

Assistant Director's Report
Dec '19-Jan '20
Nathaniel Mottinger

Reporting

- Mel Rule changes going into effect Feb 3rd, with an unspecified grace period.
- MeL/RIDES do have to be alerted if we'll be closed on a day outside their own Holiday closings, such as Monday December 30th. Which I already have been doing.
- I've made marquees alerting patrons that we do have middle volumes of long series.

Suggestions for Library Improvement

- I'd like to move some of Nancy Drew and Hardy Boys books downstairs to make room for a shelf dedicated to DDC 741.5(Graphic Novels). It is a popular format here but they've become scattered throughout Juv Fic and Juv NonFic. The JNF section itself doesn't have the room to hold a combined total that we currently have, hence making its own shelf. If not those we could move the low/no/mel only interest titles of the Great Illustrated Classics series instead.
- I would like to discuss received and sent MeL slip retention, those cupboards are getting full and we really don't need to keep more than 6 months of them.

Assistant Director's report
Nathaniel Mottinger
Feb 2020

Stats – January '20:

Library attendance:

Adult (20) – 77
Adult (40) – 207
Teen – 174
Child – 41
Total walk-ins – 499
PC Users – 37
Helped - 230

Signups:

Lib card – 3
PC Users – 3

Circulations:

Gen. Fiction – 118
Ins. Fiction – 48
Total Adult Fiction – 166
Adult Non-fiction – 33
Audio Books – 18
Total Adult – 217
59 E. Fiction – 58
Juvenile Fiction – 59
Total Children's Fiction – 117
E. Non-Fic. – 3
Juv. Non-fic. - 21
Total Children's Non-fic. – 24
Total Children's – 141
Total Circulations – 358

I don't believe there's anything left to report that wasn't already sent via the library status email.

If you have any questions or I've forgotten something for stats please contact me.

Assistant Director's report
Nathaniel Mottinger
Mar 2020

Stats – February '20:

Library attendance:

Adult (20) – 57
Adult (40) – 171
Teen – 126
Child – 25
Total walk-ins – 379
PC Users – 42
Helped - 243

Signups:

Lib card – 1
PC Users – 2

Circulations:

Gen. Fiction – 97
Ins. Fiction – 54
Total Adult Fiction – 151
Adult Non-fiction – 24
Audio Books – 15
Total Adult – 190
59 E. Fiction – 33
Juvenile Fiction – 44
Total Children's Fiction – 77
E. Non-Fic. – 8
Juv. Non-fic. - 23
Total Children's Non-fic. – 31
Total Children's – 108
Total Circulations – 298

Poor weather conditions and bouts of illness had marked impact on attendance numbers this month.

Reactivated TFOP account, ordered federal tax forms (1040/SR, 30); still need to figure out who to contact for State forms. Key forms MI1040, MI1040CR-7(Home Heating Credit) (can we change tax printing to be either free or prorated like school)

Straightened out Baker & Taylor account and added Billtrust (B&T invoicing) to list of usernames and passwords.

Ordered 25 new materials for library, with a slight focus on Children's fiction, for \$345.75, Linda has budget line breakdown.

Attended Follett webinar, certificate of completion printed. Webinar covered Changes in 17.5, mostly aimed at schools. Key points: eLibrary resource sharing between public libraries with Baker & Taylor eBooks and school district, additional administrative power in Destiny Discover collection curation (hide collections by grade level, reassign collection ownership, etc.), miscellaneous button re-naming (Back Office>Admin).

Registered for Beginnings Workshop 3/5/20 event runs 5/13 – 5/15 in Bellaire but I will be leaving Tuesday the 12th so I can get there in the evening.

