

Lincoln Township Public Library Board of Trustees
Minutes: Tuesday, October 18, 2022 | 6:30 pm

Call to order: 6:34pm by President Megan Yore-Norbey

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

Absent: None

Guest Introductions: Jim Scarpone, Scarpone & Company, P.C. CPAs; Deb Christensen, Head of Finance & Operations

Mr. Scarpone presented the auditor's report of the financial statements of the governmental activities and the general fund of the LTPL as of and for the year ended March 31, 2022. His report indicated the library is in an excellent financial state.

Public Comment: None

Additions to Agenda: None

Approval of the Agenda

- a). Approval of Minutes: Connie made a motion, seconded by Linda, to approve the minutes from the Board meeting September 20, 2022 with changes. The motion passed unanimously.
- b). Approval of Treasurer's report: Linda made a motion, seconded by Suellen, to approve the Treasurer's report for September 2022 with check #'s 20555-20589. The motion passed unanimously.
- d) Correspondence: None

Governance and Administration - (Yore-Norbey)

- a) 2023-2024 Officers Committee: Megan indicated she will be contacting members of the Board for their ideas/suggestions for roles/officers. New officer assignments will be made at the Nov/Dec Board meeting.
- b) Board of Trustees Meeting Dates: A motion was made by Liz, seconded by Jenny, to accept the proposed meeting dates for 2023 and to omit reference to "working meetings" as such meetings have proven infrequent. The motion passed unanimously.

Community and Government Relations (Weaver)

- a) The Friends most recent bag sale profited \$188.00.
- b) Total monthly proceeds for September were \$1,062.30.
- c) Suellen shared samples of cookies honoring the Friends and T shirts given to the Friends' Board in celebration of National Friends Week. The Library Board thanks Sweet Chick Cookie Company for their generous donation of cookies and their support of the library!

Building, Landscape, and Technology (Carlson)

- a) How to Proceed with Building Refresh: Following discussion requested by Liz, Joelle will contact Pearson Construction and Demco for updated quotes on projected work and equipment. The committee will continue to discuss additional refresh options. Fundraising plans will be included in the committee's agenda.

Finance (Cowan)

- a) Budget Revisions: Jenny explained the change in the budget due to the addition of the Baroda contract. Liz made a motion, seconded by Connie, to accept the Proposed Revisions to the 2022-2023 budget. The motion passed unanimously.

Strategic Planning (Klein)

- a) Smart Goals: Suellen summarized the efforts to develop Smart goals for the strategic plan. Copies of the goals were distributed; Board feedback was requested prior to the next meeting. The Board agreed to publish the updated Strategic Plan on the LTPL website.

Operations and Staff (Stocker)

- a) 2023 Library Closing Dates: A motion was made by Linda, seconded by Liz, to accept the proposed closing dates for 2023. The motion passed unanimously.
- b) Employee Handbook: A motion was made by Megan, seconded by Liz, to accept the revised handbook. The motion passed unanimously. The Board thanked all those involved in the work on this project.
- c) Policy 5.8 Update: A motion was made by Liz, seconded by Suellen, to accept the revised policy 5.8 - Contracting for Goods, Services, and Works of Improvement. The motion passed unanimously.
- d) Policy 4.1 Update: A motion was made by Linda, and seconded by Connie, to accept the revised policy 4.1 – Computer and Internet Use. The motion passed unanimously.

Director's Report

Joelle reported that Deb Christensen, Head of Finance and Operations, has submitted her resignation effective November 18, 2022.

Trustee Notes

- October 27, 2022 - Trustee Roundtable - Library of Michigan- 01:00 PM - 03:30 PM Library of Michigan, 2nd Floor Lake Erie Events Room 702 W. Kalamazoo St. Lansing, MI 48915

Building & Technology

- Our wireless printing is now available via our print portal on the website.
- The damaged carpet in the children's room has been replaced.
- The South/Southwest unit was not heating because of a failed air temperature sensor. IT was replaced and is working fine.
- Exit signs were inspected and a few batteries needed to be replaced.

Computer Use Summary

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

Digital Services

Freegal Statistics	September 2022
Active Users	21
Downloads	325

Overdrive Statistics	September 2022
E-book Check-outs	1,197
Audiobook Check-outs	846

Ancestry - Sep 2022 to Sep 2022					
Client 11504 - LINCOLN TOWNSHIP PUBLIC LIBRARY - MI					
	Searches	Database	Citation Image	Text	Total
	44	Ancestry Library Edition all databases	36	8	44
	44	Grand Total	36	8	44
	44	Total Unique Searches (Search Button Pressed)			

Staff & Volunteers

- N/A

Continuing Education & Meetings

- MI Public Library Director Meeting, September 9 at 2 pm - virtual
- Michigan TLC User's Group, September 13 at 2 pm – virtual
- Library of Michigan's "Completing the Annual Report/State Aid Application", September 19 at 10 am – virtual
- Sean from Pixel Vine, September 19 at 10 am – phone
- SMLC Director Chat "Policies with Anne Seurnyck," September 29 at Ostego Public Library.

Collections & Materials

- The Children's Department purchased and is circulating Vox Talking books. These books combine popular print books and audio books into one piece. Children simply push a button to begin the story. As they listen, they can read along by following cues in the audio. They are on our shelves right now, ready to check out!

