

Lincoln Township Public Library Board of Trustees
Tuesday September 19, 2023 | 6:30 pm

Call to order: 6:34pm by President Linda Stocker

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

Absent: Trustee Connie Weaver

Public Comment: None

Special Guest:

Brian Hake, CPA of Kruggel Lawton CPA. Brian discussed the LTPL 2022-23 audit as completed by Kruggel Lawton CPA. The Board thanked him for his explanation. The Board also thanked Dana Conard, Business Manager of LTPL, for her efforts.

Cindy Casper, Head of Public Services LTPL, provided a wrap up of the summer reading program and a review of her work in the strategic plan components. The Board thanked Cindy and the staff for outstanding results in the summer reading program.

Additions to the Agenda: None

Approval of the Agenda:

- a) Approval of Minutes: Liz made a motion, seconded by Jenny, to approve the minutes from the Board meeting August 8, 2023. The motion passed unanimously.
- b) Approval of Minutes: Liz made a motion, seconded by Jenny, to approve the minutes of the special session meeting September 6, 2023. The motion passed unanimously.
- c) Approval of Treasurer's report: Liz made a motion, seconded by Suellen, to approve the Treasurer's report for August, 2023 with check #'s 21020-21059. The motion passed unanimously.
- d) Approval of ACH transaction: Liz made a motion, seconded by Suellen, to approve an ACH transaction bank number 2424168866TC. The motion passed unanimously.
- e) Correspondence: Joelle shared an email from a patron expressing her appreciation for the wonderful activities and creative ideas being shared by the LTPL.

Governance and Administration (Stocker)

- a) Approval of Audit: Jenny made a motion, seconded by Liz, to approve the audit completed by Kruggel Lawton CPA. The motion passed unanimously.
- b) Director's Annual Goals: Joelle's annual goals were shared with the Board. These will be used for the Director's evaluation June, 2024.

Strategic Planning (Yore-Norbey)

- a) The scorecard was largely reviewed previously by Cindy.
- b) Future Strategic Plan: The Board will meet November 11 for a planning session. Joelle will communicate with various township stakeholders to gather data. The goal is for a new strategic plan to be approved by the Board March 2024.

Community and Government Relations (Klein)

- a) Proceeds from the Friends bag sale in August was \$230.00
- b) A Friends Appreciation week is planned October 15-21 with daily activities highlighting the Friends.
- c) A volunteer program will be launched with the updated website.

Building, Landscape, and Technology (Weaver)

- a) Joelle reported that photos and more information regarding the refresh will be presented at the October meeting.

Finance (Cowan)

- a) Check # discrepancy: A discrepancy of check #'s 20971-20977 was noted from the August minutes. As explanation, Joelle indicated the identified checks were voided, recorded and shredded following a printer mishap.
- b) Approval of Updated List of ACH Vendors: Jenny made a motion, seconded by Liz, to approve the updated list of ACH vendors. The motion passed unanimously.

Operations and Staff (Carlson)

- a) Library closing dates: Liz made a motion, seconded by Jenny, to approve the proposed library closing dates 2024. The motion passed unanimously.

Director's Report August 2023

Trustee Notes

- N/A

Building & Technology

- A sprinkler head broke after hours and flooded the staff lot. Stacey Loar-Porter alerted me to the situation the next day. They were leaving the library at 12 pm and had noticed the situation. She called public works to the library, but as soon as they arrived our sprinklers went off.
- Fire extinguishers were serviced and tagged.
- Boelcke came out to replace a fuse. A couple of weeks later they had to replace the fuse box.
- Boelcke completed our fall maintenance.
- The AED and the interactive wall décor were put out near the youth area.
- The Carpets were spot cleaned.

Door Count: **Up 11.94% from August 2022**

| | June | July | August |
|-------------|---------------|--------------|--------------|
| 2023 | 10,098 | 9,391 | 8,428 |
| 2022 | 8,452 | 8,221 | 7,478 |
| 2021 | 6,716 | 6,444 | 6,916 |

Staff & Volunteers

- Vicki was our Yoda Best for July and Cindy got the Summer Star award.

