

Dunlap Public Library District

Regular Board Meeting

28 February 2022, 6:00 pm

1. Call to Order/Roll Call

- a. Vice-President M. Nelson called the meeting to order at 6:01 PM.

Present:

Mary Nelson

Ron Holohan

Bonnie Windsor

Jim Emanuels

Director Laura Keyes-Kaplafka

Absent:

Brian Puetz

Tracy Keyster

Angie Dhall

Guest: Kelly Kerckhove

2. Public Comment-None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of January 2022 Minutes- was pulled out of the consent agenda
- c. Circulation Policy
- d. Consent Agenda items a and c were placed into the record.
- e. B. Windsor moved to accept January 2022 minutes with stated changes (adding name of guest; clarification on section 7.b.) R. Holohan seconded motion. 3 yes votes, J. Emanuels abstained.

4. Finances

- a. Treasurer's Report

Regarding the January 31, 2022 accounting reports:

i. DPLD Balance Sheet

1. Total assets of \$2,931,093.13 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured.

ii. DPLD Budget

1. FY2021-2022 income is budgeted to be \$697,077.77. Of this amount \$689,008.83. or 102% has been received. Our actual income is \$9,931.06 over what we had budgeted. This overage is from larger than anticipated real estate tax receipts (+\$10,382.62, personal property replacement (\$1443.51) and the per capita grant (+\$1,485.45). So far, our receipts are lower than we budgeted in other grants (-\$1000) and in fines and fees (-\$2379.42)
2. FY2021-2022 expenses are anticipated to be \$611,046.51. Of this amount, \$334,253.11 has been expended or 54.7% of that budgeted. Thus, our budget overall is still right on track. Areas of higher expenditures are salaries (58.88% expended), tort salaries (58.25%), public relations (61.59%), marketing (61.59%), and maintenance.
3. DPLD Budget Detail- no additional comments

- b. Consideration of Financial Matters

- i. R. Holohan noted that he will be absent for the March meeting. He has asked Mary to take his place for treasurer's duties in March.

5. Director's Report

a. Administration/Community

- i. CURES Grant from IDCEO- \$4700 approved 15 February 2022
- ii. ALA Grant Applied -\$2,500 for programming
- iii. FOIA/OMA Training website- meeting must be completed! Board members must complete.
- iv. Attended two webinars to understand how to utilize Census Data- has not been released
- v. Webinars attended
 1. Beyond Banned Books: Defending Intellectual Freedom Throughout Your Library
 2. Being an Effective Remote Worker
 3. Copyright for Librarians: What You Need to Know
 4. We Are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happens After
 5. Working with Fire Professionals
 6. Designing the Post-Pandemic Library
- vi. Insurance Renewal
 1. Nominal rate increases
 2. Cyber Liability Insurance
 - a. Other directors are considering cyber liability coverage.
 - i. DPLD have data and identity coverage already \$50,000/\$15,000
 - ii. SORA thinks that what the library has for coverage is sufficient
 - iii. J. Emanuels asked where our data is backed up to- Cloud
 - iv. B. Windsor questioned if the extra coverage really applies to our library

b. Collection, etc.

- i. Diversity audit of YS Picture Books
 1. Has started
 2. Considering doing other parts of our collection next

c. Facilities, etc.

- i. Three snow days
- ii. Fire Alarm testing on 27 January
- iii. Two Emergency Doors retrofitted with security sensors on 16 February
- iv. Sprinkler/Alarm System
 1. False Alarms 12 & 20 February (3 in 5 hours!)
 2. New sensor and new module installed on 25 February by PIPCO and Thompson Electronics

d. RAILS/RSA/State Library

- i. Hoopla listed on RSA Catalog
- ii. Completed Annual Certification (for the State Library)
- iii. Completed ILL Survey (for the State Library)

e. Personnel

- i. Years of Service Recognition Procedure
 1. Director Keyes-Kaplaflka presented a procedure for Years of Service Recognition
 - a. J. Emanuels asked when recognitions would take place
 - b. M. Nelson believes is someone who has worked at the Dunlap Public Library they be acknowledged when they leave
 - c. M. Nelson asked to table the discussion until next meeting.

