

Manteno Public Library

Board Meeting

February 18, 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, D. Jones.

Absent: N. Wheeler

Approval of the Minutes: S. Turner moved and D. Nelson seconded to approve the January 2025 minutes for the Library Board Meeting.

Approval of the Financial Report: B. Collier moved D. Jones seconded to approve the February 2025 financial report as presented.

Introductions of visitors and public comments: None

Agenda Changes: None

Director's Report:

Circulation Supervisor C. Owens celebrates 6 years with MPL!

Carolyn Farmer is officially retired from volunteering her time to cover library books.

Staff will not be attending the in-person PUG Day event in Moline, IL this year.

Over the last 6 months there was a noticeable decline in the services provided by Baker & Taylor. The company is hopeful that the issue will be rectified soon, but the library will do what is best for ordering books and getting them in a timely manner.

There was a patron incident where a patron tied her dog to the book cart in the entry way. Director Lockwood spoke with her regarding this situation and explained why this cannot be done.

The library closed early on Wednesday, February 12th due to weather.

Technology:

Two more computers were taken out after not working any longer.

Mobile Printing- after a brief power outage in January we lost ePRINTit. The software has been replaced with a newer interface that works better. The upgrade was free of charge.

Meetings and Workshops:

HR Source Director Roundtable- February 18th

CIA- February 13th

Finance:

A letter was received from the Social Security Administration explaining that they didn't receive the library's 2023 W-3 form. There is a dated certified mail receipt for this being sent out by Jodi Gill's CPA firm.

The Budget Committee met on February 7th.

The Midland States Bank CD was up for renewal. The CD was renewed for a 3-month CD with a 3.70% rate.

On-line QuickBooks was renewed for \$80.

E-commerce: (January- \$141.95)

Building:

A-1 Locksmith came out to look at the employee door- the lock sticks causing the key to not turn.

KPI Electric was out to replace the LED bulbs and ballast in the main part of the library and reading room.

Library Projects/Activities:

Per Capita submitted on 1/23/2025

Certification Supporting ALA Bill of Rights & Prohibit the Practice of Banning Specific Books and Resources submitted 1/23/2025

Certification of Tax Exemption Renewal submitted 1/16/2025

Emailed State Library regarding board vacancy and appointment 1/29/2025

Friends of the Library: Family Trivia Night had 9 families participate in the event. The Friends applied for a grant funded through American Libraries Association. If awarded, the money will go toward new picture and board books for the children's department. The Friends no longer use their popcorn machine- it will be donated to the Manteno Baseball League for them to use.

Fundraising events for 2025:

Book Sale- March 14 & 15

Culver's Night Share- June

Fish Fry September 19th

Bunco Night October 24th

Their next meeting is on March 4, 2025.

Monthly Statistical Report for November: Circulation (8613), New Cards (41), Computer Usage (203), People Counter (2939), Web Usage (4911), HotSpot Usage (13), OverDrive Checkouts

Audio (344), OverDrive checkouts e-books (504) Boundless Audio (21), Boundless e-books (34), Capira App Request Item (455), Capira App Search Catalog (1446), Hoopla Borrows (222).

Youth Services Department Update:

Preschool classes from Manteno Elementary School visited the library in January- over 100 children were here to visit! Jen will visit U ARE U in February to read books about food and nutrition groups.

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

The Winter Reading challenge is taking place this month. Readers are tracking their minutes read in the Reader Zone app. At the end of the month, anyone who reaches their goal will be put in a raffle for a Barnes and Noble gift card. There is a prize for each age group.

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, Puzzle Swap.

Unfinished Business:

Director Lockwood gave an update on the Budget/Personnel Committee Meeting from their February 2025 meeting.

New Business:

B. Collier moved and D. Jones seconded to approve the purchase of laptops and circulation computers as presented.

G. Dodge moved and B. Collier seconded to approve the purchase of the 30-inch refrigerator as presented for the breakroom.

B. Collier moved and D. Nelson seconded to approve the Reboot Restore quote as presented.

B. Collier moved and S. Turner seconded to approve canceling the Database Subscription: Infobase as presented.

Anticipated Items: Vital Lawn Maintenance Contract.

Correspondence: An updated copy of the tax-exempt letter was received. The Village Spring Showcase flier was sent to Director Lockwood.

President G. Dodge adjourned the meeting at 6:27 pm.

Respectfully Submitted,

Secretary

Cara Baldwin