Indian River Area Library
Regular Board Meeting
Agenda
September 19th 2019

Tuscarora Township Hall
4:45 pm

I. Call to Order
II. Approval of Agenda
III. Approval of Minutes - August 20th 2019, September 3rd 2019
IV. Financial Report
V. Public Comment - Agenda Items
VI. Friends of the Library Report
VII. Old Business
       A. Director Search
       B. Millage
VIII. New Business
       A. Board Opening
       B. Township Meeting Room Carpet
IX. Director’s Report
       A. Winter Reading Program 2020
       B. Upcoming Events
       C. Other Updates
X. Public Comment
XI. Adjourn

General Statistics
See Attached
Indian River Area Library  
Regular Board Meeting  
DRAFT Minutes  
August 20, 2019

I. Call to Order – 4:45 PM  
Present: Patty Hull, Patti Brown, Kristina Moutrie, Amanda Baker, David Hill, Kathy Cole  
Also Present: Mara Klco, Director; Karen Hill, Friends of the Library; Shirly Bruursema, Millage Specialist

II. Approval of Agenda  
Hull moved to approve the agenda. Support offered by Cole, all ayes.

III. Approval of Minutes  
Cole moved to approve the minutes from July 16, 2019. Hull offered support, all ayes.

IV. Financial Report  
Baker moved to accept the financial report as presented. Support offered by Moutrie, all ayes.

V. Public Comment – Agenda Items  
None.

VI. Friends of the Library Report  
Karen Hill shared updates on donations made, membership drive, Mah-Jong tournament, 2020 Wine with Friends, potential millage marketing, and recruitment of Board Members.

VII. Old Business  
a. Millage  
 Bruursema presented to the Board on best practices for millage campaigns based on her extensive experience with successful campaigns. Suggestions included the following:  
- List improvements that would be result of the millage  
- Look at what else will be on the 2020 ballot  
- Start a “Yes” committee to market the campaign  
- Look at neighboring and similar sized libraries to compare needs and funding  
- Meet with local organizations  
- Get list of absentee voters from County  
- Send info with school packets

Break

b. Makerspace
After a brief discussion it was determined the Library should move forward with the makerspace in January after a bit more planning and when the Library is slower for the winter.

c. Koehler Township
Koehler Township submitted a proposed agreement offering 50% of penal fines. Klco will look into potential legalities or collecting only penal fines for a multiple year contract.

VIII. New Business
None.

IX. Director’s Report
Klco updated the Board on Summer Reading Program numbers, Winter Reading Program plans, and upcoming events including secondary school programs.

X. Public Comment
Hill updated the Board on the Indian River DDA’s Streetscape Project, finalization of staff area behind the circulation desk, and looking for Board Members for the 2020 election.
Hull shared positive feedback on the stop action animation program.

XI. Adjournment – 7:30 PM
Cole moved to adjourn. Support offered by Moutrie, all ayes.
Indian River Area Library  
Special Board Meeting  
DRAFT Minutes  
September 3, 2019  

I. Call to Order – 4:45 PM  
   Present: Patty Hull, Patti Brown, Kristina Moutrie, Amanda Baker, David Hill  
   (4:50 PM)  
   Excused: Kathy Cole  
   Also Present: Mara Klco, Director  

II. Approval of Agenda  
   Hull moved to approve the agenda. Support offered by Baker, all ayes.  

III. Public Comment  
   None.  
   Hill arrived at 4:50 PM.  

IV. New Business  
   a. Director’s Letter  
      Hull moved to regretfully accept Klco’s letter of resignation. Baker offered support, all ayes.  
      Moutrie left at 5:00 PM.  
      Discussion was had on Klco’s future plans, interim operation of the Library, and posting the position.  

V. Public Comment  
   Baker informed the Board she would be stepping down due to relocation after the September meeting.  
   Hill suggested the Library up the winter programming and marketing to garner support for a millage run.  

