

Manteno Public Library

Board Meeting

October 18, 2022

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

Present: B. Collier, G. Dodge, C. Baldwin, J. Lockwood, S. Turner, N. Shear, P. Tovo.

Absent: N. Wheeler

Approval of the Minutes S. Turner moved and P. Tovo seconded to approve the minutes of the September 2022 Library Board Meeting.

Approval of the Financial Report: B. Collier moved and P. Tovo seconded to approve the August financial report as presented. N. Shear moved and S. Turner seconded to approve the September financial report as presented.

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

Agenda Changes: There were no agenda changes.

Auditor's Report: Joe Martin from Brian Zabel and Associates via Zoom went over the June 2022 audit.

Director's Report:

Three new employees have been hired beginning October 10th.

Tablets for Seniors began the recruiting process for getting tablets into seniors' hands on October 1st. Anyone over 60 years old can fill out an application. Deadline to fill out an application is October 31, 2022.

Training for staff on the Vega Discover Online Catalog has begun. Prairiecat has provided webinars for staff to navigate their way around the new platform.

Three packets have been issued for the consolidated election.

Technology:

There is a delayed opening for Thursday, October 20, 2022. Truetech Systems will be out to move the server back to the loft.

Meetings and Workshops:

PUG Day was held on September 22-23, 2022

Finance: Money market interest: (September: \$1.42)

E-commerce: (August: \$147.55), (September \$54.25)

Building:

The storage room is completed and looks great.

Library Projects/Activities:

Friends of the Library: On October 4th the Friends held their Fall Floral Arranging Workshop. The next fundraising event is Tuesday, October 25 for a Halloween Bunco Bash. This event will be held at the Sportsman's Club. Their next meeting will be Tuesday, November 1, 2022.

Monthly Statistical Report for July: Circulation (8697), New Cards (45), Computer Usage (282), People Counter (2683), Web Usage (1354), HotSpot Usage (11), OverDrive Checkouts Audio (196), OverDrive checkouts e-books (275), Axis 360 Audio (40), Axis 360 e-books (39), Capira App Request Item (213), Capira App Search Catalog (639).

Youth Services Department Update:

A new Youth Services Assistant has been hired.

Jen will visit URU Preschool this month and read books about scarecrows.

Storytime has been moved back to the library. It is offered on both Tuesday and Wednesday mornings.

Reading Buddies, Lego Club and Creation Station has begun and are very popular programs! Special programs that were held: World Postcard Day, Fall Reading Spooktacular and Crafternoon, Fall Fair on the Square, and Halloween Fireside Storytime.

Adult Programs: Upcoming adult programs: Tuesday Book Club, Book Bingo, Not Your Mother's Book Club, Adult Coloring and Adult Craft Night, OBOC Vanishing Half Book Discussion and Golden Gamers.

Unfinished Business:

N/A

New Business:

S. Turner moved and P. Tovo seconded to approve an appreciation gift to be given to the staff for all of their extra hard work.

N. Shear moved and B. Collier seconded to approve the staff Christmas bonus as presented.

B. Collier moved and S. Turner seconded that we set the levy at \$640,424.

Director Lockwood has the Per Capita and she is working on writing it to be submitted at the beginning of January.

N. Shear moved and P. Tovo seconded to approve Ordinance No. 22-02 as presented.

G. Dodge moved and S. turner seconded to approve buying shelving units for a total of \$400 plus shipping.

Anticipated Items: None at this time.

Correspondence: None at this time.

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

Respectfully Submitted,

Cara Baldwin

Secretary