

## Dunlap Public Library District

### Board of Trustees Meeting

October 27, 2025

#### 1. Call to Order/Roll Call

- a. In President J. Emanuels' absence, Treasurer Ron Holohan called the Dunlap Public Library District Board of Trustees meeting to order at 6:01 PM in the meeting room of the Dunlap Public Library.
- b. Roll Call:
  - i. Members Present: C. Cruz, B. Windsor, R. Holohan, E. Ackerman, and S. DeVecchio
- c. Absent Members: J. Emanuels and M. Nelson
- d. Present Also: Director A. Edgar
- e. Guest(s) Present: Olivia Streeter, Melissa Weyeneth, and Tom Stagg

#### 2. Public Comment - None

#### 3. Consent Agenda

- a. Leadership Team Reports
- b. Approval of September 22, 2025 Minutes
- c. Hearing no objections, the consent agenda was adopted.

#### 4. Friends of the Library Report

- a. The Friends Used Bookstore is officially open. Books can be found on the bookshelf next to the circulation desk that formerly housed the ARC books. Payments are accepted via either PayPal or cash.
- b. The Friends now have merch
  - i. [https://stores.inksoft.com/friends\\_of\\_the\\_dunlap\\_public\\_li/shop/home](https://stores.inksoft.com/friends_of_the_dunlap_public_li/shop/home)
  - ii. They partnered with local business, Owens Design Group, which handles all the products, website management, and shipping. The Friends receive a portion of each sale.
  - iii. Purchases can be shipped directly to the home or picked up for free at the library.
- c. The Meet an Owl, Paint an Owl event was a huge success and was sold out. Thank you to Creative Soul and Celeste for underwriting this event.

- d. The Holiday Book Adoption Event will kick off on December 1<sup>st</sup> and run through the New Year. Community members are invited to adopt books from the holiday tree for purchase for the library. Donors may personalize a bookplate, which will be placed inside the cover. Donated books will be added to the library collection.
- e. Mini Golf is returning. Mark your calendars for February 22, 2026.
- f. At the October General Membership Meeting, members approved the next Friends' gift to the library totaling **\$2,160** to be used to purchase a print subscription to *Peoria Journal Star*, yoga items, reading glasses, color corrective glasses, a Nintendo Switch, a kids play tent, snacks for afterschool programs, cardboard standees, card tables and dress up clothes with storage.
- g. Gifts to the library for 2025 total **\$4,735**.

**5. Finances**

- a. Treasurer's Report submitted by R. Holohan regarding the September 30, 2025 accounting reports:
  - i. DPLD Balance Sheet
 

Total assets of \$3,460,866.83 are held in Insured Cash Sweep (ICS) accounts at Better Banks. All DPLD investments are FDIC-insured. At the end of September 2024, our assets were \$3,451,016.95. Thus, over the past year, our assets have increased more than \$9,850.
  - ii. Reviewed DPLD FY 2026 year-to-date results vs. budget.
- b. Consolidation of financial matters

**6. Library Board Trustee President's Report - None**

**7. Director's Report**

- a. Administration
  - i. Went to Better Banks with R. Holohan to get added to the library's account.
  - ii. Training/Meetings
    - 1. Patty from RSA visited and gave a new director an informational session
    - 2. Attended the annual Illinois Library Association conference (see below)
- b. Community
  - i. Wilder-Waite first graders visited the library for a field trip on Oct. 3. Amy gave them a tour and read to them. The students were learning about different types

of library services offered around the world and compared them to the types of library services we have in our community.

