

Manteno Public Library

Board Meeting

July 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.

Absent: G. Dodge

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

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

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

**Agenda Changes:** None

**Director's Report:**

J. Gregory celebrated her 2nd anniversary with the library.

A new loan period will now be in line with other area libraries with a 3 week checkout period. New titles will still only be given a 2 week checkout period.

**Technology:**

True Tech installed the new software required for the card catalogs.

The process to switch over to Vega Mobile has started.

**Meetings and Workshops:**

IMRF Webinar- July 9th

Vega Mobile Webinar- July 22nd

AI in Libraries Webinar- July 23rd

Delegates- July 30th

**Illinois Government Updates:**

There has not been a confirmation yet on whether the bill was signed by the Governor regarding the opioid medication.

**Finance:**

E-commerce: (June- \$53.90)

A generous donation was given to the library by a family.

Payment for the Hoopla renewal and Ryan Dowd Training subscription was mailed out on June 30, 2025.

**Building:**

Tee Jay doors was out to repair a hinge that a RAILS Delivery person broke during delivery.

Tee Jay was also out to replace the worn-out pivot on the left side door. The wrong part was sent so they will come back out to finish the replacement once the part arrives.

**Library Projects/Activities:**

Auditor Materials

IPLAR Report

250 America Grant with PBS

**Friends of the Library:**

The FOL made \$450 from the Culver's Share Night.

The FOL hosted their Summer Reading Puzzle Competition and had 15 kids participate. They also sponsored the back-to-school boxes for Kindergarten Camp and the Summer Reading finale program.

**FOL Future Events:**

January 2026- Trivia Night

February 2026- Culver's Fundraising

March 2026- Annual Book Sale

August 2026- Fish Fry

November 2026- Bunco

Their next meeting is on August 6, 2025.

**Monthly Statistical Report for June:** Circulation (9038), New Cards (59), Computer Usage (161), People Counter (3544), Web Usage (2362), HotSpot Usage (23), OverDrive Checkouts Audio (286) OverDrive checkouts e-books (383) Boundless Audio (24), Boundless e-books (22), Capira App Request Item (334), Capira App Search Catalog (1115), Hoopla Borrows (270), ePrintit Mobile Printing (158).

**Youth Services Department Update:**

Summer Reading is underway and will wrap up this week. There have been several special programs including: Stuffed Animal Workshop, Family BINGO Night and Dan Gogh Color Game

Show.

**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.

Special Adult Programs: Murder Mystery Program- A Crime at the Casino, The Unsolved Murders of Barbara and Patricia Grimes, The Shared Shelf Book Swap and Golden Gamers- Minute to Win It Game Night.

Upcoming Programs: Crime at the Casino and One Book One Book Club

**Unfinished Business:**

B. Collier moved and D. Nelson seconded to approve the Trustee Ethics Statement as presented but with removal of the bullet point "Trustees will always uphold the formal position of the Board, even if they personally disagree."

**New Business:**

ILA Conference- staff does not feel that this has been beneficial the last few years and are not attending this year.

IPLAR Report- Director Lockwood is working on the report to be submitted before September. The Budget and Appropriation Draft was presented and will be voted on next month.

D. Jones and B. Collier will work on auditing the secretary minutes for the year.

B. Collier moved and C. Baldwin seconded to approve the Permitted Travel Resolution 25-02 Policy as presented.

The Interlibrary loan policy was reviewed with no changes made.

S. Turner moved and D. Jones seconded to approve the switch from Travelers Insurance to Utica National as presented.

**Anticipated Items:**

IPLAR Report

**Correspondence:**

None at this time.

Vice-President N. Wheeler adjourned the meeting at 6:51 pm.

Respectfully Submitted,  
Secretary

Cara Baldwin