**Dunlap Public Library District**

**Board Meeting**

**22 April 2024**

1. **Call to Order/Roll Call**
   a. President M. Nelson called the meeting to order of the Dunlap Public Library District Board of Trustees at 6:00 PM in the meeting room.
   b. Roll Call Voice Vote:
      i. Members Present:  M. Nelson, J. Emanuels, T. Custis, R. Holohan, B Windsor, S. DelVecchio, and A. Dhall
      ii. Absent Members: None
   c. Present Also: Director Keyes
   d. Guest(s) Present:  Jessica, Dunlap Friends of the Library Vice President

2. **Public Comment- None**

3. **Consent Agenda**
   a. Departmental Reports
   b. Approval of 25 March 2024 Minutes
   c. Personnel Policy
   d. J. Emanuels made a motion to enter into the Record the Consent Agenda and the 25 March, 2024 Minutes. A. Dhall seconded motion. Motion passed unanimously.

4. **Friends of the Library Report**
   a. Jessica Gingerevans, Dunlap Friends of the Library Vice President, made a report to the Board.
      i. Thank you to everyone who attended the Logo Launch Celebration.
      ii. At the celebration, the Friends donated their first gifts to the library.
         1. New wood puzzles
         2. Two charging stations
      iii. Since the official launch of the Friends, they have increased their membership to twenty-one members.
         1. Note that Trustees can be Friends of the Library members, but cannot be officers.
         2. The Friends now have a page on the library website where more information on the Friends can be found and online membership form.

5. <u>**Finances**</u>
   a. Treasurer's Report April 2024- by T. Custis

   Regarding the March 31, 2024 accounting reports:

      i. DPLD Balance Sheet
         1. Total assets of $2,976,078.09 are held in Insured Cash Sweep (ICS) accounts and/or CDs at Better Banks. All DPLD investments are FDIC-insured. As of March 31, 2023, we reported assets of $2,854,676.71. Also keep in mind we have paid down the principal on our outstanding bonds by $170,000.

      ii. DPLD Budget
         1. Our budget projects a tax revenue of $724,993 for FY2023-24. Of this amount $721,429 has been received or 99.5%.
         2. Interest revenue significantly exceeds budget expectations. For the full fiscal year, this excess is now projected to exceed $80,000.
         3. Most expense categories are close to or below budgeted levels. The only significant exception is the Maintenance—New Equipment line; this is due to the purchase of two new furnaces. In aggregate nine-month total expenses are 67.2% of annual budgeted amounts.

   b. Consideration of Financial Matters
      i. CD Activity:
         1. Director Keyes and T. Custis, in conjunction with Better Banks and our bookkeeper, continue to refine the processes to asset management. Our goals are 1. to keep all assets in FDIC insured banking instruments; 2. to always maintain a safely adequate cash balance in all funds; and 3. to maximize our interest revenue.

6. <u>**Director's Report**</u>
   a. *Administration*
      i. Trainings/Meetings Attended: (C-2)
         1. PLA Conference
            a. Leadership by Design: A Human-centered Approach for Library Leaders
            b. How to Weather the Turbulence of a Video Auditor

      c. Debunking Misinformation about Trans Identities and People

      d. Fostering Inclusive Organizational Culture: Effectively Design Your Staff Training Day

      e. Don't Sweat the Difficult Conversations

    2. PLA Presidential Candidates Forum

    3. RSA Operations Manual Working Group

    4. Using the SLATE Data Dashboard

    5. ILA Small Library Forum

    6. Code of Conduct Enforcement workshop

    7. ARSL Neurodiverse Networking Group

    8. ILA Fundraising Committee

  ii. Applied for Rob-See-Co Grant

  iii. Working on FY2025 Budget

    1. Director Keyes has begun the process

      a. Capital projects to be considered in the budget are to budget new furnaces and new server

      b. A question about reinstating hours and adding back into budget

        i. Was asked if there have been any complaints or comments about hours

      c. J. Emanuels asked if the Board should be adding a "war chest" for capital projects

        i. Line Item # 099- putting monies into CD for outdoor project

        ii. Furnaces – Maintenance and Capital? Director Keyes will check.

      d. R. Holohan asked about Cost-of-Living comparison for budgeting consideration

  iv. FOIA Audits- All information is within our FOIA Policy and on display on bulletin board on library premises.

