

DAVISON AREA LIBRARY BOARD MINUTES OF MEETING July 10, 2019

PRESENT:

Sandy Abernathy (Davison Township)	Present	Mildred Burgess (Richfield Township)	Present	Susan Vamos (Davison Schools)	Absent
Rita Gould: Treasurer (Richfield Twp)	Present	Diane Beecher, Vice-President (Davison Twp)	Present	Alice Wallberg: President (City of Davison)	Present
Michelle Abbott: Secretary (City of Davison, Rotating Member)	Present	Sue Misra: Librarian	Present	David Conklin GDL Representative	Absent

Alice Wallberg called the meeting to order at 4:35pm. Meeting adjourned at 5:19pm.

GUESTS: None

TREASURER’S REPORT:

Board Fund		
Jan. Balance		\$3355.68
Additions (Book Sales, Book Cart, Dividends, etc.)		\$1480.82
Balance		\$4836.50
Paid Out		
Diane B. (Marg going away lunch)		\$289.51
Marg R. (supplies)		\$42.36
Michigan Library Association (Sue’s dues)		\$85.00
City of Davison (Sign)		\$3370.00
Alice W.		\$214.28
Total Expenses		\$4001.15
Balance		\$835.35

OLD BUSINESS:

1. March Minutes approved (Motion: Diane B., Second: Sandy A., board approved)
2. May 2019 meeting cancelled due to lack of quorum

NEW BUSINESS:

1. Treasurer’s Report Approved (Motion: Millie B., Second: Diane B., board approved)

2. Electric Sign purchased, awaiting delivery
3. Flowers: Board may be reimbursed from City of Davison for flowers due to grant received by City of Davison
4. New Member/Replacement for Marge R.: Jessica Abraham, City of Davison
5. Librarian's Report (see below)
6. Contact List Updated (Michelle will email again and mail hard copies after Jessica is added)
7. Book Sale: July 12-13th
 - a. Discussed scheduling of volunteers for Book Sale
 - b. Will donate leftover children's books to the bookmobile again
 - c. Other leftover books will go to other branches from now on (Montrose will come on Saturday to get leftovers from July 2019 sale)
 - d. Set-up at 430pm on Thursday, July 11th
 - e. Book donations will be accepted through the Summer then stopped for a while in the fall until closer to the November book sale
8. Discussed book sorting/storage challenges
 - a. Diane will check with Sue V. about Xerox paper boxes from the school
 - b. Sue M. will email Michelle if books need to be sorted. Michelle will send out an email seeking sorting help to the board and other sorting volunteers.
9. Michelle will work on ideas for the Halloween Party
10. Next Meeting: Wednesday, September 11th @ 430pm

LIBRARIAN'S REPORT:

**Davison Library
Librarian's Report
July 10TH 2019**

Community Relations:

Our last board meeting was on March 6th. Meeting. Board Meeting on May 8th was canceled due to lack of quorum.

Our awesome board members Alice, Sandy and Diane planted flowers on May 22nd. Alice, Sandy, Millie and Diane have been sorting the donated books regularly. Alice got cookies for the kids.

Flag day was on June 5th. We had the parade. The floats went by the Library. The parade was delayed by the rains. We were very busy that day.

The weekly car cruise takes place on Friday nights starting at 6 pm.

Andrea got the flower grant for the three entities. The City of Davison, Downtown Development Authority and the Davison Area Library.

Library Operations:

Our door counter for March was 8,438, April was 7,306, May was 7146, June was 8296. We had 1775 self-checkout usage for March, 1777 for April, 1539 for May. We had 1238 hours of PC logins in March, 1,208 in April, and in May 1208. We had 309 WIFI logins for March ,303 WIFI logins for April, 303 WIFI logins for May.

The circulation statistics for March was 12,924, 12,761 for April, 12,024 for May and June. The new patrons added in March were 90. In April we added 65 new patrons. In May we added 71 new patrons.

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

“March is Reading Month with Pete the Cat” had 177 kids participate in the program. The kids loved the free Pete the Cat books.

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

Promed delivery has been better in taking our materials lately after the RIDES complaint. We have a new driver at this time who is very nice to work with.

Weeding was done in the fiction, teen fiction, easies, paperback and large print sections.

Weeding has been ongoing to alleviate overcrowding of the shelves. The weeding lists were tailored to my requests and Sheila provided them to me promptly. Thanks Sheila for doing the needful 126 items were weeded in March. In April 127 items were weeded. In May items were weeded and in June items were weeded. The best sellers and the books in excellent condition were given to the board for the book sale.

We had the staff picks book, March is Reading month, Women’s History, Dr. Seuss and the Window display. Items were checked out from the various displays. We had 25 participants for the window display.

Anna, Ariana & Zachary worked on the posters and displays.

I attended the Branch Librarian’s meeting on March 7th.

We had the staff picks book, April is Poetry month, Gardening and the Window display. Items were checked out from the various displays. We had 25 participants for the window

Abby did the window sign “In the Spring I have counted 136 different kinds of weather inside of 24 hours” by Mark Twain.

