

Lincoln Township Public Library Board of Trustees
Tuesday, April 18, 2023 | 6:30 pm

Call to order: 6:31pm by President Linda Stocker

Present: Vice President Elizabeth Carlson, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Megan Yore-Norbey, Trustee Connie Weaver, Library Director Joelle Wake

Absent: None

Guest Speakers:

- a) Steve Breitzkreuz: Ace Plumbing & Heating
- b) Rob Saxton (via Zoom): Allied Mechanical Services
- c) Chris McConomy: Boelke Heating & Air Conditioning
- d) Jeff Momany: Brunke Geiger Heating & Cooling
- e) Bob Burch and Lean Brownfield: Sturgis Bank

Messrs. Breitzkreuz, Saxton, McConomy, and Momany answered questions concerning their proposals for the replacement of three HVAC units and six humidifiers. The Board thanked them for their time and information.

Mr. Burch and Ms. Brownfield presented information regarding CDARs. The Board thanked them for their time and information shared.

Public Comment: None

Addition to Agenda: None

Approval of the Agenda: Liz made a motion, seconded by Connie, to approve the agenda. The motion passed unanimously.

a) Approval of Minutes: Liz made a motion, seconded by Connie, to approve the minutes from the Board meeting March 14, 2023. The motion passed unanimously.

b) Approval of Annual Meeting Minutes from March 14, 2023: Megan made a motion, seconded by Connie, to approve the minutes from the annual meeting March 14, 2023. The motion passed unanimously.

c) Approval of Treasurer's report: Suellen made a motion, seconded by Liz, to approve the Treasurer's report for March, 2023 with check #'s 20793-20848. The motion passed unanimously.

c) Correspondence: The Board received a letter from Friends of the Library President Carol Riegel regarding donations. LTPL will continue to work with the Friends on creative ways to increase donations.

Governance and Administration - (Stocker)

Linda reviewed information regarding monies designated in Future Needs Expenses for Capital Improvements 2023-2024.

Community and Government Relations (Klein)

- a) The committee will meet with the Friends Board in May to review/revise the current Memorandum of Understanding between the LTPL and the Friends.
- b) The Friends are being recognized this week (Volunteer Appreciation Week) on the electronic sign, a banner in their workroom, and special bookmarks for each Friend.

Building, Landscape, and Technology (Weaver)

- a) HVAC RFPs: Due to the size of this project, the Board determined it needed more time to decide on a vendor. The Board requested Joelle summarize salient information from the RFPs received and share this analysis with the Board.
- b) Security Cameras & Access Control: Following discussion, Megan made a motion, seconded by Connie, to accept the proposal of Indiana Electronics Company for security cameras and access control. The motion passed unanimously.
- c) Library Refresh Updates: Joelle shared information received from Library Design Associates (LDA) providing general estimates of the cost of shelving, furniture, and carpet.

Finance (Cowan)

- a) Jenny requested approval to amend budget #6349 Automation Expenses. Jenny made a motion, seconded by Megan, to move \$305.00 from #6269 Professional Expenses to #6349. The motion passed unanimously.
- b) The Board reviewed year end results highlighting/comparing expenses of the prior three years. The Board thanked Dana Conard for the information she compiled.
- c) Connie made a motion, seconded by Jenny, to add VP Liz Carlson as a bank signatory on all library financial accounts and to remove President Linda Stocker as a signatory from all library financial accounts. The motion passed unanimously. This action is based on the LTPL By-Laws Article IV: Section 8.2 (VP) and 8.3 (Treasurer).
- d) Liz made a motion, seconded by Connie, to approve the payment of utilities through electronic transfer. The motion passed unanimously. This will begin May 1, 2023.

Strategic Planning (Yore-Norbey)

- a) Scorecard Update: Megan reported the committee met this month to review the scorecard. Of note is the completion of a survey assessing library user satisfaction; Joelle will present results of the survey at the May meeting. Monthly training programs have begun with the intent of increasing staff skills and knowledge.
- b) The committee will meet with Liz to discuss fundraising strategies.

Operations and Staff (Carlson)

- a) Liz shared an updated Staff Organizational Chart. Joelle discussed completed and planned realignment of positions/responsibilities.

