

Lincoln Township Public Library Board of Trustees
Proposed minutes: Tuesday March 19, 2024 | 6:30 pm

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

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

Absent: None

Public Comment: None

Additions to the Agenda: Linda requested that a letter from Jordan Florian, attorney, be added to the agenda as Governance #4. The Board agreed unanimously with this change.

Guest Speaker Jake Bonham: Jake shared some of the highlights from his recent attendance at the Computers in Libraries 2024 Conference. Customizing patron experiences via different tools as well as the use of virtual reality for education were two concepts Jake explained.

Approval of the Agenda:

a) Approval of Minutes: Connie made a motion, seconded by Megan, to approve the minutes from the Board meeting February 20, 2024. The motion passed unanimously.

b) Approval of Treasurer's report: Liz made a motion, seconded by Connie, to approve the Treasurer's report for February, 2024 with check #'s 21196-21239. The motion passed unanimously.

d) Approval of February ACH transactions: Liz made a motion, seconded by Connie, to approve February ACH transaction bank numbers:

- 2/5/24 ATT ORIG TRN 0338549841TC,
- 2/12/24 Amazon Capital 0436216793TC reimbursement
- 2/12/24 Amazon Capital 0436216795TC reimbursement
- 2/15/24 AEP Indian Michigan 0459007046TC,
- 2/22/24 Indiana Electron 0534669381TC,
- 2/27/24 Chase card
- 2/28/24 Chase card

The motion passed unanimously.

e) Correspondence: None

Governance and Administration (Stocker)

a) 1959 Ballot Language Resolution: Megan made a motion, seconded by Liz, to approve the Board resolution to adopt millage ballot language for 1959 millage Headlee override. A roll call vote was taken: Carlson-aye, Weaver-aye, Klein-aye, Stocker-aye, Cowan-aye, Yore-Norbey-aye. The motion passed unanimously.

b) 1990 Ballot Language Resolution: Liz made a motion, seconded by Connie, to approve the Board resolution to adopt millage ballot language for 1990 millage Headlee override. A roll call

vote was taken: Carlson-aye, Weaver-aye, Klein-aye, Stocker-aye, Cowan-aye, Yore-Norbey-aye. The motion passed unanimously

c) Letter of agreement – sick leave: Joelle explained the proposed letter of agreement to amend “sick leave” in the current contract. Megan made a motion, seconded by Suellen, to support the letter of agreement with the changes made during discussion. The motion passed unanimously.

d) Attorney letter: The letter from Jordan Florian was shared with the Board. Jenny made a motion, seconded by Liz, to have LTPL legal files transferred to Mr. Florian’s new law firm, Butzel Long, and for LTPL to continue being represented by Mr. Florian. The motion passed unanimously.

Community and Government Relations (Klein)

a) The Friends General Membership meeting was earlier today. A new treasurer, Dennis Dolohanty, joined the Friends Board.

Building, Landscape, and Technology (Weaver)

a) Dell computer quote: Megan made a motion, seconded by Liz, to accept the quote for eight new computers. The motion passed unanimously.

b) Interior painting bids: Joelle shared information concerning bids obtained for the interior painting aspect of the library refresh. It was decided that more information was required to decide on this contract. The topic was tabled until a special meeting at 6:00pm next Tuesday, March 26. In the interim, Joelle and Megan will gather additional information.

c) Renovation update: Joelle shared a revised estimate from Pearson concerning the library refresh. A complete estimate including all requested construction work is expected from Pearson.

Finance (Cowan)

a) Budget adjustment: Connie made a motion, seconded by Liz, to move \$5,000 from #6222 Utilities to #6050 Library Materials. The motion passed unanimously.

b) ACH list: Liz made a motion, seconded by Megan, to add Baker& Taylor and Midwest Tape to the LTPL list of vendors. The motion passed unanimously.

c) FY 2024/25 Budget Public Hearing: Jenny made a motion, seconded by Liz, to go into Special Session for discussion of the 2024-25 operating income & expenditures. The motion passed unanimously. After discussion led by Joelle, Liz made a motion, seconded by Connie, to approve the 2024-2025 budget. A roll call vote was taken: Carlson-aye, Weaver-aye, Klein-aye, Stocker-aye, Cowan-aye, Yore-Norbey-aye. The motion passed unanimously. Liz made a motion, seconded by Jenny, to come out of the Special Session. The motion passed unanimously.

Strategic Planning (Yore-Norbey)

a) Megan shared the visuals of the strategic plan posted on the LTPL website.

Operations and Staff (Carlson)

a) Appearance & Attire policy 2.2 update: Following extensive discussion, this policy was tabled for Joelle to write another draft of the policy.

b) Attendance & Punctuality policy 2.3 update: Suellen made a motion, seconded by Megan, to approve the revised policy. The motion passed unanimously.

