

Meeting of Library Trustees
of
Central Citizens' Library District
1134 E. 3100 North Rd., Suite C
Clifton, IL 60927
May 16, 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 6:00pm. with the following Trustees present: Karen Alexander, Ann Blasey, Lavonne Gillespie, Scott Senffner, and Robert Lemenager. Absent: Tahlia Guimond & Sharron Kreider. Also present were Casey Bronson, Sarah Schoon, Debbie Peters, Brianna Peters.

II. Approval of Minutes

Ann Blasey made the motion, seconded by Karen Alexander, to approve the April minutes. Discussion. Vote: Aye all. Motion carried.

Scott Senffner made the motion, seconded by Karen Alexander, to accept the Closed Meeting minutes from 4/18/24. Discussion. Vote: Aye all. Motion carried.

III. Reading and Allowance of Bills

Scott Senffner made the motion, seconded by Lavonne Gillespie, to approve the listed bills totaling \$21,981.71 and to accept deposits totaling \$170.23. Discussion. Vote: Roll Call Vote: Karen Alexander, yes; Ann Blasey, yes; Lavonne Gillespie, yes; Sharron Kreider, AB; Robert Lemenager, yes; Tahlia Guimond, AB; and Scott Senffner, yes. Motion carried.

V. Treasurer's Report

Treasurer Scott Senffner reported that our balance on hand is \$277,715.47 in our checking and passbook accounts. Karen Alexander made the motion, seconded by Ann Blasey to approve the treasurer's report. Discussion. Vote: Aye all. Motion carried.

VI. Opportunity for Public Input

Debbie & Brianna request use of the Meeting Room on Aug. 22, 2024

VII. Communications and Reports

We received the following communications:

- Director
 - o Attended meetings: Success By 6 Coalition Meeting (both counties); KAN-I Help Committee Zoom; Absence Management Instructions; Fall Chev. Family Night prep. Meeting; Imagination Library Zoom (tech); Effective Performance Evaluation Zoom; EBSCO call – changes in our fees; Jasmine Bond - another school/public library – will visit in June
 - 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 Phone bill will be on Voucher.
 - o Success By 6 Literacy video recording
 - o Casey's evaluation process
 - o Dealt with Facebook post about Chev. author visit
 - o Received Iroquois County 2023 Tax Computation Report
- Staff & Volunteer Projects
 - o Sharon: Tonie Community Voices project (recording audio books) Tonies Project (Circulation: Boxes = 43, Figure = 246)
 - o Ben T. (High school Spec. Ed.): 45 minutes a day - dusting and stamping
 - o Sarah- prep to Co-Present at the Success by 6 Coalition Meeting 5/16/24

- o STEM Lab: Maintenance began deconstruction.
- o Summer Reading Prep - full swing; Registration is live -- May 28th July 3rd -- Reward party July 9th
- Programs & Events
 - o Storytime, Middle School Art, 3rd & 4th Grade Art, Book Club, St., Reading Buddies, Spring Painting Craft, Minnie Mouse Tea Party, Darkness to Light program.
- Grants
 - o Mary Helen Roberts Trust -- Submitted -asked for \$900.00 -- Simple building tools
 - o Lavina Young Trust -- Submitted -asked for \$1,240.00 -- Mystery Stem Kits

Statistics: April

- Program Attendance: Storytime: 49 Art Classes: 15 Book Club: 3 Painting Craft: 15 Reading Buddies: 69 Tea Party: 26 Darkness to Light: 2
- Meeting Room-not program: 15 (Girl Scouts, Quilters, DCFS, D&D, Aflac, CARE Group)
- Special Collections Room: 3
- Circulation: 2,295 Checkouts 2,062 Check in 445 Borrowers 272 Overdues returned 375 Holds placed We filled 318 holds
- Cloud Library App: 12 users 33 checkouts 15 holds 1 Suggestions 37 audio books 19 E-books 45 Adult Fiction 0 Juv. Fiction 1 YA Fiction 3 Non-Fiction 0 Juv. Non-Fiction
- Patrons: 3 added 0 deleted Questions answered 37 Computer Help: 15 Copied for Patron: 7 E-Resources Ques. 4 Items Donated: 0 # of People Donated: 0 Book Sale: 43 (free) Notary: 4 Curbside: 0 Pub. Fines Paid: 16 phone services: 68 Patron Visits: 374 Renewed cards: 1 Scanned Doc. For Patron: 0 Wifi Use: 16 Sent Faxes: 1 Laminate for Patron: 0
- Computers: Public: 25 AR Tests = 0 Class Assig. = 15 AWE: 16
- My Heritage -- 0 usage
- Collection: Added 281 items Deleted 618 items
- Website Visits: 981 page views (168 Database) 426 users 380 new users
- Google Analytics: 143 Profile Views ? total interactions 25 calls 34 asked for directions 84 website visits searches for us

VIII. Unfinished Business

IX. New Business

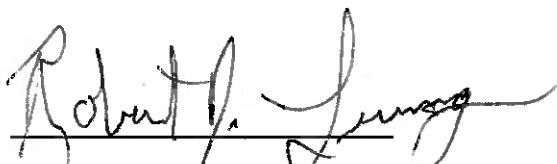
- A. Karen Alexander made the motion, seconded by Ann Blasey, to approve the updated Personnel Policy 6.1. Discussion. Vote: Aye all. Motion carried.
- B. Karen Alexander made the motion, seconded by Scott Senffner, to approve the Program Photo Policy 8.2. Discussion. Vote: Aye all. Motion carried.
- C. Karen Alexander made the motion, seconded by Ann Blasey, to approve Ordinance 24-01 Meeting Dates. Discussion. Vote: Aye all. Motion carried.
- D. Scott Senffner made the motion, seconded by Ann Blasey, to leave Non-Resident Fee at \$125. Discussion. Vote: Aye all. Motion carried.

X. Other

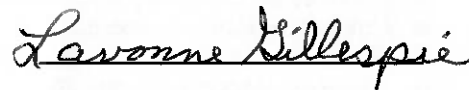
- A. Discussion on the FY2025 Budget. To be added to the next meeting agenda.
- B. Discussion about putting savings into CD savings. To be added to the next meeting agenda.

XI. 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