

**Dunlap Public Library District  
Regular Board Meeting  
July 26, 2021 at 6 PM**

**1. Call to Order/Roll Call**

- a. Vice President Mary Nelson called the meeting to order at 6:05 PM.
- b. Present  
Mary Nelson  
Ron Holohan  
Bonnie Windsor  
Tracy Keyster  
Jim Emanuels  
Angie Dhall  
Director Laura Keyes-Kaplafka
- Absent  
Brian Puetz
- Guest:  
Phil Lenzini, DPLD Attorney

**2. Public Comment-None**

**3. Consent Agenda**

- a. Approval of Minutes
- b. Departmental Reports
- c. Consent Agenda was placed into the record.

**4. Finances**

- a. Treasurer's Report as reported by Treasurer R. Holohan:
  - i.Regarding the June 2021 accounting reports:
    - 1. DPLD Balance Sheet
      - a. Total assets of \$2,736,179.95 are held in Insured Cash Sweeps (ICS) accounts at Morton Community Bank and Better Banks. All DPLD investments are FDIC- insured.
    - 2. DPLD Budget
      - a. FY2020-2021 income is \$708,462.04.
      - b. FY2020-2021 income (excluding Bonds & Interest receipts) is \$526,601.06.
      - c. FY2020-2021 expense is \$536,691.32, which at the end of our fiscal year is 87.07% of the \$616,413.37 we budgeted for annual operations (not including a \$157,000 bond principal payment).
    - 3. DPLD Budget Detail –no additional comments.
  - b. Consideration of Financial Matters
    - i.T. Keyster asked about timeline concerning when Library will close about remaining funds from Morton Community Bank. Director Keyes-Kaplafka estimated that it will take at least two more months.
  - c. Per Capita Grant Award
    - i.Library was awarded \$9737.95 from the Per Capita Grant.
      - 1. They used the 2010 Census report.

5. **Director's Report**

a. Administration/Community

i. Fees/Fines Project

1. As of 26 May, \$20,893.61 was owed to the library.
2. On 11 June, 538 letters were mailed to patrons
3. On 2 July, \$5,328.79 in overdue fines (charged before 1 January 2018) were forgiven
4. Between 1 June-15 July, \$177.59 in overdue fines was received at the library.

a. Cannot see if more has come in because Patrons may have used ProPay which is an online payment service and you can only see the breakdown every six months.

5. As of 19 July, \$14,916.88 unpaid bills remain- portion of is a large amount of lost items.

a. J. Emanuels made a motion to forgive all past fines/replacement costs/copies from July 26, 2021, and back. T. Keyster seconded motion. Discussion. After discussing, J. Emanuels amended the motion to grant amnesty till September 1, 2021, on all past fines/replacement costs/copies.

i. Motion passed unanimously.

ii. Party in the Park Event

1. Trustee Nametags

a. FYI: Trustee nametags for future are kept in the meeting room for future use.

b. Facilities, etc.

i. One Circulation Computer in process of being replaced.

ii. Furniture Inventory/estimate for Insurance

1. Current insurance policy: business personal property limit is \$1,546,3000, which includes furniture & everything in the building.

- a. List provided by Director does not include anything that needs to be plugged in and books in collection.
- b. Personal Property is separate from building insurance.
- c. Will talk with insurance agent in the future to determine if Library has too much or too little coverage.
- d. Will increase future budget line item for next fiscal year to replace items that will need to be replaced.

2. J. Emanuels has been helping with some furniture repair and leaking windows issues within the library. Director Keyes-Kaplafka and J. Emanuels met with the original builder who will contact the window installer concerning the leaking windows.

c. Updates on Standards for Public Libraries 4.0

i. Website Design – Progress

- ii. Director Keyes-Kaplafka signed a contract with the website firm.
- d. RAILS / RSA / State Library
  - i.Explore More Illinois
  - ii.IPLAR – started
- e. Personnel
  - i.New Pages starting 26 July
- f. Upcoming Events:
  - i.President & Mrs. Lincoln at Wheels O’ Time 8 August
  - ii.Laura Off Work 13&16 August
- g. Circulation & Programming Statistics
  - i.See attached.
    - 1. Director Keyes-Kaplafka will send trustees an updated version with the June numbers.
  - ii.See attached Hoopla Annual Report

