

**Dunlap Public Library District**

**Board Meeting**

**24 July 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, R. Holohan, T. Custis, S. DelVecchio, B. Windsor, and A. Dhall
  - ii. Absent Members: None
- c. Present Also: Director Keyes
- d. Guest(s) Present: Amy Edgar, Youth Services Librarian

**2. Public Comment- None**

**3. Consent Agenda-**

- a. Departmental Reports
- b. 26 June 2023 Minutes
  - i. Closed Session Minutes pulled out
- c. Circulation Policy
- d. Policy on Program Participation
- e. Personnel Policy
- f. Bloodborne Pathogens Policy
- g. Donations and Gifts Policy
- h. J. Emanuels made a motion to Enter into Record by Consent Agenda all the Consent Agenda items except for the 26 June 2023 Closed Session Minutes. S. DelVecchio seconded motion. Discussion. Motion passed unanimously.
  - i. President Nelson at the end of New Business had the Board return to the removed portion of the Consent Agenda -June 26, 2023 Closed Session Minutes- concerning the Director's Review [This portion of the meeting may be held in

Closed Session Pursuant to Section 5 ILCS 120/2(c)(1)], which were pulled out due to an inquiry made by S. DelVecchio.

1. S. DelVecchio made a motion to move to Closed Session. R. Holohan seconded motion.
    - a. Motion passed by unanimously at 7:04PM.
    - b. All non-Trustees left the meeting room.
  2. S. DelVecchio made a motion to go into Closed Session. A. Dhall seconded motion.
    - a. Motion passed by unanimously at 7:06 PM.
    - b. President M. Nelson called the Closed Session to order at 7:06 PM in the meeting room.
      - i. Director's Review Discussion. [This portion of the meeting may be held in Closed Session Pursuant to Section 5 ILCS 120/2(c)(1).
      - ii. Discussion concerning personnel
  3. A. Dhall made a motion to end the Closed Session. B. Windsor seconded motion.
    - a. Motion passed unanimously.
    - b. The Board ended Closed Session at 7:10 PM.
  4. A. Dhall made a motion to have Board reopen Regular Meeting Session. S. DelVecchio seconded motion.
    - a. Motion passed unanimously.
    - b. The Board entered back into Regular Session of the meeting at 7:10 PM.
- ii. S. DelVecchio made a motion to approve the 26 June 2023 Closed Session Minutes. T. Custis seconded motion. Motion passed unanimously.

#### **4. Friends of the Library Report**

- a. Director Keyes reported that the Friends of the Library are still researching pro and cons of different tax-exempt status types for the group.
- b. J. Emanuels asked if a check had been cut for the seed money at this date.

- i. Director Keyes stated that not at this time due to the Friends do not yet have a bank account since they are working on administrative tasks to be able to know which status they will obtain.

## 5. Finances

### a. Treasurer's Report July 2023 - by R. Holohan

Regarding the June 23 and June 30, 2023 accounting reports:

#### i. DPLD Balance Sheet

1. Total assets of \$2,735,358.03 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. At a similar date last year, assets were \$2,703,372.91.
2. Our FY2022-23 budget projected a tax revenue of \$699,300.13. Of this amount, we actually received \$692,836.32. Less tax revenue received than budgeted.

#### ii. DPLD Budget

1. At the end of FY2022-23, we have expended about 90% of the budget.
2. The areas in which expenses have significantly run ahead are Mileage (260%), Maintenance Expenses (170% expended), Pest Control (140%), Electronic Resources (130%), AS Programming (121%), and Equipment Repair (119%).
3. Among those areas significantly under-expended were New Equipment (55%), Marketing (54%), Unemployment (36%), Maintenance-Wages (31%), Insurance (26%), and Snow Removal (17%).

### b. Consideration of Financial Matters

- i. Met with T. Custis during transition to prepare T. Custis on becoming new Treasurer.
- ii. Need to do Signer's Resolution to add T. Custis – on Agenda under New Business.
- iii. S. DelVecchio asked what is done with the 10% underbudget monies. R. Holohan stated that it gets back into the various budget categories/accounts for the FY2023-24 Budget.

- iv. 13-week CDs at Better Banks
  - 1. R. Holohan recommended that upon the CDs coming due that we reinvest again since the rates are still good.
- v. J. Emanuels, on behalf of the Board, expressed gratitude to R. Holohan for the job he has done as Treasurer for the last few years.

c. Signer’s Resolution

- i. DelVecchio made a motion to approve the Signer’s Resolution as submitted. R. Holohan seconded motion.

Roll Call Vote:

YEA: Mary Nelson, Jim Emanuels, Ron Holohan, Tom Custis, Stacy DelVecchio, Bonnie Windsor, and Angie Dhall

NAY: None      ABSENTATION: None

Motion passed unanimously.

Note: All signers will be required to visit Dunlap Better Banks to sign papers.

**6. Director’s Report**

*a. Administration/Community*

- i. Building Maintenance Ordinance- later in agenda
- ii. Preparing for Audit
- iii. IPLAR- working on gathering all the data that is needed
- iv. Implementing Fine Free
- v. Renewing Notary- Director Keyes and Amy Edgar have renewed
- vi. Upcoming Policies to be reviewed in August:

- 1. Anti-Harassment Policy

*b. Summer Reding Program Wrap-Up*

- i. Survey/Feedback
  - 1. Director Keyes presented to the Board for review the Summer Reading Program 2023 Survey Results and written reports submitted by Youth

Services Librarian Amy Edgar and Adult Services Librarian Melissa Weyeneth.

