

Manteno Public Library

Board Meeting

February 17, 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, D. Jones.

Absent: N. Wheeler

**Approval of the Minutes:** S. Turner moved and D. Nelson seconded to approve the January 2026 minutes for the Library Board Meeting.

**Approval of the Financial Report:** D. Jones moved and S. Turner seconded to approve the January 2026 financial report as presented.

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

**Agenda Changes:** None

**Director's Report:**

PUG Day will be held in September this year via online sessions.

The next Delegates meeting will be held on April 29<sup>th</sup> at Senica's Oak Ridge Golf Club, Illinois.

Ingram Book Vendor has added hundreds of workers to their warehouses and have been able to ramp up their operations. J. Lockwood has been very happy with their customer service.

**Technology:**

**Meetings and Workshops:**

Curriculum, Instructions and Assessment (CIA)- February 12<sup>th</sup>

HR Source Director Roundtable- February 17<sup>th</sup>

Ingram Essentials webinar- February 18<sup>th</sup>

IPLAR Updates webinar- February 25<sup>th</sup>

**Finance:**

E-commence: (January: \$104.87)

Budget Committee met on Wednesday, February 10, 2026

Online QuickBooks was renewed for \$80 on 2/14/26

**Building:**

Holohan came out because there was no hot water in the janitor sink or bathrooms on the adult

side of the building. The water heater had been turned down causing the issue. This problem was resolved. He was also able to fix a bathroom sink with no water pressure while he was out.

T. Graves changed out the open toilet seat to a seat with a lid.

Aqua sent out an email about replacing aged water meters in the area. The library's appointment was scheduled for 2/17/2026.

### **Library Projects/Activities:**

Per Capita submitted on 1/26/2026

Certification Supporting ALA Bill of Rights & Prohibit the Practice of Banning Specific Books and Resources submitted on 1/26/2026

Certification of Tax Exemption Renewal submitted on 1/26/2026

My Library is...grant submitted on 1/29/2026

This month Tonies figures were added to the children's collection for circulation. We are the first library in Kankakee County to have these added to circulation.

### **Friends of the Library:**

Book Sale- March 13 and 14, 2026

Fundraising Events 2026:

Fish Fry- August 28, 2026

Bunco Night- November 13, 2026

Their next meeting is March 3, 2026.

**Monthly Statistical Report for January:** Circulation (7593), New Cards (35), Computer Usage (209), People Counter (2890), Web Usage (5463), HotSpot Usage (9), OverDrive Checkouts Audio (350) OverDrive checkouts e-books (419), Palace Project Checkouts- Audio (10), e-books (14), Hoopla usage (336), Eprintitsaas (118), Solis Mobile App Over Time (1329) Solis Mobile App Views (1482).

### **Youth Services Department Update:**

Preschool/Storytime Programs: Baby Time, Storytime, Story Explorers, Winter Reading Challenge for the month of February

Educational Programs: Art Smarts and Reading Buddies

Clubs: Lego Club, Teen Advisory Group (TAG)

Quarterly Programs: Creation Station, STEAM Nights

**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: The Good, The Bad & The Ugly

**Unfinished Business:**

An update was given regarding the budget/personnel committee meeting that happened regarding building repair recommendations, personnel recommendations and database review.

Staff Development Day will take place on March 5, 2026. D. Jones moved and S. Turner seconded to approve the Staff Development Day food expense plan as presented.

**New Business:**

Vital Lawn Contract will be revisited next month.

Reboot Restore Quote will be revisited next month.

The next phase of digital accessibility was shared to make PDFs on the website more accessible.

B. Collier moved and D. Nelson seconded to approve the February Disposal Report as presented.

**Anticipated Items:** None

**Correspondence:** Manteno Police Department sent a nice letter to the business community regarding the recent tragic event in Momence and how the police department is here to support the community.

President G. Dodge adjourned the meeting at 6:46 pm.

B. Collier moved and D. Jones seconded to adjourn the meeting.

Respectfully Submitted,

Secretary

Cara Baldwin