

Dunlap Public Library District

Regular Board Meeting

28 March 2022, 6:00 pm

1. Call to Order/Roll Call

- a. Mary Nelson called the meeting to order at 6:01 PM.

Present:

Mary Nelson

Ron Holohan

Bonnie Windsor

Tracy Keyster

Jim Emanuels

Director Laura Keyes-Kaplafka

Absent:

Brian Puetz

Angie Dhall

Guest:

Kelly Kerckhove

2. Public Comment-None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of February 2022 Minutes- was pulled out of the consent agenda
- i. Will make corrections to February minutes and approve them in April when M. Nelson and A. Dhall are present.
- ii. R. Holohan made a motion to table approval of February 2022 minutes until April. J. Emanuels seconded motion. Motion passed unanimously.
- c. Confidentiality of Records Policy
- d. Drug and Alcohol-Free Workplace Policy
- e. Equipment and Computer Use Policy
- f. Social Media Policy
- g. Program Participation Policy

4. Finances

- a. Treasurer's Report

Regarding the February 28,2022 accounting reports:

- i. DPLD Balance Sheet

1. Total assets of \$2,901,873.97 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 \$689,380.86. or 102% has been received. Our actual income is \$10,303.09 over what we had budgeted. This overage is from larger than anticipated real estate tax receipts (+\$10,410.73), 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 (-\$850.18)

2. FY2021-2022 expenses are anticipated to be \$611,046.51. Of this amount, \$363,959.48 has been expended or 60% of that budgeted. Thus, our budget overall is still right on track. Expenditures presently running a bit ahead of the budgeted amounts are in postage (75% expended), board and staff development (73%), legal fees (82%), marketing (83%), and equipment repair (107%).
 3. DPLD Budget Detail- no additional comments
- b. Consideration of Financial Matter
- i. R. Holohan informed Board that he will not be at the April 25, 2022 Meeting.
 - ii. Director Keyes Kaplafka informed the Board that she will be coming up to her retention bonus in two weeks.

5. Director's Report

- a. Administration/Community
- i. CURES Grant from IDCEO
 1. \$4734.97 received, deposited into Maintenance Expenses
 - ii. Community Foundation of Central Illinois Grant
 1. Received \$1000
 - iii. Webinars attended
 1. That's A Good Question: Developing an Effective Community Survey
 2. Managing Finances in Times of Inflation
 3. Facing the Challenge: Intellectual Freedom in Libraries
 4. Herding well-intentioned cats
 5. Designing the Post-Pandemic Library (Parts 2 & 3)
 6. Open Meetings Act- Better Understanding and Compliance Webinar
 - iv. National Library Week
 1. National Library Worker's Day- Lunch?
 - a. Board stated that it is the up to the director
- b. Collection, etc.
- i. Level Books- Beginning Readers
 1. Presented to the Board coming changes to the level book section
 - ii. Local History Collection
 1. Working with a Bradley librarian to rearrange our local history collection
- c. Facilities, etc.
- i. Outdoor Storage Shed(s)
 1. Presented options for outside storage
 - a. Discussion. Board directed Director Keyes-Kaplafka to purchase one option shown.
 - ii. New Bulletin Board!
- d. RAILS/RSA/State Library
- i. Continued discussion on standard item types
 - ii. Applied for Continuing Education Grant from RAILS
 - iii. Hosted Erik from Alpha Park Public Library District
- e. Personnel
- i. Years of Service Recognition Procedure

- ii. Director Keyes-Kaplafka Planned Absences: 6 & 19 May; 4-18 July
- f. Circulation & Programming Statistics
 - i. See Attached

6. Unfinished Business

- a. Annexation Committee Report
 - i. R. Holohan spoke with J. Esterdahl about public input on a plan to change Prairie Vista apartments to Section 8 housing
 - ii. The apartments are not in our library district but are in the Dunlap School District
- b. Staff Recognition Discussion
 - i. Discussion in recognizing employment in five-year blocks
 - 1. Discussion of a plaque that would stay in the library and honor current and past employees
- c. Long-range Planning Discussion
 - i. The U of I Extension no longer has long-range workshops
 - 1. Director Keyes-Kaplafka will continue searching for someone to guide the process
 - a. Step One is to find a leader
- d. Closed Session Minutes Report
 - i. R. Holohan asked for the report be tabled until M. Nelson and A. Dhall can be in attendance

7. New Business

- a. Unpaid Bills Report
 - i. Director Keyes-Kaplafka presented to a “Unpaid and Fines Report.”
 - 1. Discussion about what to do about larger fines
 - 2. T. Keyster volunteered to assist Director Keyes-Kaplafka with a data dump on bills
 - 3. Ten dollars and up will receive a letter

8. Announcements

- a. Next Board Meeting: 25 April at 6:00 pm

9. Adjournment

- a. J. Emanuels made a motion to adjourn the meeting. T. Keyster seconded motion. Motion passed unanimously at 7:22pm.

Respectfully submitted by Angie Dhall, Trustee Secretary as based on 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	34	2	341	25	February	133	6	7	2	February	515	15	1318	8
March					March					March				
April					April					April				
May					May					May				
June					June					June				
Total	412	30	1940	193	Total	561	32	66	22	Total	6213	196	6331	34

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		0			
April		0			
May		0			
June		0			
Total	55,867	4,955	2,418	1,465	1,072