



LODI PUBLIC LIBRARY BOARD OF TRUSTEES

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

Minutes
Date: May 8, 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
 - 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: 5:30 p.m.

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

Also Present: Director Akilah Manuel, Friends president Kathryn Siddle, Elyse Coleman, and Jazmin Duffy.

B. INTRODUCTIONS

C. APPROVAL OF MINUTES

Trustee Campbell motioned, Trustee Kooger 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:

- No updates to report.

Staff & Volunteers:

- National Volunteers Week was celebrated in April. Ron, the library Computer Learning volunteer, received a proclamation for his eleven years of service from Mayor Pro Tem Craig.

Continuing Education & Meetings:

- The library took part in the City Council Strategic planning retreat. The Lodi Public Library falls under the 'Public Wellbeing' category of the strategic goals outlined. Director Manuel has submitted the library's efforts to meet these goals, which will be presented at the Shirt Sleeve council meeting by the finance department.

Collections & Materials

CATEGORY	FEBRUARY	MARCH	APRIL
J NON-FIC	98	117	126
J FIC	210	221	135
AUDIO CD	50	50	20
TEEN NON-FIC	80	43	37
TEEN FIC	168	120	31
DVD	96	81	80
ADULT NON FIC	118	124	136
ADULT FIC	275	280	200
TEEN GRAPHIC NOVEL	60	51	62
BIO	27	4	30
LP	54	61	51
Adult Graphic Novel Fic	27	28	28
Adult GN Nonfic	3	2	27
Decshelf	0	57	39
Link + Books Loaned	149	134	135
Link+ Request Filled	113	145	165

Finance:

- See E-2 and E-6 for financial updates.

Programming & Outreach:

Outreach:

- Many of the programs involved outreach during April. The first annual Teen Poetry Slam was organized by the Youth Commission and the Teen Advisory Board. One of the largest events that took place was the second annual The Día de los Niño's event, which had a total of 308 participants. There were a total of twelve community partners who participated in this event, and Councilman Ramon Yopez volunteered at the event, delivering remarks to the public in both Spanish and English, which was greatly appreciated. Finally, the library took part in the Love Lodi Event. They gave out fanny packs and sun visors at the rally. Nineteen volunteers came to the library to assist with a variety of tasks.

Programs:

- As the team prepares for the Summer Reading Program events, programming will be slowing in the month of May.

Program	Number of Sessions	Staff/Volunteers	Total Attendance
Story time	4	1/0	342
Cozy Reading	4	1/0	30
Homework Help	8	1/3	42
CLC Classes	?	1/3	72
Chess	4	2/0	33
Terrariums	1	2/0	137
Pot Painting	1	2/0	123
Egg Bird Feeders	1	2/0	97
Days of Innovation: Earth Day	1	3/0	43
Imprinting on Nature	1	2/0	61
Tech Time with Bobby	1	1/0	1
Día de Los Niño's	1	5/0	308

Digital Services

CATEGORY	FEBRUARY	MARCH	APRIL
COURSERA	4	4	14
NORTHSTAR	0	0	0
LinkedIn Learning	1	0	3
A-Z WORLD			
BRITANNICA ESCOLAR	0	0	0
BRITANNICA SCHOOL EDITION	298	7	14
CULTURE GRAMS	6	0	2
DMV	21	12	8
E-LIBRARY	0	0	0
GALE ARCHIVES UNBOUND			
GETSETUP	28	1	TBA
VETS NOW	0	0	0

LIB CENTRAL			
PQRC	2	2	2
SKILLSHARE	0	TBA	1

Circulation

FEBRUARY	MARCH	APRIL
10,231	11,883	11,974

Reference

FEBRUARY	MARCH	APRIL
383	324	529

Door Count

FEBRUARY	MARCH	APRIL
6693	7081	7785

Patron Registration

FEBRUARY	MARCH	APRIL
178	204	300

Youth services:

- The Money Matters program received numerous applicants with only five spots available, there were a total of 27 teens who applied.

E-2 Private Sector (Trustees') Investments Report

- PNC Bank value on April 30, 2023: \$47.30
- Phillips Financial value on April 30, 2023: \$147,883.74
- BOS value April 30, 2023: \$2,00.39
- Trustee Casey stated she would deposit the blank check from the administrative clerk and close the BBVA account that is currently the PNC account. She intends to deposit a sum of \$47.30 into the Bank of Stockton account with the assistance of Trustee Kooger.

