

September Director's Report – Colon Township Library September 23rd, 2019

August 2019

Computer/Wi-Fi: 566
Circ: 2115

August 2018

Computer/Wi-Fi: 370
Circ: 2854

August 2017

Computer/Wi-Fi: 322
Circ: 2422

Regular Programs:

Note: Friends of the Library is abbreviated as FOL.

- Yoga on Tuesdays
- Ladies of Literature Book Club every fourth Thursday of each month.
- Bookworms Book Club (for kids ages 8-12). This group meets every Thursday at 3:30 pm. (FOL Program)
- Quilting Club on Wednesdays at 1 pm.
- Sit N Stitch on Thursdays at 10:30 am
- Storytime with Erica on Thursdays at 10:30 am (FOL Program)
- Mindful Readers Book Club every third Thursday of the month.
- YA Book club starts in October. They will meet the 1st Thursday of each month at 7 pm.

Past Events:

- Pat Asbury held a painting class here on September 3rd. Fifteen people registered and attended. We received very positive feedback.

Upcoming Events:

- True-crime author, Tobin Buhk, author of Michigan's Most Dangerous Women" will be here to talk about his book on October 10th at 7 pm. (FOL Program)
- Jonathan Rand, (junior fiction) author of Michigan Chillers and American Chillers has penciled us in for a library program on November 2nd at 11 am. This is contingent on funding from the FOL group who will decide at our next meeting on October 14th.
- Christmas in Colon on Friday, December 6th and Saturday, December 7th. It looks as though we will be hosting the Santa's Workshop on Friday night and Santa Claus on Saturday night. The Lions Club is donating \$500 for a book giveaway for the children. (FOL Program)

Other Information:

- The Friends of the Library group raised \$360 during the Arts and Crafts Fair. We appreciate all the work that Yolanda Reynal put into the event.
- The carpets were cleaned today.
- I have updated our Emergency Action Folder, which will be readily available on the countertop island in the employee area.
- The Employee Handbook is an abbreviated form of the Library Policy Manual. When I started the Employee Handbook, I quickly found that we have to review and update the Library Policy Manual first. I have copies of several policies that I believe need to be updated. I've included both the old policy, and the proposed revised policy for the board to review. We also have the option of creating a

policy committee that meets separately from the board meetings. Below are the two policies I would like to go over at tonight's meeting.

◇ Hours of Operation

◇ Book Selection Policy

- I will be representing CTL at the Branch County Community Foundation Donor Appreciation and Community Education event on Thursday, September 26th.
- CTL has been asked to enter the Colon's 2019 Magic Capital Scarecrow Contest. The FOL group is funding the cost of the scarecrow.
- The library is working with the Colon Historical Society in a joint grant project to preserve historical documents through digitization, making them readily available to the public online. Information on the grant we are seeking is attached.
- MDOT has notified me that they will be working on the sidewalks to make them ADA compliant in 2020. Since they will be doing construction on the sidewalks, it seems like a good time to remove the Maple Trees and the White Pine in the library lawn. The maple trees are in much worse shape than I thought. Attached are four quotes for removal of the diseased white pine and dying maple trees on Canal St.
- The Township annual audit has come in. Please see the attachment.

