

LINCOLN TOWNSHIP PUBLIC LIBRARY
BOARD MEETING MINUTES
February 23, 2016
7:00 p.m.

PRESENT

President Dave Bailey, Vice President Marion Maier, Treasurer Nick Sedalia, Trustee John Smietanka, Trustee Diane Nye, Library Director Mary Hill

GUESTS Mary Ann Ware, Shannon Poplawski

ABSENT

Trustee Secretary Mary Sundblad

PUBLIC EXPRESSION

CALL TO ORDER

ADDITIONS TO AGENDA

Linked parent / child fines: Brian Johnson presented policy options concerning library card fines. John Smietanka made a motion, seconded by Marion Maier to adopt the following:

If a child under 18 owes \$5.00 or more in fines, or is not in good standing for any other reason, the responsible party for that child shall also have their borrowing privileges suspended until the matter is resolved.

If a parent owes \$5.00 or more in fines, or is not in good standing for any other reason, the responsible party may not use any other family member's card to use library services until the matter is resolved. Staff may enforce this at their discretion.

Motion unanimously carried.

CONSENT AGENDA

Approval of minutes from January 19, 2016.

Approval of treasurer's report for January 19, 2016, with check no. 17458 thru 17499.

Committee Reports—Operations / Staff

Correspondence

Marion made a motion, supported by Nick, to approve the consent agenda. Motion unanimously carried

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GOVERNANCE AND ADMINISTRATION

Finance

Insurance/Review-Update: Nick reported his committee investigated our insurance company, Berends Hendricks Stuit, and can assure we have proper coverage. As they are a reputable company, the committee recommends we stay with them.

2015 - 16 Budget Amendments: Marian made a motion, seconded by Diane to approve the amendments as presented. Motion was unanimously approved.

2016 - 17 Proposed Budget: The committee presented a proposed budget with justification. The budget will be reviewed this month and voted on at the March meeting.

Building, Landscape, and Technology

Parking Lot Update: Continuing to gather statistics on lot usage.

Garden Club Update: Members and officers in the Garden Club have signed the necessary contracts.

Front Entry-way Update: Painting is almost completed. Our painter has broken his foot but will have his co-worker finish up the small areas left to touch up. A sample of lettering of the library mission statement was presented that will be adhered to the wall once the painting is finished. The new bench has been ordered.

Patron, Community, and Governmental Relations

Emergency Services for Governmental Units: Dave apprised the board that he had met with a member of the Stevensville Village Council and discussed disaster backup procedures. Brian and Eric will be working on the associated library procedures if the village elects to move forward.

Strategic Planning

Naming Opportunities: The Strategic Planning Committee will propose a method to acknowledge donations.

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DIRECTOR'S REPORT—REVIEW OF STRATEGIC PLANNING ACTIVITIES:

Director's Report – February, 2016

This month has been busy with getting prepared for our RFID project that is scheduled to run March 21st to April 1st. While walking through the library, I have reflected on the changes that have been made since I started here in October of 2010. So for the next few months, I will be drawing to your attention to some of the progress that has taken place. When I came in 2010, the endowment fund at Berrien Community Foundation was \$95,709.27. There was no plan in place for growing the endowment. I quickly made the decision to place all donations, unless otherwise specified, into the endowment. Our current balance is \$190,976.91. As I mentioned last month, when I came to LTPL our newsletter announced 24 programs, and our last newsletter announced 85 programs.

Last Tuesday, February 16th, Kaela set a record with 62 in attendance to her story time. Last month she had the previous record attendance of 58. This highlights the excellent job she is doing. It also gives us an idea of what we need to plan for in the future. We are outgrowing our meeting room space, and this is another indication of why our parking lot is frequently at capacity. When I came in 2010 our story time attendance averaged 12 to 16.

Diane and I met with Christopher Brooks, from Brooks Architectural in Stevensville. He walked through the building with us and we were able to discuss the issues of lack of storage space, a need for another meeting room, the dividing wall for the Quiet Reading room and parking lot expansion. He took our architectural drawing and made a copy for his files. He will be attending a board meeting in the near future to discuss our current needs.

