

Dunlap Public Library District

Board Meeting

23 January 2023

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. Roll Call:
 - i. Members Present: M. Nelson, J. Emanuels, B. Puetz, R. Holohan, B. Windsor, T. Keyster, and A. Dhall
 - ii. Absent Members: None
- c. Present Also: Director Keyes-Kaplaflka
- d. Guest(s) Present: Nathan Hoerr, Peoria County Board District 8 (Mr. Hoerr left meeting at 7:56PM)

2. Public Comment- Mr. Hoerr introduced himself as the Peoria County Board's District 8 Representative to the Board.

- a. Mr. Hoerr was asked about the TIF District.
- b. He replied that he did not know anything until January 16, 2023 and to keep an open mind.

3. Consent Agenda

- a. Departmental Reports
- b. Approval of 28 November 2022 Minutes
- c. Personnel Policy
- d. Entered into the Record by Consent Agenda

4. Finances

- a. Treasurer's Report by R. Holohan
Regarding the December 31, 2022 accounting reports:
 - i. DPLD Balance Sheet
 1. Total assets of \$ 2,965,268.82 are held in an Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. The assets we reported for the same time last year were nearly the same, \$2,963,271.85
 2. Our budget projects a tax revenue of \$699,300.13. Of this amount \$692,836.32 has been received or nearly 99%.
 - ii. DPLD Budget
 1. Halfway through the FY2022-23 budget, our expenditures are about 46%. Areas in which expenses are significantly

running ahead are Maintenance Expenses (114% expended), Mileage (102% expended), Legal Fees (94% expended), Postage (71%). Equipment Repair (69%), and Board & Staff Development (56%).

b. Consideration of Financial Matters

- i. Notice that the City of Peoria intends to establish a TIF District-New Business
- ii. Notice that the City of Peoria intends to annex and rezone two more properties east of N. Knoxville, west of Old Galena Road, and south of Cedar Hills Drive (parcels 09-16-400-001 and 09-16-300-004).
- iii. R. Holohan presented to the Board the LPL Financial "Fixed Income Offering Report" prepared by Bob Miller, President of Investment Strategists at Better Banks.
 1. Short Term brokerage CD
 - i. In several banks and would give the Library District a 4.1 -4.2% rate
 - ii. Three months rather than committing to a year
 2. R. Holohan with Director Keyes-Kaplačka would like to discuss more with Bob Miller
 3. J. Emanuels made a motion to invest up to one million dollars in a three-month CD at four percent while Director Keyes-Kaplačka and R. Holohan investigate. T. Keyster seconded motion. Discussion.
 - i. Any action would follow our Board policy on Investment and in compliance with state law
 - ii. J. Emanuels pointed out that this opportunity would help make up the budget deficit
 - iii. R. Holohan thanked J. Emanuels for suggesting this possible opportunity.
 4. Motion passed unanimously.

c. Vendor and Staff Payment Review

- i. Director Keyes-Kaplačka presented to the Board the list of Vendor Summary for review.
 1. Asked if Board would like her to continue this annually
 - a. Board agreed that it does not need to be done unless requested

d. Final Tax Settlement

- i. Final Settlement Sheet received from clerk of Peoria County: \$693,106.49 – a shortfall of \$6,194 from our anticipated revenue of \$699,300

