

Dunlap Public Library District

Board Meeting

28 November 2022

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, J. Emanuels, B. Puetz, R. Holohan, B. Windsor, and A. Dhall
 - ii. Members: Absent: T. Keyster
- c. Present Also: Director Keyes-Kaplafka, Kelly Kerckhove and Amy Edgar
- d. Guest(s) Present: None

2. Public Comment-None

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 24 October 2022 Minutes
- c. Approval of 14 November 2022 Minutes
- d. Volunteer Policy
- e. Materials Selection Policy
- f. Authority to Spend Policy
- g. B. Puetz made a motion to approve the Consent Agenda. R. Holohan seconded motion.
Yes: 5 Nay: 0 Abstention: 1
Motion carried.

4. Finances

- a. Treasurer's Report by R. Holohan
Regarding the October 22, 2022 accounting reports:
 - i. DPLD Balance Sheet
 1. Total assets of \$3,058,115.51 are held in an Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. The assets we reported for the time last year in October 2021 were nearly the same, \$3,052,787.61.
 2. Our budget projects a tax revenue of \$699,300.13. Of this amount \$686,603.03 has been received or nearly 98%.
 - ii. DPLD Budget
 1. Our overall expenditures for the first quarter of the FY2022-23 budget are a little over 29% a bit over the prorated amount of annual budget. Areas in which expenses are significantly running ahead are legal fees (93% expended), Maintenance Expenses (61%), Mileage (59%), Equipment Repair (44%), Library Materials (39%), Marketing (38%), Utilities (38%), and Accounting Services (38%).

2. Notice that City of Peoria intends to annex and rezone two more properties: 9601 N. Allen Road and 2700 W. Altorfer Road.
- b. Consideration of Financial Matters
- i. Library Fines and Fees
 1. Director Keyes-Kaplafka presented to the Board a Schedule of Fees
 2. Kelly Kerckhove and Amy Edgar, Leadership Team Members, presented to the Board their support of the library going fine free.
 - a. They shared a document from ALA on the “Resolution on Monetary Library Fines as a Form of Social Inequity”.
 - b. Some take aways from their presentation were the following points:
 - i. Public libraries are trending towards fine free
 - ii. 50% of libraries in RSA along with majority of local districts have gone fine free (only overdue books)
 - iii. Fine free equals library equity for all patrons
 1. Fines keep patrons from using library when they have outstanding fines
 - a. Fines punitive not educational
 - b. Fines against patrons- making money off patrons
 2. Fine free makes library more user friendly
 3. Support using Friends of the Library group to fundraise for library
 4. Goodwill and a sense of community with patrons
 3. K. Kerckhove read a statement from Melissa Weyeneth in support of going fine free.
 4. Concerns of the Board
 - a. R. Holohan spoke from a Treasurer’s angle
 - i. Budgeted about is \$2000.
 - ii. FY21-22- received \$1138.00.
 - b. J. Emanuels would like to know the impact of fines collected on budget
 5. Put on January agenda: a rough outline of what it would take to go fine free (including RSA/WorkFlows, staff training, impact on budget, disclosure to patrons, etc.). Director Keyes-Kaplafka says this would take at least two months to implement.
 - ii. Fundraising
 1. Toulon Library has done fundraising
 2. Libraries can fundraise without a Friends of Library group
 3. Possibilities are Letter writing campaign
 - a. Perhaps during April’s National Library Week

5. Director’s Report

- a. Administration/Community
 - i. Kinney Bequest
 - ii. Main liaison with Amanda, Strat Plan consultant
 - iii. Collected “Freedom in US” banners from WOT
 - iv. Delivered “Freedom in US” banners to Richton Park Public Library
 - v. Collected 36 robotic Lego kits
 - vi. Attended Impact Central Illinois Nonprofit Grant Information Session 15 November

- vii. Attended Peoria Historical Society event 17 November
- viii. Met with representative from Peoria Riverfront Museum
- ix. Attended Rural Directors Meeting
- x. Hosted Pathways Class at library 22 November
- xi. Gave a Children’s Programming talk for CIRCL
- xii. Webinars attended:
 - 1. Practical Applications of Social Emotional Learning
 - 2. Improve Workplace Culture by Dealing with Ambiguity
 - 3. A Conversation with Library of Congress Librarian Dr. Carla Hayden
- b. Facilities, etc.
 - i. Continuing to work with Bishop Brothers re: south-facing windows
 - ii. Updated security panel installed from Thompson Electronics
 - iii. Met with asi signage to replace some internal signs
 - iv. Moving forward with print release station from TBS Solutions
 - v. Ordered new bookcases for Hold Shelves
 - vi. Signed 2023 Service Agreement with Fritch
 - vii. RAILS/RSA/State Library
 - 1. Accepted into RAILS-hosted EDI Learning Cohort
 - a. Second virtual meeting 10 November
- c. Personnel
 - i. Josie Domnick- no longer employed at library
 - ii. Ashely Hunter- took full time position outside of library
 - iii. Conversations
- d. Upcoming Dates to Keep in mind:
 - i. 24-26 December- Library is closed
- e. Circulation & Programming Statistics
 - i. See Attachments

6. Unfinished Business

- a. Strategic Planning Discussion- R. Holohan reported that it went well
- b. HVAC Quote- Tabled while further data concerning humidity is collected

7. New Business

- a. Personnel Discussion [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]
and
- b. Personnel Salaries [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)]
 - i. B. Puetz made a motion to enter Closed Session combining Agenda Items – New Business: A and B at 7:49 pm. J. Emanuels seconded motion.

Roll Call Vote

YAY

NAY

ABSTENTION

Brian Puetz

- ii. Board reviewed the Succession Plan.
- iii. R. Holohan made motion to approve the Succession Plan. B. Puetz seconded motion. Motion passed unanimously.
- f. 2023 Holiday Calendar
 - i. Director Keyes-Kaplafka presented to the Board for review the 2023 Holiday Calendar.
 - ii. The Board reviewed the schedule.
 - iii. J. Emanuels made a motion to approve the 2023 Holiday Calendar. A. Dhall seconded motion. Motion passed unanimously.
- g. Staff Holiday Gifts
 - i. B. Windsor made a motion to approve the Gift Card Option A for holiday gifts for staff. B. Puetz seconded motion. Discussion. Motion passed unanimously.

8. Announcements

- a. Next Regular Board Meeting: 23 January at 6:00PM

9. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. B. Puetz seconded motion. Motion passed unanimously. Meeting adjourned at 8:21 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	6,628	707	292	144	271
November		0			
December		0			
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	28,112	3,176	1,485	656	1,035

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	155	25	240	33	0	0	23	2	16	3	0	0
November												
December												
January												
February												
March												
April												
May												
June												
Total	451	82	700	109	0	0	23	2	16	3	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	36	7	4	2	0	0	19	5	0	0	0	0
November												
December												
January												
February												
March												
April												
May												
June												
Total	131	16	26	8	0	0	20	6	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	18	2	0	0	0	0	188	5	0	0	0	0
November												
December												
January												
February												
March												
April												
May												
June												
Total	193	8	0	0	194	5	879	20	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	177	10	0	0	38	1	175	6	0	0	0	0
November												
December												
January												
February												
March												
April												
May												
June												
Total	861	43	0	0	79	4	377	13	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	23	1	25	1	151	1	0	0	0	0	799	1
November												
December												
January												
February												
March												
April												
May												
June												
Total	23	2	25	1	151	1	0	1	0	0	2975	4