Diane, Marion and I met to view the foyer. A font and graphics were selected for the words that will be placed in the foyer in place of the plaque. A sample is in your board packet. Tom painted the first coat in the foyer. The drywall under the construction plaque has to be repaired before the second coat of paint is done.

Hollie went over the lost and collections processes that we have in place at our last staff meeting. She passed out a handout that she created showing how the system tracks overdue items. We have gone back to sending out snail mail notices in place of the e-mail notices as patrons were complaining that they had not gotten notices of items that were not returned. The training that Hollie gave the staff brought all the staff back up to date on our system and our process.

Harriet Farwell stopped in and signed the deed of gift for the Blue Star Memorial that the Shoreline Garden Club is giving to the library. The Vice President will also stop by to sign the document.

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Boelcke Heating & AC replaced two circuit boards on the Trane unit for the west side of the library. They have also done the quarterly check of belts and equipment. All the belts were replaced this time; and, it was discovered that one of the wind shields had blown off a unit. This shield will be installed once it has been fabricated.

UPS picked up 40 boxes of withdrawn books for Better World Books on January 25. Brian and Vicki are investigating sending remaining withdrawn items (approximately 40 boxes) to Better World Books through MeL deliveries.

Brian has released his first book, The Art of Being a Baseball Fan. Brian is also writing as a guest journalist for the Herald Palladium. His second article posted on Wednesday, February 8, was about his stepson who suffers with Autism. A copy of his article is in my office if you would like to stop in and read it.

Goal 1: Technology: We will continue to adopt new technologies that improve and enhance the delivery of all aspects of library services.

1.2 We will provide training every year through at least two, or possibly three, delivery methods for patrons and staff to become adept at using library technologies.

Technology Help is offered by Eric every Tuesday from 10-1 and Thursday from 12-4 to help patrons become more accustomed to using library services as well as personal devices. In the second half of January, six people attended and in February, three people have attended.

1.3 We will maintain our current computers and software programs, and investigate new technologies such as mobile apps, laptops and handheld devices as they become available.

1.3.1 Upgrade computer hardware/software according to the technology plan in place.

A meeting was held on January 27 between Eric and Reggie Curtis of PC Consultants to discuss technology projects for the 2016-2017 fiscal year. The projects discussed were:

- The need for a new server to replace the Dell R710 server. This server will serve to prepare the library for virtualization and will keep the library up-to-date.
- A need for new smaller switches to allow for more connections within the library.
- The rewiring of the building so that all connections are directly connected to the Technology Office.

Comprise Technologies support has been working with Eric to fix errors in the public computing system. These include login errors, issues with extending the time of user sessions, and the shutdown of the public computers.

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Eric discovered that the current email plan is no longer allowing staff users to create rules or sort email. New Office 365 email was researched by Eric and put in place on February 10, 2016.

The purchase order for RFID equipment through 3M was faxed by Eric January 21, 2016. The specifics for the delivery of RFID equipment are currently being worked out by Mary and Eric. Confirmation has been received that the 3M RFID equipment is set to be received at the library by the beginning of March.

Comprise connected a mobile device to Eric's phone to allow Eric more maneuverability when handling technology support phone calls.

1.2.4 Assure that each current and new technology we offer comes with training in a variety of formats, suitable for individual or group training.

- Brian's computer classes over the last month included Beginning Internet, PowerPoint, Searching and Finding Online, Photo Editing with Picasa, Beginning Email, Build a Website with Google Sites, eBay, Excel Parts One, Two, and Three, and Word Parts One and Two.

1.4 We will investigate ways to improve library processes through the use of technology each year.

- An ethernet cable was installed on February 15, 2016 by Theo from PC Consultants and Eric for the use of a self-checkout computer. This self-checkout computer is part of the RFID upgrade project.
- Eric communicated with TLC on February 16, 2016 to configure all overdue notices to be mailed in paper format. This was done to prevent patrons from claiming they were not getting their overdue notices.

1.4.2 Provide wireless printing options by 2015.

- Comprise Technologies has been working with Eric to complete the setup of the wireless printing service. This should be completed by mid-March.

