

Lincoln Township Public Library Board of Trustees
Minutes: Tuesday January 16, 2024 | 6:30 pm

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

Present: President Linda Stocker, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Megan Yore-Norbey, Trustee Connie Weaver, Library Director Joelle Wake.

Absent: Vice President Elizabeth Carlson

Public Comment: None

Additions to the Agenda: None

Approval of the Agenda:

- a) Approval of Minutes: Jenny made a motion, seconded by Megan, to approve the minutes from the Board meeting December 5, 2023. The motion passed unanimously.
- b) Approval of Treasurer's report: Suellen made a motion, seconded by Connie, to approve the Treasurer's report for December 2023 with check #'s 21152-21172. The motion passed unanimously.
- c) Approval of December ACH transactions: Megan made a motion, seconded by Jenny, to approve December ACH transaction bank numbers: 7529029711, 9864031005, 1386004649, Chase card ending in XXXXX X/X with no Transfer # given. The motion passed unanimously.
- d) Correspondence: Linda shared the wonderful news that LTPL has been awarded an \$81,000 grant from the Legal Self-Help Center Grant Program administered by the State Court Administrative Office. LTPL plans to use this grant to develop a mobile legal self-help resource. The Board congratulates and thanks Joelle and Cindy Casper for their success in obtaining this grant.

Governance and Administration (Stocker)

- a) Linda shared with the Board that forms and information concerning the election process for November 2024 are available at the Lincoln Township Clerk's office.

Community and Government Relations (Klein)

- a) The Friends are hosting a pop-up book, DVD, and audiobook sale this week in the quiet reading room.
- b) The Friends Board will meet on Tuesday, January 30th.
- c) There have been some applications for the new Volunteer program.

Building, Landscape, and Technology (Weaver)

- a) An updated proposal from Library Design Associates was shared with the Board. Following discussion, a proposal was made by Megan, seconded by Jenny, to approve the proposal dated 01/16/24 with allowance for details in line item #36 and samples for line item #34. A roll call vote was taken: Weaver – aye, Klein – aye, Yore-Norbey – aye, Stocker -aye, Cowan – aye. The motion passed unanimously.

b) Landscape Maintenance: Suellen made a motion, seconded by Jenny, to accept a proposal from Creative Landscaping for plant bed maintenance and lawn fertilizer & weed control in 2024. The motion passed unanimously.

c) H & H Painting quote: A quote received from H & H Painting Co. was discussed. Joelle will proceed in initiating an RFP for the painting update in the library.

Finance (Cowan)

a) ACH List Addition: Jenny made a motion, seconded by Connie, to amend the current list to include JP Morgan Chase. The motion passed unanimously.

Strategic Planning (Yore-Norbey)

a) Megan presented the goals and action items of the new strategic plan. Jenny made a motion, seconded by Connie, to accept this strategic plan pending the development of timelines. The motion passed unanimously.

Operations and Staff (Carlson)

a) Director's Mid-Year Review: Joelle shared her mid-year review of the highlights of accomplishments/vision for the library and progress. The Board strongly applauds and supports the Director's achievements and insights.

Director's Report December 2023

Trustee Notes

MLA Connect Advocacy Hour: Trustee Training- On Thursday, January 18 at 6 pm, join MLA and the library cooperatives in a joint session on trustee training. Advocacy Hour conversations are always free to attend but registration is required. <http://bit.ly/3vvyiUe>

Building & Technology

- IBID replaced some ballasts and changed the bulbs in one of our large chandeliers.
- Millonex's team visited the library on December 1. They worked with staff to get more information about our systems and processes.
- A new server was installed.
- Matt DeBear did a site visit at the beginning of the month for an updated shelf count.
- Comcast did a site visit for fiber installation.
- Greta from Pearson visited the library to prepare a proposal for the renovation projects.
- Keagan from H&H painting did a site visit to prepare a quote.
- The Storywalk was installed by Fence Masters on the west side of the building.
- TVs were installed in the study rooms with HDMI cables.
- Bradford systems site visit for new staff lockers.

Door Count: December 2023 is 10.12% from December 2022 (see attached statistics)

Staff & Volunteers

- Abby was our Yoda Best and Kali won the patron appreciation award for December.
- The Friends had their volunteer luncheon.

- We had a great staff party with food and games for Christmas. The SAC committee did a great job organizing it and everyone brought food to share, which was also supplemented by some main dishes provided Joelle and the Friends of the Library.
- Jake dropped care kits off at BCF
- Jake led our Monthly Monday Morning meeting and covered the topic of Libby. Joelle also discussed our renovation and strategic plan.

Director Continuing Education & Meetings

- December 1 – Millonex visit
- December 5 – Library Design Group visit and NovelList Product Management zoom
- December 6 – Foundation Meeting
- December 7 & 8 – Think Space Grand Plaza
- December 13 – Pearson Construction Site Visit
- December 14 – Monthly Manager Meeting
- December 18 – Staff Monthly Monday Morning Meeting
- December 20 – Comcast Site Visit
- December 20 – Bradford Systems Site Visit
- December 21 - H & H Painting Site Visit
- December 27 – Budget Review

Collections & Materials & Services

- Jake spearheaded weeding multiple collections to make room for new shelving and the physical changes to the library's layout.
- Re-labeling continues...
- Associates have begun planning for Summer Adventure.
- We received paperwork to apply to be a passport acceptance facility.
- Book holds have been extended to 5 days.

Finance

- Dana has been attending her Library Michigan Financial Management Cohort meetings.
- The Foundation nominated and approved Molly Levi Craft to serve as Secretary on the Foundation board.

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 | |
| September | 2,357 | 54,286 | 7,700 |
| November | 2,400 | 42,000 | 5,800 |
| December | 2,411 | 18,826 | 1,500 |

*Last 28 days

| Instagram | Followers |
|-----------|-----------|
| September | 355 |
| November | 366 |
| December | 381 |

| 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% |
| 7/11/23 to 10/11/2023 | 20,859 | 1,544 | 52.73% |
| 10/1/2023 to 11/30/2023 | 19,593 | 1,197 | 49.16% |
| December 2024 | 12,876 | 486 | 46.58% |

*Reach through email and widgets

| MyLibro App | Patron Count | App Usage | Searches | Holds | Insights | Renew |
|-------------|--------------|-----------|----------|-------|----------|-------|
| June | 139 | 1,787 | 405 | 43 | 678 | 4 |
| July | 147 | 1,335 | 328 | 65 | 544 | 7 |
| September | 237 | 813 | 166 | 35 | 365 | 0 |
| October | 249 | 2,063 | 399 | 12 | 898 | 1 |
| November | 258 | 2,044 | 499 | 30 | 842 | 4 |
| December | 276 | 2,470 | 627 | 39 | 1,027 | 0 |

Public Services:

Cindy Casper, Public Services Manager

Meetings/Professional Development:

-Janet, Jean and Kali worked on getting their MEL Maven badge completed. Kali FINISHED!

-Vicki watched two webinars from Citizen Sciences where they shared resources that would be helpful for our STREAM kits and how to engage the community.

Amy watched the CSLP's Summer Symposium which has great ideas for the upcoming summer adventure challenge.

-Brian attended a webinar discussing how we can be more Naturally Inclusive and help children interact with nature. He is exploring how he can use this in programming.

-Mary watched a webinar on bed bugs which is great because she is unable to attend many of the staff trainings, especially when we talked about bed bugs and how to identify them.

-Emily watched an ALA webinar about how to connect with local immigrant and refugee populations.

Collection HQ - Cindy, Jake and Joelle watched the demo for Collection HQ. We will be going forward with getting this service. It will be very helpful in helping us determine areas we can do more engagement. I plan to use it right away as I start to plan our outreach visits this summer. What areas have little to no library cards and where can I do summer programs to attract those people to the library?

-Cindy attended a 3-day MARC Intro course with MCLS. I have taken the class before, but it made much more sense this time as I was able to look on the back side of TLC while doing the exercises. It doesn't mean TLC is not still a pain but at least it makes more sense than before.

Hoopla – Cindy, Jake, Dana and Joelle met with Hoopla for a demo as an alternative to Freegal and Kanopy. Joelle is working on how to get the start-up money to make it happen, but I still have reservations about whether it is worth the cost. They have a long way to go with making that platform anywhere near as competitive with Libby. Their prices are high, and the many

formats make it very confusing for customers. And the way they do the pricing makes it hard for libraries to budget. I have used Hoopla in the past, but they have not improved!

Programs:

Adults – We offered **12** programs for adults this month with a total attendance of **42**. Our Casual Canvas had 12 people and our Tuesday Morning Book Group had the usual group where we celebrated this year with everyone bringing in a treat.

