

DAVISON AREA LIBRARY BOARD MINUTES OF MEETING Sept 18, 2019

PRESENT:

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

Alice Wallberg called the meeting to order at 4:30pm. Meeting adjourned at 5:05pm.

GUESTS: None

TREASURER’S REPORT:

Board Fund		
July Balance		\$835.35
Additions (Book Sales, Book Cart, Dividends, etc.)		\$702.22
Balance		\$1537.57
Paid Out		
Nothing paid out for this time period (Treasurer stated that funds collected from the library cart sale are being used for incidental purchases by the president.)		
Total Expenses		\$0
Balance		\$1537.57

OLD BUSINESS:

1. July Minutes (Motion: Michelle, Second: Sandy)
2. City of Davison grant paid for summer flowers, check given to Treasurer at meeting

NEW BUSINESS:

1. Treasurer's Report Approved (Motion: Sandy, Second: Millie, board approved)
2. Donation received from Kay Forys in appreciation of story hour cookies
3. Librarian's Report (see below)
4. Next Book Sale: November 8-10th
5. Halloween Party
 - a. Oct 26th @ 2-3pm
 - b. Alice: buy candy
 - c. Michelle: approved to spend up to \$50, will work with mom volunteers to provide Halloween party
6. Library needs book drop cart. Sue will get pricing information for the board.
7. Book sorting:
 - a. Xerox boxes from the high school
 - b. Alice will contact Library Sale volunteers and ask them if they can sort books
8. Next Meeting: Wednesday, November 6th @ 4:00pm

LIBRARIAN'S REPORT:

**Davison Library
Librarian's Report
September 18th 2019**

Community Relations:

Our last board meeting was on July 10th.

The library Book sale was on July 12 & 13. Our board members worked hard for the book sale. The left over book sale items were picked up by R&B Book store.

I requested the city office to have the book sale sign on the electronic sign. They did that promptly.

Our awesome board members Alice, Sandy and Jessica have been sorting the donated books regularly. Copier boxes for the donated books were brought in by James Wallberg. Alice got cookies and snack bags for the kids.

I received a \$100.00 check donation on September 16th to the Davison Area Library Board from Frances Fory in appreciation for all the goodies the Board provides for the kids.

Library Operations:

Our door counter for July was 9776, August was 9671, We had 2181 self-checkout usage for July, 1798 for August, we had 1134 hours of PC logins in July, 1140 in August. We had 370 WIFI logins for July & 377 WIFI logins for August.

The circulation statistics for July was 14,784, 13,026 for August.
The new patrons added in July were 99. In August we added 84 new patrons.

Currently I have 3 volunteers that have been regularly volunteering at the Library.
Thanks to Brian, Randy and Gabriel for their time.

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

Weeding was done in the paperback, biography and cook book sections.

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

For the window display we had “What is your favorite thing you do on the weekend?” and “What is your favorite subject”? We had 22 entries.

Collection development is ongoing. Usborne orders were sent to Kara Y. on July 24th.

Weeding has been ongoing. 425 items were weeded this month.

89 DVD's were weeded and sent to HQ-TS. 80 Audio books were weeded and given to the book sale. 7 audiobooks were adopted by HQ. 230 cook books that had not circulated were weeded and given to the book sale.

Serials from the last 6 months were weeded by Tech services and the holdings were removed from Sierra.

Julie, has been assisting me in weeding the audio books and duplicate DVD's.

Michael Garcia has been assisting me with weeding the adult non-fiction.

Jean has been diligent in rechecking the patron registration forms.

Michale has been updating the problem emails.

The outdoor marquee signs were changed by Patrick and Zachary.

I attended the GDL-U “Review of Emergency Crisis Cards” on July 17th. It was a great refresher. Thanks to Mary & Jerilyn for the updates.

I attended the webinar “Hooray for freedom Part 1, Privacy, confidentiality and intellectual freedom in the library” on July 11th sponsored by Library Junction.

I attended the webinar “Adult Book Buzz for fall 2019” sponsored by Library Journal on July 18th.

I attended the webinar “Library promotion in the digital age” on July 25th.

These webinars had valuable information.

I ordered free publications on “Employee benefits and financial planning” by U.S. Department of labor on July 29th.

We had the staff picks book display. Items were checked out from the various displays. We had 25 participants for the window display.

I ordered 2019 IRS Tax Forms on August 28th.

Branch sub sheets was updated and sent to Mary reflecting the location of the MMLC forms on August

We had the staff picks book, Back to school display and the Window display. Items were checked out from the various displays. We had 25 participants for the window display.

Ariana & Zachary worked on the posters and displays.

For the window display we had “What is your favorite thing you do on the weekend?” and “What do you want for Christmas”? We had 15 entries.

Collection development is ongoing.

Weeding has been ongoing. 235 items were weeded this month.

Jean has been diligent in rechecking the patron registration forms.

Michale has been updating the problem emails whenever he is scheduled at Davison.

The outdoor marquee signs were changed by Patrick and Zachary.

Summer reading materials that were left over were sent back on August 3rd.

The final prize drawing was on August 3rd. We had 86 prize winners in the drawing. All the winners were notified on August 5th. Patrons were excited to get the calls and receive the prizes.

I attended the webinar “Hooray for freedom Part II, Privacy, confidentiality and intellectual freedom in the library” on August 9th sponsored by Library Junction.

Sub sheet was updated on August 16th to reflect location of the MMLC forms.

I attended the “Diversity Meeting” on August 16th.

I attended the GDL-U “How Do I look” on August 21st.

I attended the GDL-U “Budgeting 101” on August 22nd.

The GDL-U’s were very informative.

We received the Fall Program guides on August 28th. The census posters were also received on August 28th.

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

Reference stats for June & September were sent in June and September 16th.

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

Staff participated in jean days this month.

Staff Recognition:

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.

Equipment:

The envisionware print software stopped working on July 5th. The server was down on July 13th. We did not have Sierra or Internet access from 11 A.M. The IT department were prompt on resolving the issues. We received a new scanner for DAPC # 52 on August 14th. We had issues with the self-checkout several times this month. IT was notified and they resolved the issue. On August 19th the self-checkout computer would not allow patrons to pay their fines. Sheila was contacted and she took care of the issue promptly the same day.

Physical Facilities:

LED lights were replaced in the entire building. The library looks bright.

The carpet molding was replaced on July 16th by the DPW department.

We got our new electronic sign on August 15th. It is not operational yet.

Groups:

Weeding Projects:

The total number of items weeded in July & August was 478.

Problems:

EVENTS

Programs:

July 10th, “Wacky Science” with Doug was great. We had 35 adults and 29 kids for the program.

July 10th, Kindred Hospice had a table upfront. We had 3 adults who showed interest.

July 17th Classroom Critters with Paul was a crowd pleaser. We had a full house with 30 adults and 45 kids.

July 25th, we had the “Italian Hunter’s Chicken” with Ming. We had 19 adults and 1 teen attend the program.

July 27th, we had the Animal Space Tales. We had 31 attendees.

July 31st, we had “Starry Science Workshop”. Unfortunately, no one showed up for the program.

August 3rd, “Senior Folk” with Jim Perkins was great. We had 15 adults attend the program.

August 10th, “Nature on the Go” with Laurel Zoet was an awesome program. We had a great attendance with 18 kids and 17 adults.

Outreach:

Suggestions & Comments: