

Lincoln Township Public Library Board of Trustees
Proposed minutes: Tuesday February 20, 2024 | 6:30 pm

Call to order: 6:30pm by President Linda Stocker

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

Absent: Vice President Elizabeth Carlson, Treasurer Jennifer Cowan.

Visitor: Noreen Szymanski

Public Comment: None

Additions to the Agenda: Linda requested that the chart of accounts be added to the Finance report. The Board agreed unanimously with this change.

Approval of the Agenda:

a) Approval of Minutes: Megan made a motion, seconded by Connie, to approve the minutes from the Board meeting January 16, 2024. The motion passed unanimously.

b) Approval of Minutes: Suellen made a motion, seconded by Megan, to approve the minutes from the special Board meeting January 29, 2024. The motion passed unanimously.

c) Approval of Treasurer's report: Megan made a motion, seconded by Connie, to approve the Treasurer's report for January, 2024 with check #'s 21173-21195. The motion passed unanimously.

d) Approval of January ACH transactions: Suellen made a motion, seconded by Megan, to approve January ACH transaction bank numbers: AT&T 1/15/24, Amazon 1/16/24, IEC 1/21/24, Amazon 1/22/24, Chase Card Services 1/31/24. The motion passed unanimously.

e) Correspondence: None

Governance and Administration (Stocker)

a) Election: Linda reminded the Board that paperwork for the election is due April 23. Forms and information concerning the election process for November 2024 are available at the Lincoln Township Clerk's office.

b) Headlee Update: Joelle continues in communication with legal services regarding development of language for the August ballot. It is anticipated we will have the final language in April.

Community and Government Relations (Klein)

a) The Friends donated >\$10,000 for the 2024 summer reading program and staff support activities. The Board thanks the Friends for their hard work and generosity!

b) The Friends General Membership meeting is Tuesday, March 19 at 2:30pm. This meeting includes the election of officers.

c) Two adult volunteers and two student volunteers are assisting at LTPL.

Building, Landscape, and Technology (Weaver)

- a) Meescan quote: Following discussion, Suellen made a motion to accept the Meescan quote for two Meescan stations, software, and associated items. The motion was seconded by Connie and passed unanimously.
- b) Staff Area Update: Joelle provided diagrams and explanation of the proposed staff area update.
- c) Boelke Quote: Following discussion, the proposal to improve temperature control in the library entry was tabled.
- d) Pearson Proposal: The updated proposal of 2/16/24 to develop a revised conceptual design for a portion of the LTPL refresh was discussed. Connie made a motion, seconded by Megan, to accept the proposal. The motion passed unanimously.

Finance (Cowan)

- a) FY 2024/25 Pre-Budget Public Hearing: Connie made a motion, seconded by Megan, to go into Special Session for pre-approval of the 2024-25 operating income & expenditures. The motion passed unanimously. After discussion, Suellen made a motion, seconded by Connie, to come out of the Special Session. The motion passed unanimously.

Strategic Planning (Yore-Norbey)

- a) Megan presented the timelines and staff assigned to action items of the new strategic plan. The Strategic Plan will be posted on the LTPL website. The Board thanked and congratulated Joelle for her excellent work on this project.

Operations and Staff (Carlson)

- a) Policy 3.6 Vehicle Usage: Following discussion, Suellen made a motion, seconded by Connie, to approve the proposed policy. The motion passed unanimously.
- b) Policy 3.7 Electronic Device Use: Following discussion, Connie made a motion, seconded by Suellen, to approve the proposed policy. The motion passed unanimously.
- c) Insurance: Joelle shared insurance request information for renewal term 4/1/24-4/1/25.

Director's Report January 2024

Trustee Notes

Library of Michigan: Trustee Round Table- Serving as a Library Trustee can be fulfilling - and exhausting. Ever wonder how Trustees at other libraries manage the issues you are facing? Wish you knew more about the services available from the Library of Michigan? This informal virtual meeting will cover both of those wishes! <http://bit.ly/3I2SeB4>

Building & Technology

- Boelcke changed filters and Chris worked on an issue with a damper in the Friends area.
- Pearson Construction visited multiple times with contractors about the renovation project.
- Sensource did a site visit and then installed the new people counter later in the month.
- Creative Landscape visited for our renewal contract.

- Vanguard installed a fire panel relay transmitter. This will take the place of our two POTS lines (AT&T bill).

Patron Visits:

Visits	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total Traffic
2024	7,678												7,678
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

Staff & Volunteers

- Sara was our Yoda Best and Cindy won the patron appreciation award for December.
- Cindy and Joelle had several interviews for the two open circulation positions.
- Kellen Cormier and Ali Schrubba were hired.
- Our two student Volunteers, Gabe and Angel started volunteering on Tuesdays and Thursdays for an hour. Our adult volunteer SAM volunteers once a week and has occasionally helped on the weekend with programming.
- The Friends had their board meeting and gave \$8,700 to the Summer Adventure Program, \$1,200 to SAC, \$2,000 for a new kitchen set in Rosetta's House, and \$300 for staff lunch on the 2/19.
- The Foundation received 501c3 status.
- Janet will be retiring on Feb. 29.
- Amy will be leaving by April 1, 2024.

