



# LODI PUBLIC LIBRARY BOARD OF TRUSTEES

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

**Minutes**  
Date: April 10, 2023  
Regular meeting: 5:30pm

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](mailto: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: 5:29 p.m.

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

Also Present: Director Akilah Manuel, Friends president Kathryn Siddle, Foundation President Stuart Krengel, library staff Yvette Herrera, Elyse Coleman, and Jazmin Duffy.

## B. INTRODUCTIONS

## 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.)*

Trustee Dalebout inquired regarding the accessibility and usability of the courtyard located at the rear of the library. Could it be used by patrons to sit and read outside? Director Manuel informed us that the courtyard is currently unavailable to the public. The current security measures in place regarding the courtyard are inadequate to prevent items from being taken without prior authorization. The absence of supervision and the possibility of missing items would reduce the risk of liability. It is reported that this is being worked on so that the space can be used eventually, and she would be happy to hear any suggestions on how to proceed with it. Another consideration could be the addition of additional book security scanners.

## E. REPORTS

E-1 Library Director Report

Building & Technology:

- The initial window repairs requested by former Trustee Seim has been completed. In the future, another row of windows will be replaced to match the window that was replaced. The LED project was approved by the City Council and the library mapping has been completed by the facilities. Facilities anticipates completion of the project by May, and the project is currently open for competitive bidding. The service desk has undergone a sanding and staining process to enhance its appearance. The final touches will be completed on Fridays, during the working week.

#### Staff & Volunteers:

- The library continues to experience turnover. Two new employees were recruited in November, and two additional staff members were added in January. Two employees have resigned since then. A request has been made for the filling of the remaining two vacancies, resulting in a total of five. Yvette and the programs team have been putting out great programs, but the director is aware of the impact transitions like these have on the remaining staff. Lance Earl, a full-time staff member, recently resigned as well.

#### Continuing Education & Meetings:

- Yvette participated in a financial planning program. Yvette and Andriana went to the performers showcase to see the performers for the Summer Reading Program.
- Elyse participated in a leadership and management training course.
- Director Manuel consulted the Sayla Music Academy, which will be planning an upcoming summer concert.
- On staff development day, two friends of the library came and presented. Kathryn Siddle represented the Access Center and provided instruction regarding available resources to the staff. Lis Walsh lead the team in a painting workshop with library related quotes.

#### Collections & Materials

CATEGORY	DECEMBER	JANUARY	FEBRUARY	MARCH
J NON-FIC	26	38	98	117
J FIC	36	87	210	221
AUDIO CD			50	50
TEEN NON-FIC	5		80	43
TEEN FIC	8	17	168	120
DVD	0		96	81
ADULT NON FIC	3	12	118	124
ADULT FIC	4	18	275	280
TEEN GRAPHIC NOVEL	0		60	51
BIO	0		27	4
LP	0		54	61
Adult Graphic Novel Fic	0		27	28
Adult GN Nonfic	0		3	2
Decshelf	0	0	0	57
Link + Books Loaned	101	159	149	134
Link+ Request Filled	106	120	113	145

## Finance:

### Bequests to the Library:

- Two substantial bequests were made to the library. The Scaletta estate bequeathed \$98,299.05 in March, and Dona Platt bequeathed 1.9 million dollars that has been earmarked for an account with the City of Lodi. Director Manuel reported that the city has a specific account for when money is gifted to the city. The deputy city manager oversees the account, but in terms of authorization for requests on what to do with the funding, would fall within the purview of the board of trustees. Trustee Casey shared that it has been decades since the city held gifted funds, and that it will be a different way to navigate these funds. Trustee Kooger expressed concern that future council members may seek to reduce library funding due to the bequest made, and therefore he proposes investing these funds in order to ensure the libraries financial stability. For further discussion, please refer to E-6.

## Programming & Outreach:

### Outreach:

- Director Manuel participated in the World of Wonders Science Museum's birthday celebration. She encountered several people, and the friends of the library provided science and stem books for the children at the event.

### Programs:

- The February and March program themes included spring and stem programs, such as creating fairy villages and making slime, while learning the science behind slime. A total of 236 people attended the slime program and 136 participants attended the making of fairy villages.

February Programs	Number of Sessions February	Staff/Volunteers February	Total Attendance February
Story time	4	2/0	60
Cozy Reading	3	1/0	14
Homework Help	7	1/3	33
CLC Classes	18	1/5	42
Poet Laureate and Friends	1	0/1	35
Valentine's Day Painting	1	2/0	56
Days of Innovation Black History Month	1	5/0	68
Paws to Read Thursday	1	1/3	10
Literacy Games	1	2/0	0
Fairy Village	1	3/0	136
March Programs	Number of Sessions March	Staff/Volunteers March	Total Attendance March
Storytime	3	1/0	186

Cozy Reading	3	1/0	17
Chess	3	1/2	49
Paws	3	1/4	42
Homework Help	8	1/2	39
CLC Classes	12	1/5	56
Slime Chemistry	1	4/0	90
Piece by Piece Puzzles	1	2/0	15
Memory Game	1	2/0	10
Days of Innovation Slime	1	5/0	236
Crafternoon Tea	1	1/0	38
Board Game	1	2/0	0

