

Lincoln Township Public Library Board of Trustees
Tuesday June 20, 2023 | 6:30 pm

Call to order: 6:34pm 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, Technical Services Manager Jake Bonham.

Jake introduced himself to the Board and was welcomed to the LTPL staff by all present.

Public Comment: None

Addition to Agenda: Liz requested adding consideration of a letter of agreement with the staff union. Jenny requested adding discussion of a money market account for the capital improvement finances. The Board unanimously approved these changes to the agenda.

Approval of the Agenda:

- a) Approval of Minutes: Liz made a motion, seconded by Connie, to approve the minutes from the Board meeting May 10, 2023. The motion passed unanimously.
- b) Approval of Treasurer's report: Megan made a motion, seconded by Suellen, to approve the Treasurer's report for May 2023 with check #'s 20894-20931. The motion passed unanimously.
- c) Correspondence: None

Governance and Administration - (Stocker)

- a) Linda and Joelle reported on Baroda's upcoming millage discussions.

Community and Government Relations (Klein)

- a) Friends of the Library on 5/27/23 had an ending balance of \$26,854.01 with summer reading program still to be paid.
- b) Book sales for April and May total \$2,047.50
- c) There is a bag sale scheduled for this Saturday, June 24th.

Building, Landscape, and Technology (Weaver)

- a) Refresh Project-Library Design Group: Connie and Joelle showed carpeting and wood furniture samples for the refresh. An overall design plan by Library Design Group is anticipated in September or October.
- b) Security Update: Joelle reported that new security cameras have been installed, providing increased monitoring of the inside/outside of the library.

Finance (Cowan)

- a) Budget Adjustment: Jenny made a motion, seconded by Liz, to apply the \$6,000 recently received from Baroda Township to Library Materials. The motion passed unanimously.

- b) Capital Improvements Project: Jenny made a motion, seconded by Liz, to approve earmarking \$1,000,000 in library funds to invest in capital improvements to the library. A roll call vote was taken: Linda-aye, Liz-aye, Jenny-aye, Connie-aye, Megan-aye, Suellen-aye.
- c) ACH and ETF Policy: Jenny made a motion, seconded by Suellen, to approve the proposed LTPL policy Automated Clearing House (ACH) and Electronic Transactions of Funds (ETF) with the ACH List of Vendors. The motion passed unanimously.
- d) Addition to agenda: Liz made a motion, seconded by Connie, that the financials of the capital improvement project be managed in a separate money market account from other LTPL financials. The motion passed unanimously.

Strategic Planning (Yore-Norbey)

- a) Foundation: Megan reported that a formation meeting for the Foundation has occurred. Megan is gathering information to proceed with establishing bylaws and obtaining 501c3 status.
- b) Strategic Plan Scorecard: Joelle gave an update on aspects of the strategic plan.

Operations and Staff (Carlson)

- a) Staff In-Service Day-Friday, August 18th: Connie made a motion, seconded by Liz, to change the library schedule and close the library to the public for a staff in-service day August 18th. The motion passed unanimously.
- b) Lost and Found Policy: Suellen made a motion, seconded by Megan, to approve the proposed LTPL Lost and Found policy. The motion passed unanimously.
- c) Patron Standards of Behavior Policy: Liz made a motion, seconded by Megan, to approve the proposed LTPL Patron Standards of Behavior policy. The motion passed unanimously.
- d) Circulation, Borrowing Materials Policy: Connie made a motion, seconded by Liz, to approve the proposed LTPL Circulation and Borrowing Materials policy. The motion passed unanimously.
- e) Addition to agenda: Union Letter of Agreement-Compensation Pay Ranges: Megan made a motion, seconded by Connie, to accept a letter of agreement between Michigan AFSCME Council 25, AFL_CIO, Local 2757.05 (Union) and LTPL for revised compensation pay ranges. The motion passed unanimously.

Director's Report May 2023

Building & Technology

- IEC began adding and moving cables for the video cameras.
- A do not enter sign was added to the drive up drop box.
- Decorative inspirational poles painted by the middle school were added to the outside and inside of the courtyard, plus one at our entry.
- The roof is complete. I have submitted a signed copy of the 15-year Duro Last Warranty.
- The sprinkler system is finally on. The volunteer who takes care of the sprinkler system had some issues getting it started this year due to the valves being buried under dirt. He did finally get them on, and they are in working order.
- Doubleday came and moved the large island table from the friend's area to our staff area.

- We moved MeL/ILLs out of Vicki's office and into the staff area, so Jake, Brian, and Cindy don't have to do it at her desk if she's on vacation, etc.



(April 2023, 2022, 2021) **UP 32.72% from 2022**

	Counter Name	People In	People Out
May	☒ Main	7,598	7,476
Total		7,598	7,476
	Counter Name	People In	People Out
May	☒ Main	5,725	5,630
Total		5,725	5,630
	Counter Name	People In	People Out
May	☒ Main	4,368	4,309
Total		4,368	4,309

Computer Use Summary

	April Sessions	May Sessions
Adults & Children	485	496

Staff & Volunteers

- Tess won our patron appreciation award and Dana is our Yoda Best for May.
- Diane's last day was June 8 (a current organizational chart is attached)
- Elise Deweerd (Circulation) was hired and started on May 30.

- We had Staff Training on May 16. We focused on policies and procedures, plus we went over the Summer Adventure program.
- Jacob Bonham and Duke Behm (they/them/theirs) were hired and start in June. Jake is our Technical Services Manager and Duke is a Program Associate (PT).
- Staff had a Staff Summer Party at the library on May 26 after we closed. We played yard games and enjoyed some food.
- Vicki and Cindy switched offices, so Jake could take Cindy's corner office. Now Jake and Vicki share an office.