Teens –We offered 5 programs for teens this month. Total attendance was **17**. Teen Boxes were the highest again this month, but we did get some teens are the Murder Mystery and Writing program. We are slowly building back our teen base. With Kelly covering that age group, I think it will continue to grow.

Childrens– We offered 6 programs for kids this month, with a total attendance of **159**. Pokémon Battle, Club Mish Mash and Homeschool hangout continue to draw 25 + participants for every program.

Early Literacy – We offered **1** program for ages 0-5 this month, with a total attendance of **23**. Storytimes were paused this month but Pajama Jam which is an evening story time continues to bring in many families.

All Ages – We had **6 all ages** program this month with an attendance of **272**. Family Dinner Book club boxes, Family Gingerbread Houses and our Christmas Around the World drew in the biggest crowds this month. We paused the family dinner boxes and plan to create a book club kit with similar items that can be checked out instead of offering them every month which was getting hard to maintain. Christmas Around the World was alright but I want to do something different next year.

Outreach –We offered **4** total outreach events this month with a total attendance **56**. We offered two programs this month. Brian visited the Senior Center with the computer classes this month which had more attendance than all the in-house programs. He was invited back to do more classes in January. Kelly visited Upton Middle School and talked with 24 kids about the library.

Passive - We offered **2** passive programs this month with a total attendance of **282**. Creation Station has three crafts this month. The Dino Scavenger Hunt was a big hit!

Overall, we had 36 programs with a total of 899 people in attendance.

Projects:

Associates Monthly Meeting – we met as a group and talked about passports becoming a service. It was mostly met with enthusiasm. Cindy will finish sending in the application. We discussed other projects they are working on.

Brian is working with a small group of people from the consortium to have an Adult's Presenters Workshop where they invite presenters to give a quick talk about the programs they provide.

Amy, Kelly, Kristen and I discussed STREAM kits. We looked through the remaining pieces that could be converted to kits and picked out some items from Penworthy points that would make

great kits. Kelly applied for a small grant to get some additional kits. Cindy is applying for another small grant. We will purchase accordingly if we receive them.

Kelly is working with Jake for the Will Eisner grant's program portion which requires applicants to identify programming they will conduct with building the graphic novel collection. Kelly secured a Library Account with Crunchy roll which will allow us to view manga during our programs in the library.

Kristen trained rather quickly, having been familiar with several programs we use and coming from another library. She was able to get ready for her upcoming story times and looks forward to getting started with programming. She is doing well!

Relabeling - Everyone is relabeling! Well, the associates are all relabeling. I provided some guidance on how many shelves per day each of them needs to complete in order for us to get the project completed before summer and the refresh.

Lace up for Libraries - Amy, Kelly, Kali, Vicki, Dana and Cindy continue to work on planning the 5k. We are ready to start reaching out to organizations for sponsorship. We will be setting up the registration platform for people to begin registering in the next month. Dana created a nice logo.

Highlights:

Staff Holiday Party – although it seemed too early in the month, we had a great time at the staff holiday party. I am thankful for Joelle getting the additional food. The games were fun too. I hope next year we can talk everyone into going out to Peats Cider Social or to Watermark. Having a party in the Lawerance room felt more like work than a social relaxing party. My secret Santa did get me some sweet gifts though!

Technical Services:

Jacob Bonham, Technical Services Manager

Summary of Activities

Vicki:

- Met with Millonex during their in-house visit to demonstrate and explain specific workflows and processes
- Scouted and shared a possible new S.T.R.E.A.M. kit supplier, scistarter.org
- Satisfied a request from Millonex to provide written documentation of all ILL processes and procedures
- Communicated with TLC and Maud Preston to work on removing all Bridgman related records and card types from TLC
- Fixed the issue we had with the public computers freezing
- Helped answer preliminary questions related to the eventual installation of fiber internet

Sarah:

- Assisted in weeding adult non-fiction
- Assumed greater responsibility in the processing area
- Continued to help in selecting/suggesting new manga and graphic titles for the Teen and Adult collections

Jake:

- Met with Millonex during their in-house visit to demonstrate and explain specific workflows and processes
- Met with Cindy and associates to discuss workflow regarding purchasing
- Reviewed budget expenditures and circulation stats for the year to inform plans for next year's purchasing budgets and workflow
- Participated in LTPL's contribution to Christmas in the Village at Quinlan & Fabish
- Contacted TLC to support Vicki's request that all Bridgman item records be removed
- Reached out to Jesse at Maud Preston to try and facilitate their removal of rogue Bridgman records
- Submitted ticket with TLC to request necessary updates to the cataloging module
- Weeded DVD collections
- Began preliminary plans for the weeding and reorganization that will be necessitated by the refresh, i.e. available shelf space
- Fixed problem with OPAC in youth defaulting to Maud Preston
- Continued with update/expansion of Teen and Adult Graphic collections

Professional Development

Vicki:

Tutorial – Foundations of citizen science, scistarter.org (Completed 12/7/23) – “This is a possible addition to our STREAM kits, but also good for adults.”