Assistant Director's report
Nathaniel Mottinger
Jun 2020

Stats (partial month) – March '20:

Library attendance:

Adult (20) – 46
Adult (40) – 69
Teen – 76
Child – 29
Total walk-ins – 220
PC Users – 22
Helped - 158

Signups:

Lib card – 1
PC Users – 3

Circulations:

Gen. Fiction – 67
Ins. Fiction – 29
Total Adult Fiction – 96
Adult Non-fiction – 18
Audio Books – 5
Total Adult – 119
E. Fiction – 53
Juvenile Fiction – 24
Total Children's Fiction – 77
E. Non-Fic. – 5
Juv. Non-fic. - 28
Total Children's Non-fic. – 33
Total Children's – 110
Total Circulations – 229

Due to the COVID 19 outbreak we only have 2 weeks of stats for March. None for Apr or May.

Assistant Director's report
Nathaniel Mottinger
Jul 2020

Stats (partial month) – June '20:

Library attendance:

Adult (20) – 20

Adult (40) – 67

Teen – 17

Child – 9

Total walk-ins – 113

PC Users – 20

Helped - 82

Signups:

Lib card – 2

PC Users – 3

Circulations:

Gen. Fiction – 35

Ins. Fiction – 23

Total Adult Fiction – 58

Adult Non-fiction – 9

Audio Books – 10

Total Adult – 77

E. Fiction – 11

Juvenile Fiction – 26

Total Children's Fiction – 37

E. Non-Fic. – 0

Juv. Non-fic. - 2

Total Children's Non-fic. – 2

Total Children's – 39

Total Circulations – 116

We reopened the 2nd week of June (June 9th), hence partial month.

Attendance is as I approximated, I'd say about 1/3rd or more of patrons are hearing we're open by word of mouth. It will take a while for traffic to return to normal. Circulations have also been easily halved without MeL lending. Still no news from MCLS on that front, only that 100 libraries have yet to respond to them.

I'm happy to report we've had no issues with pandemic policy enforcement, though I suggest we stock up on some more masks to give ourselves a cushion, and perhaps a hand sanitizer bottle for the staff desk as that's the one place we don't have any.

I wrote a pandemic procedures document for staff to refer to so as to ease us into this altered routine.

Rosemary has drafted a new version of the opening and closing Guidelines as requested by Cle, Linda should have the file on hand for board approval.

In other news I've alerted Baker & Taylor to our reopening so we shall be receiving our backordered items shortly and we're ready to order new books once I get the all clear (and the budget) from the board.

-Nathaniel Mottinger

Assistant Director's report
Nathaniel Mottinger
Aug 2020

Stats – July '20:

Library attendance:

Adult (20) – 27

Adult (40) – 109

Teen – 17

Child – 8

Total walk-ins – 161

PC Users – 30

Helped - 113

Signups:

Lib card – 2

PC Users – 3

Circulations:

Gen. Fiction – 70

Ins. Fiction – 67

Total Adult Fiction – 137

Adult Non-fiction – 10

Audio Books – 13

Total Adult – 160

E. Fiction – 13

Juvenile Fiction – 31

Total Children's Fiction – 44

E. Non-Fic. – 3

Juv. Non-fic. - 3

Total Children's Non-fic. – 6

Total Children's – 50

Total Circulations – 210

We can say for certain that people have noticed we're open again we've topped last month's walk-ins by 50.

I expect circulations to boom again once MeL is back up on the Monday the 10th as well.

-Nathaniel Mottinger

LIBRARY DIRECTOR REPORT

August 2020

Meeting Date: September 14, 2020

M. Irons

PATRON INFORMATION

New Patrons	4
Deleted Patrons	0
Total Patrons on File	1,674

PATRON VISITS

Children	18
Teens	15
Adults (20-40)	28
Adult (40+)	128
Total Patron Visits	189
	Increased 28

BOOKS PURCHASED (See detailed list attached)

Adult Fiction	6
Adult Nonfiction	0
Inspirational Fiction	1
Children/YA Fiction	2
Children/YA Nonfiction	0
Audio books	0
Special collection	0
Total Purchased	9

CIRCULATION

Adult Fiction	75
Adult Inspirational Fiction	42
Adult Nonfiction	14
Audio Books	16
Easy Fiction	24
Juvenile Fiction	56
Easy Nonfiction	7
Juvenile Nonfiction	7
Children's Magazines	0
Total Circulation	241
	Increased 31

COMPUTER USAGE 32

New users:	4
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REQUIRED ASSISTANCE: 123

BOOKS PURCHASED

August 2020

Meeting Date: September 14, 2020

M. Irons

Bestsellers in red *requested/recommended

Adult Fiction

1st Case, by James Patterson and Chris Tebbetts

Deadlock, by Catherine Coulter

The Midwife Murders, by James Patterson and Richard DiLallo

Near Dark, by Brad Thor

Outsider, by Linda Castillo

We Are All the Same in the Dark, by Julia Heaberlin

Inspirational Fiction

A Blessing to Cherish, by Lauraine Snelling

Juvenile Realistic Fiction

Rowley Jefferson's Awesome Friendly Adventure, by Jeff Kinney and Greg Heffley

Diary of an Awesome Friendly Kid: Rowley Jefferson's Journal, by Jeff Kinney

Juvenile Fiction

The Ballad of Songbirds and Snakes, by Suzanne Collins (backordered in July)

Matilda, by Ronald Dahl

Midnight Sun, by Stephenie Meyer

Pay Attention, Carter Jones, by Gary Schmidt (backordered in July)

The Wild Robot, by Peter Brown

Backordered

Short Stories in Spanish for Beginners

Discussion Items

- Request permission to address the Village Board for a Handicap Parking Space and reserved spots for library patrons only
- We need to fix the baby changing station in the women's restroom
- Nathan and I would like to join the Michigan Library Association (Woodlands reimburses for this cost/possibly past due date for reimbursement)
- Request permission to write a grant to the Battle Creek Community Foundation for Children's Board Books and Juvenile books (They have an education grant available.)
- New Flag
- Educational Printing for students and parents (Township Reimbursement)
- 2 people sitting per table in Juvenile Section and in Classics

LIBRARY DIRECTOR REPORT

September 2020

Meeting Date: October 12, 2020

M. Irons

PATRON INFORMATION

New Patrons	2
Deleted Patrons	0
Total Patrons on File	1,676

PATRON VISITS

Children	23
Teens	28
Adults (20-40)	29
Adult (40+)	152
Total Patron Visits	232
	Increased 43

BOOKS PURCHASED

(See detailed list attached)

Adult Fiction	11
Adult Nonfiction	2
Inspirational Fiction	0
Children/YA Fiction	5
Children/YA Nonfiction	0
Audio books	1
Special collection	0
Total Purchased	19

CIRCULATION

Adult Fiction	118
Adult Inspirational Fiction	63
Adult Nonfiction	25
Audio Books	11
Easy Fiction	43
Juvenile Fiction	28
Easy Nonfiction	5
Juvenile Nonfiction	11
Children's Magazines	0
Total Circulation	304
	Increased 63

COMPUTER USAGE

New users:	2
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REQUIRED ASSISTANCE: 177

BOOKS PURCHASED

September 2020

Meeting Date: October 12, 2020

M. Irons

Bestsellers in red *requested/recommended

Adult Fiction

Coast to Coast Murders, by James Patterson

Fair Warning, by Michael Connelly

Flash, by Jane Anne Krentz

Thick as Thieves, Sandra Brown

If it Bleeds, Stephen King

The Girl from Widow Hills, Megan Miranda

The Imperfects, Amy Meyerson

Coast to Coast Murders, James Patterson

Shadows in Death, by JD Robb

Midnight Sun, by Stephanie Meyer

Poet, by Michael Connelly

Adult Non-Fiction

Short Stories in Spanish for Beginners

Caste: the origins of our discontent, by Isabelle Wilkerson

Juvenile Fiction

The World Needs More Purple People, by Kristen Bell

Maud and Grand Maud, by Sara O'Leary

The Forest of Stars, by Heather Kassner

Dog Man: Crime and Punishment, by Dave Pilkey

Refugee, by Alan Gratz

Audio

Cilka's Journey (Audio), by Heather Morris

Backordered

The Things We Cannot Say, (Audio), by Kelly Rimmer

The Silent Wife, by Karen Slaughtor

One of Us is Lying, by Karen McManus

Discussion Items

- Approximate funds from millage (increase from 0.6 to 0.7 Up to \$44,250.00)
- Dolly Parton Imagination Library (<https://imaginationlibrary.com/usa/>) This will be funded through the Athens Community Foundation/Battle Creek Community Foundation.
- Smile.Amazon (<https://smile.amazon.com/gp/chpf/about>) We would receive 0.5% of patron purchases if we sign up and they choose us as their charity.
- Are we registered with United Way?
- VITA Tax preparation services (see next page)
- Any questions on last month's data report

Supreme Court Ruling Information:

On Friday 10/2/2020, the Michigan State Supreme Court ruled that one of the laws Governor Whitmer was relying on in order to issue Executive Orders was unconstitutional. Additionally, the other Emergency Powers law was not properly followed when she did not receive legislative approval to extend the emergency past April 30, 2020. This means that the State of Emergency declarations and the EOs issued after April 30, 2020 are no longer valid.

Therefore, it is recommended that Michigan Libraries:

- Ensure your patron Covid-19 policies comply with the MDHHS Emergency Order and local County Health Department directives/orders.
- Maintain patron mask, social distancing policies, and meeting room occupancy limits (These are required by the MDHHS order, by many County Health Departments, and may be implemented by libraries as library policy).
- Maintain the status quo for now with respect to workplace requirements and personnel quarantine policies as reflected in your pandemic response plan. Contact MiOSHA with questions on requirements.
- Continue opting for virtual board meetings.
- Monitor your local County Health department https://www.michigan.gov/mdhhs/0,5885,7-339-73970_5461_74040---,00.html for updates, local directives and orders. If there are orders or directives issued, note the effective dates and follow those directives (you may need to update signage, policies, etc.).
- If your signage indicates "due to executive order" or similar language, you may wish to remove references to EOs. Libraries may substitute references to the MDHHS order or local County Health Department orders.
- Maintain contact with your library's attorney. It is very possible that many of the current restrictions/policies will continue under other authorities (Health Departments, MiOSHA/OSHA, legislative actions).
- Monitor information from Library of Michigan, MLA and your Cooperatives. The Library of Michigan will get information out as quickly as we receive it.

LIBRARY DIRECTOR REPORT

October 2020 data

Meeting Date: November 9, 2020

M. Irons

PATRON INFORMATION

New Patrons	1
Deleted Patrons	0
Total Patrons on File	1,677

PATRON VISITS

Children	19
Teens	44
Adults (20-40)	24
Adult (40+)	124
Total Patron Visits	211
	Decreased 21

BOOKS PURCHASED

(See detailed list attached)

Adult Fiction	6
Adult Non-fiction	1
Inspirational Fiction	0
Audio books	2
Special collection	2
Children/YA Fiction	3
Children/YA Nonfiction	0
Total Purchased	14

CIRCULATION

Adult Fiction	129
Adult Inspirational Fiction	59
Adult Nonfiction	17
Audio Books	10
Easy Fiction	21
Juvenile Fiction	42
Easy Nonfiction	4
Juvenile Nonfiction	11
Children's Magazines	0
Total Circulation	293
	Decreased 11

COMPUTER USAGE **13**

New users:	5
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REQUIRIED ASSISTANCE:	122
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BOOKS PURCHASED

October 2020 data
Meeting Date: November 9, 2020
M. Irons

Bestsellers in red
*requested/recommended

Adult Fiction

Redhead by the Side of the Road, by Anne Tyler
Heirloom Garden, by Viola Shipman
Silent Wife, by Kari Slaughter
Troubles in Paradise, Elin Hildebrand
**Time for Mercy*, by Kohn Grisham
Jingle All the Way, by Debbi Macomber

Adult Non-Fiction

Athens Yearbook

Juvenile Fiction

One of Us is Lying, by Karen McManus
Polar Express, by Chris VanAllsburg
Snowmen at Night, by Caraly Buehner

Audio

Finding Christmas, by Karen Schaler
Silent Wife, by Karin Slaughter

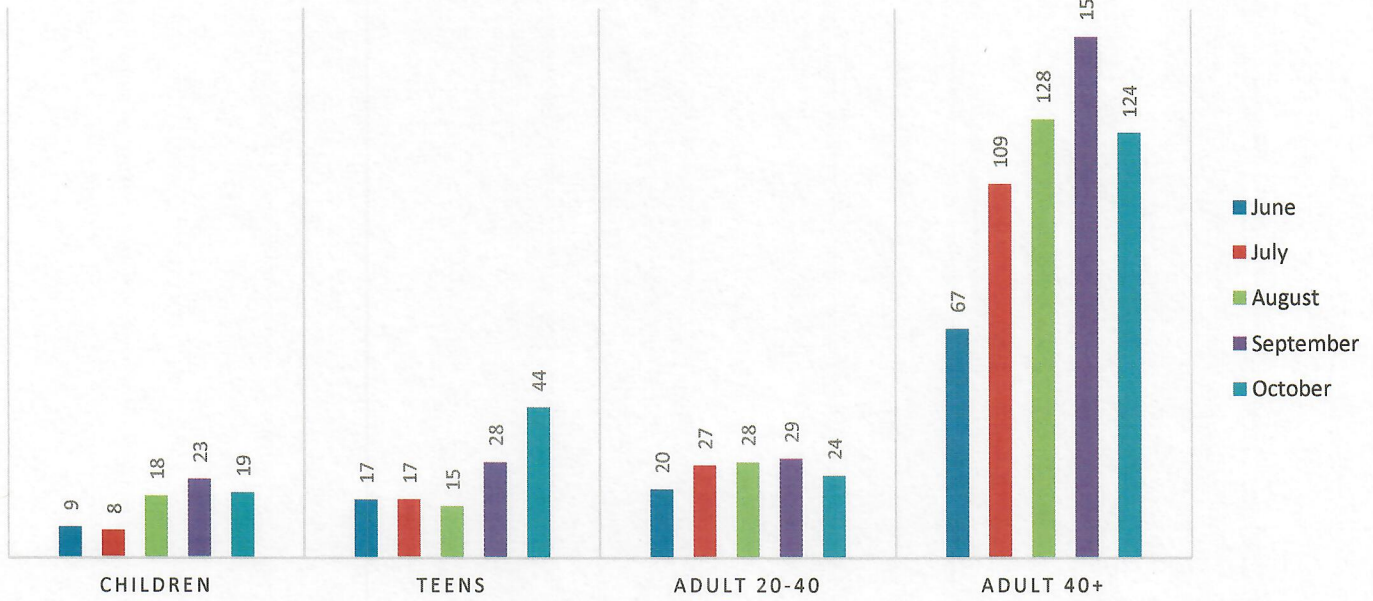
Special Collection

Good American Family: The Red Scare, by David Maraniss
Broke: Hardship and Resilience in a City, by Jodie Kirshner

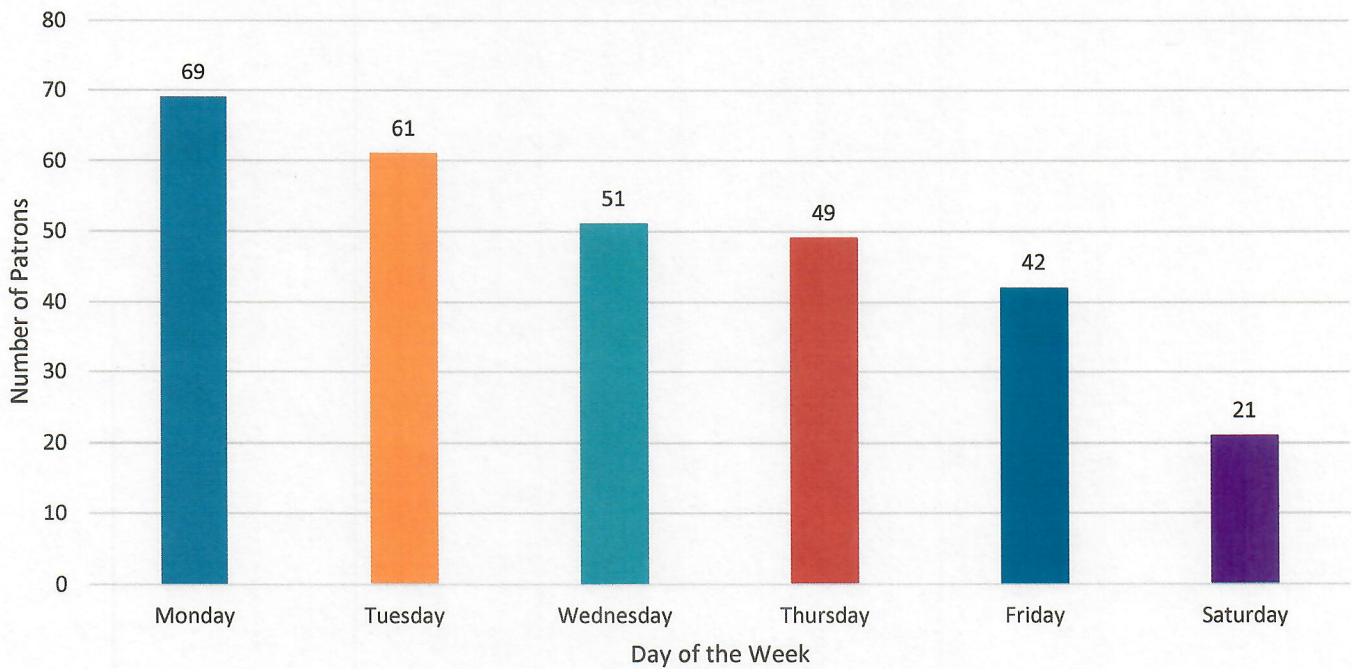
Backordered (These have arrived in Nov.)

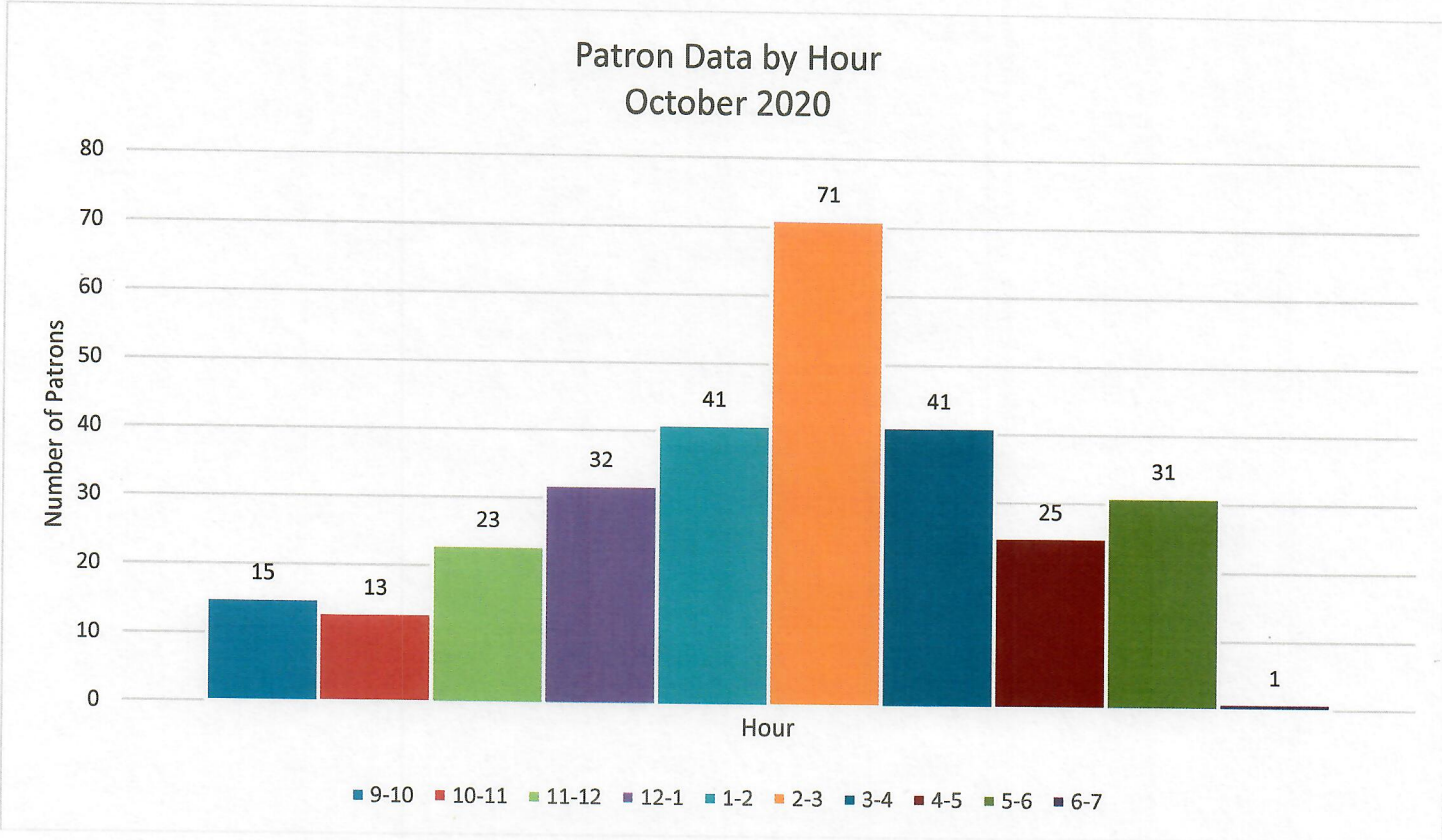
Truly, Madly, Deeply, by Karen Kingsbury
Letters from Father Christmas Centenary, by J.R.R. Tolkien
**Girl in the Letter*, by Emily Gunnis
Paper Bag Christmas, by Kevin Milne
House Next Door, by James Patterson
**Deep End (Diary of a Wimpy Kid)*, by Jeff Kinney
**Crave*, by Tracy Wolff
Welcome Comfort, by Patricia Polacco
Matters of Empire: Great Lakes Indians, by Michael McDonnell (special collection)
Poisoned City: Flints Water and the American Crisis, by Anna Clark (special collection)
Girls: An All-American Town; a Predatory Doctor, by Abigail Pests (special collection)

PATRON DATA BY DEMOGRAPHIC JUNE - OCTOBER 2020



Patron Data by Day of the Week October 2020





Discussion Items

- Open Meetings Act (amended October 16) <https://www.legislature.mi.gov/documents/2019-2020/publicact/pdf/2020-PA-0228.pdf> Also attached in email
 - Role-call votes are recommended so there is no confusion
 - Requirements when posting meeting online
 - Notice of meeting is required at least 18 hours prior
 - Meeting agenda must be posted at least two hours prior
- Amazon Smile: We need to be a 501(c)3
- Athens Yearbook: Special Collection budget instead of books?
- Approached Township about having the basement walls sealed
- I have been asked to come to the Township Meetings quarterly to share library's successes and make requests as needed
- Athens Historical Society/Budget (Where is the money coming from to pay hourly wages and supplies?)
- Resume normal hours (expectation from the Township when millage increase was awarded)

LIBRARY DIRECTOR REPORT

November 2020 data (revised)

Meeting Date: January 11, 2021

M. Irons

PATRON INFORMATION

New Patrons	1
Deleted Patrons	0
Total Patrons on File	1,678

PATRON VISITS

Children	11
Teens	32
Adults (20-40)	33
Adult (40+)	139
Total Patron Visits	215

Increased 4

BOOKS PURCHASED

(See detailed list attached)

Adult Fiction	12
Adult Non-fiction	0
Inspirational Fiction	0
Audio books	1
Special collection	5
Children/YA Fiction	5
Children/YA Nonfiction	0
Total Purchased	23

