

Dunlap Public Library District

Regular Board Meeting

25 July 2022, 6 PM

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) The following members answered the Roll Call Vote:
 - i) Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Angie Dhall, and Tracy Keyster via Zoom.
 - ii) Absent: Brian Puetz
- c) Present Also: Laura Keyes-Kaplafka, Dunlap Public Library District Director
- d) Guest(s): None

2) Public Comment- None

3) Consent Agenda

- a) Departmental Reports
- b) Approval of 27 June 2022 Minutes
- c) Registered Sex Offender Policy
- d) Circulation Policy
- e) Safe Child Policy
- f) Patron Conduct Policy
- g) Entered into the Record by Consent Agenda (23 May 2022 Closed Session Minutes, 6 June 2022 Special Meeting, 6 June 2022 Closed Session Minutes, and the Departmental Reports)

4) Finances

- a) Treasurer's Report prepared by R. Holohan
Regarding the June 30, 2022 accounting reports:
 - i) DPLD Balance Sheet
 - (1) Total assets of \$2,703,372.91 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured.
 - (a) All assets are now in at Dunlap Better Banks.
 - (b) A preliminary Settlement Sheet from the Peoria County clerk estimates a projected tax revenue for the library of \$695,077.42. (R. Holohan noted that this is estimated to be 20,000 higher than

last fiscal year.) Of this amount \$403,113.36 has been collected and a \$395,051.09 first payment distributed to the library.

ii) DPLD Budget

(1) The financial reports of this month basically show the results of the whole 2021-2022 fiscal year.

FY2021-2022 income was budgeted to be \$679,077.77. By the end of the fiscal year, \$706,341.54 has been received. Thus, our actual income has been \$27,263.77 over the income we had budgeted.

(2) FY2021-2022 expenses were anticipated to be \$611,046.51. By the end of the fiscal year, \$579,422.65

has been expended or 95% of that had been budgeted. Among the categories that significantly underspent were Periodicals (75% expended), Board/Staff Development (71%), Supplies (63%), Audit Expenses (68%), Snow Removal (64%), Unemployment (31%), Maintenance-Wages ((17%), and New Equipment (33%). Among the categories over-expended were Games & Kits (250%), Electronic Resources (112%), Memberships & Materials (186%), Mileage (158%), Marketing (121%), Public Relations (116%) Legal Fees (166%), Maintenance Expenses (153%) and Equipment Repair (157%).

(a) J. Emanuels asked about the Games and Kits about. Budget was \$300 and \$748 was spent.

(b) Director Keyes-Kaplafka will talk with the library accountant concerning Maintenance Wages, Maintenance Expenses, and Equipment Repair categories.

(c) Memberships and Materials Line Item 609 was due to the Sam's membership being moved into correct category this fiscal year. It had been in Supplies category in the past.

b) Consideration of Financial Matters

i) DPLD Budget Detail

(1) By the end of the fiscal year, we have expended \$579,422.65 out of a budget for expenditures of \$611,047. Having expended 95% of the FY 2021-2022 budget, we have \$31,024 left that is applied to the new FY 2022-23 budget, thereby reducing the amount anticipated to be taken from the Reserves to \$41,000.

(2) The amount presently in the Reserves is \$482,783.58. This is \$12,416 less than were in the Reserves the year before.

c) Signer's Resolution

i) B. Windsor made a motion to approve the Signer's Resolution as presented. A. Dhall seconded motion.

Roll Call Vote:

YEA: Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Angie Dhall, and Tracy Keyster via Zoom

NAY: None

ABSENTETION: None

Motion passed unanimously.

Note: All signers will be required to visit Dunlap Better Banks to sign papers.

