

SCHULTZ - HOLMES MEMORIAL LIBRARY

Board Meeting Minutes

January 19, 2006

Call to Order/Record of Attendance

The January meeting of the Library Board was called to order at 4:03 pm by President Dan Crots. In attendance were Board Members Dan Crots, Connie O'Brien, Sandy Meeks, Andrea Milner, Laura Moore, and Stephanie Tarver. Guests were Library Director Sue Berryman and Village Attorney Frank Riley.

Pledge of Allegiance

Public Comment

Mr. Riley was present at our request to clarify the relationship of the Board to the Library Director and the Library staff. He provided each one with a copy of the Michigan Compiled Law Chapter 397: City, Village, and Township Libraries and specifically 397.205 Board of Directors: officers, powers and duties; library fund, expenditures, accounting for reference. He made clear that the Library Director is the employee of the Board and takes his/her direction from the Board. Though some of our material support comes from the County Library and the Woodland Cooperative and the Director's salary check is signed by a representative of the Village of Blissfield, those entities are not the source of the evaluation or goals established for the Director. That is the sole responsibility of the Library Board and he/she reports to the Board.

On an unrelated topic, Mr. Riley, as this evening's representative of St. Peter's Catholic Church, brought to our attention that one of our trees along the north driveway was overgrown and was scratching some vehicles during ingress or egress to/from the church parking lot. They offered to trim or cut down the tree if we would only authorize it. The Board agreed to have St. Peter's be responsible for trimming the overgrowth.

Secretary's Report

The report was unanimously approved as presented.

Corresponding Secretary's Report

The gift certificate was sent to Doug for his service on the Library Board; Jim and Geneva Greenwood were sent a thank you for their contribution in memory of Margaret Tassel. A note will be sent to Ken Thompson of Flatlander's for his sculpture loan to the Library. The sculpture was placed on the front lawn by Mr. Thompson.

Treasurer's Report

The treasurer's report (except for the savings report portion) was unanimously approved and accepted. The savings portion was without figures. Stefanie will contact the Village treasurer to get the complete savings figures. She will also work with Connie to set up an Excel sheet to be used each month so we can better follow our finances.

Connie O'Brien distributed handouts and an Excel flow sheet as part of her in-service on "Reading the Treasurer's Report". The information provided, which will be continued next month, was very insightful and helpful to those Board members who are mystified by such data.

Librarian's Report

Please see specific report.

Under item # 6, Sue will research commercial vacuum cleaners and as long as the current vacuum holds out, we will plan for a new one in the 2007 budget.

Also, Sue reported that she will be assisting the Village's Web designer in structuring what will appear in the Library's Link. The Village has engaged a new company to re-design their Web site, and therefore, what Schultz-Holmes has on it will also be re-designed. Sue will have the capability to update and make changes as needed from her own computer at the Library.

Standing Committees

These reports were deferred until February's meeting.

Stephanie had earlier provided us with copies of the current Emergency policy to use as the new one is developed.

Old Business

The Advance microfilm project is essentially completed with the Library having taken possession of the microfilms just done at BGSU. The 3 years of bound volumes (1874, 75, & 76) were delivered to BGSU; they will be sending a contract to do those. The Center for Archival Collections at BGSU wanted to know if we were interested in having them microfilm annually for a cost of \$238 / yr. Discussion followed. Dan will contact the Advance office to ascertain their

interest in either providing the CAC with a complimentary subscription and/or sharing the annual costs with us. Action will be taken depending on the outcome of those discussions.

There will be a demonstration by Lake Products of Cleveland on the Canon microfilm reader that we are interested in purchasing at February's meeting.

Connie lead the discussion thru the remainder of the Long Range Planning Goals ; we made changes as needed. Connie will again summarize the sheet for us for next meeting. We also took a brief "tour" of the eastern-most room in the Library to get a sense of how we might want to re-configure it for future use.

Regarding the upcoming Lecture Series, it will commence in March with the presentation on Women's Cardiac Health. Sue will develop the advertising materials for the Series ; she has already provided the Village information for their February newsletter. Dan informed us that his presenter for the April Lecture, Dr. Peter Barr, wishes to have his \$100 honorarium given as a donation in his name to the Lenawee County Historical Society.

The District Library proposal/millage is on hold now b/c of the essentially complete changeover of personnel on the Adrian City Commission, one of the key players in the decision-making process for such a proposal. They have issues of higher priority at this time and will not be moving ahead with the District Library concept until some future date. Our Village attorney, Mr. Riley, also suggested the possibility that Schultz-Holmes may not have the option of ever being anything other than a Village Library based on the deed restrictions of the Schultz-Holmes donation for the land on which the library resides. He will review the deed and get the information and his legal interpretation to us shortly.

There is information on an upcoming Trustee Workshop presented by the Michigan Library Association on either April 29 or May 5, 2006. Most of the Board members are interested in attending. As soon as the specific date is provided, it will be forwarded. The Village has set aside \$2000 in funds for education for Board members to attend such educational seminars/workshops.

The annual Library Director evaluation followed. The cumulative scores on the evaluation sheet were given. Individually prepared goals were read. Lively discussion followed. The Board will have another meeting on Friday, January 20th to complete the process which was halted due to time constraints.

New Business

All new business was deferred to a later date.

Adjournment

The meeting was adjourned at 8:08 pm.

Respectively submitted.

Sandy Meeks

Recording Secretary

Subject: 2-3-06 special mtg.

Date: Sat, 4 Feb 2006 12:27:00 -0500

From: "Sandy Meeks" <susiem@cass.net>

To: "laura moore" <landjmoore@verizon.net>, "Connie O'Brien" <jobrien@tc3net.com>, <dcrots@emich.edu>, "Stephanie Tarver" <starver@tc3net.com>, "Sandy Meeks" <susiem@cass.net>, "Andrea Milner" <andrea.milner@utoledo.edu>, "Jim Wonacutt" <blissadm@cass.net>, "Susan Berryman" <sberryman@monroe.lib.mi.us>

CC: <susiem@cass.net>

**Schultz-Holmes Memorial Library
Special Meeting: Library Director Goals
Friday, February 3, 2006**

The special meeting was called to order by President Dan Crots at 5:15 pm. Members present: C. O'Brien, L. Moore, S. Meeks, A. Milner. Absent: S. Tarver

Pledge of Allegiance

Public Comment : None

Agenda:

Library Director's Goals

Each of the goals which had been developed at earlier meetings were discussed and refined. S. Tarver's concerns as addressed earlier to the President were presented to the Board, as well. L. Moore will be further researching details regarding the interpretation of the Open Meetings Act.

After lengthy discussion and final agreement, a motion was made by C.O'Brien seconded by A. Milner to accept the goals for 2006 as revised. Vote to accept was unanimous. The goals will be presented to Sue Berryman on Monday by the president.

Adjournment:

The meeting was adjourned at 6:24 pm.

Respectfully submitted,

**Sandy Meeks
Recording Secretary**

*Received
3-2-06*

Subject: Fw: 2/06 Minutes

Date: Mon, 20 Feb 2006 23:56:25 -0500

From: "Sandy Meeks" <susiem@cass.net>

To: "Jim Wonacott" <blissadm@cass.net>, "Susan Berryman" <sberryman@monroe.lib.mi.us>

----- Original Message -----

From: Sandy Meeks

To: Andrea Milner ; Sandy Meeks ; Stephanie Tarver ; Dcrots@emich.edu ; Connie O'Brien ; Laura moore

Sent: Monday, February 20, 2006 11:53 PM

Subject: 2/06 Minutes

SCHULTZ-HOLMES MEMORIAL LIBRARY

Board Meeting Minutes

February 16, 2006

Call to Order/ Roll Call

The February meeting was called to order by the President, Dan Crots, at 4:03 pm. All Board Members were present; no visitors or guests.

Pledge of Allegiance

Public Comment : None

The Microfilm Vendor cancelled the demonstration. Another will be contacted for next month's meeting.

Secretary's Report

There were 3 Secretary's Reports this past month; one for the regular meeting and two special meetings. All three reports were approved unanimously in substance. However, the minutes for the January 20th special meeting will be put into a formal format and distributed again that way.

Corresponding Secretary's Report

Notes of thanks were sent to Margaret Porter of Blissfield for \$200 and to David and Sandra Porter of Blissfield for \$400 in gift money. Ken Thompson of Flatlanders Sculpture Supply and Gallery in Riga was thanked for the loan of the Sculpture that he placed in front of the Library several months ago.

Treasurer's Report

The Treasurer's report was again incomplete as relates to the figures in the gift funds and the absence of the custodian's wages. That will be updated and presented at next month's meeting. The remainder of the Treasurer's report was unanimously approved. In addition, an Excel spreadsheet was made available to S. Tarver so that future reports can be in that format so that we can more easily track the month to month figures.

C. O'Brien continued her in-service on the Treasurer's report including the Excel format that we will be using. This month she focused on Parts I (the savings account) and IV (gift accounts). We all felt that her in-service was very informative.

Librarian's Report

Please see the specific report for details.

S Berryman was unable to attend this meeting; her report had been provided earlier, but did not include the circulation report or the monthly staff schedule. The report was unanimously approved as presented.

Standing Committees

Policy Committee : S. Tarver presented the latest version of the Emergency Closing Policy for the Library. Discussion followed re' the chain of command the staff was to use for determining closure. The Board decided that the Director or staff in charge at the time of emergency contact first the Board President for the decision. If the Board President is not available, staff will continue to call until another Board member is reached. Board members are to make available to the Library all of our phone numbers.

Various extenuating circumstances were discussed including those situations in which the Library may need to remain closed for an extended period of time for repair or rebuild. The policy will be refined for the next meeting based on our discussions; further discussion will occur next month, with approval deferred until that time.

Redesign & Historical Committee: D. Crots reported that he will contact J. Wonacott through whom the Village's newly hired architects (for new office/police dept. structure) will be contacted. The Board would like one of the architects to do a walk-thru of the Library with us to brainstorm with us ideas about accessibility, traffic flow, the planned local history/genealogy room, etc.

This committee needs to begin meeting again; meeting dates will be forthcoming.

Newsletter Committee: L. Moore reported that a meeting was held last week with S. Meeks and A. Milner to plan the first newsletter. Laura and S. Berryman will both be researching where we can get 11"x17" paper most inexpensively. Laura gave an idea of the topics that will be covered. She will also speak with Library staff regularly for their suggestions. Initially, we will be printing it quarterly and distributing in December, March, June, and September. We will start with 250 copies and hand distribute them throughout the community.

Old Business

Advance Microfilming Project: The contract with BGSU to film years 1874, 1875, and 1876 of the Advance was received this month, signed by our President and sent back. D. Crots will write a

letter to M. Loader at the Advance inquiring about possible interest in partnering with us in annual ongoing microfilming of the Advance. The cost is nominal at \$238.00 per year at this time.

Microfilm Reader: Since the vendor cancelled the demonstration, S. Meeks will contact a different Canon vendor to arrange for a demonstration for next month's meeting.

Long Range Planning: C. O'Brien presented the LONG-RANGE PLAN 2006 as it has been summarized from our discussions over the last several months. There are 2 changes that will be made: Number 8 from page 3 will be moved to page 4, number 12 under those goals to be reviewed after consultation and evaluation with an architect or library consultant, and number 1 in that same category on page 4 will be changed from "Make public restrooms ..." to "Make Library Handicap Accessible". With those changes, the vote was unanimous to approve the Long Range Plan 2006.

Lecture Series: Speakers, topics and dates have been arranged for the Spring Lecture Series. Posters and folders have been printed at the Library with the posters distributed around the Village by S. Berryman. Sue asked the Board members to volunteer to distribute the folders around to places where we do business. Three separate Board members made arrangements for each of the three Spring presentations; each member will be responsible for placing advertisements in local media to promote their arranged presentation. A motion was made and unanimously passed to spend up to \$300 in the Advance and to use the "Freebies" available to the community in the Telegram. The funds will come from the Robertson's general fund.

South Entrance: The South entrance to the Library will now become an unlocked and public entrance to the Library. Signs will be posted to that effect and the change will be noted for the public in newsletters and possibly the paper. This change is intended to make the Library more accessible for those patrons who are unable to walk longer distances. It should be noted that this door has always been an exit just not an entrance except for special pre-arranged meetings. The Board and Library staff will be evaluating the use of this new entrance for any difficulties that may occur.

Trustee Workshop: The next Trustee Workshop presented by the MLA will be on Saturday, April 29th in Albion, Michigan. Several Board members expressed interest in attending; further details will be forthcoming and discussion will continue next month. There is now a budgeted amount for Board members' educational opportunities.

Annual Library Director Evaluation & Quarterly Review/Future Revisions/Changes: With the resignation of our Library Director, quarterly evaluation dates will be determined by the hire date of the new director. Discussion of the topic at this time would be pre-mature. We would like to set up a committee to develop a new evaluation instrument for future use – that will be organized in the future.

Scheduling: S. Tarver distributed materials related to staff scheduling and library hours. She led further discussion on the matter especially as it related to the clerk having to work 6 days/week to complete her 40 hrs. The change in policy given to the Director to eliminate employees working outside the library hours except for ½ hr. per day per employee necessitated the 6 day schedule. Currently, employees have been allowed to work up to 1 ½ hrs. per day per employee while the Library is closed. Many and diverse opinions were voiced regarding this matter. A motion was made to change the clerk's position to part time at 25 hrs. per week and offer the position to Margaret Hans. Motion failed, 3 to 2. In discussion, reference was made to an earlier community survey in which 6-8 respondents indicated a preference for more evening hours. A motion was made to increase the hours of the Library up to 8 hours a week effective within 30 days of hiring the new Director as long as no new employees are needed

to staff same. Motion passed 3 to 2.

New Business


Library Director Resignation: Director search, Director job description update and Library contingencies until vacancy is filled Our President read

S. Berryman's letter of resignation effective March 10, 2006. Given that, lengthy discussion was held regarding an updated list of qualifications for a new director, salary schedule, etc. Dan had researched a great deal of this information which he distributed to us. He will place advertisements for the position in several publications as well as on the Internet. He will also notify the two nearby Schools of Library Science. A motion was made and passed unanimously to spend up to \$500 on advertisements for the Library Director. Dan will be getting those arranged this coming Tuesday.

Because of the late hour, the remainder of the agenda was suspended and deferred to a later meeting. There was unanimous agreement.

Adjournment: A motion was made and passed unanimously to adjourn. Meeting was adjourned at 9:56 pm.

THE NEXT REGULAR MEETING WILL BE HELD ON THURSDAY, MARCH 16, 2006

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SCHULTZ-HOLMES MEMORIAL LIBRARY
Special Meeting Board Minutes
Wednesday, February 22, 2006

Call to Order/Roll Call

This special meeting was called to order by the President, D. Crots, at 7:32 pm. Members present were S. Meeks, L. Moore, C. O'Brien, & S. Tarver. A. Milner was absent due to prior commitment.

Pledge of Allegiance

Public Comment

President Dan Crots introduced Editor of the Advance, Tran Longmoore. Mr. Longmoore mentioned that his office had heard that the reason that Library Director, Sue Berryman, had resigned because of tensions between she and the Board. He was interested in learning more about this issue by attending and reporting on the meeting.

Agenda

1. Library Contingencies Until Hiring of New Director: Scheduling and Running of Library

The group brain-stormed the options for the Library's management until a new Director is hired. A motion was made and seconded that Susan Harms be approached to serve as the Interim Director at 40 Hrs. per week until a new Director is hired. The motion passed unanimously.

The possibility of needing a consultant to assist a new Director on a limited basis was discussed. Former Librarian, B. Klump, oriented S. Berryman when she started her position here. Also, county librarians have been known to serve in this manner when local libraries are in a transition period. A motion was made that we utilize the services of a 3rd party consultant for a limited period after hiring a new Director. Motion passed unanimously.

S. Berryman had been directed to develop a new schedule for March and present it for our approval at the February regular meeting using the guidelines presented her in her 2006 Annual Goals. She refused to do that; it is now left to the Board to develop the new schedule. A motion was made and seconded that the new schedule be developed to begin March 13th to include April. The vote passed 3-2 with S. Tarver dissenting. D. Crots agreed to approach S. Berryman again on Monday morning to see if she won't follow through by developing the schedule. If not, Board members will do so in consultation with the remaining Library staff.

2. Updated Library Director's Job Description

Board members discussed the Job Description for the new Director. The previous description from when S. Berryman was hired has been updated with more contemporary wording and with some additional/different responsibilities, necessitated, in part, by technological changes. The group agreed to the changes with only a few grammatical changes yet to be made. (The job description is available at the Library)

3. Classified Updates & Authorization for Additional Funds

D. Crots updated the Board on the costs for classifieds to advertise the new position. They are much higher than we had anticipated. The group unanimously moved and supported increasing the approved funds by \$500.00 to \$1000.00. Plans are to advertise in the Daily Telegram, the Advance, the Blade and with the Michigan Library Association. Dan will also contact the placement offices of local Universities which offer Library Science and related degrees to post our opening.

4. Library Personnel Committee

After brief comments, a motion was made that the Personnel Committee should consist of the entire Board. Motion passed unanimously.

5. Adjournment

The meeting was adjourned by consensus at 9:45 pm.

Respectfully submitted,
Sandy Meeks
Recording Secretary
Schultz-Holmes Memorial Library Board

THE NEXT REGULAR BOARD MEETING IS MARCH 16, 2006 AT 4 PM.

*Received via email
3-17-06 MH.*

SCHULTZ-HOLMES MEMORIAL LIBRARY
Special Meeting Board Minutes
Wednesday, February 22, 2006
corrected

Call to Order/Roll Call

This special meeting was called to order by the President, D. Crots, at 7:32 pm. Members present were S. Meeks, L. Moore, C. O'Brien, & S. Tarver. A. Milner was absent due to prior commitment.

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Respectfully submitted,
Sandy Meeks
Recording Secretary
Schultz-Holmes Memorial Library Board

THE NEXT REGULAR BOARD MEETING IS MARCH 16, 2006 AT 4 PM.

The minutes of the 2/22/06 meeting were corrected by:

Deleting "The vote passed 3-2 with S. Tarver dissenting." (From page 1 of the minutes, under Agenda, 1. Library cont.... 3rd paragraph, 5th line.)

Adding "This advertising will be paid out of the miscellaneous account" (on page 2, under 3. Classified updates... at the end of the paragraph.

SCHULTZ - HOLMES MEMORIAL LIBRARY
Special Meeting Board Minutes
Thursday, March 9, 2006

Call to Order/Roll Call

The meeting was called to order by the President, Connie O'Brien at 6:58 pm. All members were present. There was one guest, Nicole Jensen, currently employed as an aide at the Library.

Pledge of Allegiance

Public Comment

Nicole stated that she was attending in order to better understand how the Library's Board functioned and she might be interested in the position that we would be discussing tonight.

Agenda

1.) Adjusted Start Date for Interim Director

The Village Office needs to have updated language from the Board in order to Susan Harmes would serve as our Interim Director effective March 4, 2006 at an increase of one dollar/hour over her current hourly pay. The motion was seconded and passed unanimously.

2.) Library Clerk's Position

- a.) Discussion began with exploring the pros and cons of whether to hire one full time clerk or two part time clerks. C. O'Brien gave us some background on how the clerk's position evolved and changed over the years. A motion was then made and seconded that we hire 2 part time people to staff the library as clerk. The motion passed unanimously.
- b.) The current application was reviewed and discussed. While it asked some information that we felt was not relevant, it was deemed satisfactory for use at this time. We also found that there are several applications already on file with the Library from people who had been interested in Library jobs. We will look at these for appropriateness for the clerk job.
- c.) We also reviewed and discussed the "clerk job description". Much of it was irrelevant and very outdated. It was agreed that we would ask S. Harmes to evaluate and suggest changes. C. O'Brien will follow up.
- d.) The Board authorized the President to spend up to \$100 from the miscellaneous account for advertising the position for 2 weeks in the Advance.
- e.) A motion was made and seconded to accept Margaret Hans' offer to work part-time as needed during this transition period. The work is to be at her current hourly rate and at the discretion of the Interim Director. The motion passed unanimously.

Adjournment

The meeting was adjourned by consensus at 8:10 pm.

Respectfully Submitted,
Sandy Meeks
Recording Secretary

SCHULTZ - HOLMES MEMORIAL LIBRARY
Special Meeting Board Minutes
Thursday, March 9, 2006
Corrected

Call to Order/Roll Call

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Adjournment

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Respectfully Submitted,
Sandy Meeks
Recording Secretary

The minutes of the 3/9/06 Special Meeting were corrected by:

**“...in order for Susan Harmes to serve ...” (from Agenda 1.
“Adjusted Start ... Director” the first sentence of the paragraph.**

**Deleting “C. O’Brien gave us some background on how the clerk’s
position evolved and changed over the years.” From Agenda 2.)
Library Clerk’s Position, a) the second sentence.**

SCHULTZ-HOLMES MEMORIAL LIBRARY

Board Meeting Minutes Thursday, March 16, 2006

Call to Order/Roll Call

The meeting was called to order at 4:03 pm. by President C. O'Brien. Other members present were S. Meeks, L. Moore, and A. Milner. Absent: S. Tarver. T. Longmoore was present from the ADVANCE for part of the meeting.

Pledge of Allegiance

Public Comment

Recording Secretary's Reports

1.) **Minutes of Meeting 2/16/2006.** Corrections appear in corrected version; please refer to them. Motion made by A. Milner, seconded by L. Moore to accept the minutes with corrections. Passed unanimously. (President O'Brien votes this meeting to meet quorum.)

2.) **Minutes of Special Meeting 2/22/06.** Corrections appear in corrected version; please refer to them. Motion made by A. Milner, seconded by L. Moore to accept the minutes with corrections. Passed unanimously.

3.) **Minutes of Special Meeting 3/9/06.** Corrections appear in corrected version; please refer to them. Motion made by A. Milner, seconded by L. Moore to accept the minutes with corrections. Passed unanimously.

Corresponding Secretary's Report

None

Treasurer's Report

S. Tarver left her report for us. In regards to last year's Nelson-Trane work, the bill was presented too late in our fiscal year to be taken from the 2004-2005 budget, therefore, it had to be taken from the 2005-2006 budget. We will need to be alert to avoid such delays in the future.

Library Savings/Gift Account figures will appear correctly when Jim does the 6th month budget update.

Part-time housekeeper's wages are listed at the same amount as last fiscal year.

After discussion of our investment accounts, a motion was made by S. Meeks, seconded by L. Moore to move \$32,000 from savings into a money market fund so that it will accrue more interest. Passed unanimously.

Motion made by L. Moore, seconded by A. Milner to accept the treasurer's report. Passed unanimously.

Interim Library Director's Report

Please see specific report.

There are some difficulties which have arisen with the new bookdrop. Because of some concrete shifts, water, and therefore possibly ice, collects in a large puddle, posing a hazard for the employees and patrons. Our DPW will be contacted to look at this. Also, when it is raining, the buffer material on the book cart platform gets wet as it is being moved inside. L. Moore will look into getting some sort of cover to be placed over it during inclement weather. Also, a light is needed for the area around

the book drop. L. Moore will also look into that. We will, however, ask the staff to not empty the book drop after dark, for their safety.

S. Harnes presented to us her situation regarding her Paid Time Off (PTO) C. O'Brien will contact J. Wonacutt about a resolution.

L. Moore volunteered to help set up on April 5 prior to the Book Sale over the following 3 days.

Standing Committee Reports

1. Policy Committee

Tabled

2. Redesign and Historical Committee

L. Moore will contact J. Wonacott re' a visit with the architects.

3. Newsletter Committee

L. Moore updated us on the progress of our first newsletter. She had researched the cost of a non-profit postage permit (\$160 annually) which would entitle us to a reduced postage rate. Since we are not yet sending the newsletter, purchase of this will be deferred until needed. She addressed the pros and cons of paper sizes, color, etc. She is still expecting additional cost quotes to come in. A motion was made by A. Milner, seconded by S. Meeks that our pilot newsletter will be done with color on 8 ½" x 11" paper, and that L. Moore is authorized to make 250 copies using no more than \$1000.00 out of the new equipment fund. Additionally, S. Meeks will contact Archbold Library for their source for seasonal/themed paper.

OLD BUSINESS

1. Library Director Evaluation form: Sign for File

Board members signed former Director Berryman's Evaluation for our file. The evaluation process had been in progress at the time of her resignation.

2. Advance Microfilming Project

S. Meeks reported that the remaining 3 years (1874-75-76) of the Advance had now been microfilmed. The film is now at the Library; the books have been returned to the Advance. The cost was \$267.50 for those 3 years.

3. Lecture Series

After discussion, S. Meeks moved that for the next two Lecture Series presentations posters be printed by the Advance at the cost of 50/\$27.00, 50 posters for each. Any costs associated with the April presentation are to come from the Phyllis Robertson Lecture fund and any costs associated with the May presentation are to be charged to the Smith fund. Motion seconded by A. Milner. Unanimous support.

S. Meeks asked for ideas for the Fall Series with the thought of seeking possible presenters several months in advance. Back-to-School Safety was the one topic suggested.

4. Microfilm Reader

The group decided that the Canon 300 was the equipment we wanted; S. Meeks will contact Hasselbring-Clark in Lansing to come to our next meeting, if possible, to look at our facility and to discuss the equipment with us.

5. Trustee Workshop – April 29, 2006 in Albion

We have not received any further information about this workshop; L. Moore will contact the person from whom we got the email to inquire about registration.

6. Search for New Director

S. Meeks handed out copies of the 24 applications for the Director's position to each Board member. The group will review them individually and meet again next Wednesday, March 22, 2006 at 4 pm to select which individuals we would like to interview.

7. Increase Library Hours

Tabled

8. Clerk Applicants

S. Harmes, Interim Library Director, will be selecting clerk applicants to interview. She needs guidelines for interviewing and for the position prior to doing that. At S. Harmes' request for assistance, S. Meeks will provide some suggested questions; C. O'Brien will serve as a resource during the interviews. The Clerk's pay range will be \$10 to \$12 per hour.

On a related note, the Board agreed that the Library Aide's pay will be \$7 per hour.

9. Evaluation Instrument

The President would like everyone to resource additions, alternatives, or other suggestions for a new evaluation instrument for the Library Director.

10. Computer from County

S. Harmes will be asked to contact the County Library to get further information on the computer that S. Berryman said that they would purchase for us.

11. People Counter

Noting that J. Wonacott had put this item in our budget, S. Meeks wants to pursue that purchase. It was noted that we now have two entrances. The literature for this equipment will be reviewed at the next meeting. Two Hundred TwentyFive Dollars had been set aside in the Building & Maintenance Fund for it.

12. Sign for South Entrance

It was noted that a sign for the south entrance is needed b/c there is nothing to make the public aware that this door is now available as an entrance. L. Moore will check with Gilson's Hardware for a suitable sign.

13. Outside Painting

This will be deferred for discussion later under long range planning.

14. Tree Removal

S. Meeks will contact our DPW for removal of the two problem trees in front of the Library.

NEW BUSINESS

1. Election of Officers

Because of the recent abrupt changes in the Library staff and Board composition, it has become necessary for someone to assume the responsibilities of the Vice-President of the Board. L. Moore agreed to move from the position of Member-at-Large to V. P.

2. Multi-Media Equipment

Over the past several months, there had been discussion of the need for newer electronic equipment for Board use such as a laptop with Internet access, PowerPoint

software and a digital projector for presentations. We are now going to move forward with this. Funds are to come from the Rost funds. S. Meeks will contact a resource person to meet at the Library to assist in evaluating what would be best for us in terms of connectivity and compatibility.

