

Manteno Public Library

Board Meeting

January 20, 2026

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

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

Absent: N. Wheeler, D. Jones.

Approval of the Minutes: B. Collier moved and S. Turner seconded to approve the November 2025 Public Hearing minutes for the Library Board Meeting.

B. Collier moved and D. Nelson seconded to approve the November 2025 minutes for the Library Board Meeting.

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

Introductions of visitors and public comments: None

Agenda Changes: We are not appointing a library trustee- this was on the agenda but should not have been.

Director's Report: The library participated in the Chamber Holiday Business walk in December. The library also hosted the Manteno PTO Christmas trees.

This year the Children's Department will use the 2026 Illinois Library Association Summer Reading theme- "Plant a Seed."

A FOIA request was received in December from a news reporter from Judiciocracy, a media organization. The request was fulfilled.

Technology: Renewed 3 Hotspot subscriptions in November for \$120 each. True Tech was out on January 6th to make updates to the camera server. The Comcast Internet package has been updated and will be good for 36 months- this will require a new modem to be installed.

Meetings and Workshops:

Delegates- January 28th

Accessibility Beyond the Building January 16th

AI Policy Webinar January 9th

Generative AI and the Library Collection- December 10th

Finance:

E-commence: (October: \$173.65)

E-commence: (November: \$118.00)

E-commence: (December: 74.19)

Building: ESI Phone system: Ruder's records show that the library's phone system was activated with the new service on January 12, 2021. The renewal with ESI will automatically renew this month.

Library Projects/Activities:

Per Capita

Statement of Economics Internet Filers for prior year 2025 submitted 1/12/2026

Annual Certification submitted 1/12/2026

SAM.gov submitted 12/4/2025

Friends of the Library:

Family Trivia Night- Friday, January 9th at Manteno Sportsman's Club.

Book Sale- March 13 and 14, 2026

Fundraising Events 2026:

Monicals Share Night- Wednesday, February 11th

Fish Fry- August 28, 2026

Bunco Night- November 13, 2026

Their next meeting is February 3, 2026.

Monthly Statistical Report for November: Circulation (7009), New Cards (30), Computer Usage (145), People Counter (2876), Web Usage (6253), HotSpot Usage (8), OverDrive Checkouts Audio (293) OverDrive checkouts e-books (373) Boundless Audio (2), Boundless e-books (2), Solis Mobile App Over Time (1309) Solis Mobile App Views (1563), Hoopla Borrows (302), ePrintit Mobile Printing (113).

Monthly Statistical Report for December: Circulation (7964), New Cards (19), Computer Usage (146), People Counter (3716), Web Usage (5077), HotSpot Usage (13), OverDrive Checkouts Audio (334) OverDrive checkouts e-books (336) Boundless, Solis Mobile App Over Time (1232) Solis Mobile App Views (1321), Hoopla Borrows (253), ePrintit Mobile Printing (106).

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)

Quarterly Programs: Creation Station, STEAM Nights

Upcoming Special Programs: Winter STEAM Night

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.

Upcoming Event: Leslie's Goddard's Portrayal of Abigail Adams.

Unfinished Business:

A staff development day meal plan was presented.

New Business:

C. Baldwin and B. Collier will be on the 2026 Budget Committee.

B. Collier moved and C. Baldwin seconded to approve the personnel budget update as presented.

S. Turner moved and G. Dodge seconded to approve the library maintenance contract for Ted Graves as presented.

D. Nelson moved and B. Collier seconded to approve Resolution 26-01 Designated signers on accounts at bank institutions as presented. All 5 trustees present voted yes.

S. Turner moved and D. Nelson seconded to accept the Tech Soup Cloud Base Quickbooks Plus renewal (5 users) as presented.

B. Collier moved and S. Turner seconded to approve the True Tech Systems Annual Service contract 2026 as presented.

The Technology Plan was reviewed for 2026.

Anticipated Items: None

Correspondence: The County clerk sent a letter in regards to economic statements being sent out.

President G. Dodge adjourned the meeting at 6:39 pm.

B. Collier moved and S. Turner seconded to adjourn the meeting.

Respectfully Submitted,

Secretary

Cara Baldwin