

Dunlap Public Library District

Board Meeting

24 June 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 6:01 PM in the meeting room.
- b. Roll Call Voice Vote:
 - i. Members Present: M. Nelson, J. Emanuels, T. Custis, R. Holohan, B Windsor, and A. Dhall
 - ii. Absent Members: S. DelVecchio
- c. Present Also: Director Keyes
- d. Guest(s) Present: Jessica Gingerevans, Dunlap Friends of the Library President

2. Public Comment- None

3. Board Officer Elections

a. President

- i. Ron Holohan nominated Mary Nelson for Board of Trustee President. Mary Nelson declined the nomination.
- ii. Mary Nelson nominated Jim Emanuels for Board of Trustee President. Ron Holohan seconded motion. Motion passed.

5 Ayes (M. Nelson, R. Holohan, T. Custis, B. Windsor, and A. Dhall)

0 Nays 1 Abstention (J. Emanuels)

b. Vice-President

- i. J. Emanuels nominated Mary Nelson for Board of Trustee Vice- President. B. Windsor seconded motion. Motion passed unanimously.

c. Treasurer

- i. T. Custis informed the Board that he will be moving out of the Library District in the next few months and therefore will be resigning as a Trustee in the future.
- ii. J. Emanuels nominated Ron Holohan for Board of Trustee Treasurer with T. Custis helping R. Holohan with the transition while he is still a Trustee. B. Windsor seconded motion. Motion passed.

5 Ayes (M. Nelson, J. Emanuels, T. Custis, B. Windsor, and A. Dhall)

0 Nays 1 Abstention (R. Holohan)

d. **Secretary**

- i. M. Nelson nominated Stacey DelVecchio for Board of Trustee Secretary (via email before the meeting S. DelVecchio accepted the nomination). J. Emanuels seconded motion. Motion passed unanimously.

4. **Consent Agenda**

- a. Departmental Reports
- b. Approval of 20 May 2024 Minutes – Minutes pulled out
- c. M. Nelson made a motion to enter into the Record the Consent Agenda without the 20 May 2024 Minutes. T. Custis seconded motion. Motion passed.

5 Ayes (M. Nelson, R. Holohan, T. Custis, B. Windsor, and A. Dhall)

0 Nays 1 Abstention (J. Emanuels)

- d. M. Nelson made a motion to approve the 20 May 2024 Minutes with edits. A. Dhall seconded motion. Motion passed unanimously.

5. **Friends of the Library Report**

- a. Jessica Gingerevans, Dunlap Friends of the Library President, made a report to the Board.
- b. The Friends non-profit status is still pending.
- c. Pop-Up Event at the Summer Reading Foam Party was successful.
 - i. Fifty brochures were taken
 - ii. The Friends gave out four hundred popsicles at the event.
- d. General Membership has increased
- e. Voting on next purchases for the Library will take place at the Friends General meeting on July 11, 2024.

6. **Finances**

- a. Treasure’s Report June 2024 - by T. Custis regarding the May 31, 2024 accounting reports:
 - i. DPLD Balance Sheet
 - 1. Total assets of \$2,880, 071.25 are held in Insured Cash Sweep (ICS) accounts and/or CDs at Better Banks. All DPLD investments are FDIC-insured. As of May31, 2023, we reported assets of \$2,789,715.71. 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 \$90,000. Note that this excess comes from interest earned within accounts other than corporate.
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 eleven-month total expenses are 85.4% of annual budgeted amounts.

b. Consideration of Financial Matters

i. CD Activity:

1. Laura and T. Custis, in conjunction with Better Banks and our bookkeeper, continue to refine our 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.

ii. Additional Comments by T. Custis

1. Stated that we will end up with a surplus for FY2024.
2. CDs are doing so well that it will cover corporate fund.
3. Tort was over budget due to RFID pads needing to be replaced. It was unexpected and unplanned expense.

7. Director's Report

a. Administration

i. Patron incident 28 May

1. Director Keyes discussed with the Board an incident that occurred on May 28 and actions taken.

ii. IT ADA Requirements for Libraries (A-1)

1. Newly unfunded mandates
 2. Director Keyes and Kelly Kerckhove, Coordinator of Marketing and Technical Services, will meet with website company to see how to deal with the new requirements
 3. Will keep the Board informed
- iii. IEEE-SKPL Grant Report (C-1)
- iv. U.S. Department of Labor standards on Exempt employees (C-1 & 2)-will go into effect January 1, 2025.
1. Will need to be looked over and determine how to manage
- v. Trainings/Meetings Attended: (C-2)
1. Peoria Area Directors
 2. ILA Fundraising Committee
 3. Community Foundation of Central Illinois Annual Meeting
 4. RSA Operations Manual Working Group
 5. Race, Human Development, and the Anatomy of an Apology
 6. League of Women Voters and America's Libraries: Partners to Count On
 7. Opening Meetings Act (OMA) training
 8. ILA Serving our Public Meeting
 9. Friends of the Library Meeting
 10. RAILS Member Update
 11. ILA Small Library Forum
 12. Bradley University Special Collection Tour (see photos)
 13. Working in the "Gray Area": Boundaries for Library Staff
 14. Library Boards and Intellectual Freedom: How to Combat Censorship with Your Library Trustees
 15. ARSL Neurodiverse Networking Group
 16. Employee Onboarding: Don't Lose Them at Hello
 17. Rural Directors Meeting
 18. Wheels O Time Collections Committee Meeting
- b. *Community (A-2)*
- i. Water Tower Committee
 - ii. Conference on Illinois History