5. Director's Report

a. Report on Pipe Burst 28 December 2022

- i. Presented to the Board a detailed written report concerning the pipe burst
- ii. R. Holohan asked about discussion with insurance
 1. The estimated cost of repairs is \$12,907.04 with a \$1000 deductible
 2. The report included were details of Director Keyes-Kaplaafka interactions with the library's insurance agent and claim adjuster at Auto-Owners.
 - a. Insurance company authorized the Director to start clean-up and fix-up proceedings
 - i. Pictures were also taken of the situation
 - b. Insurance Adjuster's representative asked the Director to keep track of the hours worked by our on-call Handyman as well as those of Robert Kaplaafka, Maintenance Technician at the Peoria Public Library. Those hours will be reimbursed by the Insurance company. Therefore, Director Keyes-Kaplaafka would like instruction from the Board concerning if Robert Kaplaafka should submit his hours as an independent contractor.
 - i. R. Kaplaafka can invoice submit an invoice due to his profession at Peoria Public Library per the Insurance Adjuster and Insurance Agent.
 - ii. R. Kaplaafka was here many hours assisting with the leak including talking with PIPCO and clarifying the technical details
 - iii. Consensus from the Board is that R. Kaplaafka should present his invoice with hours and what did during the emergency
 - iv. J. Emanuels made a motion that R. Kaplaafka should turn in an invoice with time and what work he performed. Insurance company will determine what to pay for invoice. B. Puetz seconded motion. Discussion. Motion passed unanimously.
 - c. A storage pod will be used for furniture storage. Director Keyes-Kaplaafka received approval from the Village of Dunlap.

b. Administration/Community

- i. Main liaison with Amanda, Strat Plan consultant
- ii. Attended Wheels O Time event 7 December

- iii. Attended Central Illinois Coalition Active in Response Planning 11 January
 - 1. Was not what Director Keyes-Kaplaafka expected due to it being a different topic from last year. It was intended for first responders and emergency room personnel.
- iv. Attended Rural Directors Meetings (16 Dec & 20 Jan)
- v. Webinars attended:
 - 1. Recharge and Refresh
 - 2. Happy and Calm: Kids Yoga in the Library
 - 3. The First Amendment and Illinois Libraries
- vi. Applied for ISSS-SKPL Grant for STEM Kits
- vii. Arranged for ICC LTA Practicum Student – Will begin 24 January
- viii. Conversation with Bradley University Education Department- possibility of working with a student in early childhood education
- c. *Facilities, etc.*
 - i. Pipe Burst 28 December 2022
 - ii. Fire Alarm Inspection Thompson Electronics
 - iii. Gutter Cleaning
 - iv. Feminine Hygiene Dispensers- J. Emanuels for installing them
 - v. Parking Lot light- fixed
 - vi. Dunlap Village replaced signpost for blue and white library sign
 - vii. New bookcases for Hold Shelves
 - viii. New Trash removal agreement- savings of \$124.76 PER MONTH
- d. *RAILS/RSA/State Library*
 - i. Attended RAILS- hosted EDI Learning Cohort
 - ii. Nominated to sit on ILA Board
- e. *Personnel*
 - i. Lead Clerk- Abigail Miller has been hired and will be working the evening shift and occasional Saturday
 - ii. Paid Leave for All Workers Act (SB208)
 - 1. Will go into effect on 1 January 2024
 - 2. Every employee will have to earn paid time off
 - 3. Waiting for clarification
- f. *Upcoming Date(s) to Keep in mind:*
 - i. 20 February- Library is closed
- g. *Circulation & Programming Statistics*
 - i. See Attachments

6. Unfinished Business

- a. Strategic Planning Discussion
 - i. Director Keyes-Kaplaafka announced that Amanda E. Standerfer, our Strategic Planning consultant, will bring the first draft of plan to Board at the February meeting.

7. New Business

a. Insurance Proposal

- i. Director Keyes-Kaplačka presented an Insurance Review prepared by Cook and Kocher Insurance Group, Inc.
 - 1. Shows the differences between our current insurance coverage provided by Auto-Owners and Utica National (which is the company recommended by CKIG)
 - 2. Follow-up to a Board request in July 2022
 - a. Not deciding at this meeting
 - i. Would need to make decision by February meeting dues to insurance is renewed in late March
 - b. Board asked Director Keyes-Kaplačka to meet with our current agent at Auto-Owners to ask about next step-up in coverage and inquire about more coverage in certain areas
 - c. Board should look over current insurance and email Director Keyes-Kaplačka if there are any other concerns and questions.

b. Repair Proposals

- i. Director Keyes-Kaplačka presented to the Board two repair proposals from Kellem Construction and Mercer Construction.
 - 1. Very similar proposals
 - a. Timetables for beginning job and estimated time to complete are different
 - 2. Board agreed that Director Keyes-Kaplačka can make decision between the two bids.

c. Peoria Medina Plans-Allen Rd.