Director Continuing Education & Meetings

- January 3– Meeting with Library Design Group and Pearson Construction
- January 4 – DL Gallivan Account Review
- January 5 – Gale Analytics
- January 9 – Sensource Webinar
- January 10 – Meeting with Library Design Group and Torey Greenwald Donor Wall
- January 11 – Monthly Manager Meeting and Comcast Implementation Call
- January 16 – Meeting with Julie Hess from RESA
- January 17 – KnowBe4 Finalization and meeting with Jaime from Glass Works.
- January 18 – Millonex
- January 22 – Sensource On-site Technician and E-rate Meeting
- January 23 – SMLC Con't Education Meeting
- January 24 – KnowBe4 Meeting
- January 26 – U of M Cohort and Gale Analytics
- January 29 – Pearson Construction and Chris from BHS for Insurance Review
- January 30 – MIOSHA Recordkeeping at Corwell

Collections & Materials & Services

- Re-labeling continues...
- Weeding continues...

Finance

- Dana has been attending her Library Michigan Financial Management Cohort meetings.
- Joelle submitted our e-rate.

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
January 2024	2,446	18,099	4,240

*Last 28 days

Instagram	Followers
September	355
November	366
December	381
January 2024	395

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 2023	12,876	486	46.58%
January 2024	8,521	240	39.77%

*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
January 2024	276	951	262	16	396	0

Public Services:

Cindy Casper, Public Services Manager

Meetings/Professional Development:

- Kali watched a webinar on De-Escalation that is valuable with helping with upset customers at the desk
- Tess watched two webinars this month, one on how libraries are responding to the pandemic and one with book recommendations for customers.
- Mary read a couple articles about our impact on the community and how to increase community engagement.
- Emily watched a webinar about the process for selecting books for awards.
- Jean chipped away at the Mel Maven Badge and Abby completed her Mel Maven Badge.
- Vicki watched a webinar on Cybersecurity.
- Brian attended a session at the Wild Wisconsin Winter conference on storytelling. He shared some ideas with me and Dana about how to add personal touches to our social media posts.
- Kelly watched a webinar on becoming a Dungeon Master for D&D. She also had a meeting with TD3 Gaming to set up a program for the teens this summer.
- Kristen attended a webinar about Why Library School Matters and read a couple of the professional journals assigned to professional staff.

Friends - Cindy attended the Friends meeting to request summer reading money of \$8,700 which was approved, and they immediately wrote the check.

Reviews - Cindy finished end-of-year reviews and 30, 60, 90-day reviews with new hires.

Collection HQ – We have access to this software. Joelle and Jake worked to upload a report so we can see some data. I am waiting for TLC to recreate a custom report. Cindy has been looking at it and learning to use it for further decision making.

Outreach – we were asked to do a presentation for Lest We Forget. Brian attended and spoke with the group about things happening at the library.

Programs:

Adults – We offered **16** programs for adults this month with a total attendance of **81**. The history of Wine Making was well attending. The two new adult book groups were also popular this month. As per usual many people take a book but not all of them come to the program, which means we are engaging those people even when they don't attend.

Teens –We offered **7** programs for teens this month. Total attendance **85**. We had some good success with two gaming programs for teens this month, although most of the attendees were preteens. Kelly is working to engage with this group to build up relationships.

Childrens– We offered **2** programs for kids this month, with a total attendance of **50**. Mishmash and Pokemon continue to bring in steady numbers for this age group.

Early Literacy – We offered **14** programs for ages 0-5 this month, with a total attendance of **176**. Our storytime families have returned and the programs are getting busy again. Kristen has gotten positive feedback from the group.

All Ages – We had **10** all ages program this month with an attendance of **312**. Interactive Movie, Toy Swap, Beginning Magic and the Lego program were all well attended this month.

Outreach –We offered **5** total outreach events this month with a total attendance of **64**. Brian continued the computer classes at the senior center this month and offered an Adult Storytime. A couple got cancelled because of the weather and no sign-ups. We also presented to Lest We Forget this month.

Passive - We offered **5** passive programs this month with a total attendance of **871**. We extended Creation Stations to have something in adult and teen areas. The MLK Fundundles from LMC were popular as well as allowing kids to vote for the mascot name.

Overall, we had 59 programs with 1639 people engaged this month, whether in attendance or participation.

Projects:

Associates Monthly Meeting – we finalized a number to ask the Friends for at the next meeting as well as set some numbers for prizes and programs. Kelly is plugging away at the Adventure Log. Everyone is finding new and exciting ideas for the summer.