- We hired Abbey Hybels and Leanne Yarbrough for circulation. Sarah is splitting her time in Circulation and Cataloging starting September 18.
- Our August staff day was great. Staff earned their AED/CPR certification, we played a team building game, learned about bed bugs and participated in customer service training.
- The Friends had an August book sale and paid for our staff to have lunch during our staff day.

Director Continuing Education & Meetings

- August 11 – Director's Meeting through the State Library
- August 9 – Millonex Introductory Meeting & Demo
- August 15 – Meeting with Empire Digital Signs
- August 16 – Director's Breakfast
- August 16 – Millonex Development Follow Up
- August 17 – Library Design Meeting to Choose Furnishings
- August 18 – CPR/AED training
- August 22 – SMLC Continuing Education Committee
- August 23 - Making the Invisible Visible Workshop - Tracking our Ripples in SWMI
- August 25 – Library Calendar Demo with Ben Bizzle
- August 31 – SMLC Council Meeting at Willard Public Library

Collections & Materials & Services

- We hosted an End of Summer Adventure Challenge Party at the Pavillion with popcorn, bounce house, hotdogs, circus performance, and more!
- Joelle and Cindy went to the Stevensville Family Fun Night and made shell necklaces with kids, teens, and adults.
- We launched our Family Dinner Book Club kits. The kit encourages families to read, make, and eat together.
- We are getting a new meeting room/events calendar since Demco is cancelling its service in August 2024. We will be working with LibraryCalendar to set up our new meeting room info and events calendar or the next couple of months.
- We have been reaching out to schools to get kids and teachers cards and resources.

Finance

- Dana finalized some last audit materials for Kruggel Lawton.
- Dana was accepted into the Library of Michigan Financial Management Cohort.
- Dana received and organized information for the money market account for our Capital Improvements Project. She drafted an analysis of all the proposals for the finance committee.

Marketing

| Facebook* | Followers | Post Reach | Post Engagement |
|-----------|-----------|------------|-----------------|
| Jun | 2,230 | 13,309 | 5,793 |
| July | 2,261 | 8,959 | 4,974 |
| August | 2,324 | 19,458 | |

*Last 28 days

| LibraryAware | Total Users * | Clicks | Open Rate |
|----------------------|---------------|--------|-----------|
| 5/3/23 to 8/3/2023 | 11,217 | 981 | 48.91% |
| 6/13/23 to 9/13/2023 | 15,513 | 2,261 | 51.86% |

*Reach through email and widgets

| MyLibro App | Patron Count | App Usage | Searches | Fee | Holds | Insights | Renew |
|-------------|--------------|-----------|----------|-----|-------|----------|-------|
| June | 139 | 1,787 | 405 | 20 | 43 | 678 | 4 |
| July | 147 | 1,335 | 328 | 20 | 65 | 544 | 7 |
| August | | | | | | | |

Public Services:

Cindy Casper, Head of Public Services

Meetings/Professional Development:

- Tess completed a top ten resources training as part of the Mel Maven Certificate. I think it might be good training for new people in their first 90 days. Quick, Easy and not so overwhelming.
- Brian attended a webinar on Homeschooling. Though it didn't give him the exact info he expected it did provide him with a better understanding of the homeschooling world. I have encouraged him to brainstorm with Amy to see what he could bring to the homeschool parents or how we can work with them to host a community info session for new homeschoolers.
- Jean enjoyed an article on phone lending that another library rolled out as well as training on how to repair board books. She was able to find a couple of good ideas.
- Janet, Kali and Mary continue to work through the Mel Maven Certificate learning about reliable resources, Google Environment and citations.
- Amy explored the [Project Learning Tree](#) site and some training to better prepare for the upcoming Get Out with LTPL this month. This program is jumping off the 1,000 Hours Outside program.
- Kelly watched a webinar on weeding and managing collections. That training will help her level up in that area as it really is a skill that is learned over time.
- Sarah watched an eye-opening training called Uplifting Our Community Voices about embracing diversity and equity.
- Emily watched a webinar about Dyslexia and Libraries. She learned ways libraries can accommodate and passed along some ideas.
- Duke and Kelly attended the ILF Youth Conference in Indianapolis.
- Our All-Staff meeting turned out to be very informative as we all received CPR and AED training. Staff were introduced to Bed Bugs! And worked together on a fun game for team building. I think it was a great use of the day.
- Cindy watched the facilitation webinar for the Great Stories Club grant from the ALA. Attended a debrief meeting for the Michigan Notable Author Tour. Attended the special board meeting at

Benton Harbor to learn about their interim plan. I watched an Educator Webinar for Little Amal for Welcoming Week. Conducted several reviews for new staff.

