

# NORTHVILLE DISTRICT LIBRARY (NDL) BOARD OF TRUSTEES

## Regular Meeting Minutes

Thursday, December 15, 2022 – 7:00 p.m.

Carlo Meeting Room, Northville District Library

### 1. Call to Order:

Chairperson Nick Vlisides called the meeting to order at 7:00 p.m.

**1.1 Roll Call** - Present: Trustees Carol Doyle, Robert Sochacki, Alan Somershoe, Deborah Stanifer, Thomas Thompson and Nick Vlisides. Also present: Laura Mancini, Library Director; Maria Williams, Assistant Library Director; Carla Eggert, Business Operations Specialist; Samantha Loree, Adult Services Librarian;

Absent: Trustee Joe Corriveau

**1.2 Approval of the Agenda:** **MOTION:** Robert Sochacki made a motion to approve the agenda. Thomas Thompson seconded the motion. Motion passed.

**1.3 Approval of Meeting Minutes, 11/17/22:** **MOTION:** Robert Sochacki made a motion to approve the November 17, 2022 meeting minutes. Deborah Stanifer seconded the motion. Motion passed.

**1.4 Citizens Comments:** None.

- 2. Correspondence:** Former Library Board Secretary Anna Sarkisian wrote to Board President Vlisides regarding the passing of Dr. William Brown, who was the first Chairperson of the Northville District Library Board of Trustees. Mrs. Sarkisian stated that the Library was fortunate to have Dr. Brown as its first Chair during the establishment and building of the Northville District Library.

### 3. Reports to the Board:

#### **3.1 Northville District Library Director's Report-**

**Fine Free:** Laura Mancini reported that on December 1<sup>st</sup> the Northville District Library officially went fine free. *Northville Today* did a nice article on this change in the latest issue. Reaction from the community has been mostly positive. There have been some concerns that patrons will not bring back their books, but we have tried to explain that people will still be charged for lost or damaged books.

**Retirement:** Laura Bomia, who has been a Librarian at the NDL for 25 years, will be retiring on Tuesday, January 3<sup>rd</sup>. She is currently the Library's longest serving employee. She spearheaded the establishment of the Tween collection at the library and presented programming for this age group. She also worked closely with Natalie Molnar, our teen librarian, on the Battle of the Books. Her retirement party will be held Jan. 3<sup>rd</sup> beginning at 12:30 p.m. in the Carlo Meeting Room. All Board members are invited to attend.

**Youth Office Renovation:** Most of the new shelving for the Youth Department has arrived. The Youth area has a new and more prominent display section for new books. All of the picture book shelving was reconfigured to allow stroller access down the aisles, something that was quite difficult under the old configuration. We have had positive feedback from patrons on this change. Supply chain issues have continued to play a role in shipping delays for the remaining shelves. We hope to have the remainder of the shelving arrive in January. The Youth Department is also in the process of purchasing all new toys for children. Going forward the toys will be rotated on a monthly basis so that we can continue to offer a wide variety of toys for our youngest users.

**Winter Extravaganza:** The Youth Department hosted the NDL's first annual Winter Extravaganza on December 13<sup>th</sup>. Santa and Mrs. Claus visited the Library and brought one of their reindeer. Children who attended were given a holiday goodie bag and there was a special craft. Approximately 196 patrons attended the event and had a great time.

**Annual Staff Luncheon:** Normally, in December, the NDL has had its annual staff luncheon. For the past two years, we have not held one due to Covid. When the staff was surveyed as to whether or not they wish to have a gathering this year, the answer we received was that people would prefer not to gather prior to the holidays. In response, the staff luncheon has been moved to January, and will be held on Monday, January 9 at 1:00 p.m. in the Carlo Meeting Room. Please RSVP to Maria Williams by December 30<sup>th</sup> if you are interested in attending.

**Donation:** The robotics team at Northville High School, the Northville Robostangs, donated 5 boxes of Lego toys to the NDL. The Library thanks the Robostangs for their generosity.

**Cars and Coffee:** Cars and Coffee has ended for 2022. The next scheduled event is in April 2023. At this time, there is no set location for the event as it is unclear if the property the City of Northville is purchasing on Seven Mile Rd. will be available. Should the event return to the Old Village School parking lot, Laura suggests that the NDL negotiate a new agreement with the event planners to address our concerns. The Board would like Laura to reach out to Kevin McLaughlin in February to see where the location for the April event is being planned.

