

Lincoln Township Public Library Board of Trustees  
Proposed minutes: Wednesday, May 10, 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, Cindy Casper, Dana Conard.

Absent: None

Guest Speakers:

- a) Brian Hake; Kruggel and Lawton
- b) Kelly Nemitz; Library Youth Associate

Addition to Agenda: Linda noted Kelly Nemitz is present in place of Amy Nolan. Also, information on the Baroda contract was added to Finance. The Board unanimously approved these changes to the agenda.

Brian Hake answered questions posed by the Board regarding several accounting topics. The Board thanked him for his time and the information.

Kelly Nemitz provided a report about her recent attendance at the Michigan Library Association Spring Institute. Kelly gave several examples of ideas and programs she learned about and will use at LTPL.

Public Comment: None

Approval of the Agenda:

- a) Approval of Minutes: Connie made a motion, seconded by Liz, to approve the minutes from the Board meeting April 18, 2023. The motion passed unanimously.
- b) Approval of Treasurer's report: Liz made a motion, seconded by Suellen, to approve the Treasurer's report for April, 2023 with check #'s 20850-20893. The motion passed unanimously.
- c) Correspondence: None

Governance and Administration - (Stocker)

No topics of information or discussion.

Community and Government Relations (Klein)

a) Friends of the Library MOU: The committee met with members of the Friends Board and reviewed/revised the Memorandum of Understanding (MOU) between the LTPL and the Friends. This revised MOU was previously distributed to the library Board for review. Suellen made a motion, seconded by Linda, to accept the revised MOU with the Friends. The motion passed unanimously.

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

a) HVAC RFPs: Joelle provided a summary of significant information from the RFPs. Connie made a motion, seconded by Megan, to accept the proposal submitted by Boelke Heating and Air Conditioning. A roll call vote was taken: Carlson-aye, Cowan-aye, Klein-aye, Weaver-aye, Yore-Norbey-aye, Stocker-abstained. The motion passed unanimously with Linda Stocker abstaining.

b) TBS Simple Scan EZ approval: Following discussion, Linda made a motion, seconded by Liz, to approve the purchase of a scan/fax machine not to exceed \$12,000. The motion passed unanimously.

### Finance (Cowan)

a) Year End Results: No discussion or information.

b) Megan reported Baroda Township has communicated they will be sending additional funds to LTPL as part of their contract with the library. The Board thanks the Township for this update.

### Strategic Planning (Yore-Norbey)

a) Foundation: Megan explained the fundraising and grant possibilities available with a Foundation for LTPL. Megan made a motion, seconded by Liz, to establish such a Foundation for the library. Roll call vote: Carlson-aye, Cowan-aye, Klein-aye, Weaver-aye, Yore-Norbey-aye, Stocker-aye. The motion passed unanimously. The committee will spearhead the forward motion in this Foundation formation.

### Operations and Staff (Carlson)

No topics of information or discussion.

## **Director's Report April 2023**

### ***Building & Technology***

- The plumber came out to look at our leaky faucet in the staff kitchen and men's restroom. The kitchen was fixed, but they are waiting on a part for the men's restroom. The sink is out of order until it's fixed. We are also getting the toilet in the children's area replaced. I also asked them for a quote for a water fountain with bottle filling station that can be put in the main entrance.
- Futures Construction put their materials on the roof and should begin the roof as soon as the weather breaks. Futures was sent their 1<sup>st</sup> installment.
- Dana, Vicki, and I met with IEC. We have some information to get to them, but they hope to start installing cameras and the door access controls within the next couple of weeks.

(April 2023, 2022, 2021) **UP 23.6% from 2022**

	Counter Name	People In	People Out
April	Main	7,670	7,491
<b>Total</b>		<b>7,670</b>	<b>7,491</b>

	Counter Name	People In	People Out
April	Main	6,207	6,141
<b>Total</b>		<b>6,207</b>	<b>6,141</b>

	Counter Name	People In	People Out
April	Main	4,327	4,314
<b>Total</b>		<b>4,327</b>	<b>4,314</b>

### Computer Use Summary

	March Sessions	April Sessions
Adults & Children	499	485

### Staff & Volunteers

- Amy won our patron appreciation award and Jean Lemon is our Yoda Best for March.
- Hollie's last day was April 5.
- We had Staff Training on April 18. We focused on our collection and reconsideration policies and how to respond to a book challenge.
- Dana completed her degree and has been promoted to Business Manager. This is a new title for this position, but I feel like her position is more encompassing than before. "Business Manager" is a better title for her job duties. She is now salaried; exempt.
- Cindy is on a temporary leave of absence.
- Kali was made a full-time Circulation Assistant.
- The Junior Friends Application is posted and available at our service desks.
- I presented the Friends of the Library with a banner and metal bookmarks for National Volunteer week.



#### ***Director Continuing Education & Meetings***

- April 6 – Dana and I attended, “Implementing a Threat Assessment” in Livonia
- April 14 – Director's Meeting thru the State of Michigan Library
- April 18 – SMLC New Director Chat
- April 24 – Chase Business
- April 27 – SMLC Advisory Council at Niles District Public Library
- April 28 – Meeting with IEC (camera/controls installation)

#### ***Collections & Materials & Services***

- The relabeling project continues...
- Dana and I visited with a number of community members to create a One Book, One Community Read Aloud Video for National Library Week.
- The library, staff, and collections were highlighted during National Library Week.
- The MyLibro App can be downloaded and used right now. We still have to add our events and meeting room information. I plan on rolling it out on May 8.