Programs:

Adults – We offered **16 programs (11 unique)** for adults this month with a total attendance of **113**. The music on the lawn programs drew in the highest numbers this month. Having at least 30 to 50 in attendance warrants trying the program again when the weather is nicer. Hopefully we will be able to open the courtyard to accommodate.

Teens –We offered **2** programs for teens this month. Total attendance **10**. The Teen Book Boxes continue to be popular drawing in at least 10 a month. With Duke settling in, hopefully attendance for this age group will increase. We are always looking for ways to engage.

Kids – We offered **7** programs for kids this month, with a total attendance of **249**. Spanish Storytime had steady numbers this month. It was the only story time offered so the higher numbers make sense.

All Ages – We had **2** all ages program this month with an attendance of **302**.

Outreach –We offered **4** outreach visits at Crownpointe and the Willows, with an attendance of **162**.

Overall, we had 27 programs with a total of 674 people in attendance. August is a slower month as families tend to be busy with school prep and last-minute vacations. We purposely planned fewer programs this month.

Projects:

Photo Shoot for Library Card Sign up month – Joelle and Cindy started taking pictures of the Townships, Police Stations, Fire Stations to help promote Library Card Sign up month in September. We made sure those people got library cards!

Interview and hire Circulation – conducted several interviews for both positions. We were able to hire two for the circulation position that starts September 11th.

Great Stories Club – We secured dates and times for programs with The Out Center, Benton Harbor Library, the Homeschool Group (break out teen session, and our own Teens to do an art infused Book Discussion of the books provided by the Great Stories Club Grant. Programming will need to be completed by Feb 24.

Library Calendar Demo – We set in on the Library Calendar Demo as an option for our calendar and room software that will replace Demco. They are far superior to Demco and LocalHop. With the savings from TLC this year, we were able to sign a contract with Library Calendar. The process will take 6-8 weeks.

Digital Learning Grant – After many conversations, Brian finally was able to get the correct amount of money for the Digital Learning Grant. We were able to purchase 8 laptops that will be used for the training and then used for circulation to the community. Additional materials for the grant that will be purchased include Deepfreeze software, wireless mice, pens, notepads

and mouse pads. Some materials will be given away to participants while some materials will stay with the circulating laptops.

Great Michigan Read – We received books for the Great Michigan Read Grant, *The Firekeeper's Daughter* by Angeline Boulley. We will create a book club kit in the coming months as well as plan some programming surrounding this book.

We turned the remainder of the Explore Kits into Stream kits. Kelly shuffled around board books to move all the Stream kits to a bigger shelf. Kits continue to be popular and get a lot of circulation. Kelly was also able to do a good condition weed of board books at that time.

Highlights:

Family Fun Night Stevensville – We were invited to participate at the Family Fun Night in Stevensville where we provided supplies to create a shell necklace. We engaged with somewhere around 150-180 people. We were able to give out the remainder of the summer booklets provided by PBS via RESA.

| | Adult | Childrens | | Teen | Total |
|-----------------------|---|---|--|------|----------------------------------|
| New Cards - Issued | Adult Resident – 50 Adult Non-Resident 18 Educator – 0 | Juv Resident – 25 Juv Non-Resident – 7 School of Choice - 0 | | | 100 |
| Self-Check | 1,276 | 3,697 | | | 4973 |
| Programs – Total | 16 total | All ages 2, Children 7 | | 2 | 27 |
| Programs - Attendance | 113 | All (302), Children (249) | | 10 | 674 |
| Outreach | 3 | All (1) | | | 4 total 162 attendance |
| Reference | Main Desk – 53 | Youth Desk- 97 | | | 150 |
| Kanopy | | | | | 47 plays |
| Bookflix | | | | | 19 |
| CreativeBug | Art& Design – 2 Food & Home – 1 Holiday & Party – 2 Kids – 1 | Average time watched 27 minutes | | | 1 completions |
| Ancestry | | | | | 44 |
| Freegal | | | | | 395 downloads 30 active users |

| | | | | | |
|------------------|--|--|--|--|--------------------|
| Rocket Languages | | | | | 4 uses, 6 new user |
| Yearbooks | | | | | 163 visits |
| | | | | | |

