

Lincoln Township Public Library Board of Trustees
Tuesday, September 24, 2024 | 6:30 pm

Call to order: 6:35pm by President Linda Stocker

Present: President Linda Stocker, Secretary Suellen Klein, Treasurer Jennifer Cowan, Trustee Connie Weaver, Library Director Joelle Wake, Business Manager Dana Londot, Brian Hake CPA

Absent: Vice President Elizabeth Carlson, Trustee Megan Yore-Norbey,

Additions to the Agenda: None

Presentation: Kruggel Lawton

Brian Hake, CPA, presented the draft independent auditor's report for LTPL finances ending March 31, 2024. Following discussion, Jenny made a motion to approve the audit with the minor changes as noted in the draft document. A roll call vote was taken: Cowan-aye, Weaver-aye, Klein-aye, Stocker-aye. The motion passed unanimously.

Approval of the Agenda:

- a) Approval of Minutes: Connie made a motion, seconded by Jenny, to approve the minutes from the Board meeting July 30, 2024. The motion passed unanimously.
- b) Approval of Treasurer's report: Jenny made a motion, seconded by Connie, to approve the Treasurer's reports from July and August 2024 with checks and ACH payments. The motion passed unanimously.
- e) Correspondence: None

Governance and Administration (Stocker)

- a) October and Nov/Dec Board meetings are moved to the Village of Stevensville offices, 5768 Saint Joseph Ave. This change is due to the current library renovation.

Community and Government Relations (Klein)

- a) The Friends participated in the Back to School event sponsored by LTPL.
- b) The Friends earned \$195 from sales in the August bag sale.
- c) The next Friends Board meeting is October 1 at 11:00 at the temporary LTPL location.

Building, Landscape, and Technology (Weaver)

- a) Camera proposal: Following discussion, Suellen made a motion, seconded by Connie, to approve the proposal from IEC for the purchase and installation of additional security cameras to be placed within the library. The motion passed unanimously.
- b) Modern Fold proposal: Following discussion, Jenny made a motion, seconded by Connie, to accept the proposal from LG2 for a new accordion partition to divide a large meeting room. The motion passed unanimously.
- c) Light fixture proposal: Beaudoin Electrical Construction (BEC) provided a proposal to provide labor to replace numerous light fixtures throughout the library. Following discussion, Connie made a motion, seconded by Suellen, to approve the proposal from BEC and to authorize the

purchase of new light fixtures by Joelle. The total expenditure of the BEC proposal and new light purchases is not to exceed \$15,000. The motion passed unanimously.

Finance (Cowan)

a) Mid-Year Budget adjustment: Jenny explained that LTPL received additional funds from Penal Fines, Misc Revenue, State Aid, and Co-op Reimbursement. She proposed that these funds be added to Repairs & Maintenance, Library Materials, and Workshop/Travel in the 2024-2025 budget. Connie made a motion, seconded by Suellen, that this budget adjustment be approved. The motion passed unanimously.

Strategic Planning (Yore-Norbey)

a) Joelle provided an update on progress in the strategic plan, focusing on the current renovation.

Operations and Staff (Carlson)

a) Director' Updates Goals: Joelle presented her updated goals as part of her annual review.

b) Extra Paid Holiday: Linda highlighted that LTPL is scheduled to be closed Tuesday & Wednesday Dec. 24 & 25 for the Christmas holiday. To benefit the library's hard-working staff, she made a motion to add Monday, December 23 as a paid holiday. Suellen seconded the proposal and it passed unanimously.

Director's Report August 2024

Building & Technology

- Packing was everyone's priority during July and especially August.
- Joelle and Linda met with all our contractors in August.
- A Do Not Enter Parking lot sign was installed.
- The parking lot was re-sealed and striped.
- Signed Lease, packed, moved furniture, arranged Comcast, signage, technology, etc.
- Agio Imaging did measurements for our final proof.
- Furniture was sold and removed throughout August and September
- Drive through sign was refinished.



