

Manteno Public Library

Board Meeting

January 16, 2024

President G. Dodge called the meeting to order at 6:00 p.m.

Present: G. Dodge, J. Lockwood, D. Jones, S. Turner, N. Shear, B. Collier.

Absent: C. Baldwin, N. Wheeler

Approval of the Minutes: D. Jones moved and S. Turner seconded to approve the November 2023 minutes for the Library Board Meeting with a spelling correction.

Approve of the Public Hearing Minutes: N. Shear moved and B. Collier seconded to approve the November 2023 minutes for the Library Board Public Hearing.

Approval of the Financial Report: S. Turner moved and D. Jones seconded to approve the November 2023 Financial Report. The December 2023 report was not available.

Introductions of visitors and public comments: None

Agenda Changes: None

Director's Report:

The library participated in the Chamber Holiday Business Walk, and hosted the Manteno PTO and Friends of the Library fundraisers. The event brought 806 people to the library.

A draft copy of the Decennial report was sent to the library attorney. He had no recommendations for changes to the report. The final meeting of the Decennial Committee will be immediately prior to the February Board meeting. A draft copy of the report will be shared with all committee members prior the meeting for review.

Technology:

The Library was reapproved for Microsoft NonProfit Tech Soup program.

A review of the Technology equipment/software program was presented. Some items will be brought to the Board for consideration at its February meeting. Patron computers are reaching their useful life. Future plans will include replacing staff PCs and repurposing those PCs for patrons.

Meetings and Workshops:

Delegates meeting Jan 31st

Finance: Money market interest: (November \$1.42, December account closed 12/12/23)

E-commerce: (November \$147.56)

The \$75,000 money market at Midland States Bank was closed and a 6 month certificate of deposit was opened at Municipal Bank with a maturity date of 6/13/24.

Building:

The Library was closed Friday Jan 12th due to weather. Contributing to the closure was the lack of snow clearing in the parking lot prior to the building opening. J. Lockwood contacted Vital regarding timely plowing for future events. Another issue with Vital is cleaning of the Division St. sidewalk fronting the Library. Vital considers it a public sidewalk and they indicated they are not responsible to clean public sidewalks. J. Lockwood will contact the Village for further clarification.

Carpet cleaning was completed Dec 20th.

Thermostat was replaced on December 5th.

Items to be considered for building maintenance in the FY25 budget include:

New entry way rug, change out the outdoor sign, consider setting up building reserve for future major projects.

Library Projects/Activities:

Items to be completed/submitted on Jan 17th

Per Capita

Annual Certification

Updated Collection Management Policy

Friends of the Library:

The Friends participated in Culver's Share Night Fundraiser on Jan 8th. January starts their annual membership drive. One of their goals is to assist with the purchase of a digital sign for the Library. Future fundraising events planned are: Book Sale, Craft Fundraiser, Fish Fry, Bunco and the Holiday Business Walk.

They held a meeting on January 9th and their next meeting is on February 7th.

Monthly Statistical Report for November: Circulation (8600), New Cards (33), Computer Usage (188), People Counter (2823), Web Usage (1382), HotSpot Usage (11), OverDrive Checkouts Audio (227), OverDrive checkouts e-books (340), Boundless Audio (30), Boundless e-books (15), Capira App Request Item (241), Capira App Search Catalog (658), Hoopla Borrows (139).

Monthly Statistical Report for December: Circulation (8226), New Cards (33), Computer Usage (144), People Counter (3927), Web Usage (1432), HotSpot Usage (7), OverDrive Checkouts Audio (252), OverDrive checkouts e-books (343), Boundless Audio (33), Boundless e-books (29), Capira App Request Item (255), Capira App Search Catalog (744), Hoopla Borrows (134).

Youth Services Department Update:

Jen visited U Are U Preschool on Dec 13th. Story Explorers explored the Little Elliot books and will explore “If you Give a Mouse a Cookie” in January. Storytime celebrated Christmas with books and crafts and will focus on a snow theme in January. Baby Time followed similar themes. TAG was busy in December with members helping with the Gingerbread House program and had a Christmas party. 16 children attended Reading Buddies on Dec 5th in addition to therapy dog Arya. Lego and STEAM club met in December; STEAM made snow and launched snowball catapults. All of the programs are well attended.

Special Programs in December were the Christmas on Main Street – 147 ornament craft kids were given out; and the Ginger Bread House program. 94 kids and 74 adults participated.

Adult Programs: Tuesday Book Club, Not Your Mother’s Book Club, Golden Gamers, Book Bingo, Pen to Paper Writer’s Club, Senior Social Hour, Adult Craft Night.

Special Programs: Radio Players performed two Dragnet Christmas episodes. To celebrate the opening of the new movie “Wonka”, mini chocolate bars were given out to patrons checking out books. Some chocolate bars had a golden ticket, which were entered in a drawing. The winner was the Walters Family.

Unfinished Business:

Staff Development Day is planned for March 7th.

S. Turner moved and D. Jones seconded to renew the CD at Midland States Bank that matures 2/2/24 for 6 months.

New Business:

S. Turner moved and G. Dodge seconded to approve participate in the Cash Sweep program at Midland States Bank with a targeted balance in the checking account of \$150,000. Any amount over that will be swept into an interest earning account.

N. Shear moved and D. Jones seconded to approve Resolution 24-01 authorizing designated signers to act as authorized signatories for accounts held with Municipal Bank and Midland

States Bank. Those designated signers are: J. Lockwood, G. Dodge and B. Collier. Five members voted Yes and zero members voted No.

B. Collier moved and G. N. Shear seconded to approve the amended Collection Development and Management Selection Policy as presented.

S. Turner moved and D. Jones seconded the purchase of QuickBooks cloud-based software through TechSoup nonprofit consortium for a \$75 administrative fee, along with Add on Training for \$109.

Board members should expect an email from Kankakee County requiring online completion of the Statement of Economic Interest.

D. Jones moved and N. Shear seconded the purchase of A to Z World database for a \$375 annual fee.

S. Turner moved and B. Collier seconded to approve True Tech annual support contract for 100 hours of service, not to exceed \$14,000.

Anticipated Items:

Replacement of the wireless box and access points for the February meeting.

Budget Committee of J. Lockwood, B. Collier and D. Jones will have a preliminary meeting in February to review FY25 budget plans.

Correspondence: Utica Mutual annual meeting proxy was received. Mark Stauffenberg donated \$300 to the Library to be used for STEAM programs.

President G. Dodge adjourned the meeting at 6:55 pm.

Respectfully Submitted,

Secretary