

Lincoln Township Public Library Board of Trustees  
Tuesday, September 20, 2022 | 6:30 pm

Call to order: 6:36pm by President Megan Yore-Norbey

Present: Vice President Linda Stocker, Secretary Suellen Klein, Trustee Elizabeth Carlson, Library Director Joelle Wake

Absent: Treasurer Jennifer Cowan, Trustee Connie Weaver

Guest Introductions: Cindy Casper, Head of Library Services; Brian Johnson, Public Services Librarian.

Public Comment: None

Additions to Agenda: Suellen requested adding a funding request to #6 Community & Government Relations. Joelle requested adding a website information quote to #7 Building, Landscape, & Technology. The Board agreed to these changes.

#### Approval of the Agenda

- a). Approval of Minutes: Linda made a motion, seconded by Megan, to approve the minutes from the Board meeting July 19, 2022. The motion passed unanimously.
- b). Approval of Treasurer's report: Liz made a motion, seconded by Linda, to approve the Treasurer's report for July-August 2022 with check #'s 20483-20554. The motion passed unanimously.
- d) Correspondence: None

#### Director's Report July/August 2022

##### *Agenda Items*

Policy revisions to circulation rules, library card renewals, student library cards and holds, plus policy for Mobile Hotspots. Approval for \$1 pay raise for the month of August to Brian and Hollie for being acting supervisors. Approval for coin/bill acceptor for patron print release station.

##### *Trustee Notes*

- Trustee Training 102: Advanced Trustee September 20 at 1 pm  
Webinar- <https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=2217>
- Trustee Roundtables (in-person) [Herrick District Library, Holland](https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/eventRegistration.jsp?event=2450) October 13 at 1pm - <https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/eventRegistration.jsp?event=2450>

##### *Building & Technology*

- We will be changing our print management system on Tuesday, September 27 to Envisionware. The new print management system includes wireless/mobile printing.
- Boeckle Heating & AC changed filters and some other preventive maintenance.
- We had our fire extinguisher tests. We had to replace two older extinguishers.
- In August the carpets were cleaned in high traffic areas.

- Deb did some roadside sign research since our sign warranty ended this summer. Scott from Art and Image explained that 95% of signs are maintenance free, but in the future new parts will not be available for signs over 7-10 years old generally. We should consider replacing the digital sign in the next 2-3 years since ours is already 8 years old. The cost to replace the existing LED would be close to 20k.
- The materials for the roof are in and we have an estimated timeframe of two weeks until they start.

**Computer Use Summary**

July	Users	Sessions	Average Time
Adults	225	653	00:32:30
Children	30	36	00:24:27

August	Users	Sessions	Average Time
Adults	233	746	00:30:30
Children	35	37	00:36:27

**Staff & Volunteers**

- New staff hired: Tess Fitzpatrick- Circulation, Cindy Casper- Head of Library Services, Jenna Zielinski- Circulation, Jennifer Schrauben- Circulation, Dana Conard- Cataloging, Amy Nolan- Youth Services Associate. Kelly Nemitz was made full-time in July.
- Brian Johnston, Kyle Bartoszek, and I will be going to MLA from October 19-22.
- We had a morning all staff meeting on August 18. We discussed goals and strategies.
- We have an all-staff meeting scheduled for September 23 from 5-7 pm. Topics include: policies, procedures, new workflows that will be taking effect, and training on book repairs.

**Continuing Education & Meetings**

- Library of Michigan Director Meeting, August 12
- TLC New Director Meeting, August 17
- All Staff Meeting for Strategic Planning, August 18
- SMLC Director’s Breakfast, August 12
- SMLC Advisory Council, Coloma PL, August 25
- Freegal/Rocket Languages New Director Meeting, August 29

**Collections & Materials**

- The library is finally circulating our mobile hotspots.
- Circulation Statistics:

Circulation	July 2022	August 2022
Baroda	922	900
Royalton	2,214	2,043
Lincoln	9,730	9,090

**Finance**

- The penal fines check was deposited for \$144,925.91. This is a little up from the last two years, but is still considerably lower than the last ten years.

**Programming & Outreach**

**Library Wide**

- n/a

## Digital Services

- Freegal has been renewed for 2022-2023

Freegal Statistics	July 2022	August 2022
Active Users	24	22
Downloads	326	385

- Overdrive (Libby): SMLC renewed the consortium contract with Overdrive for 36 months. Our rate was \$1800 higher, but the terms did improve from a 25% hosting fee/75% content fee (previously 15% hosting/85% content).