Director Continuing Education & Meetings

- May 9 – MyLibro with Julia Cagle
- May 10 – SMLC Continuing Education Committee
- May 11 – Data Axle database
- May 12 – Director's Meeting with the State Library

Collections & Materials & Services

- The relabeling project continues...
- We are investigating a new ILS. TLC's price has gone up considerably over the past 5 years whereas the service and content hasn't changed much. BPL has left TLC and is now with Atrium.
- We displayed local museum exhibits during the month of May in honor of international museum day.
- The library was awarded a Berrien Community Foundation "For Good" grant to get a Storywalk®. We plan to install the permanent Storywalk® panels along the path that is on the west side of the building.

Finance

- N/A

Public Services:

Cindy Casper – Head of Public Services

Meetings/Professional Development:

Amy completed the webinar: *Library Services to Homeschoolers on Niche Academy*.

Cindy attended the *LibraryIQ Platform – DiversityIQ Metrics* and *Disabilities Accommodations in Libraries* webinars.

The entire staff attended a training day on May 16. The training was a refresher on policies and procedures. We also discussed the Summer Adventure program.

Quite a few staff members are working on completing their Mel Maven Badges and continue to complete their monthly CE.

Programs:

Adults – We offered **5 unique** programs for adults this month. Total attendance for all 12 programs was 54. Attendance was down from the previous month, but library traffic was slower in general. The Chocolate Flower Making and Mosaic Coaster Making were the most attended.

Teens –We offered **3 unique** programs for teens this month. Total attendance for all 6 programs was 53. Camp Half Blood, the Teen Book Box, and D&D were most popular this month.

Kids – We offered **20** programs for kids this month, with a total attendance of 514. Some of our most successful programs were the Blossomtime Tea Party, Homeschool Hangouts, Cookies & Canvas, and Family Storytime. During the tea party the kings and queens of Blossomtime visited the library, took pictures, read stories, and enjoyed some “tea” and cookies.

All Ages – We had **2** all ages programs this month with 41 attendees. This month we had a fun and interactive Murder Mystery that encouraged individuals to solve the 80s style mall crime. It was totally gnarly! The most attended program of all ages was our May the 4th Be with You program that celebrated Star Wars.

Outreach – Dana and Joelle attended the Mother’s Day Market in Stevensville from 8 am to 4 pm. Throughout the day they helped kids make pasta necklaces, plus cards for their mom’s or grandma’s. The day was very busy! They visited with a total of 215 kids and adults. Joelle also attended Berrien RESA’s Parenting Matters Conference on May 6.

Brian visited Pine Ridge Senior Living Center. At the event, he gave an overview of library services, read from one of the Golden Memories kits, and handed out library and Doorstep applications. He has several more visits planned at Pine Ridge, Crownpointe, and the Willows this summer.

Kelly and Amy visited all the grade schools this month. They met with all the classes about our Summer Adventure Program, plus handed information out.

Overall, we had **49 programs** with a total attendance of **1,109**.

Projects:

Relabeling projects continue. Staff are starting to relabel Juvenile Fiction and Non-fiction.

Dana created a Summer Adventure video with Amy. The video was shown during the school visits and on social media.

Associates have spent a lot of time getting ready for the Summer Adventure Challenge. They have booked and planned tons of fabulous programs that highlight the wonderful communities that we serve. They have been decorating, stuffing giveaway bags, and much more!

Highlights:

We showcased items from local Berrien County museums for the entire month of May.

Joelle won a Berrien Community Foundation grant to have a permanent Storywalk®.

Homeschool Hangouts wrapped up for the summer. Amy gathered emails to stay in touch with the families this summer through e-blasts, etc. Hangouts will start back up in September.

Tessa Lee's Kids Club visited the library. Amy and Kelly gave the kids a tour of the library and they completed a scavenger hunt that Cindy created.



	Adult	Childrens	Teen	Total
Total Circulation –	3979	7,076	368	11,423

All Collections				
ILL				Borrowed 251 Loaned 130
New Items Added	250	195	34	May: 474 April: 491
Items Deleted				137
Repairs				170
New Cards - Issued	Adult Resident – 41 Adult Non-Resident- 8 Educator – 0 Doorstep - 0	Juv Resident – 6 Juv Non-Resident – 1 School of Choice - 0		May: 56 April: 75
Self-Check				3894
Door Count				April: 7,491 May: 7,598
Programs – Total	12	All- 2 Children - 20 = 22	6	49
Programs - Attendance				1,109
Outreach				455*
Reference	Main Desk – 212	Youth Desk- 110		April: 201 March: 322
Libby Circulation	1,683	153	163	1,968
New Libby Users				31
Talk to Text				0
Kanopy				April: 47 March: 36 plays
Bookflix				9 sessions 8 Documents
CreativeBug				4 Views
Ancestry				79
Freegal				429 downloads 24 active users
Rocket Languages				5 new users; 1 active user 222 total users
Hotspots				9 checkouts
Yearbooks				177 visits

*Estimated

For the Good of the Library:

No comments made.

Upcoming Service Area Meetings:

a) Royalton Township: July 10 - Second Mondays at 7pm - 980 Miners Rd., Saint Joseph

- b) Lincoln Township: June 11 - Second Tuesdays at 7pm - 2055 W. John Beers Rd, Stevensville
- c) Stevensville Village: Thursday, July 6 –First Thursdays at 6pm
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: July 17 - Third Mondays at 7pm-9091 1st Street, Baroda, 49101

Adjournment: 8:03 pm

Next meeting Tuesday, July 18 at 6:30 pm

Respectfully Submitted,
Suellen Klein, Secretary