**Blood Drive:** The American Red Cross will be conducting a blood drive at the NDL from 10:00 a.m. to 4:00 p.m. on Wednesday, December 28<sup>th</sup> in the Carlo Meeting Room. If you are able to donate, please consider participating in the drive.

**3.2 Friends of the Northville District Library Report:** Friends President Martha Nork reported that the agreement between the Friends and the Library has been updated. Language that referred to the Gift Store has been removed. No other changes have been made. Library Chair Nick Vlisides and Library Director Laura Mancini signed the new agreement. The Friends approved their 2023 budget and were able to include everything that was on the Library's wish list which was presented to the Friends at their November meeting.

#### **4. Budget and Finance Review:**

**4.1 Bills over \$1,000 for approval:** Deborah Stanifer presented the List of Bills over \$1,000 for December 2022.

**MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$116,573.90 for payment. Thomas Thompson seconded the motion. Motion passed.

**4.2 Financial Report:** Deborah reported that 100% of our fiscal year is complete. The November financial statements are preliminary and will be revised when Plate Moran completes the year-end processing in preparation for the audit. The Finance Committee has decided to move \$400,000 from the Reserve Fund Money Market to the Reserve J-Fund due to increased interest rates in the J-Fund. \$100,000 will remain in the money market account as is required by Comerica Bank.

#### **4.3 Budget Amendments:**

**MOTION:** Deborah Stanifer made a motion to amend the Payroll Services line item in the Operating budget by \$32.00 taking the budget to \$7,732.00 due to a vendor cost increase. Thomas Thompson seconded the motion. Motion passed.

**MOTION:** Deborah Stanifer made a motion to amend the Gas line item in the Operating budget by \$328 taking the budget to \$11,928.00 due to Consumers Energy rate increase. Robert Sochacki seconded the motion. Motion passed.

**MOTION:** Deborah Stanifer made a motion to amend the Copier Expense line item in the Operating budget by \$55.00 taking the budget to \$10,555.00 due to vendor price increase. Thomas Thompson seconded the motion. Motion passed.

**MOTION:** Deborah Stanifer made a motion to amend the Youth Department Renovation line item in the Operating budget by \$16,022.00 taking the budget to \$65,914.00 due to payment for new shelving. Alan Somershoe seconded the motion. Motion passed.

**4.4 Reserve Transfer:** Deborah Stanifer reported that the Library needs to transfer \$100,000 from the Reserve Fund to the Operating Fund for December expenses prior to receiving tax revenue. A transfer also needs to be done from the Reserve Fund to the Operating Fund to pay for the Youth Renovation project.

**MOTION:** Deborah Stanifer made a motion to transfer \$100,000 from the Reserve Fund to the Operating Fund to fund operating expenses for the month of December. The funds will be transferred back to the Reserve Fund upon receipt of property taxes. Robert Sochacki seconded the motion. Motion passed.

**MOTION:** Deborah Stanifer made a motion to transfer \$16,022 from the Reserve Fund-Facilities Preservation to the Operating Fund-Youth Renovation line item in the Operating Fund for payment of new shelving. Thomas Thompson seconded the motion. Motion passed.

#### **5. Committee Reports:**

**5.1 Personnel Committee-Director Contract Renewal:** Library Director Laura Mancini's employment contract will expire on January 14, 2023. Personnel Committee chair Joe Corriveau proposed renewing Laura's contract for two year and to give Laura a 4% raise retroactive to Dec. 1<sup>st</sup> when the other library staff received their raises. The union contract salary increase is 4% this year.

**MOTION:** Joe Corriveau made a motion to renew Laura Mancini's employment contract for two years, beginning January 15, 2023 until January 14, 2025 and to give her a 4% wage increase, retroactive until December 1, 2022. Thomas Thompson seconded the motion. Motion passed.

#### **6. Announcements and Comments:**

**6.1** The next Facilities Committee meeting is scheduled for Wednesday, January 18, 2023 at 10:00 a.m.

**6.2** The next Finance Committee meeting is scheduled for Tuesday, January 24, 2023 at 9:30 a.m.

**6.3** The next Board Meeting will be held on Thursday, January 26, 2023 at 7:00 p.m.

The meeting was adjourned at 7:50 p.m.

