

Manteno Public Library

Board Meeting

April 15, 2025

Vice-President N. Wheeler called the meeting to order at 6:00 p.m.

Present: J. Lockwood, C. Baldwin, D. Nelson, S. Turner, N. Wheeler, D. Jones, B. Collier (via Zoom).

Absent: G. Dodge

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

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

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

**Agenda Changes:** None

**Director's Report:**

Circulation Clerk Karen D. celebrates working six years at the library.

**Technology:**

True Tech installed three new circulation computers, outdated patron computers, new laptops were installed for the supervisors and a used MPL camera was installed in the children's department.

PrairieCat Automation- on April 21<sup>st</sup> PrairieCat staff will be switching the eCommerce links from the "link out" to Encore that is currently used with the Vega eCommerce interface.

Mobile App: Director Lockwood will have the chance to preview a new app called Innovative.

**Meetings and Workshops:**

RAILS Disaster Planning Workshop- April 17, 2025

RAILS Online Event: Advocating for Libraries (IMLS) April 23, 2025

Delegates Meeting- April 30, 2025

**Illinois Government Updates:**

A couple of Bills are being looked at in committee: Senate Resolution 0104- Trustees participating in training provided by the Illinois State Library. HB 1589 Library Trustees- library card requirement.

**Finance:**

E-commerce: (March- \$75.60)

Economic Statement of Interest- all forms for 2025 have been submitted by Trustees and Director.

HR Source 2025 will be submitted by Friday, April 18<sup>th</sup>.

**Building:**

The pest control company was out to spray after one cockroach was found in the library.

**Library Projects/Activities:**

2025 Budget: Personnel and Operations

HR Source 2025 Library Survey

Disaster Plan

**Friends of the Library:**

The FOL hosted their annual book sale and it was very successful. To help promote the library the Friends would like to sell t-shirts- they are working with BSN a local apparel company.

Fundraising events for 2025:

Monical's Fundraiser- May 5<sup>th</sup>

Culver's Night Share- June

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

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

Their next meeting is on May 6, 2025.

**Monthly Statistical Report for March:** Circulation (8666), New Cards (35), Computer Usage (283), People Counter (3226), Web Usage (2827), HotSpot Usage (21), OverDrive Checkouts Audio (310), OverDrive checkouts e-books (398) Boundless Audio (16), Boundless e-books (39), Capira App Request Item (433), Capira App Search Catalog (1223), Hoopla Borrows (265), ePrintit Mobile Printing (71).

**Youth Services Department Update:**

Jen visited U Are U to read books about Easter.

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

National Library Week Celebration was successful with door prizes, the Caldecott winning book presentation as well as LEGO contest winners being announced.

There will be three Easter Egg Hunt Storytimes where kids will make an Easter craft, read Easter books and go on an egg hunt in the library!

**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:**

D. Nelson moved and S. Turner seconded to approve to pay the Langlois Roofing bill as presented.

**New Business:**

Director Lockwood gave a Personnel/Operations Committee update.

D. Jones moved and S. Turner seconded to approve the Mango Subscription Package Renewal as presented.

D. Jones moved and D. Nelson seconded to approve the staff bathroom remodel from Johnson-Downs Construction as presented.

B. Collier moved and S. Turner seconded to approve the CertaPro Painting proposal as presented.

S. Turner moved and C. Baldwin seconded to approve the BitDefender (Antivirus software) annual fee as presented.

S. Turner moved and D. Nelson seconded to approve the FOL Logo for the T-shirt fundraiser.

S. Turner moved and D. Nelson seconded to approve the circulation staff start and end time as presented.

The following policies were reviewed and no changes were made: Reference and Readers Advisory Policy, Residency Requirements Policy, Hot Spot Policy and Computer/Internet Policy.

The Director Evaluation will be reviewed and sent to the board president like it has in past years.

**Anticipated Items:**

None

**Correspondence:**

Vice-President N. Wheeler adjourned the meeting at 6:48 pm.

Respectfully Submitted,

Secretary

Cara Baldwin