LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: 8/25/25

I. Call to Order

The meeting was called to order by Reid at: 6:30 PM

Members present: Reid, Rathbun, McArthur, Troxell, Munson

Members excused: Cornish

Staff Present: Tone

Village personnel: Todd Hackenberg, Josh Appleby

Public Comments: Back wall is not as bad as it appears to be. The company does not make that color or that look; the whole back siding needs so be replaced. There was another hole above the fire department. The suggestion was that they take the area where the rot is and put a separate color that matches the brick and siding. In front of the fire department, they will have to repair a more extensive area.

Back Cover over the entrance to library and police department: They do not have bids for it.

ADA doors: The outdoor back door and the door into library need to be replaced first. There is a bid for $8200.00 for one door.

II. Secretary’s Report: The 7/28/25 minutes were accepted as presented.

|  |
| --- |
| Troxell Moved to accept the 7/28/25 meeting minutes. Second by - Rathbun. Motion carried |

III. Library Director’s Report – Usage Statistics

1. Visitors: 1005
2. Materials checked out: 2307
3. Adult Fiction: 496
4. Adult non-fiction: 59
5. Audio Books: 25
6. Children Easy Books: 839
7. Junior Fiction: 530
8. Large Print: 228
9. Periodicals: 18
10. Videos: 62
11. Young Adult fiction: 43
12. VOX books: 7

Total: 2307

1. Computer usage: 33 uses
2. Michigan Overdrive total checkouts: 32,474
3. Michigan Overdrive total holds: 12,674
4. Michigan Overdrive total users: 7,666
5. New Items Processed: 132
6. Total Items in Library: 27,081
7. Mel ITEMS Received: 116
8. Our MEL items sent: 115
9. Lawton Overdrive downloads: 281
10. Lawton Overdrive holds: 232
11. Lawton Overdrive Users: 1,525
12. New Library Members: 25
13. Total Library Members: 1,391
14. Hoopla checkouts: 148
15. Hoopla Cost for month: $331.05 Credit balance: $1,211.99
16. Hoopla Patrons: 118 (32 Porter, 87 Village); 2024 checkouts – 293; 2025 680.
17. Lawton Website visited: NA
18. Facebook visited: 6483 in last 30 days
19. Special Programs: Book Club: 12; Craft Night: 0; Knitters: 29; Mystery: 6; Storytime: 0; White Oaks: 11.
20. Special Programs: Lego Day: 49; John Ball Zoo – 95; Clark Lewis – 84; Lego Day – 45; Kim Baker – 52.

IV. Financial Report

A. The financial report was presented.

|  |
| --- |
| McArthur moved to accept the financial report. Second by Munson. Motion carried. |

B. The receipts and expenses were presented by Tone as follows:

Receipts: $8981.54

Expenses: $ 17,884.07

|  |
| --- |
| McArthur moved to pay the bills. Second by Rathbun. Motion carried. |

V. Committee Reports

A. None

VI. Communications: None

VII: Old Business:

1. Policies in progress
2. Directors packet in progress

VIII. New Business:

1. Tammy Preston’s 1 year increase

|  |
| --- |
| McArthur moved to increase Preston’s wages from $12.50 to $15.00 starting immediately. Second Rathbun. Rathbun – yes; Reid – yes; Troxell – yes; Munson – yes; McArthur – yes. Motion carried. |

1. Adding to policy a yearly cost of living increase for staff. It will be according to the Federal government information, and needs to be consistent from year to year. See attached.
2. Summer reading stats: See attached.
3. Tony still working on Server/best cost for library; Tone has gotten a backup server which costs $2,075.00; The budget needs to be increased by no more than $4000.00 as the server is now $8000.00.

|  |
| --- |
| McArthur moved to increase the server budget by $4000.00 as the server is now $8000.00 due to increase in price. Second by: Reid. Rathbun – yes; Reid – yes; Troxell – yes; Munson - yes; McArthur – yes. Motion carried. |

