

Dunlap Public Library District

Regular Board Meeting

25 April 2022, 6:00 pm

1. Call to Order/Roll Call

- a. President B. Puetz called the meeting to order at 6:00 PM.

Present:

Brian Puetz

Ron Holohan

Angie Dhall

Tracy Keyster- arrived later

Jim Emanuels

Director Laura Keyes-Kaplafka

Absent:

Mary Nelson

Bonnie Windsor

Guest:

Amanda E. Standerfer via Zoom
from 6:25 to 6:42 PM

2. Public Comment-None

3. Consent Agenda

- a. Departmental Reports
b. Approval of March 2022 Minutes
c. Entered into the record by Consent Agenda

4. Finances

- a. Treasurer's Report

Regarding the 2022 accounting reports:

i. DPLD Balance Sheet

1. Total assets of \$2,854, 676.71 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 \$679,077.77. Of this amount \$695,643,67 or 102% has been received. Our actual income is \$16,565.90 over what we had budgeted. This overage is from larger-than-anticipated township revenues (\$12,454.47), real estate tax receipts (+\$10,411.62), personal property replacement (\$3,819.74) and the per capita grant (+\$1,485.45). So far, our receipts are lower than we budgeted in fines and fees (-\$16,407.75) and in donations (-\$838.72).
2. FY2021-2022 expenses are anticipated to be \$611,046.51. Of this amount, \$418,590.72 has been expended or 69% of that budgeted. All the general categories for expenditures are presently well within their prorated budgeted amounts.

iii. DPLD Budget Detail

1. The \$2500 bonus set aside for Director in her contract was paid out on April 20, 2022.

2. A \$1,000 grant has been received from the Community Foundation of Central Illinois
- b. Consideration of Financial Matter
 - i. Director Keyes-Kaplafka reported that the CFCIL grant for \$1000 was earmarked towards summer 2022 programming.
 - ii. J. Emanuels made motion to put the CFCIL grant money toward the Summer 2022 Programming. R. Holohan seconded motion. Discussion. Motion passed unanimously.

5. Director's Report

- a. Statement of Economic Interest
- b. Administration/Community
 - i. Submitted Workers Comp Audit for Auto-Owners Insurance- should receive some money back
 - ii. Community Foundation of Central Illinois Grant
 1. Received \$1000
 2. Programming partnership with Wheels O Time Museum this summer
 - iii. Webinars attended
 1. 45 Ideas in 45 Minutes: Support Healing, Boost Morale & Prevent Burnout
 2. Blue Cloud Analytics Training
 3. FOIA for Public Bodies
 4. The Poison Book Project: Arsenic in Mass- Produced 19th Century Cloth Books
 - iv. National Library Week
 1. Staff was thankful for lunch provided by the Board
 2. Lots of programs during the week
 - a. Had patrons fill out sticky notes with "Why You to Come to the Library?"
 - v. Update from First Midstate Bank- informed that they will be passing bond on to another bank
 - vi. Nominated for 2022 Women to Women Leader Award- Luncheon May 10, 2022
 - vii. Attended Severe Weather/Tornado Tabletop Exercise/Training, hosted by the Peoria City/County Health Department (20 April)
 - viii. Have all Trustees completed the Statement of Economic Interest for the County?
- c. Collection, etc.
 - i. Diversity Audit (of J Picture Books) is done!
 - ii. DPLD Unpaid Bills
 1. 15 March 2022=\$1,864.73
 2. 25 April 2022 = \$1,906.51
 3. Lost Items=\$753.46
 4. Processing Fees= \$210.00
 5. Overdues= \$943.05 (average = \$1.88)
- d. Facilities, etc.
 - i. Outdoor Storage Sheds- purchased two storage sheds and garden worker is putting together

