

Lincoln Township Public Library Board of Trustees
Tuesday, May 21, 2024 | 6:30 pm

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

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

Absent: None

Member of the Public: Laurie Merwin

Public Comment: None

Additions to the Agenda: Linda requested the addition of the library salary scale update to Finance. Liz made a motion, seconded by Connie, to approve this addition. The motion passed unanimously.

Approval of the Agenda: Several small corrections were made to the agenda. 1) Today is Tuesday, May 21, 2024; 2) The minutes of the special meeting on March 26 were previously approved; 3) Today we will consider the Treasurer's report from April, 2024. Liz made a motion, seconded by Connie, to approve the agenda with these corrections. The motion passed unanimously.

a) Approval of Minutes: Liz made a motion, seconded by Connie, to approve the minutes from the Board meeting April 24, 2024. The motion passed unanimously.

b) Approval of Treasurer's report: Approval of the Treasurer's report was postponed until the June meeting to allow for clarification of the data.

e) Correspondence: The Board acknowledged receipt of a letter from a former library employee.

Governance and Administration (Stocker)

a) Linda reminded the Board that applications for write-in candidates remain open at this time.

Community and Government Relations (Klein)

a) The Friends earned a profit of \$151.50 at the bag sale in April.

b) The Friends Board is meeting next Tuesday at 2:30pm here at the library.

Building, Landscape, and Technology (Weaver)

a) Firewall quote: Joelle reported that the library firewall is five years old and needs updating. She shared a quote from Sonic Wall NSA to replace and upgrade our library's firewall. Megan made a motion, seconded by Liz, to accept the quote. The motion passed unanimously.

b) Revitalization: Joelle reported that she has met with the various vendors working on the revitalization and that they are communicating with each other. She will request a schedule to track anticipated timelines for the multiple facets of the overall project.

Finance (Cowan)

- a) Joelle and Jenny will obtain clarification of the April Treasurer's report for the June meeting.
- b) Salary scale update: To better meet the needs of the LTPL employees, Joelle has worked for several months with the Personnel and Finance Committees to update the employee salary scale. Joelle presented the suggested updates tonight. Suellen made a motion, seconded by Connie, to approve the LTPL Salary Scale Updates. The motion passed unanimously.

Strategic Planning (Yore-Norbey)

- a) Megan reported the Strategic Planning committee met and reviewed progress on the Plan.
- b) Foundation Capital Campaign: The LTPL Foundation had an information 'kick-off' of the capital campaign May 1. It was well-attended and the local newspaper provided positive coverage of the event. Members of the Foundation will begin contacting possible donors soon.

Operations and Staff (Carlson)

- a) Big Idea Grant Application: Joelle shared her initial proposal for a Big Idea Grant from the Upton Foundation: "Berrien County Books for Babies." Suellen made a motion, seconded by Connie, that the Board support Joelle as she continues in the application process. The motion passed unanimously.

Director's Report April 2024

Building & Technology

- Boelcke did their spring inspection; they replaced a couple of belts on the units.
- Creative has been out to do our spring treatments.
- The Tech helped us with our MeL update.

Patron Visits:

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	<u>Total Traffic</u>
24'	7,678	7,521	8,503	8,964									23,702
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

- New staff will do onboarding in May: Victoria (former volunteer), Elise (returning), and Jessie.
- We have added two new volunteers recently. Volunteers continue to help with shelving, library programs, and more.

- Staff and patrons celebrated National Library week with lots of great activities: Joelle provided staff lunch, donuts, and we had fun celebratory days.
- Joelle and Cindy attended Advocacy Day with the Michigan Library Association in Lansing.
- The Friends had their monthly bag sale.
- Associates and managers completed our passport acceptance training. We have one more step and then we can begin accepting appointments.
- We had a monthly morning meeting on April 29. We discussed the renovation, summer adventure procedures/programs, and Headlee.
- The Library Services Manager position was posted, and we will begin interviewing for the position in June.

Director Continuing Education & Meetings

- April 4 – Laundry Hub Visit
- April 8 – Lace Up for Libraries Volunteer Meeting
- April 9 – Advocacy Day Training
- April 16 - Advocacy Day
- April 25 – SMLC Director’s Meeting Hartford.
- April 26 – U of M Cohort
- April 29 – Month Morning Meeting
- April 30 – Superintendent Gregg Edding
- April 30 – Hannah Scruton, Western Michigan Legal Aid

Collections & Materials & Services

- Jake and his staff continue to weed to prepare for the renovation.
- Passport training is complete. We are just waiting for our Q&A with the State Department.
- Staff have been preparing for Summer Adventure: scheduling school visits, making videos, etc. Everyone is really excited about this year’s adventure theme of being outdoors! Staff have some great activities/events planned.

Finance

- Dana has been attending her Financial Management and Library Management Cohort Meetings.
- We submitted our first SCAO grant expenditure/data report.

