

**OFFICIAL**

**LIMA PUBLIC LIBRARY SPECIAL LONG RANGE PLANNING BOARD MEETING**

April 19, 2023

Approved minutes

**PRESENT:**     **Trustees:** Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund, Jon Grasso  
                  **Library Manager:** Megan McLaughlin  
                  **Public:** Margo Prak, Director-Dansville Library

The meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise.

**MINUTES FOR:** The minutes for March 15, 2023, were reviewed. Teri Kruk moved to approve the minutes as presented; seconded by Cathy VanHorne. All were in favor.

**ANNUAL REPORT:** Shirley asked the Board to review the report. Cathy asked Megan to update her email to the newer one. Cathy also noted our Charter only allows for a five-person board. Jon Grosso moved to approve the annual report with a second from Teri Kruk. All were in favor.

**OLD BUSINESS:** The Board of Trustees attended a workshop for our group presented by Ron Kirsop, Director of OWWL. Shirley noted he did an excellent job and the Board concurred.

**LONG RANGE PLAN:** Chair Shirley Caccamise turned the meeting over to Cathy VanHorne. She and Director Megan McLaughlin are spearheading the Long Range Plan (LRP) for Lima at the Cohort meetings sponsored by OWWL.

Cathy referenced the 2022 Library report and calculated the library has six patrons per hour open. Megan noted the total annual attendance is an estimate based on recording the number of patrons using the library over a specific period. In conclusion, Cathy suggested the library might install a door counter for future reports or look at different methods to make the estimate.

The library usage data sheet – years 2016-2022 was provided by Megan for review. Cathy had asked the Board to look over the Town of Lima’s Comprehensive Plan before the meeting. She noted the Town plan focused on recreation development at Tubbs Park; storm water and water issues; downtown development and development of businesses on 15A north of town. There was not a lot of relevance to the library as we were not mentioned other than to note we are part of the business district of the village. In conclusion, it can be seen that COVID continues to have a lingering effect on the Town.

Looking at our own data for 2016-2022 shows that COVID-19 had an effect on everything and lingered even after the library re-opened full-time by the summer of 2021. Overall, the library usage numbers are down.

Many did visit our web site. Cathy said the library had loaned out more materials to other libraries than we borrowed. This is an indication of the quality of our collection is good.

There are always comments from patrons wanting more of a specific type of material and we recognize there is room for improvement but in general quality is good.

Megan said part of the reason for lower in-house use is the decrease in population per the 2020 government census report. Cathy referred to the Livingston County Planning Board Report and noted Lima's population showed a decrease there as well – 120+ over 10 years, with an overall increase within the County. The report shows Lima has more senior citizens than younger people. Megan noted the Census showed more 18-25 year olds than other sections of the population. Cathy remarked it is helpful to better understand our community when we look at the statistics on population. Teri noted the Census can be foundational, but numbers can be interpreted to show different scenarios.

The American Library Association shows the libraries need to provide programs and services for all ages - youth, young adults and the older population. Cathy would like the library to focus on "literacy for all" rather than specific population demographics.

A comparison of 2018 and the 2022 budgets evaluated how money was spent. In 2018, the data showed percentages shown as: 54% - personnel, 37% - programming & materials and 9%- building maintenance. In 2022, personnel costs were up to 63%, programming & materials – 23% and building maintenance – 14%. The rise in the cost of personnel was due to the minimum wage increasing and the increased cost of utilities accounted for the rise in maintenance costs. Cathy said the survey may find the collection quality is doing well considering we are able to spend less on it. Megan said the cost to OWWL for e-books and other services is a factor as well. The library is an information center for Lima regardless of how the information is disseminated noted Teri.

Cathy said one of the first steps in the LRP is to determine the mission and vision of the library. She envisions the library becoming more of a community and recreational center. Teri noted it should also be an information center. Cathy would like to take our current mission statement, break it down and use that to create the LRP. The next step would be the vision statement. What do each of us think a community center is? Teri suggested we consider how information is presented – different scenarios can be created. Discussion followed.

