

Meeting of Library Trustees  
of  
Central Citizens' Library District  
1134 E. 3100 North Rd., Suite C  
Clifton, IL 60927  
January 18, 2024  
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 6:03pm. with the following Trustees present: Karen Alexander, Ann Blasey, Lavonne Gillespie, Tahlia Guimond Scott Senffner, Sharron Kreider and Robert Lemenager. Also present were Casey Bronson, Sarah Schoon, Debbie Peters, Brianna Peters.

II. Approval of Minutes

Sharron Kreider made the motion, seconded by Ann Blasey, to approve the December minutes. Discussion. Vote: Aye all. Motion carried.

III. Adaptation of updated Meeting Agenda

Scott Senffner made the motion, seconded by Keran Alexander, to approve the use of the updated Meeting Agenda. Discussion. Vote: Aye all. Motion carried.

IV. Reading and Allowance of Bills

Tahlia Guimond made the motion, seconded by Karen Alexander, to approve the listed bills totaling \$3,031.09 and to accept deposits totaling \$164.50. Discussion. Vote: Roll Call Vote: Karen Alexander, yes; Ann Blasey, yes; Lavonne Gillespie, yes; Sharron Kreider, yes; Robert Lemenager, yes; Tahlia Guimond, yes; and Scott Senffner, yes. Motion carried.

V. Treasurer's Report

Treasurer Scott Senffner reported that our balance on hand is \$335,682.54 in our checking and passbook accounts. Ann Blasey made the motion, seconded by Sharron Kreider to approve the treasurer's report. Discussion. Vote: Aye all. Motion carried.

VI. Opportunity for Public Input

Debbie Peters asked where the Library Policies could be found. At this time, there is a Policy Binder at the Circulation Desk and the plan is to post to our website when we get a bulk of them updated

VII. Communications and Reports

We received the following communications:

- Director
  - o Attended meetings: Success By 6 Coalition Meeting (both counties)
  - o Sorting through file cabinets in the Director's office
  - o Website: Calendar & News
  - o Weeding: Non-Fiction
  - o Staff Schedule
  - o Typed up CCLD Policy updates
  - o Contacted GHA Technologies to order copier.
  - o Book Fair = Sold \$6,279.28 in merchandise -Teacher Wish Lists (15 teachers / 57 books)
  - o Staff holiday Party – they send their Thanks for the shirt and evening out.
  - o In contact with Rick Blanchette's office working on Annual Report process
- Staff & Volunteer Projects
  - o Mary Ann: heading up the processing of the public books
  - o STEM Lab: bought 4 Lenovo tablets for STEM class in Middle school to use, & for the lab
  - o Beth B: made Shelf markers for Kids Room for ABC's and 100's

- o Ann Blasey: Labeling Traveling Tonies 1.25 hours
- o Ben T. (High school Spec. Ed.): 45 minutes a day - dusting and stamping
- o Completed IHLS Recertification to catalog (Sarah, Valerie, Mary Ann, Theresa)
- o Project Headspace & Timing Police Care packages = 184 items (letters, and color pages)
- Programs & Events
  - o Book Fair, Coloring Contest, Cookie Decorating, Storytime, Wood Craft, Middle School Art, 3rd & 4th Grade Art, Saturday Storytime & Book Club Book Exchange
- Grants
  - o Submitted Per Capita Grant for FY 2023
  - o Tonies Project: Books for kits are being purchased Kits are being processed. 82 Traveling Tonie Figures are cataloged!!!! Tree in Kids Room has been converted to a Tonie Tree. Patrons can use/test out

Statistics: December

- Program Attendance: Storytime: 41 Craft: 12 Art Classes: 8 Book Club: 7 Cookie Decorating: 78  
Coloring Contest entries: 39 Police Care Box: 184 Santa Letter: 21
- Meeting Room-not program: 6 Girl Scouts, Quilters, D&D
- Special Collections Room: 4 DCFS Mtg., D&D, HS Test
- Circulation: 1,735 Checkouts 1,651 Check in 312 Borrowers 176 Overdues returned 338 Holds placed  
We filled 294 holds
- Cloud Library App: 12 users 29 checkouts 14 holds 1 Suggestions 24 audio books 20 E-books 34 Adult Fiction  
3 Juv. Fiction 1 YA Fiction 4 Non-Fiction 1 Juv. Non-Fiction
- Patrons: 1 added 0 deleted Questions answered 47 Computer Help: 5 Copied for Patron: 2  
E-Resources Ques. 0 Items Donated: 40 # of People Donated: 0 Book Sale: 1 (free) Notary: 0  
Curbside: 0 Pub. Fines Paid: 5 Phone services: 26 Patron Visits: 447 Renewed cards: 3  
Scanned Doc. For Patron: 1 Wifi Use: 5 Sent Faxes: 2 Laminate for Patron: 2
- Computers: Public: 19 AR Tests = 5 Class Assig. = 2 AWE: 17
- My Heritage – 0 usage
- Collection: Added 200 items Deleted 448 items
- Website Visits: 450 page views 297 users 269 new users
- Google Analytics: 140 Profile Views 109 total interactions 10 calls 47 asked for directions 52 website visits  
18 searches for us

VIII. Unfinished Business

IX. New Business

- A. Sharron Kreider made the motion, Seconded by Scott Sneffner, to accept Policy section: 4.2 Material Selection Policy. Discussion. Vote: Aye all. Motion carried.
- B. Scott Senffner made the motion, Seconded by Ann Blasey, to accept Policy section 4.3 Material Reconsideration Policy. Discussion. Vote: Aye all. Motion carried.
- C. Tahlia Guimond made the motion, Seconded by Karen Alexander, to accept Policy Section 4.4 ALA's Freedom to View Policy. Discussion. Vote: Aye all. Motion carried.
- D. Scott Senffner made the motion, Seconded by Karen Alexander, to accept the Annual Financial Report. Discussion. Vote: Aye all. Motion carried.

X. Other

XI. 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