

Public Library Director's Meeting
Otsego District Library
30 November 2006

The following director's were present at the meeting:

Ann Perrigo	Allegan	Teresa Stannard	Parchment
Jennifer Ray	Cass District	John Mohny	Paw Paw
Meg King-Sloan	Comstock Twp	Katie Bell Moore	Plainwell
Ann Greene	Eau Claire	Christine Berro	Portage
Ann Rohrbaugh	Kalamazoo	Kay LaPierre	Richland
Dina Reilly	Lincoln Twp.	Mary Kynast	St. Joseph
Julie Grynwich	New Buffalo	Debbie Jones	South Haven
Ryan Wieber	Otsego	Carolyn Sutter	Vicksburg

Also present: Gail Powers-Schaub SMLC.

The meeting was facilitated by Ann Greene as Katherine Smith was unable to attend. Katherine's husband George fell off a ladder while hanging Christmas lights and was in the hospital with broken ribs and a collapsed lung among other injuries.

Peg Beckwick and Linda Cena did a presentation concerning materials and classes for Investor Education that is available through the Michigan Office of Financial and Insurance Services. They have vendor neutral investor information and are sponsored by ALA. Starting in March 2007, they will provide 2 hour programs that can be held at your library. Information includes topic like "Myth vs. Reality in investing"; "How the major exchanges work"; "What is the Dow Jones Average?"; "What are stocks, bonds, mutual funds?"; "How to spot fraud". The people presenting the programs do not solicit for clients.

To host a program, you will need to furnish a room and a projector for a power point presentation (they have the computer). Local publicity, refreshments and registering attendees are also the host's responsibility. A week prior to the program, they will need a count of how many to expect.

They offer a series on investor education and another series on investor fraud. They are currently working on a class for high school age students. The money for these programs is set aside strictly for investor education. In addition, there are grants available for investor education. Google "investor protection trust" to get more information on how to write a grant. One possibility might be to use the grant to purchase databases for your patrons to use for investor education.

DVD's and handouts were available for everyone.

Ryan welcomed us to Otsego.

Katie told us that Plainwell has a new front door and is now ADA compliant. They have started a "Book club in a bag" service and now have five titles available. Each bag has 10 copies of a title with discussion questions and a paper on how to run a discussion group. They check out for 8 weeks. The library will be moving to MELCAT in January.

Teresa said that Parchment now has automatic ADA door openers and is planning to get new carpet. They have just brought up "Infocenter" for circulation of materials and the catalog will now be on the web. Teresa would be interested in linking her catalog to the Accelerated Readers list automatically. If anyone has done anything like this, please let her know how you were able to accomplish it. They are revamping the non-fiction shelving to a standard 12" height. On the ends they are listing what is down that aisle on 11"x 17" signs. For the adult fiction books in series, they are listing the number of the series on the spine label and shelving the books in series order rather than alphabetical. Mr. Warren Fritz, librarian/financier, is assisting in evaluating the collection for titles concerning investments.

Deb reported that the South Haven Library Board is selling chocolate and coffee to raise money for an endowment fund. They are participating in a "One book one community" program in January and February. The book is Fahrenheit 451. The Kiwanis donated money to the Library so that they could make Baby Book Bags. Each bag includes board books and recommended reading/activity lists. The bags are given to all newborns at the local hospital. The Library now has a website and an interactive card catalog. Circulation has been changed to three weeks for everything, instead of having different circulation periods for different items.

Cass District is going live on MELCAT in January according to Jennifer. The preparations are going well. The Board is talking about expanding the Edwardsburg branch. They have been having a lot of successful programming. Joy Dove is teaching basket weaving and also sweet grass weaving, which is very popular.

KPL is another library that is going live on MELCAT in January. They are replacing the carpeting in all the libraries and working on new displays at the main library. They will need a new septic drain field for the Oshtemo branch. The Reading together for Kalamazoo County book this year is, The Curious Incident of the Dog in the Night-time by Mark Haddon. This will take place in February. The author will not visit this year. KPL has recently switched from Brodart to Baker & Taylor and they are pleased with everything except the cataloging. They have called and called and finally decided to add two cataloging positions to take care of the problem. The catalogers will start with adult fiction.

Mary reported that St. Joseph will be in the group that is joining MELCAT in January. They have just completed a renovation of the doorway that opens onto Market Street. The new doors are ADA and part of the renovation changed how you get to the children's area downstairs. The rain problems that plagued the children's area have also been fixed. The recent millage election was NOT for the Library, but instead goes to St. Joseph Township into a fund that they will use to support the library. The Twp. currently has a

three year contract, so in spite of the millage, will continue to pay the Library the same amount until they renegotiate a new contract.

Vicksburg has a new program, "Books for Babies" according to Carolyn. Mothers of babies will receive a backpack with three board books and a bookmark with "How to raise a reader" information. The United Way gave money towards the backpacks as well as "Babytime storytime" a program for 0-19 month old children. Carolyn wondered if anyone else had trouble with getting audio books from B&T. In a recent order of 50 titles, they only received 12 of them. The library received a grant for digitization and is looking for a cheaper way to proceed. They had one book processed by WMU and it cost them \$1,000. Christine suggested that Carolyn call Steve Rossio at Portage District Library as they do digitization in house.

A Family Christmas Party will be held at the Paw Paw District Library. John told us that they are encouraging parents to attend with the children. The property that the Village has offered to the library will need to have an environmental study done on it as it used to be a dump. They are planning to renew 1 mil in May of 2007 and will do a capital campaign after that to raise money for the new building. In January, John will post all of next years bus trips on Newsnotes. A note for those attending January Council, John is asking that we park along the sides of the library or in the parking lot behind the library.