- d. J. Emanuels asked to gather information about years of service of current employees
 - ii. ICC Student – we have an ICC student (Marissa) working on the diversity audit
- f. Circulation & Programming Statistics
 - i. See Attached

6. Unfinished Business

- a. Annexation Committee Report
 - i. On January 25, 2022, R. Holohan met with the village annexation committee along with Denny Unsicker and Jim Hansen, Dunlap Fire Chief.
 - 1. Denny Unsicker owns property on Klein Road
 - 2. Village is considering sending letters to property owners urging them to annex into Dunlap.
 - 3. There are rumors concerning Singing Woods Road that the City of Peoria is talking to owners about annexing.
- b. Long-range Planning Discussion
 - i. J. Emanuels addressed Long-Range Planning.
 - ii. Discussion.
 - 1. Bond originally for twenty years is now extended for ten more years.
 - a. J. Emanuels would like to know what the plan for the two million dollars extra that the Library District now has.
 - i. J. Emanuels also mentioned that wages are increasing, and it is hard to keep good help and to hire qualified people
 - ii. One and half years of money in reserve to cover expenses- emergency fund and not for daily use.
 - 2. University of Illinois offers strategic planning retreats.
 - 3. Long-Range Planning will remain on the agenda for next month (March).

7. New Business

- a. Closed Session Minutes Report
 - i. The committee Audit Committee made recommendations concerning closed minutes.
 - 1. M. Nelson will call A. Dhall about correcting the roll call vote on the transcribed minutes.
 - a. August 24, 2009 Closed Minutes as transcribed by A. Dhall can be opened.
 - 2. Two reports will go back into closed session report
 - 3. Tabled until next month
- b. Confidentiality of Records Policy- Review
 - i. Reviewed by Board, no action taken
- c. Drug and Alcohol-Free Workplace Policy -Review
 - i. Reviewed by Board, no action taken
- d. Equipment and Computer Use Policy- Review
 - i. Reviewed by Board, no action taken
- e. Social Media Policy- Review
 - i. Reviewed by Board, no action taken
- f. Program Participation Policy- Review and Approve
 - i. Director Keyes-Kaplafka explained why this policy has been drafted.

1. Motion to approve was made J. Emanuels. B. Windsor seconded motion. Motion passed unanimously.

8. Announcements

- a. Pet Food Drive
- b. Female Lighthouse Keepers programming

9. Next Board Meeting: 28 March at 6:00 pm

10. Adjournment

- a. B. Windsor made a motion to adjourn the meeting. J. Emanuels seconded motion. Motion passed unanimously at 7:26 pm.

Respectfully submitted by Angie Dhall, Trustee Secretary as transcribed by Kelly Kerckhove in written notes

ATTACHMENTS:

Adult Department	Program Attendance FY 2022 (In Person)		Program Attendance FY 2022 (Virtual)		Young Adult Department	Program Attendance FY 2022 (In Person)		Program Attendance FY 2022 (Virtual)		Youth Department	Program Attendance FY 2022 (In Person)		Program Attendance FY 2022 (Virtual)	
	Attendance	Programs	Attendance	Programs		Attendance	Programs	Attendance	Programs		Attendance	Programs	Attendance	Programs
July	20	3	334	25	July	25	5	4	2	July	1131	34	1061	4
August	186	7	132	22	August	17	3	6	2	August	1015	30	0	0
September	84	9	126	22	September	44	2	16	5	September	688	27	759	4
October	58	6	221	27	October	60	3	12	4	October	1468	39	774	5
November	23	2	231	26	November	75	5	9	3	November	668	25	575	4
December	7	1	118	18	December	101	4	7	2	December	434	20	1353	6
January	0	0	437	28	January	106	4	5	2	January	294	6	491	3
February					February					February				
March					March					March				
April					April					April				
May					May					May				
June					June					June				
Total	378	28	1599	168	Total	428	26	59	20	Total	5698	181	5013	26

Circulation FY2022	Physical Items	Electronic Items TOTAL	Overdrive Items	Axis 360 Items	Hoopla Items
July	9,069	534	281	157	96
August	7,983	576	271	179	126
September	6,645	595	278	212	105
October	6,798	615	309	188	118
November	6,314	592	265	180	147
December	6,947	650	354	165	131
January	6,396	676	326	205	145
February		0			
March		0			
April		0			
May		0			
June		0			
Total	50,152	4,238	2,084	1,286	868