b. *Community (A-2)*

  i. Friends of the Library Launch

  ii. WOT Board Meeting

          iii.  Food Trucks scheduled for this summer

    c.  *Facilities, etc. (B-2)*

          i.  Irrigation turned on

          ii.  Siding/flashing

          iii.  Leaking windows

          iv.  Carpet Cleaning scheduled

          v.  Fire Extinguishers Inspected

    d.  Personnel (C-2)

          i.  HS Page – looking to hire pages as current pages are graduating high school

          ii.  YS Assistant- a graduating high school page has been hired for summer to be the YS assistant

          iii.  Garden Worker – is returning

          iv.  Anniversary: Brian Stanley (2 years)

    e.  RAILS/RSA/State Library

          i.  Hosted Library Directors Book Club (9 April)

          ii.  iLEAD Trustee – Statewide special website for Trustees with updated trainings

          iii.  Illinois Library Association Board

              1.  Article for the *Reporter*

    f.  Upcoming Dates to keep in mind:

          i.  10 May – Attending Reaching Forward

          ii.  16 May-  Presentation- Irene Adler

    g.  Circulation & Programming Statistics- See Attachments

7. **Unfinished Business-None**

8. **New Business**

    a.  Statement of Economic Interest

          i.  Director Keyes reported that all Trustee's Statement, as of this evening, have been completed.

9. **Announcements**

    a.  Next Regular Board Meeting: 20 May 2024 at 6:00 PM

10. **Adjournment**

a. A. Dhall made a motion to adjourn the meeting. seconded motion. S. DelVecchio seconded the motion. Motion passed unanimously. Meeting adjourned at 6:36 PM.

Respectfully submitted by Angie Dhall, Trustee Secretary

**ATTACHMENTS:**

Circulation & Programming Statistics

| Circulation FY2024 | Physical Items | Electronic Items TOTAL | Libby Items | Boundless Items | Hoopla Items |
|---|---|---|---|---|---|
| July | 8,223 | 1,100 | 527 | 250 | 323 |
| August | 7,424 | 1,078 | 495 | 227 | 356 |
| September | 6,000 | 878 | 388 | 159 | 331 |
| October | 6,005 | 971 | 453 | 170 | 348 |
| November | 6,179 | 923 | 386 | 155 | 382 |
| December | 5,629 | 906 | 428 | 164 | 314 |
| January | 6,214 | 1,026 | 500 | 159 | 367 |
| February | 5,678 | 933 | 457 | 113 | 363 |
| March | 6,294 | 1,126 | 523 | 184 | 419 |
| April | | 0 | | | |
| May | | 0 | | | |
| June | | 0 | | | |
| Total | 57,646 | 8,941 | 4,157 | 1,581 | 3,203 |

## Adult

| Adult | Program Attendance FY 2024 (Live) | | | | | | Program Attendance FY 2024 (Passive) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | On-site/At Library | | Virtual | | Offsite | | On-site/At Library | | Virtual | | Offsite | |
| | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs |
| July | 228 | 30 | 93 | 24 | 0 | 0 | 10 | 1 | 0 | 0 | 0 | 0 |
| August | 280 | 33 | 133 | 24 | 142 | 1 | 8 | 1 | 8 | 3 | 0 | 0 |
| September | 107 | 17 | 254 | 24 | 0 | 0 | 0 | 0 | 8 | 1 | 0 | 0 |
| October | 180 | 25 | 144 | 25 | 0 | 0 | 0 | 0 | 7 | 2 | 0 | 0 |
| November | 168 | 24 | 166 | 25 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 0 |
| December | 112 | 21 | 138 | 20 | 0 | 0 | 0 | 0 | 71 | 1 | 0 | 0 |
| January | 108 | 21 | 161 | 24 | 12 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| February | 148 | 23 | 192 | 29 | 15 | 1 | 20 | 1 | 0 | 0 | 0 | 0 |
| March | 245 | 24 | 145 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 1576 | 218 | 1426 | 221 | 169 | 3 | 38 | 3 | 97 | 9 | 0 | 0 |

## Young Adult

| Young Adult | Program Attendance FY 2024 (Live) | | | | | | Program Attendance FY 2024 (Passive) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | On-site/At Library | | Virtual | | Offsite | | On-site/At Library | | Virtual | | Offsite | |
| | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs |
| July | 43 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| August | 9 | 3 | 0 | 0 | 0 | 0 | 17 | 2 | 2 | 1 | 0 | 0 |
| September | 67 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| October | 101 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| November | 46 | 6 | 0 | 0 | 0 | 0 | 20 | 1 | 0 | 0 | 0 | 0 |
| December | 56 | 4 | 0 | 0 | 0 | 0 | 18 | 1 | 0 | 0 | 0 | 0 |
| January | 49 | 4 | 0 | 0 | 0 | 0 | 6 | 1 | 0 | 0 | 0 | 0 |
| February | 56 | 6 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| March | 80 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 507 | 53 | 0 | 2 | 0 | 0 | 61 | 5 | 2 | 1 | 0 | 0 |

