

Dunlap Public Library District

Board Meeting

23 October 2023

1. Call to Order/Roll Call

- a. President M. Nelson called the meeting to order of the Dunlap Public Library Board of Trustees at 6:00 PM in the meeting room.
- b. Roll Call:
 - i. Members Present: M. Nelson, J. Emanuels, T. Custis, S. DelVecchio, and A. Dhall
 - ii. Absent Members: R. Holohan and B. Windsor
- c. Present Also: Director Keyes
- d. Guest(s) Present: Merce Baldwin and Sheila Miller, Decennial Committee Community Members and Kim Bird, Hopkins & Associates, CPAs

2. Public Comment- None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 25 September 2023 Regular Minutes
- c. S. DelVecchio made a motion to enter into the Record the Consent Agenda. T. Custis seconded motion. Motion passed unanimously.

4. Decennial Committee

- a. Community Members of the Decennial Committee, Merce Baldwin and Sheila Miller, were thanked by the Board for their involvement and input.
- b. Director Keyes reviewed the Decennial Report with her Leadership Committee
- c. T. Custis made a motion to approve the Decennial Report as drafted by the Director. S. Miller seconded the motion. Discussion. Motion passed unanimously

5. Friends of the Library Report

- a. Director Keyes reported that the Friends are putting the finishing touches on the Friends' bylaws but have not voted on them.

- b. Director Keyes is working on a memorandum between the Friends of the Library and Dunlap Public Library District
 - i. It is legal document that states specific details between the two organizations

6. Finances

- a. Treasurer's Report October 2023- by T. Custis

Regarding the September 30, 2023 accounting reports:

- i. DPLD Balance Sheet
 - 1. Total assets of \$3,295,404.13 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. As of September 30, 2022 we reported assets of \$3,197,515.58.
- ii. DPLD Budget
 - 1. Our budget projects a tax revenue of \$724,993 for FY2023-24. Of this amount \$646,901 has been received or 89%.
 - 2. Interest revenue significantly exceeds budget expectation.
 - 3. All other expense categories are close to or below budgeted levels; and in aggregate first quarter total expenses are 19.6% of annual budgeted amounts.
- b. Consideration of Financial Matters
 - i. T. Custis is looking into debt payment and details more closely in the budget.
- c. Review of FY2023 Audit
 - i. Ms. Bird, Hopkins & Associates, CPAs, reviewed the audit that was conducted and answered questions from the Trustees.
 - ii. Some takeaways
 - 1. All documents were presented to the auditor as requested
 - a. Had access to all information
 - b. Answers to questions asked by auditor
 - c. No issues with audit procedures
 - 2. Main funds that Ms. Bird directed the Board towards was the General Fund, Tort (excess amount), Maintenance
 - a. Not much to point out
 - b. Pretty strong cash position
 - c. Corporate Fund is in a good place

- d. Library District is in a good position
- e. Revenues are straight forward
- f. Staff and Board Development is high, but this included cost of Strategic Planning
- g. Salaries have stayed consistent
- h. Utilizing Tort funds for expenses that are allowed by Tort guidelines
- i. Library District has moved assets into higher interest rates

3. Director Report will give a copy of the IMRF report to T. Custis.

7. Director's Report

a. Staff Holiday Gifts

- i. S. DelVecchio made a motion to approve Option A. J. Emanuels seconded motion. Discussion. Motion passed unanimously.

b. Administration

- i. Inventory! (C-1) - Library will be closed during inventory
- ii. Ameren Community Library Grant (C-1)- successfully filled out the form
- iii. Bomb Threats to Public Libraries (C-2) - seems to have died down
- iv. Trainings Attended: (C-2)
 - 1. Paid Leave for All Workers Act
 - 2. Keeping Cool Under Pressure
 - 3. It's Not Them, It's Us: Understanding and Addressing the Factors that Negatively Impact the Recruitment, Hiring, and Retention of BIPOC Librarians
- v. Upcoming Policies to be reviewed in November:
 - 1. DPLD Succession Plan

c. Community

- i. Wheels O' Time Fall Festival (A-2)

d. Facilities, etc.

- i. Addition to Perpetual Plaque (A-4)- Ms. Kinney's name has been added to the plaque in recognition of her family's recent bequest to the library
- ii. RFID Update- not in budget but will be taken out of Tort as part of Risk Management

- iii. Fall Maintenance (B-2) –
 - 1. Carpet Cleaning
 - 2. Window Cleaning
 - 3. Emergency Light Testing
 - 4. Handicapped Doors

e. *Personnel*

- i. All-Staff Meeting on 6 November (C-2)- Dunlap Fire Department will teach the staff how to effectively use fire extinguishers

f. *RAILS/RSA/State Library*

- i. RSA Independence
 - 1. Annual fee will increase in the next couple of year and a new intergovernmental agreement will be drafted
- ii. Cleaning up our database
 - 1. Expired Patrons
 - 2. Patron errors
 - 3. Item errors (A-1)
- iii. Assigned to the Fundraising and Serving Our Public ILA Committees

g. *Upcoming Dates to keep in mind:*

- i. 24-26 October, ILA Conference (Springfield, IL)
- ii. 4 & 5 November, Inventory (Closed)
- iii. 11 November, Veterans Day (Closed)
- iv. 14 November, Library Field Day – Managers and Director are going to visit other area libraries
- v. 23 & 24 November, Thanksgiving (Closed)

h. *Circulation & Programming Statistics*

- i. See below

8. Unfinished Business

a. HVAC Quote

- i. As part of the follow-up concerning the HVAC discussion at the September Board Meeting, J. Emanuels met with Chris Bauer, Fritch Heating/Cooling Inc., and learned that a circuit board the ERV had gone bad.

