

**Dunlap Public Library District
Board Meeting
February 26, 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 6:03 PM in the meeting room.
- b) Roll Call Voice Vote:
 - i) Members Present: Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Stacey DelVecchio, and Angie Dhall
 - ii) Absent Members: Tom Custis
- c) Present Also: Director Keyes
- d) Guest(s): Diane Lehn, Dunlap Friends of the Library

2) Public Comment -None

3) Consent Agenda

- a) Departmental Reports
- b) Approval of 22 January 2024 Minutes
- c) Social Media Policy
- d) S. DelVecchio made a motion to enter into the Record the Consent Agenda and the January 22, 2024 Minutes. R. Holohan seconded motion. Motion passed unanimously.

4) Friends of the Library Report

- a) Friends of the Library President D. Lehn presented to the Board a report concerning the recent Friends of the Library Book Sale held in January.
 - i) The sale raised \$1,165.00 and went well.
 - (1) Take Aways for Future Sales- Organize by subject and have longer hours to allow more time for sale.
 - (2) D. Lehn has been working on distributing the leftover books and DVDs to various organizations that are in need
- b) Other Friends activities
 - i) Logo Contest winner will be announced after the judging on March 19, 2024.
 - ii) Next Friends Meeting will be held on April 11, 2024.

5) Finances

- a) Treasurer's Report February 2024 -T. Custis (Written report only since T. Custis was absent). Regarding the January 31, 2024 accounting reports:
 - i) DPLD Balance Sheet
 - (1) Total assets of \$3,056,440.51 are held in Insured Cash Sweep (ICS) accounts and/or CDs at Better Banks. All DPLD investments are FDIC insured. As of January 31, 2023, we reported assets of \$2,935,535.32. Also keep in mind we have paid down the principal on our outstanding bonds by \$170,000.
 - ii) DPLD Budget

- (a) Our budget projects a tax revenue of \$724,993 for FY2023-24. Of this amount \$721,428.77 has been received or 99.5%.
- (b) Interest revenue significantly exceeds budget expectations. For the full fiscal year, this excess is now projected to exceed \$70,000.
- (2) All expense categories are close to or below budgeted levels; in aggregate seven-month total expenses are 50.8% of annual budgeted amounts. Even allowing for the purchase of two new furnaces (which were paid for in February), total expenses are still well below 58% of the annual budget. Consideration of Financial Matters
- (3) In December nine CDs matured. We renewed most of these for 6 months while creating a “ladder” within the Corporate account to assure adequate cash to meet all current needs while safely maximizing our interest return.

6) Director’s Report

- a) *RSA*
- b) *Administration*
 - i) Trainings/Meetings Attended: (C-2)
 - ii) New Law: Public Act 103-0343 –An employer must report to IDES (Illinois Department of Employment Security) certain information about newly hired employees including independent contractors. Employer will have to complete two forms which will cause more work for staff. J. Emanuels asked Director Keyes to contact the library attorney concerning the new law.
 - iii) Car Insurance Verification
 - iv) Signed agreement with Hopkins & Assoc. for FY2024 audit (C-1)
 - v) Signed agreement with Chapman & Cutler for Bond Report (C-1) – Cost did not change. Chapman & Cutler put together a report for Chase bank concerning library bonds
- c) *Community (A-2)*
 - i) Wheels O’ Time Board Meeting
 - ii) Food Trucks at the library in the summer
 - iii) Complaint regarding picture book
- d) *Facilities, etc. (B-2)*
 - i) Sherriff’s Officer Walk-Thru (30 Nov) – Sherriff Department conducted a walk the library. Suggestion concerning a badge entry system for staff members. Director Keyes will investigate.
 - ii) Thompson Electronics - projector
 - iii) Flagpole
 - iv) New Heaters are 100% installed
 - v) Plumbing repairs
- e) *Personnel (C-2)*
 - i) New ICC LTA Intern
 - ii) All-Staff Meeting on 5 February
 - iii) Narcan training? – Director Keyes will investigate two different organizations that can come into give trainings and possibly free kits can be obtained. Training will be voluntary.
- f) *RAILS / RSA / State Library*
 - i) Hosted Library Directors Book Club (6 Feb)
 - ii) ILLINET Survey submitted