2.1.1 Keep an ample supply of new books.

- Mary allocated an additional \$1,000 to the children's collections budget in order to purchase supplies for more Explore Kits. Kaela has ordered items for a "Potty Training" kit, a "New Baby" kit, and a "Fruits and Vegetables" kit, as well as additional items to some existing kits, such as the "Alphabet" kit.
- Kaela is putting together an order from Kimbo music to finish out purchasing for children's music for the year.

2.3.2 Contact each school in service area to offer library services to teachers and make teachers aware that librarians are available for special presentations. Mary Ann has contacted Christ Lutheran School, St. Paul's School, Lake Michigan Catholic,

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- Spring Lake Mobile Home Community, and the Shawnee Mobile Home Community about
- including library events in their newsletters when they have extra room. All have agreed, and she has sent them a chronological spreadsheet of library program ads for our current news cycle.
- On February 9, Mary Ann was invited to St. Paul's Lutheran by Mrs. Kubath, the 1st and 2nd grade teacher, to talk about stories and library resources that would add to their study of the different continents of the world. She was able to leave "Book a Trip" bookmarks to each of the continents for all 25 students.
- On February 23, Mary Ann visited again with the 75 Kindergarteners at Stewart Elementary to share some favorite stories and promote library programs.

Goal 3: We will offer programs for all ages, both on and off-site, to reach as many residents of our service area as possible.

- As of February 15, 64 people were registered for Adult Winter Reading Program. That already exceeds last year's total of 46 participants.
- Seventeen people attended the Mahjongg Class on January 19.
- Twenty three people attended the Card Making Workshop on January 20.
- Nine people attended the Crochet Class on January 26.
- On February 9, a school snow day, we had 14 people attend Library Book Hounds Program.
- All story times have been going well, with attendance either going up or holding steady. Two of Kaela's Toddler Tunes & Tales story times have drawn over 60 people this month.
- Kaela trained four elementary/middle school students in her Adopt-a-Shelf program. They have committed to shelf reading their section once every two weeks, as well as dusting and straightening.
- The Frozen Party on January 14 was a success. Sherri and Kaela planned activities for both the Lawrence Room and the Community Room, and we held a program in the afternoon and in the evening. The afternoon attendance was 45 and the evening attendance was 44. The kids and caregivers had a lot of fun.
- During the month of January, Kaela and the children's staff hosted movies on Saturday afternoons. We had between 15-35 attendees at each family movie.
- Hollie showed the movie *Frozen* on January 16 for 30 people.

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- Maker Monday has picked up in attendance. The project in January was making Brush Bots (robots made out of toothbrush heads). Mary Ann was able to take the program to Spring Lake.
- Kaela had 6 attendees as well for the MaKey-MaKey program. During this program, we also played with some of the STEAM activity kits we are offering in the children's area.
- Bookworms Book Club has been a great addition to our program lineup. Fifteen 1st-3rd graders can sign up every month, and Kaela has seen a few new faces each time. We had 13 attendees at the last meeting for The Giant Jellybean Jar. We played games and ate jellybeans.

3.1.1 Sponsor at least 2 programs a year that do not require visiting the building.

- January's Tales You Can Taste book discussion drew 15 participants. The featured book was An Amish Kitchen by Kelly Long, Amy Clipston, and Beth Wiseman.
- As of this writing only one of the last four Magic Carpet Story Times offered in Baroda on Fridays had anyone attend. Six people attended that story time. Statistics indicate that Baroda residents are not coming to the library for Fun Friday, either. Hopefully participation will increase with warmer weather.

3.2.1 Maintain attendance and quality of the summer reading program

- As part of our preparations for our 2016 Summer Reading Program, Mary Ann has:
 - Contacted Culver's. The owner is willing to sponsor all of the children's and teen programs.
 - Requested and received coupons from Taco John for free combo meals to be used in our Teen and Tween reading programs.
 - Spoke with Lisa Micunek of Martin's School of Cooking about being a sponsor. She immediately offered us a coupon worth \$50 for one winner and a friend to attend one of the many cooking classes they offer and bags of gourmet popcorn to be used as part of the teen weekly drawings. She is checking with Martin's corporate offices about other possible donations for the elementary program and the adult final prizes.
 - Submitted a request to Subway to sponsor our four youth reading programs.
 - Contacted McDonald's and has found that they no longer use coupons. They now offer "McTeacher's Nights" where groups host a night at the restaurant and receive a percentage of the profits based on how many supporters attend. Burger King also does donations this way. This might be something for the Friends of the Library to consider.

