

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

Call to order: 6:31pm 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

Public Comment: None

Guest Introductions: Vicki Rausch – TLC University

Vicki reported on her recent attendance at TLC University and shared several new features available. She (and the library staff) is preparing for a major update in January 2023.

Additions to Agenda: None

Approval of the Agenda

a) Approval of Minutes: Connie made a motion, seconded by Liz, to approve the minutes from the Board meeting October 18, 2022 with one spelling change. The motion passed unanimously.

b) Approval of Treasurer's report: Suellen made a motion, seconded by Liz, to approve the Treasurer's report for October 2022 with check #'s 20590-20637. The motion passed unanimously.

c) Correspondence: None

Governance and Administration - (Yore-Norbey)

a) Approve 2022 audit: Linda made a motion, seconded by Connie, to approve the 2022 audit presented at the October 2022 meeting by Jim Scarpone, CPA. The motion passed unanimously.

b) Amend Board of Trustees Meeting Dates: A motion was made by Linda, seconded by Jenny, to amend the proposed meeting dates for 2023 with one calendar date change. The motion passed unanimously.

c) Committees/Officers for 2023-2024: Jenny made a motion, seconded by Suellen, to accept the proposed committee/officer assignments for 2023-2024. Megan expressed her appreciation for the opportunity to serve as Board President for two years.

Community and Government Relations (Weaver)

a) The Friends book store proceeds for August & September were \$1,589.55

b) There is a bag sale scheduled Saturday, December 10

c) The Friends have moved into new 'lodgings' in the library and express gratitude for their increased work space.

d) The Friends are contributing \$4,591 for the purchase of new tables for the library. The Board thanks the Friends for their ongoing support of LTPL.

Building, Landscape, and Technology (Carlson)

Building "Refresh" Update: The committee met with Matt de Bear of Library Design Associates (LDA) to discuss planning and project management of the "Refresh". Liz presented a proposal

from Mr. de Bear outlining the services LDA would provide to LTPL. Barring a delay in the planning process, there will be no charge to LTPL for LDA’s services. With a delay in the planning process, an amount not to exceed \$13,125.00 may be charged. Liz made a motion, seconded by Linda, to accept the proposal from LDA and move forward with planning. The motion passed unanimously.

Finance (Cowan)

Commit this FY Year Tax Assessment for next FY use (GASB 54): Jenny made the following motion: Per GASB 54, tax money received from this fiscal year's tax assessment is committed for next fiscal year's use. Linda seconded the motion. The motion was unanimously carried.

Strategic Planning (Klein)

Strategic Plan Goals & Scorecard: The goals and scorecard shared at the October meeting elicited no further discussion. Director Joelle will publish the updated Strategic Plan on the LTPL website.

Operations and Staff (Stocker)

- a) Amend 2023 Library Closing Dates: A motion was made by Connie, seconded by Linda, to amend the proposed closing dates for 2023. The motion passed unanimously.
- b) Employee Handbook Revisions: Policies 5.8 and 7.8 Update: A motion was made by Linda, seconded by Jenny, to accept the revised policies.

Director’s Report October/November 2022

Trustee Notes

- n/a

Building & Technology

- Backflow preventer inspection – passed October 19, 2022.
- Alarm Inspection Certificate (sprinklers/fire) - October 19, 2022
- The roof is on hold with Future Construction until spring 2023. They didn’t receive all the materials in time to complete the job this fall.

Computer Use Summary

	October Sessions	November Sessions
Adults & Children	430	475

Digital Services

Freegal Statistics	October	November
Active Users	20	22
Downloads	362	321

Overdrive Statistics	October	November
E-book Check-outs	1,107	1150

Audiobook Check-outs	906	819
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Ancestry - October 2022 to November 2022					
	Searches	Database	Citation Image	Text	Total
	32	Ancestry Library Edition all databases	1	7	8
		Grand Total	1	7	8
	32	Total Unique Searches (Search Button Pressed)			

Staff & Volunteers

- Emily Bash was hired and onboard as a circulation assistant.
- Cindy received a continuing education grant for \$1,600 to attend the January 27-30 LibLearnX in New Orleans.
- All of the staff have been relocated to the main staff offices area.
- The Friends of the Library book shelves and some file cabinets have been moved from the staff area and QRR into the former youth staff area.
- The Friends are helping us purchase 12 new tables. We are splitting the cost of \$9,180.00 (total each \$4,591.00).
- The board is welcome to join us for our staff holiday dinner at the library on December 9 at 6 pm.