Ann is cautiously optimistic about plans working towards a district library for Allegan. They are considering asking the school district to join them to form the district. She said that they finally quit ordering processing from B&T, as it was not done correctly. She is currently experiencing staffing problems, with a lot of illness and surgery among the staff.

The Comstock Twp library has a new roof, new lighting and a new reference desk, thanks to a fund set aside for building improvements. Meg has completed the application for MELCAT. She wondered if anyone was planning to attend ALA Midwinter in Seattle.

Dina told us that Target donated \$3,000 via a grant to the Friends for "Target (registered trademark) every child ready to read". Because they donated the money, the library is allowed to use the "Target" symbol. The board has allowed the Library to purchase R rated DVD's now. Most of those purchased are Academy Award winners. The DVD collection now has about 70 titles and is circulating well. The library has instituted a "Safe child" policy. They have a booklet stating their policies and will be calling the police if children are not picked up by 20 minutes prior to closing. They are distributing the booklet to all families who visit the library or attend programs. The Library endowment fund received \$1,000 from the Detroit Tigers via the Ernie Harwell and Alan Trammel program to give money to Michigan Libraries.

Christine mentioned that Portage circulates laptop computers inside the Library, so that parents can take a laptop with them into the children's area. That way they can work via the wireless network while still (allegedly) supervising their children. She also

mentioned that they are very strict about who can be in the Children's and Teen areas of the Library.

Ryan coauthored Otsego and Plainwell, a photographic history in the "Images of America" series published by Arcadia Publishing. Copies are available for purchase at the Library. The ISBN is 0738541168. The Michigan Shipwreck Research Associates, from Holland, did a program on shipwrecks for the Library for \$150. Four people spoke on the different aspects of their research. They showed an underwater video. Another program was "Surfing the Great Lakes" by filmmaker and surfer Vince Deur of Grand Haven. He showed his film and then spoke. The library is sponsoring a "Drop and Shop" for parents to drop off their children at 10 AM. The kids do crafts, watch a movie, have lunch and are picked up between 1-2 PM. The parents need to show a receipt from a downtown Otsego shop when they pick up the kids. The kids are ages 5 and up, with a limit of 25-30 total. Ryan said that they are going to start the process for a bond issue by forming a Community Steering Committee. Their previous bond issue was soundly defeated. They are planning to have the issue on the August 2007 ballot. The library has a newsletter that comes out quarterly in the shoppers guide and is available on the webpage. It costs approximately \$150 to have it added to the shoppers guide.

Gail was happy to report that the Gates Computers HAVE been ordered!!! The mice should come first, followed by the actual computers. They are Dell. Jennifer asked what the money could be used for, if they are being reimbursed for computers that have already been replaced. Gail said that she would check into that and report back via newsnotes.

Richland installed wireless and it went well. They upgraded to Follett Destiny this weekend. They are still working on learning the program and find some aspects more complicated. Kay said they are working on a new website. The board is investigating the feasibility of continuing to participate in Michicard, as 1/3 of the people using the library are Michicard patrons.

Christine has her staff at Portage using merchandizing methods in the library displays. They have new shelving and are creating an atrium. They are moving to RFID. This is costing about 50 cents per tag. They have self check out and also a check out near the stacks. 40% of the youth material is circulated via the self check out. They plan to allow the use of credit and debit cards to pay fines when they move to the new system. There is a greeter station at the ramp and it is working well. With regards to the self check out, people can choose to do that or can go to the staff to be checked out. RFID will help with collection development and inventory. They can scan a section to see how often the books in a given area circulate.

Julie has now been at New Buffalo for eight weeks and is enjoying her job. Both Bonnie and Erik are helping her to adjust. They have upgraded to Infocenter for circulation. The circulation is good, but they seem to have a lot of overdues. It was recommended, when Deb also asked how to handle overdues, that Unique Management Services is a very good option.

Eau Claire is planning to have a Christmas craft program for children where they will make graham cracker “gingerbread” houses and decorate them, as well as a couple of other crafts. They are not having story hour because they only had 3 children sign up.

A question concerning budget planning had been sent to Katherine prior to the meeting. How do you budget raises? Do you give a % overall. Do you leave the library director’s area blank and let the board fill it in? Some people give merit raises, others give % across the board. Mary reported that St. Joe did a grid for the contract so the raises are preset. Jennifer said that some of her staff needed to be brought up to date, especially as they had new hires who came in at a similar rate. It was also suggested that there might be a basic raise (COLA) with the possibility of merit raises if the staff met certain criteria. Some link performance evaluations to the raises. A lot of directors budget themselves a raise at the same % as staff. If you give bonuses, you must take out taxes. KPL uses money from the Friends for staff events and recognitions.

A question was raised about Sunday hours. St. Joseph used to have them, but was quite overwhelmed as they were the only library in the county open on Sunday. Lincoln Twp. Board was interested in investigating this possibility. St. Joe was open from 1- 5 PM, September through June. KPL, Portage and Vicksburg all have Sunday hours during the school year. A variety of pay options for the staff are used for these hours. One suggestion was that if four libraries in Berrien County would agree to be open, it would balance the load.

A question was raised about Proposal 2 (Affirmative Action) to know if anyone had any insight as to how this might affect libraries. A lot of speculation about unintended consequences is heard, but no one really seems to know what is going to happen.

A question about MELCAT cataloging match points was voiced. It is believed that if you meet the match points you really do not need to worry about anything else on the record.

The meeting adjourned. Those staying for lunch heading out to Sam’s Joint.
Minutes taken by

Ann Greene