

**Dunlap Public Library District  
Board Meeting  
March 25, 2024**

**1) Call to Order / Roll Call**

- a) Vice President Jim Emanuels called the meeting to order of the Dunlap Public Library District Board of Trustees at 6:00 PM in the meeting room.
- b) Roll Call Voice Vote:
  - i) Members Present: Jim Emanuels, Ron Holohan, Bonnie Windsor, Stacey DelVecchio, and Tom Custis
  - ii) Absent Members: Angie Dhall and Mary Nelson
- c) Present Also: Director Keyes
- d) Guest(s): Jessica Gingerevans, Dunlap Friends of the Library

**2) Public Comment -None**

**3) Consent Agenda**

- a) Departmental Reports
- b) Approval of 26 February 2024 Minutes
- c) Equipment and Computer Use Policy
- d) Confidentiality of Records Policy
- e) Contingency Plan
- f) R. Holohan made a motion to enter into the Record the Consent Agenda and the February 26, 2024 Minutes. S. DelVecchio seconded motion. Motion passed unanimously.

**4) Friends of the Library Report**

- a) Friends of the Library Vice President Jessica Gingerevans presented to the Trustees.
- b) Their logo competition has ended, and a beautiful logo has been selected. The winning artist will be notified on Tuesday 3/26.
- c) The logo celebration is scheduled for Thursday, April 11 6-7:00 PM. Drinks and desserts will be available. All Trustees are invited to attend!
- d) They have approved the funds for their first official gifts to the library. These gifts will be presented at the logo celebration.
- e) Their non-profit status is still pending.
- f) The next Friends Meeting will be held on April 11, 2024 from 6:00 to 7:00 PM

**5) Finances**

- a) Treasurer's Report March 2024 -T. Custis  
Regarding the February 29, 2024, accounting reports:
  - i) DPLD Balance Sheet
    - (1) Total assets of \$3,016,684.17 are held in Insured Cash Sweep (ICS) accounts and/or CDs at Better Banks. All DPLD investments are FDIC-insured. As of February 28, 2023, we reported assets of \$2,898,044.54. Also keep in mind we have paid down the principal on our outstanding bonds by \$170,000.
    - (2) DPLD Budget

- (a) Our budget projects a tax revenue of \$724,993 for FY2023-24. Of this amount \$721,428.77 has been received or 99.5%.
- (b) Interest revenue significantly exceeds budget expectations. For the full fiscal year this excess is now projected to exceed \$80,000.
- (3) Most expense categories are close to or below budgeted levels. The only significant exception is the Maintenance—New Equipment line; this is due to the purchase of two new furnaces. In aggregate eight-month total expenses are 59.1% of annual budgeted amounts.
- ii) CD Activity:
  - (1) Laura and Tom, in conjunction with Better Banks and our bookkeeper, continue to refine our processes to asset management. The goals are
    - (a) to keep all assets in FDIC insured banking instruments;
    - (b) to always maintain a safely adequate cash balance in all funds;
    - (c) to maximize our interest revenue.
- iii) B. Windsor made the motion to approve the Treasurer Report. R. Holohan seconded. Motion passed unanimously.

## **6) Director's Report**

- a) Administration
  - i) Trainings/Meetings Attended: (C-2)
    - (1) ILA Serving Our Public 4.0
  - ii) Signed Cash Management Agreement
  - iii) Renewed all Insurance Policies
- b) Community (A-2)
  - i) Year in review - to be shared with the public
- c) Facilities, etc. (B-2)
  - i) Ameren – new gas meter
  - ii) Outdoor Classroom Area
  - iii) Outdoor lights changed
- d) Personnel (C-2)
  - i) Intern
  - ii) YS Assistant
  - iii) Refresher trainings
- e) RAILS / RSA / State Library
  - i) ILA Conference (8-10 October) Proposal
  - ii) Illinois Library Association Board
    - (1) Article for the Reporter
- f) Upcoming Dates to keep in mind:
  - i) 2-5 April – Public Library Association Conference
  - ii) 11 April – Friends' first public meeting

## **7) Unfinished Business**

- a) Personnel Policy

- i) Director Keyes presented to the Board for review the Personnel Policy with the recommended changes discussed at the January and February meetings.
- ii) Board reviewed and discussed the Personnel Policy.
- iii) T. Custis made the motion to approve the Personnel Policy. R. Holohan seconded. Motion passed unanimously.
- b) Intergovernmental Agreement for Resource Sharing Alliance (IGA for RSA)
  - i) Director Keyes presented to the Board for review the IGA for RSA agreement.
  - ii) Board reviewed and discussed the IGA for RSA agreement.
  - iii) R. Holohan made the motion to approve the IGA for RSA agreement. T. Custis seconded. Motion passed unanimously.