VI. Adjourn – 5:30 PM  
   Hill moved to adjourn. Support offered by Hull, all ayes.
FRIENDS OF THE INDIAN RIVER AREA LIBRARY

SEPTEMBER 10, 2019

11AM LIBRARY CONFERENCE ROOM

CALL MEETING TO ORDER

JULY’S MINUTES

TREASURER’S REPORT

PRESIDENT’S REPORT

DIRECTOR’S REPORT

LIBRARY BOARD’S REPRESENTATIVE’S REPORT

OLD BUSINESS

1. Membership drive UPDATE
2. Mahjongg Tournament, Thursday Sept 19th 1-4 in Township Hall

NEW BUSINESS

Mara Kelco’s resignation

ADJOURN

NEXT MEETING TUESDAY, OCTOBER 8, 11AM LIBRARY CONFERENCE ROOM
Friends of the Indian River Area Library
Treasure's Report as of August 31, 2019

Straits Area Credit Union Accounts as of 08/31/2019
Balance Savings Account............ $916.32
Balance Checking Account......... $8134.17

Expenditures (Since last Treasurer's Report 07/31/2019)
08/13/2019– check #1449 - $1500.00 – Indian River Area Library –Summer Reading Program
(hasn't cleared yet)

Library Shelf - Book Sales (Since 07/31/2019)
08/14/2019 - $87.76
08/31/2019 - $41.05

Other Contributions (Millage)
08/14/2019 - $200.00 – Karen Hill
08/29/2019 - $40.00 – Patti Brown

Summary of Contributions – 2017
Memberships (61).............$610.00
Library Materials (9)........$435.00
Community Programs (5)....$83.33
Children's Programs (20),$418.33
Library Equipment (4) ......$73.34

Summary of Contributions - 2018
Memberships (30+) ..........$560.00
Library Materials (8) .........$140.00
Community Programs (8),$110.00
Children's Programs (11),$335.00
Library Equipment (8) .......$330.00
$1400.00 from Dinner Tickets (27)
plus anonymous contributions to
be

for summer programs (05/17/2018)
$2500.00 estate of Nita Widell for
Children's Programs & Furniture
$600.00 Mahjongg Tournament

2019 Contributions as of 08/31/2019*
Memberships (10+)........................$100.00
Library Materials (4)...........$210.00
Community Programs (3)........$90.00
Children's Programs (4)...........$100.00
Library Equipment (8)..........$1046.00
Mahjongg Tournament (1)........$25.00
Net Profit from Wine Tasting....$1709.71

*Per President Karen Hill's request at
last meeting

Used Book Sales – 2017
Actual Book Sales (5)............$339.50
Library Book Shelf Sales ..........$136.20

Used Book Sales - 2018
Actual Book Sales (none)
Library Book Shelf Sales.........$448.01

Used Book Sales (as 08/31/2019)
Actual Book Sales (none)
Library Book Shelf Sales.........$262.05

recommendations
Respectfully Submitted,
Robert Schultz, Treasurer

RECOMMENDATIONS for NEXT YEAR'S MEMBERSHIP DRIVE

This year’s annual membership drive fell way below expectations ----
in fact it was a disaster. Next year please consider the following:

A. Have the date applications are due in either mid June, July, or August.
   September 1st was bad timing...folks leaving, start of school, etc.

B. Emailing applications was a failure (see results from past years)
1. Some folks didn't respond for the following reasons:
   a. Unable to open the email and respond
   b. Email may have gone to “junk mail”
   c. Easy to delete...”out of sight, out of mind”
   d. No printing available to print out return applications
   e. Contact the Chamber of Commerce for possible reduced mailing costs

C. Perhaps contributors to other special events are confused and feel/think their membership is
   included in those other events and fund raisers.

D. Who is responsible for acknowledging contributions when no email address is provided on
   their membership application. When an email address is provided, I send them an email
   “thank you”.
The meeting was called to order at 11:00AM by Karen Hill.

Present: Bob Schultz, Sally Bataran, Karen Hill, and Mara Klco.

**Secretary Report:**
Minutes from August 2019 were approved.

**Treasurer Report:**
Savings Balance: $916.32 – as of 8/31/19
Checking Balance: $8,134.17 – as of 8/31/19
The Treasurer Report was approved as written.
Bob gave an update on where the different Friends of the Library funds go.
It was decided to never do the membership drive using email. We received very few responses. We will hold off until next year and then do a mailing for the 2020 drive.

**Director’s Report:**
Band Book Week is in September.
The tutoring program will be starting. Two children have signed up so far.
A Book Folding class will be held October 10th.
A Broken Crayon Candle class will be held in October.
A Halloween Carnival will be held on Halloween. Volunteers will be needed.