Prior to adjournment, the President reminded us of our policy of giving a \$30 gift certificate and a new book of choice dedicated to a resigned Board member. Such will be provided to D. Crots, paid for from the fine account.

Adjournment

A motion was made by A. Milner, seconded by S. Meeks to adjourn at 7:07 pm.
Passed by acclamation.

Respectfully submitted,

Sandy Meeks,
Recording Secretary
Schultz-Holmes Memorial Library Board

THE NEXT REGULAR MEETING IS THURSDAY, APRIL 20, 2006 AT 4 PM
--

SCHULTZ-HOLMES MEMORIAL LIBRARY
Special Library Board Minutes
Wednesday, March 22, 2006

Call to Order / Roll Call

The meeting was called to order by the President, C. O'Brien at 4:03 pm. Other members present were S. Meeks, A. Milner, L. Moore. Absent: S. Tarver

Pledge of Allegiance

Agenda

Review of Applications for Position of Library Director

S. Meeks, chair of the Search Committee, reported that 23 applications had been received for the position by the published deadline. Members of the Search Committee had received copies earlier to have time to review them for this meeting.

Applications were reviewed; 8 candidates were identified as individuals whom we would like to interview. Appropriate follow-up letters will be sent to each of the 23 individuals.

Dates for interviews are April 13, 14, & 15, 2006.

Adjournment

The meeting was adjourned at 5:32 pm.

Respectfully submitted,

Sandy Meeks

Recording Secretary

e-mail = AM = 03/25/06

**SCHULTZ-HOLMES MEMORIAL LIBRARY
SPECIAL BOARD MEETING
APRIL 13, 2006**

The meeting commenced at 9:30 am with S. Meeks, A. Milner, S. Tarver and C. O'Brien attending. L. Moore arrived for the second interview. The meeting was called for the purpose of interviewing 3 candidates for the position of Library Director.
The meeting adjourned at 1:45 pm.

Respectfully submitted,
Sandy Meeks
Recording Secretary, Library Board

**SCHULTZ-HOLMES MEMORIAL LIBRARY
SPECIAL BOARD MEETING
APRIL 14, 2006**

The meeting commenced at 2:30 pm with S. Meeks, A. Milner, L. Moore, C. O'Brien, and S. Tarver attending. The meeting was called for the purpose of interviewing 3 candidates for the position of Library Director.
The meeting adjourned at 6:42 pm.

Respectfully submitted,
Sandy Meeks
Recording Secretary, Library Board

**SCHULTZ-HOLMES MEMORIAL LIBRARY
SPECIAL BOARD MEETING
APRIL 15, 2006**

The meeting commenced at 9:00 am with S. Meeks, A. Milner, L. Moore, C. O'Brien and S. Tarver attending. The meeting was called for the purpose of interviewing 1 candidate (candidate #2 was unable to meet) for the position of Library Director, determining our selection for the position as well as the remuneration that would be offered the candidate.
A motion was made by S. Tarver, seconded by L. Moore to offer Dr. Bob Barringer the position at \$34,500. Should he not accept, Mr. Everitt Wiggins would be offered the position at \$32,500. Should Mr. Wiggins not accept, Mr. Steven Musgrave would be offered the position at \$34,500. The motion passed unanimously.
The meeting adjourned at 11:15 am.

Respectfully submitted,
Sandy Meeks
Recording Secretary, Library Board

SCHULTZ-HOLMES MEMORIAL LIBRARY

Board Meeting Minutes Thursday, April 20, 2006

Call to Order/ Roll Call

The meeting was called to order at 4 pm by President C. O'Brien. Other Trustees present: S. Meeks, A. Milner, L. Moore & S. Tarver. Absent: None

Pledge of Allegiance

Public Comment

Mr. George Hartman, of George Hartman Architects of Bloomfield Hills, joined us to discuss barrier free and other renovations to the Library. He will prepare an analysis for us to, tentatively, be presented at the next meeting.

Ms. Mari Martin, of Hasselbring-Clark of Lansing met with us to give a presentation on the options for the Canon microfilm reader/scanner/printer that we will be purchasing.

Recording Secretary's Reports

The meeting minutes of March 16, 22 and April 14, 15, & 16, 2006 were passed unanimously.

Corresponding Secretary's Report

No report this month

Treasurer's Report

No report this month

Librarian's Report

Please see specific report. Of note is that placement of the light on the NW Corner of the building is deferred until we resolve the problems w/ the book drop.

Standing Committee Reports

Policy Committees

Emergency Policy – The last paragraph is to be removed on advice from the Village attorney. S. Tarver will bring the final version to the May meeting.

Redesign & Historical Committee

No action this month w/ this committee

Newsletter Committee

C. O'Brien indicated that Village treasurer will create a new budget line item for the newsletter. Items for inclusion in the next quarterly newsletter are being developed in an on-going manner.

Old Business

1. Advance Microfilming Project

Marcia Loader has given permission for us to proceed w/ our project to microfilm The Advance on an annual basis. However, she has no budget funds to contribute to the filming. She will, however, donate 2 annual subscriptions of The Advance to the Library. C. O'Brien will assume responsibility of getting the 2005 papers to the BGSU Center for Archival Collections.

2. Lecture Series

Dates for the 2006 Fall Lecture Series are: Tuesday, September 12, Tuesday, September 10, and Tuesday, September 14. S. Meeks will seek opportunities for speakers/presentations.

3. Trustee Workshop

Three of our trustees – S. Meeks, A. Milner, & L. Moore are planning to attend the workshop in Albion later this month. They will report back at May's Board meeting.

4. Auditorium Clock

A. Milner will order an atomic clock from her source at price of approximately \$20.

5. Search for New Director

Salary issues for the new director were discussed.

6. Increase in Library Hours

A motion was made by S. Meeks, seconded by S. Tarver to defer an increase in Library hours at this time. Motion passed unanimously.

7. Clerk's Position

See Librarian's Report

8. Evaluation Form for Library Director

Discussion deferred, but trustees are to give this issue some thought so as to come up w/ suggestions for same .

9. People Counter

PC is tabled for now; perhaps to be looked at by architect. C. O'Brien will contact him re' this in the event he did not hear our need for that.

10. Sign for South Entrance

L. Moore unable to find an appropriate sign; will continue to search and plans to have by next month.

11. Tree Removal

C. O'Brien presented DPW's costs for tree removal. A motion was made by C. O'Brien, seconded by S. Meeks to transfer money into the DPW budget for \$1300 for the trees and \$75 for re-staining our front yard bench. Vote passed unanimously.

12. Purchase of Canon 350

Motion made by S. Tarver, seconded by S. Meeks to purchase the Canon 350 with money from the Rost funds at cost of no more than \$6,815.00. Passed unanimously.

New Business

1. Re-prioritize Long-Range Plan

Deferred

2. Committee of the Whole

President O'Brien would like to pursue having an occasional "Committee of the Whole" meeting to prepare for our monthly meeting, as our once monthly meetings are too long.

All trustees are to begin work on their budget "wish lists" this month.

Motion by S. Tarver, seconded by L. Moore to adjourn at 7:48 pm. Passed unanimously.

Respectfully submitted,

Sandy Meeks

Recording Secretary

Schultz-Holmes Memorial Library Board

LIBRARY BOARD MEETING - MAY 10, 1995 - 7:48 PM

LIBRARY REPORT
APRIL 2006

SAVINGS ACCOUNT

Balance	03/31/06	\$42,218.03
Interest		3.32
Copies		149.10
Fines		210.77
Book Sale		401.25
Rent		50.00
Pay Bills		(412.10)
To Investments		(35,000.00)
	04/30/06	<u>\$7,620.37</u>
Investment Account	02/28/06	7,331.56
		35,000.00
Interest		24.00
	04/30/06	<u>42,355.56</u>
CD Investment		185,618.35
Interest		
		<u>185,618.35</u>
Balance	04/30/06	<u>\$235,594.28</u>

EXPENSES

705 Librarian	2,699.81
706 DPW	96.33
707 Part-time	1,844.39
719 Benefits	1,582.52
740 Daily Telegram	391.00
740 Gilson's Hardware	59.75
740 Petty Cash	10.07
740 Stephanie Tarver	46.00
741 Blissfield Advance	338.00
853 Verizon	105.09
864 Michigan Library Assoc.	121.50
921 Consumers-Electric	461.10
923 Consumers-Gas	584.66
927 Village of Blissfield	43.20
933001 American Office Solutions	110.54
943 Equipment Rental	300.91
956 Blissfield Advance	34.20
957 Baker & Taylor	244.00
957 Daily Telegram	157.44
962 Recorded Books	257.15

\$ 9,487.66

misstate

Date : 05/16/06 - Tues
Time : 10:43:01

VILLAGE OF BLISSFIELD
LIBRARY REPORT
APRIL 2006

Current Per/Yr : Apr/2006

G/L ACCOUNT	DESCRIPTION	APPROVED 05-06 BUDGET	CURRENT YTD EXPENDITURES	UNEXPENDED BALANCE	PERCENT EXPENDED
LIBRARY					
101-730-000-000	LIBRARY	.00	.00	.00	.00
101-730-702-000	LIBRARY BOARD WAGES	2,460.00	2,199.96	260.04	89.00
101-730-705-000	LIBRARIAN WAGES	74,020.00	39,653.50	34,366.50	54.00
101-730-706-000	DPW WAGES	2,200.00	1,028.08	1,171.92	47.00
101-730-707-000	PART-TIME WAGES	11,700.00	5,671.98	6,028.02	48.00
101-730-719-000	BENEFITS	32,420.00	21,128.06	11,291.94	65.00
101-730-727-000	OFFICE SUPPLIES	1,000.00	359.20	640.80	36.00
101-730-740-000	TOOLS & SUPPLIES	1,000.00	1,274.84	274.84-	127.00
101-730-782-000	MATERIALS USED	.00	.00	.00	.00
101-730-827-000	GIFT EXPENSE	.00	.00	.00	.00
101-730-853-000	TELEPHONE	1,400.00	732.91	667.09	52.00
101-730-913-000	INSURANCE	4,750.00	.00	4,750.00	.00
101-730-921-000	ELECTRIC	4,000.00	3,179.93	820.07	79.00
101-730-923-000	GAS	3,100.00	3,760.76	660.76-	121.00
101-730-927-000	WATER	600.00	308.78	291.22	51.00
1-730-931-000	BUILDING & GROUNDS MAINTENANCE	3,000.00	4,528.32	1,528.32-	151.00
101-730-933-000	EQUIPMENT MAINTENANCE	200.00	49.04	150.96	25.00
101-730-933-001	MAINTENANCE AGREEMENT	1,050.00	1,099.01	49.01-	105.00
101-730-936-000	DUMPSTER	.00	.00	.00	.00
101-730-943-000	EQUIPMENT RENTAL	1,380.00	633.44	746.56	46.00
101-730-956-000	MISCELLANEOUS	2,000.00	140.78	1,859.22	7.00
101-730-957-000	BOOKS & MAGAZINES	10,000.00	4,629.71	5,370.29	46.00
101-730-962-000	AUDIO VISUAL SUPPLIES	1,000.00	645.50	354.50	65.00
101-730-982-000	NEW EQUIPMENT	1,000.00	.00	1,000.00	.00
TOTAL		158,280.00	91,023.80	67,256.20	58.00

LIBRARY SAVINGS

707-730-971-000	CAROL GOFF FUNDS	.00	.00	.00	.00
707-730-972-000	ROBERTSON GENERAL GIFT FUNDS	.00	.00	.00	.00
707-730-973-000	ROBERTSON ARTWORK FUNDS	.00	.00	.00	.00
707-730-974-000	ROBERTSON BOOK FUNDS	.00	.00	.00	.00
707-730-975-000	ROBERTSON LECTURE SERIES FUNDS	.00	222.10	222.10-	.00
707-730-976-000	ROST FUNDS	.00	6,251.30	6,251.30-	.00
707-730-977-000	SMITH FUNDS	.00	1,445.48	1,445.48-	.00
7-730-978-000	GENERAL GIFT EXPENSES	30,000.00	.00	30,000.00	.00
7-730-979-000	FINE EXPENSES	.00	209.97	209.97-	.00
TOTAL		30,000.00	8,128.85	21,871.15	27.00

Date : 06/22/06 - Thur
Time : 11:41:29

VILLAGE OF BLISSFIELD
LIBRARY REPORT
APRIL 2006

Current Per/Yr : May/2006

G/L ACCOUNT	DESCRIPTION	APPROVED 05-06 BUDGET	CURRENT YTD EXPENDITURES	UNEXPENDED BALANCE	PERCENT EXPENDED
LIBRARY					
101-730-000-000	LIBRARY	.00	.00	.00	.00
101-730-702-000	LIBRARY BOARD WAGES	2,460.00	2,199.96	260.04	89.00
101-730-705-000	LIBRARIAN WAGES	74,020.00	43,664.59	30,355.41	59.00
101-730-706-000	DPW WAGES	2,200.00	1,197.07	1,002.93	54.00
101-730-707-000	PART-TIME WAGES	11,700.00	7,172.42	4,527.58	61.00
101-730-719-000	BENEFITS	32,420.00	23,368.15	9,051.85	72.00
101-730-727-000	OFFICE SUPPLIES	1,000.00	359.20	640.80	36.00
101-730-740-000	TOOLS & SUPPLIES	1,000.00	1,423.89	423.89-	142.00
101-730-741-000	LIBRARY NEWSLETTER	.00	338.00	338.00-	.00
101-730-782-000	MATERIALS USED	.00	.00	.00	.00
101-730-827-000	GIFT EXPENSE	.00	.00	.00	.00
101-730-853-000	TELEPHONE	1,400.00	834.19	565.81	60.00
101-730-864-000	WORKSHOPS, MEALS, MILEAGE	.00	261.18	261.18-	.00
101-730-913-000	INSURANCE	4,750.00	.00	4,750.00	.00
101-730-921-000	ELECTRIC	4,000.00	3,537.67	462.33	88.00
101-730-923-000	GAS	3,100.00	3,956.57	856.57-	128.00
101-730-927-000	WATER	600.00	356.58	243.42	59.00
101-730-931-000	BUILDING & GROUNDS MAINTENANCE	3,000.00	4,528.32	1,528.32-	151.00
101-730-933-000	EQUIPMENT MAINTENANCE	200.00	49.04	150.96	25.00
101-730-933-001	MAINTENANCE AGREEMENT	1,050.00	1,172.34	122.34-	112.00
101-730-936-000	DUMPSTER	.00	.00	.00	.00
101-730-943-000	EQUIPMENT RENTAL	1,350.00	643.86	706.14	47.00
101-730-956-000	MISCELLANEOUS	2,000.00	140.78	1,859.22	7.00
101-730-957-000	BOOKS & MAGAZINES	10,000.00	4,741.59	5,258.41	47.00
101-730-962-000	AUDIO VISUAL SUPPLIES	1,000.00	767.49	232.51	77.00
101-730-982-000	NEW EQUIPMENT	1,000.00	.00	1,000.00	.00
TOTAL		158,280.00	100,712.89	57,567.11	64.00

LIBRARY SAVINGS

707-730-971-000	CAROL GOFF FUNDS	.00	.00	.00	.00
707-730-972-000	ROBERTSON GENERAL GIFT FUNDS	.00	.00	.00	.00
707-730-973-000	ROBERTSON ARTWORK FUNDS	.00	.00	.00	.00
707-730-974-000	ROBERTSON BOOK FUNDS	.00	.00	.00	.00
707-730-975-000	ROBERTSON LECTURE SERIES FUNDS	.00	222.10	222.10-	.00
707-730-976-000	ROST FUNDS	.00	6,251.30	6,251.30-	.00
707-730-977-000	SMITH FUNDS	.00	1,445.48	1,445.48-	.00
707-730-978-000	GENERAL GIFT EXPENSES	30,000.00	.00	30,000.00	.00
707-730-979-000	FINE EXPENSES	.00	209.97	209.97-	.00
TOTAL		30,000.00	8,128.85	21,871.15	27.00

SCHULTZ-HOLMES MEMORIAL LIBRARY

Board Meeting Minutes

May 18, 2006

Corrected 7/10/06

Call to Order/Roll Call

The meeting was called to order at 4:02 pm by President C. O'Brien. Other Trustees present: S. Meeks, A. Milner, L. Moore & S. Tarver. Absent: None. Bob Barringer, Library Director, was also in attendance.

Pledge of Allegiance

Public Comment

Recording Secretary's Report

Corrections were made. A. Milner made a motion, seconded by S. Tarver and approved unanimously to accept the report as corrected.

Treasurer's Report

It was noted that a new line item for the newsletter will be created as this is an ongoing project for the Library.

The bill from Mr. Holman for \$75. to look at our computer wiring needs will be paid out of the equipment line item, #933. Motion made by S. Tarver, seconded by L. Moore to use this line item. Passed unanimously.

Further discussion was held on the fact that the numbers the board has do not agree with the numbers provided by the village for our gift accounts. ~~have shown \$0 on the treasurer's reports for 6 months now though there are balances.~~ S. Tarver assured us that it is now being corrected and will show up on next month's treasurer's report.

Motion by A. Milner, seconded by L. Moore to accept the report, expecting the above correction to occur next month. Passed unanimously.

Corresponding Recording Secretary's Report

A. Milner reported sending out all appropriate correspondence to the applicants for the Director's position as needed. Thank you's were sent to Barb Garno for money received from friends and family in memory of her father, Ralph Emerson Cowdrey and, a note to Made for Ewe for donation of 3 new children's puzzles.

Library Director's Report

Please see specific report. Re' the volunteer policy, Dr. Barringer will rework the current policy to the Library's needs, assuring that there will be no privacy issues nor any patron record interface w/ any volunteers in the revised policy. In the meantime, he will recruit volunteers and begin to use them under the current policy until the Board can review and approve a new one.

Dr. Barringer will research current library mandates and codes and draft a policy for Internet use by children. It appears that there is currently State of Michigan mandate that we have both a privacy policy as well as a policy for filter protection on some/all of our computers.

The Director is going to investigate the use of the Community Access Channel for any of our advertising; he will also purchase what is necessary to upgrade our current computers.

Standing Committee Reports

Redesign & Historical Committee

The name of this Committee will be changed to Historical Committee.

C. O'Brien handed out an architectural services proposal from G. Hartman for us to look at prior to the next meeting. Hereafter, L. Moore will be the contact person with the architect.

Newsletter Committee

Project is on-going. L. Moore will be working closely w/ Director to gather appropriate information for the June newsletter. She is also researching ways to provide an attractive newsletter within a reasonable budget.

OLD BUSINESS

1. Compensation/Bonus: Motion by S. Tarver, seconded by S. Meeks to retract motion to provide PTO pay for S. Harmes, passed unanimously. The reason was b/c the information given on which the motion was based, was incorrect. Because of the \$1/hr. increase in pay, there will be no further discussion on a bonus.

2. C. O'Brien will now assume responsibility for the annual microfilming of the Advance.

Because A. Milner, L. Moore & S. Tarver had to leave before action on the agenda was completed, the meeting was adjourned at 6:05 pm. Another gathering, both to complete the May agenda and to serve as a Committee of the Whole will be scheduled.

Respectfully submitted,

Sandy Meeks

Recording Secretary

The next regular meeting will be Thursday, June 15, 2006 at 4 pm

**LIBRARY REPORT
MAY 2006**

SAVINGS ACCOUNT

Balance	04/30/06	\$7,620.37
Interest		1.31
Copies		92.70
Fines		49.76
	05/31/06	<u>\$7,764.14</u>
Investment Account	04/30/06	42,355.56
Interest		131.44
	05/31/06	<u>42,487.00</u>
CD Investment 5.12%		185,618.35
	02/22/06	1,890.26
Interest	05/22/06	<u>2,186.90</u>
		189,695.51
Balance	04/30/06	<u>\$239,946.65</u>

EXPENSES

705 Librarian	4,011.09
706 DPW	168.99
707 Part-time	1,500.44
719 Benefits	2,240.09
740 Staples	81.17
740 Gilson's Hardware	49.66
740 Petty Cash	18.22
853 Verizon	98.93
853 Ogden Telephone	2.35
921 Consumers-Electric	357.74
923 Consumers-Gas	195.81
927 Village of Blissfield	47.80
933001 American Office Solutions	73.33
943 Equipment Rental	10.42
957 Baker & Taylor	111.88
962 Gaylord Brothers	121.99
	<u>\$ 9,089.91</u>

Library Director's Report to Library Board -- May 18, 2006

Item 1:

Invoices submitted to Village of Blissfield for payment, May 3, 2006:

<i>Vendor</i>	<i>Invoice</i>	<i>Inv. Date</i>	<i>Code</i>	<i>Amount</i>
Gaylord	879166	25-Apr-06	962-Audio Visual Supplies	\$121.99
American Office Solutions	48832	30-Apr-06	933-001 Maintenance Agmt-- Copier	\$73.33
Baker & Taylor	2016273990	4-Apr-06	957-Books and Magazines	\$57.66
Baker & Taylor	4016274107	4-Apr-06	957-Books and Magazines	\$14.07
Baker & Taylor	2016328769	14-Apr-06	957-Books and Magazines	\$40.15
TOTAL				\$307.20

Item 2:

Estimated cost of proposed landscaping improvements (per Jim Wonacott, Village Administrator in email to Connie O'Brien, Library Board President):

- | | |
|--|------------------|
| 1. Removing three trees (the evergreen and white birch in front and the maple behind the library) and the two bushes on the northwest (front) side of the library. | \$1,300 |
| 2. Moving the book drop | \$63.23 |
| 3. Repairing the brick wall on the north side of the library | \$579.68 |
| 4. Refinishing the bench in front of the library | \$75.00 |
| TOTAL | \$2017.91 |

Item 3:

Pursuant to my annual goals, I have applied for a **Special Professional Certificate** from the Library of Michigan.

Item 4:

As of this writing, we are not yet receiving the promised **2nd copy of *The Advance*** that is to be designated for microfilming. As time permits with a short staff, we will begin to examine the library's **2005 set of *The Advance* in preparation for sending it to the microfilm lab.** I will begin the examination, so I can see what is involved and can train someone else.

Item 5:

As of this writing, we (or, at least, I) have not heard anything more from **the architect.**

Item 6:

VA Ann Arbor Healthcare System sent us a nice note thanking us for our post-book sale donation of 70 books. They also sent along a letter to Grateful Citizens of Blissfield. To whom should I forward the letter?

Item 7:

River Raisin Festival wants our commitment to carry a banner, launch a float, etc. by July 3. Should we have the Bookmark Contest winners carry the banner (which I understand we have)?

Item 8:

In recognition of Dan Crots' service to the board, the library will purchase two books:

Kennedy, David. *Over Here: The First World War and American Society*. New York: Oxford UP, 2004.

Zieger, Robert. *America's Great War: World War I and the American Experience*, Lanham, MD: Rowan and Littlefield, 2000.

I am still investigating the best way to purchase the items, but they should cost no more than \$75 together, perhaps considerably less.

Item 9:

The **Blissfield Township Fire Department** has asked us for a donation of \$65.00 to help fund fire safety education. We have donated the same amount in the past.

Item 10:

The current **volunteer policy is under review** in preparation for starting a more deliberate and active volunteer program. I would like to remove the current limitation

restricting volunteers to special projects. I am looking at model policies as well as specific examples from similar libraries.

Item 11:

I do have a special project idea that might be assigned to a volunteer such as Dan Crots, who has asked about volunteering. ***The Advance is currently un-indexed*** in any form. I assume those issues available online are at least searchable in a rudimentary fashion. I intend to seek out a suitable grant source and **apply for a grant to cover incidental costs of a project to index** the entire historical record. Such a grant might even include some sort of stipend to pay someone to do the indexing if we decided not to use a volunteer.

Item 12:

The county library has delivered **a new PC** that I have requisitioned for my office. I will **re-deploy the computer currently in the director's office to the new microfilm reader**. The switch will require **a memory upgrade which might cost as much as \$300**. I'm assuming I will use discretionary (maintenance? audio visual supplies?) funds. (Do we have an ETA on the reader or are they waiting for me?) **The county library has promised an additional computer for public access to the Internet.**

Item 13:

I have attached a list of software currently available on library computers. We have PowerPoint and Excel 2000 on two computers currently. If we want more recent versions, we would have to purchase and maintain them ourselves. The county library has adopted Office 2000 for the time being. Limited funds mean public libraries rarely upgrade at every opportunity. As long as 2000 remains functional and free (to us), I'd be reluctant to push for an upgrade.

Item 14:

I would like to order **business cards**. I believe they are appropriate to the position and to its public relations functions. I would like to order something similar to the letterhead in style. I should be able to order 1000 for less \$150. I can use discretionary funds (office supplies? Is there a promotional or PR budget? Should there be?).

Item 15:

I seek some clarifications for staffing. My first directive says that no part-time employee can be scheduled outside of "open" hours. At the same time, the directive allows for

sufficient staffing (7 hours MWFS; 7 ½ hours TTH) to cover opening and closing. **There may be times when it is necessary to ask a part-employee to help open and/or close.** Can I interpret the directive to accommodate this need?

Item 16:

I would like to have two employees available for patron services and library operations during all open hours, since, even as we hope to increase usage, a single patron can tie up a staff member's time pretty effectively. Since the library is open 40 hours, that would require 80 hours of staffing with me filling in where needed for problems, traffic bubbles, staff breaks, sick days, etc. With the Assistant Librarian's schedule at 30 hours during normal operations, I'd need 50 hours in total from the two clerks to reach 80. I currently have 40 hours in clerk time. Therefore, if the budget will allow it, I'd like the authority to **increase the new clerk's hours from 15 per week to 25 per week on an as-needed basis.**

Item 17:

Similarly, while I assume there would be no problem increasing one clerk's hours to cover the absence of the other (since we aren't paying for the one that is out), I'd like the authority to **increase clerk and/or student intern time when the Assistant Librarian or Library Director is out for an extended period** in order to maintain the same level of service. I would not need to cover the hours on an hour for hour basis, just on an as-needed basis. In none of these requests am I asking to increase anyone's time beyond the half-hour before and after closing limits. I see no reason at this time for anyone (other than me) to be working outside those limits.

Item 18:

June work schedule will be available at the board meeting. Our clerk is still out sick, and we are awaiting a medical consultation before making schedule decisions.

Item 19:

Attached **reports** for April 2006:

- Circulation Summary Statistics
- Item Circulation by Collection
- Item Circulation Statistics
- Patron Circulation Statistics
- Patrons Registered

Item 20:

I have re-assumed one of the functions previously shifted to the county library. **We now process all new materials already on the joint catalog in-house.** For the sake of

uniformity of input and access, we will continue to send all material not already on the system (a small fraction of the total) to the county library for initial processing. I will meet with Sandra Meeker for some training on the "higher" reporting and analytical functions of the system in two weeks.

Item 21:

Scheduled **maintenance** was performed by Cross Heating and Plumbing on 5/1/06. DPW mowed the lawn on 5/5 and 5/10/06. They changed light bulbs and cut off a lock on 5/2/06. Underwood Nursery treated the lawn on 4/25/06.

