

DAVISON AREA LIBRARY BOARD
MINUTES OF MEETING
January 8, 2020
4:30pm

CALL TO ORDER: Alice Wallberg called the meeting to order at 4:29pm

ROLL CALL:

Sandy Abernathy (Davison Township)	Present	Mildred Burgess (Richfield Township)	Present	Susan Vamos (Davison Schools)	Present
Rita Gould, Treasurer (Richfield Township)	Absent	Diane Beecher, Vice President (Davison Township)	Present	Alice Wallberg, President (City of Davison)	Present
Jessica Abraham, Secretary (City of Davison)	Present	Sue Misra, Librarian	Present	David Conklin, GDL Representative	Absent
Lee Macko (Davison Township)	Present				

GUESTS: Friends of Lee

TREASURER'S REPORT: Report was not updated as Rita was out of town

OLD BUSINESS:

1. Book Sale 11/8-11/10
 - Great response, will wait to hear from Rita on sales but presumably higher than normal
 - Patrons loved the \$6/box and will continue to offer that going forward
2. Book Sale 1/10-1/12
 - Set-up will take place on Thursday, 1/9 at 4:30pm
 - Discussion on where to place unsold books and how they should be disposed of, no arrangements have been made at this time
 - Kay has been sorting books
 - The details have been placed on the marquee out front and yard signs will be placed on Thursday evening
 - Jessica and Susan said they will post to local social media sites
3. Christmas Party
 - Sandy covered the expenses of cookies and frosting
 - Johnnie led with story and song and was wonderful, may look into using him in the future
4. Library Staff Christmas Appreciation Lunch
 - Sue thanked the board for putting on the luncheon and stated that the staff enjoyed it but it was too much food

NEW BUSINESS:

1. Alice notified board that prior to any purchases you will need to get approval from board
2. Librarian's Report (see attachment)

LIBRARIAN'S REPORT:

**Davison Library
Librarian's Report
January 8th 2020**

Community Relations:

We had our November books sale on Nov 8-10th. The Board members Rita, Rusty, Alice, Diane, Millie, Sandy and volunteers Jack Abernathy & James Wallberg worked hard for the setup, during the sale and tear down.

The left over books were picked up by Cottage Books.

Our last board meeting was on November 7th 2019.

The library Book sale is scheduled for January 10, 11 and 12th. Our board members have worked hard sorting books. Jim Wallberg has been getting boxes for the donated books.

The library board got Pizza and pop for the staff on December 16th.

Christmas decorations were put up by Diane Beecher. My page Teresa also decorated the library with a new Christmas tree, ornaments, garlands and window decorations. Thanks to Teresa for her efforts.

2nd Annual Parade of Lights in Davison was held on December 6th. It was Christmas on Main Street with carolers performing through the evening. Santa was spotted and the annual tree lighting was at 6:45 pm. The event started at 6 pm. It also marked the celebration for the High School Varsity Football team winning the State title. This event was part of the downtown development authority

Library Operations:

Our door counter for November was 9776, December was 6,296, We had 2181 self-checkout usage for November 1143 for December. We had 1134 hours of PC logins in November, 944 in December. We had 370 WIFI logins for November & 319 WIFI logins for December.

The circulation statistics for November was 14,784, 9,835 for December.

The new patrons added in November were 99. In December we added 47 new patrons.

Currently I have 2 volunteers that have been regularly volunteering at the Library. Thanks to Brian & Randy for their time.

We have been receiving lot of new materials from the technical services department.

Weeding was done in the paperback, biography, adult fiction, adult non-fiction and cook book sections in November and December.

Items were checked out from the various displays. Ariana & Zachary worked on the posters and displays.

We had the staff picks book, Back to school display and the Window display. Items were checked out from the various displays. Ariana & Zachary worked on the posters and displays.

For the window display for November we had “What is your favorite thing you do on the weekend?” and “What is your favorite subject”? We had 34 entries.

For the window display for December we had “What is your favorite Christmas Movie?” and “Who is your favorite Reindeer”? We had 23 entries.

We have been also getting new materials from HQ-TS.

I have been stocking the book sale cart in the lobby.

Staff participated in jean days this month.

New games arrived from the Technical services departments.

Rita brought in the book sale book marks for 2020-2021. Teresa Fecher cut them up.

Hepatitis A health advisory notice was placed on the bulletin board on December 4th.

December Reference statistics was recorded from December 2nd through December 8th. The stats were sent to Liz on December 9th.

4 playaways were adopted from the Flushing branch on December 10th.

We received closing signs for the holidays, program flyers and posters from the CR department on December 11th.

Flyers regarding New year’s resolution, Seasonal Affective Disorder that were sent from Jerilyn on December 11th were placed in the staff room bulletin board.

I received the 2020 World Book on December 16th.

Abigail H. changed the LED sign to reflect upcoming events and holiday closings.

Staff Recognition:

I would like to recognize Mary for mentoring me. She will be missed.

I would also like to recognize Shari for ordering replacement titles for the JF section

& Marya for ordering movies that my patrons have requested.

Team Davison which comprise of all my awesome pages and Library Assistants that work here deserve a round of applause for their hard work in 2019.

Equipment:

The Xerox copier was having error issues which could not be resolved on December 4th. The technician was contacted to resolve the issue. The Xerox technician was here on December 6th and performed the software updates. It is working fine now.

The Xerox Work Center 6505 has a jam and is in operational at this time. IT was notified on December 30th.

Physical Facilities:

The DVD drawer locking mechanism was replaced by Brian.

Brian also anchored the flap for the front automatic sliding door on November 6th.

The Men's bathroom was clogged on November 6th. DPW was contacted and they took care of the problem immediately.

Groups:

Weeding Projects:

The total number of items weeded in November was 550 & December was 919. The graphic novel section was weeded to make room for Marvel DVD's. The Teen fiction section was also weeded and the items were given to the Board for the book sale. The Adult fiction and Adult Non-Fiction sections were also weeded.

Problems:

EVENTS

Programs:

November 20th, we had a Classroom visit from Good Lutheran Shepherd School. We had 3 adults and 5 kids that visited the library and checked out books.

November 20th, Tamales with Ming was a crowd pleaser. We had a great attendance with 48 patrons. Everyone loved Ming.

December 14th, DIY make your own Body Butter @ 11am. With Rachel was a fun program. The patrons loved making the body butter and would love to have her back for other programs. We had 15 adults for the program.

December 14th, Christmas Party sponsored by the Library board was a well-received event. We had 14 adults and 22 kids that attended the program. Johnnie entertained with his songs and stories.

Outreach:

Suggestions & Comments:

NEXT MEETING: Wednesday, March 4th at 4:30pm

ADJOURNEMENT: 4:55PM