

MANTENO PUBLIC LIBRARY DISTRICT BOARD MEETING JULY 16, 2024

President Gale Dodge called the meeting of the Library Board of Trustees to order at 6:00 p.m. Those present were board members Gale Dodge, Beth Collier, Denise Jones, Nancy Shear, Sue Turner, Nancy Wheeler, as well as Library Director Jamie Lockwood. Absent: Cara Baldwin.

Agenda changes: None.

Approval of the Minutes: Denise Jones moved and Nancy Wheeler seconded to approve the June 2024 minutes for the Library Board Meeting.

Approval of the Financial Report: Sue Turner moved and Beth Collier seconded to approve the June 2024 financial report as presented.

Introduction of visitors and public comments: None.

Director's Report: Jamie Gregory recognized for 1 year of employment with the Library staff. Review of the Director's report as listed. E-Commerce information not yet available.

Both front doors have been repaired, parts replaced, and both doors now work properly.

Building: Langlois Roofing will complete any roof repairs on Tuesday, July 30.

Technology: Microsoft still not recognizing Techsoup, so Jamie will continue to work on completion of licensing needed for the servers.

One new HotSpot has not been returned. Billing sent out on July 11.

Library Projects/Activities: Auditor materials have been sent out and the IPLAR report is being finalized.

Library's 2024 Disaster Plan was read by Manteno Fire Dept. Chief

O'Brien, with a few things added to the plan to make it more updated and comprehensive.

Friends of the Library: The scheduled events for the Friends of the Library was discussed. They include the Fish fry details; the Oct. 24 Bunco event; the January 17, 2025 Trivia Night; the September, 2024 and February, 2025 Culver's Fundraising Events; and the March 15, 2025 Annual book Sale.

Their next meeting will be held on Tuesday, August 6, 2024.

Monthly Statistical Report for June: Circulation (9203); New Cards (65); Computer Usage (196); People Counter (3851); Web Usage (1768); Hot Spot Usage (12) OverDrive Checkouts, Audio (276), e-books(350); Axis 360 Checkouts, Audio (27), e-books (28); Capira App, Request Item (302), Search Catalog (1022); Hoopla Borrows (219).

Youth Services Department Update: Summer Reading Program 2024, "Wild About Reading" wrapping up, with kids' program ended on July 3 and Teen/Adult program to end on July 31.

Special Programs:

TAG, Art in the Park, each Monday morning for 4 weeks; Storytime in the Park, each Wednesday morning for 5 weeks; Rubber Duckies, Kindergarten Camp, Safari Storytime, Stuffed Animal Workshop, Animals Around the World (Incredible Bats).

Adult Programs:

Special Summer Reading Programs: Adult Craft Night, Extreme Weather with Storm Science, Summer Mocktails, patrons would like Christmas version of Mocktails.

Upcoming Programs: One Book One Book Club

Regular Programs: Senior Social Hour; Not Your Mother's Book Club; Tuesday Book Club; Crafter-Day; Golden Gamers; Book Bingo; Pen to Paper Writers' Club.

Unfinished Business:

Nancy shear moved and Denise Jones seconded to have the OCLC contract renewed.

Beth Collier moved and Sue Turner seconded to pay \$3500.00 of the approved \$5000.00 contract with Hoopla Advanced Digital Payment.

The Legris, Hawtree, & Assoc. Monthly Invoice was reviewed.

New Business:

The IMRF Compliance Report was reviewed and discussed. Nancy Wheeler moved and Nancy Shear seconded to approve IMRF Resolution 24-04, which includes Cash Payments in Lieu of or Related to Health Insurance as IMRF Earnings.

A listing of fees for the ILA Conference to be held in Peoria, IL on Oct. 8-10, 2024 was reviewed. The director will contact staff to determine if any staff members wish to attend. PUG Day will be held as usual.

A draft copy of the Budget & Appropriation report was reviewed. The formal ordinance for the Budget & Appropriation Report will be presented next month. The Public Hearing will be held in August prior to the regular scheduled library board meeting.

Request for disposal of equipment: two office chairs. Sue Turner moved and Nancy Wheeler seconded for disposal of the two office chairs.

Audit of Secretary's Minutes: Two board members need to audit the Secretary's minutes. Nancy Wheeler and Nancy Shear volunteered to audit the minutes of the Secretary.

Travel Resolution 24-03: Nancy Shear moved and Beth Collier seconded to approve Resolution 24-03, a Resolution to Comply with the Government Travel Expense Control Act.

The Board of Trustees reviewed the Interlibrary Loan Policy, on this date, July 16, 2024.

Success by 6: Gale Dodge moved and Sue Turner seconded to approve having the Success by 6 Family Support Bus be parked in the Library

parking lot where parents can have their pre-schoolers screened prior to entering school. Success by 6 is a not-for-profit organization that supports early childhood programs.

Correspondence: None at this time.

Anticipated Items: No new items at this time.

Adjournment: Denise Jones moved and Gale Dodge seconded for the meeting to adjourn.

Respectfully submitted,

Nancy Wheeler
Secretary Pro Tem

Next Meeting Dates:

PUBLIC HEARING - Tuesday, August 20, 2024 at 5:30 p.m.
REGULAR BOARD MEETING - Tuesday, August 2024, at 6:00 p.m.