Respectfully submitted,

Bob Barringer
05/15/06

SCHULTZ-HOLMES MEMORIAL LIBRARY

Library Board Special Meeting

May 24, 2006

Corrected 7/10/06

Call to Order/Roll Call

The meeting was called to order at 6:10 pm by President C. O'Brien.
Other Trustees present: S. Meeks, A. Milner, and L. Moore. Absent: S. Tarver

Pledge of Allegiance

Public Comment

Recording Secretary's Report

The Secretary's report from 5/18/06 is to be corrected so that the second Secretary's report, which was incorrectly identified as "recording" secretary, should instead, read "corresponding" secretary. Motion A. Milner, seconded L. Moore to accept as corrected; passed unanimously.

Standing Committee Reports

Redesign: Discussion was held on the architectural services proposal prepared for us by G. Hartman. L. Moore will research availability of other architects who may specialize in library work.

Historical: No action

Newsletter: On-going. L. Moore will work w/ Library Director on this next issue. It is the intent that he will soon assume responsibility for this quarterly publication.

OLD BUSINESS

1. **Advance Microfilming Project:** No Action

2. **Lecture Series:** Board agrees to let S. Meeks arrange for Fall Lecture Series presenters. ~~using best judgment re' topics and honorariums rather than wait for monthly meetings, especially when booking a particular presenter may be urgent. When time allows, other Trustees will be involved in decisions.~~ The Board will continue to approve both the speakers and stipends for the lecture series.

3. **Report on Trustee Workshop:** L. Moore will address this at June meeting.

4. **Auditorium Clock:** Pending

5. **Director's Evaluation Form:** S. Meeks will have samples at June meeting.

6. **People Counter:** Dropped from consideration at this time.

7. **Sign for South Entrance:** Pending

8. **Tree Removal:** Dropped from consideration; **Bench Refinishing:** L. Moore will research purchase of new bench, perhaps different type; **Library's North wall repair:** L. Moore will get additional prices for this.

9. **Microfilm Reader/Printer:** Expected to be installed by June meeting.

10. **Multi - Media Equipment:** S. Meeks will work w/ Director for possible additional suggestions and then move forward w/ costs and sources for these items.

11. **Review and Re-Prioritization of Long-Range Plans:** Tabled.

12. **"Wish List":** Tabled until June meeting.

13. **Other:** C. O'Brien will follow-up on whether our job descriptions for staff are complete and current.

NEW BUSINESS

1. **Library Director's Report:** Discussion on it during meeting needs to be abbreviated. Discussion also held re' Director's questions about increased staff support (more hours; more cost; misunderstanding of scheduling constraints), clarification will be forthcoming at June meeting.

2. Reception for Director: ?Open House? ? At time of "Back to School"

?

Further discussion to follow.

3. Petitions for Board Trustee Position: Handed out by C. O'Brien w/ instructions to contact N. Cranor in Township office for details.

4. Funding for Library: S. Meeks is researching how our Library is funded / sources? amounts? and will share what information she finds.

5. County Library: Questions re' our relationship with/to resolved.

6. TC3Net: Questions re' our and County's relationship with/to unclear but not an obstacle at this time.

7. Chamber of Commerce Membership: Motion by L. Moore, seconded by A. Milner to purchase membership to the Blissfield Area Chamber of Commerce out of Account # 956. Passed unanimously.

8. Suggestion Box: Motion made by L. Moore, seconded by S. Meeks to spend not more than \$50 out of Account # 956 for a suggestion box. Passed unanimously. A. Milner will make arrangements to have one made.

9. Library Attorney: Should legal issues arise that are highly specific to Library function or policy, the Board would like to arrange access to a firm that specializes in Library Law. S. Meeks will be in charge of researching this through the Michigan Library Association. Some firms were mentioned at the recent Trustee Workshop.

10. Lawn Grub Treatment: Board agreed not to use this service.

11. Other New Business:

a) C. O'Brien earlier provided a letter that she would like Board members to discuss. There were differences of opinion as to interpretation of its contents; deferred at this time.

b) C. O'Brien will contact us re' another possible meeting date before the next regular meeting in order to lighten the burden of our agenda.

Respectfully submitted,

Sandy Meeks

Recording Secretary

The next regular meeting will be Thursday, June 15, 2006 at 4 pm.

Schultz-Holmes Memorial Library Board Meeting
Minutes: 22 June 2006 **Approved: _____**
(Special Meeting replacing the Regular Monthly Meeting)

Call to Order/Recording of Attendance

President Connie O'Brien called the meeting to order at 4:10 PM in the library auditorium. Also in attendance were board members Andrea Milner and Laura Moore. Sandy Meeks was absent. Bob Barringer, Library Director, was also present.

Since a quorum was not present, a number of items on the agenda were Tabled until the next meeting.

Pledge of Allegiance

Public Comment

Recording Secretary's Report - Tabled

Corresponding Secretary's Report

Andrea forwarded a letter thanking the library for a donation of books to Doug Hickman. A thank-you note was sent to Kileen Mohr for the snowman donation.

Treasurer's Report

Stephanie Tarver submitted a letter of resignation. Connie O'Brien agreed to temporarily cover the Treasurer's job.

Director's Report (See "Library Director's Report to Board of Trustees 6/2006" for details)

1. **Internet Use Policy** Tabled
2. **Filtering Software** Three of the six internet-accessible computers will have filtering software (provided by the County) installed.
3. **Volunteer Policy** Tabled
4. **New Vacuum Cleaner** Bob will be asked to purchase a new vacuum for the custodian.
5. **Thank-You Notes** The Corresponding Secretary will continue to send thank-you notes.
6. **Repair of Cassette Player** Bob will try to find someone who would be willing to repair the cassette player as a favor to the library.
7. **List of "Experts"** Bob is going to compile a list of people who might be interested in offering their expertise to the library as a community service.
8. **Staffing Policies – Scheduling Clerks to work before and after open hours** Tabled
9. **Staffing Policies – Scheduling Clerks to cover time missed by full-time employees** Tabled
10. **Invoices** Bob was asked to subtotal the various categories.
11. **Contact Information for Notices** The board appreciated the information supplied.
12. **Wireless Internet** Has been installed in library and auditorium.
13. **Book Club for Adults** First meeting is tonight.
14. **Atomic Clock** Has been installed in the auditorium.
15. **Microfilm Reader** The remaining part has arrived and a training session has been scheduled for 11:00 AM on Monday, June 26, 2006. Board members were invited to attend the training.

16. **Mayor's Exchange** Bob was complimented for the job he did with the visitors.
17. **Story Time** Is conducted by someone from the County library and is going well.
18. **River Raisin Festival Parade Participation** Bob is working with Nicole Jensen. A group will march in the parade carrying the library banner.
19. **Newsletter** Bob will prepare the newsletter using a black and white format. The board will review the newsletter and make a decision about the number of copies and method of distribution at the next meeting.
20. **Projector** Bob has researched and recommended a projector. Tabled
21. **Laptop** Tabled
22. **Wireless Microphones** Bob was asked to check with the Village to see if it would be possible to use the microphone equipment (for the lecture series) that they use for their meetings.
23. **Work Schedule** Tabled
24. **Additional Reports** Bob was thanked for providing the various circulation and statistical reports as both email attachments and hard copies in our envelopes.
25. **Proposed Internet Use Policy and Procedures** Tabled

Standing Committee Reports

1. **Policy Committee**
 - *Emergency Closing Policy* Connie will re-type this policy to reflect the changes approved by the board.
 - *Volunteer Policy* Tabled
 - *Privacy Act Policy* Andrea distributed samples of other libraries' policies for us to examine before the next meeting.
2. **Redesign Committee** Laura contacted someone at the Garden City library for whom George Hartman had done architectural work and received a very positive recommendation for Mr. Hartman. She is going to try to get a second recommendation.
3. **Historical Committee** No report this month.
4. **Newsletter Committee** To be included in the Library Director's Report in the future.

OLD BUSINESS

1. **Advance Microfilming Project** Connie will sign the contract and return it to the CAC so the microfilming work can begin. The board had already approved paying the cost to copy the 2005 Advance (\$256.80) from the Rost Fund.
2. **Lecture Series** No report this month.
3. **Report on Trustee Workshop** Laura will bring the hand-out material to the next meeting.
4. **Auditorium Clock** Andrea purchased an atomic clock which has been installed in the auditorium.
5. **Form to Evaluate Library Director** Sandy will provide samples at the next meeting.

6. **Sign for South Entrance** Pending
7. **Bench Refinishing, North Wall Repair** Tabled
8. **Microfilm Reader/Printer** We now have 2 working microfilm reader/printers.
9. **Multi-Media Equipment** (Included in Library Director's Report)
10. **Review and Re-prioritization of Long-Range Plan** Pending
11. **"Wish List"** Was due June 16th.
12. **Reception for Bob Barringer** Andrea will handle the arrangements and Bob will be asked to prepare a presentation highlighting the library's new programs and equipment.
13. **Petitions for Library Board Positions** Pending
14. **Funding for Library** Pending
15. **Suggestion Box** Andrea and her son made a suggestion box designed to look like a birdhouse which will now be available for patron comments, ideas and suggestions.

NEW BUSINESS

1. **Quarterly Review of Director (Goals)** Pending
2. **Board Vice President** Since Laura did not realize that as Vice President she would be expected to assume the presidency in December (when we change offices), she will consider whether or not she wants to continue to hold the office of Vice President.
3. **Revision of By-Laws** Tabled
4. **July Meeting Date** Neither Andrea nor Sandy can attend the regular July meeting. Another date will be chosen.

Meeting adjourned at 5:12 PM

Respectfully Submitted,

Connie O'Brien

LIBRARY DIRECTOR'S REPORT TO BOARD OF TRUSTEES 6/2006

Items requiring immediate board action or feedback:

Internet Use Policy:

Proposed policy attached at end of report.

Once the Lenawee County Library delivers the new Internet access computer, my plan is to have two computers connected to the internet where the word processing computer is now and to provide filtered access to those computers for the use by patrons under the age of 18. This arrangement would give us 6 computers (including the one connected to the 2 microfilm scanners [see below]) that are connected to the Internet. The Lenawee County Library only has nine.

The next step is to research and purchase filtering software. I have already begun. Then, we need to schedule the change and announce it (in the paper, newsletter, etc.). Be prepared for dissent. Many patrons under the age of 18 use Internet computers. Many Saturdays all four current computers are being used by a patron under the age of 18. Those patrons will now be limited to 2 computers.

Volunteer policy:

I advise the approval of the existing volunteer policy with item five (pertaining to limiting volunteers to special jobs) redacted. Many libraries have no volunteer policy. Volunteers are not employees. That is the key distinction to be made. It is made in item one of the current policy.

Request: Funding for new vacuum cleaner.

The custodian reports that the vacuum cleaner is broken again. It is my understanding that the vacuum cleaner is broken much of the time and is not rated for everyday use. **We need a commercial model vacuum cleaner.** My suggestion is the following:

Oreck:

http://www.mallby.com/product_info.php?products_id=985&ref=Shopzilla.com

Consumer Reports rates the Eureka Sanitaire Commercial the best, but at \$400 dollars, it is twice the price of the Oreck which is rated highly and very popular in commercial settings.

Clearly something needs to be done here. I am not a fan of nickel and diming in some vain effort not to spend money. The vacuum cleaner is used everyday on quite a sizeable expanse.

Request: Thank you notes/letters/calls to (any and all of which I will be happy to make):

1. James Wonacott and Laura Newman for the donation of \$100 in the memory of Ralph Staup.
2. Kimberley Riehl
607 S. Lane St., Apt. 3
Blissfield, MI 49228

For the donation of 100+ books.

3. Patrick Filipek
(734) 854-1945

For the offer of a donation of an "original" Edison telephone. He is a former local resident. My advice to the board is to thank Mr. Filipek and refer him to the Blissfield Historical Society for the donation. We would not have any place to put the phone, and it should be on display.

Repair of Cassette Player:

A patron broke the new cassette player. I substituted the old one we kept under the counter to re-wind cassettes, and it seems to be working fine. The broken player is only in need of minor repair to the spring that opens the eject door. Do we know of any handy people who might volunteer to perform such a minor repair? My brother is visiting next week, so I'll have him look at it. If it were something electronic, I could probably fix it, but this is mechanical.

Perhaps **an informal list of "experts" that the library could call on might be compiled.** We wouldn't ask for major donations (we wouldn't ask Lynn Southward to donate bookshelves, for instance), but it might be useful to know people who have specific skills we could use.

Request: Change in/ Clarification of Staffing Policies (1)

I request a change in the scheduling directive to allow increased flexibility and discretion for **scheduling clerks to open and close when no one else is available.** See separate memo.

Request: Change in/ Clarification of Staffing Policies (2)

I request a change in the scheduling directive to allow increased flexibility and discretion for **scheduling clerks and interns to cover the time missed by absent full time employees.** See separate memo.

Reports for informational purposes:

Invoices submitted to Village Office 06-05-06:

<i>Vendor</i>	<i>Invoice</i>	<i>Inv. Date</i>	<i>Code</i>	<i>Amount</i>
Blissfield C of C	n/a	2-Jun-06	956-Miscellaneous	\$37.50
American Office Solutions	47501	24-May-06	933-001 Maintenance Agmt	\$45.64
Baker & Taylor	2016431162	9-May-06	957-Books and Magazines	\$29.27
Baker & Taylor	2016374923	26-Apr-06	957-Books and Magazines	\$29.83
National Fire Safety Coun	n/a	1-May-06	956-Miscellaneous	\$65.00
Blissfield Comm. Sch.	n/a	19-May-06	956-Miscellaneous	\$90.00
Cross Heating & Plumb	3016-121	1-May-06	933-001 Maintenance Agmt	\$160.00
Recorded Books	2925891	28-Apr-06	957-Books and Magazines	\$111.60
Chrome Enterprises	30055	30-Mar-06	933-Equip Maintenance	\$75.00
Recorded Books	2940825	18-May-06	957 Books and Magazines	\$191.20
Baker & Taylor	2016481454	17-May-06	957 Books and Magazines	\$11.28
Baker & Taylor	2016536305	25-May-06	957-Books and Magazines	\$69.34
Underwood Nursery (ppd)	2906	25-Apr-06	933-001 Maintenance Agmt	\$0.00
TOTAL				\$915.66

Contact information for notices:

Comcast Community Information Channel (23).

phone: 517-264-4868

email: mkelly@ci.adrian.mi.us

Send email, including non-profit event info and a contact phone number, 3-4 weeks in advance.

WLEN

phone: 517-263-1039

fax: 265-5362

email: info@wlen.com

Send contact info, event info, including days, times, place, ages involved, one week in advance.

I have emailed information on all the summer reading clubs and programs to both Channel 23 and WLEN. I have talked with Tran Longmoore about running something in the *Advance*. He is scheduled to cover the 6/20 Summer Reading Hour.

Wireless Internet:

Security Data installed a wireless router and access point, extending into the auditorium, on June 15. There is also a hardwire backup in the auditorium under the black box. The Lenawee County Library is providing the wireless network as part of their technology

services to the library. Extending the wireless network into any future “new” public space will be a simple matter of installing another access point, a simple plug-in operation. When the time comes, I will speak to the Lenawee County Library about another access point.

New program:

A **book club for adults** begins Thursday, June 22, when Dr. Carman Curton will moderate a group reading *Pride and Prejudice*. I hope to do a **group for “guys” in the fall** and read something football-ish, *A Fan’s Notes* or *Instant Replay*.

Atomic clock in use:

Look. It’s an Atomic Clock!

Micro-film reader delivered:

The new micro-film reader was delivered on 06/06/06. Overcoming my famous reluctance to perform grunt work, I moved it to the back room. A part was missing and was scheduled to arrive in the country on June 15. Installation and training would follow shortly afterwards.

We were without a microfilm reader, then, until I figured out how to attach the old scanner to the same computer used by the new scanner. The old microfilm reader now works fine and prints to the network printer next to Susan’s desk, where the new scanner will also print.

Mayor’s Exchange:

I gave the good people of Mattawan, MI, a tour of the library on 06/13/06. They seemed like a good bunch and have promised to write.

Story Time:

We had 24 kids at Story Time on 06/06/06. We had 2 on 06/13/06. Kim Gage, Children’s Librarian from the Lenawee County Library, ran the Story Times.

River Raisin Festival:

I will purchase sufficient PVC or conduit to furnish a handle for the banner. Nicole Jensen will be joined by several older members of our reading clubs and some of her friends. I will meet the group at the beginning of the parade to help coordinate. After the parade I am treating the group to ice cream. They will pass out bookmarks designed by our bookmark contest winners and, perhaps, candy. If you can think of some book or library themed candy or snack (it can even be nutritious), I’m looking for ideas.

Newsletter:

With Susan out, my time for the newsletter has been limited, and I hope to have something to show you at the meeting. I also have some questions about the paper options I'm being given and the pricing.

Equipment for the Auditorium:

Projector:

The two models below are both about \$1100. You can buy much more expensive models, but they are primarily for HDTV. We can go a bit the other way (down to about \$800) and buy something with lower resolution, if we were sure we never wanted to show video but only PowerPoint or other computer-based presentations.

Dell 3400MP

<http://accessories.us.dell.com/sna/productdetail.aspx?sku=221-9411&cs=19&c=us&l=en>

In Focus Screen Play 4805

<http://accessories.us.dell.com/sna/productdetail.aspx?sku=A0400489&cs=19&c=us&l=en>

Laptop:

I'm looking for wireless internet, DVD RW, a Pentium or Centrino processor, 1 GB RAM. Virtually anything else would be standard. We'd need to buy MS Office and anti-virus software, as well.

Sony Vaio (MSRP @ \$1300—my dream computer)

http://pcworld.pricegrabber.com/search_techsspecs.php/masterid=16752735

Toshiba Satellite (MSRP @ \$1100---*PC World* actually grades this one a bit higher than the Sony Vaio.)

http://pcworld.pricegrabber.com/search_techsspecs.php/masterid=18353101

I'd suggest looking at comparable Dell models as well simply because their service contracts are unbeatable.

Wireless Microphones:

This is harder because it is not a common consumer item, and information is not as readily available. To be frank, I ran out of time on this one. I will continue working on it.

Work schedule:

I cannot submit a work schedule until certain issues in the action items have been resolved. I have sent a separate memo addressing the staffing issues as I see them. As soon as the issues are resolved, I will finalize the schedule for July—I have a draft--and forward it.

Reports:

The following reports are attached to the hardcopy of the Director's report in your envelopes:

Circulation Summary Statistics
Patron Circulation Statistics
Item Circulation Statistics
Item Circulation by Collection
Patrons Registered
Patron Cross Borrowing (Schultz-Holmes)
Patron Cross Borrowinglcl (Lenawee Co. Library)

These last two are new and replace the Branch Circulation Statistics that had been maintained by hand. My opinion was that the useful information in Branch Circulation Statistics (transfers for ILL) was subsumed in the Holds section of Item Circulation Statistics—anything transferred would have been the result of a Hold. The other information in the BCS was on Red Dots, which I no longer see the need to keep. We will maintain the Red Dots in the library as long as we have space to do so, but I see no need to track their use, especially in such an inefficient manner. Because the report was kept by hand, it was hit or miss at best.

Patron Cross Borrowing gives us much more useful information. It tells us in the first report how the Lenawee County Library and its branches use Schultz-Holmes's materials and in the second how our usage of Lenawee County Library compares to the use by its branches. We could run separate reports showing how Lenawee uses us compared to how it uses its branches, too.

In July, I will begin to track ILL requests outside the LCL System filled by Schultz-Holmes and requests by Schultz-Holmes patrons filled outside the LCL System. Although tracking inter-system ILL is not currently a feature of the circulation system, I can track inter-system ILL much more reliably and usefully than "transfers."

Proposed Internet Use Policy & Procedures

Purpose:

The Schultz-Holmes Memorial Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to greatly expand its information services beyond traditional collections and resources.

Disclaimer:

The Internet offers global access to information. However, not all sources on the Internet provide information that is accurate, complete or legal. The Library is unable to monitor or control the content of Internet information (which changes rapidly and unpredictably). Internet users will need to evaluate for themselves the validity of information found. The availability of information via the Library's services does not constitute an endorsement of that information by the Library. The Internet, even on the Library's filtered workstations, may contain information that is controversial, sexually explicit or offensive. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection.

Patrons under 18 years of age will be assigned to a filtered Internet workstation. Patrons under 18 years of age who wish to use unfiltered Internet workstations must be accompanied by a parent or guardian.

User Responsibilities:

In order to use these resources, users must agree to the following conditions of use.

1. Patrons must respect the privacy of other users.
2. Patrons may not harass other Internet users in an effort to get them to abandon their workstation before their allotted time has expired.
3. Patrons shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users.
4. Patrons must respect the legal protection provided by copyright and license to programs and data.
5. Patrons must respect the integrity of computing systems; for example, users shall not intentionally develop programs that harass other users, breach the security of a computer or computing system or damage or alter the software components of a computer or network.
6. Patrons must not send, receive or display text or graphics that may reasonably be considered obscene.
7. The Library does not permit the use of personal software, the attachment of equipment to the Library's computers or network or the modification of any operating system or network configuration.
8. The Library does not permit anyone to destroy, alter, dismantle or disfigure any data, information technologies, properties or facilities.

Internet Use Procedures:

All Internet users at the Library must sign up for a workstation.

1. The Library is a public building. Library users are expected to maintain a professional, business-like atmosphere conducive to research and study.
2. Before their first session on the Library's Internet workstation, users must read both the Internet Use Policy and Internet Use Procedures statements of the Library.
3. Patrons must present a pictured ID, with birth date, and/or library card before they can use the Internet.
4. Patrons under 18 years of age will be assigned to a filtered Internet workstation.
5. Patrons are limited to 30 minutes if others are waiting to use the Internet.
6. Library staff can assist users in getting started on the Internet and offer suggestions for effective searching. In-depth training in the use of the Internet or personal computers is unavailable.
7. Printers are available with all of the Internet workstations. Printing charges are 10 cents per page for black and white and 25 cents per page for color. The default is black and white, so the user must set the computer to print in color.
8. Internet users are responsible for the condition of the equipment while they are using it. Internet users are required to report all equipment problems to the reference staff.
9. All pertinent rules apply to the use of the network as well as individual workstations. Therefore, any person connected to the wireless network, even if using the patron's own computer, is subject to all rules and regulations regarding use of the Internet in the Library.
10. The Library reserves the right to end an Internet session at any time.

[Adapted from the policy of the Library of Michigan]

Schultz-Holmes Memorial Library
Library Board Meeting MINUTES
10 July 2006

Call to Order: 7:10pm

Recording of Attendance: Connie O'Brien, Laura Moore, Bob Barringer and Andrea Milner

Pledge of Allegiance

Public Comment – No Comments

Recording Secretary's Report

1. Minutes of Meeting 5/24/06: Connie moved to accept with revisions on lecture series (provided no other changes). Andrea second. Andrea yes; Connie yes; Laura yes.
2. Minutes of Meeting 6/22/06: Laura moved to accept. Andrea second. Laura yes; Connie yes; Andrea yes.

Corresponding Secretary's Report: No report.

Treasurer's Report

1. 2005-2006 General Budget
2. 2006-2007 Salaries
3. 2006-2007 Gift/Savings Account Budget
4. Proposed budget for 2006-2007: Andrea motion to approve. Connie second. Connie yes; Laura yes; Andrea yes.

Library Director's Report: Change title from "Assistant Librarian" to "Assistant Director". Laura motioned to place add in papers (Advanced as well as Telegram) for a new clerk up to \$200.00 from the misc. fund for 2 weeks as well as in the village website. Connie second. Laura yes; Connie yes; Andrea yes. Bob will research about a flagpole. Connie moves to have Bob buy dual cordless phone not to exceed \$200.00 from new equipment fund. Laura second. Laura yes; Connie yes; Andrea yes. Bob will research painting the children's area as well as a new bookcase.

Standing Committees' Reports

1. Policy Committee
 - Volunteer Policy
 - Privacy Act Policy: Connie motions to accept (provided no changes) the internet policy. Laura second. Andrea yes; Laura yes; Connie yes.
 - Staff Policy: Connie moves to approve #1 and 2 and as corrected #3. Laura second. Laura yes; Connie yes; Andrea yes.
2. Redesign Committee
3. Historical Committee
4. Revision of By-Laws: Connie move to remove "4 members" from Article 3 Section 4. Laura second. Andrea yes; Laura yes; Connie yes.
5. Newsletter Committee: Connie motions to print 3,240 copies of newsletter at advance in black and white for a total of up to \$650.00 out of the newsletter fund for the week of July 19th. Laura second. Connie yes; Laura yes; Andrea yes.

OLD BUSINESS

1. Advance Microfilming Project

2. Lecture Series
3. Report on Trustee Workshop: Laura will provide Connie with materials to review.
4. Form to Evaluate Library Director
5. Sign for South Entrance: Laura will purchase signs for both the front and side entrances.
6. Bench Refinishing
7. North Wall Repair: Laura motioned to approve North Wall Repair not to exceed \$600.00 out of new equip fund. Connie second. Connie yes; Laura yes; Andrea yes.
8. Review and Re-prioritization of Long-Range Plan
9. Reception for Bob Barringer
10. Petitions for Library Board Positions
11. Funding for Library
12. Quarterly Review of Director (Goals)
13. Board Vice President
14. Other Old Business

NEW BUSINESS

- 1.

Adjournment

BY-LAWS
Schultz-Holmes Memorial Library Board

ARTICLE I
MEMBERSHIP

The Library Board of the Schultz-Holmes Memorial Library shall consist of six trustees elected by the regular Blissfield voter for a four (4) year term or appointed by the Blissfield Village Council to fill a vacancy. Board members will be paid a stipend each year by the village to serve as trustees. The Michigan Compiled Laws 397.205 Section 5 governs the Schultz-Holmes Library Board.

ARTICLE II
OFFICERS

- | | |
|-----------|---|
| Section 1 | The officers shall be president, vice president, recording secretary, treasurer, corresponding secretary, and member-at-large elected from the chosen trustees at the annual meeting of the board. |
| Section 2 | Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. |
| Section 3 | The officers shall perform the duties generally associated with their offices and which are outlined in this section. It will be understood that the vice president is essentially the president-elect and will automatically assume the presidency the following year. |

Office Job Descriptions

- | | |
|----------------------|---|
| President: | Presides over the regular board meetings, compiles board meeting agenda and appoints special committees. |
| Vice President: | Is the president-elect for the following year and conducts the meeting in the event of the president's absence. |
| Treasurer: | Oversees the monthly treasurer's report provided by the village treasurer. |
| Recording Secretary: | Takes attendance and records and reports meeting minutes in accordance with the Open Meetings Act. |

Corresponding
Secretary:

Corresponds with the public with appropriate communications as needed.

Member-At-Large

Serves on committees as needed.

ARTICLE III MEETINGS

Section 1

The regular meeting shall be held each month, the date and hour to be set by the board at its annual meeting. Conforming to the Open Meetings Act, the meeting dates will be posted for public knowledge and attendance. Currently, the regular meetings are held the third Thursday of each month at 4 p.m. in the auditorium of the Schultz-Holmes Memorial Library.

Section 2

The annual meeting, which shall be for the purpose of election of officers and adoption of an annual report, shall be held at the time of the regular meeting in November of each year. A slate of officers will be selected in October.

Section 3

Special meetings may be called by the president or at the request of two members for transaction of business as stated in the call for the meeting.

Section 4

A quorum for the transaction of business shall consist of a simple majority of the total board members.