Director's Report March 2023

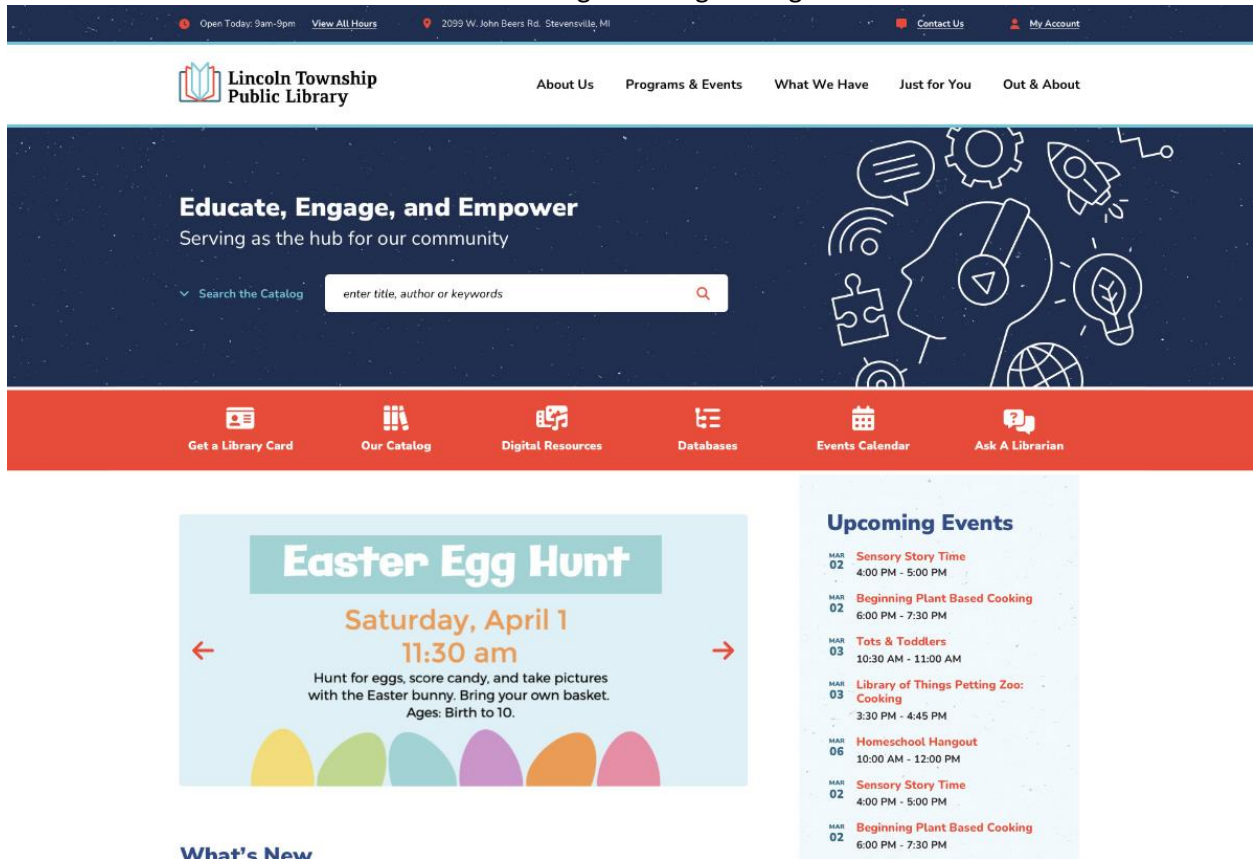
Trustee Notes

- N/A

Building & Technology

- Futures patched a large leak in the Children's Room.
- The inside of Rosetta's house was painted.

- The handicap accessible door button was fixed. The door wasn't opening properly.
- Summit tested our suppression system and alarms.
- Boeckle Heating & Air Conditioning completed our Spring preventative maintenance.
- The website is in the second stage of being redesigned.



(March 2023, 2022, 2021) **UP 14% from 2022**

	Counter Name	People In	People Out
March	Main	8,152	8,000
Total		8,152	8,000

	Counter Name	People In	People Out
March	Main	7,127	7,005
Total		7,127	7,005

	Counter Name	People In	People Out
March	Main	5,148	5,115
Total		5,148	5,115

Computer Use Summary

	February Sessions	March Sessions
Adults & Children	477	499

Staff & Volunteers

- Diane Dillman and Mary Zech were hired for Circulation.
- Jennifer Schrauben won our patron award and Tess was Yoda Best for March.
- Hollie Ayre's last day was April 5.
- The Friends had their annual meeting at 2:30 pm on March 29.
- We are looking for part-time, non-paid Summer Intern. The application is on our website.
- We are currently hiring a Technical Services Manager, 2 Full-time Circulation Assistants, and a Program Associate
- Dana is taking over our socials and creating many of our graphics. I will continue to do the e-blast.

