

Meeting of Library Trustees
of
Central Citizens' Library District
1134 E. 3100 North Rd., Suite C
Clifton, IL 60927
December 15, 2022
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 6:03 P. M. with the following Trustees present: Karen Alexander, Scott Senffner, Lavonne Gillespie, Wanda Thompson, Sharron Kreider and Robert Lemenager. Absent: Ann Blasey. Also present was Tahlia Guimond & Sarah Schoon.

II. Approval of Minutes

Wanda Thompson made the motion, seconded by Sharron Kreider, to approve the November minutes. Discussion. Vote: Aye all. Motion carried.

III. Reading and Allowance of Bills

Scott Senffner made the motion, seconded by Karen Alexander, to approve the listed bills totaling \$18,924.82 and to accept deposits totaling \$6,459.10. 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 \$415,095.79 in our checking and passbook accounts. Wanda Thompson made the motion, seconded by Karen Alexander, 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:
 - Strategic Planning preparation Zoom with Shari Rich
 - Harbor House Tea Party collaboration meeting
 - IHLS Member Day Zoom
 - Chebanse grade school meetings
 - o Preparing January Calendar of events/info
 - o Sorting through file cabinets in the Director's office
 - o Strategic Planning preparation & meeting
 - o Scholastic Book Fair; success! Sold \$6,008 of merchandise, receive credit to buy books for student's RIF program
 - o Closed School RIF checking account & moved money to School Library account.
 - o Hosted Success By 6 Steering Committee Meeting
 - o Posted the Assistant position on Handshake (college job board)
- Staff Projects
 - o Homes School Helpers kits: Sharon is creating the kits and has 3 out in circulation!
 - o Mary Ann is leading cataloging items and data entry
 - o Beth: Planning and facilitating crafts
 - o Valerie: Making a spreadsheet with all the Classroom Collection information to have on hand for teachers, parents, etc
 - o Holiday Decorations: staff worked together on them
- Programs & Events
 - o Storytime x 5, Art x 4, D&D x 5, Quilters x 3, Book Club, Craft, Reading Buddies x 4, Drop-in Craft, Santa Letter Drop-in
 - o Prekindergarten Preparation Partnership – 32 current participants
- Grants
 - o Community Foundation's Community Works 2023 Grant research

- Upcoming Events
 - o Storytime Holiday Party – Dec 16th
 - o Cookie Decorating – Dec. 17th
 - o Quilters – Dec. 22nd, Jan. 12th, 13th, 26th
 - o Wreath Craft – Jan. 7th
 - o Storytimes – Jan. 6th, 13th, 14th, 20th. 24th
 - o D & D - Jan 4th, 11th, 18th, 25th
 - o Drop in Gnome Craft – Jan. 19th
 - o Book Club – Jan. 23rd

Statistics

- Program Attendance
 - o Art – 36 Book Club – 5 Quilters – 25 D & D – 43 Storytime – 44 Craft – 36 Reading Buddies – 62
- Meeting Room 21
- Adult Room 0
- Circulation for November
 - o 2,174 Checkouts 2,044 Check in 436 Borrowers 218 Overdues returned 532 Holds placed We filled 341 holds
- Cloud Library App for November
 - o 15 users 24 checkouts 14 holds 17 audio books 21 E-books 33 adult fiction 4 Juv. Fiction
 - o 1 YA fiction 0 Non-fiction
- Patrons for November: 13 added 1 deleted
 - o Questions answered 65 Computer Help 0 Copied for Patron: 4 E-Resources Ques. 3
 - o Items Donated: 47 # of People Donated: 2 Pub. Fines Paid: 18 Phone services: 41
 - o Patron Visits 208 Renewed cards 9 Scanned Doc. For Patron: 1 Wifi Use: 3 Sent Faxes: 2
- Computers for November: Public: 15 AWE: 4
- Novelist (Database) no info.: ? views ? Clicks on suggestions ? Read-alike referrals ? series referrals
- My Heritage Database: Usage for Nov: 0
- Collection For November: Added 136 items Deleted 37
- Website Visits for November: 134 visits by 92 users
- Google Analytics for November: 218 Profile Views 130 total interactions 11 calls 49 asked for directions
70 website visits 53 searches for us

VII. Unfinished Business

- Discussed dates for Strategic Planning meetings for January and February

VIII. New Business

IX. Other

- A. Continued discussion of “Serving Our Public” Checklists

X. Adjournment

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

Board President

Board Secretary