Patron Visits:

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	<u>Total Traffic</u>
24	7678	7521	8503	8964	7954	10689	9971	8446					69,726
23	7353	7037	8152	7670	7598	10098	9391	8428	7785	7675	8393	7037	96617
22	5278	5235	7127	7207	5725	8452	8221	7478	5553	6390	6390	6390	79,446

Staff & Volunteers

- Teen volunteers wrapped up a summer of helping with a party.
- Kali and Victoria completed their passport acceptance agent certificates.
- Jayden, Jessie, and Victoria had probationary reviews. All are doing great, and we love having each and every one of them.
- On August 5, we had an all staff meeting about the renovation and expectations for preparing for the move.
- Friends of the Library had a July 30 meeting. The next one will be Oct. 1 at the temporary location.
- We held an end-of-summer staff gathering on the Saturday we were closed. It was a nice chance to enjoy the beautiful weather outside the library for a change.
- Circ. Staff and Technical Services worked hard to label and change records for ALL of the books that are going to the temporary location.
- LTPL shared a booth with some other Berrien County libraries. Kali, Dana, Jake, Brian, Amy and Joelle went with crafts, activities, and library information on four different days that week.



- Dana and Joelle attended Stevensville’s Family Fun Night. Families had a great time doing sand art and we constantly had a line until 8:30 pm.



- We had a successful Back to School Social at Royalton Township Park with over 10 local organizations in attendance, food, vision exams, and games for families.
- Amy, Dana, and I have been getting the Berrien Books for Babies programs together.

	Jan.	Feb.	March	April	May	June	July	Aug
Volunteer Hours	1.7	3.9	17.0	23.5	14.0	6	6	6
Student Hours	4.0	18.0	12.0	12.0	10.0	102.3	90	10

Director Continuing Education & Meetings

- August 1 – Millonex Meeting
- August 2 – Amy and Joelle met with Tammy Jerz at Corewell Health
- August 3 – End of Summer Adventure Party
- August 7 – E-rate meeting
- August 7 – Agio Imaging Meeting for Foundation
- August 9 – State Library Director’s Meeting
- August 15 – Millonex Meeting
- August 21 – Preliminary Meeting

- August 21 – Legal Self Help in Coloma
- August 22 – SMLC meeting in Marcellus and meeting with Library Design Associates
- August 23 – U of M Cohort Meeting
- August 29 – Final Walk Through at Temp Location

Collections & Materials & Services

- The Summer Adventure program went great! We do need to work on our completion rate. This is always the biggest challenge for most libraries.

2024	Sign Up	Completion
Adult	407	115
Teen	111	35
6-12	578	172
0-5	289	95
Totals	1385	417

2023	Sign Up	Completion
Adult	226	84
Teen	96	29
6-11	479	138
0-5	257	79
Totals	1058	330

2022	Sign Up	Completion
Adult	150	65
Teen	163	82
6-11	425	152
0-5	252	81
Totals	990	380

2021	Sign Up	Logged	Completion
Adult	189	108	14
Teen	130	93	41
K-6th	352	258	53
Read to Me	199	153	16
Totals	870	612	124

2020	Registered	Logged	Completion
Adult	149		62
Teen	108		63
K-6th	189	155	86
Read to Me	114	89	38
Totals	560	244	249

2019	Registered	Logged	Completion
Adult	127		42
Teen	217		149
K-6th			
Read to Me	677		360
Totals	1021	0	551

2018	Registered	Logged	Completion
Adult	126		60
Teen	167		94
K-6th			
Read to Me	585		269
Totals	878	0	423

2017	Registered	Logged	Completion
Adult	171		84

Teen	215		118
K-6th			
Read to Me	695		248
Totals	1081	0	450

2016	Registered	Logged	Completion
Adult	151		81
Teen	168		107
K-6th			
Read to Me	684		224
Totals	1003	0	412

Finance

- Both the Baroda and Lincoln Millage's passed.
- We had a fraud alert with Chase and it locked us out of our account for two weeks. Signers, Linda, Jenny, and Elizabeth had to meet to re-establish access. We will be removing Chase as our main banking institution over the next month.
- Audit on going

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
May	2,574	12,357	4,812
June	2,619	11,410	4,620

July	2,637		3,774
August	2,694		4,389

*Last 28 days

Instagram	Followers
September	355
November	366
December	381
January 2024	395
February	403
March	416
April	421
May	434
June	439
July	440
August	448

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%
May 2024	10,438	282	45.55%
June 2024	10,118	288	44.33%
July 2024	8,046	512	44.25%
August 2024	8,008	275	46.15%

*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
May	371	2,212	563	39	1,022	8
June	391	2,111	577	30	980	3
July	397	2,454	646	33	1167	18
August	409	2,420	544	45	1005	2

Public Services:

Public Services Department

Programming – We reviewed summer reading themes for next year and decided to move forward with CSLP's "Color Your World" theme. Program plans for Winter/Spring 2025 are due by November 4. We also discussed the upcoming Monster Mash and Snowball events, forming committees to handle logistics for both.

