

Manteno Public Library

Board Meeting

September 16, 2025

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

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

Absent: D. Jones

Approval of the Minutes: B. Collier moved and S. Turner seconded to approve the August 2025 minutes for the Library Board Meeting as corrected.

S. Turner moved and D. Nelson seconded to approve the August 2025 Public Hearing minutes for the Library Board Meeting.

Approval of the Financial Report: N. Wheeler moved B. Collier seconded to approve the August 2025 financial report as presented.

Introductions of visitors and public comments: None

Auditor's Report: Mack & Associates- Lauri Pope from Mack & Associates took time to go through the auditor's report for the Manteno Public Library.

S. Turner moved and N. Wheeler seconded to approve the auditor's report as presented.

Agenda Changes: None

Director's Report:

Two new staff members were added to the circulation staff last month.

National Friends of the Library Week will be celebrated October 19-25. On October 20th the Friends of the Library will be invited to the library for coffee and donuts.

J. Malott would like to share his love of the Japanese culture by donating materials for a collection in our library.

Technology:

True Tech was out to provide maintenance on patron computers and updated staff computers to Windows 11. They were also out to replace a failed hard drive on the circulation supervisor's computer.

Mobile App: A new PrairieCat App is in the testing phase. October 1st is the target date to start promoting this new app to the public.

The payment for the two Verizon Smart Phone lines has decreased in the monthly rate. It will be a \$34 a month savings.

Meetings and Workshops:

RAILS Membership Update

Dupage Narcan Training

Generational Terms in Libraries

Strategic Planning

Finance:

E-commence: (August- \$175.79)

Per Capita received in August 2025: \$18,217.73

Building:

The Bathroom remodel is going well. At the end of August, the bathroom has new drywall, is mudded, taped and has a fresh coat of paint. The new door was hung and the sink/cabinet is in place. Currently waiting for flooring to be installed.

Protection Associates came out to replace the battery in the alarm system.

An unknown type of bug was found in a book. Staff kept the bug in a bag and pest control came to apply an application around the building. The book was disposed of.

Library Projects/Activities:

IPLAR submitted 8/26/2025

Illinet Survey submitted 9/4/2025

B&A filed with Clerks Office 8/28/2025

Levy- we will review the draft in October

Per Capita Report

Friends of the Library:

The Friends closed out their bank account at Midland and moved everything to Peoples Bank.

Ticket sales for Bunco will begin on Monday, September 22nd.

T-shirt sales will be announced on October 24th and will run for two weeks.

FOL Future Events:

January 9, 2026- Trivia Night

March 13-14, 2026- Annual Book Sale

October 24, 2025- Bunco

Their next meeting is on October 7, 2025.

Monthly Statistical Report for August: Circulation (8256), New Cards (49), Computer Usage (205), People Counter (3012), Web Usage (2684), HotSpot Usage (13), OverDrive Checkouts Audio (336) OverDrive checkouts e-books (376) Boundless Audio (33), Boundless e-books (25), Capira App Request Item (329), Capira App Search Catalog (1120), Hoopla Borrows (259), ePrintit Mobile Printing (154).

Youth Services Department Update:

The new programming year is just getting started!

The youth department is working on weeding a few areas in the children’s department including- Junior Non-fiction, YA and Picture Books.

Preschool/Storytime Programs: Baby Time, Storytime and Story Explorers

Educational Programs: Art Smarts and Reading Buddies

Clubs: Lego Club, Teen Advisory Group (TAG), Dungeons & Dragons (6 week fall program)

Quarterly Programs: Creation Station, STEAM Nights

Upcoming Special Programs in October: Halloween STEAM Night, T-Rex or Treat, Illinois Wild Mammals, Library Ghost Hunt

Adult Programs:

Not Your Mother’s Book Club, Senior Social Hour, Tuesday Book Club, Crafter-Day, Book Bingo, Pen to Paper Writer’s Club, Adult Craft Night, Puzzle Swap, Golden Gamers, Shared Shelf Book Swap.

Unfinished Business:

B. Collier moved and G. Dodge seconded to approve the Auditor Report and AFR as presented.

New Business:

D. Nelson moved and S. Turner seconded to approve a request for opening late on October 16, 2025 for a staff training.

B. Collier moved and S. Turner seconded to approve a Narcan dispenser- provided by Kankakee Health Department to be placed in the library’s foyer entryway.

S. Turner moved and N. Wheeler seconded to approve the Vital snow removal contract renewal as presented.

B. Collier moved and D. Nelson seconded to approve the TBS annual maintenance agreement as presented.

N. Wheeler moved and S. Turner seconded to approve the Holohan Heating & Air maintenance 2025-2026 agreement as presented.

D. Nelson moved and C. Collier seconded to approve the purchase of staff t-shirts.
B. Collier moved and G. Dodge seconded to approve the request for late opening on December 15, 2025 for the Staff Breakfast.
The Library Conduct Policy was reviewed with no made changes.
N. Wheeler moved and S. Turner seconded to approve the By-Laws Policy Update: Section VIII Service Procedures as presented.

Anticipated Items: None

Correspondence: None at this time.

President G. Dodge adjourned the meeting at 7:05 pm.
B. Collier moved and N. Wheeler seconded to adjourn the meeting.
Respectfully Submitted,
Secretary
Cara Baldwin