- iii) Annual Certification submitted
- iv) Current State of RSA – updated the Board on the conversion of RSA from a 501C Non-Profit to an Illinois Intergovernmental Instrumentality (III).
 - (1) The Library will need to sign a new intragovernmental agreement with RSA by the end of June to retain services provides. Director Keyes recommends the Library sign the IGA to continue the services provided by RSA.
- v) Article for the *Reporter*
- g) *Upcoming Dates to keep in mind:*
 - i) 28 February – Living History Program
 - ii) 11 April – Friends’ first public meeting

7) Unfinished Business

- a) Contingency Plan
 - i) Director Keyes presented to the Board for review the Contingency Plan with the recommended changes discussed at the January meeting.
 - ii) Board reviewed the Contingency Plan.
 - (1) Discussion.
 - iii) R. Holohan made a motion to approve the Contingency Plan as presented. J. Emanuels seconded the motion. Motion passed unanimously.

- b) Review of Closed Minutes

- i) The Ad Hoc Audit Committee for Closed Minutes, which included S. DelVecchio and B. Windsor, conducted an audit of the Closed Minutes and put forth their recommendations for which Closed Minutes should be open or remain closed.
 - (1) The Committee recommended opening the following closed minutes:

May 21, 2018	January 7, 2019	May 23, 2022
June 6, 2022	May 22, 2023	

- (2) The Committee recommended keeping closed the following minutes:

January 26, 2015	November 23, 2020	June 27, 2022
July 25, 2022	November 28, 2022	April 24, 2023
June 26, 2023	July 24, 2023	

- (a) The Audit Committee used the guidelines that were proposed in August 2023 when reviewing the closed minutes as to which ones to open or keep closed. The committee expanded upon those guidelines
 - (i) Discussion.

- (3) R. Holohan made a motion to approve the minute audit as presented with the recommendations to open the recommended closed minutes (May 21, 2018, January 7, 2019, May 23, 2022, June 6, 2022, and May 22, 2023) and the other

closed minutes should remain closed. J. Emanuels seconded the motion. Motion passed unanimously.

- ii) Director Keyes and S. DelVecchio will meet and draft procedures for taking minutes and reviewing closed minutes.
- c) Confidentiality of Records Policy
 - i) Director Keyes presented to the Board for review the Confidentiality Plan with the recommended at the January meeting.
 - ii) Board reviewed the Confidentiality of Records Policy.
 - (1) Discussion.
 - iii) S. DelVecchio made a motion to approve the Confidentiality of Records Policy. B. Windsor seconded motion. Motion passed unanimously.

8) New Business

- a) Personnel Policy
 - i) Director Keyes presented to the Board for review the Personnel Policy.
 - ii) Board reviewed the Personnel Policy.
 - (1) Discussion.
 - (2) Board tabled the Personnel policy.
 - (a) Director Keyes will make changes and bring back to Board at next meeting.
- b) Equipment and Computer Use Policy
 - i) Director Keyes presented to the Board for review the Equipment and Computer Use Policy.
 - ii) Board reviewed the Equipment and Computer Use Policy.
 - (1) Discussion.
 - iii) S. DelVecchio made motion to approve the Equipment and Computer Use Policy as presented. A. Dhall seconded motion. Motion passed unanimously.

9) Announcements

- a) Next Regular Board Meeting: **25 March 2024** at 6:00 PM.

10) Adjournment

- a) A. Dhall made a motion to adjourn the meeting. S. DelVecchio seconded the motion. Motion passed unanimously. Meeting adjourned at 7:47 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		0			
March		0			
April		0			
May		0			
June		0			
Total	45,674	6,882	3,177	1,284	2,421

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	1	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												
March												
April												
May												
June												
Total	1383	171	1089	166	154	2	18	2	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												
March												
April												
May												
June												
Total	371	41	0	0	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	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												
March												
April												
May												
June												
Total	410	28	0	0	272	5	944	35	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	1	0	0	0	0
August	208	12	0	0	17	1	211	1	0	0	0	0
September	208	9	0	0	21	1	257	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	1	0	0	0	0
February												
March												
April												
May												
June												
Total	1286	71	0	0	176	6	1883	14	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												
March												
April												
May												
June												
Total	267	8	0	0	173	1	194	8	29	1	30	1