## Youth 6-11

| Youth 6-11 | Program Attendance FY 2024 (Live) | | | | | | Program Attendance FY 2024 (Passive) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | On-site/At Library | | Virtual | | Offsite | | On-site/At Library | | Virtual | | Offsite | |
| | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs |
| July | 79 | 5 | 0 | 0 | 262 | 4 | 251 | 5 | 0 | 0 | 0 | 0 |
| August | 150 | 6 | 0 | 0 | 0 | 0 | 37 | 5 | 0 | 0 | 0 | 0 |
| September | 55 | 5 | 0 | 0 | 0 | 0 | 260 | 6 | 0 | 0 | 0 | 0 |
| October | 81 | 5 | 0 | 0 | 0 | 0 | 146 | 5 | 0 | 0 | 0 | 0 |
| November | 20 | 3 | 0 | 0 | 0 | 0 | 82 | 5 | 0 | 0 | 0 | 0 |
| December | 9 | 2 | 0 | 0 | 0 | 0 | 132 | 4 | 0 | 0 | 0 | 0 |
| January | 16 | 2 | 0 | 0 | 10 | 1 | 36 | 5 | 0 | 0 | 0 | 0 |
| February | 324 | 6 | 5 | 1 | 13 | 1 | 29 | 4 | 0 | 0 | 0 | 0 |
| March | 83 | 4 | 0 | 0 | 0 | 0 | 36 | 4 | 0 | 0 | 0 | 0 |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 817 | 38 | 5 | 1 | 285 | 6 | 1009 | 43 | 0 | 0 | 0 | 0 |

## Youth 0-5

| Youth 0-5 | Program Attendance FY 2024 (Live) | | | | | | Program Attendance FY 2024 (Passive) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | On-site/At Library | | Virtual | | Offsite | | On-site/At Library | | Virtual | | Offsite | |
| | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs |
| July | 141 | 12 | 0 | 0 | 14 | 1 | 225 | 2 | 0 | 0 | 0 | 0 |
| August | 208 | 12 | 0 | 0 | 17 | 1 | 291 | 1 | 0 | 0 | 0 | 0 |
| September | 208 | 9 | 0 | 0 | 21 | 1 | 297 | 3 | 0 | 0 | 0 | 0 |
| October | 207 | 10 | 0 | 0 | 24 | 1 | 355 | 3 | 0 | 0 | 0 | 0 |
| November | 193 | 11 | 0 | 0 | 56 | 1 | 223 | 2 | 0 | 0 | 0 | 0 |
| December | 136 | 8 | 0 | 0 | 0 | 0 | 313 | 2 | 0 | 0 | 0 | 0 |
| January | 193 | 9 | 0 | 0 | 44 | 1 | 179 | 1 | 0 | 0 | 0 | 0 |
| February | 216 | 11 | 0 | 0 | 54 | 1 | 319 | 3 | 0 | 0 | 0 | 0 |
| March | 255 | 11 | 0 | 0 | 0 | 0 | 241 | 2 | 0 | 0 | 0 | 0 |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 1757 | 93 | 0 | 0 | 230 | 7 | 2443 | 19 | 0 | 0 | 0 | 0 |

## General Audience

| General Audience | Program Attendance FY 2024 (Live) | | | | | | Program Attendance FY 2024 (Passive) | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | On-site/At Library | | Virtual | | Offsite | | On-site/At Library | | Virtual | | Offsite | |
| | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs | Attendance | Programs |
| July | 14 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| August | 60 | 2 | 0 | 0 | 0 | 0 | 33 | 2 | 0 | 0 | 0 | 0 |
| September | 0 | 0 | 0 | 0 | 0 | 0 | 40 | 1 | 0 | 0 | 0 | 0 |
| October | 20 | 2 | 0 | 0 | 173 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| November | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 1 | 0 | 0 | 0 | 0 |
| December | 173 | 3 | 0 | 0 | 0 | 0 | 92 | 3 | 29 | 1 | 0 | 0 |
| January | 0 | 0 | 0 | 0 | 0 | 0 | 19 | 1 | 0 | 0 | 30 | 1 |
| February | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 1 | 0 | 0 | 0 | 0 |
| March | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 267 | 8 | 0 | 0 | 173 | 1 | 254 | 9 | 29 | 1 | 30 | 1 |