The end-of-summer adventure party was a team effort, with 195 participants enjoying a science show, slime-making, games from Curious Kids Museum, inflatable activities, and root beer floats from Turnout Taps.

Vicki – Vicki had a productive month, meeting with Millonex to discuss system updates and improvements. She processed three passport applications and took the initiative to begin cleaning out the server room. As part of the cleanup, she wiped several outdated laptops and computers, preparing them for recycling to ensure data security.

Brian - Brian has been working with Dana to revamp marketing programs this fall. He's kept passport appointments running smoothly by coordinating communication between staff and patrons. In August, his main focus was outreach, visiting Coloma District Library for Legal Self Help, leading computer classes at New Heights Laundry Hub, and helping at the Berrien County Youth Fair. In his spare time, he teamed up with Amy to create a new podcast for the library.

Kristen – Kristen completed her Level 4 certification and worked on her MeLMaven training. She and Dana have been collaborating on the Smokey the Bear Reading Challenge for October and November. With a break from storytime, Kristen had time to visit Bridgeman and New Troy for Legal Self Help. She also helped create and refresh several book displays for the month.

Amy – Amy put in great effort for the Back to School Social, resulting in a successful event. She also began recording a podcast with Brian, featuring prominent community members and highlighting library events and services. In addition, Amy organized a meeting with Corewell, placed orders for the Berrien Books for Babies initiative, and created literacy cards for the program's boxes.

Kelly – Kelly was recently elected to the Library Makers Leadership Committee. After her onboarding, she attended the first committee meeting to plan and organize webinars focused on STEAM crafts. She also hosted a teen volunteer party, where she awarded certificates for their hours and handed out free books. The library received the Thinking Money 4 Kids grant, which will require Kelly to attend virtual training and run programs in the winter and spring. Additionally, Kelly successfully connected with the high school principal, securing a spot for outreach during lunch hours—a major accomplishment, as previous attempts to engage with the school had not been successful.

Kali – Kali completed her passport acceptance agent training and participated in a couple of other library themed trainings. Kali helped with a lot of packing of Rosetta’s House and the backroom. She also prepared for her upcoming programs in the fall.

Programs:

1,805 participants at outreach events. And 296 in-house programming and 26 participated in our passive programming.

Highlights:





Technical Services:

Jacob Bonham, Technical Services Manager

Summary of Activities

Circulation Staff:

Our Circulation Staff was instrumental in realizing the successes we've achieved this summer, providing the front-line support that was necessary in implementing our Summer Reading Program, as well as navigating the preparation and planning for our renovation transition. During a difficult and busy time, they stayed positive, kept patrons informed, packed necessary supplies, and adapted to several new responsibilities, including bartering over furniture prices. Highlights from their activities over the last two months follow below:

- Circulation staff members shouldered the bulk of the responsibility for pulling titles, building kid's book bundles and adding spine labels in preparation to transition part of our collection to the temporary location.
- All of our most recent hires at the circulation desk have reached their 90-day mark and have proven themselves to be valuable additions to our staff.

- Victoria has completed her Passport Acceptance Agent training and will now be available to assist with passport appointments.
- There has been a welcome increase among our Circulation staff regarding their interest and participation in developing our collection and suggesting titles for purchase

Technical Services:

Our Technical Services staff contributed significantly to our efforts in transitioning to Royalton. They pulled items, updated catalog records, and added spine labels all in order to facilitate moving a portion of our collection to the temporary locale. They also assisted with planning which processing tools and supplies needed to move with us, as well as getting all of it packed away. Other highlights from the last two months include:

- Helping to establish our newest collection, Kid's World Language
- Initiating a pre-treating process for books with anticipated spine issues, providing additional adhesive support to spines that are expected to loosen or separate quickly
- Continuation of the ongoing inventory process

Jake:

In addition to assisting with various aspects of our SRP efforts, renovation planning, and the move to our temporary space, Jake's involvement includes:

- Participating in building our cardboard vessel for the United Way's "Rock the Boat" race
- Staffing our Rubik's cube competition
- Helping to launch our Passport Acceptance service
- Representing LTPL at the Berrien County Youth Fair
- Eliminating data errors to provide Millonex with a "clean" patron list
- Working with Dana to create an introduction video for our Meescan self-checkout kiosks and app
- Staffing the End of Summer Bash
- Working with Lakeshore Body Shop to get the van ramp installed
- Met with the Lakeshore Lion's Club to ask for their help with the Back to School Social
- Helped contact vendors to update the library's IP information after our upgrade to fiber internet
- Attended virtual meeting with Library Speaker Consortium to assess need/feasibility for LTPL