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# **NORTHVILLE DISTRICT LIBRARY ~ Board of Trustees**

## **Officers and Committee Assignments**

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### ***Board Committees – 2022:***

Chair: **Nick Vlisides, Finance**  
Vice-Chair: **Robert Sochacki, Facilities, Policy**  
Secretary: **Thomas Thompson, Finance, Personnel**  
Treasurer: **Deborah Stanifer – Finance\*, Policy**  
Trustee: **Joe Corriveau, Personnel\***  
Trustee: **Carol Doyle, Policy\*, Facilities**  
Trustee: **Alan Somershoe-Facilities\*, Personnel**

\*Committee Chair

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#### **Finance Committee**

**Committee Chair:** Deborah Stanifer

**Members:** Thomas Thompson  
Nick Vlisides

#### **Policy Committee**

**Committee Chair:** Carol Doyle

**Members:** Deborah Stanifer  
Robert Sochacki

#### **Personnel Committee**

**Committee Chair:** Joe Corriveau

**Members:** Alan Somershoe  
Thomas Thompson

#### **Facilities Committee**

**Committee Chair:** Alan Somershoe

**Members:** Carol Doyle  
Robert Sochacki

**NORTHVILLE DISTRICT LIBRARY  
BOARD OF TRUSTEES**

**BY-LAWS**

**ARTICLE I**

**GENERAL PROVISIONS**

**Section 1. Name**

This organization shall be called the Northville District Library.

**Section 2. Purpose of Bylaws**

The purpose of these bylaws is to set forth the internal rules, which govern the operations and business of the Northville District Library Board of Trustees.

**Section 3. Functions of the Board of Trustees**

The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. Among the Board of Trustees major responsibilities are hiring and evaluating the Library Director; approval of the budget; approval of building plans and construction contracts; and establishing policy. The Board of Trustees will delegate all administrative functions to the Library Director. These functions include the hiring, evaluating, and supervising of other library staff; preparing the budget; overseeing the selection and purchase of library materials; preparing procedures for implementing library policies; preparing library programs; and managing the day-to-day operation of the library.

**ARTICLE II**

**BOARD OF TRUSTEES MEMBERS**

**Section 1. Election of Board of Trustees Members**

In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Northville District Library (the "Board") shall consist of seven (7) members elected at large in a general election from the District in accordance with the District Library Act. Trustee terms are four years in length.

**Section 2. Board of Trustees Position Vacancies**

Vacancies shall arise in the event of the resignation, removal, death, imprisonment of a member, in the event a member has moved outside the District, or has been declared by a court of law to be mentally incompetent. Board of Trustees member vacancies shall be filled within forty-five (45) days from the effective date of a resignation or other event which causes a vacancy to exist.

The vacancy shall be filled with a legally qualified person who is appointed by a majority vote of the remaining members of the Board of Trustees at a regular or special meeting of the Board of Trustees. That person shall not be an immediate family member of a current trustee or current employee of the Northville District Library. Immediate family member is defined as a spouse, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual's spouse, domestic partner, by blood, marriage, or adoption. The appointee shall hold office until the next general election.

### Section 3. Board of Trustees Officers

Officers of the Board of Trustees shall be Chair, Vice-Chair, Secretary, and Treasurer.

### Section 4. Election of Board of Trustees Officers

The Officers shall be elected for a term of one year at the first meeting of the Board of Trustees each calendar year.

### Section 5. Board of Trustees Officer Vacancies

Vacancies in office shall be filled by the Board of Trustees at the next regular meeting of the Board of Trustees following the occurrence of a vacancy, except for the office of Chair, in which case the Vice-Chair shall assume the duties of the office for the unexpired term. A successor for the Vice-Chair shall be elected to fill the vacancy so created in that office.

### Section 6. Duties of Officers

#### a) Duties of the Chair

The Chair shall preside at all meetings, appoint committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The Chair shall have the authority to sign on behalf of the Board of Trustees all instruments, contracts or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The Chair may delegate such authority to the Library Director as approved by the Board of Trustees.