Nonfiction reader's advisory, Wild Wisconsin Web Conference (Completed 12/21/23) – “I learned some good questions to ask to find out what people want and some nonfiction genres. I also got a good idea for displays that I will pass on to staff.” Libraries as Community Hubs for Citizen Science, scistarter.org (Completed 12/29/23) – “This is the follow up to the previous training, focusing specifically on how libraries can use this to connect with the community.”

Sarah:

Cataloging Icky Things, or, If You Can Catalog a Book, You Can Catalog Anything!, webinar by the Association for Library Collections & Technical Services of the ALA (Completed 12/27/23) – “This webinar goes over and explains best practices for cataloging "unusual" items, such as Playaways, toys, kits, and books that come with CD's or DVD's. ”

Jake:

Fundamentals of Cataloging 2023, ALA Core eCourse (Completed 12/18/23) – This was a 6-week online course that examined the history and evolution of cataloging standards. The course primarily focused on the basics and standards of MARC cataloging, but other bibliographic frameworks such as RDA, RDF, and BIBFRAME were briefly discussed.

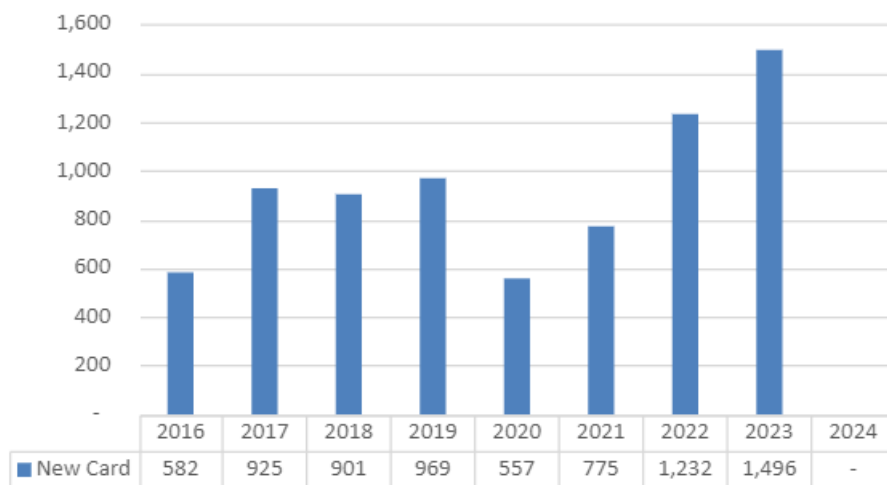
Weeding Your Collection, ALA eLearning Solutions webinar (Completed 12/6/23) – This 1.5 hour webinar provided attendees with some basic concepts and rules to begin properly weeding a collection. The CREW method was explained and acknowledged as the primary resource to reference when undertaking personal weeding projects, however other resources were also provided. This webinar was sorely needed, as I need to establish both weeding guidelines and a schedule, so that we can address the work as a team. It will also be something I reference frequently as we prepare to significantly weed the collection in preparation for our refresh

| | | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | | TOTAL CIRCS |
|---|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|---------|--------|--------|--------|--|-------------|
| 6 | B Baroda | | | | | | | | | 5,874 | 692 | 669 | 622 | | 7,857 |
| 7 | BR Bridgman | | | | | | | | | 4,220 | 472 | 443 | 452 | | 5,587 |
| 8 | BS Berrien Springs | | | | | | | | | 3,757 | 438 | 466 | 390 | | 5,051 |
| 9 | F Fee Card | | | | | | | | | 521 | 46 | 46 | 57 | | 670 |
| 0 | L Lincoln Township | | | | | | | | | 68,647 | 7,450 | 7,113 | 7,621 | | 90,831 |
| 1 | M Michicard | | | | | | | | | 208 | 11 | 21 | 1 | | 241 |
| 2 | R Royalton | | | | | | | | | 13,244 | 1,424 | 1,383 | 1,410 | | 17,461 |
| 3 | BH Benton Harbor | | | | | | | | | 53 | | 44 | 28 | | 125 |
| 4 | C Coloma | | | | | | | | | 111 | | 28 | 23 | | 162 |
| 5 | S Sodus | | | | | | | | | - | | 15 | 27 | | 42 |
| 6 | SJ Saint Joseph | | | | | | | | | 20,579 | 2,296 | 1,974 | 2,101 | | 26,950 |
| 7 | TOTAL | - | - | - | - | - | - | - | - | 117,214 | 12,829 | 12,202 | 12,732 | | 154,977 |