**8) New Business - None**

**9) Announcements**

- a) Next Regular Board Meeting: **22 April 2024** at 6:00 PM.

**10) Adjournment**

- a) S. DelVecchio made a motion to adjourn the meeting. B. Windsor seconded the motion. Motion passed unanimously. Meeting adjourned at 6:52 PM.

Respectfully Submitted by Stacey DelVecchio (filling in for  
Angie Dhall, Trustee Secretary)

**ATTACHMENTS:**

Circulation & Programming Statistics

Circulation FY2024	Physical Items	Electronic Items TOTAL	Libby Items	Boundless Items	Hoopla Items
July	8,223	1,100	527	250	323
August	7,424	1,078	495	227	356
September	6,000	878	388	159	331
October	6,005	971	453	170	348
November	6,179	923	386	155	382
December	5,629	906	428	164	314
January	6,214	1,026	500	159	367
February	5,678	933	457	113	363
March		0			
April		0			
May		0			
June		0			
<b>Total</b>	<b>51,352</b>	<b>7,815</b>	<b>3,634</b>	<b>1,397</b>	<b>2,784</b>

Adult	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	228	30	18	24	0	0	10	1	0	0	0	0
August	250	33	133	24	142	1	8	1	8	3	0	0
September	107	17	254	24	0	0	0	0	8	1	0	0
October	180	25	144	25	0	0	0	0	7	2	0	0
November	168	24	166	25	0	0	0	0	3	2	0	0
December	112	21	138	20	0	0	0	0	71	1	0	0
January	108	21	161	24	12	1	0	0	0	0	0	0
February												
March												
April												
May												
June												
<b>Total</b>	<b>1383</b>	<b>171</b>	<b>1089</b>	<b>166</b>	<b>154</b>	<b>2</b>	<b>18</b>	<b>2</b>	<b>97</b>	<b>9</b>	<b>0</b>	<b>0</b>
Young Adult	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	43	8	0	0	0	0	0	0	0	0	0	0
August	9	3	0	0	0	0	17	2	2	1	0	0
September	67	7	0	0	0	0	0	0	0	0	0	0
October	101	9	0	0	0	0	0	0	0	0	0	0
November	46	6	0	0	0	0	20	1	0	0	0	0
December	56	4	0	0	0	0	18	1	0	0	0	0
January	49	4	0	0	0	0	6	1	0	0	0	0
February												
March												
April												
May												
June												
<b>Total</b>	<b>371</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>
Youth 6-11	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	79	5	0	0	262	4	251	5	0	0	0	0
August	150	6	0	0	0	0	37	5	0	0	0	0
September	55	5	0	0	0	0	260	6	0	0	0	0
October	81	5	0	0	0	0	146	5	0	0	0	0
November	20	3	0	0	0	0	82	5	0	0	0	0
December	9	2	0	0	0	0	132	4	0	0	0	0
January	16	2	0	0	10	1	36	5	0	0	0	0
February												
March												
April												
May												
June												
<b>Total</b>	<b>410</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>272</b>	<b>5</b>	<b>944</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Youth 0-5	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	141	12	0	0	14	1	225	1	0	0	0	0
August	208	12	0	0	17	1	211	1	0	0	0	0
September	208	9	0	0	21	1	257	3	0	0	0	0
October	207	10	0	0	24	1	355	3	0	0	0	0
November	193	11	0	0	56	1	223	2	0	0	0	0
December	136	8	0	0	0	0	313	2	0	0	0	0
January	193	9	0	0	44	1	179	1	0	0	0	0
February												
March												
April												
May												
June												
<b>Total</b>	<b>1286</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>176</b>	<b>6</b>	<b>1883</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
General Audience	Program Attendance FY 2024 (Live)						Program Attendance FY 2024 (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	14	1	0	0	0	0	0	0	0	0	0	0
August	60	2	0	0	0	0	33	2	0	0	0	0
September	0	0	0	0	0	0	40	1	0	0	0	0
October	20	2	0	0	173	1	0	0	0	0	0	0
November	0	0	0	0	0	0	10	1	0	0	0	0
December	173	3	0	0	0	0	192	3	29	1	0	0
January	0	0	0	0	0	0	19	1	0	0	30	1
February												
March												
April												
May												
June												
<b>Total</b>	<b>267</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>173</b>	<b>1</b>	<b>194</b>	<b>8</b>	<b>29</b>	<b>1</b>	<b>30</b>	<b>1</b>