

Lincoln Township Public Library Board of Trustees
Meeting minutes: Tuesday, January 17, 2023 | 6:30 pm

Call to order: 6:32pm by President Linda Stocker

Present: Vice President Elizabeth Carlson, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Megan Yore-Norbey, Trustee Connie Weaver, Library Director Joelle Wake

Public Comment: None

Additions to Agenda: None

Approval of the Agenda

- a) Approval of Minutes: Jenny made a motion, seconded by Liz, to approve the minutes from the Board meeting December 6, 2022. The motion passed unanimously.
- b) Approval of Treasurer's report: Megan made a motion, seconded by Liz, to approve the Treasurer's report for November and December 2022 with check #'s 20638-20671 and 20672-20704, respectively. The motion passed unanimously.
- c) Correspondence: None

Governance and Administration - (Stocker)

- a) Director Mid-Year Review: Linda reported that the mid-year review of Joelle has been completed. Linda reviewed several of Joelle's accomplishments during the time she has been the Director. Many positive comments have been received from the community and local schools concerning Joelle's leadership and innovations. The Board appreciates Joelle's efforts and supports her continuing work at LTPL.

Community and Government Relations (Klein)

- a) The Friends' Board sent a thank-you for the T-shirts and cookies provided by the LTPL Board and the Director.
- b) The next meeting of the Friends is January 31.
- c) Joelle is evaluating potential library support activities for volunteers.

Building, Landscape, and Technology (Weaver)

- a) Library Design Associates (LDA): Liz reported a recent on-site meeting with representatives of LDA. An initial plan from LDA is expected within the next month.
- b) Approval Request for Proposal (RFP) for HVAC: Liz made a motion, seconded by Connie, to approve the RFP for Library HVAC Equipment Replacement and Upgrades. The motion passed unanimously. Proposals are due March 3rd at 5 pm (EST).
- c) Approval RFP for Library Security Camera System & Access Controls: Liz made a motion, seconded by Suellen, to approve the RFP for Library Security Camera System & Access Controls. The motion passed unanimously. Proposals are due March 31st at 5 pm (EST).

Finance (Cowan)

a) Review preliminary FY 2023-2024 Budget: Jenny reported that the Finance Committee and Joelle met to discuss anticipated changes and adjustments in the preliminary FY2023-2024 budget. More information will be presented at the February meeting.

Strategic Planning (Yore-Norbey)

a) Strategic Plan Update: Megan reported that the strategic plan is posted on the LTPL website. The committee will meet monthly to monitor progress and will report to the Board.

Operations and Staff (Carlson)

a) An updated organizational chart was provided.

