

Lincoln Township Public Library Board of Trustees

Tuesday, March 14, 2023 | 6:30 PM

Call to Order: 6:35 PM by Linda Stocker

Present: President Linda Stocker, Vice President Elizabeth Carlson, Treasurer Jennifer Cowan, Trustee Connie Weaver, Trustee Megan Yore-Norbey, and Library Director, Joelle Wake

Absent: Secretary Suellen Klein

Public Comment: none

Guest Introduction: none

Additions to Agenda: none

Approval of the Agenda:

- a. Elizabeth Carlson made a motion, seconded by Connie Weaver to approve the minutes from February 21, 2023. The motion was unanimously carried.
- b. Connie Weaver made a motion seconded by Elizabeth Carlson to approve the Treasurer's Report with check #'s 20747-20792. The motion was unanimously carried.
- c. Correspondence: none

Governance and Administration – President (Stocker)

- a. Per the December 6, 2022 meeting; the following board members were elected to office:
 - i. Linda Stocker – President
 - ii. Elizabeth Carlson – Vice President
 - iii. Suellen Klein – Secretary
 - iv. Jennifer Cowan – Treasurer
 - v. Connie Weaver – Trustee
 - vi. Megan Yore-Norbey Trustee

Community and Government Relations (Klein)

- a. The Friends of the Library Annual Meeting is scheduled for March 28th
- b. Joelle mentioned that, in the spirit of April being Volunteer month, Lincoln Township Public Library thanks the Friends for all they do for the library and plans on honoring them during the week of April 10th.

Building, Landscape, and Technology (Weaver)

- a. HVAC's RFP's were presented to the board, and are under review.
- b. Elizabeth gave an update on the library refresh

Finance (Cowan)

- a. Year End Results

Strategic Planning (Yore-Norbey)

- a. Megan reported the scorecard is looking good and things are moving along
- b. Capital Campaign Plan was discussed

Operations and Staff (Carlson)

- a. A motion was made by Connie and seconded by Elizabeth to approve the Policy 2.9 Mobile Hotspot Policy. Motion unanimously carried.
- b. A motion was made by Elizabeth and seconded by Connie to approve Policy 2.2 Borrowing Privileges from Other Libraries. Motion unanimously carried.

Director’s Report February 2023

Trustee Notes

- April 13 Trustee Roundtable – Adrian District Library, Adrian
- July 11 Trustee Roundtable – Otsego County Library, Gaylord

Building & Technology

- Vicki moved our print release station next to the computers.
- Dana purchased and installed a new Squared register that allows each staff person to have a pin number to login. This system gives us more accurate reports, which beats the old receipt paper that everything was printed on before. This register also gives patrons the option to pay by tapping their phone or tapping their credit cards.
- Double Day came and took down a desk and one set of bookshelves in the mechanical room.
- I met with many HVAC and Security Camera companies.

(February 2023, 2022, 2021)

	Counter Name	People In	People Out
February	☒ Main	7,037	6,809
Total		7,037	6,809

	Counter Name	People In	People Out
February	☒ Main	5,235	5,164
Total		5,235	5,164

	Counter Name	People In	People Out
February	☒ Main	4,388	4,357
Total		4,388	4,357

Computer Use Summary

	January Sessions	February Sessions
Adults & Children	489	477

Staff & Volunteers

- We currently have two job openings: Circulation and Program Associate.
- Jean won our patron award and Emily was Yoda Best for February.
- Carol and I worked on a music grant that is getting submitted soon.
- We had our annual All Staff Day: MCLS did a 2-hour training on MeL resources, Janet gave a lesson on repairs, Jenna trained everyone on RFID tags, and then Trudy Menke gave staff the “Working Genius” assessment and the “Leadership Game” with staff.

Director Continuing Education & Meetings

- February 2 – Paychex-Account Review & HR Discussion (Dana and I)
- February 2 – Zoom with Jordan Florian
- February 7 – Allied Site Visit
- February 7 – Director Zoom Chat SMLC
- February 10 – State of Michigan Library Director’s Meeting
- February 22 – Five Star Heating and Cooling Site Visit
- February 22 - Growing a Healthy Library Culture
- February 24 – Brunke Site Visit
- February 27 – Kruggel and Lawton (Dana and I)
- February 27 – Craft and Hobby Demo
- February 28 – My Libro App Installation

Collections & Materials & Services

- Library of Things is getting cataloged

Finance

- Dana is working on our Chart of Accounts and is switching to QuickBooks Online.
- Getting ready for year-end.
- Dana set up our new Squared register.
- Inquired about DipJar and new scan to fax station. She provided me with a cost benefit analysis.

Public Services: Cindy Casper – Head of Public Services

Meetings/Professional Development:

We had our first Summer Reading programming (now called Summer Adventure Challenge) meeting this month to get everyone up to speed on the new format and assign out some tasks.