## Digital Services

CATEGORY	DECEMBER	JANUARY	FEBRUARY	MARCH
COURSERA	0	4	4	4
NORTHSTAR	0	0	0	0
LinkedIn Learning	2	2	1	0
A-Z WORLD				
BRITANNICA ESCOLAR	0	0	0	0
BRITANNICA SCHOOL EDITION	65	162	298	7
CULTURE GRAMS	0	5	6	0
DMV	4	20	21	12
E-LIBRARY	0	0	0	0
GALE ARCHIVES UNBOUND				
GETSETUP	TBA	34	28	TBA
VETS NOW	280	0	0	0
LIB CENTRAL				
PQRC	2	10	2	2
SKILLSHARE	2	4	0	TBA

## Circulation

DECEMBER	JANUARY	FEBRUARY	MARCH
9,526	11,230	10,231	11,883

## Reference

DECEMBER	JANUARY	FEBRUARY	MARCH
103	201	383	324

## Door Count

DECEMBER	JANUARY	FEBRUARY	MARCH
5,280	6,192	6693	7081

## Patron Registration

DECEMBER	JANUARY	FEBRUARY	MARCH
171	268	178	204

## Youth services:

- A teen financial literacy program will be developed for the summer. The teen advisory board is currently in the process of preparing their proposals for the summer reading program.

## E-2 Private Sector (Trustees') Investments Report

- Trustee Kooger suggested closing the PNC account and writing a check to close out the remaining balance. Trustee Casey agreed and will pick up a check from the library in order to close the PNC account.
- PNC Bank value on February 28, 2023: \$77.30
- PNC Bank value on March 31, 2023: \$62.30
- Phillips Financial value on February 28, 2023: \$ 144,610.45
- Phillips Financial value on March 31, 2023: \$ 146,564.73
- BOS value February 28, 2023: \$8,313.36
- BOS value March 31, 2023: \$2,002.43

## E-3 Lodi Public Library Foundation Report – Stuart Krengel

- Stuart announced that the second annual Books, Brews, and Bubbles event was a huge success and that the total amount that was fundraised was approximately \$12,000, which is \$3,000 more than the previous year. Director Manuel commented that she noticed an intergenerational crowd at this year's event. Stuart shared that Lodi has a number of branded events, and that this year's event is expected to continue to grow and become a prominent fixture in the community. The Foundation is pleased to announce the upcoming event with 209Gives, will take place on April 18, 2023. The San Joaquin Community Foundation has also offered a donation.

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

- Kathryn informed everyone that the bookstore made over \$1,200 last month, which was surprising. The library's friends are currently preparing for the 5 Window trivia night and have also hired a professional trivia host. The trivia night will be led by Quiz master Kevin this year.

## E-5 Civics Plus Update – Director Manuel

- In the past, Trustee Campbell had requested that the library website be restructured. Since then the project has been ongoing since March 2022, and the director has asked staff what can be removed from the website in order to create a better way to finding throughout the site. After the website migration, the options were still limited when it came to formatting. Director Manuel asked if the library's website could be enhanced with a banner, and she was told by the public information officer that these additional widgets could be costly. Director Manuel requested that the Scaletta bequest be used for the purchase of carousel widgets and other enhancements to the library's website. She stated that once she receives a cost estimate for the Civics Plus enhancements, she will share with the trustees whether it is a beneficial cost-effective decision. Trustee Melton inquired as to whether or not the library is required to adhere to a common interface, and the director informed her that this is the case.

## E-6 Bequest Endowment – Director Manuel

- In 2022, the director asked the other city departments to provide one-time funding for carpet cleaning, the LED project, and self-checkout automation. The budget for the self-checkout project is 55 thousand dollars, and new furniture for the community room has been purchased for 17 thousand dollars. Those projects were funded through the operations budget due to library savings during the pandemic shutdown.
- The library board of trustees and the foundation have approved the following projects: the laminate flooring in the community room, the community room painting, and the additional shelving in the teens area. The library has established five strategic objectives, none of which the least relates to capital improvement, mainly due to the extensive efforts of the trustees, foundation, and administration. These efforts have allowed the library is able to focus on equity and diversity inclusion, community awareness, collections development, and the development of a literacy department.
- The library has now achieved compliance with the Children's Internet Protection Act, the director is now eligible to apply for grant funding. Based on all the information shared, the director would like to establish an endowment with the 1.9 million bequests with the city manager in order to be able to invest funds. The deputy city manager provided an explanation of the process for the collection of these funds to the library director. Trustee Kooger asked, assuming that the city signs off on the endowment, which seems probable at this time, who would manage the money. Director Manuel explains that the city of Lodi would manage the money, but the trustees would be responsible for making recommendations as to where the money should be invested. Trustee Casey stated that she would like to have more people in the room to discuss options when deciding on the endowment, specifically more people from financial sectors. Stuart affirmed he would be happy to discuss how the endowments work. Trustee Casey voiced she would like to revisit this issue at the May meeting. Director Manuel will be included in discussions about the endowment.  
Trustee Kooger motions to table E-6 at this time, Trustee Melton Seconds. Motion approved.

## F. **ADJOURNMENT:** 6:11 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.

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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](http://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.*

For information regarding this Agenda please contact:

**Akiliah Manuel**  
**Library Director**  
**Telephone: (209) 333-5540**