CIRCULATION

Adult Fiction	104
Adult Inspirational Fiction	65
Adult Nonfiction	29
Audio Books	16
Easy Fiction	21
Juvenile Fiction	26
Easy Nonfiction	2
Juvenile Nonfiction	2
Children's Magazines	0
Total Circulation	265

Decreased 28

COMPUTER USAGE	12
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New users:	5
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REQUIRIED ASSISTANCE:	155
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BOOKS PURCHASED

November 2020 data (revised)
Meeting Date: January 11, 2021
M. Irons

Bestsellers in red

*requested/recommended

Adult Fiction

Fortune and Glory, by Janet Evanovich

Three Women Disappear, By James Patterson

Minute to Midnight, by David Baldacci

**Law of Innocence*, by Michael Connelly

Truly, Madly, Deeply, by Karen Kingsbury

Letters from Father Christmas Centenary, by J.R.R. Tolkien

**Girl in the Letter*, by Emily Gunnis

Paper Bag Christmas, by Kevin Milne

House Next Door, by James Patterson

Killing in Amish Country, by Gregg Olsen and Rebecca Morris

Shadow of the Dragon, Marc Cameron

If She Only Knew by Lisa Jackson

Adult Non-Fiction

Easy/Juvenile Fiction

Lies Like Poison, by Apryl Stott

Share Some Kindness Bring Some Light, by Chelsey Pitcher

**Deep End (Diary of a Wimpy Kid)*, by Jeff Kinney

**Crave*, by Tracy Wolff

Welcome Comfort, by Patricia Polacco

Audio

Fortune and Glory by Janet Evanovich

Special Collection

Ghostly Tales of Michigan, by Ryan Jacobson (JUV FIC)

We Hope for Better Things, by Erin Bartels

Matters of Empire: Great Lakes Indians, by Michael McDonnell

Poisoned City: Flints Water and the American Crisis, by Anna Clark

Girls: An All-American Town; a Predatory Doctor, by Abigail Pests

Backordered

LIBRARY DIRECTOR REPORT

December 2020 data

Meeting Date: January 11, 2021

M. Irons

PATRON INFORMATION

New Patrons	1
Deleted Patrons	0
Total Patrons on File	1,679

PATRON VISITS

Children	12
Teens	17
Adults (20-40)	44
Adult (40+)	125
Total Patron Visits	198
	Decreased 17

BOOKS PURCHASED

(See detailed list attached)

Adult Fiction	5
Adult Non-fiction	1
Inspirational Fiction	1
Audio books	3
Special collection	0
Children/YA Fiction	4
Children/YA Nonfiction	0
Total Purchased	14

CIRCULATION

Adult Fiction	115
Adult Inspirational Fiction	59
Adult Nonfiction	27
Audio Books	7
Easy Fiction	19
Juvenile Fiction	34
Easy Nonfiction	3
Juvenile Nonfiction	10
Children's Magazines	0
Total Circulation	271
	Increased 6

COMPUTER USAGE

COMPUTER USAGE	17
New users:	2

REQUIRED ASSISTANCE:	150
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BOOKS PURCHASED

December 2020 data
Meeting Date: January 11, 2021
M. Irons

Bestsellers in red

*requested/recommended

Adult Fiction

Deadly Cross, by James Patterson

Daylight, by David Baldacci

Return, by Nicholas Sparks

Murder Games, by James Patterson

Nothing Ventured, by Jeffrey Archer

Inspirational Fiction

In the Fullness of Time, a Sugarcreek Amish Mystery

Adult Non-Fiction

The Bible With and Without Jesus, by Amy Levine

Easy/Juvenile Fiction

Crush, by Tracy Wolff

One of Us is Next, by Karen McManus

Ickabog, by JK Rowling

Couch Potato, by Jory John

Audio

Outsider, by Linda Castillo

The Tattooist of Auschwitz, by Heather Morris

Unsolved, by James Patterson

Special Collection

Backordered

Things We Cannot Say, by Kelly Rimmer

Long Road to Mercy, by David Baldacci

Duty to the Dead, by Charles Todd