#### b) Duties of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair. In the case of the resignation, disability, or death of the Chair, the Vice-Chair shall assume the office for the unexpired term. The Vice-Chair shall have the authority to sign on behalf of the Board of Trustees all instruments, contracts or documents necessary or proper to be executed as approved by a majority of the Library Board of Trustees. The Vice-Chair may delegate such authority to the Library Director as approved by the Board of Trustees.

c) Duties of the Secretary

The Secretary of the Board of Trustees shall see that a true and accurate account of all proceedings of the Board of Trustees meetings is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings and, on the authorization of the Chair, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board of Trustees, the Secretary may delegate any of these responsibilities to the Library Director. In the Chair's and the Vice-Chair's absences, the Secretary shall preside at the Board meetings and assume the authority to act on behalf of the Chair and the Vice-Chair.

d) Duties of the Treasurer

The Treasurer shall see that an accounting is kept of the library funds and shall report on the state of the funds at each meeting. The Treasurer, along with the Library Director, shall serve as the Investment Officer and shall manage the library's financial investments as authorized by the Board of Trustees or as required by law. The Treasurer shall perform such other duties as may be authorized by the Board of Trustees, or required by law, or appropriate to the duties of the office of Treasurer, unless these duties have been delegated by the Treasurer to members of the library staff.

Section 7. Committees

The Board of Trustees may authorize committees as are deemed necessary. Committee shall never constitute a quorum of the board.

Committee will only have advisory powers unless granted specific power to act from the Board of Trustees. The committees shall report recommendations to the Board of Trustees for appropriate action.

### **ARTICLE III ETHICS STATEMENT**

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively. Regular meeting attendance is essential as is the duty to serve on committees.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.



Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.

A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.

Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

Trustees shall not become employed by the Northville District Library or receive any compensation for services rendered

## **ARTICLE IV MEETINGS**

### **Section 1. Organizational Meeting**

The Board of Trustees shall hold its organizational meeting at its first meeting of the calendar year. In the organizational meeting, the Board of Trustees shall elect officers of the Board of Trustees; shall adopt a regular monthly meeting schedule setting forth the dates, times, and places of the meetings for the coming year; and shall reaffirm these by-laws as rules for governing the Board of Trustees in its operations and business.

### **Section 2. Regular Meetings**

The regular meetings of the Northville District Library Board of Trustees shall be held each month. Notice of the regular meetings shall be posted at appropriate locations within ten (10) days of the organizational meeting. Any changes in this schedule shall be posted, as required by law.

### **Section 3. Special Meetings**

Special meetings may be called by the Chair or upon written request of two Trustees. Notice of the date, time, and place of the special meeting must be posted and available to the public for eighteen (18) hours prior to the meeting. The announcement of a special meeting at any meeting at which a quorum of Trustees is present shall be sufficient notice of such meeting for those Trustees present. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

### **Section 4. Meetings Open to Public**

All meetings of the Board shall be conducted in accordance with the Open Meetings Act and shall be held in a place available to the general public.

### **Section 5. Public Participation at Open Board of Trustees Meetings**

A person shall be permitted to address an open meeting of the Board of Trustees under the rules established and recorded in Board of Trustees policy. These rules shall be available for public inspection at each open meeting.

#### Section 6. Quorum and Voting Requirements

A quorum for the transaction of business shall consist of four (4) members of the Board of Trustees. Any Board of Trustees action, to be official, must be approved by a majority of the Board of Trustees present, unless approval by two-thirds (2/3) of the Board of Trustees is required by law.

#### Section 7. Agenda

The Library Director shall distribute to each Board of Trustees member, prior to each meeting, appropriate materials concerning items on the agenda. The agenda shall contain the order of business. It shall be compiled by the Director in cooperation with the Board of Trustees Chair and shall include a period of time when the public may speak to the Board of Trustees. Other Board of Trustees members may request items to be placed on the agenda. The Board of Trustees, by majority vote, must adopt or may amend the agenda.

A request by the public to place an item on the Board of Trustees agenda must be made to the Director or Chair at least seven (7) days in advance of the meeting in which it is desired to have the item discussed. The request should include a brief statement of the matter to be brought before the Board of Trustees along with any background information available, which may be provided to the Board of Trustees in advance of the meeting. The Director, in consultation with the Chair, shall determine whether the matter is an appropriate agenda item for that meeting or for a future meeting. The Director shall notify the person making the request whether the item will be placed on the agenda. If the item is placed on the agenda, the person making the request shall be allowed a reasonable amount of time to present or discuss the issue.

The following items will constitute the agenda for regular meetings:

- Call to order and attendance
- Approval of agenda
- Approval of minutes
- Citizens' comments
- Library Director's report
- Friends' report
- Financial report, including approval of bills
- Committee reports
- Other business
- Board member comments
- Adjournment

**ARTICLE V  
RULES OF ORDER**

Board of Trustees meetings shall be conducted using commonly recognized parliamentary procedure. The presiding officer of the Board of Trustees shall act as the decision-maker in parliamentary procedure, subject to reversal by a majority of the Board of Trustees.