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	2,488	18,304	5,033
March	2,524	19,083	4,408
April	2,539	18,328	1,100

*Last 28 days

Instagram	Followers
September	355
November	366
December	381
January 2024	395
February	403
March	416
April	421

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%
February 2024	8,427	249	48.07%
March 2024	10,493	192	50.46%
April 2024	8,442	160	37.02%

*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	311	309	88	92	125	15
March	345	168	88	2	76	2
April	354	1,861	502	27	860	6

Public Services:

Cindy Casper, Public Services Manager

Meetings/Professional Develop

Interviews – We had several interviews to fill the open associate positions. We hired volunteer Victoria for the full time, Elise DeWeerd is returning for the summer and Jessie Depree. We have one position left to fill besides my position.

Millonex Check In – Cindy is working on deleting and cleaning up the patrons' records to send to Millionex. They are ready to provide us with a test site to begin playing around with the program. Vicki is working to get them a new file with the cleaned records.

Legal Aid Grant – Joelle and Cindy met with the Laundry Hub in Benton Heights to bring this service to that location. They are still working on a good time/day to start going there. Joelle/Dana submitted our first grant report which mostly just provided updates on the money spent. Cindy and Vicki will have the laptops and public computers for in house legal aid use up on June 1. Joelle and Cindy also attended a stakeholder meeting with Michigan Legal Aid and various organizations in the county. There was positive and negative feedback for the program.

Associates Meeting – We finalized prizes and programs. The adventure log has been sent to the printers and we have a good summer reading program planned. So many exciting things! We have begun reaching out and scheduling school visits to talk about summer adventure challenges.

Farm to Stem Meeting – Cindy attended the first webinar for the Farm to Stem program. I learned a lot about the distribution of milk and what the June meetings on location will provide. We also got to meet the other attendees. There is a teacher from Buchanan in the group that I hope to make contact with to do some programming together.

SMLC Training – Managing Contentious Patrons – several people attended this training at Otsego District Library, and it was well received. That committee has been doing some great work providing better training opportunities for all staff.

All Staff Meeting – Joelle and the associates had to cover the training for summer reading program/Headlee info for staff because I was out that day.

Programs:

Adults – We offered **15** programs for adults this month with a total attendance of **72**. The only adult program that had decent attendance this month was Dish it Up Book Group. Even the Tuesday Morning Group with a normal attendance of 8-12 was low this month. VITA Tax prep drew in numbers but was technically not our program.

Teens –We offered **4** programs for teens this month. Total attendance **13**. We had a few teens stop in for the programs but attendance is still low. It seems to work when we have dual programs at the same time as a children's program.

Children's– We offered **6** programs for kids this month, with a total attendance of **169**. Pokemon Card Battle brings in many kids every month as well as the Wild Rumpus, Club Mishmash and Pajama Jam story time.

Early Literacy – We offered **13** programs for ages 0-5 this month, with a total attendance of **263**. Story time continues to do well.

All Ages – We had **9** all ages program this month with an attendance of **278**. Homeschool Hangout had good attendance and speakers this month. Lace up for Libraries and the Titanic presentation were popular.

Outreach –We offered **4** total outreach events this month with a total attendance **448**. We did storytime at First Church with the preschool that was well received. They are out of our area so it won't be a continuing thing but was nice to expose those children to our library. Fandom Fest, Trivia and the Writer's Conference also had decent attendance. Although for the price of the Fandom Fest and Conference those could use some love to get the numbers higher.

Passive - We offered **5** passive programs this month with total attendance of **349**. Chia Pets and Arbor Day trees were fun this month! We sent all the Stewart Kids that came for a visit home with a tree!

Overall, we had **56** programs with **1,592** people engaged this month, whether in attendance or participation.

Highlights:

Lace Up for Libraries – Was a fun event. We hope that it only grows every year. The process was not that hard and now that we know how to do it, every year afterwards should be easier. The day of registration should be thought out a bit better next year. Maybe put the table near the timer person so they don't pay at one table, get a t-shirt at one table, then go to the guy in the van to enter their name.

Fandom Fest – it was a nice event but also needs some work. The committee needs a person to be in charge of making sure things are getting completed and organized. It was very difficult to understand what was going on even right up to and during the event. No one seemed to know what was going on. We will continue to be fiduciary next year but Jake will take over that spot on the committee since I am leaving.

Writer's Conference – attracted over 50 people, which is higher than the last several years but still low for the cost. The website got a new logo (thanks Dana) but it didn't have nearly enough information leading up to the event to justify having it's own FB page. If the site remains, it needs to have content added all year long. Possibly the committee could work together to create content on the site.

Adult Program Speaker Showcase – Brian put together a speaker showcase for adult programming that went well. He received some decent feedback from attendees.

