

Manteno Public Library

Board Meeting

October 15, 2024

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

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

Absent: N. Wheeler.

**Approval of the Minutes:** D. Jones moved and S. Turner seconded to approve the September 2024 minutes for the Library Board Meeting.

**Approval of the Financial Report:** B. Collier moved and S. Turner seconded to approve the September 2024 financial report as presented.

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

**Agenda Changes:** None

**Director's Report:** PUG Day will be in-person next year.

October 21<sup>st</sup>-26<sup>th</sup> is National Friends of the Library Week- to celebrate our Friends, the library will host donuts and coffee on October 21<sup>st</sup> from 9:30-11:00 am.

**Technology:**

**Meetings and Workshops:**

Construction Grant Webinar- October 17<sup>th</sup>

Delegates in New Lenox- October 30<sup>th</sup>

**Finance:**

E-commerce: (August- \$41.60) (September- \$135.80)

**Building:** On October 3<sup>rd</sup> Vital Landscape cleaned up the flower beds for the fall. The outdoor sign project will require 50% of the cost down. A check for a total of \$600 will be mailed out.

**Library Projects/Activities:**

Levy

Per Capita

**Friends of the Library:**

The Fish Fry was a huge success and The Friends made \$2, 250. Next year's event is already set for September 19, 2025.

Upcoming fundraisers:

Family Trivia Night

Book Sale in March

Their next meeting is on November 12<sup>th</sup>.

**Monthly Statistical Report for September:** Circulation (8284), New Cards (40), Computer Usage (198), People Counter (2803), Web Usage (1651), HotSpot Usage (12), OverDrive Checkouts Audio (302), OverDrive checkouts e-books (309), Boundless Audio (11), Boundless e-books (22), Capira App Request Item (337), Capira App Search Catalog (969), Hoopla Borrows (227).

**Youth Services Department Update:**

The Junior Series is now weeded and Board Books will be the next section to be weeded. Ms. Jen will visit U Are U on Tuesday, October 29<sup>th</sup> to read books about Halloween.

Regular Programs: Storytime, Story Explorers, Baby Time, TAG, Reading Buddies, Lego Club, STEAM Club, Art Smarts and Creation Station.

Upcoming Programs: Halloween Ghost Hunt and Storytime

**Adult Programs:** Tuesday Book Club, Not Your Mother's Book Club, Book Bingo, Pen to Paper Writer's Club, Senior Social Hour, Adult Craft Night, Crafter-Day Saturdays.

**Unfinished Business:**

Additional Personnel Handbook policies were reviewed and whether they should be included within the 2024-2025 Personnel Handbook.

**New Business:**

S. Turner moved and D. Jones seconded to approve adding the Unpaid Parental Leave section to the current handbook as presented.

B. Collier moved and G. Dodge seconded to approve the 2024 AFR Report as presented.

B. Collier moved and S. Turner seconded to approve the Staff Bonus and Appreciation Gift as presented.

D. Jones moved and C. Baldwin seconded to approve the Meeting Ordinance 24-02 as presented. Levy 24-03 Ordinance and Master Budget Draft was reviewed.

G. Dodge moved and N. Shear seconded to approve the 2025 Holiday/Days closed schedule as presented.

Per Capita is due in January. This will be brought back to the board at the November meeting.

**Anticipated Items:**

**Correspondence:**

None at this time.

President G. Dodge adjourned the meeting at 6:56 pm.

Respectfully Submitted,

Secretary

Cara Baldwin