

Lincoln Township Public Library Board of Trustees
Proposed minutes: Tuesday August 8, 2023 | 4:00 pm

Call to order: 4:00pm by President Linda Stocker

Present: Vice President Elizabeth Carlson, Secretary Suellen Klein, Trustee Connie Weaver, Library Director Joelle Wake.

Absent: Treasurer Jennifer Cowan, Trustee Megan Yore-Norbey

Public Comment: None

Summer Adventure Challenge Presentation: Head of Library Services, Cindy Casper.
This presentation was postponed until September's Board meeting.

Additions to the 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 July 18, 2023. The motion passed unanimously.
- b) Approval of Minutes: Liz made a motion, seconded by Connie, to approve the minutes of the closed session meeting July 18, 2023. The motion passed unanimously.
- b) Approval of Treasurer's report: Liz made a motion, seconded by Connie, to approve the Treasurer's report for July, 2023 with check #'s 20978-21019. The motion passed unanimously.
- c) Correspondence: None

Governance and Administration - (Stocker)

No report

Community and Government Relations (Klein)

- a) Proceeds from the Friends book store April-June was \$2,574.65

Building, Landscape, and Technology (Weaver)

No report

Finance (Cowan)

- a) Liz made a motion, seconded by Suellen, to make a budget adjustment as follows: to reassign \$1,250 from #6386 Indoor Plant Maintenance to #6346 Newsletter. The motion passed unanimously.

Strategic Planning (Yore-Norbey)

No report

Operations and Staff (Carlson)

- a) EZ Scan Fax Policy: Suellen made a motion, seconded by Connie, to approve the proposed EZ Scan Fax policy. The motion passed unanimously.

- b) Photocopy Machine Policy: Connie made a motion, seconded by Liz, to approve the Photocopy Machine policy. The motion passed unanimously.
- c) Proctoring Policy: Suellen made a motion, seconded by Liz, to approve the Proctoring policy. The motion passed unanimously.
- d) Book/Magazine Gifts and Donations Policy: Liz made a motion, seconded by Connie, to approve the Book/Magazine Gifts and Donations policy. The motion passed unanimously.

Director’s Report July 2023

Trustee Notes

- MLA Annual Conference in Kalamazoo – October 18-20 – “Connecting the Dots”

Building & Technology

- We had a leak in the QRR after a large storm. Future Construction was called out only to discover that it was an issue with the HVAC unit above the QRR. Boelcke installed a drainage tube to the gutter.
- Ibid was out to replace many of our ballasts that had been out. He suggested getting new lights above the new books.
- We lost water due to the township wide water main break and the library closed at 11 am on July 29.
- Joelle took care of a wasp nest in the courtyard.
- A couple of computers were out of order this last month. They are under a maintenance agreement with Dell and have been fixed as of now.
- Vicki ordered Cindy and I new laptops.

Door Count: (July 2023, 2022, 2021) **UP 14.23% from 2022**

	Counter Name	People In	People Out
July	Main	9,391	8,997
Total		9,391	8,997

	Counter Name	People In	People Out
July	Main	8,221	7,969
Total		8,221	7,969

	Counter Name	People In	People Out
July	Main	6,444	6,293
Total		6,444	6,293

Staff & Volunteers

- Dana distributed key cards and staff are returning their keys. We created a new form for key card disbursement and return.
- Carl was our Yoda Best for July and Janet got the patron appreciation award.
- Jenna put in her 2-week notice. She has found a full-time job in GR.
- Jennifer put in her 2-week notice.
- We are hiring replacements for Jenna, Elise, and Jennifer.
- The Friends had a meeting. They approved giving money to the library to buy an AED and staff lunches for our staff in-service.

- SAC planned an end of summer party on July 30. Amy hosted the party at her house.

Director Continuing Education & Meetings

- July 14 – Director's Meeting through the State Library
- July 17 – Demo with Atrium
- July 18 – MLA facilities webinar
- July 19 – Zoom with Culture IQ
- July 26 – Mirrors and Windows: Why DEI is Important for Libraries
- July 27 – Zoom with Crystal from Library Journal
- July 31 – Meeting with Carpet Cleaners and Vinny from Tech Experience

Collections & Materials & Services

- The relabeling project continues...
- The new hotspots have been labeled and are cataloged. The older ones will be removed from the catalog when they come back from circulating.
- The Summer Adventure Challenge ended on July 30. It was very successful!
- Vicki consolidated all of our magazines and removed the extra labels.
- The Friends purchased the library a new tinker tabletop, which was put out.