Word for consideration in describing the library's mission:

- Community Center: Suggested programming ideas: game night, chair yoga, etc.
- Information: information about anything. The library is an information center regardless of how information is disseminated.
- Discovery: any & all aspects technology
- Cutting-edge: current and relevant
- Inclusiveness: treating all with respect and being open-minded
- Educational: story-time, summer programs, other programming – a learning environment
- Literacy for all in a safe usable space
- Services provide to the underserved
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Cathy suggested we all think about these words and try to come up with a mission statement for our May meeting. Teri agreed: it should be the story we want to tell, the picture

we wish to paint of the library and its purpose. Cathy would like to talk with Ron Kirsop, OWWL director, regarding community services. Megan spoke about a desire to see the library address the needs of the underserved population. She would like to see if we could partner with various groups to provide a place that population could come for employment help, health services such as a traveling mammogram center, outreach to the senior complex in Lima and other such services. She said the library had partnered with the Food Pantry over the holidays as a collection site for non-perishable food items. She believes there is a need in the community. We do not have an ALS speaker or fluent Spanish speaker on staff. This is an area where the library services could be improved.

Teri said a profile of those we wish to survey in the community would be helpful in determining what needs and desires the community has and what the library's role would be like in helping to fulfill them. She envisions different survey questions for various groups and that the survey, in most instances, would be of a conversational nature. Ron Kirsop, OWWL Director, is developing a survey but Megan did not know what direction it was taking. He would like to make the survey system wide.

Possible survey groups identified:

- Senior population
- Churches
- Friends of the Library Group
- Scout Troops
- Town and Village Boards
- Rotary
- School Librarians – public & parochial
- An on-line survey: our website & Facebook page, the community website

Cathy said the next step is breaking down the various categories and determining what we feel should be in each. For example, literacy might include story-time. Discussion of the various words followed.

Building/Utilities : Megan said we are looking into replacing the carpet. It would be a big help with noise issues in the Scutt community room. There is also an ADA problem with the stack in the hallway from the library to the room. Curbing should be repaired, and other items needed for a safe environment should be addressed. The HVAC system should be checked out and possibly updated.

Literacy and learning environment: included summer reading program, a tech tutor, adult literacy and English as a second language instruction, sign-language interpreter.

Discovery: STEM science programs, learning environment, architectural study to re-image the library's physical space and use, lending library for less conventional item: kits for children (Megan does this already), instruments, seldom used larger kitchen appliances and so forth. Limitations to this would be space for storage. Pros would be that patrons could be asked to donate items in good repair to start off the program.

Open-mindedness (Inclusiveness): The collection already contains a broad array of materials, and the library is ADA compliant with the exception already mentioned. The staff is welcoming, helpful, respectful of and civil to patrons. Programs should be available that include all people and ideas and should be presented in a respectful manner. We should be supportive of the community and fill in resources needed but being not fulfilled.

Community Center: Programming is needed to bring in people. This was shown in a report to be one of the best ways to interest the public in what the library has to offer. It could include a literacy program, chair yoga for all ages and game night. Programs through partnership with other community groups such as the Civil War Music program taking place this week and co-sponsored with the Lima Historical Society should be considered. Megan said she can also program the return date receipts to show money saved by borrowing materials from the library rather than buying them from a store, a significant savings for those budget-minded in these tight economic times and for the disadvantaged community.

In conclusion, Cathy would like the board to continue to break down the word list and suggest programs and services we each would like to see as part of the library mission and vision statement. Consider each of the out-reach and community groups we would like surveyed and list two or three questions for each.

Teri would like the individual members to ‘write a story’ that can be tweaked for all to use as an “elevator statement” if asked the purpose of the library by the public.

The next OWWL cohort meeting is on May 8<sup>th</sup> at 3:00 p.m. The Board was invited to attend the ZOOM session at the library.

Megan reminded the Board all were invited to attend the joint Library- Historical Society sponsored Civil War Music program is at 7:00 pm on April 20<sup>th</sup> at the Town Hall.

With no further business to discuss, Teri Kruk moved to close the meeting and Cathy VanHorne seconded the motion. All were in favor.

NEXT MEETING WILL BE May 17, 2023, AT TIME 6:30 p.m.