LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: July 28, 2025

I. Call to Order

The meeting was called to order by Reid at: 6:27

Members present: Reid, McArthur, Troxell, Munson

Members excused: Cornish, Rathbun

Staff Present: Tone

Public Comment (3 minutes per speaker): None

II. Secretary’s Report: The June 2025 minutes were accepted as presented.

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| Troxell Moved to accept the June 2025 meeting minutes. Second by - Munson. Motion carried |

III. Library Director’s Report – Usage Statistics

1. Visitors:742
2. Materials checked out: 2154
3. Adult Fiction: 458
4. Adult non-fiction: 77
5. Audio Books:19
6. Children Easy Books: 911
7. Junior Fiction: 438
8. Large Print: 133
9. Periodicals: 40
10. Videos: 16
11. Young Adult fiction: 49
12. VOX books: 13

Total 2154

1. Computer usage: 18 uses
2. Michigan Overdrive total checkouts: 32133
3. Michigan Overdrive total holds: 12641
4. Michigan Overdrive total users: 7099
5. New Items Processed:169
6. Our MEL items received: 120
7. Our MEL items sent: 129
8. Lawton Overdrive downloads: 286
9. Lawton Overdrive holds: 213
10. Lawton Overdrive Users:1512
11. New Library Members: 14
12. Total Library Members: 1384
13. Hoopla checkouts: 103
14. Hoopla costs for month: 257.13 credit balance: 1,543.04
15. Hoopla Patrons: 116 (30 Porter, 86 Village); 2024 check outs – 293; 2025 checkouts – 532)
16. Lawton Website visited:
17. Facebook visited: 4074 in the last 30 days
18. Special Programs: Book club: 11; Craft night: 0; Knitters: 29; Mystery Club: 4; Storytime: 0; White Oaks: 15; VanBuren Conservation Club: 33; Mr. Jim Cup Stacking: 60.

IV. Financial Report

A. The financial report was presented.

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

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

Receipts: $ 3913.65

Expenses: $ 16,942.14

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| Reid moved to pay the bills. Second by Troxell. 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. Staff T-shirts and community t-shirts to sell: Board members got visuals of the t-shirts.
2. New Server and Backup needed: Clark Tech is looking for a server.

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| McArthur moved to purchase a new server and back up for up to $6,000.00 to be purchased ASAP. Second by Troxell. Reid – yes; Troxell – yes; Munson – yes; McArthur – yes. Motion carried. |

1. Cabinet books for sale: The board members were given 4 lists with varying in price. Some books will not be sold due to families donating them.
2. Ana’s position: She will not be back, and will not fill her position. She continue helping with summer reading.
3. Book Sale: The sale is the last week of August.
4. Public Poll for programs and adding a circulation desk: Tone will pass these out to patrons.
5. Leah’s 2 year raise and new position.

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| McArthur moved to increase Leah’s wages from $15.50 to $16.50 starting 8/4/25 with a 90-day review and 1-year potential raise with the new title as The Children’s Coordinator. Second by: Troxell. Reid – yes; Troxell – yes; McArthur – yes; Munson – abstain. Motion carried |

X. Adjournment – The meeting adjourned at 7:35

Reid Moved to adjourn the meeting; second by McArthur

Next Meeting: August 25, 2025 @ 6:30.

Respectfully submitted,

Marianne McArthur, Board Secretary