Finance

- Dana has been updating some forms that we use. They have included the incident/accident report, performer agreement for services, and others.
- Dana has had to fill out and submit a few separate state reports this last month.

Marketing

Facebook*	Followers	Post Reach	Post Engagement
Jun	2,230	13,309	5,793
July	2,261	8,959	4,974

*Last 28 days

LibraryAware	Total Users *	Clicks	Open Rate
5/3/23 to 8/3/2023	11,217	981	48.91%

*Reach through email and widgets

MyLibro App	Patron Count	App Usage	Searches	Fee	Holds	Insights	Renew
June	139	1,787	405	20	43	678	4
July	147	1,335	328	20	65	544	7

Public Services:

Cindy Casper, Head of Public Services

Meetings/Professional Development:

Meetings/Professional Development:

-Mary continues to work on completing the Mel Maven Badge and read the ALA magazine about ways in which libraries had to change up services during the pandemic. Both Mary and Sarah have continued working toward their Mel Maven Badges

- Brian watched a webinar on banned books that will help him understand collection development and the role of the public library better.
- Amy attended a meeting on the TALK program. With the future charge and low customer participation in that program, we will not be continuing that service.
- Kelly finished the Beginning Workshop in Niche Academy that is required to obtain a level 4 Library certificate!
- Cindy met with the Brave Talk Coordinator at the Lakeland Hospital to discuss a possible staff training and public program.
- Cindy, Joelle, Jake, Brian, Kelly, Duke and Amy attended the Fall Programming meeting to get started on the next programming cycle. We will start doing 4 months on each cycle instead of 3 to cut back on the cost of printing the flyers. This makes programming so far in advance a bit difficult, but the savings are worth the hassle.
- 30-day reviews were completed for Duke and Sarah.

Programs:

Adults – We offered **18 in house** programs for adults this month with a total attendance of **347**. And Brian visited **3** assisted living facilities for Outreach with a total attendance of **31**. As always, the Lake Effect Jazz Concert attracts a large group. Crafternoon has a steady group of followers, and they are excited to learn a new craft, even when it doesn't go as planned.

Teens –We offered **7 in house** programs for teens this month. Total attendance **44**. We didn't do any specific outreach for teens, but they were in attendance at some of the park programs and mishmash programs. Attendance this month was higher but only for a couple of the programs. Hopefully we built some relationships with some Junior Friends this summer and that will help with attendance when school starts. Duke has some really good ideas and is excited about figuring out how to get more youth in the building.

Kids – We offered **13 in house** programs for kids this month, with a total attendance of **432**. And we offered **15** outreach programs in the community with an attendance of **234**. We never have a shortage of attendance for kid's programs. The community is very supportive and thankful for the offerings we provide.

All Ages – We had **6 in house** all ages program this month with an attendance of 838. Touch-a-Truck (376) and Critchlow Alligator (352) programs were the highest attended this month. In general, the All-Ages programs do seem to get more attendance than other programs.

Overall, we had 62 programs with a total of 1,926 people in attendance. AMAZING!!

Passive programs -

Puzzle Pieces – 136 returned decorated pieces out of 187 handed out.

CD Art – 282 CDs were decorated and hung around the library.

Wonder Wall – 175 questions were answered by customers and hung on the wall.

Kindness Tree – roughly 450 hands were hung on the tree with kind things our customers did for others. **4th of July Scavenger Hunt** – we didn’t count the number of participants, but these are ALWAYS successful, and the kids are bummed when they come in and don’t find one.

Projects:

- Relabeling continues in the children’s area.
- A little bit of clean up was done in the back area after the garage sale. The space is at a place where we can start to organize things. We hope to work on that in the new few months.
- Fall programming became a priority so we could get the newsletter info out for creation and printing.

Highlights:

The library collected pet food donations, created animal toys and blankets during programs that were donated to the Humane Society during one of the outreach story times. It was well received, and the community donated many items.

