



LODI PUBLIC LIBRARY BOARD OF TRUSTEES

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

Minutes
Date: June 12, 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: 5:38 p.m.

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

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

B. INTRODUCTIONS

C. APPROVAL OF MINUTES

Trustee Kooger motioned, Trustee Campbell 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.)

No comments.

E. REPORTS

E-1 Library Director Report

Building & Technology:

- A local company has measured the community room, the J room, and the hallway in front of the community room to replace the carpet. The service will be underwritten or offered at the company's cost, which will be paid by the Library Foundation.
- The Library Foundation has granted approval for the new concept art for the mural in the community room. The invoice for the new mural has been submitted to the foundation as well. Director Manuel has been in communication with the Lodi Arts Commission to identify a new location for the placement of the previous artwork.

- The sales proposal for new shelving to be added to the Teen room was approved. The circulation desk has been refurbished, a plaque has been chosen, and the last step will be to hold a ribbon cutting.

Staff & Volunteers:

- Effective May 29th, all full-time and part-time staff members will report to Yvette Herrera, with the exception of the librarian Elyse and senior administrative clerk Jazmin.

Continuing Education & Meetings:

- No updates to report.

Collections & Materials

CATEGORY	MARCH	APRIL	MAY
J NON-FIC	117	126	288
J FIC	221	135	89
AUDIO CD	50	20	68
TEEN NON-FIC	43	37	26
TEEN FIC	120	31	21
DVD	81	80	177
ADULT NON FIC	124	136	192
ADULT FIC	280	200	185
TEEN GRAPHIC NOVEL	51	62	60
BIO	4	30	3
LP	61	51	49
Adult Graphic Novel Fic	28	28	7
Adult GN Nonfic	2	27	7
Decshelf	57	39	33
Link + Books Loaned	134	135	190
Link+ Request Filled	145	165	126

Finance:

- There were no updates to report.

Programming & Outreach:

Outreach:

- Two class field trips were hosted at the library with a total of 124 students.

Programs:

- The terrariums program was popular with the public and had an attendance of 96 people.

Program	Number of Sessions	Staff/Volunteers	Total Attendance
Story time	2	1/0	160
Cozy Reading	4	1/0	23
Homework Help	10	1/3	36
CLC Classes	15	1/5	42
Chess	4	2/0	23
Terrariums	1	3/0	96
Clothespin Bugs	1	2/0	72
Class Visit	1	2/0	72
Class Visit	1	2/0	52

Digital Services

CATEGORY	MARCH	APRIL	MAY
COURSERA	4	14	33
NORTHSTAR	0	0	0
LinkedIn Learning	0	3	0
A-Z WORLD			
BRITANNICA ESCOLAR	0	0	0
BRITANNICA SCHOOL EDITION	7	14	30
CULTURE GRAMS	0	2	0
DMV	12	8	11
E-LIBRARY	0	0	0
GALE ARCHIVES UNBOUND			
GETSETUP	1	2	TBA
VETS NOW	0	0	0
LIB CENTRAL			
PQRC	2	2	10
SKILLSHARE	1	1	0

Circulation

MARCH	APRIL	MAY
11,883	11,974	12,788

Reference

MARCH	APRIL	MAY
324	529	665

Door Count

MARCH	APRIL	MAY
7081	7785	Door Counter Broken

Patron Registration

MARCH	APRIL	May
204	300	328

Youth services:

- No updates reported.

E-2 Private Sector (Trustees') Investments Report

- Trustees Kooger motioned to draft a check for fifteen dollars in order to close the PNC account. Trustee Campbell seconds. Motion approved.
- PNC Bank value on May 31, 2023: - \$15.00
- Phillips Financial value on May 31, 2023: \$ 145,722.97
- BOS value May 31, 2023: \$2,051.99

E-3 Lodi Public Library Foundation Report – Stuart Kregel

- Foundation updates can be found in E-1, Building & Technology.

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

- The Trivia Bee was a great success, and the Friends of the Library were able to net over \$7,100 dollars. There has been an increase in volunteers for the Friends, which will allow them to create additional shifts and open additional days to the public. The bookstore has generated a revenue of approximately \$1,200 dollars each month for the past three months; and the prospect of remaining open for an additional day is expected to augment its revenue. The bookstore manager has been unavailable for a while, but the volunteers have been able to help greatly during her absence. Finally, the door for Susan Hye is now in the building; it has not yet been installed, but once it has been, there will be a ribbon ceremony in her honor.

E-5 Adoption of Fines and Fees Policy – Director Manuel

- Director Manuel requested that the trustees adopt the new Fines & Fees policy that has been presented as written, or declare any changes needed. In the board meeting of May 8, 2023, the Trustees unanimously voted to eliminate late fees with the stipulation that damaged items or lost items still be charged. Modifications to the policy were made during this board meeting, as there will be no further board meeting until August. After carefully reviewing the Fines & Fees policy, the trustees requested that the fines for lost or damaged items be sustained on an account for a period of five years instead of the originally written three-year period. After a period of five years has elapsed, the fines will be discharged.

Trustee Kooger moved to amend the policy to reflect a five-year limit. Trustee Casey seconds. Motion approved.

Trustee Kooger moved to accept E-5 as amended. Trustee Melton Seconds. Motion approved.

E-6 Strategic Goal Updates – Director Manuel

- Trustee Casey acknowledged all the progress that was seen in the updates to strategic goals.

E-7 Lunch at the Library and SRP Kick Off – Director Manuel

- Yvette and her programs team achieved remarkable outcomes in navigating the Summer Reading Program kick-off. A total of 453 people attended the event, which included not only the Summer Reading Program, but also the Lunch at the Library program as well. Over 100 children were served by the Youth Fellowship that day

E-8 Self Check Out Kiosks – Yvette Herrera

- Yvette presented the information regarding FE Technologies and disclosed the communication issues she has encountered in the past with Bibliotheca. There are significant differences in the price points between the two companies for self-check kiosks. The estimate provided by Bibliotheca for three devices was \$85,00, while for two devices, it was approximately \$53,000. The estimated price point for FE Technologies begins at \$25,000 for two devices. Fe Technologies could also provide an app that patrons can utilize from their smart devices to check out books directly from the shelves.

F. **ADJOURNMENT:** 6:17 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:

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