For the window display we had “What is the one thing you are excited about for summer?” and “What is your favorite food”? We had 10 entries.

I have been stocking the book sale cart in the lobby. The book cart has been doing well according to the Board members.

Weeding has been ongoing. 126 items were weeded this month. The 92 DVD's that were withdrawn were sent to HQ-TS. Julie worked on the DVD's.

Branch sub sheets was updated and sent to Mary reflecting the serial number and phone number for the new Xerox color copier on April 5th.

Our incoming Promed delivery has been huge lately. Thanks to the new driver Christina who has been very diligent. I sent an appreciation feedback to RIDES about her exemplary service and positive demeanor.

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

10 MP3 playaways were adopted from the Headquarters Branch. Thanks to Liz for sending them to Davison.

I received an email on April 6th from Rhonda Clark, clerk at Davison township regarding information about Davison Township. I had reference information about the city of Davison not the township. I emailed her to contact the Davison Historical Society and the Museum.

City Manager, Andrea Schroeder wanted a letter of support from me towards a flower grant on April 8th. I hand delivered the letter of support the same day. Hopefully she receives the grant which will benefit the 3 entities, City hall, DDA and the Library.

Patrick replaced the worn out large print stickers in the entire large print collection on April 12th. The shelves look neat and orderly.

We received posters and bookmarks from the Library of Michigan on April 12th for "The Night for Notables".

Safety and security assessment was completed on March 7th.

Reference stats for March were sent on March 11th.

Volunteer list for the volunteer appreciation breakfast was sent to Linnette on March 11th.

Open house for U.S. Department of Transportation review scheduled for March 20th was posted in the community bulletin board.

A Rally for Writers event scheduled for April 6th at Lansing Community College was posted in the community bulletin board on March 21st.

Ordering was done from the ABDO, Child's World and Lerner catalogs.

Photo for the Annual Report was sent to Kelly F. on March 18th.

Volunteer poster design was sent to Jerilyn on March 21st.

The outdoor marquee signs were changed by Patrick and Zachary.

Attended the Volunteer appreciation breakfast on April 10th. Linnette and Jerilyn did an excellent job. Ming entertained the volunteers with a great magic show.

Public Input sessions for 2020-2023 transportation and 2019-2021 Community development project information was put on the bulletin board on April 15th.

The outdoor marquee signs were changed by Patrick and Zachary.

I attended the GDL-U “A day in the Life of IT manager, Director, Branch Operations Manager and Human Resources Manager” on April 25th. It was a great GDL-U.

I attended the GDL-U “Understanding Insurance Lingo” and the “Diversity” GDL-U on April 29th.

2019 TFOP Balance on Hand tax forms were emailed to IRS on April 26th.

Outstanding holds list was sent by Sheila on April 30th. Most of the items were pulled from the shelf by Wendy.

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

Staff participated in jean days this month.

I received 56 large print titles from Baker Park. I added them to our collection.

Weeding has been ongoing. 125 items were weeded in March. The majority of them were given to the board for the book sale.

Staff Recognition:

Jean always works on the patron registration forms while she is here at the Davison branch.

Michale F. charges the Launchpad's when he is scheduled at the Davison branch so that my little patrons can use the Launchpad's right away.

Melissa always go through the hold shelf to look for expired holds.

I would like to acknowledge the GDL Admin staff for matching the rest of the funds towards the new electronic sign.

I would like to thank all my LA's scheduled this month and my dedicated page staff who worked hard to keep the branch in an impeccable condition and provide great customer service.

I would like to thank Jason for assisting to a reference request about compiled laws for my patron on April 10th.

I would like to thank Michale for addressing the bounced email issues.

I would like to acknowledge Wendy for taking care of the plants on my desk.

I would like to recognize Vaughn M. for getting our materials from HQ-TS in a timely manner and taking back our surplus boxes.

The CR Department also needs recognition for getting the SRC supplies to us on time including the program fliers and posters.

A shout out to Michael Garcia for taking the initiative for weeding the paperbacks and 600's.

Equipment:

Al replaced the Self-Checkout monitor on March 28th and changed the location of the OPAC. Now the OPAC is next to the Xerox copier. It is working fine. Thanks to Al for addressing the issues.

Xerox technician replaced rollers on staff Printer # 02 on March 14th. The printer has printed almost 750,000 pages.

The kid's computer ID # 12494 is not powering up. Trouble ticket was sent to IT on April 15th. DAPC12 is having issues logging on patrons.

Xerox color copier C7025 was installed on April 5th. The old machine was removed the same day. The same day I assisted a patron with 50 color copies. The copies turned out beautiful.

The Xerox technician have come multiple times to fine tune the vending station. We still get error messages. Service call was made April 25th for a technician to come and resolve the issue. ETA for the technician is April 26th. The Xerox technician came on April 30th and fine-tuned the copier We had 1250 black and white copies and 186 color copies this month.

Physical Facilities:

Brian from DPW fixed the hole in the water line for the outdoor plants. Brian also replaced the light bulb in the patron bathroom and unclogged the women's toilet.

Groups:

Weeding Projects:

The total number of items weeded in March & April was 478.