Continuing Education & Meetings

- October 11 – Michigan Libraries and Amazon Business webinar
- October 13 – Library Calendar Demo
- October 19-21 – MLA at Port Huron, MI
- October 24 – FE Technologies Meeting with Dustin Lamm
- October 26 – Meeting with Interim Director, Paula Stakley at SJPL
- October 27 – SMLC Advisory Board Meeting at Portage District Public Library
- November 1 – Cleaning Seminar (Carl & Joelle) with Roger Behnke from KSS
- November 7 – Tour and meeting with SMLC Director and Ostego Library Director, Andrea Estelle at LTPL
- November 8 – Special Conference with Union Representative
- November 10 – Meeting with Pearson Constructions, Sean Ebbert at LTPL
- November 15 – BABA Board Meeting at Tabula Rasa
- November 16 – Meeting with Verkada
- November 16 – BCF TEAM GOOD Presentation at BCF
- November 18 – Meeting with Marc Dreyer from ControlNet Smart Buildings at LTPL
- November 21 – TLC meeting with Beth Lentz for 5xMigration

Collections & Materials

- We will be circulating DVD Binge Boxes soon. Binge boxes have themed DVDs and include popcorn and a box of candy.

Finance

- n/a

Programming & Outreach

- Joelle, Cindy, and Kelly attended Baroda's Trail and Treat. We made slime and painted pumpkins with 420 kids and adults.

Public Services

October 2022

Head of Public Services, Cindy Casper

Meetings/Professional Development:

Associates attended many trainings this month including in person and webinars. Hollie watched the School Library Journal Day of the Dialog webinar. Hollie and Kellie attended the B&T title talks conference in Grand Rapids. Kelli watched Simon & Schuster's spring Preview webinar. Amy started attending the MI Youth meetings and began the Youth Services Basic workshop in Niche Academy. Kyle and Brian attended MLA Annual Conference for 3 days with Joelle. Brian reported on 3 of his favorite sessions, that resulted in staff getting certified and our location becoming a Sensory Friendly building.

Hollie trained Cindy on the outdoor electric sign. Deb trained Cindy and Joelle on the cash drawer. Vicki trained Cindy on how to process ILL.

Joelle and Cindy meet with Trudy Menke to talk about hiring her for our Staff In-Service day.

Programs:

Teens - There were **3** different programs for teens this month: Super Smash Tournament (14), the weekly D&D (average 6) and a Teen Halloween Party (13). We also had 9 attend the TAB monthly meeting. The Teen Halloween party was popular with 8 kids dressing up for the costume contest, snacks and crafts. Pictures were included.

Kids – We had **3** different programs for kids this month. Weekly Family Story Time (average 16), Pokémon (15) and Lego Club (23). Kelly and Amy had a scavenger hunt and creation station craft out for kids to participate all month long. Kids are enjoying the extra things to do when they come in.

All Ages – We had **2** programs for all ages this month. Life-Sized Clue (17) and Haunted Ginger Bread houses (45). Kelly had to add another Ginger Bread program once her first program filled up. Staff voted on the top 3 and those families won a prize.

Adults – There were **7** different programs for adults this month. Trivia (17), Tech Help (2), Yoga (15), Genealogy (10), Writer's Conference at Niles (26), Book Club (6), Medicare (28).

Outreach – Kelly, Joelle and Cindy attended Baroda's Trail & Treat event (420). We made slime and painted pumpkins. We quickly ran out of slime but had pumpkins to paint the entire event.

Projects:

The youth department starting going through items in the back storage area to get things organized. Eventually that space will be used for programming supplies for everyone.

Brian applied for a Wellness grant with the FOTL group for \$10,000.

Garry Lange from Biggest Little Baseball Museum set up memorabilia display for the upcoming Will Horton program. It has drawn a lot of attention.

Conducted several interviews in October. Many people turned down the position because the starting wage is too low. Emily Bash accepted a position and started working on Oct. 31st.

Joelle and Cindy visited the St. Joseph Maud Library to ask some questions about processes and workflows. It was a great opportunity to develop some professional relationships. The staff was friendly and willing to help any way they can.

Highlights:

Brian spoke at the Southwest Michigan Writer’s Conference on Kindle Direct Publishing.

Many customers have commented on the glass removal around the circulation desks and happy that we are checking out at the youth desk now.

	Adult	Juvenile	Teen	Total
Total Circulation – All Collections	3,271	4,941	389	8,601 (12,096 w/renewals)
New Cards - Issued				Adult Resident – 43 Adult Non-Resident - 11 Juv Resident – 11 Juv Non-Resident – 2 Educator – 1 School of Choice - 1
Programs – Total	8	13	8	
Programs - Attendance	104	217	70	
Outreach		420		420
Reference				Main Desk 242 Youth Desk 219

*Juvenile program total includes “All Ages” programs

November 2022

Cindy Casper – Head of Public Services

Meetings/Professional Development:

Hollie and Cindy attended several sessions online for the TLCU Annual Conference.

Hollie and Kelly attended the Youth Literature Webinar.

Hollie attended the Transforming Teen Services Conference in Grand Rapids.

Brain attended the webinar Suicide Prevention for Veterans.

Kyle attended a webinar on incorporating games into programming.

