

Manteno Public Library

Board Meeting

January 18, 2022

President G. Dodge called the meeting to order at 7:00 p.m.

Present: N. Shear, B. Collier, G. Dodge, C. Baldwin, J. Lockwood, S. Turner, N. Wheeler present via Zoom.

Absent: P. Tovo

Approval of the Minutes: G. Dodge moved, and B. Collier seconded to approve the minutes of the November 2021 Library Board Meeting.

Approval of the Financial Report: N. Wheeler moved and B. Collier seconded to accept the financial reports for November and December 2021 as presented.

Introductions of visitors and public comments: There were no visitors or comments.

Agenda Changes: There were no agenda changes.

Director's Report:

A new circulation clerk started January 5, 2022. On Monday, December 27, 2021 and Wednesday, December 29, 2021 the library closed at 5:00 pm due to staff shortages. A Fine Forgiveness event will take place on January 17-29, 2022.

Technology:

The Capira App rolled out on December 1, 2021. There were 159 requests for holds on the App and 527 searches used on the App.

Meetings and Workshops:

Finance: Money market interest: (November- \$1.42)

E-commence: (November- \$106.00), (December- \$72.70)

Building: Library Projects/Activities:

The high winds caused more fascia to fall off the south peak of the building. Tousignant was contacted to come back out to take a look at this.

Friends of the Library: The Nothing Bundt Cake fundraiser brought in \$250. There is a Valentine's Day fundraiser currently going on. They have partnered with Twisted Cupcake for this fundraiser. There is a Family Trivia Night sponsored by the Friends of the Library this Friday. The next meeting is January 4, 2022.

Monthly Statistical Report for November: Circulation (8966), New Cards (28), Computer Usage (299), People Counter (2392), Web Usage (1981), HotSpot Usage (5), OverDrive Checkouts Audio (192), OverDrive checkouts e-books (291), Axis 360 Audio (16), Axis 360 e-books (51).

Monthly Statistical Report for December: Circulation (8076), New Cards (15), Computer Usage (267), People Counter (2336), Web Usage (2022), HotSpot Usage (5), OverDrive Checkouts Audio (201), OverDrive checkouts e-books (318), Axis 360 Audio (23), Axis 360 e-books (28).

Youth Services Department Update:

J. Regan visited URU Preschool on Monday, December 13th and will visit again on January 24, 2022. J. Regan is taking the refresher course for Embryology in February. There are two new therapy dogs that will come to Reading Buddies during the sessions to interact with the kids. Storytime will be offered with two different time slots to promote social distancing.

Gingerbread House Kits were a huge success! Family Reading night reached out to 125 kids and was also a success! Upcoming programs: Lego Club, A Visit with Mr. Lincoln and Winter Reading Challenge.

Unfinished Business:

Per Capita will be submitted to the State Library this week.

Our current hours of operation are working. We will continue with this schedule and check-in on the topic again next month.

New Business:

The statement of Economic Interest will be sent out to board members by email.

S. Turned moved and B. Collier seconded to approve the purchase a new Switch for the amount of \$1,279. B. Collier moved and G. Dodge seconded to approve the 100 hour time block provided by True Tech System Inc. for the amount of \$11,500. The Technology Plan was reviewed. J. Jarvis provided a Floor Plan for the extra storage closet. A Staff Development day is being planned for March 17, 2022.

Anticipated Items: None

Correspondence: J. Lockwood will be in further discussion with J. Jarvis regarding the extra closet space.

B. Collier moved and N. Shear seconded to close the meeting.

President G. Dodge adjourned the meeting at 7:33 pm.

Respectfully Submitted,

Cara Baldwin

Secretary