- ii. Called iDOT District office about replacing/updating the blue and white library directional sign at the intersection of Cedar Hills and Legion Hall roads. They said it is the responsibility of the township – left a message with Radnor Township
- iii. Attended the Rural Director’s Meeting in Brimfield on Oct. 24
- c. Facilities, etc.
  - i. Repairs for pulldown ladder for attic scheduled for Oct. 30.
  - ii. Getting quotes from painters for painting in the Youth office, Director’s Office, and Kitchen
  - iii. Commercial Irrigation flushed sprinkler lines for the season
  - iv. Sora replaced the computer monitor at the Circulation Desk
- d. Baker & Taylor – Boundless App
  - i. Baker & Taylor is going out of business, which will impact how we purchase books and the e-book app, Boundless.
  - ii. RAILS update on the situation courtesy of Ron:
    - 1. Nov. 3 - final day patrons can check out e-books or audios on the Boundless app and have a full two weeks to return.
    - 2. Nov. 10 - RAILS workshop will be available to provide libraries with training in the new platform and to answer questions regarding the transition from Baker & Taylor to the new vendor.
    - 3. Nov. 17 - RAILS will discontinue eRead and audio services from Baker & Taylor.
    - 4. Dec. 2 - RAILS will launch the new platform, PALACE. This system has been used statewide by public libraries in California and Georgia.
- e. Personnel
  - i. Interviewed candidates for Youth Services Librarian. Offered the job to Olivia Streeter, MLIS, who accepted and started on Oct 20.
  - ii. A student worker from Dunlap High School’s Pathways program has been working at the library four hours a week.
- f. RAILS / RSA / State Library

- i. Had first meeting with the RAILS Catalyst leadership team, which will continue to meet each month.

## 8. New Business

### a. Authorized Agent for IMRF

- i. A. Edgar explained the need for document to the Board.
- ii. The Board discussed and A. Edgar answered questions.
- iii. S. DelVecchio made a motion to approve the resolution and Authorized Agent for IMRF as presented. C. Cruz seconded the motion. The motion passed unanimously.

#### Roll call vote

- 1. Aye – all present
- 2. Nays - none

### b. Holiday gifts for staff from Board

- i. A. Edgar discussed the topic with the Board.
- ii. The Board discussed and A. Edgar answered questions.
- iii. S. DelVecchio made a motion for the staff gifts totaling ~\$850, consistent with 2024. C. Cruz seconded the motion. The motion passed unanimously.

#### Roll call vote

- 1. Aye – all present
- 2. Nays - none

### c. Report from ILA conference

- i. J. Emanuels and S. DelVecchio attended for trustees and A. Edgar and M. Weyeneth attended for staff.
- ii. Open discussion on ILA Conference
  - 1. Amy - Attended the annual Illinois Library Association conference in Chicago, Oct. 14-16. Attended sessions on leadership and communication, capital campaign fundraising, grant writing basics, the First Amendment, and public backlash.
  - 2. Stacey – Attended the trustee sessions on Be The Best Trustee You Can Be, “Intellectual Freedom, and Tips & Tricks You Can Use to Advocate for Your Library. Resources available for trustees on the iLEAD website (<https://www.ileadtrustee.org/register/>). We need an L2 logon to get to

this. It would be helpful to present more information on this at a board meeting.

## 9. Unfinished Business

- a. Tax Levy Ordinance
  - i. A. Edgar discussed the Tax Levy Ordinance with the Board.
  - ii. The Board discussed and A. Edgar confirmed that the information was the same as we had reviewed previously.
  - iii. C. Cruz made a motion to approve the Tax Levy Ordinance. E. Ackerman seconded the motion. The motion passed unanimously.

Roll call vote

1. Aye – all present
  2. Nays - none
- b. FY2025 Minutes Audit  
Tabled to the November 24, 2025 board meeting.
  - c. Per Capita Grant  
Discussed what we want to see; A. Edgar will share in January.

## 10. Announcements

- a. Next Regular Board Meeting: **November 24, 2025** at 6:00 PM.

## 11. Adjournment

- a. S. DelVecchio made a motion to adjourn the meeting. C. Cruz seconded the motion. The motion passed. The meeting adjourned at 7:17 PM.

Respectfully submitted by Stacey DelVecchio, Secretary