- i. Peoria City at the end of November put forth that the City would like to set up a TIF district to promote business.
- ii. As a Dunlap Public Library District Board, the Board and District is more concerned with the ongoing annexations not the TIF for now.
 - 1. The annexations are taking away tax revenue from the Dunlap Public Library District.
 - 2. Board believes that we should be talking with others about annexation because it affects the Dunlap Public Library District and the Dunlap Fire District.
 - 3. R. Holohan will continue to inform the Board of the situation.

d. April 2023 Meeting Date

- i. Due to a conflict with an upcoming library event in partnership with Peoria Public Library on Monday, April 24, 2023, Director Keyes-Kaplačka asked if the Board could meet on Tuesday, April 25, 2023.
 - ii. A. Dhall made a motion to change the April Board Meeting date to Tuesday, April 25, 2023 from Monday, April 23, 2023. B. Windsor seconded motion. Motion passed unanimously.
 - iii. The date change will be posted for the public.
- e. April 2023 Election
 - i. Director Keyes-Kaplačka passed out the current Dunlap Library Trustees List which includes Term dates.
 - ii. Discussion about the filling of empty position(s)
- f. Disposal of Surplus Materials Policy
 - i. Director Keyes-Kaplačka presented for Review to the Board the Disposal of Surplus Materials Policy.
 - 1. Board reviewed.
 - ii. B. Windsor made motion to approve the Disposal of Surplus Materials Policy with no changes. B. Puetz seconded motion. Motion passed unanimously.
- g. Programming Policy
 - i. Director Keyes-Kaplačka presented to the Board for Review the Programming Policy.
 - 1. Board Reviewed
 - ii. R. Holohan made a motion to approve the Programming Policy as written. B. Windsor seconded motion. Motion passed unanimously.
- h. Public Act 102-1088
 - i. Tabled
 - 1. Director Keyes-Kaplačka will contact Library District Attorney P. Lenzini about certain pieces of the act for clarification and report back to the Board
- i. Review of Closed Minutes
 - i. M. Nelson and B. Windsor will serve on the Closed Minutes Audit Committee.
 - ii. Director Keyes-Kaplačka will provide access to the committee.

8. Announcements

- a. Next Regular Board Meeting: 27 February at 6:00PM
 - i. J. Emanuels will act as President as M. Nelson will be unable to attend. Brian Puetz will be unable to make February and March Board Meetings.
 - ii. T. Keyster will also be resigning from her seat at some point in the upcoming months due to job reasons.

9. Adjournment

- a. A. Dhall made a motion to adjourn the meeting. B. Puetz seconded motion. Motion passed unanimously. Meeting adjourned at 8:23 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	6,123	799	380	130	289
December	5,503	821	368	162	291
January		0			
February		0			
March		0			
April		0			
May		0			
June		0			
Total	39,738	4,796	2,233	948	1,615

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	76	17	196	25	0	0	25	1	1	1	1	1
December	97	19	163	24	0	0	0	0	0	0	0	0
January												
February												
March												
April												
May												
June												
Total	624	118	1059	158	0	0	48	3	17	4	1	1

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	19	4	8	2	0	0	8	1	0	0	0	0
December	10	2	0	0	0	0	0	0	0	0	0	0
January												
February												
March												
April												
May												
June												
Total	160	22	34	10	0	0	28	7	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	329	5	0	0	0	0	144	6	0	0	0	0
December	65	4	0	0	0	0	183	4	0	0	0	0
January												
February												
March												
April												
May												
June												
Total	587	17	0	0	194	5	1206	30	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	165	10	0	0	0	0	115	3	0	0	0	0
December	157	10	0	0	0	0	180	2	0	0	0	0
January												
February												
March												
April												
May												
June												
Total	1183	63	0	0	79	4	672	18	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	0	0	0	0	0	0	0	0	0	0	0	0
December	115	3	0	0	0	0	0	0	0	0	0	0
January												
February												
March												
April												
May												
June												
Total	138	5	25	1	151	1	0	1	0	0	2975	4