Technical Services

Jake Bonham, Technical Services Manager

Summary of Activities

Vicki:

- Conducted significant weeding of physical magazine collection and established more robust digital alternatives
- Pursued quotes for an AWE computer, as well as a Hublet tablet station
- Assisted with the ongoing re-labeling project in the Children's collection
- Established multi-factor authentication for Microsoft 365 to combat phishing and other security concerns present with Outlook
- Addressed malfunction with RFID tag reader at main entrance
- Addressed issue with staff RFID pads

Jake:

- Conducted interviews for Cataloging Clerk position
- Participated in introductory meetings with Millonex (ILL partnership) and Library Market (calendar developer)
- Attended transition meeting held by BHPL board addressing their director's resignation to help identify opportunities for collaboration and support
- Worked with Baker & Taylor to resolve an issue creating new purchasing carts
- Worked to stay ahead of incoming items and ensure that the catalog was updated and current

Professional Development

Vicki: Staff Training (August 18th, 2023) – Vicki received her CPR certification, participated in training and discussion concerning de-escalation techniques and scenarios, and was instructed on protocol for identifying and handling bedbug contamination.

Jake: Staff Training (August 18th, 2023) – Jake received his CPR certification and was instructed on protocol for identifying and handling bedbug contamination.

Statistics

Public Computer Use

| | |
|---------------------|-----------------------|
| Uses | 552 |
| Total time | 328 hours, 42 minutes |
| Avg. session | 36 minutes |

Wireless Use

| | |
|--------------------|-------|
| Connections | 5,046 |
|--------------------|-------|

Items Added to Catalog

| | |
|--------------------------|-----|
| Adult | 124 |
| Children | 104 |
| Library of Things | 1 |

| | |
|--------------|------------|
| Teen | 5 |
| Total | 234 |

Items Deleted from Catalog

| | |
|-------------------|------------|
| Adult | 173 |
| Children | 62 |
| Library of Things | 1 |
| Teen | 10 |
| Withdrawn | 1 |
| Total | 247 |

Items Repaired

| | |
|----------------------------|--|
| Barcode/Label | 0 (Will start tracking for next month) |
| Cases (Audiobook, CD, DVD) | 7 |
| Covers | 6 |
| Glue machine | 134 |
| Manual glue | 0 |
| Discs cleaned | 8 |
| Tape | 10 |
| Kitty litter | 0 |
| Total | 165 |

Circulation (Including Renewals)

| | |
|-------------------|---------------|
| Baroda | 754 |
| Royalton | 1,654 |
| Reciprocal | 3,524 |
| Lincoln Township | |
| Adult | 5,195 |
| Children | 9,400 |
| Teen | 669 |
| Library of Things | 89 |
| ILL | 297 |
| In House Use | 627 |
| LTPL | 16,277 |
| TOTAL | 22,209 |

Circulation on Libby

| | ADULT | CHILDREN | TEEN |
|----------------|-------|----------|------|
| E-audio | 902 | 65 | 110 |
| E-book | 988 | 87 | 106 |
| E-mag | 78 | 2* | 2* |

*2 total circulations between Children and Teen Emags (both Minecraft magazines)

For the Good of the Library: No comments

Upcoming Service Area Meetings:

- a) Royalton Township: October 9- Second Mondays at 7pm - 980 Miners Rd., Saint Joseph
- b) Lincoln Township: October 10 - Second Tuesdays at 7pm - 2055 W. John Beers Rd, Stevensville
- c) Stevensville Village: Thursday, October 5—First Thursdays at 6pm
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: October 16 - Third Mondays at 7pm-9091 1st Street, Baroda, 49101

Adjournment: 8:10 pm

Next meeting is scheduled for Tuesday, October 17, 2023.

Respectfully Submitted,
Suellen Klein, Secretary