

Dunlap Public Library District

Board Meeting

20 May 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:
Members Present: M. Nelson, T. Custis, B. Windsor, and R. Holohan
Absent Members: J. Emanuels, A. Dhall, and S. DelVecchio
President Nelson declared a quorum present.
- c. Also present: Director Laura Keyes
- d. Guest Present: Jessica Gingerevans of the Dunlap Friends of the Library

2. Public Comment – None

3. Consent Agenda

- a. Department Reports
- b. Approval of 22 April 2024 Minutes
- c. T. Custis made a motion to enter into the record the Consent Agenda and the 22 April Minutes. The motion was seconded by B. Windsor and passed unanimously.

4. Friends of the Library Report

Jessica Gingerevans made a report to the Board.

- a. Diane Lehn is no longer with the Friends of the Library, and as Vice-President of that group, Jessica assumed the office of President. Among Jessica's duties is serving as liaison to the Board of Trustee.
- b. The next general membership meeting of the Friends is scheduled for July 11, 6-7 pm.
- c. The membership of the Friends has increased to 25, and eight others are in the process of completing their applications.
- d. The non-profit status of the group is still pending.

5. Finances

- a. Treasurer's Report

T. Custis highlighted the following regarding the March 31 accounting:

- i. DPLD Balance Sheet

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. The assets reported a year ago (March 31, 2023) were \$2,854,676.71. Treasurer Custis also noted that our present assets are after paying 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 by over \$70,000.
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 the aggregate, nine-month expenses are 74.25% of annual budgeted amount.
4. Director Keyes and T. Custis in conjunction with Better Banks and our accountant, continue to refine the processes of asset management. Our goals are (i.) to keep all assets in FDIC insured banking instruments; (ii.) to always maintain a safely adequate cash balance in all funds; and (iii.) to maximize our interest revenue. Next year's budget will sub-categorize the interest revenue by the particular funds from which they were derived – i.e., Corporate, Tort, Maintenance, etc.

In response to R. Holohan's question of whether the interest rates are holding for the investments, T. Custis said that they seem to be, on average earning about 4.5% a year.

b. Director Keyes presented the draft budget for FY2025.

- i. As requested by R. Holohan at the last Board meeting, Director Keyes presented the percentages of salary increases compared with the annual rates of inflation over the past nine years. In response to a question about the rates in FY 2020 and FY 2021, she pointed out that the significantly higher salary increases compared to the inflation rates were a matter of "catch up" from years past before she had assumed the post of director. She explained the difficulty of predicting the annual inflation rate going forward at the time the budget is finalized. For that reason, R. Holohan said he thought the Board should make the final decision on the increases later in the year since they do not come into effect until January for most of the staff. Director Keyes said the timing of the salary increases had been brought about a few years ago due to mandated minimums by the State of Illinois, and that she would prefer to return to a payout beginning in July with the beginning of the District's fiscal year. T. Custis said that the plan passed in July for salary increases could be adjusted by the Board later, should the projected inflation change.
- ii. T. Custis asked what was the source of the projected property tax revenue. Director Keyes said the figures came from the county. T. Custis questioned whether the anticipated income from the property tax should not be therefore based

upon 98% of the figure since that was the amount actually collected this current year.