**Board of Trustees Report:**
The Library Board will be going for a millage increase in 2020. Discussion has started. They are going for .06 instead of .03. A committee will be starting in February.
The library is working with Kohler Township on getting them to be a part of the library.
Mara gave her notice. Her last day is October 31st. The process to get a new director will be starting.

**President’s Report:**
**Old Business:**
Wine Friends Fundraiser 2020 – The date is set for June 3, 2020. This will be our fundraiser in 2020.

The Mahjongg Tournament will be September 19th from 1 – 4 in the Township Hall. We have 17 people signed up. The golf course added an event that day and that is keeping many women from joining us. It has been decided to have this event going forward because many of the women love the event. It will not be considered a fundraiser though.

Used Book Sales – The Women’s Resource Center decided to take the books that were downstairs. They are now gone.

We will not be having meetings through the winter months. Not many people are around then.

**New Business:**
The dunk tank ended up costing more than it would be worth. We will not be doing this.

Motion made and accepted to adjourn at 11:55 am.

THE NEXT MEETING IS OCTOBER 8, 2019 AT 11AM
IN THE LIBRARY CONFERENCE ROOM
Millage Fact Sheet
What are we asking for?
A .03 mill increase. So for every $1000 of the assessed value of your property you give the library $0.03 once a year.

What will the library do with the money?
- Increased hours
  - Mondays
  - two evenings
  - increased Saturday hours
- Increased events
  - Monthly Speakers series
  - Daily events
  - 1000 Books Before Kindergarten Program
- Increased Services
  - Book delivery for Homebound patrons
  - More digital resources
  - Little Free Libraries
  - Little Free Pantry
  - Library of Things

What happens if the millage fails?
If the millage fails we will have to make cuts from our current offerings. These offerings have been funded so far by our savings.
- Decreased events
  - Shut down the Winter Reading Program
  - Shorten the Summer Reading Program
  - Decrease the number of Special Events
- Decrease purchasing of circulated materials
  - Decrease purchasing of digital materials
  - Decrease purchasing of physical materials
- Decreased Training for Staff

What services does the Library offer?
- Circulation of our physical collection
- E-books and Audiobooks
- Reciprocal Borrowing
- Michigan E-Library
  - Over 80 digital resources

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<tr>
<th>Assessed Value</th>
<th>Annual Millage Amount</th>
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<tr>
<td>$50,000</td>
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<td>$75,000</td>
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<td>$500,000</td>
<td>$150</td>
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<td>$1,000,000</td>
<td>$300</td>
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<tr>
<th>Material Type</th>
<th># of items</th>
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<td>Books</td>
<td>33,495</td>
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<td>Adult books</td>
<td>22,847</td>
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<td>Large Print Books</td>
<td>2,490</td>
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<td>Teen Books</td>
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<td>Children's Chapter Books</td>
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<td>Picture Books</td>
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<td>Graphic Novels</td>
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<td>Music CDs</td>
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<td>Audiobooks on CDs</td>
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<td>DVDs</td>
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<td>Puppets</td>
<td>66</td>
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<td>Games and Puzzles</td>
<td>60</td>
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<td>E-books</td>
<td>23,940</td>
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<td>Digital audiobooks</td>
<td>4,179</td>
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• MeLCat
• Regular Events
  o Weekly: Story Time, MahJong, Zumba
  o Bimonthly: Tech Time, Fibers with Friends
  o Monthly: Book Club, PJ Story Time, Movie Night, Lego Club
• Reading Programs
  o Summer Reading: June-August
  o Winter Reading Program: January-March
• At least three special events per month
• Printing, copying, scanning and faxing
• Room rentals
  o Meeting room
  o MakerSpace

What has the library accomplished recently?
• Interior renovation
  o Paint
  o Carpet
  o Office Area
  o Meeting room
  o Makerspace
  o Complete redesign
• Increase event schedule to at least 3 per week
• Reading Program Growth
  o Over 100 participants in 2019 Summer Reading Program
  o Winter Reading Program starting winter 2020
• Partnerships with Inland Lakes Schools
  o Barker Bunch Lunch Story Time
  o Book Delivery Program
  o Book Club
  o Conferences
• Updated Collect
  o Purchasing Bestsellers every week
  o Removing books not checked out in over 20 years
• Created five year strategic plan with community input
• Massive circulation growth