5) Director's Report

a) *Administration/Community*

- i) Community- Wide Scavenger Hunt
- ii) Starting Annual Audit- gathering documentation. Auditor will at the library on August 30, 2022.
- iii) Starting IPLAR- starting the process of gathering the data needed.

b) *Facilities, etc.*

- i) Meeting Room Door repaired- Thompson Electronics

c) *RAILS/RSA/State Library*

- i) Accepted into Director's University 2.0
 - (1) Director Keyes-Kaplafka will be attending during the first week of August
 - (2) One Topic will be concerning Diversity, Equality, and Inclusion
 - (3) State Library paid a portion of the fee so cost from library budget was less

d) *Personnel*

- i) Lead Clerk- has been hired and starting on July 26, 2022
- ii) All-Staff Meeting on 8 August
 - (1) Library will be closed
 - (2) Security Head from Champaign will be a presenter

e) *Upcoming Dates to Keep in Mind*

- i) 31 July – President Lincoln visits Wheels O' Time
- ii) 2-4 August- Director's University (away from library)
- iii) 7 October (Day off)
- iv) 12-14 October- Iowa Library Association Conference (away from library)
 - (1) Will be speaking at conference about Inventory

f) *Circulation & Programming Statistics*

- i) See Below
- ii) Summer Reading Program Wrap-Up
 - (1) June Circulation was over 10,000
 - (a) Staff worked very hard

(2) Included written and Summer Reading survey reports by Youth Services Librarian Amy Edgar and Adult Services Librarian Melissa Weyeneth

(a) Discussion of comments and feedback given by patrons concerning Summer Reading 2022

(b) Will use survey input to plan next year's summer reading program

6) Unfinished Business

a) Strategic Planning Discussion

i) Director Keyes-Kaplafka, Amy Edgar, Melissa Weyeneth, Jim Emanuels, and Tracy Keyster met with Amanda E. Standerfer from Fast Forward Libraries, LLC to discuss the whole timeline for the process.

ii) Discussed the community survey to be provided to the get feedback

(1) Ms. Standerfer recommended keeping the survey to less than twenty questions

(2) Discussed questions to be placed on the survey

(a) A. Edgar would like to have a question about "What language do you and want your books in?"

(b) Doing a survey just for students

(i) Ms. Standerfer recommends only looking at answers specifically answered by that group

(3) Discussion on how to market the survey

(a) Discussion of doing survey during Dunlap Days

(i) Will need volunteers

(4) Explore the usage of property on northside of property with the Village.

7) New Business

a) Staff Recognition

i) Director Keyes-Kaplafka brought to the Board information for staff recognition.

(1) Perhaps doing a plaque with staff name and service time at the Dunlap Public Library.

(2) At the request of the Director Keyes-Kaplafka will come back with criteria at a future time.

(a) This is low-priority project currently.

b) FY2022 Minute Audit

i) President M. Nelson appointed B. Windsor to serve on the Minutes Audit Committee. Director Keyes-Kaplafka will contact B. Puetz to see if he will be on committee.

ii) Director Keyes-Kaplafka will provide paper copies to the committee.

iii) Informational Note: Audit of Closed Minutes should occur biannually.

c) Policy on Public Participation at Board Meetings-Review

i) Director Keyes-Kaplafka presented the Policy on Public Participation at Board of Trustees Meetings Rules for Public Comments for review.

ii) Board reviewed and discussed

(1) R. Holohan made a motion to approve the Policy on Public Participation at Board of Trustees Meetings Rules for Public Comment with no changes. J. Emanuels seconded motion.

(a) Discussion- The Board of the Trustees does not debate the contents of public participation but considers them in making decisions and the establishment of policies.

Roll Call Vote:

YEA: Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Tracy Keyster via Zoom, and Angie Dhall.

NAY: None ABSTENTION: None

Motion passed unanimously by Roll Call Vote.

d) Building & Maintenance Tax Ordination (No. 2022-2023-01)

i) B. Windsor made a motion to approve the Buildings & Maintenance Tax Ordination (No. 2022-2023-01) as presented. J. Emanuels seconded motion.