1. The Library Entry Door needs to be ADA approved as the seniors and disabled cannot operator the current door.

|  |
| --- |
| Rathbun moved to purchase an ADA Library Entry Door for up to $7,759.00. Second by McArthur. Rathbun – yes; Reid – yes; Troxell – yes; Munson - yes; McArthur – yes. Motion carried. |

1. The camera system needs to be upgraded along with the network video recorder as the original equipment was made in China and this equipment is not allowed in municipalities.

|  |
| --- |
| Reid moved to upgrade the camera system and the network video recorder for up to $2600.00. Second by Rathbun. Rathbun – yes; Reid – yes; Troxell – yes; Munson - yes; McArthur – yes. Motion carried. |

1. Closing for Labor Day: Monday, September 1, 2025.
2. Story Time begins September 10, 2025.

X. Adjournment – The meeting adjourned at 7:27

Munson Moved to adjourn the meeting; second by McArthur

Next Meeting: 9/29/25 at 6:30 PM. Respectfully submitted,

Marianne McArthur, Board Secretary

**1. Purpose**

To ensure library staff wages maintain real purchasing power amid inflation and rising living costs in Michigan, while aligning with state regulations and budget considerations.

**2. Scope**

Applies to all **library staff** employed by the library (full-time and part-time).

**3. COLA Basis & Calculation**

* **Primary Index:** The annual COLA will be based on the **Social Security Administration’s (SSA) Cost-of-Living Adjustment**, itself derived from the **Consumer Price Index for Urban Wage Earners & Clerical Workers (CPI-W)** **Application Date:** Effective **January 1** each year.
* **Adjustment Range:** Minimum **2%**, maximum **4.5%**, regardless of the SSA-published rate.
* **Board Approval:** Applied automatically after SSA rate announcement (typically mid-December), pending routine board approval.

**4. Communication & Process**

1. **SSA announces COLA** (mid-October).
2. **Director calculates** proposed adjustment and confirms against salary schedule.
3. **Board reviews and approves** the annual COLA proposal.
4. **Director implements** new base wages effective January 1.
5. **All staff are notified** via official communication, including details of calculation and effective date.

* **Predictable & equitable:** Sets clear minimum and maximum boundaries for budgeting and fairness.
* **Flexible for funding and performance:** Allows tailored approaches for roles or standout employees.
* **Transparent process:** Staff remain informed and trusts the system.

**Summer Reading Stats 25**

99 Children have signed up for reading program –34 completed reading 50 books each – 1,700 books, 4 children completed a second reading log, reading 20 books – 80 books - Total books read 1,780 books.

Children with most visits (stickers on watering cans) – E. Munson – 18 visits, 8 children with 10 visits.

24 Teens signed up – reading a total of 38 books.

28 Adults signed up - reading a total of 85 books.

First program, June 18th, Van Buren Conservation - 30 Participated

Wednesday, June 25th, Mr. Jim Cup Stacking – 53 Participated

**Wednesday, July 2 – LEGO Day**

A total of 49 participants joined us for LEGO Day, where 24 dream houses were built based on the theme “Build Your Dream House in Lawton.”

We hosted a community vote on Facebook and received over 77 votes! Three winners were selected in the following categories:

Most Creative, Most Colorful, Overall Favorite

Wednesday, July 9th – John Ball Zoo – 95

Wednesday, July 16th - Clark Lewis – 84

Wednesday, July 23rd – Lego Day

A total of 45 participants joined us for LEGO Day, where 19 Landmarks were built based on the theme “Build a Famous Landmark.”

We hosted a community vote on Facebook and received over 50 votes! Three winners were selected in the following categories:

Most Creative, Looks most like the Landmark, Overall Favorite

Wednesday, August 6th – Sarett Wildlife – 46

Wednesday, August 13th – Kalamazoo Nature Center – 46

Wednesday, August 19th – Tim Muxlow – 56

Total Patrons attending programs - 566

Materials sent to Michigan libraries June- August 25nd - 347

Materials checked out through June- August 25nd - 6,657.

Family’s with most checkouts through June-August 25nd – Muson 247

Bart 227

Rupp – 187

Haley - 134

Johnson – 124

Daniels – 108

Morris – 92

Total books read from program participants – 1,903