



LODI PUBLIC LIBRARY BOARD OF TRUSTEES

Lodi Public Library
201 West Locust Street, Lodi, CA. 95240

Minutes
Date: February 13, 2023
Regular meeting: 5:30 pm

For information regarding this Agenda please contact:
Akilah Manuel
Library Director
Telephone: (209) 333-5540

Notice Regarding Public Comments

Public Comment may be submitted in the following ways:

- In-person – The Lodi Public Library is open to the public in accordance with CDPH and CalOSHA guidelines.
- Email amanuel@lodi.gov
 - Received no later than two hours prior to the meeting
- Mail – Lodi Public Library 201 W. Locust Street Lodi, CA. 95240
- Hand delivered to: Lodi Public Library 201 W. Locust Street, Lodi, CA. 95240
 - Received no later than two hours prior to the meeting

A. CALL TO ORDER/ROLL CALL: 5:31 p.m.

Trustees Present: Caitlin Casey, Frankie Kooger, Brian Campbell, Eve Melton and Nick Dalebout.

Also Present: Director Akilah Manuel, Foundation President Stuart Krengel, library staff Yvette Herrera, and Jazmin Duffy.

B. INTRODUCTIONS

NOTE: THE FOLLOWING ITEMS WILL COMMENCE NO SOONER THAN 5:30 P.M.

C. APPROVAL OF MINUTES

Trustee Kooger motioned, Trustee Dalebout seconds. Motion Carries.

D. COMMENTS BY THE PUBLIC, LIBRARY BOARD, AND STAFF (NON-AGENDA ITEMS)

If you wish to address the Library Board, please refer to the Notice at the beginning of this agenda. Individuals are limited to one appearance during this section of the Agenda. (The time allowed per person per non-agenda item for comments made by the public is limited to five minutes.)

None

E. REPORTS

E-1 Library Director Report

Building & Technology:

- Facilities chose a different contractor for the window replacement project. All three windows need to be replaced. The estimated total cost of the project will be \$4,884.44.
- The Director has submitted a proposal to the Lodi Public Library Foundation for the replacement of the carpet with laminate flooring in the community rooms. The Foundation Board members agreed that this would be a great project to review.

- The library has a new microfilm reader. It will serve multiple purposes, one of which will be allowing the public to access microfilm documents such as old Lodi Sentinel newspapers. Because the microfilm reader can be used as a high-end scanner, all items in the library's locked case, such as photos and historical documents, can now be digitized. Bobby will be meeting with the vendor to learn how the microfilm reader works and to have staff trained.

Staff & Volunteers:

- Two librarian associates were hired.

Continuing Education & Meetings:

- Yvette was a panelist at the library informational session for the Statewide Lunch. She was able to discuss what worked at the library and what challenges arose last summer. The goal was to encourage other libraries to join the statewide initiative for the upcoming summer of 2023.
- Director Manuel presented at the AAUW on the work at the library on equity, diversity, and inclusion. Since the presentation, there have been members of the AAUW who have applied to be volunteers in the Literacy department, as well as those who are interested in joining the newly forming EDI committee.
- Elyse Coleman took part in Help Now webinar database training provided by the California State Library and completed her mental health first aid training.

Collections & Materials

CATEGORY	NOVEMBER	DECEMBER	JANUARY
J NON-FIC	71	26	38
J FIC	136	36	87
AUDIO CD			
TEEN NON-FIC	14	5	
TEEN FIC	31	8	17
DVD	0	0	
ADULT NON FIC	58	3	12
ADULT FIC	60	4	18
TEEN GRAPHIC NOVEL	9	0	
BIO	6	0	
LP	14	0	
Adult Graphic Novel Fic	0	0	
Adult GN Nonfic	0	0	
Link + Books Loaned	125	101	159
Link+ Request Filled	111	106	120

Program	Number for sessions	Staff/volunteers	Total Attendance
Story time	1	2/0	66
Cozy Reading	3	1/0	12
Homework Help	9	1/3	28
CLC Classes	18	0/5	62
Tea/Board Games	1	3/0	33
Kids Inventor Day	1	4/0	88
Wood Signs	1	3/0	33
Crafternoon Tea	1	1/0	17
Calming Globes	1	3/0	88
Heart Art	1	4/0	90
Game Night (t.a.b)	1	0/1	6
T-Shirt Decorating (t.a.b)	1	0/2	6

Finance:

- There are no financial updates to report.

