

Dunlap Public Library District

Board Meeting

25 September 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, R. Holohan, B. Windsor, and A. Dhall
 - ii. Absent Members: S. DeIVecchio
- c. Present Also: Director Keyes
- d. Guest(s) Present: Chad Schmidgall, Levi Schmidgall, Chloe Schmidgall, Jessica Gingerevans, Merce Baldwin, and Sheila Miller

2. Public Comment- None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 28 August 2023 Regular Minutes
- c. R. Holohan 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, gave their input including using the statement from the Strategic Plan.
- b. Director Keyes will prepare a report with data collected and send out to the Committee for review
- c. The Board will revisit during the October 23 meeting.

5. Friends of the Library Report

- a. J. Gingerevans made a report on behalf of the Friends to the Board to provide an update on their activities
 - i. Have decided to file for 501c3 status in the future after all steps have been completed
 - ii. Bylaws are almost completed with some tweaking to be done.

- iii. President would like to get information out to public through use of the library website about the National Friends of the Library
- iv. Other items of discussion are a dues structure and an agreement with the library

6. New Business- Part 1

a. Scout Proposal

- i. Chloe Schmidgall, Boy Scout Troop 1165, presented to the Board for consideration a presentation of her Eagle Scout Service Award project - Outdoor Classroom on library property.
 - 1. Answered questions from the Board about details of the project
- ii. J. Emanuels made a motion to support this Eagle Scout project for Chloe Schmidgall. A. Dhall seconded motion. Discussion. Motion passed unanimously.

7. Finances

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

Regarding the August 31, 2023 accounting reports:

i. DPLD Balance Sheet

- 1. Total assets of \$3,113,714.86 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. As of August 31, 2022, we reported assets of \$3,034,622.68.

ii. DPLD Budget

- 1. Our budget projects a tax revenue of \$724,993 for FY2023-24. Of this amount \$435,163 has been received or 60%.
- 2. Telecommunication expenditures the first two months of FY2023-24 are modestly higher than budgeted expenditures; RSA expenses in these two months are approximately 9% higher than the total annual budget.
- 3. All other expense categories are at or below budgeted levels; and in aggregate we are running at a rate that would project as a modest budget

b. Consideration of Financial Matters

i. Discussion about investments

c. Funds for Illinois Libraries Agreement

- i. Was created for small libraries with no Friends or group with 501C3.
- ii. Director Keyes updated the Board that the agreement will allow for nonprofits with 501C3s to receive monies from bigger corporations.
 - 1. Agreement with Ameren to receive a donation of \$2000 through the Illinois Library Association (ILA).
 - a. \$2000 is unrestricted and may be used for wherever needed.
 - 2. Dunlap Public Library District has renewed the agreement with the Funds for Illinois Libraries for these kinds of donations.

8. Director's Report

- a. *Strategic Plan Update*- using alphabetical/numerical notation in the Director and Departmental Reports to correspond and to see how the activities lineup to the Strategic Plan.
- b. *Administration*
 - i. Ameren Community Library Grant (C-1)- see Finances
 - ii. Bomb Threats to Public Libraries- gave information to the Board
 - iii. Training Attended: (C-2)
 - 1. Develop Your Teams by Building on Strengths
 - 2. Stronger Together: Purposeful Service
 - 3. IMRF Employer Access Training
 - 4. Family Sensory Storytime Training
 - 5. Association for Rural and Small Libraries Conference- great conference with much information shared between directors
 - iv. Upcoming Policies to be reviewed in October:
 - 1. Display Policy
 - 2. Notary Services Policy
 - 3. Proctoring Policy
- c. *Community*
 - i. Wheels O' Time Fall Festival (A-2)- if any Trustees would like to help man the Library table in the afternoon, please contact Director Keyes.
 - ii. Cardholding patrons whose home library has changed due to land annexation (A-1)
 - 1. Followed up and learned that there are no dwellings or inhabitants on those properties annexed. All others are at pre-annexed stage.