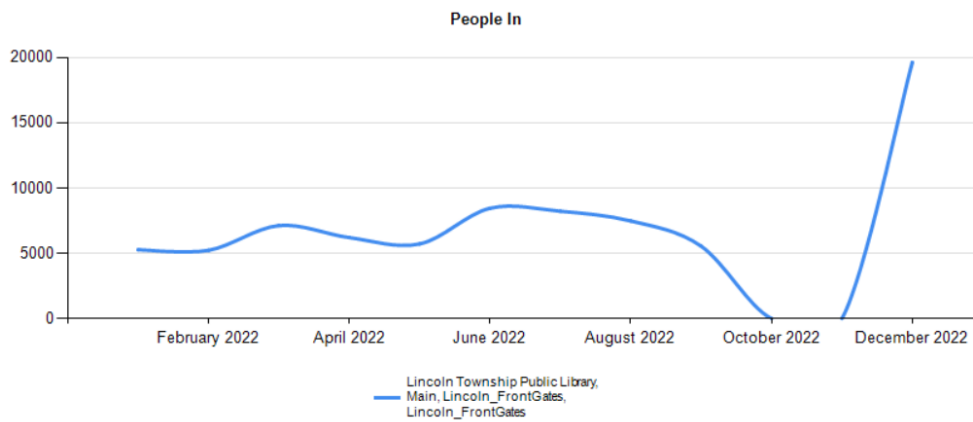
Director's Report December 2022

Building & Technology

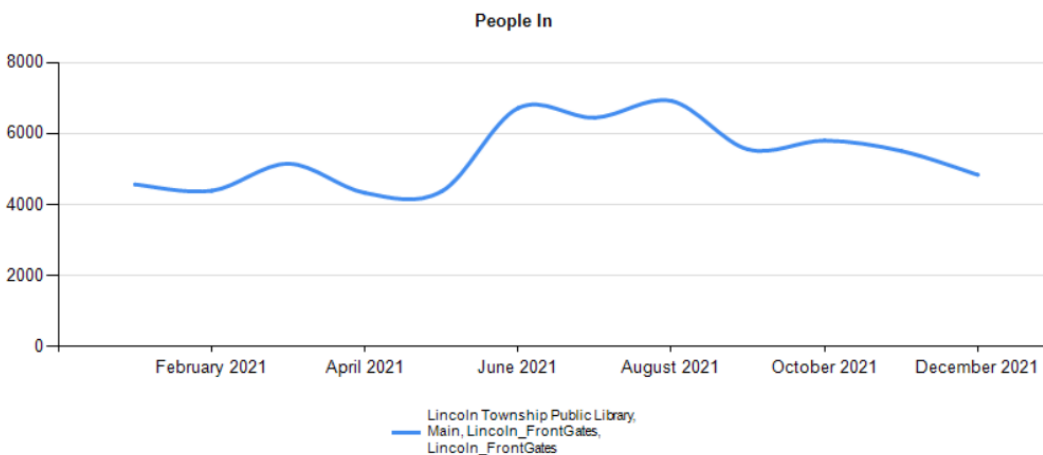
- Ibid replaced the flagpole lights
- Two roof leaks in the youth area and one in the staff area were temporarily patched by Future Construction
- City Plumbing, Heating & Air Conditioning: unisex bathroom (kids)- fixed leaking at wall and staff bathroom- the wax ring, vacuum breaker, and some washers were replaced. Recommendation: replace flush valve that is showing age.
- Yard services went up 18% & 14%, so I am getting some quotes.

(From October to November our counter wasn't reporting, but it was keeping count. This is why there is a large dump of numbers in December. The mean count was 6,539 in Oct., Nov., and Dec.)

2022	Counter Name	People In	People Out
January 2022	▣ Main	5,278	5,227
February 2022	▣ Main	5,235	5,164
March 2022	▣ Main	7,127	7,005
April 2022	▣ Main	6,207	6,141
May 2022	▣ Main	5,725	5,630
June 2022	▣ Main	8,452	8,243
July 2022	▣ Main	8,221	7,969
August 2022	▣ Main	7,478	7,258
September 2022	▣ Main	5,553	5,438
October 2022	▣ Main	0	0
November 2022	▣ Main	0	0
December 2022	▣ Main	19,617	19,169
Total		78,893	77,244



2021	Counter Name	People In	People Out
January 2021	田Main	4,565	4,555
February 2021	田Main	4,388	4,357
March 2021	田Main	5,148	5,115
April 2021	田Main	4,327	4,314
May 2021	田Main	4,368	4,309
June 2021	田Main	6,716	6,540
July 2021	田Main	6,444	6,293
August 2021	田Main	6,916	6,804
September 2021	田Main	5,552	5,471
October 2021	田Main	5,800	5,714
November 2021	田Main	5,509	5,417
December 2021	田Main	4,837	4,741
Total		64,570	63,630



Computer Use Summary

	December Session
Adults & Children	386

Staff & Volunteers

- End of Year Reviews Are Completed

- Staff Earned Kulture City's Sensory Inclusive Certification (the building is sensory certified)
- Staff Training on ILL's

Director Continuing Education & Meetings

- December 1 – SMLC Director Chat HR (Dana Conard attend with me) - Kalamazoo
- December 6 – MINDS meeting webinar
- December 8 – Onsite visit with LaPorte County Public Library (Associates and Admin visit)
- December 12 – Creativebug Zoom

Collections & Materials & Services

- Kanopy Streaming Services launched.
- Creativebug is now available: Creativebug offers online video arts and crafts workshops and techniques. Learn how to paint, knit, crochet, sew, screen print, and more.
- BookFlix® is now available at home with your library card or available to anyone in the library. BookFlix is a digital literacy resource that pairs more than 120 animated stories from Weston Woods with a best-selling nonfiction eBook from Scholastic

Finance

- We received the Berrien Community Foundation's "For Good" grant for \$10,000 in order to start a Library of Things collection.

Public Services: Cindy Casper – Head of Public Services

Meetings/Professional Development:

-Most of the staff attended the Sensory training during an all staff meeting on December 15th in an effort to get at least 50% of the staff trained to become a sensory friendly business through Kulture City. Brian received the sensory bags to have available for customers at each service desk and one to circulate.

-Vicki trained all the staff on how to check out ILL items to customers.

-Hollie, Kelly and Amy completed the Youth Services Basics training from Niche Academy. Kyle was also assigned later in the month but his deadline for completion is extended.

-4 Associates, Joelle and Cindy all went to the LaPorte Library to see shared spaces and learn about their Maker Space. It was a long day, but we had the chance to ask questions and get some inspiration for our future spaces.

-Cindy met with Joelle to discuss the Strategic Plan in an effort to incorporate tasks into the Year End Reviews. We also volunteered to help at a BABA Mixed event which was held at a local brewery in Baroda. It was great to meet some people in the community.

-Cindy and Joelle conducted several interviews for the Circulation Specialist positions. We hired Erin Callahan and Kali Collins that begin on Jan. 9th.



