Dunlap Public Library District

Board Meeting

27 March 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 6:04 PM in the meeting room.
   b. Roll Call:
      i. Members Present: M. Nelson, J. Emanuels, B. Windsor, R. Holohan, T. Keyster and A. Dhall
      ii. Absent Members: B. Puetz
   c. Present Also: Director Keyes-Kaplafka
   d. Guest(s) Present: Amanda Standerfer, Fast Forwards Libraries via Zoom
      Left at 7:15 PM

2. **Public Comment-** None

3. **Consent Agenda-**
   a. Departmental Reports
   b. Approval of 23 January 2023 Minutes
   c. Approval of 27 February 2023 Minutes
   d. Approval of 6 March 2023 Minutes
   e. Disposal of Surplus Materials Policy
   f. Programming Policy
   g. Entered into Record by Consent Agenda

4. **Unfinished Business I**
   a. Strategic Plan Proposal/Discussion
      i. Amanda Standerfer, Fast Forward Libraries LLC., presented to the Board the Strategic Plan document for review and discussion by the Board.
         1. Under the direction of Ms. Standerfer, the Board reviewed the following sections of the strategic plan document as presented:
            a. Why and How
            b. The Process Timeline
            c. Vision and Mission Statements
            d. Engage Our Community
               i. Goals
               ii. Potential Outcomes
            e. Spaces to Connect
               i. Goals
               ii. Potential Outcomes
            f. Prepare for the Future
               i. Goals

     ii. Potential Outcomes
    g. Next Steps
  2. The Board discussed and made recommendations for edits, additions, and clarifications for the document.
    a. Ms. Standerfer will make all the edits to the draft document and send to Director Keyes-Kaplafka.
  3. Ms. Standerfer ran through all the next steps as the Library District proceeds
    a. Next Steps of the three-year plan
      i. List priorities for the first year
        1. Activity Plan- draft long-term timeline
        2. Evaluation on Framework
        3. Reporting
          a. T. Keyster asked what gets sent to public
          b. Plan is to upload onto the library district website
          c. Learning report
          d. One page snapshot

5. Finances

 a. Treasurer's Report February 2023 by R. Holohan –
  Regarding the January 31, 2023 accounting reports:
   i. DPLD Balance Sheet
    1. Total assets of $ 2,935,535.32 are held in an Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. At a similar time, last year, January 24, 2022, assets were $2,963,271.83.
    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. Our overall expenditures are a little over 52% of the FY 2022-23 budget, a bit under prorated amount for the period. Areas in which expenses are significantly running ahead are Maintenance Expenses (143% expended), Mileage (102% expended), Legal Fees (94%), Postage (71%). Equipment Repair (77%), and Pest Control (77%).
   iii. Consideration of Financial Matter
    1. As directed by the Board, $1 million was invested in certificates of deposit on February 1, 2023 through a CDARS program at Better Banks. All the funds are FDIC insured. The CDS are for 13-weeks and will earn 4.29% interest or $42,900. Since the money for the investment is being taken out of three different funds, our accountant recommended that they be in invested in three different CDs:
     $200, 000 CD from Corporate
     $300,000 CD from Working Cash
     $500,000 CD from Tort

2. At the maturity of the CDs, the interest earned will be put back into each of these funds.
3. R. Holohan would like to investigate further where the interest should be placed.
4. J. Emanuels made a motion to reinvest the monies if the rate is equal or better, we rollover that one million. R. Holohan seconded motion. Discussion. Motion was amended by J. Emanuels after recommendation to include with principal and interest. R. Holohan seconded amended motion. Motion passed unanimously.

b. Treasurer's Report March 2023 by R. Holohan –
   Regarding the February 28, 2023 accounting reports:
   i. DPLD Balance Sheet
      1. Total assets of $ 2,898,044.54 are held in an Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. At a similar date last year, February2022, assets were $2,901,873.97.
      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. Our overall expenditures are about 59% of the FY 2022-23 budget, well under the prorated amount for the period. Areas in which expenses are significantly running ahead are Maintenance Expenses (153% expended), Mileage (107% expended), Legal Fees (99%), Pest Control (94%), Equipment Repair (84%), Automation (75%), and Postage (74%).

c. Fines & Fees Discussion
   i. Director Keyes-Kaplafka reported back to the Board concerning the timeline for going fine free by Summer Reading with some feedback from other local library districts who have done so and/or reinstated fines. Discussion by Board including having Director Keyes-Kaplafka talk with her staff the above feedback.
   ii. Tabled

d. Fines owed to the library
   i. Director Keyes-Kaplafka presented to the Board a report of bills owed to the library which included copies, miscellaneous, lost books and processing fees, and overdue fines.

