webinars, and worksheets to test their new knowledge.

Additionally, I'd like to extend a warm welcome to Nikkia Cronk, who has joined us as a public service clerk at our Quincy Branch!

Submitted,

Kimberly Feltner

- Family Fright Night is nearly here! On Friday, October 26th from 5PM to 7PM, we will have a trick or treat event for the entire family. The highlight of the night will be in the basement where a maze will be happening with black lights and a glow-in-the-dark setting for kids of all ages! We received three sponsors for the event; a huge thank you to Royal Chevrolet, UTC, and EXO-S for sponsoring the event.
- The majority of last week was spent at the Michigan Library Association (MLA) Conference. Along with seven other BDL employees, I attended the conference in Acme, MI. It was a great time and we learned so much that we're excited to share with staff and implement!
- Staff Training Day was on Monday, October 14. Staff was given a tour of the five outlying branches via two BATA buses and it was really fun to have that happen. After returning back to the Coldwater branch, pizza was provided for lunch. After lunch, staff split into 2 groups: Group A had fire extinguisher training with Steve Trall, the Fire Chief in Coldwater and Group B had a video training. The groups switched to the other instruction after one hour. For the last hour of training, we had staff relaxation stations. There was a dessert bar, Dove the comfort dog, coloring, kinetic sand, and a mindfulness workshop.
- New to BDL are Adult Book Club Kits! Thanks to a generous donation from the Branch County Community Foundation, we were able to purchase the books and holder for BDL patrons!