3.2.6 Investigate outreach programming for children in service area

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- We had 25 people present at January's Wonderful Wednesdays Program at Spring Lake Mobile Home Community. The kids made Brush Bots from toothbrush heads, pager motors, and coin
- batteries. Marie's husband, Lakeshore School Superintendent Phil Freeman, visited us and was pleased to see how enthusiastic the kids were about this learning opportunity.

3.3 We will continue to offer innovative programming for tweens (kids ages 9-13) providing a bridge from childhood activities to teen programming.

- We had 10 'tweens attend 'Tween Tomes Book Club in January. The featured book was Esperanza Rising by Pan Munoz Ryan.
- Kaela made a Tween Activities bookmark to hand out to kids, instead of making individual quarter sheets for every program. Hollie made the suggestion that we have one for each age group, which Kaela is planning on doing.

3.4 We will maintain and expand programming that engages teens and allows them to participate in the library in ways that entertain and educate.

- Twenty eight teens have signed up for the Teen Winter Reading Program as of February 15.
- Twenty three teens celebrated National Cheese Lover's Day with Hollie and Vicki on January 20. We had a cheese fountain, cheese tasting, discussions on the history of cheese and how cheese is made, and gave away a cheese making kit. Twenty three people attended the program.
- The Pizza & Pages Teen Book Group met on February 19. Teens discussed The Jewel by Amy Ewing with Hollie. We handed out books for the next discussion in April.
- The Teen Advisory Board met on February 12. 24 teens attended the meeting and discussed new teen books, upcoming teen events, and the teen winter reading program with Hollie.

3.5.3 Increase participation in the Doorstep program and local nursing homes delivery by 2% each year.

- We made our monthly Doorstep deliveries to 13 residents at The Willows and The Pine Ridge Center.
- Mary Ann has contacted Petrona's County House assisted living facility in Baroda and offered our Doorstep Program to their residents. She is going to see if any of the residents are interested.

Goal 4: We will offer patrons and visitors a place of comfort, convenience, and attractiveness where they can easily find what they want.

- Brian continues to weed music CDs before the RFID project begins. We have been removing many CDs that have not been circulating, which will allow us to continue buying many popular

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- titles each month. Brian is also putting notes on the records of CDs that are missing some component, such as the insert, so that patrons do not incorrectly receive lost charges.
- Kaela moved the Board Books to a shelf nearer to the rest of the Easy Fiction and believes that they are more visible there than they were previously. Sherri and Kaela both noticed that they seem to be circulating better.
- Kaela and I spoke with Tom Norby about painting shelves and the pillars in the children's area. We plan on having this accomplished while we are closed for RFID.
- Brian held a Public Services Meeting on February 11.
- **Public Services Meeting Summary** – February 11, 2016
- Cash register training: Brian made sure everyone in attendance had a copy of the register training manual and reviewed it with everyone. He spent extra time explaining how to charge credit cards with the new chips in them. He plans to follow up with the staff to make sure they are well-trained on the machine.
- Update on materials budget: Brian explained that we are on track to spend almost exactly our allotted amount on adult nonfiction books, music CDs, and DVDs for the rest of the fiscal year. The final orders for the year will be about the same size as normal.
- * Mary Ann asked whether we would avoid ordering in March as we have in the past. Brian responded that the February orders will go out on their normal schedule but that March orders will be placed at the end of February, in order to help Deb with the bookkeeping process. Brian told the group that anything they decide to order after the end of February should go in April carts.
- Lost/missing/claims returned items: Brian told everyone that there is money to buy replacements for these items before the fiscal year runs out and recommended that the staff responsible for ordering does this for their sections. Brian told everyone that he recently placed a replacement order for adult fiction, large print, and mystery books. He reported that he found about a dozen items that had been marked missing on the shelf and encouraged staff to look on the shelf for their missing items before ordering replacements.
- Music CD weeding: Brian told the group that he is currently weeding the music CD collection before our RFID project begins. He mentioned that there are a lot of CDs that haven't been circulating and that he plans to discard.
- Tasks during closing: Brian told the group that they should be thinking of projects they haven't had time to work on that we could assign to other staff during our RFID closing. He said they should let him know of any projects over the next few days.
- Hollie wanted clarification on why we are looking for other tasks during that time and thought it was in case we get done early. Brian replied that not all staff members can work on RFID conversion at once and that staff would be assigned other things to do while they are not working on it.