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<tr>
<th>As of September</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>% change</th>
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<td>4811</td>
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<td>Teen</td>
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<td>87</td>
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<td>Kids Chapter</td>
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<td>519</td>
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<td>Picture Books</td>
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<td>1107</td>
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<td>DVDs</td>
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<td>CDs</td>
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<td>Digital Materials</td>
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<td>Interlibrary Loans</td>
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<td>Other</td>
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<td>78</td>
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<td>6478</td>
<td>8730</td>
<td>11131</td>
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Custom Carpets, Inc.
P.O. Box 543
5959 S. Straits Hwy.
Indian River, MI 49749
(231) 238-9305

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<th>Description</th>
<th>Qty</th>
<th>Cost</th>
<th>Total</th>
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<tr>
<td>Meeting &amp; Lunch Room</td>
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<tr>
<td>Shaw Multiplicity Carpet Tile - TBD</td>
<td>175.89</td>
<td>23.60</td>
<td>4,151.00T</td>
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<td>Adhesive</td>
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<td>198.00</td>
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<td>Freight Charge</td>
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<td>Carpet Installation</td>
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<td>Vinyl Cove Base in Lunch Room Only</td>
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<td>Vinyl Cove Installation</td>
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<td>Removal &amp; Disposal of Old Flooring</td>
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<td>Furniture Remove/Replace</td>
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Grand Total Using Capital III Carpet Tile $6,012.40

This estimate is good for 30 days. 50% deposit, remainder due upon completion of job. Thank you

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<th>Subtotal</th>
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<td>$6,318.59</td>
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Winter Reading Program
“A Reading Wonderland”

1. Dates
   a. January 22nd - March 6th
   b. January 22nd at 6:00pm Talk by Author Dianna Stampfler
      i. Michigan’s Haunted Lighthouses
   c. February is the Month of Love
      i. 4th-8th: Love Yourself
      ii. 11th-15th: Love your family and friends
      iii. 18th-22nd: Love your Library
      iv. 25th-29th: Love your community

2. Reading Log system
   a. Bingo Cards
   b. A bingo gets you a small prize
   c. A black out enters you into the grand prize drawing
      i. Grand prizes: To be announced
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<td>7</td>
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<tr>
<td>Labor Day</td>
<td>4:45pm - Board 6:30pm - Cars Movie 7pm - Township</td>
<td>3:30pm - Lego Club 5:30pm - Zumba</td>
<td>11am - Story Time</td>
<td>10:30am - Mahjong 11am - Tech Time</td>
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<tr>
<td>11am - Friends of the 6:30pm - Pajama Story</td>
<td>11am - Tech Time 1pm - preschool visit 6pm - Fibers with</td>
<td>Helen Off</td>
<td>Loretta In 11am - Barkers</td>
<td>11am - Story Time 2pm - Fibers with</td>
<td>Mara Off 10:30am - Mahjong</td>
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<td>Helen Off</td>
<td>Loretta In 4:45pm - Library Board</td>
<td>11am - Book Delivery 5:30pm - Book Club</td>
<td>Helen Off Mahjong Tournament 11am - Barkers</td>
<td>11am - Story Time</td>
<td>Loretta Off 10:30am - Mahjong</td>
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<tr>
<td>10am - Banned Book Week</td>
<td>6pm - Jewelry Class 5:30pm - Banned Book 5:30pm - Zumba</td>
<td>11am - Barkers</td>
<td>Festival of the Book 11am - Banned Book 10:30am - Mahjong 11:30am - Write Your</td>
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<td>Festival of the Book Banned Book Week</td>
<td>6:30pm - Coco Movie 7pm - Township</td>
<td>11am - Book Delivery 3:30pm - Lego Club 5:30pm - Zumba</td>
<td>11am - Barkers</td>
<td>Mara Out 11am - Story Time 10:30am - Mahjong 11am - Tech Time</td>
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<td>Festival of the Book</td>
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<td>11am - Book Delivery</td>
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<td>Mara Out</td>
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<td>Banned Book Week</td>
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<td>3:30pm - Lego Club</td>
<td>11am - Barkers</td>
<td>11am - Story Time</td>
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<td>Mara Out</td>
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<td>11am - Friends of the</td>
<td>11am - Tech Time</td>
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<td>10:30am - Mahjong</td>
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<td>6:30pm - Pajama Story</td>
<td>5:30pm - Zumba</td>
<td>11am - Barkers</td>
<td>2pm - Fibers with</td>
<td>11am - Tech Time</td>
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<td>11am - Talk to the</td>
<td>11am - Story Time</td>
<td>11am - Barkers</td>
<td>11am - Story Time</td>
<td>10:30am - Mahjong</td>
<td>11am - Book Folding</td>
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<td></td>
<td>Town</td>
<td>11am - Barkers</td>
<td>11am - Story Time</td>
<td>11am - Barkers</td>
<td>10:30am - Mahjong</td>
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<td>4:45pm - Library Board</td>
<td>11am - Book Delivery</td>
<td>11am - Barkers</td>
<td>11am - Story Time</td>
<td>10:30am - Mahjong</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:30pm - Book Club</td>
<td>11am - Barkers</td>
<td>11am - Story Time</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>5:30pm - Zumba</td>
<td>10:30am - Mahjong</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>20</td>
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<td>4pm - Crayon Candles</td>
<td>11am - Barkers</td>
<td>11am - Story Time</td>
<td>10:30am - Mahjong</td>
</tr>
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<td></td>
<td></td>
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<td>5:30pm - Zumba</td>
<td>11am - Barkers</td>
<td>11am - Story Time</td>
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<td></td>
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<td>5:30pm - Zumba</td>
<td>11am - Barkers</td>
<td></td>
<td></td>
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<tr>
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<td>27</td>
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<td>5:30pm - Zumba</td>
<td>Halloween</td>
<td>11am - Barkers</td>
<td></td>
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<td>Pizza Party</td>
<td>11am - Barkers</td>
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### General Circulation

