

Manteno Public Library

Board Meeting

May 16, 2023

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

Present: G. Dodge, C. Baldwin, J. Lockwood, S. Turner, N. Shear, D. Jones, N. Wheeler, B. Collier- (Via Zoom until 6:40 pm).

Absent: None

Swearing in or New Trustees:

N. Wheeler, D. Jones and B. Collier were all sworn in.

Board Officer Election:

G. Dodge was nominated and elected as President, N. Wheeler as Vice President, B. Collier as Treasurer, and C. Baldwin as Secretary.

Approval of the Minutes: S. Turner moved and N. Shear seconded to approve the April 2023 minutes for the Library Board Meeting.

Approval of the Financial Report: N. Wheeler moved and D. Jones seconded to approve the March 2023 Financial Report. N. Shear moved and C. Baldwin seconded to approve the April 2023 Financial Report.

Introductions of visitors and public comments: None at this time.

Agenda Changes: There were no agenda changes.

Director's Report: A. Flint will be retiring after 28 years of service with the library. The Assistant Director's position has been posted.

Delegates Update: eRead Illinois- Delegates voted to have all circulating libraries join eRead Illinois.

Continue to use the Vega catalog when placing holds.

Technology:

Meetings and Workshops:

2023 Conferences: PUG Day- September 29, 2023, ILA Conference- October 24-26, HR Source Round Table for Directors, LIMRiCC, Long Range Planning Committee.

Finance: Money market interest: (April \$1.47)

E-commerce: (March- \$126.10), (April \$36.70)

Building: T. Graves was out this month to fix the toilet handle in the family bathroom.

Library Projects/Activities:

Long Range Plan

2023 Budget

Decennial Committee

New Auditors

By-Laws

Friends of the Library: In the beginning of 2023 the FOL President was looking to get FOL listed on Amazon Smile program so supporters can choose FOL and they could earn money from supporter purchases. Doing this Cindy found out two important details, the Smile program is no longer available and for the past 10 years FOL has not been tax exempt according to the federal government.

Back in 2010 when FOL was founded, they applied and were granted tax-exempt status. But, the FOL board failed to file form 990 for 3 years in a row. So, in 2013 lost their federal tax-exempt status. For the past few months, Cindy and the FOL treasurer have been working with an accounting firm in Kankakee to resolve this issue.

The good news is all 10+ plus years of paperwork is now ready to be filed in over the next couple weeks. And with recommendations from their accountant, they decided to get an extension for 2022 taxes since they are due by May 15.

Getting ready for the Movies in the Park concessions.

Upcoming events: June-August- Movies in the Park

Their next meeting will be on June 6th.

Monthly Statistical Report for November: Circulation (7963), New Cards (46), Computer Usage (239), People Counter (2997), Web Usage (1204), HotSpot Usage (14), OverDrive Checkouts Audio (224), OverDrive checkouts e-books (346), Axis 360 Audio (10), Axis 360 e-books (20), Capira App Request Item (227), Capira App Search Catalog (628), Hoopla Borrows (94).

Youth Services Department Update: URU Preschool visited the library and talked about taking care of books, toured the library and talked about summer reading. Several Manteno Elementary School classes also visited this month.

The National Library Week Lego Contest was a hit! The public voted on creations and a 1st, 2nd and 3rd place winner was chosen.

The National Library Week Open House was held and had 156 people visited the library during that open house.

There were 8 chicks that hatched! The kids loved seeing and holding the chicks.

Regular programs that continued this month: Storytime, Reading Buddies, Lego Club, Creation Station and TAG.

Upcoming programs: Summer Reading 2023- "Reading Under the Big Top!" The Summer Reading kickoff party will be held on June 5th from 11:00-1:00 at Legacy Park.

Adult Programs: Upcoming adult programs: Adult Craft Night, Tuesday Book Club, Book Bingo, Not Your Mother's Book Club, Adult Coloring, Golden Gamers and Pen to Paper Writer's Club.

Unfinished Business:

Director Lockwood and B. Collier went over the Personnel/Budget Committee update.

Director Lockwood went over the auditor update.

New Business:

S. Turner moved and N. Wheeler seconded to approve the renewal of HR Source for a total of \$400.

C. Baldwin moved and G. Dodge seconded to approve the renewal of OCLC for a total of \$15,614.00 for the year.

S. Turner moved and D. Jones seconded to approve the amended Borrowing Privileges Definition as presented.

D. Jones moved and N. Shear seconded to approve the Non-Resident Fee for 2023-2024 as presented.

Anticipated Items: FOIA Officer/Open Meetings Act Officer

Correspondence: Letter from Alexi Giannoulias- Secretary of State. Aqua will be flushing hydrants.

President G. Dodge adjourned the meeting at 6:56 pm.

Respectfully Submitted,

Cara Baldwin

Secretary