Section 5

Order of business for regular meeting shall be:

Call to Order/Attendance
Pledge of Allegiance
Public Comment
Recording Secretary's Report
Corresponding Secretary's Report
Treasurer's Report
Library Director's Report
Standing Committee Reports
Old Business
New Business
Adjournment

ARTICLE IV LIBRARY DIRECTOR AND STAFF

The board shall appoint a Library Director with appropriate professional and personal qualification who shall be the administrative officer of the board

The Library Director shall be responsible to the board for carrying out its policies; for specifying duties of other employees and recommending persons for appointments; for supervision of staff; for care and maintenance of library equipment and property; for selection, acquisition and organization of books and other library material; for the library's public relations.

The Library Director shall be responsible for keeping the trustees informed of matter related to the library or to themselves as trustees; and for assisting the board in its decisions on policies, budget, and other such matters.

ARTICLE V COMMITTEES

In most matters the board shall act as a committee of the whole, but standing or special committees may be appointed at the discretion of the board president. The committee shall be considered discharged upon completion of its assignment and a final report to the board.

ARTICLE VI GENERAL

Section 1 When a quorum is present, an affirmative vote shall be necessary to approve any action by the board unless the board has adopted a policy of operation by consensus when it chooses. In such cases the secretary shall indicate in the record that the decision was reached in this manner. The president shall vote only in order to break a tie vote.

Section 2 The By-laws may be amended by a majority vote of the members present at an official meeting of the board, provided that the amendment was included in the call for the meeting.

Report of the Library Director to the Library Board, 07/10/06

ACTION ITEMS:

Search for New Clerk

We will need to mobilize a search for a new clerk. Nicole Jensen's last day will be 9/1/06. I would like to begin the search ASAP so that I can hire, and the new clerk can begin early enough (8/15?) that there is some overlap before Niki leaves.

Change title of Assistant Librarian to Assistant Director

While this seems a meaningless change since the job description need not change, the American Library Association is very picky about who gets called a librarian. No one without an MLS, MLIS or related degree gets the designation according to the ALA. Since I may be petitioning the ALA or ALA-related organizations or ALA librarians for grants and other assistance, it would be best to change the title in advance.

Plaque for Microfilm Reader

I request a bronze plaque to recognize the patron bequest which made the microfilm reader possible.

Program for Open House

If you have any requests or requirements for what I do at the open house, I'd appreciate any ideas you have. Send me email. We are working on display ideas, too.

Renovations to my office

I would like to put a partition wall with a door across the front quarter to third of my office to accommodate the fax machine and the files to which staff members and the public require access. Such a job should be relatively inexpensive (we can use the existing door), and the increased privacy would allow me to do my job with greater efficiency. I have not had a chance to get a quote for you. Perhaps one of you knows someone with the expertise required.

New shelves for paperbacks and the reference area

In anticipation of expanding a reference area that needs some expanding, especially for the student population, I have asked Lynn Southward to provide me with a quote which I will submit for your approval. I have asked for two cases, much like the ones currently there, with one side built for paperbacks (more shallow and at a slant to make spine-reading easier). This feature will replace the current arrangement for paperbacks. The

not be) expected to make fine exposure adjustments, I will try to find out if there is another lens or some other adjustment that might fix the problem. I just wanted you to be aware of the problem.

Work Schedule

A preliminary work schedule for August is attached to the email. Print legal sized.

Polaris Reports

The following Polaris reports are attached to the email with hard copies in your envelopes:

1. Patron Circulation Statistics
2. Patrons Registered
3. Circulation Summary Statistics
4. Item Circulation Statistics
5. Item Circulation by Collection
6. Patron Cross Borrowing—the new, expanded report now gives you information on cross borrowing throughout the County System and the Adrian Public Library, allowing for comparative analysis of our beloved Schultz-Holmes and the other units in the PAC consortium.

Invoices submitted to Village Office 07/07/06

<i>Vendor</i>	<i>Invoice</i>	<i>Inv. Date</i>	<i>Code</i>	<i>Amount</i>
Gaylord	896962	9-Jun-06	727--Office Supplies	\$165.19
Demco	2485839	28-Jun-06	727--Office Supplies	\$61.23
American Office Solutions	48244	28-Jun-06	933-001 Maintenance Agmt	\$72.48
Andrea Milner	n/a (Meijer)	8-Jun-06	956-Miscellaneous	\$26.49
Baker & Taylor	2016631702	15-Jun-06	957-Books and Magazines	\$15.20
Baker & Taylor	2016581089	5-Jun-06	957-Books and Magazines	\$14.07
Canon	R2472960	22-Jun-06	Rost Fund?	\$5,872.00
TOTAL				\$6,226.66

Category Sub-Totals

727--Office Supplies	226.42
933-001 Maint Agmt	72.48
956--Miscellaneous	26.49
957--Books & Magazines	29.27
Gift Accts?	5872.00
TOTAL	6226.66

	2005-2006	October	November	December	January	February	March	April	May	CurYTD Exp	Unexp Bal
702 LB Wages	2,460.00						2,199.96			2,199.96	260.04
705 Librarian Wg	74,020.00	5,630.62	5,698.32	8,547.46	5,339.21	5,551.51	6,186.57	2,699.81	4,011.09	43,664.59	30,355.41
706 DPW Wages	2,200.00	35.11	54.37	285.37	140.69	30.35	385.86	96.33	168.99	1,197.07	1,002.93
707 Pt-Tm Wages	11,700.00	402.89	397.31	811.69	588.25	761.32	866.13	1,844.39	1,500.44	7,172.42	4,527.58
719 Benefits	32,420.00	2,873.17	2,916.08	4,497.60	2,798.79	2,867.07	3,592.83	1,582.52	2,240.09	23,368.15	9,051.85
727 Office Suppl	1,000.00	73.99		125.58		113.72	45.91			359.20	640.80
740 Tools/Suppl	1,000.00	30.23	148.03	73.05	75.74	309.98	131.01	506.82	149.05	1,423.91	-423.91
741							338.00				
782 Matl.Used										0.00	0.00
827 Gift Expense										0.00	0.00
853 Telephone	1,400.00	101.95	103.32	104.49	99.09	107.96	110.01	105.09	101.28	833.19	566.81
864								121.50			
913 Insurance	4,750.00									0.00	4,750.00
921 Electric	4,000.00	427.34	497.75	470.75	416.99	453.80	452.20	461.10	357.74	3,537.67	462.33
923 Gas	3,100.00	37.44	307.09	562.97	913.81	631.75	723.04	584.66	195.81	3,956.57	-856.57
927 Water	600.00	46.39	46.39	43.20	43.20	43.20	43.20	43.20	47.80	356.58	243.42
931 B&G Mntrnce	3,000.00	1,381.80				3,146.52	205.00			4,733.32	-1,733.32
933 Equipm.Mntn	200.00						49.04			49.04	150.96
933-001 MntnAgreem	1,050.00	67.89	82.62	255.50	205.00	73.96	98.50	110.54	73.33	967.34	82.66
936 Dumpster	0.00									0.00	0.00
943 EquipmRental	1,380.00			9.53	184.37	96.95	41.68	300.91	10.42	643.86	736.14
956 Misc	2,000.00				0.78	5.80	100.00	34.20		140.78	2,000.00
957 Books&Mag	10,000.00	90.85	1,050.71	618.97	721.22	651.85	1,094.57	401.44	111.88	4,741.49	5,258.51
962 AudioVisSupp	1,000.00	47.80	191.20	31.80	5.95		111.60	257.15	121.99	767.49	232.51
982 NewEquipm	1,000.00									0.00	1,000.00
										0.00	
										0.00	
										0.00	
TOTAL	158,280.00	11,247.47	11,493.19	16,437.96	11,533.09	14,845.74	16,437.11	9,487.66	9,089.91	100,572.13	57,707.87
Addl.											

From 8/15/05 memo from Jim Wonacott:

Includes: 2500.00 Bookdrop

225.00 Customer Counter

2,725.00

750.00 Wireless Microphone

45.91 P.Cash

49.04 P.Cash

1,381.80 Nelson-Trane Expense

(Approved 7/21/05 to be paid from

2004-2005 budget)

64% expended

2005-2006
Library Savings/Gift Budget

	A	C	D	E	F	G	H	I	J	K	P
		Oct.05	Nov.05	Dec.05	Jan.06	Feb.06	Mar.06		Apr.06	May.06	Summary
1	BALANCE	46,678.43	47,151.43	46,565.14	46,999.94	41,844.14	42,266.89		42,218.03	7,620.37	
2	Interest	4.38	4.24	4.37	4.88	6.45	7.23		3.32	1.31	40.38
3	Copies	115.75	99.00	74.40	110.95	149.95	113.30		149.10	92.70	1,083.50
4	Fines	232.87	208.42	116.03	142.17	216.35	187.61		210.77	49.76	1,639.57
5	Rent	120.00	155.00	105.00	50.00	50.00	50.00		50.00		750.00
6	Gifts		50.00	135.00	600.00						785.00
7	Pay Bills		-1,102.95		-50.00		-600.00		-412.10		-2,165.05
8	(gifts)				-30.00			book sale	401.25		
9	(BGSU-Adv.Proj)				-5,983.80			(transf. to Inv)	-35,000.00		
10											
11											
12											
13	Subtotal	47,151.43	46,565.14	46,999.94	41,844.14	42,266.89	42,025.03		7,620.37	7,764.14	
14	Off.Libr.Report:						42,218.03				
15											
16	Investm.Acct.	7,237.90	7,237.90	7,271.37	7,288.31	7,306.70	7,318.83		7,331.56	42,355.56	
17									35,000.00		
18	Interest		33.47	16.94	18.39	12.13	12.73		24.00	131.44	249.10
19	Subtotal	7,237.90	7,271.37	7,288.31	7,306.70	7,318.83	7,331.56		42,355.56	42,487.00	
20											
21											
22	CD Investm.	183,899.78	183,899.78	183,899.78	185,618.35	185,618.35	185,618.35		185,618.35	185,618.35	
23										1,890.26	
24	Interest		1,718.57			1,890.26				2,186.90	5,795.73
25	Subtotal	183,899.78	185,618.35	183,899.78	185,618.35	187,508.61	185,618.35		185,618.35	189,695.51	
26											
27											
28	BALANCE	238,289.11	239,454.86	238,188.03	234,769.19	237,094.33	234,974.94		235,594.28	239,946.65	10,343.28
29	Off.Libr.Report:						235,167.94				
30				D.Winkler:100.							
31											
32	(Smith)panelin		922.98								
33	(Fine Acct)		179.97								
34			1,102.95								

PROJECTED
2005-2006 Budget

10 July 2006

	2005-2006	January	February	March	April	May	June	July	Aug	Sept	CurYTD Exp	Unexp Bal
702 LB Wages	2,460.00			2,199.96							2,199.96	260.04
705 Librarian Wg	74,020.00	5,551.51	6,186.57	2,699.81	4,011.09	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	62,264.59	11,755.41
706 DPW Wages	2,200.00	30.35	385.86	96.33	168.99	250.00	250.00	250.00	250.00	250.00	2,197.07	2.93
707 Pt-Tm Wages	11,700.00	761.32	866.13	1,844.39	1,500.44	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	17,172.42	-5,472.42
719 Benefits	32,420.00	2,867.07	3,592.83	1,582.52	2,240.09	2,600.00	2,600.00	2,600.00	2,600.00	2,600.00	33,768.15	-1,348.15
727 Office Suppl	1,000.00	113.72	45.91					226.42	100.00	100.00	785.62	214.38
740 Tools/Suppl	1,000.00	309.98	131.01	506.82	149.05			300.00			1,723.91	-723.91
741				338.00								
782 Matl.Used											0.00	0.00
827 Gift Expense											0.00	0.00
853 Telephone	1,400.00	107.96	110.01	105.09	101.28	105.00	105.00	105.00	105.00	105.00	1,253.19	146.81
864				121.50								
913 Insurance	4,750.00									4,750.00	4,750.00	0.00
921 Electric	4,000.00	453.80	452.20	461.10	357.74	350.00	350.00	350.00	350.00	350.00	4,937.67	-937.67
923 Gas	3,100.00	631.75	723.04	584.66	195.81	150.00	150.00	150.00	150.00	150.00	4,556.57	-1,456.57
927 Water	600.00	43.20	43.20	43.20	47.80	45.00	45.00	45.00	45.00	45.00	536.58	63.42
931 B&G Mntnce	3,000.00	3,146.52	205.00								4,733.32	-1,733.32
933 Equipm.Mntn	200.00		49.04				75.00			75.00	199.04	0.96
933-001 MntnAgreemt	1,050.00	73.96	98.50	110.54	73.33	205.64	205.64	72.48	200.00	150.00	1,595.46	-545.46
936 Dumpster	0.00										0.00	0.00
943 Equipm.Rental	1,380.00	96.95	41.68	300.91	10.42	150.00	150.00	150.00	150.00	150.00	1,243.86	259.65
956 Misc	2,000.00	5.80	100.00	34.20		192.50	192.50	26.49			359.77	2,000.00
957 Books&Mag	10,000.00	651.85	1,094.57	401.44	111.88	442.52	442.52	29.27			5,213.28	4,786.72
962 AudioVisSupp	1,000.00		111.60	257.15	121.99						767.49	232.51
982 NewEquipm	1,000.00										0.00	1,000.00
											0.00	
											0.00	
											0.00	0.00
TOTAL	158,280.00	14,845.74	16,437.11	9,487.66	9,089.91	11,715.66	11,154.66	11,400.00	15,875.00	15,875.00	150,717.45	7,562.55
Addl.												

From 8/15/05 memo from Jin 750.00 45.91 P.Cash
Includes: 2500.00 Bookdrop 49.04 P.Cash 64% expended
225.00 Custc 1,381.80 Nelson-Trane Expense
2,725.00 (Approved 7/21/05 to be paid from
2004-2005 budget)

Proposed 2006-2007
Library Budget

10 July 2006

	A	B	C	D	E	F	G	H
1			2005-2006	Incr/Decr	Prop.06-07			
2	702	LB Wages	2,460.00					
3	705	Librarian Wg	74,020.00	-18,130.00	55,890.00			
4	706	DPW Wages	2,200.00					
5	707	Pt-Tm Wages	11,700.00	24,180.00	35,880.00			
6	719	Benefits	32,420.00	-887.00	31,533.00			
7	727	Office Suppl	1,000.00					
8	740	Tools/Suppl	1,000.00					
9	741	Newsletter						
10	782	Matl.Used						
11	827	Gift Expense						
12	853	Telephone	1,400.00					
13	864	Education						
14	913	Insurance	4,750.00					
15	921	Electric	4,000.00					
16	923	Gas	3,100.00					
17	927	Water	600.00					
18	931	B&G Mntnce	3,000.00					
19	933	Equipm.Mntn	200.00					
20	933-001	MntnAgreemt	1,050.00					
21	936	Dumpster	0.00					
22	943	EquipmRental	1,380.00					
23	956	Misc	2,000.00					
24	957	Books&Mag	10,000.00					
25	962	AudioVisSupp	1,000.00					
26	982	NewEquipm	1,000.00					
27								
28								
29	TOTAL		158,280.00	5,163.00	123,303.00			
30								
31	Addl.							
32								
33								

LIBRARY GIFT ACCOUNT
SUMMARY

10 July 2006

	A	B	C	D	E	F	G	I	J
1	Acct Number	Name		2005-06 Budget			2005-6 Expen.	Cur.Amt.Rem'g	
2									
3	707-730-971	C.Goff Funds		0.00					
4									
5	707-730-972	Robertson Gen.Funds		10,351.80				10,351.80	
6	707-730-973	Robertson Artwork Funds		845.80				845.80	
7	707-730-974	Robertson Book Funds		1,864.33				1,864.33	
8	707-730-975	Robertson Lecture Series		1,105.38	3/06	P.Barr	100.00		
9					4/06	Advertising?	122.10		
10							222.10	983.28	
11									
12	707-730-976	Rost Funds		177,243.90	1/06	Advance	5,983.80		
13					4/06	Advance	267.50		
14					8/06?	Advance 05	256.80		
15					8/06	Microf.Rdr/	6,815.00		
16							13,323.10	163,920.80	
17									
18									
19	707-730-977	Smith Funds		4,890.50	11/05	Paneling Repl	922.98		
20					3/06	Dr.Duvernoy	500.00		
21					4/06	Adv.for lecture	22.50		
22							1,445.48	3,445.02	
23									
24	707-730-978	General Gift Expenses		2,000.00				2,000.00	
25									
26	707-730-979	Fine Account			10/05		232.87		
27					11/05		179.97		
28					11/05		208.42		
29					12/05		116.03		
30					1/06		30.00		
31							767.29		
32									
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2006-2007
Proposed Gift/Savings Budget

10 July 2006

	A	B	C	D	E	F
1	Acct.Number	Name	2006-2007			
2			Prop'd Budget			
3						
4						
5	707-730-972	Robertson General Funds	10,351.80	Miscellaneous		
6	707-730-973	Robertson Artwork Funds	845.80	Artwork		
7	707-730-974	Robertson Book Funds	1,864.33	Books		
8	707-730-975	Robertson Lecture Series	983.28	Lectures		
9						
10	707-730-976	Rost Funds	163,920.80	Bldg & Program Enhancemnts		
11						
12	707-730-978	General Gift Expenses	2,000.00	Gift Purchases		
13						
14	707-730-979	Fine Account		Miscellaneous		
15						
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	A	B	C	D	E	F	G	H	I	J
1	Name	Start Date	Title	Cur.Hrly.Rt.	Hrs/Wk	Yrly Salary	Benefits	Total Yearly		
2							50%	(Sal + Ben)		
3	Bob Barringer	5/1/06	Director		40	36,000.00	18,000.00	54,000.00		
4	Susan Harmes		Asst.Dir.	12.75	30	19,890.00	9,945.00	29,835.00		
5						55,890.00	27,945.00	83,835.00		
6										
7										
8										
9										
10							0.10			
11	Nicole Jensen	1/25/06	Clerk	10.00	20	10,400.00	1,040.00	11,440.00		
12	Linda Schnabele	5/8/06	Clerk	10.00	20	10,400.00	1,040.00	11,440.00		
13										
14	Lindsay Moore	11/15/05	Student	7.00	20	7,280.00	728.00	8,008.00		
15										
16	Lisa Patterson		Custodian	9.75						
17		Sugg'd.Rt.:		10.00	15	7,800.00	780.00	8,580.00		
18						35,880.00	3,588.00	39,468.00		
19										
20										
21			Grand	Totals:		91,770.00	31,533.00	123,303.00		
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Library Board Minutes

Date: August 17, 2006

corrected: September 21, 2006

Call to Order/ Attendance: President Connie O'Brien called the meeting to order at 4:05 pm in the library auditorium. In attendance at that time: President O'Brien, Laura Moore, Andrea Milner and Mary Gregg; by 4:40 Rob Holman and Lauri Reinhardt were also present. Library Director Bob Barringer attended this meeting in it's entirety.

Pledge of Allegiance

Public Comment: none

Recording Secretary's Report: Andrea provided corrected minutes. Laura moved to approve the minutes with correction; Connie seconded. Yes: Connie, Laura and Andrea

Corresponding Secretary's Report: Andrea reports no action.

Treasurer's Report: Connie, as acting Treasurer, led budget discussion with a brief review for new members. Bob to address September 7th bills to be paid for this fiscal year.

Andrea moved to accept Budget Report with adjustments: Laura seconded. Yes: Laura, Andrea.

Library Director's Report: discussion and actions taken on each of 26 outline items as follows:

1. **Shelves** for paperback and reference area: Andrea moved to use gift money for purchase; Rob seconded. Yes: Laura, Mary, Lauri, Rob, Andrea.

Laura moved to allow Bob to proceed with purchase if gift money is ensured. Andrea seconded. Yes: Rob, Lauri, Andrea, Laura, Mary.

2. **Phones:** Andrea moved to purchase cordless phones within this fiscal year. Mary seconded. Yes: Laura, Lauri, Rob, Andrea, Mary.

3. **Grant Workshop:** Bob not attending at this time.

4. **Library discount** to be extended to Book Club participants as well as Board members. Mary moved to extend the discount; Lauri seconded. Yes: Andrea, Mary, Lauri, Laura, Rob.

5. **Kiosk Posting:** Discussion followed as to appropriate postings. Discussion ended with Connie to look up written policy and inform members.

6. Jim Wonacott, Village Manager, will handle a **credit card** for Dr. Bob.

7. Discussion and any action on the **Volunteer Policy** was tabled.

8. Review and update of the **Internet Use** policy to be in current compliance with State and Federal regulations required a slight revision. Andrea moved to accept this; Laura seconded. Yes: Rob, Mary, Andrea, Lauri, Laura.

9. Discussion pertaining to purchasing a new **flag pole** was tabled.

10. Laura will investigate the cost and feasibility of **repainting** the Children's Area and Workroom.

11. Discussion regarding recent purchase of a vacuum cleaner and declining any **service contract**.

12. Discussion of the recent purchase of a microfilm reader and a more economical **service contract**. Bob to investigate.

13. An informal committee of Members Andrea and Mary, with Director Bob, will meet Friday, August 25, 2006, to discuss the upcoming **Open House** and formal Welcome for Director Bob.
14. Discussion regarding new **equipment** for the auditorium was tabled.
15. Discussion of the **Newsletter** resulted in Members agreeing to e-mail ideas to Bob.
16. Lauri to purchase gift cards from a bookstore for previous Members Sandy Meeks and Stephanie Tarver.
17. Corresponding Secretary Andrea will send **cards** in appreciation of previous Member's service to the Board.
18. There was no action on **invoices**.
19. The **new Clerk** is Laura Binns.
20. **DPW work** was reviewed, with some explanation for new Members. was briefly discussed
21. Money for **plaque** for microfilm reader is to come from the Miscellaneous Account.
22. Discussion of **reaching out** to schools and elsewhere resulted in Bob agreeing to handle this.
23. Discussion of **sale of card catalog cabinets** led to suggestion by Rob that these be offered for sale or auction at Open House.
24. **Weeding collection** is ongoing.
25. **Work schedule** was briefly discussed requiring no Board action.
26. **Polaris Reports**

Standing Committee Reports:

1. Andrea will write **Private Act Policy**. **corrected: Privacy Act Policy**
2. Bob will investigate **policies for treating accidents and injuries** at the Library.
3. Andrea moved to write a **policy for all gift money**. **corrected:** Andrea moved to accept **policy for all gift money**. Laura seconded. Yes: Mary, Rob, Andrea, Laura, Lauri.

Old Business:

1. Discussion only for clarification of **Microfilming Project**.
2. **Lecture Series:** Dates for the fall series will be published in the Newsletter as follows: September 12, October 10, November 14. All at 7pm.
3. No action regarding **signs in entries**
4. **Memorial bench** and cost for replacement was discussed resulting in no action taken.
5. No action regarding **North wall repair**.
6. Any review or revision of the **Long-Range Plan** was tabled due to new Members being unfamiliar with current priorities.
7. **Reception** for Bob Barringer will be included in the upcoming Open House.
8. **Funding** for the Library was reviewed for new Members.

New Business:

1. Library Director, Dr. Bob Barringer's **evaluation** was read, reviewed, and accepted.
2. Connie read a **Patron Complaint**, which was discussed and reviewed with Bob.
3. Due to new Member's needs, a **new meeting time of 5:00pm on third Thursdays** was agreed upon.

Adjournment:

At approximately 7pm, Andrea moved to adjourn the meeting. Laura seconded. Yes:
Lauri, Laura, Rob, Andrea, Mary.

Respectfully submitted,
Mary Gregg

Report of the Library Director to the Library Board, 08/17//06

ACTION ITEMS:

Need approval: New shelves for paperbacks and the reference area

In anticipation of expanding a reference area that needs some expanding, especially for the student population, I have asked Lynn Southward to provide me with a quote for two cases, much like the ones currently there, with one side built for paperbacks (more shallow and at a slant to make spine-reading easier). This feature will replace the current arrangement for paperbacks. The carousels are nice for browsing but make locating a specific book impossible. My proposed solution facilitates both browsing and pin-pointing.

Quote from Lynn Southward: \$1370 (half of which is due on acceptance and the other half on delivery). If it worked out better for the budget, I'm sure we could pay it all upfront.

Need approval: Moving the phone to the front desk, switching to cordless

After speaking with the Village's phone vendor, CitiTel, doing some research, and performing an experiment using my home phone, I am convinced that switching to cordless is not as easy as plugging a cordless phone in. Our phones are digital and cordless phones are analog. CitiTel says they can make cordless phones possible for about \$250 in parts and labor. We'd still have to buy the phone which costs \$106 at Wal-Mart. Total cost: \$356

Or we can move the phone to the front desk. You have me wanting the functionality of cordless phones now, but moving the phone was my original request. The estimate for moving the phone is one hour of labor at \$120/hour. I'm not sure DPW can move the digital line, whether that would violate CitiTel's service agreement, etc., but I can find that out.

Need approval: Grant Workshop

The Library of Michigan is holding all-day Grant Application Workshops in September. I can attend the one in Kalamazoo on Monday, September 18th, and stay with my in-laws. The cost is \$20. The only other expense would be mileage.

Need approval: Library Discount extended to library employees and book club attendees

The Lenawee County Library has a policy of extending the Woodlands Discount for book purchases to books purchased by the library on behalf of employees, i.e., the library buys the book and the employee buys the book at cost from the library. The LCL, in fact, extends that service to employees of Schultz-Holmes.

I would like to offer that service for our employees and board members ourselves, and I would like to extend that service to those who wish to buy books for the book clubs. The discounts are currently 45.5% off most hardbacks and 40% off most paperbacks.

Need opinion: Kiosk posting

Grow As I Go Preschool of the First United Brethren Church has asked to post two flyers, copies of which are attached to the hard copy of this report. One is for a Story Time (which seems appropriate to post since the story time is free and open to the public and the First UB Church is a non-profit). The second is advertising the pre-school, which requires a tuition payment. I feel posting this would oblige us to post for any pre-school (Rainbow Kids, St. Joseph Academy, Lenawee Christian, etc.). If tuition is charged, I'm concerned that "non-profit" status comes into question. What this decision may require is a clarification of the kiosk posting policy.

Need approval: Credit Card

As the bills submitted to the Village can attest, I often need to pay for items without an invoice or purchase order. So far, this need has meant I pay for it and wait for reimbursement. I have already paid for the plaque for the microfilm reader, which I ordered online, in this way. I expect to pay for the cordless phone in this way. I can foresee other needs, as well. If, as I have suggested, we sometimes buy "gently used" books, used bookstores, whether Powell's online or one of the Ann Arbor or Adrian used bookstores, generally will not sell from a purchase order or allow payment from an invoice. Wal-Mart, among other places, often has very economical prices on DVD's. While I always try to buy locally whenever possible, a credit card would give the library greater flexibility in choosing its vendors and getting the best prices, without relying on me to front the money.

Need approval: Volunteer Policy

Volunteer Policy

1. The Schultz-Holmes Memorial Library welcomes volunteers from the community to apply to assist with the operation of the library. Volunteers are identified as persons who regularly perform duties or tasks for the library without wages or benefits other than Worker's Compensation.
2. When performing library duties, volunteers must act in accordance with library standards and policy.
3. The library director will assign volunteers to tasks for which they are judged to be suitable and make available necessary training and information.
4. The library director reserves the right not to schedule people to work as volunteers.
5. Volunteers under the age of 18 must have written permission from a parent or guardian to volunteer for the library.

Need approval: A couple of last tweaks to the Internet Procedures.