Director Continuing Education & Meetings

- March 2 – Open Tent in Berrien Springs
- March 6 – TBS meeting
- March 7 – Dip Jar
- March 8 – The Tech
- March 9 – Weblinx Project Start Meeting
- March 10 – MI Library Director's Meeting
- March 14 – Class VR
- March 14 – Library Design Group: Matt DeBear
- March 28 – Friends Annual Meeting
- March 29 – BHS Insurance
- March 29 – ADP
- March 30 – MyLIBRO Start Meeting

Collections & Materials & Services

- Crafting/Gaming items were added to the LoT's Collection this month
- The Seed Library is available
- The relabeling project continues...

Finance

- We ended the FY with a surplus. This is despite spending more in the majority of all our categories. Dana has provided some graphics.

Public Services:

Cindy Casper – Head of Public Services

Meetings/Professional Development:

Brian attended an adult virtual programming roundtable this month. We had another summer reading meeting to finalize some programs and decoration ideas. Amy and Kelly attended the Spring Institute in Ann Arbor. Kelly watched a webinar on Podcasts. All staff were asked to watch the intro video to our new app MyLibro. Several other staff did training on book challenges, Mel Maven Badges and Libraries Transforming Communities.

Joelle and Cindy attending an Open Tent session in Berrien Springs.

Programs:

Adults – We offered **11** unique programs for adults this month. Total attendance 49. Programming attendance was a bit low this month. We did cancel one of the programs Kyle had planned but there

were no sign-ups. We need to look at the entire year and see which programs were most successful and try to re-market to provide again.

Teens –We offered **5** programs for teens this month. Total attendance 31. With Hollie leaving this position, I plan to make some changes. Attendance is low. The couple of unique programs that were offered are poorly attended. Lack of advertising? Staff motivation? Poor programs?

Kids – We offered **12** programs for kids this month, with a total attendance of 569. The highest attendance continues to be the Homeschool Hangout programs. They may need to be split in the fall because the rooms we have cannot accommodate that large of a crowd.

All Ages – We had **1** all ages program this month. Once the staff has increased this area needs to be re-evaluated to offer more as they seem to be popular. Even if passive.

Outreach – Amy attended the preschool fair at First Church of God and made several useful contacts that we have booked for summer programs.

Overall, we had 42 programs with a total of 675 people in attendance.

Projects:

Relabeling projects continue. Hollie finished the Teen collection before she left.

Fresh paint was finished in Rosetta’s House, and we shuffled some of the things around in the space to give it a new feel. Our other pieces will not be here until May.

Associates have spent a lot of time getting ready for the Summer Adventure Challenge. We are excited about the line up this year and think patrons will be really excited about them also. Many outreach programs and local businesses presenting.

Youth had a passive Storybook Madness vote on favorite characters. It was well received.

Highlights:

Tess was selected for the Yoda Best Award this month, while Jennifer was given the patron appreciation award.

Two new members were hired for part time circulation. Mary Zech and Diane Dillman are doing a great job so far.

	Adult	Childrens	Teen	Total
Total Circulation – All Collections	4423 LOT 22	7843	545	12833
ILL				Borrowed 324 Loaned 609
New Items Added	190 LOT 47	131	11	379
Items Deleted	61	6	0	16
Repairs				171
New Cards - Issued	Adult Resident – 66 Adult Non-Resident 19 Educator – 1 Doorstep - 0	Juv Resident – 27 Juv Non-Resident – 2 School of Choice - 1		116

Self-Check	741 (19 errors)	2720 (20 errors)		3461
Door Count				8000 (out)
Programs – Total	11 unique (15 total)	All (1), Children 12 (21 total)	5 unique (31 total)	42
Programs - Attendance	49	All (26), Children (569)	31	675
Outreach				1
Reference	Main Desk – 69	Youth Desk- 259		322
Libby Circulation	2143	239	174	2556
New Libby Users				38
Talk to Text				0
Kanopy				36 plays
Bookflix				24 sessions 95 Documents
CreativeBug				30 Views
Ancestry				112
Freegal				337 downloads 33 active users
Rocket Languages				0 uses, 1 new user
Hotspots				10
Yearbooks				207 visits

For the Good of the Library: None

Upcoming Service Area Meetings:

- a) Royalton Township: May 8 - Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085
- b) Lincoln Township: May 9 - Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127
- c) Stevensville Village: May 8 – Second Mondays at 6pm
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: May 15 - Third Mondays at 7pm
9091 1st Street, Baroda, 49101

Adjournment: 8:27 pm

Next meeting RESCHEDULED for Wednesday, May 10, 2023 at 6:30 pm

Respectfully Submitted,
Suellen Klein, Secretary