- a. Staff worked very hard.
- b. Youth Services Librarian Amy Edgar also answered question from Trustees about the youth program.
  - i. Board discussed the expense of the wrap up party at Elevate due to budget considerations and asked if Library could return to doing onsite wrap up party.
- c. Summer Reading Program 2023 Survey Results
  - i. Discussion of comments and feedback given by patrons concerning Summer Reading 2023
  - ii. Will use survey input to plan next year's summer reading program
    1. Some takeaways from the survey are as follows:
      - a. Patrons would like the program to go through July.
        - i. Library would have to hire more staff which would have to increase budget
      - b. Better weekly prizes
      - c. Programming was well received
    2. President Nelson thanked Director Keyes, Amy Edgar, and the library staff for the fantastic job done during the Summer Reading Program.

*c. Community*

- i. Working on documents, etc., for Decennial Committee
  1. Update from other Communities
    - a. Spoke with other local area library directors

*d. Facilities, etc.*

- i. Service Animal Welcome sign on all entrances
- ii. Burglar Alarm back up and running
- iii. PIPCO trained Brian
- iv. Lots of flower bed improvements

*e. Personnel*

i. All Staff Meeting 7 August

1. Mental Health First Aid

a. Guest speaker will be attending to discuss with staff

*f. RAILS/RSA/State Library*

i. Attended ILA Meeting 18 July

ii. Attended ILA Committee Orientation for ILA Board 19 July

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

i. 29 August- Laurie Halse Anderson Event

ii. 20-23 September, ARSL Conference (Wichita, KS)

iii. 24-26 October, ILA Conference (Springfield, IL)

*h. Circulation & Programming Statistics*

i. See Attachments

**7. Unfinished Business- None**

**8. New Business**

a. FY2023 Minute Audit

i. President M. Nelson asked for volunteers to do the FY2023 Minute Audit.

1. R. Holohan and S. DelVecchio volunteered to do the FY2023 Minute Audit.

ii. Director Keyes will provide paper copies to the committee.

b. Building and Maintenance Tax Ordinance (No. 2023-2024-01)

i. T. Custis made a motion to approve the Buildings & Maintenance Tax Ordination (No. 2023-2024-01) as presented. J. Emanuels seconded motion.

Roll Call Vote:

YEA: Nelson, J. Emanuels, R. Holohan, T. Custis, B. Windsor, Stacy DelVecchio, and A. Dhall.

NAY: None      ABSENTETION: None

Motion passed unanimously by Roll Call Vote.

AYES:7

NAYES:0

ABSENT: 0

ABSTAIN:0

**9. Announcements**

- a. Next Regular Board Meeting: 28 August at 6:00PM

**10. Adjournment**

- a. A. Dhall made a motion to adjourn the meeting. S. DelVecchio seconded. Motion passed unanimously. Meeting adjourned at 7:18 PM.

Respectfully submitted by Angie Dhall, Trustee Secretary

**ATTACHMENTS:**

<b>Circulation FY2023</b>	<b>Physical Items</b>	<b>Electronic Items TOTAL</b>	<b>Overdrive Items</b>	<b>Axis 360 Items</b>	<b>Hoopla Items</b>
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	6,967	899	402	166	331
April	5,710	857	381	140	336
May	6,827	926	372	145	409
June	9,402	993	442	217	334
<b>Total</b>	<b>81,324</b>	<b>10,235</b>	<b>4,576</b>	<b>1,941</b>	<b>3,718</b>

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	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	134	21	177	27	0	0	0	0	0	0	0	0
April	180	27	220	30	98	2	15	1	0	0	0	0
May	190	27	212	30	0	0	0	0	0	0	0	0
June	200	29	161	26	7	1	0	0	0	0	0	0
<b>Total</b>	<b>1594</b>	<b>263</b>	<b>2174</b>	<b>326</b>	<b>105</b>	<b>3</b>	<b>63</b>	<b>4</b>	<b>17</b>	<b>4</b>	<b>1</b>	<b>1</b>

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	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	55	7	0	0	0	0	0	0	0	0	0	0
April	115	7	0	0	0	0	0	0	0	0	0	0
May	71	5	0	1	0	0	0	0	0	0	0	0
June	101	8	9	1	0	0	9	2	0	0	0	0
<b>Total</b>	<b>556</b>	<b>58</b>	<b>53</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	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	130	5	0	0	0	0	361	7	0	0	0	0
April	16	4	0	0	0	0	155	5	0	0	0	0
May	9	2	0	0	0	0	274	5	0	0	0	0
June	533	14	0	0	355	5	246	4	0	0	0	0
<b>Total</b>	<b>1387</b>	<b>53</b>	<b>0</b>	<b>0</b>	<b>549</b>	<b>10</b>	<b>2600</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	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	325	14	0	0	0	0	165	3	0	0	0	0
April	298	13	0	0	0	0	310	2	0	0	0	0
May	319	12	0	0	22	1	212	1	0	0	0	0
June	570	16	0	0	104	6	210	1	0	0	0	0
<b>Total</b>	<b>3252</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>205</b>	<b>11</b>	<b>1819</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	18	1	0	0	0	0	0	0	0	0	0	0
February	55	1	0	0	0	0	20	1	0	0	0	0
March	0	0	0	0	0	0	30	1	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0
June	137	4	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>348</b>	<b>11</b>	<b>25</b>	<b>1</b>	<b>151</b>	<b>1</b>	<b>50</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2975</b>	<b>4</b>