- c) Out of district card policy 2.3: Liz made a motion, seconded by Megan, to approve the revised policy. The motion passed unanimously.
- d) Handbook policy 4.4 Employment classifications: Suellen made a motion, seconded by Connie, to approve the revised classifications. The motion passed unanimously.
- e) Substitute librarian/associate job description: Connie made a motion, seconded by Liz, to approve the substitute librarian/associate job description. The motion passed unanimously.
- f) Substitute circulation clerk job description: Liz made a motion, seconded by Connie, to approve the substitute circulation clerk job description

Director’s Report February 2024

Trustee Notes

Trustee Round Table- April 9, 2024, 1:00pm-3:30pm - Van Buren District Library

These events provide an opportunity for public library trustees to meet with other trustees from around the state and discuss issues facing Michigan public libraries. Participants will also learn about resources available from the Library of Michigan. Bring your questions and your best advice! For more information or to register, visit the [Event Registration Page \(https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=4001&\)](https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=4001&)

Building & Technology

- Boelcke installed the three north HVAC units over the course of 4 days.
- City Plumbing was out to replace staff hardware and fix the kids’ toilet.
- Ibid was here on our staff day to change ballasts and update some lights to LED.
- Comcast finished installing fiber internet to the library.

Patron Visits:

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total Traffic
24'	7,678	7,521											7,678
23'	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
22'	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

- We had a successful staff day on Feb. 19. Michigan Legal Aid, Phishing/Malware, the Friends provided lunch from Full Circle, Cathay Keough presented “Unleashing Your Power,” and we completed some team building activities.
- Cindy and Joelle had several interviews for the open associate position.
- Our two student Volunteers, Gabe and Angel continue to volunteer on Tuesdays and Thursdays for an hour. Our adult volunteers Sam and Victoria have been completing projects for the library regularly, including watering plants.
- We had cake and a gift for Janet on her last day.

- Shiloh Pawelski was hired as our new Technical Services Clerk.

Director Continuing Education & Meetings

- February 6 – Millonex “Borrower Types”
- February 7 – BHS Meeting, Insurance Renewal
- February 8 – Library Design Group
- February 8 – Meescan
- February 14 - Digitizing/ doc mgmt solutions
- February 15 – Millonex
- February 19 – All Staff
- February 20 – Think Space Virtual Check In
- February 21 – FX Design
- February 22 – Pearson Construction
- February 23 – U of M Cohort
- February 27 – SMLC
- February 29 – Millonex

Collections & Materials & Services

- We now offer Wall Street Journal online.
- Staff continue to weed and relabel.
- Michigan Self Help Legal Aid stations were purchased and will be set up.

Finance

- Dana has been attending her Library Michigan Financial Management Cohort meetings.
- Kruggel Lawton has provided us with a list of the chart of accounts. Dana will get everything updated in the new fiscal year.

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
February 2024	2,488	18,304	5,033

*Last 28 days

Instagram	Followers
September	355
November	366
December	381
January 2024	395
February 2024	403

LibraryAware	Total Users *	Clicks	Open Rate
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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%
February 2024	8,427	249	48.07%

*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
February 2024	311	5,174	1,308	92	2,215	15

Public Services:

Cindy Casper, Public Services Manager

Meetings/Professional Development:

In Service Staff Day – This was a successful day of training for the staff. I wish we had more days like that.

Programs:

Adults – We offered **15** programs for adults this month with a total attendance of **82**. The new Dish It up cookbook group was successful this month as well as the crafternoon program where they made paper roses.

Teens –We offered **4** programs for teens this month. Total attendance **5**. We had little success with getting teens in the door this month.

Childrens– We offered **8** programs for kids this month, with a total attendance of **216**. The Elephant & Piggie paint party was the big program for kids. Homeschool Hangout and Pokemon continue to attract a good crowd also.

Early Literacy – We offered **13** programs for ages 0-5 this month, with a total attendance of **220**. These are the numbers for our normal Storytimes. They went up this month so that means we are attracting more families.

All Ages – We had **6** all ages program this month with an attendance of **80**. Our paid programs that should normally be higher in numbers failed to attract big crowds this month.

Outreach –We offered **1** total outreach event this month with a total attendance of **10**. Brian offered a computer program at the senior center this month.

Passive - We offered **4** passive programs this month with a total attendance of **251**. The puzzle seems to be attracting lots of attention in the adult area. And as always, the creation station and scavenger hunts are popular. It gives families things to do when they come in.

Overall, we had **50** programs with **864** people engaged this month, whether in attendance or participation.

Projects:

Associates Monthly Meeting – We finalized the programs for the next programming cycle. Cindy will get the draft to Strong on Design. We talked about doing a behind the scenes series for businesses/organizations in our community to highlight this summer. We went over the rubric for the strategic plan and which areas we need to focus our attention on as we think about programming going forward.

Fandom Fest – Kelly secured \$200 from Mejers for this event. Invoices for the other libraries have gone out and all the vendors booths are full.

Relabeling – Still ongoing.

Lace up for Libraries – The group got many sponsorship donations. We have 10 people signed up as of now.