While never a part of the written policy, the library has not allowed patrons under the age of 18 to use chat rooms or instant messaging services on the library's public access computers. The restriction is posted on each computer, but not in the policy outline. If we intend to keep this restriction, I'd like to put it into the list of procedures (as item 5). It would read:

"No patron under the age of 18 may use an online chat room or instant messaging service on a public access workstation. These chat rooms and services include, but are not limited to, MySpace, FaceBook, Windows Messenger, Yahoo Messenger, and AOL Instant Messenger."

I would manually restrict whatever sites I could by including them in the list of sites filtered out by the filtering software. Currently, library staff monitors the use of chat rooms by persons under 18.

I'd also like to limit the "computer tag" we get going at times when people stand at the desk and wait for new computer after being told their time is up by reducing the number of sign-ups per day from 3 to 2. This limitation is the same as the Library of Michigan's policy and would only apply when people are waiting for computers. A full copy of the proposed revised policy is attached with the proposed changes in red.

Need opinion, advice and/or approval: Flag Pole

Both Gilson's Hardware and Blissfield Lumber have (or can order) 20-foot, residential flag poles that will fly a 3' x 5' flag. They look flimsy and stick-like to me and would be dwarfed by the library building. They are meant for home use. You can see one on the west side of the Gilson's building. They cost \$175 and generally come with a nylon flag of some sort.

I then spoke with Bob Seeger of the American Legion post in Blissfield. He dropped off a catalogue and shared some advice. He recommends a 25-30', commercial pole for a building of this size, along with a 5' x 8' foot, heavy-duty flag. We are talking a whole new league of expense here, but, I think, we'd also be getting what we pay for. If we buy through the American Legion, we can get a discount. He was going to check on the amount of the discount and the cost of delivery for me. I've included with the hard copies of this report, copies of the pertinent catalogue pages with Mr. Seeger's suggestions highlighted. There would be other variables to discuss, as well—internal or external halyard, for instance, as well as pole placement.

My feeling is that there are too many questions to consider and that we should hold this over for discussion without rushing into this purchase before the end of the FY. I would follow Mr. Seeger's suggestions, but, even if we decided to go that route, there would still be decisions to be made. I think the flag pole is very important. I have received positive remarks every time I have mentioned it to someone, but I suggest we give adequate discussion and deliberation to this one before making a decision.

Need approval (pending additional information): Painting Children's Area and Workroom

We talked about painting in primary colors and having local children provide handprints. Mark Strahan was of the opinion that the library should take care of this project ourselves. Jim Wonacott feels we do not need to bid out the job and that I can just use a college student. I found one who will do it for \$200 (the library provides supplies and tools). This price would include getting the workroom painted where the wall was repaired. Unfortunately, the same college student recently found a "real" job, but if he can't do it, I'm sure I can find someone who will.

Need opinion: Service Contract for vacuum cleaner

Oreck offers a one-year service contract for \$49.95. A copy of the terms is attached to the hard copy of this report.

Need opinion: Service Contract for microfilm reader

A 180-day warranty from Hesselbring-Clark came with the microfilm reader. They offer an extended annual warranty for \$800. They will call with the offer at the conclusion of the 180-day period.

Need suggestions: Program for Open House

If you have any requests or requirements for what I do at the open house, I'd appreciate any ideas you have. Send me email. We are working on display ideas, too. Punch and cookies? Champagne and caviar? Beer and pretzels? (I know, I know. No alcohol in public buildings.) Do we have a budget? Might we consider moving it to the spring (new board members and [still sort of] new director)?

Need update: Equipment for Auditorium

What's up with this? I researched some equipment for the auditorium some time ago. While this is not a project I initiated, I was thinking it might be nice to have stuff in place for an open house, if we plan to buy it eventually anyway. Note: Jim Wonacott reports there is no wireless microphone system in the Auditorium. All mics are wired.

Need ideas, information, and suggestions: Newsletter

I'd like to begin work on the next newsletter in order to get it out by the end of September at the latest. I'd really like to get it out earlier to include Story Hour and Grown-Up Reading Club announcements, but I can run those in the Community Calendar in the *Advance*. Does anyone have ideas, suggestions, etc.? **How about suggestions for book club meeting times?**

Need Approval: Book to recognize Sandra Meeks's service to the board

Before she left, Sandy ordered a book which has come in. I propose we label it, as is customary, in recognition of her service.

Need Thank-yous: Summer Reading program presenters

I'd like thank-you cards sent to the people who presented programs at all our summer reading functions:

Bonnie and Rebecca [this is all I could get]
Lenawee Humane Society
705 W. Beecher
Adrian, MI 49221

Courtney Eisenmann
10708 Rouget
Blissfield, MI 49228

Deb Williams
4758 Hooksmill
Adrian, MI 49221

Paul McCormack
165 N. Charles St.
Adrian, MI 49221

FYI:

Invoices submitted to Village Office 08/10/06

<i>Vendor</i>	<i>Invoice</i>	<i>Inv. Date</i>	<i>Code</i>	<i>Amount</i>	<i>Description</i>
Gaylord	917831	1-Aug-06	727--Office Supplies	\$61.36	book bags
Gaylord	917395	31-Jul-06	727--Office Supplies	\$7.30	"new" labels
American Office Solutions	49221	28-Jul-06	933-001 Maintenance Agmt	\$44.96	copier maintenance
The Daily Telegram	179286	31-Jul-06	956-Miscellaneous	\$71.50	clerk ad
Oreck	011438-IN	5-Jul-06	956-Miscellaneous	\$297.94	vacuum cleaner
Bob Barringer	various	2-Aug-06	956-Miscellaneous	\$224.12	Reading club parties; parade supplies
Blissfield Advance	1483*	1-Aug-06	956-Miscellaneous	\$48.00	director business cards; clerk ad
Blissfield Advance	1483*	1-Aug-06	741-Newsletter	\$665.21	Newsletter printing and insertion
Underwood Nursery	2906	7/24/2006	931-Building and Grounds	\$0.00	Late Summer Lawn---prepaid
Recorded Books	3069338	27-Jul-06	962-Audio Visual Supplies	\$39.80	Audio Books
Bob Barringer	various	2-Aug-06	957-Books and Magazines	\$102.61	Lenawee Plat Book, Special Mags
Demco	44585	19-Jul-06	957-Books and Magazines	\$860.56	Magazine Subscriptions
Ingram	13024766	27-Jul-06	957-Books and Magazines	\$91.80	Books
Ingram	13086979	31-Jul-06	957-Books and Magazines	\$313.73	Books
Ingram	13104382	1-Aug-06	957-Books and Magazines	\$185.73	Books
Smart Apple Media	ARU0001125	14-Jul-06	957-Books and Magazines	\$303.20	Books
Baker & Taylor	2016801735	17-Jul-06	957-Books and Magazines	\$309.16	Books
Baker & Taylor	2016794340	17-Jul-06	957-Books and Magazines	\$238.94	Books
Baker & Taylor	2016835679	24-Jul-06	957-Books and Magazines	\$273.19	Books
Baker & Taylor	2016889403	1-Aug-06	957-Books and Magazines	\$747.25	Books
Baker & Taylor	2016723443	3-Jul-06	957-Books and Magazines	\$9.02	Books
Baker & Taylor	2016778690	12-Jul-06	957-Books and Magazines	\$489.82	Books
Center for Archival Collect	7361	21-Jul-06	707-730-976 Rost Funds	\$224.70	2005 Advance micro forming
TOTAL				\$5,609.90	

<i>Category Sub-Totals</i>	
\$68.66	727--Office Supplies
\$44.96	933-001 Maintenance Agmt
\$641.56	956--Miscellaneous
\$665.21	741-Newsletter
pre-paid	931-Building and Grounds
\$39.80	962-Audio Visual Supplies
\$3,925.01	957-Books and Magazines
\$224.70	707-730-976 Rost Funds
\$5,609.90	Total

Search for New Clerk

We received 24 applications for the clerk position, and I have interviewed three of the applicants. I may have a selection by the meeting, but I am still making a decision as of this writing.

DPW Work for library

I talked with Mark Strahan and sent a follow-up e-mail which lists the topics of our discussion. The email reads in pertinent part:

1. Repairing north wall where book drop was removed. I have an estimate of \$579.68, but you mentioned that the availability of bricks in the tool shed would lower the cost.
2. Moving the fax machine from the director's office to a spot behind the front desk. Involves relocating the phone line.
3. Removing the dead branch from the tree at the north end of the east side of the building.
4. Installing the flag pole (after I buy it).
5. Replacing light bulbs.

If at all possible, we would like to get all this done soon enough to have the charges included on the current fiscal year's accounts, so by the end of August. Everything is good to go on my end except the flag pole which needs final board approval and purchase. I hope it can all be done.

Items 3 and 5 are done. Item 4 awaits further board and director action (see "Flagpole" above). Items 1 and 2 await their turn on the DPW schedule. I have placed a call to Mark Strahan, seeking an update.

Plaque for Microfilm Reader

Engraved Bronze Plaque has been ordered at the cost of \$25.26.

Outreach to schools and elsewhere:

I have the names of the three school librarians, and my plan is to call them and set up meetings just after the start of the school year. My plan is to begin to nurture a relationship for the long haul rather than to rush something into schedules that are probably already set at this point, but I'm open to more. I want to know how the librarians think we can complement what they do and what their libraries provide. Then, I'd like to discuss the possibilities both of my going to the schools and the students coming to the library in some organized fashion. I know second graders generally come over in the spring, but I think we can do more than that. I'd like this to be a joint effort between S-H and the schools.

I thought I might visit the Senior Center before the end of the calendar year, too, but I want to start with the schools. I was thinking, also, about paying a visit to some of the social and service clubs and to a meeting of the Parent-Teacher Organization in the coming year. Any other ideas would be welcome. These meetings would include brief introductions to library services but would be fact finding missions more than anything else. I want to know what Blissfield wants from its library.

Card Catalogue Cabinets no longer necessary

The card catalogue currently in the director's office is no longer in use for any purpose. The limited function it served in genre lists has been replaced by making use of existing Polaris reporting functions. The cabinet can be sold or donated. If it is to be sold, I'd like to buy one (at least I'd like to hear the price), and I remember Sandra Meeks saying the same thing. You'd need to determine a price.

Weeding

Since I have caught up with book ordering, my next project is systematic and ruthless weeding of obsolete and unused materials. We need the room, and no systematic weeding has been done in years. My predecessors have weeded only in specific, limited areas in recent years. Since my first few months have been primarily devoted to technological improvements of one sort or another, I'm hoping the next few can be devoted primarily to collection development and maintenance, along with the outreach initiatives mentioned earlier.

Work Schedule

A preliminary work schedule for September awaits the selection of a new clerk. I'll send a schedule as soon as possible, perhaps by the board meeting.

Polaris Reports

The following Polaris reports are attached to the email with hard copies in your envelopes. They are PDF files and require Adobe Acrobat:

1. Patron Circulation Statistics
2. Patrons Registered
3. Circulation Summary Statistics
4. Item Circulation Statistics
5. Item Circulation by Collection
6. Patron Cross Borrowing

SOME MORE THINGS TO THINK ABOUT:

These are just other things I've been thinking about these first three months that I'd like to get on the agenda for discussion at some point. The list should give you some idea of where my thoughts are going as we head into the new fiscal year. These items are for further and future reading, and there is no need to discuss them during the August meeting, unless you want to. I've divided the list between projects outside and inside the building, but they are in no particular order of importance:

Security light for north side of the building. This would help solve the problem of emptying the book drop in the dark. This might be coordinated with some other lighting proposals below.

Sign lighting for west side of building: I'd like people to be able to see the name of the library at night. As for during the day.....

Replace/cover the existing outside lettering with larger, more readable (white?) letters. I'm thinking new letters could be welded right on top of the old ones, somehow. I, however, have no evidence that this is true.

Covered Walkway from parking lot: I envision a light, iron-work, ivy-covered archway leading from where the dead tree currently stands on the east side of the building between the boiler room and the parking lot, which runs around the north side of the building and right around onto the front entrance. We'd move the book drop up past the covered walkway and closer to Lane Street. There would need to be some sort of lighting, and I can see displays or artwork of some sort inside the archway. This lighting might eliminate the need for the security light mentioned earlier.

Gazebo: If and when we remove the pine tree in the front, I think a gazebo would be a nice replacement for that space, something of a decent size that three or four people could use to read and drink coffee or tap into our wireless internet. I think the back would face the traffic on Lane Street with the open front angling toward the front entrance of the library. If we light the gazebo and put the flag pole in that area of the lawn, we could leave the flag up all the time. The flag just has to be lit from some source. The Legion post flag is lit from a street lamp. This lighting might also make the name of the library more visible and provide light for the book drop.

Clean, sandblast the exterior walls and windows.

Accessibility renovations: I know that the board has been working—since long before my arrival--on a plan to make the washrooms and entrances fully accessible. I would just like to be on record as commending the board for its ongoing efforts with the project and would like to offer my help in any way the board sees fit to use me. I think it is a very valuable and worthy project.

Canopy over staff entrance: Staff members have reported that winter weather often causes the locks on the staff entrance to freeze. A simple canopy would at least keep some of the water out.

Increase Book Budget: By my calculations, the changes we made to the staffing policy (reducing the student aide's hours in exchange for a discretionary but limited increase in clerk's hours) will save the library at least \$2412 annually. I request this money be moved into the book budget. In the alternative, the amount saved is almost as much as that needed for the newsletter annually and could be used for the newsletter budget line.

Reading Loft: I would like to ask Lynn Southward for a quote for a reading loft to go in the corner where the puppet rack currently stands. We would find another solution for the puppets (or perhaps the reading loft project could include provision for the puppets). I'm thinking of the reading lofts I have seen in my son's Montessori classrooms. My mother-in-law would make any cushions or pillows and donate them to the library. (She's already donating some floor pillows, in fact).

Grandfather Clock repair: The last time it was fixed it cost \$85.00. I have the card of the man who fixed it. Or we could remove the clock.

New Chairs for public access computers: The 6 chairs at the public access computers really take a beating. One fell apart completely, and since I couldn't find the missing bolt, I've put it in the boiler room. I'd propose we begin to replace the 6 upholstered chairs and their wooden substitutes with un-upholstered, comfortable swivel, rolling chairs more suitable for a public place. Cloth-covered chairs work better as single user items. We would not need to replace them all at one.

Paint all interior walls: This is in addition to what we have talked about for the children's area. My desire would be to move away from the cream-colored, off white and toward a more grayish, eggshell white to better match the ceiling tiles.

Replace carpet and window treatments. I'm told the existing carpet is more than 15 years old. Again, I'd go for a grey institutional rather than the current brown institutional.

**LIBRARY REPORT
JUNE 2006**

SAVINGS ACCOUNT

Balance	05/31/06	\$7,764.14
Interest		1.33
Copies		138.45
Fines		193.22
Rent		230.00
Gifts		101.06
	06/30/06	<u>\$8,428.20</u>
Investment Account	05/31/06	42,487.00
Interest		125.06
	06/30/06	<u>42,612.06</u>
CD Investment 5.12%		189,695.51
		<u>189,695.51</u>
Balance	06/30/06	<u>\$240,735.77</u>

EXPENSES

705 Librarian	6,561.98
706 DPW	193.17
707 Part-time	3,131.06
719 Benefits	3,690.70
740 Petty Cash (Postage)	39.00
740 Gilson's Hardware	45.37
853 Verizon	101.49
853 Ogden Telephone	1.02
921 Consumers-Electric	511.49
923 Consumers-Gas	126.87
927 Village of Blissfield	43.20
933 Chrome Enterprises	75.00
933 Equipment Rental	31.80
933001 American Office Solutions	45.64
933001 Cross Heating & Cooling	160.00
943 Equipment Rental	86.98
956 Blissfield Chamber	37.50
956 Blissfield H.S. (Yearbook)	90.00
956 National Fire Safety Council	65.00
957 Baker & Taylor	139.72
957 Recorded Books	302.80
927 Sebco Books	222.94

\$ 15,702.73

Date : 08/08/06 - Tues
Time : 18:13:19

VILLAGE OF BLISSFIELD
LIBRARY REPORT
JUNE 2006

Current Per/Yr : Jun/2006

G/L ACCOUNT	DESCRIPTION	MID YEAR AND 05-06 BUDGET	CURRENT YTD EXPENDITURES	UNEXPENDED BALANCE	PERCENT EXPENDED
LIBRARY					
101-730-000-000	LIBRARY	.00	.00	.00	.00
101-730-702-000	LIBRARY BOARD WAGES	2,460.00	2,199.96	260.04	89.00
101-730-705-000	LIBRARIAN WAGES	74,020.00	50,226.57	23,793.43	68.00
101-730-706-000	DPW WAGES	2,200.00	1,390.24	809.76	63.00
101-730-707-000	PART-TIME WAGES	11,700.00	10,303.48	1,396.52	88.00
101-730-719-000	BENEFITS	32,420.00	27,058.85	5,361.15	83.00
101-730-727-000	OFFICE SUPPLIES	1,000.00	359.20	640.80	36.00
101-730-740-000	TOOLS & SUPPLIES	1,000.00	1,508.26	508.26	151.00
101-730-741-000	LIBRARY NEWSLETTER	.00	338.00	338.00	.00
101-730-782-000	MATERIALS USED	.00	.00	.00	.00
101-730-827-000	GIFT EXPENSE	.00	.00	.00	.00
101-730-853-000	TELEPHONE	1,400.00	936.70	463.30	67.00
101-730-864-000	WORKSHOPS, MEALS, MILEAGE	.00	261.18	261.18	.00
101-730-913-000	INSURANCE	4,750.00	.00	4,750.00	.00
101-730-921-000	ELECTRIC	4,000.00	4,049.16	49.16	101.00
101-730-923-000	GAS	3,100.00	4,083.44	983.44	132.00
101-730-927-000	WATER	600.00	399.78	200.22	67.00
101-730-931-000	BUILDING & GROUNDS MAINTENANCE	3,000.00	4,528.32	1,528.32	151.00
101-730-933-000	EQUIPMENT MAINTENANCE	200.00	155.84	44.16	78.00
101-730-933-001	MAINTENANCE AGREEMENT	1,050.00	1,377.98	327.98	131.00
101-730-936-000	DUMPSTER	.00	.00	.00	.00
101-730-943-000	EQUIPMENT RENTAL	1,380.00	730.84	649.16	53.00
101-730-956-000	MISCELLANEOUS	2,000.00	333.28	1,666.72	17.00
101-730-957-000	BOOKS & MAGAZINES	10,000.00	5,407.05	4,592.95	54.00
101-730-962-000	AUDIO VISUAL SUPPLIES	1,000.00	767.49	232.51	77.00
101-730-982-000	NEW EQUIPMENT	1,000.00	.00	1,000.00	.00
TOTAL		158,280.00	116,415.62	41,864.38	74.00

LIBRARY SAVINGS

707-730-971-000	CAROL GOFF FUNDS	.00	.00	.00	.00
707-730-972-000	ROBERTSON GENERAL GIFT FUNDS	10,360.00	.00	10,360.00	.00
707-730-973-000	ROBERTSON ARTWORK FUNDS	850.00	.00	850.00	.00
707-730-974-000	ROBERTSON BOOK FUNDS	1,870.00	.00	1,870.00	.00
707-730-975-000	ROBERTSON LECTURE SERIES FUNDS	1,110.00	222.10	887.90	20.00
707-730-976-000	ROST FUNDS	177,250.00	6,251.30	170,998.70	4.00
707-730-977-000	SMITH FUNDS	4,900.00	1,445.48	3,454.52	29.00
707-730-978-000	GENERAL GIFT EXPENSES	2,000.00	.00	2,000.00	.00
707-730-979-000	FINE EXPENSES	.00	209.97	209.97	.00
TOTAL		196,340.00	8,128.85	190,211.15	4.00

LIBRARY REPORT JULY 2006

SAVINGS ACCOUNT

Balance	06/30/06	\$8,428.20
Interest		(Don't have statement yet)
Copies		119.25
Fines		220.50
Rent		55.00
Gifts		1.11
Microfilm Reader		(5,872.00)
Cementary Flowers		(50.00)
	07/31/06	<u>\$2,902.06</u>
Investment Account	06/30/06	42,487.00
Interest		
	07/31/06	<u>42,487.00</u>
CD Investment 5.12%		189,695.51
		<u>189,695.51</u>
Balance	07/31/06	\$235,084.57

EXPENSES

705 Librarian	4,299.23
706 DPW	65.69
707 Part-time	2,365.82
719 Benefits	2,200.79
727 Demco	61.23
727 Gaylord Brothers	165.19
740 Petty Cash (Postage)	
740 Gilson's Hardware	103.42
853 Verizon	100.77
853 Ogden Telephone	3.45
921 Consumers-Electric	515.37
923 Consumers-Gas	19.05
927 Village of Blissfield	47.80
933001 American Office Solutions	72.48
943 Equipment Rental	62.26
956 Andrea Milner (clock)	26.49
957 Baker & Taylor	29.27

\$ 10,138.31

Date : 08/08/06 - Tues
Time : 18:14:10

VILLAGE OF BLISSFIELD
LIBRARY REPORT
JULY 2006

Current Per/Yr : Jul/2006

G/L ACCOUNT	DESCRIPTION	MID YEAR AND 05-06 BUDGET	CURRENT YTD EXPENDITURES	UNEXPENDED BALANCE	PERCENT EXPENDED
LIBRARY					
101-730-000-000	LIBRARY	.00	.00	.00	.00
101-730-702-000	LIBRARY BOARD WAGES	2,400.00	2,199.96	260.04	89.00
101-730-705-000	LIBRARIAN WAGES	74,020.00	54,525.80	19,494.20	74.00
101-730-706-000	DPW WAGES	2,200.00	1,455.93	744.07	66.00
101-730-707-000	PART-TIME WAGES	11,700.00	12,669.30	969.30-	108.00
101-730-719-000	BENEFITS	32,420.00	29,259.64	3,160.36	90.00
101-730-727-000	OFFICE SUPPLIES	1,000.00	585.62	414.38	59.00
101-730-740-000	TOOLS & SUPPLIES	1,000.00	1,611.68	611.68-	161.00
101-730-741-000	LIBRARY NEWSLETTER	.00	338.00	338.00-	.00
101-730-782-000	MATERIALS USED	.00	.00	.00	.00
101-730-827-000	GIFT EXPENSE	.00	.00	.00	.00
101-730-853-000	TELEPHONE	1,400.00	1,040.92	359.08	74.00
101-730-864-000	WORKSHOPS, MEALS, MILEAGE	.00	261.18	261.18-	.00
101-730-913-000	INSURANCE	4,750.00	.00	4,750.00	.00
101-730-921-000	ELECTRIC	4,000.00	4,554.53	554.53-	114.00
101-730-923-000	GAS	3,100.00	4,102.49	1,002.49-	132.00
101-730-927-000	WATER	600.00	447.58	152.42	75.00
101-730-931-000	BUILDING & GROUNDS MAINTENANCE	3,000.00	4,528.32	1,528.32-	151.00
101-730-933-000	EQUIPMENT MAINTENANCE	200.00	155.84	44.16	78.00
101-730-933-001	MAINTENANCE AGREEMENT	1,050.00	1,450.46	400.46-	138.00
101-730-936-000	DUMPSTER	.00	.00	.00	.00
101-730-943-000	EQUIPMENT RENTAL	1,300.00	793.10	506.90	57.00
101-730-956-000	MISCELLANEOUS	2,000.00	359.77	1,640.23	18.00
101-730-957-000	BOOKS & MAGAZINES	10,000.00	5,436.32	4,563.68	54.00
101-730-962-000	AUDIO VISUAL SUPPLIES	1,000.00	767.49	232.51	77.00
101-730-982-000	NEW EQUIPMENT	1,000.00	.00	1,000.00	.00
TOTAL		158,280.00	126,553.93	31,726.07	80.00

LIBRARY SAVINGS

707-730-971-000	CAROL GOFF FUNDS	.00	.00	.00	.00
707-730-972-000	ROBERTSON GENERAL GIFT FUNDS	10,360.00	.00	10,360.00	.00
707-730-973-000	ROBERTSON ARTWORK FUNDS	850.00	.00	850.00	.00
707-730-974-000	ROBERTSON BOOK FUNDS	1,870.00	.00	1,870.00	.00
707-730-975-000	ROBERTSON LECTURE SERIES FUNDS	1,110.00	222.10	887.90	20.00
707-730-976-000	ROST FUNDS	177,250.00	12,123.30	165,126.70	7.00
707-730-977-000	SMITH FUNDS	4,900.00	1,445.48	3,454.52	29.00
707-730-978-000	GENERAL GIFT EXPENSES	2,000.00	.00	2,000.00	.00
707-730-979-000	FINE EXPENSES	.00	259.97	259.97-	.00
TOTAL		198,340.00	14,050.85	184,289.15	7.00

	2005-2006	December	January	February	March	April	May	June	July	CurYTD Exp	Unexp Bal
702 LB Wages	2,460.00				2,199.96					2,199.96	260.04
705 Librarian Wg	74,020.00	8,547.46	5,339.21	5,551.51	6,186.57	2,699.81	4,011.09	6,561.98	4,299.23	54,525.80	19,494.20
706 DPW Wages	2,200.00	285.37	140.69	30.35	385.86	96.33	168.99	193.17	65.69	1,455.93	744.07
707 Pt-Tm Wages	11,700.00	811.69	588.25	761.32	866.13	1,844.39	1,500.44	3,131.06	2,365.82	12,669.30	-969.30
719 Benefits	32,420.00	4,497.60	2,798.79	2,867.07	3,592.83	1,582.52	2,240.09	3,690.70	2,200.79	29,259.64	3,160.36
727 Office Suppl	1,000.00	125.58		113.72	45.91			84.37	226.42	669.99	330.01
740 Tools/Suppl	1,000.00	73.05	75.74	309.98	131.01	506.82	149.05		103.42	1,527.33	-527.33
741						338.00					
782 Matl Used										0.00	0.00
827 Gift Expense										0.00	0.00
853 Telephone	1,400.00	104.49	99.09	107.96	110.01	105.09	101.28	102.51	104.22	1,039.92	360.08
864						121.50					
913 Insurance	4,750.00									0.00	4,750.00
921 Electric	4,000.00	470.75	416.99	453.80	452.20	461.10	357.74	511.49	515.37	4,564.53	-564.53
923 Gas	3,100.00	562.97	913.81	631.75	723.04	584.66	195.81	126.87	19.05	4,102.49	-1,002.49
927 Water	600.00	43.20	43.20	43.20	43.20	43.20	47.80	43.20	47.80	447.58	152.42
931 B&G Mntnce	3,000.00			3,146.52	205.00					4,733.32	-1,840.12
933 Equipm.Mntn	200.00				49.04			106.80		155.84	44.16
933-001 MntnAgreemnt	1,050.00	255.50	205.00	73.96	98.50	110.54	73.33	205.64	72.48	1,245.46	-195.46
936 Dumpster	0.00									0.00	0.00
943 EquipmRental	1,380.00	9.53	184.37	96.95	41.68	300.91	10.42	86.98	62.26	793.10	586.90
956 Misc	2,000.00		0.78	5.80	100.00	34.20		192.50	26.49	359.77	2,000.00
957 Books&Mag	10,000.00	618.97	721.22	651.85	1,094.57	401.44	111.88	665.46	29.27	5,436.22	4,563.78
962 AudioVisSupp	1,000.00	31.80	5.95		111.60	257.15	121.99			767.49	232.51
982 NewEquipm	1,000.00									0.00	1,000.00
										0.00	
										0.00	0.00
TOTAL	158,280.00	16,437.96	11,533.09	14,845.74	16,437.11	9,487.66	9,089.91	15,702.73	10,138.31	126,413.17	31,866.83
Addl.	*General Educ.										