<table>
<thead>
<tr>
<th>Category Description</th>
<th>July 2019</th>
<th>July 2018</th>
<th>% Change</th>
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<tbody>
<tr>
<td>Adult Totals</td>
<td>998</td>
<td>723</td>
<td>+38.04%</td>
</tr>
<tr>
<td>JE</td>
<td>399</td>
<td>189</td>
<td>+111.11%</td>
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<tr>
<td>J</td>
<td>190</td>
<td>128</td>
<td>+48.44%</td>
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<tr>
<td>YA</td>
<td>33</td>
<td>8</td>
<td>+312.50%</td>
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<tr>
<td>CDs</td>
<td>28</td>
<td>42</td>
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<tr>
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<td>Periodicals</td>
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<tr>
<td>Other</td>
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<td>34</td>
<td>+26.67%</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>1918</strong></td>
<td><strong>1297</strong></td>
<td><strong>+47.87%</strong></td>
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### Overdrive Circulation

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<thead>
<tr>
<th></th>
<th>July 2019</th>
<th>July 2018</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>243</td>
<td>137</td>
<td>+77.37%</td>
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### Mel Circulation

#### Received

<table>
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<th>July 2019</th>
<th>July 2018</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
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<td>99</td>
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#### Lent Out

<table>
<thead>
<tr>
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<th>July 2019</th>
<th>July 2018</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>27</td>
<td>36</td>
<td>-25%</td>
</tr>
</tbody>
</table>

### Newsletter

- 154 Recipients
- 68 Opened
- 16 Clicks

### Facebook

- 6 new page likes
5 posts reaching an average of 76.4 people and being engaged with by an average of 8.6 people

New Patrons

1 Burt
1 Petoskey
15 Tuscarora
17 New patrons

Events

8/21 - Book Club - 12 adults
8/23 - Story Time - 1 kids, 1 adult
8/24 - MahJongg - 4 adults
8/24 - Book bingo - 3 kids, 1 adult
8/29 - Color Changing notebook - 12 kids, 3 adults
8/30 - Story Time - 4 kids, 2 adults
8/31 - MahJongg - 3 adults
9/3 - Cars Movie Night - 0
9/4 - Lego Club - 4 kids, 2 adults
9/6 - Story Time - 1 kids, 1 adult
9/7 - MahJongg - 8 adults
9/10 - PJ party story time - 2 kids, 1 adult
9/11 - Tech Time - 3 adults
9/11 - Fibers with Friends - 2 adults
9/13 - Story Time - 5 kids, 3 adults
9/13 - Fibers with Friends -
9/14 - MahJongg -

Donors
Fleegers
Patricia Hoffman