

Manteno Public Library

Board Meeting

January 21, 2025

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

Present: G. Dodge, J. Lockwood, C. Baldwin, D. Nelson, S. Turner, B. Collier.

Absent: N. Wheeler, D. Jones.

Donna Nelson was sworn in with the Oath of Office by Cara Baldwin as a new Trustee on the Library Board.

**Approval of the Minutes:** B. Collier moved and S. Turner seconded to approve the November 2024 minutes for the Library Board Meeting.

**Approval of the Financial Report:** B. Collier moved and G. Dodge seconded to approve the November 2024 financial report as presented.

B. Collier moved and S. Turner seconded to approve the December 2024 financial report as presented.

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

**Agenda Changes:** None

**Director's Report:**

The library participated in the Chamber Holiday Business Walk in December. The event brought in 584 people into the library.

J. Regan registered for a class titled “Playing Around: The Library’s Role in Playful Learning for Young Children.”

The 2025 Summer Reading theme is Leveled UP this year!

Annual Library Audit is scheduled for August 18<sup>th</sup>.

**Technology:**

Three Hotspot subscriptions were renewed at \$120 each.

True Tech was out to the library in December to fix a circulation computer where the hard drive had crashed. Then came back out in January to fix J. Regan’s computer which also lost a hard drive.

**Meetings and Workshops:**

Delegates on January 31<sup>st</sup>

**Finance:**

E-commerce: (November- \$57.30), (December- \$59.80)

Certificate of deposit at Municipal Bank matured in December and renewed at the rate of 3.75% with a new maturity date of June 2025.

As of January 1<sup>st</sup>, the Hoopla instant advance fund has \$264.64 left in the account. An invoice was requested from Hoopla in the amount of \$1,500 and a check was cut to replenish the account.

**Building:**

ESI Phone system- the library's phone contract was signed June 2020 the service will expire January 2026.

**Library Projects/Activities:**

Per Capita

Annual Certification Completed 1/8/2025

Succession Plan

Renewal of LIMRiCC IGA

SAM.gov was submitted on 1/10/2025

**Friends of the Library:** Friends are working on their annual membership letters. The FOL participated in the Business Walk.

Fundraising events for 2025:

Culver's Share Night- February

Book Sale- March 14 & 15

Fish Fry September 19<sup>th</sup>

Bunco Night October 24<sup>th</sup>

Their next meeting is on January 7, 2025.

**Monthly Statistical Report for November:** Circulation (7921), New Cards (29), Computer Usage (198), People Counter (2871), Web Usage (2347), HotSpot Usage (22), OverDrive Checkouts Audio (340), OverDrive checkouts e-books (407) Boundless Audio (26), Boundless e-books (30), Capira App Request Item (371), Capira App Search Catalog (1016), Hoopla Borrows (217).

**Youth Services Department Update:**

Jen has completed the weeding of the board books section.

Pam and Pat Whalen who regularly visit the Children's Department with their grandson

generously donated \$100 towards the purchase of a new grocery store playset.

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

Special Programs: Family Reading Night, Christmas on Main Street, Gingerbread House Program

**Adult Programs:**

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

Upcoming: Wellness Presentation with Karen Cole

**Unfinished Business:**

S. Turner moved and C. Baldwin seconded to approve the Staff Development Day menu and presenter as presented.

**New Business:**

S. Turner, D. Jones and B. Collier will be on the 2025 Budget Committee.

S. Turner moved and B. Collier seconded to approve the Library Maintenance Contract for Tad Graves as presented.

S. Turner moved and D. Nelson seconded to approve Resolution 25-01 Designated Signers on Accounts at Bank Institutions as presented.

The MPL Collection Management Policy was reviewed with no changes at this time.

B. Collier moved and G. Dodge seconded to approve the Administration Succession Plan with changes as discussed.

C. Baldwin moved and B. Collier seconded to approve Tech Soup- Cloud Base Quickbooks Plus Renewal as presented.

S. Turner moved and D. Nelson seconded to approve the True Tech Systems Annual Service Contract 2025 as presented.

S. Turner moved and B. Collier seconded to approve the replacement of the wireless box and access points fortigate equipment and software as presented.

G. Dodge moved and B. Collier seconded to approve the purchase of the 48- port manageable switch for the price as presented.

The Technology Plan was reviewed for 2025.

**Anticipated Items:** None

**Correspondence:** Illinois Sales Tax Exemption will renew automatically.

President G. Dodge adjourned the meeting at 6:34 pm.

Respectfully Submitted,

Secretary

Cara Baldwin