

DAVISON AREA LIBRARY BOARD MINUTES OF MEETING

September 7, 2017

PRESENT:

Rusty Gould (Richfield Twp)	Absent	Mildred Burgess (Rotating Member Richfield Township)	Present	Susan Vamos (Davison Schools)	Present
Rita Gould: Treasurer (Richfield Twp)	Present	Diane Beecher (Davison Twp)	Present	Alice Wallberg: Vice President (City of Davison)	Present
Travis Howell Secretary (Davison Twp)	Present	Marge Reinhardt: President (City of Davison)	Present	Sue Misra: Librarian	Present
		David Conklin GDL Representative	Absent		

Marge Reinhardt called the meeting to order at 4:00 pm.

GUESTS: None

TREASURER’S REPORT: Rita Gould

Board Fund					
July Balance		3,270.57			
Interest		.06			
July Book Sale		547.77			
Expenses					
Alice Walberg (Flowers)			401.47		
Harbor Freight (chair rack material)			33.90		
Home Depot (chair rack material)			97.15		
MI Library Association (Librarian’s Dues)			85.00		
Balance				\$3,200.88	

Motion to approve Alice Walberg
2nd by Mildred Burgess

LIBRARIAN'S REPORT: Head Librarian Sue Misra:

Community Relations:

Our last Board meeting was held on July 5th. Jim Wallberg and Alice Wallberg have come in regularly to sort the donated books and have kept the area impeccably clean.

Our book sale was on July 14th and July 15th. I have been getting lots of donations on a regular basis. 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.

We had the DDA car cruise on August 11, 18th and 25th.

Library Operations:

Our door counter for July was 9693 and August was 11,353.

We had 2447 self-checkout usage for July, and 1934 for August. We had 1327 hours of PC logins in July, 1495 in August. We had 312 WIFI logins for July and 249 for August.

The circulation statistics for July was 16,735, and 15,671 for August. The new patron added in July was 156. In August we added 103 patrons.

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

We had the staff pick book display, Window display, summer reading challenge display and the fall book display. All the display shelves went very well and patrons checked out items from the displays. I have been ordering new books on I-Page and other catalogs. We have been getting huge incoming and outgoing deliveries. Our window display was done by Krystal with assistance from my awesome page staff. August window display was "What was the most memorable thing this summer"? We had 17 entries.

Weeding has been ongoing to alleviate overcrowding of the shelves. Majority of the weeded items were given to the Board for the book sale and some were given to the branches that needed them. 55 items were weeded in July and about 55 items were weeded in August. Weeding lists for Large Prints and Biographies were requested and Sheila provided the lists promptly.

We received 14 4K DVD's from Genesee Valley to add to our collection. Starting July 19th I have been sending a box of patron registration forms to be shredded. July 21st, I ordered 25 titles from the Usborne catalog.

I have been sending a box at a time of patron registration forms to HQ-TS for shredding.

The library cards left behind at the lost & found section was mailed out to the patrons. Thanks to Eileen for sending letterhead and envelopes and to Krystal, Julie and Melissa for addressing the envelopes.

The children's DVD's and music CD's were moved to the new media display unit on August 25th. Maddy and Abby worked on this project of shifting and rearranging the DVD's. The shelves in both areas look very neat at this time.

Sheila sent me the list of holds that were not filled on August 10th. The list had 132 items and we found all the items. Thanks to Sheila for the list.

The summer reading challenge half-way raffle prize drawing was held on July 6th. 45 winning entries were drawn and the lucky winners were notified of their prizes. The winners were super excited with their awesome prizes. The summer reading challenge final drawing was held on August 7th. 46 winning entries were drawn and the lucky winners were notified of their prizes.

Summer reading challenge ended on August 5th and we extended the pick-up time for prize books till the 19th of August. We had 1191 adults and kids sign up for the challenge and 340 patrons completed the challenge. The numbers this year was down due to the balanced calendar school year and patrons going on vacation.

Ariana DiMaggio a temporary page started on July 1st.

Staff Recognition:

I would like to recognize Julie Mendel for tallying the count for the summer reading challenge and sending the left over SRC materials back to Community relations department. Team Davison did a great job this entire summer assisting with programming at the branch and with the reading challenge. Thanks to my awesome pages and LA's that worked at my branch. You all did a great job.

The Large print and Biography section was weeded this month. 56 large print titles were sent to HQ for the homebound patrons. Mary Ann Johnson was instrumental in handling this request. Shifting in the biography section was completed by Ashley and the shifting in the large print section was completed by Abigail. The shelves look neat at this time. The entire collection was shelf-read by my awesome page staff these past few months. Evenings and Saturday mornings are a busy place at the Davison library. We have lots of kids that get tutored here. It is great to see the library as a vibrant part of the community. Our duplicate DVD's were sent to branches that did not have a copy. Julie worked on the DVD project.

Equipment:

Patron printer # 3 was not working on July 18th and the help desk was notified. Al, fixed the printer issue on July 19th. Java updates on patron PC's were done on July 27th. The updates took longer than expected Al notified us of the slight delay.

PC 53 has been intermittently shutting down on July 31st. IT was notified and Chris is looking into the problem.