80% expended

PROJECTED
2005-2006 Budget

Page 2
17 August 2006

	2005-2006	February	March	April	May	June	July	Aug	Sept	CurYTD Exp	Unexp Bal
702 LB Wages	2,460.00		2,199.96							2,199.96	260.04
705 Librarian Wg	74,020.00	5,551.51	6,186.57	2,699.81	4,011.09	6,561.98	4,299.23	4,300.00	4,300.00	63,125.80	10,894.20
706 DPW Wages	2,200.00	30.35	385.86	96.33	168.99	193.17	65.69	100.00	100.00	1,655.93	544.07
707 Pt-Tm Wages	11,700.00	761.32	866.13	1,844.39	1,500.44	3,131.06	2,365.82	2,350.00	2,350.00	17,369.30	-5,669.30
719 Benefits	32,420.00	2,867.07	3,592.83	1,582.52	2,240.09	3,690.70	2,200.79	2,300.00	2,300.00	33,859.64	-1,439.64
727 Office Suppl	1,000.00	113.72	45.91			84.37	226.42	68.66	100.00	838.65	161.35
740 Tools/Suppl	1,000.00	309.98	131.01	506.82	149.05		103.42		100.00	1,627.33	-627.33
741 Newsletter				338.00				665.21		1,003.21	-1,003.21
782 Matl Used										0.00	0.00
827 Gift Expense										0.00	0.00
853 Telephone	1,400.00	107.96	110.01	105.09	101.28	102.51	104.22	105.00	105.00	1,249.92	150.08
864 Education				121.50						121.50	-121.50
913 Insurance	4,750.00								4,750.00	4,750.00	0.00
921 Electric	4,000.00	453.80	452.20	461.10	357.74	511.49	515.37	500.00	500.00	5,564.53	-1,564.53
923 Gas	3,100.00	631.75	723.04	584.66	195.81	126.87	19.05	100.00	150.00	4,352.49	-1,252.49
927 Water	600.00	43.20	43.20	43.20	47.80	43.20	47.80	45.00	45.00	537.58	62.42
931 B&G Mntnce	3,000.00	3,146.52	205.00							4,733.32	-1,733.32
933 Equipm.Mntn	200.00		49.04			106.80			75.00	230.84	-30.84
933-001 MntnAgreemt	1,050.00	73.96	98.50	110.54	73.33	205.64	72.48	44.96	100.00	1,390.42	-340.42
936 Dumpster	0.00									0.00	0.00
943 EquipmRental	1,380.00	96.95	41.68	300.91	10.42	86.98	62.26	100.00	100.00	993.10	422.67
956 Misc	2,000.00	5.80	100.00	34.20		192.50	26.49	641.56	100.00	1,101.33	895.89
957 Books&Mag	10,000.00	651.85	1,094.57	401.44	111.88	665.46	29.27	3,925.01	1,200.00	10,561.23	-561.23
962 AudioVisSupp	1,000.00		111.60	257.15	121.99			39.80	200.00	1,007.29	-7.29
982 NewEquipm	1,000.00									0.00	1,000.00
										0.00	
										0.00	
TOTAL	158,280.00	14,845.74	16,437.11	9,487.66	9,089.91	15,702.73	10,138.31	15,285.20	16,575.00	158,273.37	39.62

Supplemental Director's Report 8/17/06

One thing I forgot:

Summer Reading Club Wrap-up

110 readers completed the club program out of 198 registered.

96 attended one of the two parties

37 adults attended the parties

Some updates:

From Mark Stahan re: **DPW work for library:**

Reduce estimate for **wall repair** by \$150 for the brick (\$579.68-\$150= \$429.68)

Estimate for **moving fax machine** from director's office to behind front desk: \$100

Estimate for **moving digital phone** 10 feet forward to front desk: \$100

(providing this does not void the Cititel warranty---Citel's estimate is \$120)

Because of the preparation for and aftermath of the River Raisin Festival and some staffing shortages at DPW, Mark reports they will be unable to complete the work before the end of August in time to include the expenses in the current FY.

From Bob Seeger on **Flag Pole:**

The American Legion receives a 25% discount on merchandise from the supplier. There will be, in addition to the purchase price, a significant freight charge on the aluminum pole which must be ordered from the factory. Similar places online charge @\$500 for freight. An alternative that Bob suggested would be a fiberglass pole which would be in stock at the Toledo supplier. Fiberglass is more expensive but, as I understand it, there would be no freight charge.

Schultz-Holmes Memorial Library

Library Board Meeting MINUTES

September 21, 2006

Call to Order/Attendance: President Connie O'Brien called the meeting to order at 5:00 p.m. Present at that time were Members Connie O'Brien, Andrea Milner, Lauri Reinhardt, Rob Holman, Mary Gregg. Absent: Laura Moore. Library Director Bob Barringer attended this meeting in its entirety.

Pledge of Allegiance

Public Comment: none

Recording Secretary's Report: Mary provided draft minutes. Corrections were discussed. Rob moved to approve corrected minutes. Lauri seconded. Yes: Lauri, Andrea, Rob, Mary.

Corresponding Secretary's Report: Andrea reported sending cards of thanks for:

Summer Reading Program- Bonnie and Rebecca from the
Humane Society,
Deb Williams,
Courtney Eisenmann,
Paul McCormack
Previous Board Members- Sandy Meeks and Stephanie
Tarver
Cabinet mover- Jim Curton

Treasurer's Report: Rob reviewed the budget with Connie's help and no problems were apparent. In discussion, Bob was asked to include "Tools and Supplies" in written report. These purchases are made through the Village Office accounts with Staples and Gilson's. Mary moved to accept the report. Andrea seconded. Yes: Lauri, Rob, Andrea, Mary.

Library Director's Report: discussion and/or actions on each of 33 outline items as follows:

1.) **Policy Writing Workshop at Woodlands:** This is in Albion, MI October 19, 2006. Discussion concerning mileage and food allowance. Mary moved to approve Bob's attendance. Lauri seconded. Yes: Rob, Andrea, Lauri, Mary.

2.) **Kiosk posting** discussion moved to **Policy Committee** agenda portion

3.) **Painting Children's Area:** tabled for further information

4.) **Freedom to Read** discussion moved to **Policy Committee** agenda portion

5.) Laura Binns is the **new clerk** as of August 23, 2006.

6.) **DPW** has patched the north wall using bricks from the tool shed. Phone line has been installed. Fax machine has been moved.

7.) An engraved bronze **plaque** has been installed on the microfilm reader August 29, 2006.

8.) **New shelves** have been ordered and a deposit paid to Lynn Southward from the Gift Fund.

9.) **Cordless phones** are in use.

10.) Bob attended the **Lenawee County Library Staff Meeting**. Discussion of outcome of conversation with Children's Services Librarian which will hopefully bring about better rapport and coordination.

11.) **Outreach to Schools:** Bob has started this process with welcome results and will continue.

12.) and 13.) **Volunteer and Accident Policies-** discussion moved to **Policy Committee** portion of agenda

14.) Bob included an explanation of his understanding of **Funding Sources** for libraries in his Director's Report. This was discussed and reviewed.

15. 16. 17.) **Work schedule, Polaris reports and submitted invoices** , as provided in Bob's Director's Report, were reviewed.

18.) Bob reviewed with the Board the disappointing participation in the first Pre-School Story Time and Grown-Up Book Club . These **programs** and their **promotion** were discussed and Bob will persevere.

19.) **Open House** discussion moved to the Old Business portion of the agenda.

20.) Bob accepted a **donation** from the Adrian-Blissfield Railroad of about 200 video tapes which are being previewed.

21.) Bob discussed the Library building's neighbor to the south and her offer to plant **flowers** between their fence and the Library parking lot.

22.) Bob discussed developing better rapport and communication with the Lenawee County Library's Children's Librarian for scheduling **Bedtime Story Program**.

23.) **Book Clubs** were discussed and Bob is open to further suggestions in their development.

24.) see #18.

25.) Bob reported a good start with his **visit to the Middle School**.

26.) Bob received a suggestion for a daytime **Book Club for Seniors**. This was discussed and Bob will look into development, working with the Bliss-Liewert Senior Center among other resources..

27.) **Compliments for Newsletter**

28.) There has been no further word from the **Township** about **use of the Auditorium for elections**.

29.) There are no blanks for making **copies of master key** at this time.

30.) Mention of **service contract** for microfilm reader requiring no Board action.

31.) **Recycling newspapers and magazines** requires more information.

32.) Bob will **forward Woodlands information** to all Board members.

33.) **Policy Notebook** will be easily available to the public.

Standing Committee's Reports:

1.) Policy Committee:

Volunteer Policy: Connie and Bob to gather more information before this can be written.

Privacy Act Policy: Andrea provided sample policies and made recommendations. Mary moved to accept ; Rob seconded. Yes: Andrea, Lauri, Rob, Mary.

Accident Policy: Bob will handle this using general form from Lenawee County. This will be filled out and sent to Board members as well as the Village Office; also available to the concerned party upon request.

By-Laws: Bob to search files for previous annual reports and provide a 1-page summary of the year; also will provide a copy of the annual report for Lenawee County Library to Members.

Collection Development Policy: Bob to provide a draft; books appropriate to Village environment.

Kiosk Policy: (Andrea absent 5:50 p.m.—6:07 p.m. President Connie voting in her absence.) Lauri moved to accept Kiosk Policy as written; Rob seconded. Yes: Mary, Connie, Lauri, Rob.

Freedom to Read Policy: 1972 policy was read and reviewed. Bob will retype this and slightly revise. Mary moved to approve with revisions; Lauri seconded. Yes: Connie, Rob, Lauri, Mary.

2.) Redesign Committee: tabled due to absence of Laura Moore.

3.)

Historical Committee: Andrea reported no action

Old Business:

1.) Connie reported very low attendance at the first of the Fall **Lecture Series**. This was discussed and Bob will take over making arrangements, pending Board approval. Board members are to make suggestions to Bob and provide him with pertinent information. Andrea moved to approve this change; Lauri seconded. Yes: Rob, Lauri, Andrea, Mary.

2.) Sings for Entrances: This was tabled due to Laura's absence.

3.) Open House/ Reception for Dr. Bob Barringer, October 14th: This was discussed at length. Informal Committee members Andrea, Bob and Mary reported on their arrangements and ideas with additional suggestions and information from other Board members. Payments for this will come from the Fines Account. Andrea moved to approve a Budget of \$500.00; Rob seconded. Yes: Lauri, Andrea, Rob, Mary.

(Andrea and Rob left the meeting at 6:45p.m.)

4.) Review and Re-prioritization of Long- Range Plan: tabled because there was no quorum.

5.) Funding for the Library: tabled because there was no quorum.

New Business:

1.) Suggestion Box contents were read and reviewed.

2.) Bob was asked to check with the **Advance** about the possibility of a short weekly column of Library news.

At 7:00p.m. meeting was adjourned.

Respectfully submitted,
Mary Gregg

Report of the Library Director to the Library Board, 09/21//06

ACTION ITEMS:

Need Approval: Policy Writing Workshop at Woodlands

October 19, 1-4 pm, in Albion. Workshop is free (with a \$5 pizza fee). I'd like mileage.

Need opinion: Kiosk posting

Is this issue still open?

I have a request from Lourdes College to post brochures for the program, "ElderVision." It is a membership program requiring a membership fee. I have another "request" (which I found already posted on the kiosk) for Blissfield Co-op Pre-school—non-profit, secular—but tuition charging. Finally, the LISD Stubnitz Environmental Education Center sent over flyers for some of their programs. They charge a materials fee.

I've been posting "free to the public" items from non-profit organizations, both faith-based and secular, but nothing that requires admission, tuition or membership fees. If you agree with this reasoning, can we re-write the policy more precisely? I am also happy to allow posting of events that require some sort of payment as long as I have a policy in place for somehow limiting postings. We cannot post everything.

If you'd like me to consider the separation issue with churches, I can do that, but, again, the policy will need to be re-written, since the current policy specifically includes churches.

The policy also states "Blissfield-area only." Since, it seems to me, the kiosk is a service for our patrons rather than for the folks who post things on it, the Blissfield-area-only limitation—while effective for saving space—might overly restrict the information stream coming into Blissfield. It also creates a fuzzy area when dealing with organizations like the LISD which cover Blissfield but that may have activities all over the county.

Need approval (pending additional information): Painting Children's Area and Workroom

Waiting to hear from the artist.

Freedom to read policy

See proposed policy attached. Former policy found on kiosk.

FYI:

New Clerk

Laura Binns began work 8/23/06. She has been hired for 20 hours per week at \$10/hr.

DPW Work for library

1. North wall patched with brick from the tool shed 8/21/06.
2. New phone line installed and fax machine moved 8/24/06.

Plaque for Microfilm Reader

Engraved Bronze Plaque installed on microfilm reader 8/29/06.

New shelves for paperbacks and the reference area

Check for \$685 from Gift fund (707-730-978) delivered 8/31/06 to Lynn Southward with signed contract. The second half of the purchase price will be due on delivery of the shelves.

Cordless phones

Phones system reprogrammed 8/21 to accept cordless phones as "sister" phones. Cordless phones purchased and in operation.

Lenawee County Library Staff Meeting:

On 9/12 I attended the LCL staff meeting. Patrons will soon be able to place ILL requests themselves via the Woodlands PAC, Agent. LCL does not wish to advertise the feature since they expect many problems and would like to start slowly. Woodlands plans to drop Agent by next fall in favor of MelCat, which offers patron initiated ILL already. So, LCL also questions the advisability of teaching a system that will be replaced within a year.

I had a discussion with Kim Gage, Children's Services Librarian, about clearing dates for her coming to the library because there has already been a conflict between one of her programs and one of mine. I will keep you posted.

Outreach to schools:

I spoke for about half an hour on 9/13 with Elaine Webb, Blissfield Community Schools Media Specialist, and Cathy Horky, the paraprofessional assigned to the middle school. My purpose was to introduce myself and to find out what we can do to complement what they do. They reported that this was the first time someone from the S-H library had contacted them for their input. They seem eager to work with us. I told them we could be recruited to gather copies of assigned reading in a pro-active fashion through ILL if we know what the books are. Elaine will investigate providing me with an access code to the BCS library catalogue so that we can better

help students during those hours when the school libraries are closed and we are open. I left them my card, and we agreed to keep the conversation going. I will talk to the county library about providing a link from the BCS homepage to the Polaris catalogue.

I also met Mark Wilson, Blissfield Middle School Principal, and am scheduled to speak to the 9/20 Middle School staff meeting. I will arrange similar meetings with the high school and elementary school staffs. I have yet to hear back from Connie Graf, who handles the media center for the elementary school.

In addition, I've arranged a tour and some activities on 9/28 for a group of home-schooled children and their parents with Mindy Goetz.

Volunteer Policy

Jim Wonacott reports that background checks are done through the police department at no charge to other Village departments. Need name, former name, address, previous address, and social security number to run background check on an individual.

Mike Kight of the Lenawee County Health Department reports that there are no specific guidelines related to health issues and volunteers. Applicable policies would be occupational safety and health policies designed to protect the employee/volunteer rather than anyone he or she was working with. Contact would be considered incidental and not continual or frequent.

My feeling is that volunteers should not be restricted from performing the duties usually performed by staff for the simple reason that anything that a volunteer would do would eventually fall to a staff member to do. However, I do not believe volunteers should ever be counted on to do the work required to run the library. Volunteers are a luxury, not an expectation. In addition, volunteers generally require more supervision than trained staff members and, therefore, often result in a greater expenditure of staff time than they save.

Policy or not, I would never leave a volunteer alone with children.

Accident Policy

I have checked 9 accident policies from various libraries in the region and beyond. I have found no procedure other than basic instructions either to write a narrative containing specific information or to fill out a form seeking the same information. The form I have submitted to you is one such form. The policy would be to fill out the form under certain circumstances: A circumstance might be described as "any accident resulting in an injury brought to the attention of library staff regardless of how minor the injury might seem." The procedure would require the staff member notified of or witnessing the accident to complete the form and deliver it to the director within 24 hours. The director would submit the completed form to the Village Clerk and the Library Board.

Mike Kight of the Lenawee County Health Department reports that the Health Department actually uses the same form as the Lenawee County Library. He suggests making sure we have a

workable and tested severe weather and fire response policy and procedure. He also suggests having rubber gloves on hand for incidents involving body fluids. We have rubber gloves with our first aid kit.

Funding sources:

State funding for libraries comes in two forms, direct allocation (state aid) and penal fines.

Woodlands reports that state aid is distributed at the rate of \$.3946 per capita of population served by the library. A population of 5000 would gain \$1973 annually, half of which goes directly to Woodlands, leaving a net of \$986.50 annually.

Steve Musgrave of the Lenawee County Library reports that penal fines are distributed by Lenawee County to the five library systems within the county (Morenci, Hudson, Tecumseh, Adrian Public, and Lenawee County Libraries) based on population served. There is no per capita breakdown. The money is distributed on a percentage basis. It is clear to no one with whom I have talked how Adrian Public Library and Lenawee County Library are figured since they obviously have overlapping populations.

Since I know that the population estimate from the US Census Bureau for Lenawee County in 2005 was 102, 033, I can figure a per capita rate once I have the amount of the penal fine pool for the entire county. I am working on getting, but do not yet have, figures for the entire county pool of penal fines. I have a call into the County Treasurer and am waiting for a return. Steve Musgrave reports that the County Library's share of penal fines in 2005 was \$253,952.

While waiting for the phone call, in an effort to come up with a ballpark figure, I have subtracted those areas served by non-county libraries (excluding the Adrian Public Library since I'm assuming an overlapping population) and come up with a remaining population of 73, 515 served by the Lenawee County Library (using 2000 census figures since that is the last date with figures for all areas).

We can figure then that the Village of Blissfield (3, 223) contains 4.385% (\$11, 135.80) of the population served, adding the township (3, 915) brings the percentage to 9.7% (\$24, 633.34), adding Riga (1, 439) and Palmyra (2, 366) townships brings the percentage to 14.885% (\$37, 711.87). The percentage may have changed slightly in the last five years, but I would doubt it has increased since the population of the county is growing fastest in the northeast.

The state aid for the largest iteration above would be \$2159 per annum once the Woodlands obligation had been met. See the table below.

Geographic range	added	percentage	% of LCL PF	½ of state aid	Total
Village of Blissfield	3223	4.385%	\$11,135.80	\$635.90	\$11,771.70
+ Township	3915	9.7%	\$24,633.34	\$1408.33	\$26,041.67
+ Riga and Palmyra	3805	14.885%	\$37,711.87	\$2159.06	\$39,870.93

I have asked Steve Musgrave for an updated accounting of the services Lenawee County Library provides to S-H.

Work Schedule

A tentative work schedule for October is attached to the email with hardcopy available in your envelopes.

Polaris Reports

The following Polaris reports are attached to the email with hard copies in your envelopes. They are PDF files and require Adobe Acrobat:

1. Patron Circulation Statistics
2. Patrons Registered
3. Circulation Summary Statistics
4. Item Circulation Statistics
5. Item Circulation by Collection
6. Patron Cross Borrowing

Invoices submitted to Village Office 08/10/06

American Office Solutions	49817	31-Aug-06	933-001 Maintenance Agmt	\$101.57	copier maintenance
Cross Heating and Cooling	3016-122	14-Aug-06	933-001 Maintenance Agmt	\$160.00	Quarterly PM on Heating and Cooling
Bob Barringer	MyEngravedS	11-Aug-06	956-Miscellaneous	\$25.26	Benefactor recognition for microfilm reader
Ingram	13167596	3-Aug-06	957-Books and Magazines	\$49.27	Books
Ingram	13167597	3-Aug-06	957-Books and Magazines	\$65.65	Books
Ingram	13504082	21-Aug-06	957-Books and Magazines	\$27.89	Books
Ingram	13504081	21-Aug-06	957-Books and Magazines	\$39.32	Books
Ingram	13430915	17-Aug-06	957-Books and Magazines	\$8.33	Books
Ingram	13430914	17-Aug-06	957-Books and Magazines	\$31.17	Books
Baker & Taylor	2016972900	14-Aug-06	957-Books and Magazines	\$277.56	Books
Baker & Taylor	2017050789	23-Aug-06	957-Books and Magazines	\$73.33	Books
Baker & Taylor	2017146478	31-Aug-06	957-Books and Magazines	\$26.89	Books
Amazon.com	3.2422E+13	15-Jul-06	957-Books and Magazines	\$85.00	Books
Thomson Gale	14737890	9-Aug-06	957-Books and Magazines	\$42.68	Books
Bob Barringer	walmart	29-Jul-06	982-New Equipment	\$105.85	Cordless phones
Citi-Com LLC	904	25-Aug-06	982-New Equipment	\$205.00	programming for cordless phones
Laun Reinhardt	Borders	22-Aug-06	707-730-979--Fine Acct.	\$60.00	trustee gifts
Staples	Village CC	29-Aug-06	707-730-979--Fine Acct.	\$80.91	Open House Displays
TOTAL				\$1,013.92	

\$261.57	933-001 Maintenance Agmt
\$25.26	956-Miscellaneous
\$727.09	957-Books and Magazines
\$310.85	982-New Equipment
\$140.91	707-730-979--Fine Acct.
\$1,013.92	Total

From previous email:

Programs and Promotions

Pre-school Story Time started this week with only one child. I expect participation to pick up since we now have good advertising in the newsletter and the Advance Calendar Section. And we have the one kid who will tell all her friends how great it was. We have the same promotion (minus the word of mouth) for the lecture series and the Grown-up Book Club, plus flyers have been posted in downtown establishments. We are putting bookmarks with program announcements in loaned materials. The newsletter was inserted in the Advance and is placed in the Village Office and the Chamber office.

Open House:

We continue to work on displays for the open house. We will begin to gather prizes, purchased and donated, to give away in prize drawings; suggestions and help are welcome. I thought I might buy a can of Scott's Liquid Gold and give the card catalog a once over.

Video Tape Donation:

Mark Doboronski of the Adrian and Blissfield Railroad is donating about 2000 videos to the library. We will put what we can into the collection and offer most of the rest for sale. We are in the process of previewing the tapes (since many are used) for quality and suitability before we process them into the library collection or put them into the book sale. The previewing is standard procedure for donated tapes. I have been beating the bushes for donations of videotape cases and am picking up 30 from the Dowling Public Library (north of Battle Creek) tomorrow. Most places are turning to DVD (as are we for stuff we pay for) so VHS tape cases to accommodate the donation can be had for free, I think.

LDR 09/21/06 7

Neighbors to plant flowers by parking lot:

Our neighbors to the south (Karen Miller was the one I talked to) want to plant irises in the space between their fences and the library parking lot. I saw no problem with that since irises are better than weeds. I'm not really sure what irises are, but I assume they are better than weeds.

Schultz-Holmes Memorial Library

Library Board Meeting Minutes

October 19, 2006

Call to Order/Attendance: Board President Connie O'Brien called the meeting to order at 5:03p.m. Present at that time were members Connie O'Brien, Laura Moore, Lauri Reinhardt, Rob Holman, Andrea Milner and Mary Gregg. Susan Harmes, Assistant Library Director, was also in attendance until 5:30 when Dr. Bob Barringer, Library Director, arrived as planned. Bob was present for the remainder of the meeting.

Pledge of Allegiance

Public Comment: none

Recording Secretary's Report: Mary provided minutes of the September meeting. Rob moved to accept the minutes as written. Lauri seconded. Yes: Laura, Andrea, Rob, Lauri, Mary.

Corresponding Secretary's Report: Andrea reported no action for the previous month. Thank-you notes will be written for contributors to the Open House prize drawings and flowers.

Treasurer's Report: Rob provided a clear report which was explained and discussed. Overall, Rob indicated the Library's finances to be fairly healthy, from the information he had so far. Laura moved to accept the report. Andrea seconded. Yes: Lauri, Rob, Laura, Andrea, Mary.

Library Director's Report: Due to Bob's planned late arrival to this meeting, the Director's Report was postponed until later in the agenda.

Standing Committees Reports

1. Policy Committee:

Volunteer Policy: Andrea moved to approve the Volunteer policy as written. Laura seconded. Yes: Mary, Lauri, Rob, Laura, Andrea.

Policy/Procedure for Accident/Injury Reporting: tabled

By-Laws: Changes in the By-Laws in Article III, Sections 1 and 2 were reviewed and discussed. Mary moved to approve changes. Lauri seconded. Yes: Rob, Laura, Andrea, Lauri, Mary. Also discussed, in reviewing the By-Laws, was the need for the Library Director to provide an Annual Report. Apparently, in Bob's searching through files of previous Directors, this had been forgotten in the recent past.

Collection Development Policy: tabled

2. Redesign Committee: Laura reported no action and since she will soon be off the Board, will leave direction to Board Member who assumes this responsibility.

3. Historical Committee: Andrea reported no action and since she will soon be off the Board, will leave direction to Board Member who will assume this responsibility.

****During discussion of these Committee Reports, Bob was asked to provide hard copies of all e-mail attachments to Board Member's folders since not all Members open and/or print the many attachments at their homes.****

Library Director's Report (postponed from earlier in the agenda)

Action Items

1. Reduction in Student Aide Hours/Increase in Clerk Hours

Discussion of what would best serve Library patrons, Student Aide Lindsey's needs and Bob's Library outreach, grant research, and increasing specific responsibilities which preclude time spent at the front desk followed. Rob moved to increase by 1.25 hours the Clerk's weekly hour allotment. Laura seconded. Yes: Mary, Lauri, Andrea, Rob, Laura.

2. Sale of Lenawee County Historical Society calendars in Library

This was discussed with fairness to all other organizations in mind. Mary moved to not sell the calendars. Lauri seconded. Yes: Rob, Lauri, Andrea, Laura, Mary.

FYI:

3. Policies Workshop: Bob will provide a written report.

4. Printers: Bob reported on the printers which are not working, are being repaired, and have been purchased.

5. River Raisin Watershed Council use of auditorium: This organization will use the Library facilities free of charge.

6. Meeting with Director of Senior Center: Bob has talked to Cindy Burnett at the Center and will follow through with further meetings after the first of the year. Bob agreed that the emphasis should be on the seniors coming in to the Library as much as possible.

7. Advance cooperation: Bob will send frequent updates of programs and activities to the Advance which Editor Tran Longmore has agreed to print as much as possible. Connie facilitated this agreement.

8. and 9. Kiosk Policy and Freedom to Read Policy: these were received.

10. Policy Notebook: A binder containing all policies appropriate to the Public will be available for review at the Front Desk.

11. and 12. Accident Policy and Procedure and Collection Development Policy: tabled for future discussion.

****Rob had to leave the meeting at 6:00p.m.****

13. Power strip: has been purchased and installed.

14. Lenawee County Library Annual Report: Bob reported that their report is of little use to us as a model since it deals with state funding only.

15. Work Schedule: was received and reviewed.

16. Polaris Reports: were received.

Additional Report Items:

17. Invoices Submitted to Village Office: 10/5/06

Old Business

1. Lecture Series: Bob will advertise upcoming **November 14** Mary Alice Powell presentation. Board expressed hope that the popularity and reputation of Ms. Powell will provide needed boost to attendance of the series as a whole.