- d. Donation from Kinney Estate has officially received which was included in FY2023-24 Budget
 - i. A thank you will be sent to the family of Ms. Kinney with information of where the donation will be used.
- e. *Facilities, etc.*
 - i. HVAC Filter Replacement (B-2)
 - ii. Irrigation System Maintenance (B-2)
 - iii. Investigating alternate Pest Control companies (C-1)
 - iv. Air Exchange Quote- October (B-2)
 - 1. No decision was made after original discussion last year.
 - 2. Took humidity readings last year and they were within the range
 - 3. J. Emanuels has questions about the cost of the Energy Recovery Ventilator (ERV)
 - a. J. Emanuels asked to table for another month and revisit at October meeting
 - b. Director Keyes will arrange a meeting with Fritch's representative Chris Bader and J. Emanuels will be included In meeting
 - v. Sora Technologies Plan- Sora is raising rate after no increase in four years. Portion will come out of tort.
- f. *Personnel*
 - i. Clerk Review (C-2)- Director and Head of Circulation did a clerk review with questions and the areas that need to be worked on.
 - ii. Sexual Harassment Prevention Training- Trustees need to complete and verify training has been done to Director Keyes
- g. *RAILS/RSA/State Library*
 - i. Hosted Sensory Friendly Storytime Training (A-2&3 & C-2)- Autism Collective from Springfield put this on
 - ii. Brochures from RAILS
 - iii. Completed Illinois Public Library Internet Survey which was hosted by the state library.
 - iv. Attended Rural Library Director's Meeting 15 September (C-2)
 - v. Attended ILA Board Meeting 14 September (C-2)
- h. *Upcoming Dates to keep in mind:*

- i. 8 October -Wheels O Time Fall Festival
- ii. 24-26 October, ILA Conference (Springfield, IL)
- i. *Circulation & Programming Statistics*
 - i. See below

9. Unfinished Business

- a. Power Companies- quotes
 - i. Director Keyes reported that she followed-up as the Board requested at August meeting.
 - 1. She contacted the Village of Dunlap to see who their energy supply company was
 - a. They provided her a contact name and number of which there was no response after she attempted to make contact
 - 2. She gave an updated response from Constellation Energy Solutions, Inc with the current rates as of 9/25/23
 - a. Noted that rates are continuing to increase
 - 3. She would like Board to give her permission to enter into an agreement.
 - a. J. Emanuels made a motion that Director Keyes should research and with her best discretion enter into an agreement with energy supply company.to establish a fixed rate. R. Holohan seconded motion. Discussion. Motion passed unanimously.

10. New Business-Part 2

- a. Tax Levy Ordinance 2023-2024-03
 - i. Director Keyes presented to the Board the Tax Levy Ordinance 2023-2024-03
 - ii. T. Custis made a motion to approve the Tax Levy Ordinance 2023-2024-03. J. Emanuels seconded motion. Motion passed.
- Roll Call Vote:
- YEA: M. Nelson, J. Emanuels, R. Holohan, T. Custis, B. Windsor, and A. Dhall
- YEA: 6 NAYS: None ABSTENTION: None
- Motion passed unanimously by Roll Call Vote.

AYES: 6

NAYES: 0

ABSENT: 1 ABSTAIN: 0

b. Identity Protection Policy -Review

- i. Director Keyes presented to the Board for review the Identity Protection Policy.
- ii. Board reviewed as presented.
- iii. A. Dhall made a motion to approve the Identity Protection Policy with the changes as recommended. R. Holohan seconded the motion. Motion passed unanimously.

c. Library Trustees Ethics Statement- Trustees reviewed and signed the document, and returned to Director Keyes

11. Announcements

a. Next Regular Board Meeting: 23 October at 6:00 PM

12. Adjournment

a. A. Dhall a motion to adjourn the meeting. B. Windsor seconded motion. Motion passed unanimously. Meeting adjourned at 7:45 PM.

ATTACHMENTS:

Circulation FY2024	Physical Items	Electronic Items TOTAL	Libby Items	Axis 360 Items	Hoopla Items
July	8,302	1,100	527	250	323
August	7,436	1,078	495	227	356
September		0			
October		0			
November		0			
December		0			
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	15,738	2,178	1,022	477	679

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												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	508	63	226	48	142	1	18	2	8	3	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												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	52	11	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												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	229	11	0	0	262	4	288	10	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												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	349	24	0	0	31	2	516	3	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												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	74	3	0	0	0	0	33	2	0	0	0	0