Statistics

New Cards	Jan	Feb.	March	April	May	June	July	August
2024	83	75	83	118	92	169	117	127
2023	108	99	115	75	66	155	136	100
2022	69	73	124	70	60	150	129	108
2021	57	41	60	36	46	116	110	63

Technical Services	Jan	Feb.	March	April	May	June	July	August
Kids New	144	191	-	58	196	176	108	56
Adult New	166	189	-	171	188	194	68	89
Teen New	140	92	-	63	61	60	5	2
LOT New	3	4	3	0	3	2	2	0
Withdrawn	58	58	47	400	571	124	1	0
Barcode/label	76	67	0	284	171	67	331	147
Cases	6	29	2	12	14	3	0	0
Covers	4	4	9	1	0	25	1	0
Glue Machine	51	74	79	53	75	85	172	151

Technology Use	Jan	Feb.	March	April	May	June	July	August
Computer Use	519	529	575	495	444	617	614	710
Wireless	3,832	4,194	4,823	4,755	4,880	5,591	5,853	5,306
Shelf Checkout	5,543	3,604	5,335	4,387	3,257	658	726	602

Databases: Libby	Jan	Feb.	March	April	May	June	July	August
2024	2,528	2,379	2,684	2,387	2,817	2,809	3,019	3,054
2023	2,488	2,197	2,556	1,968	1,968	2,428	2,510	2,340

Databases: Bookflix	Jan	Feb.	March	April	May	June	July	August
2024	89	14	58	76	9	78	68	57
2023	36	24	24	11	18	5	9	19

Databases: Ancestry	Jan	Feb.	March	April	May	June	July	August
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2024	233	365	32	387	151	39	7	28
2023	253	180	112	164	79	94	77	44

Databases: Yearbooks	Jan	Feb.	March	April	May	June	July	August
2024	119	115	109	124	126	168	82	84
2023	203	181	181	177	157	155	163	163

MeL	Jan	Feb.	March	April	May	June	July	August
2024								
Borrowed	514	379	445	330	334	412	425	408
Loaned	105	62	85	96	97	109	66	85
2023								
Borrowed	300	326	322	241	251	321	285	383
Loaned	107	135	217	174	130	150	115	137

	Circulation	Jan-24'	Feb-24'	March-24'	April 24'	May 24'	June 24'	July 24'	Aug. 24'
Baroda		768	797	821	856	708	834	932	818
Bridgman		541	524	556	517	564	610	564	480
Berrien Springs		393	437	522	492	455	560	546	584
Fee Card		74	78	69	27	21	39	28	31
Lincoln Township		8,402	7,126	8,401	8,077	7,384	9,456	10,423	8,431
Michicard		9	-	12	15	12	8	2	17
Royalton		1,743	1,697	1,639	1,654	1,371	1,983	2,033	1,656
Benton Harbor		25	17	31	84	49	16	49	37
Coloma		21	10	6	5	15	42	31	42
Sodus		8	-	36	62	23	0	0	1
Other		32	28	78	44	31	32	40	37
Saint Joseph		2,477	2,320	2,631	2,582	2,505	2,762	2,971	2,709
TOTAL		14,493	13,034	14,802	14,415	13,138	16,342	17,619	14,843

Public Comment: Suellen reported a conversation with a patron regarding the Capital Campaign of the LTPL Foundation. The patron expressed disappointment that the appeal for money was included in the LTPL newsletter immediately following the successful passage of two millage renewals. Linda, on behalf of the Foundation, acknowledged that timing of the appeal was a difficult decision.

For the Good of the Library: None.

Upcoming Service Area Meetings:

- a) Royalton Township: - October 14 - Second Mondays at 7pm - 980 Miners Rd., Saint Joseph
- b) Lincoln Township: October 15 - Second Tuesdays at 7pm - 2055 W. John Beers Rd, Stevensville
- c) Stevensville Village: October 3 - First Thursdays at 6pm - 5768 Saint Joseph Avenue, Stevensville, 49127
- d) Baroda Township: October 21 - Third Mondays at 7pm-9091 1st Street, Baroda, 49101

Adjournment: 8:05pm

Next regular Board meeting is scheduled for Tuesday, October 15, 2024 at Village of Stevensville 5768 Saint Joseph Ave.

Respectfully Submitted, Suellen Klein, Secretary