2. Signs: Laura provided quotes for signs at Front and South Entrances: 1.) an unlighted Entrance sign for both doors; 2.) one Open/Closed sign for South Entrance; 3.) Library operating hours painted on South Entrance door. Discussion followed concerning budget for these sign items. Andrea moved to order a budget request from Building Maintenance not to exceed \$500.00. Lauri seconded. Yes: Andrea, Lauri, Laura, Mary.

3. Memorial Bench; tabled

4. Long-Range Plan: tabled

5. Funding for Library; tabled

6. Woodlands Information : this will be forwarded to Board Members who request it.

7. Use of Auditorium for Elections: no further information has been received from the Township.

8. Keys: Bob will help Board Members whose keys are not identified and who have been experiencing difficulty using keys provided.

New Business:

1. Library Website: Bob will continue to develop this.

2. Food for Fines Program: Bob will lead participation in this annual program. Limitations will be specified.

Bob will look in to participating in Toys for Tots program also at Board's suggestion..

3. November Quarterly Review for Library Director: Andrea and Laura will attend the Board Meeting in November to assist in the review.

4. Election of Library Board Officers: discussion of upcoming elections due to concerns expressed by Mary. Those concerns addressed centered around the overall newness of the Board. Discussion and explanations were helpful.

5. December Newsletter: There will be a Newsletter which will address programs and activities for children during Christmas school break as well as other and usual Library events and reports.

6. Connie shared a note of thanks for gift to the Ability Center of a donated book in Braille.

At 6:30 p.m. meeting was adjourned.

Respectfully submitted,
Mary Gregg

SCHULTZ-HOLMES MEMORIAL LIBRARY

Report from the Library Director to the Board of Trustees 10/19/2006

Since the open house and printer problems have demanded much of my time, some items are not included but will be available early next week. I apologize for the delay.

ACTION ITEMS:

Reduction in Student Aide hours, increase in Clerk hours:

I sent a memo via email on this subject. I reprint it below. I request a temporary tweak to the staffing policy to allow for the proposed solution to our Student Aide's request.

Lindsey Moore, our Student Aide, has asked to have her weekly hours reduced from 12 per week to 8 per week due to the demands of school work.

My reading of the staffing policy suggests that I might add an additional student worker to cover the lost hours. However, I feel that searching for, hiring, and training an additional student worker to cover the lost four hours would cost more than it would be worth, and I propose an alternative.

The only time I truly count on Lindsey's being here is Friday when the clerks alternate the day off. Her absence will not only leave a third of her work to be assumed by the clerks but will leave me alone in the library for a couple of hours some Friday afternoons. To compensate, I'd like to have the clerk who is scheduled to work each Friday stay the entire day, a minimal increase in total average clerk time of only 1.25 hours per week. Please note that this figure of 1.25 average hours per week is total time for both clerks added together. Part of the reason the increase is so low is that the shift moves beyond the 6-hour threshold, and the employees will take a half-hour unpaid lunch.

Working with a figure of \$7.70 per hour (\$7.00 in salary + 10% for benefits), the four-hour reduction in the Student Aide's hours would return \$30.80 to the salary and benefits budget weekly.

Working with a figure of \$11.00 per hour (\$10.00 in salary + 10% for benefits), the increase in clerk expenses is \$13.75 per week.

The net savings in personnel costs would be \$17.05 per week or \$886.60 per year.

I would consider this an accommodation to Lindsey, a valuable employee, and not a permanent change.

FYI:

Workshop:

I will be returning from the policies workshop (which ends at 4 pm) in Albion the day of the board meeting. I should have a verbal report.

Printers:

The network printer (big one next to PAC) has quit working. I reported difficulties earlier. The County Library is paying to have it repaired, and I took it to Stratos Computers in Adrian where it remains.

I purchased a new laser printer to speed up the circulation, reporting, and ILL processes, but its networking requires software loading on the server end. Sandra Meeker at LCL will take care of this installation.

Despite my best efforts, we are without a printer for Workstation #4 and the microfilm readers until the network printer is repaired.

River Raisin Watershed Council Use of Auditorium:

At the request of the Village Administrator, the library auditorium will be used by the River Raisin Watershed Council without fee. There will be no postings or other displays that violate our postings policy.

Meeting with Director of Senior Center:

I have a meeting scheduled with Cindy Burnett of the Bliss-Liewert Senior Center on Tuesday, 10/17 at 2 pm to discuss library services for seniors. I hope to have a summary at the meeting.

Column in *Advance*:

The editor of the *Advance*, in consultation with the publisher, declined my offer of a regular column in the *Advance*. He suggested there might be room for something from time to time. He suggested I continue to send press releases as I did for the Open House. He ran the press release in its entirety. I asked him again to correct the meeting time of the library board which was incorrect for the second time in the Community Calendar.

Kiosk Policy:

An e-copy of the approved policy is attached to the email. Hardcopies on 10/17.

Freedom to Read Policy:

An e-copy of the approved policy is attached to this email. Hardcopies on 10/17.

Policy Notebook:

A policy notebook should be available in the library by sometime on 10/14.

Accident Policy and Procedure; Collection Development Policy:

These will be available by COB 10/17. Will send email copies.

Power Strip:

A power strip has been purchased and stored in the board locker.

County Library Annual Report:

The only annual report is the state funding application. There is no report to the board. Copies of what I have will be in your envelopes by COB 10/14. I have some little bit of analysis to offer, if you are interested.

Work Schedule:

Awaiting approval of policy exception request.

Polaris Reports:

Available by COB 10/17. Will send email copy.

American Office Solutions	50664	28-Sep-06	933-001 Maintenance Agmt	\$72.11 copier maintenance	\$72.11	933-001 Maintenance Agmt
Gilsons	23096	22-Sep-06	740-Tools and Supplies	\$10.14 keys, casters for auditorium table	\$70.24	740-Tools and Supplies
Gilsons	22912	18-Sep-06	740-Tools and Supplies	\$22.22 cleaning supplies	\$89.98	982-New Equipment
Gilsons	22961	19-Sep-06	740-Tools and Supplies	\$12.88 cleaning supplies	\$1,048.77	957-Books and Magazines
Library Design Associates	06/351-01	21-Sep-06	740-Tools and Supplies	\$25.00 duplicate keys for bookdrop	\$665.21	741-Newsletter
Staples	thru Village	4-Oct-06	982-New Equipment	\$89.98 printer (there will be a \$20 rebate)	\$109.10	962-Audio Visual Supplies
Ingram	139557/40	8-Sep-06	957-Books and Magazines	\$21.90 Books	\$307.90	707-730-978-Gift Account
Ingram	139557/39	8-Sep-06	957-Books and Magazines	\$9.90 Books	\$36.51	707-730-979-Fine Account
Ingram	14162062	19-Sep-06	957-Books and Magazines	\$31.47 Books		
Ingram	14162061	19-Sep-06	957-Books and Magazines	\$18.14 Books		
Ingram	14123520	18-Sep-06	957-Books and Magazines	\$260.18 Books		
Ingram	14123519	18-Sep-06	957-Books and Magazines	\$10.03 Books		
Baker & Taylor	2017218600	11-Sep-06	957-Books and Magazines	\$81.08 Books		
Baker & Taylor	2017328622	28-Sep-06	957-Books and Magazines	\$130.27 Books		
Baker & Taylor	2017266521	18-Sep-06	957-Books and Magazines	\$485.80 Books		
Blissfield Advance	10/1/2006	1-Oct-06	741-Newsletter	\$665.21 Fall newsletter		
Recorded Books	312310	11-Sep-06	962-Audio Visual Supplies	\$65.85 Books on Tape		
Recorded Books	3044728	7-Sep-06	962-Audio Visual Supplies	\$43.25 Books on Tape		
Recorded Books	3044728	7-Sep-06	707-730-978-Gift Account	\$193.00 Books on Tape (B. Garro Donation)		
The Teaching Company	2536808	11-Sep-06	707-730-978-Gift Account	\$114.90 DVD/CD Course (D. Crotts Donation)		
Bob Barringer	walmart	4-Oct-06	707-730-979-Fine Account	\$36.51 supplies for open house displays		
TOTAL				\$1,946.31	\$2,399.82	Total

Schultz-Holmes Memorial Library

Library Board Meeting Minutes

October 19, 2006

corrected 11/16/06

Call to Order/Attendance: Board President Connie O'Brien called the meeting to order at 5:03p.m. Present at that time were members Connie O'Brien, Laura Moore, Lauri Reinhardt, Rob Holman, Andrea Milner and Mary Gregg. Susan Harnes, Assistant Library Director, was also in attendance until 5:30 when Dr. Bob Barringer, Library Director, arrived as planned. Bob was present for the remainder of the meeting.

Pledge of Allegiance

Public Comment: none

Recording Secretary's Report: Mary provided minutes of the September meeting. Rob moved to accept the minutes as written. Lauri seconded. Yes: Laura, Andrea, Rob, Lauri, Mary.

Corresponding Secretary's Report: Andrea reported no action for the previous month. Thank-you notes will be written for contributors to the Open House prize drawings and flowers.

Treasurer's Report: Rob provided a clear report which was explained and discussed. Overall, Rob indicated the Library's finances to be fairly healthy, from the information he had so far. Laura moved to accept the report. Andrea seconded. Yes: Lauri, Rob, Laura, Andrea, Mary.

Library Director's Report: Due to Bob's planned late arrival to this meeting, the Director's Report was postponed until later in the agenda.

Standing Committees Reports

1. Policy Committee:

Volunteer Policy: Andrea moved to approve the Volunteer policy as written. Laura seconded. Yes: Mary, Lauri, Rob, Laura, Andrea.

Policy/Procedure for Accident/Injury Reporting: tabled

By-Laws: Changes in the By-Laws in Article III, Sections 1 and 2 were reviewed and discussed. Mary moved to approve changes. Lauri seconded. Yes: Rob, Laura, Andrea, Lauri, Mary. Also discussed, in reviewing the By-Laws, was the need for the Library Director to provide an Annual Report. Apparently, in Bob's searching through files of previous Directors, this had been forgotten in the recent past.

Collection Development Policy: tabled

2. Redesign Committee: Laura reported no action and since she will soon be off the Board, will leave direction to Board Member who assumes this responsibility.

3. Historical Committee: Andrea reported no action and since she will soon be off the Board, will leave direction to Board Member who will assume this responsibility.

****During discussion of these Committee Reports, Bob was asked to provide hard copies of all e-mail attachments to Board Member's folders since not all Members open and/or print the many attachments at their homes.****

Library Director's Report (postponed from earlier in the agenda)

Action Items

1. Reduction in Student Aide Hours/Increase in Clerk Hours

Discussion of what would best serve Library patrons, Student Aide Lindsey's needs and Bob's Library outreach, grant research, and increasing specific responsibilities which preclude time spent at the front desk followed. President Connie presented argument for maintaining the hours as they have been voicing objection to any change at this time. Rob moved to increase by 1.25 hours the Clerk's weekly hour allotment. Laura seconded. Yes: Mary, Lauri, Andrea, Rob, Laura.

2. Sale of Lenawee County Historical Society calendars in Library

This was discussed with fairness to all other organizations in mind. Mary moved to not sell the calendars. Lauri seconded. Yes: Rob, Lauri, Andrea, Laura, Mary.

FYI:

3. Policies Workshop: Bob will provide a written report.

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5. River Raisin Watershed Council use of auditorium: This organization will use the Library facilities free of charge.

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11. and 12. Accident Policy and Procedure and Collection Development Policy: tabled for future discussion.

****Rob had to leave the meeting at 6:00p.m.****

13. Power strip: has been purchased and installed.

14. Lenawee County Library Annual Report: Bob reported that their report is of little use to us as a model since it deals with state funding only.

15. Work Schedule: was received and reviewed.

16. Polaris Reports: were received.

Additional Report Items:

17. Invoices Submitted to Village Office: 10/5/06

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3. Memorial Bench; tabled

4. Long-Range Plan: tabled

5. Funding for Library; tabled

6. Woodlands Information : this will be forwarded to Board Members who request it.

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5. December Newsletter: There will be a Newsletter which will address programs and activities for children during Christmas school break as well as other and usual Library events and reports.

6. Connie shared a note of thanks for gift to the Ability Center of a donated book in Braille.

At 6:30 p.m. meeting was adjourned.

Respectfully submitted,
Mary Gregg

Schultz-Holmes Memorial Library

**Library Board Meeting Minutes
November 16, 2006**

Call to Order/ Attendance: Board President Connie O'Brien called the meeting to order at 5:00 p.m. Present also at that time were members Andrea Milner, Rob Holman, Lauri Reinhardt, Mary Gregg. Dr. Bob Barringer, Library Director, was also present for the entirety of the meeting. Member Laura Moore joined the meeting at 5:30 p.m.

Village President-elect Pat Hinde was present until 5:15 p.m.

Pledge of Allegiance

Public Comment: Pat Hinde expressed eagerness to work with the new Board and maintain an open line of communication. He voiced concern about the remaining two open Board positions. This was discussed with some optimism that these would be filled by willing appointees soon.

After some congratulations on this month's election, Pat Hinde left the meeting.

Recording Secretary's Report: The Minutes for the October meeting were reviewed and several corrections were discussed. Andrea moved to accept the report with corrections; Lauri seconded. Yes: Laura, Rob, Andrea, Lauri, Mary.

Corresponding Secretary's Report: Andrea reported writing Thank-You notes to the Staff of the Lenawee County Library for the flowers they sent for our Open House last month. Also, to Art Weeber of the Hathaway House for donating two prizes for the same event. Connies had written a note of appreciation to the musicians, Aaron Shetterly and Raymond Heiter, who provided the fine jazz entertainment, also for the Open House.

Treasurer's Report: Rob provided a written report using numbers from the Village Treasurer. This was reviewed and discussed. Mary moved to accept the report; Lauri seconded. Yes: Andrea, Lauri, Rob, Mary. Rob agreed to work with Connie on the Gift/Savings Accounts for future reports.

Library Director's Report:

1.) Military Recruiters in Library: Bob reported an incident involving Army Recruiters bringing in and talking to some teenage boys, using a quiet corner of the Library. This was discussed and Bob will contact other Libraries for any policy for the future.

2.) Auditorium Rental Contract: the existing contract was discussed, as well as some difficulties experienced by some renters. After review, the contract seems to be sufficient for the time being.

3.) Service Contract for the Microfilm Reader: No service contract was deemed necessary at this time after a short discussion.

4.) Service Contract for the HVAC: With the HVAC, the Board has three months to consider whether a service contract would benefit the Library. Bob will investigate the matter.

5.) Accident Policy and Procedure: The draft was read and reviewed.

6.) Collection Development Policy: This draft was read and reviewed at length. After some discussion, it was agreed that the provided draft was acceptable.

7.) Newsletter: After some discussion of other contents of the upcoming edition, Mary agreed to write the Message from the Board, including a paragraph from Connie.

8.) Printers: Bob reported that the printers are fixed now.

9.) and 10.) Programs Promotion and Attendance: The Board was relieved to hear that the most recent in the Lecture Series had been well attended. Discussion as to utilizing media and Village

resources fully to promote programs led to several suggestions and ideas. Bob and the Board will persevere.

11.) Food for Fines: This program is up and operating, reported Bob.

12.) Film Festival: Bob is optimistic that this will be a success. Films will appeal to families, not just the very young.

13.) Annual Report: Members of the Board congratulated Bob on a great start with this first report. There were suggestions for the next edition, with Bob to meet with Connie for some collaboration.

14.) Work Schedule: This was read and reviewed briefly.

15.) Polaris Reports: These were briefly reviewed. Connie suggested that an e-mail which summarizes the information would be helpful. Bob agreed to do this.

16.) Invoices submitted to the Village: These were reviewed and discussed.

17.) Lenawee County Library Staff Meeting: Bob gave a brief verbal report.

18.) Suggestion Box: Bob reported no activity.

. Andrea had to leave early resulting in adjustment to the Agenda as follows:

Old Business:

10.) Quarterly Review of Goals for Library Director: This was a verbal point by point review and discussion of Bob's progress thus far. Led by Connie, with Andrea and Laura, the Board was pleased with the goals being pursued and, in some instances, completed. As departing Members, Andrea and Laura congratulated Bob on being an asset to the Library.

Standing Committee Reports:

1.) Policy Committee:

-Policy/Procedure for Reporting Accidents at the Library: The draft provided by Bob had been reviewed and discussed. Mary moved to accept this as policy; Lauri seconded. Yes: Rob, Laura, Lauri, Mary.

-Collection Development Policy: The draft provided by Bob was discussed at length. Rob moved to accept, with a correction, this as policy; Mary seconded. Yes: Lauri, Laura, Rob, Mary.

-Policy for Selling Items in the Library: The draft provided by Bob was read and reviewed. Lauri moved to accept this as policy; Rob seconded. Yes: Mary, Laura, Lauri, Rob.

-Auditorium Rental Policy: Bob provided copies of the form now in use which was reviewed and discussed, with no action taken to change.

2.) Redesign Committee and 3.) Historical Committee: tabled

4.) By-Laws: After lengthy and thorough discussion, Lauri moved to change Article VI, Section 1, to allow the Board President to vote in all actions unless there is a tie, in which case the President's vote would not count. Mary seconded.. Yes: Laura, Rob, Lauri, Mary.

Old Business:

1.) Lecture Series: Bob will have suggested dates to discuss at the December meeting.

2.) Signs: Laura reported that this is on schedule.

3.) Memorial Bench: Connie reported that this must be tabled for the time being.

4.) Review of Long-Range Plan: This was tabled until the January meeting.

5.) Funding for Library: Investigation remains an ongoing priority.

6.) Keys: Bob tested keys for Board Members who had experienced difficulties.

7.) Library Website: This is an ongoing project for Bob.

8.) Food for Fines Program: Bob reported good participation in this program with cooperation from the St. Peter's Church Knights of Columbus scheduled to collect on December 16. Program will continue until December 30.

9.) Toys for Tots Collection: Bob reported having arranged for the collection box to be in the Library.

11.) Newsletter: Bob reported a deadline of November 27 for any item to appear, including the Board note.

12.) Election of Library Board Officers:

President: Connie O'Brien
Vice-President: Mary Gregg
Treasurer: Rob Holman
Recording Secretary: Mary Gregg
Corresponding Secretary: Lauri Reinhardt

Laura moved to accept these new officers; Lauri seconded. Yes: Rob, Connie, Mary, Laura, Lauri.

Laura left the meeting at 7:25 p.m.

New Business:

1.) 2007 Calendar for Meetings: After a discussion whether to continue the Trustees Workshop Meetings, the time for those was changed to 5:00p.m. Members agreed to try to attend. Rob moved to accept the Calendar with the change; Lauri seconded. Yes: Connie, Mary, Rob, Lauri.

2.) Mail in Board Member's Envelopes: Bob will e-mail any Member who receives mail at the Library.

Adjournment: at 7:33 p.m. Lauri moved to adjourn the meeting; Rob seconded. Yes: Connie, Mary, Lauri, Rob.

Respectfully submitted,
Mary Gregg

**LIBRARY REPORT
OCTOBER 2006**

SAVINGS ACCOUNT

Balance	09/30/06	\$2,724.79
Interest		0.33
Copies		216.90
Fines		146.40
Gifts		4.88
Erin Kaleba		(100.00)
Staples		(80.91)
Bob Barringer		(36.51)
Recorded Books		(193.00)
The Teaching Co.		(114.90)
Bad check returned		17.75
Bad check fee		10.00
	10/31/06	<u>\$2,595.73</u>
Investment Account	09/30/06	42,968.45
Interest		132.05
	10/31/06	<u>43,100.50</u>
CD Investment 5.12%		192,570.73
Balance	10/31/06	\$238,266.96

EXPENSES

705 Librarian	4,362.95
706 DPW	102.04
707 Part-time	2,331.06
719 Benefits	2,242.35
727 Staples	252.06
740 Gilson's Hardware	45.24
740 Library Design Assoc	25.00
741 Advance	665.21
853 Verizon	100.51
853 Ogden Telephone	4.63
921 Consumers-Electric	452.94
923 Consumers-Gas	19.91
927 Village of Blissfield	47.80
933001 American Office Solutions	72.11
957 Baker & Taylor	697.15
957 Ingram Library Services	351.62
962 Recorded Books	109.10
972 Erin Kaleba	100.00
978 Recorded Books	193.00
978 The Teaching Company	114.90
979 Bob Barringer	36.51
979 Staples	80.91
	<u>\$ 12,407.00</u>

Report of the Library Director to the Board of Trustees 11/16/2006

ACTION ITEMS:

Military Recruiters in the Library:

On Wednesday, two men dressed in Army uniforms came into the library with three young people, teenagers. I assume this was a recruiting mission. One of the men asked if we had a conference room he could use. I explained the auditorium was used by reservation and fee payment. They went into a corner of the library and stayed for about two hours. They brought the young people in with them. They did not seek them out in the library. If they had, I think we might call that soliciting. In any event, we have a policy for neither recruiting nor soliciting. We might consider such policies.

(The following Action Items were previously sent in the 11/03 Weekly Summary)

Need for an Auditorium Rental Contact:

You all already know about the snafu with the key to the auditorium on Sunday. On Wednesday, a miscommunication left the River Raisin Management Council unable to enter the auditorium. Sunday's problem was a simple error that we have taken steps to avoid in the future. Wednesday's problem is a bit more difficult, since it was based on certain assumptions about who would be at the meeting. Regardless, the problems point to the need to do one of three things:

1. have someone renters can contact when the auditorium is rented during a time that the library is closed.
2. make clear to renters that they rent during those hours at their own risk.
3. stop renting during those hours. The County Library has a meeting room that is available on when the library is open.

I'd be happy to be the contact person, but I'm in Adrian, even when I'm available. I don't think the contact should be a board member, and I don't think it is fair to staff to have someone "on call" every time the library is rented after hours, especially since it would involve giving out home phone numbers. Even if we had employees as contacts, the renter might have to call each of us in turn to find one of us at home. Susan reports that the rental contracts at one time directed renters to call the police department in the event of a problem. Could that policy be re-instated?

Service Contracts for Microfilm Reader:

My advice is to decline the offer of a service contract from Hasselbring-Clark and not to seek another. The County Library has never had a service contract for its readers and has used Compugraphics on an as needed basis. Our reader is likely to be less frequently used than the County's.

Service Contracts for the HVAC:

I'm wondering if what Cross Heating does (change filters every quarter) for \$160 a quarter couldn't be done by DPW. Cross actually charged us overtime for the recent repair even though it was 7 hours from the time I called until the time they showed up. The repair of a broken belt was not covered by the maintenance contract we have which covers nothing other than filter replacement. Cross called to offer a full service contract for just under \$3300 a year, but we would still have to carry the preventative maintenance contract because the service contract does not cover maintenance. Furthermore, the service contract would not have covered the most recent repair because while the maintenance contract considers broken belts to be a service call, the service contract considers it a maintenance problem--keeping broken belts (which I suspect are the single most common problem) neatly in the gap between agreements. I think we should deal with service on a case by case basis, perhaps looking for an alternative to Cross, and even consider jettisoning the maintenance contract. I'd be happy to oversee DPW's maintenance of the system. I will look into what other Village facilities do.

New Policies:

Drafts of the Accident Procedure and the Collection Development Policy need approval.

Newsletter:

Deadline: 11/27. Send me ideas for what to include and a "Message from the Board" column. We will advertise our programs, new books, Food for Fines, holiday magazines, and tax form availability. Think forward through the first of March when the Spring newsletter will come out.

FYI: The following list is supplemental to the weekly summaries since the last board meeting.

Printers Fixed:

We are at 100% on printers

Program Promotion:

We have flyers for Mary Alice Powell up in downtown businesses, as well as Borchardt's and Schmidt's. The *Advance* ran a nice article on Ms. Powell, using part of the press release I sent and an interview. I sent the press release to the *Telegram* and the *Blade*, as well. I have no report of their publication.

I have the problem on the WLEN broadcast worked out with Shelly Woods, and I will send her library activities every Wednesday. When I initially found out about the broadcast, I was not made aware that she was recording at a special time that week because of schedule conflicts and that she usually recorded earlier. That problem is solved.

We were able to make three bookmarks and get copies of them added to the "goody bag" that will be distributed during the Yuletide Festival by local merchants:

- one for Mary Alice Powell
- one for the film festival
- one for the rest of the programs through the end of the year.

I wrote a column for the Village newsletter which came out 11/10/2006 that included a box listing library programs.

The *Advance* ran the press release for Food for Fines in its entirety.

As requested, I will send lists of programs 2-3 weeks ahead to both Shelly and Tran each week, as well as a new book list to Tran. Shelly has told me she is fine with that. Tran will publish what he can.

Program Attendance:

Still no interest in football. 2 children at the 11/08 StoryTime. Susan reports the numbers we have been having for StoryTime are not unusual. We may look at another time in the Spring.

Food for Fines:

FFF will have begun by the board meeting.

Film Festival:

12/16, 11am-4pm. Tentatively scheduled:

- *A Charlie Brown Christmas*
- *How the Grinch Stole Christmas*
- *It's a Wonderful Life*
- *A Christmas Story*
- *Rudolph the Red-nosed Reindeer*

Annual Report:

The Annual Report is in your envelopes.

Work Schedule:

Copies of the December Work Schedule were distributed with the November schedule.

Polaris Reports:

Copies of the usual Polaris reports are in your envelopes.