Physical Facilities:

The beautiful begonias planted by our awesome board members are in full bloom. We have been getting compliments the entire summer.

July 7th we had heavy downpours and while closing the library I noticed a leak from the ceiling by the bulletin board. Ed Brown from DPW was contacted. The DPW Department took care of the problem. I placed a trash can to collect the drips.

The automatic front door was not functioning properly on July 12th. DPW department was contacted and they resolved the problem promptly.

Rusty Gould, board member made 2 storage carts with rollers to house the 30 plastic and 24 metal chairs. They are a great addition to our storage area.

Darwin brought in the new media display unit on August 24th. Michale and Darwin assembled the unit. It looks very nice and is a great addition in the children's area.

Groups:

Programs:

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

On July 7th we had the Maker Club with Katie and Ryan. We had 34 kids and 16 adults that attended the program. The kids had a blast and we are grateful to Miss Katie and Ryan for hosting the program here at Davison.

On July 11th we had "Stories and songs for children of all ages with Jim Perkins". The attendance for this program was great we had 30 adults and 35 children. The program was enjoyed by all.

July 14th Maker club had 20 adults and 35 kids. The kid's area was jam packed with different projects. We got rave reviews from the parents and the kids had a great time.

July 15th we had “Maple Syrup” with Don. It was a wonderful program. We had 21 adults and 20 kids that attended the program.

July 17th we had story time with Miss Marcia at 9:30 am. We had 6 adults and 6 kids. Story time at 10:30 am we had 14 adults and 21 kids. It was a full house and the kids had a great time.

July 24th we had story time with Miss Marcia @ 9:30 am with 7 adults and 11 kids and @ 10:30 am we had 20 adults and 30 kids in attendance.

July 26th we had “Cooking with Ming” Chicken fried rice program. It was a crowd pleaser. Everyone loves Ming and we had 35 adults and 5 kids that attended the program.

July 29th we had “Classroom critters”. We had 25 kids and 20 adults that attended the program. It was a great program.

July 31st we had Storytime with Miss Marcia at 9:30 am. We had 10 kids and 5 adults. Story time at 10:30 am we had 25 kids and 15 adults. It was our last session for the summer.

August 5th, we had the Cock-a-Doodle-doo!! Chicken show, we had 40 adults and 25 children. The presenters were great. I wished that they had tarp to cover the new carpet.

August 8th, we had “Under construction” hands on program with the Sloan Museum. Kristen did a great job with the kids. We had 3 adults and 6 kids.

August 11th, we had “Electrical Connections”. This program was a hit with 5 adults and 20 kids. Cherie from Sloan did a great job with the kids.

August 17th, we had “If I could build a city”. This program was also through Sloan. We had 6 adults and 15 children.

August 21st we witnessed the solar eclipse. We only got a few glasses and they were gone in no time. Patrons were very happy to receive the free glasses. Thanks to Sally-A for sharing the solar eclipse glasses with Davison.

Outreach:

I attended the “Davison Back to School Blast” on August 8th. I manned the GDL booth along with my page Arianna. Kelly had sent 2 large prizes for the raffle, book marks, pencils, stickers for the event. I took 400 “Build a better world” backpacks which we had left over from the summer reading challenge sign up to the event. The backpacks were well liked by the kids and adults. We ran out of all of them before 7 pm. Our booth was well loved and we had lot of entries for the raffle drawing. The winners were announced on the PA system. One winner picked up the prize the same night the other winner came to the library the following day to pick up the great prize. It was a great event.

Suggestions & Comments:

We received a thank you card on July 26th that stated” To One & All, Thank you for your wonderful service for all of your patrons! Your assistance from checking out materials to computers to programs and more is greatly appreciated, Blessings,”

Teresa Blundell (Davison Resident)

On August 30th Patron Guy Parks complimented the Davison staff for excellent customer service and computer assistance.

GDL Report: reported by David Conklin

- Not available this meeting

Davison School District: Presented by Susan Vamos

- Going to let teachers know about children books that will be at next book sale
- Superintendent would like more information on Maker Club Event that was held at the library
- Will be working on getting several high school volunteers to help with book sale

OLD BUSINESS:

- Rusty built the chair racks and they have made it easier to get the library set up for events.

NEW BUSINESS:

- Book sale cart is bringing in close \$100 every few weeks.
- Board would like to talk to City Manager Andera Schroeder about help look for and applying for a grant that would build a new sign for the Library.
- Need a new community board in the entrance of the Library.
- Health Department not allowing food classes held at the Library to give out samples
 - License to allow this is around \$700
- Halloween Event (trick or treat in building) October 28 at 2:00 pm
- Meijer has scarecrow decorations on sale (needing new ones)

FRIENDS OF THE LIBRARY:

- Book sale
 - Nov. 3,4 & 5
 - 2018: March 9,10 & 11

NEXT MEETING:

- Wednesday, November 1, 2017 at 4:00pm

ADJOURNMENT:

Meeting adjourned at 5:00 pm

Motion made by Rita Gould & 2nd by Diane Beecher

SUBMITTED BY:

Travis Howell: Secretary