#### ***Finance***

- Surplus: \$274,000 (mainly due to staffing)

- Dana has purchased QuickBooks Online. Kruggel Lawton will be helping her with the transfer of information in May. Shortly after the transfer, Dana will be updating our chart of accounts.

### *Public Services:*

#### **Cindy Casper – Head of Public Services**

#### **Meetings/Professional Development:**

Amy, Brian, Kali, and Emily all attended the Indiana Library Federation (ILF) Conference in South Bend on April 14. Breakout sessions included: Storytime discussion on diversity and making Storytime's for all, Book Club Cheats, The Reference Interview, What's Cooking in the Library, book challenges for smaller libraries, a tween/teen programming session, and more.

The entire staff attended a training day on April 18. The training was a refresher on our collection and reconsideration policies due to the increase in the amount of book challenges.

Quite a few staff members are working on completing their Mel Maven Badges and continue to complete their monthly CE.

Dana worked with the rest of the staff to curate some posts for the Michiana PBS Instagram Takeover on April 4.

#### **Programs:**

**Adults** – We offered **12** unique programs for adults this month. Total attendance 98. Adult attendance doubled this month despite having one more program this month. The Card Making Workshop and Soldering Success were our two highest attended programs.

**Teens** – We offered **4** programs for teens this month. Total attendance 54. Kelly took on the remaining teen programs since we no longer have a Teen Associate. She has done a great job taking over the teen programs. Her creativity and artistic talents are a great fit for teen programming.

**Kids** – We offered **20** programs for kids this month, with a total attendance of 628. The highest attendance continues to be the Homeschool Hangout programs. 4 sessions this month with attendance: 42, 62, 38 and 19. This month we had Sarett do their Wildlife Wonders presentation and Noel Bash presented on life and technology in 19<sup>th</sup> Century Michigan. Sensory Storytime, while a great idea, has not been successful. Both sessions have been cancelled due to no attendance. The lack of attendance may be due to it being at 4 pm (many kids are just getting off their buses at 4 pm, so maybe we need to reconsider a new time or day).

**All Ages** – We had **2** all ages program this month. The Easter Egg Hunt was a great success with 150 kids and adults. The cost to attendance ratio was \$1.00 per person, which is great.

**Outreach** – n/a

Overall, we had 37 programs with a total of 760 people in attendance.

## Projects:

Relabeling projects continue. Staff completed shifting picture books and signs have been updated. Four shelves were left over, so Kelly and Amy have moved the talking books to this space.

The summer newsletter will go to print shortly.

Associates have spent a lot of time getting ready for the Summer Adventure Challenge. They have booked and planned tons of fabulous programs that highlight the wonderful communities that we serve.

Kelly and Amy have scheduled visits with the schools. They will be visiting schools to promote our Summer Adventure Challenge.

## Highlights:

Carol and Joelle received the Monday Musical Club grant for \$2,000. The grant will allow us to have Music on the Lawn every month during the summer. Brian and Joelle are working on finding musicians right now.

Carol also received the Cook Grant for \$500. This grant will allow us to stock up our 1000 Books Before Kindergarten prizes.

Gumball poetry was popular for National Poetry Month. We hope to fill the gumball machine with art from Lakeshore students soon.

Amy moved into the programming office. She feels more organized, plus the three Associates can communicate more easily, and work together more regularly.

	Adult	Childrens	Teen	Total
Total Circulation – All Collections	3795 LOT 48	6829	430	11,102
ILL				Borrowed 241 Loaned 174
New Items Added	250 LOT 12	195	34	March: 379 April: 491
Items Deleted	2	18	0	20
Repairs				170
New Cards - Issued	Adult Resident – 56 Adult Non-Resident- 9 Educator – 0 Doorstep - 0	Juv Resident – 10 Juv Non-Resident – 0 School of Choice - 0		March: 116 April: 75
Self-Check	741 (19 errors)	2720 (20 errors)		3461
Door Count				April: 7,491

				March: 8000 (out)
Programs – Total	18	All (2), Children 20 (22 total)	7	42
Programs - Attendance				760
Outreach				0
Reference	Main Desk –	Youth Desk-		April: 201 March: 322
Libby Circulation	1,689	151	128	1,968
New Libby Users				41
Talk to Text				0
Kanopy				April: 47 March: 36 plays
Bookflix				11 sessions 20 Documents
CreativeBug				6 Views
Ancestry				164
Freegal				368 downloads 24 active users
Rocket Languages				4 new users; 1 active user
Hotspots				12 checkouts
Yearbooks				177 visits

For the Good of the Library:

The library received a thank you letter from the St. Joseph-Lincoln Senior Service Center for the donation of book ends for the Senior Center library.

Upcoming Service Area Meetings:

- a) Royalton Township: June 12 - Second Mondays at 7pm  
980 Miners Rd., Saint Joseph, 49085
- b) Lincoln Township: June 13 - Second Tuesdays at 7pm  
2055 W. John Beers Rd, Stevensville, 49127
- c) Stevensville Village: June 12 – Second Mondays at 6pm  
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: June 19 - Third Mondays at 7pm  
9091 1st Street, Baroda, 49101

Adjournment: 7:53 pm

Next meeting Tuesday, June 20 at 6:30 pm

Respectfully Submitted,  
Suellen Klein, Secretary