

Manteno Public Library

Board Meeting

November 18, 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, N. Wheeler, D. Nelson

Absent: None

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

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

Introductions of visitors and public comments: None

Agenda Changes: None

Director's Report: National Friends of the Library Week was celebrated with coffee and donuts on October 20th.

The library is hosting a food and toy drive for the Salvation Army. Barrels are located at the circulation desk. The drive will go through December 1st.

The library will participate in the annual Chamber of Commerce Holiday Business Walk on Saturday, December 6, 2025. The PTO will be selling tickets for the Christmas Tree's Around the District fundraiser.

The PTO will bring the trees over on December 5th and they will be on display through December 13th. Raffle tickets can be purchased anytime the library is open for \$1 each.

The library sponsored a tree for the PTO fundraiser and a Tree for the Square on 2nd. The theme for both trees is The Polar Express.

Palace Project App: The Boundless app was discontinued on November 17th. RAILS sent out information to libraries regarding key dates for the sunsetting of the Boundless app. The new Palace Project App is expected to launch on December 2nd.

The new Prairiecat on the Go App is up and running and all the glitches seemed to be fixed.

Staff Holiday Breakfast is on Monday, December 15th. The library will open to the public at 10:30 am.

FOIA Request- Smart Procurement requested business contact information for the staff. The request was sent.

The library hosted the Manteno Chamber Mentorship High School group. J. Regan and J. Lockwood shared the libraries resources, explained how to get a library card and shared how they started in the library profession.

Technology: Hot Spot #1 and #7 have not been returned. The renewal contract was up this month for Hot spot 7, due to the situation the contract was not renewed.

The Circulation Supervisor's computer continued to have problems after a new hard drive. True Tech found that the new hard drive was corrupt. They swapped out the hard drive from one of the patron computers.

Meetings and Workshops:

Narcan Administration 11/13/2025

ILead Workshop 11/15/2025

Finance:

E-commence: (October- N/A)- Prairiecat website was not working for the report.

Midland Bank renewed on 11/7/2025 at 2.775% 6 months

Municipal Bank CD matures on 12/13/2025

Building:

Library Projects/Activities:

Per Capita

Levy

SAM Registration

In the process of completing staff annual reviews

Grant opportunity- "My Library is..." application provided by RAILS

Friends of the Library:

The Friends will be at the Business Walk on December 6th from 3:00-6:45. They will be recruiting new members and promoting their upcoming fundraiser, Monicals e-gift certificates.

The Friends are also working on their annual Family and Friends Trivia Night.

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

Their next meeting is December 2, 2025.

Monthly Statistical Report for October: Circulation (8474), New Cards (35), Computer Usage (221), People Counter (3388), Web Usage (3920), HotSpot Usage (14), OverDrive Checkouts Audio (347) OverDrive checkouts e-books (366) Boundless Audio (35), Boundless e-books (15),

Capira App Request Item (170), Capira App Search Catalog (643), Solus App-Launches (858), Hoopla Borrows (302), ePrintit Mobile Printing (250).

Youth Services Department Update:

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: November Family Reading Night on November 20, 2025. The theme will be Polar Express! Every child that attends will receive a free Scholastic book.

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: J. Lockwood reviewed Per Capita. It will be submitted in January. D. Jones moved and B. Collier seconded to approve the Per Capita as presented.

New Business:

The Personnel Budget was reviewed and raises will be handed out in January 2026.

B. Collier moved and D. Jones seconded to approve Levy 25-03 as presented.

B. Collier moved and N. Wheeler seconded to approve the Hoopla funds request as presented.

The Library Trustee Training was reviewed with the board.

B. Collier moved and G. Dodge seconded to keep the 2nd half year of closed minutes closed.

The following policies were reviewed without changes: Proctoring, Program Policy and Photo and Video Policy.

Anticipated Items: None

Correspondence: None at this time.

President G. Dodge adjourned the meeting at 6:37 pm.

N. Wheeler moved and D. Nelson seconded to adjourn the meeting.

Respectfully Submitted,

Secretary

Cara Baldwin