- c. *Facilities, etc. (B-2)*
 - i. Outlet rotated
 - ii. Outdoor spigot replaced
 - iii. Interior windows washed
 - iv. NCI/Copier Updated – the library copier is very old and cannot be serviced. Will keep Trustees updated.
- d. Personnel (C-2)
 - i. Anniversary: Sharon (2 years)
 - ii. 6-month Review- sat down with most staff
- e. RAILS/RSA/State Library
 - i. Elected to RSA Board
 - ii. Per Capita Grant (\$9,625.77)
 - iii. Databases for all Illinois Libraries- will be rolled out by the end of the calendar year
- f. *Upcoming Dates to keep in mind:*
 - i. 11 July– Friends of the Library Event
- g. *Circulation & Programming Statistics- See Attachments*

8. Unfinished Business-None

9. New Business

- a. Minutes Procedure-Tabled
- b. Decision of FY2025 Regular Board Meeting Dates
 - i. Director Keyes presented to the Board for review the FY2025 Regular Board Meeting Dates.
 - 1. Board reviewed and discussed.
 - 2. A. Dhall made a motion to approve as presented the FY2025 Regular Board Meeting Dates. M. Nelson seconded. Discussion. Motion passed unanimously.
 - a. Director Keyes will update document with new officers and have them sign.
- c. Non-Resident Cards
 - i. There is no unserved population

- ii. J. Emanuels made a motion to declare that Dunlap Public Library District will not offer non-resident cards. A. Dhall seconded the motion. Motion passed unanimously.
- d. Director’s Review [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCs 120/2(c)(1)]
 - i. The Board did not go into Closed Session
 - ii. Director Keyes stated that she believes that she was able to accomplish 90% on each of her goals from FY2024 which were as follows:
 - 1. Get the Friends of the Library Group up and running
 - 2. Develop a way to process payroll and invoices 100% electronically so as not to have paperwork.
 - iii. Director Keyes would like to renew the FY2024 goals for FY2025.
 - 1. Friends of the Library – would like to “help strengthen the relationship between the library (as an institution) and the Friends group.”
 - 2. Library Finances- in FY2024
 - a. Able to change the way she and staff processed each invoice to be doing so at 95% digitally
 - 3. The Board asked questions centered around the goals.
- e. Registered Sex Offender Policy-Review
 - i. Director Keyes presented to the Board for review the Registered Sex Offender Policy with no recommended changes.
 - ii. A. Dhall made a motion to approve the Registered Sex Offender Policy as presented. T. Custis seconded motion. Motion passed unanimously.
- f. Safe Child Policy- Review
 - i. Director Keyes presented to the Board for review the Safe Child Policy with no recommended changes.
 - ii. The Board reviewed.
 - iii. M. Nelson made a motion to approve the Safe Child Policy with the changes as discussed. T. Custis seconded motion. Motion passed unanimously.

10. Announcements

- a. Next Regular Board Meeting: 22 July 2024 at 6:00 PM

11. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. seconded motion. M. Nelson seconded the motion. Motion passed unanimously. Meeting adjourned at 7:17 PM.

12. Respectfully submitted by Angie Dhall, Trustee

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 | 5,999 | 1,102 | 552 | 155 | 395 |
| May | 6,295 | 1,132 | 569 | 156 | 407 |
| June | | 0 | | | |
| Total | 69,940 | 11,175 | 5,278 | 1,892 | 4,005 |

| 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 | 18 | 24 | 0 | 0 | 10 | 3 | 0 | 0 | 0 | 0 |
| August | 260 | 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 | 102 | 20 | 15 | 1 | 20 | 3 | 0 | 0 | 0 | 0 |
| March | 245 | 24 | 145 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| April | 155 | 23 | 105 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| May | 174 | 24 | 118 | 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| June | | | | | | | | | | | | |
| Total | 1905 | 265 | 1649 | 270 | 169 | 3 | 38 | 3 | 97 | 9 | 0 | 0 |
| 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 | 78 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| May | 129 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| June | | | | | | | | | | | | |
| Total | 714 | 67 | 0 | 2 | 0 | 0 | 61 | 5 | 2 | 1 | 0 | 0 |
| 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 | 240 | 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 | 35 | 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 | 11 | 3 | 0 | 0 | 0 | 0 | 146 | 6 | 0 | 0 | 0 | 0 |
| May | 15 | 2 | 0 | 0 | 0 | 0 | 53 | 5 | 0 | 0 | 0 | 0 |
| June | | | | | | | | | | | | |
| Total | 943 | 43 | 5 | 1 | 285 | 6 | 1208 | 54 | 0 | 0 | 0 | 0 |
| 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 | 211 | 1 | 0 | 0 | 0 | 0 |
| September | 208 | 9 | 0 | 0 | 21 | 1 | 217 | 3 | 0 | 0 | 0 | 0 |
| October | 207 | 10 | 0 | 0 | 24 | 1 | 355 | 3 | 0 | 0 | 0 | 0 |
| November | 103 | 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 | 103 | 9 | 0 | 0 | 44 | 1 | 179 | 3 | 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 | 280 | 12 | 0 | 0 | 48 | 1 | 307 | 3 | 0 | 0 | 0 | 0 |
| May | 332 | 12 | 0 | 0 | 53 | 1 | 465 | 3 | 0 | 0 | 0 | 0 |
| June | | | | | | | | | | | | |
| Total | 2369 | 117 | 0 | 0 | 331 | 9 | 3215 | 25 | 0 | 0 | 0 | 0 |
| 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 | 192 | 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 | 32 | 1 | 0 | 0 | 0 | 0 | 100 | 1 | 0 | 0 | 0 | 0 |
| May | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| June | | | | | | | | | | | | |
| Total | 219 | 9 | 0 | 0 | 173 | 1 | 1114 | 10 | 29 | 1 | 30 | 1 |