

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

Call to order: 6:35pm 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.

Public Comment: None

Additions to the Agenda: None

Approval of the Agenda:

- a) Approval of Minutes: Liz made a motion, seconded by Jenny, to approve the minutes from the Board meeting June 20, 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 June, 2023 with check #'s 20932-20970. The motion passed unanimously.
- c) Correspondence: None

Governance and Administration - (Stocker)

- a) Closed session: Liz made a motion, seconded by Connie, to go into closed session pursuant of (OMA) MCL 15.268 Section 8(a) for the Library Director's performance evaluation. A roll call vote was taken: Weaver-aye, Klein-aye, Yore-Norbey-aye, Cowan-aye, Carlson-aye, Stocker-aye. The motion passed unanimously.
- b) Megan made a motion, seconded by Liz, to open and resume the regular Board meeting. A roll call vote was taken: Weaver-aye, Klein-aye, Yore-Norbey-aye, Cowan-aye, Carlson-aye, Stocker-aye.
- c) Open session: Liz made the following motion; the Personnel Committee moves that Joelle Wake, Library Director, receive an 8.4% salary increase because of her outstanding performance during her first year of employment at LTPL effective July 18, 2023. Jenny seconded the motion. The motion passed unanimously.
- c) LCT Millage Request: Linda made a motion, seconded by Liz, to accept the letter as required by the Lincoln Charter Township to levy the maximum millage allowed on the 2023 rate. The motion passed unanimously.

Community and Government Relations (Klein)

- a) Friends of the Library will be recognized at the outdoor concert July 20th.
- b) Proceeds from the June bag sale were \$400.00

Building, Landscape, and Technology (Weaver)

- a) Security Update: Joelle reported that the update is complete with cameras installed and door entry revisions.

Finance (Cowan)

a) Balance sheet explanation: Jenny shared information from Dana Conard regarding the designation of some CDs on the June balance sheet. Use of the term 'deleted' was clarified to indicate 'inactive.' Inactive status prevents untimely editing of the CDs. This minor change was due to converting from QuickBooks Desk to QuickBooks Online.

Strategic Planning (Yore-Norbey)

a) Strategic Plan Scorecard: Joelle gave an update on various aspects of the strategic plan.

Operations and Staff (Carlson)

a) Patron Card Policy: Suellen made a motion, seconded by Connie, to approve the proposed Patron Card policy. The motion passed unanimously.

b) ALA: Liz reported on her recent attendance at the national ALA convention, sharing many interesting insights from the meeting.

c) Trustee Questions: Liz shared information from a recent Trustee training session, providing the Board with a list of questions every trustee should be able to answer. The Board thanked Liz for her efforts.

Director's Report June 2023

Building & Technology

- IEC has finished installing the cameras and our access controls.
- Two sprinkler heads were damaged and had to be replaced.
- We installed new play panels in Rosetta's House.
- Rosetta's picture was reframed and hung.
- IBID ordered a new sensor for the parking lot lights, which haven't been working correctly. They will install the sensor as soon as they get it, plus they will take care of our ballasts at that time.
- The Banks Memorial tree on the west side of the building needs to be replaced.
- Creative Landscape took care of some ants that were nesting in a large maple tree near the mailbox.

Door Count: (June 2023, 2022, 2021) **UP 19.47% from 2022**

	Counter Name	People In	People Out
June	Main	10,098	9,811
	Counter Name	People In	People Out
June	Main	8,452	8,243
	Counter Name	People In	People Out
June	Main	6,716	6,540

Staff & Volunteers

- Dana distributed key cards and staff are returning their keys. We created a new form for key card disbursement and return.
- Kali was Yoda Best for June and Tess got the patron appreciation award.

- Junior Friends did sign ups for the first two weeks of the Summer Adventure Program. Since then, they have been helping with programs and engaging with staff and the public firsthand.
- Jake Bonham was hired for the Technical Services Manager position. Duke the Teen/Adult Programmer started this month. Sarah Chilton was hired as the full-time circulation person.
- We hired Annika as a summer intern. She has been working about 10 hours a week and helps out behind the scenes with data entry, prepping for programs, shelving, and working one-on-one with different departments.