Roll Call Vote:

M. Nelson, J. Emanuels, R. Holohan, B. Windsor, T. Keyster via Zoom, and A. Dhall.

NAY: None ABSTENTION: None

Motion passed unanimously by Roll Call Vote.

e) Personnel [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]

i) R. Holohan made a motion to move in Closed Session for Personnel Discussion. [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]. B. Windsor seconded motion.

Roll Call Vote:

YEA: Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Tracy Keyster via Zoom, and Angie Dhall.

NAY: None ABSTENTION: None

Motion passed unanimously by Roll Call Vote. Board entered Closed Session at 8:06 PM.

ii) J. Emanuels made a motion to open the Closed Session for Personnel Discussion. [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]. B. Windsor seconded motion.

Roll Call Vote:

YEA: Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Tracy Keyster via Zoom, and Angie Dhall.

NAY: None ABSTENTION: None Motion passed unanimously by Roll Call Vote. Board entered Closed Session at 8:06 PM.

iii) Closed Session Opened at 8:07 PM.

(1) Personnel Discussion [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]

(2) Discussion concerning review of Library Director

iv) J. Emanuels made a motion to end Closed Session. B. Windsor seconded motion.

Roll Call Vote:

YEA: Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Tracy Keyster via Zoom, and Angie Dhall.

NAY: None ABSTENTION: None

Motion passed unanimously by Roll Call Vote. Board ended the Closed Session at 8:51 PM.

v) J. Emanuels made a motion to open Regular Session of the meeting. B. Windsor seconded motion.

Roll Call Vote:

YEA: Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Tracy Keyster via Zoom, and Angie Dhall.

NAY: None ABSTENTION: None

Motion passed unanimously by Roll Call Vote. Board opened the Regular Session at 8:52 PM.

vi) R. Holohan made motion to give Director Keyes-Kaplafka a raise as budgeted in the budget for FY2023. J. Emanuels seconded motion. Discussion.

Roll Call Vote:

YEA: Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Tracy Keyster via Zoom, and Angie Dhall. NAY: None ABSTENTION: None

Motion passed unanimously by Roll Call Vote.

vii) Director Keyes-Kaplafka was asked to come back into meeting room.

(1) President M. Nelson informed Director Keyes-Kaplafka that the Board was happy to have her as a director and her leadership. Mentioned that there some of the things to work on concerning working with staff and doing a 360 Survey to help provide staff input. Pay increase would be as budgeted in the FY2023 budget for the Director position.

8) Announcements

a) Next Board Meeting: 22 August 2022 August at 6:00 PM.

b) R. Holohan will be absent in August for a week and asked that J. Emanuels step into the role of Treasurer during that time.

9) Adjournment

a) J. Emanuels made a motion for adjournment. A. Dhall seconded motion.

Roll Call Vote:

YEA: Mary Nelson, Jim Emanuels, Ron Holohan, Bonnie Windsor, Angie Dhall, and Tracy Keyster via Zoom

NAY: None ABSTENTION: None

Motion passed unanimously by Roll Call Vote at 9:07

Respectfully submitted by Angie Dhall, Trustee Secretary

ATTACHMENTS:

Circulation and Programming Statistics

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	34	2	341	25	February	133	6	7	2	February	515	15	1318	8
March	6	1	296	31	March	102	5	5	2	March	673	21	473	2
April	49	11	191	27	April	11	2	10	2	April	457	18	0	0
May	81	12	117	23	May	42	3	5	2	May	565	17	3	1
June	198	22	301	28	June	47	3	0	2	June	2094	54	0	0
Total	746	76	2845	302	Total	763	45	86	30	Total	10002	306	6807	37

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	5,715	717	334	179	204
March	8,953	773	359	191	223
April	7,134	677	301	165	211
May	6,887	758	370	160	228
June	10,206	766	411	141	214
Total	89,047	7,929	3,859	2,122	1,948