Overdrive Statistics	July 2022	August 2022
Ebook Check-outs	1,460	1,310
Audiobook Check-outs	861	2,158

- Ancestry

Time Frame - Jul 2022 to Aug 2022					
Client 11504 - LINCOLN TOWNSHIP PUBLIC LIBRARY - MI					
	Searches	Database	Citation Image	Text	Total
	391	Ancestry Library Edition all databases	149	151	300
	391	Grand Total	149	151	300
	391	Total Unique Searches (Search Button Pressed)			

## Adult Services (Brian Johnston)

- Brian attended The Futures School training from July 11-13. It was a three-day program designed specifically for library professionals to get them to think about how best to prepare for the future in the profession. Tonight, he will be leading a group activity based on the training.
- Lake Effect Jazz was back at the library for the first time in three years on the evening of July 21. We saw 128 people attend the program, despite the fact that it was a somewhat rainy evening. Carol Reigle also spoke at the event to promote the Friends of the Library. The band did cut the performance a little short due to the weather.
- We have acquired a new Book Club to Go kit for our collection, *The Garden of Letters* by Alyson Richman.
- The Out of the Box Writers' Group donated \$147 to the library for Brian to purchase writing-themed books for the collection.
- A patron who is a regular for Brian's Tech Help, made a donation to the library to show her appreciation for all the help she has received.
- Kai, Janet, Kyle, and Brian all met to discuss adult book selection. Each person shared books that they would like to see added to the collection based on reviews and advertisements from Forecast magazine through Baker and Taylor.

Date	Program	Lincoln	Royalton	Baroda	Other	Total
7/1	Tech Help	0	0	0	1	1
7/8	Tech Help	0	0	0	1	1
7/11	Active Shooter Resistance & Defense Class	7	0	0	6	13

7/18	Tech Help	0	0	0	1	1
7/19	Tuesday Morning Book Discussion Group	5	1	0	2	8
7/19	Gentle Yoga and 7 Meditation		1	2	0	10
7/20	Google Sheets	3	0	0	1	4
7/21	Lake Effect Jazz Concert					128
7/25	Harry Potter Trivia Night	9	1	0	0	10
7/26	Tech Help	1	0	0	0	1
7/26	Tech Help	0	0	0	1	1
7/27	Google Slides	2	0	0	1	3
8/1	Active Shooter Resistance & Defense Class	3	0	1	5	9
8/2	Code Camp: Basics	5	0	0	3	8
8/9	Code Camp: Special Operations	5	0	0	1	6
8/15	eBay Class	4	2	0	1	7
8/16	Code Camp: Combined Coding Ops	2	0	0	0	2
8/19	Tech Help	0	0	0	1	1
8/22	Writers' Group Informational Meeting	2	1	0	3	6
8/23	Tuesday Morning Book Discussion Group	6	0	0	2	8
8/23	Tech Help	0	0	0	1	1
8/26	Tech Help	1	0	0	0	1
8/29	Fantasy Football Draft	3	1	0	1	5

### Youth Services (Kelly Nemitz)

- The youth department had a busy and very successful summer reading program. Highlights included Sunshine Story Time, which always had more than fifty participants and our Pokémon Card Battle that had over 31. Kelly and Hollie closed Rosetta's house for a day in order to update activities and play stations for the fall. The theme is "Travel Your World," which incorporates different cultures from around the world. The Kaleidoscope was changed for August and the children's room display case was changed. The display case now houses Joelle's PEZ collection, plus the history of the PEZ dispenser. Joelle created a back-to-school book display out of a book cart.

Date	Program	Age	Project Outcome	Lincoln	Royalto	Baroda	Other	Total
7/12/2022	Sunshine Story Time Pokemon	Early:Children	Youth:Literacy	30	1	8	15	<b>54</b>
7/12/2022	Card Battle	Children	Youth:Education	12	13	6	0	<b>31</b>
7/14/2022	Bubbleology Sunshine	Children	Youth:Amusement	15	3	0	3	<b>21</b>
7/19/2022	Story Time	Early:Children	Youth:Literacy	41	17	5	17	<b>80</b>
7/19/2022	Drumcommunity	Children	Youth:Amusement	21	3	8	2	<b>34</b>
7/26/2022	Sunshine Story Time	Early:Children	Youth:Literacy	38	8	4	13	<b>63</b>
7/26/2022	Lego Bricks Club	Children	Youth:Education	18	0	0	11	<b>29</b>
	Books w/ Friends (Book Handed Out)			8	3	0	3	<b>14</b>
7/27/2022	Books w/ Friends Pokemon	Children	Youth:Literacy	5	2	0	1	<b>8</b>
8/16/2022	Card Battle Lego Bricks	Children	Youth:Education	5	0	4	0	<b>9</b>
8/30/2022	Club	Children	Youth:Education	9	4	0	6	<b>19</b>