Director Continuing Education & Meetings

- June 6 – Bibliotheca meeting with Account Executive Kyle Kigin
- June 9 – Director’s Meeting with the State Library
- June 13 – New Director’s Chat
- June 13 – Michigan TLC User’s Group
- June 15 – Library Design Group
- June 19 – Biblionix Demo
- June 22 – TLC/Red Arrow Meeting
- June 28 – Heart of Cook Grant Reception

Collections & Materials & Services

- The relabeling project continues...
- We are investigating a new ILS. TLC provided us with an adjusted renewal cost for next year in an effort to be more competitive. We will begin testing demos soon.
- The library was awarded a \$6,000 PLA Digital Literacy Workshop Incentives, supported by AT&T.
- The library was awarded a \$500 ICONIC AMERICA Micro-Grant Application (Cindy).
- The library is now circulating two Yoto players and two separate sets of Yoto cards.
- Joelle purchased more Library of Things and STREAM kit materials. We have a few more that need to be cataloged and processed before they can circulate.
- Vicki purchased eight new mobile hotspots from Tech Soup that we hope to get set up by the end of the summer. We will cancel the other five that we have with T-Mobile.

Finance

- Dana worked with Kruggel Lawton to prepare for our audit.
- Dana created internal control procedures for our finance processes.

Marketing

Facebook*	Followers	Post Reach	Post Engagement
	2,230	13,309	5,793

*Last 28 days

LibraryAware	Total Users *	Clicks	Open Rate
4/12/23 to 7/12/2023	11,219	1,001	52.86%

*Reach through email and widgets

MyLibro App -June	Patron Count	App Usage	Searches	Fee	Holds	Insights	Renew
	139	1,787	405	20	43	678	4

Public Services:

Cindy Casper – Head of Public Services

Meetings/Professional Development:

- Kali, Elise, Mary and Janet continue to work on completing the Mel Maven Badge.
- Brian attended an Oral History Workshop and Grant writing webinar to further his understanding and prepare for upcoming projects.
- Jennifer completed a webinar on best sources to answer customer questions and Jean read two articles on DEI issues.
- Joelle and Cindy interviewed and hired Annika for the Summer Intern position as well as Sarah Chilton for the second full time circulation position.
- Roosevelt Elementary students visited the library on June 1st to hear about Summer Adventure, take a tour and scavenger hunt.
- 18 teens signed up and completed training for the Junior Friends Program. The decision was made to only have the sign-up table for summer reading for the first two weeks, then they would assist with programs for the remainder of the summer.

Programs:

Adults – We offered **11 in house** unique programs for adults this month with a total attendance of 154. And Brian visited **3 assisted living** facilities for Outreach Total attendance 33. Attendance was high for the Local Author Open House and for the Notable Author Book Event. Otherwise, attendance has been very low for adult programming this month. I do think the Crafternoon will continue to rise in numbers. With the additional programmer assisting with adult programs, I feel confident we can increase these numbers.

Teens –We offered **5** programs for teens this month. Total attendance 6. We did have some teens attending some of the other programs but the attendance for teens is a real issue. However, there was a good number of teens signed up for the Junior Friends program. I think we need to think about how we can create a bigger program during summer for teens, more volunteer, less programs?

Kids – We offered **10 in house** programs for kids this month, with a total attendance of 571. And we offered **2 outreach** programs in the community with an attendance of 80. Programming for children has been well attended this summer and people are loving the programs offered in the community.

All Ages – We had **4 in house** all ages program this month with an attendance of 273. We offered **6 total** outreach programs at Baroda and Royalton Park with an attendance of 320. The higher programs had Curious Kids and Sarret Nature Center as visitors, but the weekly attendance still remains at 25 or more with very positive comments from the public.

Overall, we had 51 programs with a total of 1,470 people in attendance.

Projects:

- Relabeling continues in the children’s area. Brian has been the only one able to work on the project. Jenna and Jake have been working to get series titles updated.
- Joelle purchased more items for Stream kits and Amy has been working to get those to Jenna for cataloging.
- The library had a garage sale in the back lot and was able to put many extra items out for donation. It was successful and many people want to do it again next year.
- The library hosted a blood drive again this month for the Red Cross.
- Moving the large table from the back area to our space in the staff area has been very helpful for working on projects. The back area is becoming more manageable and hopefully we will be able to get it organized soon.
- Staff provided programming for Ms. Tessa’s summer camp in the park. We played Bingo for Candy with our new game from the Library of Things.

Highlights:

Amy, Joelle and Carol from the Friends Group attended a ceremony for the \$500 Heart of Cook grant. The money was used to purchase prizes for the 1,000 Books Before Kindergarten program.