Programming & Outreach:

Outreach:

- For the upcoming Raising a Reader program, outreach was done at Lawrence and Needham elementary schools.

Programs:

- During the January programs, the National Tea Day program was a highlight for many patrons, especially given the cold weather.

Digital Services

CATEGORY	NOVEMBER	DECEMBER	JANUARY
COURSERA	TBA	0	4
NORTHSTAR	0	0	
LinkedIn Learning	2	2	2
A-Z WORLD			
BRITANNICA ESCOLAR	3	0	0
BRITANNICA SCHOOL EDITION		65	162
CULTURE GRAMS	3	0	5
DMV	46	4	20
E-LIBRARY	0	0	0
GALE ARCHIVES UNBOUND			
GETSETUP	30	TBA	34
VETS NOW	10	280	
LIB CENTRAL			
PQRC	2	2	10
SKILLSHARE	1	2	TBA

Circulation

NOVEMBER	DECEMBER	JANUARY
6,290	9,526	11,230

Reference

NOVEMBER	DECEMBER	JANUARY
89	103	201

Door Count

NOVEMBER	DECEMBER	JANUARY
7,005	5,280	6,192

Patron Registration

NOVEMBER	DECEMBER	JANUARY
218	171	268

Youth services:

- The Teen Advisory Board is preparing for a Poetry Slam event at Hutchins Street Square. A new member has joined the Teen Advisory Board. Members of the TAB have started to plan events for the Summer Reading Program.

E-2 Private Sector (Trustees') Investments Report

- Trustee Kooger inquired as to the progress of switching over from the PNC Bank. Director Manuel stated that she had been communicating with Trustee Casey regarding this transition into the new financial institution. The request for the funds has been processed, and the checks have been delivered to the trustees at this meeting. Director Manuel explains that the two checks are for separate purposes. One check is for opening a new account with the Bank of Stockton, and the second check is for depositing to pay the Alamo alarm company for the alarm upgrades. Trustee Casey says that she has received two checks, one for the opening of the new account, which was a total of \$2,000, and the other for \$6312.56 to pay for the Alamo security cameras, which was approved at the August board meeting of last year. Trustee Casey stated that she and Trustee Kooger will make arrangements to establish the new account.
- PNC Bank value on January 31, 2023: \$92.30
- Phillips Financial value on January 31, 2023: \$148,457.96

E-3 Lodi Public Library Foundation Report – Stuart Krengel

- Foundation President Stuart Krengel stated that they concluded a recent fundraising campaign for the year, which yielded approximately \$21,000 through their donor base. New funding opportunities are being explored, one of them being through the San Joaquin Community Foundation. The San Joaquin Community Foundation is looking to sponsor the Books, Bubbles, and Brews event. From March 13th through March 16th, the circulation desk refurbishment will be taking place, and the library will be closed to the public throughout this time. The foundation would like to host a plaque ceremony for Margery Paulson, who donated a large portion of the cost for this project after the refurbishment is complete. There will be some exciting news about a large donation coming to the library at a later time. Both the Foundation President and the library director have met to discuss the library's needs. A goal they have mutually agreed upon is to update the library community room. A proposal has been made by the library, which will be the first project of the year for the foundation, to add shelving to the teen room in order to add more books.

E-4 Friends of the Lodi Public Library Report – Kathryn Siddle

- On behalf of the Friends of the Lodi Public Library, Director Manuel shared Kathryn Siddle's email stating that the bookstore raised \$1,121.91, and they are still planning the Trivia Bee for this spring.

F. **ADJOURNMENT:** 5:47 p.m.

Pursuant to Section 54954.2(a) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

Jazmin Duffy
Administrative Clerk

***Notice: Pursuant to Government Code §54954.3(a), public comments may be directed to the legislative body concerning any item contained on the agenda for this meeting before (in the case of Closed Session items) or during consideration of the item.*

All staff reports or other written documentation relating to each item of business referred to on the agenda are on file in the Office of the Lodi Public Library, located at 201 W. Locust Street, Lodi, and are available for public inspection. Agendas and staff reports are also posted on the City's website at www.lodi.gov. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation contact the City Clerk's Office as soon as possible and at least 72 hours prior to the meeting date. Language interpreter requests must be received at least 72 hours in advance of the meeting to help ensure availability. Contact Yvette Herrera at (209) 333-5554. Solicitudes de interpretación de idiomas deben ser recibidas por lo menos con 72 horas de anticipación a la reunión para ayudar a asegurar la disponibilidad. Llame a Yvette Herrera (209) 333-5554.

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