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- Kaela said that she has already been making a list of tasks and plans to go over them with children's staff. Brian asked Kaela to email him the list once it is complete.
- Marketing online services: Brian asked the group to think of ways to market some of our ongoing online services. Some of the ideas the group came up with included:
 - Putting flyers and handouts on the new library program wall – Mary Ann has already been working on this
 - Putting banners up above that wall
 - Placing announcements next to the section of books that correspond to an online service, such as an announcement about Ancestry next to the genealogy books
 - Brian said he would see whether we needed to order any more display materials to do this
- The group also discussed word-of-mouth recommendations to patrons.
- Brian mentioned that patron use of some of these services has been down recently and that we should continue thinking about this.
- Mary Ann mentioned that Ancestry Library Edition doesn't always provide the in-depth research that some patrons request. Brian replied that it is a standard product for many public libraries and agreed that those who want to do more advanced research will need to purchase their own subscription of the full product.
- Summer newsletter deadline: Brian reminded everyone that the newsletter deadline for the summer will be on April 1. He noted that we are closed during the two weeks right before this and recommended getting as much planned as possible before then.
 - Kaela said that she and Sherri have already booked some outside performers but still need to work on in-house programs.
 - Mary Ann and Kaela talked about sponsors for this year's program and have already been planning this. Mary Ann said that McDonald's is now requiring that organizations who want donations for events such as this hold a fundraising night at their restaurant. She said she wasn't sure if that is something library management was willing to do and is already investigating other sponsors to take their place. Brian said he would get back with her on this.
 - The group then thought about possible sponsors for the adult program. Mary Ann said Baroda Tap & Grille didn't seem to want to participate in future programs. Brian also recommended not working with Chicago Grill again. Mary Ann suggested approaching the YMCA and also brought up a couple other local restaurants. The group agreed that Ricky's is always a good sponsor but will think of other ideas.
 - Mary Ann said she would be willing to help with the adult program again this year but mentioned that it is difficult for her to line up sponsors when she doesn't have the authority to actually purchase the prizes or set up times to get them. Brian said he would think about how to make this go smoother this year.

