LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: 5/19/25

I. Call to Order

The meeting was called to order by Reid at 6:22 PM

Members present: Cornish, Reid, Rathbun, McArthur

Members excused: Troxell, Munson

Staff Present: Tone

Public Comment (3 minutes per speaker): None

II. Secretary’s Report: The 4/22/25 minutes were accepted as presented.

|  |
| --- |
| Reid Moved to accept the 4/22/25 meeting minutes. Second by - McArthur. Motion carried |

III. Library Director’s Report – Usage Statistics

1. Visitors: 558
2. Materials checked out: 1559
3. Adult Fiction: 362
4. Adult non-fiction: 80
5. Audio Books: 1
6. Children Easy Books: 637
7. Junior Fiction: 242
8. Large Print: 112
9. Periodicals: 47
10. Videos: 13
11. Young Adult fiction: 53
12. VOX books: 12

Total: 1559

1. Computer usage: 36 uses
2. Michigan Overdrive total checkouts: 30,336
3. Michigan Overdrive total holds: 11,206
4. Michigan Overdrive total users: 6920
5. New Items Processed: 95
6. Our MEL items received: 107
7. Our MEL items sent: 102
8. Lawton Overdrive downloads: 306
9. Lawton Overdrive holds: 218
10. Lawton Overdrive Users: 1491
11. New Library Members: 9
12. Total Library Members: 1345
13. Hoopla Checkouts: 85
14. Hoopla Cost for month: 210.75 Credit balance: 65.18
15. Hoopla patrons: 111 (25 Porter, 86 Village); 2024 checkouts – 294; 2025 checkouts - 355
16. Lawton Website visited:
17. Facebook visited: 2188 in last 30 days
18. Special Programs: Book club: 10; Craft night: 5; Knitters: 39; Mystery Club: 6; Storytime: 58; White Oaks: 15; Blueberry Hill: 2.

IV. Financial Report

A. The financial report was presented. The financial report will now be only 1 month behind.

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

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

Receipts: $ 2987.65

Expenses: $ 16,217.11

|  |
| --- |
| Reid moved to pay the bills. Second by Rathbun with corrections. Motion carried. |

V. Committee Reports

A. None

VI. Communications: None

VII: Old Business:

1. Policies in progress: These are being updated.
2. Director’s packet in progress: This is being updated.

VIII. New Business:

1. E-rate grant: They are charging us $50.00 per year for this service. We will get 80% of the money we paid out for the internet. We will get back 85% of the money we paid to Clark Tech for their work to keep the equipment updated and maintained. We paid out about $2400.00 for the telephone and will get approximately $2000.00 back through this grant. This will start in September.
2. Closing May 21 at 3:00 PM and remaining closed until Tuesday, May 27 to reopen at 9:30 AM
3. Summer Reading Schedule: Kick off is June 18 at 1:00 PM with VB Conservation Club program about recycling. There will be games for the children.
4. Libby updates: We will be joining all of the co-ops in Michigan. It will take about 6-8 weeks to get it done.
5. Staff Policy Changes: Library Director, Assistant to the Library Director, Library Clerk and Library Aide have all been upgraded. We need to add the Children’s Program Coordinator to the policy.

|  |
| --- |
| Rathbun Moved to add the position of Children’s Program Coordinator to the library policies. Second by: McArthur. Reid - yes; Cornish – yes; Rathbun – yes; McArthur – yes. |

1. Ellen’s 4-year increase

|  |
| --- |
| McArthur moved to increase Ellen Nelson’s wages from $12.50 to $ 12.75 starting 6/24/25. Second: Reid. Reid - yes; Cornish – yes; Rathbun – yes; McArthur – yes. Motion carried. |

1. Resolution for MEL funding

|  |
| --- |
| Rathbun moved to adopt the Resolution of the Lawton Library Board in Support of continued Funding for the Michigan eLibrary (MEL) as of May 19, 2025. Second by Reid. Reid - yes; Cornish – yes; Rathbun – yes; McArthur – yes. |

X. Adjournment – The meeting adjourned at 7:20

Rathbun Moved to adjourn the meeting; second by McArthur

Next Meeting: June 23, 2025 at 6:30 PM

Respectfully submitted,

Marianne McArthur, Board Secretary