The library was awarded the Great Michigan Read, The Great Stories and the AT&T grants for programs this fall.

	Adult	Childrens	Outreach	Teen	Total
New Cards - Issued	Adult Resident – 60 Adult Non-Resident 21 Educator – 1 Doorstep - 3	Juv Resident – 55 Juv Non-Resident – 13 School of Choice - 3			159
Self-Check	1,000 (20 errors)	3201 (76 errors)			4,201
Programs – Total	11 unique (15 total)	All ages (4), Children 10	11	5 unique	42
Programs - Attendance	187	All (273), Children (571)	433	6	1,470
Reference	Main Desk – 71	Youth Desk- 213			284

Talk to Text					0
Kanopy					18 plays
Bookflix					5 sessions 4 Documents
CreativeBug					0 Views
Ancestry					94
Freegal					302 downloads 20 active users
Rocket Languages					0 uses, 4 new users
Yearbooks					155 visits

Technical Services:

Jacob Bonham – Technical Services Manager

Summary of Activities:

Vicki: Vicki assisted with setting up our new cameras and setting up an independent ILL desk (fully functional once we receive our printer). She is currently scouting out a potential new ILS, as well as working on getting our data extracted from TLC. Vicki also helped to train me, showing me the basics of running TLC reports and handling ILL.

Jenna: Jenna was primarily occupied with acclimating me to the Technical Services department and the library in general, demonstrating our cataloging protocols as well as day to day procedures. In addition, she continued to work on re-labeling the collection, focusing on properly identifying series titles and their publication order.

Jake: I focused on familiarizing myself with the library and my role within it. While my priority was getting myself up to speed on cataloging procedures, I also spent time in our processing and repair department and, while not finished, I am working to update their binder so that it includes guidance for our new book repair machine and disc polisher. Additionally, I took over our monthly book orders and met with department heads (minus Brian) to discuss ordering practices going forward.

Professional Development:

- Vicki: None to report for June
- Jenna:

6/12 – *Abel 7 Introduction to Dewey Classification* (Idaho Commission of Libraries)

6/16 – *What's in a title* (continuinged.isl.in.gov)

A course on better naming materials, and the different types of subdivisions

- Jake: None to report for June. I will have completed my *Introduction to MARC* webinar (MCLS) by the end of this week.

Statistics

Public Computer Use

Uses	496
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Total time	271 hours, 37 minutes
Avg. session	33 minutes

Wireless Use

Connections	5,443
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Items Added to Catalog

Adult	117
Children	67
Library of Things	19
Teen	20
Total	223

Items Deleted from Catalog

Adult	101
Children	23
Library of Things	0
Teen	17
Withdrawn	8
Total	149

Items Repaired

Barcode	5
Cases (Audiobook, CD, DVD)	28
Covers	4
Glue	148
Launchpad cases	8
RFID	3
Tape	84
Total	280

Items Labeled

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Circulation (Including Renewals)

Baroda	768
Royalton	1,757
Reciprocal	20
Lincoln Township	
Adult	4,561
Children	9,682
Teen	801
Library of Things	63

ILL	343
In House Use	448
TOTAL	18,443

Circulation on Libby

	ADULT	CHILDREN	TEEN
E-audio	822	84	89
E-book	1,132	102	114
E-mag	75	5*	5*

*5 total circulations between Children and Teen Emags

Public Comment: None

For the Good of the Library:

- a) Joelle reported receiving a thank you note from the St. Joseph-Lincoln Senior Center for LTPL's assistance in organizing the Center's library.
- b) Suellen indicated a resident at Pine Ridge was pleased today with Brian Johnston's library-sponsored program at the facility.

Upcoming Service Area Meetings:

- a) Royalton Township: August 14 - Second Mondays at 7pm - 980 Miners Rd., Saint Joseph
- b) Lincoln Township: August 15 - Second Tuesdays at 7pm - 2055 W. John Beers Rd, Stevensville
- c) Stevensville Village: Thursday, August 3—First Thursdays at 6pm
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: August 21- Third Mondays at 7pm-9091 1st Street, Baroda, 49101

Adjournment: 7:53 pm

Next meeting rescheduled to August 8 at 6:30pm for the purpose of reviewing the LTPL audit.
September Board meeting is cancelled.

Respectfully Submitted,
Suellen Klein, Secretary