Kids and adults colored pictures for our local firefighters and police. Staff delivered them as a thank you.

	Adult	Childrens		Teen	Total
New Cards - Issued	Adult Resident – 54 Adult Non-Resident 28 Educator – 0 Doorstep - 0	Juv Resident – 48 Juv Non-Resident – 6 School of Choice - 0			136
Self-Check	1,229	3,990			5,219
Programs – Total	21 total	All ages (6), Children 28		7	62
Programs - Attendance	378	All (838), Children (666)		44	1,926
Reference	Main Desk – 101	Youth Desk- 75			176
Talk to Text					0
Kanopy					28 plays
Bookflix					9 sessions 9 Documents
CreativeBug	Art& Design – 14 Crochet – 1 Food & Home – 1	Average time watched 22 minutes			10 completions

	Holiday & Party – 1 Kids – 2 Knitting – 2 Paper – 1 Sewing - 17				
Ancestry					77
Freegal					364 downloads 21 active users
Rocket Languages					1 use, 1 new user
Yearbooks					163 visits

Technical Services

Jake Bonham, Technical Services Manager

Summary of Activities

Vicki:

- Extracted the data necessary to enable the Apollo demo
- Initiated and managed servicing of 3 public computers
- Worked with Jenna to establish cataloging guidelines for new hotspots
- Helped staff the Harry Potter program
- Usual duties with ILL and Children’s desk

Jenna:

- Organized cataloging material and guides to ensure currency of information
- Fixed series labels to improve collection uniformity
- Assisted with further training for me, making sure I can take over cataloging
- Usual duties with cataloging and processing

Jake:

- Refined review process for repair/replacement
- Cataloged new LOT items and made tags
- Helped with updating book discussion kits and cataloging new titles
- Continued to familiarize myself with the ordering process, particularly regarding the inclusion of patron suggested titles
- Continued in practicing both cataloging and processing duties

Professional Development

Vicki: 7/18 – Magzter (WT Cox) webinar

Magzter is partnered with WT Cox, our new magazine subscription company and serves as an alternative to Overdrive magazines

Jenna: None to report for July

Jake: 7/11 to 7/13 - *Introduction to MARC* (MCLS) webinar

Examined the history and purpose of MARC, how MARC is organized, how MARC tags are used, and special issues with cataloging.

Statistics

Public Computer Use

Uses	500
Total time	298 hours, 28 minutes
Avg. session	36 minutes

Wireless Use

Connections	5,172
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Items Added to Catalog

Adult	130
Children	155
Library of Things	9
Teen	48
Total	342

Items Deleted from Catalog

Adult	266
Children	60
Library of Things	0
Teen	10
Withdrawn	128
Total	464

Items Repaired

Barcode	0
Cases (Audiobook, CD, DVD)	29
Covers	5
Glue machine	124
Manual glue	12
Discs cleaned	9
Tape	42
Kitty litter	3
Total	224

Circulation (Including Renewals)

Baroda	857
Royalton	1,777
Reciprocal	4,045
Lincoln Township	
Adult	5,254
Children	10,646
Teen	1,036
Library of Things	71
ILL	314

In House Use	457
TOTAL	24,457

Circulation on Libby

	ADULT	CHILDREN	TEEN
E-audio	939	64	113
E-book	1,060	138	106
E-mag	84	3*	3*

*5 total circulations between Children and Teen Emags

For the Good of the Library:

No comments

Upcoming Service Area Meetings:

a) Royalton Township: August 14, September 11- Second Mondays at 7pm - 980 Miners Rd., Saint Joseph

b) Lincoln Township: August 15, September 12 - Second Tuesdays at 7pm - 2055 W. John Beers Rd, Stevensville

c) Stevensville Village: Thursday, September 7–First Thursdays at 6pm
5768 Saint Joseph Avenue Stevensville, 49127

d) Baroda Township: August 21, September 18 - Third Mondays at 7pm-9091 1st Street, Baroda, 49101

Adjournment: 5:05 pm

Next meeting is scheduled for Tuesday, September 19, 2023.

Respectfully Submitted,

Suellen Klein, Secretary