

Manteno Public Library

Board Meeting

March 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, N. Wheeler, D. Jones.

Absent: B. Collier

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

**Approval of the Financial Report:** S. Turner moved D. Nelson seconded to approve the March 2025 financial report as presented.

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

**Agenda Changes:** None

**Director's Report:**

Staff Development Day was on March 6<sup>th</sup> and was a productive day.

The consolidated election is April 1, 2025

Commercial FOIA requested was submitted by Smartprocure for the purchasing records from 11/4/2024 to 3/6/2025. The information was sent 3/13/2025.

**Technology:**

True Tech was here for maintenance on all library computers, server and the installation of new equipment, access points, switch and WIFI box.

**Meetings and Workshops:**

OMA Training Workshop- Friday, March 21<sup>st</sup>

FOIA Training Workshop- Tuesday, March 18<sup>th</sup>

**Finance:**

E-commerce: (February- \$108.99)

Dimond Bros Insurance was contacted to let them know the library will be switching brokers so the library will continue with Utica National, which also includes Travelers.

**Building:**

Langlois Roofing came for a roof maintenance inspection.

The new refrigerator for the breakroom was delivered.

Quotes are being collected from local painters. There are several areas that need repairs and paint around the library.

Johnson/Downs came out to give a quote for a staff bathroom remodel.

Tee Jay Doors came out to fixed entry door.

Window cleaning has started for both inside and outside windows at the library.

### **Library Projects/Activities:**

2026 Budget: Personnel & Operations

Conducted Internal I-9 Audit

### **Friends of the Library:**

The Friends hosted their annual book sale and it was successful. The Friends will be hosting a Summer Reading Jigsaw Puzzle Competition.

Fundraising events for 2025:

Monical's Fundraiser- May

Culver's Night Share- June

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

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

Their next meeting is on April 1, 2025.

**Monthly Statistical Report for February:** Circulation (8199), New Cards (26), Computer Usage (193), People Counter (2788), Web Usage (2908), HotSpot Usage (20), OverDrive Checkouts Audio (299), OverDrive checkouts e-books (417) Boundless Audio (15), Boundless e-books (27), Capira App Request Item (335), Capira App Search Catalog (1217), Hoopla Borrows (234), ePrintit Mobile Printing (109).

### **Youth Services Department Update:**

Jen visited U Are U to read books about Oceans. The Winter Reading Challenge was successful with a total of 33, 401 minutes read in the month of February. Winners from each age group received a Barnes and Noble gift card.

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

### **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 a budget update.

G. Dodge moved and S. Turner seconded to approve the Vital Lawn Maintenance Contract Renewal as presented.

**New Business:**

N. Wheeler moved and D. Jones seconded to approve the Treasurer Bond Renewal as presented.

D. Jones moved and D. Nelson seconded to approve the Hoopla Advance invoice as presented.

Policy Review: The Prohibited Gifts Policy, Art Work Display Policy, Investment of Public Funds Policy, Bed Bug Policy were all reviewed.

**Anticipated Items:**

Langlois Roofing quote

**Correspondence:**

Letter from Louis Cainkar LTD regarding Annexation of 72.34 Acres of Land Southwest of 7000N Road and North 1000E Road to the Village of Manteno.

President G. Dodge adjourned the meeting at 6:33 pm.

Respectfully Submitted,

Secretary

Cara Baldwin