



**LIBRARIAN'S REPORT:** Head Librarian Sue Misra:

**Community Relations:**

We did not have a Board meeting in January as we did not have a quorum. The Sue McCann book cart is being stocked by me very frequently. The patrons love the book cart in the lobby. Marge comes in to empty the safe. Alice and Sandy have been coming in regularly to sort the donated books. Sue V. and James Wallberg have been bringing in empty boxes to store the donated books. The area in the back is getting full. Marge decided to stop taking donations at the end of February 25<sup>th</sup>.

**Library Operations:**

Our door counter for January was 9693 and February was 8281.

We had 2447 self-checkout usage for January, and 1293 for February. We had 1327 hours of PC logins in January, 1189 in February. We had 312 WIFI logins for January and 246 WIFI logins for February.

The circulation statistics for January was 16,735, and 12,830 for February. The new patrons added in January were 156. In February we added 73 new patrons. Currently I have 3 volunteers that have been regularly volunteering at the Library. Thanks to Brian, Baylee and Randy for their time. Kathy Hoist volunteers occasionally.

We had the staff pick book display, Window display, Reading Challenge and Heart and Black History month book display, in January and February. Patrons checked out items from the displays. I have been ordering new books on I-Page and other catalogs like ABDO, Child's world & Johnny Appleseed. We have been getting huge incoming and outgoing deliveries. Our window display was done by Krystal with assistance from my awesome page staff. "There is always something to be thankful for" window display in January had 25 entries. The February window display was "One kind word can warm three winter months" had 24 entries.

Weeding lists were generated by Sheila very promptly. Thanks to Sheila for addressing to my requests. I had the Adult fiction, Junior Fiction, Biography, Large print and Teen fiction weeding lists which had a large number of items that had not circulated in a few years. The weeded items were given to the board for the book sale.

The Promed delivery damaged two new paperbacks that were in transit from GB to DA. I filed a complaint with RIDES.

Currently I have 3 volunteers and they have been helping shelve DVD's. I sent the updated volunteer list to Linnette on February 23<sup>rd</sup>.

**Staff Recognition:**

My page staff has been team players in January & February.

### **Equipment:**

We were having problems with the cordless phone at the circulation desk. I contacted Sheila and she replaced the unit on January 16th. Thanks to the IT department for taking care of the request. Windows needed to be activated on PAC # 3. It was notified.

### **Physical Facilities:**

The Christmas decorations were taken down by Abby on January 3rd.

Patrick and Joel took down the outdoor Christmas decorations on January 8th.

DPW staff cleaned and salted the walkways and parking lot on January 12th.

They were on top of it all day.

Flame safe, checked all the fire extinguishers on the premises on January 18th.

We had water leak in the adult non-fiction section on February 21st. The carpeting was wet. DPW was informed of the leak and they were on top of it. The cleaning crew sprayed the area with anti-mold disinfectant on February 23<sup>rd</sup>.

### **Groups:**

#### **Programs:**

The community Relations department has been sending us the posters and program flyers for the upcoming programs. I have been giving the bookmarks, Patron code of conduct and program flyers when I sign patrons for a new library card.

We had a group of residents from Brookdale Senior living come into the library on Friday, February 16<sup>th</sup>. It was "Random Acts of Kindness Day" and the residents gave the staff and patrons flowers. It was such a sweet gesture. #KindnessisAgeless cards were on the flower.

We had the staff pick book display, Window display and Reading challenge 2018 displays.

All the displays went very well and patrons checked out items from the displays.

Collection development is on-going in between circulation tasks.

We have been very busy on most days. I have been stocking the book sale cart in the lobby.

I attended the Grant writing Workshop at GB on Wednesday January 17th.

It was an informative workshop and I got a good understanding on how to write grants.

Thanks to Mary for organizing this workshop. The presenter Phyllis Lewis was great.

I attended the webinar “How public libraries are graduating adults: caps, gowns & bright futures” on January 18th.

It was a good webinar.

Staples advantage, delivery driver damaged several reams from the box of copier paper.

I contacted customer service on January 19th they sent a replacement box and picked up the damaged box on January 22nd.

We received the first shipment of 1040-EZ tax forms on January 30th.

The branch closed early on January 29th due to bad weather.

We have a new temporary page that started on January 30th.

Thanks to Jerilyn for updating the employment posters on January 30th.

### **Weeding Projects:**

The total number of items weeded in January was 655.

10 feature film DVD's were transferred to branches that did not have a copy.

2 NF titles were transferred to BP and 5 fiction titles were transferred to HQ.

The 2017 Polk directories were adopted by Mount Morris.

In February, I weeded easies, biographies and college prep books. Some of the weeded items were given to the board for the book sale.

The total number of items weeded in February was approximately 125.

I attended the Diversity meeting at GB on Thursday February 1<sup>st</sup>. We brainstormed some cool ideas.

I sent a staff requisition form on February 7<sup>th</sup> to replace my page Madeleine.

On Wednesday, February 7th I attended “Understanding your relationship with friends & local municipalities” presented by Dave. It was an informational meeting.

Ready to Read Michigan informational materials, with books, bookmarks and posters were received this month. 2 copies of the book "I got the Rhythm" were sent to HQ-TS for cataloging for the collection.

The branch closed early on February 9th due to inclement weather.

Julie took care of the lost and found box and the unwanted items were dropped off at Salvation Army by my page Teresa F. Julie has been bringing padded mailers from GB to DA.

We have been receiving shipments of federal tax forms this month. We also received the state tax forms on February 13<sup>th</sup>.