Staff In Service went well and I felt like we learned a lot from the Mel training and from Trudy Menke. Janet presented to staff how to use the new repair machines. Combined with Jean they repaired 167 items this month! Repairs are so much faster with those new additions.

Kelly – Started the Supercharged Storytime course in Webjunction. This will be a great course for her to learn more about how to apply the basics for each age group during Storytime. And to learn the why of those things often seen during Storytime's.

Brian – attended webinars for the LSTA grant in hopes of submitting our application for the grant. There were a total of 3 webinars to watch in order to participate in this grant process.

Hollie – Attended the Fandom Fest meeting for all three of us. If it wasn't already too late, I would drop out of this event. It has been very disorganized and confusing since we jumped on board. I do not think we should be a part of it next year.

Cindy – Met with the company Aunt Flow to learn more about the program. We have plans to purchase a couple machines after the budget rolls over. She had 30-day check ins with Kali and Erin as well as sitting in during some interviews for the marketing position. Joelle, Vicki and Cindy had the first set up meeting with MyLIBRO.

Programs:

Adults – We offered **10** unique programs for adults this month. Resin Bookmarks, Date Night in a Box, Winter Reading and Birding Bingo were the most popular. I do think the newer programs are attracting more attention and increasing the numbers. The new programming meetings are going well to help fill in some gaps as a group.

Teens –We offered **3** programs for teens this month. Numbers continue to be down for this group. We Kyle leaving us, we have been discussing how to best utilize our staff. It doesn't make sense to have a full-time teen programming person. We had a discussion with Hollie about shifting her role to include more collection development and transitioning the teen programs to Amy/New Person.

Kids – We offered **9** programs for kids this month, most of which were story time programs. Although they are popular, we need to shift away from just story time programming and offer a larger variety of programs. The youth staff have had great participation for passive type programs and items on the Creation Station table.

All Ages – We had 3 all ages programs this month. This area also seems to be drawing in a larger attendance. We need to continue to find a way to provide multi-generational programming.

Outreach – No Outreach this month.

Overall, we had 43 programs with a total of 725 people in attendance. That is an impressive number, but we still need to strive to have a better variety.

Projects:

Hollie, Brian and Amy continue to work on relabeling projects. They are tackling the same collection so we can get entire collections finished.

Amy went through all the kits in the back and found some others to create the new branded STREAM kits.

New items were purchased and changed out in the Rosetta’s House. So far there has been some great feedback. Although one little girl told me today, she missed the dolls!

Brian completed the work to get the KultureCity kits ready and signs were placed around the library. He has also been working to get prizes for summer adventure challenge.

Cindy worked to get the Summer Sponsorship site up on the webpage to allow for people to donate money toward that summer adventure challenge.

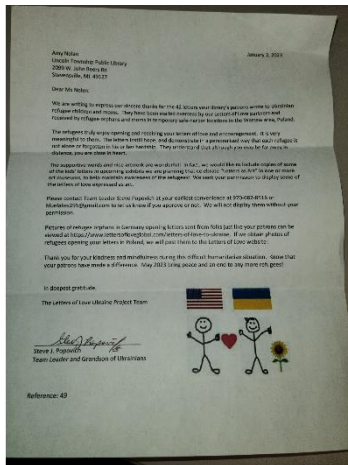
Highlights:

Emily was selected for the February Yoda Best Award. She was observed several times this month helping customers well beyond her job description. Jean was selected by the public for Patron Award this month, they stated how friendly and helpful she always is when assisting them.

Between Joelle, Cindy, Dana and the Associates, we tried hard to spend down our budgets before the rollover. We got new digital magazines on Libby, new toys for Rosetta’s, and many needed supplies.

	Adult	Childrens	Teen	Total
Total Circulation – All Collections	3873 Browsers 56	6527	431	11,239
ILL				Borrowed 336 Loaned 559
New Items Added	105	80	25	213
Items Deleted	12	1	3	16
Repairs				167
New Cards - Issued	Adult Resident – 49 Adult Non-Resident 17 Educator – 0 Doorstep - 0	Juv Resident – 26 Juv Non-Resident – 2 School of Choice - 5		99
Self-Check	546 (19 errors)	2381 (45 errors)		2927
Door Count				6,809 (out)
Programs – Total	10 unique (18 total)	All (3), Children 9 (16 total)	3 unique (6 total)	43
Programs - Attendance	260	All (86), Children (346)	33	725

Outreach				0
Reference	Main Desk – 20	Youth Desk- 166		186
Libby Circulation	1854	187	156	2197
New Libby Users				27
Talk to Text				0
Kanopy				19 plays
Bookflix				37 sessions 112 Documents
CreativeBug				15 Views
Ancestry				180
Freegal				318 downloads 23 active users
Rocket Languages				0 uses, 0 new user
Hotspots				9
Yearbooks				167 visits



We received a thank you letter from our Christmas Around the World event.

Meeting Adjourned at 8:00 PM

Respectfully Submitted: Jennifer Cowan