- Mary Ann suggested that we give out gift cards for use at the Friends of the Library book sale room for prizes this year. She acknowledged that this would require coordination with the Friends. Brian thought it was an interesting idea and said he would take it into consideration. Mary Ann also said she still has some library bags and blankets that could be used for prizes.
- Hollie said that she will again be doing the summer reading calendars she has done in the past and that information for that should also be turned in by April 1.
 - Mary Ann mentioned a couple of schools near the border of our service area and asked Kaela whether she thought enough kids there would be interested in our program to make it worth promoting there. Kaela said she would investigate and get back with her.
- Staff trainings: Brian told the staff to continuously be thinking about parts of their job for which they could use more training. He told everyone that he wants them to feel as comfortable in their ability to do their job as they can be.
- Mick said he would like more general computer training. Brian brought up the computer printing training he offered a couple years ago and said he would try to offer it again.
- A couple people mentioned they want a review of how the scanner works. Brian also took note of this.
- Mary Ann and Hollie told Mick about the teen reader's advisory brochures that Hollie has created and said they would be useful for helping teens with book recommendations. Hollie then added that she is creating a new "gentle reads" brochure to add to the display, though it is difficult to find good titles for this.
- Reports: Brian told the group that because the board meeting was pushed back a week, those who turn in monthly reports should have them by February 17 at 1:00 p.m.
- Winter Reading: Brian told the group that we already have more participants for this year's adult winter reading program than we had all of last year. He attributed the higher numbers to increased efforts by the staff to promote the program at the circulation desk.
 - Mick thought that Mary Ann in particular was doing a good job promoting the program.
 - Hollie then updated everyone on the teen winter reading program. She reported that we are close to matching last year's numbers. She will plug the program at the upcoming Teen Advisory Board meeting and believes she will get more participants this way.
 - The group got into a discussion about other possible programming ideas. Mary Ann discussed her phone conversation with Laurie Marshall about the possibility of offering parliamentary classes. She explained how the rules that Laurie's group teaches can be applied to many types of meetings. The group agreed this was a good idea, especially in an election year. Hollie seemed to think this may be something teens would be interested in as well.
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- Brian mentioned that he has been thinking about starting a writing group here. Mary Ann suggested that he reach out to the writer's group that sometimes uses the library's meeting rooms. Hollie talked about her program she has offered in the past where teens would review the writing of other teens. She said it went well and thought adults would be willing to do this too. Brian said that he believes many people know how to be good writers but don't know how to go about marketing themselves or are afraid to take the next step after writing a book. Brian said he would think about how to proceed with this for the fall.
- Mary Ann and Kaela discussed their plans for the upcoming Maker Monday.
- Eric, Kaela, Linda, Kathy, and Marie had a meeting on January 20, 2016 to discuss how to move forward with the Children's Re-cataloging project.

Children's Cataloging Meeting Minutes – 1/20/2016

In the Children's Cataloging Meeting, topics covered were: establish who are the members of the project, who will be doing what tasks, what are the phases of the project, when are the phases of the project projected to be finished, and what are the criteria of each phase.

The meeting recognized the members of the project and their roles. The Project Managers are, Eric and Kaela; the Cataloger's are, Eric and Linda; and the Labelers are, Marie, Kathy, and Kaela.

The following topic involved differentiating the different phases of the project. Each phase will indicate the collections that are to be created or expanded. The project began with the beginning readers which spanned from September 2015 until January 31, 2016. This phase involved consolidating the "I CAN READ," "Beginning Readers," and "Rookie Readers" sections into a "Beginning Reader" section. The new holdings code will be LTCBR and the label will specify whether it is fiction or nonfiction; BEGIN EF or BEGIN DEWEY.

The next phase of the project will involve expanding the Junior Non-fiction collection. The collections being incorporated into this collection are the "Easy Biographies," "True Books," and "Easy Non-fiction." The "Easy Biographies" will now have the holdings code LTCJNF and the label "J 921". The "True Books" and "Easy Non-fiction" will have the holdings code LTCJNF and the label "J DEWEY". Kaela was asked to explain why she was removing the "Easy Non-fiction" collection. Kaela responded that she did not really feel that it was necessary, and it made searching for items too confusing. Ultimately, she wants patrons to become accustomed to using one section for Non-fiction items. This phase of the project is projected to be finished by May 2016.

Following the aforementioned phases, the project will focus on the "Board Books" and "Holiday Books" collections. The goal of this phase of the project is to make sure that all Board Books have the holdings code LTCBB and the label beginning with "BOARD BOOK EF", and the "Holiday Books" have the holdings code LTCH and the label beginning with "HLDAY EF" or "HLDAY DEWEY". The holdings code will concretely form these collections and allow staff and pages to easily locate these items within the building. These phases of the project are projected to be finished by the start of the Summer Reading Program.

The final phases of the project, which will be covered in later meetings, are the “Children’s Music”, “Fairy Tales”, and “Junior Picture books”. The project will resume with the “Children’s Music” collection after the Summer Reading program.

Eric, Kaela, Linda, Kathy, Marie, and Mick completed transferring the Easy Biographies to the Junior Non-fiction on February 12, 2016. This process involved applying a new holdings code, fixing up the Easy Biography catalog MARC records, and printing new labels for these items. Eric began transferring the True Books to the Junior Non-fiction section on February 15, 2016.