E-3 Lodi Public Library Foundation Report – Stuart Kregel

- The Foundation approved all the capital improvements that were submitted to them. There is a potential donor who will be helping with the transition from carpet to laminate. A proposal has been submitted to incorporate shelves into the teen room, which currently contains reading nooks, but they have not been utilized as such.

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

- Kathryn announced on May 24th that they will be hosting a trivia contest at Five Windows. Another successful month at the bookstore, which brought in approximately \$1,200 in revenue for the month. After the trivia contest has concluded, the Friends would like to concentrate on promoting the bookstore. The Friends will be attending the Walk for the Health of It event to promote library programs, as well as attending the Boys and Girls Club event to continue promoting the library.

E-5 Website Banner – Director Manuel

- After all the information was shared, the library website was limited to one option for the banner. The total cost for the banner will amount to \$263 per calendar year, which will be funded from the library's operations budget. Once other departments have determined whether they would like a banner, the agreement with Civics plus will be modified, and then the official dates of implementation will be determined. A task the director will be working on is finding an app that is compatible with our website to make it mobile friendly.

E-6 Fiscal Year 2024 Budget Changes – Director Manuel

- Since the commencement of our new deputy city manager, Andrew Keys, he has initiated the process of incorporating cost of service into the financial statements, which is based on the growth. The fund balance could be completely expended within the next two years, but by cutting down \$100,000 dollars for the next three years, the library would eventually be able to make that back. The budget for the fiscal year is \$150,000. This plan will ensure that the library has a prudent reserve.

E-7 Scaletta Bequest – Director Manuel

- The director would like to request that the funding be used to replace the broken self-check kiosks in light of the annual budget changes. She would like the approval of the trustees to use the \$98,299.05 to purchase self-check kiosks. Since the original sales proposal was for \$55,711.45, and the original vendor has not made any progress in obtaining all the needed material, the library is searching for a different vendor for the self-check kiosks. If the donation allocations are approved, the funds from the donation will be transferred to machinery and equipment, and they will be presented at the upcoming council meeting. Director Manuel assures the trustees that the purchases for the items will not be made without their consent, and the significance of approving this request is to effectively redistribute the funds. Trustee Kooger motions to approve the request for the city to use the Scaletta Bequest for the purchase of self-checkouts with a vendor to be determined and the number of self-checkouts to be determined later. Trustee Campbell seconds. Motion approved.

E-8 Fine Free Presentation – Director Manuel

- Trustee Casey shared Trustee's Eve Melton's email. The statement of Trustee Melton is as follows:

"In regards to E-8 Fine Free Presentation, I would like to state that I am in full support and approve that the Lodi public library moves towards becoming a fine free library this fiscal year 2023-2024. As Director Manuel has pointed out, this will remove barriers to access to all of our patrons and will encourage them to return to the library to use the recourses that are meant for the use of everyone in Lodi. It also helps to remove barriers that disproportionately affect low-income patrons. It will also align us with our neighboring libraries in the San Joaquin and Sacramento County, allowing our patrons the same equitable services across the two counties. In 2019, the ALA passed a resolution on monetary library fines as a form of social and equity that has been linked to their resolution, which clearly states that support the removal of fines."

Following the remarks of Trustee Melton, Trustee Casey shared that, for the reasons stated and in conformity with the county's library systems, she is in approval of Fine Free. After sharing her remarks, Trustee Caitlin Casey excused herself, and Mr. Kooger chaired the rest of the meeting. Director Manuel shared her findings in the presentation. Akiliah revealed that the fines collected are insignificant in comparison to the expenses incurred by the library staff to process these fees. Trustee Campbell stated that he also researched information showing that library systems have not removed their lost or damaged fees, and that it would be unusual for most library systems to attempt to eliminate those fees. The director said that she would like to eliminate late fees and fines to create a fresh start with patrons who have blocked accounts. At this time, Trustee Kooger makes a motion to adopt a no fines policy with the exception there will continue to be fees for lost or damaged books. Trustee Campbell seconds. Motion approved.

F. **ADJOURNMENT:** 6:09 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.

For information regarding this Agenda please contact:

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