

Meeting of Library Trustees  
of  
Central Citizens' Library District  
1134 E. 3100 North Rd., Suite C  
Clifton, IL 60927  
January 19, 2023  
6:00 PM

I. Call Meeting to Order and Roll Call

President Robert Lemenager called the regular meeting of Central Citizens' Library District to order at 6:00 P. M. with the following Trustees present: Karen Alexander, Anne Blasey, Scott Senffner, Lavonne Gillespie, Wanda Thompson, Sharron Kreider and Robert Lemenager. Also present was Tahlia Guimond & Sarah Schoon.

II. Approval of Minutes

Scott Senffner made the motion, seconded by Wanda Thompson, to approve the December minutes with the correction of the total amount for the bill changed to \$18,924.82. Discussion. Vote: Aye all. Motion carried.

III. Reading and Allowance of Bills

Sharon Kreider made the motion, seconded by Karen Alexander, to approve the listed bills totaling \$11,032.48 and to accept deposits totaling \$310.60. Discussion. Vote: Roll Call Vote: Karen Alexander, yes; Ann Blasey, absent; Lavonne Gillespie, yes; Sharron Kreider, yes; Robert Lemenager, yes; Scott Senffner, yes, and Wanda Thompson, yes. Motion carried.

IV. Treasurer's Report

- Treasurer Scott Senffner reported that our balance on hand is \$404,514.73 in our checking and passbook accounts. Wanda Thompson made the motion, seconded by Anne Blasey to approve the treasurer's report. Discussion. Vote: Aye all. Motion carried.

V. Opportunity for Public Input

VI. Communications and Reports

We received the following communications:

- Director
  - o Attended meetings: Success By 6 meeting, Strategic Planning Meeting #, & Harbor House collaboration meeting to plan a Tea Party for April
  - o Preparing February Calendar of events/info
  - o Sorting through file cabinets in the Director's office
  - o Website: collecting information and links for the pages
  - o Databases: Updating our information and links
  - o Held interviews for assistant Librarian position
- Staff Projects
  - o Homes School Helpers kits: Sharon is creating the kits and has 7 out in circulation!
  - o Mary Ann is leading cataloging items and data entry
  - o Beth: Labeled the rooms
  - o We moved "New Adult" books to front entrance. Large Print rotating, Audio Rotating and McNaughton collections have taken the new books location.
  - o Our Audio books have been moved up front to the shelves after the DVDs.
  - o Homeschool Helper bags and yard games are in the audio book's place.
  - o Weeding Juvenile books that have not circulated since 2013- on Book Sale
- Programs & Events
  - o Storytime x 4, Art x 2, D&D x 2, Quilters x 2, Book Club, Craft, Reading Buddies x 3, Drop-in Craft, Santa Letter Drop-in, Coloring Contest, Cookie Decorating
  - o Prekindergarten Preparation Partnership – 30 current participants
- Grants
  - o Sharon Submitted the Final Report for the FY22 Community Foundation grant.

- o Registered for the “Grant Seekers workshop” for Community Foundation FY 23
- Upcoming Events
  - o Storytime: Jan 20,27, Feb 3, 10, 11, 17, 24 Book Club: Jan 23 Feb 27 D & D: Jan 25, Feb 1, 8, 15, 22
  - Quilters: Jan 26, Feb 9, 10, 23 Art: Jan 31, Feb7, 14, 21, 28 Crafts: Jan 25, Feb 4 Strategic Planning Feb 1, Mar 4
- Statistics
  - Program Attendance: Art - 16 Book Club – 5 Quilters – 21 D & D – 23 Storytime – 30 Craft – 5 Reading Buddies – 31 Coloring Contest – 171 Santa Letter – 17 Cookie Decorating - 36
  - Meeting Room 13
  - Adult Room 1
  - Circulation for December: 1,622 Checkouts 1,428 Check in 362 Borrowers 180 Overdues returned 270 Holds placed We filled 322 holds
  - Cloud Library App for December: 10 users 23 checkouts 9 holds 10 audio books 22 E-books 30 adult fiction 1 Juv. Fiction 0 YA fiction 1 Non-fiction
  - Patrons for December: 3 added 0 deleted Questions answered 53 Computer Help: 3 Copied for Patron: 4 E-Resources Ques. 3 Items Donated: 22 # of People Donated: 1 Purchases from Book Sale: 3 Pub. Fines Paid: 13 Phone services: 56 Patron Visits 244 Renewed cards 3 Scanned Doc. For Patron: 0 Wifi Use: 3 Sent Faxes: 0 Laminate for Patron: 1
  - Computers for December: Public: 13 AWE: 7
  - Novelist (Database) info.: 289 views 15 Clicks on suggestions 7 Read-alike referrals 6 series referrals 2 Accelerated Reader referrals
  - Consumer Reports Database: Visits: 1
  - My Heritage Database: Usage: 0
  - Collection For December: Added 127 items Deleted 866
  - Website Visits for December: 141 visits by 96 users
  - Google Analytics for November: 207 Profile Views 135 total interactions 15 calls 55 asked for directions 65 website visits 63 searches for us

VII. Unfinished Business

VIII. New Business

- A. Scott Sneffner, made a motion, seconded by Wanda Thompson to hire Casey Bronson as Assistant Librarian as part-time until July 1<sup>st</sup>, 2023, when a fulltime teacher’s contract goes into effect. Discussion. Vote: Aye all, Motion carried.
- B. Lavonne Gillespie made the motion, seconded by Anne Blasey, to purchase 2 monitors nad 2 computer towers for \$2,753.98. Discussion. Roll Call vote: Karen Alexander yes, Anne Blasey yes, Scott Senffner yes, Lavonne Gillespie yes, Wanda Thompson yes, Sharron Kreider yes, Robert Lemenager yes. Motion Carried.

IX. Other

X. Adjournment

Scott Senffner made the motion, seconded by Karen Alexander, to adjourn the meeting. Discussion. Vote: Aye all. Motion carried. Meeting Adjourned.

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Board President

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Board Secretary