Programs:

Teens - We offered **3** programs for teens this month. Where are we eating (10), weekly D&D (27 total), Teen Book Club (5 attended, 7 books handed out)

Kids – We offered **3** programs for youth this month. Family Story Time (56 over all 6), Pokémon (20), Lego Club (11)

All Ages – We offered **1** program. Board Games (13)

Adults – We offered **7** programs for adults this month. Google Sheets (2), Chriss Lyon Author (23), Tech Help (3), Book Club (4), Trivia (2), Candy Sushi (8) and Google Slides (2)

Outreach – Middle School (600)

Projects:

- I discussed with Brian and Kyle the idea of ordering our large print items from Center Point on a standing order basis and fill in the gaps from B&T as necessary.
- Brian has reached out to several assisted living facilities about offering doorstep delivery and providing monthly programming. He will follow up soon.
- We provided applications to all the students and staff at Lakeshore Middle School. Hollie and Amy returned with the completed cards and presented during their morning assembly of 600 students. They provided literature of what they can get with their library card and a snack for everyone. We received applications back from Stewart and Roosevelt Elementary and will get those cards back within the next couple weeks. A link has been provided on the website for educators to request classroom visits or library visits.
- Amy put out a Veteran's Day display with blank cards to send to Veteran's overseas. She received 40 cards to send to Support Our Troops organization.
- Amy provided a survey for homeschool groups to begin gathering ideas that will help us support that customer base. At the end of the month, youth staff will determine the best services or programs to produce the maximum attendance.
- We rolled out the TALK service. At this time only one person is signed up to receive the texts.
- Staff were moved from the back "youth" area into offices and desks in our back staff area. We continue to sort through and inventory the storage space back there.
- Youth staff changed the themes in the department to a wintery theme. The kids love the new items to interact with.
- We created a plan to move the Teen Graphic Novels away from the Children's Graphic novels, and make the children's DVDs more visible. We will also be doing some shuffling to remove all collections from carts and onto shelves.
- I have been working through some reports to try to clean up things before your TLC upgrade. Brian and Janet have been helping with a couple of those reports.

Highlights:

- Lots of staff shuffling around this month due to position changes. That put Jenna and Dana off desk a lot this month for training.
- Most of the circulation staff have been very good about covering open shifts and willing to switch their days to work. This has been helpful with coverage.
- I meet with several of the newer staff for their 60- & 90-day check ins. Everyone has been right on track with where they should be for the length of time they have worked here.

	Adult	Juvenile	Teen	Total
Total Circulation – All Collections	2,832	4,577	321	7,730 (10,158 w/renewals)
New Cards - Issued				Adult Resident – 34 Adult Non-Resident - 8 Juv Resident – 31 Juv Non-Resident – 0 Educator – 5 School of Choice - 42
Programs – Total	7	4	3	
Programs - Attendance	44	100	42	
Outreach				400
Reference				Main Desk - 85 Youth Desk - 100

*Juvenile program total includes “All Ages” programs

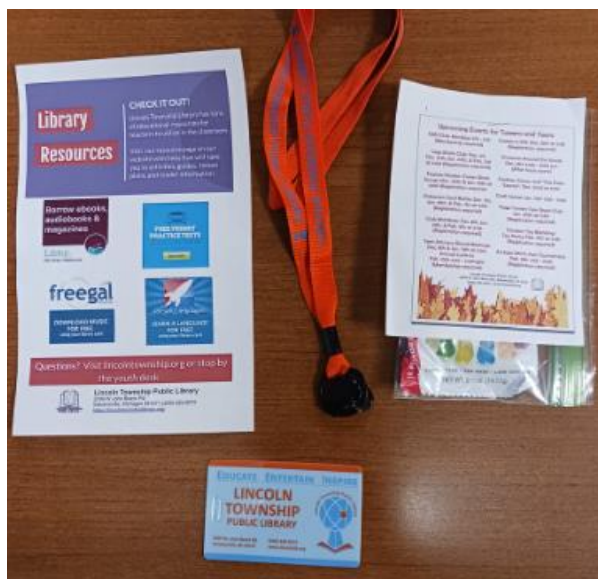
News & Marketing

- From 08/30/22 through 11/30/22 we reached **6,053 Total Users** through email and widgets
- **391 Clicks Total** # of times links were clicked (104 links)
- **22 Social Posts** Total items posted to social media
- **90 Print Items** Total print items created

LINCOLN TOWNSHIP PUBLIC LIBRARY

We appreciate Lincoln Township Public Library's partnership as they strive to provide every Lakeshore Middle School student with a library card. Our students enjoyed the presentation at Family Meeting and LOVED the Alabamese gummy bears at lunch! Thank you!

Lakeshore Middle School



Other

- n/a

Joelle Wake
Library Director

For the Good of the Library: The Board complimented Joelle and the library staff for the tremendous efforts being made in meeting our patrons' needs and wants.

Upcoming Service Area Meetings:

- a) Royalton Township: December 12 - Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085
- b) Lincoln Township: December 13 - Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127
- c) Stevensville Village: December 14 - at 7pm
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: December 19 - Third Mondays at 7pm
9091 1st Street, Baroda, 49101

Adjournment: 7:38 pm
Next meeting: January 17, 2023

Respectfully submitted,
Suellen S. Klein