### Teen Services (Hollie Ayres)

- In July, we offered special events for teens including Ocean Jewelry, Pizza & Pages Teen Book Group, and our annual Harry Potter Party. Our annual teen summer reading party was held on August 10<sup>th</sup> with 23 teens in attendance. Our Junior Friends enjoyed their end-of-summer lock-in on August 12th. D&D Club started back up in August with a slow start, but numbers have picked up since school has been back in session. Our Teen Iron Chef competition was offered at the end of August with a dessert battle for 9 participants.

Hollie has gone through all of the surveys from the teen summer reading events. Several great ideas were shared, and she is planning to implement as many as possible in the future. Several requests were made for more jewelry/art programs for teens.

### Kids and Teens Summer Reading Statistics 2022

- Read-to-Me program**

252 Registered, L145, B7, R35, O61  
81 Finished the program, L49, B4, R7, O21  
150,979 minutes logged

- Elementary program**

425 Registered, L260, B25, R57, O83  
152 Finished the program, L97, B8, R19, O28  
283,577 minutes logged  
16 Programs offered for kids  
774 Attended events, L496, B50, R92, O136

- Teen program**

Summer Reading Stats 2022:  
163 Registered, L89, B14, R22, O38

82 Finished the program, L46, B6, R14, O16  
 128,964 minutes logged  
 10 Programs offered (including books handed out for book group)  
 165 Attended events (including books handed out for book group), L99, B23, R26, O17  
 24 Junior Friends donated 641 hours L15, B2, R5, O2

- **Teen Volunteers**

24 Junior Friends donated 641 hours, L15, B2, R5, O2

*News & Marketing*

- The Fall Newsletter is available and has been sent to households and brought to the township buildings.
- **Facebook Page** 25 new likes -21.9% – **Facebook Page visits** 352 -3.3%, **Facebook Reach** 4,408 +63%,

**Post Reach** 2.5K +59% (July to August)

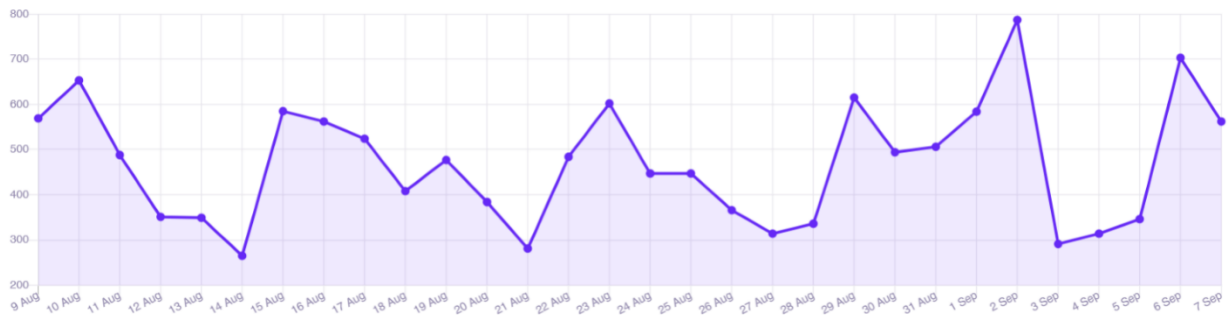
- **Website Statistics:**

**Sessions** 4,407 -22% Previous 30 Days

**Pageviews** 14,094 -16% Previous 30 Days

**Average Session Duration** 2 m 0s

**Pageviews-** last 30 days only



Data related to Adult and Children programming attendance will be used by the library staff to evaluate future programs.

The LTPL Board thanks Joelle on her Director’s Report providing extensive data concerning library activities.

Guest Brian Johnston shared information he learned at a recent professional development event: ‘Future Schools’. Brian led the Board in an exercise involving prioritizing the impact of trends and emerging issues.