VENDOR	INVOICE	DATE	ACCOUNT	AMOUNT	DESCRIPTION	ACCOUNT	AMOUNT
Blissfield Advance	n/a	1-Nov-06	727-Office Supplies	\$61.50	Thank You Notes	727-Office Supplies	\$151.24
Bob Barringer	Walmart	26-Oct-06	727-Office Supplies	\$24.34	contact paper	740-Tools and Supplies	\$74.29
Brodart	720662	1-Nov-06	727-Office Supplies	\$65.40	tape, book jacket covers	931-Bldg and Grnds Maint	\$180.00
Gilson's	23960	12-Oct-06	740-Tools and Supplies	\$36.29	cleaning supplies	933-001 Maintenance Agmt	\$100.35
Ingram	14561783	8-Oct-06	740-Tools and Supplies	\$38.00	Poetry Aloud Here (book)	957-Books and Magazines	\$651.06
Cross Heating	3016-123	30-Oct-06	931-Bldg and Grnds Maint	\$180.00	Heating System Repair 10/26/06	962-Audio Visual Supplies	\$9.05
American Office Solutions	51535	26-Oct-06	933-001 Maintenance Agmt	\$100.35	copier maintenance	982-New Equipment	\$103.88
Ingram	14507896	5-Oct-06	957-Books and Magazines	\$18.70	Books	707-730-972 Robertson Gen	\$7.99
Ingram	14507897	5-Oct-06	957-Books and Magazines	\$10.68	Books	707-730-978-Gift Account	\$31.94
Ingram	14561782	8-Oct-06	957-Books and Magazines	\$9.07	Books	707-730-979--Fine Account	\$307.86
Ingram	14561783	8-Oct-06	957-Books and Magazines	\$20.25	Books	Oct-06	\$1,617.66
Ingram	14846238	22-Oct-06	957-Books and Magazines	\$13.27	Books		
Ingram	14936471	26-Oct-06	957-Books and Magazines	\$31.23	Books		
Ingram	14993453	30-Oct-06	957-Books and Magazines	\$115.82	Books		
Ingram	15032567	31-Oct-06	957-Books and Magazines	\$10.37	Books		
Baker & Taylor	2017371541	4-Oct-06	957-Books and Magazines	\$35.17	Books		
Baker & Taylor	2017431756	17-Oct-06	957-Books and Magazines	\$87.63	Books		
Baker & Taylor	2017484311	24-Oct-06	957-Books and Magazines	\$46.88	Books		
Bob Barringer	Scholastic Bk	8-Nov-06	957-Books and Magazines	\$54.96	Books		
The Blade	n/a	17-Oct-06	957-Books and Magazines	\$140.40	Subscription		
Walden Books	petty cash	1-Nov-06	957-Books and Magazines	\$27.92	Holiday Magazines		
Walmart	petty cash	1-Nov-06	957-Books and Magazines	\$25.16	Holiday Magazines		
Walmart	petty cash	1-Nov-06	957-Books and Magazines	\$3.55	Holiday Magazines		
Baker and Taylor Entertain	A51636730	27-Oct-06	962-Audio Visual Supplies	\$9.05	DVD		
Bob Barringer	Lowe's	22-Oct-06	982-New Equipment	\$103.88	replaced staff refrigerator		
Gilson's	23816	9-Oct-06	707-730-972 Robertson Gen	\$7.99	power strip for lectures		
Ingram	14846237	22-Oct-06	707-730-978-Gift Account	\$31.94	Staff Purchase/Donation (Barringer)		
Baker & Taylor	2017371541	4-Oct-06	707-730-979-Fine Account	\$67.86	lost items paid		
Catering by Liz	130	13-Oct-06	707-730-979-Fine Account	\$140.00	Open House		
Cakes 'n Shakes	6020-24	18-Oct-06	707-730-979-Fine Account	\$50.00	Open House		
Bob Barringer	walden books	13-Oct-06	707-730-979--Fine Account	\$50.00	gift certificates for Open House		
Oct-06			TOTAL	\$1,617.66			

Invoices submitted to Village Office 11/09/06

Patron Cross Borrowing

Transacting Library: Lenawee County Library

	Patrons Transacting	Circulations
Patron Library: Lenawee County Library		
APL - Adult	2	13
LCL - Adult	1296	9815
LCL - Juvenile	241	1098
LCL - Non-Resident	47	282
LCL - Staff	20	273
LCL - ILL	43	258
LCL - Outreach	23	219
LCL - Volunteer	2	67
LCL - Bookmobile	3	596
LCL - Institution	2	68
LCL - MichiCard	1	3
Total For Patron Organization:	1678	12692
Patron Library: Bookmobile		
LCL - Staff	1	24
LCL - Juvenile	8	39
LCL - Adult	4	114
Total For Patron Organization:	13	177
Patron Library: Clayton Branch Library		
LCL - Adult	3	12
Total For Patron Organization:	3	12
Patron Library: Onsted Community Library		
LCL - Adult	32	215
LCL - Staff	1	1
LCL - Juvenile	3	22
Total For Patron Organization:	36	238
Patron Library: Addison Branch Library		
LCL - Adult	9	51
LCL - Non-Resident	4	33
LCL - Juvenile	2	5
Total For Patron Organization:	15	89
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Adult	47	377
LCL - Juvenile	5	27
Total For Patron Organization:	52	404

Patron Cross Borrowing

Transacting Library: Lenawee County Library

	Patrons Transacting	Circulations
Patron Library: Britton Branch Library		
LCL - Adult	4	50
LCL - Juvenile	2	24
Total For Patron Organization:	6	74
Patron Library: Deerfield Roberts-Ingold Memorial Library		
LCL - Adult	3	20
LCL - Juvenile	1	1
Total For Patron Organization:	4	21
Total For Transacting Organization:	1807	13707

Patron Cross Borrowing

Transacting Library: Onsted Community Library

	Patrons Transacting	Circulations
Patron Library: Lenawee County Library		
LCL - Adult	34	253
LCL - Staff	3	23
LCL - Non-Resident	2	11
LCL - Juvenile	3	13
Total For Patron Organization:	41	300
Patron Library: Onsted Community Library		
LCL - Adult	120	783
LCL - Staff	3	60
LCL - Juvenile	53	141
LCL - Non-Resident	3	20
APL - Juvenile	2	4
Total For Patron Organization:	181	1008
Patron Library: Bookmobile		
LCL - Adult	2	9
LCL - Juvenile	1	1
Total For Patron Organization:	3	10
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Juvenile	2	5
Total For Patron Organization:	2	5
Total For Transacting Organization:	227	1323

Patron Cross Borrowing

Transacting Library: Blissfield Schultz-Holmes Memorial Library

	Patrons Transacting	Circulations
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Adult	236	1347
LCL - Juvenile	80	340
LCL - Staff	5	99
APL - Adult	1	1
Total For Patron Organization:	321	1787
Patron Library: Lenawee County Library		
LCL - Adult	18	116
LCL - Juvenile	4	7
Total For Patron Organization:	22	123
Patron Library: Deerfield Roberts-Ingold Memorial Library		
LCL - Adult	3	42
Total For Patron Organization:	3	42
Patron Library: Britton Branch Library		
LCL - Adult	1	1
Total For Patron Organization:	1	1
Total For Transacting Organization:	347	1953

Patron Cross Borrowing

Transacting Library: Addison Branch Library

	Patrons Transacting	Circulations
Patron Library: Addison Branch Library		
LCL - Adult	28	145
LCL - Non-Resident	9	45
LCL - Juvenile	7	22
Total For Patron Organization:	44	212
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Adult	1	2
LCL - Staff	1	3
Total For Patron Organization:	2	5
Patron Library: Lenawee County Library		
LCL - Adult	6	21
LCL - Non-Resident	3	8
LCL - Juvenile	1	3
Total For Patron Organization:	10	32
Total For Transacting Organization:	56	249

Patron Cross Borrowing

Transacting Library: Deerfield Roberts-Ingold Memorial Library

	Patrons Transacting	Circulations
Patron Library: Deerfield Roberts-Ingold Memorial Library		
LCL - Staff	4	35
LCL - Adult	33	327
LCL - Juvenile	21	48
LCL - Non-Resident	3	25
Total For Patron Organization:	61	435
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Juvenile	1	2
LCL - Staff	1	23
LCL - Adult	2	2
Total For Patron Organization:	4	27
Patron Library: Lenawee County Library		
LCL - Adult	1	2
Total For Patron Organization:	1	2
Total For Transacting Organization:	66	464

Patron Cross Borrowing

Transacting Library: Britton Branch Library

	Patrons Transacting	Circulations
Patron Library: Lenawee County Library		
LCL - Adult	3	24
Total For Patron Organization:	3	24
Patron Library: Britton Branch Library		
LCL - Staff	2	11
LCL - Adult	31	203
LCL - Institution	1	14
LCL - Juvenile	15	93
LCL - Non-Resident	1	7
APL - Juvenile	1	1
Total For Patron Organization:	51	329
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Juvenile	1	1
Total For Patron Organization:	1	1
Patron Library: Deerfield Roberts-Ingold Memorial Library		
LCL - Adult	1	2
Total For Patron Organization:	1	2
Total For Transacting Organization:	56	356

Patron Cross Borrowing

Total For All Circulations:

3348

23932

Patrons Registered

From 10/1/2006 12:54:00 PM To 10/31/2006 12:54:00 PM

Branch: Blissfield Schultz-Holmes Memorial Library

Patron Code	Registered
LCL - Adult	17
LCL - Juvenile	7
LCL - Non-Resident	3
Total:	27

Grand Total: 27

Patron Circulation Statistics

From 10/1/2006 12:52:00 PM To 10/31/2006 12:52:00 PM

Blissfield Schultz-Holmes Memorial Library

Patron Code	Count Of Checkouts / Renewals
LCL - Adult	1506
LCL - Juvenile	347
APL - Adult	1
LCL - Staff	99
Total:	1953
Grand Total:	1953

THE SCHULTZ-HOLMES MEMORIAL LIBRARY

Annual Report 2006 (for FY 10/1/2005-9/30/2006)

**Submitted by:
Bob Barringer
Library Director
November 16, 2006**

Library Board of Trustees:

Connie O'Brien, President
Laura Moore, Vice President
Robert Holman, Treasurer
Mary Gregg, Recording Secretary
Andrea Milner, Corresponding Secretary
Lauri Reinhardt, Member-at-large

Library Staff:

Bob Barringer, Library Director
Susan Harmes, Assistant Director
Linda Schnabele, Library Clerk
Laura Binns, Library Clerk
Lindsey Moore, Student Intern

About the Library

The Schultz-Holmes Memorial Library traces its history as a public library to February 1935 when the newly established Lenawee County Library in Adrian located a sub-station in Blissfield. While the Lenawee County Library as a whole got its start with funding from the Federal Emergency Relief Act and the State Emergency Relief Act, the Blissfield Public Library (as it was first known) always benefited from the generous support of local residents, first through a millage and later through an appropriation from the Village's general fund. Local support was a requirement for the establishment of the library with federal and state aid.

While the history of a library in Blissfield dates even further back, to a Ladies' Library Association established in 1874 and a Howland Library branch which required a membership fee, the Blissfield Public Library moved around several times during the early years, finally settling in the old Jipson-Carter State Bank Building at Pearl and Adrian Streets in 1939. In 1956, the Schultz-Holmes Memorial Library was dedicated in its current location, an event made possible by a bequest from the estate of Martha Schultz. Mrs. Schultz and her late husband, Fred, designated that their combined estate be given for the construction of a library and a community room in memory of their only daughter, Erma, her husband, Harold Holmes, and their son, Fritz, all of whom had died in a tragic boating accident on Lake Superior in 1947.

Today, the library continues its association with the Lenawee County Library as an independent affiliate with its own board of trustees elected from among the residents of the Village of Blissfield. The board establishes library policy and appoints a director. The library director and the library staff are paid from the library budget which is appropriated to the library by the Village and overseen by the library board of trustees.

The Schultz-Holmes Memorial Library holds over 31,000 volumes, six public internet access computers, a local history archive, and two microfilm readers. The library offers free book clubs, an annual lecture series, youth programs, inter-library loan and reference assistance, as well as copy and fax services for a small fee.

The fiscal year spanning from October 1, 2005 to September 30, 2006 saw many changes. The library hired five new staff members including a new library director. Changes in the local library environment included the retirements of the Lenawee County and Adrian Public library directors, each of whom had been on the job for more than three decades.

In addition to hundreds of new books, magazines and recorded items, the Library added two new computers, a microfilm scanner, and a wireless internet network. An evening book club for adults and a planned daytime book club at an hour convenient for seniors complement the continued and expanded offerings of children's programming. The Library began publishing a newsletter and actively pursuing outreach services to schools and other patron populations. The Library will continue to grow its programming and its collection with an eye on Blissfield's needs, for now and for the future.

New for 2006

October: Paneling in Auditorium
November: Ken Thompson's Arc with Wedge Sculpture (on loan from the artist)
January: Complete microfilm record of the Advance from 1874 to present,
including procurement and reproduction of papers from the very first years
which had been missing from the record
February: Book Drop
South Entrance
March: Newsletter
June: Microfilm Reader
Book Club for Adults
July: Two New Computers
Wireless Internet Network

New Faces:

Lindsey Moore—November
Nicole Jensen—January (left in August)
Bob Barringer—May
Linda Schnabele—May
Laura Binns—August

Policies, New and Reviewed for 2006:

(Library policies are available for review in the reference section.)

Patron Behavior
Emergency
Volunteers
Accidents
Collection Development
Internet Use
By-Laws
Posting
Freedom to Read
Release of Patron Information ("Privacy")

Library Programs:

(All Library programs are free and open to the public.)

Tuesday Night Book Club (7 pm, six Tuesdays, 3 times a year)

Summer 2006--*Pride and Prejudice, Jane Austen in Boca*

Fall 2006--*Paper Lion, A Fan's Notes*

[Spring 2007—*Lisey's Story, The Shining*]

StoryTime (11 am, six Wednesdays, Spring and Fall)

--stories and crafts for pre-schoolers

Summer Reading Program and Craft Craze (County Library program)

--110 finishers was second in the system after the central library in Adrian

Open House in October to welcome the new director

--featured prize drawings, refreshments and live entertainment

River Raisin Festival Parade

--contingent included staff members and summer reading program participants

Book and Movie Club (County Library Program—4 times a year)

Spring: *Millions*

Tuck Everlasting

Fall: *Hoot*

Holes

Phyllis Robertson Lecture Series (3 Tuesdays, Spring and Fall)

--see detail on the following page

Daytime Book Club (planned for 2007)

The Phyllis Robertson Lecture Series:

Twice each year, in the Spring and in the Fall, the Library presents a series of three lectures called the Phyllis Robertson Lecture Series. The Series is named for Phyllis Robertson, a long-time friend and advocate of the Library. A bequest from her estate makes the lecture series possible.

This past year, the Library welcomed a diverse group of experts in their fields whose insight and experience afforded Blissfield residents a rare opportunity close to home. The Phyllis Robertson lectures and presenters for 2006 were:

March:

Staying Heart Healthy—The Heart Truth for Women

Claire S. Duvernoy, M.D.

Assistant Professor of the University of Michigan, Department of Internal Medicine, Director of Women's Heart Program, University of Michigan and Acting Chief of the Cardiology Section at Ann Arbor Veteran's Affairs Medical Center.

April:

Architectural Styles in Blissfield

Dr. Peter Barr

Professor of Art History, Siena Heights University.

May:

Legal Perspectives on Living & Dying

Margaret Noe, Judge, Lenawee County Probate Court and former Assistant Prosecuting Attorney, Lenawee County.

September:

Public Art Potential

Ken Thompson

Artist and Owner, Flatlanders Sculpture Supply and Gallery

October:

Childhood Obesity

Erin Kaleba

Senior Policy Analyst, American Medical Association

November:

An Evening with Mary Alice Powell

Mary Alice Powell

Columnist and former Toledo *Blade* Food Editor

Statistical Information for 2006

The following reports, generated from the Library's circulation system, offer statistical information on circulation and patron registration for FY 2005-2006. The Library began using this circulation system in August 2005, unfortunately leaving comparable data for recent years unavailable. While numbers from an isolated year are of limited usefulness, in future years the reports will make comparative analysis possible and facilitate an assessment of the library's health and performance. The data here might also be compared with similar data from similar libraries. Future annual reports will also contain complete statistical data on computer usage, program attendance and new items, the thorough and comprehensive recording of which began this year.

Circulation Summary Statistics: Counts of:

- check-ins, check-outs and renewals
- patrons with check-outs and renewals
- item holds placed, filled, and cancelled

Item Circulation Statistics: Counts of circulation by material type (format—books, magazines, dvds, etc.). Includes:

- number of different items circulated within each type
- check-outs
- renewals
- total number of transactions (check-outs + renewals)

Item Circulation by Collection: Counts of circulation by collection (genre or shelf location—adult fiction, adult non-fiction, mystery, juvenile fiction, juvenile non-fiction, etc.). Includes:

- number of different items circulated within each type
- check-outs
- renewals
- total number of transactions (check-outs + renewals)

Patron Circulation Statistics: Number of transactions by patron categories (adult, juvenile, county resident or non-resident, etc.).

Patron Cross Borrowing: Number of transactions within an individual library for all patrons registered at a branch of the Lenawee County system or at Schultz-Holmes Memorial Library. Shows how Schultz-Holmes patrons depend on the branches of the Lenawee County system and how the Lenawee County system depends on Schultz-Holmes. Numbers include both in-person transactions and inter-library loan transactions among the libraries of the Lenawee County system. The central library of the Lenawee County system is called "Lenawee County Library." "Transacting Library" is the library loaning the material. "Patron Library" is the library where the patron is registered.

Patrons Registered: Count of patrons registered, divided by patron category.

Circulation Summary Statistics

From 10/1/2005 12:56:00 PM To 9/30/2006 12:56:00 PM

Blissfield Schultz-Holmes Memorial Library

Circulation

Checkouts	Renewals	Patrons	Check-In
24317	2323	1349	25150

Holds

Placed	Filled	Cancelled
1292	1082	101

Item Circulation Statistics

From 10/1/2005 12:58:00 PM To 9/30/2006 12:58:00 PM

Blissfield Schultz-Holmes Memorial Library

	Items	Checkouts	Renewals	Transactions
Audio Cassette	16	32	12	44
Book	9667	18930	1705	20635
CD	14	14	8	22
DVD	37	194	28	222
Magazine	1032	2757	215	2972
Pamphlet	2	1	2	3
Puppet Toy	21	54	8	62
Talking Book	380	715	117	832
Video	523	1620	228	1848
Total For Organization:	11692	24317	2323	26640
 Grand Total:	11692	24317	2323	26640

Item Circulation By Collection

From 10/1/2005 12:58:00 PM To 9/30/2006 12:58:00 PM

Blissfield Schultz-Holmes Memorial Library

	Items	Checkouts	Renewals	Total Renewals and Checkouts
<None>	261	504	88	592
Adult Fiction	1826	3805	399	4204
Adult Non-Fiction	1664	2158	318	2476
Adult Paperback	457	966	76	1042
Beginning Readers	279	762	45	807
Board Books	1	3	0	3
Books on CD	29	78	20	98
Books on Tape	259	461	89	550
Branch Collection	880	2247	185	2432
CD	13	13	8	21
DVD	37	194	28	222
Easy	1600	3591	162	3753
Juvenile Fiction	631	1216	120	1336
Juvenile Non-Fiction	837	1364	98	1462
Juvenile Paperback	245	478	48	526
large Print	148	232	9	241
Local History	2	4	0	4
Magazine	1024	2749	212	2961
Microform	1	4	0	4
Mystery	341	706	46	752
Pamphlet	3	2	2	4
Read Along	78	169	8	177
Reference	5	10	2	12
Rotating Collection	45	67	8	75
Series	5	18	1	19
Teen Collection	7	11	1	12
Toys and Puppets	20	51	8	59
Videocassettes	503	1578	225	1803
Western	127	178	5	183
YA Fiction	363	696	111	807
YS Paperback	1	2	1	3
Total For Organization:	11692	24317	2323	26640

Item Circulation By Collection

Grand Total:	11692	24317	2323	26640
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Patron Circulation Statistics

From 10/1/2005 12:59:00 PM To 9/30/2006 12:59:00 PM

Blissfield Schultz-Holmes Memorial Library

Patron Code	Count Of Checkouts / Renewals
LCL - Adult	20430
LCL - Staff	1299
LCL - Juvenile	4747
APL - Juvenile	13
LCL - Non-Resident	142
LCL - Volunteer	3
LCL - MichiCard	1
APL - Adult	5
Total:	26640
Grand Total:	26640

Patron Cross Borrowing

Transacting Library: Lenawee County Library

	Patrons Transacting	Circulations
Patron Library: Lenawee County Library		
LCL - Adult	4177	116724
LCL - Juvenile	1313	16592
LCL - Non-Resident	106	2115
LCL - Staff	32	5809
LCL - ILL	97	2680
LCL - Volunteer	5	700
LCL - Outreach	36	2249
APL - Teacher	1	1
APL - Adult	2	52
LCL - Bookmobile	12	4598
LCL - Institution	2	624
LCL - MichiCard	2	59
APL - Juvenile	2	31
Total For Patron Organization:	5680	152234

Patron Library: Bookmobile

LCL - Staff	1	381
LCL - Adult	17	1219
LCL - Juvenile	24	210
Total For Patron Organization:	41	1810

Patron Library: Clayton Branch Library

LCL - Juvenile	4	11
LCL - Adult	9	263
LCL - Staff	1	1
Total For Patron Organization:	14	275

Patron Library: Blissfield Schultz-Holmes Memorial Library

LCL - Adult	140	2950
LCL - Juvenile	33	221
LCL - Staff	2	59
LCL - Volunteer	1	1
Total For Patron Organization:	176	3231

Patron Library: Onsted Community Library

LCL - Adult	135	2790
LCL - Juvenile	71	437
LCL - Staff	2	42

Patron Cross Borrowing

Transacting Library: Lenawee County Library

	Patrons Transacting	Circulations
Total For Patron Organization:	208	3269
Patron Library: Addison Branch Library		
LCL - Adult	32	814
LCL - Juvenile	9	200
LCL - Non-Resident	6	67
Total For Patron Organization:	46	1081
Patron Library: Deerfield Roberts-Ingold Memorial Library		
LCL - Staff	3	37
LCL - Adult	13	100
LCL - Juvenile	6	19
Total For Patron Organization:	22	156
Patron Library: Britton Branch Library		
LCL - Adult	20	468
LCL - Juvenile	7	43
Total For Patron Organization:	27	511
Patron Library: Adrian Public Library		
APL - Adult	2	2
Total For Patron Organization:	2	2
Total For Transacting Organization:	6216	162569

Patron Cross Borrowing

Transacting Library: Addison Branch Library

	Patrons Transacting	Circulations
Patron Library: Bookmobile		
LCL - Staff	1	1
LCL - Juvenile	1	1
Total For Patron Organization:	2	2
Patron Library: Addison Branch Library		
LCL - Adult	79	1826
LCL - Non-Resident	31	414
LCL - Juvenile	48	331
Total For Patron Organization:	152	2571
Patron Library: Lenawee County Library		
LCL - Adult	26	157
LCL - Juvenile	5	90
LCL - Non-Resident	3	94
Total For Patron Organization:	34	341
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Adult	3	7
LCL - Juvenile	1	2
Total For Patron Organization:	4	9
Patron Library: Deerfield Roberts-Ingold Memorial Library		
LCL - Non-Resident	1	4
Total For Patron Organization:	1	4
Patron Library: Onsted Community Library		
LCL - Adult	3	38
Total For Patron Organization:	3	38
Total For Transacting Organization:	196	2965

Patron Cross Borrowing

Transacting Library: Blissfield Schultz-Holmes Memorial Library

	Patrons Transacting	Circulations
Patron Library: Bookmobile		
LCL - Staff	1	1
LCL - Juvenile	1	3
Total For Patron Organization:	2	4
Patron Library: Lenawee County Library		
LCL - Adult	81	1878
LCL - Juvenile	17	97
LCL - Staff	4	282
Total For Patron Organization:	101	2257
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Adult	774	18207
LCL - Juvenile	447	4612
LCL - Non-Resident	8	142
LCL - Staff	11	1016
LCL - Volunteer	1	3
APL - Adult	2	5
APL - Juvenile	3	13
LCL - MichiCard	1	1
Total For Patron Organization:	1221	23999
Patron Library: Onsted Community Library		
LCL - Adult	3	24
Total For Patron Organization:	3	24
Patron Library: Deerfield Roberts-Ingold Memorial Library		
LCL - Adult	11	305
LCL - Juvenile	2	10
Total For Patron Organization:	13	315
Patron Library: Britton Branch Library		
LCL - Juvenile	2	5
LCL - Adult	1	7
Total For Patron Organization:	3	12
Patron Library: Clayton Branch Library		
LCL - Juvenile	1	11
Total For Patron Organization:	1	11
Total For Transacting Organization:	1344	26622

Patron Cross Borrowing

Transacting Library: Deerfield Roberts-Ingold Memorial Library

	Patrons Transacting	Circulations
Patron Library: Deerfield Roberts-Ingold Memorial Library		
LCL - Adult	116	4191
LCL - Juvenile	94	1278
LCL - Staff	5	486
LCL - Non-Resident	15	381
APL - Juvenile	1	5
Total For Patron Organization:	220	6341
Patron Library: Lenawee County Library		
LCL - Adult	13	425
LCL - Juvenile	2	5
Total For Patron Organization:	15	430
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Adult	3	3
LCL - Juvenile	3	25
LCL - Staff	1	281
Total For Patron Organization:	7	309
Total For Transacting Organization:	242	7080

Patron Cross Borrowing

Transacting Library: Onsted Community Library

	Patrons Transacting	Circulations
Patron Library: Lenawee County Library		
LCL - Adult	152	3141
LCL - Staff	3	227
LCL - Juvenile	45	441
LCL - Bookmobile	1	1
LCL - Non-Resident	1	1
Total For Patron Organization:	202	3811
Patron Library: Onsted Community Library		
LCL - Juvenile	357	3935
LCL - Adult	361	8889
LCL - Staff	4	579
LCL - Non-Resident	11	303
APL - Juvenile	1	2
APL - Non Resident	1	1
Total For Patron Organization:	733	13709
Patron Library: Addison Branch Library		
LCL - Adult	3	34
LCL - Juvenile	1	4
Total For Patron Organization:	4	38
Patron Library: Bookmobile		
LCL - Adult	2	222
LCL - Juvenile	1	2
Total For Patron Organization:	3	224
Patron Library: Blissfield Schultz-Holmes Memorial Library		
LCL - Juvenile	2	3
Total For Patron Organization:	2	3
Total For Transacting Organization:	944	17785

Patron Cross Borrowing

Transacting Library: Britton Branch Library

	Patrons Transacting	Circulations
Patron Library: Lenawee County Library		
LCL - Adult	11	116
LCL - Juvenile	1	1
Total For Patron Organization:	12	117
Patron Library: Britton Branch Library		
LCL - Staff	2	132
LCL - Adult	102	2197
LCL - Institution	2	56
LCL - Bookmobile	3	788
LCL - Juvenile	64	515
LCL - Non-Resident	3	26
APL - Juvenile	6	16
Total For Patron Organization:	176	3730
Patron Library: Deerfield Roberts-Ingold Memorial Library		
LCL - Adult	1	1
Total For Patron Organization:	1	1
Patron Library: Bookmobile		
LCL - Adult	1	1
Total For Patron Organization:	1	1
Total For Transacting Organization:	190	3849

Patron Cross Borrowing

Total For All Circulations:

11940

296300

Patrons Registered

From 10/1/2005 12:55:00 PM To 9/30/2006 12:55:00 PM

Branch: Blissfield Schultz-Holmes Memorial Library

Patron Code	Registered
APL - Juvenile	1
LCL - Adult	156
LCL - Juvenile	129
LCL - MichiCard	1
LCL - Non-Resident	7
LCL - Staff	1
Total:	295

Grand Total: 295

Schultz-Holmes Memorial Library MINUTES
Library Board Special Meeting
5 December 2006

A special meeting of the Library Board was called to order at 4:45 PM by Connie O'Brien. Also in attendance were Rob Holman and Lauri Rienhardt. Mary Gregg was absent.

An adaptation in the Staffing Policy which would have the Library Director schedule the Assistant Director to work more than 30 minutes per day while the library is closed was reviewed. This change was necessary because the requirements for eligibility in the village pension plan for village employees had changed. The Assistant Director is now required to work 40 hours per week bringing the total library employee hours to 128 per week to cover the 40 hours per week the library is open.


Lauri moved to approve the change in the Staffing Policy. Rob seconded. Voting yes: Rob, Lauri and Connie. Motion carried.

Bob Barringer arrived at the meeting and expressed his displeasure in having the extra 50 hours per year of Clerk time removed from the Staffing Policy. Connie said she did not think the extra 50 Clerk hours per year would be needed since there would now be additional Assistant Director hours and Bob had not used any of the extra 50 hours per year to date. Connie asked Bob to go through a full year of scheduling and then review his request for the additional Clerk hours. Bob said he wanted the additional Clerk hours in the budget in case they would be needed.

Rob moved to put the extra 50 Clerk hours per year back in the Staffing Policy. Lauri seconded. Voting yes: Rob, Lauri. Voting no: Connie. Motion carried.

Lauri moved to adjourn the meeting. Rob seconded. All in favor: Rob, Lauri, Connie. The meeting adjourned at 5:18 PM.

Respectfully submitted,



Connie O'Brien