

Manteno Public Library

Board Meeting

June 18, 2024

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

Present: G. Dodge, J. Lockwood, C. Baldwin, B. Collier, N. Wheeler.

Absent: D. Jones, S. Turner, N. Shear

**Approval of the Minutes:** B. Collier moved and N. Wheeler seconded to approve the May 2024 minutes for the Library Board Meeting.

**Approval of the Financial Report:** N. Wheeler moved and B. Collier seconded to approve the May 2024 financial report as presented.

**Introductions of visitors and public comments:** None

**Agenda Changes:** None

**Director's Report:**

All of the new digital resources have been added to the resource page on the website.

Curriculum staff from Manteno School District will come by to review the textbooks that the library has available for the public to use.

Manteno Public Library will be closed on June 19<sup>th</sup> for Juneteenth.

**Technology:**

Brian from True Tech installed the new camera that covers the patron computer area. He also updated the viewing software.

5 new Hot Spots have been added for circulation.

J. Lockwood spoke with C. Creek regarding the Chrome Book Agreement that the library had with the school district in 2015. The library will not need to renew the agreement with the school.

An Accessibility statement was added to our website. The homeschool families page on the website has been deleted- this was created during the pandemic. Over the next few months there will be changes and updates made to the library's website.

**Meetings and Workshops:**

Unattended Children in the Library webinar on 6/13/24

IMRF Navigating Website and Reports 6/12/24 & 6/26/24

**Finance:**

E-commerce: (May \$97.35)

The Municipal Bank CD matured on June 13, 2024. It was renewed at 4.48% APY rate for 6 months.

**Building:**

Holohan Heating and Air Conditioning was out for their spring maintenance check on June 5<sup>th</sup>- all looked well.

Tee Jay Service Company was out to complete the repairs on the kitchen door.

ComEd Energy Efficiency Program- all thermostats have been adjusted. We are looking forward to seeing if these adjustments make a difference in usage amounts.

**Library Projects/Activities:**

IMRF Compliance Review Audit- Requested items submitted on 6/7/24

2024 Audit

HR Source Review of Personnel Handbook- timeline for completion is September 2024.

**Friends of the Library:**

The Friends participated at the Summer Reading Kick-Off- they handed out bubbles to the kids.

On June 4<sup>th</sup> the Friends' Culvers fundraiser earned \$530.00.

Upcoming fundraisers:

Fish Fry

Bunco

Their next meeting is on July 9<sup>th</sup>.

**Monthly Statistical Report for January:** Circulation (8316), New Cards (44), Computer Usage (191), People Counter (3158), Web Usage (1536), HotSpot Usage (11), OverDrive Checkouts Audio (286), OverDrive checkouts e-books (343), Boundless Audio (23), Boundless e-books (23), Capira App Request Item (68), Capira App Search Catalog (88), Hoopla Borrows (164).

**Youth Services Department Update:**

Summer Reading is in full swing and events have been largely participated in. The kids have until July 3<sup>rd</sup> to complete their summer reading activities.

**Special Programs:**

Kindergarten Camp, Rubber Duckies, Art in the Park, Storytime in the Park, Safari Storytime, Stuffed Animal Workshop, Animals Around the World.

**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, Puzzle Swap, Crafter-Day Saturdays.

**Special Programs:** Adult Craft Nights, Extreme Weather with Storm Science, Summer Mocktails, One Book One Book Club.

**Unfinished Business:**

The OCLC Renewal contract has not yet been received at the library. We will discuss more in July. B. Collier moved and N. Wheeler seconded to approve the 2024-2025 Operation Budget and Personnel Budget as presented.

**New Business:**

N. Wheeler moved and G. Dodge seconded to approve the Langlois Roofing repair estimate as presented.

B. Collier moved and C. Baldwin seconded to approve the HR Source- Library Director Peer Hub 24/25 Renewal as presented.

B. Collier moved and C. Baldwin seconded to approve the 1-Year Training Subscription with Ryan Dowd as presented.

B. Collier moved and G. Dodge seconded to approve the Reader Zone Renewal as presented.

The Electronic Meetings Policy was reviewed with no changes made.

C. Baldwin moved and N. Wheeler seconded to approve the Disc Repair Policy changes that were made and presented.

B. Collier moved and N. Wheeler seconded to approve the FOIA 2024-2025 Policy changes as presented.

G. Dodge moved and B. Collier seconded to approve the Disposal Request as presented.

N. Wheeler moved and B. Collier seconded to approve to keep the 1<sup>st</sup> half year of closed minutes closed.

**Anticipated Items:**

OCLC Renewal Contract

**Correspondence:**

The Per Capita Grant money was awarded to the library in the amount of \$18,341.24.

President G. Dodge adjourned the meeting at 6:36 pm.

Respectfully Submitted,

Secretary

Cara Baldwin