| Provider | Database | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | | TOTAL |
|----------|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|--------|
| | Libby (Audio/ebook/mag/all ages) | 2,488 | 2,197 | 2,556 | 1,968 | 1,968 | 2,428 | 2,510 | 2,340 | 2,333 | 2,420 | 2,271 | 2,436 | | 27,915 |
| | Talk to Text | 1 | - | - | - | - | - | - | - | - | - | - | - | | 1 |
| | Kanopy (unique users) | 28 | 19 | 36 | 47 | 36 | 18 | 28 | 47 | 31 | 24 | 13 | 61 | | 388 |
| | Bookflix (sessions=user) | 36 | 37 | 24 | 11 | 9 | 5 | 9 | 19 | 17 | 43 | 15 | 9 | | 234 |
| | Creative Bug (distinct classes viewed) | 9 | 8 | 16 | 7 | - | - | 41 | 6 | 1 | 17 | 12 | 1 | | 118 |
| | Ancestry | 253 | 180 | 112 | 164 | 79 | 94 | 77 | 44 | 53 | 136 | 59 | 189 | | 1,440 |
| | Freegal (Active Users) | 21 | 23 | 33 | 24 | 26 | 20 | 21 | 30 | 27 | 23 | 26 | 25 | | 299 |
| | Freegal | 365 | 318 | 337 | 368 | 429 | 302 | 364 | 395 | 355 | 377 | 354 | 362 | | 4,326 |
| | Rocket Language | - | 1 | 1 | 4 | 2 | 1 | 1 | 6 | 4 | 5 | 7 | 9 | | 41 |
| | Hotspots | 10 | 9 | 10 | 12 | 9 | | | | | | | | | 107 |
| | Yearbooks | 203 | 167 | 181 | 177 | 157 | 155 | 163 | 163 | 180 | 109 | 112 | 146 | | 1,913 |
| | TOTAL | 3,414 | 2,959 | 3,306 | 2,782 | 2,715 | 3,023 | 3,214 | 3,050 | 3,001 | 3,154 | 2,869 | 3,238 | | 36,725 |

| | | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | | TOTAL CARDS |
|------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|-------------|
| ANR | Adult NonResident | 21 | 17 | 19 | 9 | 18 | 21 | 28 | 18 | 20 | 20 | 25 | 13 | | 229 |
| AR | Adult Resident | 65 | 49 | 66 | 56 | 41 | 60 | 54 | 50 | 86 | 55 | 31 | 28 | | 641 |
| DO | Doorstep | - | - | - | - | - | 3 | - | - | - | - | - | - | | 3 |
| JNR | Junior NonResident | 3 | 2 | 2 | - | 1 | 13 | 6 | 7 | 5 | 7 | 8 | 1 | | 55 |
| JR | Junior Resident | 18 | 26 | 27 | 10 | 6 | 55 | 48 | 25 | 52 | 97 | 88 | 8 | | 460 |
| SOC | School of Choice | 1 | 5 | 1 | - | - | 3 | - | - | 14 | 46 | 36 | 1 | | 107 |
| TEMP | Temp Card | - | - | - | - | - | - | - | - | 1 | - | - | - | | 1 |
| | TOTAL | 108 | 99 | 115 | 75 | 66 | 155 | 136 | 100 | 178 | 225 | 188 | 51 | | 1,496 |