6. **Unfinished Business-None**

7. **New Business**

- a. FY2021 Minute Audit
  - i.Vice President M. Nelson appointed R. Holohan and herself will serve on the Minutes Audit Committee.
  - ii.Director Keyes-Kaplafka will provide paper copies to the committee.
  - iii.Informational Note: Audit of Closed Minutes should occur biannually.
- b. Conference Room Policy- Review and Approval
  - i.Director Keyes-Kaplafka presented to the board an updated Conference Room Policy.
  - ii.R. Holohan made a motion adopt the updated Conference Room Policy with changes. J. Emanuels seconded motion. Motion passed unanimously.
- c. Policy on Photography-Review
  - i.Director Keyes-Kaplafka presented to the board for review the Policy on Photography. Trustees reviewed and no changes were made.
- d. Sexual Harassment Policy- Review and Approval
  - i.Director Keyes-Kaplafka presented to the board for review the Sexual Harassment Policy.
    - 1. J. Emanuels recommended that Director Keyes-Kaplafka and Library Phil Lenzini meet and discuss the wording of the policy.
    - 2. J. Emanuels made a motion to table the review and approval of the Sexual Harassment Policy. B. Windsor seconded the motion. Motion passed unanimously.
    - 3. Point of Information: All Trustees are required to do a training on Sexual Harassment.
- e. Budget & Appropriations Ordinance
  - i. Director Keyes-Kaplafka presented the Budget & Appropriations Ordinance 2021-2022-02.

1. Library Attorney Phil Lenzini provided an explanation concerning the ordinance, provided clarification, and answered Trustee questions.
    2. R. Holohan made a motion to approve the Budget & Appropriations Ordinance 2021-2022- 02. T. Keyster seconded motion. Motion passed unanimously by those present.
  - f. Building & Maintenance Tax Ordinance No. 2021-2022-01
    - i. Director Keyes-Kaplafka presented the Building & Maintenance Tax Ordinance No. 2021-2022-01.
    - ii. Library Phil L provided information concerning the ordinance.
    - iii. J. Emanuels made a motion to adopt the Building & Maintenance Tax Ordinance No. 2021-2022-01. R. Holohan seconded motion. Motion passed unanimously by those present.
  - g. Trustee Training
    - i. Library Policies
      1. Trustee should finish reviewing the training on Library Policies and proceed to the next training.
8. **Announcements**
- a. Next Regular Board Meeting: 23 August at 6 PM.
9. **Adjournment**
- a. A. Dhall made a motion to adjourn the meeting. T. Keyster seconded motion. Motion passed unanimously.
  - b. Meeting adjourned at 7:44 PM.

Respectfully Submitted by Angie Dhall, Trustee Board Secretary

**ATTACHMENTS:**

Adult Department	Program Attendance FY 2021 (In Person)		Program Attendance FY 2021 (Virtual)		Young Adult Department	Program Attendance FY 2021 (In Person)		Program Attendance FY 2021 (Virtual)		Youth Department	Program Attendance FY 2021 (In Person)		Program Attendance FY 2021 (Virtual)	
	Attendance	Programs	Attendance	Programs		Attendance	Programs	Attendance	Programs		Attendance	Programs	Attendance	Programs
July	13	3	126	16	July	153	5	176	1	July	476	8	5662	17
August	23	3	186	20	August	100	4	0	0	August	252	6	5184	17
September	22	4	1103	22	September	75	5	19	3	September	139	4	3741	18
October	5	1	182	26	October	93	5	6	1	October	827	8	3918	21
November	25	1	148	22	November	79	4	7	1	November	163	5	3712	17
December	0	0	141	18	December	32	2	15	2	December	310	6	3036	17
January	25	1	309	28	January	44	4	18	3	January	112	4	3533	16
February	25	1	248	24	February	55	5	11	2	February	279	9	4265	17
March	2	29	227	27	March	52	5	32	4	March	485	10	3857	17
April	0	0	226	24	April	60	4	18	4	April	360	4	3327	17
May	9	2	213	25	May	60	3	11	2	May	421	5	2919	14
June	60	4	482	28	June	66	7	17	3	June	1416	35	1903	7
<b>Total</b>	<b>209</b>	<b>49</b>	<b>3591</b>	<b>280</b>	<b>Total</b>	<b>869</b>	<b>53</b>	<b>330</b>	<b>26</b>	<b>Total</b>	<b>5240</b>	<b>104</b>	<b>45057</b>	<b>195</b>

Circulation FY2021	Physical Items	Electronic Items TOTAL	Overdrive Items	Axis 360 Items	Hoopla Items
July	9,272	655	350	243	62
August	8,466	568	289	212	67
September	8,217	585	327	187	71
October	8,260	573	293	202	78
November	6,369	632	353	200	79
December	5,501	624	329	215	80
January	4,437	642	359	200	83
February	6,838	694	301	235	158
March	8,391	698	379	222	97
April	8,051	534	278	173	83
May	7,089	598	280	187	131
June	10,277	572	287	172	113
<b>Total</b>	<b>91,168</b>	<b>7,375</b>	<b>3,825</b>	<b>2,448</b>	<b>1,102</b>