**ARTICLE VI  
AMENDMENTS**

These by-laws may be amended at any regular meeting of the Board of Trustees by a majority vote of all Trustees, provided the amendment was presented in writing at the previous regular meeting.

Revised by the Board of Trustees June 24, 1999.  
Reaffirmed by the Board of Trustees November 18, 2004  
Revised by the Board of Trustees August 25, 2011  
Revised by the Board of Trustees November 17, 2011  
Revised by the Board of Trustees August 24, 2017  
Reaffirmed by the Board of Trustees Feb. 28, 2019  
Reaffirmed by the Board of Trustees January 23, 2020  
Reaffirmed by the Board of Trustees January 28, 2021  
Revised by the Board of Trustees March 24, 2022

By: \_\_\_\_\_

Thomas Thompson  
Its: Secretary

**NORTHVILLE DISTRICT LIBRARY**  
**212 W. Cady Street**  
**Northville, MI 48167**  
**BOARD OF TRUSTEES**  
**RESOLUTION 2023-01**  
**SCHEDULE OF 2023 BOARD MEETING DATES**

Minutes of the Organizational Meeting of the Board of Trustees of the Northville District Library, County of Wayne/Oakland, Michigan, held at the Northville District Library on Thursday, the 26th of January 2023 at 7:00 p.m., prevailing Eastern Time.

Present: Trustees \_\_\_\_\_  
Absent: \_\_\_\_\_

The following preamble and resolution was offered by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_

WHEREAS, the Northville District Library (the "Library") established under the provisions of Act 24, Michigan Public Acts of 1989, as amended ("Act 24"); and

WHEREAS, it is necessary pursuant to the Bylaws and the Open Meetings Act of 1976, as amended, to adopt a schedule of regular meetings and meeting places for the Board;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Board hereby establishes the following days of the months described below as regular meetings dates of the Board for the year ending December 31, 2023, to be held in the location indicated below:

| <u>Day</u> | <u>Date</u>  | <u>Time</u> | <u>Location</u>             |
|------------|--------------|-------------|-----------------------------|
| Thursday   | January 26   | 7:00 p.m.   | Northville District Library |
| Thursday   | February 23  | 7:00 p.m.   | Northville District Library |
| Thursday   | March 23     | 7:00 p.m.   | Northville District Library |
| Thursday   | April 27     | 7:00 p.m.   | Northville District Library |
| Thursday   | May 25       | 7:00 p.m.   | Northville District Library |
| Thursday   | June 22      | 7:00 p.m.   | Northville District Library |
| Thursday   | July 27      | 7:00 p.m.   | Northville District Library |
| Thursday   | August 24    | 7:00 p.m.   | Northville District Library |
| Thursday   | September 28 | 7:00 p.m.   | Northville District Library |
| Thursday   | October 26   | 7:00 p.m.   | Northville District Library |
| Thursday   | November 16  | 7:00 p.m.   | Northville District Library |
| Thursday   | December 21  | 7:00 p.m.   | Northville District Library |

2. The Secretary shall have posted the schedule of regular meetings in a conspicuous place at the Library building.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are and the same hereby are rescinded.

AYES: Trustees \_\_\_\_\_  
NAYES: None  
ABSENT: None

RESOLUTION DECLARED ADOPTED

|           |                  |
|-----------|------------------|
| _____     | January 26, 2023 |
| Secretary | Approval Date    |

**Resolution 2023-01**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Northville District Library, County of Wayne/Oakland, State of Michigan, at the meeting held on Thursday, January 26, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and made available as required by said Act.

|           |                  |
|-----------|------------------|
| _____     | January 26, 2023 |
| Secretary | Approval Date    |