New Card



| Visits | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | Total Traffic | | |
|--------|---------|----------|-------|-------|-------|--------|-------|--------|-----------|---------|----------|----------|---------------|-----------|--|
| 2024 | | | | | | | | | | | | | - | | |
| 2023 | 7,353 | 7,037 | 8,152 | 7,670 | 7,598 | 10,098 | 9,391 | 8,428 | 7,785 | 7,675 | 8,393 | 7,037 | 96,617 | | |
| 2022 | 5,278 | 5,235 | 7,127 | 7,207 | 5,725 | 8,452 | 8,221 | 7,478 | 5,553 | 6,390 | 6,390 | 6,390 | 79,446 | | |
| 2021 | 4,565 | 4,388 | 5,148 | 4,327 | 4,368 | 6,716 | 6,444 | 6,916 | 5,471 | 5,800 | 5,509 | 4,837 | 64,489 | | |
| 2020 | 9,583 | 9,583 | 9,583 | - | - | 2,408 | 3,798 | 4,064 | 4,068 | 4,221 | 4,395 | 3,935 | 55,638 | estimated | |
| 2019 | - | - | - | - | - | - | - | - | - | - | - | - | - | | |
| 2018 | - | - | - | - | - | - | - | - | - | - | - | - | - | | |

| Items Added | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | TOTAL NEW |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------------|
| ADULT | | | | | | | | 124 | 82 | 77 | 85 | 106 | 474 |
| KIDS | | | | | | | | 104 | 26 | 59 | 56 | 94 | 339 |
| TEEN | | | | | | | | 5 | 1 | 8 | 25 | 113 | 152 |
| LOT | | | | | | | | 1 | - | - | - | - | 1 |
| Withdrawn | | | | | | | | 1 | 59 | 1 | 2 | 59 | 122 |
| TOTAL | - | - | - | - | - | - | - | 235 | 168 | 145 | 168 | 372 | 1,088 |
| | | | | | | | | | | | | | TOTAL REPAIRS |
| Barcode/label | | | | | | | | | | 72 | 41 | 82 | 195 |
| Cases | | | | | | | | | | 15 | 25 | 13 | 53 |
| Covers | | | | | | | | | | 4 | 12 | 6 | 22 |
| Glue Machine | | | | | | | | | | 101 | 98 | 88 | 287 |
| Manual Glue | | | | | | | | | | - | 1 | - | 1 |
| Tape | | | | | | | | | | 15 | 22 | 38 | 75 |
| Discs Cleaned | | | | | | | | | | 4 | 2 | 9 | 15 |
| TOTAL | - | - | - | - | - | - | - | 165 | 258 | 211 | 206 | 236 | 1,076 |

| Computer Usage | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | TOTAL USE |
|------------------------------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---|
| Use Youth Computers | | | | | | 89 | 74 | 95 | 49 | 99 | 68 | 81 | 555 |
| Avg Session Youth Computers* | | | | | | 27 min. | 41 min. | 35 min. | 26 min. | 31 min. | 24 min. | 28 min. | - |
| Use Adult Computers | | | | | | 396 | 426 | 457 | 456 | 477 | 350 | 375 | 2,937 |
| Avg Session Adult Computers* | | | | | | 34 min. | 35 min. | 36 min. | 35 min. | 34 min. | 40 min. | 37 min. | - |
| Use Wireless use | | | | | | 5,443 | 5,172 | 5,046 | 4,657 | 5,223 | 4,382 | 3,771 | 33,694 |
| Use Self Checkout - Adult | | | | | | 1,000 | | | | 704 | 692 | 767 | 3,163 |
| Use Self Checkout -Kids | | | | | | 3,201 | | | | 2,879 | 2,685 | 2,244 | 11,009 |
| Use AWE | | | | | | 257 | 145 | 187 | 142 | 140 | 64 | | 935 |
| Use Scanner | | | | | | | | | | | | | |
| TOTAL | - | - | - | - | - | 10,386 | 5,817 | 5,785 | 5,304 | 9,522 | 8,241 | #VALUE! | 52,293 *excluded from total use numbers |

For the Good of the Library: None.

Upcoming Service Area Meetings:

- a) Royalton Township: - February 12 - Second Mondays at 7pm - 980 Miners Rd., Saint Joseph
- b) Lincoln Township: February 13 - Second Tuesdays at 7pm - 2055 W. John Beers Rd, Stevensville
- c) Stevensville Village: Thursday, February 1 - First Thursdays at 6pm
5768 Saint Joseph Avenue, Stevensville, 49127
- d) Baroda Township: February 19 - Third Mondays at 7pm-9091 1st Street, Baroda, 49101

Adjournment: 7:56 pm

Next regular Board meeting is scheduled for Tuesday, February 20, 2024

Respectfully Submitted,
Suellen Klein, Secretary