

Manteno Public Library

Board Meeting

October 21, 2025

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

Present: J. Lockwood, C. Baldwin, S. Turner, D. Jones, B. Collier, G. Dodge.

Absent: N. Wheeler, D. Nelson

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

Approval of the Financial Report: B. Collier moved S. Turner seconded to approve the September 2025 financial report as presented.

Introductions of visitors and public comments: None

Agenda Changes: None

Director's Report: The library has been working with J. Malott on adding a variety of Japanese materials to the collection. A gift was made to the FOL. The FOL will reimburse the library for the generous donation.

Website Accessibility- Compliance deadlines for the new rules depend on the library's service area population. If the population your library serves is 50,000 people or greater, your library has until April 24, 2026 to comply. If the service area has less than 50,000 people, the library will have one additional year until April 26, 2027.

PrairieCat on the Go App- the app is now available to be downloaded and used.

Book Vendor- Due to the closing of Baker & Taylor, the library needed a new vendor for purchasing the majority of the print collection. Ingram Content Group is a partner of RAILS and an account has been setup with Ingram.

Technology: None

Meetings and Workshops:

IMRF Disability Documentation Webinar- October 14

IMRF Employer Documentation Webinar- October 28

Delegates Meeting at New Lenox- October 29

Staff Training on October 16th with the County Health Department to train the staff on how to administer Narcan in an emergency situation. The Narcan dispenser is set up in the front entryway of the library.

Finance:

E-commerce: (September- \$176.88)

Midland CD matures on 11/7/25.

Building: Vital completed their fall clean up of the flower beds. The memorial statute on the bench was replaced by A. Swanson. The bathroom remodel was completed at the end of September.

Library Projects/Activities:

Levy

SAM Government Registration

Per Capita Report

Friends of the Library:

The Friends sold 182 Fish Fry tickets. The Fish Fry was a huge success. The Friends have sold 15 Bunco tickets so far and tickets are still available for purchase. FOL spirit wear will be announced on October 24th with details for ordering.

Upcoming Events: Family Trivia Night- January, Book Sale- March

Their next meeting is November 4, 2025.

Monthly Statistical Report for September: Circulation (8817), New Cards (40), Computer Usage (189), People Counter (2923), Web Usage (2231), HotSpot Usage (22), OverDrive Checkouts Audio (349) OverDrive checkouts e-books (372) Boundless Audio (15), Boundless e-books (32), Capira App Request Item (410), Capira App Search Catalog (1184), Hoopla Borrows (250), ePrintit Mobile Printing (197).

Youth Services Department Update:

The youth department is working on a few weeding projects, which include junior non-fiction, YA and picture books.

Preschool/Storytime Programs: Baby Time, Storytime, 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: None**New Business:**

B. Collier moved and D. Jones seconded to approve the 2025 Treasurer's Report.

G. Dodge moved and S. Turner seconded to approve the year end staff bonus as presented.

D. Jones moved and S. Turner seconded to approve the Meeting Ordinance 25-02 as presented.

Levy 25-03 Ordinance & Master Budget Draft were presented and there will be a public hearing next month.

D. Jones moved and B. Collier seconded to approve the 2026 Holiday/Days Closed Schedule as presented.

A Per Capita update was given.

Anticipated Items: None

Correspondence: None at this time.

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

S. Turner moved and D. Jones seconded to adjourn the meeting.

Respectfully Submitted,

Secretary

Cara Baldwin