

Dunlap Public Library District

Board Meeting

24 October 2022, 6:00 PM

1. Call to Order/Roll Call

- a. President M. Nelson called to the meeting to order of the Dunlap Public Library Board of Trustees at 6:00 PM in the meeting room.
- b. Roll Call:
 - i. Members Present: M. Nelson, B. Puetz, R. Holohan, T. Keyster, B. Windsor, and A. Dhall
 - ii. Members: Absent: J. Emanuels
- c. Present Also: Director Keyes-Kaplafka
- d. Guest(s) Present: Kim Bird, Hopkins & Associates, CPAs (Left meeting at 6:26PM)

2. Public Comment-None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 26 September 2022 Minutes
- c. Study Room Policy

4. Secretary Report

- a. Concerning the question put forth by B. Windsor about the FY2022 Minute Audit Report over monies received as being at "101%" on the Treasurer's Reports from January -May 2022, A. Dhall reported that she and R. Holohan recently met to review both the Treasurer's Reports and Minutes from that period. They discovered that the error was a transposing of numbers on the January -April minutes.
 - i. A. Dhall apologized to R. Holohan and the Board for the transposing of numbers.
- b. A. Dhall made a motion to correct the following portion of the Treasurer's Report in the approved audited January -April Minutes:

"FY2021-2022 income is budgeted to be \$697,077.77" to read "FY2021-2022 income is budgeted to be \$679,077.77."

 - i. B. Puetz seconded motion. Motion passed unanimously.
 1. A. Dhall and Director Keyes-Kaplafka will meet and correct the Audited January-April Minutes as approved by the motion.

5. Finances

- a. Treasurer's Report by R. Holohan

Regarding the 24 October 2022 accounting reports:

 - i. DPLD Balance Sheet
 1. Total assets of \$3,197,515.58 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. For the same time last year in September 2021, we reported assets of \$3,203,405.34.
 2. Our budget projects a tax revenue of \$699,300.13. Of this amount \$615,350.42 has been received or newly 88%.
 - ii. DPLD Budget

1. Our overall expenditures for the first quarter the FY2022-23 budget are little under 23% within our anticipated budget. Areas in which expenses are significantly running ahead are legal fees (93% expended), Board/Staff Development (27%), equipment repair (32%), and library materials (34% expended).
 - b. Consideration of Financial Matters
 - i. Payment of \$177,000 made toward bonds of \$869,000 plus \$10,514.90 of interest which is paid twice a year.
 1. Next payment of interest is due in April
 - a. May have underbudgeted interest payment due.
 - b. Director Keyes-Kaplafka will check those numbers
 2. Recommend a November vote on January staff increases.
 - a. 10% increase in FY2023 Budget based on an 8% inflation rate at the time of passage in July.
 - ii. Some takeaways
 1. All documents were presented to the auditor as requested
 2. Good mitigation of controls
 - a. Treasurer/Trustees/Director/Outside Bookkeeper
 3. Replacement tax increasing across the state-CURE Funds
 4. Expenditures up by \$32,000
 - a. Salaries have increased due to increase in mandated minimum wage
 - b. Likely that expenses such as salaries will increase while tax revenue will probably decrease
 5. Large amount in general fund which is good
 6. Deficit but nothing to be concerned about at this time
 7. Rest of audit was standard
- c. Review of FY2022 Audit
 - i. Ms. Bird, Hopkins & Associates, CPAs, reviewed the audit that was conducted and answered questions from the Trustees.
 - ii. Some takeaways
 1. All documents were presented to the auditor as requested
 2. Good mitigation of controls
 - a. Treasurer/Trustees/Director/Outside Bookkeeper
 3. Replacement tax increasing across the state-CURE Funds
 4. Expenditures up by \$32,000
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6. Director's Report

- a. Unpaid Bills Report
 - i. No response from other library director concerning how they handle unpaid bills due to overdue materials after Director Keyes-Kaplafka reached out
- b. Administration/Community
 - i. Main liaison with Amanda, Strat Plan consultant
 - ii. Met with Special Events Coordinator at Wildlife Prairie Park
 - iii. Attended Wheels O Time Board Meeting 18 October
 - iv. Launched new website 20 October
 - v. Webinars attended:
 1. Fundamentals of Social Emotional Learning
- c. Facilities, etc.
 - i. Sidewalk re-caulked on 18 October
 - ii. Attempting to obtain answer from Bishop Brothers re: south facing windows
 - iii. Installed corkboard in Young Adult Area on 2 October

- iv. Emergency Lights inspected/batteries replaced on 4 October
- v. Handicap Doors inspected on 19 October
- vi. Outdoor windows washed on 5 October
- vii. Irrigation system winterized on 6 October
- viii. Carpets cleaned on 8 October
- ix. Tissue holder replaced in Women's Restroom on 8 October
- d. RAILS/RSA/State Library
 - i. Attended RAILS Board Meeting on 23 September
 - ii. Attended Iowa Library Association Conference 12-14 October
 - 1. Spoke on Inventory Best Practices
 - iii. Accepted into RAILS-hosted EDI Learning Cohort
 - 1. First virtual meeting 13 October
- e. Personnel
 - i. All Staff completed the mandatory Sexual Harassment Prevention Training
- f. Circulation and Programming Statistics
 - i. Programming definitions changed
 - ii. See Attachments