Server Installation – Vicki oversaw the installation of the new server by The Tech of Southwest Michigan. She had work to do to make sure the transfer files and programs to the new server with Bibliotheca, Envisionware and Faronics.

Fandom Fest – Kelly and Cindy continue to serve on this committee. Cindy has been working on organizing the vendors and setting up our online payment portal to allow them to pay online. Kelly has been working on updating the website with vendor logos as they join.

Relabeling – Still ongoing.

Lace up for Libraries – Registration is up and open. Amy got a quote for the t-shirts. Kali and Vicki are working on asking for sponsorships.

Creation Station – Staff worked to expand the creation stations to the teen and adult areas. Brian added a community puzzle and activity sheets in the adult area. Kelly put out crafts, interactive questions and a passive reading challenge in the teen areas.

Updating Book Discussion Kits – Kelly took over this project from Brian to update and enhance our content in the discussion kits.

Highlights:

Mascot Voting – 322 patrons enjoyed the interactive voting to decide on a name for the new youth mascot. Linc was the final decision.

Toy Swap – this program was well received by the community. We had a ton of leftover toys. We invited local daycares to come select some toys after the event but only two people took advantage. Jake and Cindy donated the remaining toys to Goodwill.

Kelly's Session Accepted into MLA Spring Institute – Kelly and former employee Kyle's How to Implement a Successful Pokémon TCG Program presentation was accepted at the Spring Institute. They will be presenting on March 7th.

Technical Services:

Jacob Bonham, Technical Services Manager

Summary of Activities

Janet:

- Continued sharing processing knowledge, providing basic training and continued instruction to Abby and Kali
- Announced her intention to retire at the end of the month

Sarah:

- Assisted in developing guidelines for selecting materials for graphic collections, particularly regarding manga
- Continued to assist with ongoing weeding efforts
- Persisted in her efforts to update and correct series labels

Jake:

- Submitted an application for the Will Eisner Graphic Novels Innovation grant
- Contacted outside talent (i.e. graphic artists) to gauge their interest in participating in possible future program revolving around Eisner grant initiatives
- Helped organize a pop-up sale to relocate the library's withdrawn and weeded items
- Attended virtual meetings with Gale Analytics, Library Design Associates and Millonex
- Conducted annual reviews for Sarah and Janet
- Offered suggestions and opinions regarding design decisions for the upcoming remodel
- Continued making progress regarding our ongoing weeding project

Professional Development

Janet: None to report

Sarah:

- Cataloging Non-English Materials, ALCTS webinar [<http://www.youtube.com/watch?v=7MTzYQA5Czw>], (Completed 1/31/2024) – "This webinar covers best practices for cataloging Non-English language library materials. A big aspect of this emphasized in the webinar is making sure that records for these materials are easily searchable by their native speakers; an example of this might be including both the Romanized Mandarin title and the original Mandarin alphabet title for a Mandarin edition of Harry Potter.

Jake: None to report

Statistics

New Cards	Jan	Feb.	March	April
2024	83			
2023	108			

2022	69			
2021	57			

Technical Services	Jan	Feb.	March	April
Kids	50			
Adult	82			
Teen	7			
LOT	3			
Withdrawn	58			
Barcode/label	76			
Cases	6			
Covers	4			
Glue Machine	51			

Technology Use	Jan	Feb.	March	April
Computer Use	519			
Wireless	3,832			
Shelf Checkout	5,543			

Databases: Libby	Jan	Feb.	March	April
2024	2,528			
2023	2,488			

Databases: Bookflix	Jan	Feb.	March	April
2024	89			
2023	36			

Databases: Ancestry	Jan	Feb.	March	April
2024	233			
2023	253			

Databases: Yearbooks	Jan	Feb.	March	April
2024	119			
2023	203			

MeL	Jan	Feb.	March	April
2024				

Borrowed	514			
Loaned	105			
2023				
Borrowed	300			
Loaned	107			

Circulation	Jan-24
Baroda	768
Bridgman	541
Berrien Springs	393
Fee Card	74
Lincoln Township	3,402
Michicard	9
Royalton	1,743
Benton Harbor	25
Coloma	21
Sodus	8
Other	32
Saint Joseph	2,477
TOTAL	14,493

For the Good of the Library: None.

Upcoming Service Area Meetings:

- a) Royalton Township: - March 11 - Second Mondays at 7pm - 980 Miners Rd., Saint Joseph
- b) Lincoln Township: March 12 - Second Tuesdays at 7pm - 2055 W. John Beers Rd, Stevensville
- c) Stevensville Village: Thursday, March 7 - First Thursdays at 6pm
5768 Saint Joseph Avenue, Stevensville, 49127
- d) Baroda Township: March 18 - Third Mondays at 7pm-9091 1st Street, Baroda, 49101

Adjournment: 7:48 pm

Next regular Board meeting is scheduled for Tuesday, March 19, 2024

Respectfully Submitted,
Suellen Klein, Secretary