Technical Services:

Jacob Bonham, Technical Services Manager

Summary of Activities

With new materials beginning to come in again, Shiloh had plenty to keep her busy in processing. She continues to improve her technique as she finds her footing in the processing department. Shiloh also made significant contributions to our relabeling project, finishing the Adult Fiction collection and the documentary DVDs. As we were a bit short-handed on staff this month, Shiloh also provided a great deal of support at the circulation desk.

Sarah:

The arrival of new materials also meant that Sarah was able to shift most of her focus back to cataloging this month. She has begun to take the lead more when it comes to creating records for unorthodox entries like the yard tools in our Library of Things collection and has become more comfortable with the processing side of her job, creating LOT tags and fitting covers for DVD cases. Sarah also continued to assist in the relabeling project, mostly focusing on catching those titles that had managed to slip through the cracks during the first pass. During those times we were shorter staffed, she also helped to back up the circulation desk.

Sarah was also part of a small group that attended the Friday afternoon portion of the C2E2 conference in Chicago, perusing artist's booths and attending panel discussions.

Jake:

There were a few fires to attend to this month. MeL conducted a server migration on April 1st, which led to an interruption of ILL services for a few days. Jake attempted (unsuccessfully) to find a solution to this problem, which was finally resolved by our IT consultant. Jake also dealt with a recall of our Yoto Mini devices, securing new charging cords to prevent the possibility of batteries overheating. He also handled the installation, removal, and return shipment of the vehicle access ramp that was not able to fit into the legal aid van.

Jake was active at community events this month, working the registration table at the Lace Up for Libraries 5K and representing LTPL at this year's Fandom Fest. He was also a part of the group that attended the C2E2 conference in Chicago.

Jake also participated in a webinar introducing Princh, Envisionware's new mobile printing service, and completed online training to be certified as a Passport Acceptance Agent to assist with passport appointments once we begin offering that service.

Additionally, Jake created a submission form for local authors interested in having their work included in our collection, which is now available for use on the library's website. He also contributed to the ongoing relabeling efforts.

Professional Development

Shiloh:

- Blood Borne Pathogens, KnowBe4

Sarah:

- Blood Borne Pathogens, KnowBe4
- Help! My Students Are Into Manga, Anime, and Light Novels, But Where Do I Start?!, Panel discussion at C2E2 Chicago, April 26, 2024

Jake:

- Blood Borne Pathogens, KnowBe4
- Help! My Students Are Into Manga, Anime, and Light Novels, But Where Do I Start?!, Panel discussion at C2E2 Chicago, April 26, 2024

Statistics

New Cards	Jan	Feb.	March	April
2024	83	75	83	
2023	108	99	115	
2022	69	73	124	
2021	57	41	60	

Technical Services	Jan	Feb.	March	April
Kids New	50	89	33	58
Adult New	82	101	66	71
Teen New	7	5	4	2
LOT New	3	4	3	0
Withdrawn	58	58	47	400
Barcode/label	76	67	0	284
Cases	6	29	2	12
Covers	4	4	9	1
Glue Machine	51	74	79	53

Technology Use	Jan	Feb.	March	April
Computer Use	519	529	575	495
Wireless	3,832	4,194	4,823	4,755
Shelf Checkout	5,543	3,604	5,335	4,387

Databases: Libby	Jan	Feb.	March	April
2024	2,528	2,379	2,684	2,387
2023	2,488	2,197	2,556	1,968

Databases: Bookflix	Jan	Feb.	March	April
2024	89	14	58	76
2023	36	24	24	11

Databases: Ancestry	Jan	Feb.	March	April
2024	233	365	32	387
2023	253	180	112	164

Databases: Yearbooks	Jan	Feb.	March	April
2024	119	115	109	124
2023	203	181	181	177

MeL	Jan	Feb.	March	April
2024				
Borrowed	514	379	445	330
Loaned	105	62	85	96
2023				
Borrowed	300	326	322	241
Loaned	107	135	217	174

Circulation	Jan-24'	Feb-24'	March-24'	April 24'
Baroda	768	797	821	856

Bridgman	541	524	556	517
Berrien Springs	393	437	522	492
Fee Card	74	78	69	27
Lincoln Township	8,402	7,126	8,401	8,077
Michicard	9	-	12	15
Royalton	1,743	1,697	1,639	1,654
Benton Harbor	25	17	31	84
Coloma	21	10	6	5
Sodus	8	-	36	62
Other	32	28	78	44
Saint Joseph	2,477	2,320	2,631	2,582
TOTAL	14,493	13,034	14,802	14,415

For the Good of the Library: Joelle shared a photo she received from a patron showing his garden planted with LTPL seeds.

Upcoming Service Area Meetings:

- a) Royalton Township: - June 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: June 6 - First Thursdays at 6pm - 5768 Saint Joseph Avenue, Stevensville, 49127
- d) Baroda Township: June 17 - Third Mondays at 7pm-9091 1st Street, Baroda, 49101

Adjournment: 7:20pm

Next regular Board meeting is scheduled for Tuesday, June 18, 2024

Respectfully Submitted,
Suellen Klein, Secretary