

Manteno Public Library

Board Meeting

March 17, 2026

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

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

Absent: B. Collier

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

Approval of the Financial Report: D. Jones moved and G. Dodge seconded to approve the February 2026 financial report as presented.

Introductions of visitors and public comments: None

Agenda Changes: None

Director's Report:

The 2026 Staff Development Day was held on March 5th.

The Little Library located at the Manteno Historical Society will be repaired this spring.

On March 10th the library was closed at 4:00 and staff were sent home due to the tornado warnings and storms in the area.

Technology:

True Tech was here for maintenance on all library computers and the server. The patron computers were also consolidated down to eight usable patron computers.

Meetings and Workshops:

OMA Training Workshop- March 20th

FOIA Training Workshop- March 18th

Ready, Set, Advocate: e-book Legislation- March 11th

ILA Trustee Forum Workshop: Trustee Budgeting Tool Kit- March 7th

IPLAR Update for 2025-2026 Report-February 25th

J. Lockwood attended the PrairieCat Circulation Zoom meeting where Sierra updates were reviewed.

Illinois Government Update: HB5236 amends the Digital Library Protection Act.

Finance:

E-commence: (February: \$207.80)

Building:

Langlois Roofing was contacted to schedule a roof maintenance inspection.

T. Graves will start cleaning outside windows at the beginning of each month.

Library Projects/Activities:

2027 Budget: Personnel & Operations

Conducted Internal I-9 Audit on 2-27-26

Friends of the Library:

The Friends hosted their annual book sale where high school students volunteered to help with set up and clean up.

Fundraising Events 2026:

Fish Fry- August 2026

Bunco Night- November 2026

Their next meeting is April 7, 2026.

Monthly Statistical Report for February: Circulation (7608), New Cards (31), Computer Usage (143), People Counter (2779), Web Usage (5107), HotSpot Usage (16), OverDrive Checkouts Audio (292) OverDrive checkouts e-books (326), Palace Project Checkouts- Audio (9), e-books (16), Hoopla usage (325), Eprintit Saas (124), Solis Mobile App Over Time (1162) Solis Mobile App Views (1303).

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 and Dragons

Quarterly Programs: Creation Station, STEAM Nights

Special Program: Easter Egg Hunts will be held on March 31st, April 1st and April 2nd.

The Winter Reading Challenge was a success! The entire group read 31, 487 minutes in the month of February.

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: Declutter Your Home & Finances

Unfinished Business:

The Statement of Economic Interest was completed by all library board trustees.

A budget update was given regarding personnel and operations after meeting with the budget committee.

D. Jones moved and D. Nelson seconded to approve the Vital Lawn Maintenance Contract Renewal as presented.

New Business:

N. Wheeler moved and S. Turner seconded to approve the purchase of an Ipad Mini for the use in the children’s department.

D. Nelson moved and N. Wheeler seconded to approve the purchase of the business projector.

S. Turner moved and D. Jones seconded to approve the purchase of the OPAC Station as presented.

The Prohibited Gifts Policy, Art Work Display Policy, Investment of Public Funds Policy and Beg Bug Policy were reviewed with no changes.

Anticipated Items:

Reboot Restore

Langlois Roofing: Maintenance Quote

Correspondence: None

President G. Dodge adjourned the meeting at 6:38 pm.

D. Nelson moved and D. Jones seconded to adjourn the meeting.

Respectfully Submitted,

Secretary

Cara Baldwin