Self-Help Legal at LTPL – We meet with Charlie Campbell from Michigan Legal Aid to talk about the process for getting this program started. We schedule staff training for March 8. We were given access to the Michigan Self Center Alliance site. He is setting up a meeting with local partners and working on getting our website set up correctly and get us some marketing materials. The two computers have been ordered. Vicki is working to set them up as well as getting two laptops set up. Joelle has gotten appointments for the wrap and ramp installation.

Epson v600 Digitization equipment - is on loan from the Library of Michigan through March. It is available for customers to use on the floor and request staff assistance if needed.

Display Committee – Kristen has been assigned to lead the display committee. She will use the marketing spreadsheet and come up with display ideas. Several staff members signed up to help do the displays.

Highlights:

Spring Institute- Kelly and Kyle presented their session, Successful Pokémon TCG Program to Joelle, Cindy and Sarah (Director from Bridgman). We provided feedback but overall, it was a solid session. Kelly was awarded a MLA scholarship to attend the program.

Technical Services:

Jacob Bonham, Technical Services Manager

Summary of Activities

Janet: At the end of January, Janet had submitted notice of her intention to retire. Her last day with LTPL was February 29th.

Shiloh: Joined our staff just in time to be included in the monthly summary. Shiloh applied for the Technical Services Clerk position at the beginning of the month, interviewed midway through, and started with us on February 26th.

Sarah: Sarah has continued helping with more processing tasks and gained more experience preparing DVD cases. She has been steadily working on updating and correcting our spine labels denoting series information. Sarah has also taken the lead on transitioning some of our old Explorer kits into STREAM kits, in addition to creating records and completing processing for newly established STREAM kits. She has also been assisting with our weeding efforts.

Jake:

- Finalized all materials orders for the last fiscal year
- Continued ongoing weeding projects, trimming items from both our CD and Mystery collections
- Interviewed candidates for Technical Services Clerk position
- Hired and onboarded Shiloh
- Whitelisted anti-phishing software to facilitate staff security assessment
- Met with Millonex on two occasions to discuss circulation actions and borrower types
- Met with Meescan for final discussions in adopting their self-checkout system
- Began online training for Passport Acceptance Agent program
- Covered ILL while Vicki was out for the week
- Reached out to Envisionware about Princh, their newly acquired mobile printing app.

Meetings/Professional Development:

Janet: None to report

Sarah: “Graphic Novels for Adults and Young Adults” (Booklist, Feb. 6th): Webinar featuring comics publishers IDW, Oni Press and Fantagraphics promoting their recent and upcoming releases. Sarah knew this would provide some insight and inspiration in selecting titles and developing our graphic collections for teens and mature readers.

Jake: None to report

Statistics

New Cards	Jan	Feb.	March	April
2024	83	75		
2023	108	99		
2022	69	73		

2021	57	41		
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Technical Services	Jan	Feb.	March	April
Kids New	50	89		
Adult New	82	101		
Teen New	7	5		
LOT New	3	4		
Withdrawn	58	58		
Barcode/label	76	67		
Cases	6	29		
Covers	4	4		
Glue Machine	51	74		

Technology Use	Jan	Feb.	March	April
Computer Use	519	529		
Wireless	3,832	4,194		
Shelf Checkout	5,543	3,604		

Databases: Libby	Jan	Feb.	March	April
2024	2,528	2,379		
2023	2,488	2,197		

Databases: Bookflix	Jan	Feb.	March	April
2024	89	14		
2023	36	24		

Databases: Ancestry	Jan	Feb.	March	April
2024	233	365		
2023	253	180		

Databases: Yearbooks	Jan	Feb.	March	April
2024	119	115		
2023	203	181		

MeL	Jan	Feb.	March	April
2024				
Borrowed	514	379		

Loaned	105	62		
2023				
Borrowed	300	326		
Loaned	107	135		

Circulation	Jan-24	Feb-24
Baroda	768	797
Bridgman	541	524
Berrien Springs	393	437
Fee Card	74	78
Lincoln Township	8,402	7,126
Michicard	9	-
Royalton	1,743	1,697
Benton Harbor	25	17
Coloma	21	10
Sodus	8	-
Other	32	28
Saint Joseph	2,477	2,320
TOTAL	14,493	13,034

For the Good of the Library: None.

Upcoming Service Area Meetings:

- a) Royalton Township: - April 8 - Second Mondays at 7pm - 980 Miners Rd., Saint Joseph
- b) Lincoln Township: April 9 - Second Tuesdays at 7pm - 2055 W. John Beers Rd, Stevensville
- c) Stevensville Village: Thursday, April 4 - First Thursdays at 6pm
5768 Saint Joseph Avenue, Stevensville, 49127
- d) Baroda Township: April 15 - Third Mondays at 7pm-9091 1st Street, Baroda, 49101

Adjournment: 8:55pm

Special Board meeting is scheduled for Tuesday, March 26th at 6:00pm

Next regular Board meeting is scheduled for Tuesday, April 16, 2024

Respectfully Submitted,
Suellen Klein, Secretary