

**LAKELAND LIBRARY COOPERATIVE  
GRANTS COMMITTEE MINUTES – Official**  
**Wednesday, January 22, 2020 at 9:30 a.m.**  
**Lakeland Library Cooperative, Grand Rapids, MI**

Present: Teresa Kline (Chair), Bethany Nettleton, Heather Wood-Gramza, Elyshia Hoekstra

Absent: Marla Ehlers, Jackie Roseberry

Staff: Carol Dawe, Janet Cornell, Kelly Schroeder

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:33 a.m. by Teresa Kline, Chair.
- 2) **APPROVAL OF AGENDA:** Heather Wood-Gramza moved, supported by Teresa Kline, to approve the agenda as presented - *motion carried*.
- 3) **APPROVAL OF MINUTES:** Teresa Kline moved, supported by Heather Wood-Gramza, to approve the Grants Committee minutes from November 20, 2019 as presented – *motion carried*.
- 4) **UNFINISHED BUSINESS:**
  - a) Youth Services Grant Update – Bethany Nettleton reported they haven't been able to meet due to scheduling but have a meeting scheduled for January 27, 2020. She will have the results of their review and discussion at our next meeting.
- 5) **NEW BUSINESS:**
  - a) Elyshia Hoekstra, Dorr and Hopkins Library Director – Elyshia shared with the committee background on how they started with the program at Dorr, the format of Prime Time, and the successes and lessons learned in carrying out the program. This is their 4<sup>th</sup> year of the program at Dorr. She shared her copies of the workbooks for the committee to look over. Prime Time runs for a 6-week program centered on one of the themes featured in the workbooks. Each week involves a different topic related to the theme chosen and 2 books that are read and discussed (except the first week which features 1 book as there is a lot of introductory background required for the first session). They structured the program with the meal at the beginning of the night. They served it family style so that families could sit together for the meal with other families. This was to encourage discussion. After the meal they were split into 2 groups – preschool and older kids. The 2 groups make it easier in generating discussion as some of the themes can be challenging for the younger kids, so it can be adapted to be age specific. The children received a copy of each book that they were able to take home with them. Prime Time provides a list of recommended books, along with an alternative list that has vetted books. Additional books in bilingual and Spanish versions are included on the list. All the information needed to run the program is included in the workbooks, but there is flexibility within selection of the books to make it work. They had a 3-year grant to run the program, but they also received grant funds for the 4<sup>th</sup> year. The grant does not cover food costs, but Prime Time encourages participation within local communities to get involved. She mentioned they had help with some local businesses to cover their meal costs. There is a transportation component that allows libraries to help participants get to the program, but it wasn't something they did in Dorr. The grant doesn't cover the cost of transportation, so it is another component to find local support if needed. There is a survey for each stage in the program: beginning, completion, and follow-up. She hasn't had much luck in receiving the follow-up surveys, but they have seen more participation in the library from families that participated. The first year they averaged about 15-20 kids participating. The 2<sup>nd</sup> year had fewer, but it was held early winter and weather was a factor. The 3<sup>rd</sup> year was held at the tail end of their Summer Reading Program and was a big success. They had an average of 40 kids participating in the program. There is continued interest as she has many patrons ask when the next Prime Time program will be.

- b) Michigan Humanities Grants Components – Carol Dawe shared her email with James Nelson from Michigan Humanities with the committee. He is in the process of looking for funding. She thought it would be helpful if we could put together a project design, preparing much of the program details in advance so he can share our earnest commitment to the program.
  - c) Pilot Programs – Heather Wood-Gramza mentioned she has 3 libraries that have committed to participating: Coopersville, Croton, and White Lake. She mentioned she will follow-up with a few other libraries that were on the fence to get more commitments in the next couple of weeks. It was helpful to hear from Elyshia to be able to share that information with potential libraries. Teresa Kline and Bethany Nettleton both mentioned they were interested in involving their libraries as well. Libraries should be more interested knowing they have support from Lakeland and the committee to organize and implement the program.
  - d) Next Steps/Assignments – Committee members decided the next action steps. Carol Dawe will follow up with James Nelson with a program design/abstract to help secure funding. Heather Wood-Gramza will follow-up with libraries to bring a few more locations on board, and Bethany Nettleton will meet with Youth Services on the survey results. Elyshia Hoekstra was asked if she would be available to help with training on the program and she said she would be interested in helping us.
- 6) **NEXT MEETING:** Wednesday, February 26, 2020, at 9:30 a.m. at Lakeland Library Cooperative
- 7) **ADJOURNMENT:** The meeting adjourned at 10:25 a.m.