Goal 5: Marketing: We will market the library to increase awareness and interest in using the library’s programs and services among those in our service area.

5.2.2 Configure the Web site and customize the monthly program calendar.

- General login credentials were created by Eric on February 12, 2016 in order that public can login to the library databases. They are the username lincoln@lincolnlib.org and the password Database1. The login credentials were given to Brian to apply them to the databases. Finally, they will be given to Hollie to post on the website.

5.3 We will continue improving the library newsletter, expanding features and using expert newsletter formatting and editing techniques.

- Our Early Literacy Newsletter for February went out the first week of the month. It is now reaching over 80 people via email, as well as many that pick up a paper copy in Rosetta’s House/Children’s Deskat story time.

Goal 6: Staff: (Internal) We will recruit, hire, train, support and use our human resources (staff and volunteers) to provide quality service.

6.2.3 Investigate ways that Friends and volunteers can provide onsite assistance to LTPL staff.

- Carol Norbey and Wendy Subrin have started helping the Friends sort and box book donations.

A meeting was held by Eric and the Cataloging/Technology Department Staff on January 14, 2016.

Cataloging/Technology Meeting Minutes

The Cataloging/Technology Department discussed receiving shipments, holds, and the Children’s Cataloging Project. Several people contributed to the discussion concerning receiving. The staff identified the connection between holds and receiving. All of the staff agreed there are issues with the Pink Cards and this helped the staff to see that a new system is needed for identifying holds when items arrive.. The staff suggested setting up a schedule for purging the cards, or looking in the system for pink cards and separating the cards into two piles, in system or not in system. Felicia brought up the suggestion that the department try a pink card file. The department will reevaluate the new system in 3 to 6 months and put the vendor on the pink request cards. Linda also brought up the suggestion of a central location for orders, such as an excel spreadsheet.

Another issue involved understanding the “ON ORDER” holds report. This report notified the catalog staff of any holds that exist for books with a status of “ON ORDER”. However, Bridgman or St. Joseph

patrons were placing holds with their Bridgman or St. Joseph cards for pickup at Bridgman or St. Joseph. This caused the catalogers to believe holds existed at the LTPL. Eric suggested limiting those items to online Lincoln Township Public Library.

In regards to in-house holds, staff suggested that the Pages pull “in transit” holds. Vicki suggested that patrons wait 24 hours to get these in-house hold materials. Vicki also alerted the staff that when a hold that is listed in the envelope at the top of the LS2 Staff Circulation screen is erased, the holds stay but the list is erased.

Several concerns were made about the Children’s Re-cataloging project. One concern involved removing the “Easy Non-fiction” section. Felicia noted that the librarians must match the audience with the project. More specific, some materials are geared towards a younger audience and should be separated from the older kids materials. Staff also suggested that Kaela attend meeting with the Catalogers and establish a system in writing for the project team.

6.1 We will review current workloads and rewrite job descriptions and performance measures to ensure that no bottlenecks or slowdowns in work processes occur.

- The job descriptions of the Head of Cataloging/Technology and the Head of Public Services were sent to Brian Mortimore at the Kent District Library for editing. I held a phone conference call with Brian Mortimore to go over job descriptions on February 16th. We are working on the last four job descriptions at this time.
- The weekly manager meetings are being held on Wednesday mornings. The minutes are being put on the server by Eric to allow for easier access.

6.1.2 Cross-train staff so no area of service is without competent staff any hour the library is open.

- Eric finished the Cataloging Children’s Materials Manual February 5, 2016 and began the Cataloging Adult Book and Spoken Word Materials Manual February 8, 2016. The goal of creating these manuals is to enable all cataloger’s to catalog all materials. ADJOURNMENT

For the good of the library: Mary Hill informed us that 342 surveys have been returned at this point. The Early Literacy room will have a zoo theme for March. John Smietanka announced he is soon to be a grandfather!

Meeting adjourned at 8:24 p.m. Next meeting is March 15, 2016, at 7 p.m.

Respectfully submitted,

Diane Nye, Secretary substituting for Mary Sundblad