6. **Director's Report**
   a. *Administration/Community*
      i. Main liaison with Amanda, Strat Plan consultant
      ii. Drafted Patron Conduct Procedures for Staff
         1. Brought to Board for input
      iii. Drafted Friends of the Library plan
      iv. Drafting FY2024 Budget
      v. Partnering with PPL and other organizations for "Central Illinois Reads" events
      vi. Sam.gov Registration- need to register to be available for federal funds
      vii. Importance of Reading the Board Packet

        viii.   Upcoming Discussion on Decennial Committee – to begin in May
               1.   Two Residents need to be recruited
        ix.   Upcoming Policies to be reviewed in April:
               1.   Technology Plan
               2.   Capitalization Policy
               3.   Reference Policy
               4.   Tort Levy Expenditures/ Risk Management Policy

b. *Facilities, etc.*
    i.   Trex Bench received
    ii.   Updated room signage received
    iii.   Paint touch-ups

c. *RAILS/RSA/State Library*
    i.   Attended RAILS- -hosted EDI Learning Cohort
    ii.   Attended RSA Day Training
    iii.   Presented ILA Noon Network Webinar
    iv.   Nominated for ILA Board

d. *Personnel*
    i.   Lack of applicants for Substitute Circulation Clerk

e. *Upcoming Date(s) to Keep in mind:*

f. *Circulation & Programming Statistics*
    i.   See Attachments

7. <u>Unfinished Business</u>

a. Hotspot Lending Policy
    i.   Director Keyes-Kaplafka presented to the Board the Hotspot Lending Policy for review.
        1.   Board reviewed and discussed the policy.
        2.   J. Emanuels made a motion to approve the Hotspot Lending Policy as presented. R. Holohan seconded. Motion passed unanimously.

b. Voluntary COVID Vaccine Policy
    i.   Director Keyes-Kaplafka presented to the Board the Voluntary COVID Vaccine Policy for review with the recommendation to rescind the policy.
        1.   B. Windsor made a motion to rescind the Voluntary COVID Policy. T. Keyster seconded. Motion passed unanimously.

8. <u>New Business</u>

a. General Policy
    i.   Director Keyes-Kaplafka presented the General Policy to the Board for review.
        1.   Board reviewed and discussed the policy.
        2.   A. Dhall made a motion to approve the General Policy with changes recommended by R. Holohan.   J. Emanuels seconded. Motion passed unanimously.

b. Electronic Meeting Policy
      i. Director Keyes-Kaplafka presented to the Board for review the Electronic Meeting Policy.
         1. Board reviewed and discussed the policy.
         2. R. Holohan made a motion to approve the Electronic Meeting Policy with changes recommended. J. Emanuels seconded. Motion passed unanimously.
   c. Indemnification and Insurance Policy
      i. Director Keyes-Kaplafka presented to the Board for review the Policy on Indemnification and Insurance.
         1. Board reviewed and discussed the policy.
         2. J. Emanuels made a motion to approve the policy as presented. R. Holohan seconded. Motion passed unanimously.
   d. Friends of the Library Group
      i. Director Keyes-Kaplafka presented to the Board a plan to create a Friends group with a timeframe and action to be taken.   A document by United for Libraries entitled "Libraries Need Friends: A Toolkit to Create Friends Groups or to Revitalize the One You Have" was provided to the Board.
         1. J. Emanuels made a motion to support and implement forming a Friends of the Library group. B. Windsor seconded motion. Discussion. Motion passed unanimously.
   e. April 2023 Meeting Date
      i. Director Keyes-Kaplafka informed the Board that the activity to be held on 24 April 2023 has been moved to a later date.   Director Keyes-Kaplafka asked if the Board would like to move the meeting from Tuesday, April 25 (approved by the Board at the January meeting) to the originally scheduled date of Monday, April 24.
         1. B. Windsor made a motion to move the meeting back to Monday, April 24, 2023 at 6PM. A. Dhall seconded motion. Motion passed unanimously.

9. **Announcements**
   a. Next Regular Board Meeting: 24 April at 6:00PM
   b. T. Keyster informed the Board that she will be resigning from the Board due to job relocation.

10. **Adjournment**
    a. A. Dhall made a motion to adjourn the meeting.   T. Keyster seconded. Motion passed unanimously. Meeting adjourned at 8:27PM.

                          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	6,373	900	392	156	352
February	6,307	864	354	169	341
March		0			
April		0			
May		0			
June		0			
Total	**52,418**	**6,560**	**2,979**	**1,273**	**2,308**

Adult

Month	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	113	18	198	30	0	0	0	0	0	0	0	0
February	153	23	147	25	0	0	0	0	0	0	0	0
March												
April												
May												
June												
Total	999	159	1091	783	0	0	48	3	17	4	1	1

Young Adult

Month	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	34	4	0	0	0	0	0	0	0	0	0	0
February	20	5	10	1	0	0	0	0	0	0	0	0
March												
April												
May												
June												
Total	204	36	94	10	0	0	28	7	0	0	0	0

Youth 6-11

Month	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	55	5	0	0	0	0	185	7	0	0	0	0
February	57	6	0	0	0	0	173	5	0	0	0	0
March												
April												
May												
June												
Total	699	28	0	0	194	5	1564	42	0	0	0	0

Youth 0-5

Month	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	277	13	0	0	0	0	105	2	0	0	0	0
February	280	11	0	0	0	0	145	2	0	0	0	0
March												
April												
May												
June												
Total	1740	88	0	0	79	4	922	22	0	0	0	0

General Audience

Month	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	18	1	0	0	0	0	0	0	0	0	0	0
February	55	1					20	1				
March												
April												
May												
June												
Total	256	8	25	1	151	1	20	2	0	0	2975	4