7. Unfinished Business

- a. Strategic Planning Discussion- Director Keyes-Kaplafka reported that Amanda Standerfer and her staff at Fast Forward Libraries LLC worked through the raw data gathered by the recent community survey and put it into a report. Director Keyes-Kaplafka will review and send out the raw data from A. Standerfer to be reviewed before the upcoming Strategic Planning Trustee Retreat on 14 November 2022.
- b. HVAC Quote- Tabled until future meeting. Will touch base with J. Emanuels about Trustee concerns and clarification.

8. New Business

- a. Volunteer Policy-Review and Approve
 - i. Director Keyes-Kaplafka presented to the Board for Review the Volunteer Policy
 - ii. B. Puetz made motion to approve the Volunteer Policy. A. Dhall seconded motion. Discussion.
 - 1. B. Puetz amended motion based on grammatical corrections/changes R. Holohan suggested. Motion passed unanimously.
- b. Materials Selection Policy-Review and Approve
 - i. Director Keyes-Kaplafka presented to the Board for Review and Approval the Materials Selection Policy.
 - ii. R. Holohan made motion to approve the Materials Selection Policy as it stands. T. Keyster seconded motion. Motion passed unanimously.
- c. Authority to Spend Policy-Review and Approve
 - i. Director Keyes-Kaplafka presented to the Board for Review the Authority to Spend Policy
 - ii. B. Puetz made motion to approve the Authority to Spend Policy. A. Dhall seconded motion. Motion passed unanimously.
- d. Per Capita Grant Application
 - i. Director Keyes-Kaplafka presented to the Board the 2023 Per Capita Grant Requirements. The 2023 Per Capita Grant will have one question on it which is that

each library to review the entire publication of the Serving Our Public 4.0 Standards for Illinois Public Libraries.

- ii. Director Keyes-Kaplačka presented to the Board a document for review while reading the Serving Our Public 4.0 Standards for Illinois Public Libraries.
 - 1. This document includes a list of the chapter checklists with those items/requirements that are fulfilled and other items that are highlighted that need to be improve upon.
 - 2. If Trustees would like a paper copy of the Serving Our Public Standards, please contact Director Keyes-Kaplačka.

9. Announcements

- a. Strat Plan Board “Retreat” 14 November at 5:30 pm
- b. Next Regular Board Meeting: 28 November at 6:00pm

10. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. B. Puetz seconded motion. Motion passed unanimously. Meeting adjourned at 7:02 PM.

Respectfully submitted by Angie Dhall, Trustee Secretary

ATTACHMENTS:

Circulation FY2023	Physical Items	Electronic Items TOTAL	Overdrive Items	Axis 360 Items	Hoopla Items
July	7,894	899	445	217	237
August	7,001	819	408	152	259
September	6,589	751	340	143	268
October		0			
November		0			
December		0			
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	21,484	2,469	1,193	512	764

Adult	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	75	18	103	24	0	0	0	0	0	0	0	0
August	70	13	193	25	0	0	0	0	0	0	0	0
September	151	26	164	27	0	0	0	0	0	0	0	0
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	296	57	460	76	0	0	0	0	0	0	0	0

Young Adult	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	12	1	0	2	0	0	0	0	0	0	0	0
August	17	1	14	2	0	0	1	1	0	0	0	0
September	66	7	8	2	0	0	0	0	0	0	0	0
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	95	9	22	6	0	0	1	1	0	0	0	0

Youth 6-11	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	0	0	0	0	194	5	246	5	0	0	0	0
August	167	3	0	0	0	0	224	6	0	0	0	0
September	8	3	0	0	0	0	221	4	0	0	0	0
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	175	6	0	0	194	5	691	15	0	0	0	0

Youth 0-5	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	152	15	0	0	24	1	0	0	0	0	0	0
August	285	8	0	0	13	1	0	0	0	0	0	0
September	247	10	0	0	4	1	202	7	0	0	0	0
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	684	33	0	0	41	3	202	7	0	0	0	0

General Audience	Program Attendance FY 2023 (Live)						Program Attendance FY 2023 (Passive)					
	On-site/At Library		Virtual		Offsite		On-site/At Library		Virtual		Offsite	
	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs
July	0	0	0	0	0	0	0	0	0	0	891	1
August	0	0	0	0	0	0	0	0	0	0	717	1
September	0	1	0	0	0	0	0	1	0	0	568	1
October												
November												
December												
January												
February												
March												
April												
May												
June												
Total	0	1	0	0	0	0	0	1	0	0	2176	3