Julie went through the Easy reader section and pulled out damaged items on February 14<sup>th</sup>. I withdrew them and reordered popular titles.

Page interviews were scheduled for 3 candidates on February 15<sup>th</sup>.

A new page and a temporary page were hired this month. 2 pages were promoted to Library Assistants in February and March. Patrick was hired as a temporary Library Assistant.

Michael fixed the molding that was coming apart on the bulletin board in the staff room.

Abigail, Madeline, Krystal and Baylee worked on the bulletin board for February and March on Saturday, February 17th. They did an excellent job.

Marge has notified me to stop taking book donations at the end of February 25<sup>th</sup>.

Patrick has been in charge of updating the marquee signs. He does an excellent job.

The community Relations department has been sending us the posters and program flyers for our upcoming programs.

I attended the GDL-U "HR Sticky situations" at GB on Tuesday February 20th. Jerilyn did a great job educating all of us.

We received the spring 2018 program guide on February 22<sup>nd</sup> from the Community Relations department. The new guides along with the posters and flyers for the upcoming programs were set out for the patrons.

I sent empty delivery boxes with Vaughn on February 23<sup>rd</sup>.

Bob has re-ordered replacement series titles that have been missing from my collection. Thanks to Bob for ordering the titles.

I was privileged to attend the MLA Leadership Academy on February 26<sup>th</sup> & February 27<sup>th</sup>. It was a great workshop with awesome speakers.

We received Michigan Campground 2018 directories on February 28<sup>th</sup>. They have been set out in the lobby for patrons.

I have been sending out IRS tax forms and booklets to branches that ran out.

## **EVENTS**

Programs: Our Story time with Miss Marcia started on January 8th and ends on February 26th.

We did not have story time on January 15th as we were closed for MLK Day.

January 8th, Story time with Miss Marcia @ 9:30 we had 5 adults and 5 kids.

January 8th, Story time with Miss Marcia @ 10:30 we had 8 adults and 13 kids.

January 20th, we had the Intro to Tinkercad with Ryan T.

It was a well-received program with 6 adults and 6 kids. Ryan did a great job with the patrons.

January 22nd, Story time with Miss Marcia @ 9:30 we had 6 adults and 9 kids.

January 22nd, Story time with Miss Marcia @ 10:30 we had 7 adults and 11 kids.

January 29th, Story time with Miss Marcia @ 9:30 we had 3 adults and 3 kids.

January 29th, Story time with Miss Marcia @ 10:30 we had 5 adults and 7 kids.

February 5<sup>th</sup>, Story time with Miss Marcia @ 9:30 we had 4 adults and 6 kids.

February 5<sup>th</sup>, Story time with Miss Marcia @ 10:30 we had 7 adults and 10 kids.

February 12th, Story time with Miss Marcia @ 9:30 we had 2 adults and 2 kids.

February 12th, Story time with Miss Marcia @ 10:30 we had 14 adults and 21 kids.

February 19th, Story time with Miss Marcia @ 9:30 we had 6 adults and 8 kids.

February 19th, Story time with Miss Marcia @ 10:30 we had 12 adults and 21 kids.

February 26<sup>th</sup>, Story time with Miss Marcia @ 9:30 we had 4 adults and 3 kids.

February 26<sup>th</sup>, Story time with Miss Marcia @ 10:30 we had 9 adults and 15 kids.

Genesee County Health Department had a table set up on February 5<sup>th</sup>. We had a good turnout. The GCHD staff handed out informational items to the patrons and kids.

**Outreach:**

**Suggestions & Comments:**

I received this email from Central Michigan University on 2/19/18

Greetings from the Department of Counseling and Special Education at Central Michigan University! We are writing to thank you for the excellence of disability representation in the Davison Library shelf collections! In a student-conducted catalog analysis of sixty-five public libraries in the Flint and Tri-Cities region, Davison Area Library was shown to have one of the highest numbers of target books on its shelves. These books are from a list of recommended children's and young adult literature compiled from sources that recognize positive disability representation (see links below). We truly appreciate the impact that access to books about people with disabilities and different abilities can have in the lives of your patrons. Thank you so much!

We are hoping to gain a better understanding of the presence and growth of diverse representation in library collections. We would love to have your perspective as a regional leader in the issue of disability representation! As an expression of our gratitude for what we see in your collections and for your willingness to contribute to the conversation, we would like to buy a copy of one of the recent award-winners from our list for your shelves.

**GDL Report:** reported by David Conklin (report not available at this meeting)

**Davison School District:** Presented by Susan Vamos

**OLD BUSINESS:**

**NEW BUSINESS:**

- Alice has ordered flowers to be planted in the spring
- Approved moving our meetings to the second Wednesday of the Month
  - Will be updating bylaws to show this change
- Approved increasing the price of non-fiction, hardback and cookbooks for the book sales to \$1
- Talked with Andrea Schroeder about possibly looking for grants in 2019 for a new sign
  - Andrea will also be looking into the sign ordinance to let us know
- Pete the Cat search going on in the Library for kids (receive a free book)
- Introduction of new member Sandy Abernathy

**FRIENDS OF THE LIBRARY:**

- Book sale
  - 2018: March 9,10 & 11; July 13-14 and Nov. 9-11
  - 2019: March 8-10

**NEXT MEETING:**

- Wednesday, May 9, 2018 at 4:00pm

**ADJOURNMENT:**

Meeting adjourned at 4:45 pm

Motion made by Alice Walberg & 2<sup>nd</sup> by Mildred Burgess

**SUBMITTED BY:**

Travis Howell: Secretary