# Library Board Statistics Report December 2022

|   | Current Month | This Month Last Year | Percent Change |
|---|---------------|----------------------|----------------|
| <b><u>Library Cards</u></b>             |               |                      |                |
| New Registrations                       | 118           | 98                   | 20.41%         |
| City Residents with cards               | 3,136         | 3,183                | -1.48%         |
| Township Residents with cards           | 10,549        | 10,981               | -3.93%         |
| <b><u>Gate Count</u></b>                | 9,640         | 8,373                | 15.13%         |
| <b><u>Circulation- Audience</u></b>     |               |                      |                |
| Adult Materials                         | 11,990        | 12,333               | -2.78%         |
| Teen Materials                          | 1,899         | 1,796                | 5.73%          |
| Youth Materials                         | 12,692        | 12,369               | 2.61%          |
| <b>Totals</b>                           | 26,581        | 26,498               | 0.31%          |
| <b><u>Circulation- Format</u></b>       |               |                      |                |
| Number of Print Items                   | 20,588        | 19,666               | 4.69%          |
| Number of Audiovisual Items             | 8,478         | 8,554                | -0.89%         |
| Number of e-book downloads              | 4,077         | 3,921                | 3.98%          |
| <b>Totals</b>                           | 33,143        | 32,141               | 3.12%          |
| <b><u>Interlibrary Loan</u></b>         |               |                      |                |
| Items loaned to other libraries         | 896           | 854                  | 4.92%          |
| Items borrowed from other libraries     | 2,544         | 4,356                | -41.60%        |
| <b>Totals</b>                           | 3,440         | 5,210                | -33.97%        |
| <b><u>Reference Questions Asked</u></b> | 2,192         | 1,943                | 12.82%         |
| <b><u>Technology</u></b>                |               |                      |                |
| Database Searches                       | 4,865         | 9,501                | -48.79%        |
| e-Content Downloads                     | 1,179         | 993                  | 18.73%         |
| Hot Spot Check-Outs                     | 10            | 9                    | 11.11%         |
| Public Computer Usage                   | 435           | 281                  | 54.80%         |
| Website Usage                           | 16,436        | 16,030               | 2.53%          |
| Wireless Sessions                       | 1,297         | 584                  | 122.09%        |
| <b><u>Meeting Room Usage</u></b>        |               |                      |                |
| Carlo Meeting Room                      | 17            | 22                   | -22.73%        |
| Friends Community Room                  | 6             | 0                    | NA*            |
| Study Rooms                             | 306           | 186                  | 64.52%         |
| Study Room Turnaways                    | 56            | 3                    | 1766.67%       |
|   |               |                      |                |
|   |               |                      |                |
|   |               |                      |                |
|   |               |                      |                |
|   |               |                      |                |
|   |               |                      |                |
|   |               |                      |                |

\*Meeting Rooms closed due to COVID-19

## Library Board Statistics Report December 2022

|                                     | Current Month | This Month Last Year | Percent Change |
|-------------------------------------|---------------|----------------------|----------------|
| <b><u>Programs</u></b>              |               |                      |                |
| Number of Adult Programs            | 12            | 10                   | 20.00%         |
| Adult Program Attendance            | 221           | 198                  | 11.62%         |
| Number of Teen Programs             | 4             | 5                    | -20.00%        |
| Teen Program Attendance             | 36            | 48                   | -25.00%        |
| Number of Youth Programs            | 6             | 2                    | 200.00%        |
| Youth Program Attendance            | 291           | 14                   | 1978.57%       |
| Number of Tech X-Pert Sessions      | 6             | 6                    | 0.00%          |
| Tech X-Pert Attendance              | 6             | 6                    | 0.00%          |
| <b>Total Programs</b>               | 28            | 23                   | 21.74%         |
| <b>Total Program Attendance</b>     | 554           | 266                  | 108.27%        |
| <b><u>Social Media</u></b>          |               |                      |                |
| Facebook Followers                  | 3,197         | 2,676                | 19.47%         |
| Instagram Followers                 | 1,781         | 1,520                | 17.17%         |
| Pinterest Followers                 | 193           | 194                  | -0.52%         |
| Twitter Followers                   | 1,635         | 1,568                | 4.27%          |
| <b>Total Social Media Followers</b> | 6,806         | 5,958                | 14.23%         |

\*Meeting Rooms closed due to COVID-19



To: Library Board Members

From: Laura Mancini

Re: Space Study Session

Date: 1-20-23

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In order to be able to implement many of the goals of the Library's strategic plan, the Board of Trustees needs to take a comprehensive look at the Library's current and future space needs. Such an analysis will help the Board chart a future direction for the organization. I would like to propose that the Library Board hold a study session in the month of February to examine its space needs. Meeting room space is available on February 11 and February 18, which are both Saturdays. The session would last approximately two hours and refreshments will be provided. Please check your calendars to see which date you might be available. Thank you.