Circulation Statistics:

Circulation	September 2022
Baroda	833

Royalton	1,424
Lincoln	7,570
Other Borrowers (FEE, BS, SJ, BR)	3,425
TOTAL	13,252

Finance

- 2022 Estimated Tax Revenue Total: \$996,749.45
Based on taxable value of all LCT properties 766,730,344.00
2021 Estimated Tax Revenue Total: \$952,593.86
Based on taxable value of all LCT properties 732,764,505.00
- Budget Revisions with Baroda Funds

Programming & Outreach

Library Wide

- Joelle and Kelly Nemitz attended Community Fun Day, September 10 from 11-4 pm. We did a science experiment with families, handed out books and candy. Attendance, 123.
- Joelle did Story Time at the parks in Royalton and Baroda, September 17 11 am and 1 pm. Attendance 11

Public Services

Head of Public Services, Cindy Casper

Meetings/Professional Development:

We had an all staff meeting this month that updated staff on the new circulation rules, adding additional card types for students and educators, learned how to repair items and played a fun Jeopardy game.

Brian and Kelly attended a webinar on implementing Sensory Storytime, that they plan to incorporate in the next quarter.

The Associates, Joelle and Cindy, met twice this month to hash out the new expectations and program submission details for the winter quarter. We would like to see at least one “All Ages” program per quarter that has the potential to draw in a bigger crowd.

Cindy and Joelle conducted some interviews for the open Circulation Specialist position and offered the position to three great candidates but they were unwilling to take the position at the current starting salary. One candidate wasn’t a great fit.

Cindy began meeting with the associates for One-on-One meetings to get a better understanding about everyone’s tasks and responsibilities. Those meetings will continue into October.

Programs:

Brian and Kyle offered 8 different adult programs this month that attracted 74 attendees in total. The Card Making Workshop (17) and the Chocolate Fountain (13) were the most attended and we had

several patrons mention how they enjoyed both programs. They also had 6 patrons scheduled for a one-hour Tech session.

Kelly offered 7 different Family Storytimes that had 143 attendees in total. Her and Kyle teamed up to offer a Pokémon Card Battle series for the Fall quarter. They had 15 youth come to the first session. And the youth book club had 11 readers.

Hollie has a weekly D&D Club for the teens that gets a steady number of 6-9 kids each week. The monthly Teen Advisory Board is still going strong with 9 attending. Teens had a total of 35. I asked Hollie to speak with that group about developing a Summer Reading promotional video. The teen book club had 5 attend this month.

Amy jumped right in to her position as the second Youth Associate. She has offered some great suggestions for workflows, display and program ideas for the Winter quarter.

Projects:

We added items to our talking books collection that were purchased from Vox books at a discount from the consortium. We ordered 10 picture books to start. These books come with a built-in player that reads out loud, and has a variety of books ranging from picture books to chapter books for youth. We will continue to grow that collection.

Staff changed bulletin boards and décor to a fall theme. With the addition of Library Aware staff have been encouraged to create more book displays and program flyers to have on display. The glass display case featured Banned Books and resulted in circulation and great conversation with customers.

Staff have continued the relabeling project that began at the beginning of the year. With more staff to assist they are moving right along. There is not a deadline for finishing that project but with Dana and Jennifer helping it shouldn't take as long.

This month was spent looking at workflows and processes that could be condensed or eliminated to create a better environment for staff and customers. I want to see staff have more time to do tasks that make a bigger impact on our services and allow more time to spend interacting with customers instead of doing busy work.

Kati Hooper from the middle school reached out to get library cards for the entire school. Woo Hoo! I have been in contact several times to facilitate this process. Currently the school has the applications and will send them home with the students for a parent's signature. We gave them a deadline of October 21st to return the forms so we can get any of the 615 students and 38 staff members cards that don't already have one. I am reaching out to all the schools in our service area to offer the same agreement.

Highlights:

Several staff have volunteered for the new Staff Advisory Committee. I'm excited to see what they come up with.

The newer staff (including myself) are starting to settle in nicely in our roles. I have begun doing 30, 60, 90-day reviews with Jennifer, Jenna and Tess. All three of them have been doing great and have been an asset to the organization.

	Adult	Juvenile/Teen	Total
Total Circulation – All Collections			13,252
New Cards - Issued	Resident – 48 Non-Resident - 11	Resident – 9 Non-Resident - 2	70
Programs – Total	8	3 Juv/3 Teen	14
Programs - Attendance	74	169 Juv/35 Teen	278

News & Marketing

- We just purchased Library Aware for staff to start using. Library Aware helps libraries connect with readers and keep them engaged. Library staff can use the templates and tools provided to create newsletters, bookmarks, shelf talkers, flyers, social and digital displays and more for promoting books and resources throughout the library and beyond.

Joelle Wake
Library Director

For the Good of the Library:

- a) Linda complimented Joelle for rapidly sharing information about the library's new wireless printing option directly with local school administrators for distribution to students.
- b) Joelle reported 34 people in attendance at story hour she held at the Lincoln Township Fire Department Saturday, October 15.
- c) A member of the public suggested revision of the traffic pattern directions in the library parking lot, citing safety concerns.
- d) The same member of the public commented on the rate of overdue fees for audiobooks, indicating she felt they are too high.

Upcoming Service Area Meetings:

- a) Royalton Township: November 14 - Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085
- b) Lincoln Township: November 8 - Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127
- c) Stevensville Village: November 9 - at 7pm
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: November 21 - Third Mondays at 7pm
9091 1st Street, Baroda, 49101

Adjournment: 7:55pm
Next meeting December 6, 2022

Respectfully submitted,
Suellen S. Klein