Problems:

EVENTS

Programs:

March 4th, we had library visit from the group home. We had 4 adults.

March 11th, Adult folklore with Miss Marcia @ 10:30 AM we had 22 adults. We had 2 groups that day. Group 1 had 10 adults and Group 2 had 12 adults.

March 14th Intro to Tinkercad we had 2 adults and 4 kids.

March 16th, we had the "Reading is Magic" program. We had 4 adults and 7 kids. The attendees enjoyed the rabbit tricks and their balloon animals.

March 18th, we had the "Constituent Meet and Greet with Sheryl Kennedy". We had 11 adults.

March 18th we had Adult Folklore with Miss Marcia. We had 12 adults for the program.

March 23rd, we had the "Ladies of the Light" with Dianna Stamphler. It was a great program. We had 62 patrons attend the event. They also bought signed copies of her latest book.

March 25th, we had Adult Folklore with Miss Marcia. We had 12 adults for the program.

April 1st, Adult folklore with Miss Marcia @ 10:30 AM we had 12 adults

April 5th, we had library visit from the group home. We had 6 adults.

April 8th, Adult folklore with Miss Marcia @ 10:30 AM we had 12 adults.

April 11th, we had the Intro to Tinkercad with Ryan. We had 2 adults, 1 teen and 4 kids attend the class. The attendees had a great time designing cookie cutters.

April 13th, we had the Eggstravanza event at the Library. The board members did an amazing job hiding Easter eggs in the stacks. The event was a huge success with 58 adults and 68 kids. The kids also received a free book. They ran out of eggs within half hour so the board members gave a dollar bill to the kids. Thanks to my amazing board members for hosting this event.

April 15th, Story time with Miss Marcia @ 9:30 am. We had 6 adults and 9 kids.

April 15th, Story time with Miss Marcia @ 10:30 am. We had 6 adults and 10 kids.

April 22nd, Story time with Miss Marcia @ 9:30 am. We had 7 adults and 11 kids.

April 22nd, Story time with Miss Marcia @ 10:30 am. We had 7 adults and 8 kids.

April 26th, Bethany Christian Services were here from 2:30 – 4:30 pm for promoting foster parenting services.

April 29th, Story time with Miss Marcia @ 9:30 am. We had 13 adults and 17 kids.

April 29th, Story time with Miss Marcia @ 10:30 am. We had 9 adults and 10 kids.

May 6th, Story time with Miss Marcia @ 9:30 am. We had 6 adults and 8 kids.

May 6th, Story time with Miss Marcia @ 10:30 am. We had 10 adults and 14 kids.

May 6th we had the technology tutoring with Ryan Tackabury nobody showed up for the program,

May 6th we had the Vlastic Job fair we had 1 patron attend the job fair.

May 9th we had Intro to Tinkercad with Ryan we had 2 adults and 3 kids attend the program.

May 11th, we had the Animals from Egypt program. We had 22 adults and 28 kids.

May 13th, Story time with Miss Marcia @ 9:30 am. We had 9 adults and 11 kids.

May 13th, Story time with Miss Marcia @ 10:30 am. We had 10 adults and 13 kids.

May 18th, we had the Junk Drawer Robotics we had 7 adults and 5 kids.

May 20th, Story time with Miss Marcia @ 9:30 am. We had 6 adults and 7 kids.

May 20th, Story time with Miss Marcia @ 10:30 am. We had 9 adults and 13 kids.

June 3rd, Story time with Miss Marcia @ 9:30 am. We had 6 adults and 9 kids.

June 3rd, Story time with Miss Marcia @ 10:30 am. We had 6 adults and 10 kids.

Central Elementary classroom visits to the library was scheduled from June 3rd through June 17th. We had 16 classrooms come to the library with around 480 kids. I, Michale, Abby and Pete did the tours and talked about the summer reading program. I look forward to this event every year.

June 8th we had “Celebrate Reading with the Pure Pro Wrestling Team” we had 4 adults and 3 kids attend the program.

June 10th, Story time with Miss Marcia @ 9:30 am. We had 7 adults and 9 kids.

June 10th, Story time with Miss Marcia @ 10:30 am. We had 5 adults and 7 kids.

June 15th we had “Solar System Workshop” we had 24 kids and 19 adults attend the program. The kids had a great time with science activities.

June 17th, Story time with Miss Marcia @ 9:30 am. We had 6 adults and 10 kids.

June 17th, Story time with Miss Marcia @ 10:30 am. We had 10 adults and 13 kids.

June 22nd we had “Cameron Zvara’s Magic Show” we had 25 adults and 34 kids attend the program.

June 24th, Story time with Miss Marcia @ 9:30 am. We had 3 adults and 7kids.

June 24th, Story time with Miss Marcia @ 10:30 am. We had 14 adults and 27 kids.

June 29th we had “Build a Better Lunar Roving Vehicle” we had 25 kids and 12 adults attend the program

Outreach:

“Get the scoop on Summer” at Cardinal Stadium, was canceled due to the rains. I shall be doing to the “Back to School Blast” on August 6th.