- ii. Carpets were cleaned on 10 April
- iii. Getz inspected fire extinguishers
- iv. Thompson Electronics inspected the Fire Alarm Panels
- v. Lawn Irrigation turned on for the season
- vi. PIPCO Backflow tested
- vii. Melissa and Laura taught themselves how to host a variety of hybrid programs
- e. RAILS/RSA/State Library
 - i. Attended RSA Day (14 April)
- f. Personnel
 - i. Lily Lamb resigned her position of High School Page, effective 30 April
 - ii. Ella Carlile accepted the position of Substitute Clerk, starting 9 May
 - iii. Brian Stanley accepted the position of Garden Worker, effective 22 April -11 May
 - iv. Kevin Kolesiak accepted the position of Garden Worker, effective 12 May
 - v. Interviews in progress for new High School Pages
 - vi. Sophia Samson accepted the position of Youth Services Associate, effective 10 May
 - vii. All-Staff Meeting planned for 10 May
 - viii. Director Keyes-Kaplafka Planned Absences: 6 & 19 May; 4-18 July
 - 1. Also note Director will be out of state 27 April to 2 May.
- g. Circulation & Programming Statistics
 - i. See Attached

6. Unfinished Business

- a. Annexation Committee Report
 - i. R. Holohan presented to the Board a letter from the Jack Esterdahl, Village of Dunlap President, to the property owners on Cline Road and Cedar Hills Drive.
 - 1. Discussion.
 - ii. J. Emanuels made a motion to support the recommended documents with appropriate changes including the signatures of support by the President of the Dunlap Public Library District and President of the Dunlap Fire District President. T. Keyster seconded motion. Discussion. Motion passed unanimously.
- b. Long-range Planning Discussion
 - i. Amanda Standerfer, Founder and Lead Consultant from Fast Forward Libraries LLC joined the meeting via Zoom at 6:19 pm to present to the Board her background and answer questions concerning her strategic planning proposal for the Dunlap Public Library District.
 - 1. Informally discussed how to develop the budget for long-term plans
 - 2. Director Keyes-Kaplafka asked Ms. Standerfer if she had helped other libraries to increase levees. Answer was yes.
 - 3. Her availability- flexible
 - a. Holiday Season is more difficult because of vacations
 - 4. Timeline
 - ii. Strategic Planning – opened to questions and discussions.
 - 1. Amanda has worked directly with other library boards
 - 2. R. Holohan asked how it is funded

- a. Can come from operation's fund
 - b. Grants
- 3. How many years does the strategic planning take?
 - a. Most pre-pandemic sessions started with three years and extended by two more years
 - b. Ms. Sanderfer recommended a good strategy is to begin with three years and extend to five years
- 4. Who makes up the Planning Committee?
 - a. Staff and Trustees but usually only two trustees because of Open Meetings Act rules.
- 5. Would this Planning Committee Team be part of all three phases?
 - a. Yes, more or less
- 6. How are retreats handled? Will they be outside of normal hours?
 - a. Can do on a Staff Development Day or break down into smaller periods of time
- 7. J. Emanuels asked what surprising things libraries have found after strategic planning?
- 8. What works / what is unique to the community? Will use process to figure out what is unique
- 9. Financial Strategies is not part of her expertise
- iii. The Board thanked Amanda Standerfer for her time, and she left the meeting (via Zoom) at 6:42 pm.

c.

d. Closed Session Minutes Report

- i. R. Holohan made a motion to open the August 24, 2009 Meeting Closed Executive Session Minutes. A. Dhall seconded motion. Discussion. Motion passed unanimously.

7. New Business

- a. FY2023 DRAFT Budget
 - i. Director Keyes-Kaplafka presented to the Board the FY2023 Draft Budget
 - 1. Discussion
 - ii. R. Holohan and Director Keyes-Kaplafka will meet and work through the budget

8. Announcements

- a. Next Board Meeting: 23 May at 6:00 pm

9. Adjournment

- a. J. Emanuels made a motion to adjourn the meeting. A. Dhall seconded motion. Motion passed unanimously at 7:45 pm.

Respectfully submitted by Angie Dhall, Trustee Secretary

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	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					April					April				
May					May					May				
June					June					June				
Total	418	31	2236	224	Total	663	37	71	24	Total	6886	217	6804	36

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		0			
May		0			
June		0			
Total	64,820	5,728	2,777	1,656	1,295