1. C. Bauer will give a quote for an aftermarket circuit board
 2. ERV still has one working circuit board
 3. \$20,000 was the cost of replacing new one
- ii. Board thanked J. Emanuels for following up and taking the time to meet with Fritch representative to understand exactly what the situation with the ERV is.

9. **New Business**

a. Per Capita Grant Application

- i. Director Keyes presented a report to the Board concerning the 2024 Per Capita Grant Requirements
 1. Application has not been released yet
 - a. The Illinois State Legislature must approve it first
 2. The 2024 Per Capita grant will have one question on it and that is for each library to review the entire publication of the *Serving Our Public 4.0 Standards for Illinois Public Libraries*.
 3. Director Keyes presented to the Board a document listing checklist for each of the chapters for the standards.
 - a. Trustees went over the standards and asked questions
 - b. Director Keyes will update the report with suggestions
 - c. Director Keyes will include ILA and Rails newsletter in email

b. Display Policy -Review

- i. Director Keyes presented to the Board for review the Display Policy.
 1. No changes
- ii. Board reviewed as presented.
- iii. T. Custis made a motion to approve the Display Policy as presented. S. DelVecchio seconded the motion. Motion passed unanimously.

c. Notary Services Policy-Review

- i. Director Keyes presented to the Board for review the Display Policy.
 1. No changes
- ii. Board reviewed as presented.

- iii. J. Emanuels made a motion to approve the Notary Services Policy as presented. A. Dhall seconded the motion. Motion passed unanimously.
- d. Proctoring Policy-Review
 - i. Director Keyes presented to the Board for review the Display Policy.
 - ii. Board reviewed as presented with suggested changes.
 - iii. T. Custis made a motion to adopt the Proctoring Policy with changes proposed in this meeting. S. DelVecchio seconded the motion. Motion passed unanimously.

10. Announcements

- a. Next Regular Board Meeting: 27 November at 6:00 PM

11. Adjournment

- a. A. Dhall a motion to adjourn the meeting. J. Emanuels seconded motion. Motion passed unanimously. Meeting adjourned at 7:12 PM.

Respectfully submitted by Angie Dhall, Trustee Secretary

ATTACHMENTS:

| Circulation FY2024 | Physical Items | Electronic Items TOTAL | Libby Items | Boundless Items | Hoopla Items |
|--------------------|----------------|------------------------|--------------|-----------------|--------------|
| July | 8,302 | 1,100 | 527 | 250 | 323 |
| August | 7,436 | 1,078 | 495 | 227 | 356 |
| September | 6,606 | 878 | 388 | 159 | 331 |
| October | | 0 | | | |
| November | | 0 | | | |
| December | | 0 | | | |
| January | | 0 | | | |
| February | | 0 | | | |
| March | | 0 | | | |
| April | | 0 | | | |
| May | | 0 | | | |
| June | | 0 | | | |
| Total | 22,344 | 3,056 | 1,410 | 636 | 1,010 |

| 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 | | | | | | | | | | | | |
| November | | | | | | | | | | | | |
| December | | | | | | | | | | | | |
| January | | | | | | | | | | | | |
| February | | | | | | | | | | | | |
| March | | | | | | | | | | | | |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 615 | 80 | 480 | 72 | 142 | 1 | 18 | 2 | 16 | 4 | 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 | | | | | | | | | | | | |
| November | | | | | | | | | | | | |
| December | | | | | | | | | | | | |
| January | | | | | | | | | | | | |
| February | | | | | | | | | | | | |
| March | | | | | | | | | | | | |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 119 | 18 | 0 | 0 | 0 | 0 | 17 | 2 | 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 | | | | | | | | | | | | |
| November | | | | | | | | | | | | |
| December | | | | | | | | | | | | |
| January | | | | | | | | | | | | |
| February | | | | | | | | | | | | |
| March | | | | | | | | | | | | |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 284 | 16 | 0 | 0 | 262 | 4 | 548 | 16 | 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 | | | | | | | | | | | | |
| November | | | | | | | | | | | | |
| December | | | | | | | | | | | | |
| January | | | | | | | | | | | | |
| February | | | | | | | | | | | | |
| March | | | | | | | | | | | | |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 557 | 33 | 0 | 0 | 52 | 3 | 813 | 6 | 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 | | | | | | | | | | | | |
| November | | | | | | | | | | | | |
| December | | | | | | | | | | | | |
| January | | | | | | | | | | | | |
| February | | | | | | | | | | | | |
| March | | | | | | | | | | | | |
| April | | | | | | | | | | | | |
| May | | | | | | | | | | | | |
| June | | | | | | | | | | | | |
| Total | 74 | 3 | 0 | 0 | 0 | 0 | 73 | 3 | 0 | 0 | 0 | 0 |