- iii. Director Keyes drew attention to the fact that the proposed budget does not include any money for a resumption of library night hours that had been cut last year. She estimated that such a restoration of hours would add another \$12,000 to the draft budget. None of the trustees suggested a restoration. The draft budget also reflects a reduction of on-line subscriptions. Based upon its use, the cost of the popular Hoopla is running \$900/a month.
- iv. R. Holohan said he found the salary increases proposed in the FY 2025 budget very reasonable. Based upon the figures in that draft budget, he calculated the overall salary increase to be 5.9%, which would be 2.5% over the 3.4% annual inflation rate currently predicted for the country. Treasurer Custis said the 2.5% amount could be considered a merit increase, applied based upon the director's evaluation of the staff. R. Holohan brought up the question as to whether those staff members beginning their employment during the fiscal year should get any of the merit pay or start at a beginning rate of just the 3.4% inflation rate for the given position. Director Keyes thought such a change could require a change in personnel policy. She would prefer that for new employees an increase in pay be determined following her initial evaluation following the ninety-day probation period. Director Keyes said she currently evaluates each staff member in December, but she plans on shifting those evaluations to July in the 2025 fiscal year. T. Custis asked Director Keyes whether, from a management point of view, she preferred overall salary decisions be made sooner or later in the year. She would like sooner, as close to beginning of the fiscal year as possible.
- v. R. Holohan commended Director Keyes on drafting what he saw as a balanced budget. Although the draft budget shows a borrowing from the reserve of \$31,345.87 for the Corporate Fund and \$13,493.27 for Maintenance, he thought these would be made up by carry-overs in these funds and further increases in the reserve from carry overs in other funds. Treasurer Custis warned that these calculations did not take into consideration a deficit in the account for employee benefits.
- vi. President Nelson entertained a motion regarding the draft FY 2025 budget. T. Custis moved that the budget be approved as presented. B. Windsor seconded. The motion was unanimously approved.

6. Director's Report

- a. Director Keyes has attended the meetings of the ILA Standards, the ILA Executive Group, RSA User Group, the RSA Operations Manual Working Group, and the Peoria Historical Society Annual Board, and has participated in the following training workshops: Reaching Forward, Why Emotional Intelligence Works, and the iLEAD Trustee Learning Portal Workshop. (C-2)

- b. Director Keyes explained the background for memorandum that had been sent by the RAILS attorney on the procedures of the Office of Civil Rights (under the Department of Education) used to investigate complaints regarding ADA compliance.
- c. Director Keyes has been working on FY 2025 Budget and the Workman's Comp Audit.
- d. She reminded trustees to check their email.
- e. Community (A2)
 - i. Director Keyes participated in Peoria PlayHouse Museum's Day of Play
 - ii. Director Keyes attended the WOT Board Meeting
- f. Facilities (B-2)
 - i. Carpet was clean on April 27.
 - ii. Pest control take care of problem of ants. The control will come in monthly.
 - iii. The PIPCO annual backflow and sprinkler inspection occurred on May 10.
- g. Personnel (C-2)
 - i. Three new High School Pages were hired.
 - ii. Kevin K, the Garden Worker who has worked the last few summers, has returned to work the 2024 summer.
- h. RAILS/RSA/State Library
 - i. Director Keyes had two session proposals accepted for the 2024 ILA Conference in Peoria.
- i. Circulation and Programming Stats
 - i. See below.

7. Unfinished Business – None

8. New Business

- a. Minutes Procedure – Tabled to the next Board meeting.

9. Announcement

- a. The next regular Board meeting is scheduled for June 24, 2024 at 6:00 pm.

10. Adjournment

- a. R. Holohan moved that the Board adjourn. B. Windsor second the motion. The motion passed unanimously.

Respectfully submitted by Ron Holohan

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		0			
June		0			
Total	63,645	10,043	4,709	1,736	3,598

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	155	23	105	25	0	0	0	0	0	0	0	0
May												
June												
Total	1731	241	1531	246	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												
June												
Total	585	59	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	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	11	3	0	0	0	0	146	6	0	0	0	0
May												
June												
Total	828	41	5	1	285	6	1155	49	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	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	280	12	0	0	48	1	307	3	0	0	0	0
May												
June												
Total	2037	105	0	0	278	8	2750	22	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	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	32	1	0	0	0	0	900	1	0	0	0	0
May												
June												
Total	299	9	0	0	173	1	1114	10	29	1	30	1

Pg. 6 Dunlap Public Library District Board Meeting Minutes 20 May 2024 Consent Agenda 6/24/2024.
Audit Correction August 2024