Programs:

Adults – We offered a total of 9 adult programs this month and Tech Tuesdays every week. Two of the computer classes were cancelled because no one signed up. Sports Card Day (227), Legacy of Emmet Till (3), Book Group (4), Chocolate Fountain (9), Trivia (20), Wine Cork Tree (7), Snowman ornament (14)

By far, the Sports Card Day with Willie Horton was the most successful. Customers thanked us over and over for offering it. Garry Lange owner of the Biggest Little Baseball Museum provided a display through the month and helped the day of. He was a great asset to us that day.

It is also obvious that adults enjoy programs that they get to make something so we need to focus more on some hands-on crafting programs. We will use CreativeBug to find some ideas and highlight that new service.

Teens – We offered 1 unique teen program this month, in addition to the weekly D&D meet up and TAB meeting. Create-a-gift (17), D&D (21 total for month), TAB (5).

Teens got to create gifts from multiple stations. They really seemed to enjoy the event. Hollie and I have discussed doing more and different programs for the teens. Also, ways to engage with teens that are not coming into the library.

Kids — We offered 6 programs for children this month. Regular story time was paused in December. Pokémon Battle (24), Pokémon Deck Building (28), Club Mishmash (23), PJ Storytime (14), Toy Swap (96), Lego club (28).

Kids programs continue to be our most attended. Customers reported appreciation for an evening story time and we were pleased with the Toy Swap. I think we gave swapped at least 250 toys and donated the rest to several organizations in the area.

All Ages — We offered 5 all ages or family events this month, with one getting cancelled because of snow. Christmas Around the World (120), Gingerbread Houses (67), Board Games (4), Polar Express (12). Christmas Around the World was our big event for the quarter where everyone highlighted a different country. We had treats, crafts, music and snacks. Families enjoyed the event. Gingerbread Houses was also a well-liked event, and 163 people voted during the following month for their favorite.

Outreach — Kelly and Amy visited three 1st grade classes at Stewart Elementary, interacting with about 80 kids. They book talked some titles, discussed upcoming programs and read them a story.

Joelle and Cindy volunteered at the BABA Holiday mixer which helped the community put some faces to our names. I would like to invite the owner of the Winery to do a program for adults in the summer. Her artwork in the museum was amazing.



Letters to Ukraine



Staff with Willie Horton

Projects:

-We finished shuffling around collections in the youth area to make better use of the space and bring kids DVDs to the front space. As well as moving Teen graphic novels away from children's graphic novels. Amy weeded the kid's music collection so it will fit into one shelf and we will be moving it to another location this month.

- Work continues on the relabeling projects. Hollie will train both Amy and Brian to start helping with that project so try to get it completed. Evening shift staff, Jennifer, Tess and Emily are going to also help add the new spine labels when it makes sense.
- Brian and Janet have been working through a big list to remove the circulating “new” from many items that were already physically moved from the new shelf.
- Cindy has been printing and having staff work through some lists that have items in the wrong collections. Continued efforts to clean up records before the upgrade.
- Schedules have been added to Paychex but it is still not set up correctly. We are working with our rep to figure out what is going on.

Highlights:

-Brian lived a longtime dream to bring Willie Horton to the library. It was wonderful to see his face that day. I hope that we can continue to offer opportunities for staff to bring their passions to their work.

	Adult	Childrens	Teen	Total
Total Circulation – All Collections	3809 Browsers 24	5428	484	9721
ILL				Borrowed 263 Loaned 234
New Items Added	121	29	6	156
Items Deleted	17	138	117	272
New Cards - Issued	Adult Resident – 44 Adult Non-Resident - 8 Educator – 4 Doorstep - 2	Juv Resident – 100 Juv Non-Resident – 5 School of Choice - 36		199
Door Count				19,169 (out)
Programs – Total	9	All (5), Children (6)	6	26
Programs - Attendance	286	All (366), Children (213)	41	906
Outreach		80		80
Reference	Main Desk – 49, 27 Tech	Youth Desk- 125		201
Libby Circulation	1791	148	144	2083
Talk to Text				7 (16 total)
Kanopy				1 play 37 users searched
Bookflix				51 sessions 70 Documents
CreativeBug				18 subscriptions 22 sessions
Ancestry				32
Freegal				314 downloads 26 active users (44 total, 5 new users)
Rocket Languages				0 uses, 1 new user

For the Good of the Library:

- a) Joelle received recognition from the Baroda Township thanking her for organizing and managing a craft activity offering in Baroda.
- b) Joelle received a phone call from a library patron on January 4th, complimenting the library on its upbeat, positive atmosphere.
- c) Joelle reported a conversation with a patron (retired librarian, non-local) commenting on the many positive changes the patron has recently noted.

Upcoming Service Area Meetings:

- a) Royalton Township: February 13 - Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085
- b) Lincoln Township: February 14 - Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127
- c) Stevensville Village: February 8 – Second Wednesdays at 7pm
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: February 20 - Third Mondays at 7pm
9091 1st Street, Baroda, 49101

Adjournment: 7:25 pm

Next meeting: February 21, 2023

Respectfully submitted,
Suellen S. Klein