Governance and Administration - (Yore-Norbey)

a) Baroda contract – Megan made a motion, seconded by Liz, to accept the Library Service Contract between LTPL and Baroda Township as offered by the township at their meeting September 19, 2022. The motion passed unanimously. The Board noted that previous contracts included millage rates; the contract beginning April 1, 2022 and ending March 31, 2026 provides a flat fee paid to LTPL. The Board will annually monitor the total millage amounts collected and amounts saved in escrow.

b) 2023-2024 Officers Committee- A Nominating Committee will be established in October and new officer appointments and committee assignments will be made at the Nov/Dec Board meeting.

### Community and Government Relations (Weaver)

- a) The Friends most recent bag sale profited \$168.00.
- b) Suellen reported that the Committee wants to celebrate Friend Appreciation Week October 16-22. Joelle has obtained a cookie donation for the Friends. Suellen made a motion, seconded by Linda, to use up to \$300 from #6345 (Advertising & Publicity) for T shirts for the Friends Board. The motion passed unanimously.

### Building, Landscape, and Technology (Carlson)

- a) Discuss building layout - Liz indicated that the roof material has arrived and work should begin in two weeks. There is as yet no information regarding when the HVAC work will begin. Liz and Joelle introduced the Board to various refresh options within the building envisioned by Joelle.
- b) Library App – TLC Go! and Pixelvine Website Design – Joelle shared preliminary information regarding an app and/or a website redesign to better serve our patrons. This discussion will continue in committee meetings at this time.

### Finance (Cowan)

Request for millage levy to Township – Linda made a motion, seconded by Liz, to accept the letter as required by the Lincoln Charter Township to levy the maximum millage allowed on the 2022 rate. A roll call vote was taken: Carlson – aye, Stocker – aye, Klein – aye, Yore-Norbey – aye. The motion passed unanimously.

### Strategic Planning (Klein)

The Committee will have information for discussion in October.

### Operations and Staff (Stocker)

- a) Mobile Hotspot Policy - Linda made a motion, seconded by Liz, to adopt the new Mobile Hotspot Policy dated 9/2022. The motion passed unanimously.
- b) Library Programs Policy revised – Suellen made a motion, seconded by Liz, to adopt the revised Library Programs Policy dated 9/2022. The motion passed unanimously.
- c) Reconsideration of an Item Policy revised - Linda made a motion, seconded by Suellen, to adopt the revised Reconsideration of an Item policy dated 9/2022. The motion passed unanimously.
- d) Extending Check-out Period and Library Card Renewal Policy revisions – Linda made a motion, seconded by Suellen, to adopt the Patron Card Policy revision dated 9/2022. The motion passed unanimously. Megan made a motion, seconded by Linda, to adopt a revised Check-out Period policy: all resources in circulation (except new books) will have a check-out period of three weeks and one automatic renewal. New books will have a two-week check-out period and one automatic renewal. The motion passed unanimously.
- e) School of Choice vs. Student and Teacher Cards – After explanation and Board discussion, Linda made a motion, seconded by Liz, that the proposed School of Choice Library Cards policy be adopted. The motion passed unanimously. Linda made a motion, seconded by Liz, to adopt the proposed Educator Library Card policy. The motion passed unanimously.

f) Acting Supervisors – Joelle shared performance review information of Brian Johnston and Hollie Ayres for the month of August. Based on the performance and highly effective assistance provided by these two employees, Linda made a motion to continue to pay Brian and Hollie an additional \$1.00 per hour worked in August as permitted by the union contract. Liz seconded the motion. The motion passed unanimously.

g) Coin/bill acceptor – Joelle explained the benefits of a coin/bill acceptor for our patrons' use when printing at the library. Suellen made a motion, seconded by Megan, that the library accept the Envisionware quote for \$3,496.08 dated 9/14/2022. Funding for this purchase will come from (#6305) Equipment & furnishings. The motion passed unanimously.

The LTPL Board thanks Joelle for her significant efforts in policy writing and revision this month.

For the Good of the Library:

The Chairman of the Stevensville Community Fun Day thanks Library Director Joelle for her assistance in facilitating the popular and well-attended senior bingo activity.

Upcoming Service Area Meetings:

a) Royalton Township: October 10 - Second Mondays at 7pm  
980 Miners Rd., Saint Joseph, 49085

b) Lincoln Township: October 11 - Second Tuesdays at 7pm  
2055 W. John Beers Rd, Stevensville, 49127

c) Stevensville Village: October 12 - at 6pm  
5768 Saint Joseph Avenue Stevensville, 49127

d) Baroda Township: October 17 - Third Mondays at 7pm  
9091 1st Street, Baroda, 49101

Adjournment: 8:45pm

Next meeting October 18, 2022

Respectfully submitted,  
Suellen S. Klein